



1. Call to Order
2. Agenda
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. Delegation
 - a. NONE
4. Adoption of Minutes
 - a. December 14, 2021, Regular Council Minutes (Page 2-5)
 - b. December 30, 2021, Special Council Minutes (Page 6)
5. Business Arising from the Minutes
 - a.
6. Policies & Bylaws
 - a. Traffic Bylaw 670-21 (Page 7-39)
 - b. Policy 1900-15 – COLA Policy (Page 40-42)
7. New Business
 - a. Village Donations to Innisfree Prairie Bank of Commerce Proposal – RFD (Page 43-50)
 - b. RMA Membership Proposal – RFD (Page 51-66)
 - c. Overdue A/R Write-offs – RFD (Page 67-68)
 - d.
8. Councillor Reports
 - a. ACE Water Corp. Report – Clr. McMann (Page 69)
 - b. Alberta HUB Report – Clr. McMann (Page 70)
9. Administration Reports
 - a. CAO Report, Action List & Municipal Grants Report (Page 71-82)
 - b. Financials
 - i. Monthly Reconciled Financial Statement – Period Ending December 31, 2021 (Page 83)
 - ii. Revenue & Expense (Page 84-90)
 - iii. Tax Trial Balance (Page 91)
 - iv. Utility Trial Balance (Page 92)
 - v. Accounts Payable Cheque List (Page 93-94)
 - c. Public Works Report – Period Ending January 18, 2022 (Page 95-96)
10. Correspondence: -
 - a. **Town of Tofield** – Concern Re: Rural Access to Vaccines (Page 97-98)

List of Correspondence – Period Ending January 18, 2022 - None

11. Closed Session

12. Adjournment

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, December 14, 2021.

CALL TO ORDER

Mayor Johnson called the meeting to order at 5:04 P.M.

PRESENT

Attendance in-person

Mayor J. Johnson
Councillor D. McMann

Brooke Magosse Chief Administrative Officer

APPROVAL OF AGENDA
2021-12-14/01

Moved by Clr. McMann that the agenda be approved will the following additions:

- **7. New Business**
 - j. Tax Recovery Auction – Write-off Tax Arrears on Sold Property
- **8. Councillor Reports**
 - a. East Central 911 – Clr. McMann

CARRIED

JAMES MACDONALD &
VICKI LEFEVRE
NORTHERN LIGHTS
LIBRARY SYSTEM –
DELEGATION

James MacDonald (in-person attendance) & Vicki Lefebvre (via Virtual Attendance), representatives of Northern Lights Library System, provided a brief introduction on Northern Lights Library System. Mr. MacDonald and Ms. Lefebvre provided a report to Mayor and Council on the value of membership and services Northern Lights Library System offers the Village of Innisfree and community. Mr. Macdonald and Ms. Lefebvre reviewed the 2021 Value Statement, as well as a yearly calendar listing upcoming conferences, AGM's, etc., pertaining to local libraries.

SGT. DUNSMORE
VERMILION RCMP –
DELEGATION
2021-12-14/02

Sgt. Dunsmore was not in attendance.

Moved by Mayor Johnson that the Vermilion RCMP 2nd Quarter Crime Statistics and reports be received as information.

CARRIED

APPROVAL OF MINUTES
2021-12-14/03

Moved by Clr. McMann that the November 16, 2021, Regular Council Meeting minutes be approved as presented.

CARRIED

DRAFT TRAFFIC BYLAW
670-21
2021-12-14/04

Moved by Clr. McMann that Council endorse the proposed Traffic Control Device Schedule, Truck Route Schedule & Dangerous Goods Route for inclusion in a new Traffic Control Bylaw.

CARRIED.

PROBATIONARY
EMPLOYEES'
EMPLOYMENT-RELATED
POLICIES
2021-12-14/05

Moved by Clr. McMann that Council approve a motion to approve:

- Policy 1900-01A Employee Job Description – Public Works Foreman as revised;
- Policy 1900-03 – Probationary Policy as revised; and
- Policy 3900-02 – Work Boots Safety Policy as revised.

CARRIED.

BYLAW 671-21 – CHIEF
ADMINISTRATIVE
OFFICER
FIRST READING
2021-12-14/06

Moved by Clr. McMann that Council proceeds with CAO Bylaw 671-21 with the following amendment:

- Section 4.1.6 – Remove the word “Town” and replaced with the word “Village”

Further, that Council give FIRST reading to CAO Bylaw 671-21 this 14th day of December 2021.

CARRIED.

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF DECEMBER 14, 2021

BYLAW 671-21 – C.A.O.
SECOND READING
2021-12-14/07

Moved by Mayor Johnson that Council give SECOND reading to CAO Bylaw 671-21 this 14th day of December 2021.

CARRIED.

BYLAW 671-21 – C.A.O.
AUTHORIZE THIRD READING
2021-12-14/08

Moved by Clr. McMann that Council authorize THIRD reading on CAO Bylaw 671-21 this 14th day of December 2021.

UNANIMOUSLY CARRIED.

BYLAW 671-21 – C.A.O.
THIRD READING
2021-12-14/09

Moved by Mayor Johnson that Council give THIRD and FINAL reading on CAO Bylaw 671-21 this 14th day of December 2021.

CARRIED.

TAX RECOVERY COSTS
2021-12-14/10

Moved by Clr. McMann that Council approve Tax Recovery costs, in the amount of \$577.00, to be transferred to the applicable Tax Rolls as follows:

Roll #	Description of Cost	Amount Applied
100	Tx Arrears List REG #212-085-253	\$21.00
360	Tx Arrears List REG #212-085-253	\$21.00
630	Tx Arrears List REG #212-085-253	\$16.00
710	Tx Arrears List REG #212-085-253	\$26.00
710	Tx Arrears List REG #212-085-253	\$26.00
1190	AB Gazette Oct 15 Issue – Tax Sale	\$4.00
1190	Tx Recovery – Veg News Advertiser	\$60.00
1280	Tx Arrears List REG #212-085-253	\$11.00
1280	Discharge of TX Notif REG 212-085-253	\$10.00
1440	Tx Arrears List REG 212-085-253	\$11.00
1440	Tx Arrears List REG 212-085-253	\$11.00
1660	AB Gazette Oct 15 Issue – Tax Recovery	\$4.00
1660	Tx Recovery – Veg News Advertiser	\$60.00
2120	Tx Arrears List REG # 212-085-253	\$11.00
2560	Tx Recovery – Veg News Advertiser	\$60.00
2560	AB Gazette Oct 15 Issue – Tax Recovery	\$4.00
2590	Tx Arrears List REG #212-085-253	\$18.00
2590	Tx Arrears List REG #212-085-253	\$18.00
2900	Tx Recovery – Veg News Advertiser	\$60.00
2900	AB Gazette Oct 15 Issue – Tax Recovery	\$4.00
3520	Tx Arrears List REG #212-085-253	\$11.00
3710	Discharge of Tx Notif REG # 212-085-253	\$10.00
3850	Discharge of Tx Notif REG #212-085-253	\$10.00
3880	Tx Recovery – Veg News Advertiser	\$60.00
3880	Discharge of Tx Notif REG #212-085-253	\$4.00
9000	Discharge of Tx Notif REG #212-085-253	\$10.00
9000	Tx Arrears List REG #212-085-253	\$16.00
	TOTAL	\$577.00

CARRIED.

2022 COLA APPROVAL
2021-12-14/11

Moved by Clr. McMann that the Village of Innisfree implement a COLA Policy to review the annual CPI data and implement the calculation of an increase to all salaries in the new year based on 75% of the December CPI rate.

CARRIED.

2022 INTERIM
OPERATING BUDGET
2021-12-14/12

Moved by Clr. McMann that pursuant to Section 242 of the Municipal Government Act, Council hereby endorses the Village of Innisfree 2022 Interim Operating Budget, with Revenues of \$ 701,054 and Expenditures of \$700,010.

CARRIED.

RECESS

Mayor Johnson called for a recess at 6:10 P.M.

Mayor Johnson reconvened the meeting at 6:14 P.M.

INNISFREE FIRE
DEPARTMENT –
REGIONALIZATION
2021-12-14/13

Moved by Clr. McMann that Council approve the Regionalization of the Innisfree Fire Department with the County of Minburn No. 27, under a partial regionalization basis. Further, that Administration be directed to continue consultations with the County of Minburn No. 27 with regards to the Fire Services Agreement, to be executed in 2022.

CARRIED.

APPOINTMENT OF
SUBSTITUTE
RETURNING OFFICER
2021-12-14/14

Moved by Clr. McMann that Council approve the appointment of Ms. Thelma Rogers as the Substitute Returning Officer for the 2022 By-Election pursuant to the Local Authorities Election Act.

CARRIED.

MSP PROJECT PROPOSAL
– FIRE HALL & VILLAGE
OFFICE IMPROVEMENTS
– INSTALLATION OF LED
LIGHTING
2021-12-14/15

Moved by Clr. McMann that Council approve Mardar Electric's Quote received October 19, 2021, for the removal of the old ballasts and the installation of new T8 Ballasts and LED Tubes for the Innisfree Fire Hall at a cost of \$3,711.50 (GST Exclusive) with funding to be allocated from the Municipal Stimulus Program (MSP) Grant.

Furthermore, that Council approves the removal of the old ballasts and the installation of new T8 LED Tubes for the Village of Innisfree Administration Building at a cost of \$1,507.75 to be funded under the operating budget.

CARRIED.

MSP PROJECT PROPOSAL
– FIRE HALL
IMPROVEMENTS –
INSTALL
WASH/SANITATION
STATION
2021-12-14/16

Moved by Mayor Johnson that Council approve the purchase of a sink, to be installed at the Innisfree Fire Hall, at a cost of \$330 (GST exclusive). Further that Council also approve Martin's Plumbing & Heating Ltd. quote dated December 8, 2021 at a cost of \$650 (GST Exclusive) for labour and materials to be funded by Municipal Stimulus Program (MSP) Grant.

CARRIED.

2022 LIBRARY BUDGET
2021-12-14/17

Moved by Clr. McMann that Council endorse the proposed Village of Innisfree Library 2022 Operating Budget with Revenues totaling \$38,974.27 and Expenditures totaling \$49,350 with the budgeted deficit being offset by existing Library surplus funds.

CARRIED.

MSP PROJECT PROPOSAL
– FIRE HALL
IMPROVEMENTS –
OVERHEAD DOORS
REMEDIAION
2021-12-14/18

Moved by Mayor Johnson that Council approve Vantage Builders Ltd. quote dated December 9, 2021 totaling \$575 (GST Exclusive) to replace the bottom seals on the Fire Hall overhead doors and seal the bottom retainers and cuts on exterior of the Fire Hall overhead doors to be funded by Municipal Stimulus Program (MSP) Grant.

CARRIED.

TAX RECOVERY
AUCTION – WRITE-OFF
TAX ARREARS ON SOLD
PROPERTY
2021-12-14/19

Moved by Clr. McMann that Council approve the Write-Off of Taxes on Roll 2560 in the amount of \$9,085.09.

CARRIED.

COUNCILLOR REPORTS
2021-12-14/20

Moved by Clr. McMann that the Councillor Reports be received as information.

CARRIED.

CAO REPORT:
2021 OPERATING
BUDGET EXPENSE
OVERAGES
2021-12-14/21

Moved by Mayor Johnson that Council endorse a motion to increase the 2021 budgeted expenditures listed under the following departments:

- Council (11) Expenses = \$6,600 + \$2,500
- Recreation (72) Expenses = \$40,895 + \$7,500
- Culture (74) Expenses = \$14,891 + \$750

CARRIED.

CAO REPORT:
MSP PROJECT PROPOSAL
– BIRCH LAKE
CAMPGROUND &
RECREATION PARK
IMPROVEMENTS –
BALL DIAMOND SHALE
2021-12-14/22

Moved by Mayor Johnson that Council direct Administration to obtain a revised quote, as well as additional quotes, regarding Ball Diamond Shale for the Birch Lake Campground & Recreation Park as listed in the Municipal Stimulus Program (MSP) Grant Application.

CARRIED.

ADMINISTRATION
REPORTS
2021-12-14/23

Moved by Clr. McMann that the items listed under Administration Reports be received as information.

CARRIED.

CORRESPONDENCE
2021-12-14/24

Moved by Mayor Johnson that the items listed under Correspondence be received as information.

CARRIED.

ADJOURNMENT

Moved by Clr. McMann for adjournment at 7:33 P.M.

Mayor Jennifer Johnson

Chief Administrative Officer B. Magosse

A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Thursday, December 30, 2021.

CALL TO ORDER

Mayor Johnson called the meeting to order at 10:59 A.M.

PRESENT

Attendance in-person

Mayor J. Johnson

Attendance virtually

Councillor D. McMann

Thelma Rogers Acting Chief Administrative Officer

In accordance with Section 194 of the Municipal Government Act, RSA 2000 c.M-26, the nature of business to be discussed is the:

- Regionalization of Innisfree Fire Department.

APPROVAL OF AGENDA
2021-12-30/01

Moved by Clr. McMann that, in accordance with Section 194 (5) of the *Municipal Government Act*, the agenda be approved as presented.

CARRIED

REGIONALIZATION OF
INNISFREE FIRE DEPT.
2021-12-30/02

Moved by Mayor Johnson that Council approves the Regionalization of the Innisfree Fire Department, under a partial Regionalization basis, with the County of Minburn, per the attached Agreement. Further, that Council also approves an annual requisition of \$5,000 (for a period of five (5) years). Furthermore, that Council gifts the Innisfree Fire Hall (Lot 33, Block 1, Plan 4175R) to the County of Minburn No. 27 at a cost of \$1.00.

CARRIED.

ADJOURNMENT

Moved by Clr. McMann for adjournment at 11:02 A.M.

Mayor Jennifer Johnson

Acting CAO T. Rogers

Request for Decision (RFD)

Topic: Proposed Traffic Bylaw 670
Initiated by: Council
Attachments: Current Traffic Bylaw 586-14 & Snow Removal Bylaw 593-13
Proposed Traffic Bylaw 670-22
Required TCD – Estimated Costs

Purpose(s):

1. To address Proposed Traffic Bylaw 670-22

Background:

1. At the November Council meeting Council endorsed motions to change the Traffic Control Devices near the School Zone. Additionally, Council directed Administration to revise the existing Traffic Bylaw.
2. At the December 14, 2021, Council Meeting Council reviewed & approved the Traffic Control Devices for input in Schedule B of the proposed Traffic Bylaw.
3. Traffic Bylaw 586-14 had few Definitions and was not formatted in an easy-to-read format with subject separations, nor with too much detail within each subject. It did not address other traffic-related items such as Pedestrians, Parking, Unloading/Loading, Dangerous Goods Transport or Disabled Person Parking.
4. Proposed Traffic Bylaw 670-22 presented for Council review has been revised to incorporate all aspects of Transportation, including pedestrians, different types of Vehicles, the public roads and places, parking, snow removal and obstructions on Highways.

Key Issues/Concepts:

1. Sections have also been included to address the enforcement of the Bylaw, a clause for severability of the Bylaw sections was added, as well as a Penalty Schedule, a Traffic Control Device Schedule, Truck/Heavy Vehicle Routes and Parking Schedule, Dangerous Goods Route and Parking Schedule and a draft of a Village of Innisfree Violation Tag.
2. The Bylaw also permits the enforcement of the Traffic Bylaw under the *Provincial Offences Procedures Act* by an authorized Peace Officer which is defined in the expanded Definition section of the Bylaw; enforcement actions are addressed in Sections 12.12 – 12.15.
3. School Zone information has been expanded in the Bylaw with the additional signage to be installed in the area. School Zone is *defined* under Section 2.48; *Speed* is addressed under Section 4.4, and in Schedule "A" Section 4.4, *Penalties* are addressed separately; and under Schedule "B" all *Traffic Control Devices* are recorded.

Financial Implication(s):

Signage costs: (See attached.) Prices could be reduced with an RMA membership. (This list will require additional review upon approval of the Bylaw.)

Options:

1. That Council provide readings to proposed Traffic Bylaw 670-22 as presented.
2. That Council provide readings to proposed Traffic |Bylaw 670-22 with amendments.
3. That Council direct Administration in another manner regarding proposed Traffic Bylaw 670-22.

Relevant Policy/Legislation:

1. *Municipal Government Act*, R.S.A 2000, c-M-26
2. *Alberta Traffic Safety Act*, R.S.A. 2000 c.T-6
3. *Provincial Offences Procedures Act*, R.S.A. 2000, c-P34

Political/Public Implication(s):

1. There is strong public support from the Innisfree Delnorte School parents.

RECOMMENDATION(s):

That Council provide readings to proposed Traffic Bylaw 670-22 as presented.

BY-LAW NO. 586-14

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE OPERATION, THE PARKING AND THE USE OF THE HIGHWAYS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF INNISFREE

WHEREAS under the provisions of the *Municipal Government Act*, the Council of the Village of Innisfree may pass Bylaws and may make provisions that it deems necessary to carry out the purposes of the Bylaw;

AND WHEREAS the Council of the Village of Innisfree deems it desirable and necessary to regulate the operation, parking and use of the highways within the corporate limits of the Village of Innisfree;

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

1. SHORT TITLE

1.1 This Bylaw may be sited as the "Traffic Bylaw".

2. DEFINITIONS

2.1 '**Council**' means the Municipal Council of the Village of Innisfree.

2.2 '**Corporate Limits**' shall mean all the lands within the Corporate Limits of the Village of Innisfree.

2.3 '**Chief Administrative Officer**' shall mean the Chief Administrative Officer of the Village of Innisfree.

2.4 '**Heavy Vehicle**' means a vehicle, with or without a load, which, alone or together with a trailer, semi-trailer or other vehicle being towed, weighs 4.5 tonnes or more.

2.5 '**Power Turns**' means to maneuver a vehicle in such a manner as to cause part of the vehicle to depart from its ordinary line of progress by the sudden use of acceleration and/or braking.

2.6 '**Speed Zone**' means any portion of highway within the Village of Innisfree as designated therein and identified by a sign erected and maintained at each end therein, indicating the maximum speed and applicable thereto.

2.7 '**Motor Vehicle**' shall mean a vehicle, trailer, semi-trailer ascribed as such in the *Highway Traffic Act* propelled by any power other than muscular power or a moped but does not include a bicycle, an aircraft, an implement of husbandry, or a motor vehicle that runs only on rails.

2.9 **'Stunting'** means, whether as a pedestrian, passenger, or driver and whether or not with the use or aid of any vehicle or other thing, performing or engaging in any stunt or other activity on a highway that is likely to distract, startle or interfere with other users of the highway.

3. INFRACTIONS

3.1 **Signs** – No person shall deface, damage, destroy or remove any sign or marker pursuant to this Bylaw.

3.2 **Parking**

a) Except as otherwise provided herein, the parking of vehicles is permitted on all highways within the municipality.

b) (i) Subject to the provisions of subsection 3.2(b)(ii) no person shall park a vehicle in any lane or in any street to obstruct the entrance to any lane, to a driveway or an approach leading to private premises;

(ii) notwithstanding the provisions of subsection 3.2(b)(i) a vehicle may be parked on any lane for the purpose of taking on or discharging cargo, provided no such vehicle shall be parked for a period exceeding 60 minutes at any one time, unless written permission has first been obtained from the administrator or a special constable for the municipality for an extension of such time limit.

c) No person shall park a vehicle in any "No Parking" area at any time where such areas are marked on the curb or signs are erected indicating the restriction of parking at such a location.

d) No person shall park any vehicle in excess of 4.5 tonnes on any residential street within the municipality unless written permission has been obtained from the administrator.

3.3 **Power Turns and Stunting**

The operator of a vehicle will not perform "power turns" or participate in any "stunting" on any highway within the municipality.

3.4 **Speed**

No person shall be permitted to operate a vehicle on any highway within the municipality at a speed greater than 50 km per hour unless otherwise posted.

4. PENALTIES

4.1 Any person who contravenes any of the provisions of this Bylaw is guilty of an offense and liable on summary conviction to the penalties provided in subsection 4.2 of this Bylaw.

4.2 First offence \$150.00 fine.

4.4 Where a vehicle has been impounded or stored after it has been removed under subsection 4.3 of this Bylaw, it will be retained at a place designated by Council for a period of thirty (30) days from the date of removal, unless the cost of removal, impounding and storage are sooner paid. Upon payment of the full costs herein, the vehicle may be released to the owner thereof.

4.5 If the cost of removal, impounding or storage are not paid within the thirty (30) days as specified in subsection 4.4 of this Bylaw, the municipality shall have the right to recover same from the owner of the vehicle by;

a) legal action in a court of competent jurisdiction;

b) sale by public auction or sealed tender with a notice being sent to the owner at the address appearing on the last registration of the vehicle.

5. GENERAL

5.1 Where this bylaw refers to another act, bylaw, regulation or agency, it includes reference to any act, bylaw, regular or agency that may be substituted therefore.

5.2 Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

6. EFFECTIVE DATE

6.1 This bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this 20th day of May, 2014 A.D.

READ for a second time 20th day of May, 2014 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this 20th day of May, 2014 A.D.

Deborah McMann, Mayor

BY-LAW NO. 593-13

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING SNOW REMOVAL

WHEREAS, under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Village of Innisfree may pass Bylaws to regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community;

NOW THEREFORE, the Council of the Village of Innisfree, in the Province of Alberta, duly assembled ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1 This Bylaw may be sited as the "Snow Removal Bylaw".

2. DEFINITIONS

2.1 "Council" means the Municipal Council of the Village of Innisfree.

2.2 "Highway" includes a street, road, lane and any other way open to public use, but does not include a private right-of-way on private property;

2.3 "Pedestrian" is any person walking, standing, sitting or otherwise being in the vicinity of a sidewalk or highway, and not in a vehicle;

2.4 "Sidewalk" means a structure for pedestrian use including a walkway, sidewalk, stairs and curb letdowns or the area between the curb lines or lateral lines of a roadway and the adjacent property lines improved for use of pedestrians;

2.5 "Staff Persons" includes all persons at that time under employment by the Village of Innisfree

3. SNOW AND ICE REMOVAL

3.1 The property owner of any real property in the Village of Innisfree (hereinafter called the Village) is ultimately responsible for all activities on the property which may constitute prohibition of this bylaw.

3.2 The property owner or occupier shall remove or cause to have removed any accumulation of snow or ice from the roof or other part of any structure on the property where the location of that structure is such that, should the snow or ice on it fall onto any side walk or highway it could cause bodily injury to persons passing by, or cause structural damage to other buildings, or cause damage to passing vehicles, or would impede travel by either pedestrians or vehicular traffic;

3.3 The snow or ice moved from sidewalks under the discretion of the property owner or occupier and ice and snow moved from buildings pursuant to the requirements of this Bylaw shall not be placed on any highway in such a manner that vehicular traffic will be adversely affected, nor shall it be placed on any highway in such a manner that water flow from melt water will be blocked or caused to accumulate to the degree that pedestrian or vehicular traffic would be inconvenienced or impeded, nor shall it be placed on any highway in such a way as to block any storm drain opening.

4. **DAMAGE TO SIDEWALKS**

4.1 No person shall use any snow removal equipment such as any shovel, pick, crowbar or any other instrument in a manner that will damage the sidewalk whether such person is engaged in removing snow or ice from a sidewalk or not;

4.2 No person shall damage any sidewalk in the Village with the use of sodium chloride, calcium chloride, or other harmful substance for the removal of snow and ice;

4.3 In all instances where the sidewalk has been damaged through the actions of the owner or occupier of said property or any agent acting on their behalf, the Village shall invoice the owner or occupier of the real property who failed to comply with the provisions of this Bylaw, and if such monies as invoiced under this section remain unpaid at 31 December of the year in which the invoice was issued, such monies shall be added to the property taxes of the real property as permitted by the *Municipal Government Act, Chapter M-26, RSA 2000*;

4.4 Every person who violates any provision of this Bylaw, or who permits any act or thing in contravention of this Bylaw is liable on summary conviction to a fine of not more than five thousand dollars (\$5,000.00) and costs of repair. Each week that such a violation is permitted to occur shall be a separate offence.

5. **PARKING**

5.1 The Village reserves the right to curtail parking on any highway in the Village to facilitate snow removal, or for any reason whatsoever. Signs shall be erected by Public Works staff or persons so delegated by the Public Works Foreman to prevent such parking. No person shall park any vehicle on any highway which has been closed by such signs. Any vehicle found parked in contravention of such designated signs shall be subject to removal by tow truck at the expense of the registered owner of the vehicle.

6. **SEVERABILITY**

6.1 If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw.

7. **EFFECTIVE DATE**

7.1 This bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST, SECOND, AND BY UNANIMOUS CONSENT OF COUNCIL, A THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF DECEMBER, 2013

Deb McMann, Mayor

Jennifer Hodel, CAO

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING AND CONTROLLING MOTOR VEHICLE TRAFFIC

WHEREAS pursuant to Section 7 of the *Municipal Government Act* (MGA), Revised Statutes of Alberta, 2000, Chapter M-26, the Council of a Municipality may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property and, for municipal purposes respecting transport and transportation systems; Section 18(1) states that the Municipality has the direction, control, and management of all roads within the Municipality.

AND WHEREAS, pursuant to Section 13 of the *Traffic Safety Act*, Revised Statutes of Alberta, 2000, Chapter T-6, the Council of a Municipality may, with respect to a Highway under its direction, control and management, pass Bylaws not inconsistent with the *Traffic Safety Act* respecting matters enumerated therein.

AND WHEREAS pursuant to Section 14 of the *Traffic Safety Act*, Revised Statutes of Alberta, 2000, Chapter T-6, the Council of a Municipality may pass Bylaws prescribing speed limits that are different from the speed limits established in the *Act*.

NOW THEREFORE, the Council of the Village of Innisfree in the Province of Alberta, duly assembled and pursuant to the authority conferred upon it by the *Traffic Safety Act* and the *Municipal Government Act* enacts as follows:

Part 1 – Short Title and Definitions

Section 1: SHORT TITLE:

1.0 This Bylaw may be cited as “The Village of Innisfree Traffic Bylaw”

Section 2 – DEFINITIONS:

2.0 The use of nouns and pronouns within the Bylaw are gender neutral and, accordingly, any reference to one gender includes the other.

2.1 In this Bylaw, unless the context requires otherwise, all terms defined in the current *Traffic Safety Act*, including associated Regulations, shall apply. For clarification:

2.12 “Alley” means a narrow highway intended chiefly to give access to the rear of the building and parcels of land;

2.13 “Bicycle” includes any manner of cycle propelled by human power on which a person may ride regardless of the number of wheels it may have;

2.14 “Boulevard” means that part of a Highway that is not a roadway and includes a ditch that forms part of a Highway;

2.15 “Chief Administrative Officer” means the Person appointed by Council in accordance with the *MGA* and is referred to in this Bylaw as “CAO,” or a Person designated to act on the CAO’s behalf;

- 2.16 “Commercial Vehicle” means a Commercial Vehicle as defined by the *Traffic Safety Act*, and includes any Vehicle from which sales are made of goods, wares, merchandise or commodities, or a Vehicle by which delivery is made of people, goods, wares, services, merchandise or commodities to a purchaser or consignee thereof;
- 2.17 “Council” means the Municipal Council of the Village of Innisfree;
- 2.18 “Crossing” means that area used for, or constructed to provide, access to Private Property from any Highway and shall be all that area from the Curb to the Private Property line;
- 2.19 “Curb” means the actual curb if there is one and, if there is no actual curb in existence, shall mean the division point of Highway between that part thereof intended for the use of Vehicles and that part thereof intended for the use of pedestrians;
- 2.20 “Dangerous Goods” means any product, substance or organism specified or included by its nature in any of the classes listed in the Regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, c. D-4, as amended or repealed and replaced from time to time;
- 2.21 “Disabled Person Vehicle” means a vehicle identified as such by either an Alberta license plate starting with the letter “A” or an Identification Placard, clearly displayed in the Vehicle bearing the international symbol of the disabled, provided through Alberta Registries;
- 2.22 “Emergency Vehicle” means:
- A Vehicle operated by a Police force, a firefighting or other type of Vehicle operated by a fire protection service
 - An ambulance operated by a Person or an Organization providing ambulance services
 - A Vehicle operated as a gas disconnection unit of the public utilities
 - A Vehicle designated as an emergency response unit pursuant to the regulations under the *Traffic Safety Act*.
- 2.23 “Fire or Emergency Lane” means all that portion of a Highway used to provide access to buildings, and so marked by signs stating: “Fire or Emergency Lane.”
- 2.24 “Hazard” means a risk or danger, or to expose to a risk, danger, or peril;
- 2.25 “Heavy Vehicle” means a Vehicle, with or without load, exceeding any one of the following:
- 11 metres in length, or
 - Maximum allowable weight of 7,200 kilograms; or
 - Tractor units which form by attaching as power to semi-trailers;

Heavy vehicles do not include recreational vehicles.

- 2.26 "Highway" means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way or any other place, or any part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- a. Secondary Highway 870;
 - b. Secondary Highway 16A (Railway Avenue South);
 - c. a sidewalk, including a Boulevard adjacent to the sidewalk;
 - d. the ditch, if any, lying adjacent to, and parallel with, the roadway, and;
 - e. if the Highway right of way is contained between fences or between a fence and one side of the Roadway, all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case made be,

But does not include a place declared by Regulation not to be a Highway.

- 2.27 "Highway Right of Way" means all the land between the property line on one side of the Highway and the property line on the other side of the Highway for the entire length of that Highway.
- 2.28 "Identification Placard" means a placard issued by the Provincial Government for the purpose of identifying a Vehicle as operated or used by a disabled Person;
- 2.29 "Municipal Government Act" or "MGA" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time;
- 2.30 "Municipal Tag" means a tag or similar document issued by the Village pursuant to the *Municipal Government Act* that alleges a Bylaw offence and provides the Person the opportunity to pay an amount to the Village in lieu of prosecution;
- 2.31 "Occupy" means to reside in or to be on;
- 2.32 "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:
- a. 4-wheel drive Vehicles;
 - b. Low pressure tire Vehicles;
 - c. Motorcycles and related 2-wheel Vehicles;
 - d. Amphibious machines;
 - e. All-terrain Vehicles;
 - f. Miniature Motor Vehicles;
 - g. Snow Vehicles;
 - h. Minibikes, zip bikes, pocket bikes, mobility aides; and
 - i. Any other Vehicle exempted from being an Off-Highway Vehicle by Regulation;

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- 2.33 “Operator” means the Registered Owner thereof or if not the Registered Owner, the Person driving or in the position of control over the Vehicle;
- 2.34 “Owner” with respect to a Vehicle means:
- the Person whose name the Vehicle is registered under the provision of the *Traffic Safety Act*, or
 - any Person renting a Vehicle or having the exclusive use of it under a lease or otherwise for a period of more than thirty (30) days;
 - and with respect to any other form of property, means the Person registered as Owner, the Person shown on the assessment roll for the Property, or the Person in lawful possession or otherwise exercising control over that property;
- 2.35 “Parade” means a group of Vehicles, animals, pedestrians, or combination thereof on a Highway which is likely to block, obstruct, impede, hinder, or otherwise interfere with pedestrian and/or vehicular Traffic, excluding a funeral procession or a military Parade;
- 2.36 “Park,” “Parked” OR “Parking” or any word or expression of similar connotation or impart shall mean a Vehicle remaining stationary in one place, whether occupied or not, to remain standing in one place except:
- while actually engaging in loading or unloading passengers, or;
 - in compliance with a Traffic Control Device or the direction of a Peace Officer;
- 2.37 “Peace Officer” means any Federal or Provincial Officer or duly appointed Municipal Special Constable and for the purpose of this Bylaw, shall include a Bylaw Enforcement Officer having jurisdiction within the Municipality;
- 2.38 “Permit” means an authorization issued by the CAO pursuant to this or any other Bylaw of the Village;
- 2.39 “Person” means any of the following:
- an individual;
 - a legal entity, including a corporation, firm, partnership, association, society, or registered company, and;
 - a trustee, executor, administrator, agent or employee of either a. or b.
- 2.40 “Playground Zone” means that portion of a Highway within the Village identified as a Playground Zone by a Traffic Control Device;
- 2.41 “Posted” means to erect, place or mark with Traffic Control Devices;
- 2.42 “Private Property” means any property within the Village not owned by or occupied by the Government of Canada, the Government of Alberta or by the Village except as otherwise indicated by express provisions of this Bylaw;
- 2.43 “*Provincial Offences Procedures Act*” means the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, as amended or appealed and replaced from time to time.

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- 2.44 “Public Place” means any Highway, Park, Land, recreation area, public bridge, road, footway, square, court. Alley, passageway, whether a thoroughfare or not, and includes but is not limited to any open space which the public has or may have access to, owned by or under the direction, control, and management of the Village of Innisfree.
- 2.45 “Recreation Vehicle” or “Recreational Vehicle” means a Vehicle designed to provide temporary living accommodation for travel, vacation, or recreation cause, and to be driven, towed, or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday Trailer, camper, tent Trailer, personal watercraft, boats and any bus or truck converted to provide temporary living accommodations;
- 2.46 “Roadway” means that part of a Highway intended for use by vehicular traffic;
- 2.47 “Street Furniture” means every Curb, sidewalk, pole, traffic sign, waste receptacle, bench, tree, plant, grass, hydrant. Fence, utility, utility service or any Property belonging to the Municipality capable of being marked, defaced, or damaged;
- 2.48 “School Zone” means that portion of a Highway with the Village, marking the portion of Highway as a School zone;
- 2.49 “Stop” when prohibited, means to allow a Vehicle (whether occupied or not) to stop, to load or unload, passengers, freight, or goods;
- 2.50 “Traffic Control Device” means any authorized sign, signal, marking, or device placed, marked, or erected for the purpose of regulating, warning, or guiding traffic or pedestrian movement;
- 2.51 “*Traffic Safety Act*” means the *Traffic Safety Act*, R.S.A. 2000, c.T-6, as amended or repealed and replaced from time to time;
- 2.52 “Trailer” means a Vehicle so designed that it:
- a. may be attached to or drawn by a motor Vehicle or tractor, and,
 - b. is intended to transport property or Persons;
- and includes any Vehicle defined by Regulation as a Trailer but does not include machinery or equipment solely used in the construction or maintenance of Highways;
- 2.53 “Transit Vehicle” means a Vehicle used for public transportation including school buses;
- 2.54 “Vehicle” means any device in or on which a Person or thing may be transported or drawn on a Highway, including a combination of Vehicles, but excludes a mobility aide being used to facilitate the transport in a normal seated orientation of a Person with a physical disability;

- 2.55 "Village" means the municipal corporation of the Village of Innisfree, in the Province of Alberta and includes the geographical area within the boundaries of the Village of Innisfree where the context so requires;
- 2.56 "Violation Ticket" means a Tag or similar documents issued pursuant to Part II and Part III of the *Provincial Offences Procedure Act* and the Regulations thereunder;
- 2.57 "Work Zone" means an area designated by Traffic Control Devices as a Work Zone for the purpose of maintenance, construction, or repairs on or near a Highway.

PART II – CONTROL OF HIGHWAYS

Section 3 – Operation of Vehicles

- 3.0 Every Person shall obey the instructions of all Traffic Control Devices authorized under this or any other Bylaw, unless directed by a Peace Officer.
- 3.1 Where temporary Traffic Control Devices, including the use of signs and flag Persons, have been placed in accordance with this or any other Bylaw, Statute or Regulation, every Person shall obey the instructions of those temporary Traffic Control Devices for the period during which those temporary Traffic Control Devices are in place.
- 3.2 No Person shall stop a Vehicle or permit a Vehicle to be left upon any Highway in such a manner as to block, impede or hinder traffic on the Highway.
- 3.3 Notwithstanding Section 3.2, where the obstruction caused by a Vehicle is unavoidable due to mechanical failure, a Person shall not be in breach of Section 3.2, provided the Person promptly takes measures to remove the Vehicle from the Highway and does so within 72 hours.
- 3.4 No Person shall drive, pull, or haul upon any Highway a Vehicle, with or without a load, without first having properly cleaned and removed all loose material from the Vehicle body, Vehicle box, hitch, and trailer.
- 3.5 Loads of loose material shall not be hauled on any Highway within the Village unless the load is covered in its entirety by a secure tarpaulin or similar device.
- 3.6 No Person shall drive or pull upon a Highway, any Vehicle containing a load unless that load has been secured in such a manner as to prevent the load from falling onto a Highway or any land adjacent thereto, or otherwise to prevent shifting of the load within the Vehicle.
- 3.7 No Person shall operate a Heavy Vehicle on any Highway, other than a Highway designated and properly marked as a Truck Route, as set out in Schedule 'A' attached to and forming part of this Bylaw.
- 3.8 A Heavy Vehicle will not be deemed to be operating in contravention of Section 3.7 if the Heavy Vehicle is on a direct route to/from a construction site. The Heavy Vehicle shall use Truck Routes if the route allows.

Section 4: SPEED

- 4.1 Notwithstanding any speed limit prescribed by or pursuant to this Bylaw, or any other Act, no Driver shall drive at any rate of speed that is unreasonable, having regard to all of the prevailing circumstances and conditions, including, without restrictions the generality of the foregoing:
- a. The nature, condition, and use of the Highway;
 - b. the atmosphere, weather or other conditions that may impede the visibility of the Driver or control of the Vehicle;
 - c. the amount of Traffic presently on the Highway, or that a Person in similar circumstances would reasonably expect to be upon the Highway; and
 - d. no mechanical condition, construction or other limitations of the Vehicle or any equipment of the Vehicle.
- 4.2 No Person shall operate a Vehicle at a speed greater than fifty (50) kilometers per hour on any Highway within the Village unless otherwise permitted in this Bylaw or Posted by a Traffic Control Device.
- 4.3 No Person shall operate a Vehicle on any alley within the Village at a speed in excess of Twenty (20) kilometers per hour.
- 4.4 **On any day on which school is held, no Person shall operate a Vehicle within a School Zone (locations specified in Schedule 'A') at greater Speed than thirty (30) kilometers per hour during the following period:**
- a. **from 8:00 am to 5:30 pm.**
- These times shall be posted on all School Zone signs in black and white.**
- 4.5 No Person shall operate a Vehicle within a Playground Zone at any rate of speed greater than thirty (30) kilometers per hour during the period of time commencing at 8:30 am and terminating one hour after sunset. (Locations specified in Schedule A.)

Section 5: PEDESTRIANS

- 5.0 No Pedestrian shall cross an intersection if a Traffic Control Device prohibits such Crossing.
- 5.1 The Driver of a Vehicle is not relieved of his or her obligation to always exercise due care and attention when operating a Vehicle on a Highway.
- 5.2 No Person shall stand in a group of three (3) or more Persons or so near to each other on any Highway as to obstruct the entrance to a building or to obstruct or prevent other Persons from using the Highway, and forthwith after a request has been made by a Peace Officer, all such Persons shall disperse and move away from the area.
- 5.3 No Person shall conduct him or herself or otherwise position him or herself on a Highway in such a manner as to obstruct vehicular or pedestrian traffic or as to otherwise inconvenience any other Person upon the Highway.

- 5.4 Nothing in this Bylaw shall be construed as prohibiting the assembling of Persons for the purpose of watching a duly authorized Parade or Procession, or as otherwise permitted by the Village.
- 5.5 No Person shall hitchhike or solicit a ride from a Driver of a Vehicle on a Highway.

Section 6: CYCLISTS, INLINE SKATES, SKATEBOARDING, OFF-HIGHWAY VEHICLES

- 6.0 No Person shall ride a bicycle, a skateboard, a sled, roller skates, inline skates, ice skates, a toy vehicle or off-highway vehicle on any sidewalk, unless the sidewalk is closed to pedestrians.
- 6.1 No Person shall ride an Off-Highway Vehicle on any Highway within the Village unless in accordance with the Off-Highway Vehicle Bylaw 596-15, and subsequent amendments or replacements thereto.
- 6.2 Every Person using a bicycle, a skateboard, a sled, roller skates, inline skates, ice skates, a toy vehicle, or other similar modes of transportation on any Highway, in accordance with the provisions of the Bylaw shall:
- a. yield the right of way to pedestrians;
 - b. when passing a pedestrians use all due care, attention and control required to ensure the safety of the pedestrian;
 - c. give an audible signal before overtaking a pedestrian, produced in a reasonable time prior to the overtaking, by voice, bell or other warning audible to the pedestrian.
- 6.3 No person travelling on a bicycle, a skateboard, a sled, roller skates, inline skates, ice skates, a toy vehicle, or similar device shall cling to or attach him or herself or the device to a Vehicle on a Highway.
- 6.4 No Person shall drive or operate a Vehicle on a Highway having in tow any of the devices referred to in Section 6.12.
- 6.5 No Person shall ride a bicycle or, where permitted pursuant to this Bylaw, roller skate, inline skate, skateboard or operate any other similar device, at any rate of speed that is unreasonable having regard to the nature, condition and use of the Highway, and the amount and kind of Traffic that is or might reasonably be expected to be upon that Highway.
- 6.6 No Person shall conduct a rally or race involving any bicycle, roller skates, inline skates, skateboard, or any other similar device upon any highway or sidewalk unless authorized by the CAO or his or her delegate. The rally or race shall be conducted in accordance with Council Policy and if required, in accordance with RCMP approval.

Section 7: PARKING

- 7.1 No Person shall Park or permit to be Parked, any Vehicle for any period of time whatsoever in any of the following locations:
- a. Highway 870 within the corporate limits;

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- b. upon a Highway in front of, adjacent to, or abutting any building, structure, place, or premises, in the course of construction or repair, when such Parking will impede or obstruct traffic, or;
 - c. in any Commercial Loading Zone properly marked by a sign indicating the restrictions which apply thereto, except a Commercial Vehicle lawfully engaged in loading or unloading of goods;
 - d. in the entrance way to any fire hall; and,
 - e. upon a Highway or roadway within three (3) metres of a fire hydrant.
- 7.2 No Person shall Park a Vehicle on any portion of a Highway marked by a "No Parking Sign."
- 7.3 Except in the event of a breakdown, no Person shall stop a Vehicle on any portion of a Highway marked by a "No Stopping" or "No Parking" sign.
- 7.4 No Person shall park a Vehicle in an alley, unless a sign permits Parking, but alleys other than a designated Fire or Emergency Lane may be used for:
- a. the loading or unloading of goods or passengers from a Vehicle other than a Commercial Vehicle for a period of time not exceeding fifteen (15) minute and/or as permitted by the CAO.
- 7.5 No Person shall Park or Stop or permit a Vehicle to be Parked or Stopped in a designated Fire or Emergency Lane.
- 7.6 No Person shall Park or Stop a Vehicle in excess of a time designated and marked on a sign posted for the purpose of restricting the time for Parking or Stopping a Vehicle.
- 7.7 No Person shall Park a Vehicle on any parking lot privately owned, of which the public is ordinarily entitled or permitted to use for the parking of Vehicles, except:
- a. in accordance with signs indicating the area, stalls, or space where Parking is permitted; and,
 - b. wholly within the limits of the space marked out or designated upon the surface of the Parking area.
- 7.8 Unless otherwise designated by Traffic Control Devices:
- a. No Person shall Park a Vehicle upon any Highway in any manner except parallel to the curb or edge of the Highway with the right wheels (passenger side) of the Vehicle being a maximum of .30 metres from the curb or edge of the Highway, with exceptions as noted in Section 7.8 c. below.
 - b. Notwithstanding Section 7.8.a. no Person shall Park a Vehicle upon any Highway in such a manner that any part of the Vehicle is within three (3) metres of the center line of the Highway where the portion thereof intended for vehicular traffic is ten (10) metres or more in width.
 - c. Without restricting the generality of subsection (a), the Driver of a Vehicle shall angle Park on the following Highways:

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- (i) both sides of the Street from 50th Avenue from 16A (Railway Avenue South) to 53rd Street and 51st Street from Highway 16A to 49th Avenue.
 - (ii) as designated in subsection "f" below.
- d. Parking to be restricted to Emergency Vehicles only between signs and doors of the "Curling rink" entrance and in front of the Innisfree Fire Hall at
 - e. No Person parallel Park along Secondary Highway 870 (within the Village municipal boundary) from 47th to 51st Avenue.

Parking of Trailers:

- 7.9 No Person shall occupy or suffer or permit any other Person to occupy a Trailer or Recreational Vehicle upon a Highway or upon a Recreation Centre, ball diamonds, school grounds, Parks or any other Village-owned Property which has not been designated for a Trailer or Recreational Vehicle Parking unless for a special occasion and then no longer than 48 hours or a longer time is granted with Ball diamond or Hall rent.
- 7.10 Notwithstanding the provisions of 7.19, a Person may Park and occupy a Trailer or Recreational Vehicle upon Village-Owned Property provided that written permission has been obtained from the CAO or their designate.
- 7.11 Notwithstanding Section 7.17, an Owner or Operator of a Vehicle and attached Trailer or Recreational Vehicle shall not park the Vehicle and attached Trailer or Recreational Vehicle on a Highway or Roadway for more than forty-eight (48) consecutive hours.
- 7.12 Notwithstanding Section 7.21, an Owner or Operator of a Vehicle and Trailer, or Trailer or Recreational Vehicle shall not Park the Vehicle and Trailer, or Trailer or Recreational Vehicle or any part thereof on a Roadway, Highway or Highway right-of-way if, in the opinion of a Peace Officer, the Vehicle and Trailer, or Trailer or Recreational Vehicle constitutes an obstruction, presents a safety concern or otherwise impedes the progress of other uses of the sidewalk, pathway, Roadway, Highway or Highway right-of-way.

Commercial Vehicles:

- 7.13 No Person shall Park a Commercial or farm Vehicle over 1 tonne in any residential district.
- 7.14 Any provisions of Sections 7.13 shall not prohibit Commercial Vehicle from Parking on any Highway within the Village for the purpose of loading or unloading goods to or from premises abutting such Highway provided that the Commercial Vehicle or Commercial Vehicle attached shall have all front and rear hazard lights illuminated at all times and they are not blocking Vehicle or Pedestrian Traffic and are not use for the conveyance of Dangerous Goods.

Parking of Dangerous Goods

- 7.15 Notwithstanding Section 7.14; no Person shall Park a Vehicle or Trailer used for the conveyance of Dangerous Goods except in an industrial area and,
 - a. a minimum of Twenty (20) metres from any building.

- 7.16 Parking for all Vehicles transporting Dangerous Goods is solely permitted at the Petro-Can Highway Truck Stop Parking Lot (at 4705 – 53 Street.)

Disabled Person Parking

- 7.16 No Person shall Park a Vehicle in a Parking space designed for the exclusive use of disabled Persons unless such Vehicle has clearly displayed and Identification Placard Issued by the Provincial Government or bears a license plate designating it a Disabled Person Transport Vehicle and is at the time operated by or transporting the Person to whom the Identification Placard has been issued.

Exemption for Parking Provisions:

- 7.17 Notwithstanding anything appearing elsewhere in this Bylaw, the provisions relating to Parking of Vehicles do not apply to:
- a. Emergency Vehicles;
 - b. Vehicles use in conjunction with the servicing of Highways, trails, Parks and public utilities, including water and sewer systems, telephone systems, electrical systems and communication systems;
 - c. Funeral cars operated by a funeral director, during a funeral;
 - d. Towing services Vehicles,

while any such Vehicle is being used in work requiring that it be Stopped or Parked.

Removal of Vehicles:

- 7.18 The CAO or a Peace Officer is hereby authorized to remove and impound or cause to be removed and impounded any Vehicle Parking in contravention of any provision of this Bylaw.
- 7.19 Notwithstanding Section 7.10 to 7.12, where portable “No Parking” signs have been placed on or near a Highway by the Village or with permission of the Village, removal of Vehicles may be required to facilitate the activities proposed in support of which the portable “No Parking” signs have been placed. The Village, its employees, servants, agents, or representatives may tow such Vehicles at the expense of their Owner and Park the same on an adjacent Highway without impounding the Vehicles, after the expiration of forty-eight (48) hours from the time the portable “No Parking” signs are erected.

PART III – USE AND MAINTENANCE OF PUBLIC SPACES**Section 8: Crossings and Maintenance of Highways and Public Places**

- 8.0 No Person shall place or permit to be placed, an electrical cord or cable above the surface of any Highway or sidewalk.
- 8.1 Notwithstanding Section 8.01 of this Part, an electrical cord or cable may be suspended from Private Property to a Highway if said cord is suspended not less than 2.4 metres above the surface of a sidewalk and supported by sturdy poles or stanchions firmly and suitably anchored in the Owner’s Property. The said poles or stanchions may only be erected and remain in place from November 1 to March 30 of any year.
- 8.2 Each Owner or Occupant of any premises or real property within the Village, who is required to drive any Vehicle across any sidewalk or boulevard for the purpose of entering the premises or

real property, may cause to be constructed in place of the sidewalk and/or boulevard to be crossed, and of full width thereof, a Crossing, so designed and maintained as to be suitable for Pedestrians using the sidewalk and Vehicles using the driveways.

- a. No construction of such Crossing shall commence unless a Permit for a Crossing has first been obtained from the Village.
 - b. Every Person who obtains a Permit for a Crossing shall comply with all the terms and conditions of the permit.
- 8.3 The Owners of any premises or Real Property served by a Crossing shall be responsible for its maintenance or replacement, except that part of the Crossing known as the sidewalk which runs parallel to the Roadway and the Curb.
- 8.4 Where it is determined by the CAO or his or her designate that a Crossing has come into disrepair, the CAO or his or her delegate may give written notice to the registered or assessed Owner of the Property serviced by such Crossing. If that Owner does not take the corrective measures directed by the CAO or his or her delegate within thirty (30) days of the mailing of said notice, then the Village may cause the required repairs to be done. The cost of these repairs may be charged to the Owner as a debt owing to the Village and may be added to the tax roll for the Property. The CAO or his or her designate may close and fill in all unused Crossings and charge the cost thereof to the Owner of the Property served by said Crossing, provided that the CAO or his or her designate have given thirty (30) days' notices of intention to do so, in writing, to the Registered or assessed Owner of such Property.
- 8.5 The CAO or his or her delegate may issue temporary Crossing Permits to temporarily serve construction sites or special events, provided that the applicant of the Owner of the Property thus served will undertake to indemnify and save harmless the Village by reason of the existence of said temporary Crossing.
- 8.6 If, in the opinion of the CAO or his or her delegate any portion of the Curb, sidewalk, boulevard or other Street furniture is damaged by the temporary use allowed pursuant to a Permit issued under Subsection 8.06, the applicant, its principal or the Owner of the Property served by the Crossing shall pay for the repair carried out by a Person retained by the Village.
- 8.7 No Person shall in any way, damage or otherwise vandalize any Street Furniture on any Highway, Park or Public Place.
- 8.8 No Person shall place, abandon, throw, deposit or allow to be placed, abandoned, thrown or deposited any litter, which shall include but not be limited to nails, tacks, glass, crockery, barbed or other wire, scrap metal, bottle, paper, paper carton or other paper or any other container, substance or thing on any Highway or Public Place.
- 8.9 In the event that any load or any portion thereof becomes loose or detached or blows, drops, spills or galls from any Vehicle onto any Highway, it shall be the duty of the driver of the Vehicle forthwith to take all reasonable precautions to safeguard traffic and also to remove such material for such Highway.
- 8.10 The CAO or his or her delegate may order the Person who left or allowed to be left or placed litter or a load on a Highway or Public Place, to remove same within a period of twenty-four

- (24) hours and, in default, the CAO or his or her delegate have the Village remove the litter. The cost of removal shall be charged to the Persons who left or allowed to be left the litter upon the Highway or Public Place. In cases where an immediate public Hazard is created in the opinion of the Village or its duly authorized representative, notice as provided for above is not required.
- 8.11 No Person shall drive, operate, or permit to be driven or operated, any Vehicle or equipment of any nature or kind in such a manner as to Track upon a Highway.
- 8.12 Any person who Tracks upon a Highway shall in addition to any penalty that may be specified in Schedule "A" to this Bylaw, is liable to clean up or remove the substance or material Tracked upon the Highway in default of which the Village may clean up or remove such substance or material at the expense of the Person tracking.
- 8.13 Except as authorized by the CAO or his or her delegate:
- a. no Person shall deface, paint, chalk, stencil or mark any Highway or Street Furniture;
 - b. no Person shall place any advertising, legend, billboard or sign or any kind upon any Highway without obtaining a billboard or sign permit as required in the Village of Innisfree Land Use Bylaw;
 - c. No Person shall post or exhibit or cause to be posted or exhibited any notice, placard, bill or printing or other type of notice whatsoever upon any Highway, Public Place, or Street furniture, without the express permission of the Village;
 - d. No Person shall remove any Traffic Control Device or other Street Furniture; and,
 - e. No Person shall climb or interfere with any telephone, signal service, fire alarm, electric wire, lamp, post, tower, or pole connected with the lighting, gas, telephone, Fire Protection system or any other utility system or work of the Village.
- 8.14 Except as authorized by the CAO or his or her delegate, no Person shall encroach, place, or construct any object so that it encroaches or obstructs any Highway or other Public Place.
- 8.15 Any Person placing or causing any obstruction to be placed in or upon any Highway, Curb or Public Place shall remove or cause the removal of such obstruction within twenty-four (24) hours of his being notified to do so by the CAO or his or her delegate.
- a. After the expiration of the said twenty-four (24) hours, the CAO or his or her delegate may remove or cause the removal of such obstruction without notifying the Owner.
 - b. If the obstruction is deemed a hazard to the Public, the CAO or his or her delegate, may remove or cause the removal of the obstruction immediately.
 - c. The cost of removal may be charged to the Person who left the obstruction on the Street or Public Place.
- 8.16 Except as authorized by the Village, no Person shall break, tear or remove any planking, pavement sidewalk, Curbing, concrete, cement or other Road surface nor make any excavations

- in or under any portion of any Highway, lane, Park, or Public Place in the Village without first obtaining a Utility Installation Permit issued by the CAO or his or her delegate.
- 8.17 The CAO or his or her delegate is hereby authorized to temporarily close any Street, road, lane, alley of Highway or any part thereof at any time where a construction or maintenance project adjacent to the street, road, lane, alley, or Highway may create a Hazard.
- 8.18 No Person shall plough, dig up, take, carry away or in any way interfere with any earth, gravel, sand, turf, soil or grass on any Street, lane, or Public Place without first having obtained permission for the CAO or his or her delegate.
- 8.19 The Owner, Assessed Owner, tenant or Occupant of any land adjoining any Highway or Public Place in the Village shall cause all trees, shrubs and bushes which overhang the Highway or Public Place to be properly trimmed, and cut back, so as to prevent the obstruction of pedestrians or Vehicles and/or the interference with good visibility for safe traffic flow.
- 8.20 Any Person who fails to comply with Section 8.19 may be given notice in writing by the CAO or his or her delegate stating that if Section 8.19 is not complied with within twenty-four (24) hours after being served notice, the Village may carry out said work, charging the costs of such work to the Owner of the Property.
- 8.21 All Owners, Occupants or tenants of Property shall remove or cause to be removed and cleared away dirt, debris or other obstruction from any sidewalk adjoining their Property Owned or Occupied by them, within forty-eight (48) hours of the time when the dirt, debris or other obstruction was formed or deposited thereon unless there has been extenuating circumstances (i.e. storm or wind damage) or the trees are Village-owned, in which case, the adjacent landowner would contact the Village for removal.
- 8.22 All Owners, Occupants or tenants of Property shall remove, or cause to be removed and cleared away snow or ice from any sidewalk adjoining their Property Owner or Occupied by them, within forty-eight (48) hours following the cessation of the time when the snow or ice was formed or deposited thereon.
- 8.23 Where a Person being the Owner, Occupant or tenant of any Property fails or neglects to comply with Sections 8.21 and 8.22 of the Part, the Village, in addition to other remedy available for non-compliance with this Bylaw, may clear the sidewalk and the cost thereof shall be paid to the Village by the Owner or Occupant upon demand and failing payment such cost may be added to the Tax Roll of the Property, after first receiving notification.
- 8.24 No Person shall remove dirt, debris, or any other obstruction from any sidewalk by causing such material to be placed upon any other portion of the Highway or other Public Place adjacent to such Property.
- 8.25 No Person shall use any snow removal equipment such as any shovel, pick, crowbar, or any other instrument in a manner that will damage the sidewalk whether such person is engaged in removing snow or ice from a sidewalk or not; and no Person shall damage any sidewalk in the Village with the use of sodium chloride, calcium chloride, or other harmful substance for the removal of snow and ice.
- 8.26 Every Owner, Occupant, or tenant of a Property with a Land Use Designation other than R1, R2, or RMH1, as designated in the Village Land Use Bylaw, shall not place, or permit to be placed, any snow, ice, dirt, debris, or other material removed from Private Property onto the Highways

- or other Public Places of the Village except as authorized in writing by the CAO and his or her delegate.
- 8.27 Every Owner or Occupant of every house, shop, building, church or chapel abutting on or erected within three (3) metres of any Highway or Public Place shall install snow barriers on the roof and whenever snow or ice shall accumulate on the roof or eaves of such building, to an extent that a potential danger is created to Persons passing, cause the same to be removed at once, and every Person, while removing the same shall take due and proper care and precaution for the warning and safety of Persons passing.
- 8.28 A Person who has an awning extending from a portion of his Property over a Highway or Public Place or portion thereof shall keep the awning free from snow or ice to prevent water dripping to the sidewalk or other area accessible to the Public below.
- 8.29 The Owner or Occupant of any Property fronting or adjoining any sidewalk shall sweep or clean the same or cause that sidewalk to be swept or cleaned as to keep the sidewalk from becoming dangerous or unsightly.
- 8.30 Where, in the opinion of a Peace Officer, or Other Person authorized to enforce this Bylaw, a sidewalk has become dirty or otherwise covered in debris to an extent such as to be unsightly or pose a danger to any Person, the Peace Officer or other Person authorized to enforce this Bylaw may issue an Order pursuant to Section 545 of the *Municipal Government Act* ordering the Owner or Owner and Occupant of the Property to take such steps as are necessary to remove the danger to the Public. Nothing in this Section shall prohibit a municipality from issuing a Municipal Tag pursuant to this bylaw against the Owner or Occupant of such premises.
- 8.31 No Person shall cast, project, or throw any stones or other projectiles dangerous to the Public on any Highway or other Public Place.
- 8.32 Every Property Owner or Occupant shall mow and otherwise maintain the grassed boulevard area or alley directly adjacent to their Private Property.
- 8.33 No Person shall drive or operate a motor Vehicle on or across any boulevard, Park, school grounds, utility lot, utility right of way or Village reserve or other Public Place (excluding Highways), without the permission of the CAO or his or her delegate.

SECTION 9: OBSTRUCTIONS AND WORK ON HIGHWAYS AND PUBLIC PLACES

- 9.0 No Person shall make, place, or allow an obstruction of any kind in, upon or above any Highways or Public Place unless authority has been granted by the CAO or his or her delegate pursuant to a Permit.
- 9.1 Every person who fails to obtain or to comply with the provisions of a permit pursuant to Subsection 9.0 shall be guilty of an offence and shall, in addition to any other Penalty, cause the removal of the obstruction within twenty-four (24) hours after being notified to do so by the CAO or his or her delegate. After the expiration of the said twenty-four (24) hours, the CAO or his or her delegate may cause the removal of the obstruction and such removal shall be at the

- expense of the Person causing, placing, or permitting the obstruction on the Highway or Public Place.
- 9.2 Every Person making or placing an obstruction of any kind in, upon, or above Highways or Public Place shall produce the Permit granted pursuant to Subsection 9.0 for inspection upon the request of a Peace Officer or a representative of the CAO or his or her delegate.
- 9.3 Where an obstruction or any kind exists in, upon or above any highway or Public Place and, in the opinion of the CAO or his or her delegate it creates an unsafe condition, the CAO or his or her delegate shall be entitled to take such measures as are required for the protection of life or property.
- 9.4 The Village assumes no responsibility for damage to property abutting Village property when work is being done pursuant to Sections 9.1 or 9.3.
- 9.5 No Person shall place any hoarding or other structures, materials or equipment upon a Highway or Public Place without first obtaining the written approval of the CAO or his or her delegate for the location of the hoarding on the Highway or Public Place.
- 9.6 No Owner or Occupant of any Premises shall allow a gate of such Premises to swing or project over a Highway or Public Place.
- 9.7 No Person shall, except as otherwise provided herein or by any other Bylaw, erect or maintain any awning, signpost, or sign, which shall in any way extend over a Highway or Public Place unless allowed by an Encroachment Agreement.
- 9.8 No Person shall, unless they have first obtained a Permit for the CAO or his or her delegate, perform construction and maintenance on any Highway or Public Place if the work involves:
- a. Excavation of Roadways, sidewalks, or boulevards.
- 9.9 Pursuant to Section 9.8, the CAO or his or her delegate may revoke a Permit and require the Highway or Public Place to be made passable to the satisfaction of the CAO or his or her delegate.
- 9.10 In addition to the penalty specified in Schedule "B," all work performed without a Permit is subject to immediate stoppage and all costs incurred in making the Highway or Public Place passable may be recovered from the Person responsible for the work.
- 9.11 No Person shall, unless they have obtained a Permit, and a Business License, if required, sell, or display goods or place any temporary or permanent structure related to the selling or displaying of such goods on any Highway or Public Place, unless during a special event as approved by the CAO or his or her delegate.
- 9.12 The size, form, design of structures and location of any structure erected pursuant to Subsection 9.11 must be approved by the CAO or his or her delegate.

- 9.13 No Person shall allow trees, hedges, or shrubs on Private Property within five (5) metres of a Highway intersection, whether planted before or after the date of the passing of this Bylaw, to grow to such a height that good visibility for safe Traffic flow is thereby interfered with.
- 9.14 The CAO or his or her delegate may require compliance with the provisions of Subsection 9.13 hereof within ten (10) days of being notified to do so. If a Person fails to comply with such a notice the CAO or his or her delegate may direct employees or agents of the Village to enter upon the Private Property to carry out the necessary, work and may charge the cost of so doing against the Person in default.

SECTION 10: ACTIVITIES IN PUBLIC PLACES

- 10.0 No Person shall in any way injure any tree, shrub, flower, or grass on any Public Place within the Village.

SECTION 11: POWERS OF THE CAO

- 11.0 The CAO or his or her delegate is hereby delegated the authority to prescribe where Traffic Control Devices are to be Posted within the Village, including, but not limited to, Traffic control Devices restricting the speed of Vehicles.
- 11.1 The Posting of Traffic Control Devices by the CAO or his or her delegate is hereby deemed to be made pursuant to this Bylaw.
- 11.2 The CAO or his or her delegate shall provide a record of all the locations of Traffic control Devices, which shall be open to public inspection during normal Administrative Office hours.
- 11.3 The CAO or his or her delegate is hereby authorized to designate crosswalks upon any Highway and to Post Traffic Control Devices designating those crosswalks.
- 11.4 The CAO or his or her delegate is hereby authorized to designate any Highway intersection or other place on a Highway as a place which no left-hand turn or no right-hand turn or both shall be made and may Post such intersections or other places with appropriate Traffic Control Devices prohibiting such turns.
- 11.5 The CAO or his or her delegate is hereby authorized to designate any intersection or other place on a Highway, including, but not limited to where a railway right-of-way crosses a Highway, as a place where U-turns are prohibited and shall cause the same to be Posted with a Traffic Control Device.
- 11.6 Council may designate a Highway or any portion thereof, for one-way traffic only and instruct the CAO or his or her delegate to Post a Traffic Control Device designating one-way traffic.
- 11.7 The CAO or his or her delegate is hereby authorized to designate School Zones and Playground Zones and may post such Zones with appropriate Traffic Control Devices.
- 11.8 The CAO or his or her delegate is hereby authorized to designate Transit Zones and post such zones with appropriate Traffic Control Devices.

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- 11.9 The CAO or his or her delegate is hereby authorized to designate any Highway upon which No Parking is permitted and to cause the same to be posted with appropriate Traffic Control Devices.
- 11.10 The CAO or his or her delegate is hereby authorized to designate a portion of a Highway where Parking is limited or prohibited to a period of time or wholly prohibited and to cause the same to be posted with appropriate Traffic Control Devices.
- 11.11 The CAO or his or her delegate is hereby authorized to designate Village employee Parking areas and to cause the same to be posted with appropriate Traffic Control Devices.
- 11.12 Council may designate angle or parallel Parking on any Highway and to cause the same to be posted with appropriate Traffic Control Devices.
- 11.13 The CAO or his or her delegate is hereby authorized to Post Traffic Control Devices stating the minimum distance a Vehicle may be Parked from any intersection.
- 11.14 The CAO or his or her delegate is hereby authorized to Post Traffic Control Devices designating Truck Routes or Dangerous Goods Routes as approved by Council and described in Schedule "A" of this Bylaw.
- 11.15 The CAO or his or her delegate, during unfavourable road conditions, is hereby authorized to impose limits on loads travelling on Highways and may Post such Highways with appropriate Traffic Control Devices.
- 11.16 The CAO or his or her delegate is hereby authorized to designate the maximum loading permitted on any highway and to cause the same to be Posted with appropriate Traffic control Devices.
- 11.17 Council may close or open any existing median or divider on any Highway.
- 11.18 The CAO or his or her delegate is hereby authorized to designate:
- a. any Highway as one which is closed temporarily in whole or in part to Traffic and shall cause such Highway to be so marked;
 - b. any area on any Highway or Public Place as one in which Parking privileges are temporarily suspended and shall cause such area to be so marked.
- 11.19 Council may designate any Highway as one to be divided into traffic lanes as such number as may be considered appropriate in the circumstances.
- 11.20 The CAO or his or her delegate is hereby authorized to designate passenger or Commercial Vehicle loading or unloading zones and shall cause the same to be posted with the appropriate Traffic Control Devices.
- 11.21 The CAO or his or her delegate is hereby authorized to restrict the movement of Vehicles from a Private Driveway onto a Highway onto a Private Drive where such restrictions are deemed advisable in the public safety and for the better regulation of Traffic and shall cause the imposed restriction to be posted with the appropriate Traffic Control Devices.

SECTION 12: AUTHORITY OF PEACE OFFICERS AND ENFORCEMENT

- 12.0 The CAO or any Peace officer is hereby authorized to enforce the provisions of this Bylaw.
- 12.1 A Peace Officer is hereby authorized to remove and impound or cause to be removed and impounded, any Vehicle or Trailer:
- a. parked in contravention of this Bylaw; or
 - b. where emergency conditions required that the Vehicle or Trailer be removed.
- 12.2 Any Vehicle removed pursuant to Section 12.2 may be moved to:
- a. a nearby highway; or
 - b. a place designated by the Village where it will remain impounded until claimed by its Driver/Owner.
- 12.3 No impounded Vehicle shall be released to its Owner or his or her agent until the removal and impound charges have been paid.
- 12.4 All charges for removal and impounding shall be in addition to any fine or penalty imposed in respect of any such Violation or, to any payment made in lieu of prosecution, as provided for in this Bylaw.
- 12.5 Where a Vehicle is impounded or stored pursuant to Section 12.2 and is not claimed within thirty (30) days of its removal, it may be disposed of in accordance with the provisions of the *Traffic Safety Act* and the Regulations.
- 12.6 In order to determine the time over which a Vehicle has been Parked in a location where Parking is restricted to a specific allotment of time, a Peace officer may place a chalk mark on the tread face of the tire of a Parked or Stopped Vehicle without the Peace Officer or the Village incurring any liability relating thereto.
- 12.7 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Person whom the Peace Officer has reasonable ground to believe has contravened any portion of this Bylaw.
- 12.8 A Violation Tag may be issued to such Person:
- a. either personally; or
 - b. by attaching it to the Vehicle in respect to which an offense is alleged to have been committed; or
 - c. by mailing a copy to such Person at his or her last known post office address.
- 12.9 Where a Violation Tag has been attached to a Vehicle, no Person, other than the Owner or Operator of that Vehicle shall remove the Violation Tag so affixed to the Vehicle.
- 12.10 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and shall state:
- a. the name of the Person or Vehicle description and license number
 - b. the offence;
 - c. the appropriate Penalty for the offence and specified in Schedule "B" of this Bylaw;

- d. time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and,
- e. any other information as may be required by the Municipal Manger.

12.11 Where a Violation Tag (attached as Schedule "C") has been issued pursuant to this Bylaw, the Person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the village the penalty specified on the Violation Tag.

12.12 Nothing in this Bylaw shall prevent an authorized Peace Officer from immediately issuing a Violation Ticket.

12.13 In those cases where a Violation Tag has been issued, and if the penalty is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

12.15 Notwithstanding Section 12.7 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

SECTION 13: MISCELLANEOUS:

13.1 Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed, and the remaining Bylaw shall be maintained.

13.2 Traffic Bylaw 586-14 and Snow Removal Bylaw 593-13 are hereby repealed.

13.3 This Bylaw shall come into force upon receiving third and final Reading and having been signed by the Mayor and CAO.

Bylaw 671-22 comes into force on the date of the third and final reading and passed unanimously by Council the ___ day of _____ 2022.

Read a First Time this ___ day of _____ 2022.

Read a Second Time this ___ day of _____, 2022.

Read a Third Time by unanimous consent of Council, and finally passed this ___ day of _____ 2022.

Mayor

Chief Administrative Officer

**SCHEDULE "A"
PENALTIES**

FOR VIOLATION OF ALL SECTIONS OF THIS BYLAW EXCLUDING SECTIONS 7.5 & 4.4:

PENALTIES FOR FIRST OFFENCE	\$ 75
PENALTIES FOR SECOND OFFENCE	\$ 150
PENALTIES FOR SUBSEQUENT OFFENCES	\$ 300

FOR VIOLATION OF SECTION 4.4 OF THIS BYLAW:

PENALTIES FOR A FIRST OFFENCE	\$ 300
PENALTIES FOR A SECOND OFFENCE	\$ 500
ON A SUBSEQUENT OFFENCE	\$2,500

FOR VIOLATION OF SECTION 7.5 OF THIS BYLAW:

PENALTIES FOR FIRST OFFENCE	\$ 175
PENALTIES FOR SECOND OFFENCE	\$ 400
PENALTIES FOR SUBSEQUENT OFFENCES	\$1,000

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SCHEDULE "B"
TRAFFIC CONTROL DEVICES

LOCATION	TCD POSTED	ID#
51 st Avenue (Hwy 870) at 50 th Street facing East	STOP	1
51 st Street at 51 st Avenue facing North	STOP	2
51 st Avenue at Highway 870 facing West	YIELD	3
50 th Street at Railway Avenue North facing South	YIELD	4
51 st Street at Railway Avenue North facing South	YIELD	5
Railway Avenue North exiting onto 51 Avenue facing West	STOP	6
51 st Avenue at Railway Avenue South (Hwy 16A) facing South	STOP	7
51 st Avenue at 53 rd Street (Hwy 870) facing east	STOP	8
53 rd Street at Railway Avenue South (Hwy 16A) facing north	STOP	9
52 nd Street at Railway Avenue South (Hwy 16A) facing north	STOP	10
51 st Street at Railway Avenue South (Hwy 16A) facing north	STOP	11
50 th Street at Railway Avenue South (Hwy 16A) facing north	STOP	12
54 th Street at 50 th Avenue facing South	STOP	13
54 th Street at 49 th Avenue facing South	YIELD	14
54 th Street at 48 th Avenue facing South	YIELD	15
54 th Street at 50 th Avenue facing North	STOP	16
49 th Avenue at 54 th Avenue facing west	YIELD	17
50 th Avenue at 53 rd Street (Hwy 870) facing west	STOP	18
50 th Avenue at 53 rd Street (Hwy 870) facing east	STOP	19
52 nd Street at 50 th Avenue facing south	STOP	20
52 nd Street at 50 th Avenue facing north	STOP	20
49 th Avenue at 53 rd Street (Hwy 870) facing east	STOP	21
49 th Avenue at 53 Street (Hwy 870) facing west	STOP	22
52 nd Street at 49 th Avenue facing south	STOP	23
52 nd Street at 49 th Avenue facing north	STOP	24
49 th Avenue at 51 st Street facing east	STOP	25
49 th Avenue at 51 st Street facing west	STOP	26
48 th Avenue at 53 rd Street (Hwy 870) facing east	STOP	27

LOCATION	TCD POSTED	ID#
48 th Avenue at 53 rd Street (Hwy 89) facing west	STOP	28
48 th Avenue at 52 nd Street facing west	YIELD	29
48 th Avenue at 51 st Street facing east	YIELD	30
48 th Avenue at 51 st Street facing west	YIELD	31
OTHER TCD		32
Highway 870 at Village North Corporate Limit	50 KPH	33
Highway 870 at Village South Corporate Limit	50 KPH	34
Highway 16A at Village East Corporate Limit	50 KPH	35
Highway 16A at Village West Corporate Limit	50 KPH	36
Highway 870 and 47 th Avenue facing north	SCHOOL ZONE 30 KPH 8 AM – 5 PM	37 38
Highway 870 and 47 th Avenue facing north	Playground Zone	39
Highway 870 and 47 th Avenue facing south	School Zone & Playground Zone Ends	40/41
48 th Avenue & 54 th Street facing east	SCHOOL ZONE 30 KPH 8 AM – 5 PM	42 43
48 th Avenue & 54 th Street facing east	Playground Zone	44
48 th Avenue & 54 th Street facing west	School Zone & Playground Zone Ends	45/46
4816 – 53 rd Street Boulevard facing south	SCHOOL ZONE 30 KPH 8 AM – 5 PM	47 48
4816 – 53 rd Street Boulevard facing south	Playground Zone	49
4819 – 53 Street Boulevard facing north	School Zone & Playground Zone Ends	50/51
48 th Avenue and 52 nd Street facing west	SCHOOL ZONE 30 KPH 8 AM – 5 PM	52 53
48 th Avenue and 52 nd Street facing west	Playground Zone	54
48 th Avenue and 52 nd Street facing east	School Zone & Playground Zone Ends	54/55
Against 4724 – 53 Street (Highway 870) Pull Out	Handicapped Loading/Unloading Zone Only	56
44 th Ave. & 53 rd Street (on Highway 870) facing north	50 KPH	57
5038 – 50 Street Boulevard facing north?	<i>SLOW: Children Playing</i>	58
At Back Alley behind 5204 – 50 Avenue & behind STOP SIGN (Post Office) facing south	NO Parking from 7 PM – 7 AM	59
Alongside 5116–50 Ave. on 52 nd Street facing north	Handicapped Parking Only	60
Alongside 5116-50 Ave on 52 nd Street facing north	Handicapped Access	61

TRUCK/HEAVY VEHICLE ROUTES	
Highway 870 north from Highway 16, as it crosses Highway 16A, along 51 st Avenue to 50 th Street and then continue north along Highway 870 and in the reverse direction of travel	62 63
Highway 16A from the Village East Corporate Limit to the West Corporate Limit	64
Highway 16A from the Village West Corporate Limit to the East Corporate Limit	65
50 th Street from the Village North Corporate Limit to Railway Avenue South to 5007 - Railway Avenue North (Elevator) and #10 Railway Avenue North (Innisfree Seed Cleaning Plant) and in the reverse direction of travel	66 67
TRUCK/HEAVY VEHICLE PARKING	
Along 16A (Railway Avenue South) on north side of the Highway, east of Highway 870 (No Dangerous Goods)	
4705 – 53 Street (Petro-Can Truck Stop)	
DANGEROUS GOODS ROUTES	
Highway 870 exiting Highway 16, as it crosses Highway 16A, along 51 st Avenue to 50 th Street and then continue north along Highway 870 and the reverse direction of travel.	68 69
Highway 16A from the Village East Corporate Limits to the Village West Corporate Limits	70
Highway 16A from the Village West Corporate Limits to the Village East Corporate Limits	71
DANGEROUS GOODS PARKING	
4705 – 53 Street (Petro-Can Truck Stop)	

SCHEDULE C

VILLAGE OF INNISFREE
VIOLATION TAG

BYLAW 670-21

DATE: _____ TIME: _____ AM/PM

NAME OF OFFENDER: _____

ADDRESS OF OFFENDER: _____

VEHICLE LICENCE # _____

VEHICLE DESCRIPTION: _____

This Tag is issued for breach of Bylaw No. 670/21

Offence: _____

Section: _____

Penalty: _____

Penalty Due Date: _____

ISSUER: _____

Date _____

Signature

Print Name

*Please make payments to the Village of Innisfree.
Address: Village of Innisfree, Box 69, Innisfree, AB T0B 2G0
Contact Number: 780-592-3886*

Collection and use of personal information: This personal information is being collected in accordance with the **Municipal Government Act, R.S.A. 2000, c.M-26, (MGA)** and is protected by the privacy provisions of the **Freedom of Information and Privacy Act, R.S.A. 2000, c.F25 (FOIP)**, unless disclosures are authorized under the MGA. This information will be used to address the request above. If you have any questions about the collection and use of your information, contact the Village of Innisfree at 780-592-3886.

TCID	TCD ID#	# Signs	Size	ATS#	\$\$	ATS Total	Hi-Signs	Hi-Signs Total	Hi-Signs Total
Stop Signs:									
	1	1	60 x 60	11110003	95.32		SKU: RA1	99.00	
YIELD							SKU: RA1	182.00	182.00
SPEED 50 KPH	14 & 15	2	75 X 60 (3M)	11110024	71.23	142.46	SKU: RA-2	95.00	190.00
Playground (word)	35 & 36	2	60 x 75 (3M)	11110060	116.52	233.04	SKU-RB-1	84.00	168.00
Playground Ends	39, 44, 49 & 54	4	60 x 30 (3M)	11120261	56.04	224.16	SKU-WC-3-T	58.00	232.00
Truck Route Signs	41, 46, 51 & 55	4	45 x 60 (3M)	11290016	53.62	214.48			
Dangerous Goods Route	62 - 67	6	60 x 60 (3M)	11110212	100.84	605.04	SKU-61A-T	57.00	342.00
Handicapped Parking	68 - 71	4	60 x 30 (3M)	11110325	40.85	163.40	SKU-RB-69-T	57.00	228.00
Custom Sign-School Hrs ?1 or ?2		2	30 x 45 (3M)	11340035	52.08	104.16	SKU: SPT-41	52.00	104.00
Custom Playground Zone Ends	37, 42, 47 &	4	45 X 30 (3M)				SKU: YMH-14	32.00	128.00
		4	45 X 30 (3M)				SKU: YMH-14	32.00	128.00
Estimated Costs, with no RMA Membership:						1,829.30			1,702.00
						less RMA			less RMA
						Discount at			Discount at
						least 25%			least 25%
Estimated Costs:						1,371.98			1,276.50
Estimated possible savings via RMA Membership:						-			-
						457.33			425.50

Request for Decision (RFD)

Topic: COLA Policy 1900-15 - RFD
Initiated by: Administration
Attachments: Proposed COLA Policy 1900-15

Purpose(s):

1. To review a proposal for 2022 COLA adjustments.

Background:

1. Administration provided Council an overview on the effects of inflationary conditions on individuals' quality of living.
2. Council directed Administration to develop a Cost-of-Living Allowance Policy, as discussed, for Council review in the January 2022 Council meeting.

Key Issues/Concepts:

1. The Policy is set for implementation of the COLA on January 1st, 2022.
2. The COLA is calculated on 75% of the December CPI announcement, which is not available until mid-January annually.
3. The Policy also includes a clause that should the CPI be a negative number, the calculation would not be used to decrease salaries.
4. There is also a clause that in the event that Stats Canada discontinued the CPI issuance, then a review of the Policy would be undertaken.

Options:

1. That Council endorses Cost-of-Living Policy 1900-15 as presented.
2. That Council endorses Cost-of-Living Policy 1900-15 as amended.
3. That Council directs Administration in another manner regarding the COLA Policy.

Financial Implications:

1. The costs for a COLA-based salary implementation procedure/policy can be significantly outweighed by the costs associated with the loss of trained employees and the cost of training of new employees.

Relevant Policy/Legislation:

1. *Municipal Government Act*

Political/Public Implication(s):

1. The fair and equitable treatment of employees should display a positive workplace culture.

Recommendation:

That Council endorses Cost-of-Living Policy 1900-15 as presented.

Policy:

The Village of Innisfree understands that a Cost-of-Living Allowance-based policy is an effective tool for the retention and recruitment of municipal employees and maintains an employee's standard of living from year to year.

"Cost of living increases are designed to help keep the amount of money coming in, stay in proportion to the amount of money going out."

Purpose

To establish policy and procedures on how a cost-of-living allowance (COLA) Policy will be calculated for Village employees.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding cost-of-living allowances.

1.0 Definitions:

- 1.1 **"CAO"** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **"COLA"** means "Cost-of-Living Allowance."
- 1.3 **"CPI"** means the "Consumer Price Index" that represents changes in prices as experienced by Canadian consumers. It measures price change by comparing, through time, the cost of a fixed basket of goods and services.
- 1.4 **"CPI Portal"** means the Statistics Canada website that provides that statistical data on the changes in prices for the basket of goods and services.
- 1.5 **"Full Time Employees"** means an employee working more than 30 hours a week.
- 1.4 **"Part Time Employees"** means an employee working less than 30 hours a week.
- 1.5 **"Temporary Employees"** means an employee working on a short-term contract, not permanent.

2.0 Responsibilities:

- 2.1 The CAO is responsible for ensuring awareness and compliance with this Policy.

3.0 Affected Persons:

- 3.1 This Policy shall apply to all full- and part-time employees.
- 3.2 This Policy does not apply to Temporary employees.
- 3.3 In the event an employee, who is qualified on the basis of their employment status, is on a probationary period, said COLA calculations shall not be applied until the probationary period has concluded.

4.0 Cost-of-Living Allowance Calculations:

- 4.1 The COLA Policy will commence effective January 1st, 2022.
- 4.2 The base for this calculation will be the CPI index for December 15th, 2021; future years shall use the December CPI value as the base.
- 4.3 COLA will be calculated by taking the annual December 15th *Consumer Price Index* value for the year and multiplying that value by .75 (equivalent to 75% of the CPI value.)
- 4.4 There will be no reduction in hourly rates should there be a decrease in the *CPI*.
- 4.5 In the event that Statistics Canada ceases to publish the monthly CPI in its present form, such changes to the COLA process shall be the subject to review by Council prior to January 31st of the year the changes come into practise.
- 4.6 The CAO is authorized to annually input the COLA calculation into the January Payroll.

5.0 End of Procedure.

DRAFT

Effective Date: _____ Amendments: Effective Date _____ Resolution No. _____
 Resolution No. _____ Effective Date _____ Resolution No. _____

Request for Decision (RFD)

Topic: Donation Proposals to the Prairie Bank of Commerce Museum
Initiated by: Administration
Attachments:

Purpose(s):

1. Request to consider the donation of several former local area Legions' Memorabilia and Certifications to the Prairie Bank of Commerce Historical Society.

Background:

1. The Birch Lake BESL #74 registered January 29, 1929, and the Innisfree Branch of GWVAC registered in March of 1920 have both "handed in their Charter."
2. The Certificates for both Branches' IDs were "donated" for display in the Village of Innisfree Administrative Office at some point in the past.
3. The Village Administration Office has innumerable framed items related to the Municipal Government for display in the office.
4. The Village Administration Office is planning a substantial renovation within the next few months, as approved under the MSI Grant Program and Administration would like to clear up some of the office space and keep these historical documents safe and available for future generations.

Key Issues/Concepts:

1. The Innisfree Prairie Bank of Commerce Historical Society has taken on the task to preserve the Innisfree and area history.
2. The distribution of the Legion artifacts to the Society should be approved by a Council motion, thereby documenting the transfer of ownership of the artifacts.
3. The following items are proposed to be authorized as an unconditional donation to the Historical Society:
 - Great War Veterans Association of Canada (GWVAC) Certificate for the Innisfree Branch dated March 1920 (day is ineligible.)
 - British Empire Service League (BESL) Certificate for the Birch Lake Branch dated January 29, 1929
 - 2005 Centennial Commemoration of the Birch Lake RCL Branch 74 – Certification by Former Premier Ralph Klein on the occasion of Alberta's 100 Anniversary.

Option(s):

1. That Council endorse a motion to approve the unconditional donation of the following items to the Innisfree Prairie Bank of Commerce Historical Society:
 - Great War Veterans Association of Canada (GWVAC) Certificate for the Innisfree Branch dated March 1920 (day is ineligible.)
 - British Empire Service League (BESL) Certificate for the Birch Lake Branch dated January 29, 1929
 - 2005 Centennial Commemoration of the Birch Lake RCL, Branch 74 – Certification by Former Premier Ralph Klein on the occasion of Alberta's 100 Anniversary.
2. That Council file the request to donate former Legions' Memorabilia and Certifications to the Prairie Bank of Commerce Historical Society as information.

Financial Implication(s):

1. None identified.

Relevant Policy/Legislation:

1. *Historical Resources Act*, R.S.A. 2000, H-9

Political/Public Implication(s):

1. No perceived political or public implication identified.

RECOMMENDATION(s):

That Council endorse a motion to approve the unconditional donation of the following items to the Innisfree Prairie Bank of Commerce Historical Society:

- Great War Veterans Association of Canada (GWVAC) Certificate for the Innisfree Branch dated March 1920 (day is ineligible.)
- British Empire Service League (BESL) Certificate for the Birch Lake Branch dated January 29, 1929
- 2005 Centennial Commemoration of the Birch Lake RCL, Branch 74 – Certification by Former Premier Ralph Klein on the occasion of Alberta's 100 Anniversary.

AGREEMENT AND CERTIFICATE OF GIFT -- UNCONDITIONAL

I, _____,
{Donor's Name} [Please print]

of _____
{Donor's Address} [Please print]

(the "Donor") am the legal and rightful owner of the property described below (the "Property"). I have full power and authority to enter into this Agreement.

DESCRIPTION OF PROPERTY

(continued, if required, on Page 3 attached to and forming a part of this Gift.)

Whereas the Donor desires to further the purposes and objectives of the _____ (the "Museum"),

NOW THEREFORE WITNESSETH THAT for these premises and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the parties, the parties agree to the following terms and conditions:

The Donor does hereby give, donate, bestow, transfer, and assign, absolutely and forever its entire rights, clear deed and universal copyright, ownership, estate and interests in and to the Property to the Museum as an unrestricted and unconditional gift, and, the Donor hereby waives all moral rights in the Property in favour of the Museum.

The Donor represents that the Donor is the owner of all copyright interests, including moral rights, in the Property; or, the Donor represents that to the best of their knowledge and belief that the owner of the copyright interest and moral rights in the Property is:

The Donor agrees to public acknowledgement of this Gift. ___ Yes ___ No.

The Donor has completed the History of Property section of this Agreement. The Donor represents that the history provided is true and accurate to the best of Donor's knowledge and belief.

The Donor warrants that the Donor has complied with all laws of the Province of Alberta and Canada and applicable international conventions and treaties. The Donor warrants that the Property is free of all liens and encumbrances, including without limitation any claims of any taxing authority.

The Donor agrees that the Donor shall indemnify and save harmless the Museum, its agents and employees against any charge, cost, claim, demand or expense related to or arising from the Donor's failure to observe the requirements of any provincial or federal laws or regulations, from any misrepresentation by the Donor pertaining to the Donor's ownership of the Property and the history of the Property, and from any claims of third parties claiming an interest in the Property.

Accession #: _____

HISTORY OF PROPERTY

(continued, if required, on Page 3 attached to and forming a part of this Gift.)

The Museum hereby gratefully accepts the above gift of the Property.

The Museum reserves the right at its sole discretion to dispose of, copy, record or store the gifted Property or portions thereof in any manner it shall deem, including but not limited to making electronic or other copies and recordings thereof.

IN WITNESS WHEREOF, the Donor and the Museum execute this Agreement in duplicate under seal in _____, Province of Alberta effective the _____ day of _____, 2____.

Signed in the presence of:

Signature of Donor
[where Donor is an institution, corporation or other legal entity, signature must be by its authorized representative.]

Signature of Donor's Witness

Name [Please print]

Name of Witness [Please print]

Title [if representing an institution, corporation or other legal entity]

Address of Witness

THE MUSEUM

Per: _____
[authorized representative]

Date: _____

Name [Please print]

Witness for Museum:

Title: _____

Signature of Museum Witness

Name of Museum Witness [Please print]

This form should be used in conjunction with appropriate legal advice. Please refer to Instructions on Use.

Accession #: _____

AGREEMENT AND CERTIFICATE OF GIFT -- CONDITIONAL

I, _____,
{Donor's Name} [Please print]

of _____
{Donor's Address} [Please print]

(the "Donor") am the Legal and Rightful Owner of the property described below (the "Property"). I have full power and authority, including moral rights, to enter into this Agreement.

DESCRIPTION OF PROPERTY

(continued, if required, on Page 3 attached to and forming a part of this Gift.)

Whereas the Donor desires to further the purposes and objectives of the _____ (the "Museum"),

NOW THEREFORE WITNESSETH THAT for these premises and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the parties, the parties agree to the following terms and conditions:

The Donor does hereby give, donate, bestow, transfer, and assign, absolutely and forever its entire rights, clear deed and universal copyright, ownership, estate and interests in and to the Property to the Museum as a gift, subject to only such conditions as are described and agreed to below, and the Donor hereby waives all moral rights in the Property in favour of the Museum:

DESCRIPTION OF CONDITIONS

The Donor represents that the Donor is the owner of all copyright interests, including moral rights, in the Property; or, the Donor represents that to the best of their knowledge and belief that the owner of the copyright interest and moral rights in the Property is:

_____.

The Donor agrees to public acknowledgement of this Gift. ___ Yes ___ No.

The Donor has completed the History of Property section of this Agreement set out in this Agreement. The Donor represents that the history provided is true and accurate to the best of Donor's knowledge and belief.

The Donor warrants that the Donor has complied with all laws of the Province of Alberta and Canada and applicable international conventions and treaties. The Donor warrants

Accession #: _____

that the Property is free of all liens and encumbrances, including without limitation any claims of any taxing authority.

The Donor agrees that the Donor shall indemnify and save harmless the Museum, its agents and employees against any charge, cost, claim, demand or expense related to or arising from the Donor's failure to observe the requirements of any provincial or federal laws or regulations, from any misrepresentation by the Donor pertaining to the Donor's ownership of the Property and history of the Property, and from any claims of third parties claiming an interest in the Property.

HISTORY OF PROPERTY

(continued, if required, on Page 3 attached to and forming a part of this Gift.)

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IN WITNESS WHEREOF, the Donor and the Museum execute this Agreement in duplicate under seal in _____, Province of Alberta effective the _____ day of _____, 2_____.

Signed in the presence of:

Signature of Donor
[where Donor is an institution, corporation or other legal entity, signature must be by its authorized representative.]

Signature of Donor's Witness

Name [Please print]

Name of Witness [Please print]

Title [if representing an institution, corporation or other legal entity]

Address of Witness

THE MUSEUM

Per: _____
[authorized representative]

Date: _____

Name [Please print]

Witness for Museum:

Title:

Signature of Museum Witness

Name of Museum Witness [Please print]

Request for Decision (RFD)

Topic: RMA Membership Proposal
Initiated by: Administration
Attachments: 1. Benefits of Membership
2. Trade Division Listing

Purpose(s):

1. To review a proposal to become a member of the RMA

Background:

1. The Rural Municipalities Association has been in existence for over 100 years. The Trade Division has been in existence since 1936.
2. The Trade Division provides members with significant discounts on municipal purchases which can provide an excellent reduction in the costs for municipal-related expenditures. The list of Trades and Companies participating in the program is fairly extensive.
3. The RMA also performs an advocacy role for municipalities; has a job advertising platform, insurance services and a fuel rebate program (however this program does not apply to the Village.)

Key Issues/Concepts:

1. An annual RMA Membership is \$195.
2. The Village has substantial infrastructure remediation projects in its short- and long-term capital plans. The purchase of the materials and goods for some of these capital requirements could be significantly reduced by opting into a RMA membership. (I.e., Strongco Ltd. – purchase sanitary sewer lines/parts – 5% rebate. Purchase \$10,000 materials and save \$500.)
3. The advocacy role RMA provides is a positive municipal government resource.

Option(s):

1. Council approves a Village of Innisfree membership with the Rural Municipalities Association for \$195.
2. Council files the RMA membership for information.

Financial Implication(s):

1. The Membership Fee of \$195 per annum should be more than offset by the savings realized with access to the Trade Division of RMA.

Relevant Policy/Legislation:

1. *MGA, s.242-248 "Budgets"*

Political/Public Implication(s):

1. Should be viewed as a proactive step by the public to reduce municipal expenses.

RECOMMENDATION(s):

1. That Council approves a Village of Innisfree membership with the Rural Municipalities Association for \$195.

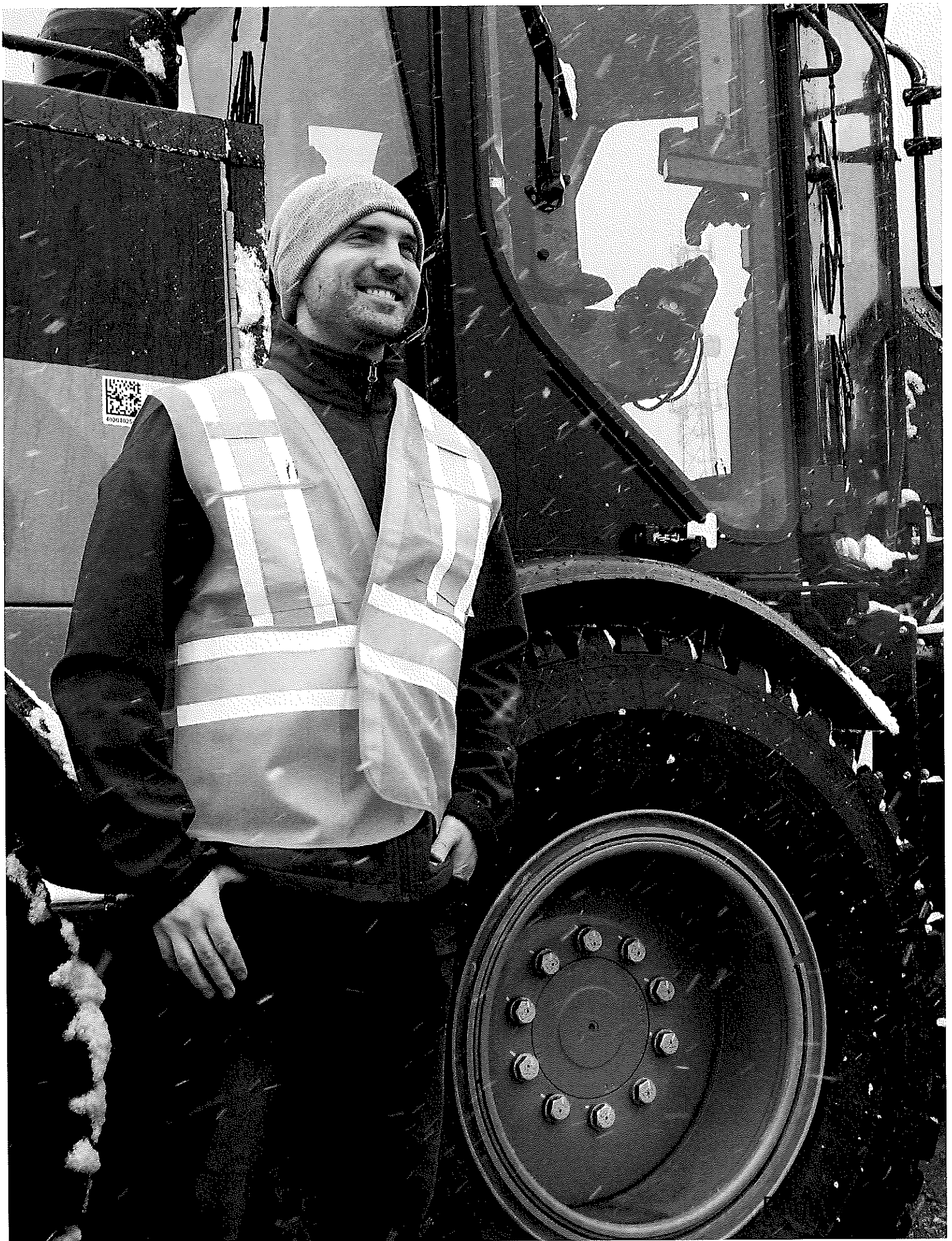


canoe
procurement group of canada

A resource for getting started

MEMBER PROCUREMENT GUIDE







WELCOME TO CANOE!

We are pleased to welcome you as a member of one of the largest cooperative purchasing groups in the country! As a member of the Canoe Procurement Group of Canada, you are positioned to take advantage of the combined purchasing power of more than 5,000 municipalities, public agencies, and not-for-profit organizations. This huge economy of scale means greater selection and best value pricing on the products and services you need to build, maintain, and grow your community.

WHAT IS CANOE?

The Canoe Procurement Group of Canada represents a collaboration of municipal associations across the country. In operation since 1936, the purchasing group was created by its membership specifically to support public and non-profit organizations through mutually-beneficial, trade-compliant relationships with suppliers. Canoe is wholly owned and operated by its membership through a not-for-profit municipal association.

Canoe works with CivicInfo BC, the Rural Municipalities of Alberta (RMA), the Saskatchewan Association of Rural Municipalities (SARM), the Association of Manitoba Municipalities (AMM), the Association of Municipalities of Ontario (AMO) via its Local Authority Services (LAS) arm, the Union of Municipalities of New Brunswick (UMNB), the Federation of Prince Edward Island Municipalities (FPEIM), the Nova Scotia Federation of Municipalities (NSFM), Municipalities Newfoundland and Labrador (MNL), and the Northwest Territories Association of Communities (NWTAC). The group also operates in Nunavut.

Membership is available to the MASH (municipalities, academic institutions, school boards, and hospitals), not-for-profit, and public sectors. Member organizations can include municipalities (both rural and urban), school districts, universities and other academic institutions, electrical associations, natural gas cooperatives, irrigation districts, housing foundations, airports, museums, and many others.

Compliant



- ◆ Open RFP process using approved tendering processes
- ◆ Satisfies CFTA and other trade legislative requirements for buying groups

Cooperative



- ◆ Like-minded municipal associations across the country
- ◆ Securing best value by leveraging over 5,000 member organizations in Canada

Credible



- ◆ Facilitating public sector cooperative procurement since 1936
- ◆ Not-for-profit group representing municipalities across Canada and committed to creating mutually beneficial relationships for both members and suppliers

WHAT LEGISLATION IS INVOLVED IN PUBLIC PROCUREMENT?

The Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA) provide legislative direction across all provinces and territories of Canada. In addition, there are three regional trade agreements that may impact procurement laws depending on your jurisdiction:

- ◆ The Atlantic Trade and Procurement Partnership (ATPP) for Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick
- ◆ The Ontario-Quebec Trade and Cooperation Agreement (OQTCA) for Ontario and Quebec
- ◆ The New West Partnership Trade Agreement (NWPTA) for Manitoba, Saskatchewan, Alberta, and British Columbia

WHAT ARE MY OBLIGATIONS UNDER THESE REGULATIONS?

Trade agreements (along with government directives and policies) generally require public sector purchasers to conduct open, competitive procurement processes. This requirement arises if the estimated value of the goods or services to be purchased exceeds certain value thresholds.

This means that once the value threshold is exceeded, the purchaser must purchase from a contractor who is successful in a competitive process (e.g. a request for proposals, request for quotation) that is open to the entire marketplace. That competitive process must meet the requirements of applicable trade treaties, which usually involves posting notices, disclosing relevant information, running a fair evaluation process, etc.

WHAT IS A BUYING GROUP?

A 'buying group' is generally understood as a group of two or more members that combines the purchasing requirements and activities of the members of the group into one joint procurement process.

For public sector, using a buying group can have advantages that include:

- ♦ Reduced procurement process costs – since group members share in the costs of running procurement processes, rather than each group member bearing the full cost;
- ♦ Access to greater resources and expertise – since group members can pool procurement resources, and can centralize procurement experience; and
- ♦ Potentially better pricing – since the group can leverage its combined buying power, offering suppliers greater purchase volumes.

HOW DO I COMPLY WITH THE LEGISLATION?

We are keenly aware of the trade agreement obligations that apply to our members. In order to ensure compliance for ourselves and our membership, we:

- ♦ actively review our policies, practices, and process documents to continually improve them based on feedback. We have also engaged external experts to review our process documents to support trade agreement compliance.
- ♦ only run open, competitive procurement processes – we do not engage in invitation-only or non-competitive contract awards.
- ♦ are transparent about who our members are. Each municipal association involved is able to provide a list of relevant members so that the marketplace is aware of who may purchase through awarded contracts.
- ♦ ensure our processes account for distributor networks. A network of regional distributors can collectively bid on opportunities, with member organizations entering into contracts with the applicable distributor for their region. Suppliers are not permitted to charge higher pricing than was proposed to us, and must honour the terms of the agreement.

HOW CAN I BECOME A MEMBER?

In order to join, your organization must be a municipality, public sector entity, or registered not-for-profit group. Membership gives your organization access to all cooperative procurement programs, ranging from office supplies to capital purchases, fuel to employee benefit packages, and much more!

Membership for municipalities is generally handled through your territory or province's municipal association. To join, contact the municipal association representative for your province as listed on canoeprocurement.ca.

WHAT DO I NEED TO DO ONCE I JOIN?

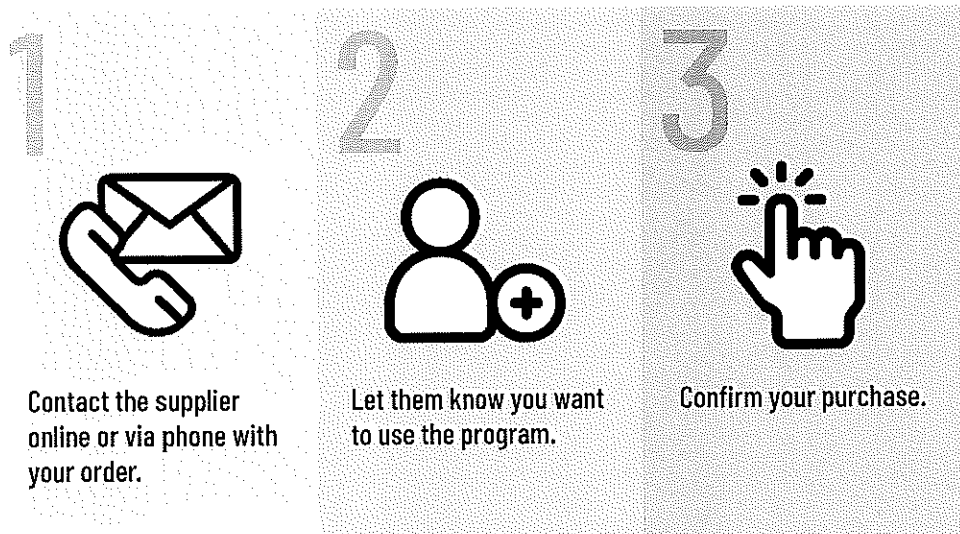
In order to make sure your organization is compliant with governing legislation, you should:

1. Review and update your organization's procurement policy to enable participation in group programs (if applicable).
2. Post an annual notice of intention of membership to your designated tendering website and link to the appropriate municipal association.

HOW DO I MAKE A PURCHASE?

Once your organization has an active account and the steps noted previously are taken, you can make a purchase through one of our programs by contacting the approved supplier of your choice and placing your order. You will need to let the supplier know that you would like to use the cooperative procurement program through Canoe or your municipal association. Indicate that you are purchasing through the buying group on all correspondence and purchase orders.

For information about approved suppliers or assistance with any program, you can contact your Client Relations Manager listed on canoeprocurement.ca.



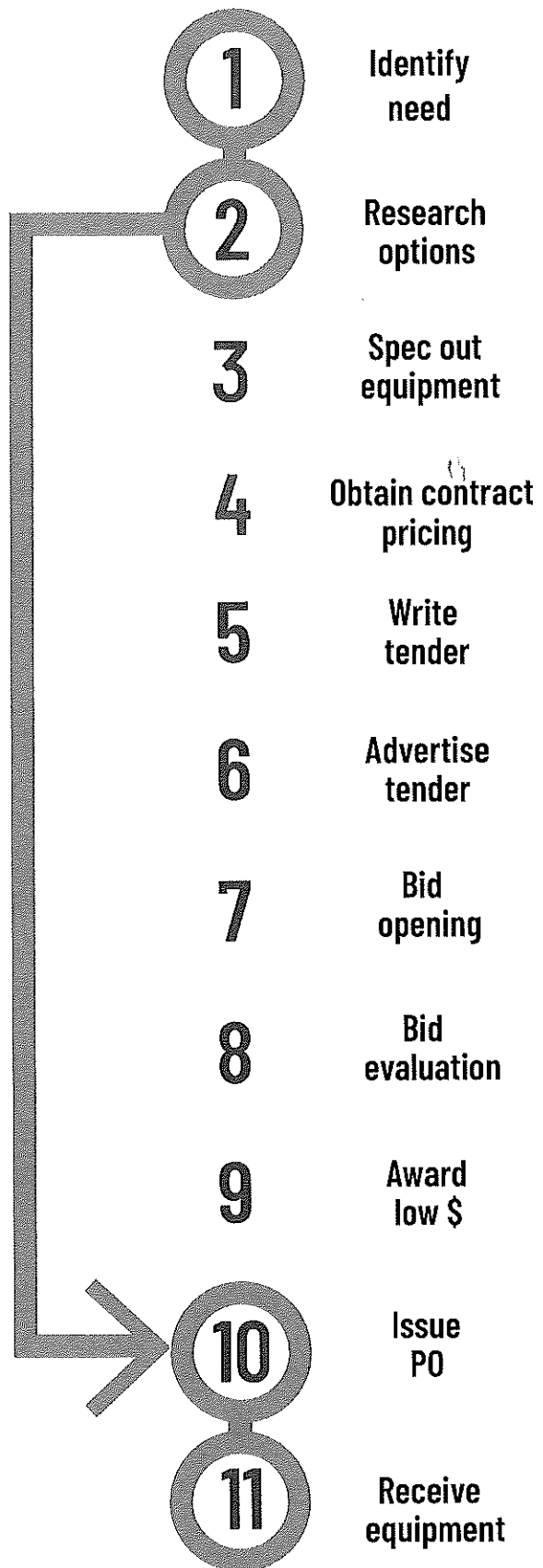
ONCE I'M A MEMBER, IS PARTICIPATION IN THE PROGRAMS MANDATORY?

No, participation in all Canoe programs is completely voluntary.

You can think of the programs as tools that can assist your organization in generally securing better prices and services than individual organizations by leveraging the buying power of the entire membership. However, if you have a preferred purchasing method already in place, you are free to continue using it.

Traditional vs. Cooperative Purchasing

We save time and money for our suppliers and members.



WHAT ARE THE BENEFITS OF BEING A MEMBER?



Preferred pricing

Cooperative procurement through Canoe provides discounted pricing and preferred service to members due to the large volume of aggregated purchases.



Trade-compliant

All Canoe programs are tendered nationally using legislated purchasing methods, meaning any buying done through the programs is compliant with the Canadian Free Trade Agreement (CFTA) and regional trade agreements.



Simplified process and reduced administration

Because all programs are tendered in compliance with Canadian trade law, members using the programs are not required to go through the tendering process again on their own, reducing administration time and cost.

DO I NEED TO POST AN RFP OR GO TO TENDER?

As the RFP process is done in advance on behalf of the entire membership, you do not need to post the RFP again. Depending on the program and your local laws, however, you may need to ensure that you have posted notice of your intention to procure using a cooperative buying group on your province's approved tendering system.

If you have questions, please reach out to your local Canoe Client Relations Manager and we will help you through the process.

HOW DO YOU SELECT SUPPLIERS?

Approved suppliers are selected based on a successful proposal to an open tendering process for the entire membership. Approved suppliers have demonstrated that they are able to provide financial benefit and value to municipalities, public entities, and not-for-profit groups.

Representing over 5,000 members including rural and urban municipalities, school districts, rural electrification associations, and water irrigation districts, Canoe approved suppliers get their products and services in front of an enormous market that would otherwise be challenging for many businesses to navigate. Regulatory compliance for the programs is handled by Canoe on behalf of the membership, providing streamlined administration for members and suppliers alike.

OUR REACH



Ryan Yavis

Client Relations Manager

780-720-5145

ryan@canoeprocurement.ca





I HAVE OTHER QUESTIONS.

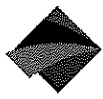
Canoe is committed to ensuring all programs provide your organization with the best value available. Contact your local Client Relations Manager listed on the website (canoeprocurement.ca) if you have any other questions or need additional support at any step of the process – we're here to help!

Public procurement for all of Canada.



canoe
procurement group of canada

canoeprocurement.ca



Invoiced Through Association

All invoicing is aggregated and handled through the RMA, with the member receiving a combined invoice from the RMA later on.

- | | | |
|---|--|--|
| <input type="checkbox"/> 8760 Cellular | <input type="checkbox"/> Fox Canada | <input type="checkbox"/> Rite-Way Fencing Inc. |
| <input type="checkbox"/> 8760 Energy | <input type="checkbox"/> Frontier Plumbing & Heating Supply | <input type="checkbox"/> RMA Benefits (in partnership with Lane Quinn Benefit Consultants) |
| <input type="checkbox"/> A V Brake Ltd. | <input type="checkbox"/> Gear Centre, The | <input type="checkbox"/> Rocky Mountain Equipment |
| <input type="checkbox"/> Acti-Zyme Products Ltd. | <input type="checkbox"/> Geo H. Hewitt Co. Ltd. | <input type="checkbox"/> Russel Metal Inc. |
| <input type="checkbox"/> ATS Traffic | <input type="checkbox"/> Goodyear Canada Ltd. | <input type="checkbox"/> Sands Dust Control & Water Well (2008) Ltd. |
| <input type="checkbox"/> Armtec | <input type="checkbox"/> Hamster (a Novexco division) | <input type="checkbox"/> Sherwin Williams Company, The |
| <input type="checkbox"/> Bartle & Gibson Co. Ltd | <input type="checkbox"/> Herc Rental Inc. | <input type="checkbox"/> Sinclair Supply Ltd. |
| <input type="checkbox"/> Bolt Supply House Ltd., The | <input type="checkbox"/> Hi Signs The Fath Group Ltd. | <input type="checkbox"/> SMS Equipment |
| <input type="checkbox"/> Boundary Equipment Co. Ltd. | <input type="checkbox"/> Hydra Steer | <input type="checkbox"/> Spalding Hardware Systems |
| <input type="checkbox"/> Brandt Tractor | <input type="checkbox"/> ICONIX Water Products Limited Partnership | <input type="checkbox"/> Staples Business Advantage |
| <input type="checkbox"/> Business Interiors by Staples | <input type="checkbox"/> Imperial Oil / ESSO - Fuel / Lubricants | <input type="checkbox"/> Strongco Equipment |
| <input type="checkbox"/> Cansel Survey Equipment | <input type="checkbox"/> Interstate Battery | <input type="checkbox"/> Suncor (Petro-Canada) - Fuel / Lubricants |
| <input type="checkbox"/> Carry Steel (a CW Carry Ltd. division) | <input type="checkbox"/> JAPA Equipment Rental | <input type="checkbox"/> Superior Industrial Frictions Ltd. |
| <input type="checkbox"/> Cloverdale Paint Inc. | <input type="checkbox"/> Kal Tire | <input type="checkbox"/> Supremex Inc. |
| <input type="checkbox"/> Commercial Lighting Products Ltd. | <input type="checkbox"/> Kortech | <input type="checkbox"/> Sysco Food Services |
| <input type="checkbox"/> Core Network Solutions | <input type="checkbox"/> Layfield Geosynthetics & Ind. Fabrics | <input type="checkbox"/> Tirecraft |
| <input type="checkbox"/> Coverco Buildings Ltd. | <input type="checkbox"/> Levitt Safety Ltd. | <input type="checkbox"/> Titan Supply |
| <input type="checkbox"/> Crystal Glass Canada Ltd. | <input type="checkbox"/> Master Group, The | <input type="checkbox"/> Traction Heavy Duty Parts |
| <input type="checkbox"/> Digitex Canada | <input type="checkbox"/> McWinn Air Filter Cleaning Serv. Ltd. | <input type="checkbox"/> Twin Pro Industrial Products |
| <input type="checkbox"/> EC & M Electric (1934) Ltd. | <input type="checkbox"/> Michelin North America (Canada) Inc. | <input type="checkbox"/> TYCO |
| <input type="checkbox"/> EC & M Electric Northern Ltd. | <input type="checkbox"/> MSC Industry Supply Co. | <input type="checkbox"/> UFA - Fuel / Lubricants |
| <input type="checkbox"/> Echo Promotions | <input type="checkbox"/> Nilex Inc. | <input type="checkbox"/> Univar Canada Ltd. |
| <input type="checkbox"/> Eecol Electric Corp. | <input type="checkbox"/> Northern Hardware Ltd | <input type="checkbox"/> Valley Blades Ltd. |
| <input type="checkbox"/> Elfrieda Enterprises (Imports) Ltd. | <input type="checkbox"/> Fas Gas | <input type="checkbox"/> Vertical Building Solutions |
| <input type="checkbox"/> Elite Promotional Products | <input type="checkbox"/> Pat's Driveline Specialty & Machine Ltd. | <input type="checkbox"/> Wajax Industrial Components |
| <input type="checkbox"/> Emco Corporation (incl. all divisions) | <input type="checkbox"/> Phoenix Fence Corp. | <input type="checkbox"/> W.E. Greer Ltd. |
| • Emco Waterworks, Norwood Waterworks, Sandale Utility | <input type="checkbox"/> Praxair Distribution | <input type="checkbox"/> Wesco Distribution - Canada Inc. |
| <input type="checkbox"/> Enterprise Fleet Management | <input type="checkbox"/> Red-L Distributors Ltd. | <input type="checkbox"/> Westburne Electric Supply Alberta |
| <input type="checkbox"/> Finning (Canada) | <input type="checkbox"/> Regent Supply | |
| <input type="checkbox"/> Fleet Brake | | |

Invoiced Through Association (CONT'D)

- Western GMC Buick
- Westkey Graphics Ltd.
- Wolseley Canada Inc.
- Wood Wyant Inc.
- Zep Sales & Service of Canada

Invoiced Direct from Supplier

Invoicing is handled directly between the member and the supplier, with the RMA agreement facilitating the process behind the scenes.

- Action Car & Truck Accessories
- Alamo Group (TX) Inc.
- Altec Industries
- Ariens
- Astro Turf
- Bandit Industries
- Bergkamp
- Bobcat
- Bonnell Industries
- Bomag
- Buyers Products
- Case Construction
- Case IH
- Caterpillar, Inc.
- CET Fire Pumps
- Crafc, Inc.
- Connor Sport Court
- Cummins
- Curbtender
- Daktronics
- Deere and Company
- Diamond Mowers
- Ditch Witch
- Doosan Portable Tower
- E-ONE
- Elliott Equipment Company
- Elgin Sweeper Company
- Epoke North America
- Everest Equipment
- Expolink / Madvac
- Exportec
- Falcon Road Maintenance
- Fastenal
- FieldTurf
- Fisher Engineering
- Generac
- Genie
- Gilbarco Veeder-Root
- Global Environmental Products
- Globe Trailers
- Gradall Industries
- Gravelly
- Grainger Canada
- GovDeals
- GovPlanet / IronPlanet
- Heil Environmental
- Henderson
- Henke Manufacturing
- Horst Welding
- Hussey Seating
- Hyundai
- Innotex
- J.A. Larue
- Jacobsen
- John Deere
- Johnson Controls Fire Protection
- Johnson Controls Security (Tyco)
- Kenworth
- Kohler
- Komatsu America
- Kortech
- Landscape Structures
- Little Tykes Commercial
- Mats Inc.
- Maxi-Metal
- McNeilus Truck
- Miracle Recreation
- Motion Industries
- Monroe Truck
- Multihog
- Musco Sports Lighting, LLC

Invoiced Direct from Supplier (CONT'D)

- | | |
|--|---|
| <input type="checkbox"/> Napa Auto Parts | <input type="checkbox"/> TYMCO |
| <input type="checkbox"/> Navistar | <input type="checkbox"/> United Rentals |
| <input type="checkbox"/> New Holland Agriculture | <input type="checkbox"/> USA Shade |
| <input type="checkbox"/> New Holland - Construction | <input type="checkbox"/> Vac-Con |
| <input type="checkbox"/> No Fault | <input type="checkbox"/> Vacall |
| <input type="checkbox"/> Osh Kosh Airport Products | <input type="checkbox"/> Vactor |
| <input type="checkbox"/> Peterbilt | <input type="checkbox"/> Vermeer |
| <input type="checkbox"/> Pierce | <input type="checkbox"/> Venture Products |
| <input type="checkbox"/> Playworld Systems | <input type="checkbox"/> Viking-Cives |
| <input type="checkbox"/> Precor Inc. | <input type="checkbox"/> Volvo |
| <input type="checkbox"/> Ravo | <input type="checkbox"/> VT Leeboy Inc. |
| <input type="checkbox"/> Ritchie Bros. | <input type="checkbox"/> Wabash Valley |
| <input type="checkbox"/> Robbins Inc. | <input type="checkbox"/> Wacker Neuson |
| <input type="checkbox"/> Rosenbauer America | <input type="checkbox"/> Wastequip |
| <input type="checkbox"/> Rosenbauer Firetrucks | <input type="checkbox"/> Wausau |
| <input type="checkbox"/> RPM Tech | |
| <input type="checkbox"/> Schulte Industries | |
| <input type="checkbox"/> Schwarze Industries | |
| <input type="checkbox"/> Service Lines Warranties of
Canada | |
| <input type="checkbox"/> Sewer Equipment | |
| <input type="checkbox"/> Shaw Sports Turf | |
| <input type="checkbox"/> Siemens Building Technologies | |
| <input type="checkbox"/> Soft Play | |
| <input type="checkbox"/> SnowEx | |
| <input type="checkbox"/> Spartan Motors | |
| <input type="checkbox"/> Spohn Ranch Inc. | |
| <input type="checkbox"/> Swenson Spreader | |
| <input type="checkbox"/> Team Eagle | |
| <input type="checkbox"/> Terrain King | |
| <input type="checkbox"/> Terex Utilities | |
| <input type="checkbox"/> Thompson Pump | |
| <input type="checkbox"/> Tiger Corporation | |
| <input type="checkbox"/> Toro | |
| <input type="checkbox"/> Towmaster Trailers | |
| <input type="checkbox"/> Trail King | |
| <input type="checkbox"/> Turf Nation | |

Request for Decision (RFD)

Topic: Overdue Accounts Receivable Accounts – Doubtful Accounts

Initiated by: Administration

Attachments: Overdue Accounts Receivable Policy 1300-05

Purpose(s):

To review and consider writing off inactive and/or outstanding Accounts Receivable Accounts from previous years.

Background:

1. Upon reviewing a list of inactive and overdue Accounts Receivable Accounts, it was determined there are a number of inactive accounts that remain outstanding and may not be recoverable.
2. A List of overdue accounts (amounts included) are as follows:
 - Account No. 36 = \$1,809.71
 - Account No. 193 = \$132.48
 - Account No. 194 = \$132.48
3. Monthly statements showing the outstanding amounts have been forwarded to the respective account holders with no response and with notifications of "Mail Undeliverable," (i.e., parties have moved.)

Key Issues/Concepts:

1. Clearing out of the Account Receivable System and removing unrecoverable accounts clarifies the collectible amounts due to the municipality and reduces the uncertainty of the collection of same.
2. Would reduce Administration oversight, cost of paper, copying and postage fees.
3. Write-off actions are sanctioned by the *MGA* and the Village Auditors.

Financial Implication(s):

1. Loss of revenue.

Option(s):

1. As directed by Council.
2. That this item be received as information.
3. That Council direct Administration to write off the following inactive/unrecoverable accounts:
 - Account No. 36 = \$1,809.71
 - Account No. 193 = \$132.48
 - Account No. 194 = \$132.48

Relevant Policy/Legislation:

1. **Policy No. 1300-05** – Overdue Accounts Receivable Policy
2. **MGA** -Part 8 – Financial Administration

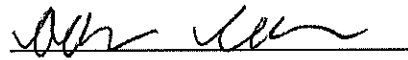
RECOMMENDATION(s):

That Council direct Administration to write-off the following inactive/unrecoverable amounts:

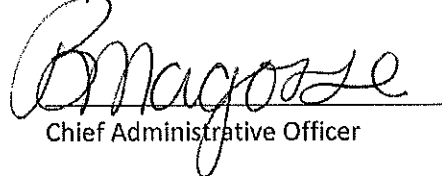
- Account No. 36 = \$1,809.71
- Account No. 193 = \$132.48
- Account No. 194 = \$132.48

Policy Statement:

1. The Accounts Receivable Clerk will print an Aged Accounts Receivable Report on a monthly basis that will show what Accounts Receivable Invoices are outstanding – 30, 60, 90 and over 90 days.
2. Penalties will be calculated for outstanding invoices over 60 days at a rate of 1.5% per month.
3. Monthly statements are generated and sent to customers who have outstanding accounts, including the amount of the original invoice, plus accumulated penalties except fire calls.
4. After being overdue for 60 days, the Accounts Receivable Clerk will send a letter to the customer/resident indicated that all Village services will be suspended if payment is not received.
5. If Accounts are still overdue following 180 days (6 months), the Accounts Receivable Clerk will forward details of the outstanding invoice to an Agency hired for the collection of overdue accounts. A Collection Agency will be paid a set percentage.
6. If an invoice is outstanding and eligible to be added to the tax roll as per Section 553.1 of the Municipal Government Act, then it will be added to the tax roll and deemed to be a tax imposed from the date it is added to the Tax Roll.
7. At year end, Administration will review all outstanding accounts and present to Council their recommendation for the writing-off of any accounts deemed uncollectable. Approval of write-offs will be as per Village Council resolution.



Mayor



Chief Administrative Officer

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	ACE Water Corp.
Meeting Date & Time:	Dec. 21, 2021
Attendees:	DON Gulayec Leonard Ewart ^{Innisfree} Dennis Roth Marty Baker Ray Yaremchuk Rex Smith Brent Romanchuk Rob Puleyk Cliff Woudzia Rhonda Keng
Discussion:	Budget 2022 - Board Expenses are charged out as a flat fee (1/11) - Fixed costs (ie. operations, maintenance, repairs) and Variable costs (based on volume of water) are blended to set cost per cubic meter - Chipman Booster Station Building was discussed - Power & heat (not really needed) 2022 - cost of water \$ 2.69 per km ³
Actions: Consumption	Summer 2021 - had a higher consumption in June, July & August - Clandonald & Dewberry consumption for 2022 have been prorated as they are due to receive water in May 2022. - Consumption is projected to be 61 km ³ higher than the budget 2021.
Future Items:	- Next meeting Jan. 13, 2022 - 2022 - 7 meetings scheduled. - Innisfree forecast consumption down 2000 km ³ .
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

DEC 20 2021

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Hub
Meeting Date & Time:	Dec. 15, 2021 Lloydminster
Attendees:	Interim Chair - Gerald Galbers, Jody Quiksted, Michaelt. Rex Smith, Stan from Buffalo Lake, Taneen, Mervin - Irma Harold Blyden, Phil-Bonnywell, Dennis Poth, Jason Boorse, Leslie K, Bob Bepalko, Mark, Perry Phillips, Greg - Vernon
Discussion:	<p>22 online </p> <p><u>To Fill</u> Board interim Vacancies - Buffalo Lake - Cold Lake - Town of Vermilion - County of Two Hills - County of St. Paul - Whitefish Lake -</p> <p>Very interesting presentation on Hub Website We can have our "stuff" - can be our "economic" development strategy</p>
Actions:	Chair - Gerald Galbers Vice Chair Loren Tkachuk, Treasurer Jocelyne Lamovaz
Future Items:	<ul style="list-style-type: none"> - to encourage Indigenous community participants - to enlighten members & directors
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICER'S REPORT

December 14, 2021 – January 18, 2022

Council

- Please note: ESS Orientation Training for Regional Emergency Management has been set for March 3, 2022 @ 10:00 AM (pending COVID-19 Restrictions). Steering Committee Members are allowed to attend if they are available. **Please let Administration know as soon as possible if you would like to attend.**
- Administration will prepare an orientation package for the newly appointed Councillor.

Administration

- **Holidays**
 - C.A.O. was unable to use all vacations days in the 2021 calendar year, therefore 3.5 days have been carried forward to 2022.
- **NG-9-1-1 Webinar & GIS – Telus**
 - There were no additional webinars over the Christmas season.
 - CAO will continue to work with Telus regarding the NG 9-1-1 upgrades for 2022.
- **2021 Tax Sale/Public Auction & 2022 Tax Arrears List Deadline**
 - The 2022 Tax Arrears List Deadline is fast approaching: March 31, 2022.
 - Administration will continue to notify the landowners of the parcels that have been added to the 2021 Tax Recovery Arrears List.
 - Administration will bring forward tentative dates for the 2021 Tax Sale/Public Auction after March 31, 2021. *Administration would like to conduct the Tax Sale/Public Auction in the spring/summer of 2022.*
- **Events:**
 - Village:**
 - Administration's goal for 2022 is to assist local organizations in promoting local events, showing support, etc.
 - **Does Council have any Covid-19 friendly event ideas for Spring 2022?**
 - Local Organizations:**
 - Library has kicked off the following programs as of January 1, 2022 - February 28, 2022:
 - Winter Reading Program
 - Snow Sculpting Competition
 - Library Scavenger Hunt, and
 - Starting January 27, 2022 – Read for 15 – An Alberta wide inter-community reading competition
 - Valentines Day Basket Raffle draw is February 11, 2022 – Tickets are \$2.00/each
 - Innisfree Pre-School and Kindergarten Spring Plant Fundraiser in being offered. Orders must be in by the second week of February 2022.

For more details, visiting the Innisfree Library website: <https://www.innisfreelibrary.ca/>

- Upcoming FCSS Programs/Events:
 - Community Volunteer Income Tax Program: April 1, 2022
 - Friendly Phone Visiting Program
 - Coffee Connections Program has begun: January 12, 2022
 - Reminder: Volunteers are needed! If you know someone who may be interested in Volunteering, please contact the MMI FCSS Department.

For more details on any of the programs/events, please visit MMI FCSS Website:

<https://mmifcss.wixsite.com/mmifcss>

- Innisfree & District Agricultural Society Events:
 - Public Skating/Skating Lessons and Shinny is now open as of January 1, 2022.

➤ **Finances**

- **2021 Municipal Audit:** Auditors will be conducting the final audit for the 2021 Fiscal Year from February 7-11, 2022. The Auditors hope to have all financial statements complete for the March/April Council meeting.
- **2022 Operating/Capital Budget:** Administration has been compiling information for the 2022 Operating/Capital Budgets for Council approval at the April 2022 Regular Council meeting.
- **Y.E. Rollover to New Fiscal Year:** Each year Administration follows procedures from Muniware to properly rollover our system from 2021 to 2022.
- **ATB Financial Changes:** ATB Financial has made some changes to the Village of Innisfree Operating Account. Changes include:
 - a) Annual Fees for Debit transactions has been estimated at around \$350/Annually.
 - b) The Village Business Accounts have been transferred to a MUSH Savings Account which will generate significantly more interest. For example, the Village's previous Business Account with \$500k generated an estimate of \$500/year in interest. The MUSH Savings Accounts would generate interest earnings estimated at \$3,250/year.

➤ **GIS System – County of Minburn**

- No further correspondence has been gathered at this time.

➤ **2022 By-Election**

- Official List of Candidates for the 2022 By-Election has been posted to both the Innisfree Website and Facebook Page, as well as posted in the Village Administration Office.
- Administration has also submitted the list of Candidates to Municipal Affairs via MAConnect, in accordance with the *Local Authorities Election Act*.
- Administration will prepare the “Notice of Election” Ad for the advertising requirement as stated in the *Local Authorities Election Act*. Administration will mail the election notice to all residences in the local jurisdiction in accordance with S.35 (2) of the *Local Authorities Election Act*. This will save the Village approx. \$600.00 in advertising costs.

➤ **Elected Officials & Staff Training Requirements:**

○ **AEMA Training**

i. MEO (Municipal Elected Officials Course) **On-line or in-person**
Have all Councillors taken the MEO Course?

ii. Director of Emergency Management:

- ICS 300 **currently on waiting list**

iii. Municipal Staff:

- BEM (Basic Emergency Management) **on-line or in-person**
Admin Assistant/Public Works Foreman

- ICS 100, 200 and 300

Admin Assistant/Public Works Foreman

**Once YE and Audit are complete, Administration will register for the BEM and other related courses.*

○ **SDAB Training – New Member**

i. Mayor Johnson to attend on January 24-27, 2022.

○ **Assessment Review Board Training – New Member**

i. Mayor Johnson to attend on February 7-11, 2022.

○ **Subdivision & Development Appeal Board – Appointment of Member at Large**

i. Administration has not received any applications for members at large to sit on the SDAB. Administration will continue to advertise.

Public Works

- See Public Works Foreman’s Report (Agenda Item 9C)

Birch Lake Campground & Recreation Park

- Advertisement for Park Manager will be sent out in January 2022. Deadline to submit resumes will March 3, 2022.
- Administration will advertise the job posting in one (1) issue of a Local Newspaper, February Issue of the Innisfree Informer, Village of Innisfree Website, and Social Media Platforms.
- Administration will advertise and encourage “Snowbirds” to apply for the Park Manager Position.
- Administration has sent an email to Pennecon requesting further information regarding the request to access Birch Lake Campground for workers; awaiting reply.

Bylaw Enforcement

- Bylaw Enforcement Officer will continue to monitor and enforce applicable bylaws.
- Sidewalk Snow Removal: Public Works has gathered a list of sidewalks that need snow removal. Administration will send out notices to those residents/property owners in accordance with Snow Removal Bylaw and Policy.
- Administration is researching opportunities to assist the Village of Innisfree with Bylaw Enforcement (i.e. Contracted positions, partnering with a neighbouring Municipality, etc.). Information gathered will be brought forward to Council for their review and feedback.

Health & Safety

- Administration and Public Works held a Staff Safety Meeting on January 12, 2022. Topic of discussion were:
 - Safety Training Requirements (First Aid, Robbery Training, etc.)
 - Emergency Management Training (ESS Orientation, BEM and ICS 100-200).
 - Workplace Inspections and Safety Supply Inspections.
- Administration and Public Works will be conducting monthly Safety Meetings pursuant to the Occupational Health and Safety Act; next meeting is scheduled for February 2, 2022
- Administration will ensure the Museum is included in the Workplace Inspections moving forward.

Upcoming Events:

- February 7, 2022 – Election Day
- February 14, 2022 – Valentines Day
- February 15, 2022 – Regular Council Meeting
- February 21, 2022 – Family Day (Office/PW Closed)

Council Minute Action List:

- See Schedule “A” – Attached

Municipal Grants Report:

- See Schedule “B” – Attached

SCHEDULE "A"

Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin	*Completed. Agreement effective January 1, 2022. Motion: 2021-12-30/02
2020-07-21/09	Flood Mitigation / Culvert Installation – Bar Engineering	Admin	Completed. Survey plans have been finalized and received. Documents have been sent to Alberta Land Titles for registration.
2021-09-21/07 & 2021-10-07/02	2021 Asphalt Rehabilitation Quotes – Request for Decision / 2021 Asphalt Rehabilitation Revised Quote/Asphalt Disposal	Admin	Work has been postponed until Spring 2022. A Letter of Understanding has been signed by the contractor to maintain the 2021 project contract in 2022.
2021-11-16/06	Del Norte School Lighting – Innisfree Parent Council Request	Admin	Initial draft of the Traffic Safety Bylaw is being presented to Mayor and Council on January 18, 2022.
2021-11-16/07	Driver Feedback Signage	Admin	Administration has sent a follow-up email to AB Transportation regarding the status of our application.
2021-12-14/05 2021-12-14/06	Probationary Policies CAO Bylaw	Admin	The listed Policy and the Bylaw have been signed and uploaded to Municipal Website. Copies have also been provided to Mayor, Council and staff.
2021-12-14/11	COLA Approval Policy	Admin	Policy will be presented to Council on January 18, 2022
2021-12-14/10	Tax Recovery Costs	Admin	Tax Recovery Costs have been applied to the respective Tax Rolls.

2021-12-14/12	2022 Interim Budget	Admin	Approved Budget has been uploaded to the Municipal Website.
2021-12/14/15 2021-12-14/16 2021-12/14/18	MSP Projects	Admin	-Electrical Upgrades are complete. <u>Fire Hall</u> -Overhead Door Repairs are complete. -Installation of wash/sanitation station is pending.
2021-12-14/17	2022 Library Budget	Admin	Approved Budget has been added to the 2022 Operating Budget.
2021-12-14/22	CAO Report: MSP Project Proposal	Admin	Administration was directed by Council to seek quotes for Ball Diamond Shale at the Birch Lake Campground. Administration continues to seek quotes.

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
MUNICIPAL STIMULUS PROGRAM: AMOUNT REMAINING = \$33,964 (DEADLINE: DECEMBER 31, 2022)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake	Ball Diamond Shale	\$5,000	24 Yards (delivery included): \$4,838		Administration has received one quote. Administration continues to seek quotes in this regard.
	Electrical Upgrades	\$1,000			Administration will touch base with Local Electrician in fall/winter regarding electrical upgrades at the campground.
	Picnic Tables & Fire Pits	\$5,000			Administration/Public Works will conduct research on Fire Pits and Picnic Tables during the winter months
	Outhouse Rehabilitation	\$2,300			Administration will conduct research on outhouses for the campground/ball diamonds.
	Tinning of Administration Office Roof	-	\$8,763	Yes	Motion # 2021-03-26/04
	Repairs to Side by Side	-	\$2,998	Yes	Motion # 2021-06-15/12
Fire Hall	Replace Overhead Doors	\$6,000	\$573.85 (2021) \$575 (2022)	Yes.	Motion: 2021-12-14/18

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
	Build Gear Lockers	\$3,000			Will speak with County Fire Chief M. Fundytus in this regard. *Deleted per R.F.S Agreement with C. of Min.*
	LED Lighting	\$1,500	Quote: \$3,897.08 Actual: \$3,125.48	Yes.	Motion: 2021-12-14/15
	Build Shelving in Truck Bay	-			Will speak with County Fire Chief M. Fundytus in this regard. *Deleted per R.F.S Agreement with C. of Min.*
	Install Sink/Washing Station	\$1,000	Plumbing Quote: \$ 600 Sink Quote: \$330		Motion: 2021-12-14/16 Waiting for contractor to schedule installation.
	Repair Cement Pad in Truck Bay	\$5,000			Will speak with County Fire Chief M. Fundytus in this regard. *Deleted per R.F.S Agreement with C. of Min.*
	Run Air Lines along roof	\$2,500			Will speak with County Fire Chief M. Fundytus in this regard. *Deleted per R.F.S Agreement with C. of Min.*
	Repainting of Truck Bay Floor	\$2,500			Will speak with County Fire Chief M. Fundytus in this regard. *Deleted per R.F.S Agreement with C. of Min.*

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
MSJ CAPITAL (ACCEPTED APPLICATIONS)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13636	2021-2023 ACE Water Capital Contributions	\$74,333.00	\$37,400.00 (2021) Motion # 2021-04-20/21		2022 Contribution: \$24,140 2023 Contribution: \$8,440
CAP-12135	Bobcat/Skid Steer Accessories	\$4,381.00	Portable Salt/Sander: \$1,619 (2020) Purchased from Lakeland College		Administration will direct PW to obtain quotes for the purchase of a snow blade for the Skid Steer.
CAP-13446	Community Garden Project	\$10,000			Over the winter months, Administration and Public Works will obtain quotes for dirt, fencing materials, signage and other additions that may be deemed appropriate for the Community Garden.
CAP-13638	Lawn Equipment & Accessories	\$1,500	Lawn Equipment: \$2,248.04 Motion # 2021-04-20/17		Purchased lawn equipment and accessories from JARD Industrial. Will be purchasing additional weed whackers for Public Works Department.

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13414	Village Administration Office Renovations	\$50,000			Administration will advertise a "Request for Quotes" for the proposed work (removal and installation of flooring, front counter/desk, exterior of building). Administration has created a floor plan with proposed renovations and measurements. Administration will prepare a "Request for Quotes" outlining the proposed renovations.
CAP-12594	Replacement of Zero Turn Lawn Mower	\$9,000	\$6,405.00 Motion # 2021-04-20/12	Yes.	Purchased Zero Turn Lawn Mower in April 2021.
CAP-14033	Fire Hydrants	\$20,000			Install two (2) additional Fire Hydrants at 54 St (Recreation Hall) and 53 St. and 49 Ave to increase coverage. Infrastructure/Capital Plan Item #4.01. Tabled until Spring/Summer 2022 Administration met with contractor and will provide quotes at a future Council meeting.

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-14018	Side by Side Purchase	\$15,000			<p>Possibly purchase new side by side for Campground in place of existing side by side. Will direct Public Works Department to seek quotes for various options. Administration applied for MSI Funding to ensure funding was available. Administration has not actioned this item.</p>

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1196	Pedestrian Crossing Sign	\$50,000	(2020) = \$0.00		Alternative options discussed during November 16, 2021, Regular Council meeting.
GTF-516	Innisfree Infrastructure Upgrades	\$75,000	2019 SFE Actuals: 1. Water Break = \$ 45,652.00 2. Sewer Line (Alley 54 St & 53 St): \$ 0.00 2020 SFE Actuals 1. Flooding/Culvert Installation: \$28,622 2021 *Est.* SFE: 1. Flooding/Culvert Installation: \$ 2,500 *Surveying Cost & Sidewalk Replacement Cost* 2022 *Est* SFE: 1. Flooding/Culvert Installation: \$4,800 *Paving Cost*		Motion # 2021-11-16/06 Paving to be completed in Spring 2022.
GTF-1187	Sidewalk Replacement/Rehabilitation	\$217,650	\$1,150.00 (2020 SFE) \$0.00 (2021 SFE)		53 St Sidewalk Repair completed in 2020. Rehabilitation will continue in 2022-2025 as per application.
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			Infrastructure audit recommended 6 Manholes need immediate repairs.

**Village of Innisfree Monthly Reconciliation
December 31, 2021**

As per Books

	General Operating	Tax Recovery Account	Municipal Grants	Capital Reserves
Previous Month Balance	331,741.72	478.19	534,621.15	232,364.75
Deposits	30,321.74			
Deposits in Transit	-			
Interest Received	156.74	0.45	295.14	37.77
Sub-total	362,220.20	478.64	534,916.29	232,402.52
Less Disbursements (A/P)	66,799.57			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	31.58			
Monthly Interac Fee(s)	135.96			
Staples Supplies	709.15			
Alberta Land Titles	82.00			
Liberty Security - Monthly Fee	141.72			
WCB - Monthly Req.	243.20			
ASFF 4th QRTR Requisition	9,790.75			
Month End Balance	284,261.27	478.64	534,916.29	232,402.52

As Per Bank

	General	Tax Recovery Account	Municipal Grants	Capital Reserves
Month End Balance	315,960.42	478.19	534,916.29	232,402.52
Deposits in Transit	2,928.03	0.45		
Sub-total	318,888.45	478.64	534,916.29	232,402.52
Less Outstanding Cheques	34,627.18			
Month End Balance	284,261.27	478.64	534,916.29	232,402.52

Outstanding Cheques

Chq #	Amount	Chq#	Amount	Chq#	Amount
344	15.00	10577	88.00	10594	8,960.66
402	30.00	10578	55.00	10595	1,263.17
473	204.00	10579	15.00	10596	9,102.45
608	30.00	10580	15.00	10597	141.75
10121	180.00	10581	45.00	10598	50.00
10407	30.00	10582	70.00	10599	5,785.21
10453	30.00	10583	96.00	10600	49.35
10463	82.00	10584	135.00	10602	317.75
10504	52.00	10585	45.00	10603	50.00
10532	150.00	10586	163.00	10604	250.00
10534	9.60	10587	15.00	10605	315.00
10545	30.00	10588	30.00		
10574	1,631.51	10589	337.37		
10575	2,340.04	10590	280.00		
10576	2,105.17	10592	33.15	Total O/S Chq#	34,627.18



Village of Innisfree

Revenue & Expense Report

Page 1 of 7
2022-Jan-12
4:58:00PM

General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
TAXATION				
1-00-00-110	Taxes Residential	167,372.73	166,348.76	0.00
1-00-00-111	Taxes Non-Residential	46,719.48	46,719.48	0.00
1-00-00-112	Taxes M & E	4,341.49	4,341.49	0.00
1-00-00-120	Taxes SP Levy	0.00	0.00	0.00
1-00-00-190	Taxes Linear	27,882.89	27,882.89	0.00
1-00-00-230	Taxes Federal GIL	1,056.16	1,056.16	0.00
1-00-00-240	Taxes Provincial GIL	0.00	0.00	0.00
1-00-00-250	Taxes Minimum Levy	25,643.83	25,643.83	0.00
1-00-00-321	ASFF Residential Levy	27,694.85	27,436.04	0.00
1-00-00-322	ASFF Non-Residential Levy	11,781.89	11,781.88	0.00
1-00-00-330	Seniors Housing Levy	2,825.00	2,804.36	0.00
1-00-00-260	Taxes - Designated Industrial Property	90.77	90.77	0.00
* TOTAL TAXATION		315,409.09	314,105.66	0.00
REQUISITIONS				
2-00-00-260	Designated Industrial Property Req	90.77	0.00	0.00
2-00-00-321	ASFF Requisition Residential	27,694.85	26,117.36	0.00
2-00-00-322	ASFF Requisition Non-Residential	11,781.89	11,173.33	0.00
2-00-00-328	ASFF Prior Year Levy Adj Residential	0.00	0.00	0.00
2-00-00-329	ASFF Prior Year Adj Non-Residential	0.00	0.00	0.00
2-00-00-330	Seniors Foundation Requisition	2,825.00	2,825.00	0.00
2-01-00-754	Seniors Foundation-Req	0.00	0.00	0.00
* TOTAL REQUISITIONS		42,392.51	40,115.69	0.00
**P TOTAL TAX AVAILABLE FOR MUNICI		273,016.58	273,989.97	0.00
GENERAL REVENUE				
1-00-00-510	Penalties Taxes	27,500.00	21,117.75	18,730.42
1-00-00-540	Franchise Fees - Natural Gas	22,600.00	21,356.56	0.00
1-00-00-541	Franchise Fees - Electricity	13,965.00	13,718.42	0.00
1-00-00-550	Bank Interest (General Operating)	2,500.00	2,676.59	0.00
1-01-00-590	Other Revenue Own Sources Invest	385.00	595.00	0.00
1-01-00-790	Sale of Assets Gain/Loss	0.00	0.00	0.00
1-11-00-765	Transfer from Reserves General	5,000.00	5,000.00	0.00
1-00-00-551	Bank Interest - Grants	0.00	818.09	0.00
1-00-00-552	Bank Interest - Reserves	0.00	307.08	0.00
1-00-00-553	Bank Interest - Tax Recovery '09 (TBill)	0.00	0.73	0.00
** TOTAL GENERAL REVENUE		71,950.00	65,590.22	18,730.42
ADMIN REVENUE				
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	0.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	1,150.00	1,231.18	0.00
1-12-00-402	Bank Fees Collected	0.00	0.00	44.00
1-12-00-560	Rental Revenue Adm	9,000.00	8,717.88	428.57
1-12-00-590	Other Revenue Own Sources Adm	7,875.00	6,409.75	98.11
1-12-00-841	Provincial Grant Capital	0.00	27,168.00	0.00
1-12-00-290	Election (Senate/Referendum)	2,000.00	4,000.00	0.00
** TOTAL ADMIN REVENUE		20,025.00	47,526.81	570.68



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
FINE REVENUE				
1-21-00-530	Fines Police	500.00	100.00	0.00
**	TOTAL FINE REVENUE	500.00	100.00	0.00
FIRE REVENUE				
1-23-00-410	Fees Fire Fighting	14,500.00	9,669.91	187.50
1-23-00-415	Fire Dept Donations	0.00	0.00	0.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,750.00	21,044.26	0.00
1-23-00-990	Proceeds of Capital Disposal Fire	0.00	0.00	0.00
1-23-00-765	Transfer from Reserves Fire	2,000.00	2,000.00	0.00
**	TOTAL FIRE REVENUE	37,250.00	32,714.17	187.50
BYLAW REVENUE				
1-26-00-522	License Animal	850.00	957.00	825.00
1-26-00-523	Business Licenses	400.00	375.00	445.00
1-26-00-590	Fines Bylaw	450.00	0.00	0.00
**	TOTAL BYLAW REVENUE	1,700.00	1,332.00	1,270.00
PUBLIC WORKS REVENUE				
1-32-00-430	Sales Service (Grass,Snow)	1,100.00	1,500.00	0.00
1-32-00-560	PW Rental Revenue	500.00	850.00	150.00
1-32-00-830	Grants Federal (CSJ) PW	6,300.00	2,992.50	0.00
1-32-00-840	Grants Provincial - Operating	0.00	0.00	0.00
1-32-00-841	Grants Infrastructure Provincial PW	0.00	0.00	0.00
1-32-00-850	FEDERAL GRANTS	0.00	0.00	0.00
1-32-00-990	Proceeds of Capital Disposal PW	0.00	0.00	0.00
1-32-00-765	Transfer From Operating Reserves PW	10,130.00	10,130.00	0.00
**	TOTAL PUBLIC WORKS REVENUE	18,030.00	15,472.50	150.00
STORMWATER REVENUE				
1-37-00-000	Grants - Provincial Capital	0.00	0.00	0.00
1-37-00-410	Stormwater Infrastructure Renewal	4,775.00	4,660.85	0.00
1-37-00-510	Penalties-Stormwater	0.00	0.00	0.00
1-37-00-850	Grant - Federal Capital	0.00	0.00	0.00
**	TOTAL STORMWATER REVENUE	4,775.00	4,660.85	0.00
WATER REVENUE				
1-41-00-410	Water Consumption	38,250.00	43,583.39	0.00
1-41-00-411	Regional Water Fund	23,300.00	22,873.74	0.00
1-41-00-412	Water Base Fee	28,100.00	24,449.54	0.00
1-41-00-510	Penalties Water	2,500.00	2,775.08	194.22
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00	0.00
1-41-00-765	Transfer from Reserves Water	0.00	0.00	0.00
1-41-00-841	Provincial Grant Capital	0.00	37,400.00	0.00
**	TOTAL WATER REVENUE	92,150.00	131,081.75	194.22
SEWER REVENUE				
1-42-00-410	Billings Sewer	35,075.00	35,035.58	0.00



Village of Innisfree

Revenue & Expense Report

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General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00	0.00
1-42-00-765	Transfer from Reserves Sewer	5,000.00	5,000.00	0.00
** TOTAL SEWER REVENUE		40,075.00	40,035.58	0.00
SOLID WASTE				
1-43-00-410	Billings Garbage	46,950.00	46,662.62	0.00
1-43-00-411	Regional SWM Infrastructure Fee	17,950.00	17,539.74	0.00
1-43-00-510	Penalties - Solid Waste	0.00	0.00	0.00
1-43-00-511	Penalties SWM Fee	0.00	0.00	0.00
1-43-00-764	Transfer from Contributed Reserve Garbag	0.00	0.00	0.00
** TOTAL SOLID WASTE		64,900.00	64,202.36	0.00
LAND REVENUE				
1-61-00-410	Sale of Land	0.00	900.00	0.00
1-61-00-522	Permits (Development, Subdivision)	250.00	150.00	0.00
** TOTAL LAND REVENUE		250.00	1,050.00	0.00
RECREATION REVENUE				
1-72-00-590	Fees Park Grounds	24,500.00	20,175.14	0.00
1-72-00-591	Fees Park Concession	2,000.00	0.00	0.00
1-72-00-760	Disposition Proceeds	0.00	0.00	0.00
1-72-00-764	Transfer to Operating Reserves	0.00	0.00	0.00
1-72-00-830	Federal Conditional Grants	0.00	2,756.50	0.00
1-72-00-841	PROVINCIAL GRANT - CAPITAL	0.00	0.00	0.00
1-72-00-765	Transfer from Reserves Recreation	5,000.00	5,000.00	0.00
1-72-00-592	Fees Park Firewood	0.00	1,380.00	0.00
** TOTAL RECREATION REVENUE		31,500.00	29,311.64	0.00
CULTURAL REVENUE				
1-74-00-400	Van Revenue (Community)	0.00	0.00	0.00
1-74-00-557	Museum Cost Recovery	0.00	0.00	0.00
1-74-00-591	Revenue Own Sources Culture	0.00	0.00	0.00
1-74-00-830	Grants Conditional Federeal Cultural	0.00	0.00	0.00
1-74-00-840	Grants Conditional Provincial Cultural	0.00	0.00	0.00
1-74-00-860	Other Revenue Own Sources Library	0.00	0.00	0.00
1-74-00-900	Recoveries Insurance Cultural	0.00	0.00	0.00
1-74-00-415	Museum Donations	100.00	0.00	0.00
** TOTAL CULTURAL REVENUE		100.00	0.00	0.00
*** TOTAL REVENUE		656,221.58	707,067.58	21,102.82
COUNCIL EXPENSE				
2-11-00-130	Employer Cont Source Dec=ductions	0.00	10.58	0.00
2-11-00-135	WCB Council	0.00	0.00	0.00
2-11-00-151	Fees Council	5,750.00	6,587.50	0.00
2-11-00-211	Travel/Subsistence Council	350.00	716.87	0.00
2-11-00-212	Conventions/Seminars Council	500.00	1,725.01	0.00
2-11-00-274	Council Insurance	0.00	0.00	0.00
** TOTAL COUNCIL EXPENSE		6,600.00	9,039.96	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
GENERAL EXPENSE				
2-19-00-274	General Insurance	5,130.00	5,128.41	0.00
**	TOTAL GENERAL EXPENSE	5,130.00	5,128.41	0.00
ADMIN EXPENSE				
2-12-00-110	Salaries & Wages Adm	64,533.00	67,562.54	0.00
2-12-00-111	Honorarium (Admin)	750.00	600.00	0.00
2-12-00-115	Salaries & Wages Assistant Adm	0.00	0.00	0.00
2-12-00-120	Salaries & Wages Casual	0.00	0.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,380.00	4,916.72	0.00
2-12-00-131	Employer Benefits Adm	8,500.00	7,711.24	0.00
2-12-00-135	Workers Compensation ADM	2,300.00	2,138.99	0.00
2-12-00-211	Travel/Subsistence Adm	250.00	79.48	0.00
2-12-00-215	Telecommunications	6,225.00	3,343.63	0.00
2-12-00-216	Postage & Freight	925.00	572.12	0.00
2-12-00-220	Membership Dues Adm	1,350.00	1,243.99	0.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	5,500.00	4,809.10	0.00
2-12-00-230	Audit/Assessor Fees Adm	25,000.00	24,600.00	0.00
2-12-00-250	Contracted Services Adm	15,500.00	17,309.65	0.00
2-12-00-274	Insurance Adm	960.00	959.07	0.00
2-12-00-290	Election/Census Expense Adm	2,000.00	2,601.55	0.00
2-12-00-510	Goods, Materials & Supplies Adm	7,500.00	10,574.44	0.00
2-12-00-540	Utilities Heat Adm	1,600.00	1,123.51	0.00
2-12-00-541	Utilities Power Adm	2,650.00	2,737.99	0.00
2-12-00-543	Utilities Water&Sewer Adm	0.00	0.00	0.00
2-12-00-650	Provision Doubtful Accounts	3,500.00	9,085.09	0.00
2-12-00-762	Transfer to Capital Adm	0.00	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	0.00	0.00	0.00
2-12-00-810	Bank Charges Adm	1,575.00	1,748.91	0.00
2-12-00-830	Bank Interest/Overdraft Fees Adm	0.00	0.00	0.00
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00	0.00
2-12-00-911	Land Title Charges	800.00	620.00	0.00
2-12-00-995	Legal Expenses	10,000.00	12,790.10	0.00
2-74-00-770	Grants Library	0.00	0.00	0.00
2-12-00-770	Grants to Organizations Adm	0.00	12,000.00	0.00
2-12-00-212	Education Adm	500.00	0.00	0.00
2-12-00-217	Website Costs	0.00	1,175.00	0.00
**	TOTAL ADMIN EXPENSE	166,298.00	190,303.12	0.00
FIRE EXPENSE				
2-23-00-120	Salaries & Wages Fire	16,750.00	15,625.20	0.00
2-23-00-135	WCB Fire	0.00	0.00	0.00
2-23-00-211	Travel & Subsistence Fire	750.00	0.00	0.00
2-23-00-215	Telecommunications Fire	2,750.00	3,257.92	0.00
2-23-00-217	Freight & Postage Fire	50.00	644.48	0.00
2-23-00-221	Advertising/Printing/Subscriptions Fire	0.00	250.00	0.00
2-23-00-234	Training Fire	2,500.00	0.00	0.00
2-23-00-250	Contracted Services Fire	600.00	620.53	0.00
2-23-00-274	Insurance Fire	1,600.00	1,605.55	0.00
2-23-00-510	Supplies, Goods & Equipment Fire	10,000.00	11,147.28	0.00
2-23-00-521	Fuel & Oil Fire	400.00	327.30	0.00
2-23-00-540	Utilities Heat Fire	2,565.00	2,256.72	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
2-23-00-541	Utilities Power Fire	1,790.00	1,723.52	0.00
2-23-00-543	Utilities Water & Sewer Fire	0.00	0.00	0.00
2-23-00-762	Transfer to Capital Reserves Fire	1,500.00	1,500.00	0.00
2-23-00-770	Grants to Organizations Fire	0.00	0.00	0.00
2-23-00-840	Operational Grant Local Government Fire	0.00	0.00	0.00
** TOTAL FIRE EXPENSE		41,265.00	38,958.50	0.00
EMERGENCY SERVICE EXPENSE				
2-25-00-300	Ambulance Requisition	0.00	0.00	0.00
2-25-00-310	911 Requisition	1,205.00	1,204.20	0.00
** TOTAL EMERGENCY SERVICE EXPENS		1,205.00	1,204.20	0.00
BYLAW EXPENSE				
2-26-00-221	Bylaw Advertising	150.00	0.00	0.00
2-26-00-222	Bylaw Enforcement Costs	250.00	0.00	0.00
2-26-00-510	Bylaw Enforcement Goods & Materials	125.00	302.62	0.00
** TOTAL BYLAW EXPENSE		525.00	302.62	0.00
PUBLIC WORKS EXPENSE				
2-32-00-110	Salaries & Wages PW	27,084.00	20,559.24	0.00
2-32-00-111	Honorarium (PW)	750.00	450.00	0.00
2-32-00-115	Salaries & Wages Casual PW	4,200.00	3,990.00	0.00
2-32-00-130	Employer Contributions Source PW	2,500.00	1,755.58	0.00
2-32-00-131	Employer Benefits PW	3,350.00	1,660.74	0.00
2-32-00-135	WCB	0.00	0.00	0.00
2-32-00-211	Travel & Subsistence PW	100.00	0.00	0.00
2-32-00-215	Telecommunications PW	2,515.00	2,413.72	0.00
2-32-00-217	Freight & Postage PW	350.00	47.00	0.00
2-32-00-221	Advertising/Printing/Subscriptions PW	0.00	0.00	0.00
2-32-00-250	Contracted Services PW	595.00	604.68	0.00
2-32-00-270	CN Services PW	130.00	130.00	0.00
2-32-00-274	Insurance PW	2,765.00	2,766.29	0.00
2-32-00-510	Goods, Supplies & Materials PW	27,500.00	10,430.57	0.00
2-32-00-521	Fuel & Oil PW	6,000.00	5,221.30	0.00
2-32-00-540	Utilities Heat PW	1,900.00	1,518.87	0.00
2-32-00-541	Utilities Power (Street/Shop) PW	56,565.00	45,291.83	0.00
2-32-00-543	Utilities Water/Sewer PW	0.00	0.00	0.00
2-32-00-762	Transfer to Capital PW	2,500.00	2,500.00	0.00
** TOTAL PUBLIC WORKS EXPENSE		138,804.00	99,339.82	0.00
STORM DRAINAGE EXPENSE				
2-37-00-250	Contracted Services - Storm Drainage	0.00	0.00	0.00
2-37-00-510	Goods & Equipment Repairs - Storm Drainage	1,200.00	0.00	0.00
2-37-00-762	Contribution to Capital - Storm Drainage	4,775.00	4,775.00	0.00
** TOTAL STORM DRAINAGE EXPENSE		5,975.00	4,775.00	0.00
WATER EXPENSES				
2-41-00-110	Salaries & Wages Water	11,607.00	8,337.59	0.00
2-41-00-120	Salaries & Wages Casual Water	0.00	0.00	0.00
2-41-00-130	Employer Contributions Source Water	770.00	581.37	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
2-41-00-131	Employer Benefits Water	1,275.00	691.08	0.00
2-41-00-211	Travel & Subsistence Water	0.00	0.00	0.00
2-41-00-215	Telecommunications - Water	1,085.00	1,783.16	0.00
2-41-00-217	Freight & Postage - Water	0.00	108.70	0.00
2-41-00-250	Contracted Services Water	7,640.00	9,981.61	0.00
2-41-00-270	Licenses & Permits Water	0.00	0.00	0.00
2-41-00-274	Insurance Water	2,165.00	2,166.66	0.00
2-41-00-350	ACE Regional Water Purchase	57,500.00	52,043.35	0.00
2-41-00-510	Goods, Supplies & Materials Water	5,500.00	9,411.10	0.00
2-41-00-540	Utilities Heat Water Plant	1,615.00	1,578.01	0.00
2-41-00-541	Utilities Power Water Plant	6,225.00	5,674.94	0.00
2-41-00-762	Transfer to Capital Water	2,500.00	2,500.00	0.00
2-41-00-830	Debenture Interest Water	0.00	0.00	0.00
2-41-00-831	Debenture Principal Water	0.00	0.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	37,400.00	37,400.00	0.00
** TOTAL WATER EXPENSES		135,282.00	132,257.57	0.00
SEWER EXPENSE				
2-42-00-110	Salaries & Wages Sewer	6,683.67	5,846.00	0.00
2-42-00-130	Employer Contributions Source Sewer	445.00	412.54	0.00
2-42-00-131	Employer Benefits Sewer	350.00	239.80	0.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	0.00	0.00
2-42-00-250	Contracted Services Sewer	1,000.00	0.00	0.00
2-42-00-274	Insurance Sewer	1,440.00	1,439.63	0.00
2-42-00-510	Goods, Supplies & Materials Sewer	3,500.00	11,237.50	0.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,915.00	5,822.10	0.00
2-42-00-762	Transfer to Capital Sewer	2,500.00	2,500.00	0.00
** TOTAL SEWER EXPENSE		21,833.67	27,497.57	0.00
GARBAGE EXPENSE				
2-43-00-110	Salaries & Wages Garbage	20,519.00	16,132.26	0.00
2-43-00-120	Salaries & Wages Casual Garbage	0.00	0.00	0.00
2-43-00-130	Employer Contributions Source Garbage	1,300.00	1,131.41	0.00
2-43-00-131	Employer Benefits Garbage	1,500.00	1,010.70	0.00
2-43-00-250	Contracted Services Garbage	27,050.00	21,616.55	0.00
2-43-00-274	Insurance Garbage	380.00	0.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	2,500.00	159.14	0.00
2-43-00-521	Fuel & Oil Garbage	0.00	0.00	0.00
2-43-00-760	Capital Purchase Garbage	0.00	0.00	0.00
2-43-00-762	Transfer to Capital Garbage	5,000.00	5,000.00	0.00
2-43-00-770	Contrib. to Local Government	0.00	0.00	0.00
2-43-00-840	MSI Cap-Garbage	0.00	0.00	0.00
2-43-00-763	Transfer to Reserves - Regional SWM	17,950.00	17,950.00	0.00
** TOTAL GARBAGE EXPENSE		76,199.00	63,000.06	0.00
FCSS EXPENSE				
2-51-00-351	FCSS Requisition	1,850.00	1,837.75	0.00
** TOTAL FCSS EXPENSE		1,850.00	1,837.75	0.00
PLANNING EXPENSE				
2-61-00-510	General Goods, Supplies and Materials	500.00	0.00	0.00
2-61-00-250	Contracted Services	775.00	0.00	0.00



Village of Innisfree

Revenue & Expense Report

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General Ledger	Description	2021 Budget	2021 Actual	2022 Actual
** TOTAL PLANNING EXPENSE		1,275.00	0.00	0.00
LAND PURCHASES EXPENSE				
2-66-00-710	Land Purchase	0.00	0.00	0.00
2-66-00-911	Land Title Costs	0.00	0.00	0.00
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00	0.00
RECREATION EXPENSES				
2-72-00-111	Honorarium (Recreation Park)	0.00	0.00	0.00
2-72-00-130	Employer Contributions Source Recreation	600.00	0.00	0.00
2-72-00-131	Employer Benefits Recreation	0.00	0.00	0.00
2-72-00-135	WCB Rec Park	0.00	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	815.00	1,646.61	0.00
2-72-00-221	Printing/Advertising/Subscriptions	380.00	0.00	0.00
2-72-00-234	Training Recreation	0.00	0.00	0.00
2-72-00-250	Contracted Services Recreation	12,000.00	11,136.40	0.00
2-72-00-255	Maintenance Sports Grounds	750.00	0.00	0.00
2-72-00-274	Insurance Recreation	2,355.00	2,355.45	0.00
2-72-00-510	Goods, Materials & Supplies Recreation	15,000.00	16,082.43	0.00
2-72-00-521	Fuel and Oil Park	1,200.00	842.42	0.00
2-72-00-540	Utilities Heat Park Building	1,065.00	991.89	0.00
2-72-00-541	Utilities Power Park Grounds	1,530.00	4,273.09	0.00
2-72-00-543	Water/Sewer/Gas Hall	0.00	0.00	0.00
2-72-00-591	Concessions Park Grounds	0.00	0.00	0.00
2-72-00-760	Contribution to Capital	0.00	0.00	0.00
2-72-00-762	Transfer to Capital Recreation	1,000.00	1,000.00	0.00
2-72-00-764	Transfer to Operation Reserves Recreation	0.00	0.00	0.00
2-72-00-770	Donations Recreation	0.00	0.00	0.00
2-72-00-115	Salaries & Wages Casual Recreation	4,200.00	3,675.00	0.00
2-72-00-592	Firewood - Recreation Park	0.00	2,728.57	0.00
** TOTAL RECREATION EXPENSES		40,895.00	44,731.86	0.00
CULTURE EXPENSES				
2-74-00-110	Honorariums (Library/Museum)	0.00	0.00	0.00
2-74-00-120	Wages- Museum & Library	0.00	0.00	0.00
2-74-00-250	Contracted Services Library/Museum	100.00	0.00	0.00
2-74-00-274	Insurance Cultural Organization	4,870.00	4,870.86	0.00
2-74-00-300	Regional Library Requisition	1,165.00	1,166.29	0.00
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	0.00
2-74-00-510	Goods & Materials Library/Museum/Culture	0.00	0.00	0.00
2-74-00-415	Donations - Museum	100.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	3,116.00	2,979.11	0.00
2-74-00-541	Utilities Power Museum	1,540.00	1,560.95	0.00
2-74-00-221	Printing/Advertising/Subscriptions	500.00	907.86	0.00
** CULTURE EXPENSES		14,891.00	14,985.07	0.00
*** TOTAL EXPENSES		658,017.67	633,361.51	0.00
**** (SUPLUS)/DEFICIT		1,796.09	(73,706.34)	(21,102.82)

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2022-01-12

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Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	11,311.98	3-00-00-274	16,662.65
Overdue 1	2,241.99		
Overdue 2	1,479.36		
Overdue 3	862.80		
Overdue 4	766.52		
Outstanding	<u>16,662.65</u>	Totals	<u>16,662.65</u>
		Total GL	16,662.65
		Total SL	16,662.65
		Proof	<u>0.00</u>

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2022-Jan-12
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Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210591	2021-12-29	Alberta Municipal Services Corpor			PAYMENT		6,760.23
			2-32-00-540	21-1041168	PW Gas	137.68	
			2-41-00-540	21-1041168	WTP Gas	165.45	
			2-74-00-540	21-1041168	Rec Park Gas	352.78	
			2-23-00-540	21-1041168	Fire Hall Gas	276.31	
			2-12-00-540	21-1041168	Village Office Gas	114.98	
			2-32-00-541	21-1041168	PW Power	218.57	
			2-41-00-541	21-1041168	WTP Power	493.34	
			2-32-00-541	21-1041168	PW Power	21.00	
			2-74-00-541	21-1041168	Museum Power	139.99	
			2-23-00-541	21-1041168	Fire Hall Power	157.95	
			2-12-00-541	21-1041168	Village Officer Power	194.78	
			2-42-00-541	21-1041168	LS Power	185.68	
			2-42-00-541	21-1041168	LS Power	138.29	
			2-42-00-541	21-1041168	LS Power	226.44	
			2-72-00-541	21-1041168	Rec Park Power	30.27	
			2-32-00-541	21-1041168	Street Lights / Xmas Lights	3,906.72	
20210592	2021-12-29	Anderson, Joan			PAYMENT		33.15
			2-23-00-510	DEC 2021	WATER - INNISFREE FIRE DEPARTM	33.15	
20210593	2021-12-29	ATB Financial MasterCard			PAYMENT		416.32
			2-41-00-217	DEC 2021	Postage - UT Bills	90.80	
			2-12-00-221	DEC 2021	Canada Post - Mail	73.64	
			2-32-00-215	DEC 2021	MCS Net PW Shop	104.95	
			2-23-00-215	DEC 2021	Fire Hall Internet	104.95	
			2-12-00-510	DEC 2021	Adobe PDF View Sub	41.98	
20210594	2021-12-29	CANADA REVENUE AGENCY			PAYMENT		8,960.66
			4-00-00-237	DEC 2021	Q4 SOURCE DEDUCTIONS	8,960.66	
20210595	2021-12-29	County of Minburn			PAYMENT		1,263.17
			2-43-00-250	32881	NOVEMBER 2021 TIPPAGE AND HAL	1,263.17	
20210596	2021-12-29	Doug's Backhoe & Bobcat Service			PAYMENT		9,102.45
			2-41-00-510	7864	HYDROVAC WS MAIN VALVE / HYDR	2,089.50	
			2-41-00-510	7877	CHANGE WATER MAIN VALVE 48 AV	7,012.95	
20210597	2021-12-29	Eldon Design Arts and Signs			PAYMENT		141.75
			2-43-00-510	740	TRANSFER STATION REFLECTIVE S	141.75	
20210598	2021-12-29	Innisfree-Minburn 4-H Beef Club			PAYMENT		50.00
			2-12-00-510	2386	BEAR TRACKS ICE MELT X 2	25.00	
			2-32-00-510	2386	BEAR TRACKS ICE MELT X 2	25.00	
20210599	2021-12-29	Mardar Electric			PAYMENT		5,785.21
			2-23-00-510	183628	LED LIGHTS - INNISFREE FIRE HALL	3,125.48	
			2-12-00-510	183629	LED LIGHTS - VILLAGE ADMIN BLDG	1,526.91	
			2-72-00-510	183630	LIGHT REPAIRS - REC PARK	1,132.82	
20210600	2021-12-29	OK Tire Vegreville			PAYMENT		49.35
			2-32-00-217	IN066724	COST OF FRIEGHT - TIRE CHAINS	49.35	
20210601	2021-12-29	Telus Mobility			PAYMENT		173.86
			2-12-00-215	DEC 2-JAN 1	CAO/PW CELLPHONE	69.25	
			2-32-00-215	DEC 2-JAN 1	CAO/PW CELLPHONE	104.61	
20210602	2021-12-29	The GEO H. Hewitt Co. Limited			PAYMENT		317.75
			2-26-00-510	2106320	CAT/DOG TAGS	317.75	
20210603	2021-12-29	Kostynuk, Eldon			PAYMENT		50.00
			2-23-00-215	DECEMBER 2021	FIRE CHIEF CELL PHONE COVERAG	50.00	
20210604	2021-12-29	McEwen, Darlene			PAYMENT		250.00
			2-12-00-250	DECEMBER 2021	DECEMBER 2021 CLEANING SERVIC	250.00	
20210605	2021-12-29	Vegreville News Advertiser			PAYMENT		315.00
			2-12-00-290	224743	BY ELECTION - NOTICE OF NOM DA'	315.00	



Village of Innisfree

Cheque Listing For Council

2022-Jan-12
4:58:44PM

Cheque		General			Invoice	Cheque	
Cheque #	Date	Vendor Name	Ledger	Invoice #	Invoice Description	Amount	Amount

Total 33,668.90

*** End of Report ***

PUBLIC WORKS REPORT

Village of Innisfree

December 14, 2021 – January 18, 2022

Public Works Department

- Inspection of PW Equipment is ongoing
- Electrical repairs completed on the Loader

Transportation:

- Continuing ++snow removal pursuant to the Village Snow Removal Policy
- Moving snow in all parking lots (Rec Centre, Skating Rink, Curling Rink and CN Lot)
- Shovelling extensive number of sidewalks (Village Office, Prairie Bank Building, Vacant Village lot beside former Video café, Tax Forfeiture building across from Innisfree Hotel, two properties under Tax Forfeiture to the Village (Hwy 870 & 52 Street,) Firehall sidewalk & concrete pad)
- Performed snow removal in several residential driveways pursuant to the Snow Removal Policy

Water Department:

- Water tests are performed daily at the Water Reservoir as well at several random addresses within the Village.

Sanitary Sewer Department:

- Continuing to add chemical due to odour at 48th Avenue and 51st Street manhole monthly

Solid Waste Management

- Curbside collection was postponed from December 29th to January 5th to January 10 & 11th, due to the extreme cold weather during that period, an extra amount of solid waste was collected due to the rescheduling as well as Christmas.
- Continuing to find some residential garbage bags are very heavy; residents are being advised and directed to remedy the issue. (Pursuant to OH&S)

Public Works “On-going” Project List:				
Project	Description	To be Completed by:	Status	Deadline:
Trimming of Tree’s	Ensuring back-alleys/sidewalks are clear of overhanging trees.	Public Works	Ongoing	Re-occurring

West Concrete Pile	Removal of concrete on the west end.	Public Works/Contractor	Ongoing	Summer 2022
Seniors Drop-In CC Valve Replacement	Replace cc valve at the Seniors Citizens' Centre.	Contractor	Ongoing. CC Valve will need to be replaced. However, CC Valve is not a valve the Village carries in stock. Will replace in Spring/Summer 2022 as tree removal may be necessary to access CC Valve. Administration will order appropriate parts to ensure items are in stock.	Spring/Summer 2022

Submitted by:

Robert Dobler
Public Works Foreman
January 7, 2022



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W www.tofieldalberta.ca

January 13, 2022

Honorable Jason Kenney
Premier of Alberta
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

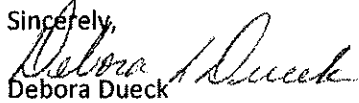
Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney
Premier of Alberta
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

mayor@tofieldalberta.ca

C.C

The Honorable Jason Copping, Minister of Health
Dr. Deena Hinshaw, Chief Medical Officer of Health
Damien Kurek, MP
Jackie Lovely, MLA
Alberta Municipalities
Rural Municipalities of Alberta
Darren Erickson, Tofield Pharmacy
Tofield Mercury
Vegreville News Advertiser