

1. Call to Order
2. Agenda
  - a. Deletions/Additions
  - b. Adoption of Agenda
3. Delegation
4. Adoption of Minutes
  - a. July 19<sup>th</sup>, 2022, Regular Council Minutes [Page 2– 5](#)
5. Business Arising from the Minutes
6. Policies & Bylaws
  - a. Technology & Equipment Policy 1200-05 – RFD [\(Page 6– 9\)](#)
  - b. Municipal Reserves Policy 1300-06 – RFD [\(Page 10– 13\)](#)
  - c. Bylaw 677-22 – Solid Waste Bylaw - RFD [\(Page 14– 32\)](#)
7. New Business
  - a. Tax Arrears Repayment Agreement(s) [\(Page 33– 35\)](#)
8. Councillor Reports
  - a. Mayor Johnson – Innisfree Library Board – Aug.3 [\(Page 36\)](#)
  - b. Mayor Johnson – M.D. of Minburn Foundation – Aug.9 [\(Page 37\)](#)
9. Administration Reports
  - a. CAO Report, Action List & Municipal Grants Report [\(Page 38– 52\)](#)
  - b. Financials:
    - i. Monthly Financial Statement – Period Ending July 31, 2022 [\(Page 53\)](#)
    - ii. Revenue & Expense [\(Page 54– 61\)](#)
    - iii. Tax Trial Balance [\(Page 62\)](#)
    - iv. Utility Trial Balance [\(Page 63\)](#)
    - v. Accounts Payable Cheque List – Period Ending July 31, 2022 [\(Page 64– 66\)](#)
  - c. Public Works Foreman Report – Period Ending August 9, 2022 [\(Page 67– 68\)](#)
  - d. Rec Park Manager Report – Period Ending August 7, 2022 [\(Page 69\)](#)
  - e. Regional Fire Chief Report – Period Ending August 11, 2022 [\(Page 70\)](#)
10. Correspondence:
  - a. County of Minburn – Transfer Station & Garbage MOU & RFP [\(Page 71\)](#)
  - b. Ukrainian Independence Day/Alberta Ukrainian Canadian Heritage Day 2022 [\(Page 72\)](#)
  - c. Alberta Lung Association – 2022 Walk to Breathe [\(Page 73– 74\)](#)

List of Correspondence – Period Ending August 19<sup>th</sup>, 2022 [\(Page 75\)](#)

11. Adjournment

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, July 19, 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  
2022-07-19/01

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

- a. Amendment to Item 8F to read “NE Alberta Mayors, Reeves and Indigenous Leader’s Caucus”

CARRIED

APPROVAL OF REGULAR  
COUNCIL MINUTES  
2022-07-19/02

Moved by **Mayor Johnson** that the June 21, 2022, Regular Council Meeting minutes be approved as presented.

CARRIED

UNSIGHTLY PREMISES  
BYLAW 597-15 – PROPOSED  
BYLAW 676-22  
FIRST READING  
2022-07-19/2022-07-19/03

Moved by **Clr. Raycraft** that Council give FIRST reading to Unsightly Premises Bylaw 676-22 this 19<sup>th</sup> day of July 2022 with the following amendments:

- a. 2.0 Definitions: Add “Notice of Maintain” means a notice issued pursuant to the provisions of this bylaw requiring an owner/occupant to maintain any condition of a property or premises”,
- b. 4.8 to read “If a Notice to Maintain is issued...”,
- c. 6.1 to read “Any inspector may give notice to enter...”,
- d. 6.3 to read “The Village must serve the Notice to Maintain ...”,
- e. 7.1 to read “If the property owner has not complied with a Notice to Maintain ...”,
- f. 7.3 to read “...any material in order to complete the work set out in a Notice to Maintain.”

CARRIED

UNSIGHTLY PREMISES  
BYLAW 676-22  
SECOND READING  
2022-07-19/04

Moved by **Mayor Johnson** that Council give SECOND reading to Unsightly Premises Bylaw 676-22 this 19<sup>th</sup> day of July 2022.

CARRIED

UNSIGHTLY PREMISES  
BYLAW 676-22  
AUTHORIZE THIRD  
READING  
2022-07-19/05

Moved by **Clr. McMann** that Council authorize THIRD reading to Unsightly Premises Bylaw 676-22 this 19<sup>th</sup> day of July 2022

UNANIMOUSLY CARRIED.

UNSIGHTLY PREMISES  
BYLAW 676-22  
THIRD AND FINAL  
READING  
2022-07-19/06

Moved by **Clr. Raycraft** that Council give THIRD and FINAL reading to Unsightly Premises Bylaw 676-22 this 19<sup>th</sup> day of July 2022.

CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF JULY 19, 2022

WATER SERVICES – WATER  
METER REHABILITATION  
PROJECT  
2022-07-19/07

Moved by **Mayor Johnson** that Council 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.

CARRIED

VILLAGE DATA SECURITY  
PROJECT  
2022-07-19/08

Moved by **Clr. Raycraft** that Council endorse VM System’s 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 Sustainability Initiative Operating Grant Program.

CARRIED

COUNTY OF MINBURN –  
ANTIQUÉ FIRE TRUCK  
2022-07-19/09

Moved by **Clr. McMann** that Council 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. Further, that the “Innisfree Fire Department” remain on the Antique Truck and the Village be gifted the Antique Truck, should the County no longer need or want the machine.

CARRIED

VILLAGE OF INNISFREE –  
AUDITOR APPOINTMENT  
2022-07-19/10

Moved by **Mayor Johnson** 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. 280.

CARRIED

INNISFREE PRAIRIE BANK  
OF COMMERCE SOCIETY  
(MUSEUM) – UTILITIES  
REQUEST  
2022-07-19/11

Moved by **Clr. Raycraft** that Council direct Administration that the Village will continue to cover the costs of Water, Sewer, Garbage for the Innisfree Prairie Bank of Commerce Society, as the Village does for other municipally owned buildings. Further, that Administration invoice the Innisfree Prairie Bank of Commerce Society (Museum) for Electricity and Natural Gas Services effective August 1, 2022 (July 2022 Usage.) Furthermore, that Council forgive the Utility Costs incurred by the Innisfree Prairie Bank of Commerce Society from February 2022 (January Usage) – July 2022 (June Usage.)

CARRIED

2022 STRATEGIC PLAN – 2<sup>ND</sup>  
QUARTER UPDATE  
2022-07-19/12

Moved by **Mayor Johnson** that Council approve the 2<sup>nd</sup> Quarter report of the 2022 Strategic Plan with the following amendments:

Section 2.4:

- **Clr. McMann** attended the Alberta Health Services Spring Caucus in May 2022.

Section 5.3:

- Spring Municipal Leaders Caucus advised of a new loan program offered to business and taxpayers towards the installation of solar panels. This is offered through the Province of Alberta and administered through AB Municipalities; and
- Administration has begun the investigation of potentially installing an Electric Charging Station. Administration is currently reviewing locations, feasibility options and is in the process of having conversations with ATCO Electric and potential vendors.

CARRIED

TAX PAYMENT PLAN  
REQUEST – ROLL # 3720  
2022-07-19/13

Moved by **Clr. Raycraft** 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.

CARRIED

APPOINTMENT OF MEMBER  
– REGIONAL ASSESSMENT  
REVIEW BOARD  
2022-07-19/14

Moved by **Clr. McMann** that Jason Driscoll be appointed as a member of the Local Assessment Review Board and Composite Assessment Review Board for a three-year Term (2022-2025) in accordance with the Municipal Government Act and the Village Regional Assessment Review Board Bylaw.

CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF JULY 19, 2022

FLASHING PEDESTRIAN  
BEACON – UPDATE  
2022-07-19/15

Moved by **Mayor Johnson** that Council direct Administration to continue conducting research on Flashing Pedestrian Beacons and to report at a future Council meeting.

CARRIED

AB MUNICIPALITIES  
POWER+ AGREEMENT &  
RETAIL SERVICE  
AGREEMENT  
2022-07-19/2022-07-19/16

Moved by **Clr. McMann** that Council approve and sign the Power+ Agreement and Retail Service Agreement provided by Alberta Municipalities as presented.

CARRIED

NEXT GENERATION 9-1-1  
LOCAL GOVERNMENT  
SERVICE AGREEMENT  
2022-07-19/17

Moved by **Clr. Raycraft** that Council approve and sign the Next Generation 9-1-1 Local Government Service Agreement as presented.

CARRIED

PECUNIARY INTEREST

Clr. McMann declared a pecuniary interest and exited the Council Chambers at 6:11 PM.

SIDE BY SIDE TENDER(S)  
2022-07-19/18

Moved by **Mayor Johnson** that the 2013 Can Am Commander 1000 offer from Garry Gizowski for \$6,227.77 (GST excluded) be approved. Further, that the successful tenderer be given thirty (30) days to remit payment and pick-up the machine at the Village of Innisfree.

CARRIED

PECUNIARY INTEREST

Clr. McMann returned to the Council Chambers at 6:17 PM.

NE ALBERTA MAYORS,  
REEVES AND INDIGENOUS  
LEADERS CAUCUS –  
COUNCILLOR MILEAGE  
2022-07-19/19

Moved by **Clr. McMann** that Council approve the reimbursement of mileage and time for Mayor Johnson's attendance to the NE Alberta Mayors, Reeves and Indigenous Leaders Caucus on July 13, 2022 in Lamont, Alberta.

CARRIED

COUNCILLOR REPORTS  
2022-07-20/20

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

CARRIED

INSTALLATION OF  
PLAYGROUND  
2022-07-19/21

Moved by **Mayor Johnson** that Council table the Installation of a Playground to a future Council meeting.

CARRIED

CANADA DAY DONATION  
2022-07-19/22

Moved by **Mayor Johnson** that the Village of Innisfree donate 50% of the Canada Day proceeds to the Innisfree Senior Citizens Society and the other 50% be donated to the Innisfree Delnorte School Financial Society.

DEFEATED

CANADA DAY DONATION  
2022-07-19/23

Moved by **Clr. Raycraft** that a Canada Day Donation topic be tabled to a future Council meeting, following the conclusion of the August 10, 2022, Innisfree & District Agricultural Society Fair Day.

CARRIED



VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF JULY 19, 2022

COMMUNITY GARDEN  
2022-07-19/24

Moved by **Clr. McMann** that the Community Garden remain operational for two (2) additional years-  
(2023 – 2024.)

CARRIED

ADMINISTRATION  
REPORTS  
2022-07-19/25

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

CARRIED

CORRESPONDENCE  
2022-07-19/26

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

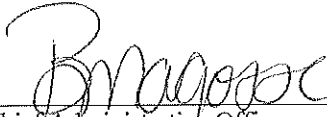
CARRIED

ADJOURNMENT

Moved by **Mayor Johnson** that the meeting be adjourned at 7:39 PM.

CARRIED

\_\_\_\_\_  
Mayor

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

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## Request for Decision (RFD)

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**Topic:** Technology & Equipment Policy 1200-05.  
**Initiated by:** Administration  
**Attachments:** Use of and Access to Municipal Technology & Equipment Policy 1200-05

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**Purpose(s):**

1. This Policy will assist Village employees in understanding that Village equipment, technology and all information temporarily or permanently stored or transmitted with the aid of the technology remain the sole and exclusive property of the Village.
2. To review and endorse the “Use of, and Access to, Municipal Technology & Equipment” Policy 1200-05.

**Background:**

1. The Village currently does not have a Technology & Equipment Policy in place. However, does have a Documents and Data Security Policy that may relate this policy.

**Key Issues/Concepts:**

1. The Village Auditor has recommended the development of an IT Policy during the recent audit.
2. By implementing the Reserve Policy, it will provide Administration and staff clear guidelines when utilizing Village equipment and technology.

**Options:**

1. That Council endorse the Use of and Access to Municipal Technology & Equipment Policy 1200-05 as presented.
2. That Council direct Administration in another manner.

**Financial Implications:**

None identified

**Relevant Policy/Legislation:**

1. MGA, c.M-26, RSA 2000
2. Council Code of Conduct Policy
3. Documents & Data Security Policy

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

None identified.

**Recommendation:**

That Council endorse the Use of and Access to Municipal Technology & Equipment Policy 1200-05 as presented.

**1. Policy Statement:**

The purpose of this policy is to provide all Village of Innisfree (the Village) employees with rules and guidelines about the appropriate use of municipal technology, and materials. Village employees are expected to always use good judgement in their use of municipal property, equipment, electronic equipment and in accessing the Municipality's network and Internet.

**2. Reason(s) for Policy**

The Village has invested substantial assets to provide employees with access to property, tools, equipment computers, laptops, tablets, smartphones, and other technology to perform their jobs. All Village employees should fully understand that Village equipment, technology and all information temporarily or permanently stored or transmitted with the aid of the technology remain the sole and exclusive property of Village, and are subject to Village access, copying, and use, in any manner it deems appropriate.

**3. Policy Definitions:**

- a. **Administration** means the municipal operations under the Chief Administrative Officer (CAO) and as delegated by the CAO.
- b. **Business purpose(s) or business use** means the authorized activities or actions that support the mission, vision, values, and strategic and operational goals, plans, or objectives of the Village under the Municipal Government Act and other applicable legislation.
- c. **Management** means the director of a department to which the employee reports.
- d. **Municipal Technology & Equipment Technology** means the short name of this Policy 1200-05.
- e. **Supervisor** means the managerial or supervisory employee to whom the employee would normally report.

**4. Policy Guidelines:**

a. Safety:

- i. Extreme care should be exercised when using mobile phones in vehicles when operating a vehicle for Village business and/or on Village time. Under Alberta's Distracted Driving regulations under the Alberta *Traffic Safety Act*, mobile phones can only be used when connected to a "hands free" unit.
- ii. If an employee's job requires that they keep your cell phone turned on while they are driving, and must use a hands-free device. However, if a phone conversation is becoming protracted, the employee should stop the car in a safe place and continue the conversation.
- iii. Using a hand-held mobile device while driving, is not allowed by the Village as it is considered a serious risk and constitutes an offence under the Alberta *Traffic Safety Act* and related legislation.

b. Village Equipment and Property:

- i. The Village will provide employees at times with various technology, equipment and tools needed for them to perform their duties and tasks.
- ii. These items must be returned upon an employee's termination of employment with the Village.

- iii. An inventory of those items will be kept with the employee's immediate supervisor or manager and a copy shall be kept with Administration.
- iv. Additions and deletions of technology and equipment shall be noted and initialed by both the Employee and the Manager.
- v. The employee's immediate supervisor or manager will provide Department Supervisors with any changes.
- vi. Upon the completion of the employee's work with the Village, all technology and equipment shall be returned to the employee's immediate supervisor or manager.
- vii. If, or where there was loss/damage to any Village technology or equipment or property assigned to an employee, the Village may grant either a full or partial exemption, should it be determined, that the employee was not negligent in the loss/damage, or that there were mitigating circumstances.
- viii. Employees using the Village computers, e-mail, voicemail, or other technology to create or maintain information or messages have no right of privacy with respect to those messages or information.
- ix. The granting of a password, access code, and key or other access device does not confer any right of privacy upon any employee.
- x. The Village employee should have no expectation of privacy as to any communication sent, received, or made in any manner using the Village's technology.
- xi. In some cases, the Village confidential and proprietary information may be accessible on or from a computer or another technological device. Employees are expected to take all steps necessary to protect the Village property, proprietary and confidential interest in such information and not to allow or cause the dissemination or improper use or exploitation of such information.
- xii. In addition, employees may not add or load any software to a device without prior approval, nor should they use a computer or other technological device for any improper or unauthorized purpose.
- xiii. Improper purposes include, without being limited to, downloading proprietary information of others, harassing others, and engaging in inappropriate activities or activities that violate or may tend to violate the rights of third parties or co-workers.

**5. Responsibilities – Employees of the Village**

- a. All Village employees who receive the loan and use of any municipal property, equipment, tools, electronic equipment and devices, and access to company email and internet, must sign a copy of the Confidentiality Agreement. The original signed copy will be stored with the CAO and a copy of the signed document is to be provided to the employee.
- b. All Village employees are responsible for ensuring that all Village technology and equipment is kept safe and maintained in good working order.



- c. Employees are responsible for ensuring that Village information stored on Village technology is password protected, with the lock screen in use if they will be away from their desks or workstations, and that reasonable measures have been taken to prevent the loss or theft of equipment that may be portable or in the possession of the employee while not at their workstation.
- d. All employees with access to computers will be assigned a user identification and password. These must be kept confidential and it is prohibited to share these with anyone at all. The purpose of user identification and passwords is to maintain individual accountability for email and internet usage, whether at the Village work site or not.
- e. All transferred, lost or damaged equipment must be immediately reported to the employee's immediate supervisor or manager.
- f. Security on any computer system is a high priority, particularly when the system involves many users. Any user who identifies a security problem on the network or Internet must immediately notify their superior who will then direct the problem to the appropriate party.
- g. Internet, email, text, or other electronic communication mechanism use should be limited to business purposes only, and in compliance with all laws and regulations of Canada or any other Nation, the laws and regulations of any province, city, state, or other local jurisdiction when using the Village computer or electronic network.

**6. Scope**

- a. This Policy applies to all of the Village employees, including those who work onsite, off site, or remotely.

**7. Consequencies**

- a. Violations of this policy may result in disciplinary action, up to and including termination.
- b. Use of any Village resources for any illegal activity is grounds for immediate termination.

**8. Related Policies**

- Code of Conduct Policy
- Documents & Data Security Policy

**9. End of Policy**

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## Request for Decision (RFD)

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**Topic:** Reserve Policy  
**Initiated by:** Administration  
**Attachments:** Reserve Policy 1300-06

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**Purpose(s):**

To review and endorse Reserve Policy 1300-06.

**Background:**

The purpose of this policy is to address some of the longer-term funding strategies for the Village and to ensure good financial and cash management for the overall financial stability of the Village.

**Key Issues/Concepts:**

1. The Village currently does not have a Reserve Policy in place.
2. By implementing the Reserve Policy, it will provide Administration guidelines to follow for all reserve transactions, resignations, revisions, and new reserve requests.
3. Provides clear responsibilities for both Council as well as the Chief Administrative Officer (or their designated officer).

**Options:**

1. That Council endorse the Reserve Policy 1300-06 as presented.
2. That Council direct Administration in another manner.

**Financial Implications:**

None identified

**Relevant Policy/Legislation:**

MGA S. 243 (1)

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

None identified.

**Recommendation:**

That Council endorse the Reserve Policy 1300-06 as presented.

### 1. Policy Statement:

Innisfree is sustainable only if both its capital infrastructure assets and financial assets can be maintained over the long-term. It is the policy of the Village of Innisfree to establish reserve funds to ensure the long-term financial stability and flexibility of the Village of Innisfree, to position it to respond to varying economic conditions and changes affecting the Village's financial position, and to ensure the organization has the ability to continually carry out its responsibilities.

### 2. Reason for Policy

The purpose of this policy is to address some of the longer-term funding strategies for the Village and to ensure good financial and cash management for the overall financial stability of the Village. Maintaining sufficient balances in reserves and reserve funds is a critical component of a municipality's long-term financial plan as it strengthens long-term financial sustainability, helps to minimize fluctuations in the tax rate and provides funding to sustain infrastructure.

### 3. Definitions

- a. **Capital Reserves** means the portion of unrestricted net assets that the Village maintains, or that Council has designated (or "restricted") for use in maintaining an adequate reserve to acquire or construct new capital assets and replace and rehabilitate major capital infrastructure assets as required, and as identified in the Village's five-year Capital Plan.
- b. **Dedicated Reserves** means the portion of unrestricted net assets that the Village has collected from developers to fund specific initiatives or projects. The funds may not be used for any other purpose than what they were collected for.
- c. **Depreciation** means the amortization amount of tangible capital assets, such as buildings, equipment, and infrastructure, in order to allocate the cost over the tangible capital asset's useful life. It is a process of cost allocation and not valuation. Depreciation increases expenses but does not reduce cash.
- d. **Operating Expenses** means the annual expenditures to fund regular operations and for greater certainty, does not include depreciation, transfers from operations to fund capital expenditures, transfers to reserves, internal transfers between department, and funds expended on non-tangible capital assets.
- e. **Operating Reserves** means the portion of unrestricted net assets that the Village maintains, or that Council has designated (or "restricted") for use in:
  - i. Emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases in operating expenses and/or loss in operation revenues; and/or
  - ii. Funding budgeted contingencies for non-emergent unpredictable revenues, volatile expenditures and unanticipated opportunities or challenges; and/or
  - iii. Carry forward of unexpended budget funds from the current year required to fund programs in the immediately following year; and/or funding for mitigation of tax increases.
- f. **Program Specific Reserves** means the portion of unrestricted net assets that the Village maintains, that Council has designated (or "restricted") for use in specific initiatives or programs for which the funds are collected.

Effective Date:

Resolution No.:

Next Policy Review Schedule:

**4. Guidelines**

- a. All reserve transactions, resignations, revisions, and new reserve requests must be approved by Council. These approvals will be comprehensively reviewed by the external auditor at the end of the fiscal year.
- b. All reserves must be fully described and must include purpose, source of funding, application and approval, and, where applicable, a minimum level and a target level. Unless otherwise stated, all reserve funds are considered committed for the specific purpose as outlined by the reserve.
- c. All reserve accounts must be presented in the Village's financial statements both annually and in quarterly reports to Council.
- d. All reserve accounts must be reviewed annually by the CAO and Council during the annual budget process to determine if the reserves are still required. When the original intent of the reserve has been met, or changed, any remaining amounts in the reserve, shall through an appropriate review by the CAO and Council, be re-designated or returned to unrestricted surplus. Reserves that are deemed to be re-designated or returned to unrestricted surplus shall be approved by Council.
- e. Reserves can be funded from either internal or external sources:
  - i. Examples of internal sources of funds:
    - Approved budget contributions.
    - Carry over of current year's budget funds which were approved for a specific purpose but were not expended during the year; and
    - Annual surplus contribution
  - ii. Examples of external sources of funds:
    - Government grants; and
    - Donations.
- f. Departments may submit reserve requests in writing to fund existing or new reserves:
  - i. Through the annual budget process.
  - ii. From unexpended current year's operating or capital budgets to fund carryover projects
    - Reserves created for carryover projects and approved by Council may be drawn by the Departments after the actual expenditure has been incurred with no further approval required.
  - iii. Through unbudgeted revenues.
- g. Interest may be paid to reserves at the Village's short-term investments earnings rate where funding has come from external sources, unless otherwise recommended by the CAO and approved by Council. Council may also approve payment of interest to those reserves where the future costs to undertake an initiative or project might be subject to inflation.
- h. All expenditures from reserves must have prior approval. Approval will be obtained:
  - i. Through existing Municipal Policies.
  - ii. From annual operating or capital budget approvals.
  - iii. From approved carryover projects' and
  - iv. By Council resolution.

Effective Date:

Resolution No.:

Next Policy Review Schedule:

- i. All reserves shall be administered by the CAO or their Designated Officer, in accordance with current municipal policies and Generally Accepted Accounting Principles as developed by Public Section Accounting Standards Board.

**5. Responsibilities:**

**a. Village Council to:**

- i. Approve by resolution, this policy, and any amendments.
- ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- iii. Review and approve all new reserve requests, reallocations, and transfers to and from reserves.

**b. Chief Administrative Officer to:**

- i. Implement this policy and approve procedures.
- ii. Ensure policy and procedures review occurs and verify the implementation of policies and procedures.
- iii. Ensure that all reserve funds are reported and approved by Council.
- iv. Ensure that this policy and procedure is reviewed every three (3) years.
- v. Recommend transfers to, or from, reserves and unrestricted surplus through the budget process.
- vi. Review the reserve schedule and present to Council on a quarterly basis.
- vii. Understand, and adhere to this policy and procedure.
- viii. Ensure employees are aware of this policy and procedure.
- ix. Maintain a reserve schedule that identifies the reserve, the purpose of the reserve, the source of funding for the reserve, the application of the reserve, the minimum and maximum levels where applicable, whether the reserve earns interest or not and the form of approval (e.g., budget approval or Council resolution number).

**c. All Employees to:**

- i. Understand and adhere to this policy and procedure.

**6. End of Policy.**

Effective Date:

Resolution No.:

Next Policy Review Schedule:

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## Request for Decision (RFD)

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**Topic:** Proposed Solid Waste Management Bylaw 677-22  
**Initiated by:** Administration  
**Attachments:** Current Solid Waste Management Bylaw 621-16  
 Proposed Solid Waste Management Bylaw 677-22

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### Purpose(s):

To review and endorse proposed Solid Waste Management Bylaw 677-22.

### Background:

1. Recently, Administration investigated the requirement that Residents were required ensure that their solid waste receptacles were placed within their property boundaries; current Solid Waste Management Bylaw 621-16 does not address this requirement.

### Key Issues/Concepts:

1. Upon Bylaw review, several typographical amendments were noted; as well, additional, and amendments to, the definitions were identified:
  - a. Definition for “Innisfree Waste Landfill” has been updated to the “Innisfree Waste Transfer Station,” pursuant to the Alberta Environment registration change, upon the establishment of the Regional Solid Waste Management Committee & the change in operations. The word “Landfill” has been replaced with “Transfer Station” throughout the proposed Bylaw.
  - b. Definition for *MGA* was added.
2. The requirement to ensure waste receptacles are placed within the Owner’s property boundary has been recorded in Section 3.4.
3. Under Section 4.11, the words “and cardboard” is proposed to be stricken out to encourage residents to recycle cardboard at the accepting Transfer Stations and the word “trees” has been expanded to clarify “branches and small” trees... are acceptable.
4. Section 5.4 has been added to clarify the payment of the utility invoices. (Same clause as in the Tax Payment, nonpayment, Prepayment & Penalties Bylaw 652-20 regarding electronic payments.)
5. Section 5.5: added references to the process of Utility Bills being emailed, pursuant to an agreement with the Village, per the provisions of the *MGA*, Federal Government & capabilities of the Muniware Software.
6. Section 5.5.7, the transfer of unpaid utility account balances, transfer to the respective tax roll is proposed to change from 120 days to 60 days. Reasoning: 60 days in arrears means the utility account has not been paid within the previous 90 days; the current bylaw recorded with 120 days means the outstanding utility account has not been paid in the previous 150 days (5 months.)
7. Under Section 6. Enforcement, the word “Municipal” was capitalized and the word “Provincial” was added to provide greater clarification between a Municipal Violation Tag and a Provincial Violation Tag.
8. Sections 6.12 & 6.13 – corrected all Schedule references to Schedule “A,” as it was/is the only Schedule that was/is attached to this Bylaw.
9. Section 6.15: clarified the specific section numbers (6.2-6.14) that applies to remedies for the recovery of contraventions.

### Options:

1. That Council endorse final readings to Solid Waste Management Bylaw 677-22.
2. That Council pass First Reading to Solid Waste Management Bylaw 677-22.
3. That Council direct Administration in another manner regarding proposed Waste Management Bylaw 677-22.

**Financial Implications:** None identified

### Relevant Policy/Legislation:

*MGA*, s.28 to 47.1 – Public Utilities, Municipal

**Political/Public Implication(s):** None identified.

### Recommendation:

That Council endorse final readings to Solid Waste Management Bylaw 677-22.

VILLAGE OF INNISFREE - SOLID WASTE MANAGEMENT BYLAW 621-16

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A BYLAW OF THE VILLAGE OF INNISFREE for the purpose of regulating, controlling and maintaining a system for the collection, removal and disposal of solid waste within the Village of Innisfree.

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, authorizes a Council to pass bylaws for the purposes of regulating, controlling and maintaining a system and setting rates for the collection, removal and disposal of solid waste within the Village of Innisfree.

AND WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, authorizes a Council to enact a bylaw respecting the matter of public utilities;

AND WHEREAS, waste management is defined as a public utility in the said statute;

AND WHEREAS it is deemed expedient by the Council of the Village of Innisfree to pass a bylaw for waste collection and disposal within the Village of Innisfree.

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

**1. General:**

1.1 This bylaw may be cited as the "Village of Innisfree Solid Waste Bylaw."

1.2 The services provided by the Village shall be provided pursuant to the terms, conditions and provisions of this Solid Waste Management Bylaw, the contents of which shall be binding upon and form part of an agreement between the Village and any Person who receives the services.

**2. Definitions:**

In this bylaw:

2.1 **Acceptable solid waste** shall mean mixed household and commercial solid waste (including trash, refuse and garbage) that has the characteristics of non-hazardous solid waste normally produced by residences, stores, other commercial premises, schools and offices, provided that under no circumstances shall Acceptable Solid Waste include waste which is:

2.1.1 liquid, radioactive, reactive, ignitable, corrosive, pathological, acidic, or otherwise defined as hazardous by federal, provincial or local municipal bylaws, regulating or orders, or,

2.1.2 waste material that requires special handling;

2.2 **Animal and Agricultural Wastes** shall mean manures, crop residues, animal offal such as carcass waste and entrails and other materials obtained from agricultural pursuits, stables and other such premises;

2.3 **Approved Receptacle and Receptacle** shall mean a sturdy metal, wood or plastic container capable of reliability holding up to 20 kg of contents when lifted, with a capacity of between 60 litres and 100 litres being in good condition which has been manufactured for the purpose of containing refuse and which is waterproof and equipped with two fixed handles and a lid or cover which will prevent animals or birds from gaining access to the contents thereof; or, may be a constructed wood or other materials enclosure which is equipped with a top or cover which will prevent animals or birds from gaining access to the contents thereof.

2.4 **Ash or Ashes** means the residue of any substance or material remaining after the substance has been burned, whether such substance has been completely burned or not;

2.5 **Bag** means a container having a capacity of between 60 litres and 100 litres and as described in the definition of Approved Receptacle under this bylaw;

2.6 **Bulky Waste** shall mean large items of refuse including appliances, furniture, automobile parts, large containers, tree cuttings exceeding 1 metre in length or 5 centimeters in diameter and any other bulky material in excess of 1.2 metres in length or 23 kilograms in weight;

2.7 **Business** shall mean any Business, trade, profession, industry, occupations, employment or calling and the providing of goods and services within the Village of Innisfree;

- 2.8 Chief Administrative Officer and CAO means the Chief Administrative Officer of the Village of Innisfree and includes any person authorized to act for or in the name of the Village of Innisfree;
- 2.9 Collection shall mean the removal of Garbage from an Approved Receptacle to a disposal location whether such removal is done by the Municipality or a contractor under contract to the Municipality;
- 2.10 Collection Day shall mean the day or days on which waste is regularly collected from specific premises;
- 2.11 Collector means any person authorized by the Village to collect, remove and dispose of waste pursuant to this Bylaw;
- 2.12 Construction and Demolition Waste shall mean waste building materials and rubble resulting from construction, repair, remodelling, or demolition activities and shall include tree stumps, earth, sand and stone;
- 2.13 Council shall mean the Municipal Council of the Village of Innisfree;
- 2.14 Dwelling Unit means a complete building or self contained portion of a building intended for the domestic use of one or more individuals living in a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities but does not include condominiums, hotels, hospitals, motels, mixed use developments or institutional facilities;
- 2.15 Enforcement Officer means any Peace Officer or Bylaw Enforcement Officer;
- 2.16 Hazardous Goods means any substance which is capable of causing bodily harm to any person handling or coming in contact with such substance which requires special handling because of health, safety or environmental concern;
- 2.17 Innisfree Waste Landfill means an area designated by the Village where the public may bring and deposit specified types of waste material;
- 2.18 Lane means a roadway located at the rear or any property and shall include all the land from the property line on one side of such roadway to the property line on the opposite side of said roadway;
- 2.19 Lawn and Garden Refuse means grass cuttings, leaves and twigs less than one (1) inch in diameter that is generated by the householder;
- 2.20 Occupant means any person who occupies a premise or land and, without restricting the generality of the foregoing, including every resident, tenant, owner or occupant of a residence and includes any individual;
- 2.21 Peace Officer means a Member of the Royal Canadian Mounted Police, a Community Peace Officer appointed by the Village of Innisfree pursuant to the provisions of the Peace Officer Act R.S.A. 2007, as amended or repealed or replaced from time to time, or Bylaw Enforcement Officer appointed by the Village, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended or repealed and replaced from time to time.
- 2.22 Person means any business, or partnership, or firm, or body corporate, owner or occupant of a residence and includes any individual;
- 2.23 'Provincial Offences Procedures Act' means the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34
- 2.24 Solid Wastes shall mean the useless, unwanted or discarded solid waste materials resulting from normal human activities including semi-liquid or wet wastes with insignificant liquid content to be free-flowing;
- 2.25 Special Wastes shall mean:
- 2.25.1 Hazardous Wastes consisting of any waste that may present a hazard to persons, flora, fauna or public lands including wastes of pathological, explosives, highly flammable, radioactive or toxic nature;



- 2.25.2 Sanitary Wastes consisting of any putrefiable waste that is capable of producing conditions that may present a hazard to health but not including kitchen wastes;
- 2.25.3 Natural Wastes consisting of tree stumps, soil, sand and stone and;
- 2.25.4 Other Special Wastes consisting of materials so designated by the Chief Administrative Officer from time to time;
- 2.26 Tenant means a Person who is not the Owner but who has legal possession of the Property to which a Utility Service is provided;
- 2.27 Toxic and Hazardous Materials shall mean any waste that may present a hazard to persons, flora, fauna or public lands including wastes of pathological, explosives, highly flammable, radioactive or toxic nature;
- 2.28 Trade Waste shall mean petroleum products, scrap metal, tires, machinery, vehicles and parts thereof;
- 2.29 Unacceptable Garbage shall mean Animal and Agricultural Wastes, Bulky Waste, Construction and Demolition, Trade Waste, Special Wastes, and Toxic and Hazardous Materials;
- 2.30 Utility Bill means a bill which sets out the fees levied by the Village on a monthly basis for utility services provided by the Village;
- 2.31 Village and Village of Innisfree shall mean the Village of Innisfree as certified for incorporation by the Province of Alberta on March 11, 1911;
- 2.32 Violation Tag means a tag or similar document issued by the Village pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time;
- 2.33 Violation Ticket means a ticket issued pursuant to Part 2 or Part 3 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, or repealed and replaced from time to time, and any Regulations thereunder, as applicable;
- 2.34 Waste Transfer Station or Transfer Station means any transfer station facility designated by or, contracted to the Village, for solid waste disposal;
- 2.35 Yard Rubbish and Yard Waste shall mean prunings, grass clippings, weeds, leaves and general garden wastes, other than Solid Wastes, but does not include tree stumps, tree trunks, or sod;
- 2.36 Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice versa;
- 2.37 Words importing the singular shall include the plural or vice versa whenever the context so requires.
3. Waste Disposal:
- 3.1. Waste Collection services and applicable fees are compulsory for all residents and businesses within the Village; every Person who is granted Solid Waste Collection Services, shall pay the Village the monthly service charges as set out in the Master Rates Bylaw.
- 3.2. Except as otherwise provided under this Bylaw, the Village will not grant Solid Waste Collection Services to a Tenant of any property.
- 3.3. All Persons shall dispose of garbage in an Approved Receptacle by first placing it in an appropriate disposable bag/container in good repair, securely tied, with a maximum weight of 20 kg per bundle and/or a maximum length of 1.2 metres.
- 3.4. If a disposable bag/container that has been placed out for collection, becomes ripped or torn prior to its collection, or if Waste has spilled from the disposable bag or container during collection due to substandard material, the Person shall collect the spilled waste material. If the Person fails to collect the spilled Waste within forty-eight (48) hours, the Village reserves the right to remedy the situation and the costs incurred by the Village shall be a debt due and payable to the Village immediately upon invoicing.

- 3.5. No Person shall place, permit to be placed, or mix any of the following materials for collection:
- 3.5.1. any highly combustible, or explosive waste, including, without restricting the generality of the foregoing, such Materials as hot ashes, ignitable waste, motion picture film or toxic materials;
  - 3.5.2. any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal;
  - 3.5.3. sharp objects or broken glass unless packaged to allow safe handling;
  - 3.5.4. luminescent gas-filled tubes, unless such tubes are encased in a container of sufficient size and strength to protect such tubes from breakage and thereby allowing safe handling;
  - 3.5.5. dead animals or animal parts; or,
  - 3.5.6. unapproved building materials.
- 3.6. Every Owner of an Approved Receptacle shall maintain such approved Receptacle in a serviceable and sanitary condition satisfactory to the CAO and shall ensure that such approved Receptacle is at all times accessible to agents of the Municipality.
- 3.7. Every Owner of an Approved Receptacle, shall provide a replacement Approved Receptacle when the CAO deems the existing Approved Receptacle to be worn or damaged beyond repair.
- 3.8. No Person shall leave waste of any kind accessible to domesticated or non-domesticated animals or birds.
- 3.9. No Person shall accumulate Garbage on his premises or allow Garbage to be accumulated on his premises.
- 3.10. Except as otherwise specifically provided for in this Bylaw, the Collection, removal and disposal of waste within the Village of Innisfree shall be under the supervision of the Municipality or its designated agents and no Person shall discard, dispose of or deposit waste anywhere in the Village except in such places and at such times and under such circumstances as the CAO may authorize.
- 3.11. The disposal of Unacceptable Garbage for General Collection shall be the sole responsibility of the Person controlling such Garbage and such Garbage shall not be deposited in Approved Receptacles and shall not be included in general Garbage Collection undertaken by the Municipality.
- 4. Waste Disposal Sites & Waste Transfer Stations**
- 4.1. All persons utilizing a Waste Landfill or Waste Transfer Station shall obey all signs, posted regulations and directions of site attendants.
  - 4.2. No person shall convey through any street in the Village, any Garbage whatsoever, except in vehicles or containers so constructed and arranged as to prevent the contents from falling on the streets and to protect the contents from flies and other insects and to control as much as practicable, the escape of any offensive odour.
  - 4.3. No Person shall remove any Waste Materials, Recyclable Materials or other material from the Waste Landfill or Waste Transfer Station.
  - 4.4. No Person shall ignite or cause to be ignited any Waste Materials, Recyclable Materials or any other material or part thereof at the Landfill or Waste Transfer Station.
  - 4.5. No Person shall deposit any burning material or smoldering material at the Landfill or Waste Transfer Station.

- 4.6. No Person shall deposit in a Waste Landfill or Waste Transfer Station any materials not designated by posted signs or as per directives of the site attendants.
  - 4.7. No Person shall deposit any materials at the Waste Landfill or Waste Transfer Station in a location not designated for the disposal of such materials, including but not limited to, the disposal of Waste Materials or Yard Waste Materials outside the gates or fence of a Waste Landfill or Waste Transfer Station or in the incorrect bins or containers for such materials.
  - 4.8. The Village Waste Landfill is not open to the Public however, special requests for access to the Landfill may be permitted with the permission of the CAO or designate.
  - 4.9. The Mannville and Ranfurly Transfer Stations' Hours of Operation may be established by the Regional Waste Transfer Station Committees and will be posted at each Station.
  - 4.10. No Person shall deposit any Waste Materials or Yard Waste Materials at a Landfill or Waste Transfer Station outside the Hours of Operation of that site.
  - 4.11. Bulky Waste, excluding trees and cardboard, must be transported to the Mannville or Ranfurly Transfer Station for disposal.
5. Administration:
- 5.1. The current Fees and Charges applicable to Solid Waste Collection and Disposal Services provided pursuant to this Bylaw are as set out in the Master Rates Bylaw, which may be amended from time to time.
  - 5.2. Utility Bills are intended to be issued on a monthly basis unless the Village determines that another billing frequency is necessary or desirable.
  - 5.3. Payment on account may be made to the Village at such locations designated and under methods utilized by the Village from time to time. Payments must be received on or before the Due Date noted on the Utility Bill.
  - 5.4. Payment of a Utility Bill is due on the last business day of the billing month. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner and to a User of the Property receiving the Utility Services, as the case may be. In the event of non-payment:
    - 5.4.1. A Utility Bill not paid by the Due Date will be considered in arrears and subject to late penalty charges, by way of a 2.5% penalty applied to the total of the unpaid Utility Bill. A further penalty of 2.5% will be applied upon the unpaid Utility Bill and Penalties accrued after 30 days.
    - 5.4.2. The Village reserves the right to discontinue providing Utility Services where the Utility Bill is unpaid after 30 days. Upon disconnection, any outstanding utility account balance along with a reconnection fee as set out in the Master Rates Bylaw must be paid in full prior to the Village re-establishing the Utility Service Connection.
    - 5.4.3. A sum payable, by the Owner of a Property, for the Utility Services supplied by the Village and all Rates, costs and charges imposed or loans made to him under Bylaw or resolution passed by Council are a preferential lien and charge to the Property and on the personal Property of the debtor and may be levied and collected in a manner as municipal Rates and taxes are recoverable.
    - 5.4.4. At the discretion of the Village, and as provided for under Section 553 of the MGA, or its successor, an outstanding utility account balance may be transferred to the Property tax account of an Owner of a Property.

5.4.5. In the event of default in payment of any Utility Bill, the Village may, in addition to any other remedy available to the Village, enforce payment by action in a Court of competent jurisdiction.

5.4.6. An Administrative Fee as set out in the Master Rates Bylaw will be levied in the event that a transfer of a utility account balance to the Property tax account is deemed necessary.

5.4.7. A transfer of a utility account balance may be deemed necessary if the account remains in arrears for a period exceeding 120 calendar days.

5.5 The Village Council hereby delegates to the Chief Administrative Officer all those powers stipulated by this Bylaw to be exercised by the Village and all necessary authority to exercise those powers, excluding thereout, the power to set Utility Rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the *MGA*.

6. Enforcement:

6.1. Any Person who violates, contravenes or breaches any provision or requirement of this Bylaw is guilty of an offense.

6.2. Any Peace Officer is hereby authorized to issue a municipal Violation Tag, or a Violation Ticket, pursuant to the provisions of Part 2 or Part 3 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34 ("POPA"), or under the provisions thereunder, in regard to this Bylaw.

6.3. A municipal Violation Tag may only be issued for those offences for which a specified penalty is prescribed in this Bylaw. The municipal Violation Tag shall state the specified penalty prescribed, and set out the voluntary payment option available therefor.

6.4. Where a municipal Violation Tag is issued pursuant to the terms of this Bylaw, the Person to whom the municipal Violation Tag is issued may plead guilty to the offence by signing the municipal Violation Tag in the space provided thereon, and in lieu of being prosecuted for the offence in Court, may deliver the signed municipal Violation Tag, and a voluntary payment in an amount equal to the specified penalty for the offence, to the Village, in the manner specified on the municipal Violation Tag.

6.5. In those cases, where a municipal Violation Tag has been issued and the specified penalty provided therein has not been paid within the prescribe time, any Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part 2 or Part 3 of POPA, as amended.

6.6. A Violation Ticket issued pursuant to the provisions of POPA, shall be served in the manner described in POPA. A municipal Violation Tag shall be served in any manner described in either Part 2 or Part 3 of POPA.

6.7. Nothing contained in this Bylaw shall prevent or prohibit the immediate issuance of a Violation Ticket pursuant to either Part 2 or Part 3 of POPA. Without restricting the generality of the foregoing, it is not mandatory to issue a municipal Violation Tag, prior to issuing a municipal Violation Ticket pursuant to the provisions of POPA.

6.8. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a Person found guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day upon which the offence occurs.

6.9. For the purpose of this Bylaw, an act or omission by an employee, acting in the course of their employment, is deemed to be an act or omission of their employer.

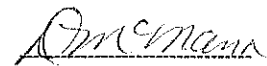
6.10. For the purpose of this Bylaw, an act or omission by an agent, acting in the course of their agency, is deemed to be an act or omission of the agent's principal.

VILLAGE OF INNISFREE - SOLID WASTE MANAGEMENT BYLAW 621-16

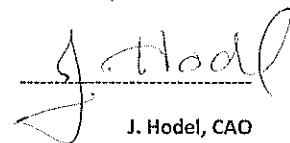
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- 6.11. A person who is guilty of an offence pursuant to this Bylaw is liable to pay a fine in an amount which is not to be less than FIVE HUNDRED (\$500) DOLLARS, and not more than TEN THOUSAND (\$10,000) DOLLARS, or to imprisonment of not more than SIX (6) MONTHS, for non-payment of a fine.
- 6.12. In addition, specified penalties as set out in Schedule 'C' attached hereto, are hereby established regarding the offences set out in Schedule 'C,' which forms part of this Bylaw.
- 6.13. Notwithstanding the specified penalties provided for in Schedule 'D' attached hereto, a Judge of the Provincial Court of Alberta, or any other Court, may increase the penalties provided for in Schedule 'C,' where the Court deems it appropriate to do so, having regard, among other things, to the gravity or consequences of the offence, or whether the offence has been repeated.
- 6.14. Voluntary payments, where allowed, for any offence not specified in Schedule 'A,' shall be as follows:
- 6.14.1. For a first offence, a specified penalty in the sum of THREE HUNDRED (\$300) DOLLARS;
- 6.14.2. For a second offence, a specified penalty in the sum of ONE THOUSAND (\$1,000) DOLLARS; AND,
- 6.14.3. For a third or subsequent offence, a specified penalty in the sum of ONE THOUSAND, FIVE HUNDRED (\$1,500) DOLLARS.
- 6.15 Notwithstanding s. 6 hereof, nothing contained within shall restrict the Village from pursuing such further or other remedies as may be prescribed by law related to those matters set out in this Bylaw.
7. **Severability Provision**
- 7.1. Should any provision of this bylaw be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
8. **Transitional**
- 8.1. Nothing in this Bylaw will operate to relieve any Person from complying with any Provincial, Federal or other Village law, order, regulation or Bylaw.
- 8.2. This Bylaw will come into force and effect after third reading and upon being signed.
- 8.3. This Bylaw, upon coming into force, shall repeal all previous Solid Waste Management Bylaws of the Village of Innisfree.

READ A FIRST, SECOND, AND BY UNANIMOUS CONSENT OF COUNCIL, A THIRD TIME AND FINALLY PASSED THIS 28<sup>th</sup> DAY OF JUNE, 2016.



Mayor D. McMann



J. Hodel, CAO

SCHEDULE 'A'

SPECIFIED PENALTIES

Offence	Section Number	Specified Penalty
Failure to clean up spilled waste	3.4	500.00
Disposal of Unacceptable waste	3.5	2,500.00
Failure to maintain Acceptable Waste Disposal Container	3.6	500.00
Failure to provide Acceptable Container	3.7	500.00
Leave waste accessible to animals	3.8	500.00
Allow waste to accumulate on premises	3.9	500.00
Dispose of waste in unauthorized locations	3.10	1,000.00
Dispose of Unacceptable Waste for Collection	3.11	1,000.00
Disobey posted signs or attendant	4.1	750.00
Failure to prevent waste from falling or street or insect development	4.2	750.00
Removal of Waste from Transfer Station or Landfill	4.3	750.00
Ignite materials at Transfer Station or Landfill	4.4	1,000.00
Deposit smoldering or burning waste	4.5	1,000.00
Failure to deposit Waste per signage at Waste Transfer or Landfill	4.6	750.00
Deposit Waste outside Landfill or Transfer Station site	4.7	750.00
Attempt to access Landfill or Transfer Station outside of Hours	4.10	1,000.00

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## VILLAGE OF INNISFREE - SOLID WASTE MANAGEMENT BYLAW 677-22

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A BYLAW OF THE VILLAGE OF INNISFREE for the purpose of regulating, controlling and maintaining a system for the collection, removal and disposal of solid waste within the Village of Innisfree.

**WHEREAS**, pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, authorizes a Council to pass bylaws for the purposes of regulating, controlling and maintaining a system and setting rates for the collection, removal and disposal of solid waste within the Village of Innisfree.

**AND WHEREAS**, pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, authorizes a Council to enact a bylaw respecting the matter of public utilities.

**AND WHEREAS**, waste management is defined as a public utility in the said statute.

**AND WHEREAS** it is deemed expedient by the Council of the Village of Innisfree to pass a bylaw for waste collection and disposal within the Village of Innisfree.

**NOW THEREFORE** the Municipal Council of the Village of Innisfree, duly assembled, enacts as follows:

**1. General:**

**1.1** This bylaw may be cited as the "Village of Innisfree Solid Waste Bylaw."

**1.2** The services provided by the Village shall be provided pursuant to the terms, conditions and provisions of this Solid Waste Management Bylaw, the contents of which shall be binding upon and form part of an agreement between the Village and any Person who receives the services.

**2. Definitions:**

In this bylaw:

**2.1 Acceptable solid waste** shall mean mixed household and commercial solid waste (including trash, refuse and garbage) that has the characteristics of non-hazardous solid waste normally produced by residences, stores, other commercial premises, schools and offices, provided that under no circumstances shall Acceptable Solid Waste include waste which is:

**2.1.1** liquid, radioactive, reactive, ignitable, corrosive, pathological, acidic, or otherwise defined as hazardous by federal, provincial or local municipal bylaws, regulating or orders, or,

**2.1.2** waste material that requires special handling.

**2.2 Animal and Agricultural Wastes** shall mean manures, crop residues, animal offal such as carcass waste and entrails and other materials obtained from agricultural pursuits, stables and other such premises.

**2.3 Approved Receptacle and Receptacle** shall mean a sturdy metal, wood or plastic container capable of reliability holding up to 20 kg of contents when lifted, with a capacity of between 60 litres and 100 litres being in good condition which has been manufactured for the purpose of containing refuse and which is waterproof and equipped with two fixed handles and a lid or cover which will prevent animals or birds from gaining access to the contents thereof; or, may be a constructed wood or other materials enclosure which is equipped with a top or cover which will prevent animals or birds from gaining access to the contents thereof.

**2.4 Ash or Ashes** means the residue of any substance or material remaining after the substance has been burned, whether such substance has been completely burned or not.

## VILLAGE OF INNISFREE - SOLID WASTE MANAGEMENT BYLAW 677-22

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- 2.5 Bag** means a container having a capacity of between 60 litres and 100 litres and as described in the definition of Approved Receptacle under this bylaw.
- 2.6 Bulky Waste** shall mean large items of refuse including appliances, furniture, automobile parts, large containers, tree cuttings exceeding 1 metre in length or 5 centimeters in diameter and any other bulky material in excess of 1.2 metres in length or 23 kilograms in weight.
- 2.7 Business** shall mean any Business, trade, profession, industry, occupations, employment or calling and the providing of goods and services within the Village of Innisfree.
- 2.8 Chief Administrative Officer and CAO** means the Chief Administrative Officer of the Village of Innisfree and includes any person authorized to act for or in the name of the Village of Innisfree.
- 2.9 Collection** shall mean the removal of Garbage from an Approved Receptacle to a disposal location whether such removal is done by the Municipality or a contractor under contract to the Municipality.
- 2.10 Collection Day** shall mean the day or days on which waste is regularly collected from specific premises.
- 2.11 Collector** means any person authorized by the Village to collect, remove and dispose of waste pursuant to this Bylaw.
- 2.12 Construction and Demolition Waste** shall mean waste building materials and rubble resulting from construction, repair, remodelling, or demolition activities and shall include tree stumps, earth, sand and stone.
- 2.13 Council** shall mean the Municipal Council of the Village of Innisfree.
- 2.14 Dwelling Unit** means a complete building or self-contained portion of a building intended for the domestic use of one or more individuals living in a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities but does not include condominiums, hotels, hospitals, motels, mixed use developments or institutional facilities.
- 2.15 Enforcement Officer** means any Peace Officer or Bylaw Enforcement Officer.
- 2.16 Hazardous Goods** means any substance which is capable of causing bodily harm to any person handling or coming in contact with such substance which requires special handling because of health, safety or environmental concern.
- 2.17 Innisfree Waste Landfill Transfer Station** means an area designated by the Village where the public may bring, and deposit specified types of waste material.
- 2.18 Lane** means a roadway located at the rear of any property and shall include all the land from the property line on one side of such roadway to the property line on the opposite side of said roadway.
- 2.19 Lawn and Garden Refuse** means grass cuttings, leaves and twigs less than one (1) inch in diameter that is generated by the householder.
- 2.20 Municipal Government Act or MGA** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 as amended or repealed and replaced from time to time.



- 2.21 Occupant** means any person who occupies a premise or land and, without restricting the generality of the foregoing, including every resident, tenant, owner or occupant of a residence and includes any individual.
- 2.22 Peace Officer** means a Member of the Royal Canadian Mounted Police, a Community Peace Officer appointed by the Village of Innisfree pursuant to the provisions of the *Peace Officer Act* R.S.A. 2007, as amended or repealed and replaced from time to time, or a Bylaw Enforcement Officer appointed by the Village, pursuant to the *Municipal Government Act*.
- 2.23 Person** means any business, or partnership, or firm, or body corporate, owner or occupant of a residence and includes any individual.
- 2.24 Provincial Offences Procedures Act** and '**POPA**' means the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34.
- 2.25 Solid Wastes** shall mean the useless, unwanted or discarded solid waste materials resulting from normal human activities including semi-liquid or wet wastes with insignificant liquid content to be free flowing.
- 2.26 Special Wastes** shall mean:
- 2.26.1 Hazardous Wastes** consisting of any waste that may present a hazard to persons, flora, fauna or public lands including wastes of pathological, explosives, highly flammable, radioactive or toxic nature.
  - 2.26.2 Sanitary Wastes** consisting of any putrefiable waste that is capable of producing conditions that may present a hazard to health but not including kitchen wastes.
  - 2.26.3 Natural Wastes** consisting of tree stumps, soil, sand and stone, and;
  - 2.26.4 Other Special Wastes** consisting of materials so designated by the Chief Administrative Officer from time to time.
- 2.27 Tenant** means a Person who is not the Owner but who has legal possession of the Property to which a Utility Service is provided.
- 2.28 Toxic and Hazardous Materials** shall mean any waste that may present a hazard to persons, flora, fauna or public lands including wastes of pathological, explosives, highly flammable, radioactive or toxic nature.
- 2.28 Trade Waste** shall mean petroleum products, scrap metal, tires, machinery, vehicles and parts thereof.
- 2.29 Unacceptable Garbage** shall mean Animal and Agricultural Wastes, Bulky Waste, Construction and Demolition, Trade Waste, Special Wastes, and Toxic and Hazardous Materials.
- 2.30 Utility Bill** or **Utility Invoice** means a bill/invoice which sets out the fees levied by the Village on a monthly basis for utility services provided by the Village.
- 2.31 Village** and **Village of Innisfree** shall mean the Village of Innisfree as certified for incorporation by the Province of Alberta on March 11, 1911.
- 2.32 Violation Tag** means a tag or similar document issued by the Village pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time.

- 2.33 Violation Ticket** means a ticket issued pursuant to Part 2 or Part 3 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, or repealed and replaced from time to time, and any Regulations thereunder, as applicable.
- 2.34 Waste Transfer Station or Transfer Station** means any transfer station facility designated by or contracted to the Village, for solid waste disposal.
- 2.35 Yard Rubbish and Yard Waste** shall mean prunings, grass clippings, weeds, leaves and general garden wastes, other than Solid Wastes, but does not include tree stumps, tree trunks, or sod.
- 2.36** Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice versa.
- 2.37** Words importing the singular shall include the plural or vice versa whenever the context so requires.

**3. Waste Disposal:**

- 3.1.** Waste Collection services and applicable fees are compulsory for all residents and businesses within the Village; every Person who is granted Solid Waste Collection Services, shall pay the Village the monthly service charges as set out in the Master Rates Bylaw.
- 3.2.** Except as otherwise provided under this Bylaw, the Village will not grant Solid Waste Collection Services to a Tenant of any property.
- 3.3.** All Persons shall dispose of garbage in an Approved Receptacle by first placing it in an appropriate disposable bag/container in good repair, securely tied, with a maximum weight of 20 kg per bundle and/or a maximum length of 1.2 metres.
- 3.4.** If a disposable bag/container that has been placed, within the Owner's property boundary, and set out for collection, becomes ripped or torn prior to its collection, or if Waste has spilled from the disposable bag or container during collection due to substandard material, the Person shall collect the spilled waste material. If the Person fails to collect the spilled Waste within forty-eight (48) hours, the Village reserves the right to remedy the situation and the costs incurred by the Village shall be a debt due and payable to the Village immediately upon invoicing.
- 3.5.** No Person shall place, permit to be placed, or mix any of the following materials for collection:
- 3.5.1.** any highly combustible, or explosive waste, including, without restricting the generality of the foregoing, such Materials as hot ashes, ignitable waste, motion picture film or toxic materials.
  - 3.5.2.** any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal.
  - 3.5.3.** sharp objects or broken glass unless packaged to allow safe handling.
  - 3.5.4.** luminescent gas-filled tubes unless such tubes are encased in a container of sufficient size and strength to protect such tubes from breakage and thereby allowing safe handling.
  - 3.5.5.** dead animals or animal parts; or,
  - 3.5.6.** unapproved building materials.

- 3.6. Every Owner of an Approved Receptacle shall maintain such approved Receptacle in a serviceable and sanitary condition satisfactory to the CAO and shall ensure that such approved Receptacle is at all times accessible to agents of the Municipality.
  - 3.7. Every Owner of an Approved Receptacle shall provide a replacement Approved Receptacle when the CAO deems the existing Approved Receptacle to be worn or damaged beyond repair.
  - 3.8. No Person shall leave waste of any kind accessible to domesticated or non-domesticated animals or birds.
  - 3.9. No Person shall accumulate Garbage on his premises or allow Garbage to be accumulated on his premises.
  - 3.10. Except as otherwise specifically provided for in this Bylaw, the Collection, removal and disposal of waste within the Village of Innisfree shall be under the supervision of the Municipality or its designated agents and no Person shall discard, dispose of or deposit waste anywhere in the Village except in such places and at such times and under such circumstances as the CAO may authorize.
  - 3.11. The disposal of Unacceptable Garbage for General Collection shall be the sole responsibility of the Person controlling such Garbage and such Garbage shall not be deposited in Approved Receptacles and shall not be included in general Garbage Collection undertaken by the Municipality.
- 4. Waste Disposal Sites & Waste Transfer Stations**
- 4.1. All persons utilizing a Waste Station Transfer ~~Landfill~~ or ~~Waste~~ any Transfer Stations shall obey all signs, posted regulations and directions of site attendants.
  - 4.2. No person shall convey through any street in the Village, any Garbage whatsoever, except in vehicles or containers so constructed and arranged as to prevent the contents from falling on the streets and to protect the contents from flies and other insects and to control as much as practicable, the escape of any offensive odour.
  - 4.3. No Person shall remove any Waste Materials, Recyclable Materials or other material from the Waste ~~Landfill~~ Transfer Station or any ~~Waste~~ Transfer Stations.
  - 4.4. No Person shall ignite or cause to be ignited any Waste Materials, Recyclable Materials or any other material or part thereof at the ~~Landfill~~ Waste Transfer Stations or ~~Waste~~ Transfer Stations.
  - 4.5. No Person shall deposit any burning material or smoldering material at the ~~Landfill~~ Waste Transfer Station or any ~~Waste~~ Transfer Station.
  - 4.6. No Person shall deposit in a Waste Transfer Station ~~Landfill~~ or a ~~Waste~~ Transfer Station, any materials not designated by posted signs or as per directives of the site attendants.
  - 4.7. No Person shall deposit any materials at the Innisfree Waste Transfer Station ~~Landfill~~ or any ~~Waste~~ Transfer Station in a location not designated for the disposal of such materials, including but not limited to, the disposal of Waste Materials or Yard Waste Materials outside the gates or fence of a Waste Transfer Station ~~Landfill~~ or ~~Waste~~ Transfer Station or in the incorrect bins or containers for such materials.

- 4.8. The Village Innisfree Waste Transfer Station Landfill is not open to the Public however, special requests for access to the Landfill Waste Transfer Station may be permitted with the permission of the CAO or designate.
- 4.9. The Mannville and Ranfurly Transfer Stations' Hours of Operation may be established by the Regional Waste Transfer Station Committees and will be posted at each Station.
- 4.10. No Person shall deposit any Waste Materials or Yard Waste Materials at the Innisfree Waste Transfer Station Landfill or any Waste-Transfer Station outside the Hours of Operation of that site.
- 4.11. Bulky Waste, excluding branches and small trees and cardboard, must be transported to the Mannville or Ranfurly Transfer Station for disposal.
- 5. Administration:**
- 5.1. The current Fees and Charges applicable to Solid Waste Collection and Disposal Services provided pursuant to this Bylaw are as set out in the Master Rates Bylaw, which may be amended from time to time.
- 5.2. Utility Bills are intended to be issued on a monthly basis unless the Village determines that another billing frequency is necessary or desirable.
- 5.3. Payment on account may be made to the Village at such locations designated and under methods utilized by the Village from time to time. Payments must be received on or before the Due Date noted on the Utility Bill.
- 5.4. Utility payments may be made by an electronic payment method that the Village has approved.
- 5.4.1 Electronic payments are deemed to be received upon the date the person processes a Utility payment.
- 5.4.2 Documentation for verification of utility payment must be provided upon request by the CAO or designate.
- 5.5. Payment of a Utility Bill is due on the last business day of the billing month. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner and to a User of the Property receiving the Utility Services, or emailed, pursuant to an agreement with the Village, as the case may be. In the event of non-payment:
- 5.5.1. A Utility Bill not paid by the Due Date will be considered in arrears and subject to late penalty charges, by way of a 2.5% penalty applied to the total of the unpaid Utility Bill. A further penalty of 2.5% will be applied upon the unpaid Utility Bill and Penalties accrued after 30 days.
- 5.5.2. The Village reserves the right to discontinue providing Utility Services where the Utility Bill is unpaid after 30 days. Upon disconnection, any outstanding utility account balance along with a reconnection fee as set out in the Master Rates Bylaw must be paid in full prior to the Village re-establishing the Utility Service Connection.
- 5.5.3. A sum payable, by the Owner of a Property, for the Utility Services supplied by the Village and all Rates, costs and charges imposed or loans made to him under Bylaw or resolution passed by Council are a preferential lien and charge to the Property and on the personal

## VILLAGE OF INNISFREE - SOLID WASTE MANAGEMENT BYLAW 677-22

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Property of the debtor and may be levied and collected in a manner as municipal Rates and taxes are recoverable.

5.5.4. At the discretion of the Village, and as provided for under Section 553 of the *MGA*, or its successor, an outstanding utility account balance may be transferred to the Property tax account of an Owner of a Property.

5.5.5. In the event of default in payment of any Utility Bill, the Village may, in addition to any other remedy available to the Village, enforce payment by action in a Court of competent jurisdiction.

5.5.6. An **Administrative Fee**, as set out in the **Master Rates Bylaw**, will be levied in the event that a transfer of a utility account balance to the Property Tax account is deemed necessary.

5.5.7. A transfer of a utility account balance may be deemed necessary if the account remains in arrears for a period exceeding 120 60 calendar days.

5.5 The Village Council hereby delegates to the Chief Administrative Officer all those powers stipulated by this Bylaw to be exercised by the Village and all necessary authority to exercise those powers, excluding thereout, the power to set Utility Rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the *MGA*.

### 6. Enforcement:

6.1. Any Person who violates, contravenes or breaches any provision or requirement of this Bylaw is guilty of an offense.

6.2. Any Peace Officer is hereby authorized to issue a Municipal Violation Tag, or a Provincial Violation Ticket, pursuant to the provisions of Part 2 or Part 3 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34 ("*POPA*"), or under the provisions thereunder, in regard to this Bylaw.

6.3. A Municipal Violation Tag may only be issued for those offences for which a specified penalty is prescribed in this Bylaw. The Municipal Violation Tag shall state the specified penalty prescribed, and set out the voluntary payment option available therefor.

6.4. Where a Municipal Violation Tag is issued pursuant to the terms of this Bylaw, the Person to whom the Municipal Violation Tag is issued may plead guilty to the offence by signing the municipal Violation Tag in the space provided thereon, and in lieu of being prosecuted for the offence in Court, may deliver the signed Municipal Violation Tag, and a voluntary payment in an amount equal to the specified penalty for the offence, to the Village, in the manner specified on the Municipal Violation Tag.

6.5. In those cases, where a Municipal Violation Tag has been issued and the specified penalty provided therein has not been paid within the prescribe time, any approved Peace Officer is hereby authorized and empowered to issue a Provincial Violation Ticket pursuant to either Part 2 or Part 3 of *POPA*, as amended.

6.6. A Provincial Violation Ticket issued pursuant to the provisions of *POPA*, shall be served in the manner described in *POPA*. A Municipal Violation Tag shall be served in any manner described in either Part 2 or Part 3 of *POPA*.

- 6.7. Nothing contained in this Bylaw shall prevent or prohibit the immediate issuance of a Provincial Violation Ticket pursuant to either Part 2 or Part 3 of *POPA*. Without restricting the generality of the foregoing, it is not mandatory to issue a ~~Municipal~~ Municipal Violation Tag, prior to issuing a ~~municipal~~ Provincial Violation Ticket pursuant to the provisions of *POPA*.
- 6.8. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a Person found guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day upon which the offence occurs.
- 6.9. For the purpose of this Bylaw, an act or omission by an employee, acting in the course of their employment, is deemed to be an act or omission of their employer.
- 6.10. For the purpose of this Bylaw, an act or omission by an agent, acting in the course of their agency, is deemed to be an act or omission of the agent's principal.
- 6.11. A person who is guilty of an offence pursuant to this Bylaw is liable to pay a fine in an amount which is not to be less than FIVE HUNDRED (\$500) DOLLARS, and not more than TEN THOUSAND (\$10,000) DOLLARS, or to imprisonment of not more than SIX (6) MONTHS, for non-payment of a fine.
- 6.12. In addition, specified penalties as set out in Schedule 'CA' attached hereto, are hereby established regarding the offences set out in Schedule 'CA,' which forms part of this Bylaw.
- 6.13. Notwithstanding the specified penalties provided for in Schedule 'DA' attached hereto, a Judge of the Provincial Court of Alberta, or any other Court, may increase the penalties provided for in Schedule 'CA,' where the Court deems it appropriate to do so, having regard, among other things, to the gravity or consequences of the offence, or whether the offence has been repeated.
- 6.14. Voluntary payments, where allowed, for any offence not specified in Schedule 'A,' shall be as follows:
- 6.14.1. For a first offence, a specified penalty in the sum of THREE HUNDRED (\$300) DOLLARS;
- 6.14.2. For a second offence, a specified penalty in the sum of ONE THOUSAND (\$1,000) DOLLARS; AND,
- 6.14.3. For a third or subsequent offence, a specified penalty in the sum of ONE THOUSAND, FIVE HUNDRED (\$1,500) DOLLARS.
- 6.15. Notwithstanding s. 6.2 – 6.14 hereof, nothing contained within shall restrict the Village from pursuing such further or other remedies as may be prescribed by law related to those matters set out in this Bylaw.
- 7. Severability Provision**
- 7.1. Should any provision of this bylaw be invalid, then such provision shall be severed, and the remaining bylaw shall be maintained.

VILLAGE OF INNISFREE - SOLID WASTE MANAGEMENT BYLAW 677-22

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**8. Transitional**

**8.1.** Nothing in this Bylaw will operate to relieve any Person from complying with any Provincial, Federal or other Village law, order, regulation or Bylaw.

**8.2.** This Bylaw will come into force and effect after third reading and upon being signed.

**8.3.** This Bylaw, upon coming into force, shall repeal all previous Solid Waste Management Bylaws of the Village of Innisfree.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.

READ A THIRD TIME BY UNANIMOUS CONSENT THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
B. Magosse, CAO

DRAFT

SCHEDULE 'A'

VOLUNTARY SPECIFIED PENALTIES

Offence	Section Number	Specified Penalty
Failure to clean up spilled waste	3.4	500.00
Disposal of Unacceptable waste	3.5	2,500.00
Failure to maintain Acceptable Waste Disposal Container	3.6	500.00
Failure to provide Acceptable Container	3.7	500.00
Leave waste accessible to animals	3.8	500.00
Allow waste to accumulate on premises	3.9	500.00
Dispose of waste in unauthorized locations	3.10	1,000.00
Dispose of Unacceptable Waste for Collection	3.11	1,000.00
Disobey posted signs or attendant	4.1	750.00
Failure to prevent waste from falling or street or insect development	4.2	750.00
Removal of Waste from Transfer Station or Landfill	4.3	750.00
Ignite materials at Transfer Station or Landfill	4.4	1,000.00
Deposit smoldering or burning waste	4.5	1,000.00
Failure to deposit Waste per signage at Waste Transfer or Landfill	4.6	750.00
Deposit Waste outside Landfill or Transfer Station site	4.7	750.00
Attempt to access Landfill or Transfer Station outside of Hours	4.10	1,000.00



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## Request for Decision (RFD)

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**Topic:** Tax Arrears Payment Plan Requests  
**Initiated by:** Property Owners  
**Attachments:** 2022 Public Auction Notice & Map

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**Purpose(s):**

To address two separate property owner's requests for approval to enter into a Tax Arrears Repayment Plan for Tax Roll #1440 & Tax Roll#2590 pursuant to the MGA, s. 418(4.)

**Background:**

1. MGA, Section 418(4) states: *"The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until*
  - a. *The agreement has expired, or*
  - b. *The owner of the parcel breaches the agreement.**whichever occurs first."*
2. Re: MGA Subsection 418(1) states: "Each municipality must offer for sale at a public auction any parcel of land shown on its Tax Arrears list if the arrears are not paid."

**Key Issues/Concepts:**

1. Both Tax Accounts have a Village of Innisfree Tax Notification registered on the title for Tax Arrears and are scheduled for the August 25<sup>th</sup> Municipal Public Tax Auction.
2. Both Tax Account Arrears balances include unpaid utility costs that were transferred to the Tax Roll.
3. Administration has calculated the 36-month repayment amount for each parcel as follows:
  - a. TX#1440 (Plan 4175R, Block 6, Lot 4-6) = \$265/month
  - b. TX#2590 (Plan 6127HW, Block 20, Lot 5-6) = \$628.21/month
4. Administration has contacted the Property Owners who advised the monthly repayment amount was within their financial capabilities and confirmed their commitment to a Tax Arrears Repayment Plan over 36 months.
5. The earliest either of the properties could then be re-established for Public Auction must be decided by Council and must follow advertising guidelines pursuant to the MGA and Alberta Gazette.

**Options:**

1. That Council decline the requests from Tax Rolls #1440 and #2590 for a Tax Arrears Repayment Plan.
2. That Council endorse Tax Roll#1440 and #2590 for a Tax Arrears Repayment Plan to be paid monthly, for thirty-six months, starting August 2022, with the Tax Accounts being paid in full by August 31, 2025.
3. That Council direct Administration regarding the Tax Arrears Repayment Plan requests.

**Financial Implications:**

1. Tax Roll#1440 has \$18,742.30 in Tax Arrears owing; the Reserve bid is \$40,000. If the property sells at an auction for the Reserve Bid, the net Property Taxes Arrears owing would be \$0; the new Property Owner would be responsible for current year's taxes only that are \$781.26; net surplus would be \$21,257.
2. Tax Roll#2590 has \$6,210.52 in Tax Arrears owing; the Reserve bid is \$35,000. If the property sells at an auction for the Reserve Bid, the net Property Taxes Arrears owing would be \$0; the new Property Owner would be responsible for current year's taxes only, that are \$867.14; net surplus would be \$28,789.48.
3. Any surplus from a Public Tax Auction must be accounted for separately and be available for the former Property Owner or retained by the Municipality for minimum of 15 years prior to transferring the Tax Auction Surplus funds into the Municipality's General Operating Revenues.
4. Each Tax Arrears Repayment Agreement calculation includes total outstanding arrears as well as the estimated Tax Levy and estimated penalty amounts for each calendar year (not exceeding 36 months) pursuant to MGA s. 418 (4).

**Relevant Policy/Legislation:**

MGA, s. 418

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

Non-payment of Taxes are not portrayed positively by the public; any efforts the Municipality takes to obtain unpaid taxes would be viewed in a positive manner.

**Recommendation:**

That Council direct Administration regarding the Tax Arrears Repayment Plan requests.



## NOTICE OF ADJOURNMENT TAX SALE PUBLIC AUCTION VILLAGE OF INNISFREE

Notice is hereby given, under the provisions of the Municipal Government Act, the Village of Innisfree has adjourned the 2021 Tax Sale Public Auction scheduled for July 26, 2022 and has **RESCHEDULED** the Tax Sale Public Auction as follows:

**Date:** Thursday, August 25, 2022  
**Location:** Village Office (5116 – 50 Avenue, Innisfree Alberta T0B 2G0)  
**Time:** 5:00 pm

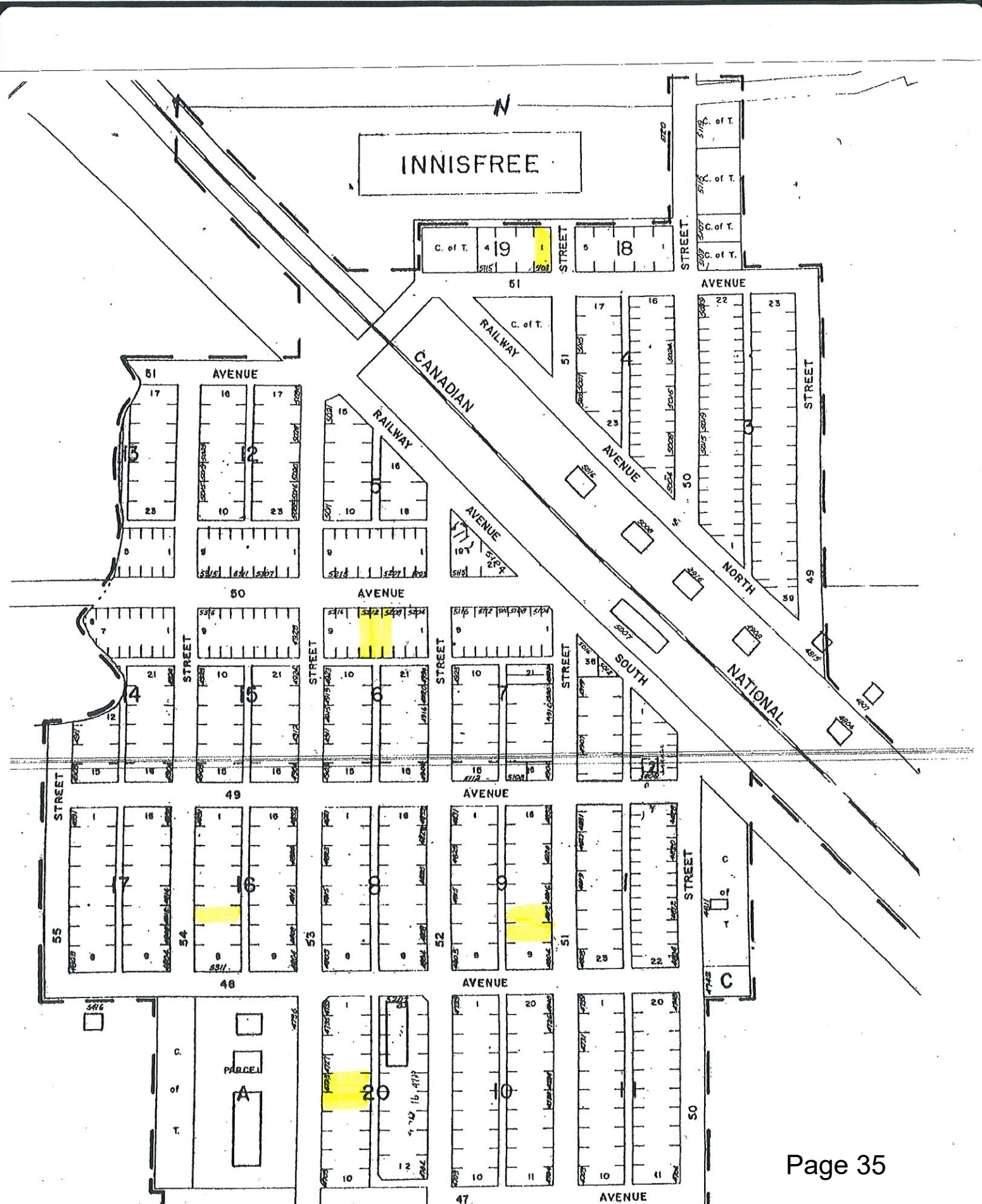
The Village of Innisfree will offer for sale, by Public Auction, the following lands:

LINC Number	Legal Description	Title Number
0015651599	8776S; 16; 6	102361885
0014926604	4175R; 9; 10-11	982397025
0013126040	3340HW; 19; 1	132083725
0016261489 / 0016261497	6127HW; 20; 5-6	182306452 / 182306452 +1
0018368266 / 0018368274	4175R; 6; 4-6	192155373 / 95F125

1. These parcels are being offered for sale by auction, subject to a reserve bid and to certain registrations shown on the existing certificate of title as described in section 423(1) of the *Municipal Government Act*.
2. These parcels are being offered for sale on an "as is, where is" basis, and the Village of Innisfree makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the parcel for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No Terms or Conditions of Sale will be considered other than those specified by the Village of Innisfree.
3. The parcels listed above shall be subject to the tax sale if the total outstanding property tax arrears remain outstanding prior to the tax sale.
4. Successful bidders shall be required to execute a Sale Agreement in a form and substance acceptable to the Village of Innisfree.
5. A non-refundable deposit equal to 10% of the purchase price, by bank draft or by lawyer's trust cheque shall be due on the sale date, with the balance of the purchase price due on closing.
6. Purchasers are responsible for obtaining vacant possession.
7. If no offer is received for a parcel, or if the reserve bid is not met, the parcel will not be sold at the public auction. The Village of Innisfree may, after the public auction, become the owner of any parcel of land not sold at the public auction.
8. All sales are subject to current taxes.
9. GST shall apply on parcels sold at the public auction.
10. Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the date of the sale. Parcels may be deleted from this sale as the tax arrears and costs are paid.

Dated this 21<sup>st</sup> day of June, 2022

Brooke Magosse, Chief Administrative Officer



## Village of Innisfree Council Committee Report

**Committee Name:** Innisfree Library Board

**Meeting Date and Time:** August 3, 2022

**Attendees:** Debbie McMann, Yvonne Parasynchuk, Dale Cates, Doris Christensen, Holly Cependa, Eliza Johnson, Jennifer Johnson, Gayle Foyster, Elizabeth Harrison, Doreen Nott.

**Discussion:**

- Thank you's went out to all who helped with the 10<sup>th</sup> year anniversary cake and coffee
- Library Manager's Report
- 170 patrons, 58 website views
- Lemonee still doing an awesome job in the library
- Keanna has been volunteering (lives in the house that belonged to Kyle Yakomowich)
- Lemonee's last day is August 19, 2022
- Site visit by Joanne will be on August 18<sup>th</sup> @ around 11 am (Northern Lights public services consultant)
- Sheila has been doing at the library, one can book with Marilyn for a time Sheila's last day will be around October 19, 2022 as she will be heading south around that time.
- For the summer reading program there is 1 child registered at this time with 2 more in the near future.
  
- Reviewed and accepted VILB 2.4 Board member commitment policy
- Reviewed VILB 2.3 Library Board Responsibility and Duties policy to be accepted at next meeting
- Agreed to review at least one policy per meeting
- Treats with 3 total winning tickets will be attached to candy to be thrown at the Innisfree parade, the prize will be a little sand bucket with items in them, popcorn will be available as well.
- Prairie Crop Management lent a popcorn machine for use on fair day for no charge, all which is asked is that is cleaned thoroughly afterwards.
- Katrina Peachy will be offering library board training for new members as well as a refresher course date that agreed upon is October 6, 2022
- Fair day hours are going to be 12pm to 5pm to accommodate the parade.

**Submitted by:** Jennifer Johnson

## Village of Innisfree Council Committee Report

**Committee Name:** M.D. of Minburn Foundation

**Meeting Date and Time:** August 9, 2022 10 am

**Attendees:** Jim Jackson, Jerrold Lemko, Carl Ogrodnick, Jennifer Johnson, Marielle Brodziak, Taneen Rudyk, Tara Kuzio

### Discussion:

- Room Vacancies 4 under renovation
- 4 move ins
- 4 move outs
- Manville has 6 Vacancies
- Innisfree has 2 Vacancies
- 19 residents as of this meeting have COVID the outbreak started on July 28, 2022
- 4 staff member have contracted COVID
- One of the resident family member verbally abused the staff to the point where the staff was in tears
- Renovations are on track
- Hired a new maintenance person, had to hires a second one as the first one did not work out
- Ashley Bhatia (Executive Director of Capital Programs came in to discuss possible expansion of the facility, she talked about different grant programs and informed us as to the many steps needed to apply for the grants.
- Tabled the financial and income discussions to the next meeting due to time constraints
- Next meeting is September 8, 2022 at 9:00 am

**Submitted by:** Jennifer Johnson



**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – August 16, 2022

**11 – Council**

- Elected Official Training:
  - Munis-101  
No further updates currently. Administration awaits confirmation of upcoming training dates.
- Conventions/Seminars:
  - 2022 AB Municipalities Fall Convention:  
Administration has successfully registered Mayor and Council for the 2022 AB Municipalities Fall Convention, to take place in Calgary Alberta.

**Mayor and Council will be staying at:**

Delta Hotels Calgary Downtown  
209 Fourth Avenue SE Calgary, Alberta T2G 0C6 Canada

**Check In:** 3:00 PM September 20, 2022

**Check Out:** 12:00 (Noon) September 23, 2022

**Chief Administrative Officer will be staying at:**

Hilton Garden Inn Calgary Downtown  
Suite A - 711 4th St. S.E., Calgary, AB T2G-1N3, Canada

**Check In:** 3:00 PM September 20, 2022

**Check Out:** 12:00 (Noon) September 23, 2022

Council should have received confirmations for both the conference and their hotel bookings [*Please advise Administration if you have not received this confirmation*].

**MOTION REQUIRED:** to reschedule the September 20, 2022 Regular Council Meeting]

**12 – Administration**

- Finances
  - MSP & CCBF – Water Rehabilitation Project  
Administration submitted applications to both CCBF and MSP for the Water Rehabilitation Project (per Council Motion 2022-07-20/07. *[Admin has contacted vendor to secure the Water Meters order for installation this Fall/Winter.]*
  - Tax Arrears Collection Agency  
During the SLGM Conference in Kananaskis, an employee from a similar-sized municipality mentioned that they used a Tax Collection Agency when dealing with Tax Arrears, Tax Recovery, etc. Upon conducting some further research, Administration discovered that the Town of Viking uses a Tax Collection Agency called “TAXervice.”  
TAXervice:
    - Sends all required notices to all required parties,
    - Conducts all necessary searches and registrations at land titles,

# VILLAGE OF INNISFREE

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – August 16, 2022

- Publishes all required notices,
- Arranges the Tax Auction (if applicable) and conveys title to the purchaser/municipality.

The Village would be required to:

- Provide the information for the tax rolls,
- Receive payments from ratepayers and advise TAXervice,
- Sign documents requiring municipal signatures, and

There is no cost to the municipality. The costs incurred, including TAXervice Fees, are charged against the roll number subject to tax enforcement.

The fee is a fixed amount rather than a percentage fee that could become unreasonable. Total fees (excluding disbursements) is \$495 per roll number.

No contract is required when dealing with TAXervice. Services can be terminated at anytime. More info can be viewed at: <https://taxervice.com/what-we-do/>

- o Council Minute Action List:
  - See Schedule “A”
- o Municipal Grants Report:
  - See Schedule “B”
- o Health & Safety:
  - Safety Meeting:  
Administration and Public Works held a Staff Safety Meeting on August 4, 2022, that 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.
- o Other:
  - Temporary CAO Replacement AD:  
Administration drafted and forwarded a Temporary CAO Employment AD to Mayor and Council. Deadline to submit resumes has been set for **August 31, 2022**. Administration will advertise the 12-Month Maternity Leave Temporary CAO Ad in the local newspaper, via social media, on AB Municipalities Job Connect, etc. Administration has received two (2) Temp CAO resumes to date.
  - Substance Release Report (May 31, 2022):  
RAM River Environmental and Doug's Backhoe & Bobcat Services are scheduled to start excavation at the substance release area on August 16, 2022.
  - Fallen Tree – CN Rail:  
Administration contacted CN Regarding the falling tree in on July 5<sup>th</sup>; CN had advised that the tree would be removed before the end of July 2022. The fallen tree is still in place. Administration sent another email to CN in this regard.
  - MCCAC – Electric Vehicle Charging Station:

# VILLAGE OF INNISFREE

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – August 16, 2022

*[On July 6<sup>th</sup>, ATCO advised they would assist the Village with the installation of an EV Charging Station at 5025- 53<sup>rd</sup> Street and could possibly provide some financial support for any electrical infrastructure upgrades; additionally, they provided an Engineer from their EV Department to facilitate the project! (The project will require Phase 3 power at the location and the nearest service is three blocks away.*

*On July 14<sup>th</sup> Akran Palani, P. Eng. from ATCO contacted the Village and advised Admin had to select an EV Charger vendor, in order to be able to design the appropriate infrastructure to support the EV Station.*

*On July 15<sup>th</sup> Village Admin sent out 8 RFQ's to MCCAC-recognized EV Charger vendors.*

*As of August 6<sup>th</sup>, Admin received 4 responses to the RFQ; additional information is being requested by each tenderer, that Admin has been addressing. NOTE: One of the Tenderers, "Sustainable Projects Group" has offered to help with the proposal as well and is also requesting the selected EV Charger Company to facilitate the MCCAC Application and Proposal.*

*- Administration has planned the RFQ selection during the week of August 15<sup>th</sup> – 16<sup>th</sup>; the information will be forwarded to the ATCO Engineer and SPG; Depending on ATCO's & SPG's timing, the MCCAC Application Proposal could be on the September or October Council agenda.]*

- **Innisfree & District Fish & Game Garbage Bin Request for the Fishpond:**  
Garbage bin was picked up at the Two Hills on July 25, 2022 and was placed out at the Innisfree Fishpond as requested by Fish & Game; Administration invoiced the Innisfree & District Fish & Game Association.
- **Innisfree Fair Day:**  
Administration would like to extend a BIG thank you to Council, Staff and all the volunteers that assisted during the Pancake Breakfast and Parade Float Decorating. A reconciliation of revenues/expenditures earned from the Pancake Breakfast will be brought to the September Council meeting for Council's review and approval.
- **Flashing Pedestrian Beacon – Update:**  
Administration has recently been in contact with Roadway Traffic Alberta and Can Traffic. Due to personal matters, Can Traffic has been unable to provide the additional information Administration has requested at this time. If information is received before the August 16, 2022 Council Meeting, Administration will be sure to include in the Agenda package as an addition.
- **Communication Tower – Update:**  
Administration has received an update from VM Systems regarding the existing Communications Tower located on the vacant lot adjacent to the Innisfree Recreation Centre (Plan 8776S, Block 12, Lot 15).



**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – August 16, 2022

VM Systems recommendation is as follows:

*[It is quite a substantial tower and significantly more than required at the campground but would serve well at the new location; it can be moved.*

*How to move it will have to be determined as there are a number of options:*

- 1. The most efficient method would be to purchase a new base section and prepare it with a concrete foundation. When ready, you can then remove the climb cable, use a picker (knuckle boom with enough height) with the assistance of a rigger/climber to split the tower in half and the move it to the new site in two sections and re-assemble. We would have to determine the space available to use a picker at both sites.*
- 2. You can prepare the new site with the foundation and then disassemble the tower in sections and move it and re-assemble it section by section at the new location. A picker truck is very useful for this, but it can be done with a gin pole.*
- 3. You can disassemble the tower and then remove and transport the base to the new location. Time would be needed to compact the new location before the rebuild.]*

What Council will need to consider prior to approval:

1. Location of the tower down at the park;
2. The complexity of the situation has not changed. The initial plan would be to service the Campground Administration Building and surrounding area first, then evaluate coverage beyond that area (i.e., Campsites)
3. The Village would be required to handle the foundation for the tower as well as the power requirements (if needed).

**23 – Fire**

- Fire Chief Report:
  - See Schedule “C”

**25 – Emergency Service**

- CAO Maternity Leave is scheduled for December 1, 2022. Administration will be discussing DEM and DDEM positions with current staff, to ensure roles and training are established before the end of November. Information will be brought to the September Council meeting for approval pursuant to the Regional Emergency Management Bylaw 662-20.

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – August 16, 2022

**26 – Bylaw Enforcement**

- Updates:
  - The Public Works Department has set out traps to capture stray cats, pursuant to Feline Control Bylaw 607-15; traps have also been set out to capture skunks.
  - Administration continues to send out Unsightly Premises Notices for grass, weeds, and hedges pursuant to Unsightly Premises Bylaw 676-22.
  - 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
- Fire Hydrant, Curb Stop and Senior Drop-in Centre:  
Administration received two quotes for the above noted items:
  1. \$7,648.25 [Estimate] Andrew Sherret Ltd. (formerly Frontier Plumbing)
  2. \$6,226.04 [Estimate] EMCO Waterworks\* EMCO is apart of the RMA Canoe Procurement Program – further discount may apply. \*

**MOTION REQUIRED:** Council directs Administration to secure the infrastructure supplies for the fire hydrant and curb stop replacements and the cc valve repair at the Seniors Drop-in Centre to a maximum of \$8,000 (GST Exclusive.)

**61 – Planning & Development**

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

**66 – Land**

- The revised ad was sent to the Alberta Gazette for the July 15<sup>th</sup> Issue; Administration forwarded letters to the respective landowners pursuant to *MGA*.
- Administration published the revised ad in two issues of the Vegreville Advertiser, pursuant to *MGA* s. 421(1.)

**72 – Recreation**

- Birch Lake Campground & Recreation Park Manager's Report:
  - See Schedule "D"
  - Park Manager expressed interest from campers working at the Bear Creek Wind Farm until December 2022. **How would Council like to proceed?**  
Council should consider:
    1. Revenues vs. Expenditures (i.e., power, heat, etc.);

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Period Ending – August 16, 2022

- 2. Winter Maintenance and Supervision;
- 3. Campground has not received a confirmed number of interested campers.

**Chief Administrative Officer recommends that this item be revisited at the September Council meeting.** *[Please note, Park Manager contract expires mid-September]*

**74 – Culture**

- Innisfree Library:
  - 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>
  - *MMI-FCSS scheduled 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:**

- August 11-15, 2022 – PW Foreman Away (Holidays)
- August 18, 2022 – Clean Energy Program Webinar (CAO)
- August 19, 2022 – Team Building Day (Office/PW/Campground Closed at Noon)
- August 25, 2022 – Tax Sale/Public Auction @ 5:00 PM at Village Office
- August 31, 2022 – Meeting with Village of Myrnam CAO & Mayor (CTECH)
- September 2-6, 2022 – PW Foreman Away (Holidays)
- September 5, 2022 – Alberta Labour Day (Office/PW Closed)
- September 20, 2022 – Regular Council Meeting (To be Rescheduled)
- September 20-23, 2022 – AB Municipalities Fall Convention (Calgary, AB)



## 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	Completed.
2021-11-16/07 2022-04-19/33	Driver Feedback Signage	Admin	Council approved the signage quote at the April 2022 Council Meeting. Administration has received the Driver Feedback Sign. Public Works waiting for electrician to install.
2021-12-14/22 2022-04-19/32	CAO Report: MSP Project Proposal Ball Diamond Shale	Admin	Administration contacted the County of Minburn Ag Department to assist the Village in eliminating weeds down the campground and ball diamond area. Shale to be spread once weeds are mitigated.
2022-04-19/15 2022-07-20/15	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. Currently waiting for additional information from vendors.
2022-04-19/16	Painting of Crosswalk – 53 Street and 48 Avenue	Admin	Public Works to conduct painting of crosswalk the week of August 22, 2022.
2022-04-19/24 2022-07-20/11	Innisfree Prairie Bank of Commerce Museum	Admin	Administration reversed invoices issued in error. Administration will invoice the museum for power and gas services effective August 1, 2022 (July Consumption).
2022-05-17/19	Innisfree Delnorte School Sustainability Committee Request – Woodworking Program	Admin	Administration sent a letter to the Innisfree Delnorte School Sustainability Committee expressing the Village support for the project.

## SCHEDULE "A"

### Council Minutes' Action List

			Meeting with Innisfree Delnorte School Principal & OHS Supervisor has been postponed until Fall 2022.
2022-06-21/07	County of Minburn – Innisfree Fire Hall Transfer	Admin	County has begun the paperwork for the transfer of title. Upon reviewing the Certificate of Title, Administration noticed a Tax Forfeiture notification that was placed on the title in 1971. Administration is in the process of removing this notification before the County can move forward with the transfer.
2022-06-21/08	County of Minburn – Economic Development Strategy	Admin	Administration received Council's feedback regarding the Economic Development Strategy. Administration left a voice message with Mr. Frank Schaap to conduct the phone interview.
2022-06-21/16	Mardar Electric Quote – MSP Grant Fund	Admin	Construction ongoing.
2022-07-20/03	Unsightly Premises Bylaw 676-22	Admin	Bylaw received all three (3) readings. Bylaw has been signed and placed in the Bylaw Binder in the Village Office Safe.
2022-07-20/07	Water Services – Water Meter Rehabilitation Project	Admin	Administration has submitted applications to both the MSP Program and the CCBF Program. Currently waiting for approval.
2022-07-20/08	Village Data Security Project	Admin	Administration notified VM Systems. Currently waiting for technology to be installed.
2022-07-20/09	County of Minburn – Antique Fire Truck	Admin	Letter forwarded to the County of Minburn on July 28, 2022.
2022-07-20/10	Village of Innisfree Auditor Appointment	Admin	Letter forwarded to Metrix Group LLP on July 21, 2022.
2022-07-20/12	2022 Strategic Plan – 2 <sup>nd</sup> Quarter Update	Admin	Strategic Plan was amended and added to website.

## SCHEDULE "A"

### Council Minutes' Action List

2022-07-20/14	Appointment of Member – Regional Assessment Review Board	Admin	Letter forwarded to Mr. Jason Driscoll and the County of Minburn regarding Mr. Driscoll's appointment.
2022-07-20/16	AB Municipalities Power+ Agreement & Retail Service Agreement	Admin	Agreement has been signed and forwarded to AB Municipalities.
2022-07-20/17	Next Generation 9-1-1 Local Government Service Agreement	Admin	Agreement has been signed and forwarded to Telus & East Central 9-1-1.
2022-07-20/18	Side by Side Tenders	Admin	Payment for side by side was received on July 29, 2022. Machine was removed the same day.



# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>MUNICIPAL STIMULUS PROGRAM: AMOUNT REMAINING = \$34,669 (DEADLINE: DECEMBER 31, 2022)</b>					
<b>Birch Lake</b>					
	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>		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.
	Picnic Tables & Fire Pits	\$5,000	Quote: \$5,000 [Estimate] <b>Per Home Hardware Vegreville (Picnic Tables)</b>		Administration ordered one metal picnic table frame, to see the quality of the material (durability, etc.) <b>15 new metal framed picnic tables and lumber was picked up at the end of July 2022.</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. <b>Administration found a vendor from Strathcona County, AB that builds and Outhouse/Porta Potty's for a very reasonable price (\$1,850 + GST). See attached.</b>
	Tinning of Administration Office Roof	-	\$8,763	Yes	<b>Motion # 2021-03-26/04</b>
	Repairs to Side by Side	-	\$2,998	Yes	<b>Motion # 2021-06-15/12</b>
<b>Fire Hall</b>					
	Replace Overhead Doors	\$6,000	\$573.85 (2021) \$575 (2022)	Yes.	<b>Motion: 2021-12-14/18</b>
	LED Lighting	\$1,500	Quote: \$3,897.08 <b>Actual: \$3,125.48</b>	Yes.	<b>Motion: 2021-12-14/15</b>
	Install SinkWashing Station	\$1,000	Plumbing Quote: \$ 600 <b>2021 Sink: \$330</b> <b>2022 Actual: \$650</b>	Yes.	<b>Motion: 2021-12-14/16</b>



# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>Water Meter Rehabilitation Project</b>					
	Water Meter Replacement	\$18,250		Ongoing.	<b>Motion: 2022-07-20/07</b>
<b>MSI CAPITAL (ACCEPTED APPLICATIONS)</b>					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13636	2021-2023 ACE Water Capital Contributions	\$74,333.00	\$37,400.00 (2021) <b>Motion # 2021-04-20/21</b> \$28,050 (2022) <b>Per 2022 Operating Budget Motion # 2022-05-17/11</b>		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			No further update at this time.
CAP-13638	Lawn Equipment & Accessories	\$1,500	Lawn Equipment: \$2,248.04 (Actual) <b>Motion # 2021-04-20/17</b> 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> <b>Deadline to submit quotes: August 15, 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			Install Fire Hydrants at 54 St (Rec Hall) & 53 St. and 49 Ave to increase coverage. Infrastructure/Capital Plan Item #4.01. Tabled until Spring/Summer 2022 Administration met with contractor and will provide quotes for a future budget meeting. Local Contractor quoted \$7,500 / hydrant [Village to supply hydrants & materials] Administration has received two quotes per the CAO Report.
CAP-14018	Side by Side Purchase	\$15,000	Actual: \$5,200 (Golf Cart People) Motion # 2022-05-17/04	Yes.	Complete.

## SCHEDULE "B" Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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**FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):**

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1196	Pedestrian Crossing Sign	\$50,000	Quote = \$ 3,200 [Estimate] Driver Feedback Sign Motion # 2022-04-19/33		2022-02-15/06 Signs received, waiting for installation.  Currently waiting for additional information from Vendors (per CAO Report).
GTF-516	Innisfree Infrastructure Upgrades	\$75,000 (Remaining Funds – 27,472)	2022 *Est* SFE:  1. Flooding/Culvert Installation: \$4,800 *Paving Cost* Motion: 2021-10-07/02 Paving: \$5,100 [Actual] Survey: \$3,990 [Actual] Total: \$9,090	Yes.	Paving is complete. Final surveying costs have also been received.
GTF-1187	Sidewalk Replacement/Rehabilitation	\$217,650			Administration to contact Engineers to obtain Engineer report/drawing regarding sidewalks and underground infrastructure.
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			
CCBF-2036	Water Meter Rehabilitation Project	\$47,000		Ongoing.	Motion: 2022-07-20/07

**Village of Innisfree Monthly Financial Reconciliation**  
**July 31, 2022**

**As per Books**

	General Operating	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Previous Month Balance	190,723.52	481.28	490,195.49	222,317.58
Deposits	64,273.45			
Interest Received	471.39	1.01	1,032.77	468.39
<b>Sub-Total</b>	<b>255,468.36</b>	<b>482.29</b>	<b>491,228.26</b>	<b>222,785.97</b>
Less Disbursements (A/P & P/R)	46,283.65			
ATB Monthly Fees	30.04			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	31.64			
Staples Supplies	1,451.73			
Interac Fees	92.80			
Liberty Security - Monthly Fee	96.57			
WCB - June	410.58			
AB LTO	70.00			
NSF Cheque	388.98			
<b>Month End Balance</b>	<b>206,587.37</b>	<b>482.29</b>	<b>491,228.26</b>	<b>222,785.97</b>

**As Per Bank**

	General	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Month End Balance	222,193.51	482.29	491,228.26	222,785.97
Deposits in Transit	2,457.68			
Deposits in Transit	318.89			
<b>Sub-Total</b>	<b>224,970.08</b>	<b>482.29</b>	<b>491,228.26</b>	<b>222,785.97</b>
Less Outstanding Cheques	18,382.71			
<b>Month End Balance</b>	<b>206,587.37</b>	<b>482.29</b>	<b>491,228.26</b>	<b>222,785.97</b>

**Outstanding Cheques**

Chq #	Amount	Chq#	Amount	Chq#	Amount
344	15.00	273	1,221.05	290	231.80
402	30.00	275	1,212.19	291	2,000.00
473	204.00	276	1,353.45		
608	30.00	277	1,995.00		
453	30.00	279	323.74		
463	82.00	280	0.53		
534	9.60	281	157.62		
141	242.50	282	48.80		
147	47.96	283	56.12		
264	1,668.51	284	839.65		
265	280.00	285	2,169.79		
269	197.50	287	3,482.47		
270	130.00	288	120.78		
272	2.65	289	200.00		
<b>Total O/S Chqs.</b>					<b>18,382.71</b>



**Village of Innisfree**  
**Revenue & Expense Report**  
 For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
<b>TAXATION</b>			
1-00-00-110	Taxes Residential	166,000.00	165,982.99
1-00-00-111	Taxes Non-Residential	49,832.00	49,831.59
1-00-00-112	Taxes M & E	2,224.00	2,224.30
1-00-00-120	Taxes SP Levy	0.00	0.00
1-00-00-190	Taxes Linear	28,486.00	28,485.85
1-00-00-230	Taxes Federal GIL	1,208.00	1,208.27
1-00-00-240	Taxes Provincial GIL	0.00	0.00
1-00-00-250	Taxes Minimum Levy	26,405.00	26,405.65
1-00-00-321	ASFF Residential Levy	25,843.00	27,158.85
1-00-00-322	ASFF Non-Residential Levy	11,779.00	12,387.27
1-00-00-330	Seniors Housing Levy	3,811.00	3,810.74
1-00-00-260	Taxes - Designated Industrial Property	87.00	87.07
1-00-00-328	ASFF Residential (Over/Under) Levy	1,319.00	0.00
1-00-00-329	ASFF Non-Residential (Over/Under) Levy	608.00	0.00
<b>* TOTAL TAXATION</b>		<b>317,602.00</b>	<b>317,582.58</b>
<b>REQUISITIONS</b>			
2-00-00-260	Designated Industrial Property Req	87.00	0.00
2-00-00-321	ASFF Requisition Residential	27,162.00	13,058.68
2-00-00-322	ASFF Requisition Non-Residential	12,387.00	5,586.67
2-00-00-328	ASFF Prior Year Levy Adj Residential	0.00	0.00
2-00-00-329	ASFF Prior Year Adj Non-Residential	0.00	0.00
2-00-00-330	Seniors Foundation Requisition	3,811.00	3,811.00
2-01-00-754	Seniors Foundation-Req	0.00	0.00
<b>* TOTAL REQUISITIONS</b>		<b>43,447.00</b>	<b>22,456.36</b>
<b>**P TOTAL TAX AVAILABLE FOR MUNICI</b>		<b>274,156.00</b>	<b>295,126.23</b>
<b>GENERAL REVENUE</b>			
1-00-00-510	Penalties Taxes	27,000.00	18,722.74
1-00-00-540	Franchise Fees - Natural Gas	28,025.00	16,303.49
1-00-00-541	Franchise Fees - Electricity	15,200.00	8,190.06
1-00-00-550	Bank Interest (General Operating)	1,500.00	1,548.75
1-01-00-590	Other Revenue Own Sources Invest	550.00	350.00
1-01-00-790	Sale of Assets Gain/Loss	0.00	0.00
1-11-00-765	Transfer from Reserves General	25,000.00	0.00
1-00-00-551	Bank Interest - Grants	2,500.00	2,123.15
1-00-00-552	Bank Interest - Reserves	300.00	222.06
1-00-00-553	Bank interest - Tax Recovery '09 (TBill)	2.00	1.90
<b>** TOTAL GENERAL REVENUE</b>		<b>100,077.00</b>	<b>47,462.16</b>
<b>ADMIN REVENUE</b>			
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	0.00
1-12-00-290	Election (Senate/Referendum)	0.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	1,350.00	928.74
1-12-00-402	Bank Fees Collected	150.00	319.00
1-12-00-560	Rental Revenue Adm	8,500.00	3,909.45
1-12-00-590	Other Revenue Own Sources Adm	1,750.00	9,122.67
1-12-00-765	Transfer from Reserves - Admin	5,620.00	5,620.00





**Village of Innisfree**  
**Revenue & Expense Report**  
 For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
1-12-00-840	Grants Conditional Provincial Adm	0.00	0.00
1-12-00-841	Provincial Grant Capital	50,000.00	0.00
<b>** TOTAL ADMIN REVENUE</b>		<b>67,370.00</b>	<b>19,899.86</b>
<b>FINE REVENUE</b>			
1-21-00-530	Fines Police	100.00	0.00
<b>** TOTAL FINE REVENUE</b>		<b>100.00</b>	<b>0.00</b>
<b>FIRE REVENUE</b>			
1-23-00-410	Fees Fire Fighting	500.00	187.50
1-23-00-765	Transfer from Reserves Fire	5,000.00	5,000.00
1-23-00-841	Provincial Grants - Fire	1,225.00	1,225.00
1-23-00-850	Joint Fire Services Agreement	0.00	0.00
1-23-00-990	Proceeds of Capital Disposal Fire	0.00	0.00
<b>** TOTAL FIRE REVENUE</b>		<b>6,725.00</b>	<b>6,412.50</b>
<b>BYLAW REVENUE</b>			
1-26-00-522	License Animal	1,100.00	1,065.00
1-26-00-523	Business Licenses	500.00	560.00
1-26-00-590	Fines Bylaw	0.00	300.00
<b>** TOTAL BYLAW REVENUE</b>		<b>1,600.00</b>	<b>1,925.00</b>
<b>PUBLIC WORKS REVENUE</b>			
1-32-00-560	PW Rental Revenue	2,500.00	1,575.00
1-32-00-430	Sales Service (Grass,Snow)	0.00	75.00
1-32-00-765	Transfer From Operating Reserves PW	19,775.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	2,100.00	0.00
1-32-00-840	Grants Provincial - Operating	0.00	0.00
1-32-00-841	Grants Infrastructure Provincial PW	30,000.00	4,375.58
1-32-00-850	FEDERAL GRANTS	4,800.00	0.00
1-32-00-990	Proceeds of Capital Disposal PW	0.00	0.00
<b>** TOTAL PUBLIC WORKS REVENUE</b>		<b>59,175.00</b>	<b>6,025.58</b>
<b>STORMWATER REVENUE</b>			
1-37-00-000	Grants - Provincial Capital	0.00	0.00
1-37-00-410	Stormwater Infrastructure Renewal	4,780.00	2,410.16
1-37-00-510	Penalties-Stormwater	0.00	0.00
1-37-00-850	Grant - Federal Capital	0.00	0.00
<b>** TOTAL STORMWATER REVENUE</b>		<b>4,780.00</b>	<b>2,410.16</b>
<b>WATER REVENUE</b>			
1-41-00-410	Water Consumption	42,500.00	23,063.72
1-41-00-411	Regional Water Fund	23,450.00	11,834.50
1-41-00-412	Water Base Fee	29,150.00	14,921.35
1-41-00-510	Penalties Water	2,950.00	1,234.48
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00
1-41-00-765	Transfer from Reserves Water	0.00	0.00
1-41-00-841	Provincial Grant Capital	48,050.00	28,050.00
<b>** TOTAL WATER REVENUE</b>		<b>146,100.00</b>	<b>79,104.05</b>



**Village of Innisfree**  
**Revenue & Expense Report**  
 For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
<b>SEWER REVENUE</b>			
1-42-00-410	Billings Sewer	35,850.00	18,099.80
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00
1-42-00-765	Transfer from Reserves Sewer	0.00	0.00
1-42-00-840	Grants Conditional Provincial Sewer	40,500.00	0.00
<b>** TOTAL SEWER REVENUE</b>		<b>76,350.00</b>	<b>18,099.80</b>
<b>SOLID WASTE</b>			
1-43-00-410	Billings Garbage	47,680.00	24,075.32
1-43-00-411	Regional SWM Infrastructure Fee	18,100.00	9,153.00
1-43-00-510	Penalties - Solid Waste	0.00	0.00
1-43-00-511	Penalties SWM Fee	0.00	0.00
1-43-00-764	Transfer from Contributed Reserve Garbag	0.00	0.00
<b>** TOTAL SOLID WASTE</b>		<b>65,780.00</b>	<b>33,228.32</b>
<b>LAND REVENUE</b>			
1-61-00-410	Sale of Land	0.00	0.00
1-61-00-522	Permits (Development, Subdivision)	0.00	0.00
1-61-00-765	Transfer from Reserves - Land	30,000.00	0.00
<b>** TOTAL LAND REVENUE</b>		<b>30,000.00</b>	<b>0.00</b>
<b>PLANNING REVENUE</b>			
1-66-00-522	Permits (Development and/or Subdivision)	150.00	150.00
<b>** TOTAL PLANNING</b>		<b>150.00</b>	<b>150.00</b>
<b>RECREATION REVENUE</b>			
1-72-00-590	Fees Park Grounds	22,000.00	27,402.23
1-72-00-591	Fees Park Concession	1,500.00	423.08
1-72-00-592	Fees Park Firewood	1,500.00	690.91
1-72-00-760	Disposition Proceeds	0.00	0.00
1-72-00-764	Transfer to Operating Reserves	0.00	0.00
1-72-00-765	Transfer from Reserves Recreation	0.00	0.00
1-72-00-830	Federal Conditional Grants	2,100.00	0.00
1-72-00-415	Rec Park Donations	1,000.00	1,025.00
1-72-00-841	PROVINCIAL GRANT - CAPITAL	21,000.00	14,019.71
<b>** TOTAL RECREATION REVENUE</b>		<b>49,100.00</b>	<b>43,560.93</b>
<b>CULTURAL REVENUE</b>			
1-74-00-400	Van Revenue (Community)	0.00	0.00
1-74-00-557	Museum Cost Recovery	0.00	0.00
1-74-00-591	Revenue Own Sources Culture	0.00	0.00
1-74-00-830	Grants Conditional Federeal Cultural	0.00	0.00
1-74-00-840	Grants Conditional Provincial Cultural	0.00	0.00
1-74-00-860	Other Revenue Own Sources Library	0.00	0.00
1-74-00-900	Recoveries Insurance Cultural	0.00	0.00
1-74-00-415	Museum Donations	0.00	0.00
<b>** TOTAL CULTURAL REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>*** TOTAL REVENUE</b>		<b>881,462.00</b>	<b>553,404.58</b>





Village of Innisfree  
Revenue & Expense Report  
For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
<b>COUNCIL EXPENSE</b>			
2-11-00-130	Employer Cont Source Dec=ductions	200.00	15.59
2-11-00-135	WCB Council	145.00	717.05
2-11-00-151	Fees Council	8,000.00	5,405.00
2-11-00-211	Travel/Subsistence Council	2,500.00	1,043.95
2-11-00-212	Conventions/Seminars Council	2,500.00	2,855.56
2-11-00-274	Council Insurance	0.00	0.00
**	<b>TOTAL COUNCIL EXPENSE</b>	<b>13,345.00</b>	<b>10,037.15</b>
<b>GENERAL EXPENSE</b>			
2-19-00-274	General Insurance	6,355.00	6,355.01
**	<b>TOTAL GENERAL EXPENSE</b>	<b>6,355.00</b>	<b>6,355.01</b>
<b>ADMIN EXPENSE</b>			
2-12-00-110	Salaries & Wages Adm	53,360.00	45,934.97
2-12-00-111	Honorarium (Admin)	1,000.00	0.00
2-12-00-115	Salaries & Wages Assistant Adm	31,180.00	4,797.20
2-12-00-120	Salaries & Wages Casual	0.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,470.00	3,681.58
2-12-00-131	Employer Benefits Adm	13,250.00	7,733.52
2-12-00-135	Workers Compensation ADM	1,420.00	730.68
2-12-00-211	Travel/Subsistence Adm	1,500.00	2,751.97
2-12-00-215	Telecommunications	3,550.00	2,189.72
2-12-00-216	Postage & Freight	600.00	548.56
2-12-00-212	Education Adm	0.00	0.00
2-12-00-213	Health & Safety Training - Adm	530.00	99.98
2-12-00-217	Website Costs	1,270.00	0.00
2-12-00-220	Membership Dues Adm	1,850.00	1,677.03
2-12-00-221	Advertising/Printing/Subscriptions Adm	5,000.00	745.15
2-12-00-230	Audit/Assessor Fees Adm	25,000.00	21,450.00
2-12-00-250	Contracted Services Adm	10,000.00	5,626.14
2-12-00-274	Insurance Adm	1,026.00	1,026.21
2-12-00-290	Election/Census Expense Adm	750.00	328.77
2-12-00-510	Goods, Materials & Supplies Adm	60,575.00	4,479.52
2-12-00-540	Utilities Heat Adm	1,700.00	782.62
2-12-00-541	Utilities Power Adm	2,500.00	1,103.82
2-12-00-543	Utilities Water&Sewer Adm	1,380.00	637.98
2-12-00-650	Provision Doubtful Accounts	30,000.00	1,809.71
2-12-00-762	Transfer to Capital Adm	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	1,500.00	0.00
2-12-00-810	Bank Charges Adm	2,500.00	1,309.79
2-12-00-830	Bank Interest/Overdraft Fees Adm	0.00	0.00
2-12-00-910	Outages/Account for Penny Loss	0.00	(0.02)
2-12-00-911	Land Title Charges	250.00	120.00
2-12-00-920	Tax Adjustments Council Adm	0.00	750.00
2-12-00-995	Legal Expenses	5,000.00	0.00
2-12-00-770	Grants to Organizations Adm	0.00	0.00
**	<b>TOTAL ADMIN EXPENSE</b>	<b>261,161.00</b>	<b>110,314.90</b>
<b>FIRE EXPENSE</b>			
2-23-00-120	Salaries & Wages Fire	0.00	0.00



**Village of Innisfree**  
**Revenue & Expense Report**  
 For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
2-23-00-135	WCB Fire	0.00	0.00
2-23-00-211	Travel & Subsistence Fire	0.00	0.00
2-23-00-215	Telecommunications Fire	950.00	947.62
2-23-00-217	Freight & Postage Fire	10.00	0.92
2-23-00-221	Advertising/Printing/Subscriptions Fire	0.00	0.00
2-23-00-234	Training Fire	0.00	0.00
2-23-00-250	Contracted Services Fire	0.00	0.00
2-23-00-274	Insurance Fire	0.00	1,880.27
2-23-00-510	Supplies, Goods & Equipment Fire	1,225.00	1,225.00
2-23-00-521	Fuel & Oil Fire	0.00	0.00
2-23-00-540	Utilities Heat Fire	0.00	(216.82)
2-23-00-541	Utilities Power Fire	0.00	(270.24)
2-23-00-543	Utilities Water & Sewer Fire	0.00	0.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	0.00
2-23-00-770	Grants to Organizations Fire	0.00	0.00
2-23-00-840	Operational Grant Local Government Fire	0.00	0.00
2-23-00-330	Fire Requisition - Joint F.S.A.	5,000.00	5,000.00
<b>** TOTAL FIRE EXPENSE</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
2-25-00-310	911 Requisition	1,205.00	1,115.00
2-25-00-330	Police Funding Model (Cost Share)	5,620.00	5,616.00
<b>** TOTAL EMERGENCY SERVICE EXPENS</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
2-26-00-222	Bylaw Enforcement Costs	550.00	264.96
2-26-00-510	Bylaw Enforcement Goods & Materials	345.00	336.14
2-26-00-216	Postage & Freight - Bylaw	100.00	87.86
<b>** TOTAL BYLAW EXPENSE</b>		<b>995.00</b>	<b>688.96</b>
<b>PUBLIC WORKS EXPENSE</b>			
2-32-00-110	Salaries & Wages PW	17,912.00	19,017.25
2-32-00-111	Honorarium (PW)	500.00	0.00
2-32-00-115	Salaries & Wages Casual PW	2,205.00	6,489.00
2-32-00-130	Employer Contributions Source PW	1,805.00	1,892.34
2-32-00-131	Employer Benefits PW	2,350.00	2,411.49
2-32-00-135	WCB	470.00	502.94
2-32-00-211	Travel & Subsistence PW	0.00	0.00
2-32-00-213	Health & Safety Training - PW	2,020.00	578.86
2-32-00-215	Telecommunications PW	2,675.00	1,441.00
2-32-00-217	Freight & Postage PW	75.00	153.28
2-32-00-221	Advertising/Printing/Subscriptions PW	0.00	0.00
2-32-00-250	Contracted Services PW	580.00	280.94
2-32-00-270	CN Services PW	130.00	130.00
2-32-00-274	Insurance PW	1,710.00	1,707.65
2-32-00-510	Goods, Supplies & Materials PW	64,575.00	13,474.05
2-32-00-521	Fuel & Oil PW	7,500.00	4,197.12
2-32-00-540	Utilities Heat PW	3,500.00	1,401.97
2-32-00-541	Utilities Power (Street/Shop) PW	53,500.00	22,397.29
2-32-00-543	Utilities Water/Sewer PW	0.00	2,658.85
2-32-00-762	Transfer to Capital PW	3,000.00	0.00



**Village of Innisfree**  
**Revenue & Expense Report**  
 For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
<b>** TOTAL PUBLIC WORKS EXPENSE</b>		<b>164,507.00</b>	<b>78,734.03</b>
<b>STORM DRAINAGE EXPENSE</b>			
2-37-00-250	Contracted Services - Storm Drainage	0.00	0.00
2-37-00-510	Goods & Equipment Repairs - Storm Drainage	3,500.00	1,280.00
2-37-00-762	Contribution to Capital - Storm Drainage	4,780.00	0.00
<b>** TOTAL STORM DRAINAGE EXPENSE</b>		<b>8,280.00</b>	<b>1,280.00</b>
<b>WATER EXPENSES</b>			
2-41-00-110	Salaries & Wages Water	7,680.00	2,687.94
2-41-00-120	Salaries & Wages Casual Water	0.00	0.00
2-41-00-130	Employer Contributions Source Water	545.00	181.85
2-41-00-131	Employer Benefits Water	1,010.00	316.04
2-41-00-211	Travel & Subsistence Water	1,920.00	1,040.00
2-41-00-215	Telecommunications - Water	2,500.00	1,104.32
2-41-00-217	Freight & Postage - Water	715.00	557.85
2-41-00-250	Contracted Services Water	12,750.00	2,951.62
2-41-00-270	Licenses & Permits Water	0.00	0.00
2-41-00-274	Insurance Water	2,320.00	2,318.34
2-41-00-350	ACE Regional Water Purchase	55,750.00	24,275.70
2-41-00-510	Goods, Supplies & Materials Water	25,500.00	1,041.99
2-41-00-540	Utilities Heat Water Plant	2,600.00	975.68
2-41-00-541	Utilities Power Water Plant	7,000.00	2,544.99
2-41-00-762	Transfer to Capital Water	2,500.00	0.00
2-41-00-830	Debt Interest Water	0.00	0.00
2-41-00-831	Debt Principal Water	0.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	28,050.00	28,050.00
<b>** TOTAL WATER EXPENSES</b>		<b>150,840.00</b>	<b>68,046.32</b>
<b>SEWER EXPENSE</b>			
2-42-00-110	Salaries & Wages Sewer	7,680.00	2,675.02
2-42-00-130	Employer Contributions Source Sewer	545.00	181.85
2-42-00-131	Employer Benefits Sewer	1,010.00	316.04
2-42-00-215	Freight/Phone/Postage Sewer	75.00	27.91
2-42-00-250	Contracted Services Sewer	570.00	0.00
2-42-00-274	Insurance Sewer	1,550.00	1,540.42
2-42-00-510	Goods, Supplies & Materials Sewer	55,500.00	2,923.99
2-42-00-541	Utilities Power Sewer Lift Stations	7,000.00	2,911.67
2-42-00-762	Transfer to Capital Sewer	2,500.00	0.00
<b>** TOTAL SEWER EXPENSE</b>		<b>76,430.00</b>	<b>10,576.90</b>
<b>GARBAGE EXPENSE</b>			
2-43-00-110	Salaries & Wages Garbage	17,915.00	6,284.83
2-43-00-120	Salaries & Wages Casual Garbage	2,205.00	0.00
2-43-00-130	Employer Contributions Source Garbage	1,805.00	500.47
2-43-00-131	Employer Benefits Garbage	2,350.00	865.85
2-43-00-135	WCB Garbage	470.00	106.38
2-43-00-250	Contracted Services Garbage	26,500.00	9,609.89
2-43-00-274	Insurance Garbage	0.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	1,050.00	28.82
2-43-00-521	Fuel & Oil Garbage	0.00	0.00
2-43-00-760	Capital Purchase Garbage	0.00	0.00



**Village of Innisfree**  
**Revenue & Expense Report**  
 For the Period Ending July 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
2-43-00-762	Transfer to Capital Garbage	1,000.00	0.00
2-43-00-770	Contrib. to Local Government	0.00	0.00
2-43-00-840	MSI Cap-Garbage	0.00	0.00
2-43-00-763	Transfer to Reserves - Regional SWM	18,100.00	0.00
<b>** TOTAL GARBAGE EXPENSE</b>		<b>71,395.00</b>	<b>17,396.24</b>
<b>FCSS EXPENSE</b>			
2-51-00-351	FCSS Requisition	1,840.00	1,837.75
<b>** TOTAL FCSS EXPENSE</b>		<b>1,840.00</b>	<b>1,837.75</b>
<b>PLANNING EXPENSE</b>			
2-61-00-200	General Services Contracted	0.00	0.91
2-61-00-250	Contracted Services	0.00	0.00
2-61-00-510	General Goods, Supplies and Materials	30,000.00	0.00
<b>** TOTAL PLANNING EXPENSE</b>		<b>30,000.00</b>	<b>0.91</b>
<b>LAND PURCHASES EXPENSE</b>			
2-66-00-510	General Goods, Supplies and Materials	2,500.00	0.00
2-66-00-710	Land Purchase	0.00	0.00
2-66-00-911	Land Title Costs	100.00	0.00
<b>** TOTAL LAND PURCHASES EXPENSE</b>		<b>2,600.00</b>	<b>0.00</b>
<b>RECREATION EXPENSES</b>			
2-72-00-111	Honorarium (Recreation Park)	0.00	0.00
2-72-00-110	Salaries & Wages Recreation	0.00	0.00
2-72-00-115	Salaries & Wages Casual Recreation	4,410.00	1,071.00
2-72-00-130	Employer Contributions Source Recreation	1,270.00	76.42
2-72-00-131	Employer Benefits Recreation	0.00	0.00
2-72-00-135	WCB Rec Park	549.00	176.45
2-72-00-213	Health & Safety Training - Rec	1,515.00	946.71
2-72-00-215	Freight/Phone/Postage Recreation	1,650.00	1,030.93
2-72-00-221	Printing/Advertising/Subscriptions	550.00	795.00
2-72-00-234	Training Recreation	0.00	0.00
2-72-00-250	Contracted Services Recreation	10,000.00	6,000.00
2-72-00-251	CR.CA Fees	0.00	1,598.82
2-72-00-255	Maintenance Sports Grounds	0.00	0.00
2-72-00-274	Insurance Recreation	1,270.00	1,266.56
2-72-00-510	Goods, Materials & Supplies Recreation	28,000.00	21,787.31
2-72-00-521	Fuel and Oil Park	1,700.00	851.41
2-72-00-540	Utilities Heat Park Building	1,500.00	355.53
2-72-00-541	Utilities Power Park Grounds	4,600.00	1,561.21
2-72-00-543	Water/Sewer/Gas Hall	0.00	0.00
2-72-00-591	Concessions Park Grounds	1,200.00	630.43
2-72-00-592	Firewood - Recreation Park	3,000.00	1,700.00
2-72-00-760	Contribution to Capital	0.00	0.00
2-72-00-762	Transfer to Capital Recreation	1,500.00	0.00
2-72-00-764	Transfer to Operation Reserves Recreation	0.00	0.00
2-72-00-770	Donations Recreation	1,000.00	0.00
<b>** TOTAL RECREATION EXPENSES</b>		<b>63,714.00</b>	<b>39,847.78</b>



Village of Innisfree  
Revenue & Expense Report  
For the Period Ending July 31, 2022

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General Ledger	Description	2022 Budget	2022 Actual
<b>CULTURE EXPENSES</b>			
2-74-00-110	Honorairums (Library/Museum)	0.00	0.00
2-74-00-120	Wages- Museum & Library	0.00	0.00
2-74-00-250	Contracted Services Library/Museum	0.00	0.00
2-74-00-274	Insurance Cultural Organization	1,900.00	1,898.00
2-74-00-300	Regional Library Requisition	1,150.00	1,150.60
2-74-00-350	Local Municipal Library Grant	3,500.00	0.00
2-74-00-510	Goods & Materials Library/Museum/Culture	0.00	254.55
2-74-00-415	Donations - Museum	0.00	0.00
2-74-00-540	Utilities Heat Museum	5,125.00	2,014.87
2-74-00-541	Utilities Power Museum	1,855.00	837.56
2-74-00-221	Printing/Advertising/Subscriptions	150.00	195.77
<b>** CULTURE EXPENSES</b>		<b>13,680.00</b>	<b>6,351.35</b>
<b>*** TOTAL EXPENSES</b>		<b>879,152.00</b>	<b>366,765.05</b>
<b>**** (SUPLUS)/DEFICIT</b>		<b>(2,310.00)</b>	<b>(186,639.53)</b>

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



**Village of Innisfree**

**Tax Trial Balance (Full Listing)**

Trial Balance As Of 2022-07-31

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		17,872.32			
		<b>Sub Ledger</b>			<b>General Ledger</b>					
		Current	266,300.92							
		1 Year	37,226.91				266,545.71			
		2 Years	28,385.07				139,301.19			
		3 Years	25,922.68							
		Over 3	48,011.32							
		Outstanding	405,846.90							
							Totals		405,846.90	
							Total GL		405,846.90	
							Total SL		405,846.90	
							Proof		0.00	

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



**Village of Innisfree**  
**Utilities Trial Balance (All Balances)**  
 Trial Balance As Of 2022-07-31

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 2022-Aug-3  
 12:12:38PM

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	1,593.86	3-00-00-274	5,793.78
Overdue 1	1,727.88		
Overdue 2	909.28		
Overdue 3	1,031.22		
Overdue 4	531.54		
Outstanding	5,793.78	<b>Totals</b>	5,793.78
		<b>Total GL</b>	5,793.78
		<b>Total SL</b>	5,793.78
		<b>Proof</b>	0.00

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



# Village of Innisfree

## Cheque Listing For Council

2022-Aug-3  
12:11:42PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220249	2022-07-11	ACE	2-41-00-350	244	PAYMENT JUNE 2022 CONSUMPTION	3,531.60	3,531.60
20220250	2022-07-11	B & R Eckel's Transport	2-32-00-217	5268305	PAYMENT FREIGHT - CROSSWALK PAINT	103.55	103.55
20220251	2022-07-11	Cance Procurement Group of Can	2-32-00-510	AB120682	PAYMENT SCHOOL ZONE SIGNS - ATS TRAFFI	97.86	97.86
20220252	2022-07-11	Fjellstrom Greenhouses	2-32-00-510	668538	PAYMENT 23 PETUNIA PANS / 3 PETUNIA HAN	714.00	714.00
20220253	2022-07-11	Municipal Assessment Services	2-12-00-230	V01053	PAYMENT Q3 - 2022 ASSESSMENT SERVICES	1,207.50	1,207.50
20220254	2022-07-11	OK Tire Vegreville	2-72-00-510	IN070351	PAYMENT TIRE TUBE FOR REC PARK MOWER	25.20	25.20
20220255	2022-07-11	Purolator Inc.	2-32-00-217	450916780	PAYMENT FREIGHT - DRIVER FEEDBACK SIGN	53.54	53.54
20220256	2022-07-11	Suncor Energy Products Partners	2-72-00-521 2-32-00-521	June 2022 June 2022	PAYMENT Blue Tractor Fuel & Jerry Cans JUNE 2022 FUEL	349.81 370.20	720.01
20220257	2022-07-11	Telus Communications Company	2-12-00-215 2-12-00-215 2-41-00-215 2-41-00-215 2-72-00-215 2-12-00-215	JUN 28 - JUL 27 JUN 28 - JUL 27 JUN 28 - JUL 27 JUN 28 - JUL 27 JUN 28 - JUL 27 JUN 28 - JUL 27	PAYMENT 780-592-3886 CABLE MILEAGE 780-592-2010 780-592-2041 780-592-2414 780-592-3729	140.54 56.66 87.73 89.93 108.73 87.94	571.53
20220258	2022-07-11	Telus Mobility	2-12-00-215 2-32-00-215 2-72-00-215	JUL 2 - AUG 1 JUL 2 - AUG 1 JUL 2 - AUG 1	PAYMENT CAO CELL PHONE PW CELL PHONE SMART HUB	73.45 106.44 135.17	315.06
20220259	2022-07-11	Village of Innisfree	2-74-00-543 2-32-00-543 2-12-00-543	JUNE 2022 JUNE 2022 JUNE 2022	PAYMENT MUSEUM - WATER/SEWER/GARBAG PW SHOP - WATER/SEWER/GARBAC ADMIN BLDG - WATER/SEWER/GARI	142.14 128.09 162.70	432.93
20220260	2022-07-11	VM Systems	2-12-00-510	CW8249	PAYMENT ADMIN - EXTERNAL HARD DRIVE (B/	27.56	27.56
20220261	2022-07-13	Dobler, Robert					
20220262	2022-07-13	Magosse, Brooke					
20220263	2022-07-13	Tarapaski, Abby					
20220264	2022-07-29	Dobler, Robert					
20220265	2022-07-29	McMann, Deborah					
20220266	2022-07-29	Rogers, Thelma					
20220267	2022-07-29	Magosse, Brooke					
20220268	2022-07-29	Tarapaski, Abby					
20220269	2022-07-29	Johnson, Jennifer					
20220270	2022-07-29	Raycraft, Evan C					
20220271	2022-07-28	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-12-00-540 2-32-00-541 2-32-00-541	22-1044209 22-1044209 22-1044209 22-1044209 22-1044209 22-1044209	PAYMENT PW SHOP GAS WTP GAS MUSEUM GAS OFFICE GAS XMAS LIGHTS/STREET LIGHTS PW POWER	121.38 176.24 334.47 107.00 4,762.23 363.75	7,969.27





# Village of Innisfree

## Cheque Listing For Council

2022-Aug-3

12:11:43PM

Cheque #	Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220271	2022-07-28	Alberta Municipal Services Corpor	2-41-00-541	22-1044209	WTP POWER	595.30	7,969.27
			2-74-00-541	22-1044209	MUSEUM POWER	187.30	
			2-12-00-541	22-1044209	OFFICE POWER	255.86	
			2-42-00-541	22-1044209	LIFT STATION POWER	140.58	
			2-72-00-541	22-1044209	REC PARK POWER	619.17	
			2-42-00-541	22-1044209	LIFT STATION POWER	105.97	
			2-42-00-541	22-1044209	LIFT STATION POWER	200.02	
20220272	2022-07-28	Alta-Wide Builders	2-72-00-510	JUNE 2022	PAYMENT FINANCE CHARGE - BALANCE FORV	2.65	2.65
20220273	2022-07-28	Canoe Procurement Group of Can	2-32-00-510	AB122493	PAYMENT SCHOOL ZONE SIGNS - ATS TRAFFI	1,221.05	1,221.05
20220274	2022-07-28	Cornerstone Co-Operative	2-72-00-591	COOP-1	PAYMENT REC PARK CONCESSION SUPPLIES	194.90	1,106.03
			2-12-00-510	COOP-2	SUPPLIES - PUBLIC MTG/OPEN HOU	229.99	
			2-12-00-510	COOP-3	CANADA DAY SUPPLIES	681.14	
20220275	2022-07-28	County of Minburn	2-43-00-250	34555	PAYMENT JUNE 2022 TIPPAGE AND HAULING	1,212.19	1,212.19
20220276	2022-07-28	Environmental Metal Works	3-00-00-998	IN9254	PAYMENT FISHPOND GARBAGE BIN	1,353.45	1,353.45
20220277	2022-07-28	Meridian Surveys Ltd.	2-32-00-510	E0264	PAYMENT CULVERT INSTALLATION - SURVEY	1,995.00	1,995.00
20220278	2022-07-28	Minco Gas Co-op Ltd.	2-72-00-540	JUNE 2022	PAYMENT JUNE 2022 REC PARK GAS	62.16	62.16
20220279	2022-07-28	Munisight Ltd.	2-12-00-250	INV4305550	PAYMENT JULY 2022 SOFTWARE SUPPORT	323.74	323.74
20220280	2022-07-28	OK Tire Vegreville	2-72-00-510	SI00129	PAYMENT INTEREST PAID	0.53	0.53
20220281	2022-07-28	Puroiator Inc.	2-32-00-510	451083158	PAYMENT ATS TRAFFIC SIGN FREIGHT	157.62	157.62
20220282	2022-07-28	Tarapaski, Abby	2-72-00-510	MILEAGE JUNE	PAYMENT JUNE 2022 MILEAGE - REC PARK	48.80	48.80
20220283	2022-07-28	Threadgould, Cyndi	2-72-00-510	MILEAGE JUNE	PAYMENT PARK MANAGER MILEAGE	56.12	56.12
20220284	2022-07-28	Town of Vegreville	2-41-00-250	63372.1	PAYMENT JUNE 2022 WTP SUPERVISION	508.90	839.65
			2-41-00-211	63372.2	JUNE 2022 MILEAGE	210.00	
			2-41-00-510	63372.3	RE-CALLIBRATION OF CHLORINE MI	120.75	
20220285	2022-07-28	AMSC Insurance Services	4-00-00-239	1936-2022-07	PAYMENT JULY 2022 EMPLOYEE BENEFITS	2,169.79	2,169.79
20220286	2022-07-28	ATB Financial MasterCard	2-32-00-215	Jun 15-Jul 13-1	PAYMENT PW SHOP INTERNET	104.95	2,834.12
			2-11-00-212	Jun15-Jul13-10	2022 AUMA CONVENTION	630.00	
			2-11-00-212	Jun15-Jul13-11	2022 AUMA CONVENTION	630.00	
			2-12-00-510	Jun15-Jul13-12	VERMILION PACKERS - CDAY PANC.	216.00	
			2-12-00-216	Jun15-Jul13-13	CANADA POST	18.35	
			2-12-00-216	Jun15-Jul13-14	CANADA POST	3.86	
			2-12-00-216	Jun15-Jul13-15	CANADA POST	10.62	
			2-41-00-217	Jun15-Jul13-15	CANADA POST	90.81	
			2-32-00-510	Jun15-Jul13-16	AGLAND - JD MOWER REPAIR	195.70	
			2-12-00-216	Jun15-Jul13-2	CANADA POST	2.04	
			2-32-00-510	Jun15-Jul13-3	ROADWAY TRAFFIC PRODUCT-PAIN	144.67	
			2-12-00-216	Jun15-Jul13-4	CANADA POST	2.90	
			2-12-00-250	Jun15-Jul13-5	MICROSOFT 365 ANNUAL SUBSCRIF	114.45	
			2-26-00-216	Jun15-Jul13-6	CANADA POST	2.89	
			2-12-00-216	Jun15-Jul13-6	CANADA POST	2.05	
			2-12-00-216	Jun15-Jul13-7	CANADA POST	31.93	
			2-12-00-216	Jun15-Jul13-8	CANADA POST	2.90	



# Village of Innisfree

## Cheque Listing For Council

2022-Aug-3

12:11:43PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20220286	2022-07-28	ATB Financial MasterCard	2-11-00-212	Jun15-Jul13-9	2022 AUMA CONVENTION	630.00	2,834.12
20220287	2022-07-28	CANADA REVENUE AGENCY	4-00-00-237	JULY 2022	PAYMENT JULY 2022 SOURCE DEDUCTIONS	3,482.47	3,482.47
20220288	2022-07-28	Johnson, Jennifer	2-11-00-211	JULY MILEAGE	PAYMENT JULY 2022 MILEAGE	120.78	120.78
20220289	2022-07-28	McEwen, Darlene	2-12-00-250	JULY 2022	PAYMENT JULY 2022 JANITORIAL SERVICES	200.00	200.00
20220290	2022-07-28	McMann, Deborah	2-11-00-211	JULY MILEAGE	PAYMENT JULY 2022 MILEAGE	231.80	231.80
20220291	2022-07-28	Threadgould, Cyndi	2-72-00-250	JULY 2022	PAYMENT JULY 2022 PARK MANAGER	2,000.00	2,000.00

**Total 46,283.65**

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

**August 16, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”  
July 19 – August 16, 2022**

**Public Works Department**

- PWF Department busy with grass cutting on Village-owned lands and also cutting Unsightly Premises with Cleanup orders; concrete disposal pile, sprayed by County of Minburn Ag Services for noxious weeds and recently trimmed by PW Department.
- Ongoing PW Equipment maintenance: JD Mower required repairs & was taken to AG Land in Vermilion; Hyundai Loader battery replaced; & changed blades on JD Mower at Park
- Picked up & delivered Solid Waste Bin to Innisfree Trout Pond for the Innisfree Fish & Game Association; picked up picnic table frames from Vegreville Home Hardware and lumber from Alta Wide.
- Providing assistance to the Rec Park Manager as required.

**Transportation:**

- Cleaned curbs along Main Streets in time for the parade and to facilitate improved storm drainage.
- Spectre Systems completed contracted street repairs. (The project was completed under budget; Spectre added a lift of pavement near the manhole near 49<sup>th</sup> Avenue & 51<sup>st</sup> Street to fulfill the budget.)
- Some gravel roads require additional gravel; County has been contacted 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.
- Major power outage on Long Weekend: On July 29<sup>th</sup> at approx..11:30 pm lighting struck 2 transformers near the Water Plant. WP was without power until Saturday, July 30<sup>th</sup> at 7:30; plant power was off for 20 hours. Water services were delivered via gravity feed only.

**Sanitary Sewer Department:**

- Attend the West and South Lift Stations to check them, weekly
- The North Lift Station monitoring system is operational again; installed new padlocks
- Top Gun Sanitary Sewer Cleaning cleaned the “trouble lines” and found several other “trouble sites.”

**Solid Waste Management**

- Weekly garbage collection is ongoing (every Tuesday).

<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 overhanging trees.	Public Works	Ongoing	Re-occurring
Location of Main Valve – Petro Can	Vegreville Water Dept requested that PWF locate the Water Main Valve at the Petro Can (in case of emergency)	Public Works Foreman	Ongoing. Administration located engineering maps in Village Office; Public Works Foreman to locate & Mark Water Main.	August 31, 2022

**August 16, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”  
July 19 – August 16, 2022**

West Concrete Pile	Removal of concrete on the west end.	Public Works/Contractor	Town of Two Hills advised there was not enough concrete to participate in a joint Project, however, they would accept the concrete to include in their crushing schedule, for their use. Trucking would be the Village expense.	
Seniors Drop-In CC Valve Replacement	Replace cc valve at the Seniors Citizens' Centre.	Contractor	Two quotes received for the work, see CAO Report.	Summer/Fall 2022
Gravel at Multiple Locations	Placement of gravel & potential grading of Village gravel roads (excludes back alleys)	Public Works & County of Minburn	Pending. Currently waiting for gravel from County of Minburn Est. Cost = \$4,000 [150 Tonnes/Mile]	Summer/Fall
Painting of Crosswalk (at 48 <sup>th</sup> Ave & 53 <sup>rd</sup> Street)	Re-painting of crosswalk per Council recommendation.	Public Works Foreman	Pending.	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.	August 2022
Curbs on Main Street	Cleaning of curbs along main street of sand and debris	Public Works	Completed/.	
Garbage Bin Pick Up	Innisfree Fish & Game requested a bin at the Fishpond.	Public Works	Completed.	
Driver Feedback Sign Install	Installation of a Driver Feedback Sign S of Innisfree Delnorte School (to be installed on a steel power pole).	Public Works & Electrical Contractor	Ongoing; Sign received	August 2022

Submitted by: Robert Dobler, Public Works Foreman – June 12, 2022

**July 16 – August 7, 2022, Activities:**

- Grounds are well-maintained; sites cleaned and trimmed. There will be some more tree removal closer to end of August that I will require help for; CAO updated; awaiting on her decision.
- The slip tank pump that was reported last month as not working, was recently found empty; Park & PW staff knew the tank was full the prior week; CAO was advised immediately!
- There was an unknown date incident at the Ball Park Ball Shed where it was vandalized with all contents found outside and the chalk bags ripped open. I did manage to re-bag them all and cleaned it up; have photos of damage done.
- There have been a number of unwanted activities of people coming onto grounds late evenings and early mornings, driving around when everyone is sleeping or when the Manager is away for one day for personal time. Continued incidences of messes made in the shower house. Park Manager has changed days when she is away to random days, with Administrative and Public Works staff being advised of the dates.
  - Monitoring could be improved with the installation of cameras facing the entrance, the back area where Park equipment is stored and the parking lot area with the required signage to alert campers/visitors
  - Consideration for closing gates next season after a certain time may help; would need to discuss concerns regarding late night drop-ins' access and, emergency exit issues.
- Google maps is working wonderfully, with the update to the site with the word "Campground" for overnight stops and for campers to search for closer camping areas. The Park Manager has received wonderful reviews both online and personally.

**Extension of Camping Season Inquiries:**

- There are several Seasonal campers associated with the Bear Creek Wind Project with the possibility of additional workers requiring campsites up until December 2022.
- Some campers have inquired about earlier opening (May 1<sup>st</sup>) for bird watching and early camping; also requests for some winter camping
- The Park Manager is available to discuss this in more detail with Administration.

**Proposed Work - to be completed:**

- **Replace** in-ground firepits near pine trees with rings or barrel bottoms—to prevent an underground fire hazard
- **Men's Urinals** – are experiencing drainage issues and two toilets need repairs
- **Showers** – have draining issues; possibly need new drains next season; showerheads must be removed to clean out sediments weekly
- **Hot Water Tank** - sediment from the well water is settling in the hot water tank; the tank will need to be drained & flushed
- **Grading & pothole Filling** – campground roads
- **Ant Control** – ongoing
- **Fire pit cleanup** – ongoing
- **Fence Repairs** – along SH 870
- **Broken picnic tables** - removal

*Submitted by 2022 Rec Camp Manager Cat Threadgould, August 7, 2022.*



## Protective Services Monthly Report

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**Prepared by:** Mike Fundytus

**Date:** August 11, 2022

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### Call Summary

Call Type	Date	Details
Medical	August 2	Village Medical
Medical	August 2	Village Medical
Medical	August 8	Village Medical

### Stats Year to Date

Calls	45
Training Sessions	12
Equipment Checks	7
Average Chute Time	6 Minutes 32 Seconds
Firefighters on Roster	11

### Other

Recruitment remains to be an issue.

## Village of Innisfree (CAO)

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**From:** Jason Warawa <jwarawa@minburncounty.ab.ca>  
**Sent:** August 2, 2022 3:02 PM  
**To:** Jennifer Hodel; Village of Innisfree (CAO)  
**Cc:** Darwin Ullery; Dwight Hopper; Norm De Wet  
**Subject:** FW: Transfer Station/Garbage MOU & RFP - the path forward

Hi there,

In the last week or so, I finally got around to speaking with our legal counsel regarding the best way to proceed with the current arrangement that us three partners have with respect to the old Mannville landfill, the Village's current/future garbage collection practices as well as the ongoing management of the Mannville waste transfer station, the inclusion of other County waste sites as well as how to best structure an RFP for future services. The primary reason for initiating this conversation was that the original agreement and subsequent amendments largely spoke to only the Mannville WTS and the entering into the agreement with Two Hills Regional Waste for collection and disposal of this waste. The rest of the services slowly got absorbed into the practices and processes that we are all accustomed to today even though they weren't specifically identified nor was the agreement modified to accommodate. This is even true for the reclamation of the old Mannville Landfill that we have all agreed to advance on.

Now with the current agreement with Two Hills Waste Commission ending on March 31, 2023 and that there is a consensus to go out to an RFP, a big chunk of the existing contract may no longer be applicable.

In an effort to move forward in a clean and transparent manner, the lawyer suggested that we do not consider another amendment to the existing agreement as there is already 3-4, but rather to develop an Memorandum of Understanding of sorts that specifically identified the services that each of the respective municipalities want for their community and the degree to which common services such as the Mannville Waste Transfer Station will be split. This MOU will essentially formalize the intention of the group to proceed with an RFP process that will encompass all of our expectations. This will not be an overly complex document but it will capture the County's roles in undertaking this procurement opportunity and sets out the expectations for the parties regarding entering into an agreement once the successful proponent(s) are selected.

In order to get the ball rolling for development of the MOU and the RFP, what I need from all three parties is a listing of the waste management services that are desired for your community. Please include the frequency of pick ups, the number and types of bins that are owned or rented, roll-outs etc. If there are any other processes or things that you might want to change or are unique to your municipality please identify them. I believe that we can use Dwight to provide the actual tonnage data so there is no requirement to provide those details. As you more or less are familiar with what is provided, I hope that you provide that info for compilation by the middle of August. This data will be used to develop the scope of work set out in the RFP so it is important that we try to be as detailed as possible and will assist in the development of the MOU which we should have a draft before the end of the month with a September/October ratification date by the three Councils.

Based on some of Darwin's preliminary research on RFP's, it appears that there maybe a distinct benefit to splitting out the actual hauling costs from the tonnage costs. At the very least, splitting these functions will allow companies that only specialize in one of these services to bid which should broaden the pool and help the overall competitiveness of the bids. We are currently reviewing some older RFP/tender documents from other municipalities to see what this looks like and will keep you updated as we start to develop a draft RFP.

If you have any questions regarding my request or the information contained above, do not hesitate to contact me.



UKRAINIAN CANADIAN CONGRESS  
ALBERTA PROVINCIAL COUNCIL

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КОНГРЕС УКРАЇНЦІВ КАНАДИ  
ПРОВІНЦІЙНА РАДА АЛЬБЕРТИ

Date: August 2, 2022

To: Alberta Municipalities

From: Orysia Boychuk, President, Ukrainian Canadian Congress – Alberta Provincial Council

RE: Ukrainian Independence Day 2022 (August 24) & Alberta Ukrainian Canadian Heritage Day 2022 (September 7)

Ukraine's 31st Independence Day is approaching on August 24th, 2022, as well as Ukrainian Heritage Day on September 7, 2022. We would like to thank all the municipalities in Alberta that have acknowledged these important dates by lifting a Ukrainian flag or displaying a banner. This year more than ever it is important to acknowledge these dates and display Alberta's solidarity with Ukraine, those who have newly arrived fleeing the war and the diaspora that has worked tirelessly to assist the Ukrainian Nationals. The war was caused by Russian military aggression and has accounted for many lost lives, damaged infrastructure and displaced Ukrainians.

The Ukrainian Canadian Congress – Alberta Provincial Council (UCC-APC) is inviting all municipalities to raise the Ukrainian Flag, display a banner, or light up significant structures with blue and yellow colors on these 2 important dates. We appreciate all the support so many communities have provided to assist Ukrainians in their home country and on arrival to Alberta.

UCC-APC also encourages short ceremonies where possible and including all ethnic and refugee groups as appropriate. We would also appreciate receiving any photos or short notes about these events. UCC-APC will proudly display these photos on our social media pages and share with our national organization the Ukrainian Canadian Congress to showcase Alberta's commitment to this important cause and that we remain the cradle of Ukrainian settlement in Canada.

Orysia Boychuk, President

UCC-APC





**MEDIA RELEASE**

WALK TO BREATHE 2022  
FOR IMMEDIATE RELEASE  
July 14, 2022 [www.ablung.ca](http://www.ablung.ca)

**WALK TO BREATHE HITS TEMPORARY ROADBLOCK**

*With disappointment – but without defeat- the 2022 Walk to Breathe, changes its focus*

In its first two years, the walk across Alberta covered over 840km and raised nearly \$100,000. Edmonton’s Chris Sadleir has been the heart – and soles – of the walk since its inception – and this year – his doctors have recommended he sit it out. Sadleir has dealt with arthritis and gout for over 20 years and has recently been struggling with mobility even more. As a result, the 2022 WALK TO BREATHE has to change, we are calling on all Albertans to help keep this vital fund-raising event, alive.

“I’m usually a few days into the walk by now, so it’s disappointing,” says Sadleir. “I pushed the start as late as I could into summer, awaiting results from X-rays and CT scans. Unfortunately, there is some genuine concern and need for attention”.

Unable to participate himself, Sadleir is instead throwing his support and transitioning this event into a Province wide virtual walk starting September 1 running through until September 10, 2022. To get more information about the walk and how you can participate, contact Chris, info below.

“Respiratory ailments and lung diseases come in so many forms – my family has been directly impacted by Pulmonary Fibrosis and my father, Rob - a five-year lung transplant survivor, is the reason I started “Walk to Breathe”.

Funds raised will continue to support many crucial and necessary programs, in particular the need to build Canada’s first lung health and transplant home called Breathing Space. Alberta Lung receives little to no funding outside of donations from Albertans just like Chris, events like this are very much a requirement to allow them to continue providing the support and service to Albertans like his father Rob – the very personal inspiration behind his own WALK TO BREATHE.

**Lung Disease and respiratory ailments come in so many forms and does NOT target smokers and the elderly – it affects EVERYONE - babies, young children, young adults and otherwise healthy people.**

-30-

For Interviews and further event details, contact:

Chris Sadleir  
780-233-9941  
[Sads.chris@gmail.com](mailto:Sads.chris@gmail.com)

PO Box 4500, Station South, Edmonton, AB T6E 6K2 | 1.888.774.5864  
Charitable #13031 8041 RR0001



## **MEDIA RELEASE**

WALK TO BREATHE 2022  
FOR IMMEDIATE RELEASE  
August 5, 2022 [www.ablung.ca](http://www.ablung.ca)

### **WALK TO BREATHE LAUNCHES VIRTUALLY FOR 2022**

*The focus has changed, but the determination to make a difference never has*

As a follow up from previous Media Release, Edmonton's Chris Sadleir has taken his vision to a VIRTUAL level in 2022! Over the past 2 years, Sadleir has walked over 840km and raised over \$90k with the WALK TO BREATHE, in honour of his Father, and in support of Alberta Lung and nearly 1-million Albertans who struggle to breathe every single day. Although Sadleir's Walk has, unfortunately, been delayed due to health concerns, we are excited to OFFICIALLY LAUNCH the 2022 (Virtual) WALK TO BREATHE!

"I'm NOT GIVING UP this year! I need to heal, but I'm going VIRTUAL in 2022 . . . and BOY, do I need your help!" said Sadleir!"

- Join us Sept 7-17, 2022, as we hope to get 840 people to commit to walk 10 kilometres over a 10-day period, and raise a minimum \$100 each . . . That's only \$10 a day to help save lives across Alberta!
- All funds raised will go to support Breathing Space, and other programs that support Albertans with lung disease and respiratory ailments.

**Register as an INDIVIDUAL or a TEAM below, to do something positive for yourself and others!**

**[https://secure3.convio.net/ablung/site/TR?fr\\_id=1060&pg=entry](https://secure3.convio.net/ablung/site/TR?fr_id=1060&pg=entry)**

Sept 7<sup>th</sup> is the day for stretching and encouragement to all, as that is the final day before the 10-day push . . . but for anyone with questions before then, Chris Sadleir can be reached at the number below, or follow on SOCIAL:

FB: Ck Sadleir

IG: Sads216

Twitter: @SadleirChris

ONLINE: <https://www.ablung.ca/how-you-can-help/fundraising-events>

-30-

For Interviews and further event details, contact:

Chris Sadleir

780-233-9941

[Sads.chris@gmail.com](mailto:Sads.chris@gmail.com)

PO Box 4500, Station South, Edmonton, AB T6E 6K2 | 1.888.774.5864  
Charitable #13031 8041 RR0001

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**Letters/Emails:**

**Jul.14 – AMA – DM B. Cox** advising on a competitive procurement process underway to select a vendor to provide wireless services to the Government of Alberta.

**Aug. 4 – CN –** Advising on CN’s robust Fire Plan to address wildfires, of which approximately 8,000 occur per year in Canada. To address these issues CN has developed additional measures to increase prevention, monitoring and response to wildfire risks during the fire season. These additional measures are included in their Extreme Weather Fire Risk Mitigation Plan (attached.) Safety related comments on the Plan are welcomed.

**Aug. 5 – AB Govt –** Historical Resources Management – Letter from Heritage Conservation Department reminding the Village of the regulatory requirements for owners of designated Provincial Historic Resources such as the Canadian Bank of Commerce Building, and that the regulations apply to the entire resource/property – including interiors.

**Magazines/Newsletters:**

**MP Shannon Stubbs  
Infrastructure Mag.**

Summer 2022 Newsletter  
Volume 27, Number 7