



1. Call to Order
2. Agenda
  - a. Deletions/Additions
  - b. Adoption of Agenda
3. Delegation
4. Adoption of Minutes
  - a. June 21<sup>st</sup>, 2022, Regular Council Minutes (Page 2-4)
5. Business Arising from the Minutes
6. Policies & Bylaws
  - a. Unightly Premises Bylaw 597-15 – Proposed Bylaw 676-22 (Page 5-49)
7. New Business
  - a. Water Services – Water Meter Rehabilitation Project Proposal (Page 50-51)
  - b. Village Data Security Proposal (Page 52-54)
  - c. County of Minburn – Antique Fire Truck (Page 55-56)
  - d. Village of Innisfree - Auditor Appointment (Page 57-59)
  - e. Innisfree Prairie Bank of Commerce Society (Museum) Request – Utilities Request (Page 60-61)
  - f. 2022 Strategic Plan – 2<sup>nd</sup> Quarter Update (Page 62-78)
  - g. Tax Payment Plan Request – Roll # 3720 (Page 79)
  - h. Appointment of Member – Regional Assessment Review Board (Page 80-84)
  - i. Flashing Pedestrian Beacon – Update (Page 84-91)
  - j. AB Municipalities Power+ Agreement & Retail Service Agreement (Page 92-123)
  - k. Next Generation 9-1-1 Local Government Service Agreement (Page 124-146)
  - l. Side by Side Tender(s) (Page 147)
8. Councillor Reports
  - a. M.D of Minburn Foundation – Mayor Johnson (Page 148)
  - b. Innisfree Library Board (June 6) – Mayor Johnson (Page 149)
  - c. Northern Lights Library System – Mayor Johnson (Page 150)
  - d. Summer Municipal Leaders Caucus – Clr. McMann (Page 151)
  - e. Innisfree Library Board (July 6) – Clr. McMann (Page 152)
  - f. NE Hub Committee (July 13) – Mayor Johnson (to be provided)
9. Administration Reports
  - a. CAO Report, Action List & Municipal Grants Report (Page 153-165)
  - b. Financials:
    - i. Monthly Financial Statement – Period Ending June 30, 2022 (Page 166)
    - ii. Revenue & Expense (Page 168-174)
    - iii. Tax Trial Balance (Page 175)
    - iv. Utility Trial Balance (Page 176)
    - v. Accounts Payable Cheque List – Period Ending June 30, 2022 (Page 177-179)
  - c. Public Works Foreman Report – Period Ending July 19, 2022 (Page 180-182)
  - d. Rec Park Manager Report – Period Ending July 6, 2022 (Page 183)
  - e. Regional Fire Chief Report – Period Ending July 14, 2022 (Page 184)
10. Correspondence:
  - a. Updates to MSI Program Guidelines - AB Municipal Affairs (Page 185-186)
  - b. Letter to Reeve – Village of Mannville ARB Withdrawal (Page 187)
  - c. Call to Action to the Government of Alberta (Page 188-192)
  - d. Affordable Housing Needs Assessment – AB Municipal Affairs (Page 193-194)

List of Correspondence – Period Ending July 21, 2022 (Page 195)

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, June 21, 2022

CALL TO ORDER

Mayor Johnson called the meeting to order at 5:00 P.M.

PRESENT

Attendance in-person

Jennifer Johnson Mayor  
Deborah McMann Councillor  
Evan Raycraft Councillor

Brooke Magosse Chief Administrative Officer

APPROVAL OF AGENDA  
2022-06-21/01

Moved by Councillor McMann that the agenda be approved with the following additions:

**New Business:**

7D – Delayed Consolidation of Tax Roll 980 & 1030 – Request for Tax Forgiveness  
7E – Adjournment of Public Auction Scheduled on July 26, 2022

**Council Reports:**

8A – Parent Advisory Council – Clr. Raycraft

CARRIED

DELEGATION –  
VERMILION RCMP  
DETACHMENT, SGT.  
DUNSMORE – 4<sup>TH</sup> QUARTER  
COMMUNITY POLICING  
REPORT & STATISTICS  
2022-06-21/02

Sgt. Dunsmore arrived at 5:00 PM.

Sgt. Mike Dunsmore from the Vermilion RCMP Detachment presented the 4th Quarter County of Minburn #27 – Vermilion Detachment Crime Statistics report to Council.

Sgt. Mike Dunsmore departed the meeting at 5:36 PM.

Moved by Mayor Johnson that the Delegation of Sgt. Dunsmore and the 4<sup>th</sup> Quarter Crime Statistics Report be received as information.

CARRIED

APPROVAL OF REGULAR  
COUNCIL MINUTES  
2022-06-21/03

Moved by Mayor Johnson that the May 17, 2022, Regular Council Meeting minutes be approved as presented.

CARRIED

APPROVAL OF SPECIAL  
COUNCIL MINUTES  
2022-06-21/04

Moved by Clr. McMann that the May 24, 2022, Special Budget Meeting minutes be approved as presented.

CARRIED

CELLPHONE POLICY 1200-01  
– REVISIONS PROPOSED  
2022-06-21/05

Moved by Clr. Raycraft that Council endorse the amendments to Cell Phone Policy 1200-01 with the following amendments:

- a. Under "Purpose" replace the word "Employee" with "Staff";
- b. Under "Definitions - Official Use" replace the word "Employee" with "Staff";
- c. Under "Definitions – Personal Use" replace the word "Employee" with "Staff";
- d. Under "Definition – Staff" remove the words "full-time";
- e. Under "Procedures – Section 2.4, 2.5, 2.6 and 2.7 replacing the word "Employee" with "Staff"

CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF JUNE 21, 2022

EQUIPMENT RENTAL  
POLICY 3200-02 PROPOSAL  
2022-06-21/06

Moved by **Clr. McMann** that Council endorse Equipment Rental Policy 3200-03 as presented.  
CARRIED

COUNTY OF MINBURN –  
INNISFREE FIRE HALL  
TRANSFER  
2022-06-21/07

Moved by **Mayor Johnson** that the Village of Innisfree authorize the transfer of the Innisfree Fire Hall located at 4903 – 51 Street (Legal Plan: 4175R; 1; 33) to the County of Minburn No. 27 pursuant to the Regional Fire Services Agreement, effective January 1, 2022.  
CARRIED

COUNTY OF MINBURN –  
ECONOMIC DEVELOPMENT  
STRATEGY  
2022-06-21/08

Moved by **Clr. McMann** that Council direct Administration to compile the Village Council perspectives on the County of Minburn Economic Development Strategies per discussion and report the same during the CAO interview.  
CARRIED

TAX PAYMENT PLAN  
REQUEST  
2022-06-21/09

Moved by **Clr. Raycraft** that Council endorse Tax Roll # 1570 Tax Installment Plan for \$289.28 to be paid monthly, for six months, starting July 2022, with the Tax Account to be paid in full by December 31, 2022.  
CARRIED

DELAYED CONSOLIDATION  
OF TAX ROLL 980 & 1030 –  
REQUEST FOR TAX  
FORGIVENESS  
2022-06-21/10

Moved by **Mayor Johnson** that Council direct Administration to consolidate Tax Rolls 980 and 1030 and amend the Municipal Tax Levy accordingly.  
CARRIED

ADJOURNMENT OF PUBLIC  
AUCTION JULY 26, 2022  
2022-06-21/11

Moved by **Clr. Raycraft** that Council adjourn the July 26, 2022 Public Auction to August 25, 2022 at 5:00 PM pursuant to Section 422 (1)-(3) of the *Municipal Government Act*. Further, that Council amends the reserve bid for Plan 6127HW; Block 20; Lots 5-6 to a reserve bid of \$35,000 pursuant to Section 419 (a)-(b) of the *Municipal Government Act* and the revised Comparative Market Analysis dated June 17, 2022. Furthermore, that Administration be directed to re-advertise the Public Auction in the July 15 Issue of the Alberta Gazette pursuant to Section 421 (1)-(4) of the *Municipal Government Act*.  
CARRIED

RECESS  
2022-06-21/12

Moved by **Mayor Johnson** that a recess be called at 6:43 PM  
CARRIED

RECONVENE  
2022-06-21/13

Moved by **Mayor Johnson** that the meeting reconvene at 6:46 PM.  
CARRIED

COUNCILLOR REPORTS  
2022-06-21/14

Moved by **Mayor Johnson** that all items listed under “Councillor Reports” be approved as presented.  
CARRIED

MEETING TO EXCEED  
THREE (3) HOURS  
2022-06-21/15

Moved by **Mayor Johnson** that the meeting extend past 8:00 PM.  
CARRIED

MARDAR ELECTRIC QUOTE  
– JUNE 21, 2022 UPGRADE  
LIGTING AT INNISFREE  
RECREATION PARK – MSP  
GRAND FUND  
2022-06-21/16

Moved by **Clr. Raycraft** that Council approve Mardar Electrics quote received on June 21, 2022 for the installation of lighting at the Innisfree Recreation Park in the amount of \$2,895.11 (GST Excluded) pursuant to MSP Grant Approval – Birch Lake Campground Rehabilitation.  
CARRIED



VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF JUNE 21, 2022

ADMINISTRATION  
REPORTS  
2022-06-21/17

Moved by **Clr. McMann** that all items listed under “Administration Reports” be approved as presented.

CARRIED

CN RAIL SAFETY WEEK  
2022 PROCLAMATION  
2022-06-21/18

Moved by **Clr. Raycraft** that September 19-25, 2022, be proclaimed as Rail Safety Week.

CARRIED

CORRESPONDENCE  
2022-06-21/19

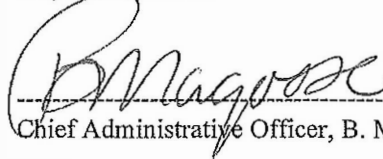
Moved by **Mayor Johnson** thar all items listed under “Correspondence” be received as information.

CARRIED

ADJOURNMENT

Moved by **Clr. Raycraft** to adjourn the meeting at 8:45 PM.

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Mayor, I. Johnson



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Chief Administrative Officer, B. Magosse



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## Request for Decision (RFD)

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**Topic:** Unsightly Premises Bylaw – Proposed Revisions Per Weed Control Act and Other Points  
**Initiated by:** Administration  
**Attachments:** 1. Unsightly Premises Bylaw 597-15  
2. *Weed Control Act & Regulation*  
3. Draft with Proposed Changes to Unsightly Premises Bylaw 597-15  
4. Proposed Unsightly Premises Bylaw 676-22

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### Purpose(s):

1. To review proposed Unsightly Premises Bylaw 676-22
2. To address property conditions controlled under the *Weed Control Act*
3. To address several Administrative changes to the Bylaw

### Background:

1. The Village has secured Noxious Weed Control services from the County of Minburn ASB pursuant to the *Weed Control Act*, on Village-owned property.
2. As the Village has care and control of the property, there were no “waiting periods” to having the work done.
3. For private property, the timelines for action within the Unsightly Premises Bylaw are quite lengthy and do not aid to mitigate the growth/spread of noxious/prohibited weeds both within the property and from continuing to spread throughout neighbouring properties.
4. The *Weed Control Act* states that prohibited noxious weeds must be destroyed and noxious weeds must be controlled. It describes the duties of individuals, local authorities, municipalities and the Crown related to the prevention, control and destruction of weeds.
5. The *Weed Control Regulation* includes a schedule of declared noxious and prohibited noxious weeds. It also describes seed cleaning facility licensing procedures and the requirements of the appeal process for notices.
6. The Bylaw also repeated some clauses several times within the Bylaw; these have been consolidated, as noted.

### Key Issues/Concepts:

1. The County of Minburn ASB Department will provide weed control services pursuant to the *Act* upon the municipality serving notice to a resident, pursuant to a Municipal Bylaw requiring compliance with the *Alberta Weed Control Act*.
2. The current Unsightly Premises Bylaw provides two week’s timeline for compliance with an order for remediation.
  - a. Prohibited Weeds must be *removed* expediently, with no delay, per the *Act*
  - b. Noxious Weeds, dependent on when they are discovered, could become a serious weed control problem under the *Weed Control Act*, with the existing Unsightly Premises Bylaw timeline.
  - c. Grass and other weeds are not under an Unsightly Premises Bylaw order to remedy until they are unsightly; two more weeks, especially in the summer, could mean missing two more additional mowing cycles.
3. To address issues under the *Weed Control Act*, the County ASB Director recommended the Village develop a section in the Unsightly Premises Bylaw to address prohibited and noxious weeds under the *Act*.
4. In the first part of the Bylaw, a clause citing the *Weed Control Act* has been added.
5. The Definitions Section has been updated to include the *Weed Control Act, Regulations, Prohibited Weeds and Noxious Weeds*. The section was also restructured to list some of the definitions in alphabetical order.
6. Section 4.2 has been expanded to include prohibited and noxious weeds.

7. Section 4.8 has been added: *“A notice under this section of the Bylaw including, Prohibited or Noxious Weeds, must be complied with, within seven (7) days of the date of the notice.”*
8. In Section 5, Dangerous Buildings/Structures, it was recognized the timeline for securing services, permits and the like could well surpass a 14-day period. Section 5.4 also specifies “or actioned” to provide for the approval of any permits and receipt of quotes, so long as the owner can show/prove that the process has started.
9. Section 6, Inspection and Direction was expanded to include all of the Bylaw infractions sections and the actions of the Inspector were laid out in a more concise manner.
10. Section 7, Penalties was updated to a more concise and accurate description of the actions.
11. Schedules A and C have been updated to address the changes proposed in the Bylaw.

**Options:**

1. That Council provides final readings Unsightly Premises Bylaw 676-22.
2. That Council provides first reading to Unsightly Premises Bylaw 676-22.
3. That Council directs Administration in another manner regarding draft Unsightly Premises Bylaw 676-22.

**Financial Implications:** None identified.

**Relevant Policy/Legislation:**

1. *MGA, s.3 “develop and maintain safe & viable communities” & Division 4. Enforcement of Municipal Law*
2. *Weed Control Act & Regulations*
3. *Strategic Plan – Priority #1 – Partnerships & Collaboration; Priority #2 – Safe, Health & Fun Community*
4. *ICP – Collaboration with the County of Minburn and its ASB Department.*

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

Ensuring the community is clean, attractive, and safe, will elicit positive public and political implications.

**Recommendation:**

That Council provides final readings *Unsightly Premises Bylaw 676-22.*

**BY-LAW 597-15, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REESTABLISHING AN UNSIGHTLY PREMISES BYLAW FOR THE VILLAGE OF INNISFREE**

**WHEREAS**, under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Village of Innisfree may pass Bylaws respecting the health and safety of the community and for controlling dangerous and untidy properties;

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

**AND WHEREAS** the Council of the Village of Innisfree deems it desirable and necessary to promote the maintenance of properties, within the corporate limits of the Village of Innisfree;

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

**1. SHORT TITLE**

1.1 This Bylaw may be sited as the "Unightly Premises Bylaw".

**2. DEFINITIONS**

2.1 "**Building Material**" means all construction and demolition material accumulated on a premises while storing, constructing, altering, repairing or demolishing any structure and includes, but is not limited to, earth, vegetation or rock displaced during such storing, construction, alteration or repair.

2.2 "**Council**" means the Municipal Council of the Village of Innisfree.

2.3 "**Corporate Limits**" shall mean all the lands within the Corporate Limits of the Village of Innisfree.

2.4 "**Chief Administrative Officer**" shall mean the Chief Administrative Officer of the Village of Innisfree.

2.5 "**Detrimental to the Surrounding Area**" means causing the decline of the market value of property to the surrounding area.

2.6 "**Dismantled Vehicle**" means a motor vehicle or trailer that has become dilapidated or disassembled which may include but is not limited to flat tires, missing tires and rims, fenders, doors, windows, hoods, trunks and boxes.

2.7 "**Emergency**" shall mean any situation in which there is an imminent danger to the general public or a potential danger to the property or surrounding properties.

2.8 "**Garbage**" means any rubbish, refuse, papers, container, bottles, cans, manure, animal or human excrement or sewage or the whole or part of an animal carcass, dirt, soil, gravel, rocks, sod, petroleum products, hazardous material, disassembled equipment or machinery, broken household furnishings or appliances, boxes, cartons, discarded fabrics, any materials composed or organic matter which is or may become decomposed, including the by-products from the preparation, consumption or storage of food.

2.9 "**Inspector**" means any person(s) designated by the Village of Innisfree to enter and inspect property in accordance with the provisions of this Bylaw.

2.10 "**Motor Vehicle**" shall mean a vehicle propelled by any power other than muscular power or a moped but does not include a bicycle, aircraft, implement of husbandry or a motor vehicle that runs only on rails.

## 2.11 "Peace Officer" means:

- (a) any member of the Royal Canadian Mounted Police;
- (b) any member of a Municipal Police Service;
- (c) any Community Peace Officer;
- (d) any Bylaw Enforcement Officer; the CAO or their Designated Officer.

2.12 "Property Owner" means a person or persons, a firm, company or corporation that is registered on the Tax Roll of the Village of Innisfree and Alberta Land Titles office.

2.13 "Property" are any lands, buildings, or premises in the Village of Innisfree.

2.14 "Recreational Vehicle" means a vehicle or trailer that is designed, constructed and equipped, either temporarily or permanently as a temporary accommodation for travel, vacation, or recreational use, and includes duly licensed travel trailers, motorized homes, slide-in campers, chassis mounted campers, tent trailers, boats and all-terrain vehicles.

## 2.15 "State of Disrepair" means:

- (a) the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;
- (b) broken or missing windows, siding, shingles, shutters, eaves or other building material, or;
- (c) significant fading, chipping or peeling of painted areas of buildings, structures or improvements on property;

2.16 "Village" or "Village of Innisfree" means the Municipal Corporation of the Village of Innisfree.

2.17 "Unightly Premises" shall mean any structure or property located within the Village that, in the opinion of the Inspector, Peace officer or Chief Administrative Officer, is unsightly to such an extent as to detrimentally affect the amenities, use, value or enjoyment of the surrounding lands in reasonable proximity to the unsightly premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined in the Municipal Government Act;

### 3. GENERAL

3.1 The property owner of any real property is ultimately responsible for all activities on the property which may constitute prohibition of this bylaw.

3.2 Nothing in this bylaw relieves a person from complying with Federal or Provincial law or regulation, other bylaw or any other requirements of any lawful permit.

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

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

3.5 All schedules attached to this bylaw shall form part of this bylaw.



**4. NUISANCE**

- 4.1 A nuisance, for the purposes of this Bylaw, is any condition on or around a Property that is untidy, unsightly, offensive and dangerous to health and safety of any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, or which interferes with the use and enjoyment of other adjacent property, and without limiting the generality of the foregoing includes the following:
- (a) trees or shrubs that interfere with driver visibility, civic works or any public utilities;
  - (b) dense or opaque dust emitted into the atmosphere;
  - (c) compost heaps that emit foul odors or attract pests or vermin;
  - (d) the storage or accumulation of dilapidated or derelict vehicles or the storage of more than two (2) unregistered motor vehicles on any one residential property regardless of their condition or how neatly they may be stored, except for motor vehicles that are being stored in a permitted accessory building or a temporary structure with approved Municipal permits;
  - (e) wrecked, inoperable or dismantled vehicles, or those that are unsightly and abandoned;
  - (f) no person shall park a motor vehicle or recreational vehicle in the front portion of the living space of a residential property. Failure to comply with this section shall result in the motor vehicle or recreational vehicle being towed at the Registered Owners expense;
  - (g) any loose materials including garbage and building materials.
- 4.2 The following sets out the standards by which grass and weeds must be kept:
- (a) uncut grass or weeds on any parcel of land shall be maintained at a height not to exceed 15cm (6 inches);
  - (b) property owners are required to maintain the front, rear or side portions or boulevards adjacent to their Property.
- 4.3 No property owner shall cause or allow any building, and/or structure, or fence to become an unsightly premise or in a condition where its appearance and/or condition is a safety hazard or is detrimental to the surrounding area.
- 4.4 No property owner shall permit the accumulation of piles of dirt, stone, garden waste, turf, trees, shrubbery, old implements, disassembled or broken vehicles, inoperable off highway vehicles, scrap iron, lumber, glass, furniture, appliances, bicycles, lawn mowers, food containers, waste paper or cardboard on his or her property.
- 4.5 No property owner shall dump or cause to be dumped any rubbish, garbage or waste petroleum products (either liquid or solid), or dispose of any material in an area within the Village except at locations specifically designated by the Chief Administrative Officer.
- 4.6 All existing natural gas, electrical, water, sewer or other services to the site of an abandoned building, structure, or excavation shall be shut off. All external natural gas, electrical, water and sewer lines shall be capped. Cleanout caps shall be properly secured, caulked or soldered into place.
- 4.7 Property owners, tenants and agents must prevent the occurrence of, or immediately remedy, any Nuisance.

- 4.7 Property owners, tenants and agents must prevent the occurrence of, or immediately remedy, any Nuisance.

5. **DANGEROUS BUILDINGS AND STRUCTURES**

- 5.1 The property owner(s) of properties in the Village shall ensure that any building(s) in a state of disrepair shall be demolished and removed from the property.
- 5.2 If any building(s) are in a state of disrepair shall be restored to a useable and safe condition in accordance with the Building Standards and Codes and with the required demolition and building permits.
- 5.3 No property owner shall cause or allow his or her property to be a danger to public safety through the presence of excavations, structures, materials or any other hazard or condition posing a risk to public safety.
- 5.4 If a cleanup notice under this section of the Bylaw is not complied with within fourteen (14) days of the date of this notice, the Inspector shall have the right to direct any person to do the work as required by the order. The cost of doing the work required, plus an administration fee (as per Schedule 'C'), may be recovered from the property owner as debt due to the Village of Innisfree or such costs may be charged against the property taxes due and owing, pursuant to the *Municipal Government Act*, R.S.A. 2000, M-26, Section 553.

6. **INSPECTION AND DIRECTION**

- 6.1 Any Inspector may enter any public or private property to conduct an inspection within the Village and may inspect for nuisances.
- 6.2 After inspection, the Inspector may issue a Notice to Maintain Property (Schedule A) which shall specify a deadline for compliance and shall outline specific instructions to remedy the nuisance.
- 6.3 The Village must serve the Notice to Maintain Property by delivering it or sending it by mail to the property owner(s) by way of:
- (a) delivering it in person to the owner(s)
  - (b) posting it to the door of a building or in any other conspicuous place on the property, and is effective on day of posting;
  - (c) hand deliver;
  - (d) regular mail.

7. **PENALTIES**

- 7.1 If the property owner has not complied with the Notice to Maintain Property by a specified deadline, the Inspector, Peace Officer or Chief Administrative officer may direct any work to be done to remedy the nuisance, including the disposition of any materials, and will charge the owner, for all costs associated with maintaining the property.
- 7.2 If the owner fails to pay for the work done under Section 7.1, the Village shall charge the cost against the land as due and recover the cost as taxes.
- 7.3 The cost of the work done, as stated under Section 7.1, is charged in addition to an Administration Fee, as set out in Schedule C.

7.4 The Village, or any Inspector who inspects any property under this Bylaw, or any person who performs any work on behalf of the Village to remedy a nuisance is not liable for any damages caused by the inspection, the work, or disposition of any material in order to complete the work set out in the Notice to Maintain Property.

8. **SEVERABILITY**

8.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole Bylaw.

9. **RESCIND**

8.1 Bylaw No's. 512-95 and 511-95 are hereby rescinded.

10. **EFFECTIVE DATE**

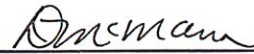
9.1 This bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this 17<sup>th</sup> day of February, 2015 A.D.

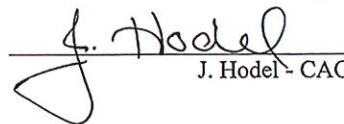
READ for a second time 17<sup>th</sup> day of February, 2015 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this 17<sup>th</sup> day of February, 2015 A.D.



D. McMann - Mayor



J. Hodel - CAO



**BYLAW 597-15**

**SCHEDULE A**

**NOTICE TO MAINTAIN PROPERTY**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir or Madam:

The condition of your property located at \_\_\_\_\_, Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_, is in question, and you are being issued a form letter regarding required maintenance.

In order to keep the Village of Innisfree clean and attractive in accordance with the Unightly Premises Bylaw No. 597-15, the Village is asking your cooperation by keeping the lot(s) clean. Clean up may be done by methods outlined in this notice within **fourteen (14) days** of the mailing of this letter.

The questioned area regarding your property and the suggested remedy is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give this matter your immediate attention. If you have any questions, contact the undersigned at (780) 592-3886.

If the work is not completed by \_\_\_\_\_, the Village of Innisfree will have the work done by a contractor at the owner's expense. In addition to the contractor's bill, an Administrative fee per lot will apply as per Schedule C.

Sincerely,

\_\_\_\_\_  
CAO - VILLAGE OF INNISFREE



**BYLAW 597-15**

**SCHEDULE B**

**NOTICE OF ENTRY**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir or Madam:

In accordance with Section 542 of the Municipal Government Act, you are hereby notified that an Inspector or Peace Officer will be entering onto the Property located at \_\_\_\_\_, Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_ on Date: \_\_\_\_\_.

In accordance with the Village of Innisfree's Unsightly Premises Bylaw No. 597-15, all costs incurred for any remedial action, including a \$75.00 administration fee per lot as per Schedule C will be the responsibility of the property owner and may be added to the tax roll.

Please give this matter your immediate attention. If you have any questions, contact the undersigned at (780) 592-3886.

Sincerely,

\_\_\_\_\_  
CAO - VILLAGE OF INNISFREE

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**BYLAW 597-15**

**SCHEDULE C**

**ADMINISTRATION FEE**

As per Section 7.3:

Administration fee for every lot requiring enforcement of Bylaw 597-15 is \$75.00

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Province of Alberta

## **WEED CONTROL ACT**

Statutes of Alberta, 2008  
Chapter W-5.1

Current as of December 15, 2017

Office Consolidation

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### Regulations

The following is a list of the regulations made under the *Weed Control Act* that are filed as Alberta Regulations under the Regulations Act.

	<i>Alta. Reg.</i>	<i>Amendments</i>
<b>Weed Control Act</b>		
Weed Control .....	19/2010	125/2016

# **WEED CONTROL ACT**

## Chapter W-5.1

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HER MAJESTY, by and with the advice and consent of the  
Legislative Assembly of Alberta, enacts as follows:

**Definitions**

1 In this Act,

- (a) "bylaw" includes, in respect of an improvement district or special area, an order made by the local authority;
- (b) "chief administrative officer" means
  - (i) the chief administrative officer of a local authority appointed under the *Municipal Government Act*, or
  - (ii) if subclause (i) does not apply, an officer of a local authority designated by the local authority;
- (c) "control" means

- (i) to inhibit the growth or spread, or
- (ii) to destroy;
- (d) “destroy” means
  - (i) to kill all growing parts, or
  - (ii) to render reproductive mechanisms non-viable;
- (e) “inspector” means a person appointed as an inspector pursuant to Part 2;
- (f) “land” includes
  - (i) fixtures on the land, and
  - (ii) the land down to the low water mark of a stream, lake or other body of water that borders or is located on land;
- (g) “local authority” means
  - (i) in respect of an improvement district or a special area, the Minister responsible for the *Municipal Government Act*, or
  - (ii) in respect of all other municipalities, the council of the municipality;
- (h) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (i) “municipality” means
  - (i) a municipality or improvement district formed under the *Municipal Government Act*,
  - (ii) a municipality formed under a special Act, or
  - (iii) a special area constituted under the *Special Areas Act*;
- (j) “noxious weed” means a plant designated in accordance with the regulations as a noxious weed and includes the plant’s seeds;
- (k) “occupant” means, subject to section 26, a person who occupies, exercises control over or has the right to occupy or exercise control over land;
- (l) “owner” means

- (i) in respect of land, subject to section 26, the person who is registered as an owner of the land under the *Land Titles Act*, or
- (ii) in respect of personal property, the person who
  - (A) is the legal owner of it,
  - (B) has lawful possession of it, or
  - (C) has the right to exercise control over it;
- (m) “prohibited noxious weed” means a plant designated in accordance with the regulations as a prohibited noxious weed and includes the plant’s seeds;
- (n) “seed-cleaning facility” means a building, structure or vehicle that is designed, intended or used to clean, grade or size seed.

## Part 1 Weed Control

### Noxious weeds — control

**2** A person shall control a noxious weed that is on land the person owns or occupies.

### Prohibited noxious weeds — destroy

**3** A person shall destroy a prohibited noxious weed that is on land the person owns or occupies.

### Spread of weeds prohibited

**4(1)** Subject to the regulations, a person shall not use or move any thing that, if used or moved, might spread a noxious weed or prohibited noxious weed.

**(2)** Subsection (1) does not apply if the thing is used or moved in a manner directed by an inspector under section 13.

### Disposal and storage of weed seeds

**5(1)** A person shall not deposit or permit to be deposited noxious weed seeds or prohibited noxious weed seeds where they might spread.

**(2)** A person shall store refuse that may contain noxious weed seeds or prohibited noxious weed seeds, including screenings from



cleaning, sizing or grading seed, in a container that will prevent the scattering of the seeds.

(3) Subsection (2) does not apply if the refuse is disposed of in a manner directed by an inspector under section 13.

#### **Seed-cleaning facility**

**6(1)** A person shall not operate a seed-cleaning facility or provide a seed-cleaning facility for rent or lease

- (a) unless the person is licensed under the regulations, and
- (b) except in accordance with the terms of the licence.

(2) Despite subsection (1), a farmer may operate a seed-cleaning facility the farmer owns to process seed for the farmer's personal use.

## **Part 2 Inspectors**

#### **Municipal inspectors**

**7(1)** A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.

(2) If the Minister directs an inspector appointed under section 8 to enforce and monitor compliance with this Act within a municipality on the municipality's behalf,

- (a) an appointment of an inspector previously made by the local authority is void, and
- (b) the local authority shall not make any further appointments until the Minister revokes the direction.

#### **Provincial inspectors**

**8(1)** The Minister may appoint inspectors to enforce and monitor compliance with this Act within Alberta.

(2) The Minister may direct an inspector appointed under subsection (1) to enforce and monitor compliance with this Act on behalf of a municipality if

- (a) the Minister gives advance written notice to the municipality, and
- (b) in the opinion of the Minister,

- (i) the local authority failed to appoint sufficient inspectors to enforce and monitor compliance with this Act, or
- (ii) the inspectors appointed by the local authority are not properly enforcing and monitoring compliance with this Act.

#### **Municipal Inspectors — joint authority**

**9** An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this Act within the other municipality.

#### **Inspector's identification**

**10(1)** A person who appoints an inspector shall provide the inspector with identification in the form required by the Minister.

**(2)** An inspector shall, on request, produce the inspector's identification while acting under the authority of this Act

- (a) in respect of land, to the occupant or owner of the land, and
- (b) in respect of personal property, to the owner of the personal property.

### **Part 3 Inspector's Powers and Notices**

#### **Obstruction of inspector**

**11** A person shall not wilfully obstruct or delay an inspector in the exercise of the inspector's duties or powers to enforce and monitor compliance with this Act.

#### **Entry and inspection power**

**12(1)** An inspector may enter land or inspect land or personal property at a reasonable time

- (a) to monitor compliance with this Act, including making inquiries, taking samples or performing tests, or
- (b) to enforce an inspector's notice, local authority's notice or Minister's notice in accordance with section 18.

**(2)** An inspector shall not enter a building unless the owner or occupant of the land on which the building is situated

- (a) consents, or

- (b) has been given a written notice.
- (3) Subsection (2) does not apply if the building is, or is part of, a seed-cleaning facility, grain-handling facility or auction market.
- (4) An inspector shall not enter a private residence unless the occupant of the land consents.
- (5) A written notice under subsection (2)(b) must
  - (a) name a reasonable time of entry, and
  - (b) be given at least 24 hours before the time of entry.

**Inspector's notice**

**13(1)** If an inspector finds non-compliance with this Act, an inspector may give an inspector's notice in writing requiring compliance

- (a) in respect of land, to the occupant of the land and to the owner of the land, and
  - (b) in respect of personal property, to the owner of the personal property.
- (2) If an inspector finds prohibited noxious weeds that have not been destroyed, the inspector shall give an inspector's notice requiring the prohibited noxious weeds to be destroyed.

**Contents of inspector's notice**

**14(1)** An inspector's notice must direct the method, subject to the regulations, and time for compliance with this Act.

- (2) The notice may contain directions, including limiting the use of land, for the year in which it is given and the following year.
- (3) The notice must not require the destruction of crops unless in the inspector's opinion the destruction of crops is necessary to control noxious weeds or destroy prohibited noxious weeds.
- (4) The notice must not require the destruction of more than 20 acres of growing crops unless the local authority of the municipality in which the crops are growing has consented in writing.
- (5) Subsection (4) does not apply if the growing crop
  - (a) does not have a significant commercial value, or

- (b) is a crop of noxious weeds or prohibited noxious weeds.

**Local authority's notice**

**15(1)** A local authority may give a local authority's notice to control noxious weeds and to destroy prohibited noxious weeds to the owners and occupants of land in a subdivided area that does not exceed 20 acres.

(2) The notice may direct the method, subject to the regulations, and the time for the destruction of the weeds.

(3) The notice may contain directions for the year in which it is given.

**Minister's notice**

**16(1)** The Minister may, by order, give a Minister's notice requiring a person to cease an activity that, in the opinion of the Minister, is in contravention of this Act.

(2) The notice may prohibit

- (a) the activity that, in the opinion of the Minister, is in contravention of this Act,
- (b) the use of any facility, and
- (c) the use or movement of anything as specified in the order.

(3) The notice must

- (a) contain the reasons for the making of the notice, and
- (b) be served on the person to whom it is directed.

(4) The Minister may apply by way of originating notice to the Court of Queen's Bench to seek an order of the court directing the person to comply with the Minister's notice.

**Compliance with notice**

**17(1)** A person given a notice under this Part in accordance with section 24 shall, subject to the right to appeal an inspector's notice or a local authority's notice, comply with the notice.

(2) If a notice of appeal is filed, a notice is stayed until

- (a) the appeal is disposed of, and

- (b) a review by the Minister under section 20 is completed or the time to apply for a review has expired.
- (3) If there is a conflict between notices given under this Act,
  - (a) a Minister's notice prevails over a local authority's notice or an inspector's notice, and
  - (b) an inspector's notice prevails over a local authority's notice.

**Enforcement of notice**

**18** An inspector, or any person authorized by an inspector, may take any action that the inspector determines is necessary to fulfil a requirement of a notice given under this Part that has not been complied with when

- (a) in respect of an inspector's notice or a local authority's notice,
  - (i) the appeal period in the regulations has expired or the appeal has been determined, and
  - (ii) the request for review period in the regulations has expired or the request has been considered,
- or
- (b) in respect of a Minister's notice, a court order referred to in section 16 has been served on the person to whom the notice was directed.

## **Part 4**

### **Appeal of Inspector's Notice or Local Authority's Notice**

**Appeals**

**19(1)** A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.

(2) A person who is given an inspector's notice, local authority's notice or debt recovery notice may, in accordance with the regulations, appeal it to an appeal panel.

(3) The appeal panel may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.

**Review**

- 20(1) An appellant may, in accordance with the regulations, request a review by the Minister of a decision of an appeal panel.
- (2) The Minister may confirm, reverse or vary the decision of the appeal panel and the decision of the Minister is final.

## **Part 5**

### **Recovery of Inspector's Expenses**

**Inspector's notices and local authority's notices**

- 21(1) Expenses incurred by an inspector enforcing an inspector's notice or a local authority's notice are a debt due to the local authority by the person subject to that notice.
- (2) The chief administrative officer shall give a debt recovery notice to the debtor
- (a) demanding recovery of the debt due, including a statement of expenses, and
  - (b) advising of the debtor's right to appeal the debt recovery notice.
- (3) A local authority may recover the debt due in accordance with subsection (4) from any person who is given a debt recovery notice if
- (a) the person has agreed in writing to repay the debt due,
  - (b) the person's rights of appeal and review of the debt recovery notice under sections 19 and 20 have expired, or
  - (c) the appeal and review of the debt recovery notice have been determined.
- (4) A local authority may recover the debt due from any person who is given a debt recovery notice in either or both of the following manners:
- (a) in the same manner as property taxes against land to which the inspector's notice or local authority's notice relates;
  - (b) by filing a certificate with the clerk of the Court of Queen's Bench at any judicial centre certifying the amount owing.
- (5) A certificate filed under subsection (4)(b) becomes an order of the Court of Queen's Bench and may be enforced as a judgment of that court.

(6) Repealed 2017 c22 s51.

2008 cW-5.1 s21;2011 c14 s29;2017 c22 s51

#### **Minister's notice**

**22(1)** Expenses incurred by the Minister to enforce a Minister's notice are a debt due to the Minister by the person subject to the notice.

(2) The debt due may be recovered by an action in debt.

#### **Appointment of municipal inspector**

**23(1)** The salary and expenses incurred by the Minister with respect to an inspector directed by the Minister to enforce and monitor compliance with this Act on behalf of a municipality under section 8 are a debt due to the Minister by the municipality.

(2) The debt due may be recovered

- (a) by withholding it from a grant or other money payable to the municipality by the Crown, or
- (b) by bringing an action in debt.

## **Part 6 Miscellaneous Matters**

#### **Service of notices**

**24(1)** A notice given under Part 3 or 5 must

- (a) be in the form required by the Minister, and
- (b) be served on a person in accordance with subsection (2) or (3).

(2) The notice, except for a local authority's notice, must be served on a person

- (a) by delivering it personally to the person,
- (b) by leaving it with a person who appears to be 18 years of age or older at the private residence or place of business of the person, or
- (c) if service under clause (a) or (b) is impractical,
  - (i) by posting the notice
    - (A) on the land or, if practicable, on the personal property to which the notice relates, or

(B) at the private residence of the person intended to be served,

and

(ii) by sending a copy of the notice by regular mail

(A) in respect of land, to the last address listed in the assessment roll of the municipality for the owner of the land, or

(B) in respect of personal property, to the last known address of the owner.

(3) A local authority's notice must be sent by regular mail to the last address listed in the assessment roll of the municipality for the owner of the land subject to the notice.

(4) For the purpose of this section, a notice sent by regular mail is deemed to have been received by the person 7 days from the date of mailing.

#### **Subsequent owner or occupant subject to notice**

**25(1)** A notice given under this Act is effective against a subsequent owner or occupant of the land or a subsequent owner of personal property from the time the notice was originally given.

(2) An owner of land or personal property shall provide a copy of the notice to a person before that person enters into an agreement to acquire the interest in the land or personal property.

(3) A chief administrative officer shall, on request, provide a mortgagee or purchaser of land a copy of all active notices given under this Act that relate to that land.

#### **Highways — designated owner or occupant**

**26(1)** If a highway is owned or occupied by a municipality, the local authority may

(a) in respect of an improvement district or a special area, by order, or

(b) in respect of all other municipalities, by bylaw,

provide that for the purposes of this Act a person is the owner or occupant of the highway to the highway's midpoint to the extent that the person is the owner or occupant of land that borders the highway.



(2) If a local authority makes an order or bylaw under subsection (1), the municipality is not an owner or occupant of the land for the purposes of this Act.

(3) A bylaw or order made under subsection (1) is not effective unless the Minister approves it.

(4) In this section, "highway" means a highway as defined in the *Traffic Safety Act* and includes the land on which it is situated.

#### **Refusal, revocation or suspension of licence**

27 The Minister may refuse, revoke or suspend a seed-cleaning facility licence if the applicant or holder has, in the Minister's opinion, contravened this Act.

#### **Offence and penalty**

28 A person who contravenes this Act is guilty of an offence and liable to a fine of not more than \$5000 or, in the case of failure to comply with a Minister's notice, a fine of not more than \$1000 for each day the offence continues.

#### **Disposition of fines**

29 A fine imposed for an offence under this Act committed within a municipality belongs to the municipality.

#### **Regulations**

30 The Minister may make regulations

- (a) respecting the designating of a plant as a noxious weed or prohibited noxious weed, generally or in respect of any part of Alberta;
- (b) respecting the directions that may be given in a notice under Part 3 of this Act;
- (c) respecting the sale, use, handling or movement of a thing that might contain or cause the growth or spread of noxious weeds or prohibited noxious weeds;
- (d) respecting appeals, appeal panels and reviews of appeals;
- (e) respecting the licensing of a person who operates a seed-cleaning facility or who provides a seed-cleaning facility for rent or lease;
- (f) respecting forms for the purposes of this Act.

**Act binds Crown**

**31** The Crown is bound by this Act.

**32** *(This section amends the Public Lands Act; the amendment has been incorporated into that Act.)*

**Repeal**

**33** The *Weed Control Act*, RSA 2000 cW-5, is repealed.

**Coming into force**

**34** This Act comes into force on Proclamation.

*(NOTE: Proclaimed in force June 17, 2010.)*



Province of Alberta

WEED CONTROL ACT

**WEED CONTROL REGULATION**

**Alberta Regulation 19/2010**

With amendments up to and including Alberta Regulation 125/2016

Office Consolidation

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(Consolidated up to 125/2016)

**ALBERTA REGULATION 19/2010**

**Weed Control Act**

**WEED CONTROL REGULATION**

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**Definitions****1** In this Regulation,

- (a) "Act" means the *Weed Control Act*;
- (b) "authorized person" means a person authorized by the Minister;
- (c) "licence" means a licence to operate a seed-cleaning facility or to provide a seed-cleaning facility for rent or lease.

**Part 1**  
**Seed-cleaning Facility Licences**  
**and Notice to Move a Seed-cleaning**  
**Facility**

**Application for licence**

**2(1)** An applicant for a licence shall contact the chief administrative officer of the municipality in which the seed-cleaning facility is located.

**(2)** On receipt of the application, the chief administrative officer shall request an inspector to inspect the facility for the purposes of issuing the licence.

**Licence issue**

**3(1)** On completion of a satisfactory inspection, the inspector may issue or renew a licence to the applicant in the form required by the Minister.

**(2)** An inspection will be considered to be satisfactory if the inspector

- (a) completes the inspection in the form and manner required by the Minister, and
- (b) gives the applicant a rating of 80% or more.

**Contraventions**

- 4(1)** If an inspector considers that an applicant or licence holder has contravened a provision of the Act or this Regulation, the inspector may report that contravention to an authorized person.
- (2) The inspector shall give written notice to the applicant or licence holder of having made the report.
- (3) The notice must
- (a) be given no later than 7 days after making the report, and
  - (b) advise the applicant or licence holder of the right to make submissions to the authorized person within 14 days after having been given the notice.
- (4) The notice may be delivered to the last known address for the applicant or licence holder as recorded in the licence or licence application records of the chief administrative officer of the municipality where the facility is located.
- (5) Fifteen or more days after the applicant or licence holder receives the notice with respect to a contravention of the Act or this Regulation, an authorized person may suspend, cancel or refuse to issue or renew a licence.
- (6) An applicant or licensee may appeal a decision of an authorized person under subsection (5) to the Minister.

**Expiry**

- 5** A licence expires one year after its date of issue.

**Transfer of licence**

- 6(1)** A licence is not transferrable.
- (2) If a licence holder purports to transfer a licence, the licence is void.

**Movement of seed-cleaning facility**

- 7(1)** If a seed-cleaning facility is to be moved into a municipality, the owner or operator of the seed-cleaning facility shall notify an inspector in that municipality at least 24 hours before the seed-cleaning facility is moved into the municipality.
- (2) An inspector may waive the 24-hour notice requirement.

## **Part 2 Designation of Weeds**

### **Schedule of designations**

**8** Subject to section 9(6), the plants set out in the Schedule are designated as noxious weeds or prohibited noxious weeds in accordance with the Schedule.

### **Municipal designations**

**9(1)** The local authority of a municipality may designate a plant as a noxious weed or a prohibited noxious weed within the municipality by bylaw.

**(2)** If the plant is designated as a noxious weed within a municipality by the Schedule, the local authority may designate it as a noxious weed or a prohibited noxious weed.

**(3)** If the plant is designated as a prohibited noxious weed within a municipality by the Schedule, the local authority may only designate it as a prohibited noxious weed.

**(4)** A designation under this section is not effective unless it is approved by the Minister.

**(5)** The plants set out in a bylaw of a municipality are designated as noxious weeds or prohibited noxious weeds within that municipality in accordance with the bylaw.

**(6)** A designation as a prohibited noxious weed under this section prevails over a designation as a noxious weed under section 8.

## **Part 3 Appeal of Inspector's Notice, Local Authority's Notice or Debt Recovery Notice**

### **Application**

**10** This Part sets out the requirements that apply to an appeal of an inspector's notice, local authority's notice or debt recovery notice under section 19(2) of the Act.

### **Delivery of notice**

**11(1)** The appellant shall provide notice of the appeal to the chief administrative officer of the municipality in which the land subject to the notice is located.



(2) The notice of appeal must be delivered personally or sent by certified or registered mail within the time specified in the notice for doing the thing required by the notice or 10 days, whichever is less.

#### **Notice requirements**

**12** The notice of appeal must be in writing and include

- (a) the name and address of the appellant,
- (b) a copy of the notice in respect of which the appeal is being taken,
- (c) the legal description of the land affected,
- (d) the grounds for appeal, and
- (e) a \$500 appeal fee.

#### **Determination of appeal**

**13(1)** The appeal panel shall hear and determine the appeal within 5 days of receipt of the notice of appeal by the chief administrative officer.

(2) The appeal panel may confirm, rescind or vary the notice.

(3) The chief administrative officer shall send a copy of the decision together with the written reasons, if any, to the appellant by certified or registered mail.

#### **Appeal review request**

**14** A request to review a decision of the appeal panel under section 20 of the Act must be made to the Minister within 3 days of the appellant receiving the appeal decision.

#### **Refund of fee**

**15(1)** If the appellant is successful in an appeal or review, the \$500 appeal fee will be refunded to the appellant.

(2) If the appellant is partially successful in an appeal or review, the \$500 appeal fee may be refunded in whole or in part at the sole discretion of the appeal panel or the Minister, as the case may be.

## Part 4 Other Matters

### Transitional

**16(1)** A municipal bylaw made under the *Weed Control Act*, RSA 2000 cW-5, is continued under this Regulation.

**(2)** For a period of six months after the coming into force of this Regulation, a municipal bylaw made under the *Weed Control Act*, RSA 2000 cW-5,

- (a) is to be read as if a designation of a plant as a restricted weed is a designation as a prohibited noxious weed, and
- (b) despite section 9(4), may be amended without the approval of the Minister to the extent the amendment is
  - (i) amending a designation of a plant as a restricted weed to a designation as a prohibited noxious weed, or
  - (ii) repealing a designation of a plant as a nuisance weed.

**(3)** A licence under the *Seed Cleaning Plant Regulation* (AR 15/2003) is continued under this Regulation.

### Repeals

**17** The following regulations are repealed:

- (a) the *Weed Regulation* (AR 171/2001);
- (b) the *Seed Cleaning Plant Regulation* (AR 15/2003).

**18** Repealed AR 125/2016 s2.

### Coming into force

**19** This Regulation comes into force on the coming into force of the *Weed Control Act*, SA 2008 cW-5.1

### Schedule

**1** The following plants are designated as prohibited noxious weeds in Alberta:

autumn olive — *Elaeagnus umbellata* Thunb.  
balsam, Himalayan — *Impatiens glandulifera* Royle

barberry, common — *Berberis vulgaris* L.  
bartsia, red — *Odontites vernus* (Bellardi) Dumort  
buckthorn, common — *Rhamnus cathartica* L.  
cinquefoil, sulphur — *Potentilla recta* L.  
crupina, common — *Crupina vulgaris* Pers. ex Cass.  
dyer's woad — *Isatis tinctoria* L.  
Eurasian water milfoil — *Myriophyllum spicatum* L.  
flowering rush — *Butomus umbellatus* L.  
garlic mustard — *Alliaria petiolata* (M. Bieb.) Cavara & Grande  
goatgrass, jointed — *Aegilops cylindrica* Host  
hawkweed, meadow — *Pilosella caespitosa* Dumort.  
hawkweed, mouse-ear — *Pilosella officinarum* L.  
hawkweed, orange — *Pilosella aurantiaca* L.  
hoary alyssum — *Berteroa incana* (L.) DC.  
hogweed, giant — *Heracleum mantegazzianum* Sommier & Levier  
iris, pale yellow — *Iris pseudacorus* L.  
knapweed, bighead — *Centaurea macrocephala* Puschk. ex Willd.  
knapweed, black — *Centaurea nigra* L.  
knapweed, brown — *Centaurea jacea* L.  
knapweed, diffuse — *Centaurea diffusa* Lam.  
knapweed, hybrid — *Centaurea* × *psammogena* Gáyer  
knapweed, meadow — *Centaurea* × *moncktonii* C. E. Britton  
knapweed, Russian — *Rhaponticum repens* (L.) Hidalgo  
knapweed, spotted — *Centaurea stoebe* L. ssp.  
*micranthos* (Gugler) Hayek  
knapweed, squarrose — *Centaurea virgata* Lam. ssp.  
*squarrosa* (Willd.) Gugler  
knapweed, Tyrol — *Centaurea nigrescens* Willd.  
knotweed, giant — *Fallopia sachalinensis* (F. Schmidt Petrop.)  
Ronse Decr.  
knotweed, hybrid Japanese — *Fallopia* × *bohemica* (Chrtk  
& Chrtková) J. P. Bailey  
knotweed, Japanese — *Fallopia japonica* (Houtt.) Ronse Decr.  
loosestrife, purple — *Lythrum salicaria* L.  
medusahead — *Taeniatherum caput-medusae* (L.) Nevski  
nutsedge, yellow — *Cyperus esculentus* L.  
puncturevine — *Tribulus terrestris* L.  
ragwort, tansy — *Jacobaea vulgaris* Gaertn.  
rush skeletonweed — *Chondrilla juncea* L.  
saltcedar — *Tamarix ramosissima* Ledeb.  
saltlover — *Halogeton glomeratus* (M. Bieb.) C.A. Mey.  
St John's-wort, common — *Hypericum perforatum* L.  
starthistle, yellow — *Centaurea solstitialis* L.  
tamarisk, Chinese — *Tamarix chinensis* Lour.  
tamarisk, smallflower — *Tamarix parviflora* DC.  
thistle, marsh — *Cirsium palustre* (L.) Scop.  
thistle, nodding — *Carduus nutans* L.  
thistle, plumeless — *Carduus acanthoides* L.

2 The following plants are designated as noxious weeds in Alberta:

baby's-breath, common — *Gypsophila paniculata* L.  
bellflower, creeping — *Campanula rapunculoides* L.  
bindweed, field — *Convolvulus arvensis* L.  
blueweed — *Echium vulgare* L.  
brome, downy — *Bromus tectorum* L.  
brome, Japanese — *Bromus japonicus* Thunb.  
burdock, great — *Arctium lappa* L.  
burdock, lesser — *Arctium minus* (Hill) Bernh.  
burdock, woolly — *Arctium tomentosum* Mill.  
buttercup, tall — *Ranunculus acris* L.  
chamomile, scentless — *Tripleurospermum inodorum* (L.) Sch. Bip.  
clematis, yellow — *Clematis tangutica* (Maxim.) Korsh.  
cockle, white — *Silene latifolia* Poir. ssp. *alba* (Miller) Greuter & Burdet  
daisy, oxeye — *Leucanthemum vulgare* Lam.  
dame's rocket — *Hesperis matronalis* L.  
henbane, black — *Hyoscyamus niger* L.  
hoary cress, globe-podded — *Lepidium appelianum* Al-Shehbaz  
hoary cress, heart-podded — *Lepidium draba* L.  
hoary cress, lens-podded — *Lepidium chalepense* L.  
hound's-tongue — *Cynoglossum officinale* L.  
mullein, common — *Verbascum thapsus* L.  
pepper-grass, broad-leaved — *Lepidium latifolium* L.  
scabious, field — *Knautia arvensis* (L.) Coult.  
sow thistle, perennial — *Sonchus arvensis* L.  
spurge, leafy — *Euphorbia esula* L.  
tansy, common — *Tanacetum vulgare* L.  
thistle, Canada — *Cirsium arvense* (L.) Scop.  
toadflax, Dalmatian — *Linaria dalmatica* (L.) Mill.  
toadflax, yellow — *Linaria vulgaris* Mill.

**BY-LAW 597-15 676-22, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REESTABLISHING AN UNSIGHTLY PREMISES BYLAW FOR THE VILLAGE OF INNISFREE**

**WHEREAS**, under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Village of Innisfree may pass Bylaws respecting the health and safety of the community and for controlling dangerous and untidy properties;

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

**AND WHEREAS** the Council of the Village of Innisfree deems it desirable and necessary to promote the maintenance of properties, within the corporate limits of the Village of Innisfree;

**AND WHEREAS, under the provisions of the Alberta Weed Control Act the Council of the Village of Innisfree may pass Bylaws with regards to the enforcement of the Act and Regulations thereunder;**

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

**1. SHORT TITLE**

1.1 This Bylaw may be cited as the “Unsightly Premises Bylaw”.

**2. DEFINITIONS**

2.1 **“Building Material”** means all construction and demolition material accumulated on a premises while storing, constructing, altering, repairing, or demolishing any structure and includes, but is not limited to, earth, vegetation or rock displaced during such storing, construction, alteration or repair.

2.2 **“Council”** means the Municipal Council of the Village of Innisfree.

2.3 **“Corporate Limits”** shall mean all the lands within the Corporate Limits of the Village of Innisfree.

2.4 **“Chief Administrative Officer”** shall mean the Chief Administrative Officer of the Village of Innisfree.

2.5 **“Detrimental to the Surrounding Area”** means causing the decline of the market value of property to the surrounding area.

2.6 **“Dismantled Vehicle”** means a motor vehicle or trailer that has become dilapidated or disassembled which may include but is not limited to flat tires, missing tires and rims, fenders, doors, windows, hoods, trunks, and boxes.

2.7 **“Emergency”** shall mean any situation in which there is an imminent danger to the general public or a potential danger to the property or surrounding properties.



- 2.8 **“Garbage”** means any rubbish, refuse, papers, container, bottles, cans, manure, animal or human excrement or sewage or the whole or part of an animal carcass, dirt, soil, gravel, rocks, sod, petroleum products, hazardous material, disassembled equipment or machinery, broken household furnishings or appliances, boxes, cartons, discarded fabrics, any materials composed or organic matter which is or may become decomposed, including the by-products from the preparation, consumption or storage of food.
- 2.9 **“Inspector”** means any person(s) designated by the Village of Innisfree to enter and inspect property in accordance with the provisions of this Bylaw.
- 2.10 **“Motor Vehicle”** shall mean a vehicle propelled by any power other than muscular power or a moped but does not include a bicycle, aircraft, implement of husbandry or a motor vehicle that runs only on rails.
- 2.11 **“Noxious Weeds”** means a weed, as defined, and identified in the *Weed Control Act* and *Weed Control Regulation*.
- 2.12 **“Peace Officer”** means:
- (a) any member of the Royal Canadian Mounted Police;
  - (b) any member of a Municipal Police Service;
  - (c) any Community Peace Officer;
  - (d) any Bylaw Enforcement Officer; the CAO or their Designated Officer.
- 2.13 **“Prohibited Weed”** shall mean a prohibited weed, as defined, and identified by the *Weed Control Act* and *Weed Control Regulation*.
- 2.14 **“Property Owner”** means a person or persons, a firm, company, or corporation that is registered on the Tax Roll of the Village of Innisfree and Alberta Land Titles office.
- 2.15 **“Property”** are any lands, buildings, or premises in the Village of Innisfree.
- 2.16 **“Recreational Vehicle”** means a vehicle or trailer that is designed, constructed, and equipped, either temporarily or permanently as a temporary accommodation for travel, vacation, or recreational use, and includes duly licensed travel trailers, motorized homes, slide-in campers, chassis mounted campers, tent trailers, boats, and all-terrain vehicles.
- 2.17 **“State of Disrepair”** means:
- (a) the significant deterioration of buildings, structures or improvements, or portions of buildings, structures, or improvements;
  - (b) broken or missing windows, siding, shingles, shutters, eaves, or other building material, or;
  - (c) significant fading, chipping, or peeling of painted areas of buildings, structures, or improvements on property;

- 2.18 “**Unightly Premises**” shall mean any structure or property located within the Village that, in the opinion of the Inspector, Peace officer or Chief Administrative Officer, is unsightly to such an extent as to detrimentally affect the amenities, use, value or enjoyment of the surrounding lands in reasonable proximity to the unsightly premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined in the *Municipal Government Act*;
- 2.19 “**Village**” or “**Village of Innisfree**” means the Municipal Corporation of the Village of Innisfree.
- 2.20 “**Weed Control Act**” shall mean the *Weed Control Act, RSA 2008, C.W-5. and amendments thereto.*
- 2.21 “**Weed Control Regulation**” shall mean *Alberta Regulation 19/2010 pursuant to the Weed Control Act and amendments thereto.*

3. **GENERAL**

- 3.1 The property owner of any real property is ultimately responsible for all activities on the property which may constitute prohibition of this bylaw.
- 3.2 Nothing in this bylaw relieves a person from complying with Federal or Provincial law or regulation, other bylaw, or any other requirements of any lawful permit.
- 3.3 Where this bylaw refers to another act, bylaw, regulation, or agency, it includes reference to any act, bylaw, regular or agency that may be substituted, therefore.
- 3.4 Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
- 3.5 All schedules attached to this bylaw shall form part of this bylaw.

4. **NUISANCE**

- 4.1 A nuisance, for the purposes of this Bylaw, is any condition on or around a Property that is untidy, unsightly, offensive, and dangerous to health and safety of any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, or which interferes with the use and enjoyment of other adjacent property, and without limiting the generality of the foregoing includes the following:
- (a) trees or shrubs that interfere with driver visibility, civic works, or any public utilities;
  - (b) dense or opaque dust emitted into the atmosphere;
  - (c) compost heaps that emit foul odors or attract pests or vermin;
  - (d) the storage or accumulation of dilapidated or derelict vehicles or the storage of more than two (2) unregistered motor vehicles on any one residential property regardless of their condition or how neatly they may



be stored, except for motor vehicles that are being stored in a permitted accessory building or a temporary structure with approved Municipal permits;

- (e) wrecked, inoperable or dismantled vehicles, or those that are unsightly and abandoned;
- (f) no person shall park a vehicle or recreational vehicle on private property within one (1) metre of a sidewalk;
- (g) no person shall park a motor vehicle or recreational vehicle in the front portion of the living space of a residential property. Failure to comply with this section shall result in the motor vehicle or recreational vehicle being towed at the Registered Owners expense;
- (h) any loose materials including garbage and building materials.

4.2 The following sets out the standards by which grass, and weeds must be kept:

- (a) uncut grass or weeds on any parcel of land shall be maintained at a height not to exceed 15cm (6 inches) in length;
- (b) property owners are required to maintain the front, rear **and/or** side portions or boulevards adjacent to their Property.
- (c) **property owners are required to maintain prohibited and noxious weeds, pursuant the *Weed Control Act* and *Weed Control Act Regulations*.**

4.3 No property owner shall cause or allow any building, and/or structure, or fence to become an unsightly premise or in a condition where its appearance and/or condition is a safety hazard or is detrimental to the surrounding area.

4.4 No property owner shall permit the accumulation of piles of dirt, stone, garden waste, turf, trees, shrubbery, old implements, disassembled or broken vehicles, inoperable off highway vehicles, scrap iron, lumber, glass, furniture, appliances, bicycles, lawn mowers, food containers, wastepaper, or cardboard on his or her property.

4.5 No property owner shall dump or cause to be dumped any rubbish, garbage, or waste petroleum products (either liquid or solid) or dispose of any material in an area within the Village except at locations specifically designated by the Chief Administrative Officer.

4.6 All existing natural gas, electrical, water, sewer, or other services to the site of an abandoned building, structure, or excavation shall be shut off. All external natural gas, electrical, water and sewer lines shall be capped. Cleanout caps shall be properly secured, caulked, or soldered into place.

4.7 Property owners, tenants and agents must prevent the occurrence of, or immediately remedy, any Nuisance.

**4.8 If a notice under this section of the Bylaw including, Prohibited or Noxious Weeds, is not complied with, within seven (7) days of the date of**



**this notice, as per Schedule A the Inspector shall have the right to direct any person to do the work as required by the Order.**

## 5. DANGEROUS BUILDINGS AND STRUCTURES

- 5.1 The property owner(s) of properties in the Village shall ensure that any building(s) in a state of disrepair shall be demolished and removed from the property.
- 5.2 If any building(s) **is** in a state of disrepair, **it** shall be restored to a useable and safe condition in accordance with the Building Standards and Codes and with the required demolition and/or building permits.
- 5.3 No property owner shall cause or allow his or her property to be a danger to public safety through the presence of excavations, structures, materials or any other hazard or condition posing a risk to public safety.
- 5.4 If a ~~cleanup~~ notice under this section of the Bylaw is not complied with **or actioned** within fourteen (14) days of the date of this notice, **(as per Schedule A)** the Inspector shall have the right to direct any person to do the work as required by the order.
- 5.5 ~~The cost of doing the work required, plus an Administration fee (as per Schedule 'C'), may be recovered from the property owner as debt due to the Village of Innisfree or such costs may be charged against the property taxes due and owing, pursuant to the *Municipal Government Act*, R.S.A. 2000, M-26, Section 553. *Moved to Section 7.3 to avoid redundancy in the bylaw.*~~

## 6. INSPECTION AND DIRECTION

- 6.1 Any Inspector may enter any public or private property to conduct an inspection within the Village and may inspect for nuisances, **dangerous buildings and/or structures or prohibited/noxious weeds.**
- 6.2 After inspection, the Inspector may issue:
- 6.2.1** a Notice to Maintain Property **Dangerous Buildings or Structures, (Schedule A),** which shall specify a deadline(s) for compliance and shall outline specific instructions to remedy the nuisance **dangerous situation.**
- 6.2.2** a Notice to Maintain a Nuisance (Schedule A,) shall specify a deadline for compliance and shall outline specific instructions to remedy the nuisance.
- 6.2.3** A Notice to Maintain Prohibited or Noxious Weeds (Schedule A,) shall specify deadline for compliance and shall outline specific instructions to remedy the prohibited/noxious weeds.
- 6.3 The Village must serve the Notice to ~~Maintain Property~~ by delivering it or sending it by mail to the property owner(s) by way of:
- (a) delivering it in person to the owner(s)

- (b) posting it to the door of a building or in any other conspicuous place on the property and is effective on day of posting.
- (c) hand deliver.
- (d) regular mail.

**7. PENALTIES**

- 7.1 If the property owner has not complied with the ~~a~~ Notice to Maintain Property by **within** a specified deadline(s), the Inspector, Peace Officer or Chief Administrative ~~o~~Officer may direct any work to be done to remedy the **specified issue** nuisance, including the disposition of any materials, and will charge the owner, for all costs associated with maintaining the property **fulfilling the conditions of the order**.
- 7.2 If the owner fails to pay for the work done under Section 7.1, the Village shall charge the cost against the land as due and recover the cost as taxes. *(Moved some of the text to the section below to eliminate redundancy & expand on the information within the section.*
- 7.32 *The cost of the work done, as stated under Section 7.1, is charged in addition to an Administration Fee, (as per Schedule `C`), **and** may be recovered from the property owner as debt due to the Village of Innisfree. ~~or~~ If an owner fails to pay for the work done, such costs may be charged against the owner's property taxes **account** due and owing, pursuant to the Municipal Government Act, R.S.A. 2000, M-26, Section 553.*
- 7.4 ~~3~~ The Village, or any Inspector who inspects any property under this Bylaw, or any person who performs any work on behalf of the Village to remedy a nuisance is not liable for any damages caused by the inspection, the work, or disposition of any material in order to complete the work set out in the ~~a~~ Notice to Maintain Property.

**8. SEVERABILITY**

- 8.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole Bylaw.

**9. RESCIND**

- ~~8~~9.1 Bylaw No's. 512-95 and 511-95 are **597-15 is** hereby rescinded.

**10. EFFECTIVE DATE**

- ~~9~~10.1 This bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this \_\_\_ day of \_\_\_\_\_, 2022 A.D.

READ for a second time this \_\_\_ day of \_\_\_\_\_, 2022 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this \_\_\_ day of \_\_\_\_\_, 2022 A.D.

\_\_\_\_\_  
J. Johnson - Mayor

\_\_\_\_\_  
B. Magosse – CAO



**BYLAW 597-15676-22**

**SCHEDULE A**

**NOTICE TO MAINTAIN PROPERTY**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir or Madam:

The condition of your property, **specifically, per Section \_\_\_\_\_**, located at \_\_\_\_\_, Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_, is in question, and you are being issued a formal letter regarding required maintenance **remediation**.

In order to keep the Village of Innisfree clean, and attractive, **and in a safe condition, and** in accordance with the Unsightly Premises Bylaw No. 597-15676-22, **Section \_\_\_\_\_** the Village is asking your cooperation by **keeping the lot(s) clean maintaining your property**. Clean-up **Maintenance** may be done by methods outlined in this notice within \_\_\_\_\_ **days** of the mailing of this letter.

The questioned area regarding your property and the suggested remedy is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give this matter your immediate attention. If you have any questions, contact the undersigned at (780) 592-3886.

If the work is not completed by \_\_\_\_\_, the Village of Innisfree will have the work done by a contractor at the owner's expense. In addition to the contractor's bill, an Administrative Fee per lot will apply as per Schedule C.

Sincerely,

\_\_\_\_\_  
CAO - VILLAGE OF INNISFREE

Encl. Unsightly Premises Bylaw 676-22

**BYLAW 597-15676-22**

**SCHEDULE B**

**NOTICE OF ENTRY**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir or Madam:

In accordance with Section 542 of the Municipal Government Act, you are hereby notified that an Inspector or Peace Officer will be entering onto the Property located at \_\_\_\_\_, Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_ on Date: \_\_\_\_\_.

In accordance with the Village of Innisfree's Unsightly Premises Bylaw No. 597-15, all costs incurred for any remedial action, including a \$75.00 Administration Fee per lot as per Schedule C will be the responsibility of the property owner and may be added to the tax roll.

Please give this matter your immediate attention. If you have any questions, contact the undersigned at (780) 592-3886.

Sincerely,

\_\_\_\_\_  
CAO - VILLAGE OF INNISFREE

Encl. Unsightly Premises Bylaw 676-22

**BYLAW 597-15 676-22**

**SCHEDULE C**

**ADMINISTRATION FEE**

As per Section 7.32:

Administration Fee for every **each** lot requiring enforcement of Bylaw 597-15 676-22 is \$75.00

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REVISIONS PROPOSED

## Request for Decision (RFD)

**Topic:** Water Services – Water Meter Rehabilitation Proposal

**Initiated by:** Administration

**Attachments:**

**Purpose(s):**

1. To address the rehabilitation of the Village Water Metering System.
2. To approve funding of the project under the MSP and CCBF Grant Programs.

**Background:**

1. The Village of Innisfree joined the ACE Regional Water System in 2013.
2. The implementation of water meters to collect the water usage from the Regional System has never been fully completed to include all property users within the municipality.
3. The water meters/heads that were installed have had significant maintenance problems; the meter reading periods have multiple water meters unread, due to
  - a. meter head battery problems
  - b. water meter failures, and
 there are several non-metered properties.

4. The 2022 Water Rate from the ACE Regional Water System is \$2.70/m<sup>3</sup>; the Village Master Rates Bylaw current rate is \$4.12/m<sup>3</sup>, intended to offset the water servicing costs.
5. Historical Water Department costs demonstrate the following:

		<u>Revenue</u>	<u>Expenditures</u>	<u>Net Profit/(Loss)</u>
a.	2020	92,035	108,083	(16,048)
b.	2021	134,467	139,933	(5,466)
c.	2022	79,104	65,629	13,475 - YTD June 30

6. Administration met with a McKay Waterworks representative in mid-June and was provided a detailed presentation on a Master Meter combination water meter/remote reader. The combination water meter has been tested for approximately 10 years in several large communities (cities) and has performed very well. The meter has a flow-through design that provides an unrestricted water flow. Additionally, the meter portion can be easily cleaned and reinstalled. The reader portion of the meter does not have any moving parts and the batteries have been determined to most likely be able to reach the 20+ year promised life. (The Master Meter water meter “heads,” the Village has in place, that are a separate piece from the actual water meter, are failing within 2 – 5 years, with a promised life of 25+ years. These “heads” have moving parts that are most likely the reason for the rapidly failing batteries.) The most recent Master Meter heads received, dated 2021, have a 10-year warranty per a Master Meter Agreement. Note: Master Meter heads installed in 2013, upon the supply of the ACE Regional Water Line, will be expiring in 2023. However, a substantial number of those original heads have had to be replaced due to operational failures; many accounts are not receiving actual meter reads due to meter head reading failures and meters malfunctions.
7. Additionally, the Village currently uses a Windows-7 Laptop (10+ years old) to read the existing meters. However, Windows-7 no longer has any IT support, and the computer is not capable of providing the detailed reporting that is available on the water metering system.
8. MacKay Waterworks can supply a military-grade laptop at \$6-\$8,000 that would provide extensive information to the Village and Users, including hour-by-hour usage; leak detection; ability to automatically turn water on or off at specific locations; read meters at any time, when required (newcomers, movers, etc.) and could be utilized as Administration’s emergency computer system as well.

9. Administration recommends the replacement of all existing meters to be replaced with the new combination water meter/remote reader system (approximately 110 meters/Utility Accounts) and a new, up-to-date computer. This would cohesively update the entire metering system and provide improved monitoring and billing services.
10. Administration estimates the total Water Meter Rehabilitation Program at \$47,650. This is calculated at 110 Accounts X \$315/meter = \$34,650 plus Laptop \$8,000, plus a \$5,000 contingency for vacant/inactive replacement accounts and system set-up.
11. The Grant provisions of both the MSP and the CCBF Grant Programs permit the installation of water-related infrastructure as eligible projects.
12. The Municipal Sustainability Program (MSP) Funds must be expended before December 31, 2022. With the transfer of the Fire Hall to the County, which eliminated several planned MSP-funded projects and elimination of the Public Bathrooms at the Park (due to extreme costs,) there are approximately \$18,250 in MSP funds that must be expended. The MSP funds would provide funding for 68 new combination Water Meters. **This project would utilize the remaining MSP Funds before the December 31, 2022, deadline.**
13. The remaining required funds, estimated at \$29,400 could be accessed from the **Canada Community-Building Fund (CCBF) Grant** formerly known as **Federal Gas Tax Fund (FGTF.)**

**Key Issues/Concepts:**

1. The principle of “cost recovery for services,” to ensure municipal service costs are not transferred to the Tax Roll and the ability to demonstrate that the costs are clear and accountable is publicly and politically important.
2. Having a fully complete and inclusive water metering process in place is vital for the financial stability of the Water System and the Village; especially when receiving the water services from a regional water system.
3. The ability to clearly identify where and when a water leak occurs is a very beneficial tool, the ability to turn a particular water meter on or off, is also a very effective/efficient tool for administration of the Water Billing system.
4. Upgrading of the computer system is important for the continued stability of the system.
5. The deadline to expend the MSP Fund is quickly approaching; ensuring a capable and efficient water metering system is put in place is an important fiscal responsibility.

**Options:**

1. Council endorse a motion to direct Administration to proceed with the Water Meter Rehabilitation Project, estimated at \$47,000 to be funded in part, by the Municipal Sustainability Program and the remaining costs by the Canada Community-Building Fund.
2. Council endorses a motion to direct Administration to explore additional options for a Water Meter Rehabilitation Project and report back to Council.
3. Council directs Administration in another manner with regards to the Water Meter Rehabilitation Project.

**Financial Implications:**

1. With no substantial change/improvement in operations, continued deficits within the Water Department will continue to be a strain on the municipality’s sustainability as well as a strain on Taxpayers.
2. The participation in a regional water line is an important consideration of the importance of a more stable water metering system.
3. Currently, with the requirement to expend the balance of the MSP grant before December 31, 2022, the Village’s options to successfully use the funds in a sustainable method is fairly restricted; an effective, efficient water metering program is recognized as an important sustainability issue.

**Relevant Policy/Legislation:**

1. **Strategic Plan** – Strategic Priority #3 – *Ensure Viability*

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

Public view of an effective and efficient water metering systems should be viewed positively.

**Recommendation:**

Council endorse motion to direct Administration to proceed with the Water Meter Rehabilitation Project, estimated at \$47,000 to be funded in part, by the Municipal Sustainability Program and the remaining costs by the Canada Community-Building Fund.

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## Request for Decision (RFD)

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**Topic:** Village Information Security  
**Initiated by:** Administration  
**Attachments:** Documents & Data Security Policy 1200-02

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**Purpose(s):**

1. To address the implementation of a formal, structured data storage management procedure to ensure compliance with Policy 1200-02 – “Documents & Data Security.”
2. To approve the proposal for a structured storage management system.

**Background:**

1. Pursuant to MGA Section 208(1)(b) *“The CAO must ensure that... all bylaws, minutes of meetings and other records and documents of the municipality are kept safe;”*
2. Aside from the printed, signed and sealed bylaws, minutes and legal agreements, most municipal records are maintained electronically.
3. The Village of Innisfree currently receives internet services at no fee from VM systems, Vegreville.
4. Pursuant to the 2021 Management Letter from Auditors Metrix Group LLP, it was recommended that the village retain multiple accounting record backups, keeping at least one backup offsite (in a different location than the Village Office), and that all backups are checked routinely to ensure they are functioning correctly.

**Key Issues/Concepts:**

1. VM Systems commented that effective backups all follow a 3 - 2 - 1 framework. This means 3 backups, spread across 2 different media with 1 of those backups held off-site.
2. VM Systems has provided two options for cost-effect monthly fees for records storage as follows:
  - a. To achieve an effective backup system, VM recommends a combination of a hardware appliance for local storage as well as commercial backup software that would be managed by VM Systems.
    - The appliance is a Synology DS 218 2-Bay NAS with 2 X 4TB Western Digital Red Pro NAS drives.
    - The hardware investment with basic setup is approximately \$850
    - To back up the Village computers, the VM backup software will backup the Village computers both locally to the above-noted NAS device as well as to the Cloud.
    - For the main computer, which acts as a server, WM will include a system state backup which will allow for restoration in case of catastrophic failure as well as 12 months of archiving to protect against ransomware.
    - For the other machines they would conduct basic file backups to the NAS and the Cloud as well as Windows System or Synology backups to the NAS.
    - Total monthly investment for the backup, software licensing, monitoring, and reports for all three machines is \$44.85/month (\$14.95/monthly per computer.) The system also will have an interface where the Village staff can view their backups as well as initiate their own file restoration should they wish.
    - System configuration is estimated at approximately \$170.
    - The NAS device can also be used to share/ backup and archive current files
  - b. VM can also provide a standalone cloud-based backup for the Muniware server that can be used for disaster recovery. Based on the data usage on the Muniware server, the Village would need to back up around 300 GB of data to the Cloud. Below is the monthly cost for the Cloud backup for the server:
    - Cloud Backup up to 100 GB including system state \$25
    - 90-day data retention on the cloud \$2
    - 2 X 100GB of additional storage \$10
    - Weekly and Monthly Archiving \$5



- Total would be \$42/month

c. The difference between the two quotes:

- i. **NAS** - Hardware Investment \$1,020
  1. *12-month, full disaster recovery backup system*
  2. Monthly fee \$44.85 (\$538.20/annum.)
  
- ii. **Stand Alone**, Cloud Based, Backup
  1. *90-day disaster recovery back up system*
  2. Monthly fee \$42 (\$502/annum.)

**Options:**

1. Council endorse VM Systems quote for a NAS-based, 12-month, full disaster recovery back up system pursuant to the Village of Innisfree Documents & Data Storage Policy.
2. Council endorse VM Systems standalone cloud-based, 90-day recovery backup system, pursuant to the Village of Innisfree Documents & Data Storage Policy.
3. Council directs Administration in another manner with regards to the Village of Innisfree Documents & Data Storage Policy.

**Financial Implications:**

1. The NAS-based, 12-month backup system hardware costs are \$1020; monthly fee is \$44.85 (\$538.20/annum.)
2. The standalone, 90-day backup system has a monthly fee of \$42 (\$504/annum.)
3. The 2022 Municipal Sustainability Initiative (MSI) Operating Grant could be allocated for the purchase of the NAS-based, 12-month, Full Disaster Recovery Backup, with no costs to the ratepayers; the annual operating costs' differences between the two options at minimal at \$504 and \$538 respectively.

**Relevant Policy/Legislation:**

1. **MGA – Sec.208(1)(b)** keep ...“documents of the municipality” ... safe...
2. **Village of Innisfree – Policy 1200-02 - Documents & Data Security Policy**
3. **Strategic Plan – Strategic Priority #3 – Ensure Viability**
4. **2021 Management Letter – Metrix Group LLP**

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

No perceived political nor public implications identified.

**Recommendation:**

Council endorse VM Systems quote for a NAS-based, 12-month, full disaster recovery back up system pursuant to the Village of Innisfree Documents & Data Storage Policy 1200-02, to be funded by the Alberta Municipal Affairs 2022 Municipal Sustainability Initiative Operating Grant Program.

**Policy**

The Chief Administrative Officer (C.A.O.) will ensure that all securities, documents, cash, corporate seal, and other valuables are maintained in a secure location within the Administration Office, and off premises, when required.

**Purpose**

The purpose of this policy is to ensure that proper procedures are outlined for securities, documents, cash, corporate seal, and other valuables that are vital to the Village's operations and functions.

**1.0 PROCEDURES**

- 1.1 The Corporate Seal will be secure and available only to the C.A.O. or his/her designate.
- 1.2 The C.A.O. will ensure that the Corporate Seal is kept in a secure place within the Administration Office which will be secured every night.
- 1.3 All security documents – including Letters of Credit, original land titles for Village properties, and copies of electronic data backups - will be secured in the in the safe within the Administration Office. The safe will be locked at the close of business each day.
- 1.4 All cash collected, cash floats, and post-dated cheques will be secured within the safe in the Administration Office at the close of business each day.
- 1.5 Access to, and combination for the safe and file archives will only be as designated by the C.A.O.
- 1.6 All minutes of Council will be retained in the safe within the Administration Office.
- 1.7 All bylaws will be retained in the safe within the Administration Office.
- 1.8 Electronic data backup copies for each day's work will be retained by the C.A.O. or his/her designate and stored off-site until the opening of the next business day.

**2.0 END OF PROCEDURE**

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## Request for Decision (RFD)

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**Topic:** Village Antique Fire Truck  
**Initiated by:** County of Minburn  
**Attachments:** Email from County of Minburn Fire Chief

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**Purpose(s):**

1. To address an inquiry as to the Village’s consideration of donating the antique fire truck to the County of Minburn.

**Background:**

1. Review of the Village’s insurance documents the “antique” (1954) fire truck revealed that it is not listed as an insured vehicle.
2. County of Minburn plans to service the truck; the County will also insure it, register it, and use it in parades.

**Key Issues/Concepts:**

1. The Village’s storage capacity of another vehicle is limited and has a probability to have even less storage capacity upon the fruition of future Village discussions with Innisfree Delnorte School’s inquiries into the utilization of a space in the Public Works Shop.
2. The maintenance and use of the antique Fire truck in parades and the like, would keep the Village of Innisfree and its Fire Department visible to the public.

**Options:**

1. Council endorses a motion to retain ownership of the “antique” fire truck.
2. Council endorses a motion to direct Administration to complete a transfer ownership for the “antique” fire truck to the County of Minburn, pursuant to the Regional Fire Services Agreement.
3. Council directs Administration in another manner in regard to the “antique” fire truck.

**Financial Implications:**

1. The Village currently has no insurance on this vehicle; base vehicle insurance costs are \$793.53 per annum on the Village insurance invoice for 2023.

**Relevant Policy/Legislation:**

1. Intermunicipal Collaboration Bylaw 669-21
2. Strategic Priority # 1 – Partnerships and Collaboration

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

None identified.

**Recommendation:**

Council endorses a motion to direct Administration to complete a transfer of ownership of the “antique” fire truck to the County of Minburn, pursuant to the Regional Fire Services Agreement.

## Village of Innisfree (CAO)

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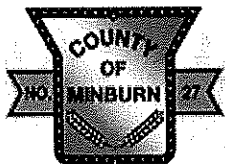
**From:** Mike Fundytus <mfundytus@minburncounty.ab.ca>  
**Sent:** June 29, 2022 9:27 AM  
**To:** Village of Innisfree (CAO)  
**Subject:** Antique Fire Truck  
**Attachments:** Message\_1644269442301.jpg

Good Morning Brooke,

In regards to the antique fire truck I brought it in to the county shop to get serviced for parade season and it just dawned on me that we never discussed what was happening with this truck. I had assumed it would have been part of the fire dept assets transferred however I wasn't sure if the Village of Innisfree felt that way about it. Does the village want to turn it over to the county or do they want to keep it? Joan had sent me a previous registration papers which have the village listed as the owner. If the village is in agreement with transferring we would have to do up a bill of sale so the county can insure and register it.

Thanks,

**Mike Fundytus**  
Director of Protective Services



Ph. 780-632-2082 ext. 1104  
Fx. 780-632-6296  
[www.minburncounty.ab.ca](http://www.minburncounty.ab.ca)

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**From:** Mike Fundytus <mfundytus@minburncounty.ab.ca>  
**Sent:** June 29, 2022 9:23 AM  
**To:** Mike Fundytus <mfundytus@minburncounty.ab.ca>  
**Subject:** Antique

Mike Fundytus

Director of Protective Services

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## Request for Decision (RFD)

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**Topic:** Auditor Contract Renewal  
**Initiated by:** Administration  
**Attachments:** March 15, 2022, Audit Fee Quote for 3 year period ending December 31, 2024

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### Purpose(s):

1. To discuss renewal of the contract between the Village of Innisfree and Metrix Group LLP

### Background:

1. Metrix Group LLP was first engaged as Auditors of the Village for the **2019** fiscal year.
2. The contract for services was for 3 years and terminated on December 31, 2021.

### Key Issues/Concepts:

1. Metrix Group LLP is familiar with the Village of Innisfree's financial position and obligations.
2. Danny On, CPA/Manager at Metrix Group LLP has been very helpful to Administration throughout the year at any time, as required.
3. From 2019, 2020 and 2021 the Village paid \$ 32,400 in 2019, \$ 21,000 in 2020 and \$ 23,100 in 2021 respectively for audit services.
4. Metrix Group LLP has submitted the following quotation for services:
  - a. 2022 \$ 12,500
  - b. 2023 \$ 12,750
  - c. 2024 \$ 13,000

### Financial Implication(s):

1. Previous 3 years Administration and auditors were "Cleaning Up" the finances. Moving forward the new proposed rates should represent the actual budget, a significant reduction.

### Option(s):

1. That Council direct Administration in another manner.
2. That Council direct Administration to send out a Request for Proposal for Audit Services.
3. That Council endorse the renewal of the contract for audit services with Metrix Group LLP for 2022, 2023 and 2024 at \$ 12,500, \$ 12,750, and \$ 13,000 respectively and appoint the Metrix Group LLP as the Village of Innisfree Auditors for 2022, pursuant to MGA s. 280.

### Relevant Policy/Legislation:

1. MGA s. 280(1) *'Each Council must appoint one or more auditors for the municipality.'*

### Political/Public Implication(s):

The re-appointment of Metrix Group LLP provides continuity in the Financial Statements; this may lead to less public misunderstanding of the Financial Statement due to differences in how other auditors may present the statements.

### RECOMMENDATION(s):

- That Council endorse the renewal of the contract for audit services with Metrix Group LLP for 2022, 2023 and 2024 at \$ 12,500, \$ 12,750, and \$ 13,000 respectively and appoint the Metrix Group LLP as the Village of Innisfree Auditors for 2022, pursuant to MGA s. 280.



March 15, 2022

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

**Attention:** Ms. Jennifer Johnson, Mayor

**Re: AUDIT FEE QUOTES FOR THE YEARS ENDED DECEMBER 31, 2022 - 2024**

Dear Ms. Johnson

We are pleased to provide the following audit fee quotes (exclusive of Goods and Services Tax) for Council's consideration.

<b>Year-Ended</b>		<b>Audit Fees</b>
December 31, 2022	\$	12,500
December 31, 2023		12,750
December 31, 2024		13,000
<b>Total</b>	<b>\$</b>	<b>38,250</b>

**What our fees include:**

Our annual fee includes the following:

- Preparation of the financial statements and note disclosures;
- Audit of the Village's financial statements;
- Auditors' report on the Village's financial statements;
- Audit findings report to the Council;
- Management letter on systems, procedures and controls, where appropriate;
- Provide year-end journal entries;
- Preparation of the Municipal Financial Information Return;
- Certification of the Municipal Financial Information Return; and
- Attendance at the Council meeting presenting the audit findings.

Goods and Services Tax is not included in our quoted fees.

... /2

### Assumptions

Our fee estimates assume the Village's participation in the following areas:

- Management will prepare reconciliations, routine account analysis, and year-end working papers (as requested by Metrix) prior to audit.
- The general ledger trial balance will be finalized and balanced by management prior to audit.
- Confirmation letters as required by Metrix will be produced by management.
- Management will provide assistance with locating supporting documentation for transactions selected for audit tests.
- Management will post all routine year-end journal entries prior to the commencement of the audit. All significant accounting work will be completed by management prior to commencement of the audit fieldwork.
- We will assist management in becoming familiar with any new accounting recommendations, and together we will have assessed the applicability to the Village's operations and, if applicable, given these recommendations appropriate accounting treatment.
- There will not be any significant scope changes in the audit.

We have appreciated the opportunity to be of service to the Village and we look forward to a continuing relationship. We trust our quote will be acceptable however should you wish to discuss this matter further, please do not hesitate to contact us.

We look forward to hearing from you.

Yours very truly,

**METRIX GROUP LLP**



Jeffrey B. Alliston, CPA, CA  
Partner

JBA/do

## Request for Decision (RFD)

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**Topic:** Innisfree Prairie Bank of Commerce Historical Society Request(s)  
**Initiated by:** Administration  
**Attachments:**

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**Purpose(s):**

1. To address a request from the Innisfree Prairie Bank of Commerce Historical Society to address several issues:
  - a. Advising Administration that the Museum’s water and Sanitary Sewer were not in working condition until May 20, 2022
  - b. Proposed the Museum Utility invoice period should not start until June;
  - c. Referenced rates for Community Organizations ;
  - d. Inquired, with the County Loan for Landfill Remediation, “should the Village be looking at a change to charges?”

**Background:**

1. As reported to Council in the April 29<sup>th</sup>, 2022, Council agenda, the Innisfree Prairie Bank of Commerce Historical Society previously, up to 2017 funded the operating costs of the museum. (Current Administration is not aware of why the practice was discontinued; there are no Council motions evident to approve the expenditures.)
2. The Village annual expenditures for the Museum were as follows:
  - a. 2021 \$11,733
  - b. 2020 \$ 4,041
3. During the June 21, 2022, meeting Council suggested Administration forward the 2022 Utility costs paid by the Village to the Innisfree Prairie Bank of Commerce Historical Society, for reimbursement.
4. The utility servicing costs included the Municipal services, natural gas, and electricity; the servicing costs were gathered for the period specified by Council conversation and forwarded to the Society.

**Key Issues/Concepts:**

1. The Village has the ability to discontinue municipal services during specified times; Administration was not advised nor aware that the Museum’s sanitary sewer system had had a blockage for some time and, therefore, the facility was not using water nor sewer services.
2. The Village does not have the ability, nor does the Society want, the natural gas and electricity terminated for seasonal occupancy.
3. With reference to “Community Organizations” the Village does have the ability to reclassify certain services as specific locations. Budget-wise, after the municipal budget is approved, these types of changes will provide a negative effect on the budget.
4. Regarding the references to the County Loan for the Mannville Landfill Remediation Project, the Village should ensure it has the funds to repay the unknown costs for its share of the Remediation Project. Changing the Solid Waste fees for the Joint Landfill Remediation Project would be premature without knowing what the actual costs will be.
5. If the Society wants to disconnect Village Utility services (water/sewer/garbage) during the winter months, a connection/disconnection fee will apply per Master Rates Bylaw 674-22.

**Financial Implication(s):**

1. Should Council consider the seasonal Municipal services billing request, for the May long weekend to Labor Day period annually, the Village would realize estimated reduced revenues of \$1,063.26.
2. The Village also funds the property insurance for the Museum; 2022 insurance costs are \$1,898.



**Option(s):**

1. That Council direct Administration to record the Community Organization rates for the Joint Landfill Remediation Project, Solid Waste Management Fees, and Sanitary Sewer Services effective January 1, 2022. Further, that Council file the remainder of the discussion as information.
2. That Council direct Administration to record the Community Organization rates for the Joint Landfill Remediation Project, Solid Waste Management, and Sanitary Sewer Services effective January 1, 2022, for the Innisfree Prairie Bank of Commerce Museum.
  - a. Further, that Council direct Administration to invoice municipal services to the Innisfree Prairie Bank of Commerce Historical Society upon notification of the annual opening and closing dates of the facility, with 2022 costs being included.
  - b. Additionally, the Innisfree Prairie Bank of Commerce Historical Society shall be responsible for the payment of all electricity and natural gas services, on a monthly basis.
  - c. And finally, discussions on Landfill Remediation Project fees be tabled to receipt of the County's Remediation RFQ and discussion being held at the Regional Landfill Committee.
3. That Council direct Administration in another manner in regard to the Innisfree Prairie Bank of Commerce Historical Society.
4. As per Council direction.

**Relevant Policy/Legislation:**

1. MGA s. 3 (*Purposes of a Municipality are to develop and maintain safe and viable communities*)
2. Strategic Plan Priority # 3 – Ensure Viability
3. Water & Wastewater Bylaw 618-16

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

The ability of a Community Organization to financially support its operations should provide a positive political and public view of the organization.

**RECOMMENDATION(s):**

As per Council direction.

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**Request for Decision (RFD)**

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**Topic:** Strategic Plan – 2<sup>nd</sup> Quarter Report  
**Initiated by:** Administration  
**Attachments:** Village of Innisfree Strategic Plan – 2<sup>nd</sup> Quarter Update

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**Purpose(s):**

To provide Council a report on the 2<sup>nd</sup> quarter of the 2022 Strategic Plan for the Village of Innisfree.

**Background:**

1. The Village of Innisfree approved the Strategic Plan for the Village of Innisfree at the March 15, 2022, Regular Council Meeting.
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 2<sup>nd</sup> quarter report of the 2022 Strategic Plan as presented.

**Relevant Policy/Legislation:**

1. MGA – c.M-26 RSA 2000 - Section 283.1

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

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

**RECOMMENDATION(s):**

That Council approve the 2<sup>nd</sup> quarter report of the 2022 Strategic Plan as presented.

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #1 – Partnerships and Collaboration**

<b>1.1 Continue partnership with regional partners including the County of Minburn # 27, Town of Vegreville and Village of Mannville.</b>	<p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>● County grader operators assisted the Village with snow &amp; ice removal.</li> <li>● Regional ICP Orientation and workshop held on April 6 &amp; 7, with all regional partners.</li> <li>● Village will continue to collaborate with Regional Partners in the future.</li> </ul>
<b>2<sup>nd</sup> Quarter Update (April-June):</b>	<ul style="list-style-type: none"> <li>● CAO met with the Village of Mannville, Town of Vegreville and County of Minburn No. 27 regarding the proposed reclamation of the Mannville Landfill (tentatively set for 2023).</li> <li>● CAO attended a Director of Emergency Management Meeting on June 16, 2022. Item discussed were: 1) Planning of future ICP Workshops for 2023; 2) appointment of Chair and Vice Chairman; 3) reviewing plans prior to Council approval, and much more.</li> <li>● County of Minburn No. 27 sprayed noxious weeds at multiple locations throughout the Village (i.e., West Lift Station, Transfer Station, etc.) pursuant to the Weed Control Act.</li> <li>● County of Minburn No. 27 has been asked to assist the Village with grading of gravel roads in multiple locations (i.e., Transfer Station, WTP, Nutrien Road). Village has also ordered gravel from the County of Minburn to fix back-alleys that are washed away.</li> <li>● CAO had a brief discussion with the County of Minburn No. 27 CAO regarding the County of Minburn’s GIS System and the potential of entering into a Regional Agreement for GIS Services with the Village of Mannville.</li> </ul>
<b>3<sup>rd</sup> Quarter Update (July – Sept):</b>	
<b>4<sup>th</sup> Quarter Update (Oct – Dec):</b>	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

**Approved On:** July 19, 2022  
**Motion No.:**

**Strategic Priority #1 – Partnerships and Collaboration**

<p><b>1.2 Collaborate and show support for local organizations with the community (Ag Society, Ukrainian Dance, Library, Etc.)</b></p> <p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• Mayor, Council and Senior Staff will attend the Innisfree Delnorte School Sustainability Committee’s event on April 14, 2022 to show support to our local school.</li> <li>• Village received a letter requesting financial support towards to rehabilitation of the Tennis Courts located behind the school. Administration will support the Innisfree Delnorte School Financial Society as much as possible.</li> <li>• Village of Innisfree will continue to collaborate and show support to the local organizations within the community.</li> <li>• Annual AGM for the Innisfree Fish &amp; Game Association will be held on April 13, 2022.</li> <li>• Seniors Coffee is back on – Monday Mornings (9:00 AM).</li> <li>• Monday Night Bingo held at the Innisfree Recreation Centre.</li> <li>• Seniors Fun Bingo held on Wednesday Nights at the Seniors Drop-In Centre.</li> </ul>
<p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• Innisfree &amp; District Fish &amp; Game Association approached the Village of Innisfree regarding the placement of a garbage bin out at the Fishpond. Administration contacted Environmental Metal Works in Two Hill, AB and purchased a bin per the Fish &amp; Game request. The bin will be ready early-mid August; Fish &amp; Game are purchasing the bin.</li> <li>• The Village of Innisfree donated \$75 to the Innisfree Delnorte School Financial Society, to be used towards to purchase of a Development Permit.</li> <li>• Thank you to the Innisfree &amp; District Agricultural Society, Innisfree &amp; District Fish &amp; Game Society, County of Minburn No. 27, Minco Gas Innisfree, and MMI-FCSS for their donations towards the 2022 Canada Day Festivities.</li> <li>• CAO and Innisfree Delnorte School Principal and OH&amp;S Supervision are scheduled to meet in August/September to review the Innisfree Public Works Shop for a proposed woodworking program.</li> <li>• Promoted the Village of Innisfree Library 10<sup>th</sup> Anniversary on July 7<sup>th</sup> celebration via social media.</li> </ul>
<p>3<sup>rd</sup> Quarter Update (July – Sept):</p>
<p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>



**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #1 – Partnerships and Collaboration**

<b>1.3 Continue to collaborate with our Local FCSS.</b>	
1 <sup>st</sup> Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> <li>• MMI-FCSS Staff members attended the Regional ICP Orientation &amp; Workshop held on April 6 &amp; 7, 2022.</li> <li>• Village will ensure MMI-FCSS events are advertised on all social media platforms.</li> <li>• Village will continue to collaborate and advocate for the Local MMI-FCSS Department.</li> </ul>
2 <sup>nd</sup> Quarter Update (April-June):	<ul style="list-style-type: none"> <li>• <b>MMI-FCSS lent the Village of Innisfree a face paint kit for the 2022 Canada Day festivities.</b></li> <li>• <b>Administration continues to advertise for all MMI-FCSS Events (i.e., Coffee Connections, etc.)</b></li> <li>• <b>Administration worked with MMI-FCSS regarding the use of the Pizza Oven for this summer.</b></li> </ul>
3 <sup>rd</sup> Quarter Update (July – Sept):	
4 <sup>th</sup> Quarter Update (Oct – Dec):	

**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

**Approved On:** July 19, 2022  
**Motion No.:**

**Strategic Priority #2 –Safe, Healthy and Fun Community**

<b>2.1 Support and advocate for local RCMP</b>	
1 <sup>st</sup> Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> <li>• Local Crime Stats to be presented to Mayor and Council on a quarterly basis.</li> <li>• The Village of Innisfree will continue to seek support from our Local RCMP Detachment for various tasks (i.e. bylaw enforcement, attendance to events, parades, etc.)</li> </ul>
2 <sup>nd</sup> Quarter Update (April-June):	<ul style="list-style-type: none"> <li>• <b>RCMP Presented 4<sup>th</sup> Quarter Crime Statistics to Village Council on June 21, 2022.</b></li> <li>• <b>Invitation was extended to Vermilion RCMP for Innisfree Canada Day festivities.</b></li> <li>• <b>The Village of Innisfree will continue to seek support from our Local RCMP Detachment for various tasks (i.e., bylaw enforcement, attendance to events, parades, etc.)</b></li> <li>• <b>Council and CAO thanked Vermilion RCMP for assisting with several incidents that took place in Innisfree in June.</b></li> </ul>
3 <sup>rd</sup> Quarter Update (July – Sept):	
4 <sup>th</sup> Quarter Update (Oct – Dec):	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #2 –Safe, Healthy and Fun Community**

<p><b>2.2 Council to host events that promote the Village, but also involve the community (Canada Day, Pizza Nights. Etc.)</b> <i>(Keeping in mind any Public Health restrictions and regulations.)</i></p>	<p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• No events were hosted in this quarter due to public health restrictions.</li> <li>• Administration will continue to brainstorm ideas, for Councils consideration, for the second quarter (i.e., Canada Day Festivities, Pizza Night, etc.)</li> </ul> <p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• Public Meeting/Open house took place on June 22, 2022, with a free BBQ for attendees/ratepayers.</li> <li>• Multiple activities/events planned for July 1 (Canada Day).</li> <li>• Future Pizza Nights to be planned by FCSS, during the summer months.</li> <li>• Innisfree Fair is scheduled for August 10, 2022. Administration will offer assistance to the Innisfree &amp; District Agricultural Society if and where needed.</li> <li>• Future Public Meeting may be considered in fall, prior to Interim Budget.</li> <li>• Neighbourhood block party planned for July 23, 2022.</li> </ul> <p>3<sup>rd</sup> Quarter Update (July – Sept):</p> <p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>
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**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
 Motion No.:

**Strategic Priority #2 – Safe, Healthy and Fun Community**

<p><b>2.3 Promote use of the Community Garden.</b></p>
<p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• Advertisement for the Community Garden submitted in the March 2022 Issue of the Informer.</li> <li>• Administration will gather quotes for future additions to the Community Garden.</li> </ul>
<p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• Community garden readied for planting.</li> <li>• Only two residents applied for the garden; therefore, two plots were set up.</li> <li>• Due to low/lack of interested, administration proposes that the community garden area be seeded to grass in the fall and used as a park area/gazebo.</li> </ul>
<p>3<sup>rd</sup> Quarter Update (July – Sept):</p>
<p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>



**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
 Motion No.:

**Strategic Priority #2 – Safe, Healthy and Fun Community**

<p><b>2.4 Council to continue to be an active member of the Yellowhead Health Advisory Council.</b></p> <p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• Village of Innisfree is currently an active member of the Yellowhead Health Advisory Council.</li> </ul>	
<p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• <b>No updates to report at this time.</b></li> </ul>	
<p>3<sup>rd</sup> Quarter Update (July – Sept):</p>	
<p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #3 – Ensure Viability**

	<p><b>3.1 Update the Municipal Viability Review reports including: a) 10–30-year Capital Plan that outlines Infrastructure remediation requirements, and b) follow-up with Municipal Affairs on June 1<sup>st</sup> of each year, (2019-2023), to report task status per the timeline set out in Ministerial Order No. MSL:095/18.</b></p>
1 <sup>st</sup> Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> <li>• Administration to prepare documentation, for Council’s approval at the May 2022 Council Meeting.</li> </ul>
2 <sup>nd</sup> Quarter Update (April-June):	<ul style="list-style-type: none"> <li>• Administration submitted documents to Alberta Municipal Affairs on May 25, 2022.</li> <li>• Administration received a letter from the Minister of Municipal Affairs approving the 2022 Viability Review submission.</li> </ul>
3 <sup>rd</sup> Quarter Update (July – Sept):	
4 <sup>th</sup> Quarter Update (Oct – Dec):	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #3 – Ensure Viability**

<p><b>3.2 Seek and secure Trading Programs/partners that will minimize/reduce Capital and Operating Expenditures for the Municipality (i.e. RMA, County of Minburn, Etc.)</b></p>	<p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• Active member of RMA.</li> <li>• A lot of cooperation with County of Minburn Public Works Department.</li> </ul>
<p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• Continues to be an active member of RMA.</li> <li>• Assistance from County of Minburn Administration and Public Works Departments.</li> <li>• Working with Innisfree Delnorte School Financial Society to coordinate paving costs with Spectre Systems (to save on costs).</li> <li>• Working with County of Minburn No. 27 to secure Service Agreements to clarify roles/services the County of Minburn provides to the Village of Innisfree (i.e., snow/ice removal, gravel &amp; grading, weed control, etc.)</li> </ul>	
<p>3<sup>rd</sup> Quarter Update (July – Sept):</p>	
<p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #4 – Resident Communication and Engagement**

<b>4.1 Hold at least one Public Meeting annually (preferably in June or November) in concert with the previous year’s annual audit.</b>	
1 <sup>st</sup> Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> <li>• No updates in this quarter.</li> <li>• 2021 Audit is complete. Council to set a date for Public Meeting in second quarter.</li> </ul>
2 <sup>nd</sup> Quarter Update (April-June):	<ul style="list-style-type: none"> <li>• Annual Public Meeting held on June 22, 2022.</li> <li>• Potential for another Public Meeting to be held prior to approval of 2023 Interim Budget.</li> </ul>
3 <sup>rd</sup> Quarter Update (July – Sept):	
4 <sup>th</sup> Quarter Update (Oct – Dec):	

**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
 Motion No.:

**Strategic Priority #4 – Resident Communication and Engagement**

	<p><b>4.2 Ensure all social media is current and up to date (i.e. Website, Facebook Page, etc.)</b></p>
1 <sup>st</sup> Quarter Update (Jan-Mar):	<ul style="list-style-type: none"> <li>• All social media platforms remain current and up to date.</li> </ul>
2 <sup>nd</sup> Quarter Update (April-June):	<ul style="list-style-type: none"> <li>• All social media platforms remain current and up to date.</li> </ul>
3 <sup>rd</sup> Quarter Update (July – Sept):	
4 <sup>th</sup> Quarter Update (Oct – Dec):	



**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
 Motion No.:

**Strategic Priority #4 – Resident Communication and Engagement**

<p><b>4.3 Promote monthly Council meeting highlights in the monthly Innisfree Informer Newsletter, Monthly Utility Newsletter as well as all social media sources in recognition of the Village’s Public Participation and Public Engagement Policies.</b></p>	<p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• Administration will continue to promote monthly Council meeting highlights, as well as all Village related events, in the monthly Innisfree Informer, Monthly Utility Newsletters and on all social media sources per the Village’s Public Participation and Public Engagement Policies.</li> </ul>
<p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• No further updates at this time. Administration continues to promote monthly Council meeting highlights, as well as all Village related events, in the monthly Innisfree Informer, Monthly Utility Newsletters and on all social media sources per the Village’s Public Participation and Public Engagement Policy’s.</li> </ul>	
<p>3<sup>rd</sup> Quarter Update (July – Sept):</p>	
<p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
Motion No.:

**Strategic Priority #5 – Promotion of the Community**

<p><b>5.1 – Ensure Birch Lake Campground &amp; Innisfree Recreation Park has adequately trained staff in place to properly maintain the site and to ensure it remains a viable resource for our community and is welcoming to tourists.</b></p> <p><b>1<sup>st</sup> Quarter Update (Jan-Mar):</b></p> <ul style="list-style-type: none"> <li>● Interviews for the Recreation Park Manager were conducted. A Park Manager has been selected and will start May 1, 2022.</li> <li>● Health and safety related training will be offered, as well as training on the Camp Reservation Campground will be offered as well.</li> <li>● Carbon Copy receipt books have been ordered and will be used for “walk-in” type transactions.</li> <li>● Quotes for Firewood have been received in preparation for opening day.</li> </ul>
<p><b>2<sup>nd</sup> Quarter Update (April-June):</b></p> <ul style="list-style-type: none"> <li>● Campground Park manager started May 1, 2022 and completed required OH&amp;S Training.</li> <li>● Bundled firewood purchased through vendor; Carbon Copy receipt books ordered and used for Cash Transactions.</li> <li>● Concession Purchasing System set up through CRCA System; receipts issued for all cash transactions per Auditors recommendations.</li> <li>● Google Maps updated to include the work “Campground”; the park has received several new campers who found the location, due to the name update; Campground has several seasonal campers this year.</li> <li>● Council and Administration may consider entering into a discussion regarding the potential of entering into an agreement with Park Manager for the 2023 camping season prior to end of 3<sup>rd</sup> quarter.</li> </ul>
<p><b>3<sup>rd</sup> Quarter Update (July – Sept):</b></p>
<p><b>4<sup>th</sup> Quarter Update (Oct – Dec):</b></p>

**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
 Motion No.:

**Strategic Priority #5 – Promotion of the Community**

<p><b>5.2 – Ensure Tax Forfeiture Properties are advertised and offered for sale, to improve the Village of Innisfree’s property assessment values and to encourage future economic development.</b></p> <p><b>1<sup>st</sup> Quarter Update (Jan-Mar):</b></p> <ul style="list-style-type: none"> <li>• Walk through of Tax Forfeiture properties conducted on March 22, 2022.</li> <li>• Administration has contacted a local realtor and will ensure Tax Forfeiture properties are listed and offered for sale.</li> </ul>
<p><b>2<sup>nd</sup> Quarter Update (April-June):</b></p> <ul style="list-style-type: none"> <li>• Administration contacted Safety Codes Council to seek assistance from a Building Inspector on properties taken over due to Tax Forfeiture. Unfortunately, they were not able to offer assistance.</li> <li>• Three properties are in an unsafe state and will need to be demolished. Realtor was reluctant to list properties due to their current state.</li> <li>• Administration will seek legal advice on how a municipality may determine if a property is to be demolished.</li> <li>• Administration and Public Works will schedule time in late July or early August to take pictures of items in Tax Forfeiture Buildings to advertise for tender.</li> </ul>
<p><b>3<sup>rd</sup> Quarter Update (July – Sept):</b></p>
<p><b>4<sup>th</sup> Quarter Update (Oct – Dec):</b></p>



**Schedule "A"**  
**2022 Tactical Plan**  
**2<sup>nd</sup> Quarter Update**

Approved On: July 19, 2022  
 Motion No.:

**Strategic Priority #5 – Promotion of the Community**

<p><b>5.3 – Cooperate and coordinate with business development and to promote the Village’s Business Incentive Policy.</b></p> <p>1<sup>st</sup> Quarter Update (Jan-Mar):</p> <ul style="list-style-type: none"> <li>• Village of Innisfree will continue to cooperate and coordinate with business development and promote the Village’s Business Incentive Policy.</li> <li>• Development Permit Received on March 28, 2022; The Policy was provided to this applicant.</li> </ul>	
<p>2<sup>nd</sup> Quarter Update (April-June):</p> <ul style="list-style-type: none"> <li>• Council &amp; CAO responding to the County of Minburn’s Economic Development Strategy.</li> <li>• Individual inquired regarding a Development Permit for the installation of ground mounted solar panels.</li> </ul>	
<p>3<sup>rd</sup> Quarter Update (July – Sept):</p>	
<p>4<sup>th</sup> Quarter Update (Oct – Dec):</p>	

**Schedule “A”  
2022 Tactical Plan  
2<sup>nd</sup> Quarter Update**

**Approved On:** July 19, 2022  
**Motion No.:**

**Strategic Priority #5 – Promotion of the Community**

<p><b>5.4 – To ensure Innisfree Museum is properly maintained to ensure it remains a viable resource for our community and is welcoming to tourists.</b></p>	<p><b>1<sup>st</sup> Quarter Update (Jan-Mar):</b></p> <ul style="list-style-type: none"> <li>• The Village of Innisfree will continue to ensure the Museum is properly maintained to ensure it remains a viable resource for our community.</li> </ul>
<p><b>2<sup>nd</sup> Quarter Update (April-June):</b></p>	<ul style="list-style-type: none"> <li>• Sewer line was repaired and is now in working condition.</li> <li>• Promoted the Innisfree Prairie Bank of Commerce Grand Opening on May 21, 2022, via social media.</li> <li>• Promoted the Innisfree Prairie Bank of Commerce July 1<sup>st</sup> (Canada Day) Tea Part via social media and Public Notice.</li> <li>• Administration provided copies of the Go East Tourism Brochure to the Museum worker and arranged with Go East to deliver more copies.</li> </ul>
<p><b>3<sup>rd</sup> Quarter Update (July – Sept):</b></p>	
<p><b>4<sup>th</sup> Quarter Update (Oct – Dec):</b></p>	

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**Request for Decision (RFD)**

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

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**Purpose(s):**

1. To address a request for a Tax Payment Plan for Tax Roll # 3720 pursuant to Bylaw 666-21.

**Background:**

1. Bylaw 666-21, Section 14 states the following: *“Notwithstanding section 13, a taxpayer may enter into an arrangement for the payment of taxes by installments upon which terms and conditions differ from those contained in section 13 are approved by Council of the Village of Innisfree.”*
2. Section 13 addresses a requirement for taxpayers to notify the Village prior to January 31<sup>st</sup>, to pay their tax payment over twelve consecutive months, thereby avoiding penalties on September 30<sup>th</sup>, so long as all of their monthly payments are processed.
3. Section 14 endorses all those parameters of the Bylaw, regarding penalties and non-payment of an installment, etc., however, Section 14 also allows a Taxpayer to inquire and seek Council endorsement of a different payment plan after January 31<sup>st</sup>.

**Key Issues/Concepts:**

1. The Taxpayer has proposed a tax payment plan for the last six months of the year (July to December), with a large lump sum payment to cover the January to June timeframe. *Lump sum payment has been received as of July 8, 2022, in the amount of \$550.*
2. The Tax Account would be paid in full before year-end, pursuant to the twelve-month payment plan.

**Options:**

1. That Council decline the request from Tax Roll # 3720 for a Tax Installment Plan for \$91.03 to be paid monthly, for six months, starting July 2022, with the Tax Account being paid in full by December 31, 2022.
2. That Council endorse Tax Roll # 3720 Tax Installment Plan for \$91.03 to be paid monthly, for six months, starting July 2022, with the Tax Account being paid in full by December 31, 2022.

**Financial Implications:**

1. None.

**Relevant Policy/Legislation:**

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

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

1. Demonstrates empathy for individuals, and ensures taxes will be paid before year-end.

**Recommendation:**

1. That Council endorse Tax Roll # 3720 Tax Installment Plan for \$91.03 to be paid monthly, for six months, starting July 2022, with the Tax Account being paid in full by December 31, 2022.

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## Request for Decision (RFD)

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**Topic:** Appointment of ARB Member  
**Initiated by:** Administration  
**Attachments:** Bylaw 659-20 – Regional Assessment Review Board

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**Purpose(s):**

1. That Council appoint Jason Driscoll as a member of the Local Assessment Review Board and Composite Assessment Review Board for a three-year term in accordance with the Municipal Government Act and the County's Regional Assessment Review Board Bylaw.

**Background:**

1. In accordance with the MGA, a council must appoint at least 3 persons as members of the local assessment review board and 2 persons as members of the regional assessment review board.
2. Advertising was posted in the Vegreville News Advertiser and social media in January seeking County and Village residents who were interested in becoming Assessment Review Board members. County resident Rachel Pichoch and Village of Innisfree resident Jason Driscoll were the only applicants.

**Key Issues/Concepts:**

1. Village of Innisfree resident Jason Driscoll completed his ARB member training on June 17, 2022 and is required to be appointed to the Local Assessment Review Board and Composite Assessment Review Board by Village of Innisfree Council.
2. In accordance with the Regional Assessment Review Board Bylaw, unless otherwise specified in a Council resolution all members are appointed for three-year terms.

**Options:**

1. As directed by Council.
2. That Jason Driscoll be appointed as a member of the Local Assessment Review Board and Composite Assessment Review Board for a three-year term in accordance with the Municipal Government Act and the Village's Regional Assessment Review Board Bylaw.

**Financial Implications:**

1. None.

**Relevant Policy/Legislation:**

1. Section 454 of the MGA
2. Regional Assessment Review Board Bylaw No. 659-20
3. Matters Relating to Assessment Complaints Regulation

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

1. None.

**Recommendation:**

1. That Jason Driscoll be appointed as a member of the Local Assessment Review Board and Composite Assessment Review Board for a three-year term in accordance with the Municipal Government Act and the Village's Regional Assessment Review Board Bylaw.

**VILLAGE OF INNISFREE  
REGIONAL ASSESSMENT REVIEW BOARD  
BYLAW 659-20**

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A BYLAW OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A REGIONAL ASSESSMENT REVIEW BOARD.

**WHEREAS**, pursuant to Section 454 of the *Municipal Government Act*, a Council must by bylaw establish a local assessment review board to hear complaints referred to in Section 460.1(1) and a composite assessment review board to hear complaints referred to in Section 460.1(2).

**AND WHEREAS** pursuant Section 455 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, M-26 two or more Councils may agree to jointly establish a local assessment review board and a composite assessment review board to have jurisdiction in these municipalities.

**AND WHEREAS**, the Village of Innisfree, the County of Minburn and the Village of Mannville wish to jointly establish a local assessment review board and composite assessment review board to have jurisdiction in these municipalities.

**AND WHEREAS**, pursuant to Section 455(2) of the *Municipal Government Act*, Councils jointly must designate one of the members appointed to the local assessment review board as chair and one of the members appointed to the composite assessment review board as chair.

**AND WHEREAS**, pursuant to Section 456(2) of the *Municipal Government Act*, where an assessment review board is jointly established, the Councils must jointly appoint the clerk.

**AND WHEREAS**, Council of the Village of Innisfree deems it necessary to repeal and replace Bylaw No. 571-10, the existing Bylaw that provides for the establishment of a regional assessment review board.

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

**Title**

1. This Bylaw may be cited as the "**Regional Assessment Review Board Bylaw**".

**Definitions**

1. Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the *Municipal Government Act*, including its regulations:
  - a. "Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended or repealed and replaced from time to time.

**VILLAGE OF INNISFREE  
REGIONAL ASSESSMENT REVIEW BOARD  
BYLAW 659-20**

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- b. "Assessment Review Boards" means the Local Assessment Review Board and the Composite Assessment Review Board collectively.
- c. "CARB" means a composite assessment review board established to hear complaints referred to in Section 460.1(2) of the *Act*.
- d. "Chair" means the member of an assessment review board designated as chair under Section 454.1(2), 454.2(2) or 455(2) of the *Act*.
- e. "Clerk" means the designated officer appointed as clerk of the Assessment Review Boards in accordance with Section 456(1) of the *Act*.
- f. "Council" means the municipal Council of the Village of Innisfree including Regional Member Municipalities.
- g. "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with Section 456 of the *Act*.
- h. "LARB" means a local assessment review board established to hear complaints about any matter referred to in Section 460(5) of the *Act*.
- i. "Member" means a Member of the Assessment Review Boards as appointed by Council in accordance with the *Act* and qualified as provided for in Matters Relating to Assessment Complaints Regulation.
- j. "Regional Member Municipality" means those municipalities which enter into an Agreement with the Village of Innisfree to jointly establish assessment review boards and who enact a bylaw in this format.

**Establishment of Assessment Review Boards**

- 1. The following Assessment Review Boards are jointly established for the Village of Innisfree, County of Minburn and Village of Mannville.
  - a. A Local Assessment Review Board (LARB).
  - b. A Composite Assessment Review Board (CARB).

**VILLAGE OF INNISFREE  
REGIONAL ASSESSMENT REVIEW BOARD  
BYLAW 659-20**

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**Membership, Terms of Appointment and Vacancies**

1. Each Regional Member Municipality may appoint by Council resolution up to two Members.
2. Members and Clerks shall successfully complete a training program approved by the Minister, and every three (3) years successfully complete a refresher training program approved by the Minister.
3. A person may not be a member of a panel of an assessment review board if the person is an assessor or employee of the municipality for which the assessment review board is established.

**Remuneration**

1. Remuneration for members of the LARB and the CARB shall be established in the Village of Innisfree's Master Rates Bylaw.
2. The Clerk shall not receive any additional remuneration over and above his/her regular salary for carrying out the duties of the Clerk.

**Assessment Complaint Fees**

1. Pursuant to Section 481(1) of the *Act*, assessment complaint fees shall be established by each Regional Member Municipality for property located in that municipality, and further, if the assessment review board makes a decision in favour of the complainant, the fees paid by the complainant under Section 481(1) of the *Act*, must be refunded.
- 2.

**Repeal and Coming into Force**

1. This Bylaw shall come into full force and effect on the date of final passing thereof.
2. Upon coming into force of this Bylaw, Bylaw No. 571-10, and any other amendment, as well as any previously passed motions of Council that may be in conflict with this Bylaw shall be repealed and no longer have any force or effect.
3. Bylaw No. 659-20 comes into force on the date of the third and final reading.



VILLAGE OF INNISFREE  
REGIONAL ASSESSMENT REVIEW BOARD  
BYLAW 659-20

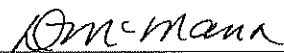
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Read a FIRST Time this 20<sup>th</sup> day of October 2020.

Read a SECOND Time this 20<sup>th</sup> day of October 2020.

Unanimous Consent for THIRD and FINAL reading.

Read a THIRD and FINAL time this 20<sup>th</sup> day of October 2020.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

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## Request for Decision (RFD)

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**Topic:** Flashing Pedestrian Beacon Update - RFD  
**Initiated by:** Administration  
**Attachments:** Email & Attachment dated June 24, 2022 - Roadway Traffic Alberta  
 Email dated July 11, 2022 – Town of Vegreville

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**Purpose(s):**

1. To review information received from Roadway Traffic Alberta and the Town of Vegreville, regarding Flashing Pedestrian Beacons.

**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. On January 14, 2022, Alberta Transportation approved the permit application of the Village for the temporary Drivers' Feedback Sign along Highway 870 and on April 19, 2022, Village Council endorsed a motion approving the purchase of the Driver Feedback Sign (per motion # 2022-04-19/33) at a total cost of \$3,198.98 (GST Excluded) (to be delivered mid-June.)
4. On April 19, 2022, Village Council endorsed motion # 2022-04-19/15 that reads:  
*"... that Council direct Administration to obtain quotes for the installation of a Flashing Pedestrian Beacon at the intersection of 53 Street and 48 Avenue. Further, that Administration be directed to apply for the Alberta Transportation Permit and that the information be brought forward to the May 17, 2022, Regular Council Meeting."*
5. Administration submitted a Roadside Development Permit, per Alberta Transportations guidelines, on May 24, 2022, and Administration received approval of the Roadside Development Permit on June 3<sup>rd</sup>, 2022.
6. Administration contacted Roadway Traffic Alberta and received information regarding the costs and installation of a Flashing Pedestrian Beacon (see attached).
7. Administration also contacted the Town of Vegreville, as the Town has installed several Flashing Pedestrian Beacons at each crosswalk along Highway 16A (see attached).

**Key Issues/Concepts:**

1. The purchase cost and unknown ongoing maintenance costs of the proposed traffic Control Device are a long-time financial commitment for the Village of Innisfree.
2. The effectiveness of new Traffic Control Device signage (playground and school times) has not been reviewed prior to the expenditure.

**Options:**

1. As directed by Council.
2. That Council direct Administration to continue conducting research on Flashing Pedestrian Beacons to report at a future Council meeting.
3. That Council receive this item as information.

**Financial Implications:**

1. The purchase of the device, installation and maintenance are a Village responsibility.
2. Flashing Pedestrian Beacon costs are in the range of \$12k-\$20k.
3. Municipal Grant Funding is available (Via Federal Gas Tax Fund Application GTF-1196) and can be used towards the purchase and installation of a Flashing Pedestrian Beacon.

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**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 endorsed a new Traffic Safety Bylaw, that addressed key areas of concern that were not addressed in the previous traffic bylaw.
2. The Village of Innisfree strives to ensure its residents and visitors are kept safe by ensuring bylaws and signage are properly placed in key areas of concern.

**Recommendation:**

That Council direct Administration to continue conducting research on Flashing Pedestrian Beacons to report at a future Council meeting.

## Village of Innisfree (CAO)

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**From:** Vincent O'Brien <vincento@roadwaytraffic.ca>  
**Sent:** June 24, 2022 8:50 AM  
**To:** Village of Innisfree (CAO)  
**Cc:** Kevin Jones; Avery Grayston  
**Subject:** STP-Lux Illuminated Crosswalk - Innisfree, AB

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Brooke,

It was good to talk to you regarding the illuminated crosswalk system. I mentioned I would follow up with you regarding product information, budget pricing and installation recommendations.

Here is the manufacturer's link to the STP Lux crosswalk lighting system. <https://traffic-innovation.com/en/products/stp-lux-crosswalk-lighting-system/> you will find all manufacturer information, specifications, options and demonstration videos at this link.

As I mentioned this was installed in Busby, AB and won an innovation award at the 2021 CEA Transportation Conference. The product is also on Alberta Transportation's approved products list. [http://www.transportation.alberta.ca/PlanningTools/GMS/ProductList/Sub/STP-LUX\\_LightingSystem\(8125-2-4-2-1\)PE.pdf](http://www.transportation.alberta.ca/PlanningTools/GMS/ProductList/Sub/STP-LUX_LightingSystem(8125-2-4-2-1)PE.pdf)

We discussed a budget price of \$12,000.00 for the supply of the system. This includes the light heads, push buttons, RRFB's, and post signage. It is important to note that this system requires direct wiring and cannot be fitted with solar power. There are other scopes of work that also must be included to complete the system. These include:

- System Design
- Post supply
- Ground work excavation
- Ground work structural
- Deployment and traffic control
- Installation/connection/electrical

I have included Kevin Jones from Can Traffic in the c.c. of this email. We often partner with Can Traffic to do our crosswalk installations and they are very versed in this scope of work and the STP-Lux system. Can Traffic did the installation in Busby. Kevin will be able to speak to the additional scopes of work and an accurate cost estimate over and above the supply of the system.

Kevin is currently away until July 4, 2022. Will the timing of the week of July 4 for a response be OK with you? We are looking forward to working with you on this project. Please let me know if you have any further questions or concerns and we will get back to you as soon as possible. Thanks, Vince.

**Vincent O'Brien**  
Principal



Ph 780.484.0646

**Roadway Traffic Products**

16146 - 114 Ave NW Edmonton, AB T5M 2Z5

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

Cell 780.405.9995 T/F 1.866.462.0646

# STP-LUX / SMART CROSSWALK LIGHTING SYSTEM

Pedestrians must be visible day and night to be safe when crossing the road. The STP-LUX crosswalk lighting system was specifically designed to meet the visibility needs of both drivers and pedestrians. Thanks to its asymmetric optics, it project light beams vertically and horizontally to illuminate both the pedestrian's body and the markings on the road. With an average luminous flux of 100/350 lux, this lighting system provides a stark contrast between the crosswalk and its surrounding environment to ensure the safety of all road users.



ILLUMINATES HORIZONTALLY  
& VERTICALLY



HIGHLIGHTS  
PEDESTRIAN PRIORITY



CLEARLY IDENTIFY  
CROSSWALKS

# STP-LUX







# FEATURES OF THE STP-LUX CROSSWALK LIGHTING SYSTEM



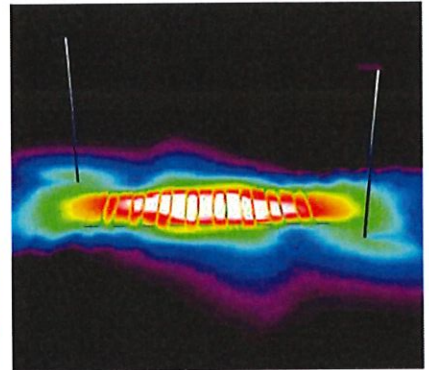
**Lighting Head**  
Optic especially designed to precisely delimit the pedestrian crossing. Thanks to its asymmetrical optics, it projects vertical and horizontal light, which allows to illuminate both the crosswalk and the body of the pedestrian. A 0-10 volt control allows the lighting to be maintained at 40% intensity at nighttime. Lighting increases to 100% only when a pedestrian is detected or press the push bottom.



STP-LUX-P350

350 lux  
Maximum  
luminescence

**Pole**  
100 mm (4") round post in galvanized steel and coated with polyester powder. The holes for passing the electric wires are drilled before painting.



**Rapid Flashing Rectangular Lights Beacon**  
MUTCD-compliant, rectangular rapid flash beacons (RRFB) only activate when a pedestrian crosses. RRFB's ensure maximum attention from drivers regarding the presence of pedestrians.

**Pushbutton**  
Compliant with industry standards, the push button allows pedestrians to increase light intensity and activate RRFB for a period of 30 seconds (programmable as a standard).



AUTOMATIC NIGHT ACTIVATION



PUSH BUTTON, PEDESTRIAN DETECTOR OR BOTH



ENERGY SAVER



FLASHING BEACONS LIGHT UP DAY AND NIGHT



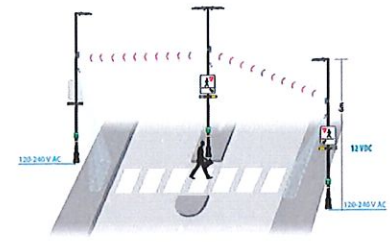
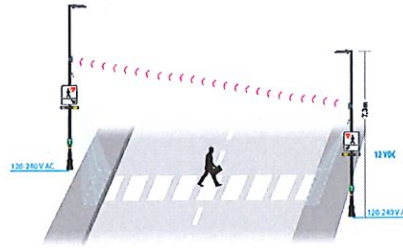
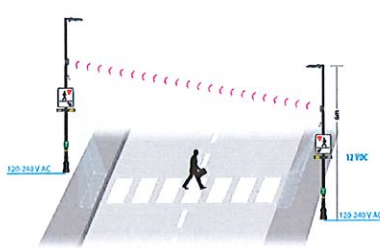
WIRELESS COMMUNICATION



EFFICIENT IN ALL WEATHER CONDITIONS



# TECHNICAL SPECIFICATIONS OF THE STP-LUX CROSSWALK LIGHTING SYSTEM



## STP-LUX-105

Product Number	36533
Light Heads	105 W
Luminous Flux	11,550 lm
Post Height	6 m (20')
Max. Between Posts	10-15 m (33'-49')

## STP-LUX-175

Product Number	37787
Light Heads	175 Watts
Luminous Flux	18,480 lumens
Post Height	7.3 meters (24')
Max. Between Posts	15-20 m (33'-49')

## STP-LUX-105-I

Product Number	38185
Light Heads	105 W
Luminous Flux	11,550 lumens
Post Height	6 m (20')
Max. Between Posts	10-15 m (33'-49')

## Lighting Head

Number of LEDs	80 @ 0.7 ADC
Weight	16.6 kg (37 lb)
Case	Patented SUPERCAST® injected aluminum. Withstands more than 3,000 hours in a "salt spray" chamber. Grey color
Window Type	5 mm Tempered Glass (.188")
Watertightness	IP66 – NEMA 4X
Attachment	Pole Ø 60 mm swiveling 90°
CCT	5700 K
Standard	TÜV – CAN / CSA C22.2, DLC QPL, UL, CE, RoHS
LED Lifespan	L70 > 100,000 hrs
Input Voltage	120-277 VAC
Insulation	Class I
LED Optic	Asymmetrical for pedestrian crossings
Operating Temperature	-40 to +50°C (-40 to +131°F) Five (5) year Limited Warranty

## Rectangulaire Rapid Flash Beacons

Lamp Size	72 x 159 mm (3" x 6.25")
Compliance	MUTCD and SAE J595 class 1
Color	Amber
Lenses	Clear UV-resistant polycarbonate
Visibility	More than 300 m (1000')
Photocell	Variable according to the ambient lighting
Connector	0 mm OD, Male, 6", IP67
Flashing Type	WW + S
Flashing Speed	60 per minute
Housing	Black painted aluminum
Operating Temperature	-40 to +50°C (-40 to +131°F)
Weight	3.1 kg (6.75 lb)

## Cabinet

Input Voltage	120-277 VAC
Weight	16.6 kg (37 lb)
Case	Waterproof
Finish	Powder-coated polyester Grey color
Battery	AGM 12V
Communication	Wireless 902 Mhz
Range	100 m
Operating Temperature	-40 to +50°C (-40 to +131°F)

## Pole

Diameter	102 mm (4")
Thickness	5 mm (.188")
Bolt Circle	210 mm (8.25")
Anchor diameter required	16 mm (.625") or 19 mm (.75")
Base Cover	Decorative in Aluminum, 760 mm (30") high
Rust Protection	Hot Dip Galvanized
Finish	Polyester powder paint

## Push Button

Button Size	50 mm (2") in diameter Yellow Color
Contact Type	Mechanical
Compliance	ADA



## Village of Innisfree (CAO)

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**From:** Brianne Giles <bgiles@vegreville.com>  
**Sent:** July 11, 2022 2:15 PM  
**To:** Village of Innisfree (CAO)  
**Cc:** Dale Lefebvre; Phil Rowe, BAppBus  
**Subject:** FW: Flashing Pedestrian Crossing Signs

Good Afternoon Brooke,

The Town of Vegreville has 3 solar RRFB crosswalk signs at intersections across Highway 16A. The first one at Highway 16A and 51 Street, we installed with Alberta Transportation's permission in 2016. That one we were able to use one existing streetlight and we obtained ATCO's permission to attach it to the streetlight pole. We had to purchase a post for the other side of the intersection. In total the Town spent approximately \$10,000. The other 2 (47 Street and 48 Street) Alberta Transportation installed at our request. As they are solar, there is no need to have power available. We did obtain a quote for them in 2019 and at that time just the solar crosswalk RRFB system was \$10,000 and the cost of each post with a concrete base were \$2,400. The original purchase in 2016 and quote information in 2019 were from Valley Traffic Systems:

Derek Sware  
Cell (780) 504-9282  
Sales Manager Prairie Region



Toll Free 1-888-448-8886 | Toll Free Fax 1-866-329-8874

Please let me know if you have any questions or require any further information. I can be reached at this email or by calling my direct line at 780-632-7804.



People our core, innovation our strength, community our intention.



**BRIANNE GILES**

INFRASTRUCTURE COORDINATOR

Town of Vegreville

4829 50 Street | PO Box 640

Vegreville

T9C 1R7

Tel: 780.632.6479

Email: [bgiles@vegreville.com](mailto:bgiles@vegreville.com)

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

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you receive this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

**From:** IPD <[ipd@vegreville.com](mailto:ipd@vegreville.com)>

**Sent:** July 11, 2022 1:43 PM

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## Request for Decision (RFD)

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**Topic:** AB Municipalities Power+ Energy Aggregation Procurement Agreement  
**Initiated by:** Administration  
**Attachments:** 1. Power+ Agreement  
2. Retail Service Agreement

---

### Purpose(s):

To review and Approve the Power+ Agreement and Retail Service Agreement presented by Alberta Municipalities to participate in the new Power+ 10-year Energy Aggregation procurement process.

### Background:

1. The former AUMA, now “Alberta Municipalities” (AB Munis) has provided energy aggregation services to municipalities since 2009 and saved those communities millions of dollars in servicing costs. Historical savings have demonstrated a 33% cost-savings over the course of the most current 10-year period!
2. The current 10-year Energy Aggregated agreement (for electricity & natural gas) expires on December 31, 2023.
3. Village Council endorsed a motion at the May 24, 2022, Special Council meeting to sign the AB Municipalities Energy Procurement – Group Buying Form (excluding the Green Power Option) via Council motion #2022-05-24/03.

### Key Issues/Concepts:

1. AB Munis have laid out a Staged Procurement Process that provides clarity to Municipalities.
2. AB Munis provides a fully managed process to assist municipalities through the aggregation process.
3. Current trends in energy costs exhibit the cost prohibitive, soaring costs for energy services; any methods to mitigate those costs would be financially beneficial.
4. The Aggregation Agreement also offers participants an opportunity to purchase “Green Power” which is derived from wind- and solar-generated power; it is at a substantially higher rate than “regular” energy.
5. The deadline to provide notice of participation in the Power+ program was May 31, 2022, with a short extension to June 10<sup>th</sup>, that was announced after the Special Council Meeting date and time were set.

### Options:

1. THAT Council approve and sign the Power+ Agreement and Retail Service Agreement provided by Alberta Municipalities as presented.
2. THAT Council file the AB Municipalities Power+ Energy Aggregation Procurement for information.

### Financial Implications:

1. The Energy Aggregation Program has saved the municipality significant costs for its services over the past 10 years (33%); significant future cost savings can be realized. The approval to sign the Agreement will ensure the Village is included in the AB Munis RFD process to access the best service deal.

### Relevant Policy/Legislation:

1. MGA Section 153 - Duties, Titles & Oaths of Councillors (a)
2. Strategic Plan: Priority #3 Ensure Viability – Key Objective #2 – *“Seek & secure Trading Programs/Partners to minimize/reduce Capital and Operating Budgets for the Municipality..”*

### Political/Public Implication(s):

The historical record of realized savings under the Aggregation Program should provide positive reactions to the Village’s continued commitment to the Program.

### Recommendation:

THAT Council approve and sign the Power+ Agreement and Retail Service Agreement provided by Alberta Municipalities as presented.

# Power+

# Agreement

Between:

Alberta Municipal Services Corporation (AMSC)

AND

Village of Innisfree

(the Participant)



# POWER + AGREEMENT

BETWEEN:

THE ALBERTA MUNICIPAL SERVICES CORPORATION  
(a corporation duly incorporated in the Province of Alberta)  
(hereinafter "AMSC")

OF THE FIRST PART  
-and-

VILLAGE OF INNISFREE  
(hereinafter "Participant")

OF THE SECOND PART

## INTRODUCTION:

- A. AMSC is a subsidiary of the Alberta Urban Municipalities Association ("Alberta Municipalities"), an organization which represents municipalities within Alberta;
- B. AMSC provides services to members of Alberta Municipalities including retail electricity and energy management services pursuant to the terms of a retail services agreement, a form of which is attached to this Agreement as Schedule "D" (the "Retail Services Agreement").
- C. AMSC will be administering, as the Buying Group Lead, a public procurement process to secure a Long-Term Electricity Purchase and Green Power (as applicable) on behalf of the Aggregated Customers (the "Buying Group");
- D. The Parties recognize that a collective purchasing approach to the procurement of long-term fixed price electricity may (the "Objectives"):
  - a) allow for a reduction in electricity pricing from increased buying power and removing layers of intermediaries which may result in reduced costs for Aggregated Customers;
  - b) allow for more stable budgeting for Aggregated Customers due to the long-term, fixed-price nature of the procurement, reducing risk to Aggregated Customers arising from volatile electricity prices;
  - c) result in enhanced administrative efficiency for Aggregated Customers due to shared transaction costs, and for suppliers of electricity in reducing the number of separate commercial transactions.
- E. The Participant wishes to participate in the Buying Group as an Aggregated Customer to achieve the Objectives and wishes to appoint AMSC as the Buying Group Lead as set out in this Agreement;
- F. The Participant has received all necessary authorizations, and passed the necessary by-laws or resolutions, as the case may be, to permit the Participant to enter into this Agreement and to participate in the Buying Group as an Aggregated Customer in accordance with the provisions of this Agreement (the "Approval Documents");
- G. The Participant has indicated its intent to participate in the Buying Group to AMSC and AMSC has accepted the Participant's participation in the Buying Group;
- H. The Parties wish to enter into this Power+ Agreement ("Agreement") setting forth their respective obligations concerning their involvement in the Buying Group and the Long-Term Electricity Purchase.

In consideration of the mutual terms and conditions contained in this Agreement, the Parties agree as follows:

## 1. DEFINITIONS

- 1.1. Capitalized words and phrases, whenever used in this Agreement, have the meanings set out in Schedule "A" to this Agreement.

## 2. PARTICIPATION IN BUYING GROUP

- 2.1. The Participant acknowledges and agrees that in entering into this Agreement it is agreeing to participate in the Buying Group and the Participant's participation in the Buying Group is at the discretion of AMSC.
- 2.2. In accordance with the terms of this Agreement and the parameters of the Buying Group set out in Schedule "C" (the "Buying Group Terms"), the Participant consents to the appointment of AMSC as the Buying Group Lead.
- 2.3. The Participant represents and warrants that it is eligible to participate in the Buying Group and has complied with, and will continue during the Term of this Agreement to comply with, the Buying Group Terms.

## 3. SCOPE OF SERVICES

- 3.1. The Procurement Services to be performed by AMSC include:
  - a) conducting a public procurement process via the Alberta Purchasing Connection portal for a Long-Term Electricity Purchase and the purchase of Green Power (as applicable) on behalf of Aggregated Customers including the Participant;
  - b) entering into negotiations with those proponents that submitted proposals in response to the public procurement process that AMSC has deemed, in its sole discretion, to be the most suitable to meet the Electricity Requirement and Green Power Requirement of the Aggregated Customers; and,
  - c) entering into a Contract with the Selected Supplier(s) setting out the terms and conditions for the Long-Term Electricity Purchase and purchase of Green Power (as applicable) to be managed by AMSC through the Retail Services Agreement.
- 3.2. AMSC will not be obligated to complete the Procurement Services if it determines in its discretion that:
  - a) there is not a sufficient number of Aggregated Customers or the Aggregated Customers' Electricity Requirements are not sufficient to warrant conducting the public procurement; or

- b) there are no suitable proposals submitted in response to the public procurement process; or
  - c) AMSC was unable to negotiate a suitable Contract with a Selected Supplier.
- 3.3. In the event that AMSC does not enter into a Contract with a Selected Supplier, AMSC will notify the Aggregated Customers of the inability to complete the Procurement Services and that this Agreement and the Retail Services Agreement (in so far as it relates to this Agreement) are terminated and neither Party will have any further obligation or liability to the other in respect of either this Agreement or the Retail Services Agreement (in so far as it relates to this Agreement). For clarity, nothing in this Section 3.3 shall have the effect of terminating the Retail Services Agreement between AMSC and the Participant in relation to any other services that AMSC provides to the Participant.
- 4. SCOPE OF AUTHORITY**
- 4.1. In performing the Procurement Services, AMSC, as the Buying Group Lead, is authorized to enter into a Contract to meet the Electricity Requirement of the Participant for the Electricity Term provided that the price for any equivalent period of time does not exceed the Electricity Maximum Price.
- 4.2. The Participant also has the option to receive Green Power for all or a portion of its Electricity Requirement. If the Participant has indicated in Schedule "B" that it would like to receive Green Power, the Participant authorizes AMSC to acquire Green Power on behalf of the Participant for the Green Power Term, provided that the price does not exceed the Green Power Maximum Price.
- 4.3. In performing the Procurement Services, if, as a result of bids received during the public procurement process, AMSC determines, in good faith and acting reasonably, that an adjustment to the Participant's Electricity Requirement will benefit the Participant by decreasing the estimated unit cost of electricity and/or reducing energy cost exposure to the Participant, then AMSC will deliver notice to the Participant, in writing, of the proposal for an adjusted Electricity Requirement (the "**Adjusted Electricity Requirement**"). The Participant will be provided five (5) Business Days to authorize and instruct AMSC, in writing, to utilize the Adjusted Electricity Requirement instead of the Electricity Requirement in Schedule "B". If the Participant does not provide authorization within five (5) Business Days of receipt of the notice, AMSC will proceed with the Electricity Requirement in Schedule "B". If the Participant elects to utilize the Adjusted Electricity Requirement in accordance with this Section, the Green Power Requirement (as applicable) will be adjusted proportionally by the same percentage (the "**Adjusted Green Power Requirement**") Provided that AMSC is acting reasonably and in good faith, the Participant shall not have any claim against AMSC in respect of the Adjusted Electricity Requirement or Adjusted Green Power Requirement nor is AMSC liable to the Participant for any additional costs, fees, expenses, or otherwise that the Participant may experience arising from adjustments under this Section.
- 4.4. If the Participant elects to utilize the Adjusted Electricity Requirement and Adjusted Green Power Requirement (as applicable) in accordance with Section 4.3, any reference

- to Electricity Requirement and Green Power Requirement in this Agreement will refer to the Adjusted Electricity Requirement and Adjusted Green Power Requirement, as the case may be.
- 4.5. Should AMSC be successful in procuring a Long-Term Electricity Purchase and/or Green Power, AMSC will charge the Participant for electricity and Green Power purchased under this Section in accordance with the terms of the Retail Services Agreement.
- 4.6. The Participant acknowledges and agrees that the Long-Term Electricity Purchase Price is dependent on the outcome of the public procurement process conducted by AMSC and the resulting Contract with the Selected Supplier(s). AMSC has complete authorization and discretion to agree to a Long-Term Electricity Purchase Price, provided that AMSC will be required to select the lowest price or combination of prices that result in the lowest equivalent price subject to acceptable risk protection to achieve the Aggregated Customers' Electricity Requirements, to be determined by AMSC in its sole discretion, that is less than or equal to the Electricity Maximum Price.
- 4.7. The Participant acknowledges and agrees the availability of Green Power, and the Green Power Purchase Price, is dependent on the outcome of the public procurement process conducted by AMSC and the resulting Contract with the Selected Supplier(s). AMSC has complete authorization and discretion to:
- a) enter into a Contract with Selected Supplier(s) which does not include the supply of Green Power; or,
  - b) agree to a Green Power Purchase Price, provided that it is less than or equal to the Green Power Maximum Price.
- 4.8. Once a Contract is signed with the Selected Supplier(s), the Long-Term Electricity Purchase Price and Green Power Purchase Price (as applicable) will be recorded in a Transaction Confirmation under the Retail Services Agreement and provided to the Participant.
- 4.9. Notwithstanding the foregoing, the Participant acknowledges and agrees that AMSC as the Buying Group Lead may determine that no acceptable responses have been received in accordance with the public procurement process and AMSC is not obligated to enter into a Contract if there are no acceptable responses.

**5. OBLIGATIONS OF AMSC**

- 5.1. AMSC will:
- a) perform the Procurement Services in accordance with the terms of this Agreement, for and on behalf of the Participant;
  - b) use reasonable marketing efforts in AMSC's discretion to attract Aggregated Customers in order to secure the benefits of a lower Long-Term Electricity Purchase Price;
  - c) perform market research and other due diligence as required to perform the Procurement Services;
  - d) honestly and diligently perform the Procurement Services in good faith and at all times exercise the professionalism, care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances;



- e) keep the Participant informed as to the status of the public procurement process, at the Participant's request;
- f) provide notification of the outcome of the procurement process and resulting Long-Term Electricity Purchase Price and Green Power Purchase Price (as applicable);
- g) deliver a copy of the fully executed Agreement to the Participant, with the Effective Date noted thereon; and,
- h) comply with all Applicable Law.

5.2. Notwithstanding that the Term of this Agreement will continue until the end of the Electricity Term or the Green Power Term as the case may be, AMSC's obligation to perform the Procurement Services hereunder shall be complete and AMSC shall have no further obligation to the Participant in respect of the Procurement Services once AMSC enters into a Contract with the Selected Supplier(s).

## 6. OBLIGATIONS OF THE PARTICIPANT

6.1. The Participant will:

- a) obtain all required authorizations and Approval Documents to enter into this Agreement and as may be requested from time to time;
- b) provide to AMSC all information required to allow AMSC to perform the Procurement Services, as may be requested by AMSC, including details regarding the Participant's Electricity Requirement and Green Power Requirement;
- c) enter into the Retail Services Agreement and utilize AMSC as its exclusive Retailer of electricity throughout the Electricity Term; and,
- d) comply with all Applicable Law.

## 7. FEES AND CONSIDERATION

7.1. In exchange for the provision of the Procurement Services, the Participant agrees to pay AMSC a program administration fee of \$0.00315/kWh (the "**Program Fee**"), to be added to the Long-Term Electricity Purchase Price for the Electricity Term and recovered in accordance with the terms of the Retail Services Agreement. For clarity, this fee only applies to the Electricity Requirement.

## 8. SUBCONTRACTORS

- 8.1. AMSC may engage or retain the services of any agent, contractor or other third party for purposes of providing the Procurement Services hereunder, provided such agent, contractor or third party is bound by all covenants and obligations of AMSC under this Agreement as they relate to the services being provided by such agent, contractor or third party.
- 8.2. The use of any agents, contractors or other third party by AMSC shall in no way relieve AMSC from its responsibility and obligation to provide the Procurement Services in accordance with the terms of this Agreement.

## 9. INFORMATION

- 9.1. All data and information, regardless of the format, provided by the Participant under this Agreement ("**Participant Information**") will remain the sole property of the Participant. AMSC will not disclose, use, sell, or provide Participant Information to any person, firm or entity for any purpose not required to give effect to this Agreement or the Retail Services Agreement except as required under Applicable Law.
- 9.2. All data and information, regardless of the format, provided by AMSC to the Participant under this Agreement (the "**AMSC Information**") will remain the sole property of AMSC.

The Participant will not disclose, use, sell or provide AMSC Information to any person, firm or entity for any purpose not required to give effect to this Agreement or the Retail Services Agreement except as required under Applicable Law.

## 10. REPRESENTATIONS AND WARRANTIES

10.1. AMSC represents and warrants to the Participant:

- a) it is duly incorporated and will remain in good standing at all times during the performance of the Procurement Services;
- b) it has the resources and experience to provide the Procurement Services to the Participant;
- c) all necessary actions have been taken by AMSC to offer the Procurement Services to the Participant and to enter into this Agreement; and,
- d) AMSC has complied with all obligations of the Buying Group Lead in accordance with the Buying Group Terms and Applicable Law.

10.2. The Participant represents, warrants and covenants to AMSC that:

- a) all necessary actions have been taken by the Participant, and all necessary Approval Documents have been obtained by the Participant, to accept the Procurement Services of AMSC and to enter into this Agreement;
- b) the Participant has complied with all obligations of the Buying Group in accordance with the Buying Group Terms and Applicable Law;
- c) all information submitted by the Participant to AMSC in connection with the Procurement Services is true and correct;
- d) the Participant has and will at all times throughout the Term keep in strict confidence all information shared by AMSC including, without limiting the generality of the foregoing, this Agreement, the Long-Term Electricity Purchase, the Long-Term Electricity Price, the Green Power Purchase Price, marketing or sales materials, correspondence, or the like;
- e) the Participant acknowledges and agrees that AMSC is not acting as a fiduciary or financial, investment or commodity trading advisor for the Participant and has not given the Participant (directly or indirectly through any other person) any assurance, guarantee or representation whatsoever as to the merits of this Agreement or the expected performance or result of this Agreement.

## 11. LIMITATION ON DAMAGES

11.1. In no event shall AMSC be liable to the Participant for:

- a) special, incidental or consequential damages; or
- b) loss of sales, profits, production or output or loss of contracts or business interruptions; or
- c) punitive damages; arising out of, or in connection to, this Agreement and AMSC's provision of the Procurement Services, however caused.

## 12. TERMINATION

12.1. The Participant may terminate this Agreement at any time, upon providing thirty (30) days' written notice to AMSC and paying the applicable Termination Fee set out in Section 12.2.

12.2. If the Participant terminates this Agreement:

- a) before AMSC conducts a public procurement for the Participant's Electricity Requirement and Green Power Requirement (as applicable), the Participant must pay AMSC a Termination Fee equal to the Program Fee multiplied by the Participant's Electricity Requirement for the first twelve (12) months of the Electricity Term;
- b) at any time after AMSC conducts a public procurement for the Participant's Electricity Requirement and Green Power Requirement (as applicable), the Participant must pay AMSC a Termination Fee, calculated as:
- (i) For electricity, the sum of the Program Fee and the Long-Term Electricity Purchase Price multiplied by the Participant's total remaining Electricity Requirement over the Electricity Term;
  - (ii) for Green Power, the Green Power Purchase Price multiplied by the Participant's total remaining Green Power Requirement over the Green Power Term.
- 12.3. AMSC may terminate this Agreement without penalty at any time before AMSC enters into a Contract with the Selected Supplier(s), upon providing thirty (30) days' written notice to the Participant.
- 12.4. AMSC may terminate this Agreement at any time after AMSC enters into a Contract with the Selected Supplier(s) in accordance with the terms of the Retail Services Agreement.
- 13. NOTICES**
- 13.1. All notices required under this Agreement must be in writing and delivered by registered mail, email, or fax to the following address:
- a) To AMSC at:  
 Alberta Municipal Services Corporation  
 Attention: Senior Director, Utility Services  
 #300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
 Fax: 780-433-4454 Email: energy@abmunis.ca
  - b) To the Participant: Village of Innisfree  
 Attention: Chief Administrative Officer  
 5116 50 Avenue Innisfree, AB T0B 2G0  
 Email: cao@innisfree.ca
- 13.2. Notices sent by registered mail will be deemed to have been received five (5) days after the date of mailing, provided there is no interruption in the postal service, in which case notice must be delivered by one of the other methods.
- 13.3. Notices sent by fax or e-mail shall be deemed to have been received on the Business Day following the date of transmission or delivery, as applicable.
- 13.4. Either Party may amend its address for notice by providing written notice to the other in accordance with this Section.
- 14. GENERAL**
- 14.1. All of the Schedules referred to in this Agreement are incorporated into and form part of this Agreement.
- 14.2. This Agreement and attached Schedules contain the entire understanding between the Parties and supersedes all prior negotiations, discussions, undertakings and agreements between the Parties regarding the Long-Term Electricity Purchase and the Buying Group.
- 14.3. This Agreement may only be altered or amended by an agreement in writing, signed by both Parties.
- 14.4. No waiver of any provision of this Agreement will be effective unless it is in writing and signed by the Parties.
- 14.5. This Agreement may only be assigned by the Participant with written consent from AMSC, provided that, such consent will not be required where the assignment results from the dissolution of a municipality in accordance with the *Municipal Government Act*. The Customer shall be and remain liable for all obligations to AMSC pursuant to this Agreement until such time as AMSC releases the Customer in writing.
- 14.6. AMSC may assign this Agreement without consent to an entity of similar or better capability and capacity, as determined by AMSC in its discretion acting reasonably, on the provision of thirty (30) days' notice. Upon such assignment, the assignee shall have all of the rights, duties, powers, privileges and liabilities which AMSC had prior to such assignment and upon such assignment AMSC shall be released from any and all liability pursuant to this Agreement.
- 14.7. If there is any conflict or inconsistency between the terms of this Agreement and the terms of the Retail Services Agreement, the terms of this Agreement shall prevail.
- 14.8. This Agreement will be interpreted and governed by the laws of the Province of Alberta and of Canada as amended from time to time.
- 14.9. Any legal proceedings arising directly or indirectly out of this Agreement will be litigated in the City of Edmonton in the Province of Alberta.
- 14.10. Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any of the provisions are held to be invalid, the remainder of the Agreement will remain in full effect.
- 14.11. Any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement shall survive any expiration or termination and remain in effect.
- 14.12. This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the Parties.
- 14.13. This Agreement may be signed in one or more counterparts, and each counterpart will be considered an original. All of the counterparts will be considered one document, and will become a binding agreement when one or more counterparts have been signed by each of the Parties and delivered to each other.

ACKNOWLEDGED AND AGREED by the Parties as of the Effective Date.

**Participant**

Per: \_\_\_\_\_  
 Name: Brooke Magosse  
 Title: Chief Administrative Officer

Date: \_\_\_\_\_

**AMSC**

Per: \_\_\_\_\_  
 Name: Dan Rude  
 Title: Chief Executive Officer

Date: \_\_\_\_\_



## SCHEDULE “A” DEFINITIONS

- a) “**Act**” means the *Electric Utilities Act*, SA 2003, c E-5.1, as amended;
- b) “**Adjusted Electricity Requirement**” has the meaning given to it in Section 4.3;
- c) “**Adjusted Green Power Requirement**” has the meaning given to it in Section 4.3;
- d) “**Aggregated Customers**” means the Participant together with other MUSH Sector Entities that agree to participate in the public procurement for a Long-Term Electricity Purchase and execute this Power+ Agreement with AMSC;
- e) “**Aggregated Customers’ Electricity Requirements**” means the aggregate of the Electricity Requirement for all of the Aggregated Customers, each of which may be adjusted in accordance with Section 4.3;
- f) “**Agreement**” means this Power+ Agreement and attached Schedules, as amended from time to time in accordance with Section 14.3;
- g) “**Alberta Electric System Operator**” is the operating name for the Independent System Operator, as defined in the Act;
- h) “**Alberta Municipalities**” has the meaning given to it in the recitals to this Agreement;
- i) “**AMSC**” means the Alberta Municipal Services Corporation;
- j) “**AMSC Information**” has the meaning given to it in Section 9.2;
- k) “**Applicable Law**” means all applicable laws, rules and regulations including, without limitation, all relevant legislation, regulations, bylaws, ordinances and trade agreements;
- l) “**Approval Documents**” has the meaning given to it in the recitals to this Agreement;
- m) “**Business Day**” means a day other than a Saturday, Sunday or statutory holiday in the Province of Alberta;
- n) “**Buying Group**” has the meaning given to it in the recitals to this Agreement;
- o) “**Buying Group Lead**” means the entity that will publish the procurement on behalf of the Buying Group and as of the date of this Agreement means AMSC;
- p) “**Buying Group Terms**” means the terms and conditions for the participation in the Buying Group, as set out in Schedule “C” to this Agreement;
- q) “**Contract**” means a contract with the Selected Supplier(s) for the Long-Term Electricity Purchase and/or Green Power executed by AMSC for the benefit of Aggregated Customers;
- r) “**Effective Date**” means the date on which AMSC executes this Agreement as noted by AMSC’s signing line;
- s) “**Electricity Maximum Price**” means \$0.068 / kWh;
- t) “**Electricity Requirement**” means the volume of electricity, in MWh, to be procured by AMSC on behalf of the Participant over the Electricity Term, as set out in Schedule “B” to the Agreement, as may be adjusted in accordance with Section 4.3;
- u) “**Electricity Term**” means the period between the “Deal Start Date” and the “Deal End Date”, as specified in the Electricity Product Table in Schedule “B” to this Agreement;
- v) “**Green Power**” means a Renewable Energy Certificate;
- w) “**Green Power Maximum Price**” means \$0.03 / kWh;
- x) “**Green Power Purchase Price**” means the fixed price in \$/kWh of Renewable Energy Certificates to be supplied by the Selected Supplier(s) under the Contract;
- y) “**Green Power Requirement**” means the volume of Green Power to be procured by AMSC on behalf of the Participant over the Green Power Term, as set out in Schedule “B” to this Agreement, as may be adjusted in accordance with Section 4.3;
- z) “**Green Power Term**” means the period between the “Deal Start Date” and the “Deal End Date”, as specified in the Green Power Product Table in Schedule “B” to this Agreement;
- aa) “**kWh**” means a measure of electrical energy, a unit of work or energy, measured as 1,000 watts of power expended for one (1) hour;
- bb) “**Long-Term Electricity Purchase**” means the procurement of electricity to be supplied to the Participant on a financial basis from the Selected Supplier(s) who will flow the electricity to the Alberta Electric System Operator;
- cc) “**Long-Term Electricity Purchase Price**” means the fixed price, in \$/kWh, of electricity to be supplied by the Selected Supplier(s) under the Contract;
- dd) “**MUSH Sector Entity**” means a municipal corporation in the Province of Alberta, municipal organizations, school boards, and publicly-funded academic, health, and social service entities as well as any corporation or entity owned, controlled or financially-guaranteed by one or more of the preceding entities;
- ee) “**MWh**” means a measure of electrical energy, a unit of work or energy, measured as 1,000,000 watts of power expended for one (1) hour;
- ff) “**Objectives**” has the meaning given to it in the recitals to this Agreement;
- gg) “**Participant Information**” has the meaning given to it in Section 9.1;
- hh) “**Party**” means either AMSC or the Participant (as the context may require) and “**Parties**” means both AMSC and the Participant;
- ii) “**Procurement Services**” means all of the services performed by AMSC, for and on behalf of the Participant, as set out in Section 3.1, and any functions necessary and incidental to the performance of those services;
- jj) “**Program Fee**” has the meaning given to it in Section 7.1;
- kk) “**Renewable Energy Certificate**” means a credit, reduction right, offset, allocated pollution right, emission reduction allowance or other proprietary or contractual right, whether or not tradable, resulting from the actual or assumed displacement of emissions by the production of one (1) MWh of electrical energy as a result of the utilization of renewable energy technology certified under the Environmental Choice™ Program Standard for Sustainability for Renewable Low-Impact Electricity Products, UL 2854, or an agreed upon successor program, and evidenced by in certificate form. In the event that any government or non-government agency, whether provincial, federal, national or international in scope or authority, creates or sanctions a registry, trading system, credit, offset or other program relating to Renewable

Energy Certificates or their equivalent, the term Renewable Energy Certificate as used in this Agreement shall include the rights or benefits created or sanctioned under any such program or programs;

- ll) **"Retail Services Agreement"** means the form of agreement attached as Schedule "D" to this Agreement;
- mm) **"Retailer"** has the meaning set out in the Act;
- nn) **"Selected Supplier"** means the person(s) with whom AMSC has entered into a Contract for the Long-Term Electricity Purchase for the Electricity Requirement and/or

Green Power for the Green Power Requirement of the Aggregated Customers, in accordance with the public procurement process outlined in Section 3;

- oo) **"Term"** means the period from the Effective Date to the end of the Electricity Term or Green Power Term, whichever is later;
- pp) **"Termination Fee"** means the fee payable by the Participant if the Participant elects to terminate this Agreement, calculated in accordance with Section 12.2.



## SCHEDULE "B"

### Electricity Requirement and Green Power Requirement – Village of Innisfree

#### Electricity Product Table:

Product	Deal Start Date	Deal End Date
7x24	January 1, 2024	December 31, 2033

#### Electricity Volumes Table

(Volumes shown in MWhs. 1 MWh equals 1,000 kWh)

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Jan	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392
Feb	12.528	12.096	12.096	12.096	12.528	12.096	12.096	12.096	12.528	12.096
Mar	13.374	13.374	13.374	13.374	13.374	13.374	13.374	13.374	13.374	13.374
Apr	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960
May	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392
Jun	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960
Jul	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392
Aug	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392
Sep	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960	12.960
Oct	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392
Nov	12.978	12.978	12.978	12.978	12.978	12.978	12.978	12.978	12.978	12.978
Dec	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392	13.392
<b>Total</b>	<b>158.112</b>	<b>157.680</b>	<b>157.680</b>	<b>157.680</b>	<b>158.112</b>	<b>157.680</b>	<b>157.680</b>	<b>157.680</b>	<b>158.112</b>	<b>157.680</b>

\*These volumes are subject to adjustment pursuant to Section 4.3 of the Agreement.

#### Green Power Product Table:

Product	Deal Start Date	Deal End Date
RECs		December 31, 2033

#### Green Power Volumes Table

(Volumes shown in MWhs. 1 MWh equals 1,000 kWh)

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Jan	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Feb	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mar	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Apr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Jun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Jul	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Aug	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sep	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Oct	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nov	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Dec	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

\*These volumes are subject to adjustment pursuant to Section 4.3 of the Agreement.

## SCHEDULE "C"

# ALBERTA MUNICIPALITIES POWER+ BUYING GROUP TERMS

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1. The Buying Group Lead shall be AMSC.
2. In order to qualify as an Aggregated Customer, an entity must meet the following criteria:
  - a. the entity is a MUSH Sector Entity; AND
  - b. the entity is a member of Alberta Municipalities; AND
  - c. AMSC has, in its sole discretion, approved the entity's participation in the Buying Group.
3. AMSC will ensure that the procurement will be conducted in accordance with all Applicable Law including but not limited to Chapter Five – Government Procurement, of the *Canadian Free Trade Agreement* and Article 14: Procurement, of the *New West Partnership Trade Agreement*.
4. AMSC's request for proposals as published on the Alberta Purchasing Connection portal will list all Aggregated Customers.
5. Each Aggregated Customer will publish a notice of participation in the Buying Group on the Alberta Purchasing Connection portal.
6. The Buying Group shall be referred to in all notices published by AMSC or the Aggregated Customers that may be required as the "Alberta Municipalities Power+ Buying Group".
7. All information disclosed to the Aggregated Customers as a result of their participation in the Buying Group shall be kept confidential by the Aggregated Customers.

## SCHEDULE "D" RETAIL SERVICES AGREEMENT

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# Retail Services Agreement

Between:

Alberta Municipal Services Corporation (AMSC)

AND

---

(the Customer)





## RETAIL SERVICES AGREEMENT

Parties	Address for Notice
Alberta Municipal Services Corporation (“AMSC”)	<b>Attention:</b> 300, 8616 - 51 Avenue Edmonton, Alberta T6E 6E6 <b>Fax:</b> <b>Email:</b>
<div style="background-color: yellow; height: 15px; width: 100%; margin-bottom: 5px;"></div> (the “Customer”)	<b>Attention:</b> <div style="background-color: yellow; height: 15px; width: 100%; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 15px; width: 100%; margin-bottom: 5px;"></div> <b>Fax:</b> <b>Email:</b>

This Retail Services Agreement sets out the terms and conditions upon which AMSC will provide Retail Services to the Customer and arrange for the supply of Products on behalf of the Customer, in exchange for which the Customer will make payments to AMSC as set out in this Agreement.

This Agreement includes the following Schedules:

Schedule Number and Name	Applicable & Attached
Schedule 1 - General Terms and Conditions	<input type="checkbox"/>
Schedule 2 - Definitions	<input type="checkbox"/>
Schedule 3 - Retail Services and Standards	<input type="checkbox"/>
Schedule 4 - Community Related Organization Guarantee	<input type="checkbox"/>
Schedule 5 - Sample Form of Transaction Confirmation	<input type="checkbox"/>

This “Agreement” is comprised of this Cover Page, each of the Schedules, any Transaction Confirmation(s) and associated Pricing Schedule(s) and upon execution by AMSC and the Customer in the spaces provided below, will be binding on both AMSC and the Customer in accordance with its terms.

In the case of any conflict among the documents comprising the Agreement, the order of precedence, from highest to lowest, shall be as follows: Pricing Schedule(s), Transaction Confirmation(s), and then the Schedules included with this Cover Page.

**CUSTOMER**

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**ALBERTA MUNICIPAL SERVICES CORPORATION**

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## SCHEDULE 1 - General Terms and Conditions

The following General Terms and Conditions apply to the supply and sale of the Product(s) by AMSC in accordance with any Transaction Confirmation. All capitalized terms used in these General Terms and Conditions which are not otherwise defined will have the meaning set out in Schedule 2.

### 1.0. AMSC AS RETAILER OF RECORD

- 1.1. The Customer appoints AMSC as the Customer's exclusive Retailer of Record. AMSC agrees that it shall perform the Retailer of Record services required by the Settlement Code.
- 1.2. The Customer appoints AMSC as its agent during the Effective Period to deal with all applicable third parties on the Customer's behalf as may be necessary for AMSC to perform the Retail Services, and authorizes AMSC as its agent during the Effective Period to take such actions as AMSC deems necessary to satisfy its obligations under this Agreement.

### 2.0. TERM

- 2.1. This Agreement shall commence on the Effective Date and shall continue in full force and effect for the duration of the Effective Period, unless terminated earlier in accordance with these Terms and Conditions.
- 2.2. AMSC will commence providing Retail Services on the Effective Date and will continue providing Retail Services to the Customer during the Effective Period, subject to the earlier termination of this Agreement.
- 2.3. AMSC will commence supplying Product(s) on the Deal Start Date set out in any applicable Transaction Confirmation, for the Customer's listed Sites, and will continue supplying Product(s) to the Customer until the Deal End Date specified in the applicable Transaction Confirmation, subject to the early termination of this Agreement or the applicable Transaction Confirmation.
- 2.4. All payment obligations, confidentiality obligations and indemnity obligations under this Agreement shall survive the termination or expiration, as the case may be, of the Agreement and shall continue in full force and effect between the Parties.

### 3.0. INFORMATION

- 3.1. Each Party shall make available to the other Party consumption data and any other available information referring to the amount of Product(s) required or supplied and other information pertinent to this Agreement. Each Party shall furnish the other Party with any desired information relative to prospective changes in the demand for or the supply of Product(s). AMSC shall be entitled to retain and use all information it receives relevant to this Agreement in respect of the Customer's consumption and billing records for the purposes of administering this Agreement including the provision of supplemental Energy Management Services. The particulars and charges for any Energy Management Services will be negotiated between the Parties and detailed in a separate agreement executed by the Parties.
- 3.2. The Customer agrees to supply to AMSC all information concerning the Customer or any of the Sites that may be required for purposes of the Settlement Code and Energy Management Services and agrees that AMSC may use or

disclose such information in accordance with the Settlement Code, or as reasonably required to implement and perform the Energy Management Services provided that a Customer is not identified through the end use of such information. Information used for Energy Management Services will be retained by AMSC to support future value-added services.

- 3.3. The Parties agree that, subject to Sections 3.1 and 3.2, the information supplied by any Party pursuant to this Agreement (the "**Confidential Information**") is commercial and financial information, the improper disclosure of which can be reasonably expected to harm the Party who owns such Confidential Information. No Party shall disclose the terms of this Agreement to a third party (other than such Party's employees, lenders, counsel, accountants, auditors or other advisors or its credit support provider's employees, lenders, counsel, accountants, auditors or other advisors) except in order to comply with the provisions of this Agreement, any applicable law, order, regulatory or exchange rule. Each Party shall notify the other Party of any proceeding of which it is aware that may result in any required disclosure and use reasonable efforts to prevent or limit such disclosure.
  - 3.4. Subject to Sections 3.1 and 3.2, each Party undertakes that unless it has received the prior written consent of the other Party (not to be unreasonably withheld), it will hold the Confidential Information in confidence, will not disclose any of the Confidential Information to any third party and will only use the Confidential Information for the purposes of this Agreement. Each Party acknowledges that unauthorized disclosure or use of Confidential Information belonging to the other Party could cause irreparable harm and significant injury to the other Party and as such, monetary damages may not be a sufficient remedy for any disclosure of the Confidential Information. Accordingly, each Party hereby agrees that the other will have the right to seek and obtain specific performance and/or injunctive relief to enforce these obligations in addition to any other rights and remedies it may have. Notwithstanding the foregoing, no Party will be liable for disclosure required by a court of law, government or regulating authority, or for purposes of a corporate audit. Each Party shall use reasonable efforts to inform the other Party of the demand for such disclosure thereby affording any other Party the opportunity to oppose the requirement for the disclosure.
- ### 4.0. USE OF ELECTRICITY AND NATURAL GAS
- 4.1. Electrical energy and natural gas sold hereunder shall be sold to the Customer free of all mortgages, charges, security interests, claims, liens and encumbrances. AMSC makes no other warranty, express or implied, statutory or otherwise, and AMSC specifically disclaims all other warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose or use. The Customer shall not permit any other persons to use the electrical energy or natural gas sold hereunder at any place other than at the Sites. Subject to use by any tenant at a



- Site, the Customer shall not resell or otherwise dispose of any electrical energy or natural gas purchased hereunder.
- 4.2. AMSC is under no obligation to provide any services or to supply electrical energy or natural gas unless, at all times during the Deal Term:
- (a) the supply of electrical energy or natural gas or the provision of services by AMSC and the facilities at each Site comply with the requirements of, and do not cause AMSC to be in breach of its licence or any applicable Law;
  - (b) the Customer has in place the appropriate metering and related equipment as required by the Distribution Company and applicable Law; and
  - (c) the Customer has all permits, licences, approvals or other instruments necessary for the receipt of electrical energy or natural gas at the Site(s).
- 5.0. RENDERING AND PAYMENT OF INVOICES**
- 5.1. AMSC shall each month render an invoice to the Customer for the Charges.
- 5.2. Such invoice shall be due and payable as of the date of the invoice, and a late payment charge at a rate of 2% per month (24% per annum) compounded monthly applies from the date of the invoice. A grace period of twenty-one (21) calendar days from the date of the invoice is provided during which the late payment charge is waived if payment of such invoice is made in full within the grace period.
- 5.3. AMSC may give fifteen (15) Business Days' written notice to the Customer to pay all outstanding invoices, and in the event any of the invoices remain unpaid at the end of the said fifteen (15) Business Days' notice, without prejudice to any of its other remedies, AMSC may discontinue the sale of the Product(s) to the Sites for non-payment pursuant to Section 10.
- 5.4. In the event that the Parties have executed a separate netting agreement, the terms and conditions in that separate netting agreement shall prevail.
- 6.0. PRICE, FEES AND CHARGES**
- 6.1. The Customer acknowledges that, in addition to all other amounts referenced in this Agreement, the Customer shall be responsible for and agrees to pay to AMSC (collectively the "Charges"):
- (a) the Price under each Transaction Confirmation;
  - (b) the Retail Service Charge;
  - (c) any Program Fee (as applicable);
  - (d) any Procurement Fee (as applicable);
  - (e) all Other Charges applicable to the supply of the Product(s);
  - (f) any other fees or charges set out in each Transaction Confirmation; and,
  - (g) applicable taxes.
- 7.0. FEE ESCALATION**
- 7.1. The Retail Service Charge and Procurement Fee (as applicable) shall be subject to a one-time fee escalation which may be applied at the discretion of AMSC at one time during the course of the Effective Period. This one-time adjustment will be seventy-five (75%) percent of the cumulative (but not compounded) annual percentage increase in the CPI using 2024 as the baseline for determining the year over year CPI increase.
- 8.0. LIABILITY AND INDEMNITY**
- 8.1. The Customer hereby agrees that, except for damage, injury or loss caused by the gross negligence of AMSC or its respective agents and employees acting within the scope of their employment, AMSC shall not be liable for any damage, injury or loss, howsoever caused, suffered by or occasioned to the Customer or to any person or property either on, or brought on to, any Site and, without limiting the generality of the foregoing, AMSC shall not be liable, save as aforesaid, for any damage, injury or loss caused by:
- (a) the escape of electrical energy or natural gas brought onto or delivered to the Site(s);
  - (b) the installation, maintenance and operation or failure of operation of the equipment owned or used by or for the benefit of the Customer, or any Distribution Company; and,
  - (c) any event or circumstance that interrupts or constrains AMSC's access to or use of the transmission system or any distribution system.
- 8.2. The Customer is liable for and hereby undertakes, except for damage, injury or loss occasioned by the gross negligence of AMSC or its agents and employees acting within the scope of their employment, to indemnify and save harmless AMSC and its contractors, agents and employees against any and all claims and demands which may be made against it or them as a result of any damage, injury or loss, howsoever caused, suffered by or occasioned to any person or property either on, or brought on to, the Sites.
- 8.3. Notwithstanding anything to the contrary expressed in this Agreement, AMSC shall not be liable for, and the Customer shall not pursue, any claim for damage, injury or loss of a consequential nature or any claim for damage, injury or loss resulting from the loss of sales, profits or production or output from the Customer's business at the Sites, howsoever caused.
- 8.4. The Customer agrees to indemnify and save harmless AMSC from any and all costs, including legal fees and disbursements on a solicitor and own client full indemnity basis, incurred by AMSC in connection with the enforcement of this Agreement.
- 8.5. Each Party agrees that it has a duty to mitigate damages and agrees that it will use commercially reasonable efforts to minimize any damages it may incur as a result of the other Party's performance or non-performance of this Agreement.
- 8.6. If no remedy or measure of damages is expressly provided in this Agreement or in a Transaction Confirmation, a Party's liability is limited to direct actual damages only as the sole and exclusive remedy of that Party. Further, the Customer acknowledges and agrees that AMSC's liability is expressly limited to the total amount of the Retail Service Charge paid by the Customer under this Agreement up to the date of the event giving rise to such liability.
- 9.0. TAXES**
- 9.1. The Customer agrees to pay to AMSC goods and services taxes, value added taxes and any other taxes or governmental charges that are applicable to the Charges under this Agreement and such payments shall be made in accordance with Section 5 of this Agreement.
- 10.0. EVENTS OF DEFAULT OF THE CUSTOMER**
- 10.1. The occurrence of any of the following events constitutes an event of default ("Customer Event of Default") with respect to the Customer:

- a) failure of the Customer to make any payment when due under this Agreement and such failure is not remedied within the time specified in Section 5;
  - b) failure of the Customer to observe and perform its other obligations in accordance with this Agreement if the failure is not remedied on or before fifteen (15) Business Days after notice of such failure is given;
  - c) the Customer assigns this Agreement without obtaining AMSC's consent in accordance with Section 20;
  - d) the Customer becomes insolvent or is generally not paying, or admits in writing its inability to pay its debts as they become due;
  - e) the Customer files or consents to the filing of any petition or action seeking relief under any federal, provincial, or foreign bankruptcy, insolvency, reorganization, winding up, readjustment of debts or other similar law;
  - f) the Customer makes a general assignment for the benefit of its creditors, applies for or consents to the appointment of or taking of possession of any of the Customer's assets by a custodian, receiver, bailiff, receiver-manager, trustee, liquidator or other entity with similar powers; or,
  - g) the Customer removes all Sites from the Agreement or removes AMSC as its Retailer of Record for all Sites during the term of this Agreement, without consent from AMSC, which is not remedied on or before fifteen (15) Business Days after receipt of written notice from AMSC.
- 10.2. If a Customer Event of Default has occurred, AMSC may:
- a) immediately discontinue the supply and sale of some or all of the Products;
  - b) terminate this Agreement or any one or more Transaction Confirmation, with such termination taking effect on the day of delivery of notice of such termination, provided that the Customer shall be obligated to pay AMSC the Charges for the discontinued Products up to and including the date of discontinuance of sale or termination; and,
  - c) in the event that such Customer Event of Default impacts the supply of, or any other matter in respect of the Power+ Product, terminate the Power+ Agreement.
- 10.3. In addition to all other remedies in this Agreement, in the event that this Agreement is terminated for a Customer Event of Default, the Customer agrees to pay to AMSC the Liquidated Damages in accordance with Section 12.
- 10.4. The termination of all or a portion of this Agreement shall not affect or limit any of the obligations of the Customer accruing up to the date of termination or any ongoing obligations pursuant to any portion of this Agreement that is not terminated by AMSC.
- 10.5. The provisions of this Section 10 shall survive the termination of this Agreement to the extent required to rectify any other default by the Customer under this Agreement.
- 11.0. EVENT OF DEFAULT OF AMSC**
- 11.1. The failure of AMSC to make available to the Customer the price and quantity of Product(s) purchased by the Customer under a Transaction Confirmation constitutes an event of default with respect to AMSC under this Agreement ("**AMSC Event of Default**"). For certainty, a billing error does not constitute an AMSC Event of Default.
- 11.2. If an AMSC Event of Default has occurred and continues for a period of fifteen (15) Business Days and remains unremedied by AMSC, then the Customer may terminate this Agreement upon written notice to AMSC, with such termination taking effect on the day of delivery of notice of such termination. For certainty, no Liquidated Damages shall be due to AMSC in the event of a termination arising from an AMSC Event of Default.
- 11.3. This Section 11 is not applicable to any event that falls within the scope of Section 14.
- 11.4. The termination of this Agreement shall not affect or limit any of the obligations of AMSC accruing up to the date of termination.
- 11.5. In the event AMSC fails to meet the Service Standards as set out in Schedule 3 to this Agreement, and upon being notified by the Customer of such failure, AMSC shall pay the credit specified in Schedule 3. For greater certainty, a failure of AMSC to meet any Service Standards is not an AMSC Event of Default.
- 11.6. Subject to any specific right to terminate a specific Transaction Confirmation in accordance with that Transaction Confirmation's terms or to terminate this Agreement in accordance with this Section 11, the Customer will have no right to terminate this Agreement prior to the expiry of the Effective Period. For certainty, the termination of a Transaction Confirmation in accordance with that Transaction Confirmation's terms will not have the effect of terminating this Agreement.
- 12.0. LIQUIDATED DAMAGES**
- 12.1. If:
- a) this Agreement is terminated by AMSC pursuant to a Customer Event of Default in Section 10.2 or a change in Law in Section 17.3; or
  - b) the Customer cancels or terminates this Agreement or any Transaction Confirmation in accordance with its terms (except pursuant to an AMSC Event of Default);
- then the Customer will pay AMSC the Liquidated Damages, if applicable. The Customer agrees to pay to AMSC the Liquidated Damages as compensation for the early termination of this Agreement within three (3) Business Days of AMSC's request.
- 12.2. The Parties acknowledge and agree that the payments provided for under this Agreement to compensate AMSC for changes in consumption or Electricity Usage Profiles, as applicable, and the calculation and payment of the Liquidated Damages by the Customer represent genuine and commercially reasonable determinations of the costs and damages arising from the relevant event in circumstances where actual damages are difficult or impossible to measure and that such amounts are not to be construed as a penalty.
- 13.0. SET OFF**
- 13.1. In the event of an occurrence of a Customer Event of Default or early termination of this Agreement by AMSC, AMSC shall be entitled, at its option, and subject to all other remedies in this Agreement, to set-off against any amounts whatsoever due or accruing to the Customer by AMSC or any of its agents under this Agreement or any other agreement (whether executed before, on or after the Effective Date of

this Agreement), any amounts due or accruing to AMSC or any of its agents by the Customer or any of its affiliates under this Agreement or any other agreement (whether executed before, on or after the Effective Date of this Agreement). The rights granted in this Section 13 shall be without prejudice and in addition to any right of setoff, combination of accounts, lien, or other right to which AMSC is at any time otherwise entitled, whether by operation of law, contract or otherwise. The provisions of this Section 13 shall survive the termination of this Agreement for the benefit of AMSC.

**14.0. SUPPLY DISRUPTION AND EVENT OF FORCE MAJEURE**

14.1. If, at any time during the term of this Agreement, the operations of AMSC or its ability to perform its obligations under this Agreement are suspended, curtailed or interfered with owing or attributable to an Event of Force Majeure, AMSC shall not be liable to the Customer under this Agreement until the cause or causes thereof have been removed, provided that AMSC shall take all reasonable precautions and adopt all reasonable measures to prevent or remove the cause of such suspension, curtailment or interference; however, where the cause or causes is in relation to the action, inaction, or failure of a Third Party Infrastructure Provider or Third Party Infrastructure, AMSC shall have no such obligation. In such event, the Customer shall pay the Variable Market Rate for all Product(s) consumed by the Customer during such time. Nothing in this Section 14 shall relieve the Customer from its liability to pay for Product(s) consumed during any such suspension, curtailment or interference. For the purposes of this Section 14.1, any market suspension, curtailment or other suspension of the normal operation of the energy market (including, without limitation, any market suspensions provided for under any applicable laws, including the AESO Rules, as amended and as applicable) shall be deemed to be an Event of Force Majeure.

14.2. The Supply Disruption and Event of Force Majeure provisions set out in Section 14.1 are for the benefit and use of AMSC only and shall not apply to, or be invoked by Customer without AMSC's prior written consent. If the Customer seeks AMSC's written consent it will provide AMSC with written notice claiming the particulars of how any of the circumstances described in Section 14.1 affect its operations or ability to perform its obligations under this Agreement.

**15.0. CUSTOMER AUTHORIZATION**

15.1. The Customer confirms that it has made and will make all decisions and assessments regarding this Agreement without relying upon any advice, recommendation, information or other representation (other than as expressly set out in this Agreement) provided to it by AMSC, and all such decisions including, without limitation, decisions concerning the Price and the quantities of Product(s) to be sold and purchased under this Agreement are a result of arm's length negotiations between the Parties or are based on advice and direction received by the Customer from third parties unrelated to AMSC.

15.2. The Customer confirms to the best of its knowledge, all authorizations, consents, approvals or exemptions required to be obtained or made by it in connection with the

Agreement have been obtained or made and remain validly in effect.

15.3. The Customer represents that it consumes more than:  
 a) 250,000 kWh of electrical energy, where the Product being supplied is electrical energy; and/or,  
 b) 2,500 GJs of natural gas, where the Product being supplied is natural gas,  
 annually, such that the Customer is not a "consumer" for the purposes of the *Energy Marketing and Residential Heat Sub-metering Regulation* under the *Fair Trading Act* (Alberta). The Customer indemnifies AMSC against all claims and losses where the Customer has breached this representation.

**16.0. REPRESENTATIONS AND WARRANTIES**

16.1. Each Party represents and warrants to each other Party as follows:

- a) it is duly organized, validly operating and in good standing under the laws of the jurisdiction of its formation;
- b) it is authorized and qualified to do business in the jurisdictions necessary to perform under this Agreement;
- c) the execution, delivery and performance of this Agreement are duly authorized and do not violate any governing documents or any contracts to which it is a party or any laws, rules or regulations applicable to it;
- d) there is no material event or other agreement which would impair that Party's right, authority or ability to execute this Agreement and otherwise consummate the transactions contemplated by this Agreement;
- e) the person executing the Agreement on its behalf is duly authorized to execute and deliver it;
- f) this Agreement is a legal, valid and binding obligation, enforceable against it in accordance with its terms;
- g) it has knowledge and experience that enable it to evaluate the merits and risks associated with this Agreement; and
- h) it is not acting as a fiduciary or financial, investment or commodity trading advisor for the other Party and has not given the other Party (directly or indirectly through any other person) any assurance, guarantee or representation whatsoever as to the merits of this Agreement or the expected performance or result of this Agreement.

16.2. The Customer represents, warrants and covenants that:

- a) the data given and representations made concerning its Sites in any Transaction Confirmation are true and correct;
- b) the Customer is the party of record for the Sites or, if it is not the party of record, has the authority to enter into and bind its principal to this Agreement. If requested, the Customer will provide AMSC with written proof of such authority.

**17.0. GOVERNMENTAL APPROVALS AND REGULATION**

17.1. Notwithstanding anything to the contrary expressed or implied in this Agreement, this Agreement shall be subject to AMSC obtaining all requisite governmental orders, permits, approvals and consents required by Law with respect to the supply of the Product(s). AMSC will use reasonable commercial efforts to obtain all government orders, permits, approvals, and consents necessary to enable it to fulfill its obligations under this Agreement.

17.2. The Parties agree to be bound by any legislation, regulations, bylaws or similar enactments of the Federal and Provincial Governments and the relevant municipalities governing the supply of the Product(s). In the event that any of the provisions of this Agreement become inconsistent with such enactments, the provisions of such enactments shall govern.

17.3. In the event that any government, regulatory authority or government agency creates a change in Law or significant change in market structure that requires, directs or mandates that any material term of this Agreement be amended or deleted then, AMSC may notify the Customer that it wishes to renegotiate the terms and conditions of this Agreement. In the event that the Parties are unable to renegotiate the terms and conditions of this Agreement, then AMSC may terminate this Agreement upon thirty (30) days' notice.

**18.0. SUCCESSORS AND ASSIGNS**

18.1. This Agreement and everything contained within this Agreement shall enure to the benefit of and is binding upon the Parties and their respective successors and permitted assigns.

**19.0. ASSIGNMENT BY AMSC**

19.1. AMSC may assign this Agreement without consent to an entity of similar or better capability and capacity, as determined by AMSC in its discretion, acting reasonably, on the provision of thirty (30) days' notice. Upon such assignment, the assignee shall have all of the rights, duties, powers, privileges and liabilities which AMSC had prior to such assignment and upon such assignment AMSC shall be released from any and all liability pursuant to this Agreement.

**20.0. ASSIGNMENT BY CUSTOMER**

20.1. This Agreement may only be assigned by the Customer with written consent from AMSC, provided that such consent will not be required where the assignment results from the dissolution of a municipality in accordance with the *Municipal Government Act*. In the event that the Customer assigns or attempts to assign this Agreement, or if any other person occupies any Sites, the Customer shall be and remain liable for all obligations to AMSC pursuant to this Agreement until such time as AMSC releases the Customer in writing. In the event that this Agreement or any part of this Agreement is assigned without the consent of AMSC then, at AMSC's option, this Agreement may be terminated pursuant to Section 10. In such event, AMSC shall have no liability or obligation to the Customer arising from such termination.

**21.0. ENROLLMENT PROCESS**

21.1. The Customer acknowledges and agrees that AMSC is responsible for enrolling Sites on behalf of the Customer using information supplied by the Customer. The Customer acknowledges and agrees that it is responsible for validating the accuracy of the enrolment and that AMSC holds no responsibility or liability for the enrolment process required by the Distribution Company or those providing services on its behalf in accordance with the Settlement Code and the Customer acknowledges and agrees that it is solely responsible for supplying accurate information that will allow the Distribution Company to proceed with its enrolment process. The Customer further acknowledges

that it is solely responsible for the payment of distribution charges as charged by the Distribution Company.

**22.0. NOTICES**

22.1. All notices required under this Agreement must be in writing and delivered by registered mail, email, or fax to the addresses for notice set out on the Cover Page of this Agreement.

22.2. Notices sent by registered mail will be deemed to have been received five (5) days after the date of mailing, provided there is no interruption in the postal service, in which case notice must be delivered by one of the other methods.

22.3. Notices sent by fax or e-mail shall be deemed to have been received on the Business Day following the date of transmission or delivery, as applicable.

22.4. Either Party may amend its address for notice by providing written notice to the other in accordance with this Section 22.

**23.0. GOVERNING LAW AND DISPUTE RESOLUTION**

23.1. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and of Canada, as amended from time to time, and will be treated as an Alberta contract. Each Party irrevocably attorns and submits to the exclusive jurisdiction of the courts of the Province of Alberta. Any legal proceedings arising directly or indirectly out of this Agreement will be litigated in the City of Edmonton in the Province of Alberta. Each Party hereby irrevocably and unconditionally waives any right such Party may have to a trial by jury in respect of any action, suit or proceeding directly or indirectly arising out of or relating to this Agreement or the transactions contemplated by this Agreement.

**24.0. ELIGIBLE FINANCIAL CONTRACT**

24.1. For the purpose of any proceedings under the *Bankruptcy and Insolvency Act* (Canada), the *Companies' Creditors Arrangement Act* (Canada) or the *Winding-Up and Restructuring Act* (Canada), and the bankruptcy, insolvency, creditor protection or similar laws of the governing jurisdiction (regardless of the jurisdiction of such application or competence of such law), this Agreement shall constitute a "forward commodity contract" within the meaning of the definition of an "eligible financial contract" under the applicable legislation and is an "eligible financial contract".

**25.0. WAIVER AND SEVERABILITY**

25.1. Failure to provide notice of, or object to, any default under this Agreement will not operate or be construed as a waiver of any future default, whether like or different in character. Should any provision of this Agreement be void, voidable, or unenforceable for any reason whatsoever, it shall be considered separate and severable from the remaining provisions of this Agreement, which shall remain in force and be binding as though the said provision had not been included.

**26.0. JOINT AND SEVERAL LIABILITY**

26.1. If this Agreement has been executed by more than one person as the Customer, the liability of such persons is joint and several and every reference in this Agreement to the "Customer" shall be construed as meaning each person who has executed it as well as all of them.

**27.0. AMENDMENT**

27.1. All amendments to this Agreement will require consent of both AMSC and the Customer. Except to the extent



otherwise explicitly provided in this Agreement, no amendment to this Agreement, including a Transaction Confirmation, will be valid or given any effect unless signed by both Parties. Any alteration, addition or modification made by the Customer to the preprinted terms of this Agreement will be void and without any effect.

**28.0. ENTIRE AGREEMENT AND SURVIVAL OF TERMS**

28.1. This Agreement is the entire agreement between the Parties, supercedes all prior oral agreements and understandings regarding the subject matter of this Agreement and may not be contradicted by any prior or contemporaneous oral or written agreement. The applicable provisions of this Agreement will continue in effect after termination or expiry of the Agreement to the extent necessary, including but not limited to, providing for final billing, billing adjustments and payments, limitation of

liability, the forum and manner of dispute resolution and with respect to any indemnification obligations under this Agreement. The section headings used in this Agreement are for reference purposes only and will in no way affect the meaning of the provisions of this Agreement.

**29.0. COUNTERPART EXECUTION**

29.1. This Agreement may be executed in one or more counterparts, any one of which need not contain the signatures of more than one Party, but all such counterparts when taken together shall constitute one and the same instrument. This Agreement may be executed by facsimile signature, PDF or similar reproduction of an original document signed by a Party, and such facsimile, PDF or similar reproduction of a signature shall constitute an original signature for all purposes.

## SCHEDULE 2 - Definitions

Capitalized terms used in this Agreement are as defined below, or as defined in the Transaction Confirmation if not defined below.

**"Act"** means the *Electric Utilities Act*, SA 2003, c E-5.1, as amended from time to time;

**"AECO C Daily Index"** means for each Day, the price in Canadian Dollars per GJ equal to the average price in Canadian Dollars per GJ published on the **"Canadian Domestic Gas Price Report"** page, in the table **"Daily Spot Gas Price at AECO C & NOVA Inventory Transfer"** reported for the applicable Day in the first edition of the *Canadian Gas Price Reporter* ("**CGPR**") published in the month immediately following the month in which such Day falls, except where:

- a. Price lines will be excluded if the Day is a Friday, Saturday, a Sunday or a statutory holiday that falls on a Monday and substituting in place of each such Day the price on the line identified as **"Weekend#"** for the weekend occurring closest to such Day.
- b. If such Day is a statutory holiday which falls on a Tuesday, Wednesday or Thursday, the AECO C Daily Index for such Day shall be the AECO C Daily Index for the previous Business Day.
- c. It may be necessary to use the CGPR for the preceding month to locate the AECO C Daily Index for the closest Business Day or weekend.
- d. The AECO C Daily Index utilized may be a daily value or an average depending upon how the natural gas is purchased or sold by AMSC on behalf of the Customer.
- e. If the required published prices are not available or incorrect at the time the account invoice is rendered, AMSC shall estimate the price and later adjust for the final published prices.
- f. If Canadian Enerdata Ltd., the publisher of CGPR, ceases to publish the information required to determine the AECO C Daily Index or there is a material change in the formula for or the method of calculating the AECO C Daily Index, the AECO C Daily Index shall mean the price in Canadian Dollars per GJ for the applicable Day published by an alternative source, as determined by AMSC, acting reasonably;

**"AESO"** means the Alberta Electric System Operator, the operating name for the ISO for the power pool as defined in the Act;

**"AESO Rules"** means the rules made by the ISO pursuant to the Act, as amended from time to time;

**"Agreement"** means the Retail Services Agreement to which these definitions are attached, and includes all of the attached Schedules listed on the Cover Page and any applicable Transaction Confirmations;

**"AMSC"** means Alberta Municipal Services Corporation;

**"AMSC Event of Default"** has the meaning given to it in Section 11.1 of Schedule 1;

**"AUMA"** means Alberta Urban Municipalities Association;

**"AUMA Bylaws"** means the bylaws of AUMA filed with Alberta Corporate Registry as of November 13, 2020, as may be amended from time to time;

**"AUMA Member"** means:

- a. a Regular Member, as such term is defined in the AUMA Bylaws; or,
- b. an Associate Member, as such term is defined in the AUMA Bylaws.

**"Balancing Pool"** has the meaning given to it in the Act;

**"Business Day"** means a day other than a Saturday, Sunday or statutory holiday in Edmonton, Alberta;

**"Charges"** has the meaning given to it in Section 6.1 of Schedule 1;

**"Community Related Organization"** or **"CRO"** means a potential customer or Customer that is not a Municipality but is a Municipality related non-profit organization, special purpose board, community association, club or society that is an AUMA Member provided that Community Related Organizations shall not include any businesses or private facilities unless they are wholly owned by an Alberta Municipality or it can be demonstrated that their liabilities under this Agreement are guaranteed by a Municipality in accordance with Schedule 4;

**"Confidential Information"** has the meaning given to such term in Section 3.3 of Schedule 1;

**"Consumption Meter"** means a cumulative electrical energy meter that records consumption (kWh) and peak demand information;

**"Cover Page"** means the first page of this contract on which the Parties' signatures are affixed which incorporates the schedules that form the entirety of the Agreement;

**"CPI"** means the All-items Consumer Price Index (Canada – Not Seasonally Adjusted) published by Statistics Canada, with a time base conversion to 2002 equal to 100, or such other time base conversion as may be published by Statistics Canada from time to time. The annual percentage increase in the CPI shall be calculated to the nearest second decimal place, subject to a minimum of 0.00%;

**"Customer"** means the Party identified as the Customer on the Cover Page of this Agreement;

**"Customer Event of Default"** has the meaning given to it in Section 10.1 of Schedule 1;

**"Day"** means a period of 24 consecutive hours, beginning at 12:00 a.m. Mountain Prevailing Time and ending at 11:59:59 p.m. Mountain Prevailing Time on the following calendar day;

**"Deal End Date"** means the date upon which the supply of a Product ends for Sites under a specific Transaction Confirmation;

**"Deal Start Date"** means the date upon which the supply of a Product starts for Sites under a Transaction Confirmation;

**"Deal Term"** means the period of time between the Deal Start Date and Deal End Date for any Transaction Confirmation;

**"Deemed Profile"** is an electrical energy profile used for specific customer classes that have Consumption Meters. The deemed profiles are produced by the Distribution Company and used by the AESO and retailers to determine the Customer's electrical energy consumption on an hourly basis for the purposes of billing and settlement;

**"Distribution Company"** means:

- (a) where the Product supplied is natural gas, the natural gas distribution operator, local distribution company, pipeline operator, meter service provider and/or Meter Data Manager; and,
- (b) where the Product supplied is electrical energy, the Wire Services Provider, Wire Owner, Load Settlement Agent, Meter Service Provider and/or Meter Data Manager.

**"Effective Date"** means the date on which AMSC executes this Agreement as noted by AMSC's signing line;

**“Effective Period”** means the period of time that this Agreement is in force and effect, commencing on the Effective Date and continuing until the last Deal End Date under the last subsisting Transaction Confirmation and all obligations of each of the Parties pursuant to this Agreement and the Transaction Confirmation(s) have been satisfied in full, including those related to any post final settlement adjustments or other settlement adjustments under any Law;

**“Electricity Usage Profiles”** means the pattern in which a Customer consumes electrical energy on an hourly basis as derived from their individual meters or aggregated meters at the Site(s) which may be a Deemed Profile;

**“Energy Management Services”** means services provided to the Customer by AMSC which relate to the improved management and or use of utilities. Examples include consulting and advising, benchmarking, installation of technologies, management software, application for certifications, awards and other such recognition;

**“Event of Force Majeure”** means an act of God, pandemics, epidemics, weather or climate related events such as wind storms, floods, freezing rain, ice storms, war, rebellion, sabotage, fire, or other causes beyond the reasonable control of AMSC, including without limitation, strikes, labour disputes, differences with workmen, breakage or accident or necessity of repairs to machinery, equipment or pipelines or like causes (excepting and excluding however lack of finances) or AMSC is unable to secure the Product(s) for any reason, including without limitation supply disruptions as a result of the Third Party Infrastructure Provider, howsoever caused;

**“GJ”** or **“Gigajoule(s)”** means 1,000,000,000 joules;

**“Imbalance Charges”** means charges applied by the Distribution Company when expected Customer demand exceeds supply or Customer demand is less than supply, causing an imbalance requiring spot market purchase or sale of natural gas, respectively, to balance consumption requirements and compensate the Distribution Company for differences between nominated and actual natural gas distribution requirements;

**“ISO”** means the Alberta Independent System Operator, as defined in the Act;

**“kWh”** or **“kilowatt-hour”** is a measure of electrical energy, a unit of work or energy, measured as 1,000 watts of power expended for 1 hour;

**“Law”** means any law, rule, regulation, ordinance, bylaw, statute, directive, judicial decision, administrative order, rule of the public utilities commission, public service commission or similar provincial commission or agency having jurisdiction over the Distribution Company or the electricity or natural gas distribution or transmission system in Alberta, and includes any AESO operating guideline or protocol, Wire Owner, Wire Services Provider or AESO tariff, as applicable;

**“Liquidated Damages”** means:

- (a) the termination fee set out in a Transaction Confirmation; or,
- (b) where the applicable termination fee is not expressly set out in a Transaction Confirmation, the sum of the Contract Value plus all Costs, less the Market Value provided that, if the Market Value exceeds the sum of the Contract Value and Costs, this value will be deemed to be zero. For the purposes of this definition:
  - i. **“Contract Value”** means the sum of the Price, Retail Service Charge, Program Fee (if

applicable), and Procurement Fee (if applicable) multiplied by the Contracted Volumes of the Product(s) for each terminated Transaction Confirmation;

- ii. **“Market Value”** means the amount paid by a bona fide third party for the Contracted Volumes at current market prices for each terminated Transaction Confirmation. AMSC shall use reasonable commercial efforts to find a third party buyer for the Contracted Volumes and determine a reasonable Market Price; however, in the event AMSC is unsuccessful in finding a suitable third party buyer for the Contracted Volumes, for whatever reason as determined by AMSC, the Market Price shall be deemed to be zero;
- iii. **“Costs”** means any costs or expenses incurred or payable by AMSC in terminating this Agreement or any Transaction Confirmation or liquidating the Contracted Volumes;
- iv. **“Contracted Volumes”** means the volumes of Product(s) AMSC would have supplied to the Customer had this Agreement or the applicable Transaction Confirmation not been terminated, and is the sum of the identified volumes set out in an applicable Pricing Schedule for the remainder of the Deal Term;

**“Load Settlement Agent”** has the meaning given to it in the Settlement Code;

**“Meter Data Manager”** has the meaning given to it in the Settlement Code;

**“Meter Service Provider”** has the meaning given to it in the Settlement Code;

**“Municipality”** has the meaning given to such term in the *Municipal Government Act*, RSA 2000, c M-26, as amended;

**“MWh”** or **“Megawatt Hour”** is a measure of electrical energy, a unit of work or energy, measured as 1,000,000 watts of power expended for one (1) hour;

**“Other Charges”** means:

- (a) where the Product being supplied is electrical energy, all charges from third parties incurred by AMSC on behalf of the Customer including all transmission charges, distribution charges, franchise fees, charges levied by the AESO (including trading charges and "uplift" charges) to the extent incurred by AMSC in supplying electrical energy under this Agreement, Balancing Pool payments and credits, distribution losses, charges for unaccounted for energy and any other charges now or hereafter levied on or incurred by AMSC from a third party on behalf of the Customer in selling electrical energy under this Agreement, including any miscellaneous retailer AMSC processing charges;
- (b) where the Product being supplied is natural gas, all other charges relating to the natural gas to be supplied, purchased or sold by AMSC on behalf of the Customer as contemplated in this Agreement and as allocated by AMSC to the Site(s) including, without limitation, any and all applicable transmission or distribution costs and charges, or assumed or indemnified charges as may be assessed by or through the Distribution Company as the result of delivery of natural gas to the Site or sold by

AMSC as contemplated by this Agreement, including any miscellaneous retailer AMSC processing charges, the Imbalance Charge(s), or tolls applied without natural gas, any matters incidental thereto and any act or omission of the Customer or of AMSC taken or omitted at the request of or on behalf of the Customer. For natural gas, AMSC may also, at its sole discretion, charge actual or deemed costs incurred in moving natural gas from the TransCanada Alberta System pipeline (formerly NOVA) to the ATCO Gas distribution system, including but not limited to ATCO Pipelines Other Pipeline Receipt Charges and Rider "D".

**"Party"** means either AMSC or the Customer, as the context requires, and **"Parties"** means both AMSC and the Customer collectively;

**"Pool Price"** means the price of electrical energy for each hour of each day as posted by the AESO at the close of the second (2nd) Business Day following the end of each month on its internet website, currently located at <http://ets.aeso.ca> under "Reports / Historical / Pool Price", provided that:

- a) if the required posted prices are not available or incorrect at the time the AESO invoice is rendered, AMSC shall reasonably estimate the price and later adjust for the final posted prices; and,
- b) if the AESO ceases to publish the information required to determine the Pool Price or there is a material change in the formula for or the method of calculating the Pool Price, the Pool Price shall mean the price in Canadian Dollars per kWh for the applicable hour published by an alternative source, as determined by AMSC, acting reasonably;

**"Power+ Agreement"** means the agreement between AMSC and the Customer for the sourcing and supply of Power+ Product which will be attached to a Transaction Confirmation and form part of this Agreement;

**"Power+ Product"** means a fixed price for a defined volume of electrical energy, determined in accordance with a Power+ Agreement entered into between AMSC and the Customer;

**"Power+ Product Price"** means the Price identified in a Transaction Confirmation as the price for the "Power+ Product";

**"Price"** means the price identified in a Transaction Confirmation as the applicable Product price;

**"Pricing Schedule"** means a binding pricing schedule between the Customer and AMSC evidencing a transaction and confirming the pricing terms including but not limited to Price, related fees and charges, volumes, and Retail Services, provided by AMSC, forming the subject of a binding transaction or series of transactions pursuant to this Agreement;

**"Procurement Fee"** means a fee payable to AMSC to facilitate the procurement of any Product supplied to the Customer which will be set out in a Transaction Confirmation;

**"Product"** means the electrical energy, natural gas or RECs, as the case may be, or any other energy product or services to be supplied by AMSC to the Customer under this Agreement;

**"Program Fee"** means a dollar charge per MWh to be applied to the Power+ Product Price, in accordance with the terms of the Power+ Agreement;

**"Renewable Energy Certificate"** or **"REC"** means a credit, reduction right, offset, allocated pollution right, emission reduction allowance or other proprietary or contractual right, whether or not tradable, resulting from the actual or assumed

displacement of emissions by the production of one (1) MWh of electrical energy as a result of the utilization of renewable energy technology certified under the Environmental Choice™ Program Standard for Sustainability for Renewable Low-Impact Electricity Products, UL 2854, or an agreed upon successor program, and evidenced in certificate form. In the event that any government or non-government agency, whether provincial, federal, national or international in scope or authority, creates or sanctions a registry, trading system, credit, offset or other program relating to Renewable Energy Certificates or their equivalent, the term Renewable Energy Certificate as used in this Agreement shall include the rights or benefits created or sanctioned under any such program or programs;

**"Retailer of Record"** has the meaning given to the term in the Settlement Code and for the purposes of this Agreement is represented by AMSC;

**"Retail Service Charge"** means a service charge payable for the provision of the Retail Services in addition to the Price and is specified in the Transaction Confirmation applicable to the supply of a Product;

**"Retail Services"** means the following functions to be carried out by AMSC:

- (a) acting as the Customer's exclusive Retailer of Record;
- (b) acting as the Customer's agent in accordance with the terms of the Agreement;
- (c) supply of the Product(s);
- (d) invoicing the Customer for the amounts owing by the Customer to AMSC under this Agreement;
- (e) maintaining records and accounts in respect to the Product(s) supplied to the Customer;
- (f) responding to Customer inquiries regarding the supply and invoicing of the Product(s);
- (g) where inquiries are made by the Customer related to functions of the Distribution Company, directing the Customer to the Distribution Company in whose service area the Customer resides, as applicable;
- (h) such further services as may be set out in the Transaction Confirmation applicable to a Site, including settlement functions as applicable; and,
- (i) any other services set out in Schedule 3 to this Agreement.

**"Sites"** means the Customer's sites identified by Site ID number in any Site Information Schedule;

**"Site Information Schedule"** is a listing of Sites to be served pursuant to a Transaction Confirmation;

**"Settlement Code"** means:

- (a) where the Product supplied is electrical energy or RECs, Version 2.10 of the Alberta Utilities Commission's Rule 021: *Settlement System Code Rules*, as amended, which rules are made by the Alberta Utilities Commission under the Act to govern load settlement in the Province of Alberta;
- (b) where the Product supplied is natural gas, Version 1.8 of the Alberta Utilities Commission's Rule 028: *Natural Gas System Settlement Code Rules*, as amended, which rules are made by the Alberta Utilities Commission to govern natural gas settlement at the retail natural gas market level in the Province of Alberta;

**"Service Standards"** means the standards applicable to the provision of Retail Services by AMSC, as set out in Schedule 3 to this Agreement;



**"Transaction Confirmation"** means an agreement between the Customer and AMSC in substantially the form as set out in Schedule 5, for the supply of a Product(s) that may contain additional terms and conditions applicable to the supply of a Product(s) and will include the Pricing Schedule for the supply of a Product(s);

**"Third Party Infrastructure"** means:

- (a) plants located within Alberta owned by parties other than AMSC or a wholly owned subsidiary of AMSC and shall include, but shall not be limited to, wind plants, hydroelectric facilities and biomass facilities;
- (b) the electrical energy and natural gas distribution system operated by the Distribution Company; and,

- (c) the electrical energy and natural gas transmission system.

**"Third Party Infrastructure Provider"** means a Distribution Company, an operator of Third Party Infrastructure, or any of their contractors or subcontractors;

**"Variable Market Rate"** means:

- (a) where the Product being supplied is electrical energy, the Pool Price;
- (b) where the Product being supplied is natural gas, the AECO C Daily Index.

**"Wire Owner"** has the meaning given to it in the Settlement Code;

**"Wire Services Provider"** has the meaning given to it in the Settlement Code.

## SCHEDULE 3 – Retail Services and Service Standards

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### 1.0. Retail Services

#### 1.1. AMSC agrees to:

- a. Comply with all rules and regulations and industry standards pertaining to Retail Services;
- b. Provide the Customer with access to a customer care centre in order to address inquiries and requests;  
Note: Call Centre is staffed from 8:30 a.m. to 4:30 p.m. on Business Days.

Phone: (780) 433-4431

Email: [energy@abmunis.ca](mailto:energy@abmunis.ca)

Fax: (780) 433-4454

Phone, email and fax numbers are subject to change with reasonable notice.

- c. Provide the Customer with access to a dedicated accounts coordinator for portfolio management;
- d. Perform enrolment/de-enrolment of Sites with the Distribution Company, including adding and deleting sites;
- e. Assist Customers in resolving enrolment/de-enrolment distribution charges and settlement disputes;
- f. Provide a consolidated invoice for the Customer each month;
- g. Provide detailed billing information electronically each month;
- h. Provide access to online reporting;
- i. Provide custom analysis and/or reports (separate charges may apply) on request, where feasible;

#### Electricity Services where the Product supplied is electricity

- j. Review with the Customer all existing electrical accounts with AMSC, including consumption data and price options;
- k. Plan energy purchases as appropriate;
- l. Assist the Customer in providing information for the Customer's selection of appropriate hedging strategies, respecting risk tolerance and preferences communicated to AMSC;
- m. Monitor and report on current and future commodity pricing;
- n. Assist in operational budget preparation and forecasting of commodity costs pertaining to this Agreement;

#### Natural Gas Services where the Product supplied is Natural Gas

- o. Perform analysis for historic consumption by site;
- p. Plan energy purchases as appropriate;
- q. Perform monthly nominations with the applicable pipeline/Distribution Company;
- r. Perform balancing operations as required;
- s. Monitor and report on current and future commodity pricing;
- t. Assist in operational budget preparation and forecasting of commodity costs pertaining to this Agreement.



## 2.0 Service Standards

2.1. The Service Standards set forth below will apply to the Retail Services. In the event AMSC fails to meet such Service Standards, AMSC, following notice of its failure as provided in the Agreement and at its option, shall provide the Customer with the applicable credits in accordance with the Agreement. These credits are the sole recourse that the Customer may have pursuant to this Agreement for any breach of a Service Standard.

All credits payable in accordance with the foregoing shall be applied to AMSC's next invoice or, in the event no further invoices are to be provided by AMSC, will be paid by cheque to the Customer.

Service Component	Service Standard	Caveats	Credit Applicable
Timeliness of Customer Call Centre Response	AMSC will respond to/acknowledge all calls, e-mails and faxes within one Business Day.	Communication received after 3:00 p.m. will be deemed to have been received on the next Business Day for measurement purposes.	Credit of \$25 for each instance AMSC fails to meet the Service Standard.
Timeliness of Service Request Completion	Unless AMSC advises the Customer otherwise, the following standards will be assumed: <ul style="list-style-type: none"> <li>• General billing inquiries: 3 Business Days</li> <li>• Enrolment/De-enrolment: 10 Business Days.</li> <li>• Energization/De-energization: 10 Business Days</li> </ul>	In no event will AMSC be responsible for failure to meet this Service Standard when such failure is due solely or in part to inaccurate information provided by the Customer or third parties not fulfilling their obligations after AMSC's exertion of reasonable commercial efforts to secure the fulfillment of such obligations. Third parties in this provision include the Wire Services Provider, Load Settlement Agent and Distribution Company.	Credit of up to \$250 for each instance AMSC fails to meet the Service Standard.
Timeliness of Customer Invoice	Invoices to the Customer will be issued within 5 Business Days of the standard invoice date. For the purposes of this Service Standard, the "standard invoice date" will be the 8 <sup>th</sup> Business Day of the month.	In the event that external circumstances outside AMSCs control delay the delivery of a printed invoice, an electronic invoice delivered within the acceptable timeframe shall be considered to have met the Service Standard.	Credit of \$250 for each instance AMSC fails to meet the Service Standard.
Accuracy of Services	Inaccuracies in Customer account, contract, and/or site set-up information, market transactions, and/or billing services shall be resolved within 90 days of their identification provided accurate information is received from the Customer.	In no event will AMSC be responsible for failure to meet this Service Standard when such failure is solely due to third parties not fulfilling their obligations after AMSC's exertion of reasonable commercial efforts to secure the fulfillment of such obligations. Third parties in this provision include the Wire Services Provider, Load Settlement Agent and Distribution Company.	A credit of 20% of the Retail Service Charge for the affected period credited to the Customer's account.

# SCHEDULE 4 – Community Related Organization (CRO) Guarantee

Customer Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

All capitalized terms have the meaning ascribed thereto in Schedule 2.

### 1.0. Parental Guarantee

The Customer guarantees the performance and obligations of all Community Related Organizations listed within this Schedule 4 as Site(s) to receive Product(s) under the terms and conditions of this Agreement.

### 2.0. Notification and Authorization

The Customer confirms that it has consulted with and has the prior agreement of any Community Related Organization(s) listed within this Schedule 4 to enter into this Agreement and arrange for the supply of electrical energy, natural gas and/or REC(s) under the terms and conditions of this Agreement on behalf of the Community Related Organization(s).

**Alberta Municipal Services Corporation**

\_\_\_\_\_  
Customer Legal Entity Name

\_\_\_\_\_  
Customer Legal Entity Name

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## SCHEDULE 5 – Sample Form of Transaction Confirmation

**FORM OF TRANSACTION CONFIRMATION (sample only)**  
 (To be completed and executed separately from the Retail Services Agreement)

**THIS TRANSACTION CONFIRMATION MUST BE RETURNED TO AMSC SIGNED BY THE CUSTOMER BY:**  
**HH:MM MOUNTAIN TIME ON MM/DD/YYYY OR THE PRICE MAY BE SUBJECT TO CHANGE.**

**RETAIL SERVICE AGREEMENT  
 TRANSACTION CONFIRMATION**

This Transaction Confirmation is entered into between AMSC and the Customer and is attached to and forms part of the Retail Services Agreement between AMSC and the Customer made effective as of MM/DD/YYYY (the "Agreement"). Capitalized terms used herein are defined in the Agreement unless otherwise defined in this Transaction Confirmation. In the event of a conflict between this Transaction Confirmation and any other part of the Agreement, this Transaction Confirmation will prevail.

More than one Transaction Confirmation may be in effect at one time. Each Transaction Confirmation will be numbered consecutively, and each amendment to an existing Transaction Confirmation will also be numbered consecutively. Details of this Transaction Confirmation are as follows:

1. **Transaction Confirmation:** 1 of 1
2. **Amendment to any existing Transaction Confirmation?** [YES/NO]
3. **If yes, this is Amendment:** ##
4. **Product Selection:**

For the purposes of this Transaction Confirmation, the Customer has chosen the following Product(s):

<input type="checkbox"/>	Power+	<input type="checkbox"/>	Power+ Green Power	<input type="checkbox"/>	Small Micro-generation
<input type="checkbox"/>	Electricity (Variable)	<input type="checkbox"/>	Electricity (Fixed Price)	<input type="checkbox"/>	Electricity (Full Requirements)
<input type="checkbox"/>	Natural Gas (Variable)	<input type="checkbox"/>	Natural Gas (Fixed Price)	<input type="checkbox"/>	RECs

5. **Product Description, Terms and Conditions:** This Transaction Confirmation is subject to the additional terms and conditions set out in the attached Schedule A.
6. **Price and Deal Term:** This Transaction Confirmation is subject to the Price and Deal Term set out in the Pricing Schedule(s) attached as Schedule B, which forms part of this Transaction Confirmation.
7. **Site Information:** This Transaction Confirmation is subject to the Site Information Schedule attached as Schedule C, which forms part of this Transaction Confirmation.
8. **Additional Schedules:** The following additional Schedules are specific to the Product(s) selected and are attached hereto and form a part of this Transaction Confirmation:

[insert if any]

**Execution and Delivery**

This Transaction Confirmation is binding and effective on the later of the dates on which it is executed and delivered by both the Customer and AMSC. Upon execution and delivery by the Customer and AMSC, this Transaction Confirmation will attach to and form part of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed and delivered this Transaction Confirmation as as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CUSTOMER**

**ALBERTA MUNICIPAL SERVICES CORPORATION**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE A – TERMS AND CONDITIONS TO SPECIFIC TRANSACTION CONFIRMATION**

**(insert the terms and conditions applicable to the selected Products)**



**SCHEDULE B – PRICING SCHEDULE**

**(Insert the Pricing Schedule applicable to the selected Product(s))**

**SCHEDULE C – SITE INFORMATION SCHEDULE**

**(Insert the Site Information Schedule for the specific Product(s))**

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## Request for Decision (RFD)

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**Topic:** NG 9-1-1 Local Government Service Agreement  
**Initiated by:** Administration  
**Attachments:** 1. Next Generation 9-1-1 Local Government Service Agreement

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**Purpose(s):**

To review and approve the Next Generation 9-1-1 Local Government Service Agreement presented by TELUS Communications Inc. (TELUS).

**Background:**

1. The Alberta 9-1-1 standards were developed through collaboration between representatives of Alberta 9-1-1 stakeholders and the Alberta 9-1-1 program. The Alberta 9-1-1 standards were ratified by Alberta 9-1-1 centres known as Public Safety Answering Points (PSAPs) and the Alberta E9-1-1 Advisory Association (AEAA). The standards were first approved on June 12, 2018. Version 2.0 was approved and brought into force by Ministerial Order No. A:002/21 on January 27, 2021.
2. In Late 2021, and early 2022, CAO attended several online webinars, hosted by TELUS, pertaining to the new NG 9-1-1 standards.
  - a. On June 1, 2017, the Canadian Radio-Television and Telecommunications Commission ("CRTC") issued Telecom Regulatory Policy 2017-182: *Next-generation 9-1-1 Modernizing 9-1-1 networks to meet the public safety needs of Canadians, setting out its determinations on the implementation and provision of NG9-1-1 networks and services in Canada and its view that such a transition would provide Canadians with access to new, innovative emergency services and capabilities.*
  - b. Administration has been participating in a series of webinars hosted by Telus regarding the newest changes to the NG-9-1-1 and GIS.
  - c. November 22, 2021 Webinar provided information regarding:
    - i. why we are transitioning the current E9-1-1 network,
    - ii. Our role as LGA for a successful transition of Public Safety Answering Point (PSAP) Operations to the NG9-1-1 network, and
    - iii. Information on how to engage with our PSAP's regarding NG9-1-1 to discuss timelines for readiness and transition requirements.
    - iv.
  - d. December 7, 2021 Webinar provided information regarding:
    - i. A Guest presentation by ESRI Canada:
      - NG9-1-1 Reliance on GIS,
      - CRTC & National GIS Data Model and Specifications,
      - Considerations for transitioning to NG98-1-1, and
      - Online NG9-1-1 GIS Data Assessment Tool
    - ii. Aggregator Consideration Checklist.

**Key Issues/Concepts:**

1. The current 911 system will be fully replaced by a next generation 911 system in 2025. The Canadian Radio-Television and Telecommunications Commission (CRTC) has required that Canada's 911 system transition to next generation (NG) capabilities be completed by March 2025. The transition process involves multiple steps and requires action from 911 service providers, public safety answering points (PSAPs), and municipalities.
2. What is NG911? NG911 utilizes new technology to move beyond traditional voice-based, analog 911 service, which primarily relies on 911 callers to verbally indicate their location, the emergency, etc. This approach has limitations in cases where callers are injured or disoriented, or when incidents occur in locations with no clear address or in an area unfamiliar to the caller. NG911 utilizes technology such as precise location data, photo-sharing, video calling, connected vehicles, and others to allow for the nature and location of emergencies to be more easily, quickly, and accurately relayed to emergency dispatchers.

3. The NG911 Transition Process as the 911 service provider in Alberta, the CRTC has tasked TELUS with migrating the province's service to NG911 by 2025. While TELUS provides the overarching service across the province, local access to 911 services and dispatch occurs through public safety answering points (PSAPs). In most cases, PSAPs are non-profit or private sector entities operated by or on behalf of municipalities for the purposes of receiving 911 calls (Village of Innisfree's provider is East Central 911). To accommodate the new technology utilized in NG911, PSAPs are required to upgrade their infrastructure and operational capabilities. To help off-set the costs of such upgrades, Alberta's 911 levy was recently increased from \$0.44 per month to \$0.95 per month.
4. Municipal Role in NG911 Transition Process Although local 911 service is typically provided through a PSAP, municipalities and First Nations are required to have a 911 agreement in place with TELUS to receive 911 service. As the legacy 911 system is replaced with NG911, all municipalities will be required to sign a new NG911 service. The NG911 agreement (enclosed) is identical for all municipalities and is not open to negotiation or amendment. The agreement has been reviewed and approved by the CRTC.
5. TELUS is currently in the process of gathering signed agreements from municipalities across Alberta. TELUS has reached out to all Alberta municipalities to identify a specific administrative contact person to facilitate the signing of the agreement and does not plan to engage directly with municipalities beyond the designated contact. TELUS has also held several webinars explaining NG911 and the transition process in recent months intended for designated municipal contacts. It is important to note while a PSAP can begin the onboarding process with TELUS following a signed agreement from one municipal member, the PSAP cannot migrate onto TELUS NG911 network until all municipal members of a PSAP sign NG911 agreements.
6. Municipal Addressing Requirements A second municipal responsibility related to the NG911 transition is for municipalities to provide addressing and location data to a standard required for NG911 use. NG911 requires geographic information system (GIS) data to allow for high levels of precision and consistency in routing calls. More specifically, municipalities will be required to provide addressing data that aligns with GIS standards established by the National Emergency Number Association (NENA) for GIS locating and common civic address formats.
7. Some municipalities or PSAPs may already have addressing data meeting the NENA standards, while for others, significant work may be required. At this point, the exact deadline for providing the GIS data is not known but it will likely be required by 2024 / 2025.
8. East Central 911 is positioned to successfully transition to the new NG 9-1-1 System, upon all approvals being signed,
9. Innisfree CAO spoke with County of Minburn CAO regarding a Regional GIS Agreement, which relates to the NG 9-1-1 System.

**Options:**

1. As directed by Council.
2. THAT Council receive this item as information.
3. THAT Council approve and sign the Next Generation 9-1-1 Local Government Service Agreement as presented.

**Financial Implications:**

1. None.

**Relevant Policy/Legislation:**

1. Strategic Plan: Priority #2 – Ensure a Safe, Healthy & Fun Community

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

None.

**Recommendation:**

THAT Council approve and sign the Next Generation 9-1-1 Local Government Service Agreement as presented.



**East Central 911 Call Answer Society**

Suite 1, 1235 -1<sup>st</sup> Ave. Wainwright AB, T9W 1G9 [www.ec911.com](http://www.ec911.com)

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July 5, 2022

Local Governing Authorities:

The EC911 Board of Directors and Administration would like to communicate the progress we have made towards Next Generation 911 (NG911) readiness and next steps.

NG911 is a national initiative to upgrade the Canadian 911 network to meet the expectations of today's consumers and capabilities of today's technology. You may have participated in the many webinars providing information about NG911. The process began for EC911 a number of years ago with the installation of new technologies for handling your communities 911 calls.

As TELUS is the lead telecommunications provider in AB we are working with them to ensure the switch to NG911 will be a seamless process. We are currently working through all the technical and security specifications in preparation for "going live".

TELUS requires acknowledgement from each Local Governing Authority (LGA) for continuation of 911 services in your area. You should have received a new service agreement from TELUS titled "Next Generation 9-1-1 Local Government Service Agreement". This agreement replaces the previous one signed for the legacy 911 service that is currently in place. This new agreement confirms that 911 calls in your area will continue to be directed to EC911 for emergency services coordination. Once all agreements have been signed by LGA's in the EC911 service area, we will be scheduled to go live.

Please review and sign the new TELUS agreement. I would invite questions if you have them and invite you to forward a copy of the signed agreement for our records.

EC911 is proud to work with your community to provide quality rural emergency services and looks forward to continuing that relationship with the NG911 service of the future.

Regards,

Stephanie Spornitz

CAO

780-842-4215

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "Agreement") is effective the [redacted] day of [redacted], 2022, (the "Effective Date")

BETWEEN:

[redacted]  
(the "Local Government Authority" or "LGA")

AND:

TELUS Communications Inc.  
("TELUS")

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("NG9-1-1") Emergency Services ("NG9-1-1 service") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("TRP 2017-182"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("CRTC").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("Decision 2021-199"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

**NOW THEREFORE** in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

### 1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

### 2 SCOPE OF AGREEMENT

2.1 **Agreement:** The LGA and TELUS (collectively, the "Parties") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the



## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("ESInet"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("NGCS") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("UNI") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

### 3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.4.2 and 4.4.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
  - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
  - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
  - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
  - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.
- 4 OBLIGATIONS OF THE LGA
- 4.1 As it applies to PSAPS, the LGA agrees to:
    - 4.1.1 Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
    - 4.1.2 Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
    - 4.1.3 Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
    - 4.1.4 Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.<sup>1</sup>
  - 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
- As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined

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<sup>1</sup> See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

by applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- 4.3 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:
- 4.3.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
  - 4.3.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
  - 4.3.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
  - 4.3.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
  - 4.3.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
  - 4.3.6. Ensuring the Primary PSAP accepts specific planned test calls from the public;
  - 4.3.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
  - 4.3.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
  - 4.3.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.<sup>2</sup>
- 4.4 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and

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<sup>2</sup> Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

PSAPs.

- 4.5 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.
- 4.6 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.7 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.8 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.<sup>3</sup>
- 4.9 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.10 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.<sup>4</sup>
- 4.11 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.12 Warrant and represent that it has the authority to:
  - 4.12.1. Enter into this Agreement;
  - 4.12.2. Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
  - 4.12.3. Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

<sup>3</sup> Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

<sup>4</sup> Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

### 5 PROPERTY RIGHTS

5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

### 6 TRUSTED ENTITIES

6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

### 7 CONFIDENTIAL INFORMATION

- Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.

7.1 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at [www.telus.com/businessprivacy](http://www.telus.com/businessprivacy). TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

- 7.2 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.3 Use all information or data that is provided by an End-User for the sole purpose of responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.<sup>5</sup> For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.
- 7.4 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.5 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.6 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

### 8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1

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<sup>5</sup> Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.



## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Network and affect all End-Users.

### 9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.
- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

### 10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

### 11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

### 12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

### 13 REGULATORY APPROVAL

13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.

13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

### 14 WAIVER

14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

### 15 RELATIONSHIP OF THE PARTIES

15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

### 16 ENTIRE AGREEMENT

16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

### 17 NOTICES

17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below, Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.

**NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT**

17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

Local Government Authority

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

Per: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

TELUS Communications Inc.

Per: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

# NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

## Schedule A

### 1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 "Automatic Number Identification" or "ANI":

TELUS' NG9-1-1 Network's capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 "Border Control Function" or "BCF":

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 "Business Continuity Plan":

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 "Commission":

The Canadian Radio-television and Telecommunications Commission ("CRTC") and its successors.

1.5 "Default Routing":

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 "Demarcation Point":

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 "Emergency Services":

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 "Emergency Services IP Network" or "ESInet":

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company's IP VPN service to the PSAPs' operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

### 1.9 "End-User":

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

### 1.10 "Emergency Service Zone" or "ESZ":

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

### 1.11 "i3 PSAP":

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

### 1.12 "Local Government Authority" or "LGA":

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

### 1.13 "Master Service Addressing Guide" or "MSAG":

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

### 1.14 "Network Access":

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company's NG9-1-1 Network.

### 1.15 "Next Generation Core Services" or "NGCS":

The base set of services needed to process an NG9-1-1 call, session or event on an ESI net. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

### 1.16 "NG9-1-1 Network Provider":

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGASs and their PSAPs.

### 1.17 "Offnet Agency":

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESI net.

### 1.18 "Originating Network Provider":

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company's NG9-1-1 Network for routing to a PSAP.

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

### 1.19 "Policy Routing Rules" or "PRRs":

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

### 1.20 "Public Safety Answering Point" or "PSAP":

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

### 1.21 "PSAP Contingency Plan":

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

### 1.22 "Selective Routing and Transfer":

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

### 1.23 "Serving Area":

The area within the LGA's boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA.

### 1.24 "TELUS' Next Generation 9-1-1 Network":

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

### 1.25 "Operator Service":

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

### 1.26 "User-to-Network Interface (UNI) Interconnection Design Specifications":

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.



# NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule B (for TELUS internal resource planning purposes only)

<b>SCHEDULE B - v.1</b>			
<b>List of NG9-1-1 PSAPs, locations &amp; targeted migration</b>			
<b>Current Emergency Zones &amp; PSAP migration identification</b>			
<p><b>Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.</b></p>			

LGA initial \_\_\_\_\_

<b>PSAP Serving Information</b>			
PSAP Name (*1 & *2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
East Central 911	#1 1235-1st Avenue Wainwright, AB	6623 52 Street Lloydminster, AB	Q3, 2022

**Notes:**

- \*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- \*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	9-1-1 Answer	Fire
730	Innisfree	Village of Innisfree	East Central 911	East Central 911

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.</li> <li>*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.</li> <li>*3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI</li> <li>*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.</li> </ul>
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# NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

## Schedule C

### Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1

## NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

calls, sessions and events, and associated data as per TELUS acceptable use policy available at [www.telus.com/aup](http://www.telus.com/aup). The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

# NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

## Schedule D

### MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.8.1; 4.8.2; 4.8.3; 4.8.9; 4.21;

The following provisions of this agreement (4.6; 4.8.4; 4.8.5; 4.9) that relate to "all PSAPs" for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

# NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

## Schedule E

NG9-1-1 GIS REQUIREMENTS \* **Provided to TELUS upon introduction of GIS**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

**NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT**

**SCHEDULE F - v.1**

**LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules documented and identified to TELUS. TELUS' requirement is to obtain documented contingencies and does not imply imposing mutual aid, backup sites, or any actual contingency options.**

<b>PSAP Serving Information</b>			
<b>PSAP Name (*1 &amp;*2)</b>	<b>PSAP Addresses</b>	<b>PSAP Address-Backup Site</b>	<b>Contingency Plan &amp; Policy Routing Rules LGA verified (initial)</b>
East Central 911	#1 1235-1st Avenue Wainwright, AB	6623 52 Street Lloydminster, AB	Q3, 2022

Notes:

- \*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- \*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- \*3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- \*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.



**NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT**

<b>SCHEDULE G - v.1</b>			
<b>LGA must designate a Local Registration Authority ("LRA") * reference Schedule C, #4.</b>			
<b>Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding</b>			
<b>PSAP Serving Information</b>			
<b>PSAP Name (*1 &amp;*2)</b>	<b>PSAP Addresses</b>	<b>PSAP Address-Backup Site</b>	<b>LGA designated Local Registration Authority ("LRA")</b>
East Central 911	#1 1235-1st Avenue Wainwright, AB	6623 52 Street Lloydminster, AB	

Notes:  
 \*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.  
 \*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.  
 \*3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI  
 \*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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## Request for Decision (RFD)

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**Topic:** Tenders for 2013 Can Am Commander Side by Side  
**Initiated by:** Administration  
**Attachments:** Two (2) Sealed Tenders

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**Purpose(s):**

To review and approve a tenders received for the 2013 Can Am Commander Side by Side.

**Background:**

1. The Village of Innisfree had purchased the 2013 Can Am Commander side by side in 2015, for the Recreation Park.
2. In 2021, the Village of Innisfree had significant repairs done to the side by side.
3. In 2022, the current park manager had experienced operational problems with the machine.
4. In May 2022, Mayor and Council approved the purchase of a 2011 Yamaha Adventure Golf Cart with a Powered Tilt Cargo Box per motion # 2022-05-17/04.

**Key Issues/Concepts:**

1. Council had recommended that the 2013 Can Am Commander be offered for Tender.
2. The Village of Innisfree has received two (2) tenders for the above-mentioned machine.
3. Tenders will be opened at the July 19, 2022, Council Meeting.

**Options:**

1. As directed by Council.
2. THAT Council receive this item as information.

**Financial Implications:**

1. Successful sale of the 2013 Can Am Commander.
2. Reduction in annual insurance due to removal of machinery.

**Relevant Policy/Legislation:**

1. Strategic Plan Priority 3 – Ensure Viability

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

1. None.

**Recommendation:**

1. As directed by Council.

## Village of Innisfree Council Committee Report

**Committee Name:** M.D. of Minburn Foundation

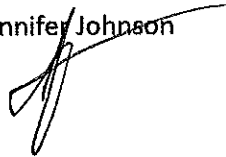
**Meeting Date and Time:** June 9, 2022

**Attendees:** Multiple

### Discussion:

- For waiting list there are 2 in reg and 5 for cottage
- The staff member on LTD had forwarded their resignation
- Hired a Ukrainian refugee as a casual
- Activity coordinator has resigned due to health concerns
- Seniors week BBQ and entertainment will be on the Friday
- Working on getting fire extinguishers training at the lodge
- Fire extinguisher were installed in the Innisfree Manor's
- Annual business plan is up for review, will be asking for higher level of care and a new building
- The board member will be given access to the google drive so they can review and red any documents that are available

**Submitted by:** Jennifer Johnson



## Village of Innisfree Council Committee Report

**Committee Name:** Innisfree Library Board

**Meeting Date and Time:** June 06, 2022

**Attendees:** Debbie Mcmann, Doris Christensen, Holly Cependa, Elizabeth Harrison, Eliza Johnson, Jennifer Johnson

### Discussion:

- Thank you went out to Marilyn for arranging Susan Brosseau
- Mother's day basket brought in \$444.00
- Next gen agreement motion was made to take over the agreement and it was carried
- 152 patrons in may
- June will be ready for the 16<sup>th</sup> for early literacy
- 7 applicants for Canada summer jobs (all 7 will be getting interviews)
- 240 hours was approved for the Canada summer jobs
- Mrs. Brosseau came out on the 1<sup>st</sup> of may for the presentation, 27 people came not including students, inquiries were going to be made if the library board can make a donation instead of a honarium
- Previous author said she did not want anything for reading, then her publisher came out with an invoice of .80/km for fuel (86km), \$100 for trip expenses, \$150 for her time (\$586.00 invoice) left 20 books and charged for all and only 6 sold for \$66.00 (author was Mindy Kryzanowski)
- Free comic day was a success
- Broadband is going to be looked at by NLLS
- IT will be coming in September
- Dropping to 2 vans from 3 for deliveries and such
- The conference was a TED talk style
- There will be a dedicated website for summer and winter reading program
- Free library built out of an old fridge will be coming for a little while
- July 7 2022 will be the 10 anniversary celebration
- \$100.00 will be dedicated to Susan Brosseau's charity of choice

**Submitted by:** Jennifer Johnson



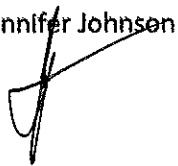
## Village of Innisfree Council Committee Report

**Committee Name:** Northern Light Library System  
**Meeting Date and Time:** May 28, 2022  
**Attendees:** Numerous across Multiple Municipalities

### Discussion:

- Acknowledgement of Treaty 6.
- Convention went very well with multiple attendees.
- PLSB training can be obtained through library system.
- Discussed that when someone is on the NLLS they should also be on the local Library board as well, it is highly recommended.
- There is going to be some changes made to the Library Act, it is to be announced as it is still in discussion.
- There is going to be Intermunicipal Library board coming.
- For the Library managers meeting it was a hybrid meeting, there is going to be some changes to the website, Office Tenant Consolidation trial was completed, summer reading program was discussed and the team is coming up with some ideas, discussed processing of materials and the 15.00 and up will be MAT tracked, talked about new manager training, end of Spetemeber and end of February will be next meeting.
- ALTA (Alberta Library Trustee Assoc.) provides training for all trustees, AGM was on June 4 and all members are able to attend, 4 webinars are available.
- There will be a letter sent to municiplaities for population list, Municipal affairs uses their own population list, watch for weekly updates for what population list is used (2016 census was used)
- There will be a movable little library made out of an old fridge that will be circulating through different communities this summer.

**Submitted by:** Jennifer Johnson



## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Summer Municipal Caucus
<b>Meeting Date &amp; Time:</b>	June 22, 2022 9:00 am. - Didsbury
<b>Attendees:</b>	
<b>Discussion:</b>	<p>Fall Conference - Sept. - Calgary</p> <p>Ice Breakers</p> <p>Leading Climate Action - 167 Municipalities Participated</p> <ul style="list-style-type: none"> <li>- Electric Vehicles</li> <li>- Solar</li> </ul> <p style="text-align: right;">- \$114 million Energy Savings</p> <p>Municipal Tax Rates &amp; Population - 737 Projects Completed</p>
<b>Actions:</b>	<ul style="list-style-type: none"> <li>- Good Networking</li> <li>- Visited movie scene in "old" Didsbury Fire Hall</li> </ul>
<b>Future Items:</b>	Conference - Sept - Calgary
<b>Submitted By:</b>	<p>Debbie McMann          PO Box 227          Innisfree AB T0B 2G0</p>



## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Village of Innisfree Library Board
<b>Meeting Date &amp; Time:</b>	JUL - 6 2022
<b>Attendees:</b>	Betty Harrison, Holly Cependa, Doris Christensen Eliza Rurak, Yvonne Parasynchuk, Debbie Mc Mann, Doreen Nott
<b>Discussion:</b>	Canada Summer Jobs hire - Lemonne Kostyniak  Looked at / Reviewed Policy 2.4 Summer Reading Activity - Aug 11 & 12 - webSite for ↑ Aug 17 & 18 NLLS - Contests - Pen Pals
<b>Actions:</b>	Thank you to Holly - Reading Stories on Web Page Thank you to Nora Melnyk and Allison - Face Painting Canada Day Library Board will Volunteer at Innisfree Fair
<b>Future Items:</b>	10th Anniversary July 7, 2022 - Village <u>did not</u> reply to invite! Holiday in the Hallways - NOV. Summer Reading Program has begun
<b>Submitted By:</b>	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – July 19, 2022

**11 – Council**

- Elected Official Training:
  - Munis-101  
- No further updates currently. Administration awaits confirmation of upcoming training dates.
  - Spring Municipal Leaders Caucus:  
\*Update from Clr. McMann\*

**12 – Administration**

- Finances
  - *ATB Financial (Transferring the Operating Account to a MUSH Savings Account)*  
*Administration spoke to Douglas Erickson, Account Manager from ATB. Mr. Erickson advised the following:*  
*“ATB Financial did "upgrade" some other accounts into MUSH Savings. Upon reviewing the Village of Innisfree’s current accounts, it appears that three of your four accounts are already Savings accounts (with the one Operating Account). Savings Accounts do not have cheques or allow EFTs, etc. so you will have to keep an Operating Account for that purpose. The Savings Accounts have the highest interest possible with immediate liquidity. If you do require another Savings Account, just let us know, but at this point all your accounts are "maxed" out.”*
- Council Minute Action List:
  - See Schedule “A”
- Municipal Grants Report:
  - See Schedule “B”
- Health & Safety:
  - Safety Meeting:  
Administration and Public Works held a Staff Safety Meeting on July 6, 2022, which included the Recreation Park Manager and Temporary Summer Employee.
  - Next Meeting:  
Administration, Public Works, and Recreation will be conducting monthly Safety Meetings pursuant to the Occupational Health and Safety Act; next meeting has not been set.
- Other:
  - Substance Release Report (May 31, 2022):  
Administration has received two (2) quotes for the testing of the soils and will be proceeding with RAM River Environmental Consulting (based out of Vermilion). Administration is currently waiting on a quote from Doug’s Backhoe & Bobcat Services.
  - 2011 Yamaha Golf Cart  
The golf cart seems to be in good working condition. No reported issues noted to date.

# VILLAGE OF INNISFREE

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – July 19, 2022

- **Fallen Tree – CN Rail**  
Administration has followed up with CN regarding the fallen tree. CN had a misunderstanding and assumed the tree was on Village property. Administration spoke with a CN representative; it was clarified that the tree was situated on CN Property. Therefore, the track team will plan to have the tree picked up by the end of July 2022.
- **Proposed Playground Idea:**  
*There is no motion on record directing Administration to research a playground and Administration has not received any direction from Council regarding the style/type of equipment Council would like in a playground. Administration can research quotes, and appropriate locations for a playground with a motion stating more detailed information from Council such as the budget, type and style of playground, etc.*
- **MCCAC – Electric Vehicle Charging Station**  
*ATCO Electric contacted the Village Office and advised ATCO can provide financial support for any electrical upgrades required. Administration provided permission to ATCO to provide information to their independent contractor who will provide the engineering and support to develop the electrical services required at the specified location at no cost to the Village!*
- **Canada Day Events (July 1<sup>st</sup>)**  
Administration would like to extend a HUGE Thank You to all that assisted in the Canada Day events. *Thank You, Clr. Raycraft for your assistance during the Canada Day festivities.*

Name of Event	Total
Pancake Breakfast - Donations	\$281.00
Hot Dogs & Pop – Sales	\$270.00
Pizza Night – Sales	\$495.25
	<b><u>= \$1,046.25</u></b>
Sponsored Funds Received	Total
County of Minburn No. 27	\$500.00
Minco Gas	??
Innisfree & District Agricultural Society	\$200.00
ATB Financial	\$60.00
	<b><u>= \$760.00</u></b>

**VILLAGE OF INNISFREE  
CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – July 19, 2022

Expenses	Total
Sand Money Pit	\$60.00
Vermilion Packers (Sausages)	\$216.00
Cornerstone Coop (Mannville)	681.14
	<u>= \$957.14</u>
<b><u>TOTAL SURPLUS/(DEFICIT) = \$855.00</u></b>	

**\*Surplus may change, as Village has not received Minco Gas Sponsorship amount\***

\* Upon receipt of Minco Gas donation, administration recommends that the Village of Innisfree donate 50% of proceeds to the Innisfree Senior Citizens Society and 50% of proceeds to the Innisfree Delnorte School Financial Society (for the Multi-Sport Revitalization Project.)

- Public Meeting/Open House on June 22<sup>nd</sup>:  
The Village had a great turn out (despite the unruly weather). There were about 17 people in attendance (one being from the County of Minburn area). All had a wonderful time and enjoyed the food and beverages served. Thank you, Clr. Raycraft for cooking the burgers and hot dogs!
- Innisfree & District Fish & Game Garbage Bin Request for the Fishpond:  
*Administration contacted Environmental Metal Works and ordered a bin for the Innisfree Fish & Game Society. Administration was notified on July 11, 2022 that the bin is available for pick-up. Public Works will arrange for pick up and drop off of the bin. Innisfree Fish & Game has agreed to pay for the entire bin (\$1,289 + GST). As well, if Council wishes, Administration can invoice the Fish & Game annually for the cost of the bin. Administration recommends around \$100-\$150/year (the bin will only be used during the summer months).*

**23 – Fire**

- Fire Chief Report:
  - See Schedule “C”

**25 – Emergency Service**

- With CAO planning for Maternity Leave, Administration will be discussing future DEM and DDEM roles for the Village of Innisfree; information will be brought to Council for approval at the August or September 2022 Regular Council Meeting per the Regional Emergency Management Bylaw 662-20.

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – July 19, 2022

**26 – Bylaw Enforcement**

- Updates:
  - *The Public Works Department has set out traps to capture stray cats, pursuant to Feline Control Bylaw 607-15*
  - *The Public Works Department has cut **5-6** unsightly properties: pursuant to Unsightly Premises Bylaw 597-14; invoices were sent to the respective landowners,*
  - *The Bylaw Enforcement Officer will continue to monitor and enforce applicable bylaws.*

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

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

**61 – Planning & Development**

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

**66 – Land**

- *At the June 21, 2022, Regular Council Meeting, Council endorsed a motion to postpone the July 26, 2022, Tax Auction to August 25, 2022. The revised ad was sent to the Alberta Gazette for the July 15<sup>th</sup> Issue; upon publication, Administration will forward letters to the respective landowners pursuant to the MGA.*
- *Administration will also publish the ad in one issue of the Vegreville Advertiser, pursuant to s. 421(1) of the MGA.*

**72 – Recreation**

- Birch Lake Campground & Recreation Park *Manager's* Report:
  - See Schedule “D”

**74 – Culture**

- Innisfree Library:
  - *Congratulations on the Library's 10<sup>th</sup> Anniversary Celebration on July 7<sup>th</sup>!*
  - *Library has many events scheduled for 2022. For more details, visiting the Innisfree Library website: <https://www.innisfreelibrary.ca/>*
- MMI-FCSS:
  - *MMI-FCSS has many events scheduled for 2022; For more details on any of the programs/events, please visit MMI FCSS Website: <https://mmifcss.wixsite.com/mmifcss>*

VILLAGE OF INNISFREE  
CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – July 19, 2022

- *MMI-FCSS is scheduling several Pizza nights utilizing the pizza oven over the summer in Innisfree*

Reminder: Volunteers are needed! If you know someone who may be interested in Volunteering, please contact the MMI FCSS Department.

**Important Dates:**

- July 14-18, 2022 – PW Foreman Away (Holidays)
- July 27, 2022 – CAO Away (Medical Appointment)
- August 11-15, 2022 – PW Foreman Away (Holidays)
- August 25, 2022 – Tax Sale/Public Auction



## 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 postponed until Spring 2022. A Letter of Understanding signed by the contractor to maintain the 2021 project costs in 2022. <b>Spectre Systems has moved their equipment to the Tennis Courts and anticipates construction to begin July 11-15, 2022.</b>
2021-11-16/07 2022-04-19/33	Driver Feedback Signage	Admin	Council approved the signage quote at the April 2022 Council Meeting. <b>Administration has received the Driver Feedback Sign. Public Works to install.</b>
2021-12-14/22 2022-04-19/32	CAO Report: MSP Project Proposal Ball Diamond Shale	Admin	<b>Shale to be spread once weeds are mitigated.</b>
2022-04-19/15	Innisfree Delnorte PAC – Flashing Crossing Sign	Admin	Administration received approval of a Roadside Development Permit from Alberta Transportation for the installation of the Flashing Pedestrian Beacon. <b>Please refer to RFD in Agenda Package.</b>
2022-04-19/16	Painting of Crosswalk – 53 Street and 48 Avenue	Admin	<b>Administration has received the paint. Public Works to work with Alberta Transportation, to block traffic along HWY 870, to allow for painting of crosswalk.</b>
2022-04-19/24	Innisfree Prairie Bank of Commerce Museum	Admin	Letter sent to the Historical Society on April 20, 2022. No further updates currently. <b>Administration invoiced the Museum for the 2022 Power, Gas and Water/Sewer Services. See RFD addressing Museum concerns.</b>

## SCHEDULE "A"

### Council Minutes' Action List

<p><b>2022-05-17/16</b> <b>2022-06-21/11</b></p>	<p>2021 Public Auction Reserve Bids</p>	<p>Admin/Council</p>	<p>Council set reserve bids and conditions pertaining to the sale of the listed properties. Administration forwarded the reserve bids and conditions of sale to Alberta Gazette, pursuant to S. 421(1) of the MGA. <b>Council endorsed a motion at the June 21, 2022, Regular Council meeting to postpone the July 26, 2022, Public Auction to August 25, 2022.</b></p>
<p><b>2022-05-17/18</b></p>	<p>Offer to Purchase – Grey Sided Storage Building</p>	<p>Admin</p>	<p>Payment for building received on May 18, 2022. <b>Building has been moved.</b></p>
<p><b>2022-05-17/19</b></p>	<p>Innisfree Delnorte School Sustainability Committee Request – Woodworking Program</p>	<p>Admin</p>	<p>Administration sent a letter to the Innisfree Delnorte School Sustainability Committee expressing the Village support for the project. <b>Meeting with Innisfree Delnorte School Principal &amp; OHS Supervisor has been postponed until Fall 2022.</b></p>
<p><b>2022-06-21/05</b> <b>2022-06-21/06</b></p>	<p>Cellphone Policy 1200-01 / Equipment Rental Policy 3200-02</p>	<p>Admin</p>	<p><b>Policies have been amended and posted on website.</b></p>
<p><b>2022-06-21/07</b></p>	<p>County of Minburn – Innisfree Fire Hall Transfer</p>	<p>Admin</p>	<p><b>County has begun the paperwork for the transfer of title.</b></p>
<p><b>2022-06-21/08</b></p>	<p>County of Minburn – Economic Development Strategy</p>	<p>Admin</p>	<p><b>Currently waiting for Council to provide responses.</b></p>
<p><b>2022-06-21/16</b></p>	<p>Mardar Electric Quote – MSP Grant Fund</p>	<p>Admin</p>	<p><b>Council approved quote dated June 21, 2022. Administration notified Electrician.</b></p>

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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MUNICIPAL STIMULUS PROGRAM: AMOUNT REMAINING = \$34,669 (DEADLINE: DECEMBER 31, 2022)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake	Ball Diamond Shale	\$7,000	24 Yards (delivery included): \$4,838 40 yd <sup>3</sup> = Approx. \$6,500 <b>Motion # 2022-04-19/32</b> <b>Actual = \$6,884 (2022)</b>	Yes.	Administration has received 2 of 4 quotes. See Schedule "A" for details on quote amounts. <b>Completed.</b>
	Electrical Upgrades	\$5,000	Quote: \$5,800 [Estimate] <i>Campground Lighting Upgrades</i> <b>Per 2022 Operating Budget</b>  Quote: \$2,900 [Estimate] <i>Ball Diamond Lighting Upgrades</i> <b>Motion # 2022-06-21/16</b>		<b>Mardar Electric provided quote, which was discussed verbally with Council at the May 24 Special meeting. Electrician has fixed lighting at entrance of park, group camp, playground and has also trimmed trees that were covering lights. Mardar Electric was advised of Council's approval.</b>
	Picnic Tables & Fire Pits	\$5,000	Quote: \$5,000 [Estimate] Per Home Hardware Vegreville (Picnic Tables)		Administration ordered one metal picnic table frame, to see the quality of the material (durability, etc.) <b>Order placed for 15 new metal framed picnic tables.</b>



# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
	Outhouse Rehabilitation	\$16,000			Grant allocation for new outhouses will not support the purchase of a single outhouse.
	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
<b>Fire Hall</b>					
	Replace Overhead Doors	\$6,000	\$573.85 (2021) \$575 (2022)	Yes.	Motion: 2021-12-14/18
	LED Lighting	\$1,500	Quote: \$3,897.08 Actual: \$3,125.48	Yes.	Motion: 2021-12-14/15
	Install Sink/Washing Station	\$1,000	Plumbing Quote: \$ 600 2021 Sink: \$330 2022 Actual: \$650	Yes.	Motion: 2021-12-14/16

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>MSI CAPITAL (ACCEPTED APPLICATIONS)</b>					
<b>Project</b>	<b>Item Details</b>	<b>Budgeted</b>	<b>Actuals</b>	<b>Completed</b>	<b>Comments/Concerns:</b>
CAP-13636	2021-2023 ACE Water Capital Contributions	\$74,333.00	\$37,400.00 (2021) Motion # 2021-04-20/21 \$28,050 (2022) Per 2022 Operating Budget Motion # 2022-05-17/11		2022: <del>\$28,050</del> 2023: \$8,440
CAP-12135	Bobcat/Skid Steer Accessories	\$4,381.00	Portable Salt/Sander: \$1,619 (2020)		Project completed.
CAP-13446	Community Garden Project	\$10,000			Administration and Public Works will obtain quotes for dirt, fencing materials, signage and other additions that may be deemed appropriate for the Community Garden. <b>Due to two consecutive years of low/lack of interest, Administration recommends terminating this project in the fall of 2022 and utilizing the grant funds elsewhere.</b>
CAP-13638	Lawn Equipment & Accessories	\$1,500	Lawn Equipment: \$2,248.04 (Actual) Motion # 2021-04-20/17 May 5, 2022 \$2,151.00 (Actual)	Yes.	Project complete. 3 Additional Weedwhackers purchased for Rec Park/PW on May 3, 2022 (3 Blowers included in package).

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13414	Village Administration Office Renovations	\$50,000			Administration to advertise an RFQ for the removal and installation of flooring, and improvements to front counter/desk & exterior of building and required electrical & plumbing upgrades. <b>Invitation to Tender has been drafted and advertised as of July 12, 2022</b>
CAP-12594	Replacement of Zero Turn Lawn Mower	\$9,000	\$6,405.00 <b>Motion # 2021-04-20/12</b>	Yes.	Project completed.



# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-14033	Fire Hydrants	\$20,000			<p>Install Fire Hydrants at 54 St (Rec Hall) &amp; 53 St. and 49 Ave to increase coverage.</p> <p>Infrastructure/Capital Plan Item #4.01.</p> <p><i>Tabled until Spring/Summer 2022</i></p> <p><i>Administration met with contractor and will provide quotes for a future budget meeting.</i></p> <p><b>Local Contractor quoted \$7,500 / hydrant [Village to supply hydrants &amp; materials]</b></p> <p><b>Administration has requested a quote from Frontier (through RMA). Waiting to receive a quote for materials.</b></p>
CAP-14018	Side by Side Purchase	\$15,000	<p>Actual:  <b>\$5,200 (Golf Cart People)</b>  <b>Motion # 2022-05-17/04</b></p>	<b>Yes.</b>	<b>Complete.</b>

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):</b>					
GTF-1196	Pedestrian Crossing Sign	\$50,000	Quote = \$ 3,200 [Estimate] Driver Feedback Sign <b>Motion # 2022-04-19/33</b>	Completed	<b>2022-02-15/06</b> Currently waiting for the arrival of remaining signs through ATS Traffic.  Please refer to RFD in Agenda Package.
GTF-516	Innisfree Infrastructure Upgrades	\$75,000 <b>(Remaining Funds – 27,472)</b>	2022 *Est* SFE:  1. Flooding/Culvert Installation: \$4,800 *Paving Cost* <b>Motion: 2021-10-07/02</b>		<i>Paving to be completed in Summer 2022.</i>
GTF-1187	Sidewalk Replacement/Rehabilitation	\$217,650			<b>Administration to contact Engineers to obtain Engineer report/drawing regarding sidewalks and underground infrastructure.</b>
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			

**Village of Innisfree Monthly Financial Reconciliation**  
**June 30, 2022**

**As per Books**

	General Operating	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Previous Month Balance	161,260.80	480.54	537,039.44	232,624.58
Deposits	72,089.29			
Interest Received	264.18	0.74	826.34	313.00
Transfers from Municipal Grants	47,670.29			
Transfers from Capital Reserves	10,620.00			
<b>Sub-Total</b>	<b>291,904.56</b>	<b>481.28</b>	<b>537,865.78</b>	<b>232,937.58</b>
Less Disbursements (A/P & P/R)	90,147.10		47,670.29	10,620.00
ATB Monthly Maintenance	30.36			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	28.95			
Staples Supplies	497.68			
Interac Fees	41.65			
Liberty Security - Monthly Fee	96.57			
WCB - June	410.58			
AB Education - ASFF 2nd Qrtr Req	9,322.68			
NSF Cheque Return	580.47			
<b>Month End Balance</b>	<b>190,723.52</b>	<b>481.28</b>	<b>490,195.49</b>	<b>222,317.58</b>

**As Per Bank**

	General	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Month End Balance	243,833.56	481.28	490,195.49	222,317.58
Deposits in Transit	503.11			
<b>Sub-Total</b>	<b>244,336.67</b>	<b>481.28</b>	<b>490,195.49</b>	<b>222,317.58</b>
Less Outstanding Cheques	53,613.15			
<b>Month End Balance</b>	<b>190,723.52</b>	<b>481.28</b>	<b>490,195.49</b>	<b>222,317.58</b>

**Outstanding Cheques**

Chq #	Amount	Chq#	Amount	Chq#	Amount
344	15.00	222	62.96	243	250.00
402	30.00	223	217.88	244	3,465.08
473	204.00	224	926.10	245	158.60
608	30.00	226	1,050.93	247	2,000.00
10407	30.00	227	26.25	248	100
10453	30.00	228	575.12		
10463	82.00	230	22.31		
10534	9.60	231	1,668.51		
141	242.50	232	145.00		
147	47.96	236	328.75		
153	170.80	237	425.00		
202	957.60	238	28,050.00		
218	132.30	240	3,626.84		
219	6,884.03	241	21.00		
221	1,508.69	242	118.34		
				<b>Total O/S Chqs.</b>	<b>53,613.15</b>



**Village of Innisfree**  
**Revenue & Expense Report**  
**For the Period Ending June 30, 2022**

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual
<b>TAXATION</b>				
1-00-00-110	Taxes Residential	166,348.76	166,000.00	165,982.99
1-00-00-111	Taxes Non-Residential	46,719.48	49,832.00	49,831.59
1-00-00-112	Taxes M & E	4,341.49	2,224.00	2,224.30
1-00-00-120	Taxes SP Levy	0.00	0.00	0.00
1-00-00-190	Taxes Linear	27,882.89	28,486.00	28,485.85
1-00-00-230	Taxes Federal GIL	1,056.16	1,208.00	1,208.27
1-00-00-240	Taxes Provincial GIL	0.00	0.00	0.00
1-00-00-250	Taxes Minimum Levy	25,643.83	26,405.00	26,405.65
1-00-00-321	ASFF Residential Levy	27,436.04	25,843.00	27,158.85
1-00-00-322	ASFF Non-Residential Levy	11,781.88	11,779.00	12,387.27
1-00-00-330	Seniors Housing Levy	2,804.36	3,811.00	3,810.74
1-00-00-260	Taxes - Designated Industrial Property	90.77	87.00	87.07
1-00-00-328	ASFF Residential (Over/Under) Levy	0.00	1,319.00	0.00
1-00-00-329	ASFF Non-Residential (Over/Under) Levy	0.00	608.00	0.00
* TOTAL TAXATION		<u>314,105.66</u>	<u>317,602.00</u>	<u>317,582.58</u>
<b>REQUISITIONS</b>				
2-00-00-260	Designated Industrial Property Req	0.00	87.00	0.00
2-00-00-321	ASFF Requisition Residential	26,117.36	27,162.00	13,058.68
2-00-00-322	ASFF Requisition Non-Residential	11,173.33	12,387.00	5,586.67
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	3,811.00	3,811.00
2-01-00-754	Seniors Foundation-Req	0.00	0.00	0.00
* TOTAL REQUISITIONS		<u>40,115.69</u>	<u>43,447.00</u>	<u>22,456.35</u>
**P TOTAL TAX AVAILABLE FOR MUNICI		<u>273,989.97</u>	<u>274,155.00</u>	<u>295,126.23</u>
<b>GENERAL REVENUE</b>				
1-00-00-510	Penalties Taxes	21,117.75	27,000.00	18,722.74
1-00-00-540	Franchise Fees - Natural Gas	21,550.23	28,025.00	14,694.39
1-00-00-541	Franchise Fees - Electricity	13,654.52	15,200.00	6,833.92
1-00-00-550	Bank Interest (General Operating)	328.12	1,500.00	1,077.36
1-01-00-590	Other Revenue Own Sources Invest	183.04	550.00	245.00
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	25,000.00	0.00
1-00-00-551	Bank Interest - Grants	818.09	2,500.00	2,123.15
1-00-00-552	Bank Interest - Reserves	307.08	300.00	222.06
1-00-00-553	Bank Interest - Tax Recovery '09 (TBill)	0.98	2.00	1.90
** TOTAL GENERAL REVENUE		<u>62,959.81</u>	<u>100,077.00</u>	<u>43,920.52</u>
<b>ADMIN REVENUE</b>				
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	0.00	0.00
1-12-00-290	Election (Senate/Referendum)	4,000.00	0.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	1,231.18	1,350.00	919.94
1-12-00-402	Bank Fees Collected	0.00	150.00	279.00
1-12-00-560	Rental Revenue Adm	8,503.60	8,500.00	3,909.45
1-12-00-590	Other Revenue Own Sources Adm	6,845.76	1,750.00	2,843.90
1-12-00-765	Transfer from Reserves - Admin	0.00	5,620.00	5,620.00



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending June 30, 2022

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual
1-12-00-840	Grants Conditional Provincial Adm	36,768.00	0.00	0.00
1-12-00-841	Provincial Grant Capital	24,113.37	50,000.00	0.00
<b>**</b>	<b>TOTAL ADMIN REVENUE</b>	<b>81,461.91</b>	<b>67,370.00</b>	<b>13,572.29</b>
<b>FINE REVENUE</b>				
1-21-00-530	Fines Police	100.00	100.00	0.00
<b>**</b>	<b>TOTAL FINE REVENUE</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
<b>FIRE REVENUE</b>				
1-23-00-410	Fees Fire Fighting	9,669.91	500.00	187.50
1-23-00-765	Transfer from Reserves Fire	2,000.00	5,000.00	5,000.00
1-23-00-841	Provincial Grants - Fire	0.00	1,225.00	1,225.00
1-23-00-850	Joint Fire Services Agreement	21,044.26	0.00	0.00
1-23-00-990	Proceeds of Capital Disposal Fire	0.00	0.00	0.00
<b>**</b>	<b>TOTAL FIRE REVENUE</b>	<b>32,714.17</b>	<b>6,725.00</b>	<b>6,412.50</b>
<b>BYLAW REVENUE</b>				
1-26-00-522	License Animal	957.00	1,100.00	1,065.00
1-26-00-523	Business Licenses	375.00	500.00	560.00
1-26-00-590	Fines Bylaw	0.00	0.00	75.00
<b>**</b>	<b>TOTAL BYLAW REVENUE</b>	<b>1,332.00</b>	<b>1,600.00</b>	<b>1,700.00</b>
<b>PUBLIC WORKS REVENUE</b>				
1-32-00-560	PW Rental Revenue	840.48	2,500.00	1,300.00
1-32-00-430	Sales Service (Grass, Snow)	1,469.05	0.00	75.00
1-32-00-765	Transfer From Operating Reserves PW	10,130.00	19,775.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	2,992.50	2,100.00	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	30,000.00	4,375.58
1-32-00-850	FEDERAL GRANTS	0.00	4,800.00	0.00
1-32-00-990	Proceeds of Capital Disposal PW	0.00	0.00	0.00
<b>**</b>	<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>15,432.03</b>	<b>59,175.00</b>	<b>5,750.58</b>
<b>STORMWATER REVENUE</b>				
1-37-00-000	Grants - Provincial Capital	0.00	0.00	0.00
1-37-00-410	Stormwater Infrastructure Renewal	4,660.85	4,780.00	2,410.16
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
<b>**</b>	<b>TOTAL STORMWATER REVENUE</b>	<b>4,660.85</b>	<b>4,780.00</b>	<b>2,410.16</b>
<b>WATER REVENUE</b>				
1-41-00-410	Water Consumption	43,583.39	42,500.00	23,063.72
1-41-00-411	Regional Water Fund	22,873.74	23,450.00	11,834.50
1-41-00-412	Water Base Fee	27,834.99	29,150.00	14,921.35
1-41-00-510	Penalties Water	2,775.08	2,950.00	1,234.48
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	37,400.00	48,050.00	28,050.00
<b>**</b>	<b>TOTAL WATER REVENUE</b>	<b>134,467.20</b>	<b>146,100.00</b>	<b>79,104.05</b>



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending June 30, 2022

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual
<b>SEWER REVENUE</b>				
1-42-00-410	Billings Sewer	35,035.58	35,850.00	18,099.80
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00	0.00
1-42-00-765	Transfer from Reserves Sewer	5,000.00	0.00	0.00
1-42-00-840	Grants Conditional Provincial Sewer	0.00	40,500.00	0.00
<b>** TOTAL SEWER REVENUE</b>		<b>40,035.58</b>	<b>76,350.00</b>	<b>18,099.80</b>
<b>SOLID WASTE</b>				
1-43-00-410	Billings Garbage	46,662.62	47,680.00	24,075.32
1-43-00-411	Regional SWM Infrastructure Fee	17,539.74	18,100.00	9,153.00
1-43-00-510	Penalties - Solid Waste	0.00	0.00	0.00
1-43-00-511	Penalties SWM Fee	0.00	0.00	0.00
1-43-00-764	Transfer from Contributed Reserve Garbag	0.00	0.00	0.00
<b>** TOTAL SOLID WASTE</b>		<b>64,202.36</b>	<b>65,780.00</b>	<b>33,228.32</b>
<b>LAND REVENUE</b>				
1-61-00-410	Sale of Land	857.14	0.00	0.00
1-61-00-522	Permits (Development, Subdivision)	150.00	0.00	0.00
1-61-00-765	Transfer from Reserves - Land	0.00	30,000.00	0.00
<b>** TOTAL LAND REVENUE</b>		<b>1,007.14</b>	<b>30,000.00</b>	<b>0.00</b>
<b>PLANNING REVENUE</b>				
1-66-00-522	Permits (Development and/or Subdivision)	0.00	150.00	150.00
<b>** TOTAL PLANNING</b>		<b>0.00</b>	<b>150.00</b>	<b>150.00</b>
<b>RECREATION REVENUE</b>				
1-72-00-590	Fees Park Grounds	20,175.14	22,000.00	17,777.79
1-72-00-591	Fees Park Concession	0.00	1,500.00	262.33
1-72-00-592	Fees Park Firewood	1,380.00	1,500.00	412.35
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
1-72-00-765	Transfer from Reserves Recreation	5,000.00	0.00	0.00
1-72-00-830	Federal Conditional Grants	2,756.50	2,100.00	0.00
1-72-00-415	Rec Park Donations	0.00	1,000.00	1,025.00
1-72-00-841	PROVINCIAL GRANT - CAPITAL	0.00	21,000.00	14,019.71
<b>** TOTAL RECREATION REVENUE</b>		<b>29,311.64</b>	<b>49,100.00</b>	<b>33,497.18</b>
<b>CULTURAL REVENUE</b>				
1-74-00-400	Van Revenue (Community)	0.00	0.00	0.00
1-74-00-557	Museum Cost Recovery	0.00	0.00	3,611.82
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	0.00	0.00	0.00
<b>** TOTAL CULTURAL REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>3,611.82</b>
<b>*** TOTAL REVENUE</b>		<b>741,674.66</b>	<b>881,462.00</b>	<b>536,583.45</b>





**Village of Innisfree**  
**Revenue & Expense Report**  
**For the Period Ending June 30, 2022**

<b>General Ledger</b>	<b>Description</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual</b>
<b>COUNCIL EXPENSE</b>				
2-11-00-130	Employer Cont Source Dec=ductions	10.58	200.00	15.59
2-11-00-135	WCB Council	0.00	145.00	573.64
2-11-00-151	Fees Council	6,407.50	8,000.00	4,797.50
2-11-00-211	Travel/Subsistence Council	716.87	2,500.00	708.16
2-11-00-212	Conventions/Seminars Council	1,725.01	2,500.00	1,055.56
2-11-00-274	Council Insurance	0.00	0.00	0.00
<b>** TOTAL COUNCIL EXPENSE</b>		<b>8,859.96</b>	<b>13,345.00</b>	<b>7,150.45</b>
<b>GENERAL EXPENSE</b>				
2-19-00-274	General Insurance	5,128.41	6,355.00	6,355.01
<b>** TOTAL GENERAL EXPENSE</b>		<b>5,128.41</b>	<b>6,355.00</b>	<b>6,355.01</b>
<b>ADMIN EXPENSE</b>				
2-12-00-110	Salaries & Wages Adm	67,562.54	53,360.00	41,488.28
2-12-00-111	Honorarium (Admin)	600.00	1,000.00	0.00
2-12-00-115	Salaries & Wages Assistant Adm	0.00	31,180.00	2,569.93
2-12-00-120	Salaries & Wages Casual	0.00	0.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,317.02	4,470.00	3,195.17
2-12-00-131	Employer Benefits Adm	7,711.24	13,250.00	6,629.56
2-12-00-135	Workers Compensation ADM	2,138.99	1,420.00	730.68
2-12-00-211	Travel/Subsistence Adm	79.48	1,500.00	2,751.97
2-12-00-215	Telecommunications	3,343.63	3,550.00	1,848.21
2-12-00-216	Postage & Freight	590.82	600.00	477.47
2-12-00-212	Education Adm	0.00	0.00	0.00
2-12-00-213	Health & Safety Training - Adm	0.00	530.00	99.98
2-12-00-217	Website Costs	1,175.00	1,270.00	0.00
2-12-00-220	Membership Dues Adm	1,243.99	1,850.00	1,677.03
2-12-00-221	Advertising/Printing/Subscriptions Adm	4,809.10	5,000.00	745.15
2-12-00-230	Audit/Assessor Fees Adm	24,250.00	25,000.00	20,300.00
2-12-00-250	Contracted Services Adm	21,703.30	10,000.00	4,965.33
2-12-00-274	Insurance Adm	959.07	1,026.00	1,026.21
2-12-00-290	Election/Census Expense Adm	2,601.55	750.00	328.77
2-12-00-510	Goods, Materials & Supplies Adm	10,574.44	60,575.00	2,883.69
2-12-00-540	Utilities Heat Adm	1,313.47	1,700.00	680.72
2-12-00-541	Utilities Power Adm	2,940.08	2,500.00	860.14
2-12-00-543	Utilities Water&Sewer Adm	0.00	1,380.00	475.28
2-12-00-650	Provision Doubtful Accounts	11,890.92	30,000.00	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	1,500.00	0.00
2-12-00-810	Bank Charges Adm	1,748.91	2,500.00	1,130.31
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	620.00	250.00	50.00
2-12-00-920	Tax Adjustments Council Adm	0.00	0.00	750.00
2-12-00-995	Legal Expenses	12,850.10	5,000.00	0.00
2-12-00-770	Grants to Organizations Adm	12,000.00	0.00	0.00
<b>** TOTAL ADMIN EXPENSE</b>		<b>197,023.65</b>	<b>261,161.00</b>	<b>97,473.59</b>
<b>FIRE EXPENSE</b>				
2-23-00-120	Salaries & Wages Fire	15,625.20	0.00	0.00



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending June 30, 2022

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual
2-23-00-135	WCB Fire	0.00	0.00	0.00
2-23-00-211	Travel & Subsistence Fire	0.00	0.00	0.00
2-23-00-215	Telecommunications Fire	3,257.92	950.00	947.62
2-23-00-217	Freight & Postage Fire	723.27	10.00	0.92
2-23-00-221	Advertising/Printing/Subscriptions Fire	250.00	0.00	0.00
2-23-00-234	Training Fire	950.00	0.00	0.00
2-23-00-250	Contracted Services Fire	592.93	0.00	0.00
2-23-00-274	Insurance Fire	1,605.55	0.00	1,880.27
2-23-00-510	Supplies, Goods & Equipment Fire	11,885.09	1,225.00	1,225.00
2-23-00-521	Fuel & Oil Fire	327.30	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,854.42	0.00	(216.82)
2-23-00-541	Utilities Power Fire	1,918.81	0.00	(270.24)
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	0.00	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
2-23-00-330	Fire Requisition - Joint F.S.A.	0.00	5,000.00	5,000.00
<b>** TOTAL FIRE EXPENSE</b>		<b>41,490.49</b>	<b>7,185.00</b>	<b>8,566.75</b>
<b>EMERGENCY SERVICE EXPENSE</b>				
2-25-00-300	Ambulance Requisition	0.00	0.00	0.00
2-25-00-310	911 Requisition	1,204.20	1,205.00	1,115.00
2-25-00-330	Police Funding Model (Cost Share)	0.00	5,620.00	5,616.00
<b>** TOTAL EMERGENCY SERVICE EXPENS</b>		<b>1,204.20</b>	<b>6,825.00</b>	<b>6,731.00</b>
<b>BYLAW EXPENSE</b>				
2-26-00-221	Bylaw Advertising	0.00	0.00	0.00
2-26-00-222	Bylaw Enforcement Costs	0.00	550.00	264.96
2-26-00-510	Bylaw Enforcement Goods & Materials	0.00	345.00	336.14
2-26-00-216	Postage & Freight - Bylaw	0.00	100.00	85.11
<b>** TOTAL BYLAW EXPENSE</b>		<b>0.00</b>	<b>995.00</b>	<b>686.21</b>
<b>PUBLIC WORKS EXPENSE</b>				
2-32-00-110	Salaries & Wages PW	20,559.24	17,912.00	17,524.55
2-32-00-111	Honorarium (PW)	450.00	500.00	0.00
2-32-00-115	Salaries & Wages Casual PW	3,990.00	2,205.00	3,843.00
2-32-00-130	Employer Contributions Source PW	1,571.79	1,805.00	1,587.33
2-32-00-131	Employer Benefits PW	1,660.74	2,350.00	2,216.12
2-32-00-135	WCB	0.00	470.00	306.52
2-32-00-211	Travel & Subsistence PW	0.00	0.00	0.00
2-32-00-213	Health & Safety Training - PW	0.00	2,020.00	578.86
2-32-00-215	Telecommunications PW	2,413.72	2,675.00	1,239.68
2-32-00-217	Freight & Postage PW	47.00	75.00	3.67
2-32-00-221	Advertising/Printing/Subscriptions PW	0.00	0.00	0.00
2-32-00-250	Contracted Services PW	575.88	580.00	232.45
2-32-00-270	CN Services PW	130.00	130.00	130.00
2-32-00-274	Insurance PW	2,766.29	1,710.00	1,707.65
2-32-00-510	Goods, Supplies & Materials PW	10,321.57	64,575.00	9,133.54
2-32-00-521	Fuel & Oil PW	5,889.35	7,500.00	3,844.55
2-32-00-540	Utilities Heat PW	1,960.19	3,500.00	1,286.37
2-32-00-541	Utilities Power (Street/Shop) PW	49,068.68	53,500.00	17,515.40
2-32-00-543	Utilities Water/Sewer PW	0.00	0.00	2,536.76
2-32-00-762	Transfer to Capital PW	2,500.00	3,000.00	0.00



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending June 30, 2022

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual
<b>** TOTAL PUBLIC WORKS EXPENSE</b>		<b>103,904.45</b>	<b>164,507.00</b>	<b>63,680.45</b>
<b>STORM DRAINAGE EXPENSE</b>				
2-37-00-250	Contracted Services - Storm Drainage	0.00	0.00	0.00
2-37-00-510	Goods & Equipment Repairs - Storm Drainage	0.00	3,500.00	1,280.00
2-37-00-762	Contribution to Capital - Storm Drainage	4,775.00	4,780.00	0.00
<b>** TOTAL STORM DRAINAGE EXPENSE</b>		<b>4,775.00</b>	<b>8,280.00</b>	<b>1,280.00</b>
<b>WATER EXPENSES</b>				
2-41-00-110	Salaries & Wages Water	8,337.59	7,680.00	2,048.21
2-41-00-120	Salaries & Wages Casual Water	0.00	0.00	0.00
2-41-00-130	Employer Contributions Source Water	499.68	545.00	133.73
2-41-00-131	Employer Benefits Water	691.08	1,010.00	232.31
2-41-00-211	Travel & Subsistence Water	0.00	1,920.00	840.00
2-41-00-215	Telecommunications - Water	1,783.16	2,500.00	935.12
2-41-00-217	Freight & Postage - Water	108.70	715.00	471.36
2-41-00-250	Contracted Services Water	12,749.35	12,750.00	2,442.72
2-41-00-270	Licenses & Permits Water	0.00	0.00	0.00
2-41-00-274	Insurance Water	2,166.66	2,320.00	2,318.34
2-41-00-350	ACE Regional Water Purchase	55,734.80	55,750.00	20,744.10
2-41-00-510	Goods, Supplies & Materials Water	9,578.71	25,500.00	926.99
2-41-00-540	Utilities Heat Water Plant	1,965.10	2,600.00	807.83
2-41-00-541	Utilities Power Water Plant	6,418.98	7,000.00	1,978.04
2-41-00-762	Transfer to Capital Water	2,500.00	2,500.00	0.00
2-41-00-830	Debt Interest Water	0.00	0.00	0.00
2-41-00-831	Debt Principal Water	0.00	0.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	37,400.00	28,050.00	28,050.00
<b>** TOTAL WATER EXPENSES</b>		<b>139,933.81</b>	<b>150,840.00</b>	<b>61,928.75</b>
<b>SEWER EXPENSE</b>				
2-42-00-110	Salaries & Wages Sewer	5,846.00	7,680.00	2,035.29
2-42-00-130	Employer Contributions Source Sewer	330.85	545.00	133.73
2-42-00-131	Employer Benefits Sewer	239.80	1,010.00	232.31
2-42-00-215	Freight/Phone/Postage Sewer	0.00	75.00	27.91
2-42-00-250	Contracted Services Sewer	0.00	570.00	0.00
2-42-00-274	Insurance Sewer	1,439.63	1,550.00	1,540.42
2-42-00-510	Goods, Supplies & Materials Sewer	11,237.50	55,500.00	2,923.99
2-42-00-541	Utilities Power Sewer Lift Stations	6,486.88	7,000.00	2,498.44
2-42-00-762	Transfer to Capital Sewer	2,500.00	2,500.00	0.00
<b>** TOTAL SEWER EXPENSE</b>		<b>28,080.66</b>	<b>76,430.00</b>	<b>9,392.09</b>
<b>GARBAGE EXPENSE</b>				
2-43-00-110	Salaries & Wages Garbage	16,132.26	17,915.00	4,792.12
2-43-00-120	Salaries & Wages Casual Garbage	0.00	2,205.00	0.00
2-43-00-130	Employer Contributions Source Garbage	947.62	1,805.00	388.19
2-43-00-131	Employer Benefits Garbage	1,010.70	2,350.00	670.50
2-43-00-135	WCB Garbage	0.00	470.00	70.92
2-43-00-250	Contracted Services Garbage	26,185.45	26,500.00	8,397.70
2-43-00-274	Insurance Garbage	0.00	0.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	209.14	1,050.00	28.82
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



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending June 30, 2022

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual
2-43-00-762	Transfer to Capital Garbage	5,000.00	1,000.00	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	18,100.00	0.00
<b>** TOTAL GARBAGE EXPENSE</b>		<b>67,435.17</b>	<b>71,395.00</b>	<b>14,348.25</b>
<b>FCSS EXPENSE</b>				
2-51-00-351	FCSS Requisition	1,837.75	1,840.00	1,837.75
<b>** TOTAL FCSS EXPENSE</b>		<b>1,837.75</b>	<b>1,840.00</b>	<b>1,837.75</b>
<b>PLANNING EXPENSE</b>				
2-61-00-200	General Services Contracted	0.00	0.00	0.91
2-61-00-250	Contracted Services	0.00	0.00	0.00
2-61-00-510	General Goods, Supplies and Materials	0.00	30,000.00	0.00
<b>** TOTAL PLANNING EXPENSE</b>		<b>0.00</b>	<b>30,000.00</b>	<b>0.91</b>
<b>LAND PURCHASES EXPENSE</b>				
2-66-00-510	General Goods, Supplies and Materials	0.00	2,500.00	0.00
2-66-00-710	Land Purchase	0.00	0.00	0.00
2-66-00-911	Land Title Costs	0.00	100.00	0.00
<b>** TOTAL LAND PURCHASES EXPENSE</b>		<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>
<b>RECREATION E XPENSES</b>				
2-72-00-111	Honorarium (Recreation Park)	0.00	0.00	0.00
2-72-00-110	Salaries & Wages Recreation	0.00	0.00	0.00
2-72-00-115	Salaries & Wages Casual Recreation	3,675.00	4,410.00	1,071.00
2-72-00-130	Employer Contributions Source Recreation	0.00	1,270.00	76.42
2-72-00-131	Employer Benefits Recreation	0.00	0.00	0.00
2-72-00-135	WCB Rec Park	0.00	549.00	141.16
2-72-00-213	Health & Safety Training - Rec	0.00	1,515.00	946.71
2-72-00-215	Freight/Phone/Postage Recreation	1,646.61	1,650.00	797.38
2-72-00-221	Printing/Advertising/Subscriptions	0.00	550.00	795.00
2-72-00-234	Training Recreation	0.00	0.00	0.00
2-72-00-250	Contracted Services Recreation	11,136.40	10,000.00	4,000.00
2-72-00-251	CR.CA Fees	2,241.00	0.00	910.63
2-72-00-255	Maintenance Sports Grounds	0.00	0.00	0.00
2-72-00-274	Insurance Recreation	2,355.45	1,270.00	1,266.56
2-72-00-510	Goods, Materials & Supplies Recreation	16,082.43	28,000.00	20,782.20
2-72-00-521	Fuel and Oil Park	842.42	1,700.00	518.26
2-72-00-540	Utilities Heat Park Building	1,194.28	1,500.00	296.33
2-72-00-541	Utilities Power Park Grounds	4,499.81	4,600.00	971.52
2-72-00-543	Water/Sewer/Gas Hall	0.00	0.00	0.00
2-72-00-591	Concessions Park Grounds	0.00	1,200.00	441.25
2-72-00-592	Firewood - Recreation Park	2,728.57	3,000.00	1,700.00
2-72-00-760	Contribution to Capital	0.00	0.00	0.00
2-72-00-762	Transfer to Capital Recreation	1,000.00	1,500.00	0.00
2-72-00-764	Transfer to Operation Reserves Recreatio	0.00	0.00	0.00
2-72-00-770	Donations Recreation	0.00	1,000.00	0.00
<b>** TOTAL RECREATION E XPENSES</b>		<b>47,401.97</b>	<b>63,714.00</b>	<b>34,714.42</b>



**Village of Innisfree**  
**Revenue & Expense Report**  
**For the Period Ending June 30, 2022**

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2022-Jul-11  
11:31:39AM

<b>General Ledger</b>	<b>Description</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual</b>
<b>CULTURE EXPENSES</b>				
2-74-00-110	Honorairums (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	0.00	0.00	0.00
2-74-00-274	Insurance Cultural Organization	4,870.86	1,900.00	1,898.00
2-74-00-300	Regional Library Requisition	1,166.29	1,150.00	1,150.60
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	254.55
2-74-00-415	Donations - Museum	0.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	3,839.08	5,125.00	1,696.33
2-74-00-541	Uttilities Power Museum	1,684.16	1,855.00	659.18
2-74-00-221	Printing/Advertising/Subscriptions	1,338.52	150.00	195.77
<b>** CULTURE EXPENSES</b>		<b>16,398.91</b>	<b>13,680.00</b>	<b>5,854.43</b>
<b>*** TOTAL EXPENSES</b>		<b>663,474.43</b>	<b>879,152.00</b>	<b>320,000.06</b>
<b>**** (SUPLUS)/DEFICIT</b>		<b>(78,200.23)</b>	<b>(2,310.00)</b>	<b>(216,583.39)</b>

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



# Village of Innisfree

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2022-07-04

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	316,742.64		Local Improvement Levy			0.00		
		Additional Tax Levy	0.00		Accumulated Penalty		18,722.74			
					Outstanding Penalty		17,913.27			
		<b>Sub Ledger</b>		<b>General Ledger</b>						
		Current	284,847.86							
		1 Year	38,514.08				285,092.65			
		2 Years	29,356.95				141,949.22			
		3 Years	26,311.66							
		Over 3	48,011.32							
		Outstanding	427,041.87							
							Totals			427,041.87
							Total GL			427,041.87
							Total SL			427,041.87
							Proof			0.00

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





**Village of Innisfree**  
**Utilities Trial Balance (All Balances)**  
 Trial Balance As Of 2022-07-04

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	1,336.77		
Overdue 1	1,224.94	3-00-00-274	4,597.73
Overdue 2	907.92		
Overdue 3	658.00		
Overdue 4	470.10		
<b>Outstanding</b>	<b>4,597.73</b>	<b>Totals</b>	<b>4,597.73</b>
		<b>Total GL</b>	4,597.73
		<b>Total SL</b>	4,597.73
		<b>Proof</b>	0.00

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



# Village of Innisfree

## Cheque Listing For Council

2022-Jul-4  
3:49:07PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20220197	2022-06-06	ACE	2-41-00-350	235	PAYMENT MAY 2022 WATER CONSUMPTION	6,415.20	6,415.20
20220198	2022-06-06	AMSC Insurance Services	4-00-00-239	JUNE 2022	PAYMENT JUNE 2022 EMPLOYEE BENEFITS	2,169.79	2,169.79
20220199	2022-06-06	CANADA REVENUE AGENCY	4-00-00-237	MAY 2022	PAYMENT MAY 2022 EMPLOYEE SOURCE DED	3,679.80	3,679.80
20220200	2022-06-06	Canadian National	2-32-00-270	9500238290	PAYMENT 2022-2023 RAILWAY LEASE	136.50	136.50
20220201	2022-06-06	Government of Alberta - Alberta Q	3-00-00-998	E210471	PAYMENT JUNE 15 ISSUE - AB GAZETTE (PUBL	21.00	21.00
20220202	2022-06-06	JIM WAGNER ENTERPRISES LT	2-72-00-510	MAY 2022	PAYMENT MSI CAP # 13446 COMM. GARDEN (2	957.60	957.60
20220203	2022-06-06	McEwen, Darlene	2-12-00-250	May 2022	PAYMENT MAY 2022 JANITORIAL SERVICES	200.00	200.00
20220204	2022-06-06	NextGen Automation	3-00-00-998	412967	PAYMENT APRIL 30 - MAY 29 - LIBRARY PHOTC	35.63	35.63
20220205	2022-06-06	Rogers, Thelma	2-12-00-510	JUNE 2022	PAYMENT 2500 TRI-FOLD, PERFORATED SHEE	160.32	160.32
20220206	2022-06-06	Suncor Energy Products Partnersl	2-32-00-521	MAY 2022	PAYMENT MAY 2022 PW FUEL	801.64	801.64
20220207	2022-06-06	Tarapaski, Abby	2-72-00-510	MAY '22 MILEAGE	PAYMENT MILEAGE TO MANNVILLE (ICE)	28.06	28.06
20220208	2022-06-06	Telus Communications Company	2-12-00-215 2-41-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215	MAY 28-JUNE 27 MAY 28-JUNE 27 MAY 28-JUNE 27 MAY 28-JUNE 27 MAY 28-JUNE 27 MAY 28-JUNE 27	PAYMENT CABLE MILEAGE 780-592-2010 780-592-2041 780-592-2414 780-592-3729 780-592-3886	47.63 73.86 89.93 94.86 74.01 123.73	504.02
20220209	2022-06-06	Telus Mobility	2-72-00-215 2-12-00-215 2-32-00-215	JUNE 2-JULY 1 JUNE 2-JULY 1 JUNE 2-JULY 1	PAYMENT SMART HUB - REC CAO CELL PHONE PW CELL PHONE	136.50 73.45 102.17	312.12
20220210	2022-06-06	Threadgould, Cyndi	2-12-00-510 2-72-00-510	CONCESSION MAY 2022 MILEA	PAYMENT CONCESSION SUPPLIES - REC PARI MILEAGE EXPENSES - REC PARK M,	23.01 148.84	171.85
20220211	2022-06-06	Vegreville Home Hardware	2-72-00-510 2-72-00-510 2-72-00-510 2-72-00-510 2-32-00-510 2-32-00-510	MAY 2022 MAY 2022 MAY 2022 MAY 2022 MAY 2022 MAY 2022	PAYMENT REC PARK - SOLAR LIGHTS/LOCK/SI REC PARK - PAINT & SUPPLIES REC PARK - CAUTION TAPE REC PARK & PW - SOIL / ROUNDUP/ REC PARK & PW - SOIL / ROUNDUP/ PW - SOIL/POTTING MIX	190.50 697.39 18.89 69.27 69.27 43.04	1,088.36
20220212	2022-06-06	Village of Innisfree	2-74-00-543 2-32-00-543 2-12-00-543	MUSEUM MAY '2 PW SHOP MAY '2 V.O. MAY '22	PAYMENT MUSEUM WATER/SEWER/GARBAGE PW SHOP WATER/SEWER/GARBAGI VILL. OFF. WATER/SEWER/GARBAGI	109.14 676.88 132.62	918.64
20220213	2022-06-06	Wells Fargo Equipment Fin Co	2-12-00-250	JUNE 2022	PAYMENT Q2 - RICOH COPIER LEASE INSTALL	620.55	620.55
20220214	2022-06-15	Dobler, Robert					
20220215	2022-06-15	Magosse, Brooke					
20220216	2022-06-15	Tarapaski, Abby					
20220217	2022-06-23	Alberta Municipal Services Corpor			PAYMENT		7,612.39



# Village of Innisfree

## Cheque Listing For Council

2022-Jul-4  
3:49:07PM

Cheque		Vendor Name	General	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date		Ledger				
20220217	2022-06-23	Alberta Municipal Services Corpor	2-32-00-540	MAY 2022	PW SHOP HEAT	190.76	7,612.39
			2-41-00-540	MAY 2022	WTP HEAT	216.98	
			2-74-00-540	MAY 2022	MUSEUM HEAT	460.52	
			2-12-00-540	MAY 2022	VILLAGE OFFICE HEAT	138.08	
			2-32-00-541	MAY 2022	PW POWER	273.24	
			2-41-00-541	MAY 2022	WTP POWER	400.13	
			2-74-00-541	MAY 2022	MUSEUM POWER	168.01	
			2-23-00-541	MAY 2022	FIRE HALL POWER	(0.11)	
			2-12-00-541	MAY 2022	VILLAGE OFFICE POWER	217.73	
			2-42-00-541	MAY 2022	LIFT STATION POWER	601.45	
			2-72-00-541	MAY 2022	REC PARK POWER	556.48	
			2-32-00-541	MAY 2022	ADMIN FEE CREDIT	(105.00)	
			2-32-00-541	MAY 2022	STREET LIGHTS	4,494.12	
20220218	2022-06-23	Alta-Wide Builders	2-72-00-510	654603	PAYMENT 2 X 10 - 12' - PICNIC TABLE LUMBER	132.30	132.30
20220219	2022-06-23	Colored Shale Products Inc.	2-72-00-510	137523	PAYMENT MSP GRANT - BALL DIAMOND SHALI	6,884.03	6,884.03
20220220	2022-06-23	Cornerstone Co-Operative	2-72-00-591	JUNE 2022	PAYMENT CAMP GROUND CONCESSION ITEM.	287.70	418.96
			2-72-00-591	JUNE 2022.2	TOILET CLEANER	22.21	
			2-72-00-591	JUNE 2022.3	REC PARK CONCESSION	109.05	
20220221	2022-06-23	County of Minburn	2-43-00-250	34205	PAYMENT MAY 2022 TIPPAGE AND HAULING	1,508.69	1,508.69
20220222	2022-06-23	Jard Industrial Supply LTD.	2-32-00-510	14061213	PAYMENT CHAINSAW CHAIN	62.96	62.96
20220223	2022-06-23	Little Tykes Plumbing	2-72-00-510	5701	PAYMENT FIX SHOWER TAPS & ARMS	217.88	217.88
20220224	2022-06-23	Madu's Plumbing & Heating Ltd.	2-72-00-510	7766	PAYMENT REC PARK HOT WATER TANK - PRE.	926.10	926.10
20220225	2022-06-23	Minco Gas Co-op Ltd.	2-72-00-540	MAY 2022	PAYMENT REC PARK HEAT	162.24	162.24
20220226	2022-06-23	NextGen Automation	2-12-00-250	416784	PAYMENT ADMIN BLDG PHOTO COPIER FEES	1,050.93	1,050.93
20220227	2022-06-23	OK Tire Vegreville	2-72-00-510	MAY 2022	PAYMENT TIRE RADIAL PATCH REPAIR	26.25	26.25
20220228	2022-06-23	Town of Vegreville	2-41-00-211	63356	PAYMENT MAY 2022 WTP SUPERVISION MILEA	168.00	575.12
			2-41-00-250	63356.1	MAY 2022 WTP SUPERVISION	407.12	
20220229	2022-06-23	UFA Co-Operative Limited	2-72-00-521	MAY 2022	PAYMENT REC PARK FUEL	544.17	544.17
20220230	2022-06-23	VM Systems	2-12-00-510	CW8139	PAYMENT ADMIN - EXTERNAL HARD DRIVE BA	22.31	22.31
20220231	2022-06-30	Dobler, Robert					
20220232	2022-06-30	McMann, Deborah					
20220233	2022-06-30	Rogers, Thelma					
20220234	2022-06-30	Magosse, Brooke					
20220235	2022-06-30	Tarapaski, Abby					
20220236	2022-06-30	Johnson, Jennifer					
20220237	2022-06-30	Raycraft, Evan C					
20220238	2022-06-29	ACE	2-41-00-840	219	PAYMENT 2022 ACE CAPITAL CONTRIBUTION	28,050.00	28,050.00
20220239	2022-06-29	ATB Financial MasterCard			PAYMENT		2,227.17



# Village of Innisfree

## Cheque Listing For Council

2022-Jul-4  
3:49:07PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20220239	2022-06-29	ATB Financial MasterCard	2-12-00-510	MAY 12-JUNE 14	Adobe Subscription (May 2022)	20.99	2,227.17
			2-12-00-510	MAY 12-JUNE 14	Adobe Subscription (June 2022)	20.99	
			2-12-00-216	MAY 12-JUNE 14	Admin Postage & Freight	231.52	
			2-26-00-216	MAY 12-JUNE 14	Bylaw Postage & Freight	24.14	
			2-12-00-510	MAY 12-JUNE 14	Revised MGA's - April 21, 2022	147.00	
			2-32-00-215	MAY 12-JUNE 14	MCSNet - June 2022	104.95	
			2-12-00-211	MAY 12-JUNE 14	Kananaskis Mountain Logde MAWL Co	1,092.48	
			2-41-00-217	MAY 12-JUNE 14	Water - Postage & Freight	93.70	
			2-11-00-212	MAY 12-JUNE 14	2022 Summer Leaders Caucus	315.00	
			2-32-00-510	MAY 12-JUNE 14	Recycle West - Recycled Used Oil	176.40	
20220240	2022-06-29	CANADA REVENUE AGENCY	4-00-00-237	JUNE 2022	PAYMENT JUNE 2022 EMPLOYEE SOURCE DEI	3,626.84	3,626.84
20220241	2022-06-29	Government of Alberta - Alberta Q	2-12-00-911	E210579	PAYMENT RE-ISSUING OF AB GAZETTE JULY 1	21.00	21.00
20220242	2022-06-29	Johnson, Jennifer	2-11-00-211	JUNE 2022	PAYMENT MILEAGE - EC911 COMMITTEE MEE	118.34	118.34
20220243	2022-06-29	McEwen, Darlene	2-12-00-250	JUNE 2022	PAYMENT JUNE 2022 JANITORIAL	250.00	250.00
20220244	2022-06-29	Mega Tech	2-32-00-510	22-3750	PAYMENT GTF-1196 - DRIVER FEEDBACK SIGN	3,465.08	3,465.08
20220245	2022-06-29	Raycraft, Evan	2-11-00-211	JUNE 2022	PAYMENT MILEAGE - AB MUNICIPALITIES SUM	158.60	158.60
20220246	2022-06-29	Rogers, Thelma	2-72-00-591	REC PARK	PAYMENT REC PARK CONCESSION SUPPLIES	33.56	33.56
20220247	2022-06-29	Threadgould, Cyndi	2-72-00-250	JUNE 2022	PAYMENT JUNE 2022 REC PARK MANAGER	2,000.00	2,000.00
20220248	2022-06-29	Cash	3-00-00-998	JUNE 2022	PAYMENT CANADA DAY FLOAT	100.00	100.00

**Total 90,147.10**

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

**July 19, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”**  
**June 15 – July 19, 2022**

**Public Works Department**

- PWF Department busy with grass cutting on Village-owned lands and also cutting Unsightly Premises with Cleanup orders.
- Summer Student is a big help.
- Providing assistance to the Rec Park Manager as required.

**Transportation:**

- New Driver Feedback sign is in; installation planned for the week of July 18-22.
- Some gravel roads require additional gravel & blading; have contacted the County for assistance.

**Water Department:**

- Water usage levels remain constant since May 2022 leakage was discovered.
- Water tests are performed daily at the Water Reservoir as well at several random addresses within the Village.

**Sanitary Sewer Department:**

- Monitor North Lift Station via online access daily
- Attend the West and South Lift Stations to check them, weekly
- The North Lift Station has lost its internet service since the July 1<sup>st</sup> thunderstorm; Xylem Systems is working on the problem; the Lift Station must be monitored in person daily.

**Solid Waste Management**

- Weekly garbage collection is ongoing (every Tuesday).
- Continue to encounter over-weight bags; too heavy to pick up; per Administration, pictures are sent to Administration with the address to notify the occupant of the problem and the remedy.
- There are still some residents that do not have adequate enclosures (to prevent access by animals, birds, etc.)
- Administration reviewed Solid Waste Bylaw and Land Use Bylaw and discovered no clauses pertaining specifically to garbage container setbacks, the LUB specifies setbacks of all structures within the confines of the residents property lines.

<b>Public Works “On-going” Project List:</b>				
<b>Project</b>	<b>Description</b>	<b>To be Completed by:</b>	<b>Status</b>	<b>Deadline:</b>
Clean up Transfer Station	Remove dumped metal, furniture, etc.	Public Works & Contractor	Ongoing	Fall 2022
Trimming of Tree’s	Ensuring back-alleys/sidewalks are clear of over hanging trees.	Public Works	Ongoing	Re-occurring
West Concrete Pile	Removal of concrete on the west end.	Public Works/Contractor	Ongoing. Noxious Weed Control completed by County. Village Administration inquired with the Town of Two Hills to see if the concrete located on the west side of Innisfree could be included in crushing that may occur in 2022. (The Village	Summer 2022

**July 19, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”  
June 15 – July 19, 2022**

			<p>could use crushed concrete on gravelled areas (roads/back alleys) PW Foreman Village CAO, Two Hills PWF, and Spectre Systems met on July 8, 2022, regarding the concrete at the West Lift Station. Two Hills PWF advised that Village did not have enough used concrete to be considered in a crushing schedule with the Town of Two Hills.</p> <p>Two options were discussed:</p> <ol style="list-style-type: none"> <li>1. Transfer of materials to Two Hills to crush and use at their discretion. Total estimated costs (for hauling): \$3,600.</li> <li>2. Bury with a track hoe. Total estimated cost: \$1,000.</li> </ol> <p>PWF and CAO advise that the options should be considered in the 2023 (due to budget constraints.)</p>	
Seniors Drop-In CC Valve Replacement	Replace cc valve at the Seniors Citizens' Centre.	Contractor	<p>Ongoing. CC Valve will need to be replaced. Will replace in Summer 2022 as tree removal may be necessary to access CC Valve. Administration will order appropriate parts to ensure items are in stock.</p>	Summer 2022
Gravel at Multiple Locations	Placement of gravel and potential grading of Village owned gravel roads (excluding back-alleys)	Public Works & County of Minburn	<p>Pending. Currently waiting for gravel from County of Minburn</p>	July 29, 2022
Location of Main Valve – Petro Can	Vegreville Water Dept requested that PWF locate the Water Main Valve at the Petro Can (in	Public Works Foreman	<p>Ongoing. Administration to locate engineering maps; Public Works Foreman to locate Water Main.</p>	August 31, 2022



**July 19, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”**  
**June 15 – July 19, 2022**

	case of emergency)			
Painting of Crosswalk (48 <sup>th</sup> Ave & 53 <sup>rd</sup> Street)	Re-painting of crosswalk per Council’s recommendation.	Public Works Foreman	Pending. Paint has been purchased and is stored at PW Shop. Administration will contact EMCON regarding signage for traffic control on Highway 870	August 31, 2022
Fire Hydrant Flushing	Fire Hydrants are required to be flushed twice a year, to ensure they are in working condition and draining properly.	Public Works	Pending. Vegreville Water Department advised in late-June of a constriction of water supply to municipalities due to a problem upstream (EPCOR). The restriction has been lifted, and Hydrants will be flushed as soon as possible.	July 29, 2022
Curbs on Main Street	Cleaning of curbs along main street of sand, and debris from winter months.	Public Works	Pending.	July 29, 2022
Garbage Bin Pick Up	Fish & Game requested a bin to be located at the Fish Pond. Admin. ordered a new bin, and it is available for pick-up.	Public Works	Ongoing.	July 22, 2022
Driver Feedback Sign Install	Installation of a Driver Feedback Sign south of Innisfree Delnorte School (to be installed on power pole).	Public Works & Electrical Contractor	Ongoing. Approval received from ATCO to install the sign on a steel light pole.	July 22, 2022

Submitted by: Robert Dobler, Public Works Foreman – June 12, 2022

**June 13 - July 6, 2022 Activities:**

- 22 picnic tables have been re-stained; weather permitting, will try to finish them all before end of season.
- Slip tank pump is not working, will work with PW Robert to remove the rest of the gas into jerry cans.
- Will be treating the well again this week; sediments seemed to be flushed out better with the heavy use of showers this past July 1 weekend
- Trails have been mowed and maintained
- Still waiting for Spray to do Ball Diamonds and playground; Spraying is required by the stairs to lake and possibly smaller areas.
- Group area has been cleaned out of all broken items and any debris
- Electrician Marshall has replaced lights on Group and added one to Playground area, removed several trees and branches from power lines.
- Full campground for July 1 (Canada Day) Festivities with 1 opening; Campground received compliments from campers and visitors on the campground and Canada Day Festivities; there are five (5) Seasonals
- There is a bear in the area; warning signs have been posted to alert and campers and visitors. Park Manager will stay alert and notify Alberta Fish & Wildlife if necessary.

**Reminder:**

- Park Manager was away Friday July 8<sup>th</sup>, 2022.
- Park Manager was away July 15-17<sup>th</sup>, 2022; CAO Magosse to cover during Park Manager absence.

**Proposed Work - to be completed:**

- **Replace** in-ground firepits near pine trees with rings or barrel bottoms—to prevent an underground fire hazard
- **Playground** to be rototilled and new sand replaced on top; (same with horseshoe pits.) Have a volunteer who's donating their time & machine for the project; Rec Manager will over-see the work. *Waiting on commercial round-up to spray the ball diamonds and playground before work begins.*
- **Beach Restoration** – volunteer to rototill the beach from bottom of stairs to existing sand and approximately 150 metres on each side to rid of weeds and grass; D. Fowler has offered to donate all the sand for this area, as well as in the playground area.
- **Designate two areas for OFF LEASH DOG Park** - signs to advise of area access will be placed, include Doggie bags post, create "No Dogs" signs for playground and beach, not including the Day Use area & add signage that areas "Are At Own Risk" and that the Village assumes no responsibilities for pet injuries (standard rules for off-leash parks.)
- **Prevent ATV Access** – place posts/low chains in centre of beginning/end of hiking trails and campground access from the Highway 870 Lookout point to prevent ATV access to the Park (*see attached map*)

*Submitted by 2022 Rec Camp Manager Cat Threadgould, July 6, 2022.*



## Protective Services Monthly Report

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**Prepared by:** Mike Fundytus

**Date:** July 14 2022

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### Call Summary

Call Type	Date	Details
Medical	June 16	Village Medical
Medical	June 30	Village Medical
False Alarm	July 9	Innisfree School
Medical	July 10	Village Medical

### Stats Year to Date

Calls	41
Training Sessions	11
Equipment Checks	6
Average Chute Time	6 Minutes 32 Seconds
Firefighters on Roster	12

### Other

Minburn County Fire members assisted in pancake breakfast on July 1 and provided fire suppression standby for the fireworks.

## Village of Innisfree (CAO)

---

**From:** MA.MSICapitalGrants@gov.ab.ca  
**Sent:** June 23, 2022 3:04 PM  
**To:** Village of Innisfree (CAO)  
**Subject:** Updates to MSI Program Guidelines  
**Attachments:** MSI Capital Program Guidelines 2022.pdf; MSI Operating Program Guidelines 2022.pdf; Overview of Changes to the Municipal Sustainability Program Guidelines.pdf

I am pleased to advise the Municipal Sustainability Initiative (MSI) Capital and Operating Program Guidelines have been updated and are effective as of January 1, 2022. The guidelines are attached for your convenience but are also available at [www.alberta.ca/municipal-sustainability-initiative.aspx](http://www.alberta.ca/municipal-sustainability-initiative.aspx).

Several administrative program changes are now in place to support the wind-down of the MSI program in 2023 and facilitate the transition to the Local Government Fiscal Framework (LGFF) in 2024.

I would like to draw your attention to the following key changes:

### **MSI Operating Guidelines**

#### Section 6.2 Carrying Forward Funds

- The time limit to spend MSI operating funding will be strictly enforced when MSI ends in 2023/24. Municipalities are required to spend their 2023 MSI operating allocation, including credit items on/before December 31, 2023. MSI operating allocations, including credit items, not expended on/before December 31, 2024 must be returned to the Government of Alberta and the municipality will forfeit any unpaid allocations.

#### Section 8.1 Payments

- Allocation payments will only be issued to municipalities whose previous year Statement of Funding and Expenditures (SFE) reporting has been certified (rather than payment upon SFE submission).

#### Section 8.2 Statement of Funding and Expenditures (SFEs)

- Operating SFEs cannot be reset, regardless of the condition.

### **MSI Capital Guidelines**

#### Section 6.2 Carrying Forward Funds

- The time limits to spend MSI capital funding will be strictly enforced when MSI ends in 2023/24. Municipalities who have not spent their 2007 to 2018 allocations, including credit items on or before December 31, 2023, will be required to return those funds to the Government of Alberta and/or if applicable, the municipality will forfeit any 2007 to 2018 unpaid allocations. In addition, any unspent or unpaid MSI allocations from 2019 and onward, will be carried over to the LGFF to ensure municipalities can continue to receive these funds for capital infrastructure projects.

#### Section 8 Application and Amendment Process

- Municipalities will not be able to submit any new MSI capital projects and/or MSI capital project amendments after December 31, 2023.

#### Section 8.4 Maximum Project Commitment Limit

- The maximum amount of MSI capital funding municipalities can commit to projects will be based on total MSI allocated to date (2007 to 2022), including credit items plus the estimated 2023 MSI funding allocation (rather than five times the current year allocation).

#### Section 10.1 Payments

- Capital payments will only be made in a single installment (rather than having the option of a 50 per cent payment).
- Allocation payments will only be issued to municipalities whose previous year SFE reporting has been certified (rather than payment upon SFE submission).
- Certified SFEs can only be reset to make corrections to project statuses or the amount of committed MSI funds. It is not permissible to reset an SFE to reverse an MSI expenditure for the purpose of replacing the MSI funding with an alternative funding source.

Additional information on each of these respective program changes is provided in the "Overview of Changes" attachment.

As per the Minister's recent correspondence, the ministry has initiated the engagement phase for the LGFF program design and funding formula. Please work with your associations to share your perspectives on the funding formula, and with your council and administration to share input to Municipal Affairs on the program design.

Should you have any questions regarding the MSI Capital or Operating Program Guidelines, please contact a MSI grant advisor toll-free by first dialing 310-0000, then 780-422-7125.

Sincerely,

Gary Sandberg  
Acting Assistant Deputy Minister  
Municipal Assessment and Grants



**VILLAGE OF MANNVILLE**

5127 – 50<sup>th</sup> Street  
Box 180  
Mannville, Alberta T0B 2W0

Phone: 780-763-3500  
Fax: 780-763-3643  
[info@mannville.com](mailto:info@mannville.com)  
[www.mannville.com](http://www.mannville.com)

**RECEIVED**

JUN 30 2022

June 28, 2022

Reeve Roger Konieczny  
County of Minburn  
Box 550  
Vegreville, AB  
T9C 1R6

**COUNTY OF MINBURN NO. 27**

**Re: Notice of Withdrawal from Regional Assessment Review Services Agreement**

Dear Reeve Konieczny,

Village of Mannville does hereby give written notice of withdrawal from the Regional Assessment Review Services Agreement in accordance with section 9.1 of the Agreement.

The Village of Mannville looks forward to working with the County of Minburn on future regional collaborative opportunities.

Yours Truly,

Jody Quickstad  
Chief Administrative Officer

c. Jason Warawa, County Manager



## Village of Innisfree (CAO)

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**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** July 7, 2022 3:28 PM  
**To:** Admin  
**Cc:** Village of Innisfree (CAO)  
**Subject:** Following Up: Call to Action to the Government of Alberta  
**Attachments:** Call to Action to the Government of Alberta.pdf

Good afternoon Her Worship Ms. Jennifer Johnson,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the Call to Action's release on June 27, 2022, it has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

As interest in the Call to Action continues to grow, I would like to confirm whether the Village of Innisfree would be interested in joining the Call to Action for a re-release to Government with additional signatories this summer.

The Call to Action, as released on June 27, is attached. You may also refer to some of the recent media coverage, or our Keep Alberta RCMP website for your information. One of our Alberta Directors, Kevin Halwa, recently underscored the importance keeping the RCMP as Alberta's police service of choice in the media. The Call to Action's message is resonating with Albertans across the province, and the impact of the addition of your voice cannot be understated.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. **Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low, and work together to improve police services and the criminal justice system.**

**If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.**

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

### **Maryanne King**

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

<https://npf-fpn.com>

**The NPF has moved! La FPN a déménagé!**

**Our new head office address is: / L'adresse de notre nouveau siège social est :**

220 Laurier Avenue West/Ouest

8th Étage – Suite 800

Ottawa, Ontario

K1P 5Z9



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**

 @NPFFPN

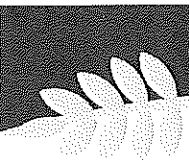
 NPF\_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.  
This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

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June 27, 2022

# CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

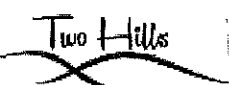
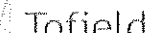
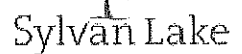
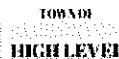
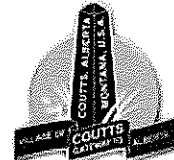
The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

**We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:**

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
  - *Expand Police and Crisis Teams with police and Alberta Health Services*
  - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
  - *Ensure timely trials by prioritizing violent over non-violent crimes*
  - *Hire more Crown prosecutors and appoint more Provincial Court Judges*





**Organizations:**

National Police Federation  
Alberta Community Crime Prevention Association  
Alberta Union of Public Employees  
Clearwater Community Crime Watch  
Public Service Alliance of Canada – Prairies  
Union of Safety and Justice Employees  
Victim Services Alberta

**Cities:**

City of Wetaskiwin

**Towns:**

Town of Beaverlodge  
Town of Bon Accord  
Town of Bowden  
Town of Black Diamond  
Town of Blackfalds  
Town of Canmore  
Town of Coalhurst  
Town of Crossfield  
Town of Edson  
Town of Fairview  
Town of Fort Macleod  
Town of Grimshaw  
Town of High Level  
Town of High Prairie  
Town of High River  
Town of Innisfail  
Town of Magrath  
Town of Mayerthorpe  
Town of McLennan  
Town of Millet  
Town of Penhold  
Town of Ponoka  
Town of Spirit River  
Town of Swan Hills  
Town of Sylvan Lake  
Town of Tofield  
Town of Trochu  
Town of Vauxhall  
Town of Vermilion  
Town of Viking  
Town of Wainwright  
Town of Westlock

**Villages:**

Village of Alliance  
Village of Berwyn  
Village of Carmangay  
Village of Caroline

Village of Champion  
Village of Chipman  
Village of Clive  
Village of Coutts  
Village of Delia  
Village of Edgerton  
Village of Elnora  
Village of Girouxville  
Village of Hines Creek  
Village of Longview  
Village of Marwayne  
Village of Myrnam  
Village of Rosemary  
Village of Standard  
Village of Two Hills  
Village of Vilna  
Village of Waskatenau  
Village of Breton

**Summer Villages:**

Summer Village of Ghost Lake  
Summer Village of Jarvis Bay  
Summer Village of Seba Beach

**Counties:**

Big Lakes County  
Brazeau County  
County of Northern Lights  
Northern Sunrise County  
Smoky Lake County  
County of Wetaskiwin

**Municipalities:**

Municipal District of Peace  
Municipality of Crowsnest Pass



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Calgary-Beddington*

AR53031

July 11, 2022

Good afternoon,

Municipalities are key partners in our efforts to provide more affordable housing to those who need it. In November 2021, I released *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. It maps out the thoughtful changes needed to provide safe, stable, affordable housing for 25,000 more households to serve a total of 82,000.

Alberta's government is committed to working with municipalities and housing providers to determine how best to support local affordable housing needs. With input from municipalities, housing providers and nonprofits, my ministry has developed a standardized approach to needs assessments for affordable housing.

We will use the needs assessments to help target funding to address the unique local needs of a community. I encourage all municipalities to use the housing needs assessment to support long-term community planning, coordination and decision making on new projects. Collaboration between municipalities, local housing management bodies, housing operators, nonprofit organizations and other housing operators is encouraged in order to complete the assessment. Local needs assessments will require endorsement from the municipality (or group of municipalities) prior to submission.

Municipalities will be able to access, complete and submit the needs assessment template through a secure web portal, which will be available by the end of summer 2022. The template will be populated with the most current data available for your municipality from Statistics Canada.

.../2



To assist you in preparing to complete a needs assessment for your community, attached is the Affordable Housing Needs Assessment Guide and Template. If you have any questions about the needs assessment, please send an email to [SH.HousingNeedsAssessment@gov.ab.ca](mailto:SH.HousingNeedsAssessment@gov.ab.ca).

Together, we can provide more affordable housing for Albertans in need.

Sincerely,

A handwritten signature in black ink, appearing to be 'Josephine Pon', written over a circular stamp or seal.

Josephine Pon  
Minister of Seniors and Housing

Attachment

cc: Honourable Ric McIver  
Minister of Municipal Affairs

---

**Letters/Emails:**

**July 4 – Counselling Alberta** – Letter from CEO of Calgary Counselling Centre – requesting municipalities to spread the word on counselling services

**July 6 – Utility Safety Partners** – Advise USP Board approved 2023 Business Plan which included a 5% increase to the 2023 budget. 2023 Membership Fee will be \$59; the 2022 Fee was \$60, which actually demonstrates a small decrease.

**Magazines/Newsletters:**

<b>Autosphere Mag</b>	June 2022
<b>Alberta Heavy</b>	Quarter 2, 2022
<b>Infrastructure</b>	June/July 2022
<b>Award</b>	June 2022