



- 1. Call to Order**
- 2. Agenda**
  - a. Deletions/Additions
  - b. Adoption of Agenda
- 3. Delegations**
  - a. 5:15 PM Innisfree Fire Department – Update to Council (**Page 2-3**)  
Dean Lindballe, Deputy Fire Chief  
Joan Anderson, Secretary/Treasurer
- 4. Adoption of Minutes**
  - a. August 17, 2021 - Regular Council Minutes (**Page 4-12**)
- 5. Business Arising from the Minutes**
  - a. Smoking Bylaw – RFD (**Page 13-15**)
- 6. Policies & Bylaws**
  - a. Strategic Framework Policy 1100-07 – Revisions – RFD (**Page 16-24**)
- 7. New Business**
  - a. 2021 Asphalt Rehabilitation Quotes – RFD (**Page 25-37**)
  - b. Post-Election Meeting Date – RFD (**Page 38**)
  - c. 2022 Franchise Fee Distribution– ATCO Electric – RFD (**Page 39-42**)
  - d. 2022 Franchise Fee Distribution – ATCO Natural Gas – RFD (**Page 43-45**)
  - e. 2022 Municipal Contribution – North Saskatchewan Watershed Alliance – RFD (**Page 46-72**)
  - f. 2021 Day of Truth & Reconciliation – RFD (**Page 73-78**)
  - g. Request for Tax Installment Plan for 2021 – RFD (**Page 79-80**)
  - h. Appoint of Deputy Director of Emergency Management – RFD (**Page 81**)
- 8. Councillor Reports**
  - a. MLA Jackie Armstrong-Homeniuk & Justice Minister Madu Report – Deb McMann (**Page 82**)
  - b. Alberta HUB Meeting – Deb McMann (**Page 83-89**)
- 9. Administration Reports**
  - a. CAO Report & Action List (**Page 90-95**)
  - b. Financials
    - i. Revenue & Expense (**Page 96-101**)
    - ii. Tax Trial Balance (**Page 102**)
    - iii. Utility Trial Balance (**Page 103**)
    - iv. Accounts Payable Trial Balance (**Page 104-105**)
- 10. Correspondence**
  - a. Rail Safety Week - 2021 Proclamation Request (**Page 106-107**)
  - b. Service Line Warranties - Letter August 10, 2021 (**Page 108-111**)
  - c. Buffalo Trail Public Schools – Delnorte School Handicap Parking/Drop Off Zone (**Page 112**)
  - d. October 17-23, 2021 - Workplace Bullying Awareness Week (**Page 113**)
  - e. Alberta Emergency Alert – Authorized Training – August 5, 2021 (**Page 114**)
  - f. ATB Financial – Changes to Corporate Creditor Service (**Page 115-116**)
- 11. Closed Session**
- 12. Adjournment**

## Admin

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**From:** no-reply@webguidecms.ca on behalf of Joan Anderson (via www.innisfree.ca) <no-reply@webguidecms.ca>  
**Sent:** September 14, 2021 2:46 PM  
**To:** Admin  
**Subject:** Website Submission: Contact Us - innisfree.ca

Village of Innisfree - Website Submission: Contact Us - innisfree.ca

# Website Submission: Contact Us - innisfree.ca

## Form Submission Info

**Name:** Joan Anderson

**Email:** joanyl49@yahoo.ca

**Message:** The Innisfree Fire and Rescue (3 people) wish to attend the Council meeting on September 21 to discuss improvements to Fire Station as well as keeping connected between village and fire rescue.

Village of Innisfree

## Admin

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**From:** Joan Anderson <joanyl49@yahoo.ca>  
**Sent:** September 16, 2021 10:51 AM  
**To:** Admin  
**Subject:** Re: Website Submission: Contact Us - innisfree.ca

Hi

Here is the list of wishes:

Turnout gear lockers

LED efficient lighting throughout

Attach compressed air lines to ceiling

Shelving in truck bay

Replace flooring in entry, paint floor in truck bay

I hope this is what you require.

Joan

On Wednesday, September 15, 2021, 10:51:38 a.m. MDT, Admin <admin@innisfree.ca> wrote:

Hello Joan,

Could you please provide more details regarding the "improvements" to the Fire Hall?

Thank you.

Regards,

Brooke Magosse

Chief Administrative Officer

Village of Innisfree

**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, August 17, 2021.**

**PUBLIC HEARING**

CALL TO ORDER

Mayor McMann called the Public Hearing to order at 5:02 P.M.

PUBLIC HEARING ATTENDANCE

**Attendance in-person:**

Deborah McMann Mayor  
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

**Attendance via Electronic Means:**

Aaron Cannan Deputy Mayor

**Public Attendance**

Tina Lindballe Member of Public

APPROVAL OF AGENDA  
2021-08-17/01

Moved by Councillor Oudshoorn that the Public Hearing Agenda be approved as presented.

**CARRIED.**

PUBLIC HEARING – BYLAW 667-21: METHODS OF ADVERTISING

Pursuant to Section 230 of the Municipal Government Act, Revised Statutes of Alberta 200, Chapter M-26 and amendments thereto, a public hearing on Bylaw 667-21 being a Bylaw to establish methods of advertising statutory notices, to hear any person, group of persons, or persons representing them, claiming to be affected by the proposed bylaw.

No representation was made, neither in written nor verbal format, regarding the proposed Method's of Advertising Bylaw 667-21.

ADJOURNMENT

Deputy Mayor Cannan adjourned the Public Hearing at 5:05 PM.

CALL TO ORDER

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

**Attendance in-person**

Deborah McMann Mayor  
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

**Attendance via Electronic Means**

Aaron Cannan Deputy Mayor (teleconference)

**Public Attendance**

Tina Lindballe Public

**PAGE 2, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

APPROVAL OF  
AGENDA  
2021-08-17/020

Moved by Councillor Oudshoorn that the August 17, 2021 Regular Council Agenda be approved as amended:

**4 - Adoption of Minutes:**

(b) – June 30, 2021 Special Council Minutes

**8 - Councillor Reports**

- (a) – AUMA Leader’s Caucus Report – Deb McMann
- (b) – Village of Innisfree Library Board – Will Oudshoorn
- (c) – MD of Minburn Report – Will Oudshoorn

**10 - Correspondence:**

(b) – Pam Davidson – Candidate for Senate Newsletter

**11 - Closed Session**

- (a) – Personnel (FOIP Sections 17 & 27)
  - i. Public Works Foreman – Letter of Resignation
- (b) – Land (FOIP Section 17 & 27)
  - i. Request for Tax Forgiveness (5127 – 50 Street)

DELEGATION:  
QUARTER 1 – POLICE  
REPORT AND  
STATISTICS  
2021-08-17/03

*Sgt. Mike Dunsmore attending the meeting via Zoom (virtual).*

*Grant Bergman, Peggy Smith, Keith Whitmore and Brian Overly arrived at 5:19 PM.*

Sgt. Mike Dunsmore, from the Vermilion RCMP Detachment, presented report(s) to Mayor and Council regarding the County of Minburn # 27 – Vermilion Detachment crime statistics year to date.

Moved by Deputy Mayor Cannan that Sgt. Dunsmore’s presentation and reports, regarding the County of Minburn #27 – Vermilion Detachment Crime Statistics year to date, be received as information.

CARRIED.

Sgt. Dunsmore departed the meeting at 5:19 PM.

Grant Bergman made a verbal/written presentation to Mayor and Council regarding the 2021 Minimum Tax.

Moved by Councillor Oudshoorn that Council receive Mr. Bergman’s verbal and written presentation as information.

CARRIED.

DELEGATION – 2021  
MINIMUM TAX  
2021-08-17/04

Grant Bergman, Peggy Smith, Keith Whitmore and Brian Overly departed the meeting at 5:30 PM.

**PAGE 3, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

**APPROVAL OF  
MINUTES  
2021-08-17/05**

Moved by Mayor McMann that the July 20, 2021 Regular Council Minutes be approved with the following amendment:

- The MMI FCSS annual report date should be 2020, not 2021.

CARRIED.

**APPROVAL OF  
MINUTES  
2021-08-17/06**

Moved by Deputy Mayor Cannan that the June 30, 2021 Special Council Minutes be approved with the following amendment:

- Corrected the Agenda Motion for approval to “as presented” not “as amended.”

CARRIED.

**ACTION ON SMOKING  
AND HEALTH – NEW  
PROVINCIAL VAPING  
REGULATIONS  
2021-08-17/07**

Moved by Deputy Mayor Cannan that Administration be directed to research and develop a Smoking Bylaw, outlining the amendments to the Tobacco and Smoking Reduction Act, as recently proclaimed in Bill 19 by the Alberta Government. Further that Administration be directed to bring forward the research and draft bylaw to the September 21, 2021, Regular Council meeting.

CARRIED.

**BYLAW 667-21 –  
METHOD’S OF  
ADVERTISING BYLAW  
SECOND  
2021-08-17/08**

Moved by Mayor McMann that Bylaw 667-21 – Methods of Advertising Bylaw be given SECOND reading this 17<sup>th</sup> day of August 2021.

CARRIED.

**BYLAW 667-21 –  
METHOD’S OF  
ADVERTISING BYLAW  
THIRD AND FINAL  
2021-08-17/09**

Moved by Deputy Mayor Cannan that Bylaw 667-21 – Methods of Advertising Bylaw be given THIRD and FINAL Reading this 17<sup>th</sup> day of August 2021.

CARRIED.

**BYLAW 662-20 –  
REGIONAL  
EMERGENCY  
MANAGEMENT BYLAW  
FIRST READING  
2021-08-17/10**

Moved by Councillor Oudshoorn that Bylaw 662-20 – Regional Emergency Management Bylaw be approved as amended. Further that Bylaw 662-20 – Regional Emergency Management Bylaw be given FIRST reading this 17<sup>th</sup> day of August 2021.

CARRIED.

**PAGE 4, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

BYLAW 662-20 –  
REGIONAL  
EMERGENCY  
MANAGEMENT BYLAW  
SECOND READING  
2021-08-17/11

Moved by Mayor McMann that Bylaw 662-20 – Regional Emergency Management Bylaw be given SECOND reading this 17<sup>th</sup> day of August 2021.

CARRIED.

BYLAW 662-20 –  
REGIONAL  
EMERGENCY  
MANAGEMENT BYLAW  
AUTHORIZE THIRD  
READING  
2021-08-17/12

Moved by Deputy Mayor Cannan that Bylaw 662-20 – Regional Emergency Management Bylaw be authorized for THIRD reading this 17<sup>th</sup> day of August 2021.  
UNANIMOUSLY CARRIED.

BYLAW 662-20 –  
REGIONAL  
EMERGENCY  
MANAGEMENT BYLAW  
THIRD AND FINAL  
READING  
2021-08-17/13

Moved by Mayor McMann that Bylaw 662-20 – Regional Emergency Management Bylaw be given THIRD and FINAL reading this 17<sup>th</sup> day of August 2021.

CARRIED.

APPOINTMENT OF  
MEMBER – REGIONAL  
EMERGENCY  
MANAGEMENT  
COMMITTEE  
2021-08-17/14

Moved by Councillor Oudshoorn that Aaron Cannan be appointed as the member for the Regional Emergency Management Committee.

CARRIED.

APPOINTMENT OF  
ALTERNATE MEMBER  
– REGIONAL  
EMERGENCY  
MANAGEMENT  
COMMITTEE  
2021-08-17/15

Moved by Deputy Mayor Cannan that William Oudshoorn be appointed as the Alternate Member for the Regional Emergency Management Committee.

CARRIED.

APPOINTMENT OF  
DIRECTOR OF  
EMERGENCY  
MANAGEMENT  
2021-08-17/16

Moved by Mayor McMann that CAO Brooke Magosse be appointed as the Director of Emergency Management for the Village of Innisfree.

CARRIED.

**PAGE 5, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

BYLAW 668-21 –  
TEMPORARY  
BORROWING BYLAW  
FIRST READING  
2021-08-17/17

Moved by Deputy Mayor Cannan that Bylaw 668-21 – Temporary Borrowing Bylaw be given FIRST reading this 17<sup>th</sup> day of August 2021.

CARRIED.

BYLAW 668-21 –  
TEMPORARY  
BORROWING BYLAW  
SECOND READING  
2021-08-17/18

Moved by Mayor McMann that Bylaw 668-21 – Temporary Borrowing Bylaw be given SECOND reading this 17<sup>th</sup> day of August 2021.

CARRIED.

BYLAW 668-21 –  
TEMPORARY  
BORROWING BYLAW  
AUTHORIZE THIRD  
READING  
2021-08-17/19

Moved by Councillor Oudshoorn that Bylaw 668-21 – Temporary Borrowing Bylaw be authorized for THIRD reading this 17<sup>th</sup> day of August 2021.

UNANIMOUSLY CARRIED.

BYLAW 668-21 –  
TEMPORARY  
BORROWING BYLAW  
THIRD AND FINAL  
2021-08-17/20

Moved by Deputy Mayor Cannan that Bylaw 668-21 – Temporary Borrowing Bylaw be given THIRD and FINAL reading this 17<sup>th</sup> day of August 2021.

CARRIED.

MINBURN REGIONAL  
EMERGENCY  
MANAGEMENT  
PARTNERSHIP  
AGREEMENT AND  
MUTUAL AID  
2021-08-17/21

Moved by Deputy Mayor Cannan that the Minburn Regional Emergency Management Partnership Agreement and Mutual Aid Agreement be approved as presented.

CARRIED.



**PAGE 6, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

2021 PUBLIC AUCTION  
– TAX SALE  
2021-08-17/22

Moved by Councillor Oudshoorn that the Council of the Village of Innisfree, having considered the report of the Chief Administrative Officer regarding unpaid tax arrears, hereby approves proceeding with the Tax Sale pursuant to the provisions of the *Municipal Government Act* for the following properties subject to the conditions described below:

LINC Number	Legal Description	Title Number	Reserve Bid
0015 658 982	8776S;12;17	842 195 671	\$ 16,500.00
0018 369 455	4175R; 4; 22-23	162 293 042	\$ 9,900.00
0018 369 660	4175R; 7; 6-7	012 346 557 +1	\$ 38,500.00
0026 518 671	9524252; 22; 1A	952 260 994	\$ 3,300.00
0011 470 986	6127HW; 20; 2	892 253 593	\$ 990.00

1. The tax sale shall proceed by auction at the Village of Innisfree Office, 5116 – 50 Ave, Innisfree, Alberta on November 25, 2021, at 5:00 PM.
2. The properties shall be offered for sale on an "as is, where is" basis and the Village of Innisfree makes no representation and gives no warranty whatsoever including as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence, or presence of environmental contamination, or the developability of the subject land for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Village of Innisfree.
3. The properties listed above shall be subject to the tax sale if the total outstanding property tax arrears remain outstanding prior to the tax sale.
4. The properties will be offered for sale by auction, subject to a reserve bid and to certain registrations shown on the existing certificate of title as described in section 423(1) of the *Municipal Government Act*.
5. A non-refundable deposit equal to 10% of purchase price, by bank draft or by lawyer's trust cheque shall be due on sale date, with the balance of the purchase price due on closing.
6. Successful bidders shall be required to execute a Sale Agreement in a form and substance acceptable to the Village of Innisfree.

CARRIED

MUNICIPAL PLANNING  
SERVICES QUOTE –  
INNISFREE CIVIC  
MAPPING  
2021-08-17/23

Moved by Councillor Oudshoorn that the Municipal Planning Services Quote – Innisfree Civic Mapping be received as information.

CARRIED.

**PAGE 7, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

TELUS LETTER JULY  
28, 2021 – CANADA’S  
TRANSITION TO NEXT  
GENERATION 9-1-1  
SERVICES  
**2021-08-17/242**

Moved by Councillor Oudshoorn that Chief Administrative Officer Brooke Magosse be appointed as the prime contact and representative for NG-9-1-1 as requested in Telus’s Letter dated July 28, 2021.

CARRIED.

*Aaron Cannan left the meeting at 6:17 PM.  
Aaron Cannan returned to the meeting at 6:21 PM.  
Aaron Cannan left the meeting at 6:21 PM.  
Aaron Cannan returned to the meeting at 6:22 PM.*

TELUS EMAIL AUGUST  
5, 2021 – TELUS  
BUSINESS SOLUTIONS  
CONSULTATION  
**2021-08-17/25**

Moved by Councillor Oudshoorn that Telus’s Email of August 5, 2021 – Telus Business Solutions Consultation be received as information.

CARRIED.

ALBERTA MUNICIPAL  
AFFAIRS LETTER JULY  
5, 2021 – FGTF 2021  
**2021-08-17/26**

Moved by Mayor McMann that Alberta Municipal Affairs Letter dated July 5, 2021 – FGTF 2021 be received as information.

CARRIED.

ALBERTA MUNICIPAL  
AFFAIRS LETTER  
AUGUST 5, 2021 – 2021  
SENATE AND  
REFERENDUM  
ELECTION  
**2021-08-17/27**

Moved by Deputy Mayor Cannan that Alberta Municipal Affairs Letter dated August 5, 2021 – 2021 Senate and Referendum Election be received as information.

CARRIED.

*Mayor McMann called for a recess at 6:35 PM.*

*Mayor McMann reconvened the meeting at 6:42 PM.*

*Mayor McMann called for a recess at 6:42 PM*

*Mayor McMann reconvened the meeting at 6:44 PM.*

**PAGE 8, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

**COUNCILLOR REPORTS  
2021-08-17/28**

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

CARRIED.

**ADMINISTRATION  
REPORTS  
2021-08-17/29**

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

CARRIED.

**CORRESPONDENCE  
2021-08-17/30**

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

CARRIED.

*Mayor McMann called for a recess at 7:42PM.*

*Tina Lindballe left the meeting at 7:42 PM*

*Mayor McMann reconvened the meeting at 7:48 PM*

**MEETING PAST 8:00 PM  
2021-08-17/31**

Moved by Councillor Oudshoorn that the meeting be approved to exceed 8:00 PM.

CARRIED.

**CLOSED SESSION  
ATTENDANCE**

Deborah McMann	Mayor
Aaron Cannan	Deputy Mayor (via teleconference)
William Oudshoorn	Councillor

Brooke Magosse	Chief Administrative Officer
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**CLOSED SESSION  
2021-08-17/32**

Moved by Mayor McMann that the meeting be moved into a closed session at 7:49 PM to discuss Personnel – Public Works Foreman Resignation and Land – Request for Tax Forgiveness (5127 – 50 Street) in accordance with FOIP Section’s 17 and 27.

CARRIED.

**CLOSED SESSION  
2021-08-17/33**

Moved by Mayor McMann that the meeting come out of closed session at 8:16 PM.

CARRIED.

**PERSONNEL (FOIP  
SECTION 17 & 27) –  
PUBLIC WORKS  
FOREMAN –  
RESIGNATION  
2021-08-17/34**

Moved by Councillor Oudshoorn that the Public Works Foreman Resignation be received as information.

CARRIED.

**PAGE 9, VILLAGE OF INNISFREE REGULAR COUNCIL MEETING  
MINUTES OF AUGUST 17, 2021**

LAND (FOIP SECTION  
17 & 27) – REQUEST  
FOR TAX  
FORGIVENESS (SW 11-  
51-11-W4M)  
2021-08-17/35

Moved by Mayor McMann that the Request for Tax Forgiveness (SW 11-51-11-W4M) be received as information.

CARRIED.

ADJOURNMENT

Deputy Mayor Cannan adjourned the meeting at 8:20 PM.

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Mayor

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Chief Administrative Officer

DRAFT

## Request for Decision (RFD)

**Topic:** Smoking Bylaw  
**Initiated by:** Council Motion 2021-08-17/07  
**Attachments:** ash.ca email dated July 7, 2021  
 Summarization of Bill 19 – ash.ca

**Purpose(s):**

1. To review the new provincial legislation on the sale, promotion, display and consumption of vaping products as set out in Alberta Bill 19 that took effect on July 31, 2021.

**Background:**

1. Ash.ca email dated July 7, 2021 regarding the New Provincial Vaping Regulations as set out in Bill 19. Administration presented email dated July 7, 2021 to the July 20, 2021 Regular Council meeting for Council's review and direction. After reviewing the email and attachments, Council passed resolution 2021-07-02/10 "...that Council direct Administration to conduct further research in regard to the Village of Innisfree "Smoking Bylaw" (if applicable). Furthermore, that Administration be directed to bring forward any information obtained to the August 17, 2021 Regular Council meeting for further discussion."
2. Administration brought forward information regarding the search for related Bylaw's in the August Council meeting when Council passed resolution 2021-08-17/07 that directed Administration to develop a Smoking Bylaw, outlining the amendments to the Tobacco and Smoking Reduction Act, as recently proclaimed in Bill 19 by the Alberta Government and to bring forward this information to the September 21, 2021 Regular Council meeting.

**Key Issues/Concepts:**

1. Upon reviewing the information, and speaking with neighboring municipalities, Administration determined that it is not necessary to develop a Smoking Bylaw, as the Village of Innisfree has (in the past) followed the provincial regulations as set out; thereby, the Smoking legislation remains a provincial responsibility and not a local municipal responsibility.

**Financial Implication(s):**

1. None at this time.

**Option(s):**

1. As directed by Council.
2. That Council rescind motion 2021-08-17/07. Further that the Village of Innisfree continue to follow the Provincial Regulations as set out in the Tobacco and Smoking Reduction Act, including the restrictions on vaping products as stated in the Alberta Governments Bill 19. NOTE: *The Village will not be enforcing the Act; it is a Provincial responsibility.*

**Relevant Policy/Legislation:**

1. RSA – c.17 (Bill 19) –Tobacco and Smoking Amendment Act, 2020
2. RSA – c.T-3.8 - Tobacco, Smoking and Vaping Reduction Act.

**Political/Public Implication(s):**

1. *The Tobacco, Smoking & Vaping Act are controlled under Provincial statutes. The Village of Innisfree of Innisfree does not have the staff to enforce this legislation. Non-enforcement complaints for a Municipal Smoking Bylaw would not be politically positive.*

**RECOMMENDATION(s):**

1. That Council rescind Motion 2021-08-17/07.

## Admin

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**From:** Ash Info <info@ash.ca>  
**Sent:** July 7, 2021 11:27 AM  
**To:** Admin  
**Subject:** New provincial vaping regulations  
**Attachments:** ASH Update on TSVRA July 2021.pdf; ASH Model Smoking Bylaw 2020.docx



Mayor Deborah McMann  
Village of Innisfree  
Innisfree AB T0B 2G0

July 7, 2021

Dear Mayor McMann;

**Re: New provincial vaping regulations**

Attached you will find an ASH Update on Alberta Bill 19 which was proclaimed by Cabinet last month and will take effect on July 31.

This new provincial legislation regulates the sale, promotion, display and consumption of vaping products and there are several implications for municipalities.

You can find numerous municipal resources on tobacco, smoking and vaping on our **policy hub** at [www.ash.ca](http://www.ash.ca) including a model smoking/vaping bylaw.

If you need any assistance with your local smoking/vaping bylaws or policies please reply to this email or call our office at 780-426-7867.

Tobacco use is the leading avoidable cause of disease, disability and premature death in Canada and your municipality can play an important role in reducing public smoking and vaping.

We look forward to providing any assistance you may require.

Sincerely,

Disha Panchal (she/her) MPH, BDS  
Alberta Policy Specialist (Edmonton)  
Action on Smoking & Health (ASH Canada)  
PO Box 52117 RPO Garneau  
Edmonton, Alberta T6G 2T5  
Tel: 780-426-7867  
Mobile: 587-568-4931  
Email: [panchal@ash.ca](mailto:panchal@ash.ca)

## Alberta's amended *Tobacco, Smoking and Vaping Reduction Act*:

### Municipal Update

July 2021

The Alberta government recently proclaimed Bill 19 which made several amendments to the *Tobacco and Smoking Reduction Act* including new restrictions on vaping products. These changes will take effect on July 31, 2021. The amendments have implications for Alberta municipalities but they do not interfere with the ability of local councils to pass bylaws to control tobacco, smoking, and nicotine vaping and to regulate the sale of these products. Section 7(a) of the *Municipal Government Act* provides local councils with broad authority over public health and safety including the authority to pass smoking and vaping bylaws.

Here are the major amendments to Alberta's tobacco (and vaping) legislation:

1. Alberta has aligned provincial restrictions on the sale, advertising, display, and consumption of vaping products with those on tobacco.
2. Alberta has become the first province in Canada to align public restrictions on smoking and vaping with provincial restrictions on cannabis consumption.
3. The new regulations provide an exemption for cigar lounges in indoor establishments including restaurants, bars and cigar stores.

Based on these new amendments, we urge local councils to:

1. Ensure that your local bylaws align restrictions on the smoking and vaping of *tobacco* with any local restrictions on the smoking and vaping of *cannabis*. Tobacco kills 50 times more Canadians than cannabis and local restrictions on tobacco use should mesh with restrictions on cannabis consumption. The Alberta government has aligned *provincial* restrictions on the use of

tobacco, vaping and cannabis which we applaud. However these restrictions do not extend to many public spaces such as parks, outdoor gatherings, public events, markets and hookah/shisha bars. Municipalities can close these loopholes with local bylaws. The alignment of these restrictions will help to reduce the social acceptability of public smoking and vaping and will protect youth and nonsmokers from exposure. This alignment will also help to improve compliance and simplify enforcement because the rules will be clear and consistent (i.e., no smoking or vaping of any substance in public spaces).

2. Adopt local bylaws to fill gaps in the provincial legislation. The provincial smoking restrictions do not adequately protect workers and users of *group living facilities, hotel and motel guest rooms, public housing* or public establishments that allow *hookah smoking*. The provincial law does not regulate smoking or vaping in many outdoor areas as listed above and it does not require tobacco or vaping retailers to be licensed. Various Alberta municipalities have adopted bylaws to address these omissions and we urge local councils to continue doing so.
3. Close the cigar lounge loophole. Unfortunately, the Alberta government has created a disturbing loophole for cigar lounges which can be closed by municipal councils. A number of local councils have passed bylaws that prohibit the creation of smoking lounges including Edmonton and Calgary. We encourage your council to pass a bylaw to prevent the creation of smoking lounges in your community by prohibiting all forms of smoking and vaping (including cannabis use) in indoor public places with no exemptions for cigar, shisha or cannabis lounges.

## Request for Decision (RFD)

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**Topic:** Revision of Strategic Framework Policy 1100-07  
**Initiated by:** Administration  
**Attachments:** Draft “Strategic Framework Policy 1100-07  
Public Engagement Policy 1100-06

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**Purpose(s):**

1. To perform an annual review of Policy 1100-07 pursuant to the policy, and
2. To update Policy 1100-07 per the CAO recommendations.

**Background:**

1. Village Council approved the Strategic Framework Policy on August 18, 2018; an annual review was scheduled within the Policy to be performed prior to September 1<sup>st</sup>.
2. At the time Policy 1100-07 was approved, Council had not completed the Strategic Plan nor the Municipal Development Plan.
3. Policy 1100-07 Supporting Principles section referred to a “Communication Policy.” Council approved Public Engagement Policy 1100-06 that clearly lays out the Municipality’s public communication processes.

**Key Issues/Concepts:**

1. Strategic Framework Policy requires updates.
2. Re-adjusting the annual date for review, aligns the review date with this meeting date.

**Options:**

1. That Council review Policy 1100-07 & direct Administration regarding any additional amendments.
2. That Council review Policy 1100-07 & approve as amended.

**Financial Implications:**

1. None identified

**Relevant Policy/Legislation:**

1. MGA, S. 153 – Duties of Elected Officials

**Political/Public Implication(s):**

1. The purpose of Elected Officials is to provide effective governance. Up-to-date policy documents are key to that governance role.

**Recommendation:**

1. That Council approves Strategic Framework Policy 1100-07 as presented.



**VILLAGE OF INNISFREE  
POLICY**

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<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>	<b>RESOLUTION #</b>	<b>POLICY NUMBER</b>
August 21, 2018		2018-08-21/17	1100-07
	Sept.20, 2021	2020-09-_____	

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**TITLE: STRATEGIC FRAMEWORK GUIDELINE**

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**PURPOSE OF THIS POLICY:**

To establish a strategic framework that supports the municipality so it can achieve long-term viability.

**This policy refers to the entire organization, its elected officials, appointed officers, employees, and volunteers.**

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**POLICY STATEMENT:**

The Village believes it is critical to the long-term viability of the community to pursue opportunities that propel it forward. To achieve this, the Village shall maintain a culture that is everlasting where everyone understands what is important. The Village will ensure decisions are made in a consistent manner.

**DEFINITIONS:**

CAO	means the Chief Administrative Officer.
COUNCIL	means the elected body of the Village.
EMPLOYEE	means any person(s) employed by the Village.
GUIDING PRINCIPLES	means the values of the Village.
STRATEGIC FRAMEWORK	includes the Village's mission, guiding principles, vision, strategy, goals and objectives.
VILLAGE	means the Village of Innisfree.
VOLUNTEERS	means any person(s) that holds a volunteer position appointed by the Village.

**VILLAGE OF INNISFREE  
POLICY**

**RESPONSIBILITIES**

1. Council shall:

- a. Refer to the mission, guiding principles, and vision when making decisions, planning for the future, or considering projects that affect the Village.
- b. Make decisions that align with, and support the Village's mission, guiding principles, and vision.
- c. Hold the CAO and each other accountable for acting in accordance with this policy.
- d. Regularly measure the outcome of the use of its mission, guiding principles, and vision when making decisions that impact the Village.
- e. Set operational priorities that support the Village's vision.
- f. Review the policy on an annual basis.
- g. Communicate the purpose and use of the Village's mission, guiding principles, and vision when actively on duty.
- h. Commit time and resources to the modernization of operational policies and procedures that support the Village's mission, guiding principles, and vision.

2. The CAO shall:

- a. Refer to the mission, guiding principles, and vision when making decisions, planning for the future, or considering projects that affect the Village.
- b. Make decisions that align with and support the Village's mission, guiding principles, and vision.
- c. Educate council on the use of the mission, guiding principles, and values.
- d. Educate employees and volunteers on the use of the mission, guiding principles, and values.
- e. Hold the council, employees, and volunteers accountable for acting in accordance with this policy.
- f. Communicate the purpose and use of the Village's mission, guiding principles, and vision when actively on duty.
- g. Set operational priorities that support the Village's vision.
- h. Modernize work practices and policies to support the Village's strategic framework.
- i. Commit time and resources to the modernization of operational policies and procedures that support the Village's mission, guiding principles, and vision.

# VILLAGE OF INNISFREE POLICY

## POLICY

The Village shall maintain one (1) mission statement. The statement shall be incorporated into all planning documents. The mission statement will be used to guide the municipality as it makes decisions for the betterment of the community.

The Village shall maintain a minimum of three (3) and a maximum of eight (8) guiding principles. Guiding principles shall be a core operating process.

Guiding principles are critical for long-term consistency and shall be reviewed annually to ensure their validity.

The Village shall maintain one (1) vision statement. The statement shall be incorporated into all planning documents. The vision statement will be used to guide the municipality as it makes decisions for the betterment of the community.

The vision of the community shall be actively communicated and promoted by the council, CAO, and Village employees.

The Village shall maintain strategic policies that contribute to the vision of the community. All planning policies must have clear goals and objectives.

### Strategic Planning Framework



## MISSION

*"Innisfree, a progressive community supported by local partnerships – committed to better living."*

## GUIDING PRINCIPLES

1. TRUST is our mutual goal.
2. EFFICIENCY is the best use of our resources.

**VILLAGE OF INNISFREE  
POLICY**

3. COLLABORATION is working together for a common goal.
4. INTEGRITY is acting with honesty

**VISION**

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

**REVIEW**

1. This policy shall be reviewed by September 1 30 annually

**SUPPORTING POLICIES**

1. Strategic Plan ~~(to be developed)~~
2. ~~Communication Policy (to be developed)~~ Public Engagement Policy 1108-08
3. Municipal Development Plan ~~(in progress)~~

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**Mayor**

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**Chief Administrative Officer**

## PUBLIC PARTICIPATION POLICY

### I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements of the *Municipal Government Act*.

### II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required may enrich the decision making process.

### III. DEFINITIONS

- 1) **“Chief Administrative Officer”** means the chief administrative officer of the municipality or their delegate.
- 2) **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **“Municipality”** means the Village of Innisfree.
- 4) **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

- 5) **“Public Participation Plan”** means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.
- 6) **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
  - b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
  - d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

#### IV. POLICY RESPONSIBILITIES

##### 1) Council Responsibilities

- a) Council shall:
  - i. review and approve Public Participation Policy Plans developed by the Chief Administrative Officer in accordance with this Policy or as directed by Council;
  - ii. consider input obtained through Public Participation; and
  - iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

##### 2) Administration Responsibilities

- a) The Chief Administrative Officer shall:
  - i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
  - ii. implement approved Public Participation Plans; and

- iii. report the findings of the Public Participation to Council.

## V. PUBLIC PARTICIPATION OPPORTUNITIES

- a) The Chief Administrative Officer may develop and implement a Public Participation Plan in the following circumstances:
  - i. when new programs or services are being established;
  - ii. when existing programs and services are being reviewed;
  - iii. when gathering input or formulating recommendations with respect to budget;
  - iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans; and
  - v. as otherwise directed by Council.

## VI. POLICY EXPECTATIONS

### 1) Legislative and Policy Implications

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- c) This policy will be available for public inspection and may be posted to the Municipality's website.
- d) This Policy will be reviewed at least once every four years.

### 2) Public Participation Standards

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.

- b) Public Participation activities will be conducted in a professional and respectful manner.
- c) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

## **VII. REPORTING AND EVALUATION**

- a) Information obtained in Public Participation will be reviewed by the Chief Administrative Officer and a report shall be provided to Council.
- b) The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the Plan based on the level of engagement and the quality of input;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Participation Plans.
- c) Reports shall be provided to Council for review.



## Request for Decision (RFD)

**Topic:** 2021 Asphalt Rehabilitation Quotes  
**Initiated by:** 2021 Capital Budget/CAO  
**Attachments:** Spectre Systems Quote  
 Nexstep Contracting Inc. Quote  
 2021 Map of Paving Quotes

**Purpose(s):**

1. To review quotes for asphalt repairs and patching to the following identified locations:
  - a. Intersection of 52<sup>nd</sup> Street & 48<sup>th</sup> Avenue,
  - b. across from Innisfree Market Garden (culvert repair/install),
  - c. 51<sup>st</sup> Street & 51<sup>st</sup> Avenue, and
  - d. 52<sup>nd</sup> Street & 50<sup>th</sup> Avenue.

**Background:**

1. The Village's approved 2021 Capital Budget directed that \$39,674 from the Federal Gas Tax Fund (FGTF) component of the Municipal Sustainability Initiative (MSI) Grant, would be allocated to Road Rehabilitation & Drainage in specified locations.
2. The Capital Budget identified road rehabilitation for 50<sup>th</sup> Street from Railway Avenue North to 51<sup>st</sup> Ave and 50<sup>th</sup> Street and flooding on west side of 50<sup>th</sup> Avenue.
3. The sidewalk repairs, as a result of the culvert installation, was completed this summer.

**Key Issues/Concepts:**

1. Several areas identified in the quotes are high traffic areas that need immediate repair; however, these *additional areas quoted are not within the 2021 Capital Budget.*
2. Costs:
  - a. *Spectre Systems Quote Dated August 20, 2021 in the amount of \$32,575.00*
  - b. *Nexstep Contracting Inc. Quote dated August 20, 2021 in the amount of \$40,100.00*
3. Tabling to next year may result in further damage to the asphalt and/or the street.

**Financial Implication(s):**

1. Portion of cost (\$4,000 – Spectre / \$9,850 - Nexstep) covered under Grant Application GTF-516 - Infrastructure Repairs.
2. The additional areas *totalling \$28,575 - Spectre/ \$30,250- Nexstep* would be considered an unbudgeted expenditure. Administration recommends that upon approval of either quote the unbudgeted amount be reallocated from Public Works Department Budget (and pending confirmation from Municipal Affairs regarding FGTF funding.)
3. Approval of one of these quotes submitted could impact 2022 Capital Budget as the Road Rehabilitation projects would be reduced.

**Option(s):**

1. As directed by Council.
2. That Council table the Patching/Paving to Spring of 2022.
3. That Council approve Spectre Systems Quote dated August 20, 2021 in the amount of \$32,575.00 with a portion of funding being allocated under Federal Gas Tax Fund Application GTF-516 (\$4,000.00) and the remaining cost be funding from 2021 Operating Budget (\$28,575.00).
4. That Council approve Nexstep Contracting Inc.'s quote dated August 20, 2021 in the amount of \$40,100.00 with a portion of the funding being allocated from Federal Gas Tax Fund Application GTF-516 (\$9,850.00) and the remaining cost be funded from 2021 Operating Budget (\$30,250).
5. That Council direct Administration to seek revised quotations from the two proponents that address only the 2021 budgeted items.

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**Relevant Policy/Legislation:**

1. MGA Sections: 248 – Expenditure of money; Sections 283.1(1-6) Financial & Capital Plans
2. 10, 20, & 30 Year Capital Plan
3. 2021 Capital Plan

**Political/Public Implication(s):**

1. **Strategic Plan Priority # 2 – Safe, Healthy and Fun Community.**
2. **Strategic Plan Priority # 3 – Ensure Viability**
3. **Regular maintenance of municipal roadways is always appreciated by the public.**

**RECOMMENDATION(s):**

1. That Council approve Spectre Systems Quote dated August 20, 2021 in the amount of \$32,575.00 with a portion of funding being allocated under Federal Gas Tax Fund Application GTF-516 (\$4,000.00) and the remaining cost be funding from 2021 Operating Budget (\$28,575.00).

# **SPECTRE SYSTEMS**

A DIVISION OF 1932275 AB LTD

PO BOX 12  
MUNDARE, AB T0B 3H0  
PH: 780.239.4321

WCB: 8352873

EMAIL: [ed@spectresystems.ca](mailto:ed@spectresystems.ca)

GST: 790330898

Date: **AUGUST 20, 2021**

CONTRACT: #**21-01-370**

Owner: **VILLAGE OF INNISFREE**

Contract: **21-01-370**

**2021 ASPHALT PATCHING REPAIRS**

Attn: **BROOKE MAGOSSE, CAO**

My thanks in advance for the opportunity to submit a proposal for this project. This scope of work fits our experience/expertise perfectly, with the majority of our workload being municipal & us having the correct equipment to do this kind of work efficiently & safely.

When you get the chance, please see our website at [www.spectresystems.ca](http://www.spectresystems.ca) for previous projects we've done. And a few of our 2020 jobs will be updated shortly, but they include several of the following locations;

### ***Village of Vilna***

2020 Water/Sewer/Road Improvements

Project Scope:

Remove & replace sanitary/sewer lines/manholes/residential tie ins, Full Depth Road Construction, Grading, & Asphalt Paving

Approx Project Cost:

\$750,000.00

Project Contact:

Leo Chapdelaine, Mayor  
[mrchap@shaw.ca](mailto:mrchap@shaw.ca)

### ***Town of Barrhead***

2020 Street Improvements

Project Scope:

Asphalt Overlay, Road Rehabilitation, Grading, Patching, & Paved Walking Trail

Approx Project Cost:

\$250,000.00

Project Contact:

Brant Ross, Director of Public Works  
[brross@barrhead.ca](mailto:brross@barrhead.ca)

**Cont..**

**Town of Swan Hills**

2020 Asphalt Paving  
Project Scope:  
Approx Project Cost:  
Project Contact:

Asphalt Overlay & Asphalt Patching  
\$240,000.00  
John Gibbins, Director of Operations  
[john@townofswanhills.com](mailto:john@townofswanhills.com)

**Town of Smoky Lake**

2020 Street Improvements  
Project scope:  
  
Approx project cost:  
Project Contact:

Full Depth Road Construction, Grading,  
Asphalt Overlay & Asphalt Patching  
\$600,000.00  
Adam Kozakiewicz, CAO  
[cao@smokylake.ca](mailto:cao@smokylake.ca)

My appreciation again for the opportunity & I hope for a favorable decision by yourself & the Village of Innisfree Council to award us with this project!

All the best,



Ed Shepel  
Director  
Spectre Systems (1932275 Alberta Ltd.)  
Mundare, AB  
780.239.4321  
[ed@spectresystems.ca](mailto:ed@spectresystems.ca)  
[www.spectresystems.ca](http://www.spectresystems.ca)

*Your Road Construction Experts*

# SPECTRE SYSTEMS

A DIVISION OF 1932275 AB LTD

PO BOX 12  
MUNDARE, AB TOB 3H0

PH: 780.239.4321

WCB: 8352873

EMAIL: [ed@spectresystems.ca](mailto:ed@spectresystems.ca)

GST: 790330898

Date: **AUGUST 20, 2021**

CONTRACT: #21-01-370

Owner: **VILLAGE OF INNISFREE**Project: **2021 ASPHALT PATCHING REPAIRS**

Item	Description	Quantity	Unit	Unit Value	Contract Value
<b>1.0</b>	<b>MOBILIZATION</b>	1	Lump	\$0.00	\$0.00
<b>2.0</b>	<b>ASPHALT PATCHING (HD)</b>				
	<b>A.) INNISFREE MARKET GARDEN (CULVERT REPAIR)</b>	32	m2	\$125.00	\$ 4,000.00
	<b>B.) 52 ST &amp; 48 AVE (SE INTERSECTION)</b>	93	m2	\$125.00	\$ 11,625.00
2.1	Saw cut/cold mill perimeter of repair area (where required)				
2.2	Excavate & remove 100mm of current failed/base material				
2.3	Shape & compact existing gravel base				
2.4	Prime/tack oil coats (SS-1 hot emulsified)				
2.5	100mm Hot mix ACP (Alberta Transportation M1 spec, or equivalent)				
<b>3.0</b>	<b>ASPHALT PATCHING (SWALE/DRAINAGE REPAIR)</b>				
	<b>A.) 51 ST &amp; 51 AVE (S INTERSECTION)</b>	65	m2	\$150.00	\$ 9,750.00
	<b>B.) 52 ST &amp; 50 AVE (N INTERSECTION)</b>	48	m2	\$150.00	\$ 7,200.00
3.1	Saw cut/cold mill perimeter of repair area (where required)				
3.2	Excavate & remove 400mm of fail surface/base material				
3.3	Subgrade preparation (as required)				
3.4	Supply & place non woven geotextile <i>*optional @ \$5/m2*</i>				
3.5	300mm GBC (Alberta Transportation 2-20/25 spec, or equivalent)				
3.6	Prime/tack oil coats (SS-1 hot emulsified)				
3.7	100mm Hot mix ACP (Alberta Transportation M1 spec, or equivalent)				
<b>4.0</b>	<b>CONTRACT TOTAL</b>				<b>\$32,575.00</b>

INITIAL \_\_\_\_\_

**General Notes:**

1. A no charge water supply, equipment lay down area, & campsite accommodations will be made available to Spectre Systems, while the job is being completed.
2. The Village of Innisfree will supply a dump site for all material removed from the project, within 3km of the work areas.
3. Spectre Systems reserves the right to reprice the project, if any of the items/quantities are deleted or modified. If any changes are to be made, representatives from Spectre Systems & the Village of Innisfree will review them before the project begins.
4. No mobilization will be charged, as Spectre Systems is local to the area.
5. ACP & GBC will be hauled to site using full & legal loads. If road bans are in place &/or trucks must haul using less than full loads, Spectre Systems reserves the right to re-price the work.
6. If any additional gravel is required for base repairs/soft spots, it will be supplied & placed at \$50/tonne.
7. Any water valves that require lifting/adjusting will be charged at \$550 each. Any manholes that require lifting/adjusting will be charged at \$750 each.
8. Any hydrovac trucks required, to expose buried utilities, will be charged at cost plus 10% of charged rates (if applicable).
9. Any work that is determined to be outside of the scope listed above will be deemed extra & charged at force account rates (supplied to the Village of Innisfree, before the extra work commences.)

**ACCEPTANCE**

**SPECTRE SYSTEMS (1932275 AB LTD)**

**VILLAGE OF INNISFREE**

\_\_\_\_\_  
SIGNATURE c/s

ED SHEPEL- DIRECTOR  
I have the authority to bind the Corporation

\_\_\_\_\_  
SIGNATURE c/s

\_\_\_\_\_  
I have the authority to bind the Village

***The conditions printed on the following sheet are a part of this Contract. No other terms, conditions, or obligations will govern unless specifically accepted by SPECTRE SYSTEMS.***

## TERMS AND PROVISIONS OF QUOTATIONS AND CONTRACT

### 1.0 Responsibilities of Spectre Systems (SS)

- 1.1 SS shall conduct the work in a good, workmanlike, & timely manner. However, in no event shall SS be responsible for the following:
- (a) Liability for damage to sidewalks, driveways, or other property in the vicinity of the work site.
  - (b) Damage to underground utility lines or services where location of these underground lines or services was the responsibility of the Customer. Or where underground lines and services were located by the Customer, but found by SS to be in different locations. Or for any damages which may occur as a result of the utility lines and services being improperly located. Or where underground lines/services are installed to an inadequate depth.
  - (c) Growth of vegetation through the finished asphalt surface.
  - (d) Damage to the asphalt surface caused by high unit loading, e.g. bicycle or motorcycle kickstands, ladders, trailer hitch jacks, ect.
  - (e) Asphalt surface depressions, settlements or failures caused by soil consolidation in trenches, near basement walls or underground tank installations.
  - (f) Ponding of water or "bird baths" in the asphalt where the designed slope is less than two percent (2%) grade. Or where the elevation of existing structures such as sidewalks, lanes, floor slabs, ect, which the asphalt must match are such that this minimum 2% grade cannot be attained.
  - (g) Asphalt surface deflection and/ or failure or any problem resulting from or caused by frost action.
  - (h) Damages cause to surfaces in the vicinity of the site from the tracking of asphaltic materials such as tack, prime or seal coat material.
  - (i) Delays in the construction of the Work caused by a lack of available equipment and personnel, transportation, road bans, strikes, accidents, acts of god or any cause beyond the control of SS.

### 2.0 Customers responsibilities

- 2.1 The customer shall be responsible for the following:
- (a) Provision of suitable, (in the sole opinion of SS) access roadways (taking into consideration road restrictions, ect.), & entrance points of delivery for trucks and other equipment necessary to perform the work.
  - (b) Prior to commencement of the work, to locate and mark all underground utility lines and services at the location of the work (Unless otherwise specified).
  - (c) To notify SS of all areas of the work site that has previously exhibited load bearing capacity problems.
  - (d) To notify SS of all sub-surface conditions known to the Customer which may have a bearing on the work.

### 3.0 Contract price(s) and payment

- 3.1 In the event that this Contract is not accepted within thirty (30) days of the date thereof, SS may amend and revise the amounts quoted.
- 3.2 Unless this Contract specifically states a lump sum price, contract pricing will be based on the actual area and/or volume of work and/or materials supplied using the unit price(s) quoted.
- 3.3 The contract price shall be due and payable upon receipt of invoice by the customer. SS, in its sole discretion, may invoice the Customer as the work progresses.
- 3.4 The customer shall pay interest on all unpaid invoiced amounts from the 30<sup>th</sup> day following the date of invoice to the date payment is received, at the rate of twenty four (24%) percent per annum.
- 3.5 Notwithstanding any other provisions here in contained, this quotation is subject to SS, in its sole discretion, approving the credit of the customer.
- 3.6 The contract price(s) as invoiced by SS shall be paid without claim of set-off. (Counterclaim or deduction of any nature for any cause whatsoever.)
- 3.7 Prices listed above do not include GST, PST or other applicable taxes.

### 4.0 Conduct of the work – delays

- 4.1 SS shall commence the work as soon as weather conditions & its work schedule shall allow.
- 4.2 In the event of poor weather or as a result of other commitments, SS, in its sole discretion, may stop the construction of the work at any time.
- 4.3 When included in this Contract, the Emulsion-Sand Slurry Sea Coat, other sealant or crack filling shall be done at SS's convenience and/or when weather conditions allow. Sealing or Crack filling which is not completed before October 1<sup>st</sup> in any year shall be completed in the following year, taking into consideration weather and SS's schedule.
- 4.4 Unless otherwise specified & notwithstanding that the customer may have accepted this Contract in compliance with Paragraph 3.1 above, in the event the Work has not been started/or completed within a reasonable time following the date of acceptance, SS may increase the quoted price(s) as a result in an increase in costs of labor, materials, & equipment required for the Work which have occurred following the date of the Contract.

### 5.0 Warranty

- 5.1 Subject to the following exceptions, SS warrants the work and materials supplied by SS including, without limitation, Hot Mix Asphalt, for a period of one (1) year from the completion day of the work.
- 5.2 SS does not warrant the work:
- (a) Where there is deflection and/or deterioration of the Hot Mix Asphalt due to base and/or sub-base failure, where that base or sub-base has been constructed by someone other than SS.
  - (b) Where the base has not been designed by experts, and SS shapes & compacts the existing base to specifications, including, without limitation, contours and elevations specified by the Customer.
  - (c) Where the base, sub-base, or sub-grade materials is placed by others or its placement is supervised by others.
  - (d) Where the Customer fails to follow the recommendations of SS regarding construction of the base, sub-base, &/or Hot Mix Asphalt.
  - (e) In the event that the Work is subjected to loads for which it was not designed.
- Please note that the shaping of an existing base by SS for the purpose of placing Hot Mix Asphalt shall not be considered as construction of the base.

### 6.0 General

- 6.1 In the event that the Customer requests testing after Contract acceptance to verify the advice or opinions of SS, the testing shall be arranged by SS at the sole cost of the Customer.
- 6.2 All changes in the Work or Extra Work, whether specified by the Customer or at the Recommendation of SS, shall be at the expense of the Customer and will be in addition to the contract price(s).
- 6.3 Neither SS nor the Customer shall assign this Contract or any part thereof without the prior written consent of the other, which consent will not be unreasonably withheld.
- 6.4 This Contract shall ensure to the benefit of and be binding on the heirs, executors, administrators and permitted assignees of the parties.
- 6.5 In the event that the Customer & SS should enter into a conflict of the performance of the Work, the Customer & SS agree that the Terms and Provisions of this Contract supersede any verbal agreements & the parties shall be bound accordingly.
- 6.6 If any of the instu soils or other materials that are required to be removed from the site by SS are contaminated or polluted, within the meaning of any applicable Statutory (Federal, Provincial or Municipal) Laws; any additional costs of handling or disposing of such soil or other materials as a result of said contamination or pollution will be at the sole expense of the Customer.


INITIAL \_\_\_\_\_

# Certificate of Insurance



800 – 1331 Macleod Trail SE, CALGARY, ALBERTA T2G 0K3  
 www.rogersinsurance.ca TEL: (403) 296-2400 FAX: (403) 296-2439

This is to certify to: Village of Innisfree  
 that insurance policies, as herein described, have been issued to the Insured named below and are in force at this date.  
 Named Insured: Spectre Systems a Division of 1932275 Alberta Ltd.  
 Address of the Insured: P.O. Box 12  
Mundare, AB T0B 3H0

Type of Policy	Policy Number	Expiry Date (mm dd yy)			Limits of Liability
<b>Commercial General Liability</b> Includes Cross Liability  Insurer: Northbridge General Insurance Corp.	CBC1951737	01	31	22	Each Occurrence Limit: \$ 2,000,000
					General Aggregate: \$5,000,000
					Products / Completed Operations Aggregate Limit: \$ 2,000,000
					Personal Injury \$ 2,000,000
					Tenants Legal Liability per Occurrence \$ 500,000
<input checked="" type="checkbox"/> <b>Non-Owned Automobile</b> Insurer: Northbridge General Insurance Corp.	CBC1951737	01	31	22	Inclusive Limits – Bodily Injury & Property Damage Combined \$ 2,000,000
<b>Automobile Liability</b> Insurer: Northbridge General Insurance Corp. Covering: All owned vehicles <input checked="" type="checkbox"/> Only described vehicles * <input type="checkbox"/> Leased vehicles <input checked="" type="checkbox"/> Hired vehicles <input type="checkbox"/>	CBC1951737	01	31	22	Inclusive Limits – Bodily Injury & Property Damage Combined \$ 2,000,000  * Described specific vehicles:
<b>Note:</b> The insurance afforded is subject to the terms, conditions and exclusion of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer.  * Absence of any entry in these spaces means that insurance is not in force in respect of the coverage opposite thereto.					
Date <u>August 20, 2021</u> PER 					Rogers Insurance Ltd.



9912 - 107 Street  
PO Box 2415  
Edmonton AB T5J 2S5

Email: [ebusiness.support@wcb.ab.ca](mailto:ebusiness.support@wcb.ab.ca)  
Tel: (780) 498-3999 (1-866-922-9221)  
Fax: (780) 498-7999  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

August 20, 2021

Reference Number: 448171

BROOKE MAGOSSE  
VILLAGE OF INNISFREE  
5116 50 AVE  
PO BOX 69  
INNISFREE AB T0B 2G0

Dear Sir or Madam:

Re: 1932275 ALBERTA LTD.  
PO BOX 12  
MUNDARE AB T0B 3H0

2021 ASPHALT PATCHING REPAIRS

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
8352873	SPECTRE SYSTEMS Consulting - Road construction/Asphalt	Apr 15, 2017	worker coverage no personal coverage

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12820836)

**Nexstep Contracting Inc.**

8 Lennox Drive  
St. Albert AB T8N 4L7  
+1 5879823376  
GST/HST Registration No.: 785357922  
RT0001



# Estimate

**ADDRESS**

Brooke Magosse  
Village of Innisfree

**ESTIMATE # 1719**

**DATE 20/08/2021**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Asphalt Paving Medium Density</b>	Spot 1 as Marked	1	4,250.00	4,250.00
		Removal of existing asphalt Removal of contaminated crush to a max depth of 200MM 20MM crush installed and compacted to a max depth of 200MM SS-1 bonding tack oil applied to all edges and seams 100MM of 10mm HT commercial hot asphalt laid down Compaction of asphalt Site review and clean			
	<b>Asphalt Paving Medium Density</b>	Spot 2 as marked	1	4,250.00	4,250.00
		Removal of existing asphalt Removal of contaminated crush to a max depth of 200MM 20MM crush installed and compacted to a max depth of 200MM SS-1 bonding tack oil applied to all edges and seams 100MM of 10mm HT commercial hot asphalt laid down Compaction of asphalt Site review and clean			
	<b>Asphalt Paving Medium Density</b>	Area 3 as Marked	140	135.00	18,900.00
		Removal of existing asphalt Removal of contaminated crush to a max depth of 200MM 20MM crush installed and compacted to a max depth of 200MM			

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		SS-1 bonding tack oil applied to all edges and seams 100MM of 10mm HT commercial hot asphalt laid down Compaction of asphalt Site review and clean			
	<b>Asphalt Re-Surfacing</b>	Long Roadway Crack marked as 3	1	2,850.00	2,850.00
		Clean and prep of surface Repair of any potholes/depressions and cracks filled SS-1 bonding tack oil applied to all edges/seams and between layers 100MM of 10mm HT commercial hot asphalt laid down Compaction of asphalt Site review and clean Price per square meter			
	<b>Asphalt Paving Medium Density</b>	Spot 4 as marked	1	9,850.00	9,850.00
		Removal of existing asphalt Removal of contaminated crush to a max depth of 200MM 20MM crush installed and compacted to a max depth of 200MM SS-1 bonding tack oil applied to all edges and seams 100MM of 10mm HT commercial hot asphalt laid down Compaction of asphalt Site review and clean			

SUBTOTAL 40,100.00  
GST @ 5% 2,005.00  
**TOTAL \$42,105.00**

**TAX SUMMARY**

	RATE	TAX	NET
	GST @ 5%	2,005.00	40,100.00

Accepted By

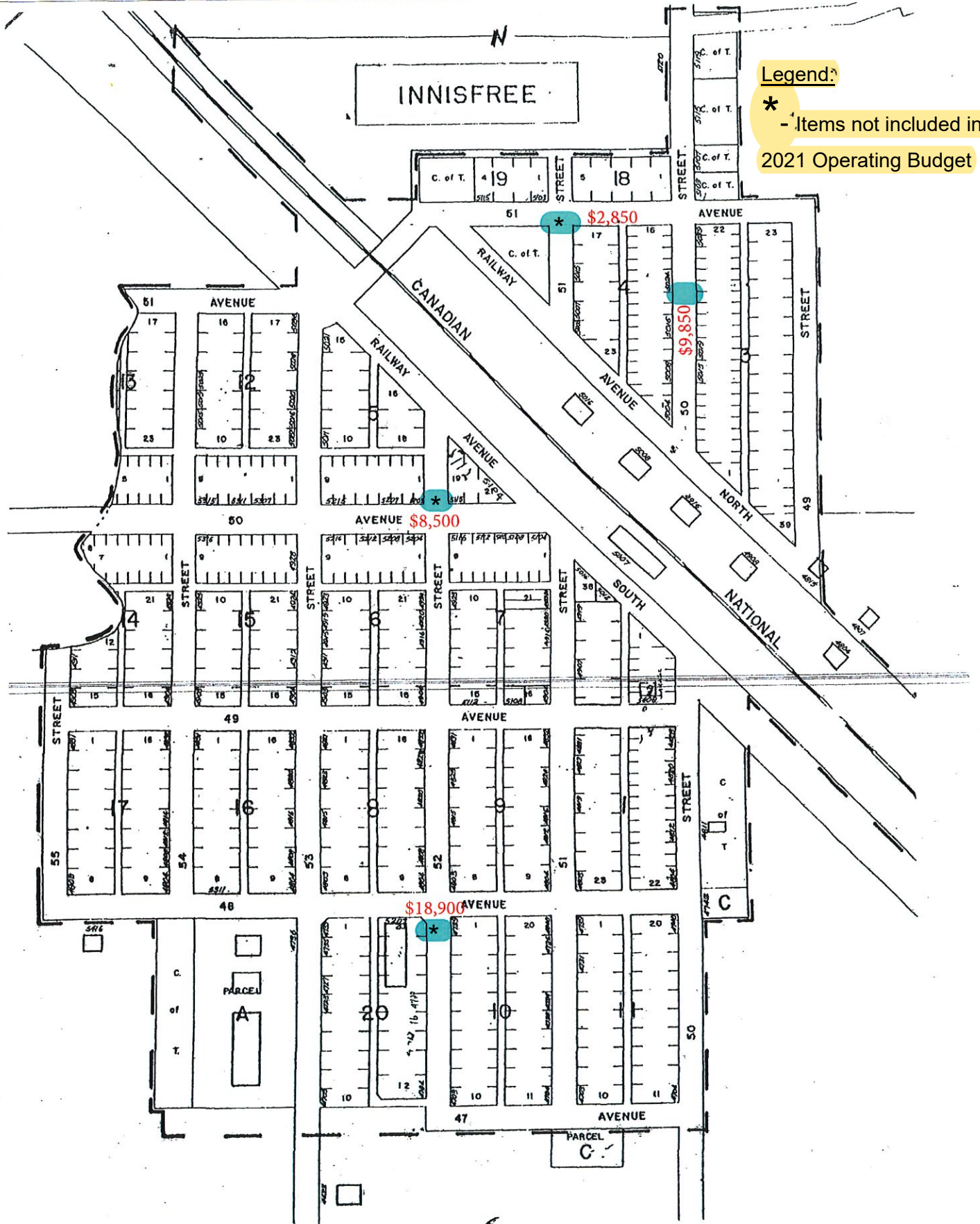
Accepted Date

# As Per Spectre Systems Quote



**Legend:**  
 \* - Items not included in 2021 Operating Budget

# As Per Nexstep Contracting Quote



**Legend:**  
 \* - Items not included in 2021 Operating Budget

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**Request for Decision (RFD)**

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**Topic:** Post Election Meeting Dates  
**Initiated by:** Local Authorities Election Act (LAEA)  
**Attachments:** None

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**Purpose(s):**

1. To address the LAEA and Regulations regarding the first scheduled Council meeting after a General Municipal Election.

**Background:**

1. Village Council endorsed the date and time of their Council Meetings in the October 2020 Organizational meeting for the third Tuesday of each month at 5:00 pm.
2. The 2021 October Organizational and Regular Meeting is scheduled for Tuesday, October 19<sup>th</sup>.
3. The 2021 Municipal Nomination Day is September 20<sup>th</sup>.
4. The General Municipal Election, if required, would be held on the third Monday, October 18<sup>th</sup>.

**Key Issues/Concepts:**

1. If the number of nominations received on Nomination Day on September 20<sup>th</sup> were equivalent to the number of offices, the Returning Officer could declare the persons elected and the scheduled Council meeting dates could stand.
2. However, if the number of nominations received *exceeded* the number of offices, then a General Election would be held on October 18<sup>th</sup>. Under the LAEA, the deadline to request a vote recount is Wednesday, October 20<sup>th</sup> and the recount must be completed by Friday, October 22<sup>nd</sup>. After a General Election, up until Wednesday, October 20<sup>th</sup> has passed (in 2021,) when no vote recount can be requested, Council is not declared elected.
3. Village Council does not have another meeting scheduled prior to Nomination Day, September 20<sup>th</sup>.
4. A post-election Organizational meeting must be held by November 1<sup>st</sup>. With the recount deadline being Friday, October 22<sup>nd</sup>, the 4<sup>th</sup> Tuesday, October 26<sup>th</sup> would comply within the timelines of the LAEA.

**Options:**

1. That Council endorse the rescheduling of the October Organizational and Regular Council meetings' date from Tuesday, October 19<sup>th</sup>, 2021, to Tuesday, October 26<sup>th</sup> at 5:00 PM *in the Village Office*.

**Financial Implications:**

1. None

**Relevant Policy/Legislation:**

1. RSA – c.L.21 – Local Authorities Election Act

**Political/Public Implication(s):**

1. Demonstrates excellent governance action.

**Recommendation:**

1. That Council reschedule the October Organizational and Regular Council meetings' date to from October 19<sup>th</sup> to Tuesday, October 28<sup>th</sup> at 5:00 pm *in the Village Office*.

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## Request for Decision (RFD)

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**Topic:** ATCO Electric Franchise Fee - 2022  
**Initiated by:** ATCO Franchise Agreement  
**Attachments:** Letter from ATCO Electric

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**Purpose(s):**

1. To review the annual Franchise Fee (FF) per the ATCO Electric Franchise Agreement
2. To endorse the FF for 2022.

**Background:**

1. Village Council endorsed ATCO Electric Franchise Bylaw 610 in January 2016 for a 10-year period.
2. Annually, Council has an opportunity to review and revise the Electric FF rate.
3. Electric Franchise Fee rates have been set as per the following information and generated the accompanying Electric FF revenue:

Year	FF%	FF\$\$
a. 2016 -	3.5%	\$10,606
b. 2017	5.0%	\$13,685
c. 2018	5.0%	\$16,738
d. 2019	5.0%	\$14,634
e. 2020	5.0%	\$13,962
f. 2021	5.0%	\$ 9,706 (Jan-Aug)

**Key Issues/Concepts:**

1. ATCO is projecting the 2021 estimated Distribution Revenue of \$275,316 will increase to \$314,091. (2020 estimated Distribution Revenue was \$279,129.)
2. \$314,091 in Distribution Revenue calculates to \$15,955 in FF Revenue at 5%.
3. If the franchise fee was *amended*, the following scenarios are estimated:

a.	4.0%	\$12,764
b.	4.25%	\$13,558
c.	4.50%	\$14,356
d.	4.75%	\$15,157
e.	5.50%	\$17,275
f.	5.75%	\$18,348
g.	6.0%	\$19,145

4. If a Franchise Fee change is approved, there are specified actions within specified timelines that must be completed, as outlined in ATCO's attached letter.
5. ATCO's projected Distribution Revenue is estimated to increase by \$38,775; those revenues are generated directly by the residents within the Village of Innisfree.

**Options:**

1. That Council approve an increase to the Atco Electric Franchise Fee.
2. That Council approve a decrease to the ATCO Electric Fee.
3. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Electric Franchise Fee at 5% of Distribution Revenues for 2022.

---

**Financial Implications:**

1. Maintaining the existing 5% Electric FF at 5% is estimated to increase the annual FF Revenue from \$13,766 in 2021 to \$15,955.

**Relevant Policy/Legislation:**

1. Bylaw 610 – ATCO Electric Franchise Agreement
2. MGA S.45 – Granting rights to provide utility service

**Political/Public Implication(s):**

1. The existing COVID-19 situation has been difficult for many different dynamics of society.

**Recommendation:**

1. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Electric Franchise Fee at 5% of Distribution Revenues for 2022.



September 1, 2021

Village of Innisfree  
Attn: Brooke Magosse  
PO Box 69 Stn Main  
Innisfree AB  
T0B 2G0

**Re: Distribution Revenue Forecast for 2022 Franchise Fee**

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Dear Brooke Magosse,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, specific procedures must be followed before the fee can be changed and take effect. This letter is intended to provide you with an overview of the franchise fee change procedure as follows:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 15, 2021**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 12, 2021** in order to obtain AUC approval and commence billing the new fee effective January 1, 2022.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

The following information will help you decide the appropriate fee percentage for your community.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2021 Distribution Revenue	Estimated 2022 Distribution Revenue
5% of distribution revenue	20%	\$279,129	\$275,316 Estimated on first 6 months of data	\$319,091 Amortized (inflation index)

**To estimate the franchise fee amount, multiply the Estimated Distribution Revenue by the fee percentage. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.**

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 587-217-5748.

Yours truly,

Nola Davis  
Customer Sales Representative  
ATCO Electric  
587-217-5748  
Nola.Davis@atco.com

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## Request for Decision (RFD)

---

**Topic:** ATCO Natural Gas Franchise Fee - 2022  
**Initiated by:** ATCO Franchise Agreement  
**Attachments:** Letter from ATCO Natural Gas

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**Purpose(s):**

1. To review the annual Franchise Fee (FF) per the ATCO Natural Gas Franchise Agreement
2. To endorse the ATCO Natural Gas FF Rate for 2022.

**Background:**

1. Village Council endorsed ATCO Natural Gas Franchise Agreement Bylaw 641 in November 2019 for the 10-year period of January 1, 2020 to December 31, 2029.
2. Annually, Council has an opportunity to review and revise the Natural Gas FF rate.
3. Natural Gas Franchise Fee rates have been set as per the following information and generated the accompanying Electric FF revenue.:

Year	FF%	FF\$\$
a. 2016	UNKWN	\$24,979
b. 2017	UNKWN	\$22,764
c. 2018	25%	\$20,539
d. 2019	25%	\$24,015
e. 2020	25%	\$22,588
f. 2021	25%	\$15,497(Jan-Aug) <i>Projected to be \$26,509</i>

**Key Issues/Concepts:**

1. ATCO is projecting the 2021 estimated Distribution Revenue of \$106,036 will increase to \$112,096 in 2022. (2020 Distribution Revenue was \$90,337.)
2. \$112,096 in Distribution Revenue is projected to generate \$28,024 in FF Revenue at 25%.
3. If the franchise fee was *amended*, the following scenarios are estimated:
  - a. 20.0% \$22,419
  - b. 21.0% \$23,540
  - c. 22.0% \$24,661
  - d. 23.0% \$25,782
  - e. 23.5% \$26,343
  - f. 24.0% \$26,903 *\*Note: Estimate would be equivalent to 2021 Revenues.*
  - g. 24.5% \$27,463
4. If a Franchise Fee change is approved, there are specified actions within specified timelines that must be completed, as outlined in the ATCO Franchise Fee Agreement.
5. ATCO's projected Distribution Revenue is estimated to increase by \$6,060; those revenues are generated directly by the payments by the residents within the Village of Innisfree.

**Options:**

1. That Council approve an increase to the Atco Electric Franchise Fee.
2. That Council approve a decrease to the ATCO Electric Fee.
3. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2022.

---

**Financial Implications:**

1. Maintaining the existing Natural Gas FF at 25% is estimated to increase the annual FF Revenue by \$1,515.

**Relevant Policy/Legislation:**

1. Bylaw 641 – ATCO Natural Gas Franchise Agreement
2. MGA S.45 – Granting rights to provide utility service

**Political/Public Implication(s):**

1. The existing COVID-19 situation has been difficult for many different dynamics of society.

**Recommendation:**

1. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2022.

August 20, 2021

Village of Innisfree  
PO Box 69  
Innisfree, AB T0B 2G0

RECEIVED

SEP 01 2021

**Attention: Ms. Brooke Magosse, Chief Administrative Officer**

**RE: ATCO Gas and Pipelines Ltd. Franchise Agreement**

Pursuant to our franchise agreement, your municipality has the ability to change the franchise fee percentage in 2022; this request must be received by ATCO Gas in writing prior to November 1<sup>st</sup>, 2021. If you are considering changing the franchise fee in 2022, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Village of Innisfree a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Village of Innisfree, this percentage is 25.00%.

In 2020, our Delivery Tariff revenue in the Village of Innisfree was \$90,337. Our forecast Delivery Tariff revenue for 2022 is \$112,096. Therefore, based on the current franchise fee percentage, the forecast 2022 franchise fee revenue would be \$28,024.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at [Chance.Herring@atco.com](mailto:Chance.Herring@atco.com).

Yours truly,

*Chance Herring*

**Chance Herring  
Manager, Yellowhead Region  
ATCO Natural Gas Division**

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## Request for Decision (RFD)

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**Topic:** North Saskatchewan Watershed Alliance Request for Funding  
**Initiated by:** NSWA  
**Attachments:** Letter & 2020-21 Annual Report from NWSA

---

**Purpose(s):**

1. To review the request from the North Saskatchewan Watershed Alliance.

**Background:**

1. Village Council has addressed the request for a municipal contribution of \$0.50 per capita since at least 2016.
2. The funding request is submitted annually and includes a synopsis of the accomplishments of the previous year and the goals of the organization's future.

**Key Issues/Concepts:**

1. NWSA request for the municipal contribution is unchanged.
2. The ACE water, delivered to Innisfree, is drawn from **the North Saskatchewan River** and treated by EPCOR Utilities Inc. before it is distributed to the Capital Region Vegreville Corridor Water Services Commission. The treated water is then distributed to the municipalities via pipelines.
3. RE: The Village has a vested interest in the health of the North Saskatchewan Watershed.

**Options:**

1. That Council approve a 2022 municipal contribution to the North Saskatchewan Watershed Alliance at the rate of \$0.50 per capita or \$111.50.
2. That Council file the North Saskatchewan Watershed Alliance letter for information.

**Financial Implications:**

1. Budget amount would be \$111.50

**Relevant Policy/Legislation:**

1. MGA S.3 Purposes of a municipality

**Political/Public Implication(s):**

1. The provision of a stable and healthy water supply is a vital municipal resource.

**Recommendation:**

1. That Council approve the North Saskatchewan Watershed Alliance request for a 2022 Municipal Contribution equivalent to \$0.50 per capita or \$111.50.



RECEIVED  
SEP 03 2021

202, 9440 49 Street, Edmonton, AB T6B 2M9 NSWA.AB.CA

September 1, 2021

Mayor Deborah McMann  
Village of Innisfree  
PO Box 69  
Innisfree AB T0B 2G0

**RE: Municipal Contribution to NSWA**

I am pleased to provide a copy of the North Saskatchewan Watershed Alliance (NSWA) 2020-21 Annual Report, which summarizes the projects and collaborative partnerships that NSWA has conducted in your watershed during the past year. **This important work was accomplished thanks to the generous support of over 40 municipalities in our shared watershed.** We would again appreciate positive consideration by your Council for a \$0.50 per capita contribution to NSWA for 2021.

**How your financial contribution benefits your community**

Now more than ever municipalities must rely on partnerships to help provide key services to their communities. NSWA has successfully applied for **over \$3.0 million worth of provincial and federal grants to support municipalities and local stewardship groups in the last five years.** See the attached summary table and information sheet for how NSWA can help your municipality.

NSWA is helping to address many local watershed management issues including:

- Riparian and wetland habitat conservation and restoration
- River and creek hydrology studies
- Natural areas and groundwater recharge areas protection
- Fisheries habitat and aquatic health assessments, including invasive species issues
- Long term impacts of land use changes on watershed health
- Best management practices and planning policies related to riparian, wetland and natural area protection, stormwater management and flood protection and water conservation.

In addition to financial contributions from individual municipalities, our non-profit alliance depends on an annual operating grant from the Government of Alberta and contributions from EPCOR. More information about the NSWA, our bylaws, finances and projects can be found online at [www.nswa.ab.ca](http://www.nswa.ab.ca).

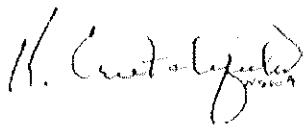
In 2005, the Government of Alberta appointed NSWA as the Watershed Planning and Advisory Council for the North Saskatchewan River (NSR) basin under *Water for Life: Alberta's Strategy for Sustainability*. NSWA has made significant progress under this mandate, and in 2012 released an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River basin. This major undertaking provides advice and direction to protect the long-term supply and quality of water resources for future generations. IWMP implementation is now underway through strategic watershed partnerships with local municipalities and stewardship groups.

NSWA partners with individual municipalities and three sub-watershed alliances to assess local watershed conditions and issues, coordinate inter-municipal projects, and develop harmonized land policies to support long-term sustainability of watershed resources. NSWA also provides technical expertise, grant application support, consultant coordination and facilitation services for meetings and workshops.

NSWA is also involved in many major intergovernmental projects such as the North Saskatchewan Regional Land Use Framework, Edmonton Metro Region Growth Plan, Industrial Heartland Water Management Framework and EPCOR's Drinking Water Protection Plan. This involvement, plus its close working relationship with many Alberta government agencies, allows NSWA to connect municipalities such as yours with the best resources to address watershed issues.

**NSWA would be pleased to discuss any watershed issues of concern to your municipality and to provide a briefing if requested by your Council or Administration.** Please feel free to contact NSWA's Executive Director, Ms. Leah Kongsrude at 587-525-6827 or leah.kongsrude@nswa.ab.ca in this regard. Ms. Kongsrude has over 30 years of environmental experience, including ten years in municipal government, and appreciates the challenges and opportunities that municipalities face with local watershed management issues.

Thank you for your consideration. We have taken the liberty of enclosing an invoice.



Mr. Ken Crutchfield, President  
North Saskatchewan Watershed Alliance Society

Cc: Chief Administrative Officer

Attachments: NSWA Coordinated Sub-Watershed Project and Grant Summary  
NSWA Annual Report 2020-2021  
How can NSWA help your Municipality with Watershed Issues?



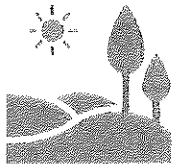
NSWA Coordinated Sub-Watershed Project and Grant Summary

SUB-WATERSHED	MAJOR WATERBODIES	MUNICIPALITIES	PROJECTS
<b>HEADWATERS</b>	North Saskatchewan River Cline River Clearwater River Ram River Brazeau River Modeste Creek Strawberry Creek Wabamun Lake	Clearwater County Brazeau County Parkland County Leduc County Wetaskiwin County Town of Drayton Valley Town of Rocky Mountain House Town of Devon Town of Thorsby Village of Wabamun	<ul style="list-style-type: none"> <li>• \$130,000 Alberta Water Resiliency and Restoration Program grant used to create an online web portal for data on the health of riparian areas in the Modeste, Strawberry and Sturgeon subwatersheds. This data will be used to conserve or restore high priority riparian areas that will provide greater flood/drought resistance, improve water quality, and enhance wildlife habitat. The Riparian Web Portal is being expanded to include new data for the Beaverhill, White Earth, Vermilion, Frog and Monnery subwatersheds in 2021.</li> <li>• The Wabamun Lake Watershed Management Plan was finalized in 2020 with involvement of local municipalities and lake stewardship groups</li> </ul>
<b>STURGEON RIVER</b>	Sturgeon River Isle Lake Lac St. Anne Birch Lake Matchaway Lake Sandy Lake Killini Creek Riviere Qu'Barre Atim Creek Carrot Creek	Lac St. Anne County Parkland County Sturgeon County City of Edmonton City of St. Albert City of Spruce Grove Town of Stony Plain Town of Onoway Town of Morinville Town of Gibbons Summer Villages of Lac Ste. Anne County East	<ul style="list-style-type: none"> <li>• \$512,000 from three provincial and federal grants was used to summarize information on:                             <ul style="list-style-type: none"> <li>o surface water and groundwater hydrology</li> <li>o wetland and natural areas</li> <li>o water quality</li> <li>o fisheries habitat and aquatic life</li> <li>o riparian intactness</li> <li>o policy and planning tools for watershed protection</li> </ul> </li> <li>• This information was used to complete a Sturgeon River Watershed Management Plan (2020) which provides guidance and actions to protect the watershed.</li> </ul>

<p><b>VERMILLION RIVER</b></p>	<p>Vermilion River Waskwei Creek Cotton Creek Birch Creek Campbell Creek Deer Creek Stretton Creek</p>	<p>County of Vermillion River County of Minburn Beaver County County of Two Hills County of St. Paul Town of Vermillion Town of Vegreville Town of Two Hills Town of St. Paul Town of Elk Point Town of Bruderheim Village of Holden Village of Innisfree Village of Myrnam</p>	<ul style="list-style-type: none"> <li>• A \$200,000 Alberta Community Partnership Grant was received to implement priority action items from the Sturgeon River Watershed Management Plan in 2020-2023.</li> <li>• A four-year, \$1.4 million Water Resiliency and Restoration Program grant to promote riparian and wetland restoration projects in the watershed. To date over 100 ha of wetlands and riparian areas have been enhanced or restored through this project.</li> <li>• A shared \$75,000 Water Resiliency and Restoration Program grant with Sturgeon River Watershed Alliance was used to assess long-term land use changes in the watershed and its effect on the hydrology of the basin. This study uses ALCES, a cumulative assessment simulation assessment tool, to show the impacts of land use decisions. This tool has also been used by the Edmonton Metro Regional Board to support its planning discussions and policy.</li> </ul>
<p><b>BEAVERHILL</b></p>	<p>North Saskatchewan River Beaverhill Creek Astotin Creek Beaverhill Lake Cooking Lake Hastings Lake Antler Lake</p>	<p>Strathcona County Lamont County Beaver County City of Fort Saskatchewan Town of Bruderheim Town of Tofield Town of Ryley</p>	<ul style="list-style-type: none"> <li>• A \$500,000 Canadian Agriculture Partnership Grant is being used to expand data on riparian health for the Beaverhill, White Earth, Vermilion, Frog and Monnery subwatersheds.</li> <li>• A Land Stewardship grant was used to complete a lake management plan for Antler Lake.</li> </ul>

# Connecting You to Watershed Resources

## How can NSWA help your municipality with watershed issues?



- Growing concerns from residents related to local water issues
- Complex environmental regulations or guidelines
- Development pressures on local lakes, rivers, or creeks
- Poor lake or river water quality
- Loss of wetlands and other environmentally sensitive areas

### COLLABORATIVE PARTNERSHIPS



*We facilitate inter-municipal partnerships that address watershed issues*

- Three municipally-led subwatershed groups: Headwaters, Sturgeon and Vermilion
- 40+ municipal partners both rural and urban
- Work closely with federal and provincial governments on watershed related issues

### GRANT SUPPORT



*NSWA has coordinated over \$3 million in grant funds for municipalities*

- For every \$1 municipalities contribute, NSWA has been able to secure \$4.50 in grant funds
- Studies of water quality, riparian areas, and aquatic health issues
- Helping local landowners protect or restore wetland and riparian areas

### EXPERTISE & PROJECT MANAGEMENT



*NSWA staff have knowledge of municipal watershed issues*

- Completed over 50 technical studies and management plans
- Contribute to provincial policy development
- Guided by the North Saskatchewan River Watershed Integrated Watershed Management Plan (2012)

### EDUCATION & AWARENESS



*We provide resources to help residents and council understand watershed issues*

- Monthly newsletters highlighting watershed activities and resources
- Free Educational Forums held twice a year on key watershed topics
- Website with links to watershed information, presentations, and reports

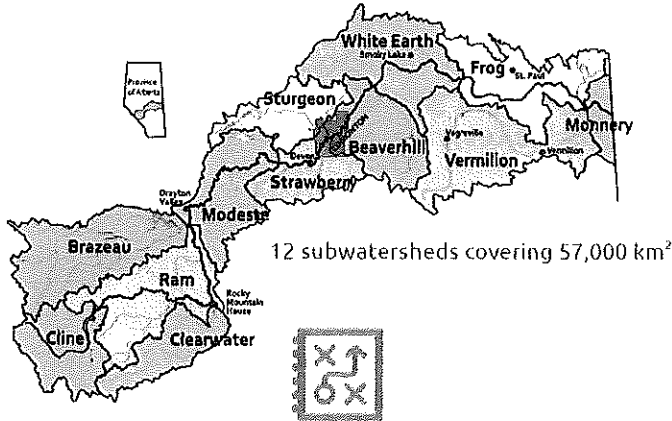
## Local Solutions for Local Issues

The **North Saskatchewan Watershed Alliance** is a non-profit organization designated by the Province of Alberta as a Watershed and Planning Advisory Council for the North Saskatchewan River watershed.

Learn more by visiting our website [nswa.ab.ca](http://nswa.ab.ca)



**NORTH SASKATCHEWAN RIVER WATERSHED**



**WE PLAN**

**WE WORK WITH OTHERS TO FIND WAYS TO INTEGRATE LAND AND WATER PLANNING TO IMPROVE WATERSHED FUNCTION**



**WE ADVOCATE**

**WE ADVOCATE FOR THE PROTECTION OF WATER QUALITY, WATER SUPPLIES AND ECOSYSTEM HEALTH THROUGH WATERSHED MANAGEMENT**



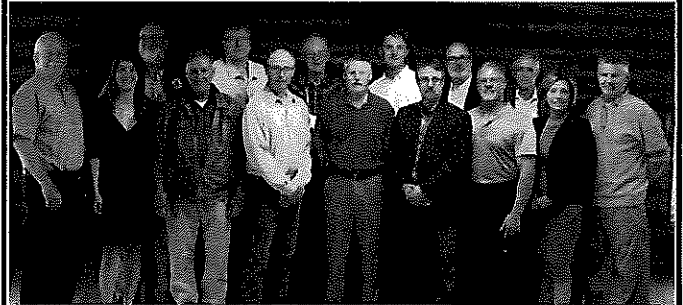
**WE SHARE**

**WE PROVIDE INFORMATION ABOUT THE WATERSHED AND CREATE FORUMS FOR SHARING THAT INFORMATION**

**WORKING TOGETHER FOR A HEALTHY AND RESILIENT WATERSHED**

**VISION**

*People working together for a healthy and functioning North Saskatchewan River watershed – today and tomorrow.*



The NSW Board consists of 18 representatives from municipal, provincial government, industry, agriculture, non-governmental organizations and members at large.

**MISSION**

*To protect and improve water quality, water quantity (instream flow) and the health of our watershed by: seeking, developing and sharing knowledge; facilitating partnerships and collaborative planning; and working in an adaptive management process.*



[water@nswa.ab.ca](mailto:water@nswa.ab.ca) | 587.525.6820

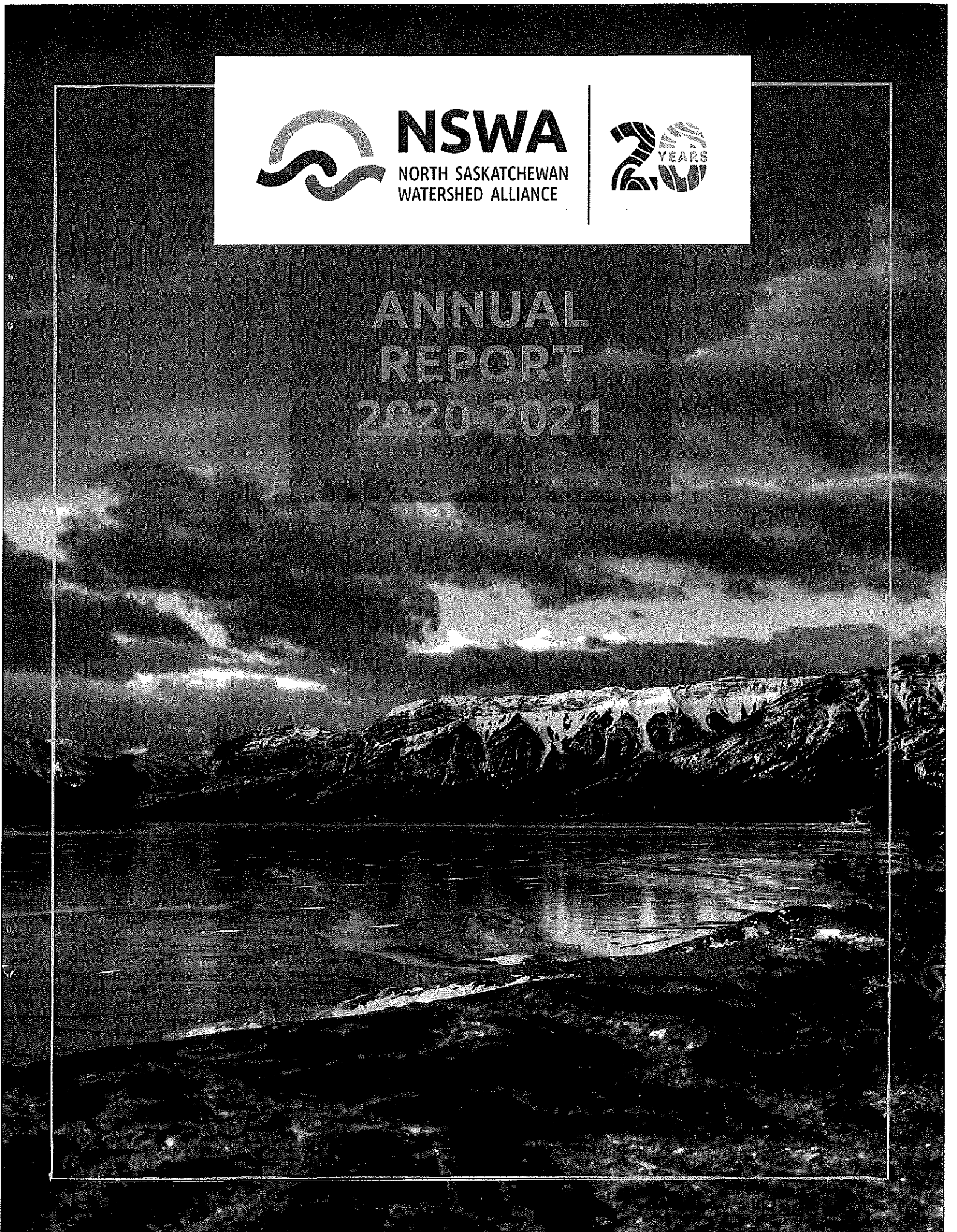
Follow us on social media  
 @NorthSaskRiver



**NSWA**  
NORTH SASKATCHEWAN  
WATERSHED ALLIANCE



# ANNUAL REPORT 2020-2021



# OUR APPRECIATION

We are grateful to the many supporters of the North Saskatchewan Watershed Alliance (NSWA). We would not be able to facilitate partnerships, complete studies or share knowledge in our watershed without the time and resources provided by our contributors.

We acknowledge the **Government of Alberta** for providing a multi-year operational grant and important contributions from **EPCOR** and many **municipalities** in our watershed. Our partners contributed \$715,000 of financial support and over \$445,000 of in-kind support to NSWA in 2020-2021.



Counties	Cities and Towns	Villages and Summer Villages
Beaver County Brazeau County Clearwater County Lac Ste. Anne County Lamont County Leduc County Parkland County St. Paul County Strathcona County Sturgeon County County of Minburn County of Two Hills County of Vermilion River	<p><b>Cities:</b>                      Edmonton                      Fort Saskatchewan                      St. Albert</p> <p><b>Towns:</b>                      Bruderheim                      Devon                      Drayton Valley                      Elk Point                      Gibbons                      Onoway                      Rocky Mountain                      House                      St. Paul                      Smoky Lake                      Vegreville                      Vermilion</p>	<p><b>Villages:</b>                      Holden                      Innisfree                      Ryley                      Spring Lake</p> <p><b>Summer Villages:</b>                      Betula Beach                      Horseshoe                      Kapasiwin                      Lakeview                      Seba Beach                      Silver Sands                      South View                      Sunrise Beach                      Sunset Point                      West Cove                      Yellowstone</p>

## MESSAGE FROM THE EXECUTIVE DIRECTOR

*"It is not the strongest that thrives but the one most adaptable to change".*

One of my favourite ecological quotes was the theme for the last year for many of us. We all had to adapt to the changes that came with COVID including the NSWA. From working remotely to hosting our 2020 AGM online for the first time, NSWA continued to thrive and move our vision forward. Some highlights of the last year include:

- Approved updated NSWA Society Bylaws which now provide more opportunities for a diversity of stakeholders to be represented on the Board.
- Hosted new online speaker series: 'Knowledge in Know-venber' in 2020 and 'Watershed Wednesdays' in 2021.
- Are finalists in two categories at the 2021 Alberta Emerald Awards for the Vermilion River Watershed Restoration and Enhancement Project and the WaterSHED North Saskatchewan River Water Quality Monitoring Project.

A special thank you to all our stakeholders, key partners, subwatershed alliances, board members and funders for helping NSWA adapt and thrive for another year!

**Leah Kongsrude, Executive Director**

## NSWA STAFF



### NSWA Zoom Staff Meeting 2021

Top row, left to right:

**Elisa Brose, Administrative and Key Stakeholder Coordinator**

**Billie Milholland, Communications Coordinator**

**Leah Kongsrude, Executive Director**

Middle row, left to right:

**Rachel Bootsma, Watershed Planning Assistant**

**Brad Tyssen, GIS Specialist**

**Michelle Gordy, Watershed Planning Coordinator**

Bottom Row:

**Mary Ellen Shain, Watershed Planning Coordinator**



# NSWA BOARD OF DIRECTORS

The NSWA is a multi-stakeholder watershed partnership incorporated as a non-profit society in 2000 and designated as a Water Planning and Advisory Council by the Government of Alberta in 2005.

The work of NSWA is guided by an **18 member multi-stakeholder Board** that provides strategic direction and advice to the organization to achieve its vision and mission. We appreciate our Board members ongoing dedication and support.

## DIRECTORS 2020-2021

### Agriculture

Bill Fox, *Alberta Beef Producers*

### Forestry

Bob Winship, *Weyerhaeuser*

### Industry

Dr. Laurie Danielson, *NCIA*

### Member-at Large

John Thompson

### Federal Government

*vacant*

### Municipal

Al Corbett, *Alberta Drainage Council*

Jim Duncan, *Clearwater County*

Bart Guyon, *Brazeau County*

Jacque Hansen, *City of St. Albert*

John McNab, *Parkland County*

### NGO

Ken Crutchfield, *Alberta Chapter*

*Wildlife Society*

Leah Hamonic, *Antler Lake*

*Stewardship Committee*

### Provincial Government

Jamie Bruha, *Alberta Environment and Parks*

Tony LeMay, *Alberta Energy Regulator*

### Utility

Dr. Stephen Craik, *EPCOR*

Aleta Corbett, *TransAlta*

### Advisory

Jatinder Tiwana, *City of Edmonton*



Back row, left to right: *Al Corbett, John McNab, Bill Fox, Jason Wilkins, Tony LeMay, Bob Winship, John Thompson*

Front row, left to right: *Ken Crutchfield, Leah Hamonic, Bart Guyon, Jim Duncan, Laurie Danielson, Steve Craik, Jamie Bruha, Jacque Hansen*

Missing: *Aleta Corbett, Jatinder Tiwana*

*Photo taken at 2019 AGM.*

**Board Directors volunteered over 610 hours  
for an in-kind contribution of over \$50,000  
in 2020-2021**



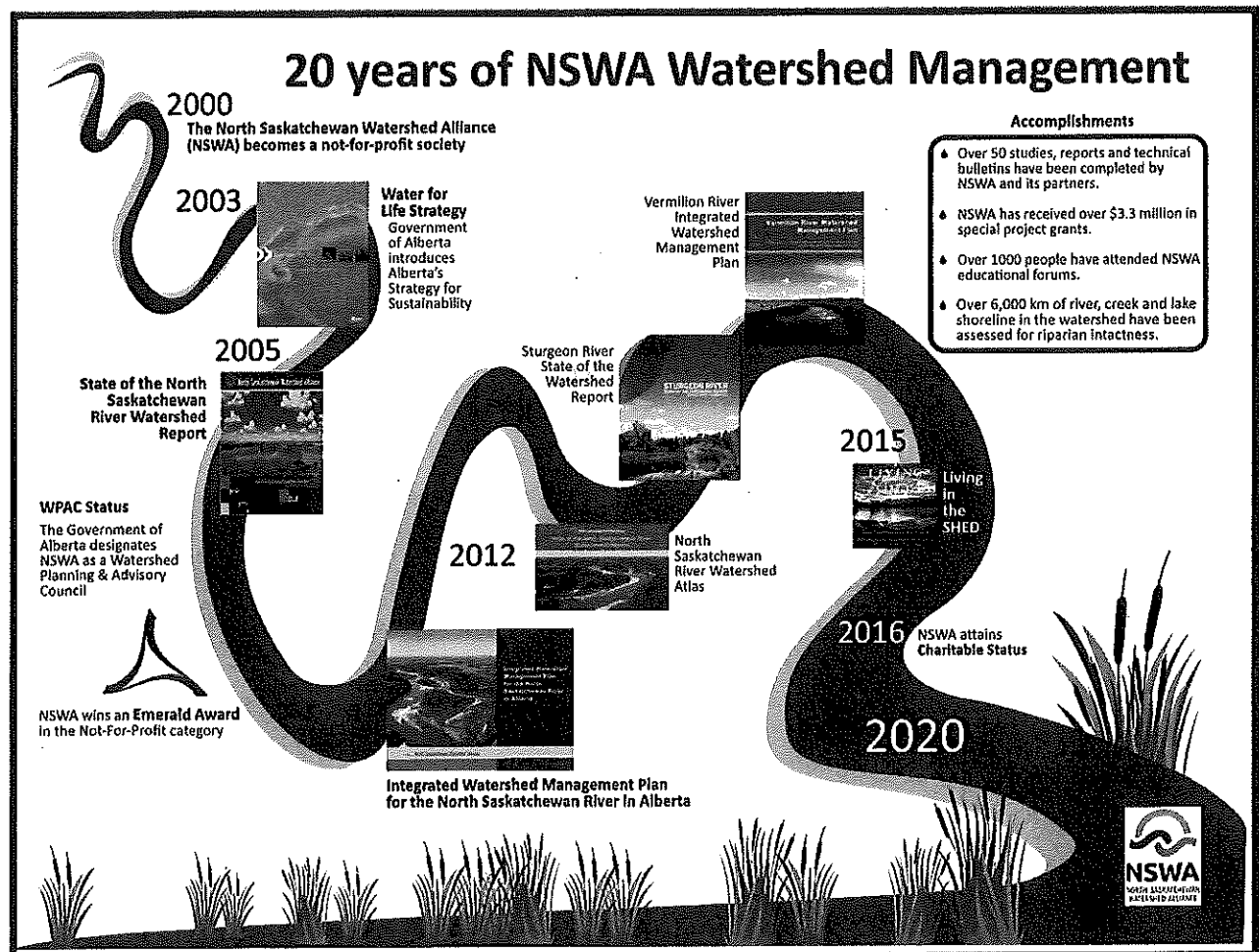
# A BRIEF HISTORY OF NSWA 2000 TO 2021

In the late 1990's, EPCOR, TransAlta, Trout Unlimited, Agriculture and Agrifood Canada and the City of Edmonton were all working on initiatives related to the health of the North Saskatchewan River. In 1997 they amalgamated to form the **North Saskatchewan Watershed Alliance**. In 2000 NSWA became a registered non-profit society.

The NSWA became the designated Watershed Planning and Advisory Council for the North Saskatchewan River (NSR) in 2005, two years after the Alberta ***Water for Life Strategy*** was adopted by the province.

The NSWA produced the ***State of the Watershed*** report in 2005 and the ***Integrated Watershed Management Plan*** in 2012. In total, NSWA has completed over 60 studies and published the ***North Saskatchewan River Watershed Atlas*** and the book ***Living in the Shed***.

NSWA has provided a forum for sharing knowledge and collaborating on issues affecting the North Saskatchewan River watershed in Alberta for over 20 years.



# NSWA STRATEGIC PLAN 2019-2021

The NSWA Board has a 3-Year Strategic Plan that has **four goals to achieve the vision and mission** of the North Saskatchewan Watershed Alliance. The goals also align with the mandate of Watershed Planning and Advisory Councils set out by Alberta Environment and Parks.

## STRATEGIC GOALS

**Goal 1:** *The NSWA supports Collaborative Watershed Planning*

**Goal 2:** *The NSWA provides Leadership in Watershed Management*

**Goal 3:** *The NSWA promotes Watershed Knowledge Sharing*

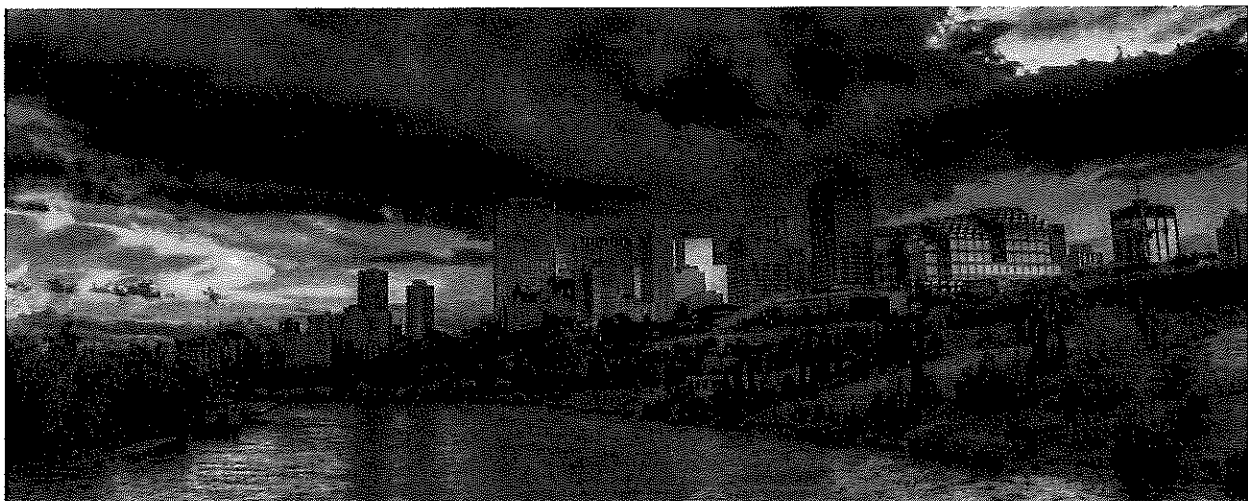
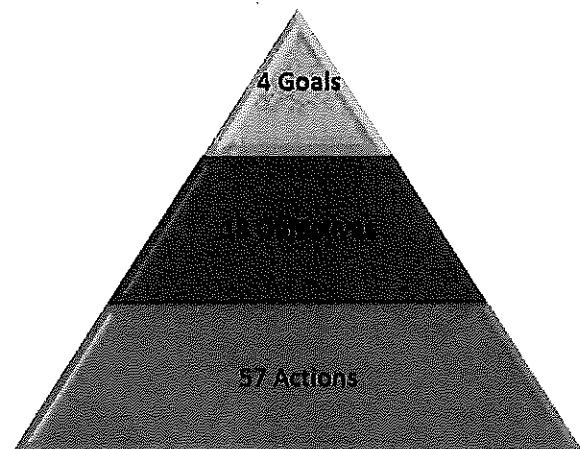
**Goal 4:** *The NSWA remains a Functional and Sustainable Organization*

The four goals are further defined by key objectives and actions which direct the work of the NSWA organization.

The Strategic Plan is reviewed annually by the NSWA Board to adjust for new opportunities and challenges and to assess the progress of the Plan.

**In 2020, the Board approved three key short term strategic directions:**

- *Concentrate Outreach and Collaboration on Key Watershed Stakeholders*
- *Focus Efforts and Resources on Subwatershed groups*
- *Identify ways to Measure the Success of the NSWA*



# GOAL 1: COLLABORATIVE WATERSHED PLANNING

Collaborative partnerships are the core to successful watershed planning for the NSWA. Our strong relationships with **government agencies, municipalities, industry, non-governmental organizations** and **watershed stewardship groups** provide us with the ability to align our work with our key stakeholder's watershed issues and projects.

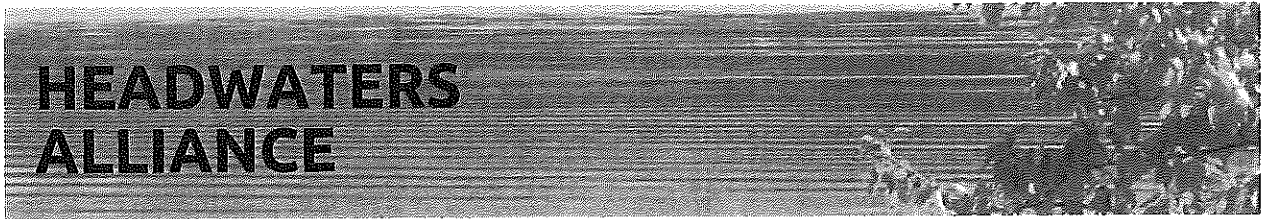
## COLLABORATIVE PARTNERSHIPS

HEADWATERS ALLIANCE	STURGEON RIVER WATERSHED ALLIANCE	VERMILION RIVER WATERSHED ALLIANCE	LAKE PARTNERSHIPS
<ul style="list-style-type: none"> <li>• Brazeau County</li> <li>• Clearwater County</li> <li>• Leduc County</li> <li>• Parkland County</li> <li>• Wetaskiwin County</li> <li>• Town of Devon</li> <li>• Town of Drayton Valley</li> <li>• Town of Rocky Mountain House</li> <li>• EPCOR</li> </ul>	<ul style="list-style-type: none"> <li>• Lac Ste Anne County</li> <li>• Parkland County</li> <li>• Sturgeon County</li> <li>• City of Edmonton</li> <li>• City of St. Albert</li> <li>• City of Spruce Grove</li> <li>• Town of Gibbons</li> <li>• Town of Marinville</li> <li>• Town of Onoway</li> <li>• Town of Stony Plain</li> <li>• Village of Alberta Beach</li> <li>• Summer Villages of Lac Ste Anne &amp; County East</li> <li>• Alexander First Nation</li> <li>• Alexis Nakota Sioux Nation</li> <li>• Metis Nation of Alberta</li> <li>• Big Lake Environmental Support Society</li> <li>• Alberta Conservation Association</li> <li>• Wagner Natural Area Society</li> <li>• Alberta Environment and Parks</li> </ul>	<ul style="list-style-type: none"> <li>• Beaver County</li> <li>• Lamont County</li> <li>• County of Minburn</li> <li>• County of Two Hills</li> <li>• County of Vermilion River</li> <li>• Town of Two Hills</li> <li>• Town of Vegreville</li> <li>• Town of Vermilion</li> <li>• Village of Holden</li> <li>• Village of Marwayne</li> <li>• Agriculture and Agri-Food Canada</li> <li>• Alberta Environment and Parks</li> <li>• Alberta Drainage Council</li> <li>• Alternative Land Use Services Canada</li> <li>• Ducks Unlimited Canada</li> <li>• Holden Drainage District</li> <li>• Lakeland College</li> </ul>	<ul style="list-style-type: none"> <li>• Parkland County</li> <li>• Strathcona County</li> <li>• Antler Lake Stewardship Committee</li> <li>• Hubbles Lake Stewardship Society</li> <li>• Jackfish Lake Management Association</li> <li>• Lake Isle Lac Ste Anne Stewardship Association</li> <li>• Mayatan Lake Management Association</li> <li>• Wabamun Watershed Management Council</li> <li>• Wizard Lake Watershed and Lake Stewardship Organization</li> <li>• Lakes of Parkland County Group</li> <li>• Alberta Lake Management Society (ALMS)</li> <li>• Alberta Environment and Parks</li> </ul>

### SUBWATERSHED ALLIANCES:

**33** Municipalities  
**11** Non-governmental Groups  
**5** Government Agencies

**PROVIDED  
 OVER 1000  
 IN-KIND  
 HOURS**



The **Headwaters Alliance** is a municipally-led watershed stewardship group that works in partnership with the North Saskatchewan Watershed Alliance (NSWA). The Headwaters Alliance was formed in 2014 and is guided by a Steering Committee of elected officials and a Technical Advisory Committee of technical staff and volunteers.

In 2020, the Headwaters Alliance created a shared vision for the future, a set of common principles and their strategic plan for the next three years.

### RIPARIAN HEALTH ACTION PLAN (RHAP)

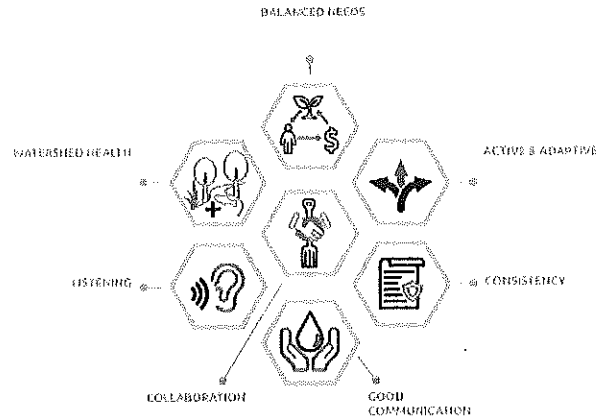
The RHAP continues to be the top priority for the Headwaters Alliance. The three phases of the RHAP project include:

**Phase 1:** Assess the overall **condition of riparian health** in the Modeste and Strawberry and subwatersheds - now complete.

**Phase 2:** Develop a **Riparian Health Strategic Plan** which will set objectives and actions for conserving and restoring priority riparian areas.

**Phase 3:** Development of the **Riparian Web-portal** which will provide riparian condition data as well as resources and tools for our stakeholders. The first "train-the-trainer session", ensuring that all the members of the Headwaters Alliance are trained as web-portal ambassadors was held in February 2021.

Over 6,000 kilometers of river, creek and lake shorelines were assessed for riparian intactness in the Modeste, Strawberry and Sturgeon subwatersheds.



Strategic Goals of the Headwaters Alliance

### NATURAL INFRASTRUCTURE PROJECT

The Headwaters Alliance continues to be a partners in the **Modeste Natural Infrastructure Project** along with:

- ALUS Canada
- Innotech Alberta
- Parkland County
- University of Guelph

In February 2020, members of the Technical Advisory Committee were asked to participate in a stakeholder session, where municipalities identified opportunities to incorporate natural assets into municipal financial management systems.

Ongoing research includes creating a natural assets framework document, and assessing the benefits of retaining natural assets using a modelling program develops by the University of Guelph (IMWEBS).

# VERMILION RIVER WATERSHED ALLIANCE

## VRWA ACTIVITIES

The focus of the VRWA for this year was to work on communication, education, and strategy action items and to complete as much on-the-ground work as possible, while keeping landowners, staff, and the community safe.

## EDUCATION and OUTREACH

A celebration of the 38 **VRWA Restoration and Enhancement Projects** completed between 2016-2019 were highlighted in a project summary booklet and a **Stories of Stewardship** online GIS Story Map.

The VRWA also shared information on their website through **monthly blog posts**. Topics included:

- Speaking of health... *Vermilion River Aquatic Ecosystem Health Assessment*
- Buffering our impact: *How Eco-buffers can help reduce our impact on the river and provide ecosystem services*
- "Do Fence Me In!" *Fencing with water and wildlife in mind*
- *Living with Beavers: How to co-exist with nature's Eco Engineer*
- *Watershed Resilience: what strategies work best?*
- *Morecambe Structure and the Two Hills Floodplain*
- *Invasive vs. Native Plants: Knowing & Growing Your Riparian Area*
- Graphic Summary - *Vermilion River Water Quality Study*
- Partner Series: Getting to Know Cows and Fish's Riparian Specialist, *Tonya Lwiwski*
- Partner Series: Getting to Know *Chris Elder*, Coordinator for ALUS Canada – Vermilion River



Rebekah Adams of AWES (right), Terry Stefiuk of Town of Two Hills (left) and other town and County staff laying the mulch blanket for the Eco-Buffer.

## RESTORATION and ENHANCEMENT

In June 2020, VRWA partnered with the **Alberta Woodlot Extension Society (AWES)**, the Town of Two Hills, and the County of Two Hills to plant an Eco-Buffer demonstration site at Geleta Park in Two Hills, right along the Vermilion River.

In partnership with **Cows and Fish**, VRWA assessed the riparian health of seven landowner projects that had been completed in 2016 or 2017 (now 3-4 years post-completion).



3 years



30+ landowners



20 km riparian areas



150+ hectares



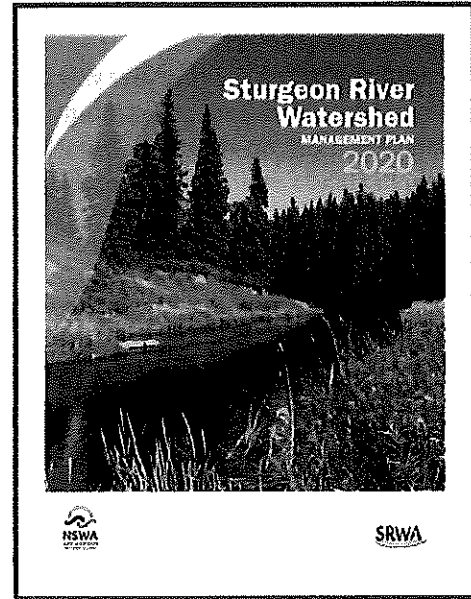
The Sturgeon River Watershed Alliance (**SRWA**) includes a Steering Committee of elected officials and a Technical Advisory Committee of municipal staff, non-governmental organizations and technical experts.

## WATERSHED MANAGEMENT PLAN

The **Sturgeon River Watershed Management Plan** was completed in 2020 and endorsed by the 12 participating municipalities of the SRWA. The watershed management plan includes **six outcomes**:

1. **Policies and Plans** are well-informed and align to support a healthy watershed.
2. All residents have access to **safe, secure drinking water** supplies, whether they are on public or private systems or draw from surface or groundwater.
3. **Aquatic Ecosystems**, including our rivers, lakes, wetlands and other water bodies, are healthy.
4. The importance of water quantity is recognized and **reliable, quality water supplies** are available for people, livestock and a sustainable economy.
5. **Wise land use** ensures the cumulative effects of growth and development are mitigated, the land is resilient to climate change and individuals and communities are well prepared for flood and drought events.
6. **Residents and stakeholders** support the Sturgeon River Watershed Management Plan and are willing to participate in local and regional initiatives to improve watershed health.

*The SRWA received a \$200,000 Alberta Community Partnership Grant for implementation of the Watershed Management Plan.*



## SRWA ACTION ITEMS 2020-2023

The SRWA will be focusing on several key action items for the next three years:

- **Riparian Health Strategy** using riparian intactness data from **Riparian Assessment** data
- **Wetland Strategy** using provincial and SRWA resources
- **Planning Alignment** for key areas identified by the Technical Advisory Committee such as Environmental Reserve, riparian and wetland conservation and environmental sensitive/risk areas.
- **Planning Overlay Maps** such as flood and groundwater hazard areas and riparian setback
- **Water Quality Monitoring Program**
- **Communications** such as educational forums, SRWA webpage and promotional materials.

# LAKE STEWARDSHIP GROUPS

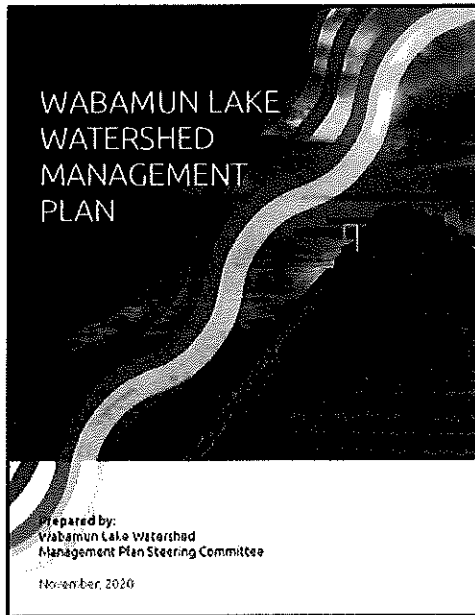
The important partnerships the NSWA has with Watershed Stewardship Groups under the *Water for Life Strategy* is reflected in our work with many lake groups.

## LAKE MANAGEMENT STUDIES

NSWA along with many partners finalized the development of the ***Wabamun Lake Watershed Management Plan*** with a Steering Committee consisting of:

- Local Lake Stewardship groups
- Municipalities
- NSWA
- Alberta Environment and Parks

More information can be found on the ***Wabamun Watershed Management Council*** website.

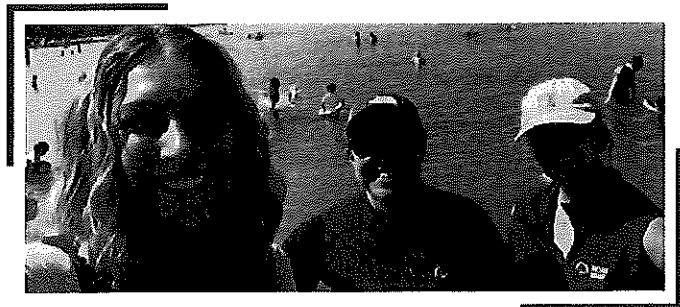
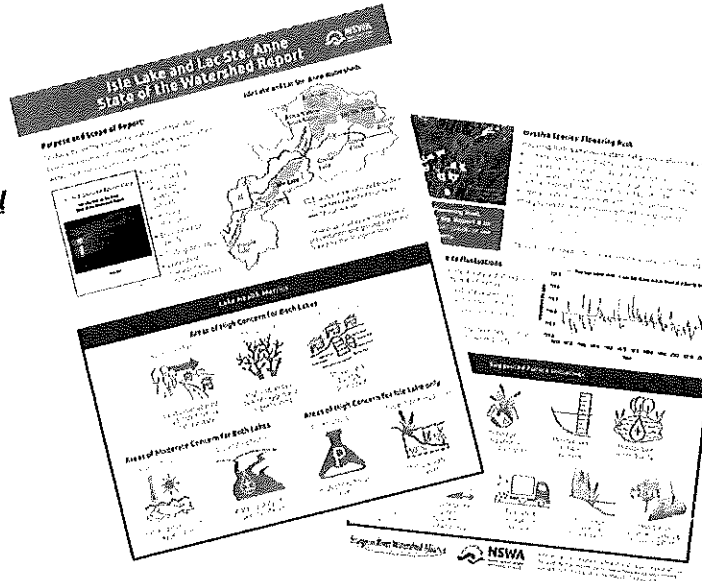


**There are over 680 named lakes in the NSR Watershed**

## LAKE STEWARDSHIP RESOURCES

NSWA works with Alberta Environment and Parks, ALMS and the Land Stewardship Centre to share lake stewardship information and support.

NSWA has also developed lake watershed report summaries for local watershed stewardship groups to use for their communications and education programs.



NSWA staff members and summer students visited 18 lakes in the summer of 2020, taking water and aquatic plant samples to support ALMS projects

## GOAL 2: **LEADERSHIP IN WATERSHED MANAGEMENT**

The NSWA reviews and prioritizes watershed management projects to maximize partnership opportunities and use of resources. In addition to the three subwatershed Alliances, this includes providing advice on Government of Alberta policy, framework and guidelines projects.

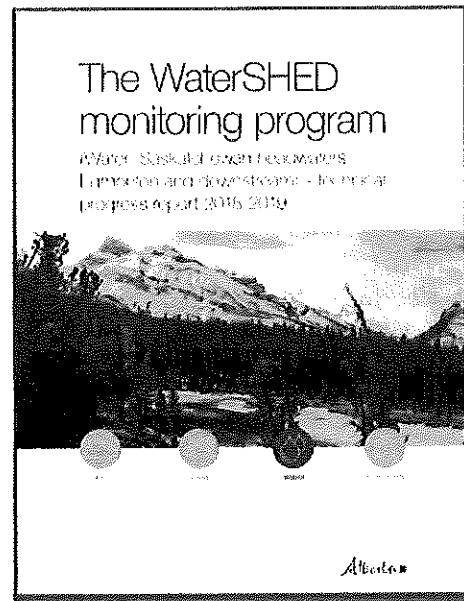
### **NORTH SASKATCHEWAN RIVER WATERSHED MONITORING PROGRAM**

The **WaterSHED Monitoring Program** is a unique partnership between:

- Alberta Environment and Parks
- EPCOR
- North Saskatchewan Watershed Alliance
- City of Edmonton

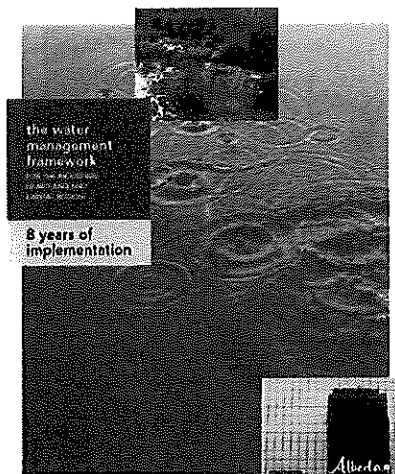
By combining and coordinating resources this collaborative partnership has created the North Saskatchewan River's most comprehensive river monitoring program.

The first **Technical Progress Report** for the program was published in 2020. The **WaterSHED North Saskatchewan River Water Quality Monitoring Project** is a finalist in the Alberta Emerald Awards.



*Check out the **DAILY PHOTOS** from the 19 WaterSHED water quality monitoring stations.*

### **INDUSTRIAL HEARTLAND/CAPITAL REGION WATER QUALITY MANAGEMENT FRAMEWORK**



NSWA participates in Alberta Environment and Parks Implementation Advisory Committee for the **Water Quality Management Framework** for the Industrial Heartland and Capital Region.

The Water Management Framework for the Industrial Heartland and Capital Region presents a **collaborative, cumulative effects management approach** to protect the reach of the North Saskatchewan River, from Devon to Pakan, which is directly impacted by municipal and industrial effluent discharge.

The Framework has been under development since 2007 and the will be added into the provincial **North Saskatchewan Regional Plan**.



## NORTH SASKATCHEWAN EXPANDED RIPARIAN ASSESSMENT PROJECT

Between 2016-2018, a **new riparian assessment method**, piloted in the Modeste, Strawberry and Sturgeon subwatersheds, provided a detailed review of over *6,000 kilometers* of shorelines. This assessment provides a high level overview of the intactness and pressure on riparian systems for large areas.

In 2020 the NSWA received a \$500,000 grant from the Canadian Agricultural Partnership program to expand the riparian assessment of the watershed into an **additional five subwatersheds** which will add another *11,300 kilometers* to the total areas assessed:

- *Beaverhill*
- *White Earth*
- *Vermilion*
- *Frog*
- *Monnery*

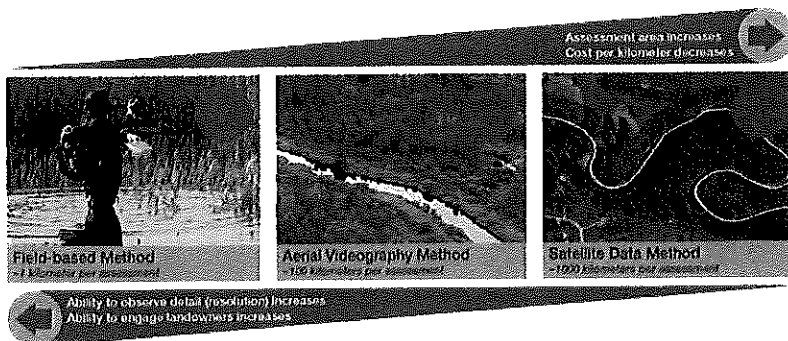
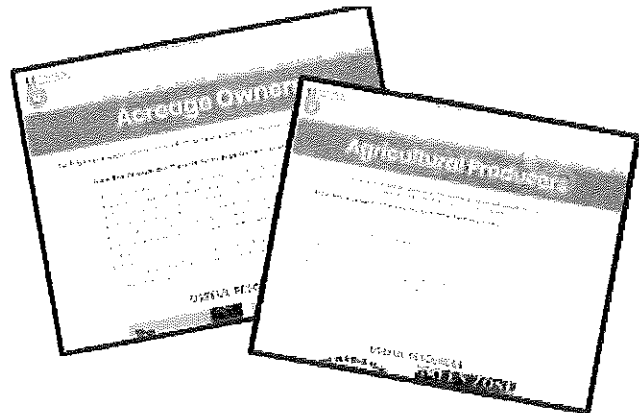
Over 17,000 kilometers of shoreline in 8 subwatersheds will be assessed for riparian intactness by 2021

## RIPARIAN WEB PORTAL

The riparian intactness data will be shared through a publicly accessible Riparian Web Portal. The Web Portal will also contain resources for different landowners about why riparian areas are important and who they can contact for local stewardship support. In February 2021, key stakeholders were invited to training sessions for the Web-portal - more sessions to come.

Riparian intactness data will be available from the North Saskatchewan watershed as well as four other Alberta watersheds:

- Athabasca
- Battle
- Beaver
- Red Deer

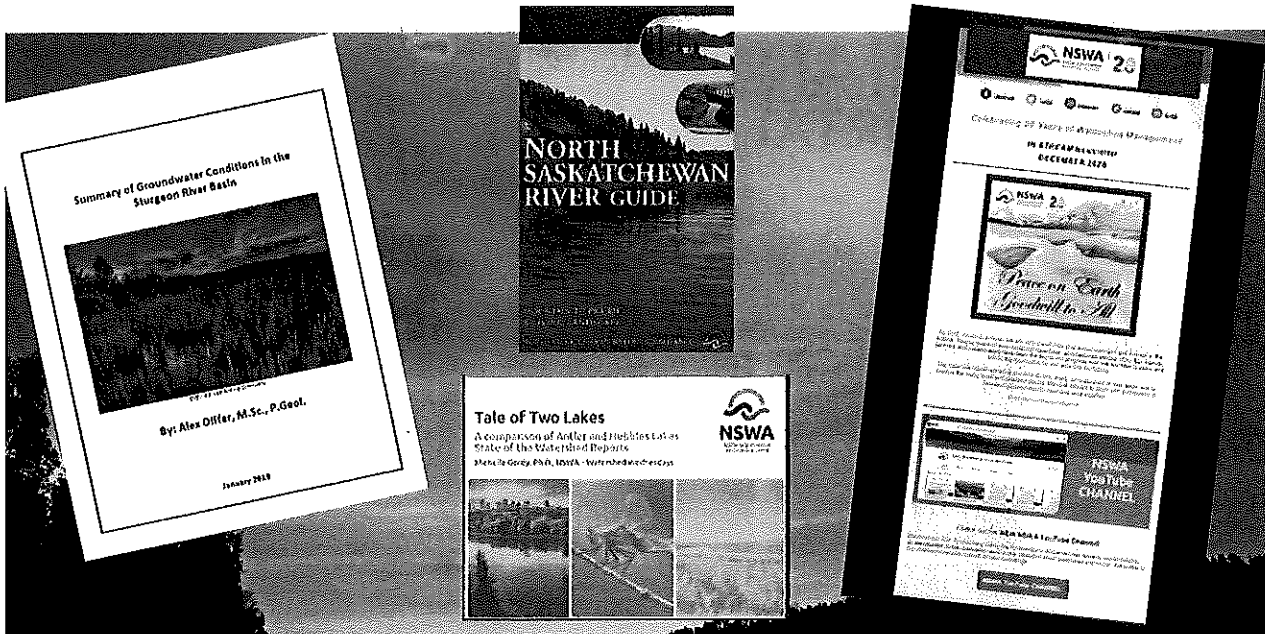
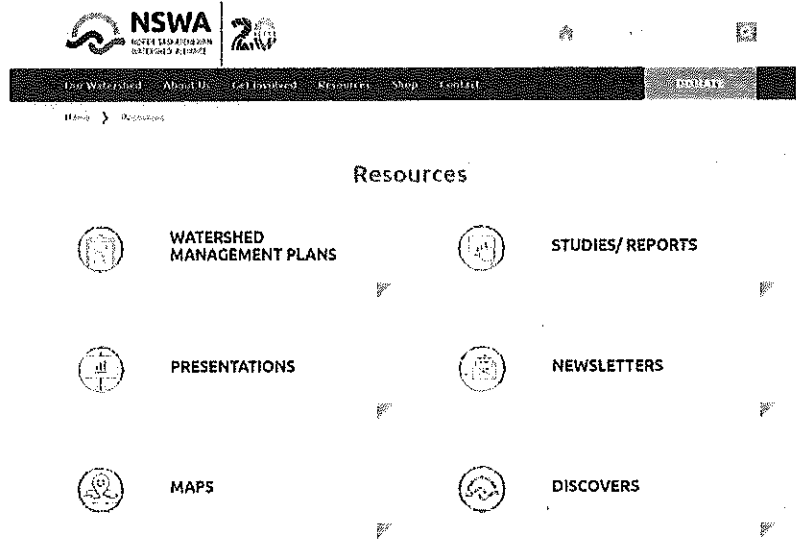


# RESOURCES

The NSWA has a **RESOURCES** web page dedicated to sharing not only over 60 ***technical reports and management plans*** but you can also find:

- Presentations from our ***Educational Forums and Annual General Meetings***
- Past ***Newsletters***
- Maps including the 62 page ***NSWA Atlas***
- ***Discovers page*** which includes ***watershed educational resources***

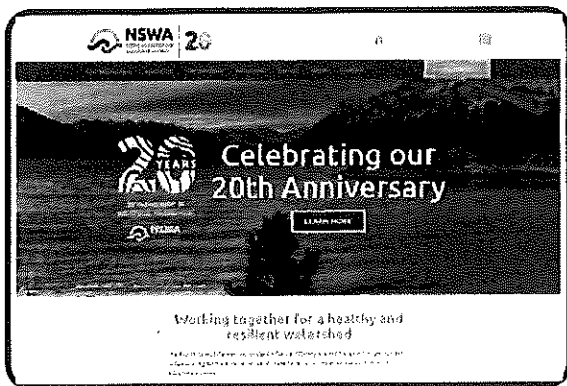
The *North Saskatchewan River Guide* (2002) is one of NSWA's oldest publications



# GOAL 3: WATERSHED KNOWLEDGE SHARING

The NSWA is a key resource for watershed information on the North Saskatchewan River watershed and focuses its communications efforts on strategic issues with its key stakeholders. We align and compliment the communications efforts of Alberta Environment and Parks, and other watershed organizations to reinforce watershed knowledge and stewardship messages.

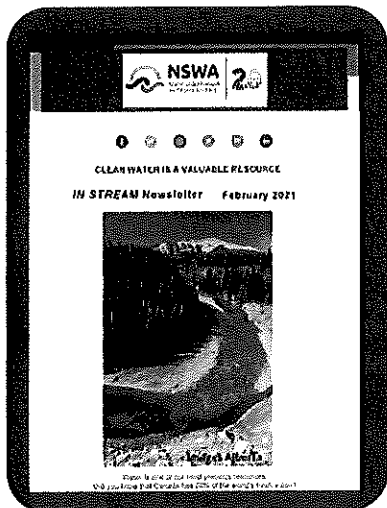
## NSWA WEBSITE



*The NSWA website averages 800 visits per month*

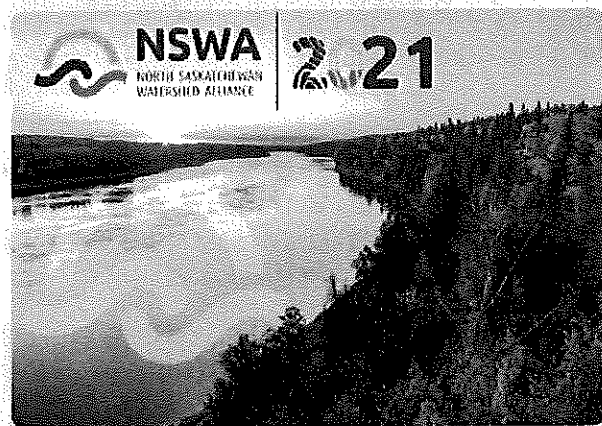
## MONTHLY NEWSLETTERS

Our **newsletters** keep over 900 **subscribers** informed of watershed news and upcoming events.



## 2021 NSWA CALENDAR

NSWA published a 2021 calendar with **watershed photos and information**, and distributed it to municipal leaders, MLAs and other partners in the watershed.



## SOCIAL MEDIA

**Twitter:** 2674 followers  
**Facebook:** 921 followers  
**Linked In:** 610 connections  
**Instagram:** 392 followers

## 2020 COMMUNICATIONS SURVEY

NSWA received **high ratings on a satisfaction survey** with our membership on our communications (website, newsletters, social media, educational forums).

The feedback from the survey was used to update the **NSWA Communications Plan** with the Board Communication and Engagement Committee.



**SUMMER STUDENTS**

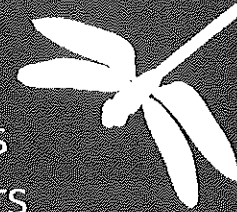
**18** LAKES

**9** SUBWATERSHEDS

**6** SUMMER VILLAGES

**3** FARMER'S MARKETS

**2** STEWARDSHIP GROUPS



**6 ONLINE FORUMS**

**17 SPEAKERS**

**300+**

Participants



**12**

NEWSLETTERS

**1**

YOUTUBE CHANNEL

**900**

SUBSCRIBERS

**3600 +**

Social Media Followers

**3** PLAYLISTS

**13** VIDEOS



**NSWA**  
NORTH SASKATCHEWAN  
WATERSHED ALLIANCE

**2020 - 2021**

**100 +**



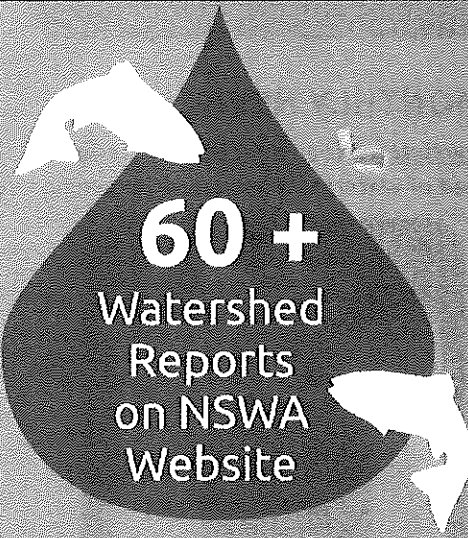
Meetings

WITH WATERSHED LEADERS

**\$75,000 Grant**

**5** Watershed Videos

**11** Watershed Planning and Advisory Councils



**60 +**

Watershed Reports on NSWA Website

**2**

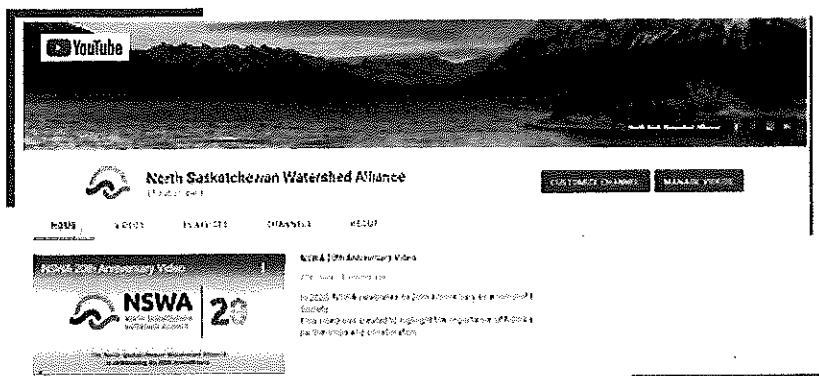
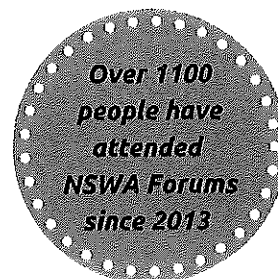
**ALBERTA EMERALD AWARD NOMINATIONS**



## EDUCATIONAL FORUMS

In 2020-2021, NSWA transitioned to online educational forums due to COVID:

- **Knowledge in November** webinar series - four Wednesdays in November
- **Watershed Wednesdays** - a series of webinars - February and March 2021



## NSWA YouTube Channel

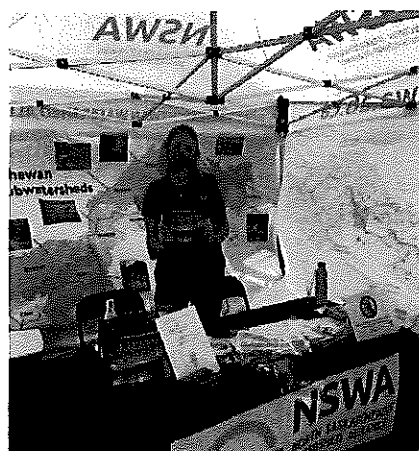
You can find recordings of our online forums and our 20th Anniversary video on our new [YouTube Channel](#).

## WATERSHED EVENTS

In 2020-2021, many of NSWA's usual events were postponed due to COVID. We were able to adapt some of our plans to transition to online formats.

As well, with the help of two summer students, Rachel and Jillian, NSWA visited Farmers Markets and helped some Watershed Stewardship Groups in distributing pamphlets.

They also assisted the Alberta Lake Management Society (ALMS) in some water sampling work in the watershed.



Farmer's Market -NSWA Outreach Tent

## ALBERTA WATERSHED VIDEO SERIES

NSWA received a multi-year \$75,000 Community Investment (CARE) grant from [Plains Midstream Canada](#) to create a series of five videos on watershed planning in Alberta. The project is a collaborative effort including:

- 11 Watershed Planning and Advisory Councils
- Alberta Environment and Parks
- Alberta Lake Management Society
- Alberta Council for Environmental Education



# GOAL 4: FUNCTIONAL AND SUSTAINABLE ORGANIZATION

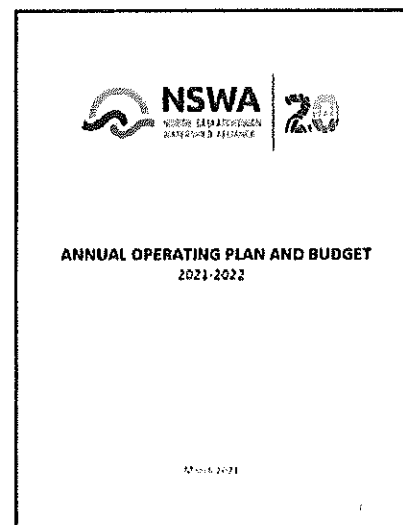
The NSWA is a registered non-profit society guided by an 18-member multi-stakeholder board and currently has five full time staff. We rely on funding from Alberta Environment and Parks, EPCOR and municipal contributions to fund our core operations. Watershed management specific project work is funded through separate federal and provincial grants, and municipal and watershed stewardship group contributions.

## BOARD GOVERNANCE

The Board continued to work on key strategic directions of the organization through the work of five standing committees:

- *Executive*
- *Communications and Engagement*
- *Finance*
- *Governance*
- *Strategic Planning and Priorities*

A major accomplishment for the Board was the in depth review and rewrite of the **NSWA Bylaws**, which were last updated in 2009. This included an in depth review of the sectors represented on the board. The new Bylaws were approved at the June 2020 AGM, and accepted by Service Alberta in the fall.

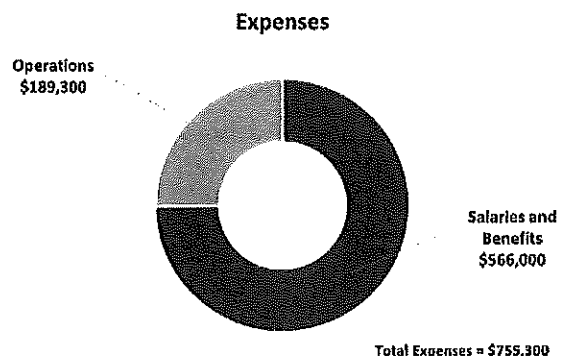
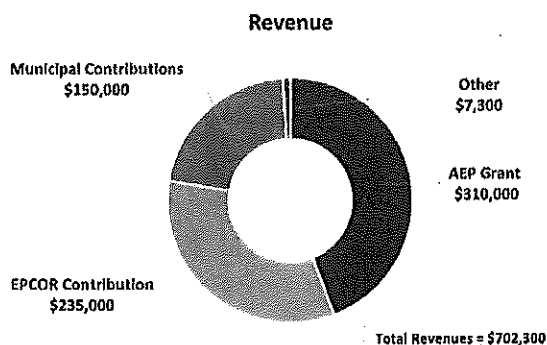


## OPERATIONAL FUNDING

The NSWA receives **core funding** from:

- *An operating grant from the Government of Alberta*
- *A contribution from EPCOR Water Services Canada*
- *Municipal contributions equivalent to \$0.50 per capita*

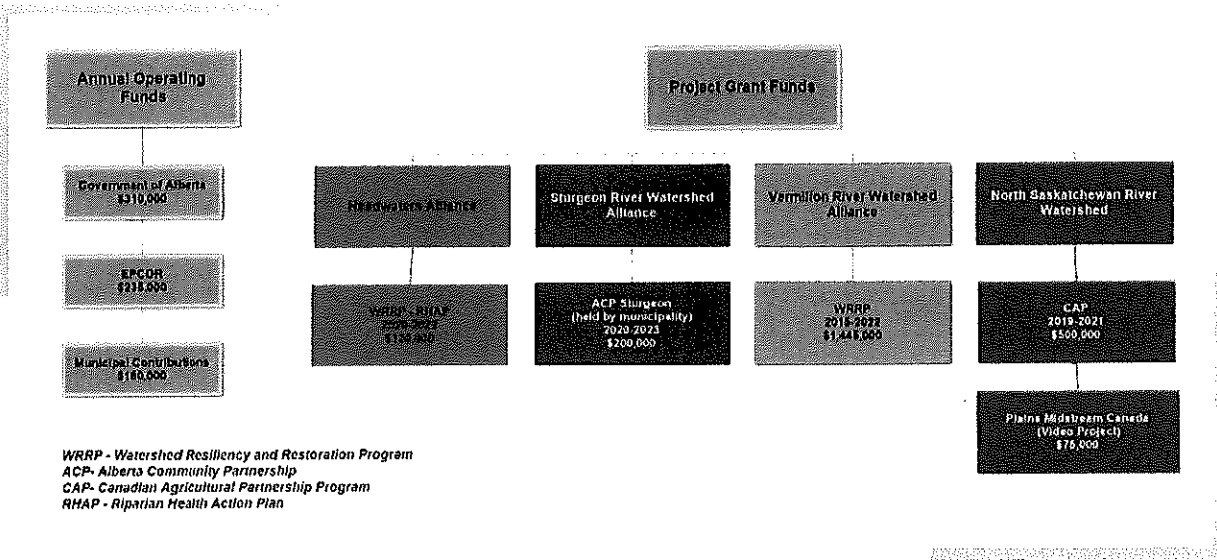
**For every \$1.00 NSWA receives in operational funding we have generated over \$3.00 in grant funding.**



## FUNDING SOURCES

The NSWA applies for grants from **Federal and Provincial government programs** for watershed project specific work such as technical studies and on-the-ground restoration projects. Over **\$3.0 million** worth of grants have been awarded to the NSWA in the last five years.

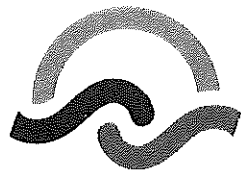
You can find a full copy of the NSWA 2020-2021 Audited Financial Statement on our website under **Our Society**



### PHOTO CREDITS:

Cover Page: *Abraham Lake*, Bill Trout, Images Alberta  
 Pages 7, 12,15, 18 : Airscapes  
 Page 6: *Flooding in Edmonton*, Bill Trout, Images Alberta  
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 Page 10: *Sturgeon bridge*, Karen Albert, Images Alberta  
 Page 11: *Lac Ste Anne sunset*, Bill Trout, Images Alberta

Page 14: *Aurora over Chickakoo*, Bruce T. Smith, Images Alberta  
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 Back Cover: *Sunrise near Waskatenau*, Steve Ricketts, Images Alberta  
 Other photos: NSWA



# NSWA

NORTH SASKATCHEWAN  
WATERSHED ALLIANCE

## OUR MISSION

*To protect and improve water quality, water quantity (instream flow) and the health of our watershed by:*

- *Seeking, developing and sharing knowledge;*
- *Facilitating partnerships and collaborative planning; and,*
- *Working in an adaptive management process.*

## OUR VISION

*People working together for a healthy and functioning North Saskatchewan River watershed – today and tomorrow.*



## Keep in Touch!

[water@nswa.ab.ca](mailto:water@nswa.ab.ca)

[www.nswa.ab.ca](http://www.nswa.ab.ca)

587 525 6820

FACEBOOK: [NorthSaskRiver](#)

LINKED IN: [North Saskatchewan Watershed Alliance](#)

TWITTER: [@NorthSaskRiver](#)

INSTAGRAM: [@north\\_sask\\_river](#)



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## Request for Decision (RFD)

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**Topic:** National Day for Truth & Reconciliation - September 30, 2021  
**Initiated by:** Federal Government  
**Attachments:** Policy 1900-09 – General Holidays  
Survey of Alberta Municipalities' Response

---

### Purpose(s):

1. To review the recently approved Federal Statutory Holiday on September 30, 2021, dedicated to the National Day for Truth & Reconciliation Day and to determine the Village of Innisfree activities.

### Background:

1. The National Day for Truth and Reconciliation is a statutory holiday for employees in the federal government and federally regulated workplaces in Canada on September 30th. The day is intended to educate and remind Canadians about the history of residential schools, honour the victims, and celebrate the survivors.
2. In June 2021, a Bill C-15, creating a statutory holiday to commemorate the tragic legacy of residential schools in Canada received royal assent after passing unanimously in the Senate. The bill creates a statutory holiday for employees in the federal government and federally regulated workplaces.
3. The date of September 30th is to mark Orange Shirt Day, an unofficial day that has been observed since 2013 in memory of a piece of clothing then-six-year-old Phyllis Webstad had taken from her on her first day at a residential school in 1973.
4. Regions that will observe the National Truth & Reconciliation Day in 2021 are: the Federal Government, and the Provinces of Manitoba and Nova Scotia.
5. While the government of Alberta "encourages all Albertans to reflect on the legacy of residential schools" on Sept. 30, it's leaving the implementation of a statutory holiday up to individual employers for provincially regulated industries.
6. The Town of Didsbury conducted a province-wide municipal survey to seek out how other local government entities were recognizing the new National holiday; please see attached.

### Key Issues/Concepts:

1. The Village Council and Staff have been scheduled to participate in a Regional Emergency Management Workshop and Exercise on September 29<sup>th</sup> and 30<sup>th</sup> respectively, in Vegreville.
2. The Village Tax deadline is September 30<sup>th</sup>.
3. The Village has budgeted the salaries for September 30<sup>th</sup>; therefore, there would be no effect to the budget if this was determined to be a Statutory Holiday for employees. However, there would be no benefits realized for Village purposes.
4. Bylaw 652-20 - Tax Payment, Non-Payment, Prepayment & Penalties Bylaw, Penalty Section #5 states that the first day of penalties, be applied on the 1<sup>st</sup> of October of the current year for taxes outstanding after September 30<sup>th</sup>.
5. General Holidays Policy 1900-09 lists the current Statutory Holidays approved for Full and Part Time Employees for the Village of Innisfree; this Policy would require an update if Council approved changes to the Statutory Holidays.

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**Options:**

1. As directed by Council.
2. That Council acknowledge September 30<sup>th</sup> as National Day of Truth and Reconciliation. Further that the Village Administration Office and Public Works Department remain open on this day.
3. That Council acknowledge September 30<sup>th</sup> as National Day of Truth and Reconciliation. Further, that the Village Administration Office and Public Works Department be closed on this day. And furthermore, that General Holidays Policy #1900-09 be endorsed to include the National Day of Truth & Reconciliation as a statutory holiday. Additionally, that Administration advertises the Public of the Administration Office and the Public Works closures with a notice in the office, as well as publicizing it on the municipality's website and social media sites.

**Financial Implications:**

1. No impact to the budget.

**Relevant Policy/Legislation:**

1. Federal Bill C-15
2. Bylaw 652-20 - Tax Payment, Non-Payment, Overpayment & Penalties Bylaw
3. Policy 1900-09 General Holidays

**Political/Public Implication(s):**

1. By acknowledging this federal holiday, known as Truth & Reconciliation Day, it will provide Canadians and employees a day to educate and remind Canadians about the history of residential schools, honour the victims, and celebrate the survivors.

**Recommendation:**

1. That Council acknowledge September 30<sup>th</sup> as National Day of Truth and Reconciliation. Further that the Village Administration Office and Public Works Department remain open on this day.

**Policy:**

The Village of Innisfree recognizes the need to clarify the statutory holidays and other time off work on days that the employee is paid General Holiday Pay, subject to legislation and the conditions outlined herein.

**Purpose:**

The purpose of this policy is to establish how and when employees are given a day off with pay for certain holidays.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding general holidays.

**1.0 Definitions:**

- 1.1 **"CAO"** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **"Full Time Employees"** means an employee working more than 30 hours a week.
- 1.3 **"Part Time Employees"** means an employee working less than 30 hours a week.
- 1.4 **"Temporary Employees"** means an employee working on a short term contract, not permanent.

**2.0 Procedure:**

2.1 All full time employees are entitled to a day off with pay for the following General Holidays:

- New Year's Day (January 1)
- Family Day
- Good Friday
- Easter Monday
- Canada Day (July 1)
- Civic Holiday (August annually)
- Labour Day
- Thanksgiving Day
- Remembrance Day (November 11)
- Christmas Day
- Boxing Day

2.2 All part time employees shall be entitled to a day off with pay, pursuant to the *Employment Standards Code & Regulation*.

**2.3** Village Council also grants an additional ½ day off with pay at Christmas time and on New Year's Eve to all permanent employees. This General Holiday will be observed:

**2.3.1** On December 24<sup>th</sup> (Christmas Eve) 12 – 5 PM when Christmas falls on a Tuesday, Wednesday, Thursday or Friday.

**2.3.2** On December 31<sup>st</sup> (New Year's Eve) from 12 – 5 PM when New Year's Eve falls on a Monday through Friday.

**3.0 Responsibilities:**

**3.1** The CAO is responsible for ensuring awareness and compliance with this policy.

**4.0 End of Procedure:**

Not recognizing	Unsure		Yes, stat holiday
1 Cardston County	1 Mountain View County		1 County of Wetaskiwin
2 Rycroft	2 Foremost	Taking to Council on Sep 20th	2 Town of Canmore
3 Lamont	3 Thorsby	Unsure as of today	3 Town of St. Paul
4 Lacombe County	4 Manning	Undecided	4 Stoney Plain
5 Carbon	5 Glendon	Decision to be made Sep 22	5 Strathcona County
6 Big Lakes County	6 Bon Accord	Decision to be made Sep 21	6 Rockyview
7 Smoky Lake	7 Innisfree	Decision to be made Sep 21	7 Vulcan County
8 Edmonton	8 Mayerthorpe	Decision to be made Sep 20	8 Innisfail
9 Northern Sunrise County	9 Camrose	Decision to be made Sep 20	9 Black Gold School Division
10 Sedgewick	10 Duchess	Decision to be made Sep 21	10 Wetaskiwin School Division
11 Foothills County	11 Donalda	Decision to be made Sep 21	11 City of Wetaskiwin
12 Delburne	12 Provost	Decision to be made Sep 21	12 Millet
13 MD of Willow Creek	13 Drayton Valley	Decision to be made Sep 15	13 Boyle
14 St. Paul	14 High River		14 Barons
15 Hughenden	15 Airdrie		15 Bonnyville
16 Beaumont	16 Wheatland County		16 Nobleford
17 Eckville	17 County of St. Paul		17 Lake Louise
18 Beiseker	18 Didsbury	Decision to be made	18 Calmar
19 Linden			19 Bashaw
20 Czar			20 Picture Butte
21 Crossfield			21 Pincher Creek
22 Leduc			22 Claresholm
23 Edgerton			23 Carmangay
24 Hanna			24 McLennan
25 Cardston			25 Andrew
26 Chipman			26 Bowden
27 Bentley			27 Acme
28 Waterton			28 Fort Macleod
29 Nampa			29 Forty Mile Reg Waste
30 Chestermere			30 Clive
31 Redwater			31 High Level
32 Tofield			32 Banff
33 Killam			33 Okotoks
34 Cardston County			34 Raymond
35 Stettler			35 Olds
36 Red Deer County			36 Trochu
37 Starland County			37 Raymond
38 St. Albert			38 Grande Prairie
39 Vauxhall			39 Lethbridge County
40 Devon			40 Penhold
41 Saddle Hills County			41 County of Warner

	Not recognizing	Unsure	Yes, stat. holiday
42	Breton		42 Nanton
43	Cypress County		43 Beaverlodge
44	Fairview		44 Innisfail
45	Daysland		45 Medicine Hat
46	Brooks		46 Athabasca County
47	Seba Beach		47 Edson
48	MD of Provost		48 Rainbow Lake
49	Legal		49 Gibbons
50	Leduc		50 County of Forty Mile
51	Stirling		51 Drumheller
52	Forestburg		52 Calgary
53	Big Valley		53 Municipality of Jasper
54	Long Lake Regional Waste Mgmt Services		54 Cochrane
55	County of Northern Lights		55 Bassano
56	Castor		56 Wembley
57	Leduc County		57 Sangudo
58	MV Regional Waters Serv Comm		
59	Champion		
60	MD of Spirit River		
61	Hinton		
62	Waskatenau		
63	County of St. Paul		
64	Northeast Pigeon Lake Reg Services		
65	Standard		
66	Coaldale		
67	Camrose County		
68	Vulcan		
69	Lloydminster		
70	Strathmore		
71	Bruderheim		

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**Request for Decision (RFD)**

---

**Topic:** Tax Payment Plan Request  
**Initiated by:** Bylaw 666-21 – Tax Payment, Non-Payment, Prepayment & Penalties Bylaw  
**Attachments:** None

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**Purpose(s):**

1. To address a request for a Tax Payment Plan for Tax Roll #3470 & 3480 pursuant to Bylaw 666-21, Section 14.

**Background:**

1. Bylaw 666-21, Section 14 states the following: *“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.”*
2. Section 13 addresses a requirement for a taxpayer to notify the Village prior to January 31<sup>st</sup>, to pay their tax payment over twelve consecutive months, thereby avoiding penalties on September 30<sup>th</sup>, so long as all of their monthly payments were processed.
3. Section 14 endorses all those parameters of the Bylaw, regarding penalties and non-payment of an installment, etc., however, Section 14 also allows a Taxpayer to inquire and seek Council endorsement of a different payment plan after January 31<sup>st</sup>.

**Key Issues/Concepts:**

1. The Taxpayer has proposed a tax payment plan for the last four months of the year, September through December 2021.
2. The Tax Accounts would be paid in full before year end, at the same time as those Taxpayers who have been on the twelve-month payment plan.

**Options:**

1. That Council decline the request from Tax Roll 3470 & 3480 for a Tax Installment Plan for \$365.92 to be paid monthly, for four months, starting in September 2021, with the Tax Account being paid in full by December 31, 2021.
2. That Council endorse Tax Rolls 3470 & 3480 Tax Installment Plan for \$365.92 to be paid monthly, for four months, starting in September 2021, with the Tax Account being paid in full by December 31, 2021.

**Financial Implications:**

1. None

**Relevant Policy/Legislation:**

1. Bylaw 666-21 – Specifically Sections 13 - 14

**Political/Public Implication(s):**

1. Demonstrates empathy for individuals during this COVID-19 Climate.

**Recommendation:**

1. That Council endorse Tax Rolls 3470 & 3480 Tax installment Plan for \$365.92 to be paid monthly, for four months, starting in September 2021, with the Tax Account being paid in full by December 31, 2021.

# Village of Innisfree

Box 69  
Innisfree, Alberta T0B 2G0  
Ph: 780 592 3886  
Fax: 780 592 3729  
cao@innisfree.ca

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## Request for Tax Installment Plan for the 2021 Tax Year

Date: September 14, 2021

Roll #: 3470 & 3480

2021 Tax Levy Roll 3470: \$731.84/ 4 Months = \$ 182.96  
2021 Tax Levy Roll 3480: \$731.84/ 4 Months = \$ 182.96

Totals	<b>\$1,463.68</b>	<b>\$ 365.92</b>
--------	-------------------	------------------

The Taxpayer hereby makes application, pursuant to Bylaw 666-21 of the Village of Innisfree, in the Province of Alberta, to enter into an agreement with the Village of Innisfree for the purpose of entering into an agreement for a 2021 tax installment plan.

*Per Bylaw 666-21: "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."*

The Taxpayer requests Council approval to proceed with 4 post dated cheques for \$182.96 (September through December) based on the 2021 levy on Tax Roll #'s 3470 & 3480 in the amount of:

Taxes	\$ 1,463.68
-------	-------------

No penalties will be charged to the tax account provided that all of the cheques are honored by the financial institution. In the event of default of this agreement, the account will be subject to penalties as they become due.



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**Request for Decision (RFD)**

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**Topic:** Appointment of Deputy DEM  
**Initiated by:** Bylaw 662-20  
**Attachments:** None

---

**Purpose(s):**

1. To endorse the appointment of a Deputy Director of Emergency Management for the Village of Innisfree.

**Background:**

1. Bylaw 662-20, Clause 2.1(f) states the DEM is appointed by a resolution of Council.
2. CAO spoke with Mr. Dean Lindballe and he agreed to the position of Deputy DEM.

**Key Issues/Concepts:**

1. Appointment of the Deputy DEM must be approved by Council resolution.

**Options:**

1. That Council endorse the appointment of Mr. Dean Lindballe as the Deputy Director of Emergency Management for the Village of Innisfree.

**Financial Implications:**

1. None

**Relevant Policy/Legislation:**

1. Bylaw 662-20 – Regional Emergency Management Bylaw

**Political/Public Implication(s):**

1. None identified.

**Recommendation:**

1. That Council endorses the appointment of Mr. Dean Lindballe as the Deputy Director of Emergency Management for the Village of Innisfree.

## Village of Innisfree (CAO)

---

**From:** debbie mcmann <debmcmcom@yahoo.com>  
**Sent:** September 16, 2021 11:58 AM  
**To:** Village of Innisfree (CAO)  
**Subject:** report

Meeting with MLA Jackie Armstrong-Homeniuk and Justice Minister Madu

August 26, 2021, In Vegreville

**Discussion:**

Repeat offenders are filling up the courts. This is a complex problem. The province will be hiring 25 additional crown prosecutors.

An important study done by Price Waterhouse will be released after the federal election.

Madu expressed the idea of a provincial police force. He said it is time to rethink the policing system. The system is broken. The province appreciates the work of the RCMP. The average stay for an officer of RCMP in a community is 5 years. The RCMP are introducing changes to the members' benefits including more time off, retroactive pay for a couple of years, and new equipment as some equipment is out of date,

With these changes, it is possible that the cost of policing to municipalities could triple.

Madu repressed, a provincial police force costs would be less for municipalities and this force would still have access to fingerprinting, pharmaceutical information, Kdivision, and databases. Also a provincial force could place officers in areas where there is no service for many miles.

Criminals getting help with mental health issues through various ministries. Alberta has spent more money than all other provinces and territories on mental health.

Vegreville reported that they have 45% more mental health issues, many requiring calls to the police.

Another concern is that many provincial buildings are underutilized.

Alberta Hub Meeting

Sept. 1, 2021

at Mannville Golf Club

Attended by Community Representatives from

Vermilion, Vegreville, County of Two Hills,  
Mannville, St. Paul, Cold Lake, Lloydminster  
and 3 MLAs, Lamont, County of Vermilion River  
Marwayne, Bonnyville, Smoky Lake

Topics for Discussion:

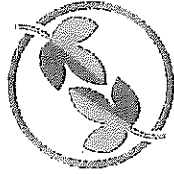
Review - mission Statement, Vision & Goals  
Strategic Plan

Executive Director toured several communities  
Drone Project is completed re via lakeland  
connect

Next Project - Hemp - Partnering with other  
groups to create wider Provincial Focus  
- Agri Food and Tourism  
Food for thought Initiative

Alberta Hub Website is being rebuilt - to launch  
Dec 2021

Steve Upham has resigned, seeking greater  
involvement in the expansion of the Hemp Organization



## Alberta HUB

Where opportunity comes to life

The Northeast Alberta Information HUB (Alberta HUB) is the regional economic development alliance of Northeast Alberta. Incorporated as a not-for-profit in April 2000, Alberta HUB focuses on regional development issues. Those issues include positioning the region for future growth, encouraging investment, labour force development and municipal collaboration. Alberta HUB strives to increase knowledge and information exchange between its community, post-secondary educational members and business/industry members to support the individual and collective initiatives of each. Alberta HUB is funded in part by Enterprise and Advanced Education and each community member contributes a yearly per-capita fee. Other members contribute a pre-determined yearly membership fee.

### **Alberta HUB's Mission Statement.....**

*"To promote and facilitate economic development that supports business and enhances the quality of life and environment of its member communities"*

### **Alberta HUB's Vision.....**

*"Alberta HUB is recognized as a partnership of Northeast Alberta communities and post-secondary educational institutions, business and industry committed to developing a strong competitive diversified economy throughout the entire Alberta HUB region"*

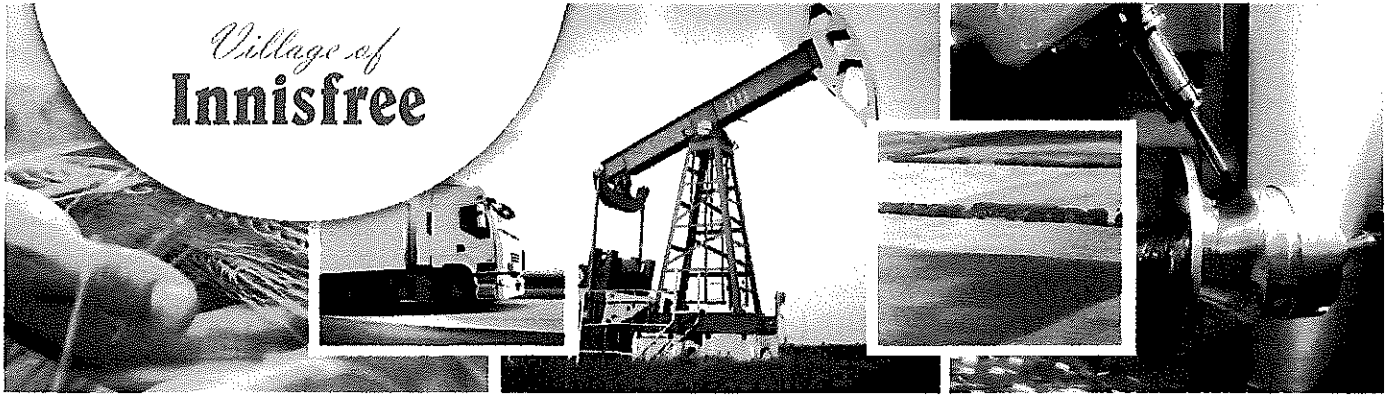
### **Alberta HUB Organizational Structure**

The organizational structure of Alberta HUB consists of one representative from each member. From each community member representatives, ten (10) individuals are elected to the Board of Directors which directs the Corporation. The Board of Directors elects an Executive Committee which is comprised of a Chairperson, Vice-Chairperson and Secretary/Treasurer. The day to day affairs and execution of the yearly work plan of Alberta HUB is executed by an Executive Director.

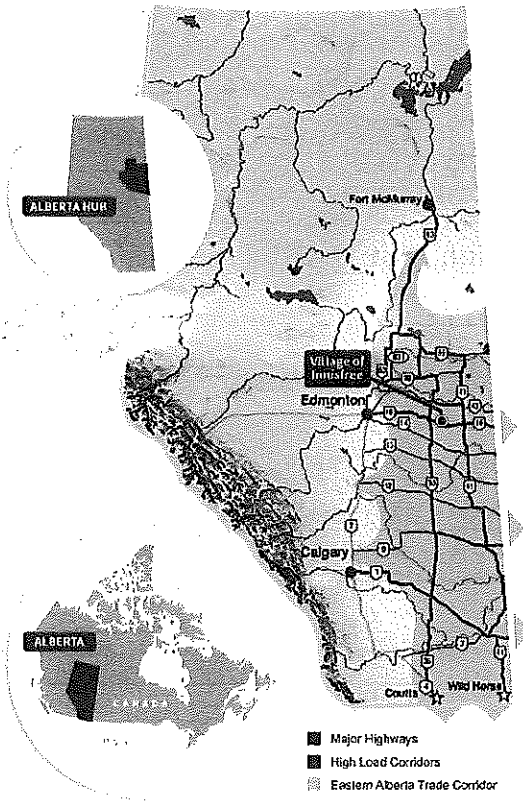
**Alberta HUB membership** consists of communities of which 7 are aboriginal/metis, post-secondary educational institutions, industry and business.

As of April, 2013 total of 36 members.

Now in 2021 = 45 members



# Invest In The Village of Innisfree



The Village of Innisfree is a member of Alberta HUB, the regional economic development alliance of Northeast Alberta, which is the northern region of the Eastern Alberta Trade Corridor.



## ABOUT THE VILLAGE OF INNISFREE

Innisfree is located in the south central area of the Alberta HUB region, right along Highway 16. Alberta HUB is a partnership of communities, post-secondary education institutions, and business/industry in northeastern Alberta meant to enhance the quality of life and economic interests of this region. In Innisfree, you can enjoy the lifestyle of a quiet, friendly country village, interesting local history and nature's beauty. You are only a short drive from city amenities. Whether you're planning to enjoy Innisfree for a day or a lifetime, we guarantee a warm welcome.

### Community Snapshot

Population	223 (2017 Municipal Census)
Value of all Regional Building Permits	\$326,000,000 (2017)
Non-Residential & M&E Mill Rate	22.57306 (2019)
Value of Major Projects in the Region	\$30,679,200,000 (2019)

Source: REDA supplied



Alberta HUB is a Proud Partner of the Eastern Alberta Trade Corridor (EATC)  
[www.albertahub.com](http://www.albertahub.com)



[www.easternalbertatradecorridor.com](http://www.easternalbertatradecorridor.com)

# Village of Innisfree



## Invest in The Village of Innisfree

### OUR TOP INDUSTRIES



#### Oil and Gas

Innisfree is ideally located for the oil/gas industry transportation and servicing with proximity to a highly educated and skilled Greater Edmonton area workforce. The Alberta Oil Sands are easily accessible along the Yellowhead Highway 16 (Trans Canada) and nearby Highways 36 and 41, which are High Load Corridors leading to major oil and gas developments. Innisfree's low land prices encourage easy relocation or new investment.



#### Agriculture

Centrally located in northeastern Alberta, Innisfree's economy is based mainly on agriculture and is represented by a skilled labour force with farming, assembly line work, welding, and metal fabrication expertise. Located in Minburn County, Innisfree has access to over \$284 million in gross farm receipts (2016) and over \$157 million in Livestock/Poultry value (2016). Recent modern additions to the regional agricultural landscape include a number of efficient facilities for farming operations.



#### Tourism

The Innisfree area is full of history and museums making tourism an exciting growth industry. Innisfree is only 90 minutes from the large Edmonton market (over 1.1 million) making it ideal for vacation and recreation opportunities. Innisfree offers a great experience at their Recreation Park located two km south on Birch Lake. An excellent place to unwind, with colourful summer sunsets and nature at its best.



#### Transportation

Innisfree is located on Highway 16 (Yellowhead Trans Canada) connecting to the Port of Vancouver (west) and east to U.S. markets. Secondary Highway 870 goes north to Highway 45, an east/west connection to Highways 36 and 41 (High Load Corridors). CN Rail runs through Innisfree making it attractive for investment. Innisfree is served by two nearby airports, Vermilion (1,006 metre runway) and Vegreville (2,019 metre runway).

### COMMUNITY STATISTICS

	2016 Totals*	2016 %*
<b>Demographics</b>		
Population	220	
Median age of the population	54.7	
Total number of census families in private households	75	
Total number of private households by tenure	70	
Owner	60	85.71%
Renter	10	14.29%
Average value of dwellings (\$)	\$140,677	
Average income \$	n/a	
Average household total income \$	n/a	
<b>Labour Force</b>		
In the labour force	40	33.30%
Participation rate		33.30%
Unemployment rate		0.00%
Management occupations	0	0.00%
Business, finance and administration occupations	10	25.00%
Natural and applied sciences and related occupations	0	0.00%
Health occupations	0	0.00%
Occupations in education, law and social, community and government services	0	0.00%
Occupations in art, culture, recreation and sport	0	0.00%
Sales and service occupations	0	0.00%
Trades, transport and equipment operators and related occupations	0	0.00%
Natural resources, agriculture and related production occupations	0	0.00%
Occupations in manufacturing and utilities	0	0.00%
<b>Education</b>		
High school diploma or equivalent	55	47.83%
Postsecondary certificate, diploma or degree	25	21.74%
Apprenticeship or trades certificate or diploma	0	0.00%
College, CEGEP or other non-university certificate or diploma	0	0.00%
University certificate or diploma below bachelor level	0	0.00%
University certificate, diploma or degree at bachelor level or above	0	0.00%

\*Source: 2016 Statistics Canada Census

### SITE SELECTION INFORMATION

Electrical Provider(s)	Direct Energy
Electrical Capacity	Direct Energy, Ph. (888) 420-3181
Natural Gas Provider(s)	Direct Energy
Natural Gas Capacity	Direct Energy, Ph. (866) 420-3174
Water Capacity	Village Office; (780) 592-3886
Waste/Sewage Capacity	Village Office; (780) 592-3886
Broadband Provider(s)	CCI, DigitalWeb, MCSNet, Wild Rose, XplorNet
Broadband Capacity	Up: To 5 Mb/s; Down: To 50 Mb/s

Contact Us  
 Village of Innisfree  
 5116 50 Avenue  
 Innisfree, AB, T0B 2G0D  
 780-592-3886  
[www.innisfree.ca](http://www.innisfree.ca)

Alberta HUB

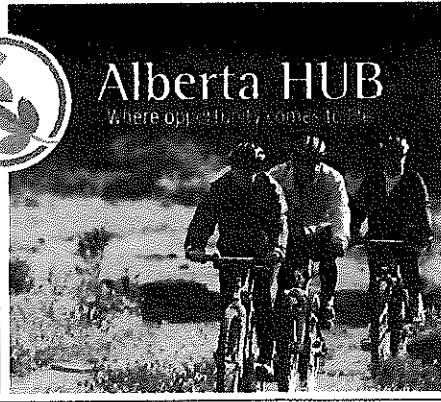


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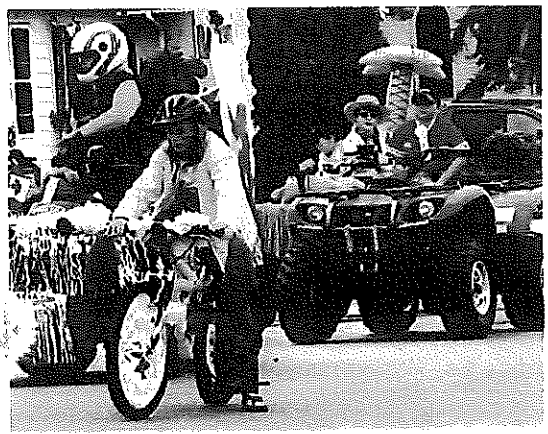


# Village of Innisfree

Alberta HUB  
Where opportunity comes to life

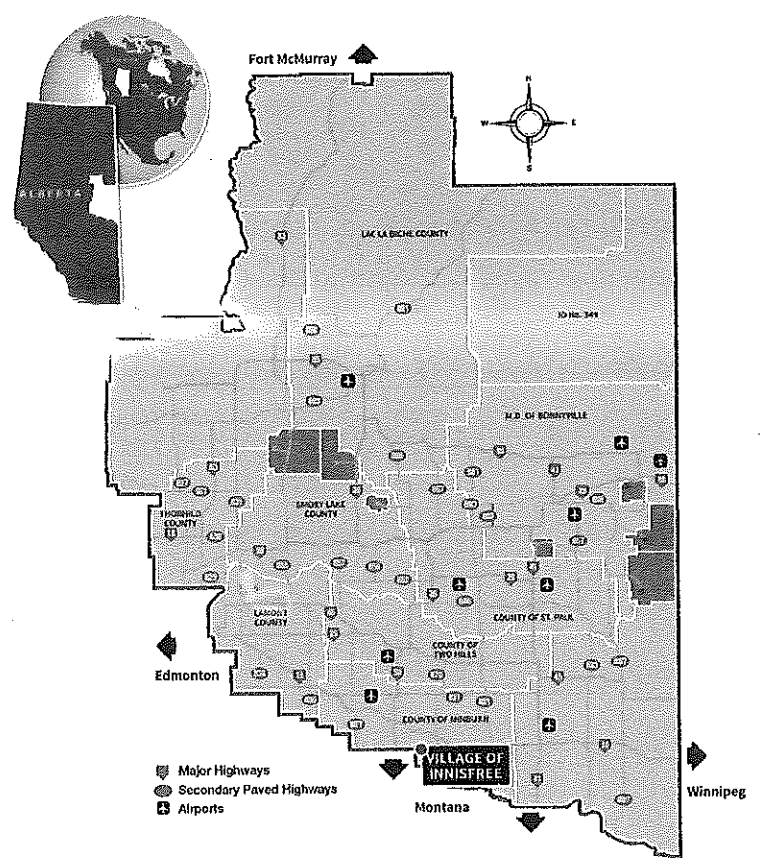


## Living in The Village of Innisfree



### ABOUT THE VILLAGE OF INNISFREE

Innisfree is located in the south central area of the Alberta HUB region, right along Highway 16. Alberta HUB is a partnership of communities, post-secondary educational institutions and business/industry in northeastern Alberta meant to enhance the quality of life and economic interests of this region. Good things come in small packages! Innisfree is a community full of recreational variety and opportunity. The community houses a natural ice arena, a curling rink and several different baseball fields. Innisfree is also close to Wapasu and Birch Lake, which allows residents and visitors access to water recreation. In Innisfree, you can enjoy the lifestyle of a quiet, friendly country village, interesting local history, and nature's beauty. You are only a short drive from city amenities. Whether you're planning to enjoy Innisfree for a day or a lifetime, we guarantee a warm welcome.



The Village of Innisfree is a member of the Northeast Alberta Information HUB, which is the regional economic development alliance of Northeast Alberta.



Alberta HUB  
Where opportunity comes to life

# Village of Innisfree



## Living in The Village of Innisfree



### Healthcare

Innisfree has a number of high quality health facilities nearby:

- The Vermilion Health Care Complex is a fully modern facility with an operating theatre, extended care, intensive care, paediatrics, maternity, medical laboratory, emergency, palliative care and physiotherapy services.
- Vegreville's St. Joseph's General Hospital is an active treatment facility. The Hospital offers diagnostic services, rehab services, pastoral care, cardiac stress testing, dialysis, home monitoring, regional dysphagia program, specialist clinics, etc.



### Education

Delnorte School is a grade one to 12 school that serves the rural communities of Innisfree, Minburn and Ranfurly. The School offers French as a second language, CTS foods modules, outdoor education and highly promotes daily physical education not only through timetabling but through scheduled intra-murals activities. Mechanics, welding, carpentry and cosmetology courses are only a few of the many courses that are offered through our partnership with nearby Lakehead College in the Town of Vermilion.



### Housing

Innisfree has affordable housing and is a community full of recreational variety and opportunity. Nearby realtors are ready to assist you:

- Northern Lights Realty 2000: 780-853-6763
- Re/max Prairie Realty: 780-853-2120
- Stewart Realty: 780-853-4725
- Royal LePage: 780-632-2542
- Century 21 Vegreville: 780-632-9454



### Community Services

The Town of Innisfree features a number of convenient services such as ATB Financial Agency, Greyhound Bus Service, Canada Post Office, Innisfree Petro Canada and Store, the Innisfree Hotel, the Video Café, and a Public Library. Visitors and residents can enjoy cultural and recreational variety and opportunity with the Prairie Bank of Commerce Museum, curling rink, natural ice skating arena, public trout fishing pond, baseball diamonds, tennis courts and children's playgrounds. Innisfree has full fire and 911 services, and there are nearby RCMP detachments in Vegreville and Vermilion.



### Recreation

Located just two kilometres south of Innisfree is the Innisfree Recreation Park, a beautiful and modern campground featuring power sites, group camping facilities ideal for large functions, full shower/restroom facilities and three regulation ball diamonds. The Town of Innisfree features an Ice Arena/Agriplex, curling centre, slow pitch tournament and equestrian riding arena. Events include the Innisfree Fair Day and the Fish and Game Awards Supper and Dance. And the former bank of Commerce Building has been developed into the Prairie Bank Museum.

## DEMOGRAPHICS

	223 (2017 Municipal Census)
Population	
Families*	79
Aggregate Household Income*	\$7,705,800
Average Household Income*	\$71,350

\*Source: 2014 Enbridge Estimates



**Alberta HUB**  
Where opportunity comes to life

### Contact Us

Village of Innisfree  
5116-50 Avenue  
Innisfree, AB. T0B 2G00  
780-592-3886

[www.innisfree.ca](http://www.innisfree.ca)

Alberta HUB



[www.albertahub.com](http://www.albertahub.com)



# About Us

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 [albertahub.com/about-us/](http://albertahub.com/about-us/)

Welcome to the Northeast Alberta Information HUB Ltd. Also known as “Alberta HUB”, we are the Regional Economic Development Alliance (REDA) of Northeast Alberta. Our dedicated Executive Team, Board of Directors, and Membership work together to ensure a strong alliance is maintained with our local communities, businesses/industries, post-secondary educational institutions and government partners.

The region we support is uniquely located in a triangle corridor between the high population centre of Edmonton, the Saskatchewan border, and the resource rich areas to the north leading to Fort McMurray. Established in 2000 and incorporated as a not-for-profit society, Alberta HUB provides economic development support to its members and increases the awareness of our region as the place to invest, grow and live.

## Our Vision:

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“Alberta HUB is recognized as a partnership of Northeast Alberta communities, post-secondary educational institutions, business and industry committed to developing a strong competitive diversified economy throughout the entire region.”

## Our Mission:

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“To promote and facilitate economic development that supports business and enhances the quality of life and environment of its member communities.”

## Core Focus Areas:

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- **Investment and Business Growth** – Stimulate and support wealth and quality of life in the Alberta HUB region through the promotion of entrepreneurship, expansion of existing businesses, and attraction of new business.
- **Regional Collaboration and Community Readiness** – Foster collaborative partnerships that support the strategic growth and economic sustainability of the Alberta HUB region, communities and businesses.
- **Marketing and Communications** – Promote the Alberta HUB region as an excellent choice to live, work and invest.

Please contact us for additional information.

**Northeast Alberta Information HUB Ltd.**

5015-49 Avenue  
St. Paul, AB. T0A 3A4

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICERS REPORT**

August 17, 2021 – September 21, 2021

**Administration**

- **Administrative/Public Works Assistant – Vacancy**
  - Administration hired a new part-time (3 days a week) Administrative Assistant; start date was September 7, 2021.
  
- **Events:**
  - No events planned at this time.

**Grant Funding**

- **MSP Grant (2021 Projects) (Remaining Balance: \$16,237.00):**
  - **Birch Lake Campground:**
    - In Progress:**
      - i. Ball diamonds
        - Shale @ Ball Diamonds = \$5,000.00
        - Repair Electrical = \$1,000.00
        - Install/Build Dug-outs for each diamond (6 total) = \$5,000.00
        - \*Administration has found a provide for the Shale. A quote has been submitted for a 1 ½ truck loads (150 Yards) of shale.*
        - \*Administration will price out buildings to be used as dugouts.*
      - ii. Repairs/Replace Change House and outhouses = \$2,300.00
      - iii. Camp Kitchen (Day use area) - replace wood stove = \$0.00
        - \*Administration recommends removing the previous stove. Being that this isn't used, administration feels a replacement is not necessary at this time.*
    - Completed:**
      - iv. Tinning of Birch Lake Campground Administrative Building \$8,763.00
      - v. Repairs to Side by Side = \$2,998.00
  - **Innisfree Fire Department: (Remaining Balance: \$25,000.00)**
    - In-Progress:**
      - i. Repair/replace overhead doors = Budgeted \$6,000.00
        - \*Doors/motors have been inspected and repaired (\$\_\_\_\_\_). Doors could be replaced. Administration will contact contractor and inquire about replacements.*
      - ii. Build a gear locker = Budgeted \$3,000.00
        - \*Will speak with M. Fundytus and inquire about gear lockers.*
      - iii. LED Lighting *\*Ongoing\** = Budgeted \$1,500.00
        - \*walk through with electrician will be conducted later in fall.*

- iv. Build shelving in truck bay = Budgeted \$3,500.00  
*\*Admin will speak with M. Fundytus and inquire about shelving in truck bay.*
- v. Installation of a sink/washing station = Budgeted \$1,000.00  
*Touched base with Municipal Affairs and they had advised that this project was eligible under the MSP Grant guidelines. This item may replace an item allocated in the original application, should funds be limited.*
- vi. Repair cement pad in truck bay = \$5,000.00 Budgeted
- vii. Run air lines along roof = \$2,500.00 Budgeted
- viii. Repainting of Truck Bay Floor = \$2,500.00 Budgeted

*Spoke with County of Minburn Fire Chief, and they had advised to wait until the County presents their proposal for the regionalization of the Fire Department, before moving forward with proposed projects.*

- **MSI Capital \*Accepted Applications\***

- **In-Progress:**

- i. CAP-13636 - 2021-2023 ACE Water Capital Contribution = \$74,333.00  
The Village has received approval for this application.
- ii. CAP-12135 – Bobcat/Skid steer Accessories = \$4,381.00  
Public Works purchased a salt/sand spreader for the back of the Public Works Truck = \$1,619.00  
Public Works has yet to inquire/purchase a snow blade for the bobcat.
- iii. CAP-13446 – Community Garden Project = \$10,000.00  
- As the weather switches to fall, Administration and Public Works will begin to prepare and winterize the garden.  
- Over the fall/winter Administration can seek quotes for fencing materials, signage, and other additions we feel may be appropriate for the Community Garden.
- iv. CAP-13638 – Lawn Equipment & Accessories \$5,280.51  
Purchased lawn equipment and accessories from JARD Industrial = \$2,248.04  
Purchased a Hammer Drill & Hex Driver = \$471.45  
Public Works had also recommended that the Village should purchase new weed whackers.
- v. CAP-13414 – Village Administration Office Renovations = \$50,000.00  
- Administration will contact contractors for the removal and installation of flooring, work to the front counter/desk, as well as quote for the sanding/replacement of the exterior of the Administration Building.

- **Completed:**

- vi. CAP-12594 – Replacement of Zero Turn Lawn Mower = \$2,595.00  
- Purchased a new Zero Turn Lawn Mower. This item is completed = \$6,405.00

- **Federal Gas Tax Fund \*Accepted Application\***

- In-Progress:**

- i. GTF-1196 – Pedestrian Crossing Sign = \$50,000.00
  - The Village of Innisfree plans to install a Radar Feedback Sign as well as a Push Button Pedestrian Crossing Sign along HWY 870 across from Delnorte School. The installation of these signs may help prevent accidents both day and night, as well as effectively slow down speeders through our community. The Village of Innisfree strives to keep our residents, visitors, and children safe. The radar feedback sign would be permanently placed in this location.  
*No further correspondence has been received at this time.*
- ii. GTF-516 – Innisfree Infrastructure Upgrades = \$7,854.00
  - 53 Street (Highway 870) to locate the broken watermain between 48 Avenue to 50 Avenue \*In-progress\*
  - 2.2 Alley between 54 Street and 53 Street from East/West Alley to 51 Ave \*In-progress\*
  - 50 Street from Railway Ave N to 51 Ave (aka Flood Mitigation/ Culvert Installation)  
\*COMPLETE\*  
*\*Quotes received for paving/patching and has been approved.*  
*\*Sidewalk has been installed and is complete.*  
*\*Administration plans to contact a surveyor to survey the 2 lots; upon completion, the Village will proceed to send discharge documents to Alberta Land Titles to remove the outer areas of the URW.*
- iii. GTF-1187 – Sidewalk Replacement/Rehabilitation \$217,650.00
  - Numerous Sidewalks within our community are in need of being replaced/repared per an inspection completed in November 2016. Deteriorated sidewalks were noted on 48 Avenue from 50 Street to 54 Street. The sidewalks on 50 Avenue east of 54 Street are at the level of the private properties while the road grade drops towards the waterbodies west of the Village. The ability for pedestrians, especially seniors, the disabled or parents with strollers, to cross from one sidewalk to the other is difficult. It is recommended that the Village should continue with its program of annual sidewalk replacement, with a focus on 48 Avenue.
  - Sidewalk Repair/Replacement 53 Street = \$1,150.00

- **GIS System – County of Minburn**

- County of Minburn had summer workers in the Village in June and July, to map the Village Fire Hydrants, CC Valves, etc. When the information gathered is uploaded, the Administrative Staff will be able to view these items on the GIS System.
- The Village had been approached by the County of Minburn regarding the Municipal Asset Management Program (MAMP) Grant and the benefits of applying. With the upcoming election, and other mitigating factors, the Village recommended to put this grant on hold for the time being.

➤ **2021 Municipal Election**

- Nomination Day deadline is September 20, 2021 at 12:00 (NOON).

*In accordance with the Local Authorities Election Act Section 31 (1) & (4)*

*31(1) If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations:*

*(a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and*

*(b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the Interpretation Act, has elapsed*

*(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.*

➤ **Training**

- Elected Officials:
  - MEO (Municipal Elected Officials Course) *\*On-line or in-person\**
- Director of Emergency Management:
  - DEM *\*In-Person\**
  - ICS 300 *\*in-person\**
- Municipal Staff:
  - BEM (Basic Emergency Management) *\*on-line or in-person\**
- **Subdivision & Development Appeal Board Training**
  - Administration has not received any applications for members at large to sit on the SDAB. Administration will continue to advertise.

**Birch Lake Campground:**

*\*Campground is now closed! Thank you to all for your help and support during this time.*

➤ **Innisfree Campground Cleanup & Inventory**

Some tasks that are currently on going are:

- Post removal at campground *(not a high priority item)*

## **Public Works**

No report at this time.

Applications deadline for Public Works Foreman was September 15, 2021. Administration has received many excellent applications.

### ➤ **Proposed Project List:**

- Trimming of Tree's in the Village. Ensuring back-alleys/sidewalks are clear of overhanging trees
- Stop Sign Replacement *\*Administration has requested a quote\**
- Seniors Drop-In Centre (Inspect/Repair Plumbing Issues)  
*\*Completed\* 2021 Infrastructure/Capital Plan Item # 3.05*  
*Total Cost = \$105.00*
- Fire Hydrant Replacement (Kitty Corner to the Innisfree Fire Hall)  
*\*Leaking and needs to be replaced. Currently waiting for contractor\**  
*\*Village has ordered the Fire Hydrant supplies for this repair = \$5,024.64\**
- Install 2 more Fire Hydrants to Increase Coverage  
*MSI Application No. CAP – 14033 = \$20,000.00*  
*2021 Infrastructure/Capital Plan Item #4.01 (54st at Rec Hall) & #4.02 (53 St and 49 Avenue).*
- Sidewalk Rehabilitation  
*Project will be pushed to spring/summer of 2022.*
- Correct Multiple Manhole Defects  
*\*contractor has been contacted to quote repair to manhole at 51<sup>st</sup> and 48 Avenue.*  
*\*List of Manholes in need of repair can be completed by Public Works fall 2021. Project will be pushed to 2022.*
- Remove concrete pile – West side of Town
- Hole in road (culvert)  
*- Temporary fixture has been placed. Administration continues to search for a permanent solution.*

## **Bylaw Enforcement**

- Bylaw enforcement is on going.
- Administration is currently dealing with a dog incident from August 15, 2021.
- Administration will create and advertise a poster on our website/social media regarding ATV's. Administration has spoken with the Vermilion RCMP Detachment in this regard. We encourage residents to report to the RCMP as soon as possible, with a detailed description of the quad, persons, and license plate (if applicable).
- Bylaw Enforcement Office will continue to monitor.

**Upcoming Events:**

- September 30, 2021 – Truth & Reconciliation Day (Federal Holiday)
- October 5, 2021 - 2021 Municipal Election – Advance Vote
- October 11, 2021 – Thanksgiving Holiday (Office Closed)
- October 18, 2021 – 2021 Municipal Election
- October 19, 2021 – Organizational Meeting/Regular Council Meeting (tentative)
- October 25-29, 2021 – 2022 Interim Audit
- November 25, 2021 – Tax Sale/Public Auction

**ACTION LIST**

MOTION #	TITLE	DEPARTMENT	Details:
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. *Update: County of Minburn to set a meeting date/time with CAO(s) and Fire Chief to discuss Fire Negotiations about regionalization.
2020-07-21/09	Flood Mitigation / Culvert Installation – Bar Engineering	Admin	Completed. Currently waiting for a surveyor to survey the URW area to discharge the rest of the URW. Sidewalk and road repair to take place in 2021. <i>*Administration has contacted survey company, to survey both properties and have official drawings drawn to reflect the URW area. Upon Receipt, Administration will submit discharges to Alberta Land Titles.</i> <i>Estimated Deadline: October 31, 2021.</i>
2021-08-17/07	Action on Smoking and Health – New Provincial Vaping Regulations	Admin	Request for Decision presented to Council at the September 21, 2021 Regular Council Meeting.



# Village of Innisfree

## Revenue & Expense Report

Page 1 of 6  
2021-Sep-13  
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General Ledger	Description	2021 Budget	2021 Actual
<b>TAXATION</b>			
1-00-00-110	Taxes Residential	167,372.73	166,348.76
1-00-00-111	Taxes Non-Residential	46,719.48	46,719.48
1-00-00-112	Taxes M & E	4,341.49	4,341.49
1-00-00-190	Taxes Linear	27,882.89	27,882.89
1-00-00-230	Taxes Federal GIL	1,056.16	1,056.16
1-00-00-250	Taxes Minimum Levy	25,643.83	25,643.83
1-00-00-321	ASFF Residential Levy	27,694.85	27,436.04
1-00-00-322	ASFF Non-Residential Levy	11,781.89	11,781.88
1-00-00-330	Seniors Housing Levy	2,825.00	2,804.36
1-00-00-260	Taxes - Designated Industrial Property	90.77	90.77
* TOTAL TAXATION		<u>315,409.09</u>	<u>314,105.66</u>
<b>REQUISITIONS</b>			
2-00-00-260	Designated Industrial Property Req	90.77	0.00
2-00-00-321	ASFF Requisition Residential	27,694.85	12,988.96
2-00-00-322	ASFF Requisition Non-Residential	11,781.89	5,344.34
2-00-00-330	Seniors Foundation Requisition	2,825.00	2,825.00
* TOTAL REQUISITIONS		<u>42,392.51</u>	<u>21,158.30</u>
**P TOTAL TAX AVAILABLE FOR MUNICI		<u>273,016.58</u>	<u>292,947.36</u>
<b>GENERAL REVENUE</b>			
1-00-00-510	Penalties Taxes	27,500.00	20,591.84
1-00-00-540	Franchise Fees - Natural Gas	22,600.00	15,497.09
1-00-00-541	Franchise Fees - Electricity	13,965.00	9,706.10
1-00-00-550	Bank Interest	2,500.00	2,013.46
1-01-00-590	Other Revenue Own Sources Invest	385.00	385.00
1-11-00-152	Council Health Benefit Cost Recovery	2,190.00	0.00
1-11-00-765	Transfer from Reserves General	5,000.00	5,000.00
** TOTAL GENERAL REVENUE		<u>74,140.00</u>	<u>53,193.49</u>
<b>ADMIN REVENUE</b>			
1-12-00-401	Sales Photocopies, Faxes, Services	1,150.00	861.56
1-12-00-560	Rental Revenue Adm	9,000.00	4,810.74
1-12-00-590	Other Revenue Own Sources Adm	7,875.00	6,015.00
1-12-00-841	Provincial Grant Capital	0.00	15,168.00
1-12-00-911	LTO Cost Recovery	250.00	0.00
1-12-00-290	Election (Senate/Referendum)	2,000.00	2,000.00
** TOTAL ADMIN REVENUE		<u>20,275.00</u>	<u>28,855.30</u>
<b>FINE REVENUE</b>			
1-21-00-530	Fines Police	500.00	100.00
** TOTAL FINE REVENUE		<u>500.00</u>	<u>100.00</u>
<b>FIRE REVENUE</b>			
1-23-00-410	Fees Fire Fighting	14,500.00	6,973.16
1-23-00-850	Grants Conditional Local Gov't Fire	20,750.00	15,783.20





# Village of Innisfree

## Revenue & Expense Report

Page 2 of 6  
2021-Sep-13  
3:43:15PM

General Ledger	Description	2021 Budget	2021 Actual
1-23-00-765	Transfer from Reserves Fire	2,000.00	2,000.00
**	<b>TOTAL FIRE REVENUE</b>	<b>37,250.00</b>	<b>24,756.36</b>
<b>BYLAW REVENUE</b>			
1-26-00-522	License Animal	850.00	887.00
1-26-00-523	Business Licenses	400.00	350.00
1-26-00-590	Fines Bylaw	450.00	0.00
**	<b>TOTAL BYLAW REVENUE</b>	<b>1,700.00</b>	<b>1,237.00</b>
<b>PUBLIC WORKS REVENUE</b>			
1-32-00-430	Sales Service (Grass,Snow)	1,100.00	1,425.00
1-32-00-560	PW Rental Revenue	500.00	300.00
1-32-00-830	Grants Federal (CSJ) PW	6,300.00	2,992.50
1-32-00-765	Transfer From Operating Reserves PW	10,130.00	10,130.00
**	<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>18,030.00</b>	<b>14,847.50</b>
<b>STORMWATER REVENUE</b>			
1-37-00-410	Stormwater Infrastructure Renewal	4,775.00	3,112.40
**	<b>TOTAL STORMWATER REVENUE</b>	<b>4,775.00</b>	<b>3,112.40</b>
<b>WATER REVENUE</b>			
1-41-00-410	Water Consumption	38,250.00	29,763.11
1-41-00-411	Regional Water Fund	23,300.00	15,242.24
1-41-00-412	Water Base Fee	28,100.00	15,139.15
1-41-00-510	Penalties Water	2,500.00	2,116.66
**	<b>TOTAL WATER REVENUE</b>	<b>92,150.00</b>	<b>62,261.16</b>
<b>SEWER REVENUE</b>			
1-42-00-410	Billings Sewer	35,075.00	23,356.09
1-42-00-765	Transfer from Reserves Sewer	5,000.00	5,000.00
**	<b>TOTAL SEWER REVENUE</b>	<b>40,075.00</b>	<b>28,356.09</b>
<b>SOLID WASTE</b>			
1-43-00-410	Billings Garbage	46,950.00	31,122.19
1-43-00-411	Regional SWM Infrastructure Fee	17,950.00	11,696.54
**	<b>TOTAL SOLID WASTE</b>	<b>64,900.00</b>	<b>42,818.73</b>
<b>COMMUNITY REVENUE</b>			
**	<b>TOTAL COMMUNITY REVENUE</b>	<b>0.00</b>	<b>0.00</b>
<b>LAND REVENUE</b>			
1-61-00-410	Sale of Land	0.00	900.00
1-61-00-522	Permits (Development, Subdivision)	250.00	150.00
**	<b>TOTAL LAND REVENUE</b>	<b>250.00</b>	<b>1,050.00</b>
<b>RECREATION REVENUE</b>			



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
1-72-00-590	Fees Park Grounds	24,500.00	18,951.37
1-72-00-591	Fees Park Concession	2,000.00	0.00
1-72-00-830	Federal Conditional Grants	0.00	2,756.50
1-72-00-765	Transfer from Reserves Recreation	5,000.00	5,000.00
**	<b>TOTAL RECREATION REVENUE</b>	<b>31,500.00</b>	<b>26,707.87</b>
<b>CULTURAL REVENUE</b>			
1-74-00-415	Museum Donations	100.00	0.00
**	<b>TOTAL CULTURAL REVENUE</b>	<b>100.00</b>	<b>0.00</b>
***	<b>TOTAL REVENUE</b>	<b>658,661.58</b>	<b>580,243.26</b>
<b>COUNCIL EXPENSE</b>			
2-11-00-151	Fees Council	5,750.00	4,450.00
2-11-00-211	Travel/Subsistence Council	350.00	229.11
2-11-00-212	Conventions/Seminars Council	500.00	150.01
**	<b>TOTAL COUNCIL EXPENSE</b>	<b>6,600.00</b>	<b>4,829.12</b>
<b>GENERAL EXPENSE</b>			
2-19-00-274	General Insurance	5,130.00	5,128.41
**	<b>TOTAL GENERAL EXPENSE</b>	<b>5,130.00</b>	<b>5,128.41</b>
<b>ADMIN EXPENSE</b>			
2-12-00-110	Salaries & Wages Adm	64,533.00	40,147.11
2-12-00-111	Honorarium (Admin)	750.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,380.00	2,897.34
2-12-00-131	Employer Benefits Adm	8,500.00	5,158.78
2-12-00-135	Workers Compensation ADM	2,300.00	1,166.19
2-12-00-211	Travel/Subsistence Adm	250.00	79.48
2-12-00-215	Telecommunications	6,225.00	3,877.01
2-12-00-216	Postage & Freight	925.00	572.12
2-12-00-220	Membership Dues Adm	1,350.00	1,243.99
2-12-00-221	Advertising/Printing/Subscriptions Adm	5,500.00	3,929.37
2-12-00-230	Audit/Assessor Fees Adm	25,000.00	19,450.00
2-12-00-250	Contracted Services Adm	15,500.00	14,689.03
2-12-00-274	Insurance Adm	960.00	959.07
2-12-00-290	Election/Census Expense Adm	2,000.00	317.85
2-12-00-510	Goods, Materials & Supplies Adm	7,500.00	6,644.67
2-12-00-540	Utilities Heat Adm	1,600.00	788.67
2-12-00-541	Utilities Power Adm	2,650.00	1,777.43
2-12-00-650	Provision Doubtful Accounts	3,500.00	0.00
2-12-00-810	Bank Charges Adm	1,575.00	1,012.81
2-12-00-911	Land Title Charges	800.00	795.00
2-12-00-995	Legal Expenses	10,000.00	5,300.55
2-12-00-212	Education Adm	500.00	0.00
**	<b>TOTAL ADMIN EXPENSE</b>	<b>166,298.00</b>	<b>110,806.47</b>
<b>FIRE EXPENSE</b>			
2-23-00-120	Salaries & Wages Fire	16,750.00	11,073.00
2-23-00-211	Travel & Subsistence Fire	750.00	0.00
2-23-00-215	Telecommunications Fire	2,750.00	2,445.68



# Village of Innisfree

## Revenue & Expense Report

Page 4 of 6  
2021-Sep-13  
3:43:15PM

General Ledger	Description	2021 Budget	2021 Actual
2-23-00-217	Freight & Postage Fire	50.00	0.00
2-23-00-234	Training Fire	2,500.00	0.00
2-23-00-250	Contracted Services Fire	600.00	386.32
2-23-00-274	Insurance Fire	1,600.00	1,605.55
2-23-00-510	Supplies, Goods & Equipment Fire	10,000.00	7,482.22
2-23-00-521	Fuel & Oil Fire	400.00	327.30
2-23-00-540	Utilities Heat Fire	2,565.00	1,673.38
2-23-00-541	Utilities Power Fire	1,790.00	1,106.08
2-23-00-762	Transfer to Capital Reserves Fire	1,500.00	0.00
**	<b>TOTAL FIRE EXPENSE</b>	<b>41,255.00</b>	<b>26,099.53</b>
<b>EMGERENCY SERVICE EXPENSE</b>			
2-25-00-310	911 Requisition	1,205.00	1,204.20
**	<b>TOTAL EMGERENCY SERVICE EXPENS</b>	<b>1,205.00</b>	<b>1,204.20</b>
<b>BYLAW EXPENSE</b>			
2-26-00-221	Bylaw Advertising	150.00	0.00
2-26-00-222	Bylaw Enforcement Costs	250.00	0.00
2-26-00-510	Animal Control Goods & Materials	125.00	0.00
**	<b>TOTAL BYLAW EXPENSE</b>	<b>525.00</b>	<b>0.00</b>
<b>PUBLIC WORKS EXPENSE</b>			
2-32-00-110	Salaries & Wages PW	27,084.00	17,012.58
2-32-00-111	Honorarium (PW)	750.00	0.00
2-32-00-115	Salaries & Wages Casual PW	4,200.00	3,990.00
2-32-00-130	Employer Contributions Source PW	2,500.00	1,500.53
2-32-00-131	Employer Benefits PW	3,350.00	1,660.74
2-32-00-211	Travel & Subsistence PW	100.00	0.00
2-32-00-215	Telecommunications PW	2,515.00	1,721.80
2-32-00-217	Freight & Postage PW	350.00	0.00
2-32-00-250	Contracted Services PW	595.00	403.12
2-32-00-270	CN Services PW	130.00	130.00
2-32-00-274	Insurance PW	2,765.00	2,766.29
2-32-00-510	Goods, Supplies & Materials PW	27,500.00	9,386.31
2-32-00-521	Fuel & Oil PW	6,000.00	4,090.31
2-32-00-540	Utilities Heat PW	1,900.00	1,157.05
2-32-00-541	Utilities Power (Street/Shop) PW	56,565.00	29,345.69
2-32-00-762	Transfer to Capital PW	2,500.00	0.00
**	<b>TOTAL PUBLIC WORKS EXPENSE</b>	<b>138,804.00</b>	<b>73,164.42</b>
<b>STORM DRAINAGE EXPENSE</b>			
2-37-00-510	Goods & Equipment Repairs - Storm Draina	1,200.00	0.00
2-37-00-762	Contribution to Capital - Storm Drainage	4,775.00	0.00
**	<b>TOTAL STORM DRAINAGE EXPENSE</b>	<b>5,975.00</b>	<b>0.00</b>
<b>WATER EXPENSES</b>			
2-41-00-110	Salaries & Wages Water	11,607.00	6,817.59
2-41-00-130	Employer Contributions Source Water	770.00	472.06
2-41-00-131	Employer Benefits Water	1,275.00	691.08
2-41-00-215	Telecommunications - Water	1,085.00	661.68



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
2-41-00-250	Contracted Services Water	7,640.00	5,982.18
2-41-00-274	Insurance Water	2,165.00	2,166.66
2-41-00-350	ACE Regional Water Purchase	57,500.00	41,679.20
2-41-00-510	Goods, Supplies & Materials Water	5,500.00	682.77
2-41-00-540	Utilities Heat Water Plant	1,615.00	1,139.56
2-41-00-541	Utilities Power Water Plant	6,225.00	3,912.00
2-41-00-762	Transfer to Capital Water	2,500.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	37,400.00	37,400.00
<b>** TOTAL WATER EXPENSES</b>		<b>135,282.00</b>	<b>101,604.78</b>
<b>SEWER EXPENSE</b>			
2-42-00-110	Salaries & Wages Sewer	6,683.67	4,326.00
2-42-00-130	Employer Contributions Source Sewer	445.00	303.23
2-42-00-131	Employer Benefits Sewer	350.00	239.80
2-42-00-250	Contracted Services Sewer	1,000.00	0.00
2-42-00-274	Insurance Sewer	1,440.00	1,439.63
2-42-00-510	Goods, Supplies & Materials Sewer	3,500.00	9,111.50
2-42-00-541	Utilities Power Sewer Lift Stations	5,915.00	3,763.01
2-42-00-762	Transfer to Capital Sewer	2,500.00	0.00
<b>** TOTAL SEWER EXPENSE</b>		<b>21,833.67</b>	<b>19,183.17</b>
<b>GARBAGE EXPENSE</b>			
2-43-00-110	Salaries & Wages Garbage	20,519.00	12,585.58
2-43-00-130	Employer Contributions Source Garbage	1,300.00	876.36
2-43-00-131	Employer Benefits Garbage	1,500.00	1,010.70
2-43-00-250	Contracted Services Garbage	27,050.00	13,913.33
2-43-00-274	Insurance Garbage	380.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	2,500.00	0.00
2-43-00-762	Transfer to Capital Garbage	5,000.00	0.00
2-43-00-763	Transfer to Reserves - Regional SWM	17,950.00	0.00
<b>** TOTAL GARBAGE EXPENSE</b>		<b>76,199.00</b>	<b>28,385.97</b>
<b>FCSS EXPENSE</b>			
2-51-00-351	FCSS Requisition	1,850.00	1,837.75
<b>** TOTAL FCSS EXPENSE</b>		<b>1,850.00</b>	<b>1,837.75</b>
<b>PLANNING EXPENSE</b>			
2-61-00-510	General Goods, Supplies and Materials	500.00	0.00
2-61-00-250	Contracted Services	775.00	0.00
<b>** TOTAL PLANNING EXPENSE</b>		<b>1,275.00</b>	<b>0.00</b>
<b>LAND PURCHASES EXPENSE</b>			
<b>** TOTAL LAND PURCHASES EXPENSE</b>		<b>0.00</b>	<b>0.00</b>
<b>RECREATION EXPENSES</b>			
2-72-00-130	Employer Contributions Source Recreation	600.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	815.00	921.88
2-72-00-221	Printing/Advertising/Subscriptions	380.00	0.00
2-72-00-250	Contracted Services Recreation	12,000.00	11,136.40



# Village of Innisfree

## Revenue & Expense Report

Page 6 of 6  
2021-Sep-13  
3:43:15PM

General Ledger	Description	2021 Budget	2021 Actual
2-72-00-255	Maintenance Sports Grounds	750.00	0.00
2-72-00-274	Insurance Recreation	2,355.00	2,355.45
2-72-00-510	Goods, Materials & Supplies Recreation	15,000.00	17,732.12
2-72-00-511	Rec Park Float	100.00	0.00
2-72-00-521	Fuel and Oil Park	1,200.00	842.42
2-72-00-540	Utilities Heat Park Building	1,065.00	607.70
2-72-00-541	Utilities Power Park Grounds	1,530.00	2,818.74
2-72-00-762	Transfer to Capital Recreation	1,000.00	0.00
2-72-00-115	Salaries & Wages Casual Recreation	4,200.00	3,675.00
**	<b>TOTAL RECREATION E XPENSES</b>	<b>40,995.00</b>	<b>40,089.71</b>
<b>CULTURE EXPENSES</b>			
2-74-00-250	Contracted Services Library/Museum	100.00	0.00
2-74-00-274	Insurance Cultural Organization	4,870.00	4,870.86
2-74-00-300	Regional Library Requisition	1,165.00	1,166.29
2-74-00-350	Local Municipal Library Grant	3,500.00	0.00
2-74-00-415	Donations - Museum	100.00	0.00
2-74-00-540	Utilities Heat Museum	3,116.00	2,222.27
2-74-00-541	Utilities Power Museum	1,540.00	986.84
**	<b>CULTURE EXPENSES</b>	<b>14,391.00</b>	<b>9,246.26</b>
***	<b>TOTAL EXPENSES</b>	<b>657,617.67</b>	<b>421,579.79</b>
****	<b>(SUPLUS)/DEFICIT</b>	<b>(1,043.91)</b>	<b>(158,663.47)</b>

\*\*\* End of Report \*\*\*



# Village of Innisfree

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2021-09-13

Roll # Title Holder Tax Levy Accum. Penalty Out. Penalty Outstanding Current 1 Year 2 Years 3 Years Over 3

Sub Ledger		General Ledger					
Tax Levy	314,105.66	Local Improvement Levy	0.00				
Additional Tax Levy	0.00	Accumulated Penalty	20,591.84				
		Outstanding Penalty	19,279.28				
<b>Current</b>	180,025.16						
1 Year	45,496.57						
2 Years	35,866.94						
3 Years	21,156.66						
Over 3	36,799.49						
<b>Totals</b>	<u>319,344.82</u>						
<b>Outstanding</b>	<u>319,344.82</u>						
		<b>Total GL</b>	319,344.82				
		<b>Total SL</b>	319,344.82				
		<b>Proof</b>	<u>0.00</u>				

\*\*\* End of Report \*\*\*



**Village of Innisfree**  
**Utilities Trial Balance (All Balances)**  
 Trial Balance As Of 2021-09-13

Page 1 of 1  
 2021-Sep-13  
 3:42:36PM

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
<b>Current</b>	8,469.31		
<b>Overdue 1</b>	3,059.50	3-00-00-274	18,989.66
<b>Overdue 2</b>	2,127.20		
<b>Overdue 3</b>	1,329.86		
<b>Overdue 4</b>	4,003.79		
<b>Outstanding</b>	18,989.66	<b>Totals</b>	18,989.66
		<b>Total GL</b>	18,989.66
		<b>Total SL</b>	18,989.66
		<b>Proof</b>	0.00

\*\*\* End of Report \*\*\*



# Village of Innisfree

Page 1 of 2

## Cheque Listing For Council

2021-Sep-13  
3:47:54PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210385	2021-08-20	Alberta One-Call Corporation	2-12-00-250	IN169182	PAYMENT JULY 2021 NOTIFICATIONS	19.85	19.85
20210386	2021-08-20	Brownlee LLP	2-12-00-995	519084	PAYMENT SALE OF PLAN 4175R; BLOCK 4;	1,279.01	1,279.01
20210387	2021-08-20	McMann, Deborah	2-11-00-211 2-11-00-211	MEAL MILEAGE	PAYMENT AUMA LEADERS CAUCUS - MEAL AUMA LEADERS CAUCUS - MILE	7.13 188.10	195.23
20210388	2021-08-20	Minco Gas Co-op Ltd.	2-72-00-540	JULY 2021	PAYMENT REC PARK GAS	56.36	56.36
20210389	2021-08-20	Top Gun Pipe Inspection	2-42-00-510	244	PAYMENT SEWER LINE FLUSHING - RECRE	3,243.45	3,243.45
20210390	2021-08-20	Leech, Lorraine	3-00-00-211	202108201	PAYMENT CREDIT BALANCE PAID	750.00	750.00
20210398	2021-08-26	AMSC Insurance Services	4-00-00-239	AUGUST2021	PAYMENT EMPLOYEE AND COUNCIL BENE	1,161.98	1,161.98
20210399	2021-08-26	ATB Financial MasterCard	2-12-00-216 2-32-00-215 2-23-00-215 2-32-00-510	JULY15-AUG12 JULY15-AUG12 JULY15-AUG12 JULY15-AUG12	PAYMENT Canada Post Postage PW Internet FireHall Internet PW Supplies/Equip	129.55 104.95 104.95 593.74	933.19
20210400	2021-08-26	Kostynuk, Eldon	2-23-00-215	AUGUST 2021	PAYMENT FIRE CHIEF PHONE COVERAGE	50.00	50.00
20210401	2021-08-26	McEwen, Darlene	2-12-00-250	AUGUST 2021	PAYMENT AUGUST 2021 CLEANING	200.00	200.00
20210402	2021-08-26	Wagner, Lucas	2-72-00-510	AUGUST 2021	PAYMENT 1 TRAILER LOAD OF FIRE WOOD	600.00	600.00
20210403	2021-08-26	Wasylciw, Darcey	2-72-00-250 2-72-00-510	AUGUST 2021 AUGUST2021	PAYMENT PARK MANAGER - AUGUST 2021 LIGHT BULB FOR GROUP CAMP	2,500.00 4.71	2,504.71
20210419	2021-09-10	Beaulieu, Barbara	3-00-00-211	202109101	PAYMENT CREDIT BALANCE PAID	499.50	499.50
20210420	2021-09-10	ACE	2-41-00-350	109	PAYMENT AUGUST 2021 WATER CONSUMF	4,958.15	4,958.15
20210421	2021-09-10	Alberta One-Call Corporation	2-12-00-250	IN169851	PAYMENT AUGUST 2021 NOTIFICATIONS	6.62	6.62
20210422	2021-09-10	Alta-Wide Builders	2-32-00-510	45	PAYMENT PUBLIC WORKS TOOLS/SUPPLIE	245.37	245.37
20210423	2021-09-10	Brownlee LLP	2-12-00-995 2-12-00-995	519598 519609	PAYMENT TAX RECOVERY - GENERAL ISSU GRANT BERGMAN - 2021 MINIML	546.00 441.00	987.00
20210424	2021-09-10	Fleming, Justin	2-32-00-510	AUGUST 2021	PAYMENT PURCHASE OF TABLE SAW / MIT	250.00	250.00
20210425	2021-09-10	Martin Plumbing & Heating Ltd	2-12-00-510	0289	PAYMENT SENIORS DROP-IN INSPECTION	110.25	110.25
20210426	2021-09-10	Minco Gas Co-op Ltd.	2-72-00-540	AUGUST 2021	PAYMENT REC PARK HEAT	69.37	69.37
20210427	2021-09-10	NextGen Automation	2-12-00-221 2-12-00-221	347953 351078	PAYMENT LIBRARY PHOTOCOPIER ADMIN PHOTO COPIER	97.50 368.71	466.21
20210428	2021-09-10	RE/MAX PRAIRIE REALTY	2-12-00-510	INV-0137	PAYMENT COMPARATIVE MARKET ANALYS	393.75	393.75





# Village of Innisfree

## Cheque Listing For Council

2021-Sep-13  
3:47:54PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210429	2021-09-10	Suncor Energy Products Partn	2-32-00-521	AUGUST 2021	PAYMENT PW FUEL	462.00	462.00
20210430	2021-09-10	Telus Communications Compa	2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-23-00-215	AUGUST 2021 AUGUST 2021 AUGUST 2021 AUGUST 2021 AUGUST 2021 AUGUST 2021	PAYMENT CABLE FEES WTP PHONE REC PARK PHONE ADMIN FAX ADMIN PHONE FIRE DEPT FAX	47.63 73.72 100.13 73.98 121.92 73.72	491.10
20210431	2021-09-10	Telus Communications Compa	2-12-00-215	AUGUST 2021	PAYMENT 780-592-2041	110.91	110.91
20210432	2021-09-10	Telus Mobility	2-72-00-215 2-12-00-215 2-32-00-215	SEPT 2 - OCT 1 SEPT 2 - OCT 1 SEPT 2 - OCT 1	PAYMENT ADMIN/PW CELL PHONE/SMART ADMIN/PW CELL PHONE/SMART ADMIN/PW CELL PHONE/SMART	73.50 69.25 102.18	244.93
20210433	2021-09-10	Town of Vegreville	2-41-00-250	60535	PAYMENT AUGUST 2021 WTP SUPERVISIO	521.36	521.36
20210434	2021-09-10	Twin Lakes Ready Mix & Aggrt	2-32-00-510	00060284	PAYMENT 32 MPA CONCRETE - FGTF INFR.	840.00	840.00
20210435	2021-09-10	Vegreville Home Hardware	2-72-00-510 2-32-00-510	AUGUST 2021 AUGUST 2021	PAYMENT PW / REC PARK SUPPLIES PW / REC PARK SUPPLIES	91.30 16.79	108.09
20210436	2021-09-10	Vegreville News Advertiser	2-12-00-290	223345	PAYMENT 1/4 PAGE - NOTICE OF NOMINAT	315.00	315.00
20210437	2021-09-10	Wasyliw, Darcey	2-72-00-250	SEPTEMBER 20	PAYMENT REC PARK MANAGER PARTIAL M	1,136.40	1,136.40
20210438	2021-09-10	Wells Fargo Equipment Fin Co	2-12-00-250	AUGUST 2021	PAYMENT OFFICE COPIER LEASE	624.05	624.05

**Total 23,833.84**

\*\*\* End of Report \*\*\*

## Village of Innisfree (CAO)

---

**From:** Stephen Covey <marie-pier.triganne@cn.ca>  
**Sent:** August 24, 2021 8:30 AM  
**To:** Village of Innisfree (CAO)  
**Subject:** We'd like to hear from you: Rail Safety Week 2021 Proclamation request  
**Attachments:** RSW2021\_Resolution\_Canada\_Fr.pdf; RSW2021\_Resolution\_Canada.pdf



cn.ca

Dear Ms. Magosse:

### Don't forget to adopt the Rail Safety Week 2021 Proclamation

Rail Safety Week will be held in Canada, the United States, and Mexico from **September 20-26, 2021**. As a proud neighbour of your community, CN is committed to help prevent accidents and injuries at rail crossings by collaborating on efforts to raise rail safety awareness to help keep your fellow citizens safe.

We want to remind you of this important opportunity to become a powerful ally in rail safety efforts by adopting the attached resolution in support of Rail Safety Week. Like many other municipalities, by adopting the resolution your council can help prevent injuries in your community and save lives.

Please send a copy of your proclamation by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca) or by mail to the address below and let us know about your plans to promote rail safety in your community.

CN – Marie-Pier Triganne  
935 de la Gauchetière Street West  
16th floor  
Montreal, Quebec  
H3B 2M9

For questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2021, please consult [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca).

Sincerely,

Stephen Covey  
Chief of Police and Chief Security Officer



(Draft Resolution)

**RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

**Whereas *Rail Safety Week*** is to be held across Canada from September 20 to 26, 2021;

**Whereas** it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 20 to 26, 2021.



RECEIVED  
AUG 27 2021

DEBORAH MCMANN  
MAYOR  
VILLAGE OF INNISFREE-AB  
PO BOX 69  
INNISFREE AB T0B 2G0  
CANADA

August 10, 2021

Dear Deborah,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

Service Line Warranties of Canada, an approved supplier of the Rural Municipalities of Alberta, provides this protection to homeowners. Offered at no cost to municipalities, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Currently 67 municipalities in Canada offer the program, which has saved homeowners over \$5 million in repair costs. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

We encourage you to consider adopting this program for your citizens. For more information, please contact Jeff Olson at [jolson@slwofc.ca](mailto:jolson@slwofc.ca) or visit <https://servicelinewarranties.ca>.

Sincerely,

*Mike Van Horne*

Mike Van Horne  
General Manager, SLWC  
Vaughan, ON



RECEIVED  
AUG 27 2021

WILL OUDSHOORN  
COUNCILLOR  
VILLAGE OF INNISFREE-AB  
PO BOX 69  
INNISFREE AB T0B 2G0  
CANADA

August 10, 2021

Dear Will,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

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Sincerely,

*Mike Van Horne*

Mike Van Horne  
General Manager, SLWC  
Vaughan, ON



RECEIVED  
AUG 27 2021

AARON CANNAN  
COUNCILLOR  
VILLAGE OF INNISFREE-AB  
PO BOX 69  
INNISFREE AB T0B 2G0  
CANADA

August 10, 2021

Dear Aaron,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

Service Line Warranties of Canada, an approved supplier of the Rural Municipalities of Alberta, provides this protection to homeowners. Offered at no cost to municipalities, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Currently 67 municipalities in Canada offer the program, which has saved homeowners over \$5 million in repair costs. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

We encourage you to consider adopting this program for your citizens. For more information, please contact Jeff Olson at [jolson@slwofc.ca](mailto:jolson@slwofc.ca) or visit <https://servicelinewarranties.ca>.

Sincerely,

Mike Van Horne  
General Manager, SLWC  
Vaughan, ON



RECEIVED

AUG 27 2021

BROOKE MAGOSSE  
 CHIEF ADMINISTRATIVE OFFICER  
 VILLAGE OF INNISFREE-AB  
 PO BOX 69  
 INNISFREE AB T0B 2G0  
 CANADA

August 10, 2021

Dear Brooke,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

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Sincerely,

Mike Van Horne  
 General Manager, SLWC  
 Vaughan, ON



1041 - 10A Street  
Wainwright, AB T9W 2R4

T: 780.842.6144  
F: 780.842.3255  
www.btps.ca

RECEIVED  
AUG 30 2021

August 19, 2021

Ms. Deborah McMann  
Mayor of Innisfree  
Box 69  
Innisfree, AB T0B 2G0

Dear Ms. Deborah McMann,

**Re: Delnorte Schools Handicap Parking/Drop Off Zone**

The students, parents, staff, and Board of Trustees of Buffalo Trail Public Schools would like to thank you for your assistance with the realization of the handicap parking/drop off zone recently completed at the Delnorte School in Innisfree.

Your office's assistance with Council's approval, the necessary permit applications, and the coordination with the Department of Transportation. With the completion of this summer project, the handicap parking/drop off zone will be fully functional for the 2021 – 2022 school year.

In closing, thank you for all your efforts on behalf of the students, parents, and staff of the Delnorte School. The addition of the handicap parking/drop off zone allows for a more safe and convenient access to the school for those who are mobility challenged.

Sincerely,

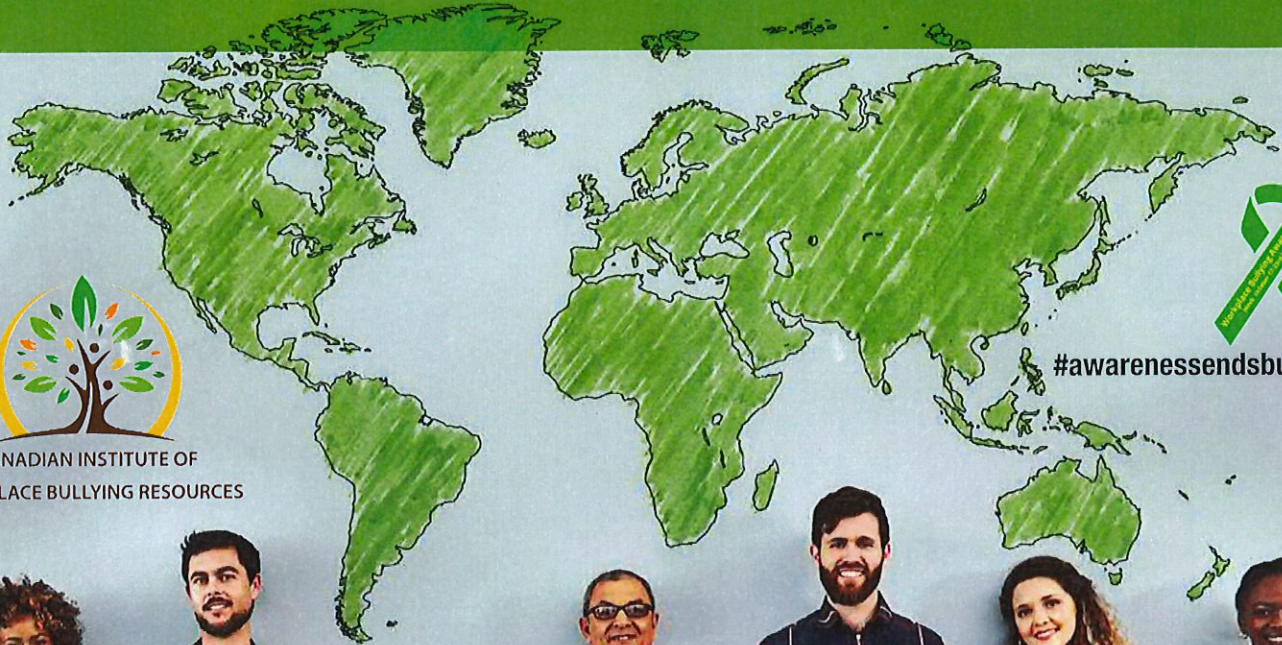
Rhae-Ann Holoién  
Superintendent



# Workplace Bullying Awareness Week

## October 17 - 23, 2021

Bullying is a worldwide problem. Together we are the solution!



#awarenessendsbullying



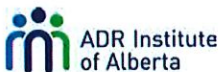
CANADIAN INSTITUTE OF  
WORKPLACE BULLYING RESOURCES



DONNA PURCELL, QC  
LAW



WORKPLACE LAW



# Alberta Emergency Alert Authorized User Training

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Hello,

The Alberta Emergency Management Agency will be facilitating AEA Authorized User training for our communities, local authorities and emergency management agencies this fall.

AEA Authorized User training is being planned for October based on current conditions, but we will offer flexibility on exact dates and delivery models based on your needs and the needs of the GoA.

Please review your emergency plans and ensure you have adequate personnel designated to issue emergency public alerts, based on your specific needs as an agency. If your agency requires additional personnel training or if you require a summary of the Authorized Users already in your agency, please email [Alberta.Emergency.Alert@gov.ab.ca](mailto:Alberta.Emergency.Alert@gov.ab.ca).

When considering who is best suited for issuing potentially life-saving emergency alerts on behalf of your agency, please consider nominating personnel who will have the time required to practice the skills regularly, and more importantly, individuals who will have the capacity and resources to respond at the time of the emergency. Senior Officials, Chiefs and DEM/DDEMs are traditionally pulled in multiple directions at the onset of an incident. Designating a qualified Public Information Officer (PIO), PIO Assistant or other communications specialist to issue public emergency alerts will ensure you have adequate personnel identified, trained and ready to respond when an emergency occurs.

Those persons who have been identified by your jurisdiction as best suited for emergency public alerting must be formally designated by your agency by completing and submitting the attached AEA Designation Form to [Alberta.Emergency.Alert@gov.ab.ca](mailto:Alberta.Emergency.Alert@gov.ab.ca), cc: your AEMA Regional Field Officer.

Training capacity continues to be limited and will be delivered based on priority need to the best extent possible.

It remains unclear if this training will be delivered virtually or on-site, but we are working toward facilitating in whatever way possible to ensure our communities remain protected.

Thank you for your attention and we are happy to answer any questions that you may have.

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Contact: [alberta.emergency.alert@gov.ab.ca](mailto:alberta.emergency.alert@gov.ab.ca)

Classification: Protected A

August 26, 2021

01 0 0000069\*

VILLAGE OF INNISFREE  
PO BOX 69  
INNISFREE AB T0B 2G0

RECEIVED

SEP 08 2021

## We're making changes to our Corporate Creditor Service.

In a few months, we are making changes to Corporate Creditor fees. Attached you'll find a summary of these changes, which outlines the future pricing.

We're committed to continuing to evolve our offerings—timely, helpful advice, products that help you meet your goals, and simple, secure digital services so you can bank the way you want—to meet your expectations today and down the road.

If you have questions or need advice, we're here to help. Please contact your relationship manager, Douglas, at 780-868-1898 or [DERickson2@atb.com](mailto:DErickson2@atb.com).

**Your friends at ATB.**

**Brian Ford**  
**Vice President**  
**ATB Business Solutions**

**Changes to ATB Business Accounts and Services****Corporate Creditor Non-Consolidated Service (Standard / High Volume Pricing)**

Fee	Fee Amount
Monthly Maintenance Fee	\$25 per creditor profile / remit type
Per Transaction Fee	\$0.08 first 1,000
	\$0.06 1,000 to 10,000
	\$0.05 Over 10,000

**Pricing goes into effect on January 1, 2022**