



- 1. Call to Order**
- 2. Oath of Councillor & Councillor Code of Conduct** (Page 3-8)
- 3. Agenda**
 - a. Deletions/Additions
 - b. Adoption of Agenda
- 4. Delegation**
 - a. 5:30 PM – Vermilion RCMP Detachment (Via Zoom) (Page 9-17)
Sgt. Dunsmore, Vermilion RCMP Detachment
- 5. Adoption of Minutes**
 - a. January 18, 2022, Minutes (Page 18-19)
- 6. Business Arising from the Minutes**
- 7. Policies & Bylaws**
 - a. Payment Acceptance Policy 1200-03 (Page 20-22)
 - b. Procurement & Expenditures Policy 1200-04 (Page 23-27)
 - c. Traffic Bylaw 670-22 (Page 28-56)
- 8. New Business**
 - a. Signing Authority & Council Committee Appointments (Page 57-59)
 - b. Northern Lights Library System – 2022 Budget (Page 60-61)
 - c. Joint Fire QMP Agreement (Page 62-94)
 - d. 4th Quarter Strategic Plan Update (Page 95-114)
 - e. Driver Feedback Sign – Alberta Transportation - Update (Page 115-131)
- 9. Councillor Reports**
 - a. Northern Lights Library System (Dec 16, 2021) – Mayor Johnson (Page 132)
 - b. Innisfree Library Board (Jan 5, 2022) – Mayor Johnson (Page 133)
 - c. Innisfree Library Board (Feb 2, 2022) – Mayor Johnson (Page 134)
 - d. Innisfree School Council (Jan 25, 2022) – Clr. McMann (Page 135)
- 10. Administration Reports**
 - a. CAO Report, Action List & Municipal Grants Report (Page 136-147)
 - b. Financials:
 - i. Monthly Reconciled Financial Statement – Period Ending January 31, 2022 (Page 148)
 - ii. Revenue & Expense (Page 149-155)
 - iii. Tax Trial Balance (Page 156)
 - iv. Utility Trial Balance (Page 157)
 - v. Accounts Payable Cheque List (Page 158-159)
 - c. Public Works Report – Period Ending February 15, 2022 (Page 160-161)
 - d. Innisfree Fire Services Report – Period Ending January 31, 2022 (Page 162)
- 11. Correspondence: -**
 - a. **Municipal Leaders’ Caucus** - March 9 & 10, 2022 (Page 163-164)
 - b. **AB Municipalities Assoc** – Economic Development Week Proclamation May 9 – 13, 2022 (Page 165-166)

c. **Farm Safety Centre** – Safety Smarts Program Donation Request (Page 167-169)

List of Correspondence – Period Ending February 15, 2022 (Page 170)

11. Closed Session

12. Adjournment

OFFICIAL OATH

I, Evan Raycraft, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor for the Village of Innisfree.

So help me God.

**Sworn before me at the Village of)
Innisfree, in the Province of) _____
Alberta, this 15th day of February,)
2022.**

Commisioner for Oaths

Policy

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

Purpose

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

1.0 DEFINITIONS

- 1.1 **Committee** means a committee, board, commission, authority, task force or any other public body established by Council.
- 1.2 **Council** means the Mayor and Councillors of the Village of Innisfree.
- 1.3 **Member** means a Member of Council duly elected under the authority of the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 and amendments thereto.

2.0 PROCEDURES

- 2.1 Village Council to:
 - 2.1.1 Approve this policy by resolution.
 - 2.1.2 Agree to, sign and comply with the *Village of Innisfree Code of Conduct for Members of Council and Council Committees (Schedule 'A')*.
- 2.2 Members of Council Committees:
 - 2.2.1 Agree to, sign and comply with the *Village of Innisfree Code of Conduct for Members of Council and Council Committees (Schedule 'A')*.
- 2.3 Chief Administrative Officer (CAO) to:
 - 2.3.1 Ensure implementation of this Policy with all Members of Council and Council Committees

3.0 APPENDICES

- 3.1 Schedule 'A' - *Village of Innisfree Code of Conduct for Members of Council and Council Committees*.

4.0 END OF PROCEDURE

VILLAGE OF INNISFREE
Code of Conduct for Members of Council
And Council Committees

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

1. Conduct

1.1 Foster Respect for Decision-making Process

All Members shall accurately and adequately communicate the attitudes and decisions of Council or Committee, even if they disagree with the decision, such that respect for the decision making process is fostered.

All members shall share their concerns and communicate concerns amongst the presence of the entire Council or Committee body.

1.2 Release of Confidential Information Prohibited

Members have a duty to hold in strict confidence all information concerning matters dealt with at *in-camera* meetings. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the *in-camera* deliberations to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information in contravention of the provisions of the *Freedom of Information and Protection of Privacy Act*.

Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.

Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or third parties such that it may cause detriment to themselves or others.

1.3 Release of Information to Public and Media

Members acknowledge that official information related to decisions and resolutions of Council or Committee will normally be communicated to the public and media by the Mayor as Head of Council, or Chair of the Committee, or by the Village of Innisfree Chief Administrative Officer.

1.4 Acceptance of Gifts Prohibited

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance of duties of office.

Members are not precluded from accepting:

- 1.4.1. personal gifts, benefits rewards, commissions, or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- 1.4.2. political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- 1.4.3. food and beverages at banquets, receptions, ceremonies or similar events;
- 1.4.4. services provided without compensation by persons volunteering their time;
- 1.4.5. food, lodging, transportation and entertainment provided by other levels of governments or by other local government boards or commissions;
- 1.4.6 a reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with relevant Village of Innisfree policy;
- 1.4.7. token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the municipality at an event; and
- 1.4.8 gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members shall return any gifts or benefits which exceed these limits, along with an explanation of why the gifts or benefits cannot be accepted.

1.5 Engaging in Incompatible Behavior Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members *shall not*:

- 1.5.1 use any influence of office for any purpose other than official duties;
- 1.5.2 solicit, demand, or accept the services of any municipal employee, or individual providing services on a contract for services, for re-election or re-appointment purposes;
- 1.5.3 use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
- 1.5.4 place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- 1.5.5 give preferential treatment to any person or organization in which a Member has a financial interest;
- 1.5.6 influence any Administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a Member has a financial interest;
- 1.5.7 use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

1.6 Avoidance of Waste

Members shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the Member is aware.

1.7 Treat Every Person with Dignity, Understanding and Respect

Members shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements and the public with dignity, understanding and respect for the right of equality and the right to an environment that is safe and free from harassment and discrimination.

1.8 Not to Discriminate

In accordance with the *Human Rights Code*, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, same sex partnership status, family status or disability. Age, disability, family status, record of offenses and same sex partnership status shall be defined in the *Human Rights Code*.

1.9 Not to Engage in Harassment

In accordance with the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

Member's Name (please print)

Members Signature

Witness Name (please print)

Witness Signature

Dated: _____

Delegation Request for Presentation to Council

Council invites delegations to make presentations at Village Council Meetings. To provide Council with clear, concise information, Delegations are requested to submit a written report outlining the issues being brought before Council, at 12 noon, at least **seven calendar (7)** days before the scheduled Council meeting.

Name of Delegation: RCMP

Contact Name /Person making presentation: Sgt Dunsmore
Issue to be discussed: Q3 Community Policing Report - Vermillion

Request of Council:

Date of Council Meeting: February 15, 2022

Delegation Time: __5:30 pm__

If there is additional information, please attach () yes (X) no

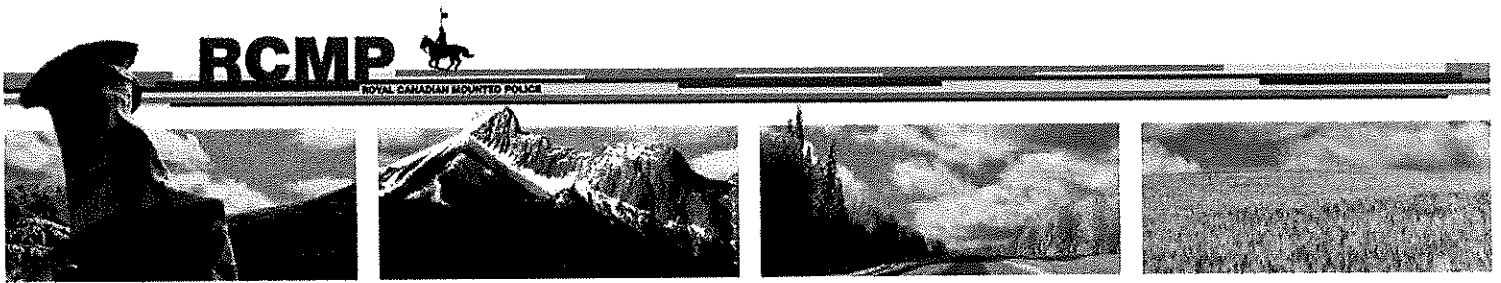
Delegations are limited to 10 minutes.

FOIP STATEMENT: This information is being collected Pursuant to the *Municipal Government Act, R.S.A. 2000, C-M-26* and will be used for the Village of Innisfree Council Meeting Agenda Packages as outlined in the *Freedom of Information & Protection of Privacy Act*.

Note: all Council Meetings are open to the public.

Effective Date: **Oct.22/14**
Resolution No. **2014-10-21/31**

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



January 26, 2022

Sergeant Mike Dunsmore
Detachment Commander
Vermilion, AB

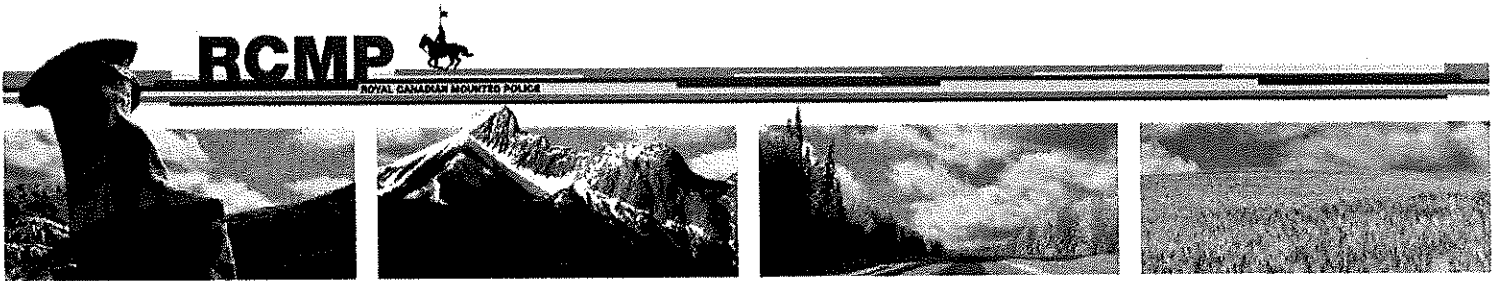
Dear Ms. Brooke Magosse,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment. This report covers the October 1st to December 31st, 2021 reporting period. As part of our continued commitment to engage with the communities we serve in enhancing service delivery, this report is a key tool to address any questions or concerns you may have.

As we embark on 2022, the safety and security of Albertans remains to be the top priority for the Alberta RCMP. The inclusion of Body Worn Cameras on our front line members supports our long-standing commitment towards enhancing public safety and trust with the communities we serve by increasing the transparency of police interactions with citizens. Later this spring, a number of Body Worn Cameras will be piloted in locations across Alberta to inform the success of the provincial rollout that is aimed to follow in the 2022/23 fiscal year. Front-line officers at detachments in Grande Prairie, Parkland, St. Paul, and Gleichen will take part in the pilot. These locations were strategically chosen given their high volumes of calls and varying line speeds. This pilot will allow us to see how the system performs and make adjustments to ensure it meets our needs before the full roll-out.

We are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, you will be invited to an information session and I will be working with you to develop the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

In addition, the Joint Business Plan is being finalized collaboratively by the Alberta RCMP and the Province of Alberta. The development of this plan has taken into consideration and input from communities as reflected in the Interim Police Advisory Board (PAB) report.



While this broader plan is nearing completion and is reflective of provincial policing priorities – in the coming weeks, detachment commanders will be engaging with communities to identify and discuss local policing priorities as they develop their detachment annual performance plans.

The attached reporting along with your valued feedback and guidance will support the reinforcement of your policing priorities, and help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sergeant Mike Dunsmore
Detachment Commander
Vermilion, AB



Vermilion Provincial Detachment Crime Statistics (Actual) Q3: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	2	1	0	N/A	-100%	0.1
Sexual Assaults		3	2	4	0	2	-33%	N/A	-0.4
Other Sexual Offences		0	1	2	1	1	N/A	0%	0.2
Assault		27	14	21	26	22	-19%	-15%	0.2
Kidnapping/Hostage/Abduction		3	0	0	0	1	-67%	N/A	-0.4
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		8	9	16	5	4	-50%	-20%	-1.2
Uttering Threats		14	5	7	16	5	-64%	-69%	-0.7
TOTAL PERSONS		57	31	52	49	35	-39%	-29%	-2.6
Break & Enter		37	41	34	17	19	-49%	12%	-6.0
Theft of Motor Vehicle		26	32	29	19	18	-31%	-5%	-2.9
Theft Over \$5,000		4	6	3	4	1	-75%	-75%	-0.8
Theft Under \$5,000		77	82	48	26	26	-66%	0%	-15.8
Possn Stn Goods		28	17	14	9	9	-68%	0%	-4.6
Fraud		16	12	13	10	24	50%	140%	1.4
Arson		1	1	2	0	2	100%	N/A	0.1
Mischief - Damage To Property		0	0	25	24	14	N/A	-42%	5.2
Mischief - Other		39	68	34	5	13	-67%	160%	-11.5
TOTAL PROPERTY		228	259	202	114	126	-45%	11%	-34.9
Offensive Weapons		3	6	1	8	4	33%	-50%	0.4
Disturbing the peace		7	15	5	1	7	0%	600%	-1.4
Fail to Comply & Breaches		29	24	36	39	40	38%	3%	3.7
OTHER CRIMINAL CODE		3	4	4	5	6	100%	20%	0.7
TOTAL OTHER CRIMINAL CODE		42	49	46	53	57	36%	8%	3.4
TOTAL CRIMINAL CODE		327	339	300	216	218	-33%	1%	-34.1

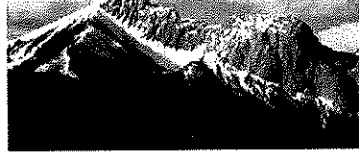


Vermilion Provincial Detachment Crime Statistics (Actual) Q3: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		15	5	3	4	1	-93%	-75%	-2.9
Drug Enforcement - Trafficking		4	1	1	0	4	0%	N/A	-0.1
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
Total Drugs		19	6	4	5	5	-74%	0%	-2.9
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	1	1	2	N/A	100%	0.4
TOTAL FEDERAL		19	7	5	6	7	-63%	17%	-2.5
Liquor Act		9	5	8	1	3	-67%	200%	-1.6
Cannabis Act		0	5	2	0	2	N/A	N/A	-0.1
Mental Health Act		4	20	19	11	11	175%	0%	0.5
Other Provincial Stats		19	24	16	24	26	37%	8%	1.4
Total Provincial Stats		32	54	45	36	42	31%	17%	0.2
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		7	3	1	1	3	-57%	200%	-1.0
Total Municipal		7	4	1	1	3	-57%	200%	-1.1
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		8	9	7	6	6	-25%	0%	-0.7
Property Damage MVC (Reportable)		106	108	121	74	90	-15%	22%	-6.6
Property Damage MVC (Non Reportable)		6	8	7	9	4	-33%	-56%	-0.3
TOTAL MVC		120	126	135	89	100	-17%	12%	-7.7
Roadside Suspension - Alcohol (Prov)		0	0	0	1	0	N/A	-100%	0.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		130	304	423	311	489	276%	57%	72.5
Other Traffic		1	3	3	4	25	2400%	525%	4.9
Criminal Code Traffic		18	19	29	7	14	-22%	100%	-2.0
Common Police Activities									
False Alarms		50	12	15	8	5	-90%	-38%	-9.4
False/Abandoned 911 Call and 911 Act		34	0	7	7	8	-76%	14%	-4.5
Suspicious Person/Vehicle/Property		38	13	16	27	38	0%	41%	1.4
Persons Reported Missing		5	2	7	1	4	-20%	300%	-0.3
Search Warrants		2	0	0	1	0	-100%	-100%	-0.3
Spousal Abuse - Survey Code (Reported)		27	14	17	24	18	-33%	-25%	-0.8
Form 10 (MHA) (Reported)		0	0	0	0	1	N/A	N/A	0.2

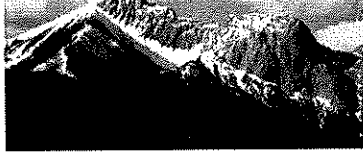


RCMP Provincial Policing Report

Detachment	Vermilion Provincial
Detachment Commander	Sergeant Mike Dunsmore
Quarter	Q3 2021
Date of Report	January 26, 2022

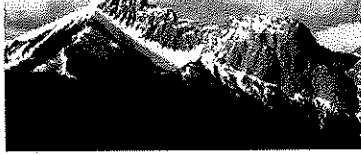
Community Consultations

Date	Attendee(s)	Notes
2021-10-14	Cst's Wieser and Skillings	Partner with Lloyd Sex Assault Centre and deliver health, wellness and safety presentation at Lakeland College
2021-11-02	Sgt Dunsmore	Attend Town of Vermilion council meeting, virtually. Presented 3rd quarter stats and discussed detachment resource levels. Answered questions regarding recent truck thefts.
2021-11-02	Sgt Dunsmore	Attend Community Consultative Group meeting, virtually. Presented 3rd quarter stats and discussed detachment resource levels.
2021-11-09	Sgt Dunsmore	Attend County of Vermilion council meeting, virtually. Presented 3rd quarter stats and discussed detachment resource levels.
2021-11-23	Sgt Dunsmore	Attend Town of Mannville council meeting, virtually. Presented 3rd quarter stats and discussed detachment resource levels. Answered questions on offender management.
2021-12-06	Sgt Dunsmore	Detachment area invitation for community consultation via email and regular mail. 4 week consultative window.



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction - Property Crime</p>
<p>Current Status & Results</p>	<p>We are taking an intelligence led direction to our efforts in preventing and reducing property crime: Hot Spot Policing. This approach utilizes crime statistics and trends to help guide and direct policing efforts. Tools used include crime mapping and information provided by Project Lockup. Prevention efforts utilize the process of Integrated Offender Management. Frequent and varied curfew checks on persons on interim release form part of these efforts.</p>
<p>Priority 2</p>	<p>Police / Community Relations - Consultations and Connections</p>
<p>Current Status & Results</p>	<p>Pandemic precautions have a negative impact on our ability to reach out through traditional means. As we exit the current phase of pandemic precautions we are confident that our projected goals are attainable.</p> <p>The third quarter saw the Vermilion Detachment engage our communities by way of an open invitation to the detachment area's residents. The invitation was to provide feedback by way of mail or email to the detachment commander. This invitation stood open for a 4 week period.</p> <p>A virtual town hall will be held February 15 in partnership with the Kitscoty detachment.</p>
<p>Priority 3</p>	<p>Traffic - Enforcement</p>
<p>Current Status & Results</p>	<p>Traffic Enforcement remains a priority for the communities we serve as well as for the detachment members as a whole. Activities for the year include increasing our total officer initiated OVC's (officer violator contacts). The detachment partners with the Vermilion Traffic unit on a regular basis in directing our enforcement activities. Enforcement activities are directed around the provincial government's Traffic Safety calendar.</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

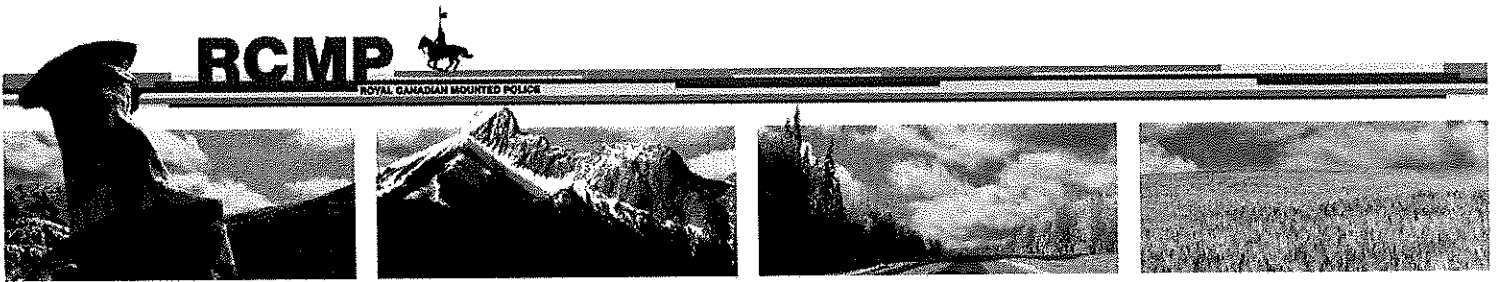
Category	October - December			January - December		
	2020	2021	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	216	218	1%	1,004	925	-8%
<i>Persons Crime</i>	49	35	-29%	189	160	-15%
<i>Property Crime</i>	114	126	11%	618	505	-18%
<i>Other Criminal Code</i>	53	57	8%	197	260	32%
Traffic Offences						
<i>Criminal Code Traffic</i>	7	14	100%	75	68	-9%
<i>Provincial Code Traffic</i>	311	489	57%	1,285	1,729	35%
<i>Other Traffic</i>	4	25	525%	18	94	422%
CDSA Offences	5	5	0%	25	24	-4%
Other Federal Acts	6	7	17%	34	30	-12%
Other Provincial Acts	36	42	17%	176	196	11%
Municipal By-Laws	1	3	200%	29	26	-10%
Motor Vehicle Collisions	89	100	12%	287	285	-1%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

As indicated by the above statistics we an overall downward trend in reported crimes.

The increases in the "other traffic" and "other criminal code" can be attributed to proactive enforcement activities.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	8	1	0
Detachment Support	3	3	1	0

² Data extracted on December 31st, 2021 and is subject to change over time.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 9 established officer positions, 8 officers are currently working and there is 1 soft vacancy. The new Corporal has been identified and starts March 2, 2022.

Detachment Support - Of the 3 established support positions, there are 3 resources currently working with 1 on parental leave. The position is being backfilled to ensure coverage through the term of the leave.

Quarterly Financial Drivers

nothing to report

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, January 18, 2022.

CALL TO ORDER

Mayor Johnson called the meeting to order at 5:09 P.M.

PRESENT

Attendance in-person

Jennifer Johnson Mayor
Deborah McMann Councillor

Brooke Magosse Chief Administrative Officer

APPROVAL OF AGENDA
2022-01-18/01

Moved by Clr. McMann that the agenda be approved with the following amendment:

- Agenda Item 6A Should read 670-22; not 670-21.

CARRIED

APPROVAL OF REGULAR
COUNCIL MINUTES
2022-01-18/02

Moved by Clr. McMann that the December 14, 2021, Regular Council Meeting minutes be approved with the following amendment:

- Appointment of Substitute Returning Officer moved by Mayor Johnson; not Clr. McMann.

CARRIED

APPROVAL OF SPECIAL
COUNCIL MINUTES
2022-01-18/03

Moved by Mayor Johnson that the December 30, 2021, Special Council Meeting minutes be approved as presented.

CARRIED

TRAFFIC BYLAW 670-21
2022-01-18/04

Moved by Mayor Johnson that Traffic Bylaw 670-21 be given first reading this 18th day of January 2022 with the following amendments:

- Bylaw Title to read "Traffic Bylaw 670-22" and throughout the Bylaw.
- Section 7.1.d. removed;
- Section 7.7.c. added: "unless permission is obtained from the landowner.
- Section 7.8.c.ii removed;
- Section 7.7.e. add the word "to" and pluralize "Person" in the sentence to read as follows: "No Persons to parallel Park..."
- Add Section 7.15: "Unless the owner of said commercial vehicle has received authorization in writing by the CAO or their delegate.
- Amend Section 8.9 to read "...blows, drops, spills or falls from any Vehicle..."
- Amend Section 8.11 to add in the phrase "leave a..." before the words "Track on a Highway..."
- Amend Section 8.12 to add the phrase "leave a..." before the words "Tracks upon a Highway..."
- Amend Schedule "A" Penalties top Clause to add "4.5" to the top line.
- Amend Schedule "A" to add "and 4.5" to the phrase: For Violation of Section 4.4 and 4.5 of this Bylaw.

CARRIED

POLICY 1900-15 – COLA
2022-01-18/05

Moved by Mayor Johnson that Council endorse Cost-of-Living Policy 1900-15 with the following amendment:

- Amend Section 4.1 to read: "The COLA Policy will commence effective January 1st annually."

CARRIED

VILLAGE DONATIONS
TO INNISFREE PRAIRIE
BANK OF COMMERCE
2022-01-18/06

Moved by Clr. McMann 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

CARRIED

RMA MEMBERSHIP
2022-01-18/07

Moved by Clr. McMann that Council approves the Village of Innisfree membership with the Rural Municipalities Association for \$195.

CARRIED

OVERDUE A/R WRITE-
OFFS
2022-01-18/08

Moved by Clr. McMann 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

CARRIED

COUNCILLOR REPORTS
2022-01-18/09

Moved by Mayor Johnson that the items listed under Councillor Reports be accepted as information.

CARRIED

RECESS
2022-01-18/10

Moved by Mayor Johnson for a recess at 6:55 pm.

CARRIED

RECONVENE
2022-01-18/11

Moved by Mayor Johnson to reconvene at 6:59 pm.

CARRIED

ADMINISTRATION
REPORTS
2022-01-18/12

Moved by Clr. McMann that the items listed under Administration Reports be accepted for information.

CARRIED

RURAL AB ADOLESCENT
VACCINES ACCESS
2022-01-18/13

Moved by Mayor Johnson that a letter be sent to Honourable Premier Kenney regarding the concerns for access to Adolescent Vaccine supplies in Rural Alberta.

CARRIED

ADJOURNMENT

Moved by Mayor Johnson for adjournment at 7:43 PM.

Mayor, J. Johnson

Chief Administrative Officer, B. Magosse

Request for Decision (RFD)

Topic: Payment Acceptance Policy 1200-03 - RFD
Initiated by: Administration
Attachments: Proposed Payment Acceptance Policy 1200-03

Purpose(s):

1. To review a proposal for a Payment Acceptance Policy.

Background:

1. The Payment Card Industry (PCI) has established *industry standards* for the processing of purchase transactions electronically.
2. It is critical that the process for accepting, processing and storage of information relating to Card transactions be secure to protect privacy and personal information and, safeguard Users' bank accounts and other assets.

Key Issues/Concepts:

1. The Policy is divided into three main components: Responsibilities, Standards, Privacy & Record Retention.
2. The Policy addresses the PCI Standards with regards to responsible parties, Credit Card expenditure limits and FOIP (Privacy) and Record Retention practices.

Options:

1. That Council endorses Procurement and Expenditure Policy 1200-04 as presented.
2. That Council endorses Procurement and Expenditure Policy 1200-04 as amended.
3. That Council directs Administration in another manner regarding Procurement and Expenditure Policy 1200-03 .

Financial Implications:

1. The proposed Policy addresses several key liability issues with regards to processes and privacy which should improve and liability actions.

Relevant Policy/Legislation:

1. *Municipal Government Act*
2. *Payment Card Industry Data Security Standard (PCI-DSS) 3.2*

Political/Public Implication(s):

1. A clear statement on standards and guidelines for the use of personal and financial information is an important Policy document for all individuals.

Recommendation:

That Council endorses Payment Acceptance Policy 1200-03 as presented.

Policy

The Village of Innisfree will provide convenient ways for the Village to accept payments for revenue sources subject to certain standards and limits.

Purpose

To provide direction on the forms of payments accepted by the Village and set limits by payment type. The Village incurs an expense (percentage of sales) as a vendor in credit card transactions. The Village wishes to control the level of charges it incurs through specifying the types of services not applicable for payment via credit card and permitted transaction amounts.

To ensure the protection of privacy of cardholder data including any processes, systems, and transmissions relating to credit/debit/pre-paid card payments is set in place. Additionally, record retention processes are clearly defined.

Scope

This policy applies to all Village employees and all types of payments received by the Village.

1.0 RESPONSIBILITIES

- 1.1 The Chief Administrative Officer or Designate has the authority to adjust the transaction limits as required.
- 1.2 The CAO and all Designated employees are responsible for adherence to this policy and shall be familiar with Village of Innisfree "Documents and Data Security Policy - 1200-02."
- 1.3 Administration is responsible for implementation of and adherence of this Policy regarding payments received at the Village Office.
- 1.4 The CAO is responsible for updating this Policy and auditing the adherence of this policy.

2.0 STANDARDS

Credit Card Acceptance

- 2.1 The Village accepts Visa and MasterCard credit cards at the Village Administration Office located at 5116 – 50 Avenue, Innisfree, Alberta.
- 2.2 The Village does not accept Visa or MasterCard credit cards via phone/email/instant messaging as a payment method.
- 2.3 Credit cards are not accepted for payment for the following revenue sources:
 - a. Transactions/invoices/agreements over \$2,500 inclusive of tax for an individual.
 - b. No partial payments are to be accepted for transactions, are to be accepted for transactions/invoices/agreements over \$2,500 inclusive of tax.

- c. No individual payments are to be accepted for transactions/ invoices/agreements over \$2,500 inclusive of tax within a single

- 2.4 Credit cards shall not be processed for more than the amount of the transaction, e.g., no "cash back."

Debit Card Acceptance

- 2.5 Debit cards are accepted for all revenue sources.

Cash Acceptance

- 2.6 Canadian currency is accepted for all revenue sources.

- 2.7 Foreign currency is not accepted.

Cheques, Money Orders & Bank Drafts Acceptance

- 2.8 Cheques, Money Orders and Bank Drafts in Canadian dollars are accepted for all revenue sources when made payable to the Village of Innisfree.

3.0 PRIVACY AND RECORD RETENTION

- 3.1 All credit/debit/pre-paid card transactions' information will comply with the Payment Canada Industry Data Security Standard (PCI DSS).
- 3.2 Cardholder data will neither be stored electronically (e.g., spreadsheet, network drive, database server) nor transmitted/received by electronic messaging (e.g., email, instant messaging, etc.)
- 3.3 Retention of any credit/debit/pre-paid card transaction information required for municipal accounting processes will comply with the Record Retention Bylaw 609, as amended, replaced, or repealed from time to time.

4.0 END OF PROCEDURE

Request for Decision (RFD)

Topic: Procurement & Expenditure Policy 1200-04 - RFD
Initiated by: Administration
Attachments: Procurement & Expenditure Policy 1200-04

Purpose(s):

1. To review a Draft Procurement & Expenditure Acceptance Policy.

Background:

1. The Village currently does not have a defined method for purchasing for the municipality.
2. Administration nor the Public Works Department have a “road map” that clearly lays out the procurement and expenditure practises for the Municipality; currently services and equipment purchases are often delayed, due to lack of authoritative direction on purchases.
3. Federal & Provincial regulations regulate the processes for specific purchase types and amounts of those purchases; the processes of those procurements must meet the specified Regulation.

Key Issues/Concepts:

1. The Policy provides guidelines that address:
 - a. expenditures, at levels below the Provincial & Federal regulated procurement values and,
 - b. those expenditures included in the annual budget; the process complies with the *Municipal Government Act*.
2. The Policy provides clear procurement guidelines with regards to the various methods to be used for purchasing goods and services for the Village, both below and over the Provincial & Federal regulated procurement values.
3. The Policy recognizes the processes to be utilized for procurement and expenditures pursuant to the Federal and Provincial regulations, (NWFTA, TILMA and the Alberta Purchasing Connection – APC.)
4. The Policy also provides award considerations that permits the Village to consider a wide range of factors in determining the successful bidder for any project or purchase consideration. This provides the Village the legal right to select a proponent who may not be the lowest bidder, which is usually a requirement of most provincial and federal government grant programs/agreements.
5. The Policy contains a section on Conflict of Interest that addresses purchasing by those employees who may be in an actual or perceived conflict of interest.

Options:

1. That Council endorses Procurement & Expenditures Policy 1200-04 as presented.
2. That Council endorses Procurement & Expenditures Policy 1200-04 as amended.
3. That Council directs Administration in another manner regarding Procurement & Expenditures Policy 1200-04.

Financial Implications:

The proposed Policy clarifies the purchasing roles and limits for municipal expenditures, should reduce Municipal liabilities regarding purchasing practices and should enhance the purchasing practices of the Village Administration and Public Works Departments.

Relevant Policy/Legislation:

1. *Municipal Government Act*
2. New West Partnership Agreement (NWPTA) Regulation
3. Trade, Investment and Labor Mobility Agreement (TILMA) Regulation

Political/Public Implication(s):

Providing clear guidelines and parameters on the Village procurement and expenditures should improve and clarify the purchasing abilities and capabilities of the municipality, resulting in excellent communication to the public.

Recommendation:

That Council endorses Procurement & Expenditure Policy 1200-04 as presented.

Policy

The Village of Innisfree Strategic Plan Core Values includes "Efficiency – the best use of resources." The Village is committed to providing for the long-term viability of our local community, by supporting local business opportunities while ensuring the Village is accountable for the responsible use of its financial resources.

Purpose

To ensure accountability to the Strategic Plan and the annual budget and, in compliance with the *Municipal Government Act* and to provide for a uniform and transparent purchasing process pursuant to legislative requirements.

Scope

This policy applies to all Village employees and all payments received by the Village.

1.0 RESPONSIBILITIES

- 1.1 The Chief Administrative Officer or Designate has the authority to adjust the transaction limits as required.
- 1.2 The CAO and all Designated employees are responsible for adherence to this policy and shall be familiar with Village of Innisfree Policy 1200-02 – Documents and Data Security.
- 1.3 Administration is responsible for implementation of and adherence of this Policy regarding payments received at the Village Office.
- 1.4 The CAO is responsible for updating this Policy and auditing the adherence of this policy.

2.0 EXPENDITURE GUIDELINES

- 2.1 After the annual operating and capital budgets have been approved, the guidelines will be followed:
 - 2.1.1 Items within the approved budget that have received an indication of political sensitivity or are over the amount of **\$2,500**
 - 2.1.2 Items between **\$1,000** and **\$2,500** will be approved by the CAO prior to procurement and prior to purchase within the limits of the operating budget.
 - 2.1.3 The CAO can approve an increase or reduction in budget items within the same line item; ensuring expenses do not exceed the line-item budget.
 - 2.1.4 The CAO can approve an increase or reduction in budget items within the department budget; ensuring expenses do not exceed the department budget.
 - 2.1.5 Any transfer of budget items between departments must be approved by Council.
- 2.2 Expenditures that are not included in the budget shall be authorized and verified by specific resolution of Council.

2.3 Emergency expenditures will be approved pursuant to the Unbudgeted Expenditures Policy 1300-01, as amended from time to time.

3.0 PROCUREMENT GUIDELINES

As an Alberta municipality, the Village of Innisfree must comply with the terms of the Canadian Free Trade Agreement (CFTA), the Trade, Investment and Labor Mobility Agreement (TILMA) and the New West Partnership Agreement (NWPTA.)

This requires that the Village advertise all procurements with a value of \$75,000 (goods and services and \$200,000 (construction) on the Alberta Purchasing Connection (APC) website (www.purchasingconnection.ca)

3.1 **Competitive Methods:** Competitive method means an open, invitational, or limited competition to provide goods or services to the Village of Innisfree, as follows:

- a. Request for Information (RFI) – This process is used to conduct market research and gather information to determine availability of products or services to help make a decision on the next steps that should be taken by the Village.
- b. Request for Proposal (RFP) – This format is used for more complex deliverables where the expertise of the vendor community it being sought to recommend an approach or solution to address a need.
- c. Invitation to Tender (ITT) – Also know as the “Call for Tender,” is a format used when the specifications or requirements are well-defined, including “what,” “why,” “when,” and “how” the work/project/product will be provided or completed, and the terms of the contract are clear.
- d. Request for Pre-Qualification (Q) – This process is used to select a vendor based on qualifications rather than price.

3.2 **Non-competitive methods:** Non-competitive method means a procurement process where a vendor is selected without conducting a competitive process.

a. **Negotiated methods:**

- i. Telephone solicitation – this process is used to call potential vendor(s) to obtain a verbal quote for goods and/or services.
- ii. Written quote – this process is used to obtain a written quote from potential vendor(s) for goods and/or services.

b. **Selective method (sole-source):** In some cases the Village may procure certain goods and services through one company, without obtaining prices from several sources based on the following:

- i. Technological Continuity: When technology has been created or updated specifically for the Village and is not available from another supplier.
- ii. Ongoing Service Contracts: When it is most cost effective to continue to acquire legal, accounting, management, engineering, or other consulting services from a single source to avoid expensive learning curves or duplication of work, or to avoid costly errors due to miscommunication or misinterpretation resulting from a lack of historical information or background

Periodically, the Village will review these arrangements to ensure quality standards are maintained and pricing remains competitive.

4.0 PROCUREMENT PROCESS

Types of Purchase	Value of Goods/Services	Procurement Method
Operating	Below \$500	• Non-Competitive – Negotiated method – telephone solicitation
Operating	Below \$10,000	• Non-Competitive – Negotiated method – written quote(s) only
Operating and Capital	Over \$10,000 and up to \$75,000	• Competitive method; or • Non-Competitive – Selective method • Non-Competitive – Negotiated method – written quote(s) only
Operating and Capital	Over \$75,000 and up to \$100,000	• Competitive method; or • Non-competitive – must comply with the exceptions of the New West Partnership Trade Agreement
Operating and Capital	Over \$100,000	• Competitive method

4.1 All applicable legislation is to be observed, including, but not limited to the *Municipal Government Act*, the *Freedom of Information and Privacy Act*, the Agreement for Internal Trade (AIT), the New West Partnership Trade Agreement (NWPTA) and advertising through the Alberta Purchasing Connection.

4.2 The NWPTA applies to all government procurement. It requires open and non-discriminatory procedures where the anticipated costs are at, or above the following thresholds:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

4.3 If it is determined to be the best business decision, the Village will utilize the Rural Municipalities of Alberta (RMA) Cooperative trade program through the Canoe Procurement Group of Canada. Canoe is an initiative of the RMA to expand cooperative procurement for municipalities across Canada. By collaborating with like-minded associations throughout the country, Canoe is a unified national presence that helps create efficiencies, expand offerings, and establish better pricing for members. This program complies with trade agreement requirements.

4.4 Payments for goods or services will be made when the Village is satisfied that the goods or services provided meet the specification.

5.0 AWARD CONSIDERATIONS

In addition to price, consideration may be given to the following factors in determining the successful bidder/proponent:

1. The ability and skill of the bidder/proponent to provide the goods/services requested.
2. The ability of the bidder/proponent to perform the contract or provide the services promptly or at a time specified without delay or interference.
3. The character, integrity, reputation, judgement, experience, and efficiency of the bidder/proponent.
4. The quality and performance of previous contracts, goods or services provided by the bidder/proponent.
5. The sufficiency of the financial resources and the ability of the bidder/proponent to perform the contract or provide the goods or services (this includes reviewing the bidder's/proponent's payment history with the Village if necessary.)
6. The quality, availability and adaptability of the goods or contractual services to the particular required, and ability to best meet the Village's operational needs.
7. The ability of the bidder/proponent to provide future maintenance and services for the items required.
8. The number and scope of conditions attached to the bid/proposal.
9. Any litigation between the bidder/proponent and affiliated individuals and corporations and the Village whether pending, past, threatened or suggested.
10. The total acquisition cost of the goods and/or services covered by the bid or proposal.
11. The Village may give preference to local businesses that can provide the desired goods and services under the trade agreement thresholds if they are within 5% of the best value bid.
12. All contractors, vendors or other service providers wishing to conduct business with the Village of Innisfree or provide other services must meet all insurance requirements. These requirements will be specified per project or purchase of goods and/or services within a tender package.

6.0 CONFLICT OF INTEREST

If a purchase or contract for goods or services is to be placed with:

- An employee of the Village
- Any company in which an employee of the Village has an interest, or
- A relative of an employee of the Village,

the employee shall declare an interest and that employee shall not be placed in a position to approve the purchase or provide any oversight or direction on the project.

7.0 END OF PROCEDURE

Request for Decision (RFD)

Topic: Proposed Traffic Bylaw 670
Initiated by: Council
Attachments: Proposed Traffic Bylaw 670-22
 Required TCD – Estimated Costs

Purpose(s):

1. To address Proposed Traffic Bylaw 670-22

Background:

1. At the January 18, 2022 Council Meeting, Council approved first reading of the proposed Traffic Safety Bylaw 670-22 with amendments.
2. 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.
3. Furthermore, Mayor and Council reviewed the Traffic Safety Bylaw and provided additional amendments to the proposed Traffic Bylaw 670-22 as noted in red.
4. Administration would like to note the following sections:
 - a. **3.7:** See Schedule B – Truck Route
 - b. **4.3:** This section referred to back alley travel only; removal of this section permits drivers to travel at 50 kmph in back alleys.
 - c. **5.0:** This clause was intended to ensure the burden is not simply on the pedestrian for their safety; it is also the drivers' responsibility.
 - d. **5.4:** Pursuant to the Alberta Traffic Act, hitchhiking is illegal in Alberta.
 - e. **6.1:** Pursuant to the Alberta Traffic Act, this activity is illegal in Alberta.
 - f. **6.2:** This clause should have been referencing Section 6.1 above, to not permit the towing behind of any of the apparatuses listed within that Section.
 - g. **7.11:** Time limits would be determined on a case-by-case basis, upon application.
 - h. **7.17:** Removal of former Section 7.11 & 7.12 eliminates the authority to remove said vehicle within those instances.
 - i. **Section 9:** Refer to definition of "Public Places" – removal of Public Places in this section allows individuals to proceed per the Bylaw without restrictions or penalty for activities on Village property.
 - j. **Section 10:** See comments on Section 9 re: Public Places
 - k. **Section 10:** current Bylaw Enforcement Officer (BEO) Bylaw 660-20 authorizes the appointment of an individual as the BEO for the Municipality, by Council resolution. The CAO was appointed on November 17, 2020, as the BEO. However, Section 10 clarifies which actions the CAO may perform versus those duties that Council retains. I.e. Changes of Traffic Control Devices is a Council Role.
 - l. **11.0:** this clause includes "CAO" to provide the CAO the authorization to issue a Municipal Violation Tag. Therefore, removal of the CAO from this clause eliminates the CAO's ability to issue Violation Tags and enforce the Bylaw issues within this section.
 - m. **11.8:** A Violation Tag means the same as a Municipal Tag and is designed per the Municipality's requirements. A Violation Ticket is, as set out in the Provincial Offences Procedure Act. The authority permitting an individual to issue Violation Tickets is issued by the Solicitor General; the Village does not have the authority to issue Violation Tickets.
 - n. **11.10:** Please see note above on Section 11.0 regarding CAO.
 - o. **Schedule "B" – Dangerous Goods Parking:** Dangerous Goods would be within close proximity to residential and commercial properties. Does Council wish to permit this type of parking at this location? See Alberta Transportation "Guidelines for the Establishment of Goods Routes in Alberta Municipalities," see section 13 "Parking".
 - p. **Areas highlighted in YELLOW:**
 - i. Please provide administration further direction regarding amendments.

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 11.12 – 11.15.
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 2.37; *Speed* is addressed under Section 4.3, and in Schedule "A" Section 4.3, *Penalties* are addressed separately; and under Schedule "B" all *Traffic Control Devices* are recorded.

Financial Implication(s):

1. Signage costs: (See attached.) Prices could be reduced with the Village's RMA membership. (This list will require additional review upon approval of the Bylaw.)
2. Signage will be ordered upon Council's approval of the Bylaw.

Options:

1. That Council provide readings to proposed Traffic | Bylaw 670-22 with amendments.
2. That Council direct Administration in another manner regarding proposed Traffic Bylaw 670-22.
3. That the Traffic Bylaw 670-22 be amended and brought to the March 15, 2022 Regular Council Meeting for third and final readings.

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 the Traffic Bylaw 670-22 be amended and brought to the March 15, 2022 Regular Council Meeting for third and final readings.

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.~~

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

~~2.1~~ “Alley” means a narrow highway intended chiefly to give access to the rear of the building and parcels of land;

~~2.2~~ “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;

~~2.3~~ “Boulevard” means that part of a Highway that is not a roadway and includes a ditch that forms part of a Highway;

~~2.4~~ “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;

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- 2.516 “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;
- 2.617 “Council” means the Municipal Council of the Village of Innisfree;
- 2.718 “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;
- 2.819 “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;
- 2.920 “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;
- 2.1021 “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;
- 2.1122 “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*.
- 2.123 “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.”
- 2.1324 “Hazard” means a risk or danger, or to expose to a risk, danger, or peril;
- 214.25 “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.

2.1526 “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.

2.1627 “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.

2.1728 “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;

2.1829 “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;

2.1930 “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;

2.2031 “Occupy” means to reside in or to be on;

2.2132 “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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- 2.2233 “Operator” means the Registered Owner thereof or if not the Registered Owner, the Person driving or in the position of control over the Vehicle;
- 2.2334 “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;
- 2.2435 “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;
- 2.2536 “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;
- 2.2637 “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;
- 2.2738 “Permit” means an authorization issued by the CAO pursuant to this or any other Bylaw of the Village;
- 2.2839 “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.
- 2.2940 “Playground Zone” means that portion of a Highway within the Village identified as a Playground Zone by a Traffic Control Device;
- 2.3041 “Posted” means to erect, place or mark with Traffic Control Devices;
- 2.3142 “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;
- 2.3243 “*Provincial Offences Procedures Act*” means the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, as amended or repealed and replaced from time to time.

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- 2.3344 “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.
- 2.3445 “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;
- 2.3546 “Roadway” means that part of a Highway intended for use by vehicular traffic;
- 2.3647 “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;
- 2.3748 “School Zone” means that portion of a Highway with the Village, marking the portion of Highway as a School zone;
- 2.3849 “Stop” when prohibited, means to allow a Vehicle (whether occupied or not) to stop, to load or unload, passengers, freight, or goods;
- 2.3950 “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;
- 2.4051 “*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;
- 2.4152 “Trailer” means a Vehicle so designed that it:
- may be attached to or drawn by a motor Vehicle or tractor, and,
 - 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;
- 2.4253 “Transit Vehicle” means a Vehicle used for public transportation including school buses;
- 2.4354 “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;

- 2.4455 “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;
- 2.4556 “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;
- 2.4657 “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 **with or without trailer**, or permit a Vehicle **with or without trailer**, 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 ‘**AB**’ 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.~~
- 4.34 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.

- 4.45 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.~~
- 5.0 The Driver of a Vehicle is not relieved of **their** obligation to always exercise due care and attention when operating a Vehicle on a Highway.
- 5.1 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.~~
- 5.2 No Person shall conduct ~~him or herself~~ **themselves**, or otherwise position ~~him or herself~~ **themselves**, 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.

5.3 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.

~~5.4 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.~~

6.0 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.

6.1 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~~ **themselves** or the device to a Vehicle on a Highway.

~~6.2 No Person shall drive or operate a Vehicle on a Highway having in tow any of the devices referred to in Section 6.012.~~

6.3 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.~~

6.4 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~~ **their** delegate. The rally or race shall be conducted in accordance with Council Policy and ~~or if required,~~ in accordance with RCMP approval.

Section 7: PARKING

~~7.01~~ 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; and
 - d. upon a Highway or roadway within ~~three~~ **five (3 5)** metres of a fire hydrant.
- 7.12 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.~~
- 7.2 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) minutes and/or as permitted by the CAO.
- 7.3 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.~~
- 7.4 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;
 - b. wholly within the limits of the space marked out or designated upon the surface of the Parking area; and,
 - c. unless permission from the landowner is granted.
- 7.5 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 7.5**8** c. below.
 - b. Notwithstanding Section 7.5**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 (7.5.a), the Driver of a Vehicle shall **angle Park** on the following Highways:

- (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.
- 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 to **shall** parallel Park along Secondary Highway 870 (within the Village municipal boundary) from 47th to 51st Avenue.

Parking of Trailers:

- 7.69 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 **96** hours or a longer time is granted with ball diamond or Hall rent.
- 7.740 Notwithstanding the provisions of 7.649, 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.
- 7.844 Notwithstanding Section 7.747, 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.
- 7.942 Notwithstanding Section 7.218, 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.~~
- 7.1044 Any provisions of Sections 7.113 **below** 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.
- 7.1145 No Person shall Park a Commercial or farm Vehicle over 1 tonne in any residential district unless the Owner of said Commercial Vehicle has received written authorization from CAO or their designate.

Parking of Dangerous Goods

- 7.1246 Notwithstanding Section 7.141; no Person shall Park a Vehicle or Trailer used for the conveyance of Dangerous Goods except in **designated** an industrial areas and,

- a. a minimum of Twenty (20) metres (~~Sixty-five (65) feet~~) from any building.

7.13~~17~~ 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

7.14~~18~~ 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:

7.15~~19~~ 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; ~~and 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:

7.16~~20~~ 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.

7.17~~21~~ 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 8.1 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.

- 8.04 Where it is determined by the CAO or ~~they or them~~ **their** designate that a Crossing has come into disrepair, the CAO or ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** designate have given thirty (30) days' notices of intention to do so, in writing, to the Registered or assessed Owner of such Property.

- 8.15 The CAO or ~~they or them~~ **their** 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.

- 8.26 If, in the opinion of the CAO or ~~they or them~~ **their** 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 8.15, 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.

- 8.37 No Person shall in any way, damage or otherwise vandalize any Street Furniture on any Highway, Park or **Public Place**.

- 8.48 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**.

- 8.59 In the event that any load or any portion thereof becomes loose or detached or blows, drops, spills, or falls 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.

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- 8.610 The CAO or ~~they or them~~ **their** 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 ~~they or them~~ **their** 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.
- 8.711 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 leave a Track upon a Highway.
- 8.812 Any person who leaves a 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.
- 8.913 Except as authorized by the CAO or ~~they or them~~ **their** delegate:
- no Person shall deface, paint, chalk, stencil or mark any Highway or Street Furniture;
 - 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;
 - 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;
 - No Person shall remove any Traffic Control Device or other Street Furniture; and,
 - 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.
- 8.1014 Except as authorized by the CAO or ~~they or them~~ **their** delegate, no Person shall encroach, place, or construct any object so that it encroaches or obstructs any Highway or other Public Place.
- 8.1115 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 ~~they or them~~ **their** delegate.
- After the expiration of the said twenty-four (24) hours, the CAO or ~~they or them~~ **their** delegate may remove or cause the removal of such obstruction without notifying the Owner.
 - If the obstruction is deemed a hazard to the Public, the CAO or ~~they or them~~ **their** 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.
- 8.12~~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 ~~they or them~~ **their** delegate.
- 8.13~~17~~ The CAO or ~~they or them~~ **their** 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.
- 8.14~~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 ~~they or them~~ **their** delegate.
- 8.15~~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.
- 8.16~~20~~ Any Person who fails to comply with Section 8.19 may be given notice in writing by the CAO or ~~they or them~~ **their** 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.
- 8.17~~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 land-owner would contact the Village for removal.
- 8.18~~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.
- 8.19~~23~~ Where a Person being the Owner, Occupant or tenant of any Property fails or neglects to comply with Sections ~~8.21~~**17** and ~~8.22~~**18** 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.
- 8.20~~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.
- 8.21~~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.

- 8.2226 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 ~~they or them~~ **their** delegate.
- 8.2327 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.
- 8.2428 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.
- 8.2529 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.
- 8.2630 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.
- 8.2731 No Person shall cast, project, or throw any stones or other projectiles dangerous to the Public on any Highway or other **Public Place**.
- 8.2832 Every Property Owner or Occupant shall mow and otherwise maintain the grassed boulevard area or alley directly adjacent to their Private Property.
- 8.2933 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** delegate. After the expiration of the said twenty-four (24) hours, the CAO or ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** delegate it creates an unsafe condition, the CAO or ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** delegate may revoke a Permit and require the Highway ~~or Public Place~~ to be made passable to the satisfaction of the CAO or ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 ~~they or them~~ **their** 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 10: POWERS OF THE CAO

- ~~10.1.0~~ The CAO or ~~they or them~~ **their** 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.
- ~~10.1.1~~ The Posting of Traffic Control Devices by the CAO or ~~they or them~~ **their** delegate is hereby deemed to be made pursuant to this Bylaw.
- ~~11.4.2~~ The CAO or ~~they or them~~ **their** 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.
- ~~10.1.3~~ The CAO or ~~they or them~~ **their** delegate is hereby authorized to designate crosswalks upon any Highway and to Post Traffic Control Devices designating those crosswalks.
- ~~10.1.4~~ The CAO or ~~they or them~~ **their** 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.
- ~~10.1.5~~ The CAO or ~~they or them~~ **their** 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.

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- 104.6 Council may designate a Highway or any portion thereof, for one-way traffic only and instruct the CAO or ~~they or them~~ **their** delegate to Post a Traffic Control Device designating one-way traffic.
- 104.7 The CAO or ~~they or them~~ **their** delegate is hereby authorized to designate School Zones and Playground Zones and may post such Zones with appropriate Traffic Control Devices.
- 104.8 The CAO or ~~they or them~~ **their** delegate is hereby authorized to designate Transit Zones and post such zones with appropriate Traffic Control Devices.
- 104.9 The CAO or ~~they or them~~ **their** 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.
- 104.10 The CAO or ~~they or them~~ **their** 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.
- 104.11 The CAO or ~~they or them~~ **their** delegate is hereby authorized to designate Village employee Parking areas and to cause the same to be posted with appropriate Traffic Control Devices.
- 104.12 Council may designate angle or parallel Parking on any Highway and to cause the same to be posted with appropriate Traffic Control Devices.
- 104.13 The CAO or ~~they or them~~ **their** delegate is hereby authorized to Post Traffic Control Devices stating the minimum distance a Vehicle may be Parked from any intersection.
- 104.14 The CAO or ~~they or them~~ **their** 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 **B**" of this Bylaw.
- 104.15 The CAO or ~~they or them~~ **their** 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.
- 104.16 The CAO or ~~they or them~~ **their** 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.
- 104.17 Council may close or open any existing median or divider on any Highway.
- 104.18 The CAO or ~~they or them~~ **their** 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.

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- 101.19 Council may designate any Highway as one to be divided into traffic lanes as such number as may be considered appropriate in the circumstances.
- 101.20 The CAO or ~~they or them~~ **their** 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.
- 101.21 The CAO or ~~they or them~~ **their** 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 121: AUTHORITY OF PEACE OFFICERS AND ENFORCEMENT

- 112.0 The CAO or any Peace officer is hereby authorized to enforce the provisions of this Bylaw.
- 112.1 A Peace Officer is hereby authorized to remove and impound or cause to be removed and impounded, any Vehicle or Trailer:
- parked in contravention of this Bylaw; or
 - where emergency conditions required that the Vehicle or Trailer be removed.
- 112.2 Any Vehicle removed pursuant to Section 12.2 may be moved to:
- a nearby highway; or
 - a place designated by the Village where it will remain impounded until claimed by its Driver/Owner.
- 112.3 No impounded Vehicle shall be released to its Owner or ~~they or them~~ **their** agent until the removal and impound charges have been paid.
- 112.4 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.
- 112.5 Where a Vehicle is impounded or stored pursuant to Section 112.2 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.
- 112.6 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.
- 112.7 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.

- 112.8 A Violation Tag may be issued to such Person:
- either personally; or
 - by attaching it to the Vehicle in respect to which an offense is alleged to have been committed; or
 - by mailing a copy to such Person at ~~they or them~~ **their** last known post office address.
- 112.9 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.
- 112.10 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the **CAO** and shall state:
- the name of the Person or Vehicle description and license number
 - the offence;
 - the appropriate Penalty for the offence and specified in Schedule "B" of this Bylaw;
 - time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and,
 - any other information as may be required by the Municipal Manger.
- 112.11 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.
- 112.12 Nothing in this Bylaw shall prevent an authorized Peace Officer from immediately issuing a Violation Ticket.
- 112.13 In those cases where a Violation Tag has been issued, and if the penalty is not paid within the prescribed time period, **an authorized** 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.
- 112.15 Notwithstanding Section 12.7 of this Bylaw, **an authorized** 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 132: MISCELLANEOUS:

- 123.1 Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed, and the remaining Bylaw shall be maintained.
- 113.2 Traffic Bylaw 586-14 and ~~Snow Removal Bylaw 593-13~~ are **is** hereby repealed.
- 113.3 This Bylaw shall come into force upon receiving third and final Reading and having been signed by the Mayor and CAO.

Bylaw 670-22 comes into force on the date of the third reading and passed by Council the ____ day of _____ 2022.

Read a First Time this 18th day of January 2022.

Mayor

Chief Administrative Officer

Read a Second Time this ____ day of _____ 2022.

Read a Third Time and finally passed this ____ day of _____ 2022.

Mayor

Chief Administrative Officer

**SCHEDULE "A"
PENALTIES**

FOR VIOLATION OF ALL SECTIONS OF THIS BYLAW EXCLUDING SECTIONS 7.15, 4.34 & 4.45:

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

FOR VIOLATION OF SECTIONS 4.34 and 4.45 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 7.15 OF THIS BYLAW:

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

SCHEDULE "B"
TRAFFIC CONTROL DEVICES (TCD)

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
		32
OTHER TCD		
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	SLOW: Children Playing	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)	
Along SH 16A (Railway Avenue South)	

SCHEDULE C

VILLAGE OF INNISFREE
VIOLATION TAG

BYLAW 670-22

DATE: _____ TIME: _____ AM/PM

NAME OF OFFENDER: _____

ADDRESS OF OFFENDER: _____

VEHICLE LICENCE # _____

VEHICLE DESCRIPTION: _____

This Tag is issued for breach of Bylaw No. 670/22

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.

TCD:	TCD ID#	# Signs	Size	ATS#	\$\$	ATS Total	Hi-Signs	\$\$	H--signs Total
Stop Signs:	1	1	60 x 60	11110003	95.32		SKU: RA1	99.00	
YIELD			75 x 75	11110004	142.56	142.56	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		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 least 25%			Discount at 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: Signing Authorities & Council Committee Appointments - RFD
Initiated by: Local Authorities Election Act & MGA
Attachments: List of Council Committees

Purpose(s):

1. To review the signing authorities for the Village, following the recent Councillor By-Election.
2. To review Council Committee appointments.

Background:

1. The Village has traditionally endorsed all Councillors as alternative signing authorities and the CAO.
2. The current signing authorities for the Village are recorded as: “pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments’ signing authorities shall be one elected official being Mayor Jennifer Johnson or Councillor Deborah McMann and Chief Administrative Officer Brooke Magosse. ”
3. The list of Council Committees is attached to this RFD and lists the current Council members’ appointments for review.

Key Issues/Concepts:

1. The Auditors have expressed concerns regarding the limited separation of financial accounting duties with regards to the individual that creates the payment also signing those documents; wherever possible, these actions should be separate roles.
2. Administration suggests the signing authorities be amended to include Councillor Raycraft as an elected official and add the phrase: “and one appointed member being CAO Brooke Magosse or Administrative Assistant Thelma Rogers.”
3. Councillor Committee appointments are set out for Council review and consideration.

Options:

1. That Council endorse that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments’ signing authorities shall be one elected official being Mayor Jennifer Johnson, Councillor Deborah McMann or Councillor Evan Raycraft and one appointed member being Chief Administrative Officer Brooke Magosse or Administrative Assistant Thelma Rogers.
2. That Council endorse that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments’ signing authorities shall be one elected official being Mayor Jennifer Johnson, Councillor Deborah McMann or Councillor Evan Raycraft and Chief Administrative Officer Brooke Magosse.
3. That Council endorse that the following elected members be appointed to these committees (See attached list)

Financial Implications:

1. The proposed actions within this RFD have no financial implications.

Relevant Policy/Legislation:

1. *Municipal Government Act*
2. *Certified Chartered Accountants*

Political/Public Implication(s):

1. None identified.

Recommendation:

That Council endorse that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Jennifer Johnson, Councillor Deborah McMann or Councillor Evan Raycraft and one appointed member being Chief Administrative Officer Brooke Magosse or Administrative Assistant Thelma Rogers.

Further, that Council endorses the appointment of the following Elected Officials on the list of Committees below:

Council Committee Appointments

Committee Name	Overview	Meeting Schedule	Representative
AB Central East (ACE) Water Corp.	A regional entity (owned by 12 member municipalities) that supply high quality potable water to the municipalities in the Counties of Minburn, Two Hills & Vermillion River.	Call of Chair	Clr. McMann
Delnorte School-Parents' Advisory Council (PAC)	https://delnorte.btps.ca/parents	4 th Tuesday of each month at 4 pm. ZOOM participation is an option.	Clr. McMann
East Central 911 Call/Answer Society	A not-for-profit Society under the Alberta Societies Act; it is not an extension of a Fire Department. It is a stand-alone 9-1-1 Dispatch Centre comprised of 23 different municipalities located in east-central Alberta. Website: https://www.ec911.com/	Two meetings per year. A fall meeting with a second meeting held in early June.	Clr. McMann
East Regional Transfer Station/Joint Landfill	The East Regional Transfer Station/Joint Landfill is a cooperative service offered to the County of Minburn and the Villages of Innisfree & Mannville. It's located 1.5 miles west of the Village of Mannville on RR# 92.	Call of Chair	Mayor Johnson
Innisfree Prairie Bank of Commerce Historical Society	The Village of Innisfree registered the purchase of the former Canadian Bank of Commerce in 1997. In 2001 it received official designation as a Provincial Historical Resource. The Village funds the utilities and insurance. A volunteer Board manages the operations.	Unknown	Mayor Johnson
Innisfree Public Library Board	The Village of Innisfree Public Library was granted official status by a Village of Innisfree Bylaw. https://www.innisfreelibrary.ca	Meetings are the 1 st Wednesday of each month at 6:30 pm	Mayor Johnson
Innisfree Regional Assessment Review board	The Villages of Innisfree & Mannville & the County of Minburn formed a Regional Assessment Review Board. Public members are required.	<i>Training required to sit on this board.</i> Board meets as required upon receipt of an Assessment Appeal	Mayor Johnson
Innisfree Regional Emergency Advisory Committee	The Village of Innisfree partners with the County of Minburn, Town of Vegreville and the Village of Mannville for the provision of a Regional EMA for the direction & control of emergency response, as required under the <i>Emergency Management Act</i> .		Clr. McMann (Alternate Mayor Johnson)
Innisfree Subdivision & Development Authority Appeal Board	The SDAAB is established to hear development & subdivision appeals. The Board to consist of 3 appointed members (maximum 1 Councillor)	Mandatory Training is required. Public members positions are vacant. AGM March 31 st annually.	Mayor Johnson
Kalyna Country Eco-Museum Trust Society (Regional Tourism)	Kalyna Country is a "living" outdoor museum encompassing 20,000 sq. kms in rural East Central Alberta. http://www.kalynacountry.com/	All other meetings at the call of the chair; meetings must be held at least every 3 months.	Clr. McMann
Mannville Minburn Innisfree - Family & Community Support Services (MMI – FCSS)	The Village is party to an agreement for Family & Community Support Services within the County of Minburn.	Meetings are held the 2 nd Tuesday Monthly at 9 am.	Clr. McMann
M.D. of Minburn Foundation (Seniors Housing)	The MD of Minburn Foundation is a member of the <i>Alberta Seniors & Community Housing Association</i> . The <i>Alberta Housing Act</i> gives local housing management bodies responsibility for the day-to-day operation of housing programs. Homestead Lodge in Vegreville is operated by the Foundation.	Meetings traditionally held 2nd Tuesday at 10 am at Homestead Lodge & during COVID-19, at alternative locations.	Mayor Johnson
Northeast Alberta Information HUB (Alberta HUB)	The Northeast Alberta HUB is an alliance of Communities, Colleges, Business and Industry that conveys the region's best investment, career and lifestyle opportunities. https://www.albertahub.com/		Clr. McMann
Northern Lights Library System Board (Regional Library)	The Village is a member of the Northern Lights Library System which provides enriched services to the local Library. Website: https://www.nlls.ab.ca/	Every odd-numbered month	Mayor Johnson

Request for Decision (RFD)

Topic: NLLS 2022 Budget & Levy
Initiated by: Northern Lights Library System
Attachment(s): NLLS Proposed Levy Request
(Complete 2022 NLLS Budget available from Administration upon request)

Purpose(s):

1. To review the Northern Lights Library System proposed 2022 budget.
2. To approve the 2022 NLLS Annual Levy.

Background:

1. At the November 27, 2021 the NLLS Board approved the 2022 budget with a 0% levy increase for Municipalities.

Key Issues/Concepts:

1. The Village of Innisfree’s 2022 Northern Lights Library system annual levy will remain at the same rate as 2021.
2. The Village of Innisfree Library is dependent on the NLLS for the provision of significant resources and services that would otherwise be inaccessible and would not be financially feasible for the Village to provide.

Option(s):

1. That Council endorse the 2022 NLLS Budget;
 - a. Further, that Council approve the Village of Innisfree 2022 NLLS Levy totaling \$1,150.60.
2. That Council approve a different response regarding the 2022 NLLS Budget and Village of Innisfree annual levy.

Relevant Policy/Legislation:

1. Village of Innisfree Bylaw 592-14 (Library Bylaw)

Financial Implications:

1. The NLLS Levy of \$1,151 must be included in the Village of Innisfree 2022 operating budget.

Political/Public Implication(s):

A significant amount of time, energy and financial resources have been dedicated by the residents of Innisfree and area to open, operate, and maintain the Village of Innisfree Library; the ability to expand library resources via the membership and contribution to the NLLS provides a vast array of options for Village & area residents.

RECOMMENDATION(s):

That the Village of Innisfree Council endorse the 2022 Northern Lights Library System Budget.

RECEIVED

JAN 27 2022



5615 - 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
Tel (780) 724-2596 | info@nlls.ab.ca

January 14, 2022

Ms. Brooke Magosse
Village of Innisfree
PO Box 69
Innisfree, AB
T0B 2G0
cao@innisfree.ca

Dear Mrs. Magosse,

As of Nov 27, 2021, the members of the Northern Lights Library System Board have approved the 2022 budget. The budget includes 0% levy increase for Municipalities and/or their Library Boards. Levies will be based on the 2016 population as per the Alberta Government website.

Please send a copy of your municipal council motion accepting or rejecting the presented Northern Lights Library System Board 2022 Budget at 0% levy increase.

2022 Levies:

\$5.23 per capita	Municipality
\$10.46 per capita	Municipality without Library Board

The total levy for 2022 equals **\$1,150.60** from the Village of Innisfree. (220 x \$5.23)

Within this levy is Library Book Allotment funds. \$473.00 (220 x \$2.15) from the above \$5.23 per capita is allocated to the Innisfree Library.

If you have any questions, you may contact your Northern Lights Library Board member representative. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Vicky Lefebvre
Chairman
Northern Lights Library System Board

James MacDonald
Executive Director
Northern Lights Library System

Request for Decision (RFD)

Topic: County of Minburn, Village of Mannville & Village of Innisfree Quality Management Plan – RFD
Initiated by: Administration
Attachments: Draft Quality Management Plan

Purpose(s):

1. To review and approve the County of Minburn No. 27, Village of Mannville and Innisfree’s Quality Management Plan pursuant to the Safety Codes Council.

Background:

1. The County of Minburn No. 27, Village of Mannville and Village of Innisfree entered into individual joint Fire Services Agreements with the County of Minburn No. 27 as of December 31, 2021.
2. Pursuant to the newly enforced Fire Services Agreement Section 3.5, the County of Minburn No. 27 will adopt and act as the managing partner for a joint Fire Safety Codes Quality Management Plan (QMP) with the Village of Innisfree.
3. The County of Minburn No. 27 has prepared a “draft” Quality Management Plan for Council’s review and approval (see attached). Please note, the “Draft” QMP has been accepted by the Administrator of Accreditation.

Key Issues/Concepts:

1. The County of Minburn No. 27 will administer the Safety Codes Act, including the Annual Internal Review (AIR) that is to be submitted annually (March 31 of each fiscal year).
2. Each municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this QMP.

Options:

1. That Council endorses the County of Minburn No. 27, Village of Mannville and Village of Innisfree Joint Quality Management Plan as presented.
2. That Council endorses the County of Minburn No. 27, Village of Mannville and Village of Innisfree Joint Quality Management Plan as amended.

Financial Implications:

1. None at this time.

Relevant Policy/Legislation:

1. *Safety Codes Act*
2. Joint Fire Services Agreement (December 31, 2021) Section 3.5
3. Inter-Municipal Development Plan
4. Inter-Municipal Collaboration Framework
5. Strategic Plan Priority # 1 – Partnerships & Collaboration

Political/Public Implication(s):

1. None at this time.

Recommendation:

1. That Council endorses the County of Minburn No. 27, Village of Mannville and Village of Innisfree Joint Quality Management Plan as presented.

**County of Minburn No. 27, Village of
Mannville, Village of Innisfree**

Quality Management Plan

QMP Version: June 2020 v1.5

County of Minburn No. 27, Village of Mannville, Village of Innisfree

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Thomas
Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **County of Minburn No. 27**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.
- Or**
- Only those parts of the National Building Code – 2019 Alberta Edition:
 - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m² or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.
- And**
- All parts of the:
 - National Energy Code of Canada for Buildings 2017.

1.2 Electrical

- All parts of the:
 - CSA C22.1-18 Canadian Electrical Code (24th Edition).
- All parts of the:
 - Alberta Electrical Utility Code, 5th Edition, 2016.

1.3 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or**
- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- Fire Prevention Programs (optional).
- Public education.

1.4 Gas

- All parts of the:
 - CAN/CSA-B149.1-15 Natural Gas and Propane Installation Code,
 - CAN/CSA-B149.2-15 Propane Storage and Handling Code, and
 - CAN/CSA-B108-18 Natural Gas Fuelling Stations Installation Code.
- Excluding the:**
 - CAN/CSA-B149.5-15 Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles,
 - CSA-B109-17 Natural Gas for Vehicles Installation Code; and
 - CAN/CSAB149.3-15 Code for the Field Approval of Fuel-Related Components on Appliances and Equipment.

1.5 Plumbing

- All parts of the:
 - National Plumbing Code of Canada 2015, and
 - Alberta Private Sewage Systems Standard of Practice 2015

County of Minburn No. 27, Village of Mannville, Village of Innisfree

2.0 Quality Management Plan Administration

County of Minburn No. 27, Village of Mannville and Village of Innisfree

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

County of Minburn No. 27, Village of Mannville, Village of Innisfree

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence:
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

County of Minburn No. 27, Village of Mannville, Village of Innisfree

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

County of Minburn No. 27, Village of Mannville, Village of Innisfree

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

County of Minburn No. 27, Village of Mannville, Village of Innisfree

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

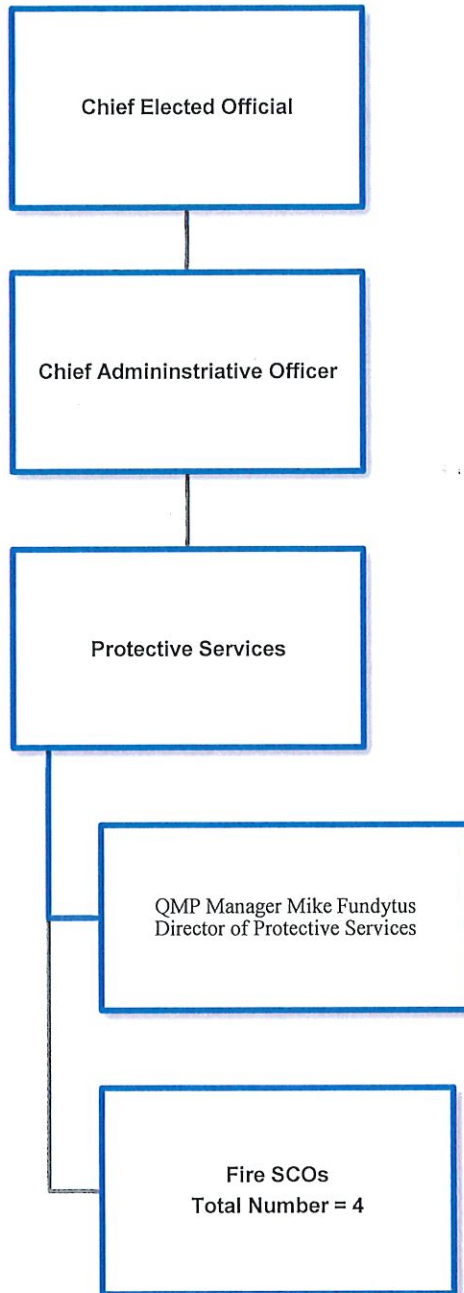
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



County of Minburn No. 27, Village of Mannville, Village of Innisfree

2.13 Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

<hr/>	
Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	Date
Brent Williams	Chief Administrative Officer County of Minburn No . 27
<hr/>	<hr/>
Name	Job Title
780-632-2082	bwilliams@minburncounty.ab.ca
<hr/>	<hr/>
Phone Number	Email Address

<hr/>	
Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	Date
Jody Quickstad	Chief Administrative Officer Village of Mannville
<hr/>	<hr/>
Name	Job Title
780-763-3500	cao@mannville.com
<hr/>	<hr/>
Phone Number	Email Address

County of Minburn No. 27, Village of Mannville, Village of Innisfree

<hr/> Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	<hr/> Date
 <hr/> Brooke Magosse	 <hr/> Chief Administrative Officer Village of Innisfree
Name	Job Title
 <hr/> 780-592-3886	 <hr/> cao@innisfree.ca
Phone Number	Email Address

2.14 QMP Manager Information

<hr/> Mike Fundytus	<hr/> Director of Protective Services
QMP Manager Name	Job Title
 <hr/> Box 550 Vegreville Alberta T9C 1R6	 <hr/> 780-632-2082
Mailing Address	Phone Number
 <hr/> mfundytus@minburncounty.ab.ca	
Email Address	

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
- compliance inspections of work and occupancy:
 - construction;

County of Minburn No. 27, Village of Mannville, Village of Innisfree

- renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
 - Verification of Compliance;
 - collection and remittance of Council levies;
 - issuance of Permit Services Reports;
 - investigations; and
 - maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10

County of Minburn No. 27, Village of Mannville, Village of Innisfree

- days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

County of Minburn No. 27, Village of Mannville, Village of Innisfree

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;

County of Minburn No. 27, Village of Mannville, Village of Innisfree

- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations, or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alterations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

County of Minburn No. 27, Village of Mannville, Village of Innisfree

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file.**

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

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An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

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When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C - Technical Discipline Service Delivery Standards

3.13 Fire

3.13.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

3.13.2 Fire Inspections

A Fire SCO will conduct on-site inspections in accordance with the following risk assessment methodology.

The Municipality must conduct a formal risk assessment as associated with the use and occupancy classification established in the *National Building Code – 2019 Alberta Edition*.

The following information is provided as guideline for this process.

a. Administrative Service Assessment (Risk Assessment)

The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Consider risk an estimate of the probability of a hazard being present.

Understanding how to reduce or eliminate hazards associated with different building occupancies will lower risks to occupants. These actions are an important part of risk reduction.

Conducting an initial fire safety inspection can give the SCO an understanding of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.

Basic steps to an inspection risk analysis include the following:

- identify the issue by conducting a benchmark inspection (i.e. use property records for assistance);
- address risks and benefits (i.e., probability verses consequences);
- identify and analyze options (i.e., identify inspection program);
- select strategy (i.e., frequency of inspections);
- implement strategy (i.e., commence inspection program); and
- evaluate strategy (i.e., review code infractions, and evaluate against previous inspections).

Risk analysis addresses:

- what is the likelihood of harm;
- what is the potential harm; and
- what is the potential consequence of an event to people and/or property.

b. Risk Identification

The following model for risk assessment rates each building as a low, medium, high, or maximum risk.

HIGH PROBABILITY LOW CONSEQUENCE (MODERATE RISK) 2	HIGH PROBABILITY HIGH CONSEQUENCE (MAXIMUM RISK) 4
LOW PROBABILITY LOW CONSEQUENCE (LOW RISK) 1	LOW PROBABILITY HIGH CONSEQUENCE (HIGH RISK) 3

c. Risk Definitions:

1. **Probability:** The likelihood an event will occur within a given period of time. An event that occurs daily is highly probable. An event that occurs only once in a century is very unlikely. Probability, then, is an estimate of how often an event will occur.
2. **Consequences:** There are two components: life safety (lives of occupants affected by fire) and economic impact (loss of irreplaceable assets and likelihood of economic recovery).

This process establishes a numerical value of one (1) to four (4) for each individual structure or occupancy. A one (1) rating is low probability with low consequence. A two (2) rating is high probability with low consequence. A three (3) rating is low probability with high consequence. A four (4) rating is high probability with high consequence.

The inspection frequency for occupancies that fall into category R1 and R2 will be inspected on a request, complaint, or at the discretion of the SCO. Occupancies with a R3 category will be inspected every two (2) years. Occupancies in the R4 category will be inspected annually.

Accredited organizations can set their own frequency schedules based on risk tolerance within their communities.

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3.13.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

3.13.4 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

County of Minburn No. 27, Village of Mannville, Village of Innisfree

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

3.13.5 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to. public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

4.0 QMP Template Version History

Request for Decision (RFD)

Topic: Strategic Plan – 4th Quarter Report
Initiated by: Administration
Attachments: Village of Innisfree Strategic Plan – 4th Quarter Update

Purpose(s):

To provide Council a report for the 4th quarter of 2021, Strategic Plan for the Village of Innisfree.

Background:

1. The Village of Innisfree approved the Strategic Plan for the Village of Innisfree.
2. The CAO is responsible to follow and maintain the Strategic Plan.

Key Issues/Concepts:

1. The Strategic Plan is a cornerstone document that guides the municipality forward. It includes the Village Mission statement: *"Innisfree, a progressive community supported by local partnerships – committed to better living."*

Financial Implication(s):

None currently.

Option(s):

1. As directed by Council.
2. That Council approve the updated 4th quarter Strategic Plan as presented.

Relevant Policy/Legislation:

Political/Public Implication(s):

The upgraded Strategic Plan will provide important information to the public.

RECOMMENDATION(s):

That Council approve the 4th quarter of 2021 Strategic Plan as presented.

VILLAGE OF INNISFREE
2021
STRATEGIC PLAN



4th Quarter

INTRODUCTION

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

VISION

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

MISSION

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

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



Strategic Priority #1 – Partnerships and Collaboration

Key Objectives:

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

Strategic Priority #2 – Safe, Healthy and Fun Community

Key Objectives:

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

Strategic Priority # 3 – Ensure Viability

Key Objectives:

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

Strategic Priority #4 – Resident Communication and Engagement

Key Objectives:

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

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See attached:

Schedule “A” – Tactical Plan

Schedule “B” – Ministerial Order

Schedule “C” – MAP Review Action List

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

Schedule “E” – 2020 Financial Statement



Village of Innisfree

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Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ ___

Strategic Priority #1 – Partnerships and Collaboration

	<p>1.1 Partner with the Innisfree Fire Department to Utilize the department members to benefit our community.</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Touch base with Innisfree Fire Department members and discuss events that the Village/Fire Department can collaborate on.
	<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Administration will continue to collaborate with the Innisfree Fire Department members. • Village of Innisfree, Village of Mannville and County of Minburn are collaborating on Member Recruitment. The Village's and County will be advertising (Radio, Social Media, Local Newspaper, etc.) to recruit new members to join our Fire Department(s).
	<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • Administration will continue to collaborate with the Innisfree Fire Department members. • Village of Innisfree will be meeting with the County of Minburn RE: Fire Services Agreement in October 2021. • Deputy Fire Chief and Treasurer/Secretary attended the September 2021 Regular Council meeting. The Village of Innisfree and Innisfree Fire Department will continue to schedule quarterly attendance at a Regular Council Meeting.
	<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • The County of Minburn & the Village of Innisfree (including the Village of Mannville) entered into a Joint Fire Services Agreement resulting in the County of Minburn taking full ownership and responsibility of the Innisfree Fire Department. • The Village of Innisfree will continue to utilize the Innisfree Fire Department, as well support and collaborate with the Fire Department in any way possible.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #1 – Partnerships and Collaboration

<p>1.2 Collaborate and show support to local organizations in the community (Ag Society, Ukrainian Dance, Library, Etc.) during COVID-19.</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Advertise events that the local organizations are hosting on our website/social media. • Involve local groups in Village events.
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • The Village has received Grant Funding (Municipal Operating Support Transfer) to use towards COVID-19 related expenses. Administration has brought forward, to Council, the idea of transferring a portion of the funds to our local (not-for-profit) organizations, to show our support during the COVID-19 pandemic. Funds transferred to the local organizations can be used towards revenues lost, PPE, Etc.
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • The Village received grant funding (MOST) to use towards COVID-19 related expenses. The Village has not received any applications (up to September 30, 2021) from any organizations regarding the funds that are available. • The Village of Innisfree will continue to support our local organizations in our community during COVID-19.
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • The Village received 7 applications for the Municipal Operating Support Transfer (MOST) Grant funding. With Council approval, Administration issued payments to the Local Organizations. • Administration will continue to collaborate and support our local organizations in 2022.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

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Strategic Priority #1 – Partnerships and Collaboration

<p>1.3 Collaborate with our Local FCSS Department.</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Advertise events/announcements the FCSS is hosting. • Touch base with FCSS Director to plan how the FCSS Department and the Village of Innisfree can collaborate.
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Administration will continue to advertise events/announcements the FCSS is hosting. • Administration will continue to touch base with the FCSS Director to plan/collaborate with the FCSS Department.
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • CAO attended the FCSS event i.e., Coffee in the Park (located at the Village Office and Seniors Drop In Centre). The Village of Innisfree will continue to support and advertise events put forward by the MMI FCSS Department. • An appointed Elected Official continues to attend MMI-FCSS Meetings on a monthly basis.
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • Village of Innisfree will continue to collaborate and show support to our local FCSS Department. • The Village website for MMI-FCSS has been amended to improve FCSS information as well as provide sufficient access to the MMI-FCSS website and other information.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ ___

Strategic Priority #2 –Safe, Healthy and Fun Community

<p>2.1 Support and advocate for RCMP</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Continue inviting the RCMP Department to events in our community. • Invite the RCMP Department to continue attending our Regular Council meetings, on a quarterly basis, to discuss crime Statistics and changes within the department.
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Administration will continue to invite the RCMP Department to events in the community. • RCMP Detachment will continue to attend our Regular Council meetings, on a quarterly basis, to discuss crime statistics and changes within the detachment.
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • Administration will continue to invite the RCMP Department to events in the Community. • The Village will continue to contact the Vermilion RCMP Detachment regarding issues in our community. • RCMP Detachment attended the Village’s August/September 2021 Regular Council meeting to discuss crime statistics and changes within the detachment. • RCMP Detachment will continue to attend our Regular Council Meetings, on a quarterly basis.
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • RCMP Detachment attended the Village’s November Regular Council meeting to present quarterly crime statistics and changes. • RCMP Detachment will continue to attend Regular Council Meetings on quarterly basis. • The current RCMP Virtual Town Hall meeting is being promoted in office, and on the Village’s website and Facebook Page.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #2 – Safe, Healthy and Fun Community

<p>2.2 Host events that promote the Village, but also involves the community. Keeping in mind COVID-19 restrictions and regulations.</p>	
<p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Family Day Photo Contest. • More events to come (Covid-19 Friendly). 	
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Administration will start planning for Canada Day (Late April / Early May). 	
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • The Village hosted Fire Works, at the Ball Diamonds at Birch Lake on July 1, 2021, in celebration of Canada Day, sponsored by Innisfree Fish and Game and activated/monitored by the Innisfree Fire Department. • With the current COVID-19 restrictions still in place, it has made it quite difficult to plan/host events for our community. • The Innisfree & District Agricultural Society held the Innisfree Fair in August 2021. The Village of Innisfree Council, CAO and Staff attended both the events that were hosted by the Innisfree AG Society. • The Village of Innisfree will continue to support and attend events hosted in our community, should the COVID-19 Restrictions allow. 	
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • With current COVID-19 restrictions still in place, as well as staffing changes, election(s), etc., it has been quite difficult to plan/host events for our community. • Administration will continue to plan, host, support, and attend events in our community, should COVID-19 restrictions allow. 	

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
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Strategic Priority #2 – Safe, Healthy and Fun Community

2.3 Development of the community garden.	
1 st Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> • Administration has narrowed down a location for the Community Garden. • Administration has begun preparing for the Community Garden.
2 nd Quarter Update (April-June):	<ul style="list-style-type: none"> • Administration & Public Works will continue to plan and prepare for the opening of the Community Garden.
3 rd Quarter Update (July – Sept):	<ul style="list-style-type: none"> • Grand Opening of the Community Garden took place in June 2021. • two residents planted in the Community Garden. • Garden is now closed and will be winterized, soon, with the recent hiring of a new Public Works Foreman. • The Village of Innisfree will plan to make changes/additions to the Community Garden for the 2022 Calendar Year.
4 th Quarter Update (Oct – Dec):	<ul style="list-style-type: none"> • Administration is planning/prepping for the 2022 Calendar Year. • Advertising for community garden to take place in 2022.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/___

Strategic Priority #3 – Ensure Viability

<p>3.1 Update the timeline outlining the nine recommendations found in the Viability Plan.</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Updates will be made and will be presented to Council at a future meeting. • Deadline to submit timeline to Municipal Affairs is June 1, 2021.
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Updates will be made and will be presented to Council at a future meeting. • Deadline to submit timeline to Municipal Affairs is June 1, 2021.
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • Administration submitted the required documents to Alberta Municipal Affairs within the specified deadline. • Administration will prepare the "Interim" documents, for the 2022 Calendar Year. • Alberta Municipal Affairs brought to the Village's attention, that previous projects that were actioned/removed need to be shown on the documents submitted to Municipal Affairs in the future. Administration will ensure this requirement is fulfilled moving forward.
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • Administration is prepping/updating the 2022 Timeline for Council review and approval for 2022.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/___

Strategic Priority #3 – Ensure Viability

<p>3.2 Update and promote a 10 Year Capital plan outlining failing infrastructure as per the 2016 AMEC/Foster Audit Report.</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Interim 10-, 20- and 30-Year Capital/Infrastructure Plan was brought to Council at the December 15, 2020 Council meeting. • Deadline to report the Final/Approved 10-, 20- and 30-Year Capital/Infrastructure Plan is June 1, 2021.
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Final Budget, including the 10-, 20- and 30-Year Capital/Infrastructure Plan, will be prepared and presented to Council in May 2021.
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • Final Budget was presented to Mayor and Council and approved at the June 15, 2021 Council Meeting. • Administration will be working on the "Interim" Budget for the 4th Quarter.
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • Administration is prepping/updating the 2022 10-, 20-, and 30-Year Capital Plan for Council review and approval.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #3 – Ensure Viability

<p>3.3 Follow up with Municipal Affairs on June 1 of each year for 4 consecutive years, to report completed or none completed tasks mentioned in the timeline set out in objective 1 and the 10 year Capital Plan set out in objective 2.</p>	<p>1st Quarter Update (Jan-Mar):</p>
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> Follow-up will be made by May 29, 2021 to ensure the Village is in compliance with the Minister of Municipal Affairs Ministerial Order MSL:095/18. 	
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> Follow-Up was completed by May 29, 2021, as required. 	
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> Follow-up will be made by May 29, 2022 to ensure the Village is in compliance with the Minister of Municipal Affairs Ministerial Order MSL:095/18 (and all amendments hereto). 	

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #3 – Ensure Viability

<p>3.4 Ensure Campground & Recreation Park is properly maintained to ensure it remains a viable resource for our community and surrounding areas.</p>	<p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Ensure contractor is in line to start shingling the Administration roof, at the campground, in early Spring. • Researching the possibility of having internet installed and campground. <p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Administration will be re-advertising for the Administration Roof, at the Campground. • New program will be implemented, prior to the opening of the campground, to allow for online bookings. • Contractors have been selected to manage the Campground/Recreation Park. <p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • Recreation Park Manager was hired from May-September 2021. • Recreation Park Administration Roof rehabilitation was complete. • New program by Camp Reservation’s Canada was implemented was a great asset to customers and Administration. • Few projects under the MSP Grant to be considered: Fire Pits, Picnic Tables, Removal of Woodstove, Shale at the Ball Diamonds. • 2021 Recreation Revenue: \$ 28,021.15 / 2021 Recreation Expense: \$ 40,934.70 (net deficit = \$12,913.55) • 2019 Recreation Revenue \$ 26,086.22 / 2019 Recreation Expense: \$ 34,107.07 (net deficit = \$8,020.85) • Campground is now closed for the 2021 Season and has been winterized. <p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • Park Manager Employment Opportunity was issued January 25, 2022.
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Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #3 – Ensure Viability

<p>3.5 Ensure the Village of Innisfree actions/follows recommendations from M.A.P Review conducted in September 2020.</p>	
<p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Administration continues to work on the recommendations that were brought forward during the M.A.P Review that was conducted in September 2020. • Further updates will be brought to Council's attention once completed. 	
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Changes have been made to the M.A.P Review action list (see attached report). 	
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • M.A.P. Review has been completed. 	
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • No further updates at this time. 	

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #4 – Resident Communication and Engagement

<p>4.1 Hold at least 1 Public Meeting every year, to allow taxpayers and residents to voice concerns (preferably in June and November).</p> <p>1st Quarter Update (Jan-Mar):</p>	
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Public meeting will be held once 2020 Municipal Audit is completed. 	
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • The Village of Innisfree has not yet held a Public Meeting due to COVID-19 restrictions. • Administration will re-visit this in the 4th Quarter, with the new council. 	
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • Due to COVID-19 restrictions, staffing changes, election, etc., the Village of Innisfree was unable to hold a public meeting. • Administration plan's to issue a 2022 Public Participation Survey to give the Village residents/taxpayers the opportunity to share their thoughts/ideas on the Village of Innisfree's upcoming budget. 	

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/ _____

Strategic Priority #4 – Resident Communication and Engagement

4.2 Ensure all Social Media is current and up to date (i.e. Website, Facebook Page, etc.)	
1st Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> • Social media remains current and up to date at this time.
2nd Quarter Update (April-June):	<ul style="list-style-type: none"> • Social media remains current and up to date at this time. • Administration will ensure that future delays (garbage) or other issues, are properly advertised via social media, to ensure transparency and communication.
3rd Quarter Update (July – Sept):	<ul style="list-style-type: none"> • Social media remain current and up to date. • Administration will continue to ensure that future correspondence that may (or may not) effect our residents and community will be advertised on social media outlets to ensure transparency and communication.
4th Quarter Update (Oct – Dec):	<ul style="list-style-type: none"> • Administration has made some improvements to website (Bylaws, Minutes, Etc.) to assist residents and improve the navigation within the website. • Social media remains current and up-to-date. • Administration will continue to ensure that future correspondence that may (or may not) effect our residents and community will be advertised on social media outlets to ensure transparency and communication.

Schedule "A"
2021 Tactical Plan
4th Quarter Update

Approved On: February 15, 2022
 Motion No.: 2022-02-15/___

Strategic Priority #4 – Resident Communication and Engagement

<p>4.3 Promote monthly Council meeting highlights in the Innisfree Informer, Utility Newsletter as well as all social media sources.</p> <p>1st Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> • Administration will continue to submit the Council meeting highlights in the informer, as well as on the Village Website.
<p>2nd Quarter Update (April-June):</p> <ul style="list-style-type: none"> • Administration will continue to submit the Council meeting highlights in the informer, as well as on the Village Website.
<p>3rd Quarter Update (July – Sept):</p> <ul style="list-style-type: none"> • Administration will continue to submit the Council Meeting Highlights in the Innisfree Informer, as well as on the Village website. • Utility Bill Newsletters were utilized to advise residents regarding time sensitive information and important notices.
<p>4th Quarter Update (Oct – Dec):</p> <ul style="list-style-type: none"> • Council Highlights issued in the Innisfree Informer & monthly Utility Bills. • Utility Bill Newsletter's are also utilized to promote and advise residents regarding time sensitive info and important notices.

Request for Decision (RFD)

Topic: Drivers' Feedback Sign – Alberta Transportation Update - RFD

Initiated by: Administration

Attachments: AB Transportation Approved Permit & Related Guidelines

Purpose(s):

1. To review information received from Alberta Transportation, and neighboring municipalities, regarding Drivers Feedback Signs.

Background:

1. The Innisfree Delnorte School Parent Council advised council of their safety concerns about traffic along Secondary Highway 870 past the front of the Delnorte School in November 2021.
2. The School Council suggested two Traffic Control Devices:
 - a. Driver Feedback; and
 - b. Flashing Pedestrian Beacon Signs.
3. The Village of Innisfree Administration investigated the costs of the Driver Feedback sign; the cost was currently quoted at **\$5,500 plus installations costs**. (The sign is warranted for two years; *maintenance costs are unknown*.) Council Directed Administration to submit an application to Alberta Transportation.
4. On January 14, 2022, Alberta Transportation approved the permit application of the Village for the temporary Drivers' Feedback Sign along Highway 870.
5. Alberta Transportation recommended that the Village of Innisfree contact neighboring municipalities that may be willing to rent/lease/lend or sell their equipment to the Village.
6. In addition point 6 (as shown above), the Village contacted the following municipalities:
 - a. Town of Vegreville:
 - The Town of Vegreville owns 3 electronic Driver Feedback Signs and have purchased 6 additional mounting brackets for the 3 signs, that are switched routinely. The data is collected from the signs and Municipal Enforcement provides a quarterly report to Town Council. The brackets are movable (if needed) but is quite time consuming and are only moved based on community complaint if needed.
 - The feedback signs provide the ability to identify problem times and locations, in which the Town of Vegreville are able to set up radar to catch drivers and issue fines. Vegreville advised that if people know that a ticket is not being issued (from a Drivers' Feedback Sign), some drivers slow down and some don't, however, they have noticed a reduction in speed in places such as playgrounds.
 - The Town of Vegreville does not rent or borrow their movable equipment, but provided contact information of the company where they purchased their equipment, have trailer models available for rent; they have provided their contact information.
 - b. Village of Mannville:
 - A Drivers Feedback Sign is permanently situation on Highway 881.
 - c. Town of Vermilion:
 - Town of Vermilion does have multiple Drivers Feedback Signs throughout their community, but do not move them around.
 - The Town of Vegreville does not lend out or rent their equipment.

Key Issues/Concepts:

1. The Innisfree School Parent Council approached the Municipality to request traffic changes and have provided several letters of support, including one from the Buffalo Trails Public School Division Board.
2. Several other cost-effective and remedial methods of Traffic Control Devices were presented for consideration, and are being drafted in a new Traffic Bylaw:
 - a. Implementation of a Playground Zone along SH#870 and installation of appropriate signage (with the endorsement from the Buffalo Trails Public School Division.) Thereby, traffic speed is controlled from sun-up to sundown.

- b. Implementation of a Specified School Zone Traffic Speed, via Bylaw, utilizing appropriate signage, to alert traffic. (School zone hours may vary for different towns and cities according to municipal bylaws. If a municipality does establish times different from those above, they would be posted beneath the school sign.) Times to be 8:00 AM – 5:30 PM
3. Another consideration was that the Village would consult with RCMP and Highway Sheriff Authorities for increased patrols for specified periods to promote and provide enforcement of the new signage.
4. The purchase cost and unknown ongoing maintenance costs of the two described Traffic Control Devices are a long-time financial commitment for the Village of Innisfree.
5. The effectiveness of a static Drivers Feedback Sign is a concern with no enforcement process attached, the Traffic Control Devices may not provide the results desired, for the significant expense of the sign.
6. The effectiveness of new Traffic Control Device signage (playground and school times) could be reviewed prior to the expenditure.

Options:

1. As directed by Council.
2. That Council direct administration to collect quotes for a Drivers Feedback Sign, to be permanently installed along Secondary Highway 870.
3. That Council approve the purchase of a Drivers' Feedback Sign. Further, that Administration be directed to collect quotes for the purchasing of a Drivers Feedback Signs to be permanently installed along Secondary Highway 870 (adjacent to Innisfree Delnorte School) for Council's review and approval, at the next regular scheduled council meeting. Furthermore, that the funding be allocated from Federal Gas Tax Funding.
4. That Council received this item as information. Furthermore, that Administration be directed to draft a letter to the Innisfree Parent Advisory Committee and Buffalo Trails Public School stating that the Village of Innisfree will first assess how new Traffic Control Device signage affects the control of traffic in front of the school before committing to the expenditure of a Driver Feedback Traffic Control Device.

Financial Implications:

1. The purchase of the device, installation and maintenance are a municipality's responsibility.
2. Drivers' Feedback Signs cost to purchase range from \$5,000-\$7,000 (excluding maintenance and installation costs).
3. Municipal Grant Funding is available (Via Federal Gas Tax Fund Application GTF-1196) and can be used towards the purchase of a Drivers Feedback Sign. However, further investigation has been conducted, and Alberta Municipal Affairs have advised that a rented/mobile Driver Feedback Sign is considered operating, therefore ineligible under the Federal Gas Tax Fund Guidelines.

Relevant Policy/Legislation:

1. *Municipal Government Act*, R.S.A. 2000, c.M-26
2. *Alberta Traffic Act*, R.S.A. 2000, c.T-6
3. Strategic & Tactical Plan Objective No. 2 – Safe, Healthy and Fun Community
4. Strategic & Tactical Plan Objective No. 3 – Ensure Viability
5. Strategic & Tactical Plan Objective No. 4 – Resident Communication and Engagement

Political/Public Implication(s):

1. The Village of Innisfree been working on an upgraded Traffic Safety Bylaw, addressing key areas of concern that were not addressed in the previous traffic bylaw.
2. The Village of Innisfree strives to ensure our residents and visitors are kept safe by ensuring bylaws and signage are properly placed in key areas of concern.

Recommendation:

As directed by Council.



January 14, 2022

Village of Innisfree
Box 69
Innisfree, Alberta T0B 2G0
Email: cao@innisfree.ca

Attention Village of Innisfree

Subject: Driver Feedback Sign Permit Approval –Village of Innisfree

Regarding application for the following:

Sign - Install Driver Feedback Sign

Permit / File Number	Description	Location
RSDP039768-1 Sign	Sign - Install Temporary Driver Feedback Sign (to be installed on private property adjacent to Highway 870 - within Delnorte School zone)	Highway 870:08 NE-3-51-11-4

Alberta Transportation Permit No. **RSDP039768** is issued to Village of Innisfree (Permittee) under the Highways Development and Protection Regulation authorizing the above noted development(s). Issuance of this permit does not excuse violation of any regulation, bylaw or act which may affect the proposed project. This permit is subject to the conditions shown and should be carefully reviewed.


1. The proposed sign is to be set back outside of the right of way per the recommended practice guideline – placement of signs and the Driver Feedback Guideline attached.
2. This permit approves only the sign contained herein, for any changes or additions a separate application is required,
3. The Department is under no obligation to reissue a permit if the sign is not installed before expiry of this permit.,
4. The sign shall be maintained in proper repair.,
5. If, in the opinion of the Operations Manager the sign is not kept in an acceptable condition, or fails to meet or address any of the department’s conditions or concerns, it must be repaired, revised or removed by the owner within 7 days of receiving written notice of the deficiency, otherwise the sign will be removed by Alberta Transportation at the owner’s expense.,
6. Use of intermittent, flashing or rotating light or moving or rotating parts is not permitted.,

7. The Permittee is solely responsible for all costs, with no compensation, related to sign removal and/or relocation, whether required due to future highway upgrading, maintenance twinning or service road construction,
8. This permit is subject to the provisions of Section 11-19 inclusive of the Highways Development and Protection Act (Chapter H-8.5 2004), amendments thereto, and the Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto,
9. Driver Feedback Signs are installed on a temporary basis (typically 30 days or less) at locations where the posted speed limit transitions from a higher speed limit to a lower speed limit and excessive speeding has been identified as a safety hazard or potential safety hazard at the location. Driver Feedback Signs should only be used as a tool to monitor operating speeds and/or as a method of alerting motorists to a recent change in the traffic control scheme,
10. Driver Feedback Signs must have the following operating features:
 - Blank display (programmable for time of day if required at the location);
 - Speed feedback display;
 - Flashing speed feedback display;
 - Maximum speed display threshold;
 - Adjustable brightness level (to minimize glare at night),
11. If a Driver Feedback Sign is temporarily mounted on a post, it shall be placed on the right hand side of the road.,
12. The sign is to be installed in accordance with the Driver (Speed) Feedback Signs Recommended Practice any variance from the guideline should be approved by Derek Young, Operations Manager (780)853.8178 in advance.

Permission is hereby granted to Village of Innisfree to carry out the development in accordance with the plan(s) and specifications attached hereto and subject to the conditions shown above.

If the development has not been carried out by **January 14, 2023** this permit expires and the Permittee must reapply for a new permit if they wish to proceed.

If you have any questions about the permit or any of the conditions, please contact the undersigned Development and Planning Technologist.

 Digitally signed by Cindy Skjaveland
 DN: dc=ca, dc=ab, dc=gov, dc=ds,
 dc=goa, ou=AdminUnits, ou=TRANS,
 cn=Cindy.Skjaveland
 Date: 2022.01.14 13:27:18 -0700

Cindy Skjaveland, Dev and Planning Technologist
Cindy.Skjaveland@gov.ab.ca
 (780)679.1770

cc: Vegreville Maintenance Office/ Vermilion Maintenance Office
 Vermilion Operations Engineer

APPLICATION FOR SIGN INSTALLATION NEAR A PROVINCIAL HIGHWAY

Alberta Transportation Permit # _____

Applicant's Name Village of Innisfree

Mailing Address Box 69

City/Town/Village Innisfree Province AB Postal Code T0B 2G0

Phone # 780-592-3886 Fax # 780-592-3729 e-mail cao@innisfree.ca

Landowner's Name (if different from above) _____

Mailing Address _____

City/Town/Village _____ Province _____ Postal Code _____

Phone # _____ Fax # _____ e-mail _____

APPLICATION IS HEREBY MADE TO INSTALL OR CHANGE A SIGN IN:

Property Information

(NE, NW, SE, SW)	¼ Section	Township	Range	West of Meridian
Lot	Block	Plan Number	Parcel size (acres or hectares)	
<u>870:08</u>				
Highway No.	Distance of the proposed sign to the highway boundary	Location of business shown on sign		
<u>Village of Innisfree</u>	<u>Highway</u>	<u>\$6,000</u>		
Name of Municipality	Existing / Proposed Land Use	Estimated cost of proposed sign		
Dimensions of sign "face":	Length _____	Height _____		
Sign Type (select one):	One Sided <input type="checkbox"/> <small>Driver Speed Feedback Sign</small>	Double Sided <input type="checkbox"/>		
Purpose of Sign:	Business Identification <input type="checkbox"/>	Directional <input type="checkbox"/>	Construction <input type="checkbox"/>	
	Other (explain) <u>The Village is seeking a warrant for this signage.</u>			

Note: Please attach a plan showing the proposed sign in detail including the wording, etc. and the location of the proposed sign and existing as well as proposed development relative to the ¼ line and highway. Location of items such as existing or proposed shelterbelts, signs, etc. must also be shown.

It is understood that all works will be constructed, altered, maintained or operated at the sole expense of the undersigned, and that any work must not begin before a permit has been issued by Alberta Transportation. The issuance of a permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw or act which may affect this project.

In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. The Applicant also consents to a person designated by Alberta Transportation to enter upon land for the purpose of inspection during the processing of this application.

I Brooke Magosse hereby certify that I am the registered owner
(print full name)

I Brooke Magosse hereby certify that I am authorized to act on the owner's behalf
(print full name)

Brooke Magosse
Signature

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for sign installation.

(Date) 24-November-2021

APPLICATION FOR SIGN INSTALLATION NEAR A PROVINCIAL HIGHWAY

Alberta Transportation Permit # _____

Applicant's Name Village of Innisfree

Mailing Address Box 69

City/Town/Village Innisfree Province AB Postal Code T0B 2G0

Phone # 780-592-3886 Fax # 780-592-3729 e-mail cao@innisfree.ca

Landowner's Name (if different from above) _____

Mailing Address _____

City/Town/Village _____ Province _____ Postal Code _____

Phone # _____ Fax # _____ e-mail _____

APPLICATION IS HEREBY MADE TO INSTALL OR CHANGE A SIGN IN:

Property Information

(NE, NW, SE, SW)	¼ Section	Township	Range	West of Meridian
Lot	Block	Plan Number	Parcel size (acres or hectares)	
870:08				
Highway No.	Distance of the proposed sign to the highway boundary	Location of business shown on sign		
Village of Innisfree	Highway	\$6,000		
Name of Municipality	Existing / Proposed Land Use	Estimated cost of proposed sign		
Dimensions of sign "face":	Length _____	Height _____		
Sign Type (select one):	One Sided <input type="checkbox"/> Driver Speed Feedback Sign	Double Sided _____		
Purpose of Sign:	Business Identification _____	Directional _____	Construction _____	
	Other (explain) <u>The Village is seeking a warrant for this signage.</u>			

Note: Please attach a plan showing the proposed sign in detail including the wording, etc. and the location of the proposed sign and existing as well as proposed development relative to the ¼ line and highway. Location of items such as existing or proposed shelterbelts, signs, etc. must also be shown.


It is understood that all works will be constructed, altered, maintained or operated at the sole expense of the undersigned, and that any work must not begin before a permit has been issued by Alberta Transportation. The issuance of a permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw or act which may affect this project.

In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. The Applicant also consents to a person designated by Alberta Transportation to enter upon land for the purpose of inspection during the processing of this application.

I Brooke Magosse hereby certify that I am the registered owner
(print full name)

I Brooke Magosse hereby certify that I am authorized to act on the owner's behalf
(print full name)

Signature _____



Signature

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for sign installation.
(Date) 24-November-2021


APPLICATION FOR SIGN INSTALLATION NEAR A PROVINCIAL HIGHWAY

Alberta Transportation Permit # _____

Note: distances may be shown in metres or feet

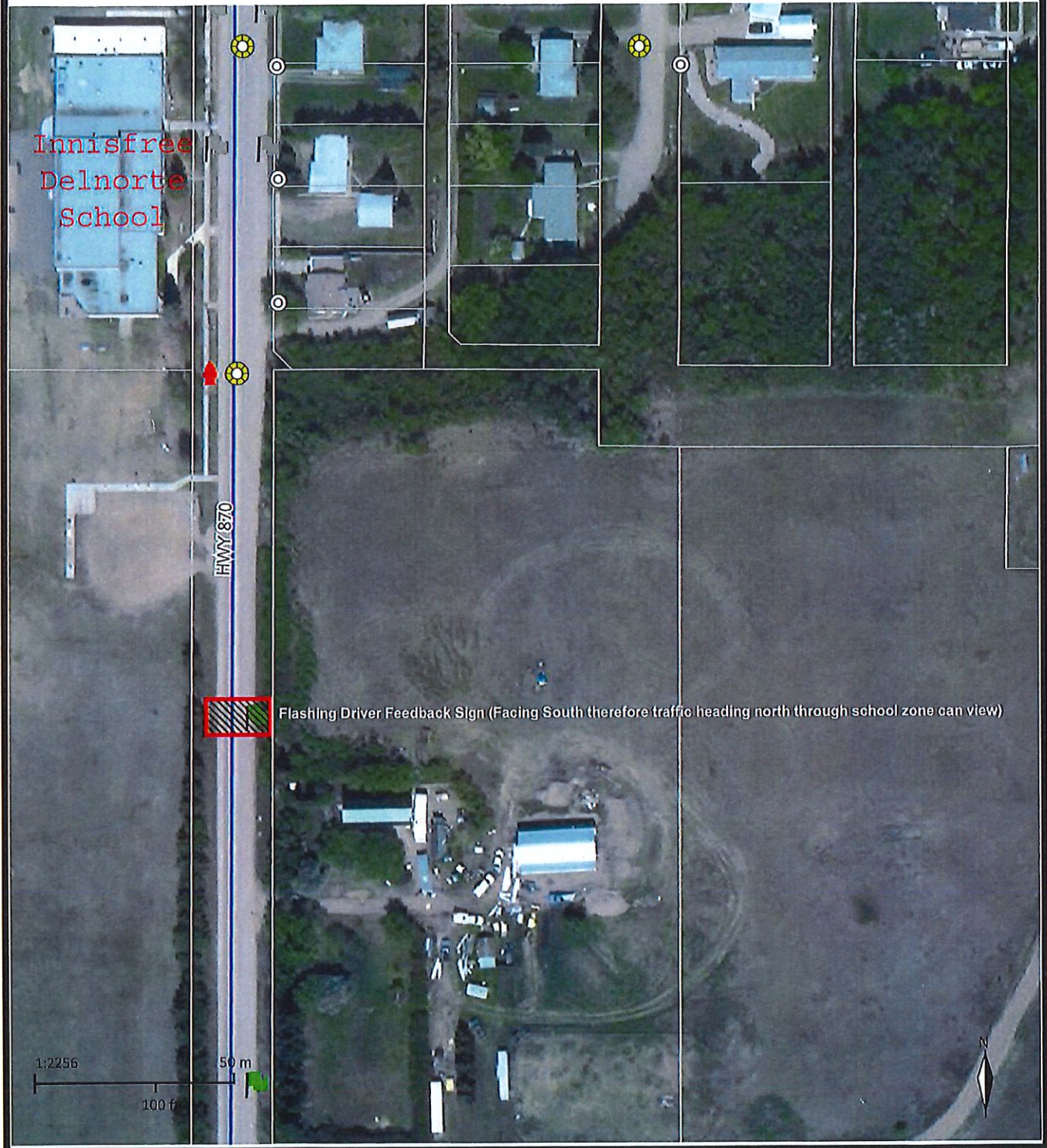
SITE PLAN

SKETCH OF PROPOSED SIGN


Signature of Registered Owner or Authorized Agent

Village of Innisfree

Proposed Location - Flashing Driver Feedback Sign



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

November 17, 2021

Innisfree Delnorte Parent Advisory Council
Box 189
Innisfree, AB
T0B 2G0

RE: School Zone - Traffic Control Measures Inquiry

At the November 16, 2021, Regular Meeting, Mayor and Council reviewed the information and additional correspondence received from the Innisfree Delnorte PAC group regarding a request for increased Traffic Control Measures (TCM) in the school zone.

Council approved the following motions:

- Council directed Administration to develop a revised Traffic Bylaw to endorse the implementation of a Specified School Zone Time from 8:30 am to 5:00 pm during School days and a Playground Zone along Secondary Highway 870 on the two-block area and bring the revised Traffic Bylaw forward to the December Council meeting.
- Council directed Administration to complete a Government of Alberta application for the installation of a Driver Feedback Sign south of the school zone on Highway 870 in Innisfree.

Council also directed that a letter be written to the Innisfree Delnorte Parent Council advising of Council's decision, with a copy to those entities' who provided letters of support.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Brooke Magosse".

Brooke Magosse
Chief Administrative Officer
Village of Innisfree

Cc: Buffalo Trails Public School Division, Innisfree Delnorte School and Village of Innisfree
Public Library



November 3, 2021

Village of Innisfree
5116 50 Ave
Innisfree, AB
T0B 2G0

Dear Mayor Johnson and Village Council:

RE: LETTER OF SUPPORT FOR SCHOOL ZONE SAFETY

Buffalo Trail Public School is writing this letter in support of the Innisfree School Council's goal to enhance school zone safety at the Delnorte School in Innisfree, Alberta. The division believes that speed identification signs and lighted crosswalks placed at the south and north ends of the school zone would help to achieve this goal. Crosswalks with flashing lights, if used correctly by pedestrians, will increase the visibility of the crosswalk for the motoring public. The speed identification signs will allow the motorists to know if they are speeding before they enter the school zone. This will give motorists the time and opportunity to correct their speed and slow down.

As you are aware Buffalo Public School just added a wheelchair accessible parking stall in front of the school to ensure those requiring access to the building were able to enter and exit their vehicles safely due to the school being located on a secondary highway. We have also placed our school bus loading/unloading zone at the north end of the school to avoid the traffic on secondary highway 870.

Several towns and villages throughout our division have added lighted crosswalks and speed identification signs and they have seen positive results. We encourage the Village of Innisfree to consider the School Council's request, understanding that costs and maintenance need to be considered. Anytime something can be done to protect its citizens, especially the youth is a benefit to the entire community.

Sincerely,



Nadeem Altai

Secretary-Treasurer

c.c. Chrysti Mannix, Director of Transportation



Miss Rachel Miller, Principal
Phone (780) 592-3963
Fax (780) 592-3870

**Innisfree Delnorte
School**
Box 189
Innisfree, AB T0B 2G0

November 2, 2021

To Mayor Johnson and Village Council,

Re: Electronic Safety Signage Letter of Support

I am writing a letter in support of the Innisfree Delnorte School Council's goal of purchasing and installing lighted signage in the school zone area along Highway 870 to ensure the safety of our students during school hours.

We have many students that attend our school from in town or have permission to go off school grounds at lunch time. I believe this sign would assist in curbing speeding, which is obviously a concern when combined with our students walking across the street. Often, as I am out on bus supervision or during the lunch hour, vehicles and large trucks drive by very quickly, potentially endangering the children who are crossing the street. Additionally, the cross walk which students use to access the sidewalk in front of the school can be difficult to see. Small children do not always have the wherewithal to follow the traffic safety rules they have been taught. I could see how drawing attention to this crosswalk area would be a step in ensuring safety of all community members as they cross the highway when walking.

The goal of Innisfree School Council to support making this school and playground zone safer for the children of our community and to draw attention to the crosswalk area making all members of our community safer is of utmost importance. I would urge the Village of Innisfree to consider supporting our school council in its pursuit to make a safer community for all.

Sincerely,

Rachel Miller

Principal

Innisfree Delnorte School



Government of Alberta ■ Transportation	DRIVER (SPEED) FEEDBACK SIGNS		<i>Issued: DEC 2010</i>
			<i>Revised:</i>
			<i>Page 1 of 3</i>
RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS	
	SUB-SECTION	TEMPORARY	

General

Driver (Speed) Feedback Signs are signs designed to relay vehicle specific information back to motorists. The most common form of Driver Feedback Sign utilizes a radar assembly or other device for detecting the speed of approaching vehicles and relays that information to motorists through a changeable message display. Studies have found that Driver Feedback Signs used in this manner can be effective in reducing mean and 85th percentile speeds in a variety of situations, especially when the locations speed limit is posted in conjunction with the Driver Feedback Sign.

While studies have shown that Driver Feedback Signs can be effective in reducing operating speeds in the long term, the greatest speed reductions are gained shortly after a Driver Feedback Sign is installed. Permitting permanent installations may lead to a proliferation of Driver Feedback Signs which could lessen the visual impact of the signs when they are needed most. To maximize effectiveness, Driver Feedback Signs should only be used on a temporary basis at locations where they are most needed.

Sign location has a significant impact on the effectiveness of Driver Feedback Signs. Driver Feedback signs offer the greatest benefit when they are placed at a point where there is a reduction in the posted speed limit. Examples include highway transition zones, school zones, playground zones and construction zones.

While there is little research available on the topic, it is expected that operating speeds will gradually increase as the motorists travel further downstream of a Driver Feedback Sign. Driver Feedback Signs should only be expected to provide a reduction in operating speeds at the point where the sign is placed. If excessive operating speeds over a large distance of highway are a concern, other speed mitigating techniques should be considered.

Driver Feedback Signs must be approved by the nearest Alberta Transportation district office prior to installation. Any parties wishing to place a Driver Feedback sign within the highway right-of-way must first submit an application to Alberta Transportation.

After reviewing an application, Alberta Transportation may issue a Letter of Approval allowing for the placement of signs within the highway right-of-way.

A listing of Alberta Transportation district offices and an example of the sign application is available at the following location:

<http://www.transportation.alberta.ca/613.htm>

Standard

A typical Driver Feedback Sign consists of a radar assembly and a changeable message sign capable of displaying motorists' current speeds as recorded by the radar assembly mounted together with a sign displaying the speed limit at the location.

Driver Feedback Signs may be part of a portable trailer assembly or temporarily mounted on a post, examples of each are shown below:



Guidelines for Use

Eligibility

Driver Feedback Signs may be installed on a temporary basis (30 days or less) at locations where the posted speed limit transitions from a higher speed limit to a lower speed limit and excessive speeding has been identified as a safety hazard or potential safety hazard at the location. Driver Feedback Signs should always be accompanied by a Maximum Speed Sign (RB-1) or a condition specific speed sign such as the School Zone Sign (WC-1) and its accompanying 30 km/h tab.

Driver Feedback Signs placed in construction zones must be approved as part of the site's traffic accommodation strategy. The guidelines for traffic accommodation in work zones are contained in Alberta Transportation's *Traffic Accommodation in Work Zones, 2008 Edition*.

Operation

Driver Feedback Signs must have the following operating features:

- Blank display (programmable for time of day if required at the location);
- Speed feedback display;
- Flashing speed feedback display;
- Maximum speed display threshold;
- Adjustable brightness level (to minimize glare at night).

A blank display must be shown at all times when the reduced speed limit is not in effect (i.e., when placed in a school zone, the display must be turned off outside of school hours). When in operation, Driver Feedback Signs must display vehicle speeds that are at or below the posted speed limit in solid (non-flashing numerals). Speeds that exceed the posted speed limit by 5 km/h or more may be displayed in flashing numerals to bring increased attention to the sign.

Driver Feedback Signs must be programmed to not display speeds that are well in excess of the posted speed limit to discourage motorists from "racing" the speed display. The maximum speed that a Driver Feedback Sign may display is outlined in the table below:

Posted Speed Limit	Maximum Speed Display Threshold
30 km/h or less	50 km/h
40 km/h	60 km/h
50 km/h	80 km/h
60 km/h	90 km/h
70 km/h	110 km/h
80 km/h	120 km/h
90 km/h or more	130 km/h

When speeds greater than the maximum speed display threshold are detected, the sign may:

- Display a blank message;
- Display value of the maximum speed display threshold; or
- Display a text message such as “slow down” or “too fast”.

Sign Removal

Driver Feedback Signs placed at locations with a temporary reduction in the posted speed limit (i.e., construction zones) must be removed once the temporary speed limit is removed or earlier if indicated in the site’s traffic accommodation strategy.

Driver Feedback Signs placed at locations with a permanent reduction in the posted speed limit must have the display turned off, or have the sign removed after 30 days of operation. At these locations, Driver Feedback Signs should only be used as a tool to monitor operating speeds and/or as a method of alerting motorists to a recent change in the traffic control scheme (i.e., new school zone or playground zone, introduction of a new transition zone, etc).

Guidelines for Placement

Post Mounted Signs

If a Driver Feedback Sign is temporarily mounted on a post, it shall be placed on the right hand side of the road. Sign placement shall follow the guidelines outlined in the *Recommended Practice Guideline - Placement of Signs*. It may be possible to use existing structures to mount a Driver Feedback Sign and should be evaluated on a case by case basis.

Portable Trailers

Driver Feedback Signs that are part of a portable trailer assembly are considered to be a hazard as defined by Alberta Transportation’s *Roadside Design Guide*, and each site will need to be evaluated individually to determine the best location and protection that minimizes the safety risk associated with placing a trailer mounted sign within the clear zone of a highway. If on a construction site, the placement will also have to be outlined in the site’s traffic accommodation strategy.

References to Standards

<i>Recommended Practices</i> Section: General	Placement of Signs
<i>Traffic Accommodation in Work Zones, 2008</i> Section I	9. Traffic Control Devices
<i>Roadside Design Guide</i> Chapter H8 Chapter H10	Signs Supports and Poles Work Zone Considerations

Government of Alberta ■ Transportation	DRIVER (SPEED) FEEDBACK SIGNS		<i>Issued: DEC 2010</i>
			<i>Revised:</i>
			<i>Page 1 of 3</i>
RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS	
	SUB-SECTION	TEMPORARY	

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<i>Roadside Design Guide</i> Chapter H8 Chapter H10	Signs Supports and Poles Work Zone Considerations

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	PLSB Orientation
Meeting Date & Time:	Dec 16 2021 2:00pm - 3:30pm
Attendees:	Jennifer Johnson, Miranda Maguire, K. Peachay, Brandon Parsons, James McDonald, Janine Paly, Jennifer (Edgerton), Jessie M., Leroy Kownyk, Tanya May, Tim Kuelker
Discussion:	<ul style="list-style-type: none"> - went over Library Board Responsibilities - went over Public Library Services Branch - went over Governance Tools <ul style="list-style-type: none"> - 2 service points Myman and Edmonton Garrison - went over system Funding - went over Public Library Network Services - went over Board Effectiveness
Actions:	
Future Items:	
Submitted By:	Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree Library Board
Meeting Date & Time:	Jan 05/22 6:30 - 8pm
Attendees:	Gayle Foyster, Doris Christensen, Elizabeth Harrison, Debbie McMann, Jennifer Johnson, Holly Legend
Discussion:	<ul style="list-style-type: none"> - Christmas Basket won by Paul Basse raised \$455.00 - Giving tree was a success, discuss on ways to improve - work experience student program was discussed principal initiated library manager keeps track of hours and signs off program is for one semester - reviewed library patron behaviour policy - winter reading program started approve 3 Walmart gift cards as rewards - Early literacy program January is winter hats theme - worked on Highlights of 2021 and set goals for 2022
Actions:	
Future Items:	
Submitted By:	Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree Library Board
Meeting Date & Time:	Feb 2, 2022 6:40- 8:41
Attendees:	Gayle Foyster, Debbie Mcmann, Jennifer Johnson, Elizabeth Harrison, Doris Christensen, Holly Lependa, Dale Cates
Discussion:	<ul style="list-style-type: none"> - 269 January Patrons, 60 Website Hits, 88 Overdrive uses - Early literary Feb is Leprechauns - Valentine Basket sales almost sold out draw is Feb 11, 2022 - March 5 is winter reading deadline - Working on getting author from Clarendon to come out. - annual report being worked on still
Actions:	Reworking on wording qualifications for new board members on application
Future Items:	<ul style="list-style-type: none"> - buy budgeted for books for a "Fort tent" project purchase - budgeted for purchasing comic books for comic book day.
Submitted By:	Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree School Council
Meeting Date & Time:	Jan. 25, 2022 7:00 - 9:00
Attendees:	Carmen Kassian, Elise Nott, Krystin Cannan, Marilyn Newton, Amberlyn Myshaniuk, Rachel Miller, Evan Raycraft, Vanessa Fundytus, Kara Jackson, Lisa Anderson, Lori Feschak, Naomi Foyster-Melnyk, Tiffany Tomlinson
Discussion:	<ul style="list-style-type: none"> - ^{New} School Calendar is out. - BTPS - Dashboard shows students have high levels of anxiety, Lack of confidence, - School will be going to Mannville, Thursday for Curling - Looking at planning a Ski Trip Grades 4-12 - Held a very successful Christmas Food Bank Drive.
Actions:	<p>Grow Tower is planted</p> <p>Vibe is coming to work with Grades 4-6</p> <p>Building Mental Wellness with Grades 7-8</p>
Future Items:	<p>Jan 31 & Feb 1 - No school - Semester Break</p> <p>Feb 17 & Feb 18 - Teachers Convention</p> <p>Next meeting Feb 22, 2022</p>
Submitted By:	<p>Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p>

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICER'S REPORT

January 18, 2022 – February 15, 2022

11 – Council

- Welcome Councillor Raycraft !
 - Councillor orientation has been set for: February 15, 2022 @ 4:00 PM
 - Signing authority will be updated after the February 15, 2022 Regular Council Meeting is completed. Administration has prepared the documentation for the new member of Councillor that is required prior to updating the signing authorities with the Village's Financial Institution.

- Elected Official Training:
 - Munis-101
 - Municipal Elected Official (MEO) – AEMA *Mandatory*

12 – Administration

- Finances
 - 2021 Municipal Audit:
 - Auditors have been working continuously on the Annual Audit.
 - Financial Statements should be presented that the April 19, 2022 Regular Council Meeting.
 - 2022 Operating/Capital Budget:
 - Administration has been working on the 2022 Operating Budget, Capital Budget(s) and other documents.
 - Administration has been working on finding ways of cutting costs, for example the Village's recent membership with RMA will cut costs from 5%-40% (*depending on Vendor and type of purchase*) and will continue to work towards lowering property taxes for 2022.
 - 2022 Assessment Summary:
 - The Village of Innisfree received the 2022 Assessment from the Village's Assessor. A summary of the report is shown below:



Assessment Growth

Assessment Year: 2021

Assessment Code	Tax Status	Grand Totals		Growth	Inflation	
		Previous (2020)	New (2021)			
300 Vacant Residential	T	30,600	53,060	1,760	20,700	67.6%
302 Improved Farmland	T	6,990	6,990	0	0	0.0%
310 Single Family	T	9,597,470	9,770,930	42,690	130,770	1.4%
500 Vacant Commercial	T	19,520	22,240	0	2,720	13.9%
510 Improved Commercial	T	1,351,730	1,484,380	-4,570	137,220	10.2%
600 Vacant Industrial	T	17,360	20,160	0	2,800	16.1%
610 Improved Industrial	T	402,480	399,230	-25,530	22,280	5.5%
650 M & E	T	50,450	50,450	0	0	0.0%
770 Federal GIL - Non Residential	G	40,490	46,700	0	6,210	15.3%
900 Municipal Owned - Res Zoned	E	77,320	90,150	-1,760	14,590	18.9%
901 Municipal Owned - Com Zoned	E	420,940	472,060	0	51,120	12.1%
903 Municipal Owned - Public Use	E	854,810	947,350	8,110	84,430	9.9%
955 Schools	E	447,570	437,370	0	-10,200	-2.3%
956 Institutional	E	232,770	232,930	0	160	0.1%
960 Church	E	33,750	38,770	-340	5,360	15.9%
975 Agricultural Societies	E	276,920	298,550	0	21,630	7.8%
998 Exempt Farm Outbuilding	E	12,190	12,690	-70	570	4.7%
Total:		13,873,360	14,384,010	20,290	490,360	3.5%

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICER'S REPORT

January 18, 2022 – February 15, 2022

- Council Minute Action List:
 - See Schedule “A”
- Municipal Grants Report:
 - See schedule “B”
- Extension to Municipal Sustainability Initiative (MSI):
 - Administration received an Amending Memorandum of Agreement from the province of Alberta (Minister of Municipal Affairs) advising of amendments to the “Original Agreement”. To summarize, the Agreement has been extended from March 31, 2022 to March 31, 2024. **The agreement can be viewed at the Village Office upon Council’s request.**
- Health & Safety:
 - Safety Meeting:
 - Administration and Public Works held a Staff Safety Meeting on February 14, 2022.
 - Next Meeting:
 - Administration and Public Works will be conducting monthly Safety Meetings pursuant to the Occupational Health and Safety Act; next meeting is TBD.
- Strategic & Tactical Plan
 - Administration brought forward the 4th Quarter Update on the Strategic & Tactical Plan for 2021. Administration will work on an updated Strategic & Tactical Plan with new objectives outlined for 2022. Administration will bring forward the updated Strategic & Tactical Plan to the March 15, 2022, Regular Council Meeting.
- Other:
 - Administration finalized, submitted and issued the 2021 T4’s.
 - Administration is working on the 2021 WCB Annual Reporting. Deadline to submit the 2021 Annual Report is February 28, 2022.

LGAA Conference April 6-8, 2022 (Red Deer, Alberta). The LGAA Convention is very beneficial to Administration in many ways. Municipal Administrative Staff, from all across Alberta and of all sizes, attend the LGAA Convention. Specific topics pertinent to current events are schedule; extensive networking; Q&A session with Provincial Government Departments (i.e. Municipal Affairs), and much more.

Estimated costs to attend the LGAA are as follows:

- Member Fee: \$525 (excluding GST)
- Hotel Accommodations: \$169/night (excluding Taxes & Fees)
- Total Mileage (640km x \$0.61 per CRA): \$390.40

****Council, please endorse a motion to approve the CAO’s attendance to the 2022 LGAA Conference on April 8-10, 2022, in Red Deer, Alberta.***

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICER'S REPORT

January 18, 2022 – February 15, 2022

23 – Fire

- Fire Chief Report:
 - See attached Agenda Item 10D

25 – Emergency Service

- 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.

26 – Bylaw Enforcement

- Updates:
 - Bylaw Enforcement Officer will continue to monitor and enforce applicable bylaws.
 - Sidewalk Snow Removal: Administration mailed out a flyer to ALL Village residents regarding Snow Removal on January 17, 2022.

32, 41, 42 & 43 – Public Works/Water/Sewer/Waste

- Public Works Foreman's Report:
 - See attached Agenda Item 10C

61 – Planning & Development

- GIS System – County of Minburn
 - No further correspondence has been reviewed.

66 – Land

- 2021 Tax Sale/Public Auction & 2022 Tax Arrears List Deadline
 - The 2022 Tax Arrears List Deadline is March 31, 2022.
 - Administration will continue to notify the landowners of the parcels that have been added to the 2021 Tax Recovery Arrears List to encourage payment of Tax Arrears before March 31, 2022.
 - Administration will bring forward tentative dates for the 2021 Tax Sale/Public Auction after March 31, 2021. *Administration plans to conduct the Tax Sale/Public Auction in late spring or early summer of 2022.*

72 – Recreation

- Birch Lake Campground & Recreation Park:
 - Advertisement for Park Manager has been sent out and the deadline to submit resumes has been set to March 10, 2022.
 - Administration has advertised in the February 2022 Innisfree Informer, Municipal Website and Facebook Page.
- Pennecon Update:

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICER'S REPORT

January 18, 2022 – February 15, 2022

- Administration has not yet received any correspondence or update from Pennecon since Administration sent a follow-up email on January 13, 2022. However, they did advise that Pennecon will reach out to each Municipality regarding living arrangements during the time of construction.

74 – Culture

- Innisfree Library:
 - 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
 - *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
 - 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 has been ongoing since January 1, 2022.

Important Dates:

- **February 17, 2022 (All-Day via Zoom)** – Alberta Emergency Alert Training (CAO)
- **February 21, 2022** – Family Day (Office/PW Closed)
- **February 22, 2022** – Public Alerting Announcement to EM Stakeholders (CAO)
- **March 3, 2022 (All-day)** – ESS Orientation: Regional Emergency Management Committee (Council, CAO & Staff)
- **April 6, 2022 (All-day)** – Region of Minburn Workshop: Regional Emergency Management Committee (Council, CAO & Staff)
- **April 7, 2022 (All-Day)** – Region of Minburn Exercise: Regional Emergency Management Committee (Council, CAO & Staff)

SCHEDULE "A"

Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
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 2022-01-18/04	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. Amendments to the Traffic Safety Bylaw have been updated, and brought to the February 15, 2022 Regular Council Meeting.
2021-11-16/07	Driver Feedback Signage	Admin	Application was approved by Alberta Transportation. Additional Information regarding the Driver Feedback Sign has been listed under “New Business” on the February 15, 2022 Regular Council Agenda.
2021-12-14/18	MSP Projects	Admin	Fire Hall -Installation of wash/sanitation station remains pending.
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. Administration has requested quotes from multiple companies regarding Ball Diamond Shale and have not received any additional

			responses. How would Council like to proceed?
2022-01-18/05	Policy 1900-15 – COLA	Admin	Policy has been amended as per Council Motion. Copies have been distributed to Council & Staff, as well as uploaded on the Village Website.
2022-01-18/06	Village Donations to Innisfree Prairie Bank of Commerce	Admin	Once donation documentation is received from the Museum, the items listed in Council motion will be transferred.
2022-01-18/07	RMA Membership	Admin	Administration has sent over the application for the RMA Membership and has been recorded as a member.
2022-01-18/08	Overdue A/R Write-Off's	Admin	Administration has written off the outstanding amounts for the accounts as per the Council Motion.
2022-01-18/13	Rural AB Adolescent Vaccines Access	Admin	Letter was signed by the Mayor and mailed to the Alberta Premier.

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

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
MSI 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 draft 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 (2021) = \$0.00	Completed	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*	Completed	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 Financial Reconciliation
January 31, 2022

As per Books

	General Operating	Tax Recovery Account	Municipal Grants	Capital Reserves
Previous Month Balance	285,692.47	478.64	534,916.29	232,402.52
Deposits	26,838.64			
Deposits in Transit	473.25			
Interest Received	144.15	0.26	295.30	37.78
Sub-Total	313,148.51	478.90	535,211.59	232,440.30
Less Disbursements (A/P)	22,592.51			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	29.01			
Monthly Interac Fee(s)	47.37			
Staples Supplies	386.06			
ATB EFT Fees	28.28			
Alberta Land Titles	10.00			
Liberty Security - Monthly Fee	141.72			
WCB - Monthly Req.	243.20			
Bank Confirmation Fee (Audit)	50.00			
Month End Balance	289,595.36	478.90	535,211.59	232,440.30

As Per Bank

	General	Tax Recovery Account	Municipal Grants	Capital Reserves
Month End Balance	299,620.22	478.90	535,211.59	232,440.30
Deposits in Transit	728.87			
Sub-Total	300,349.09	478.90	535,211.59	232,440.30
Less Outstanding Cheques	10,753.73			
Month End Balance	289,595.36	478.90	535,211.59	232,440.30

Outstanding Cheques

Chq #	Amount	Chq#	Amount
344	15.00	17	1,589.79
402	30.00	19	2,184.80
473	204.00	20	393.83
608	30.00	21	167.50
10407	30.00		
10453	30.00		
10463	82.00		
10504	52.00		
10534	9.60		
10545	30.00		
10578	55.00		
10579	15.00		
10598	50.00		
10599	5,785.21		

Total O/S Chq's	10,753.73
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Village of Innisfree

Revenue & Expense Report

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	3,811.00
2-01-00-754	Seniors Foundation-Req	0.00	0.00	0.00
*	TOTAL REQUISITIONS	42,392.51	40,115.69	3,811.00
**P	TOTAL TAX AVAILABLE FOR MUNICI	273,016.58	273,989.97	(3,811.00)
GENERAL REVENUE				
1-00-00-510	Penalties Taxes	27,500.00	21,117.75	18,722.74
1-00-00-540	Franchise Fees - Natural Gas	22,600.00	23,719.84	0.00
1-00-00-541	Franchise Fees - Electricity	13,965.00	14,910.04	0.00
1-00-00-550	Bank Interest (General Operating)	2,500.00	2,676.59	144.15
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	295.30
1-00-00-552	Bank Interest - Reserves	0.00	307.08	37.78
1-00-00-553	Bank Interest - Tax Recovery '09 (TBill)	0.00	0.98	0.26
**	TOTAL GENERAL REVENUE	71,950.00	69,145.37	19,200.23
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	179.76
1-12-00-402	Bank Fees Collected	0.00	0.00	55.00
1-12-00-560	Rental Revenue Adm	9,000.00	8,717.88	857.14
1-12-00-590	Other Revenue Own Sources Adm	7,875.00	6,409.75	166.91
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	47,526.91	1,203.81



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	1,015.00
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	1,460.00
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	450.00
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	450.00
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	397.18
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	397.18
WATER REVENUE				
1-41-00-410	Water Consumption	38,250.00	43,583.39	3,101.57
1-41-00-411	Regional Water Fund	23,300.00	22,873.74	1,952.50
1-41-00-412	Water Base Fee	28,100.00	24,449.54	2,430.10
1-41-00-510	Penalties Water	2,500.00	2,775.08	406.68
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	7,890.85
SEWER REVENUE				
1-42-00-410	Billings Sewer	35,075.00	35,035.58	2,983.85



Village of Innisfree

Revenue & Expense Report

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	2,983.85
SOLID WASTE				
1-43-00-410	Billings Garbage	46,950.00	46,662.62	3,972.15
1-43-00-411	Regional SWM Infrastructure Fee	17,950.00	17,539.74	1,508.90
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	5,481.05
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	710,623.00	35,498.47
COUNCIL EXPENSE				
2-11-00-130	Employer Cont Source Dec=ductions	0.00	10.58	6.17
2-11-00-135	WCB Council	0.00	0.00	0.00
2-11-00-151	Fees Council	5,750.00	6,407.50	747.50
2-11-00-211	Travel/Subsistence Council	350.00	716.87	129.55
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	8,859.96	883.22



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	7,635.06
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	538.05
2-12-00-131	Employer Benefits Adm	8,500.00	7,711.24	1,102.04
2-12-00-135	Workers Compensation ADM	2,300.00	2,138.99	243.20
2-12-00-211	Travel/Subsistence Adm	250.00	79.48	0.00
2-12-00-215	Telecommunications	6,225.00	3,343.63	533.14
2-12-00-216	Postage & Freight	925.00	590.82	65.42
2-12-00-220	Membership Dues Adm	1,350.00	1,243.99	1,471.03
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	1,150.00
2-12-00-250	Contracted Services Adm	15,500.00	17,285.05	240.99
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	300.00
2-12-00-510	Goods, Materials & Supplies Adm	7,500.00	10,574.44	408.02
2-12-00-540	Utilities Heat Adm	1,600.00	1,463.29	(169.89)
2-12-00-541	Utilities Power Adm	2,650.00	3,151.55	(206.78)
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	1,809.71
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	214.66
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	10.00
2-12-00-995	Legal Expenses	10,000.00	12,850.10	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	191,110.56	15,344.65
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	723.27	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	950.00	0.00
2-23-00-250	Contracted Services Fire	600.00	592.93	1,115.00
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	11,885.09	575.00
2-23-00-521	Fuel & Oil Fire	400.00	327.30	0.00
2-23-00-540	Utilities Heat Fire	2,565.00	3,146.99	(415.41)



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	2,334.02	(305.25)
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		41,255.00	42,198.22	939.64
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	264.96
2-26-00-510	Bylaw Enforcement Goods & Materials	125.00	0.00	336.14
** TOTAL BYLAW EXPENSE		525.00	0.00	601.10
PUBLIC WORKS EXPENSE				
2-32-00-110	Salaries & Wages PW	27,084.00	20,559.24	1,764.03
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	95.01
2-32-00-131	Employer Benefits PW	3,350.00	1,660.74	151.65
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	198.52
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	575.88	45.99
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	104.20
2-32-00-521	Fuel & Oil PW	6,000.00	5,889.35	256.15
2-32-00-540	Utilities Heat PW	1,900.00	2,078.09	(279.61)
2-32-00-541	Utilities Power (Street/Shop) PW	56,565.00	54,566.37	(4,637.27)
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	109,812.83	(2,301.33)
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 Draina	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	756.01
2-41-00-120	Salaries & Wages Casual Water	0.00	0.00	0.00
2-41-00-130	Employer Contributions Source Water	770.00	581.55	19.75



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	64.99
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	311.44
2-41-00-217	Freight & Postage - Water	0.00	108.70	27.91
2-41-00-250	Contracted Services Water	7,640.00	12,749.35	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	55,734.80	0.00
2-41-00-510	Goods, Supplies & Materials Water	5,500.00	9,578.71	0.00
2-41-00-540	Utilities Heat Water Plant	1,615.00	2,086.95	(254.47)
2-41-00-541	Utilities Power Water Plant	6,225.00	7,000.58	(662.82)
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	140,718.95	283.78
SEWER EXPENSE				
2-42-00-110	Salaries & Wages Sewer	6,683.67	5,846.00	756.01
2-42-00-130	Employer Contributions Source Sewer	445.00	412.54	40.72
2-42-00-131	Employer Benefits Sewer	350.00	239.80	64.99
2-42-00-215	Freight/Phone/Postage Sewer	0.00	0.00	27.91
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	6,981.92	(579.91)
2-42-00-762	Transfer to Capital Sewer	2,500.00	2,500.00	0.00
** TOTAL SEWER EXPENSE		21,833.67	28,657.39	309.72
GARBAGE EXPENSE				
2-43-00-110	Salaries & Wages Garbage	20,519.00	16,132.26	1,764.04
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	144.35
2-43-00-131	Employer Benefits Garbage	1,500.00	1,010.70	230.39
2-43-00-250	Contracted Services Garbage	27,050.00	26,185.45	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	209.14	27.90
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	67,618.96	2,166.68
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

Page 7 of 7
2022-Feb-9
3:11:49PM

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	180.41
2-72-00-221	Printing/Advertising/Subscriptions	380.00	0.00	350.00
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	1,194.28	0.00
2-72-00-541	Utilities Power Park Grounds	1,530.00	4,582.45	(154.68)
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	45,243.61	375.73
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	4,100.23	(560.56)
2-74-00-541	Utilities Power Museum	1,540.00	1,853.77	(146.41)
2-74-00-221	Printing/Advertising/Subscriptions	500.00	1,338.52	74.07
** CULTURE EXPENSES		14,891.00	16,829.67	(632.90)
*** TOTAL EXPENSES		658,017.67	663,995.51	17,970.29
**** (SUPLUS)/DEFICIT		1,796.09	(46,627.49)	(17,528.18)

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2022-02-09

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

Tax Levy	314,105.66	Local Improvement Levy	0.00
Additional Tax Levy	0.00	Accumulated Penalty	18,722.74
		Outstanding Penalty	18,196.01
Sub Ledger		General Ledger	
Current	10,962.41		
1 Year	43,406.34	3-00-00-211	10,970.09
2 Years	31,903.23	3-00-00-212	150,596.36
3 Years	27,283.15	Totals	<u>161,566.45</u>
Over 3	48,011.32		
Outstanding	<u>161,566.45</u>		
		Total GL	161,566.45
		Total SL	161,566.45
		Proof	<u>0.00</u>

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2022-02-09

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	10,860.72	3-00-00-274	16,818.09
Overdue 1	2,893.75		
Overdue 2	1,191.63		
Overdue 3	1,009.19		
Overdue 4	862.80		
Outstanding	16,818.09	Totals	16,818.09
		Total GL	16,818.09
		Total SL	16,818.09
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220022	2022-02-01	ACE	2-41-00-250	171	PAYMENT 2021 ACE BOARD FEES	2,009.98	2,009.98
20220024	2022-02-01	ATB Financial MasterCard	2-12-00-216 2-23-00-510 2-23-00-215 2-32-00-215 2-12-00-216 2-41-00-217 2-42-00-215 2-43-00-510 2-26-00-510 2-12-00-810	DECEMBER 20; DECEMBER 20; JAN 1-13, 2022 JAN 1-13, 2022 JAN 1-13, 2022 JAN 1-13, 2022 JAN 1-13, 2022 JAN 1-13, 2022 JAN 1-13, 2022 JAN 2022	PAYMENT Canada Post - Mail MSP Project - Fire Hall Improve MCSNet Internet - Fire MCSNet Internet - PW Canada Post - Mail. Canada Post - Mail UT Bills Canada Post - Mail UT Bills Canada Post - Mail UT Bills Canada Post - Mail License Renew ATB FINANCIAL MASTERCARD -	19.63 346.50 104.95 104.95 68.69 29.31 29.31 29.30 35.18 35.00	802.82
20220025	2022-02-01	Brownlee LLP	2-12-00-995	525465	PAYMENT 2021 MINIMUM TAX - G. BERGMA	63.00	63.00
20220026	2022-02-01	CANADA REVENUE AGENCY	4-00-00-237	JANUARY 2022	PAYMENT JANUARY 2022 SOURCE DEDUC	3,373.26	3,373.26
20220027	2022-02-01	County of Minburn	2-32-00-521 2-23-00-234 2-23-00-217 2-23-00-510 2-43-00-250 2-43-00-250	33059 33061 33061 33061 33069 33088	PAYMENT DIESEL FOR LOADER - DEC 2021 Q4 - 2021 INN FIRE COST SHARE Q4 - 2021 INN FIRE COST SHARE Q4 - 2021 INN FIRE COST SHARE Q4 - 2021 WASTE TRANSFER CO 2021 MANN GW MONITORING	156.81 950.00 78.79 407.81 3,359.41 260.82	5,213.64
20220028	2022-02-01	Federation of Canadian Munic	2-12-00-220	INV-29651	PAYMENT 2022 FCM MEMBERSHIP	135.86	135.86
20220029	2022-02-01	M.D. of Minburn Foundation	2-00-00-330	2022	PAYMENT 2022 REQUISITION - MD OF MINE	3,811.00	3,811.00
20220030	2022-02-01	McEwen, Darlene	2-12-00-250	JANUARY 2022	PAYMENT JANUARY 2022 CLEANING	200.00	200.00
20220031	2022-02-01	McMann, Deborah	2-11-00-211	JAN '22 MILEAG	PAYMENT MILEAGE TO COMMITTEE MEETI	136.03	136.03
20220032	2022-02-01	Minco Gas Co-op Ltd.	2-72-00-540	DECEMBER 20;	PAYMENT REC PARK GAS - DECEMBER 20;	212.52	212.52
20220033	2022-02-01	NextGen Automation	2-74-00-221	384182	PAYMENT JANUARY 2022 PRINTING COSTS	77.77	77.77
20220034	2022-02-01	Rogers, Thelma	2-12-00-510	JANUARY 2022	PAYMENT CLR / COFFEE MAKER CLEANER	10.49	10.49
20220035	2022-02-01	Telus Communications Compa	2-12-00-215 2-41-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215	JAN 28-FEB 27 JAN 28-FEB 27 JAN 28-FEB 27 JAN 28-FEB 27 JAN 28-FEB 27 JAN 28-FEB 27	PAYMENT CABLE FEES 780-592-2010 780-592-2041 780-592-2414 780-592-3729 780-592-3886	47.63 73.71 89.79 94.71 73.76 122.96	502.56
20220036	2022-02-01	Telus Mobility	2-12-00-215 2-32-00-215	JAN 2-FEB 1 JAN 2-FEB 1	PAYMENT CAO/PW CELL PHONE CAO/PW CELL PHONE	69.25 102.17	171.42
20220037	2022-02-01	The Marketer	2-72-00-221	2021-549	PAYMENT 2022 GO EAST TRAVEL GUIDE 1/	367.50	367.50
20220038	2022-02-01	Trans Canada Yellowhead Hig	2-12-00-220	22114	PAYMENT 2022 MUNICIPAL CONTRIBUTION	40.53	40.53
20220039	2022-02-01	Vantage Builders Ltd	2-23-00-510	32699	PAYMENT MSP GRANT - FIRE HALL IMPROV	603.75	603.75
20220040	2022-02-01	Veg Auto & Industrial Supply 2			PAYMENT		109.41



Village of Innisfree

Cheque Listing For Council

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20220040	2022-02-01	Veg Auto & Industrial Supply 2	2-32-00-510	1030180	CHAINS FOR SANDER/EQUIPME	109.41	109.41
20220041	2022-02-01	Webb's (Ford)	2-32-00-521	672417	PAYMENT OIL CHANGE & SERVICE - FORD	268.96	268.96
20220042	2022-02-03	Alberta Municipal Services Coi			PAYMENT		8,823.09
			2-12-00-540	22-1041862	Village Office - Gas	178.38	
			2-12-00-541	22-1041862	Village Office - Power	217.12	
			2-23-00-540	22-1041862	Fire - Gas	467.37	
			2-23-00-541	22-1041862	Fire - Power	320.51	
			2-32-00-540	22-1041862	PW - Gas	293.59	
			2-32-00-541	22-1041862	Street Lights/Xmas Lights	4,869.13	
			2-41-00-540	22-1041862	WTP - Power	267.19	
			2-41-00-541	22-1041862	WTP - Gas	695.96	
			2-42-00-541	22-1041862	Lift Station - Power	608.91	
			2-72-00-541	22-1041862	Rec Park - Power	162.41	
			2-74-00-540	22-1041862	Museum - Gas	588.59	
			2-74-00-541	22-1041862	Museum - Power	153.93	
20220043	2022-02-03	Alberta Municipalities			PAYMENT		4,037.21
			4-00-00-239	0732-44447	JULY 2021 EMPLOYEE BENEFITS	962.48	
			4-00-00-239	0732-47533	JANUARY 2022 EMPLOYEE BENE	1,986.33	
			2-12-00-220	20220232.2	2022 MEMBERSHIP FEE	1,088.40	

Total 30,970.80

*** End of Report ***

PUBLIC WORKS REPORT

Village of Innisfree

January 18, 2022 – February 15, 2022

Public Works Department

- Inspection of PW Equipment is ongoing
- Maintenance on sander was conducted (replacement of bearing and cleaned out carburetor).
- Annual inspection of PW Truck was completed.
- Chains have been installed on Loader Tires.

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
- Sanding on Village Street/Hills is being conducted.
- Removing ridges left on Secondary HWY 870 (by alley ways and streets) caused by Emcon.

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
- Visiting Lift Station(s) once a week.

Solid Waste Management

- Weekly garbage collection is ongoing (every Tuesday).
- 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
February 9, 2022



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: Feb 3, 2022

Call Summary

Call Type	Date	Details
Structure Fire	Jan 4	Mutual Aid to Mannville Fire
MVC	Jan 4	Hwy 16 RR 125
Medical	Jan 6	County Medical
MVC	Jan 8	MVC Hwy 16 RR 122
Structure Fire	Jan 9	Mutual aid to Vegreville Fire
Structure Fire	Jan 9	54106 RR 142 Mannville tender provided mutual aid for water supply
Medical	Jan 19	Village Medical
Medical	Jan 20	Village Medical
Medical	Jan 26	Village Medical

Stats Year to Date

Calls 8
Training Sessions 3
Equipment Checks 1
Average Chute Time 6 Minutes 32 Seconds
Firefighters on Roster 11

Concerns/Issues

None to date.

Village of Innisfree (CAO)

From: Cathy Heron <president@abmunis.ca>
Sent: February 4, 2022 2:05 PM
To: Village of Innisfree (CAO)
Subject: Registration now open for Spring 2022 Municipal Leaders' Caucus
Attachments: Spring 2022 MLC Agenda.pdf

Good afternoon,

Mayors, Councillors, and CAOs are invited to register for Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus being held March 9 and 10 at the Edmonton Convention Centre. We are pleased to offer the event both in-person and virtually.

This year's Caucus is open to municipal elected officials and senior administrators from Alberta municipalities, and is a tremendous opportunity to network and build consensus on key issues affecting your community. Attached is a copy of the draft agenda, which will be updated over the coming weeks as speakers are confirmed. Please visit our Spring Municipal Leaders' Caucus Events webpage for more information on hotels and registration. The deadline for online registration is Friday, March 4.

Please note, all public health orders in place at the time of the event will be followed. This could include but it not limited to showing proof of vaccination or privately paid for negative test result within 72-hours, and masking while not actively eating or drinking.

Remember that Alberta Municipalities members may bring forward Requests for Decisions (RFDs) on emerging issues that cannot wait to be debated at our fall Convention. To submit an RFD, fill out an RFD template and send it, along with proof of council endorsement, to advocacy@abmunis.ca by Friday, February 18.

We look forward to seeing you there!

Cathy Heron | President

Mayor, City of St. Albert

E: president@abmunis.ca

300-0618 51 Ave Edmonton, AB T6C 0C6

1-800-311-4444 | 877-421-8844 | www.abmunis.ca



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Alberta Municipalities is working to protect the health of its members, partners, & employees. Fully vaccinated & masked visitors are welcome at Alberta Municipalities' office and events. Please contact us to make alternative arrangements if you are unable to meet these requirements.

Cathy Huron | President

Mayor, City of St. Albert

E: president@abmun.ca

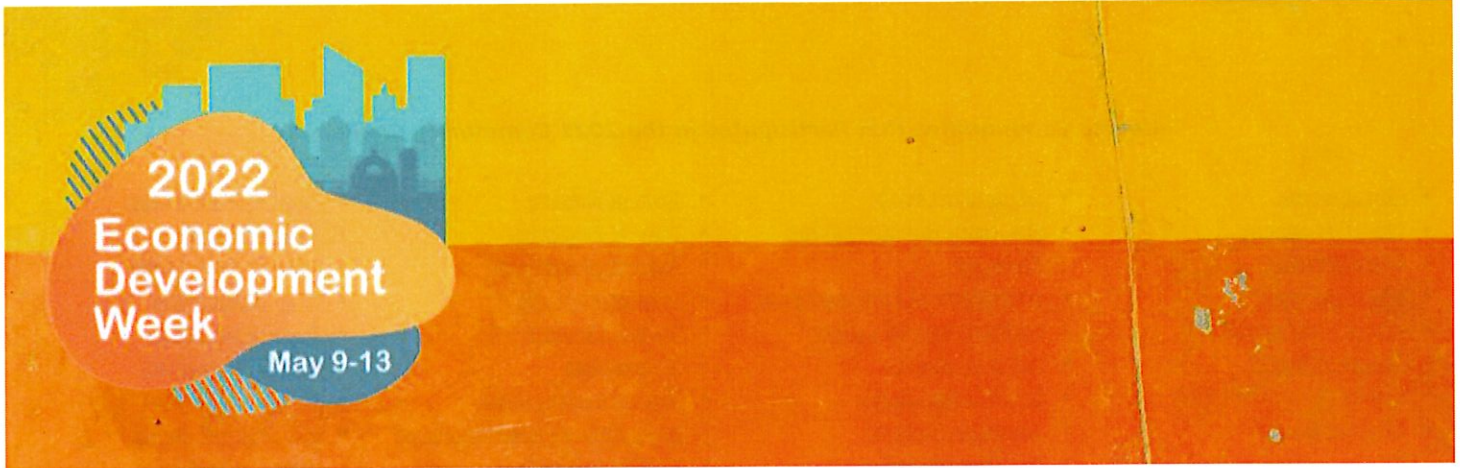
300-8818 51 Ave Edmonton AB T8E 8E8

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[HOME](#) > [EVENTS](#) > Economic Development Week

2022 Economic Development Week

We all know that economic development is critical. It is the foundational work that helps to create jobs, support businesses, and improve the quality of life in communities large and small. These days everyone is talking about the importance of economic development because we are all feeling the impact the pandemic is having on the Alberta economy, and we recognize how this practice is bolstering municipalities, helping them recover.

With COVID economic recovery as a top priority for many communities, its important to encourage municipalities, large and small, to formally recognize and celebrate May 9-13, 2022 as "**Economic Development Week**" in their community.

[About the Week](#) [Economic Development Week Resources](#)

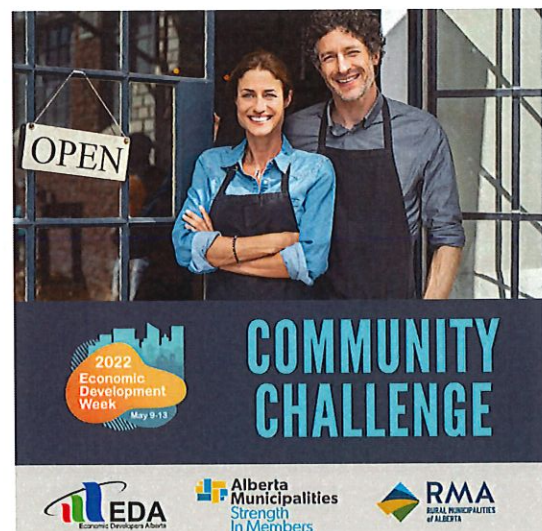
Alberta Community Challenge

Again this year, EDA will be inviting all municipalities to join us to help amplify economic development efforts in our province by taking part in the **2022 Community Challenge**. *We are challenging all Alberta communities large and small to officially proclaim "May 9-13 as Economic Development Week."*

We are pleased to be working with our partners **Alberta Municipalities** and **Rural Municipalities Alberta** again this year. Get involved!

Your involvement in the 2022 Community Challenge gives you a voice. It lets your community know you value economic development, and helps strengthen support for the work your economic development staff does throughout the year.

- Customize the [sample resolution](#)
- Have your Council/Mayor officially proclaim the week in your community and sign the resolution
- Share the proclamation with local media, and on your social media pages. Don't forget to tag us @edaalberta.
- Email admin@edaalberta.ca and it will be added to the EDA website.



Sample City/Town/Village Resolution for Economic Development Week

Resolution

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, for almost 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development and networking opportunities; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of Alberta's economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the City/Town/Village/MD/ID/County of _____; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor does hereby recognize May 9-13, 2022 as "Economic Development Week" in _____, and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to transmit an appropriate copy of this resolution to Economic Developers Alberta in support of these provincial celebrations.

Mayor



RECEIVED

JAN 25 2022

265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.abfarmsafety.com

Village of Innisfree
Box 69
Innisfree AB
T0B 2G0

January 17, 2022

Dear Village of Innisfree Administrator,

The 2021-2022 school year is the 24th consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

As you know, this past year was filled with unique challenges related to the Covid pandemic. However, we have managed to keep both our Safety Smarts and our Sustainable Farm Families programs running albeit in a slightly different fashion than in previous years.

The Safety Smarts program has been adapted to allow for both virtual delivery via Zoom as well as safe face-to-face delivery in schools. Our Safety Smarts team has been well trained and fully equipped with all the necessary skills and tools to be able to successfully and safely deliver Safety Smarts presentations to rural elementary students across the province. In the 2021 calendar year, our Safety Smarts team delivered a total of 1,586 Safety Smarts presentations to 31,330 elementary students in 285 rural elementary schools across the province.

The Sustainable Farm Families program, also known as the Rural Health Initiative, is a newer program designed to promote health, well-being and safety to rural adults. In 2021, the Sustainable Farm Families program made significant adaptations to allow for one-on-one in-depth health assessments and personal education instead of the traditional group setting. This new approach has enabled us to safely deliver Rural Health Initiative workshops within the current Covid restrictions. More information about the Rural Health Initiative is attached. Please let us know if your organization would like to host a Rural Health Initiative workshop for families in your area.

You may also know, that in October of 2020, the Farm Safety Centre was informed by Government of Alberta representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. True to their word, their departmental staff were laid off and online resources were withdrawn at the end of 2020. This has created a significant funding challenge for the Farm Safety Centre and other agriculture based charities in the province that care about the well-being of farmers and their families. To put into perspective, about 35% of our annual funding came from the GOA in the form of government grants designated for program delivery.

With this in mind, the Farm Safety Centre is hopeful that in 2022 your organization will consider supporting our extension efforts, as we continue the search for alternate funding partners. **As budget realities allow, we invite the Rural Communities in Alberta to consider a modest 2022 donation of \$150 - \$350.** If this does not work within your budget then a donation of any amount will be greatly appreciated.

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

Thank-you for your continued support,

Jordan Jensen | Executive Director
Farm Safety Centre
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Rural Health Initiative



Brought to you by
Sustainable Farm Families

IT'S NEVER TOO EARLY OR
TOO LATE
TO WORK TOWARDS BEING THE
HEALTHIEST YOU

Research into the state of rural health has identified several health and well-being disadvantages faced by rural people which negatively impact their quality of life. The Sustainable Farm Families Rural Health Initiative aims to remedy many of these disadvantages by providing rural Albertans who participate in this program with 3 annual, in-depth physical & mental health assessments. In addition to these health assessments, participants are educated about each aspect of the assessment to ensure they fully understand each of their measurements and know how to better manage their health and well-being. Those who participate in this program are only asked to commit 1 hour of their time each year over the course of the 3-year program.

The preventative approach used by the Sustainable Farm Families Rural Health Initiative takes seemingly healthy people living in rural communities and seeks to either uncover undiagnosed conditions or confirm their healthy status. Since 2014, the Farm Safety Centre has delivered over 135 SFF workshops to more than 1,300 participants across the province. Participant feedback from our external evaluations have identified that 97% of SFF participants felt the workshops were a good investment of their time and that 92% recommended the program to others.

What you can expect in your one-on-one personal health assessment with our Registered Nurses:

- Blood Pressure
- Cholesterol
- Metabolic Age
- Visceral Fat
- Body Mass Index
- Muscle Mass
- Basal Metabolism
- Body Water Percentage
- Bone Density
- Mental Health Assessment
- Blood Sugar
- Diabetic Risk
- Triglyceride Levels
- Oxygen Saturation
- Eyesight

SFF workshops are currently being delivered in rural communities throughout Alberta. For more information about this program or to schedule a workshop for your community or organization please contact Keylan Kado. If you would like to register for an existing workshop in your community, please visit www.abfarmsafety.com.

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SAFETY SMARTS

DELIVERY FOR THE 2021 CALENDAR YEAR

31,435
STUDENTS



1,591
PRESENTATIONS

285 SCHOOLS



February 15 2022 – Council Meeting – Correspondence List

Letters:

Jan.25, 2022 – CN - News Release - CN Announces Appointment of Tracy Robinson as President and Chief Executive Officer

Jan.27, 2022 – AHS – Announcement that Alberta Health Services and DynaLIFE Medical Labs have reached an agreement for DynaLIFE to deliver community laboratory services across the province.

Jan.27, 2022 – Statistics Canada – Email announcing the release dates of the 2021 Census data; first census data release, on Feb.9, will explore how population growth and international and internal migration patterns have changed the FABRIC OF Canada’s provinces and territories.

Jan.31,2022 – Alberta Provincial Police Service – Email announcing virtual policing summit on Jan.19,2022 to discuss the Government of Alberta’s proposal to establish an independent Alberta Provincial Police Service (APPS). A Request for Decision will be brought to the Spring 2022 Municipal Leaders’ Caucus for members consideration.

Magazines/Newsletters:

Connections	Vol.17 Issue 2
Invest in Alberta	2022 Publication
InfraStructure	Vol.27 No.1 – December 2021/January 2022
CADC Magazine	Winter 2021 - 2022
BP Varco Products	Buyers Guide 2022
Flag House	2022 Catalogue
InfraStructure	Vol.27 No. 2 – February 2022

Other Correspondence: