

1. Call to Order
2. Agenda
  - a. Deletions/Additions
  - b. Adoption of Agenda
3. Delegation
  - a. 5:15 PM - Sgt. Mike Dunsmore, Vermilion RCMP Detachment Pgs. 3-13  
- 1<sup>st</sup> Quarter Community Policing Report & Statistics
  - b. 5:30 PM – Taneen Rudyk – FCM Representative Pg.14
  - c. 5:45 PM – Jocelyne Lanovaz - Alberta Municipalities’ Representative - Summer/Fall Visit
4. Adoption of Minutes
  - a. August 16<sup>th</sup>, 2022, Regular Council Minutes Pgs. 15-17
5. Business Arising from the Minutes
  - a. Birch Lake Park/Campground Update - Closing Pg.18
  - b. Flashing Pedestrian Beacon Update Pgs.19-26
6. Policies & Bylaws
  - a. Probationary Period Policy 1900-03 – Proposed Amendments Pgs. 27-31
7. New Business
  - a. Tax Arrears Repayment Agreement Ratification Pg.32
  - b. 2023 ATCO Electric Franchise Fee Pgs.33-36
  - c. 2023 ATCO Natural Gas Franchise Fee Pgs. 37-39
  - d. Village Donation – 2022 Community Events Pgs. 40-41
  - e. Village Donation – ATCO: 1947 – 2022: An Epic Legacy Pgs. 42
  - f. Birch Lake Park/Campground – Liberty Security - Recommendations Pgs.43-46
  - g. Library Board Membership – Endorsement per *Libraries Act* Pg. 47
  - h. Appointment of Deputy Director of Emergency Management Pg. 48
  - i. 2021 Tax Sale & Public Auction Pgs. 49-53
  - j. CAO Maternity Leave Request Pgs. 54-63
  - k. Administration Building Rehabilitation Project Pgs. 64-74
  - l. MSP Grant Program – Reallocation of Grant Funds Pgs. 75-79
  - m. Frank Nykolaychuk Memorial Pgs. 80-86
  - n. Tax Forfeiture: Hazardous/Unsafe Properties Pgs. 87-99
8. Councillor Reports
  - a. Kalyna Country (August 22, 2022) – Clr. McMann Pg. 100
  - b. Village of Myrnam Meeting (August 31, 2022) – Mayor Johnson Pgs. 101
  - c. Innisfree Library Board (September 7, 2022) – Mayor Johnson Pg. 102
  - d. MD of Minburn Foundation (September 8, 2022) – Mayor Johnson Pg. 103
  - e. MMI-FCSS (September 6, 2022) – Clr. McMann Pg. 104

## 9. Administration Reports

- a. CAO Report, Action List & Municipal Grants Report Pgs. 105-118
- b. Financials:
  - i. Monthly Financial Statement – Period Ending August 31, 2022 Pg.119
  - ii. Revenue & Expense Report Pgs. 120-127
  - iii. Tax Trial Balance Pg. 128
  - iv. Utility Trial Balance Pg. 129
  - v. Accounts Payable Cheque List – Period Ending August 31, 2022 Pgs. 130-132
- c. Public Works Foreman Report – Period Ending September 19, 2022 Pgs.133-134
- d. Rec Park Manager Report – Period Ending September 6, 2022 Pg. 135
- e. Regional Fire Chief Report – Period Ending August 31, 2002 To be Provided

## 10. Correspondence:

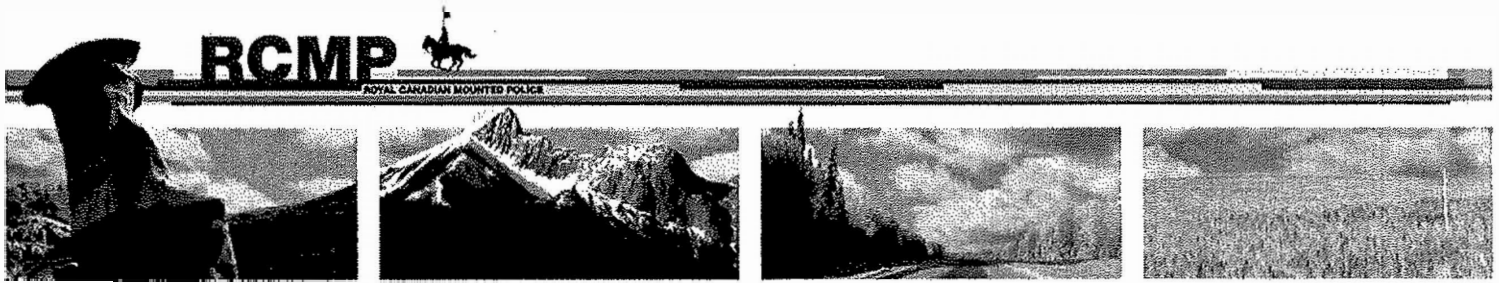
- a. Town of Tofield – Victim Services’ Redesign –[Link to Report](#) Pgs. 136-137
- b. BTPS – Award Funding Request Pg. 138
- c. Queen Elizabeth’s II Platinum Jubilee Medals Pg. 139
- d. NSWA – Request for funding 2023 Pgs. 140-145
- e. RCMP – Critical Response Pgs.146-147
- f. Service Line Warranties – Town of Bashaw Pgs.148-150

List of Correspondence – Period Ending September 27, 2022 Pg. 151

## 11. Closed Session (Provided under separate cover, pursuant to FOIPP Act )

- a. Personnel
  - i. (FOIPP Sections 17 & 27) – CAO Employment Contract

## 12. Adjournment



August 5, 2022

Sergeant Mike Dunsmore  
Detachment Commander  
Vermilion, Alberta

Dear Mayor Johnson,

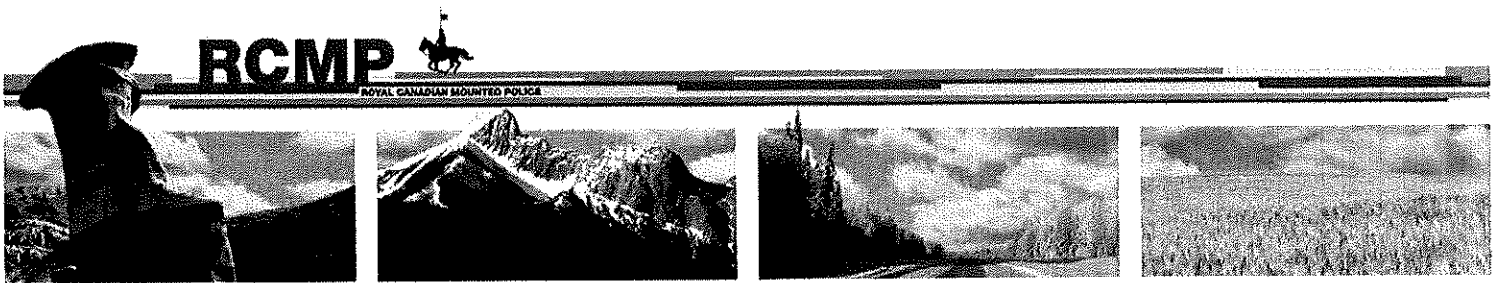
Please find attached the quarterly Community Policing Report that covers the April 1<sup>st</sup> to June 30<sup>th</sup>, 2022 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment.

In addition to the local priorities established collaboratively between your community and our local Detachment team, the Alberta RCMP has developed broader priorities for the provincial police service. Also attached as an appendix is the Alberta RCMP/Alberta Justice and Solicitor General 2022-2025 Joint Business Plan (JBP), which has been finalized and is now in effect. Created through a united effort between the Alberta RCMP and Justice and Solicitor General, this three-year plan is focused on ensuring Albertans are safe and protected.

Meetings with subject matter experts from the Alberta RCMP, Justice and Solicitor General, and community partners were a foundational aspect in developing collective priorities for the next three years. These meetings, in addition to recommendations from the Interim Police Advisory Board, helped identify emerging trends and best practices while providing clarity on the needs of our communities.

The 2022-2025 Joint Business Plan is focused on the following six priorities:

- **Enhancing Engagement and Communication with Communities and Stakeholders:** Engaging with our communities to collectively develop policing priorities that are community-led and enhancing communication about matters related to local policing services.
- **Community Safety and Well-Being:** Working with partners in an integrated, multifaceted manner to interrupt the cycle of crime and victimization.
- **Indigenous Communities:** Strengthening relationships, working together in support of Reconciliation, and responding to the needs of Indigenous communities in Alberta.



- **Equity, Diversity, and Inclusion:** Promoting inclusion and building trust with diverse communities by addressing the behaviours that threaten their sense of safety and belonging.
- **Crime Reduction:** Understanding the drivers of crime and focusing on priority offenders to increase community safety.
- **Enhancing Service Delivery:** Ensuring service delivery models and strategies effectively meet the policing needs of our communities.

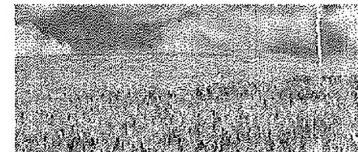
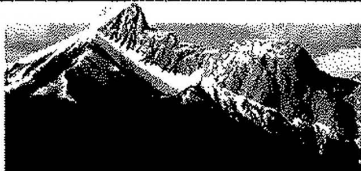
The Alberta RCMP is committed to a transparent and collaborative approach in assessing performance, including establishing appropriate indicators to track progress in achieving these goals. As such, the Alberta RCMP has secured an external Consultant to assist in developing performance metrics with ongoing consultations with the Rural Municipalities of Alberta and Alberta Municipalities to ensure alignment with the needs and expectations of our communities.

The result of our collaborative efforts is a plan that is robust, responsive to community needs, and in alignment with Ministry and partner plans and priorities. You can download a full copy of the 2022-2025 Joint Business Plan at: <https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-eng.htm>.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sincerely,

Sergeant Mike Dunsmore  
Detachment Commander  
Vermilion RCMP



## RCMP Provincial Policing Report

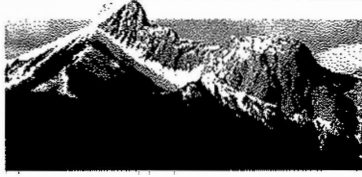
<b>Detachment</b>	Vermilion Provincial
<b>Detachment Commander</b>	Sergeant Mike Dunsmore
<b>Quarter</b>	Q1 2022
<b>Date of Report</b>	2022-07-29

### Community Consultations

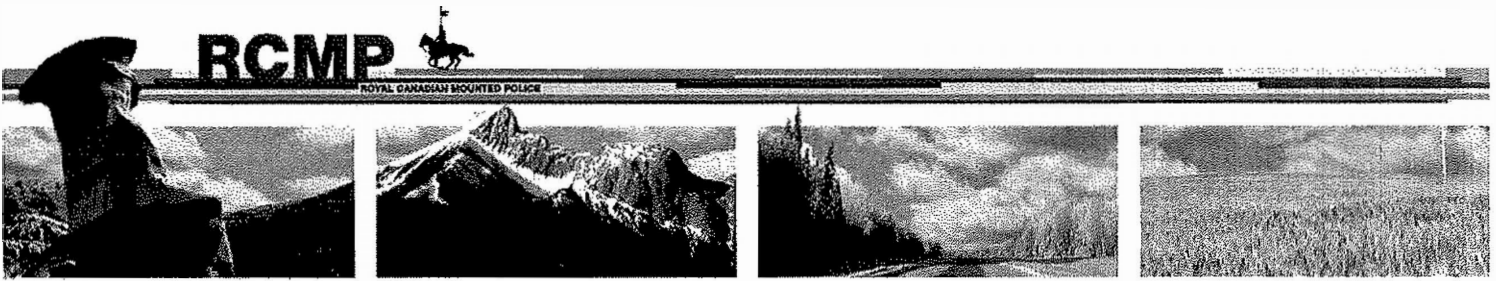
<b>Date</b>	2022-04-04
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session, Youth
<b>Attendees</b>	
<b>Notes/Comments</b>	Over the course of the quarter, members had several interactions with youth. There were multiple detachment tours for schools in the area, such as the kindergarten, grade one and grade two class from Manville School, the Dewberry kindergarten class, grade one class from JR Robson school and the kindergarten class from Vermilion Elementary School. All children were provided with safety oriented material, activity books, and educated on age related safety topics.

<b>Date</b>	2022-06-14
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Reporting and Information Sharing, Crime Reduction, Property Crime, Traffic
<b>Attendees</b>	
<b>Notes/Comments</b>	During the final two weeks of June, the detachment commander attended regularly scheduled council meetings with the County of Vermilion, Village of Innisfree, Village of Manville, and Vermilion. The commander presented fourth quarter statistics, updates on the body worn camera initiative, detachment resource levels, and current trends in the jurisdiction.

<b>Date</b>	2022-06-17
<b>Meeting Type</b>	Meeting with Stakeholder(s)



<b>Topics Discussed</b>	Annual Planning
<b>Attendees</b>	16
<b>Notes/Comments</b>	Meeting with the Vermilion Agricultural Society regarding emergency planning for the annual fair. EMS, FIRE, EMO, Town and board members present. Reviewed existing plans and discussed changes in process and layout.



**Community Priorities**

**Priority 1**

Crime Reduction - Property Crime

**Current Status & Results**

The first quarter activities in this area focused on several areas of crime reduction. Identifying objectives, selecting criteria for offenders to be included in consideration for inclusion as a prolific offender to support this strategy. A warrant round up is planned for early fall as part of an enforcement activity to further support crime reduction efforts.

**Priority 2**

Police/Community Relations - Consultations and Connections

**Current Status & Results**

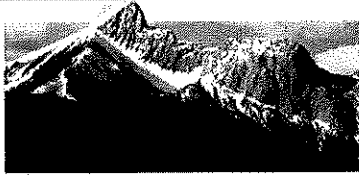
First quarter activity for this area is planning and organizing. Dates to be set. The first town hall will be held in Innisfree and be open to all but specifically held for the residents of the western side of the side detachment area. Target date for completion is September. The second town hall meeting will be held in the Clandonald area and be central to residents in the northern part of the Vermilion detachment area. The target date for completion will be February 2023. The members continue to be engaged in the community by participating in the area's annual summer events, parades and functions.

**Priority 3**

Traffic - Proactive Enforcement and Education

**Current Status & Results**

This is a very good start of the fiscal year. The amount of officer violator contacts (OVC) completed this quarter is approximately 2/3 of target goal for the entire fiscal year. Members have done well in increasing OVC, with one member demonstrating leadership in particular. All Vermilion members have done well, and are expected to reach the fiscal year goal. Members have participated with Traffic Services on multiple operations, including impaired driving check stops, laser speed enforcement on Highway 16, and even distracted driving operations in town by using a spotting scope. These efforts and collaborations with the Vermilion Integrated Traffic Unit also helped significantly increase our OVCs.



## Crime Statistics<sup>1</sup>

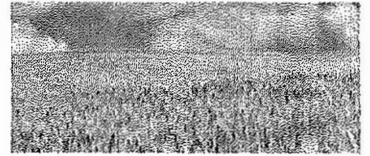
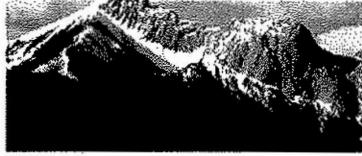
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	215	250	16%	1,004	925	-8%
<i>Persons Crime</i>	46	46	0%	189	160	-15%
<i>Property Crime</i>	102	153	50%	618	505	-18%
<i>Other Criminal Code</i>	67	51	-24%	197	260	32%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	18	29	61%	75	68	-9%
<i>Provincial Code Traffic</i>	482	613	27%	1,285	1,729	35%
<i>Other Traffic</i>	37	3	-92%	18	94	422%
<b>CDSA Offences</b>	6	9	50%	25	24	-4%
<b>Other Federal Acts</b>	6	10	67%	34	30	-12%
<b>Other Provincial Acts</b>	60	50	-17%	176	196	11%
<b>Municipal By-Laws</b>	8	1	-88%	29	26	-10%
<b>Motor Vehicle Collisions</b>	57	66	16%	287	285	-1%

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

## Trends/Points of Interest





## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	9	7	1	0
Detachment Support	3	3	1	0

<sup>2</sup>Data extracted on June 30th, 2022 and is subject to change over time.

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

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

### Comments

Police Officers - Of the 9 established positions, there are 8 working officers and 1 is on Medical leave.

Detachment Support - Of the 3 established positions, 3 resources are working. 1 on Parental leave and her position is backfilled with a term employee.

### Quarterly Financial Drivers



## Vermilion Provincial Detachment Crime Statistics (Actual) Q1: 2018 - 2022

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

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	1	0	0	0	-100%	N/A	-0.3
Sexual Assaults		2	0	1	3	2	0%	-33%	0.3
Other Sexual Offences		0	1	1	5	2	N/A	-60%	0.8
Assault		17	19	19	20	17	0%	-15%	0.1
Kidnapping/Hostage/Abduction		1	1	1	0	0	-100%	N/A	-0.3
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		11	10	12	8	14	27%	75%	0.4
Uttering Threats		6	9	6	10	11	83%	10%	1.1
<b>TOTAL PERSONS</b>		<b>38</b>	<b>41</b>	<b>40</b>	<b>46</b>	<b>46</b>	<b>21%</b>	<b>0%</b>	<b>2.1</b>
Break & Enter		20	39	26	15	13	-35%	-13%	-3.8
Theft of Motor Vehicle		17	19	16	6	16	-6%	167%	-1.5
Theft Over \$5,000		2	8	2	2	4	100%	100%	-0.2
Theft Under \$5,000		42	68	37	21	43	2%	105%	-4.5
Possn Strn Goods		19	13	14	5	13	-32%	160%	-2.0
Fraud		17	16	14	13	21	24%	62%	0.5
Arson		3	4	1	1	0	-100%	-100%	-0.9
Mischief - Damage To Property		0	3	26	25	19	N/A	-24%	6.0
Mischief - Other		34	57	24	14	24	-29%	71%	-6.3
<b>TOTAL PROPERTY</b>		<b>154</b>	<b>227</b>	<b>160</b>	<b>102</b>	<b>153</b>	<b>-1%</b>	<b>50%</b>	<b>-12.7</b>
Offensive Weapons		5	0	5	6	4	-20%	-33%	0.4
Disturbing the peace		2	5	4	14	7	250%	-50%	1.9
Fail to Comply & Breaches		24	24	20	35	30	25%	-14%	2.3
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>11</b>	<b>7</b>	<b>12</b>	<b>10</b>	<b>67%</b>	<b>-17%</b>	<b>0.9</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>37</b>	<b>40</b>	<b>36</b>	<b>67</b>	<b>51</b>	<b>38%</b>	<b>-24%</b>	<b>5.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>229</b>	<b>308</b>	<b>236</b>	<b>215</b>	<b>250</b>	<b>9%</b>	<b>16%</b>	<b>-5.1</b>



## Vermilion Provincial Detachment Crime Statistics (Actual)

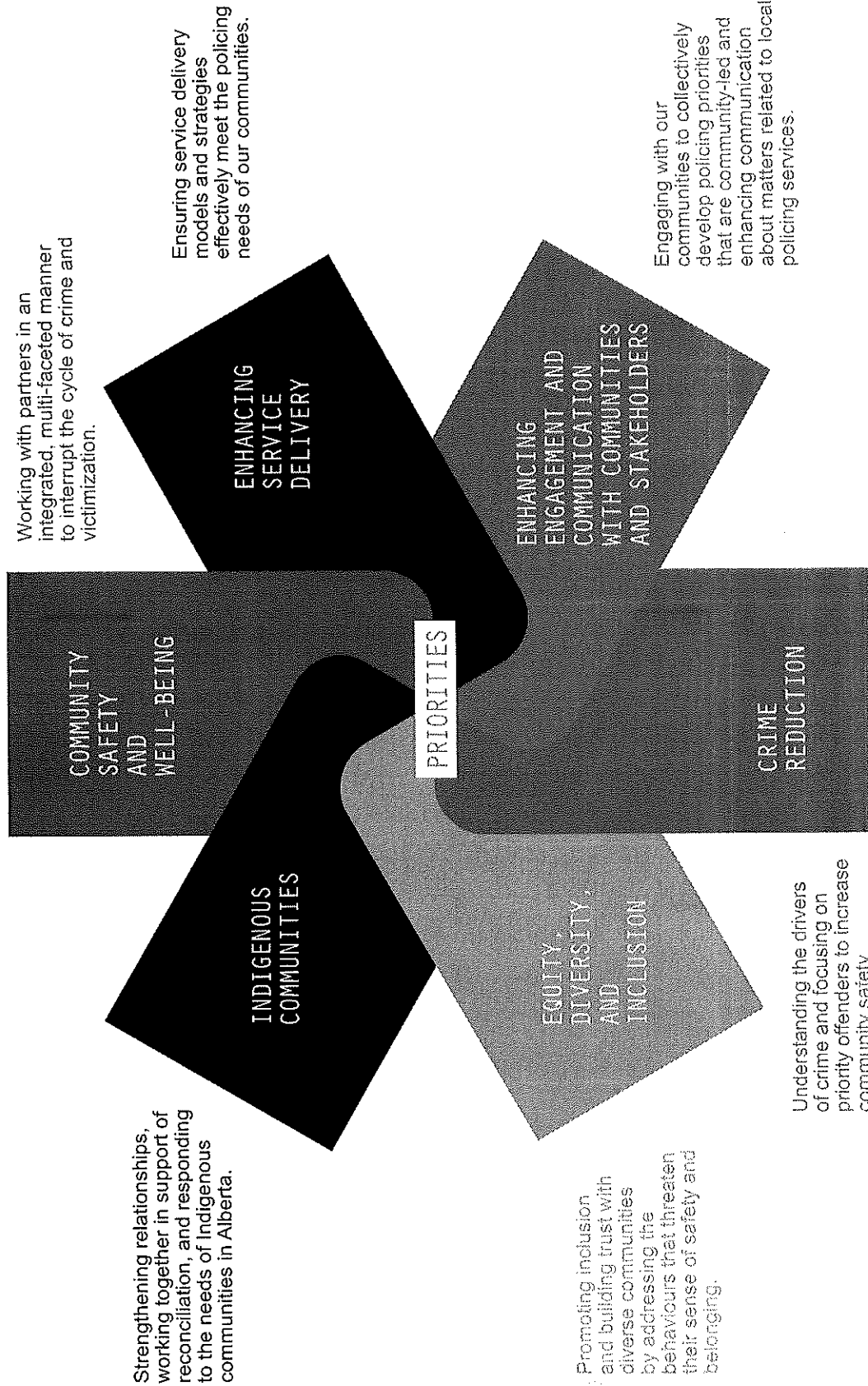
Q1: 2018 - 2022

July 7, 2022

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

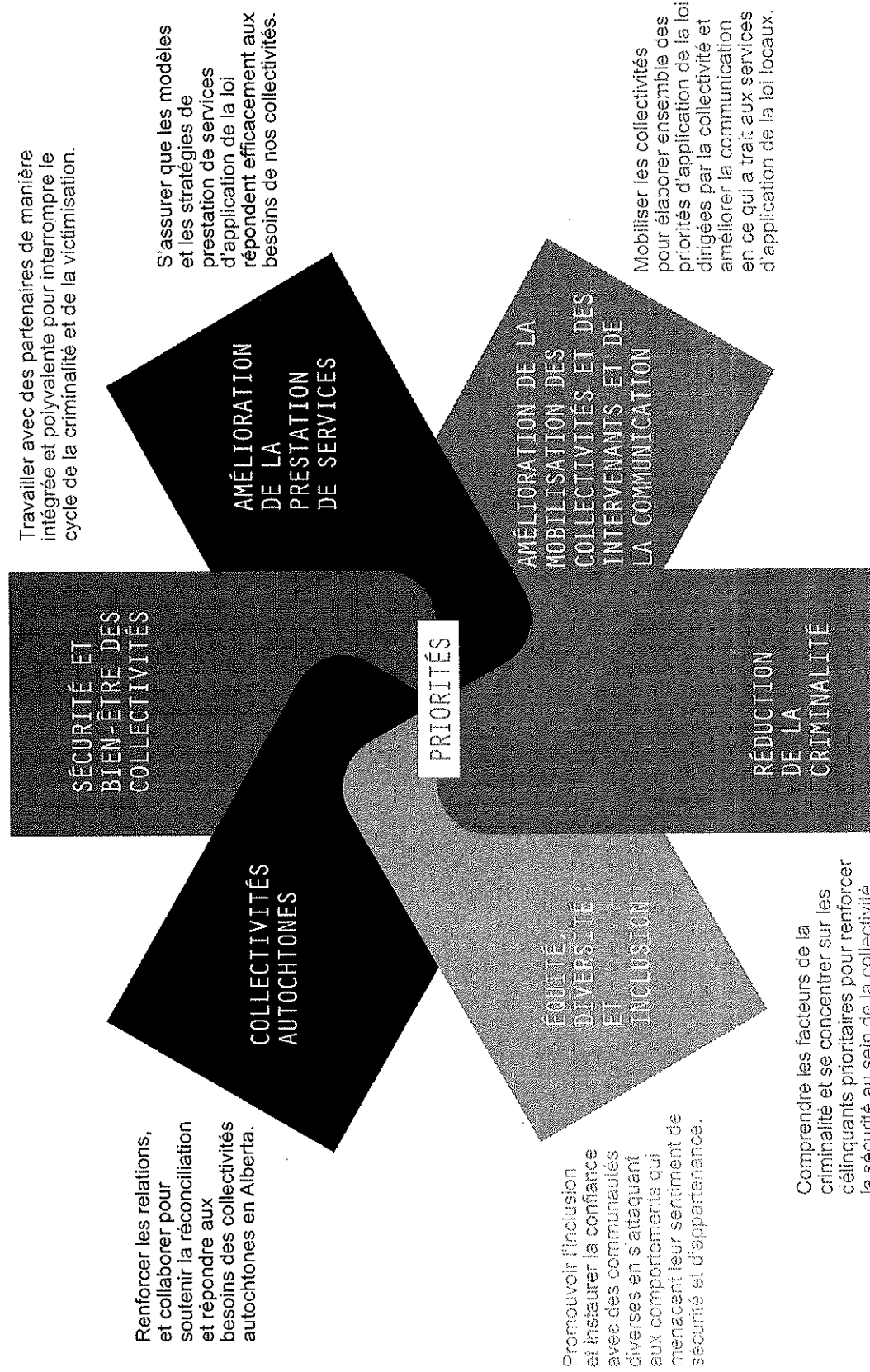
CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		9	4	3	4	4	-56%	0%	-1.0
Drug Enforcement - Trafficking		4	3	1	2	5	25%	150%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>13</b>	<b>7</b>	<b>4</b>	<b>6</b>	<b>9</b>	<b>-31%</b>	<b>50%</b>	<b>-0.9</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	3	1	0	1	-50%	N/A	-0.5
<b>TOTAL FEDERAL</b>		<b>15</b>	<b>10</b>	<b>5</b>	<b>6</b>	<b>10</b>	<b>-33%</b>	<b>67%</b>	<b>-1.4</b>
Liquor Act		6	4	5	2	0	-100%	-100%	-1.4
Cannabis Act		0	2	3	3	2	N/A	-33%	0.5
Mental Health Act		22	14	16	19	23	5%	21%	0.7
Other Provincial Stats		21	28	27	36	25	19%	-31%	1.6
<b>Total Provincial Stats</b>		<b>49</b>	<b>48</b>	<b>51</b>	<b>60</b>	<b>50</b>	<b>2%</b>	<b>-17%</b>	<b>1.4</b>
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		8	5	8	8	1	-88%	-88%	-1.1
<b>Total Municipal</b>		<b>8</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>-88%</b>	<b>-88%</b>	<b>-1.2</b>
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		17	7	11	5	5	-71%	0%	-2.6
Property Damage MVC (Reportable)		55	58	44	48	55	0%	15%	-1.0
Property Damage MVC (Non Reportable)		5	0	4	4	5	0%	25%	0.4
<b>TOTAL MVC</b>		<b>77</b>	<b>65</b>	<b>59</b>	<b>57</b>	<b>66</b>	<b>-14%</b>	<b>16%</b>	<b>-3.0</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>578</b>	<b>414</b>	<b>241</b>	<b>482</b>	<b>613</b>	<b>6%</b>	<b>27%</b>	<b>13.8</b>
Other Traffic		5	1	6	37	3	-40%	-92%	3.2
Criminal Code Traffic		18	29	16	18	29	61%	61%	1.1
<b>Common Police Activities</b>									
False Alarms		36	23	20	23	11	-69%	-52%	-5.0
False/Abandoned 911 Call and 911 Act		1	1	13	25	26	2500%	4%	7.4
Suspicious Person/Vehicle/Property		41	10	46	24	17	-59%	-29%	-3.4
Persons Reported Missing		1	1	2	3	3	200%	0%	0.6
Search Warrants		1	1	1	1	0	-100%	-100%	-0.2
Spousal Abuse - Survey Code (Reported)		28	19	11	29	20	-29%	-31%	-0.6
Form 10 (MHA) (Reported)		0	0	2	3	4	N/A	33%	1.1

## Alberta Provincial Police Service Priorities Alberta RCMP and JSG Joint Business Plan (2022-2025)



For more information about the Alberta RCMP's provincial policing priorities, please visit:  
<https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-eng.htm>

## Priorités des services de police provinciaux de l'Alberta Plan d'activités conjoint de la GRC en Alberta et du ministère de la Justice et du Solliciteur général (2022-2025)



Pour obtenir des renseignements sur les priorités de la GRC en Alberta en matière de services de police provinciaux, voir le site suivant : <https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-fra.htm>

**Delegation Request for Presentation to Council**

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

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**Name of Delegation:**

**Contact Name /Person making presentation:**

**Issue to be discussed:**

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**Request of Council:**

**Date of Council Meeting:**

**Delegation Time:** \_\_\_\_\_

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

***Delegations are limited to 10 minutes.***

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

**Note:** all Council Meetings are open to the public.

Effective Date: **Oct.22/14**

Amendments: Effective Date \_\_\_\_\_ Resolution No. \_\_\_\_\_

Resolution No. **2014-10-21/31**

Effective Date \_\_\_\_\_ Resolution No. \_\_\_\_\_

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, August 16, 2022

CALL TO ORDER

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

PRESENT

Attendance in-person

Jennifer Johnson Mayor  
Deborah McMann Councillor  
Evan Raycraft Councillor

Brooke Magosse Chief Administrative Officer

APPROVAL OF AGENDA  
2022-08-16/01

Moved by Mayor Johnson that the agenda be approved with the following amendments:  
a. Fire Services Level of Service Policy – County of Minburn No. 27  
b. NE Alberta Mayors, Reeves and Indigenous Leader’s Caucus – October 14, 2022

CARRIED

APPROVAL OF REGULAR  
COUNCIL MINUTES  
2022-08-16/02

Moved by Clr. McMann that the July 19, 2022, Regular Council Meeting minutes be approved with the following amendments:

- “Next Generation 9-1-1 Local Government Service Agreement” removing “Clr. Raycraft” and adding “Clr. McMann”.

CARRIED

TECHNOLOGY &  
EQUIPMENT POLICY  
1200-05  
2022-08-16/03

Moved by Clr. Raycraft that Council endorses the Use of and Access to Municipal Technology & Equipment Policy 1200-05 as presented.

CARRIED

MUNICIPAL RESERVES  
POLICY 1300-06  
2022-08-16/04

Moved by Clr. McMann that Council endorse the Reserve Policy 1300-06 as presented.

CARRIED

CARDBOARD RECYCLING  
PROGRAM  
2022-08-16/05

Moved by Mayor Johnson that Administration be directed to research a Cardboard Recycling Program for the Village of Innisfree. Further, that options be brought forward to the September 27, 2022, Regular Council Meeting.

CARRIED

BYLAW 677-22 – SOLID  
WASTE BYLAW  
FIRST READING  
2022-08-16/06

Moved by Clr. Raycraft that Solid Waste Bylaw 677-22 be approved with the following amendments:

- Section 5.5.7 to read “A transfer of a utility account balance may be deemed necessary if the account remains in arrears for a period exceeding 120 calendar days.”

Furthermore, that Council approve FIRST reading to Solid Waste Management Bylaw 677-22 this 16<sup>th</sup> day of August 2022.

CARRIED

BYLAW 677-22 – SOLID  
WASTE BYLAW  
SECOND READING  
2022-08-16/07

Moved by Clr. McMann that Solid Waste Bylaw 677-22 be given SECOND reading this 16<sup>th</sup> day of August 2022.

CARRIED

BYLAW 677-22 – SOLID  
WASTE BYLAW  
AUTHORIZE THIRD  
READING  
2022-08-16/08

Moved by Mayor Johnson that Solid Waste Bylaw 677-22 be authorized for THIRD reading this 16<sup>th</sup> day of August 2022.

CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF AUGUST 16, 2022

BYLAW 677-22 – SOLID  
WASTE BYLAW  
THIRD AND FINAL  
2022-08-16/09

Moved by **Clr. Raycraft** that Solid Waste Bylaw be given THIRD and FINAL reading this 16<sup>th</sup> day of August 2022.

CARRIED

TAX ARREARS  
REPAYMENT  
AGREEMENT(S)  
2022-08-16/10

Moved by **Clr. McMann** that that Council endorse Tax Roll #1440 and #2590 for a Tax Arrears Repayment Plan to be paid monthly, for thirty-six months, starting August 16, 2022, with the Tax Accounts being paid in full by August 31, 2025.

CARRIED

LEVEL OF SERVICE POLICY  
– COUNTY OF MINBURN  
2022-08-16/11

Moved by **Mayor Johnson** that Council approves the Level of Service Policy for Fire Services as presented by the County of Minburn No. 27.

CARRIED

NE ALBERTA MAYORS,  
REEVES & INDIGENOUS  
LEADERS CAUCUS –  
OCTOBER 14, 2022  
2022-08-16/12

Moved by **Mayor Johnson** that Mayor Jennifer Johnson and Clr. Evan Raycraft (alternate) be approved to attend the NE Alberta Mayors, Reeves & Indigenous Leaders Caucus in Lac La Biche on October 14, 2022.

CARRIED

COUNCILLOR REPORTS  
2022-08-16/13

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

CARRIED

RECESS  
2022-08-16/14

Moved by **Clr. McMann** that a recess be called at 6:10 PM.

CARRIED

RECONVENE  
2022-08-16/15

Moved by **Mayor Johnson** that the meeting reconvenes at 6:13 PM.

CARRIED

RESCHEDULING OF  
SEPTEMBER 20, 2022,  
REGULAR COUNCIL  
MEETING  
2022-08-16/16

Moved by **Clr. Raycraft** that the September 20, 2022, Regular Council meeting be rescheduled to September 27, 2022, at 5:00 PM.

CARRIED

COMMUNICATIONS TOWER  
2022-08-16/17

Moved by **Mayor Johnson** that Administration be directed to organize and execute the moving of the Communications Tower (currently located at Plan 8776S, Block 12, Lot 15) and installation of internet services for the Birch Lake Campground & Recreation Park.

CARRIED

CLOSED SESSION  
ATTENDANCE

Jennifer Johnson      Mayor  
Evan Raycraft          Councillor  
Deborah McMann       Councillor

Brooke Magosse      Chief Administrative Officer

CLOSED SESSION  
2022-08-16/18

Moved by **Clr. Raycraft** that the meeting moves into closed session at 7:12 PM, in accordance with FOIPP Sections 19, 24, and 27 to discuss Employee Evaluations.

CARRIED



VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF AUGUST 16, 2022

CLOSED SESSION  
2022-08-16/19

Moved by **Clr. Raycraft** that the meeting move out of closed session at 7:50 PM.

CARRIED

MOTION FOR MEETING TO  
EXCEED THREE (3) HOURS  
2022-08-16/20

Moved by **Clr. McMann** that the meeting exceeds past 8:00 PM.

CARRIED

PURCHASE OF WATER  
INFRASTRUCTURE  
SUPPLIES  
2022-08-16/21

Moved by **Mayor Johnson** that Administration be directed to secure the infrastructure supplies for the Fire Hydrant Installation, curb stop replacements and cc valve repair/replacement at the Seniors Drop-in Centre to a maximum of \$8,000 (GST Exclusive).

CARRIED

BIRCH LAKE  
CAMPGROUND CLOSURE  
POSTPONEMENT  
2022-08-16/22

Moved by **Clr. Raycraft** that the Birch Lake Campground & Recreation Park remain open until October 31, 2022. Further, that this item be brought forward this item to the September 27, 2022, Regular Council meeting for further discussion.

CARRIED

ADMINISTRATION  
REPORTS  
2022-08-16/23

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

CARRIED

CORRESPONDENCE  
2022-08-16/24

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

CARRIED

UKRAINIAN CANADIAN  
HERITAGE DAY –  
SEPTEMBER 7, 2022  
2022-08-16/25

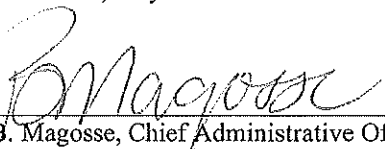
Moved by **Clr. McMann** that September 7, 2022, be declared as Ukrainian Canadian Heritage Day.

CARRIED

ADJOURNMENT

Moved by **Clr. Raycraft** that the meeting be adjourned at 8:27 PM.

\_\_\_\_\_  
J. Johnson, Mayor

  
\_\_\_\_\_  
B. Magosse, Chief Administrative Officer

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## Request for Decision (RFD)

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**Topic:** Innisfree Birch Lake Campground Closure - RFD

**Initiated by:** Administration

**Attachments:**

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**Purpose(s):**

1. To review a recommended change to the closure date of the Innisfree Birch Lake Campground.

**Background:**

1. At the August 16<sup>th</sup> Council meeting, council approved an extension to the Innisfree Birch Lake Campground operations to October 31, 2022.
2. The motion was made to permit long-term seasonal workers access to the facility in light of the ongoing work at the Bear Creek Wind Project.

**Key Issues/Concepts:**

1. The campground had three registered, seasonal workers for the month of September.
2. All campers will be leaving the campground by September 30<sup>th</sup>.
3. The Rec Park Manager has been advised of this probable change to her employment status.

**Options:**

1. Council direct Administration to proceed with the closure of the Innisfree Birch Lake Campground & Recreation Park, effective September 30, 2022.
2. That Council direct Administration in another manner regarding the closure of the Innisfree Birch Lake Campground & Recreation Park

**Financial Implications:**

1. The earlier closure of the campground will reduce operational costs.

**Relevant Policy/Legislation:**

1. *Municipal Government Act*, R.S.A. 2000, c.M-26
2. Strategic Plan – Values “Efficiency is the best use of our resources.”

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

**Recommendation:**

3. That Council direct Administration to proceed with the closure of the Innisfree Birch Lake Campground & Recreation Park, effective September 30, 2022.

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Request for Decision (RFD)

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**Topic:** Flashing Pedestrian Beacon Update - RFD  
**Initiated by:** Administration  
**Attachments:** Email & Attachment dated June 24, 2022 - Roadway Traffic Alberta  
Email dated July 11, 2022 – Town of Vegreville  
Email dated September 1, 2022 – Roadway Traffic Alberta

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**Purpose(s):**

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

**Background:**

1. The Innisfree Delnorte School Parent Council advised Council of their safety concerns about traffic along Secondary Highway 870 past the front of the Delnorte School in November 2021.
2. The School Council suggested two Traffic Control Devices:
  - a. Driver Feedback; and
  - b. Flashing Pedestrian Beacon Signs.
3. On January 14, 2022, Alberta Transportation approved the permit application of the Village for the temporary Drivers' Feedback Sign along Highway 870 and on April 19, 2022, Village Council endorsed a motion approving the purchase of the Driver Feedback Sign (per motion # 2022-04-19/33) at a total cost of \$3,198.98 (GST Excluded) (to be delivered mid-June.)
4. On April 19, 2022, Village Council endorsed motion # 2022-04-19/15 that reads:  
*"... that Council direct Administration to obtain quotes for the installation of a Flashing Pedestrian Beacon at the intersection of 53 Street and 48 Avenue. Further, that Administration be directed to apply for the Alberta Transportation Permit and that the information be brought forward to the May 17, 2022, Regular Council Meeting."*
5. Administration submitted a Roadside Development Permit, per Alberta Transportations guidelines, on May 24, 2022, and Administration received approval of the Roadside Development Permit on June 3<sup>rd</sup>, 2022.
6. Administration contacted Roadway Traffic Alberta and received information regarding the costs and installation of a Flashing Pedestrian Beacon (see attached).
7. Administration also contacted the Town of Vegreville, as the Town has installed several Flashing Pedestrian Beacons at each crosswalk along Highway 16A (see attached).
8. Mayor and Council approved a motion at the July 19, 2022 Regular Council meeting that reads as follow:  
*Moved by Mayor Johnson that Council direct Administration to continue conducting research on Flashing Pedestrian Beacons and to report at a future Council meeting.*
9. Administration contact Roadway Traffic Alberta to provide Administration a detailed quote for Council's consideration. Please see email attached.

**Key Issues/Concepts:**

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

**Options:**

1. As directed by Council.
2. That Council receive this item as information.
3. That Council direct Administration to continue conducting research on Flashing Pedestrian Beacons to report at a future Council meeting.
4. That Council direct Administration to approve Roadway Traffic Alberta's quote dated September 1, 2022 at a cost of \$27,000 (GST Excluded). Further that funding be taken from CCBF Application GTF-1196.

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**Financial Implications:**

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

**Relevant Policy/Legislation:**

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

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

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

**Recommendation:**

That Council direct Administration to approve Roadway Traffic Alberta's quote dated September 1, 2022 at a cost of \$27,000 (GST Excluded). Further that funding be taken from CCBF Application GTF-1196.

## Village of Innisfree (CAO)

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

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

Hello Brooke,

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

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

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

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

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

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

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

**Vincent O'Brien**  
Principal

**RTP**  
Ph 780.484.0646

**Roadway Traffic Products**  
16146 - 114 Ave NW Edmonton, AB T5M 2Z5  
[www.roadwaytraffic.ca](http://www.roadwaytraffic.ca)  
Cell 780.405.9995 T/F 1.866.462.0646

# STP-LUX / SMART CROSSWALK LIGHTING SYSTEM

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



ILLUMINATES HORIZONTALLY  
& VERTICALLY

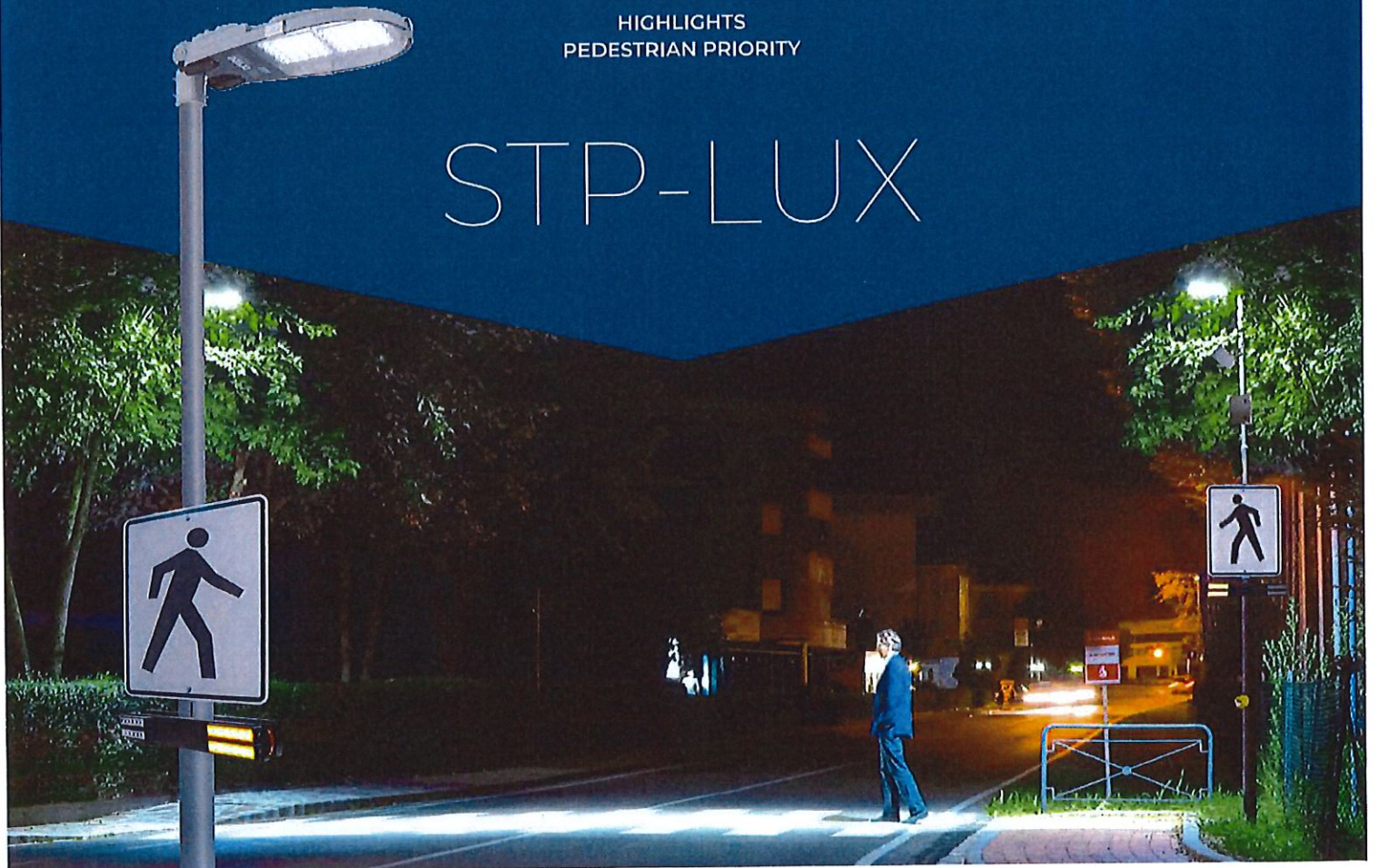


HIGHLIGHTS  
PEDESTRIAN PRIORITY



CLEARLY IDENTIFY  
CROSSWALKS

# STP-LUX





# FEATURES OF THE STP-LUX CROSSWALK LIGHTING SYSTEM



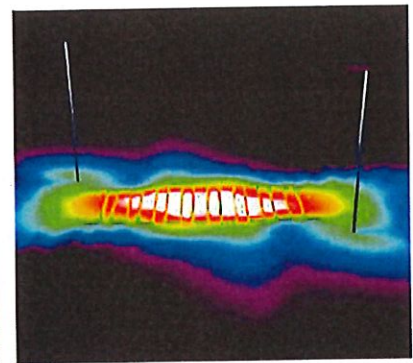
**Lighting Head**  
Optic especially designed to precisely delimit the pedestrian crossing. Thanks to its asymmetrical optics, it projects vertical and horizontal light, which allows to illuminate both the crosswalk and the body of the pedestrian. A 0-10 volt control allows the lighting to be maintained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



STP-LUX-P350

350 lux  
Maximum  
luminescence

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



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

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



AUTOMATIC NIGHT ACTIVATION



PUSH BUTTON, PEDESTRIAN DETECTOR OR BOTH



ENERGY SAVER



FLASHING BEACONS LIGHT UP DAY AND NIGHT



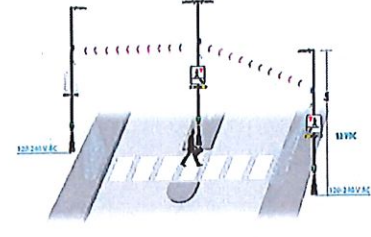
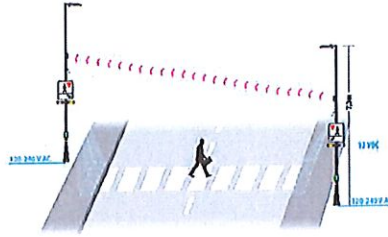
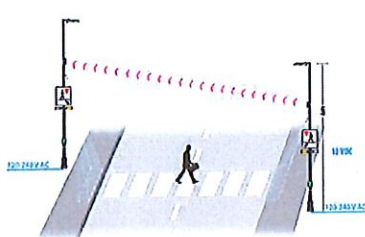
WIRELESS COMMUNICATION



EFFICIENT IN ALL WEATHER CONDITIONS



# TECHNICAL SPECIFICATIONS OF THE STP-LUX CROSSWALK LIGHTING SYSTEM



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

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

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

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

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

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

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

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



## Village of Innisfree (CAO)

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

Good Afternoon Brooke,

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

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



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

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



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



**BRIANNE GILES**  
INFRASTRUCTURE COORDINATOR  
Town of Vegreville  
4829 50 Street | PO Box 640  
Vegreville  
T9C 1R7  
Tel: 780.632.6479  
Email: bgiles@vegreville.com  
www.vegreville.com

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**From:** IPD <ipd@vegreville.com>  
**Sent:** July 11, 2022 1:43 PM

## Village of Innisfree (CAO)

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**From:** Vincent O'Brien <vincento@roadwaytraffic.ca>  
**Sent:** September 1, 2022 11:47 AM  
**To:** Village of Innisfree (CAO)  
**Cc:** Kevin Jones; Avery Grayston  
**Subject:** RE: STP-Lux Illuminated Crosswalk - Innisfree, AB

Good Day Brooke,

I have prepared the following quote to supply and install one crosswalk Rectangular Rapid Flashing Beacon (RRFB) configuration to the Village of Innisfree.

The location poses a few challenges regarding utility right of way and buried line locations. We have done a "Dezign Locate" based on existing records. Should any of the utilities be located in other areas not identified on the Dezign locate that obstruct the installation or ground work, then the quoted amount will need to be adjusted and it is likely an engineering firm would need to be hired to work with the appropriate stakeholders to relocate the services. The quoted price below is based on hydrovac access to the location in order to install the concrete bases.

**Supply and Installation of one crosswalk RRFB; \$27,900.00 CDN plus GST**  
**JSF Technology system specs and details can be seen at:**  
<https://www.jsftechnologies.com/product/on-demand/ab-9400/>

### The quote includes:

- Hydrovac, Traffic Accommodation for installation scope of work.
- Pre cast bases x 2
- Pedestal Poles x 2
- RRFB system:
  - AB-9407 Dual RRFB x 2. Back to back RRFB per pole x 2 poles.
  - 40 watt solar engine with cold weather battery upgrade x 2.
  - RA-4 R/L Pedestrian signs HI 60cmx75cm x 4.
  - Bulldog Pushbutton c/w pedestrian sign x 2.
  - All associated mounting hardware.

### This quote does not include:

- Lane closures
- Final Landscaping
- Survey
- Concrete Testing/Compaction testing/Geotechnical Testing

### Installation Timeline:

- JSF is currently running an 8-10 week lead time. So we would need to verify lead times at time of order and determine if there is time to complete the installation prior to ground freeze.

Thank you for the opportunity to quote. Let me know if there is any other information you require. Vince.

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## Request for Decision (RFD)

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**Topic:** Probationary Period Policy 1900-03 Amendment Proposals  
**Initiated by:** Administration  
**Attachments:** Probationary Period Policy 1900-03 – Current  
Probationary Period Policy 1900-03 – Amendment Recommendation

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**Purpose(s):**

1. To review and endorse Probationary Period Policy 1900-03 as amended.

**Background:**

1. The Village originally approved Probationary Period Policy 1900-03 on February 16, 2016, with an amendment on December 14, 2021.

**Key Issues/Concepts:**

1. The current policy does not address the situation when an employee is put back on a probationary period due to poor work performance.
2. The Definitions section has been re-established in alphabetical order.
3. Several Definitions were added to the policy for greater clarity and included references to legislation.
4. The definition for "Probationary Period" has been expanded to address a current employee.
5. Additional probationary periods have been addressed in a new paragraph under each type of employment.
6. An additional probationary period for full-time & parttime permanent employees is proposed to not be affected by the clause relating to non-access to benefits under Policy 1900-08 – Sick Leave Policy; Policy 1900-10 – Health Benefits and 3900-02 – Safety Work Boots. *Reasoning:* The Terms of the Health Benefit Policy require a 3-month probationary period at the initial hiring, but no reference to any additional probationary periods is cited. The Benefits cite provisions, in the instant of a short-term and long-term injury, but there are no provisions for interruption of Benefits for additional probationary periods.

**Options:**

1. That Council endorse the amendments to Probationary Period Policy 1900-03 as presented.
2. That Council endorse Probationary Period Policy 1900-03 with amendments.
3. That Council direct Administration in another manner regarding Probationary Period Policy 1900-03.

**Financial Implications:**

None identified

**Relevant Policy/Legislation:**

1. *MGA, s. 142(1) "Each municipality is governed by a council."*

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

None identified.

**Recommendation:**

That Council endorse the amendments to Probationary Period Policy 1900-03 as presented.

**Policy:** The Village of Innisfree recognizes the need to clarify the probationary period for their employees.

**Purpose**

The purpose of this policy is to clearly set guidelines and standards regarding the probationary period for newly hired employees. This would include positions of Village Assistant and the Supervisor of Public Works.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding length of probation for employees.

**1.0 Definitions**

- 1.1 ***“Probationary Period”*** shall mean a set period of time to evaluate the employee in the new working environment.
- 1.2 ***“Full Time Employees”*** employees working more than 30 hours a week.
- 1.3 ***“Part Time Employees”*** employees working less than 30 hours a week.
- 1.4 ***“Temporary Employees”*** employees working on a short term contract, not permanent.

**2.0 Guidelines**

**2.1 Full time Employees:**

- 2.1.1 All full time employment positions will have a three-month probationary period.
- 2.1.2 During the three-month probationary period staff may be dismissed without cause and without compensation or notice.
- 2.1.3 During the three-month probationary period, employees have no obligation to provide notice of an intention to resign.
- 2.1.4 The probationary period may be extended for an additional three-month period to a maximum of twelve months. However, the probationary period should only exceed six months under exceptional circumstances.
- 2.1.5 During all terms of probationary period, employees are not eligible for benefits under Policy 1900-08 – Sick Leave Policy; Policy 1900-10 – Health Benefits and 3900-02 – Safety Work Boots.

## 2.2 Part time Employees:

2.2.1 All part time permanent positions will have a three-month probationary period.

2.2.2 During the three-month probationary period, staff may be dismissed without cause and without compensation or notice.

2.2.3 During the three-month probationary period, employees have no obligation to provide notice of an intention to resign.

2.2.4 During all terms of probationary period, employees are not eligible for benefits under Policy 1900-08 – Sick Leave Policy; Policy 1900-10 – Health Benefits and 3900-02 – Safety Work Boots.

## 2.3 Temporary Employees:

2.3.1 Temporary employees will have a probationary period determined, if required, at the time of hiring.

## 3.0 Responsibilities

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

## 4.0 Procedures

4.1 If after the 3-month period, a satisfactory performance is attained then the employee will be placed on a permanent basis to allow for benefits not available during probation.

4.2 For temporary employees, requirements for a formal evaluation will be scheduled at the time of hiring.

## 5.0 End of Procedure

**Policy:** The Village of Innisfree recognizes the need to clarify the probationary period for their employees.

**Purpose**

The purpose of this policy is to clearly set guidelines and standards regarding the probationary period for newly hired employees. This would include positions of Village Assistant and the Supervisor of Public Works.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding length of probation for employees.

**1.0 Definitions**

- 1.1 ***“Chief Administrative Officer” shall mean the Chief Administrative Officer as defined in the Municipal Government Act and as appointed by the Village of Innisfree Council.***
- 1.2 ***“Full Time Employees”*** employees working more than 30 hours a week.
- 1.3 ***“Municipality”*** means the Village of Innisfree, as incorporated pursuant to the *Municipal Government Act*.
- 1.4 ***“Part Time Employees”*** employees working less than 30 hours a week.
- 1.5 ***“Probationary Period”*** shall mean a set period of time to evaluate the employee in the new working environment ***or to re-evaluate an employee currently employed by the Municipality.***
- 1.3 ***“Temporary Employees”*** employees working on a short-term contract, not permanent.

**2.0 Guidelines**

**2.1 Full time Employees:**

- 2.1.1 All full-time employment positions will have a three-month probationary period.
- 2.1.2 During the three-month probationary period staff may be dismissed without cause and without compensation or notice.
- 2.1.3 During the three-month probationary period, employees have no obligation to provide notice of an intention to resign.
- 2.1.4 The probationary period may be extended for an additional three-month period to a maximum of twelve months. However, the probationary period should only exceed six months under exceptional circumstances.
- 2.1.5 During all terms of ***the initial*** probationary period, employees are not eligible for benefits under Policy 1900-08 – Sick Leave Policy; Policy 1900-10 – Health Benefits and 3900-02 – Safety Work Boots.

**2.1.6** *A probationary period may be reestablished by the Chief Administrative Officer, should an employee's performance deem it necessary; Section 2.1.5. will not apply to additional probationary periods.*

**2.2 Part time Employees:**

**2.2.1** All part time permanent positions will have a three-month probationary period.

**2.2.2** During the three-month probationary period, staff may be dismissed without cause and without compensation or notice.

**2.2.3** During the three-month probationary period, employees have no obligation to provide notice of an intention to resign.

**2.2.4** During all terms of *the initial* probationary period, employees are not eligible for benefits under Policy 1900-08 – Sick Leave Policy; Policy 1900-10 – Health Benefits and 3900-02 – Safety Work Boots.

**2.2.5** *A probationary period may be reestablished by the Chief Administrative Officer, should an employee's work performance deem it necessary; Section 2.2.4. will not apply to additional probationary periods.*

**2.3 Temporary Employees:**

**2.3.1** Temporary employees will have a probationary period determined, if required, at the time of hiring.

**2.3.2** *A additional probationary period may be reestablished by the Chief Administrative Officer, should an employee's work performance deem it necessary.*

**3.0 Responsibilities**

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

**4.0 Procedures**

**4.1** If, after the 3-month period, a satisfactory performance is attained, then *a full time or part time permanent* employee will be placed on a permanent basis to allow for benefits not available during probation.

**4.2** For temporary employees, requirements for a formal evaluation will be scheduled at the time of hiring.

**5.0 End of Procedure**

## Request for Decision (RFD)

**Topic:** Ratification of a Tax Arrears Payment Plan Request  
**Initiated by:** Property Owners  
**Attachments:** N/A

**Purpose(s):**

To endorse a motion to formally approve a property owner's request for approval to enter into a Tax Arrears Repayment Plan for Tax Roll #2120 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. The Tax Account has a Village of Innisfree Tax Notification registered on the title for Tax Arrears and was scheduled for the August 25<sup>th</sup> Municipal Public Tax Auction.
2. The Property Owner contacted Administration on August 18, 2022.
  - a. Administration sent an email to Council to request Administration approval to proceed with the Property Owner's request; Councillors affirmed the CAO request to proceed.
3. Administration has calculated the 36-month repayment amount for each parcel as follows:
  - a. TX#2120 (Plan 4175R, Block 9, Lots 10-11) = \$268/month
4. Administration 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 Property Owners paid the first monthly payment on August 25, 2022, via electronic transfer. (Payment confirmed.)
6. The earliest the property could then be re-established for Public Auction, (due to non-compliance with the Tax Arrears Repayment Plan,) must be decided by Council and then the Public Auction must follow advertising guidelines pursuant to the MGA and Alberta Gazette.

**Options:**

1. That Council ratify the August 18, 2022, informal approval of a request from Property Owners of Tax Roll #2120 (Legal: Plan 4175R, Block 9, Lots 10-11) for access to a Tax Arrears Repayment Plan pursuant to MGA, s.418.
2. That Council direct Administration regarding the Tax Arrears Repayment Plan request in another manner.

**Financial Implications:**

1. Tax Roll#2120 had \$8,257.88 in Tax Arrears owing; the Reserve bid was \$12,000. If the property sold 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 \$873.14; net surplus would be \$4,615.26.
2. 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.
3. The 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(4)

**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 ratify the August 18, 2022, informal approval of a request from Property Owners of Tax Roll #2120 (Legal: Plan 4175R, Block 9, Lot 10-11) for access to a Tax Arrears Repayment Plan pursuant to MGA, s.418(4).



**Request for Decision (RFD)**

**Topic:** ATCO Electric Franchise Fee - 2023  
**Initiated by:** ATCO Franchise Agreement  
**Attachments:** Letter from ATCO Electric

**Purpose(s):**

1. To review the annual Franchise Fee (FF) per the ATCO Electric Franchise Agreement
2. To endorse the FF for 2023.

**Background:**

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

	Year	FF%	FF\$\$
a.	2016 -	3.5%	\$10,606
b.	2017	5.0%	\$13,685
c.	2018	5.0%	\$16,738
d.	2019	5.0%	\$14,634
e.	2020	5.0%	\$13,962
f.	2021	5.0%	\$13,655
g.	2022	5.0%	\$ 9,518 (Jan- August – 2022; Village Budget: \$15,000)

4. Pursuant to the Alberta Utilities Commission (AUC) the current Fee Cap (Maximum %) is 20% of Distribution Revenue.

**Key Issues/Concepts:**

1. ATCO is projecting the 2022 estimated Distribution Revenue of \$327,950 will decrease to \$315,904. (2021 estimated Distribution Revenue was \$272,950.)

2. \$315,904 in Distribution Revenue calculated at the current 5% FF Revenue is: \$15,795.

3. If the Franchise Fee was *amended*, the following FF scenarios are estimated:

a.	4.0%	\$12,636
b.	4.25%	\$13,426
c.	4.50%	\$14,216
d.	4.75%	\$15,005
e.	5.25%	\$16,585
f.	5.50%	\$17,374
g.	5.75%	\$18,165
h.	6.0%	\$18,954
i.	6.25%	\$19,744
j.	6.5%	\$20,534
k.	6.75%	\$21,324
l.	7.0%	\$22,113

4. If a Franchise Fee change is approved, there are specified actions within specified timelines that must be completed, as outlined in ATCO’s attached letter.

- 
5. ATCO's projected Distribution Revenue is estimated to decrease from \$16,398 to \$15,795; those revenues are generated directly by payments made by the residents within the Village of Innisfree.
  6. With the forecasted \$315,904 in 2023 Distribution Revenue calculated at 5% FF Revenue of \$15,795 and the 2022 Electric FF Fees were \$16,398, results in a net reduction of \$603.)

**Options:**

1. That Council approve an increase to the ATCO Electric Franchise Fee.
2. That Council approve a decrease to the ATCO Electric Fee.
3. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Electric Franchise Fee at 5% of Distribution Revenues for 2023.

**Financial Implications:**

Maintaining the existing 5% Electric FF at 5.0% is estimated to decrease the annual estimated FF Revenue from \$16,398 in 2022 to \$15,795 (-\$603) in 2023.

**Relevant Policy/Legislation:**

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

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

The current economic recession situation has been difficult for many different entities of the community.

**Recommendation:**

That Council approve a motion that the Village of Innisfree maintain the existing ATCO Electric Franchise Fee at 5.0% of Distribution Revenues for 2023.

August 22, 2022

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

**Re: Distribution Revenue Forecast for 2023 Franchise Fee**

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Dear Brooke Magosse,

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

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 10, 2022**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 14, 2022** in order to obtain AUC approval and commence billing the new fee effective January 1, 2023.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

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

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2022 Distribution Revenue	Estimated 2023 Distribution Revenue
5% of distribution revenue	20%	\$272,950	\$327,361 Estimated on first 6 months of data	\$315,904 Amortized (inflation index)

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

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

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 780-587-4707.

Yours truly,

Sharla McCullough  
 Customer Services Supervisor  
 ATCO Electric  
 587-201-4707  
 Sharla.McCullough@atco.com

**Request for Decision (RFD)**

**Topic:** ATCO Natural Gas Franchise Fee - 2023  
**Initiated by:** ATCO Franchise Agreement  
**Attachments:** Letter from ATCO Natural Gas

**Purpose(s):**

1. To review the annual Franchise Fee (FF) per the ATCO Natural Gas Franchise Agreement
2. To endorse the ATCO Natural Gas FF Rate for 2023.

**Background:**

1. Village Council endorsed ATCO Natural Gas Franchise Agreement Bylaw 641 in November 2019 for the 10-year period of January 1, 2020, to December 31, 2029.
2. Annually, Council has an opportunity to review and revise the Natural Gas FF rate; the maximum NG FF rate is 35% without prior approval of the AUC.
3. Natural Gas Franchise Fee rates have been set as per the following information and generated the accompanying Electric FF revenue.:

	Year	FF%	FF\$\$
a.	2016	UNKWN	\$24,979
b.	2017	UNKWN	\$22,764
c.	2018	25%	\$20,539
d.	2019	25%	\$24,015
e.	2020	25%	\$22,588
f.	2021	25%	\$21,550
g.	2022	25%	\$24,099 (To period ending July 2022)
h.	2023	25%	\$26,518

**Key Issues/Concepts:**

1. ATCO projected the 2021 estimated Distribution Revenue of \$106,036 would increase to \$112,096 in 2022. (2020 Distribution Revenue was \$90,337); and the \$112,096 in 2022 Distribution Revenue at 25%, was projected to generate \$28,024 in FF Revenue which is what the Village budgeted for in 2022.
2. Atco is projecting the 2023 Distribution Revenue of \$106,074 will generate \$26,518 in FF Revenue at 25%.
3. If the franchise fee was *amended*, the following scenarios are estimated:

a.	20.0%	\$21,214	<i>*Note: Estimate would be equivalent to 2021 Revenues.</i>
b.	21.0%	\$22,276	
c.	22.0%	\$23,336	
d.	23.0%	\$24,397	
e.	23.5%	\$24,927	
f.	24.0%	\$25,458	
g.	24.5%	\$25,988	
h.	25.5%	\$27,049	
i.	26.0%	\$27,579	
j.	26.5%	\$28,110	
k.	27.0%	\$28,640	
l.	27.5%	\$29,170	

4. If a Franchise Fee change is approved, there are specified actions within specified timelines that must be completed, as outlined in the ATCO Franchise Fee Agreement.

- 
5. ATCO's projected 2023 Distribution Revenue is estimated to *decrease* by \$1,506; those revenues are generated directly by the payments made by the residents within the Village of Innisfree.

**Options:**

1. That Council approve an increase to the ATCO Natural Gas Franchise Fee.
2. That Council approve a decrease to the ATCO Natural Gas Franchise Fee.
3. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2023.

**Financial Implications:**

1. Maintaining the existing Natural Gas FF at 25% is estimated to decrease the annual FF Revenue by \$1,506.

**Relevant Policy/Legislation:**

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

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

1. The COVID-19 situation compiled with the current economic downturn have been difficult for many different dynamics of society.

**Recommendation:**

1. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2023.

August 26, 2022

RECEIVED

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

SEP 7 2022

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

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

Pursuant to our franchise agreement, your municipality has the option to change the franchise fee percentage in 2023. A request to change the franchise fee must be received by ATCO Gas in writing prior to November 1, 2022. If you are considering changing the franchise fee in 2023, please contact us as soon as possible to begin the process.

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

In 2021, our Delivery Tariff revenue in the Village of Innisfree was \$86,176. Our forecast Delivery Tariff revenue for 2023 is \$106,074. Therefore, based on the current franchise fee percentage, your forecast 2023 franchise fee revenue would be \$26,518.

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

Yours truly,



**John Lembryk**  
Manager, Yellowhead Region  
ATCO Natural Gas Division

## Request for Decision (RFD)

**Topic:** Donation of 2022 Community Events' Surplus Revenues  
**Initiated by:** Administration  
**Attachments:** None

**Purpose(s):**

1. To review the Revenues and Expense Report findings for the 2022 Special Community events.
2. To approve the donation of the surplus funds from the 2022 Community Special events to:

**Background:**

1. The Village of Innisfree hosted pancake breakfasts on July 1<sup>st</sup> (Canada Day) and August 10<sup>th</sup> (Innisfree & District Agricultural Fair Day.)
2. Corporate donations were received prior to, and community/local donations were received the day of each event.
3. At the July 16 Regular Council meeting, Council endorsed a motion to consider a donation to a local community organization after the August 10 Fair Day event.

**Key Issues/Concepts:**

1. A summary of Revenues and Expenses from the July 1<sup>st</sup> Canada Day Celebrations and the August 10<sup>th</sup> Fair Day Celebrations is as follows:

Name of Event	Total
Pancake Breakfast - Donations	\$281.00
Hot Dogs & Pop – Sales	\$270.00
Pizza Night – Sales	\$495.25
Sale of Remaining Sausages	\$108.00
Sale of Remaining Pizza's	\$52.00
Fair Day Pancake Breakfast – Donation	\$655.00
2 <sup>nd</sup> Place Prize – Float	\$15.00
<b>Sponsored Funds Received</b>	
County of Minburn No. 27	\$500.00
Innisfree & District Agricultural Society	\$200.00
ATB Financial	\$60.00
Innisfree Bottle Depot	\$30.00
ATB Financial Innisfree	\$75.00
Road Runner Water Hauling	\$200.00
Hlushak, John & Joanna	\$50.00
Mardar Electric	\$35.00
Cannan Farms Ltd.	\$200.00
<b>Total Revenue</b>	<b>\$3,226.25</b>
<b>Expenses</b>	<b>Total</b>
C-Day: Sand Money Pit	\$60.00
C-Day: Vermilion Packers (Sausages)	\$216.00
C-Day: Cornerstone Coop (Mannville)	681.14
Fair Day: Float Décor	\$8.33



Fair Day: Cornerstone Coop (Mannville)	\$397.26
Fair Day: Vermilion Packers	\$216.00
<b>Total Expense</b>	<b>= \$1,578.73</b>
<b><u>TOTAL SURPLUS/(DEFICIT) = \$1,647.52</u></b>	

**Options:**

1. That Council endorse a motion to donate 50% of proceeds to the Innisfree Senior Citizen Society and 50% of the proceeds to the Innisfree Delnorte School Financial Society (for the Multi-sport Revitalization Project).
2. That Council direct Administration in another manner

**Financial Implications:**

1. None identified.

**Relevant Policy/Legislation:**

1. MGA s. 3. Municipal purposes
2. Strategic Plan # 2: Safe, Healthy and Fun Community
3. Strategic Plan # 1: Partnerships and Collaboration

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

The act of donating to community organizations from non-municipal revenues should be viewed in a positive manner.

**Recommendation:**

That Council endorse a motion to donate 50% of proceeds to the Innisfree Senior Citizen Society and 50% of the proceeds to the Innisfree Delnorte School Financial Society (for the Multi-sport Revitalization Project).

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## Request for Decision (RFD)

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**Topic:** Donation of ATCO: 1947 – 2022 – An Epic Journey – Celebrating 75 Years 3-Book Set  
**Initiated by:** Administration  
**Attachments:** 3-Volume Set of ATCO’s History – (Available to View in Office)

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**Purpose(s):**

To consider the donation of the ATCO’s 3-Volume History Book series to the Prairie Bank of Commerce Historical Society.

**Background:**

1. Village Council received notification of the Village’s receipt of the ATCO: 1947 – 2022, An Epic Journey, Celebrating 75 Years, 3-volume, hardbound set in the Correspondence List of the June 16, 2022, Council meeting.
2. The Village Administration Office does not have storage/display space for the large item; the book set has currently been stacked on a storage shelf.

**Key Issues/Concepts:**

1. ATCO presented their significant historical information to all communities serviced by ATCO in the form of a boxed, hardbound, “coffee table,” three-piece book set.
2. The book set also includes many specially inserted, removable, historically accurate “certificates,” maps, invitations, announcements, etc., which should be carefully accessed/viewed; therefore, Administration is not recommending the donation to the Innisfree Public Library due to the delicacy of the contents of publication.
3. The book set provides a significant amount of historical data on the development of the electricity & natural gas services plus many other business forays by ATCO over its 75-year existence.
4. The Village Office does not have the storage/display capacity for the set.

**Options:**

1. That Council approve the donation of the “ATCO: 1947 – 2022, An Epic Journey, Celebrating 75 Years,” 3-volume, hardbound set to the Prairie Bank of Commerce Historical Society.
2. That Council approve the donation of the “ATCO: 1947 – 2022, An Epic Journey, Celebrating 75 Years,” 3-volume, hardbound set to the Village of Innisfree Public Library.
3. That Council direct Administration in another manner regarding the “ATCO: 1947 – 2022, An Epic Journey, Celebrating 75 Years,” 3-volume, hardbound set.

**Financial Implications:** None identified.

**Relevant Policy/Legislation:**

1. MGA s. 3. Municipal purposes
2. Strategic Plan - Values

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

The act of donating the ATCO special book set for public access should be viewed as a positive action. Additionally, the donation of the books could become an asset and could be a “draw-in” for the public into the Bank of Commerce Historical Society.

**Recommendation:**

That Council approve the donation of the “ATCO: 1947 – 2022, An Epic Journey, Celebrating 75 Years,” 3-volume, hardbound set to the Prairie Bank of Commerce Museum Society.

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## Request for Decision (RFD)

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**Topic:** Birch Lake Park/Campground – Liberty Security Recommendation  
**Initiated by:** Administration  
**Attachments:** Email from Liberty Security

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**Purpose(s):**

To consider the implementation of a security system at the Birch Lake Park/Campground.

**Background:**

1. The Village currently has Liberty Security services at the Village Office and PW Shop.
2. There are no security services at the Birch Lake Park/Campground Main Office.
3. The Campground has experienced several thefts and vandalism problems over the 2022 season:
  - a. Removal of approximately 100 gallons of gas from the tidy tank, just after it was filled.
  - b. Removal of fuel from park equipment
  - c. Excessive amounts of garbage and nasty messes in bathrooms/shower house on an ongoing, continuing basis throughout the summer
  - d. Stolen \$\$ from Park Manager's vehicle
  - e. Stolen fuel from Park Manager's vehicle

**Key Issues/Concepts:**

1. The proposal from Liberty Security provides excellent services/components for security at the Lake:
  - a. Professional monitoring, Lifetime Warranty on new security equipment, Direct Access to Sales Rep., Local Service
  - b. Alarm Control Panel – with 2-way Voice, Wireless Cell Network (no Landline required) Mobile Liberty Security App, Built-in Glass Break Detector, Built-in Motion Detector, Built-in Camera, Bluetooth auto-Disarming, Geo-Fencing/Arming Reminders
  - c. Contract can include:
    - i. 2 x Door Contacts; 2 x Motion Detectors, 3 x Outdoor Cameras and Cloud Video Storage
  - d. Liberty Security will provide 4 months free in lieu of installation costs!
  - e. Administration also recommends the addition of the Extreme Temperature Detector, valued at \$2 per month (for the broiler operation.)
2. The components that Liberty Security can provide should improve the monitoring in and around the Main Registration/Shower/Bathrooms site to hopefully mitigate the vandalism and thefts.

**Options:**

1. That Council approve Option 1 of the Liberty Security proposal for the Birch Lake Campground & Recreational Park, with the addition of an Extreme Temperature Detector for a 60-month period at \$74.99 per month with a four-month reduction in Year 1 in lieu of installation fees.
2. That Council approve Option 2 of the Liberty Security proposal for the Birch Lake Campground & Recreational Park, with the addition of an Extreme Temperature Detector for a 36-month period at \$78.99 per month with a four-month reduction in Year 1 in lieu of installation fees.
3. That Council direct Administration in another manner regarding security services at the Birch Lake Campground & Park Recreational Park.

**Financial Implications:**

1. Option 1 – a 60-month term would cost the Village \$607 for the first year (with 4-months free for the setup) and \$899.88 per annum, the remaining four years.
2. Option 2 – a 36-month term would cost the Village \$639.96 for the first year (with 4 months free for the setup) and \$947.88 per annum, the remaining four years.

- 
1. MGA s. 3. Municipal purposes
  2. Strategic Plan - Values

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

The act of improving protection from thefts and vandalism at the Recreation Park should be viewed positively by the Public.

**Recommendation:**

That Council approve Option 1 of the Liberty Security proposal for the Birch Lake Campground & Recreational Park, with the addition of an Extreme Temperature Detector for a 60-month period at \$74.99 per month with a four-month reduction in Year 1 in lieu of installation fees.

## Admin

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**From:** Brock Kryton <bkryton@libertysecurity.ca>  
**Sent:** August 23, 2022 3:25 PM  
**To:** Admin  
**Subject:** Quote for Innisfree Campground

Hi Brooke,

Thanks for the call today Here is what I am proposing:

- Monthly Monitoring \$36.99/month - Professional Monitoring, Lifetime Warranty on new security equipment, Free Move anywhere in Canada, Direct Access to Sales Rep, Local Service.
- Qolsys IQ4 Alarm Control Panel \$9/month - Two-way Voice, Wireless Cell Network (no landline), Mobile App, Built-in Glass Break Detector, Built-in Motion Detector, Built-in Camera, Bluetooth Auto-Disarming, Geo-fencing/Arming Reminders.
- 2 x Door Contacts \$2/month
- 2 x Motion Detectors \$4/month
- 3 x Outdoor Cameras \$15/month
- Cloud Video Storage \$6/month

**OPTION - 1 - 60 MONTH TERM - All-in you are looking at \$72.99/month on a 60 month term with a \$149 Installation Fee. I can give you 4 months free to offset upfront costs.**

**OPTION - 2 - 36 MONTH TERM - All-in you are looking at \$76.99/month on a 36 month term with a \$149 Installation Fee. I can give you 4 months free to offset upfront costs.**

## Things to keep in mind

- 100% Canadian
- 4.6 Google Review Rating, A+ BBB, 8/10 Homestars
- Low customer hold times.
- Direct access to a sales representative.
- You own all of the equipment; at the end of your term, you can negotiate a lower rate. Our monthly monitoring rate is \$36.99.
- Price Protection Guarantee. We promise your price will never increase.
- Unlocked equipment --- other companies can take it over (unlike our telecommunication counterparts)
- Lifetime Warranty on all of the NEW security equipment
- Free move anywhere in Canada.

## We do have other equipment available if you are interested:

- Door/Window Sensor \$1/month
- Glass-break Detector \$2/month
- Motion Detector \$2/month
- Flood Sensor \$1/month
- Extreme Temperature Detector \$2/month
- Smoke Detector \$2/month
- CO Detector \$3/month
- Smart Thermostat \$5/month
- Garage Door Module \$5/month
- Smart Door Lock \$6/month



- Medical Pendant/Panic Button \$1/month
- Video Doorbell, Outdoor, or Indoor Cameras \$5/month
- Cloud Video Storage \$2-\$6/month
- Continuous Video Recording \$2/Camera


Let me know if you have any other questions or if you would like to proceed with one of these options.

Thanks,

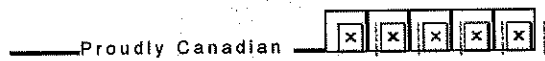

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"

**BROCK KRYTON** | BUSINESS DEVELOPMENT ASSOCIATE

 1-866-926-7233 Ext. 810  [bkryton@libertysecurity.ca](mailto:bkryton@libertysecurity.ca)

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



 Proudly Canadian 

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## Request for Decision (RFD)

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**Topic:** Application for Membership to Village of Innisfree Library Board  
**Initiated by:** Village of Innisfree Public Library Board  
**Attachments:** None

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**Purpose(s):**

1. To endorse membership applications to the Village of Innisfree Library Board.

**Background:**

1. The Village of Innisfree Library Board has received one application to the Library Board:
  - a. Doreen Nott
2. Board memberships of members at large, shall be held no more than three (3) years.
3. Village has received a resignation letter from E. Rurak on September 13, 2022.

**Key Issues/Concepts:**

1. The Village Council is responsible to approve memberships to the Library Board.
2. The Library Board presents the application(s) for Council endorsement, pursuant to Bylaw 592-14 and the *Libraries Act*.

**Financial Implication(s):**

1. None recognized.

**Option(s):**

1. That Council endorse the application of Doreen Nott to join the Village of Innisfree Library Board for a three-year period (2022 – 2025.)
2. That Council decline to endorse the application of Doreen Nott to join the Village of Innisfree Library Board for a three-year period (2022 – 2025.)

**Relevant Policy/Legislation:**

1. MGA s. 153(f) 'General Duties of Councillors'
2. *Libraries Act*, c.L-11, RSA, 2000
3. Bylaw 592-14 – Village of Innisfree Library Board

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

None observed.

**RECOMMENDATION(s):**

1. That Council endorse the application of Doreen Nott to join the Village of Innisfree Library Board for a three-year period (2022 – 2025.) Further, that Council accept E. Rurak's letter of Resignation as submitted.

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Request for Decision (RFD)

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**Topic:** Appointment of Director of Emergency Management  
**Initiated by:** Administration  
**Attachments:** Emergency Management Bylaw 662-20

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**Purpose(s):**

To endorse the appointment of Ms. Thelma Rogers as the Director of Emergency Management for the Village of Innisfree.

**Background:**

1. Pursuant to Section 6.8 of the *Emergency Management Act* (the Act), Council of the Village of Innisfree is responsible for the director and control of its emergency response and is required to appoint an Emergency Advisory Committee and to establish an Emergency Management Act.
2. Pursuant to Section 3.1 (C) of the Emergency Management Bylaw 662-20, Council shall:
  - i. By resolution, appoint a Director of Emergency Management.
3. With CAO Magosse being away on a 12-Month Maternity Leave, the Village must re-appoint the Director of Emergency Management in accordance with Bylaw 662-20. Administration is recommending the appointment of Ms. Thelma Rogers as the Director Emergency Management and the Interim CAO be appointed as the Deputy Director of Emergency Management during CAO Magosse's absence. Upon return from Maternity Leave, CAO Magosse would revert back to the Director of Emergency Management and Ms. Rogers would be Deputy Director of Emergency Management.

**Key Issues/Concepts:**

1. CAO Magosse is set to take her 12-Month Maternity Leave effective November 4, 2022.
2. The previous Deputy Director of Emergency Management has advised the Chief Administrative Officer that they intend to step down as the DDEM, due to their role on the Fire Department.
3. In order to meet the requirements, set out in the *Emergency Management Act*, as well as Emergency Management Bylaw 662-20, Administration recommends the approval of the appointment of Ms. Thelma Rogers as the Director of Emergency Management for the Village of Innisfree.
4. Pursuant to Section 3.2 of the Emergency Management Bylaw 662-20, the Village of Innisfree will be required to appoint a Deputy Director of Emergency Management. Upon the hiring of an Interim CAO, Mayor and Council will be required to appoint the Interim CAO as the Deputy Director of Emergency Management.

**Financial Implication(s):**

1. Training costs may be applicable.

**Option(s):**

1. As directed by Council.
2. That Council appoint Thelma Rogers as the Director of Emergency Management for the Village of Innisfree.

**Relevant Policy/Legislation:**

1. *Emergency Management Act 6.8*
2. Emergency Management Bylaw 662-20
3. Strategic Plan Priority # 2: Safe, Healthy & Fun Community

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

1. None identified.

**RECOMMENDATION(s):**

1. That Council appoint Thelma Rogers as the Director of Emergency Management for the Village of Innisfree.



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## Request for Decision (RFD)

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**Topic:** 2021 Tax Sale/Public Auction Aug 25/22

**Initiated by:** Administration

**Attachments:**

1. August 25, 2022 Tax Sale Minutes
  2. Assessment Summary
- 

**Purpose(s):**

1. To review and direct Administration regarding the 2021 Tax Sale/Public Auction Parcels that remain unsold per the August 25, 2022 Tax Sale/Public Auction.

**Background:**

1. Two (2) properties were offered for sale at the annual Tax Sale/Public Auction held on August 25, 2022. Only staff were present at the sale, and there were no bidders. The following properties left unsold are as follows:

Lot	Block	Plan	Cert. of Title	Reserve Bid
6	16	8776S	102 361 885	\$1,500
1	19	3340HW	132 083 725	\$15,000

2. Council now has three options as per the *Municipal Government Act* when a property is not sold at Public Auction:
  - a. 'Tax Forfeiture' Title: The municipality does not purchase the property but registers its name on title by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form). This allows the municipality to rent, license, lease, or dispose of the property at a price as close as reasonably possible to market value to recoup the arrears of taxes. If the property is not disposed of under MGA s. 425(1), the municipality may, 15 years following the date of the public auction, request that the Registrar cancel the existing certificate of title marked 'Tax Forfeiture' and issue a certificate of title in the name of municipality.
  - b. Clear Title: After the municipality has acquired Tax Forfeiture Title, the municipality can acquire the property by depositing an amount equal to the reserve bid (market value) into a separate account. The amount paid goes to the tax arrears and all costs and expenses as required under MGA s. 427 (2). The municipality must notify the previous owner if there is money remaining. The property is then the municipalities to do with as they wish.
  - c. Do Nothing: Taxes continue to accrue and remain on the municipalities' books as a growing liability. The Municipality cannot dispose of the property or rent, license or lease it. This option does not allow the property to revert to the municipality after the 15-year time period.

**Key Issues/Concepts:**

1. Prior to the Tax Sale, Administration received a phone call from a family member of the late property owner expressing their interest in the property. Administration provided information regarding the property (i.e., outstanding tax amount, land title processes, etc.). The Village of Innisfree has not received any additional correspondence from the individuals.
2. One parcel contains a dwelling that is currently vacant and has been vacant for about two (2) years. This parcel is zoned R1.
3. Vermilion RCMP Members approached the Chief Administrative Officer on September 12, 2022, and advised that the dwelling is full of refuse, and is in a state of disrepair. The house is unfit for occupation and should be secured as soon as possible, as it is a liability, and hazard to public safety.
4. The other parcel is a vacant lot, with no structures or dwellings located on the parcel. This parcel is zoned R2.

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**Options:**

1. That Council direct Administration to register the Village's name as title holder for Lot 6, Block 16, Plan 8776S and Lot 1, Block 19, Plan 3340HW for tax forfeiture as a result of the August 25, 2022 Tax Sale/Public Auction. Furthermore, that once the Village gains title of the property, that Council direct Administration to enlist a realtor to market the property for sale.
2. That Council direct Administration to acquire Lot 6, Block 16, Plan 8776S and Lot 1, Block 19, Plan 3340HW by depositing an amount equal to the reserve bid into a separate account pursuant to MGA s. 427(2).
3. That Council direct Administration to "Do nothing" with the above noted parcels.

**Financial Implications:**

1. Option 1: Tax Forfeiture allows Council to sell the property to clear the tax costs.
2. Option 2: means Council would have to pay full upset price cost and pay the remaining balance to the delinquent property owner.

**Relevant Policy/Legislation:**

1. *Municipal Government Act Division 8: Recovery of Taxes Related to Land*
2. Strategic Priority # 2 – Safe, Healthy and Fun Community

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

1. None identified.

**Recommendation:**

1. As directed by Council.

Minutes of the 2021 Innisfree Tax Recovery Sale on August 25, 2022

Minutes of the 2021 Innisfree Tax Recovery Sale on August 25, 2022, at 5:00 PM located in the Village of Innisfree Council Chambers, 5116 50 Avenue, Innisfree AB T0B 2G0

CALL TO ORDER

Chief Administrative Officer Brooke Magosse called the Tax Recovery Sale to order at 5:00 PM.

PRESENT

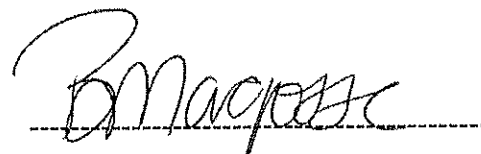
Chief Administrative Officer Brooke Magosse  
Administrative Assistant Thelma Rogers

Tax Recovery Sale remained open for 20 minutes.  
No persons attended the Tax Recovery Sale to bid on any of the properties listed.  
As there were no bids received, the following parcels remain unsold:

- Plan 8876S, Block 16, Lot 6
- Plan 3340HW, Block 19, Lot 1

ADJOURNMENT

Having concluded the sale for the list of Tax Recovery properties available, Chief Administrative Officer Brooke Magosse adjourned the Tax Recovery Sale at 5:24 PM.

  
CAO Brooke Magosse



# Assessment Summary

Year of General Assessment: 2021

**Roll: 3520**  
**Legal: 8776S 16 6**  
 Address: 4811-54 ST.

Land Area: 12,500 Sq. Feet  
 Subdivision: INNISFREE AUDIT & EQUAL. ZONE  
 Zoning: NO LAND USE  
 Actual Use: Vacant Residential / Unspecified



**Market Land Valuation**

Site Area: 6,250 Sq. Feet

Asmt Code	Value
300 100%	4,960

**Assessment Totals**

Tax Status	Code	Description	Assessment
T	300	Vacant Residential	4,960
<b>Grand Totals For 2021</b>			<b>4,960</b>

*The data contained in this report is only as accurate as the last inspection of the property and could be inaccurate due to errors or omissions. This data was collected by Municipal Assessment Services Group for the sole use of creating property assessments for the municipality in which the property is located. Any use of this data for other purposes is prohibited.*

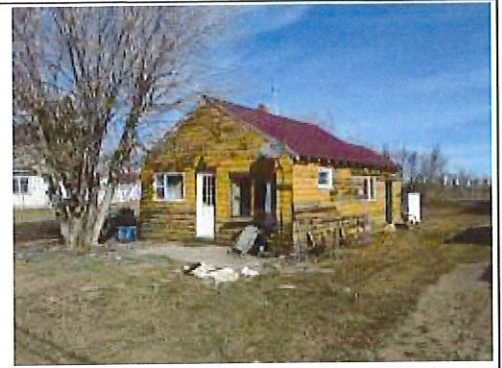


# Residential

Year of General Assessment: 2021

**Roll: 100**  
**Legal: 3340HW 19 1**  
 Address: 5104 - 51 AVENUE

Land Area: 5,760 Sq. Feet  
 Subdivision: INNISFREE AUDIT & EQUAL. ZONE  
 Zoning: NO LAND USE



SFD - All Ages			Asmt Code	Value
Area: <b>460 Sq Feet</b>	Year Built: 1951	1 Storey Basementless	310 100%	7,930
Quantity:	460ft2	Heat -- Wall Furnace		
	1	Plumbing Main -- Kitchen Sink		
	1	Plumbing Main -- Full Bath		
	1	Fireplace Main -- Free Standing		

<u>Assessment Totals</u>			Assessment
Tax Status	Code	Description	
T	310	Single Family	9,890
Grand Totals For 2021			<b>9,890</b>

*The data contained in this report is only as accurate as the last inspection of the property and could be inaccurate due to errors or omissions. This data was collected by Municipal Assessment Services Group for the sole use of creating property assessments for the municipality in which the property is located. Any use of this data for other purposes is prohibited.*

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## Request for Decision (RFD)

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**Topic:** 12-Month Maternity Leave – Chief Administrative Officer  
**Initiated by:** Administration  
**Attachments:** Letter dated September 13, 2022  
Maternity Leave Policy 1900-12  
Vacation Leave Policy 1900-07  
Overtime Policy 1900-06

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**Purpose(s):**

1. To review and approve the current Chief Administrative Officer's request for a 12-Month Maternity Leave.

**Background:**

1. Chief Administrative Officer Brooke Magosse submitted a letter (enclosed) requesting a total of 52 weeks (1 year) unpaid maternity/parental leave effective December 1, 2022.
2. Chief Administrative Officer is also requesting the use of accrued holidays and overtime pursuant to Maternity Leave Policy 1900-12 and Vacation Leave Policy 1900-07.
3. Currently Ms. Magosse has fourteen (14) days of accrued holidays and an estimated overtime of three (3) days (23 hours) and wishes to utilize these accrued days prior to the departure date as mentioned above.
4. Ms. Magosse last day of employment has been tentatively set for Thursday, November 3, 2022 in recognition of the Remembrance Day Holiday on November 11, 2022.

**Key Issues/Concepts:**

1. Temporary Chief Administrative Officer should start in early to mid-October allowing ample time for training.
2. If Council denies the request for Ms. Magosse to utilize accrued holidays and overtime prior to her departure, Ms. Magosse may request to extend the date of her maternity leave by the amounts noted above OR the Village of Innisfree may issue payment to Ms. Magosse for the accrued holidays and overtime.

**Financial Implication(s):**

1. None recognized.

**Option(s):**

1. That Council approve Ms. Magosse's request for 52 weeks of unpaid Maternity/Parental Leave and utilization of Holiday's and Overtime accrued per the letter dated September 13, 2022.
2. That Council endorse a payout of \$ 3,269.18 in Holiday and Overtime Pay.

**Relevant Policy/Legislation:**

1. Part 2, Division 7 – Employment Standards Code
2. Maternity Leave Policy 1900-12
3. Vacation Leave Policy 1900-07
4. Overtime Policy 1900-06

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

None observed.

**RECOMMENDATION(s):**

5. That Council approve Ms. Magosse's request for 52 weeks of unpaid Maternity/Parental Leave and utilization of Holiday's and Overtime accrued per the letter dated September 13, 2022.

September 13, 2022

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

Brooke Magosse  
Po Box 377  
Myrnam, AB T0B 2G0

**Attention:** Mayor and Council, Village of Innisfree

**RE: 12-Month Maternity Leave - Chief Administrative Officer**

This letter is to inform Mayor and Council that I, Brooke Magosse, wish to take maternity leave pursuant to Village of Innisfree's Maternity Leave Policy 1900-12.

Please note my due date has been set for December 25, 2022.

As per Employment Standards, I qualify for a period of 78 weeks of unpaid leave consisting of 16 weeks maternity Leave and 62 weeks of unpaid parental leave. I am writing to request 3 weeks of unpaid maternity leave and 49 weeks of unpaid parental leave (totaling 52 weeks/1 year) effective **December 1, 2022**.

I also wish to inform you, pursuant to the Village of Innisfree Vacation Leave Policy and Maternity Leave Policy, my accrued holidays are fourteen (14) days and current estimated overtime of three (3) days (23 hours.) I wish to utilize these accrued days prior to my departure date as mentioned above. Therefore, my departure date has been tentatively set for **Thursday, November 3, 2022**, recognizing the Remembrance Day holiday on November 11, 2022 on these calculations.

I plan to return to work on December 1, 2023, however understanding that the Village of Innisfree will write to me confirming the date that I am due back. If I change the date that I wish to return to work, I understand that I must provide a minimum of four (4) weeks' notice pursuant to Employment Standards.

Thank you again for your support and understanding.

Respectfully,

  
Brooke Magosse

**Policy:**

The Village of Innisfree has adopted this policy to ensure that its employees are provided with authorized time off to coincide with the birth or adoption of a child. The Maternity and Parental Leave Policy has been designed to allow our employees to recover from childbirth, bond with and care for their newborn or adopted child without fear of a negative impact on their employment status, pursuant to legislation.

**Purpose:**

To provide descriptions of employees eligible for Maternity and/or Parental Leave; outline the procedures for requesting Maternity/Parental Leave; determine the benefits available to employees on Maternity and/or Parental Leave, and to discuss the parameters for the maximum allowable duration of Maternity and/or Parental Leave.

**1.0 Definitions**

- 1.1 'CAO' shall mean the Chief Administrative Officer, pursuant to the *Municipal Government Act*.
- 1.2 'Code' shall mean the *Employment Standards Code* being the Revised Statutes of Alberta, Chapter E-9 and as amended from time to time;
- 1.3 'Maternity Leave' shall mean the birth mother who is eligible to take maternity leave as provided by the Code and the guidelines in this policy;
- 1.4 'Parental Leave' shall mean a father, an adoptive parent, or domestic partner who qualifies to take parental leave as provided by the Code and the guidelines within this policy.

**2.0 Responsibilities**

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

**3.0 Guidelines**

- 3.1 Employees must have 90 consecutive days of employment with the Village of Innisfree to become eligible for maternity and/or parental leave under the Code.
- 3.2 To ensure that the Village of Innisfree can make necessary arrangements to accommodate an Employee taking Maternity or Parental Leave, employees are required to provide six (6) weeks' notice before commencement of Leave.
- 3.3 To recognize the Employer shall retain the status quo for an Employee's job protection during Maternal and Paternal Leaves. Further, the Employer may terminate an Employee during the notice/entitlement period of maternity and paternity leave only for situations where the business closed or suspended.



- 3.4 Submission of a request for Maternity and/or Parental Leave shall be accompanied by appropriate documentation pursuant to the *Code*.
- 3.5 Employees are expected to provide four (4) weeks' written notice regarding their expected date of return to work. The CAO should be contacted as soon as possible in the event of any changes.

**4.0 Procedures**

- 4.1 All eligible Employees are entitled to take Maternity Leave without pay of up to sixteen weeks, and Parental Leave of up to thirty-seven (37) consecutive weeks on the birth of a child or adoption of a child.
- 4.2 Should an Employee choose to continue with his/her health benefits or any other benefits made available by the Village, (as applicable), the Employee may continue to receive such benefits by paying all of the monthly premiums.
- 4.3 Maternity Leave may begin no earlier than twelve (12) weeks prior to the expected date of birth. Birth mothers can take up to fifty-two (52) consecutive weeks of unpaid job-protected leave. This is made up of sixteen (16) weeks of Maternity Leave and thirty-seven (37) weeks of Parental Leave.
- 4.4 An Employee whose pregnancy terminates within 16 weeks of the due date will be eligible for Maternity Leave; leave would end either 16 weeks after the Leave began or, six weeks after the pregnancy is terminated.
- 4.5 Fathers and/or adoptive parents are eligible for up to thirty-seven weeks of consecutive unpaid protected Parental Leave.
- 4.6 Parental Leave can begin at any time after the birth or adoption but it must be taken within fifty-three (53) weeks' of the date a baby is born, or an adopted child is placed within the parent.
- 4.7 Parental Leave may be taken by one parent or shared between two (2) parents but the combined total combined leave cannot exceed thirty-seven (37) weeks.
- 4.8 In the event the Employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, sick days shall be used pursuant to the Sick Leave Policy.

**4.9** Maternity and/or Parental Leave must be taken in one continuous leave. Any Employee that elects not to use the maximum amount of leave available shall not have the option of taking any unused leave time at a later date, pursuant to the *Code*.

**4.10** In the event that an Employee requires more than the allotted weeks of available Maternity/Parental Leave, an unpaid Leave of Absence request may be applied for and made to the CAO.

**4.11** The Village of Innisfree Employees that elect to extend their leave through the use of accrued Vacation time are required to comply with the Village of Innisfree Vacation Leave Policy and provide two (2) weeks' notice prior to the exhaustion of their Maternity/Paternity Leave.

**5.0** Legal Compliance

**5.1** The Village of Innisfree shall honor this policy in accordance with any applicable governing laws. Employees that require Maternity or Parental Leave shall not be discriminated against, nor shall their salary or employment status at the Village of Innisfree be negatively affected by it.

**5.2** For any further clarification, reference shall be made to the *Employment Standards Code* of Alberta.

**6.0** End of Procedure

**Policy:**

The Village of Innisfree recognizes the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

**Purpose**

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures for the Village of Innisfree staff.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding vacation leave.

**1.0 Definitions:**

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

**2.0 Responsibilities:**

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

**3.0 Guidelines:**

- 3.1 Employees (including probationary employees) will be granted paid vacation at the rate of five percent (5%).
- 3.2 Full-time employees will be granted paid vacation leave according to the following schedule:

Service with Village	Time Allowed
One (1) year, but less than Three (3) years	13 work days paid vacation (5%)
Four (4) years, but less than ten (10) years	17 work days paid vacation (6.5%)
Eleven (11) years or more	21 work days paid vacation (8.0%)

3.3 Part time permanent, casual, or temporary employees shall receive vacation pay on each payroll cheque per the following schedule:

Service with Village	Time Allowed
One (1) year, but less than five (5) years	5%
After Five (5) years	6.5%

3.4 The Village of Innisfree recognizes its permanent part time, casual and/or temporary employees and encourages them to take vacation per the Vacation Pay schedule above.

3.5 For vacation purposes, the reference year spans The Village of Innisfree’s fiscal year, running from January 1 to December 31. Vacation days earned by an employee during a reference year will be granted to the employee at the end of that reference year and will normally not be authorized prior to being earned.

3.6 If a statutory holiday occurs during an employee’s vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the employer, another day before the next annual vacation (that would otherwise have been a work day for the employee).

4.0 **Procedures:**

4.1 Village of Innisfree employees shall limit their use of vacation time to a maximum of three (3) weeks within each three (3) month period. This limit has been established to ensure that the Village of Innisfree may continue to operate using optimal staffing levels, unless authorized by the CAO.

4.2 If an exception is made to authorize paid vacation prior to such time being earned and the employee leaves the Village for any reason before such time is earned the Village will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the Village.

4.3 If inadvertently an employee is provided paid vacation beyond their current entitlement this unearned vacation provided in error will be deducted from the subsequent year’s vacation entitlement and if the employee leaves the Village for any reason before such time is earned the company will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the Village.

4.4 If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule their vacation, the Village will exercise its right to decide on the time. However, in this particular situation the employee will be provided at least two weeks’ notice in writing of the start date of their vacation. The employee must take their vacation at that time.

- 
- 4.5 In the spirit of fair and equitable treatment, new employees who begin service prior to the 16th day of a month will be granted credit for a full month of service.
  - 4.6 Paid vacation time granted to an employee must be used in its totality within twelve (12) months after the end of the reference year in which it is earned.
  - 4.7 The Village of Innisfree reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
  - 4.8 Employees are required to submit in writing notification of their intent to take vacation time at least two (2) weeks in advance. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted at least four (4) weeks in advance. Notification should include departure date, return-to-work date, and the number of vacation days or weeks required.
  - 4.9 Any conflict in vacation requests between employees will be decided based on fairness, equity, Village needs, and the good judgment of the Supervisor or CAO.

**5.0 Legal Compliance**

The Village of Innisfree shall honor this policy in accordance with any applicable, governing laws. For any further clarification, reference shall be made to the *Employment Standards Code for Alberta*.

**6.0 End of Procedure**

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**Policy Statement:**

The Village of Innisfree believes that it is fair to compensate for overtime to employees when they are required to work beyond regularly scheduled hours to overcome unexpected workloads and to meet extraordinary situations.

**Purpose:**

To establish how and when overtime shall be paid and the reporting requirements to support why the overtime was required for risk management purposes.

**Principles:**

**1.0 CALCULATION OF OVERTIME**

- 1.1 Overtime for employees shall be calculated as provided in the employee's contract of employment and/or in accordance with current *Employment Standards Code (ESA)*.
- 1.2 When calculating an employee's hours of work in a work day or a work week, any paid time off shall be included in the total of an employee's hours of work in a work day and a work week.
- 1.3 Overtime shall be calculated to the nearest quarter hour.

**2.0 PAID TIME OFF IN LIEU OF PAYMENT OF OVERTIME**

- 2.1 Overtime less than fifteen minutes in a work day shall be without pay.
- 2.2 It is the intention of the municipality to avoid-overtime pay if at all possible.
- 2.3 Overtime is taken as time off in lieu at a rate of regular pay.
- 2.4 If the Employee has been asked to work overtime, overtime shall be credited to an employee at a rate of one and a half times his/her hourly rate of pay. (*Per ESA Code*)
- 2.5 Employees are encouraged to secure his/her supervisor's approval prior to working overtime whenever possible.
- 2.6 An employee shall take paid time off in lieu of payment of overtime at a time approved by his/her supervisor.

**3.0 OVERTIME REPORT FORM**

- 3.1 The attached Overtime Report form must be completed for all overtime worked for risk management purposes and submitted with timesheet. Timesheets are submitted on a Weekly Basis.

**4.0 END OF PROCEDURE**

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**OVERTIME REPORT**

**Municipal Department:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

\*\*\*\*\*

**Date of Overtime Worked:** \_\_\_\_\_

**Time Period of Overtime:** \_\_\_\_ am/pm to \_\_\_\_ am/pm

**#Hours of Overtime** \_\_\_\_ (to the quarter hour)

**Explanation of the requirement for overtime hours:** (an emergency situation, extended timeframe to complete specific duties, etc.)

\_\_\_\_\_  
Signed by Employee

\_\_\_\_\_  
Signed by Supervisor

## Request for Decision (RFD)

---

**Topic:** Administration Building Rehabilitation Project -ITT Received  
**Initiated by:** MSI Capital Grant Application No. CAP-13414  
**Attachments:** Administration Building Rehabilitation Drawing & Invitation to Tender Document  
Copy of the five Tenders received.

---

### Purpose(s):

1. To review tenders received for the MSI CAP-1344 - Administration Building Rehabilitation Project.
2. To direct Administration on proceeding with specified portions of the Rehabilitation Project.

### Background:

1. Administration developed an Invitation to Tender, (ITT) that described the work required. Specific areas were identified per the following:

#### a. Exterior:

- i. Replacement of Windows – the existing windows are single-paned with a non-sealed single pane storm window set over them; very poor energy efficiency for hot/cold.
- ii. Replacement of Exterior Siding (including fascia) – the existing log-like siding has deteriorated, and the fascia is in poor condition
- iii. Installation of Emergency Exit Steps – required pursuant to the Alberta Building Code and Occupational Health & Safety.
- iv. Enhancement of existing Handicap Ramp – it has not been completed; there is no weather resistant material over-laying the structure.

#### b. Interior:

- i. Front Desk –a portion to be lowered to provide improved sitting/handicapped access
  - built-in cabinets & drawers – existing area has no storage/poor functionality
  - install permanent plexi-glass barrier – provide for additional staff safety
  - doorway access – separate “doorway” access to the Admin office for staff security & safety.
- ii. Installation of photocopier workstation & cabinetry with storage – currently paper stock lays in boxes on the floor and there’s no “working’ space when using the machine. Additionally, there is no area to store Administration documents in an orderly manner.
- iii. Removal of carpet & installation of commercial-grade, waterproof, resistant flooring throughout the entire building – the existing carpet is frayed and is a safety issue.
- iv. Renovation of the bathroom – the green-flowered wallpaper...
- v. Install a cubical area around a CAO workstation (with a larger countertop working area) – the existing small desk was “donated” to the Village and has limited workspace and poor functionality.

#### c. Electrical:

- i. there are telecommunication cords, extension cords, electrical boxes in miscellaneous locations with cords taped onto the carpet and placed in the middle of the floor – serious safety concerns. Additionally, there are very few plugins to provide service at the Administration workstations.
- ii. Due to the size of the breaker box, the photocopier and the coffeepot or the microwave and the electric kettle or any two of the aforementioned appliances, the breaker shuts off; a new 100-amp breaker box to be installed to update the power source in the Administration office.



**d. Plumbing:**

- i. Inspection/replacement of plumbing fixtures in the bathroom - pursuant to the 2016 AMEC Infrastructure Report.
  - ii. Inspection/replacement of plumbing fixtures in the kitchenette (includes installation of a counter along the south wall of the area, (with installation of additional plug-ins for microwave, coffeepot, and fridge.)
2. Administration sent out the Invitation to Tender (ITT) on July 12<sup>th</sup> to several different disciplines, per the requirements of the Administration Building Rehabilitation Project, to:
    - a. Five Building Contractors
    - b. Two Electricians
    - c. Three Plumbers
    - d. Four Flooring companies
  3. The Village received quotes for plumbing, electrical and flooring. However, there were no tenders submitted for the building envelope (windows, siding, interior renovations) prior to the deadline of August 15<sup>th</sup>. In order to attempt to attract additional disciplines' vendors, Administration extended the ITT deadline to September 15<sup>th</sup>.
  4. The Village received one additional quote for flooring; no tenders were received for the various components within the interior nor for the exterior building envelope. Upon contacting those specified vendors, all cited they were already booked up for the year and/or were not interested in the tender.

**Key Issues/Concepts:**

1. There are two "trains of thought" on the ITT items:
  - a. The safety-related items, flooring, and electrical upgrades are very important.
  - b. The rehabilitation of the building envelope is important to restrict additional damages and to improve the energy efficiency of the structure.
2. The only tenders received were for flooring, electrical upgrades, and plumbing.
3. Recommendation to address the components of the tenders that were received and send out another Invitation to Tender for the remainder of the work, to be completed possibly in the spring/summer 2023.
4. The flooring is an important component in the project and must be completed before other items are addressed inside the building; electrical would be addressed upon installation of the flooring.
5. There are some logistical items that will have to be addressed for the flooring install:
  - a. ATB must schedule a contractor to move their safe and the Village would have to arrange for the move of its safe as well.
  - b. Getting ready for the work will require substantial moving and removal of structures/items within the building.
  - c. Scheduling of the work around the work hours of the ATB and the Village Office.
6. Shortly thereafter, the electrical work would be required to get everything up and running again.

7. Quotes received from:

- a. Flooring: (Heavy vinyl, flexible glued-down plank flooring)
  - i. TOMA \$13,814.15
  - ii. Maritime \$11,981.50 (Verified quote includes disposal/bin rental)
- b. Electrical:
  - i. Vegreville Electrical Services \$ 2,909.74  
(Quote did not provided any detail. Does not include installation of a new sub panel & connection of existing & additional circuits; nor addition of dedicated circuits to the photocopier, kitchenette area, nor the ATB area additional plugins.)
  - ii. Bortnick Electrical \$10,625
- c. Plumbing:
  - i. Vegreville Plumbing & Heating \$3,461

**Financial Implication(s):**

- 1. None recognized as this project will be funded under the MSI Capital Grant Program.

**Option(s):**

- 1. That Council accept the following quotes for the Administration Building Rehabilitation Project:
  - a. Maritime Hardwood Floors Ltd. \$11,981
  - b. Vegreville Plumbing & Heating Ltd. \$ 3,461
  - c. Bortnick Electric Ltd. \$10,625

Further, Council directs Administration to send out another Invitation to Tender for the remaining Administration Building Rehabilitation Project items.

- 2. That Council decline to endorse tenders received for the Administration Building Rehabilitation Project and direct Administration to send out an Invitation to Tender, requesting detailed specifics on each Tender received.
- 3. That Council direct Administration in another manner regarding the Administration Building Rehabilitation Project.

**Relevant Policy/Legislation:**

- 1. Strategic Plan Priority #3 – Ensure Viability
- 2. Occupational Health & Safety Act, Code & Regulations

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

A visually appealing building and office provides a positive atmosphere for both staff and visitors (aka “the Public.”) Demonstrating that maintenance and safety issues are addressed should also provide positive political and public reactions.

**RECOMMENDATION(s):**

That Council accept the following quotes for the Administration Building Rehabilitation Project:

- a. Maritime Hardwood Floors Ltd. \$11,981
- b. Vegreville Plumbing & Heating Ltd. \$ 3,461
- c. Bortnick Electric Ltd. \$10,625, (all GST Excluded.)

Further, Council directs Administration to send out an Invitation to Tender for the remaining Administration Building Rehabilitation Project items.

SOUTH

Potentially close off ATB (With private exit/ entrance. Have bank clients enter from south (replace window with doorway access)?

ATB Financial

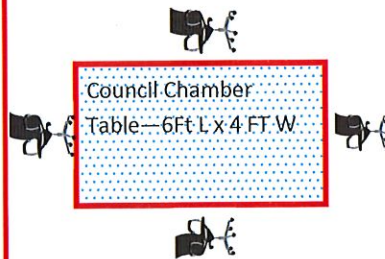
15 Ft

Wall / Door way Access

2 FT

2 ft (Lowered)

2 FT



10 FT 6 Inch

Current: 10 Ft 5 Inch / Proposed: 8 Inch

Bring Back 6 Inches

R E M O V E

Stairs

Stairs

Entrance to Building

Bathroom

Photocopier length: 5 FT



2 Ft W / 3.5 Ft H

2 Ft W / 3.5 Ft H

10 Ft 4 Inch

Wall / Stairs to basement

4ft 4

Coffee Station / Office Supplies

8 Ft



8 Ft

Proposed Cubical Area for CAO

18 FT 2 inches

NORTH

SOUTH

**Proposed Administrative Officer Renovation Ideas:**

- Front Desk
  - Dropped down in front for sitting, wheel chair access, etc.
  - Built in Cabinets/Drawers
  - Built in desk for Admin Assist
  - Plexi/Glass Barrier
- Door Way entrance to office/Council chambers
- Photocopier station with cabinets for paper and office supplies (north facing wall)
- Drywall whole north wall (if applicable)
- Flooring throughout whole bldg. (Commercial Grade Vinyl / Durable and water resistant)
- Cubical around CAO Work station
- Windows/Window coverings and treatment of upper windows
- Reorganization of kitchenette/supply room/doors to safe room
- Bathroom: Flooring, plumbing and wall paper
- 

NORTH



# VILLAGE OF INNISFREE

## INVITATION TO TENDER – ADMINISTRATION BUILDING REHABILITATION

August 22, 2022

**\*NOTICE OF EXTENSION\***

The Village of Innisfree is seeking a contractor(s) for the following projects:

- **Administration Building Exterior**
  - Replacement of Windows.
  - Replacement of exterior siding (including fascia)
  - Install Emergency Exit steps
  - Enhancement to existing Handicap Ramp
- **Administration Building Interior**
  - Front Desk:
    - Portion of counter to be lowered, to allow for sitting and wheelchair access, etc.
    - Built in cabinets/drawers
    - Install Plexi-Glass barrier
  - Doorway Entrance:
    - Install separate door access into Village Office area
  - Installation of photocopier station with cabinets for paper and office supplies (North facing wall)
  - Removal of existing carpet and installation of commercial grade waterproof/resistant vinyl flooring throughout entire building
  - Renovation of bathroom.
  - Installation of cubical area around CAO workstation.
- **Electrical**
  - Reconfiguration of plug-ins
  - Re-wiring/routing of computer related cords
- **Plumbing**
  - Plumbing fixtures in bathroom (inspection/replacement)
  - Plumbing in kitchenette area (inspection/replacement)

**\*Please specify which section(s) of the Invitation to Tender you are submitting a quote on.**

The Village of Innisfree may increase or decrease the scope of work in any area.

Permits, permit costs and drawings, to be included in overall quoted price.

Please contact the Village Office at 780-592-3886 or email [admin@innisfree.ca](mailto:admin@innisfree.ca) should you wish to view/inspect the proposed construction area prior to submission of a quote.

.....

### **Submission of Quotes:**

Please mail/fax/email or drop off a detailed quote to the Village of Innisfree no later than **Thursday, September 15, 2022 4:00 PM (Local Time)** to the following address:

Village of Innisfree  
Attn: Invitation to Tender – Administration Building Rehabilitation – “Section Quoted”  
Box 69, 5116 – 50 Avenue  
Innisfree, AB  
T0B 2G0

Email: [admin@innisfree.ca](mailto:admin@innisfree.ca)

Fax: 1-(780)-592-3729



5114-50th Avenue  
 Vermilion AB T9X 1B1  
 780-853-7393  
 shelly@tomafinefloors.com  
 www.tomafinefloors.com  
 GST/HST Registration No.: 776415481 RT0001  
 Business Number 776415481 RC0001

**Estimate**

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

ESTIMATE 1250  
 DATE 01/09/2022

DESCRIPTION	AMOUNT
Project to include removal of all flooring. Proper floor preparation for Luxury Vinyl Plank (a stock color selected) to be installed. All adhesives, stair nosing, shop supplies, freight & mileage included.	12,219.90
-	
Product will be installed to manufacturer requirements against current walls. We recommend a pine wood quarter round to be installed up against all the walls after the plank is installed to professionally finish the edges. Includes quarter round & installation.	1,594.25
-	
* All furniture & safe moving to be completed by works department	
* All plumbing removal & install to be done by other (toilet & vanity)	
* Disposal bin provided by Village of Innisfree for removal of all products & scraps	
* Project breakdown available upon request	

Disclaimer:  
 \* We do our best to be careful, but scuffs and marks on walls may occur and during removal and installation, we are not liable to cover repair costs for these.  
 \* Special orders, supply only orders will be paid in full before an order is placed. These are also not subject to return or exchange.

SUBTOTAL	13,814.15
GST @ 5%	690.71
<b>TOTAL</b>	<b>\$14,504.86</b>

Accepted By

Accepted Date

Maritime Hardwood Floors Ltd.  
 Box 169 Innisfree, Alberta T0B 2G0  
 marharfi@telus.net  
 780-592-3946  
 780-592-3817

# Estimate

Number **E104**

Date **9/8/2022**

Bill To  
**Village of Innisfree**  
**5116-50 Avenue**  
**Innisfree Alberta, T0B 2G0**

Ship To  
**Village of Innisfree**  
**5116-50 Avenue**  
**Innisfree Alberta, T0B 2G0**

PO Number	Terms	Customer #	Service Rep	Project
86446-6701 RT0001				

Description	Quantity	Hours	Price Rate	Tax 1	Amount
Quote is for the removal of existing carpet, LVT commercial grade flooring, installation of 2 steps and labour cost			\$11,981.50	✓	\$11,981.50

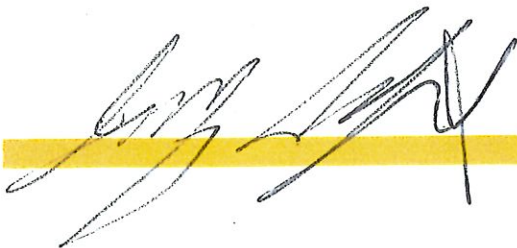
The material to be installed has 8 different style or colours to choose from, upon request. If you have any questions, we would be glad to answer them Thank you, we do appreciate

Amount Paid  
 Amount Due

\$0.00  
**\$12,580.58**

Discount  
 Shipping Cost  
 Sub Total  
 GST Tax 0.00% on \$11,981.50  
 PST Tax 0.00% on \$0.00  
 Total

\$0.00  
 \$0.00  
 \$11,981.50  
**\$599.08**  
 \$0.00  
**\$12,580.58**



**VEGREVILLE ELECTRICAL SERVICES (1996) LTD.**

**P.O. BOX 1441 5321 50 STREET**

**VEGREVILLE, AB. T9C 1S6**

**PHONE: (780) 632-3570 FAX: (780) 632-3501**

**admin@vegrevilleelectric.com**

VILLAGE OF INNISFREE  
BOX 69  
INNISFREE, ALBERTA  
T0B 2G0

AUGUST 12, 2022

**ATTENTION: BROOKE MAGOSEE**

RE: ELECTRICAL WORK FOR THE VILLAGE OF INNISFREE ADMINISTRATION BUILDING TENDER IN INNISFREE ALBERTA.

THIS ESTIMATE IS TO PROVIDE AND INSTALL:

- ELECTRICAL WORK FOR THE VILLAGE OF INNISFREE ADMINISTRATION BUILDING TENDER AS REVIEWED AND DISCUSSED ON SITE.
- ALL NECESSARY ELECTRICAL PERMITS.

PRICE: \$2909.74

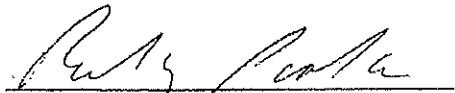
\*NOTE: THIS PRICE DOES NOT INCLUDE G.S.T.

\*\* NOTE: FINAL PAYMENT TO BE MADE WITHIN 30 DAYS OF JOB COMPLETION.

\*\*\*NOTE: THIS ESTIMATE WILL BE VALID FOR 30 DAYS FROM THE DATE ON THE TOP OF THIS ESTIMATE.

\*\*\*\*NOTE: ANY LABOUR AND MATERIALS REQUIRED FOR ANY ELECTRICAL CHANGES, UNFORESEEN REPAIRS AND/OR ADDITIONS WILL BE AT AN EXTRA CHARGE TO THE OWNER.

\*\*\*\*\*NOTE: AN ADDITIONAL PRICE WAS REQUESTED FOR AN ELECTRICAL PANEL UP GRADE. THE UPGRADE ESTIMATED PRICE WOULD BE \$3163.05.



ROCKY W. POOKE (OWNER)

VEGREVILLE ELECTRICAL SERVICES (1996) LTD.



# **Bortnick Electric Ltd.**

Sept 15, 2022

*RE : Village Of Innisfree*

*ATTN : Invitation to Tender - Administration Building Rehabilitation - Electrical*

Electrical quote for the following (as per on-site discussion Aug 3, 2022)

- installation of new sub panel in basement and connection of existing circuits
- removal of existing floor receptacles and phone/data jacks
- receptacle for Brooke cubicle (dedicated circuit)
- photocopier receptacle (dedicated circuit)
- front desk receptacles (2 receptacles, each dedicated circuit)
- kitchenette fridge receptacle (dedicated circuit)
- kitchenette microwave receptacle (dedicated circuit)
- kitchenette coffee receptacle (dedicated circuit)
- re-wire/routing of phone/data cables
- ATB n.e. receptacle (dedicated circuit)
- ATB west wall receptacles (2 receptacles, each dedicated circuits)
- ATB north wall receptacles (2 receptacles, each dedicated circuits)
- ATB printer receptacle (dedicated circuit)

Notes:

- electrical permit included in quote
- installation in accordance with Alberta Safety Codes
- unforeseen issues to be discussed before work commences

**Labour and Material Total**

**\$ 10,625.00**

**(GST NOT INCLUDED IN QUOTED PRICE)**

**(PRICE FIRM FOR 30 DAYS OF QUOTED DATE)**

Sincerely,

Chris Bortnick  
Bortnick Electric Ltd.

**Vegreville Plumbing and Heating Ltd.**

5034 52 Ave., Box 807  
Vegreville, AB T9C 1R9  
(780) 632-2275 or (780) 632-2949



August 10, 2022

Village of Innisfree  
P.O. Box 69  
Innisfree, Alberta T0B-2G0

Attention: Invitation to Tender

email: [admin@innisfree.ca](mailto:admin@innisfree.ca)

RE: ADMINISTRATION BUILDING REHABILITATION - PLUMBING

Thank you for the opportunity to bid this job. As per your tender, we are pleased to quote on the Plumbing:

**PLUMBING:**

**Supply and Install Fixtures:**

- Remove existing Water Closet
- Remove existing Basin
- Remove existing Kitchen Sink
- 1-Contrac Regular Height Elongated Water Closet complete with Seat, New Shut-Off Valve and New Braided Supply Line
- Reinstall owner's existing Basin complete with New Delta 540 Single Lever Chrome Faucet, New Chrome Mechanical Pop-up, New Drainage and shut-off Valves under Sink
- 1-QCLA2027R-8-3 Double Compartment Stainless Steel Sink complete with Delta 136 Single Lever Chrome Tap, New Braided Supplies, New Shut-off Valves, and Drainage Piping under Sink
- All Labor to Supply and Install

**Total: \$3,461.00 (GST extra)**

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## Request for Decision (RFD)

---

**Topic:** MSP Capital Grant Program – Reallocation of Grant Funds Proposal  
**Initiated by:** Administration  
**Attachments:** MSP Grant Fund Proposed Application – 2021 Asphalt Patching Repairs - Innisfree

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### Purpose(s):

1. To review the MSP Capital Grant Program requirements.
2. To review a proposal to submit a MSP Grant application to fund the 2021 Asphalt Patching Repairs completed in 2022 to fulfill the requirements of the MSP Grant Program.

### Background:

1. The Municipal Stimulus Program provides additional capital infrastructure funding to municipalities with the primary objective to sustain and create local jobs, enhance provincial competitiveness and productivity, position communities to participate in future economic growth, and reduce municipal red-tape to promote job-creating private sector investment.
2. Funding was distributed on a per capita basis with a \$50,000 minimum funding amount for municipalities with smaller populations; summer villages were allocated a base of \$5,000 plus the per capita amount. This was the same formula as used by the Canada Community-Building Fund (CCBF - formerly the Federal Gas Tax Fund).
3. Construction of eligible projects had to begin in 2020 or 2021.
4. Proponents were required to attest that the project would not go forward in the absence of support through the stimulus program and would not create operational funding requirements for the province or result in municipal tax increases.
5. As the Village received approval from Municipal Affairs in 2021 to extend the MSP Grant an additional year, the deadline for the expenditure of all MSP Grant funds is December 31, 2022. (The Village would be required to send back the unexpended funds.)

### Key Issues/Concepts:

1. The Village's 2022 MSP Capital Grant application for the Water Metering Rehabilitation Project was recently cited as non-eligible by a Municipal Affairs Grant Adviser.
2. Administration discussed the MSP Capital Grant guidelines with the Grant Advisor and determined that the Village's Asphalt Remediation Project contracted in 2021 and completed in 2022 would comply with the guidelines.
3. The Asphalt Remediation Project costs were \$23,706 with \$5,100 funded by the Canada Community-Building Fund – Infrastructure Canada (CCBF) Grant Program, leaving a remaining balance of \$18,650 which was to be funded by an Operational Reserves transfer.
4. The balance of the MSP Capital Grant funds remaining are: \$13,850.
5. Utilizing the remaining \$13,850 in MSP Grant Funds will result in the Village funding only \$4,800 of the project costs and would also reduce the capital budget and budgeted transfer from operational reserves by \$13,850.

- 
6. The following Project Objectives have been recorded on the application, which are directly related to the Program Objectives: *“The enhancement of the municipal roadways will provide a significant improvement to the physical condition and usage of the roadway, extend its useful life, and will improve the safety of residents and (& visitors alike) when accessing the roads. This work would not be a part of normal maintenance, as the municipality does not have the equipment nor material and supplies required, but the initiation of this project ensures the infrastructure retains its useful life.”*

**Options:**

1. That Council direct Administration to submit the MSP Capital Grant application for \$13,850 to fund a portion of the 2021 Asphalt Remediation Project.
2. That Council direct Administration in another manner.

**Financial Implications:**

The use of the remaining \$13,850 in MSP Grant Funds will result in the Village funding only \$4,800 of the project costs and will also reduce the capital budget and the budgeted transfer from Operational Reserves by \$13,850.

**Relevant Policy/Legislation:**

1. MGA s. 245 – Capital Budgets
2. Strategic Plan – Priority 3 – Ensure Viability

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

1. The improvement in the roads infrastructure is welcomed by residents and visitors alike.
2. To know that the costs for the remediation will impact the Village financial status in a diminished capacity should also be a welcomed fact.

**Recommendation:**

That Council direct Administration to submit the MSP Capital Grant application for \$13,850 to fund a portion of the 2021 Asphalt Remediation Project.

Municipality Information	
Municipality Name	INNISFREE
Contact Name	Brooke Magosse
Telephone	(780) 592-3886
Date	12-Sep-2022

Office Use Only
Municipal Code

Please refer to the Municipal Stimulus Program (MSP) guidelines for more information to assist you in completing this application.

### Submission

This application form, program guidelines and additional program information are available on the MSP website at <https://www.alberta.ca/municipal-stimulus-program.aspx>. Municipalities are required to commit to the conditions stated in the guidelines including red tape reduction efforts to incentivize new, job-creating private sector investment.

- Applicants are permitted to submit a maximum of five projects for consideration.
- Submit one application per project. The completed application form must be saved and emailed to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).
- Electronic signatures will be accepted.
- All application details must be completed before submitting the form.
- Applicants are encouraged to save a copy of the completed form for their own records.
- Project applications must be submitted by October 01<sup>st</sup>, 2020. Please note that this is the first intake deadline and late applications will not be accepted.
- Municipalities must attest that the project will not result in municipal tax increases.

Submit the completed application form to:

Alberta Municipal Affairs  
Grant and Education Property Tax Branch  
Email: [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca)

If you have any questions, please call (780) 422-7125 or toll-free by first dialling 310-0000.

### Legal Statement

The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act. If your grant application is approved, your name, the grant program and the amount of the grant may be published on the Government of Alberta Grant Disclosure Portal as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions concerning the collection of this information, please contact the Grants and Education Property Tax Branch at 780-422-7125 or by writing to the Grant Program Delivery Director, 15th Floor, Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4.

## Project Information

1. Project Name: 2021 Asphalt Patching Repairs - Innisfree
2. Project Description: Please provide sufficient details including specific asset, activities, major works and location that clearly demonstrate project eligibility (See *Municipal Stimulus Program Guidelines*).

The Village of Innisfree conducted asphalt patching repairs to the municipal roadways, at multiple locations throughout our community.

3. Project Objectives: Please provide sufficient details to determine alignment with the program objectives (See *Municipal Stimulus Program Guidelines, section 2*).

The enhancement of the municipal roadways will provide a significant improvement to the physical condition and usage of the roadway, extend its useful life and will improve the safety of residents and (& visitors alike) when accessing the roads. This work would not be a part of normal maintenance, as the municipality does not have the equipment nor material supplies required, but the initiation of this project ensures the

4. Estimated construction start date: 01-Jul-2022      5. Estimated construction end date: 31-Jul-2022

6. Please provide the type of capital project and associated details of the capital project.

Functional Category of Project	Resulting Capital Asset	Quantity	New	Rehab	Replace
Roadways and Bridges	Road/Street (Lane Km.)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
.	.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.	.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.	.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Will the project involve the use of municipal forces to carry out the project? (See MSP Capital Funding Guidelines). *If Yes, I certify that there are no private forces available to carry out the project.*       Yes       No

8. Is the project a joint-project/multi-jurisdictional project?       Yes       No

If you have answered yes to question 8, please complete the table below.

- 8a. Identify each partner's financial contribution to the municipal share of project cost. Total percentage must equal 100%.

Municipality/Partner Name		% of Total Project Cost
A	INNISFREE	100.0%
B	.	0.0%

9. Would this project have gone ahead this year or next year in the absence of support through the MSP?       Yes       No

10. By checking this box I certify that any municipal expenses associated with this project, including any municipal capital contribution and any operating cost associated with the resulting asset, will not be funded through increases in municipal property taxes.



**Financial Information**

11. Provide project financial information below by year of anticipated budgeted expenditure (*Fill in the blanks below.*)

	2020	2021	Total
Total Project Cost		\$23,750	\$23,750.00
Ineligible Cost ( <i>see Guidelines – Schedule 4</i> )			\$0.00
Project Cost To Be Funded By Other Sources ( <i>This may Include funding from municipal sources, partners, or other anticipated revenue.</i> )		\$9,900	\$9,900.00
<b>Eligible Project Cost To Be Funded From MSP</b>	\$0.00	\$13,850.00	\$13,850.00

**Certification**

This form must be completed by the Chief Administrative Officer or Duly-Authorized Signing Officer.

\_\_\_\_\_  
*Signature of Chief Administrative Officer*

Brooke Magosse

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date of Signature*

(780) 592-3886

\_\_\_\_\_  
*Telephone Number (include area code)*

I certify that the information contained in this Project Profile is correct, that these expenses have not been deemed eligible under any other Program, and that the allocated grant amount will be applied in the year and manner described above once this Project Profile has been accepted by the Minister.

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## Request for Decision (RFD)

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**Topic:** F. Nykolaychuk Memorial  
**Initiated by:** Administration/Council  
**Attachments:** Copies of the 4 Quotes attached.

---

### Purpose(s):

1. To review the 2022 memorial donations total received for Mr. Frank Nykolaychuk.
2. To review proposals and approve the purchase of an item in memory of Frank Nykolaychuk.

### Background:

1. Long-time, Village Resident, Mr. Frank Nykolaychuk donated countless hours of his time, materials, expertise and constructed many of the picnic tables at Birch Lake Park & Campground.
2. Mr. Nykolaychuk passed away on March 7, 2022.

### Key Issues/Concepts:

1. Year-to-date, the Village has received \$1,025 for memorial donations in honour of Mr. Nykolaychuk.
2. Administration recommends the memorial donations collected be utilized to purchase an item that would provide recognition of Mr. Nykolaychuk's community contributions at the Birch Lake Park & Campground.
3. Administration considered Mr. Nykolaychuk's expertise in constructing furniture (i.e., the picnic tables) at the Park as inspiration and reviewed several options:
  - a. Uline: Metal Picnic Table – 8' Rectangle: \$1,598
  - b. Uline: Deluxe Plaza Bench with Recycled plastic planks for maintenance-free use: \$1,382
  - c. Uline: Courtyard Bench with Back & Mounting hardware: \$1,351
  - d. Forever Monuments – Vegreville – Granite 4' Bench with Engraving - \$2,866
4. The formal appearance, and permanence of a granite bench, (as is displayed in front of the Village Office,) is deemed appropriate for the Memorial for Mr. Frank Nykolaychuk. The quote includes the installation of a cement pad under the bench, engraving of the memorial, and the delivery and installation of the bench itself.
5. Forever Monuments Representative Len Babyn recommended the 'In Memory' quotation be engraved into the granite; this reduces the likelihood of theft due to the personalized nature of the granite.
6. A location at the Birch Lake Park & Campground will be determined for the placement in a location that will not impede work/traffic, nor detract from the memorial recognition it is intended to provide.
7. The Village has received its allotment of the 2022 MSP Operating Grant in the amount of \$36,768 which was not allocated in the 2022 Operational budget. After utilizing the Memorial donations, allocating the costs required to totally fund the expenditure from the MSP Operating grant would ensure the Memorial Proposal would not impact the 2022 Operational budget.

### Options:

1. That Council approve the quote from Uline for a metal, eight-foot, rectangle picnic table in the amount of \$1,598 and direct Administration to utilize the Memorial donations received in Mr. Frank Nykolaychuk's Memory and fund the balance of the expenditure with MSP Operating Grant funds.



2. That Council approve the quote from Uline for the Deluxe Plaza Bench for \$1,352 and direct Administration to utilize the Memorial donations received in Mr. Frank Nykolaychuk's Memory and fund the balance of the expenditure with MSP Operating Grant funds.
3. That Council approve the quote from Uline for the Courtyard Bench for \$1,351 and direct Administration to utilize the Memorial donations received in Mr. Frank Nykolaychuk's Memory and fund the balance of the expenditure with MSP Operating Grant funds.
4. That Council approve the quote from Forever Monuments (Vegreville) for an engraved granite bench \$2,866 and direct Administration to utilize the Memorial donations received in Mr. Frank Nykolaychuk's Memory and fund the balance of the expenditure with MSP Operating Grant funds.

**Financial Implications:**

None identified

**Relevant Policy/Legislation:**

Strategic Plan – Vision: *"Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles."*

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

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

The recognition of Mr. Frank Nykolaychuk's contributions to the community, the Memorial Bench project should be viewed as favourable by the Public.

**Recommendation:**

That Council approve the quote from Forever Monuments (Vegreville) for the engraved granite bench for \$2,866 and direct Administration to utilize the Memorial donations received in Mr. Frank Nykolaychuk's Memory and fund the balance of the expenditure with MSP Operating Grant funds.

## METAL PICNIC TABLES

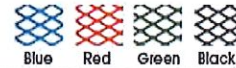


[Enlarge & Video](#)

Uline loves these! Attractive, rugged and built to last. Give your corporate office patio an upscale look.

- Thermoplastic coating withstands heat, cold and all weather elements. Rust free.
- High gloss, smooth surface allows for easy spray paint and graffiti removal.
- 9 gauge expanded metal with 2" black steel frame.
- Rounded corners for added safety.
- ADA Picnic Tables – Wheelchair access. Round and square tables have one less bench. Rectangle table has shorter benches.
- Mounting hardware included.
- [Umbrella and Base](#) available.

### METAL PICNIC TABLES - IN STOCK SHIPS TODAY



MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		ADD TO CART
				1	3+	
<a href="#">H-9537</a>	46" Square	80 x 80 x 31"	185	\$1,572	\$1,507	<a href="#">Specify Color</a>
<a href="#">H-10001</a>	46" Round	81 x 81 x 31"	175	1,598	1,533	<a href="#">Specify Color</a>
<a href="#">H-10002</a>	6' Rectangle	72 x 61 x 31"	145	1,507	1,441	<a href="#">Specify Color</a>
<a href="#">H-10003</a>	8' Rectangle	96 x 61 x 31"	170	1,598	1,533	<a href="#">Specify Color</a>

SHIPS SAME DAY FROM ULINE UNASSEMBLED VIA MOTOR FREIGHT

### METAL PICNIC TABLES - CUSTOM COLORS



MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		ADD TO CART
				1	3+	
<a href="#">H-2126</a>	46" Square	80 x 80 x 31"	185	\$1,572	\$1,507	<a href="#">Specify Color</a>
<a href="#">H-2127</a>	46" Round	81 x 81 x 31"	175	1,598	1,533	<a href="#">Specify Color</a>
<a href="#">H-2128</a>	6' Rectangle	72 x 61 x 31"	145	1,507	1,441	<a href="#">Specify Color</a>
<a href="#">H-2129</a>	8' Rectangle	96 x 61 x 31"	170	1,598	1,533	<a href="#">Specify Color</a>

DROP SHIPS IN 10 DAYS UNASSEMBLED VIA MOTOR FREIGHT

### ADA METAL PICNIC TABLES



MODEL	DESCRIPTION	SIZE	WT.	PRICE EACH	ADD TO
-------	-------------	------	-----	------------	--------

GO

Home > All Products > Facilities Maintenance > Benches > Plaza Benches



H-8720

## PLAZA BENCHES

### DELUXE

Sturdy and durable. For schools and recreational areas.

- Recycled plastic planks never need sealing, painting or staining.
- Smooth, contoured seat and backrest.
- Rust resistant, powder-coated aluminum frame.
- Mounting hardware included.

PLAZA BENCHES						
MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		ADD TO CART
				1	3+	
<a href="#">H-4337*</a>	6' Metal Frame	72 x 24 x 30"	150	\$1,382	\$1,336	<a href="#">Specify Color</a>
■ <a href="#">H-8720</a>	8' Metal Frame	96 x 24 x 30"	210	1,900	1,827	<a href="#">Specify Color</a>

Cedar
  Green
  Gray
  Brown

\*Also available in green

■ SHIPS UNASSEMBLED VIA MOTOR FREIGHT



## COURTYARD FURNITURE

An elegant choice for hotels and shopping centers.

- Glossy, weather resistant powder-coated finish.
- Durable, heavy-duty steel bar construction.
- Benches – Smooth, comfortable seat and armrests. Pre-drilled for surface mounting.
- Planter – Commodious 14-gallon liner for all foliage.
- Bench mounting hardware sold separately.

### COURTYARD FURNITURE

MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		ADD TO CART
				1	3+	
<a href="#">H-3019</a>	6' Bench without Back	71 x 21 x 25"	192	\$1,369	\$1,323	1 <input type="button" value="ADD"/>
<a href="#">H-3018</a>	6' Bench with Back	71 x 26 x 32"	253	1,723	1,664	1 <input type="button" value="ADD"/>
<a href="#">H-3020</a>	Planter	30" Diam. x 26" H	104	1,060	1,009	1 <input type="button" value="ADD"/>

DROP SHIPS IN 20 DAYS ASSEMBLED VIA MOTOR FREIGHT

### COURTYARD FURNITURE MOUNTING HARDWARE

MODEL NO.	DESCRIPTION	FITS	PRICE EACH		ADD TO CART
			1	3+	
<a href="#">H-3021</a>	Bench Mounting Hardware	<a href="#">H-3018</a> or <a href="#">H-3019</a>	\$29	\$28	1 <input type="button" value="ADD"/>

DROP SHIPS IN 20 DAYS

# FOREVER MONUMENTS

4217-51 AVENUE  
VEGREVILLE, AB T9C 1C7  
PHONE: (780) 632-2054 FAX: (780) 632-2052  
CELL: 780-966-9191  
Email: [len@forevermonuments.com](mailto:len@forevermonuments.com)  
WEB: [www.forevermonuments.com](http://www.forevermonuments.com)

September 15, 2022

Thelma Rogers  
Village of Innisfree  
Ph: 780-592-1886  
Email: [admin@innisfree.ca](mailto:admin@innisfree.ca)

**RE: Quote for Bench**

48" Stanstead Grey Bench with back and seat  
24 x 54 x 04 Concrete Pad (Precast)  
Engrave "In Memory of Frank Nykolaychuk  
Installation at Innisfree Birch Lake Park  
Picker Truck, 2 men, mileage & travel:

	<b>\$2730.00</b>
<b>GST:</b>	<b><u>\$ 136.00</u></b>
<b>Total:</b>	<b><u>\$2866.00</u></b>

**We have one in stock at the present time.**  
**We would require 50% down and the balance on installation.**

**Thank you for your inquiry!**

Thanks,  
Len Babyn  
Forever Monuments



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## Request for Decision (RFD)

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**Topic:** Tax Forfeiture: Hazardous/Unsafe Properties  
**Initiated by:** Administration  
**Attachments:** Brownlee LLP Letter dated August 15, 2022  
 REMAX Realty Comparative Market Analysis Report dated March 3, 2022  
 Motion 2022-03-15/16 – March 15, 2022 Regular Council Minutes  
 Assessment Summary Report(s) for each parcel

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**Purpose(s):**

1. To review Legal Counsel's opinion regarding Hazardous/Unsafe Tax Forfeiture Properties held in Tax Forfeiture Title by the Village of Innisfree.

**Background:**

1. Administration contacted our Legal Department (Brownlee LLP) regarding three (3) Hazardous/Unsafe Properties that were subject to Tax Forfeiture pursuant to the *Municipal Government Act* on January 20, 2020 (Tax Sale conducted on December 9, 2019).
2. Council and Administration conducted an onsite inspection of all three (3) parcels on March 22, 2022 and April 27, 2022.

**Key Issues/Concepts:**

1. Brownlee LLP's Letter dated August 15, 2022, has been enclosed for Council's review.
2. A Breakdown of each property is as follows:
  - a. **Plan 4175R, Block 1, Lot PT 38**
    - i. Based on the Assessment Summary Report, these lands consist of a 3600 Square-foot Commercial Parcel with a single structure built in 1936, located on Railway Avenue South.
    - ii. The Assessment Summary Report indicates that, as of the 2021 assessment year, these lands have an assessed value of \$20,440.00. The report notes that the building on the site was an old store, which seems to have been used as a residence (in spite of its commercial zoning) since at least 2012. However, the property has remained vacant for some time.
    - iii. A total of \$22,646.38 in property taxes are outstanding as of September 15, 2022.
    - iv. Administration obtained a Comparative Market Analysis from REMAX Realty (C. Smith) on March 3, 2022, which presented a value of \$20,000 - \$30,000, with a recommended listing price of \$35,000.
    - v. Per Council Motion 2022-03-15/16, Council set the reserve bid at \$20,000.
  - b. **Plan 4175R, Block 6, Lot 12**
    - i. Based on the Assessment Summary Report, these lands consist of a 6,250 square-foot parcel with a single residence built in 1941, located on 53 Street.
    - ii. The Assessment Summary Report indicated that, as of the 2021 assessment year, these lands have an assessed value of \$5,710. The report notes that the residence has been in poor condition for years and is abandoned.
    - iii. A total of \$9,025.24 in taxes are outstanding as of September 15, 2022.
    - iv. Administration obtained a Comparative Market Analysis from REMAX Realty (C. Smith) on March 3, 2022, which presented a value of \$750-\$1,500, with a recommended listing price of \$2,500.00.
    - v. Per Council Motion 2022-03-15/16, Council set the reserve bid at \$2,500.
  - c. **Plan 4175R, Block 8, Lot 14**
    - i. Based on the Assessment Summary Report, these lands consist of a 6,250 square-foot parcel with a single residence built in 1936, located on 52 Street.
    - ii. The Assessment Summary Report indicated that, as of the 2021 assessment year, the lands have an assessed value of \$14,230. The property has been vacant for some time.
    - iii. A total of \$9,265.82 in taxes are outstanding as of September 15, 2022.

iv. Administration obtained a Comparative Market Analysis from REMAX Realty (C. Smith) on March 3, 2022, which presented a value of \$10,000-\$12,000, with a recommended listing price of \$13,500.

d. Per Council Motion 2022-03-15/16, Council set the reserve bid at \$13,500.

**3. *How can the Village appropriately determine whether a building on one of the above lands should be demolished?***

Per Brownlee LLP's letter dated August 15, 2022, any decision as to whether or not to demolish a structure on a tax forfeiture property needs to be made with a view to what will maximize the value of the property, for the benefit of the Village *and* former owner (who has the right to revive their title by paying the tax arrears, and may have the right to the proceeds of sale of the property after the Village's tax arrears and costs are paid).

Demolition will generally be appropriate where the structure is a detriment to the property's value, and its removal would be expected to increase the property's value to such an extent that would outweigh the costs for the demolition (which the Village would be entitled to add to the tax roll or deduct from the proceeds of an eventual sale).

The Village should rely on a professional's opinion – ideally from an appraiser's report, although another professional opinion like a home inspector's report could potentially suffice as well. This is the best way to mitigate the risk of an allegation by the former owner that the Village's decision to demolish was improper in the circumstances.

A Village representative may preform an informal inspection of the interior of the property, but our legal counsel advises against solely relying on this for demolition purposes unless it is completely clear, beyond any reasonable doubt, that the structure is entirely derelict and will need to be demolished (i.e., it would be obvious that demolishing the structure would increase the property's value relative to the cost of demolition, and there is likely no practical need to incur the cost of obtaining a professional opinion).

If the Village chooses to demolish without obtaining a professional opinion, it should properly document the pre-demolition condition of the property with photographs, so as it have evidence available showing that the structure was obviously derelict and in need of demolition.

**4. *What steps would the Village need to take to move forward with demolition?***

The Village would likely need to consult with a demolition contractor to determine what the costs of demolition would be.

As the tax forfeiture owner of the lands, the Village has the authority, and even the responsibility, to possess, preserve, and maintain the lands, including by demolishing detrimental structures as a prudent trustee would.

It is not a requirement to purchase the lands pursuant to Section 425 (1)(b) of the MGA in order to demolish structures. However, purchasing one or more of the lands under Section 425 (1)(b) may be advisable if the Village is concerned about liability to a former owner in respect of the demolition decision it makes (such as where the former owner(s) have expressed interest in the particular lands, and/or approached the Village with respect to recovering the property).

**5. *Can the Village recover demolition costs?***

Yes. Demolition costs can be recovered against a property held as tax forfeiture title either by adding them to the tax roll, or by deducting them from the proceeds of sale as "lawful expenses of the municipality in respect of the parcel" under section 427 of the MGA.

Some concerns noted by Brownlee LLP state that for all three of the lands, the outstanding taxes are high enough that they exceed, or some close to, reserve bid set by Council. Therefore, it is highly likely that there will not be enough proceeds generated from the sale to cover the tax arrears, let alone the full cost to demolish.

**Options:**

1. As directed by Council.
2. Administration be directed to list the above noted lands with REMAX Realty, per Council Motion 2022-03-15/16.
3. Council direct Administration to obtain quotes from an Appraiser. Further, that this item be brought to a future Council meeting for further discussion.



**Financial Implications:**

1. Cost to obtain an appraisal (Est. \$500-\$1500).
2. Outstanding Taxes exceed reserve bids set by Council. Cost to demolish will be at the expense of the Village.

**Relevant Policy/Legislation:**

1. *MGA* Part 10 Division 8: Recovery of Taxes Related to Land
2. *MGA* s. 425 – Right to dispose of parcel

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

1. By removing the derelict dwellings from the above-noted parcels of land, it would increase the overall beautification of the Village.
2. Promote a safer community for our residents.

**Recommendation:**

1. Administration be directed to list the above noted lands with REMAX Realty, per Council Motion 2022-03-15/16.



Refer to: C. J. Auch  
Direct Line: 780-423-7516  
E-mail: [cauch@brownleelaw.com](mailto:cauch@brownleelaw.com)  
Our File No.: 74099-0024

August 15, 2022

Via email: [cao@innisfree.ca](mailto:cao@innisfree.ca)

Village of Innisfree  
5116 – 50 Avenue  
INNISFREE AB T0B 2G0

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

Dear Madam:

**Re: Tax Forfeiture – Dealing with Hazardous/Unsafe Properties**  
**Plan 4175R, Block 1, Lot PT 38 (the “██████████”)**  
**Plan 4175R, Block 6, Lot 12 (the “██████████”)**  
**Plan 4175R, Block 8, Lot 14 (the “██████████”)**  
**(collectively, the “Lands”)**

We are pleased to provide you with our opinion regarding the above matter, which concerns three parcels that are held in tax forfeiture title by the Village and are reportedly in a deteriorated state.

**A. FACTUAL BACKGROUND**

Briefly, we understand that the above-noted Lands were each subject to tax recovery proceedings by the Village a number of years ago. We are not privy to, and have not reviewed, any of the steps taken by the Village with respect to the tax recovery process, and therefore we are assuming for the purposes of this opinion that all steps taken were in accordance with the *Municipal Government Act* (“MGA”).

**██████████ Lands**

We understand, based on an Assessment Summary Report provided by the Village, the ██████████ Lands consist of a 3,600 square-foot commercial parcel with a single structure built in 1936, located on Railway Avenue South. Based on our review of title to the ██████████ Lands (current to July 21, 2022), the Village took tax forfeiture title on January 20, 2020, and the ██████████ Lands have remained in the name of the Village – subject to a tax forfeiture designation – since then. There are no registrations on title.

The Assessment Summary Report indicates that, as of the 2021 assessment year, the ██████████ Lands have an assessed value of \$20,440.00. The Report notes that the building on the site is an old store, which seems to have been used as a residence (in spite of its commercial zoning) since at least 2012. However, the Village notes that the property has been vacant for some time. A total of \$22,646.38 in property taxes are outstanding as of August 8, 2022.

**██████████ Lands**

According to the Assessment Summary Report provided by the Village, the Lands consist of a 6,250 square-foot parcel with a single residence built in 1941, located on 53 Street. Based on our review of title

to the Lands (current to July 21, 2022), the Village took tax forfeiture title to the Lands on January 20, 2020, and the Lands have remained in the name of the Village – subject to a tax forfeiture designation – since then. There are no registrations on title.

The Assessment Summary Report indicates that, as of the 2021 assessment year, the Lands have an assessed value of \$5,710.00. The Report notes that the residence has been in poor condition for years and is abandoned as of September 2019. A total of \$9,025.24 in taxes are outstanding as of August 8, 2022.

### █ Lands

According to the Assessment Summary Report provided by the Village, the Lands consist of a 6,250 square-foot parcel with a single residence built in 1936, located on 52 Street. Based on our review of title to the Lands (current to July 21, 2022), the Village took tax forfeiture title to the Lands on February 20, 2018, and the Lands have remained in the name of the Village – subject to a tax forfeiture designation – since then. There are no registrations on title.

The Assessment Summary Report indicates that, as of the 2021 assessment year, the Lands have an assessed value of \$14,230.00. According to the Village, the property has been vacant for some time. A total of \$9,265.82 in taxes are outstanding as of August 8, 2022.

The Village reports to us that it is concerned about the state of these vacant Lands and is contemplating whether the structures on the Lands should be demolished. The CAO, Mayor and Council have inspected each of these Lands personally and are concerned that the buildings are in an unsafe and hazardous state. It has accordingly asked for an opinion on the appropriate steps to take in determining whether a building on tax forfeiture title should be demolished, and in carrying out the demolition.

## **B. DISCUSSION**

### **1. How can the Village appropriately determine whether a building on one of the above Lands should be demolished?**

When the Village holds title to a property with a “tax forfeiture” designation, it is effectively in the position of a trustee with respect to the property. Given that quasi-trustee role, any decision as to whether or not to demolish a structure on a tax forfeiture property needs to be made with a view to what will maximize the value of the property, for the benefit of the Village *and* the former owner (who has the right to revive their title by paying the tax arrears, and may have the right to the proceeds of sale of the property after the Village’s tax arrears and costs are paid).

Demolition will generally be appropriate where the structure is a detriment to the property’s value, and its removal would be expected to increase the property’s value to such an extent that would outweigh the costs for the demolition (which the Village would be entitled to add to the tax roll or deduct from the proceeds of an eventual sale).

To determine whether this is the case for a particular building, the Village should generally be relying on a professional’s opinion - ideally from an appraiser’s report, although another professional opinion like a home inspector’s report could potentially suffice as well. A professional’s opinion is the best way to mitigate the risk of an allegation by the former owner that the Village’s decision to demolish was improper in the circumstances. While an informal inspection of the interior by Village representatives can be useful in giving the Village a general sense of the state of the state of a structure, we would generally advise against solely relying on this for demolition purposes.

The exception would be cases where it is completely clear – that is, beyond any reasonable doubt – that the structure is entirely derelict and will need to be demolished. In such cases, it would be obvious that demolishing the structure would increase the property's value relative to the cost of demolition, and so there is likely no practical need to incur the costs of obtaining an appraisal or other professional opinion. That said, it is only in the clearest of cases that this approach should be applied, and if the Village does decide to demolish without the benefit of a professional opinion, it should properly document the pre-demolition condition of the property with photographs, so as to have evidence available showing that the structure was obviously derelict and in need of demolition.

## **2. What steps would the Village need to take to move forward with demolition?**

Once the Village determines that demolition of a structure would increase the value of the particular Lands, it would likely be prudent to consult with a demolition contractor to determine what the costs of demolition would likely be, and whether the expected increase in market value resulting from the demolition would outweigh these costs. If it would, then the Village can reasonably move forward with demolition.

There is no special additional legal step that is necessary for the Village to demolish the structure. As the tax forfeiture owner of the Lands, the Village has the authority, and even the responsibility, to possess, preserve, and maintain the Lands, including by demolishing detrimental structures as a prudent trustee would. It can simply arrange for a contractor to undertake the demolition on its behalf.

It is not a requirement to purchase the Lands pursuant to section 425(1)(b) of the *MGA* in order to demolish structures. It is enough that the Village is the tax forfeiture owner. However, purchasing one or more of the Lands under section 425(1)(b) may be advisable if the Village is concerned about liability to a former owner in respect of the demolition decisions it makes (such as where the former owner(s) have expressed interest in the particular Lands, and/or approached the Village with respect to recovering the property). Taking this step will result in the Village being the absolute fee simple owner, with no further obligations owed to the former owner (except in respect of the proceeds). If the Village would be interested in taking this step for any of the Lands to reduce the risks associated with demolition, please let us know and we can discuss this option with you in greater detail.

Similarly, issuing an order under an unsightly premises bylaw, or pursuant to section 546 of the *MGA*, is not required in order to demolish structures on a property held by the Village in tax forfeiture. When demolishing on the basis of this type of order, the Village would be relying on its powers to enforce community standards, whereas when demolishing by virtue of holding tax forfeiture title, the Village would be relying on its status as a quasi-trustee with respect to the property. These are really two different sets of powers and the Village need not rely on one to use the other. Requiring demolition via unsightly order is still an option for a property held by the Village as tax forfeiture title, but given that a designated officer would need to formally inspect the structure's interior, and then issue a formal order (to the Village, as tax forfeiture owner, in addition to the former owner) requiring demolition, relying on the Village's status as tax forfeiture owner to demolish may be less cumbersome. An unsightly order could, however, be an option in cases where the demolition cannot be justified from a quasi-trustee perspective (i.e. demolishing the structure would not improve the value of the land relative to the costs of demolition), but can be justified from the perspective of enforcing community standards under section 546 of the *MGA*. If the Village may be interested in taking demolition steps on the basis of an unsightly order, please let us know and we can provide separate legal advice with respect to that.

### 3. Can the Village recover demolition costs?

In general, the answer to this is yes. Demolition costs can be recovered against a property held as tax forfeiture title either by adding them to the tax roll, or by deducting them from the proceeds of sale as “lawful expenses of the municipality in respect of the parcel” under section 427 of the *MGA*. In either case, the Village is able to recover the demolition costs through the market-value sale of the property and the proceeds generated from the sale.

The difficulty in this case is that for all three of the Lands, the outstanding taxes are high enough that they exceed, or come close to, the assessed value. Only in the case of the [REDACTED] Lands are the outstanding taxes lower than the assessed value (\$9,265.82 versus \$14,230.00).

This means that:

- unless the assessed values are much lower than the fair market values for these Lands; or
- unless demolition would be expected to increase the value of these Lands in a manner that far outweighs the costs of demolition;

it is highly likely that, with the possible exception of the [REDACTED] Lands, there will not be enough proceeds generated from the sale to cover the tax arrears, let alone the full cost of demolition.

In other words, while the Village is legally able to recover demolition costs from the proceeds of sale of a tax forfeiture property, it can only do this to the extent there are available proceeds of sale. In cases like these, where there may not be sufficient proceeds, the Village may be forced to sustain a shortfall, either with respect to the tax arrears, the demolition costs, or both.

This cost recovery concern does not, however, mean that we would necessarily advise against demolishing any structures on the Lands. It may be the case that demolishing a particular structure would increase the market value of the underlying Lands to an extent that exceeds the expected costs of demolition – if that is the case, then demolition would likely be worthwhile, as the increase in value would, in theory, result in additional sales proceeds that would cover the demolition costs as well as some tax arrears.

### C. SUMMARY

With respect to each of the [REDACTED] Lands, [REDACTED] Lands, and [REDACTED] Lands, we would generally suggest taking the following steps.

First and foremost, if not already done, the Village should immediately take prudent steps to secure these Lands to the extent necessary to protect the public – e.g. ensuring doors are locked, securing broken windows, and other steps to prevent unauthorized entry that could result in harm. Like demolition costs, costs associated with taking these steps can be added to the tax roll or deducted from available proceeds of sale.

The Village should then consider whether any of the structures on the Lands fit into the category of being obviously derelict and clearly in need of demolition – it will be up to the Village to make that determination for each structure. If the Village considers that this is the case for a particular structure, it can arrange to have it demolished without obtaining a professional’s opinion, though it should be careful to document the pre-demolition condition of the structure with photograph evidence.

If there is any reasonable doubt in that regard, then the Village should likely obtain an appraisal of each of the Lands from a licensed appraiser. This will accomplish three things. First, it will allow the Village to determine whether the structures on each of the Lands have a negative value, and would accordingly be candidates for demolition. Second, it will give the Village a picture of the current value of each parcel, and accordingly give the Village an idea of whether the tax arrears owing on each parcel are likely to be fully recovered from a sale of that parcel. Third, for the purposes of a future sale, it will help the Village to determine an appropriate sale price for each of the Lands that is "as close as reasonably possible to market value" as required by the *MGA*.

Once the appraisals have been obtained, if it is determined that one or more of the structures on the Lands have a negative value, the Village can consult with a demolition contractor to determine what the approximate costs of demolition would be for each such structure. Depending on whether demolition of a particular structure would be expected to increase the parcel's market value over and above the costs of demolition, the Village can then take any demolition steps it considers prudent, on the basis of its authority as the tax forfeiture owner.

Next, once any prudent demolition activities are completed, the Village will be in a position to sell the Lands for a price as close as reasonably possible to market value, with a view to directing the proceeds toward tax arrears and demolition costs. If extensive demolition steps were taken, it may be prudent to obtain an additional, post-demolition appraisal to get a more accurate picture of the Lands' market value for sale, although a realtor's estimate of value – or in a pinch, the assessed value, though this is less accurate and more risky – could be used to determine market value as well.

We trust the foregoing to be of assistance in this matter. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Yours truly,

**BROWNLEE LLP**

**PER:**



**CURTIS J. AUCH**

CJA/GGP



## Prairie Realty

Re: Innisfree, AB Property Evaluations

March 3, 2022

This evaluation is based on information acquired by a visual inspection of the property's exterior March 2, a review of comparable properties in the Village of Innisfree, and an analysis of current market conditions.

Residential:

4915 – 53 St - Lot value of \$750-1500 List price of \$2500

4824 – 52 St - Suggested value \$10-12,000 – List price of \$13,500

Commercial: 4923-51 St & lot - 5015 – Railway Avenue S - Suggested value \$20-30,000 –  
List price \$35,000

Attached are the comparable properties that I based my evaluation on.

Thank you for entrusting me to provide you with this evaluation. In the event you should require any further assistance or would like to discuss this property further, please contact me directly at (780)853-7753.

Charlotte Smith

RE/MAX Prairie Realty

#101, 5208-46 Ave.

Vermilion, AB T9X 1X8

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF MARCH 15, 2022

AMENDING BYLAW 650-20 -  
WATER AND  
WASTEWATER BYLAW  
618-16  
AUTHORIZE THIRD  
READING  
2022-03-15/13

Moved by **Clr. Raycraft** that Council authorize THIRD reading on Bylaw 650-20 this 15<sup>th</sup> day of March 2022.

UNANIMOUSLY CARRIED.

AMENDING BYLAW 650-20 -  
WATER AND  
WASTEWATER BYLAW  
618-16  
THIRD AND FINAL  
READING  
2022-03-15/14

Moved by **Clr. McMann** that Council approve THIRD and FINAL on Bylaw 650-20 this 15<sup>th</sup> day of March 2022.

CARRIED

DRAFT 2022 STRATEGIC  
PLAN  
2022-03-15/15

Moved by **Clr. McMann** that Council approve the Draft Strategic Plan with the following amendments:

- Introduction: Remove "Population of 220" and replace with "Population of 187"
- Strategic Priority # 2 – Safe, Healthy and Fun Community
  - Key objective 2" – Remove "COVID 19" and replace with "Public Health".
  - Add a Key Objective 4 to read "Council to continue to be an active member of the Yellowhead Health Advisory Council."
- Strategic Priority #5 – Promotion of the Community
  - Add Key Objective 4 to read "To Ensure Innisfree Museum is properly maintained to ensure it remains a viable resource for our community and is welcoming to tourists."

CARRIED

TAX RECOVERY  
PROPERTIES FOR SALE –  
COMMERCIAL &  
RESIDENTIAL  
2022-03-15/16

Moved by **Clr. Raycraft** that Council endorse a motion to set the reserve bids, as close as reasonably possible to Market Value, of the following properties, per REMAX Realty's Comparative Market Analysis:

- a. 4915 – 53 Street (4175R; 6; 12) - \$750 (Listing Price: \$2,500)
- b. 4824 – 52 Street (4175R; 8; 14) - \$10,000 (Listing Price: \$13,500)
- c. 4923 – 51 Street (4175R;1; W PT 38) / 5015 Railway Avenue S (4175R; 1; E PT 38) - \$20,000

Further, that Administration be directed to list 4915 – 53 Street (4175R; 6; 12) with a listing price of \$2,500 and 4824 – 52 Street (4175R; 8; 15) with a listing price of \$13,500 and appoint REMAX Realty as the listing agent.

Furthermore, that 4923 – 51 Street (4175R;1; W PT 38) / 5015 Railway Avenue S (4175R; 1; E PT 38) be cleaned and cleared in preparation for sale.

CARRIED

INNISFREE DELNORTE  
SCHOOL FINANCIAL  
SOCIETY – REQUEST FOR  
FUNDING  
2022-03-15/17

Moved by **Clr. Raycraft** that Council endorses a motion to support the Innisfree Delnorte School Financial Society proposal of resurfacing and repurposing the existing tennis courts into a multi-purpose sport area, located at the Innisfree Delnorte School location, in principle.

Furthermore, that Council direct Administration to table this item to the April 19, 2022, Regular Council meeting for further review and discussion as part of the budgeting process.

CARRIED

ELECTRIC VEHICLE  
CHARGING PROGRAM –  
MCCAC  
2022-03-15/18

Moved by **Clr. McMann** that Council direct Administration to submit an Expression of Interest Application, through the Electric Vehicle Charging Program. Furthermore, that this item be brought to the April 19, 2022, Regular Council meeting.

CARRIED



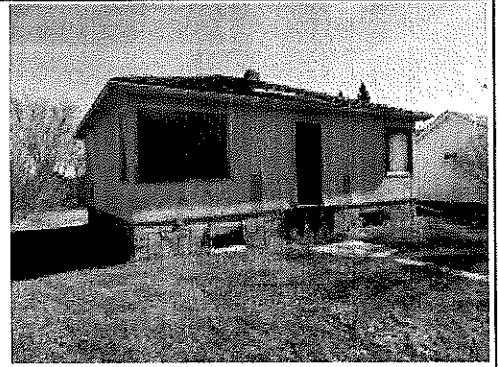


# Residential

Year of General Assessment: 2021

**Roll: 1510**  
**Legal: 4175R 6 12**  
 Address: 4915 - 53 STREET

Land Area: 6,250 Sq. Feet  
 Subdivision: INNISFREE AUDIT & EQUAL. ZONE  
 Zoning: NO LAND USE



### SFD - All Ages

Asmt	Code	Value
900	100%	750

Area: **672 Sq Feet**    Year Built: 1941    1 Storey & Basement

Quantity:    672ft2    Heat -- Gravity

                  4        Plumbing Main -- Fixture(s)

### Assessment Totals

Tax Status	Code	Description	Assessment
E	900	Municipal Owned - Res Zoned	5,710
Grand Totals For 2021			<b>5,710</b>

*The data contained in this report is only as accurate as the last inspection of the property and could be inaccurate due to errors or omissions. This data was collected by Municipal Assessment Services Group for the sole use of creating property assessments for the municipality in which the property is located. Any use of this data for other purposes is prohibited.*

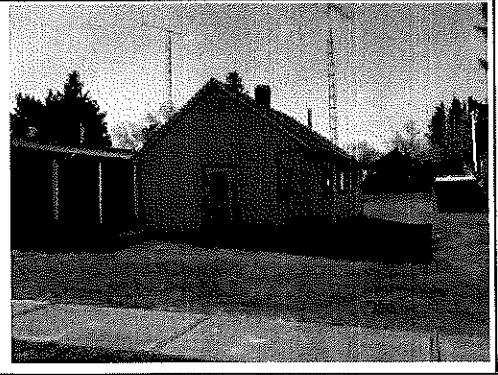


# Residential

Year of General Assessment: 2021

**Roll: 1980**  
**Legal: 4175R 8 14**  
 Address: 4824 - 52 STREET

Land Area: 6,250 Sq. Feet  
 Subdivision: INNISFREE AUDIT & EQUAL. ZONE  
 Zoning: NO LAND USE



### SFD - All Ages

Asmt	Code	Value
900	100%	9,270

Area: **444 Sq Feet**    Year Built: 1936    1 Storey Basementless

Quantity:    444ft2    Heat -- Wall Furnace

                  4    Plumbing Main -- Fixture(s)

<b>Assessment Totals</b>			Assessment
Tax Status	Code	Description	
E	900	Municipal Owned - Res Zoned	14,230
Grand Totals For 2021			<b>14,230</b>

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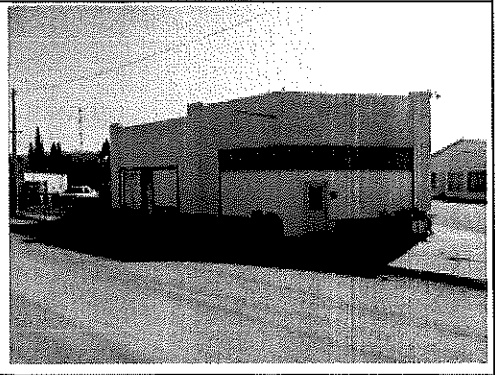


# Residential

Year of General Assessment: 2021

**Roll: 560**  
**Legal: 4175R 1 PT38**  
 Address: 5015 RAILWAY AVE. S.

Land Area: 3,600 Sq. Feet  
 Subdivision: INNISFREE AUDIT & EQUAL. ZONE  
 Zoning: NO LAND USE



### 1936 Residence/Old Store

Area: **2,917 Sq Feet** Year Built: 1936 1 Storey Basementless

Asmt	Code	Value
901	100%	16,200

### Assessment Totals

Tax Status	Code	Description	Assessment
E	901	Municipal Owned - Com Zoned	20,440
Grand Totals For 2021			<b>20,440</b>

*The data contained in this report is only as accurate as the last inspection of the property and could be inaccurate due to errors or omissions. This data was collected by Municipal Assessment Services Group for the sole use of creating property assessments for the municipality in which the property is located. Any use of this data for other purposes is prohibited.*

## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Kalyna Country
Meeting Date & Time:	AUG 22 2022 Met in Smoky Lake
Attendees:	Louise Chomik, Javs Balan, Bary Campbell, Mark Watson, Michele Wright, Jordan Ruegg, Kyle Schole, Penny Fox, Maryann Jenke, Karolina Drabik
Discussion:	<ul style="list-style-type: none"> <li>- Casino Trip &amp; Tips - Tips donated to Ukrainian New Comers Fund</li> <li>- 1st Meeting since 2019 - reorganizing</li> <li>- Louise Chomik will look into filing for Canada Charities</li> </ul>
Actions:	<ul style="list-style-type: none"> <li>- Develop Partnerships &amp; Alliances</li> <li>- Victoria Trail Signage needs update GIS is completed, perhaps use social media</li> <li>- Looking into Economic Development Grant to develop strategy</li> </ul>
Future Items:	<ul style="list-style-type: none"> <li>- Members (2) are meeting with Travel AB</li> <li>- Next Travel AB destination focus is the Lakeland Country (NE Alberta)</li> <li>- "Experience Where Culture Meets Adventure"</li> </ul>
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

## Village of Innisfree Council Committee Report

**Committee Name:** Village of Myrnam Meeting

**Meeting Date and Time:** August 31, 2022

**Attendees:** Myrnam council, Innisfree council and Lisa Anderson

### Discussion:

- Cao at the time had a vision to help male Mennonite children to be involved in the trades.
- Construction aspect of the building original vision not sustainable so had to diversify.
- Applied for grants for solar panels, chicken coop, and greenhouse.
- It is not just construction based now, it has diversified to horticulture and environment.
- Within a year people did come to Myrnam to enroll in school.
- Village owns the Ctec and St. Paul school division rents it, they want to own it but cannot afford it, Myrnam working with the school division to market the building.
- Attempting to make it a community market hub.
- Dove society is a blanket society that helps in fundraising, created by the village as a non for profit organization.
- Operating costs are around \$50,000 per year the village had to raise taxes in order to cover the costs.
- Biggest issue is not having the student population.
- Village is renting the building to the school board for \$2,100/month.
- Working at making Ctec center net zero with school board, students learning about energy bills.
- **At energy grant will it be beneficial to assist in something for the school/village??**
- \$665,000 came from the MSI with a \$300,000 mortgage.
- Village owns all equipment in building.
- Village carries the insurance on the building.
- Building was completed in 2017/2018
- Village was main contractor for the construction process.
- Last census for Myrnam was 264.
- From day 1 the village residents was behind the project.
- **May have to look in to creating a non-profit organization to help get grants that the village is unable to apply for to help for things within our village**
- \$2,100/month does not cover the cost of the building (20,000/year for power, 5,000/year for gas, 6,000/year for insurance.
- Building is a pole wood frame construction.

**Submitted by:** Jennifer Johnson

## Village of Innisfree Council Committee Report

**Committee Name:** Innisfree Library Board

**Meeting Date and Time:** September 7, 2022

**Attendees:** James McDonald, Doreen Nott, Holly Cependa, Gayle Foyster, Elizabeth Harrison, Jennifer Johnson, Eliza Johnson, Dale Cates, Debbie McMann.

### Discussion:

- 315 patrons, 39 website, 64 e-book check outs
- Summer reading program was 2 days instead of 4, 7 was on first day and 13 was on second day.
- 136 people came in on fair day, 130 bags of popcorn were given out, and the 3 baskets that were supposed to be claimed via tickets were drawn on during the summer reading program instead of fair day give away due to no show.
- 168 hours were completed by Lemonee.
- Lil and Boyd Carter donated \$50.00 in Rosanne Bohaychuk's name.
- Early literacy program will be restarting for the last Thursday of the month in person in the afternoon most likely between 1-3pm.
- October 6 1-3 pm training will be held for new board members.
- Will need to be clearer for the summer student for what jobs can be done during library hours and which ones can be done at home to utilize the full 240 hours.
- Reviewed policy 2.3 (Library Board Responsibilities and Duties), reviewed and accepted as revised.
- Reviewed policy 2.1 (General Information and Board Orientation), reviewed and will bring back for the October 5<sup>th</sup> meeting.
- Will be asking Lionel for 2 quotes 1 for the desk and 1 for the shelves to be completed ASAP.
- James is going to bringing back to NLLS to see if we can have the van on Wednesday instead of Friday.
- Going to talk to the school about the library there and for more partnership with the Innisfree Library.
- Looking at the giving tree for Christmas season to help the Ukrainian families out of Vegreville (Vegreville stands with Ukraine).
- Moved to give Sheila Whitmore a gas card for \$100.00 as an honorarium.

**Submitted by:** Jennifer Johnson

## **Village of Innisfree Council Committee Report**

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

**Meeting Date and Time:** September 8, 2022

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

### **Discussion:**

- 1 in waiting for regular
- 5 on cottage
- 8 room vacancies
- 3 move in
- 1 move out (decease)
- 1 waiting for Innisfree 2 empty at the moment
- 6 empty in Mannville
- 23 residents in manor had covid and 3 staff , outbreak ended August 28, 2022
- New maintenance person is doing well, a lot of plumbing issues have been mitigated by him due to his knowledge and experience in plumbing issues.
- Ashley Bhatia sent information for steps moving forward to see if we qualify for funding under the CMHC.
- Marielle will send the board a link for the current needs assessment for the area.

**Submitted by:** Jennifer Johnson

## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	M-M-1 - FCSS
<b>Meeting Date &amp; Time:</b>	Sept 6, 2022      9:00 - 10:00
<b>Attendees:</b>	Mike Mylovich, Jannette Riedel, Carla Cavanagh, Alisia Rutt, Jocelyne Lanovaz, Debbie McMann
<b>Discussion:</b>	<p>FCSS - has posted a community calendar in Millennium Building</p> <p>Coffee Breaks <sup>connections</sup> continue - Sept 13 - for Innisfree</p> <p>Jannette met with the School Principals in June</p> <p>Vive &amp; Collective have a restorative Circle Project.</p> <p>Endeavour To Be Different &amp; Let's Talk - continues</p>
<b>Actions:</b>	<p>Suggested - a presentation on Fraud</p> <p>- a newsletter - Tips &amp; Tricks</p> <p>Continuing - Roots of Empathy, Babysitter course, It Can't Happen to Me</p>
<b>Future Items:</b>	<ul style="list-style-type: none"> <li>- Innisfree School Students will join with Mannville for some sports.</li> <li>- AHS is planning a session in the school with a survivor of the Humbolt accident</li> <li>- Volunteer Project = Community Mural</li> </ul>
<b>Submitted By:</b>	<p>Debbie McMann          PO Box 227          Innisfree AB T0B 2G0</p>



VILLAGE OF INNISFREE  
CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – September 27, 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:  
Council and Chief Administrative Officer attended the 2022 AB Municipalities Fall Convention from September 20-23, 2022.

**12 – Administration**

- Finances
  - 2022 MSI Operating Received = \$36,768 (*some of the funds can be allocated to budget overages requested below*)
  - CSJ Funds Received = \$2,100 (per agreement)
  - Upon reviewing the most recent Revenue & Expense report, Administration would like to notify Council of the following required budget increases:
    - 2-11-00-135 (Council WCB) – Increase from \$145 to \$1435  
*\*Likely Administration missed a digit when entering budget amounts.*
    - 2-11-00-212 (Seminars/Conventions) – Increase from \$2,500 to \$2,900  
*\*To account for AB Munis Fall Convention\**
    - 2-26-00-216 (Bylaw) – Increase from \$100 to \$150  
*\*Postage for Bylaw Enforcement\**
    - 2-32-00-135 (PW WCB) – Increase from \$470 to \$600  
*\*Administration estimated WBC Rates low\**
    - 2-72-00-251 (CR.CA Fees) – Increase from \$4,410 to \$4,950  
*\*GL was not included in budget prior to approval\**
    - 2-74-00-510 (Goods & Materials Library/Museum) –  
Increase from \$0 to \$ 255  
*\*Boiler inspection and Fire Extinguishers\**

**[Please endorse a motion to approve the above-noted budget increases]**

- Council Minute Action List:
  - See Schedule “A”
- Municipal Grants Report:
  - See Schedule “B”
- Health & Safety:
  - Staff/Safety Meeting:  
Administration and Public Works held a Staff/Safety Meeting on September 14, 2022, that included the Recreation Park Manager.

# VILLAGE OF INNISFREE

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – September 27, 2022

- Next Meeting:  
Administration, Public Works, and Recreation will be conducting a monthly combined Staff/Safety Meetings pursuant to the Occupational Health and Safety Act; next meeting date has not been set.
- Other:
  - Temporary CAO Replacement:
    - Administration continues to work on a “CAO Binder” to assist the Interim CAO in their transition. A few items included are:
      - > Important contact info;
      - > Monthly duties (Bank Rec, etc.)
      - > Y.E. Duties (Audit, Muniware Rollover, WTP Y/E Reports, etc.)
      - > And much more ...
        - Council and Administration reviewed resumes on September 9, 2022 and selected four (4) candidates for interviews. Interviews will take place on September 28, 2022 & September 30, 2022, at the Innisfree Seniors Drop-In Centre
  - Substance Release Report (May 31, 2022):  
Task completed; waiting for RAM River Environment Consulting to submit report to Alberta Environment. Total cost to date: \$ 2,734 (includes subs)
  - Fallen Tree – CN Rail:  
  
Tree has been removed.
  - MCCAC – Electric Vehicle Charging Station:
    - Sent out ITT to seven EV Companies; received responses from two companies
    - ATCO-provided Engineer away on holidays recently, so no updates. Upon selection of EV Charger company, the EV schematics will be sent to the Engineer & then ATCO will advise on a cost-sharing agreement for installation of the required electricity extension services.
    - Seeking clarification from EV Companies: “Charge Point” & “Sun Country” on charges for usage of the Station software for the Village and for the consumer, as well as warranty conditions/costs, estimated life cycle, etc.
  - Communications Tower:  
Administration has not received an update from VM Systems at this time.

# VILLAGE OF INNISFREE

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

Period Ending – September 27, 2022

- CAO attended the Clean Energy Program Webinar on August 17, 2022:  
**The Clean Energy Improvement Program** is an innovative financing tool for increasing the adoption of energy efficiency and renewable energy upgrades in Alberta. The program gives residential and commercial property owners access to flexible, long-term financing through their municipality. Unlike a traditional loan, repayment is made through a levy on the owner's property tax bill. The program is administered by Alberta Municipalities on behalf of partner municipalities. For over 100 years, Alberta Municipalities has been helping to grow resilient communities. With this new consumer product, Alberta Municipalities continues to show how it serves communities, not shareholders.  
The webinar covered topics including:
  - Benefit of CEIP,
  - Competitive Terms, Technical Assistance and financing transferability to property owners,
  - How CEIP works,
  - Consumer protections,
  - Roles and responsibilities of both the Program Administration and the Municipalities,
  - What projects are eligible and legislated project capital cost maximums,
  - Grant funding options through FCM (I was advised this grant funding would not apply to smaller municipalities with populations under 500), and
  - Program administration fees.
- Cardboard Recycling Program  
Administration has received one quote from Quest Waste Disposal; currently waiting for an additional quote from Quik Pick
- 2022 Flu Shot Program  
Administration spoke to Vermilion Shoppers Drug Mart regarding their annual flu shot program; they advised that they are not performing offsite flu shots in 2022.

### 23 – Fire

- Fire Chief Report:
  - See Schedule "C"

### 25 – Emergency Service

- CAO spoke with current Deputy DEM Dean Lindballe on September 8, 2022. Mr. Lindballe advised that he would like to step down as the Deputy DEM for the Village of Innisfree.

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

Period Ending – September 27, 2022

**26 – Bylaw Enforcement**

- Updates:
  - The Public Works Department set out traps to capture stray cats, pursuant to Feline Control Bylaw 607-15; traps have also been set to capture skunks.
  - Bylaw Enforcement Officer sent out fourteen (14) Unsightly Premises Notices for grass, weeds, and hedges pursuant to Unsightly Premises Bylaw 676-22 in August 2022.
  - Bylaw Enforcement Officer sent out one (1) letter pursuant to Traffic Control Bylaw 670-22 regarding Holiday Trailers and unused/unregistered vehicles in September.
  - Bylaw Enforcement Officer sent out two (2) letters pursuant to Canine Bylaw 601-15 and Feline Bylaw 607-15 in August and September 2022.
  - 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 ordered the above supplies from EMCO Waterworks for a total of \$ 5,929.56 (GST Excluded). Supplies were delivered September 2, 2022. Additional “Tees” were required (\$1,297.22 (GST Excl.) and were delivered Sept.23/22.

**61 – Planning & Development**

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

**66 – Land**

- Administration is working with MPS in completing the Civic Address Maps, etc. per Councils direction.

**72 – Recreation**

- Birch Lake Campground & Recreation Park Manager's Report:
  - See Schedule “D”
  - Park closing was extended to October 31, 2022 per Council Motion 2022-08-16/22. Currently there are only three (3) seasonals in the campground at this time, with zero (0) new books. Current campers are set to depart at the end of September.
  - Administration offered the 2023 Park Manager position to Ms. Cyndi (Cat) Threadgould at a staff meeting held on September 14, 2022, and Ms. Threadgould accepted the offer. Administration will issue a formal letter to Ms. Threadgould in this regard.

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

Period Ending – September 27, 2022

**74 – Culture**

- Innisfree Library:
  - Library has many events scheduled for 2022. For more details, visiting the Innisfree Library Facebook Page!
  
- MMI-FCSS:
  - MMI-FCSS has many events scheduled for 2022; for more details on the programs/events, please visit MMI FCSS Website:  
<https://mmifcss.wixsite.com/mmifcss>
  - MMI-FCSS held a Pizza night at the Village pizza oven with local teenage youth on August 3, 2022.
  - Reminder: Volunteers are needed! If you know someone who may be interested in Volunteering, please contact the MMI FCSS Department.

**Important Dates:**

- **September 28, 2022 (Afternoon)** – Interim CAO Interviews
- **September 30, 2022 (Afternoon)** – Interim CAO Interviews
- **September 30, 2022** – Truth and Reconciliation Day
- **October 5, 2022** – CAO Away (Medical Appt)
- **October 5, 2022** – AB HUB Board/Membership Meeting (10am – 3pm)
- **October 10, 2022** – Thanksgiving Monday (Village Closed)
- **October 14, 2022** – NE Alberta Mayors, Reeves & Indigenous Leaders Caucus
- **October 17, 2022** - Organizational/Regular Council Meeting
- **October 31, 2022** – Happy Halloween!!
- **November 3, 2022** – CAO Magosse last day (Holidays Begin)

## SCHEDULE "A"

### Council Minutes' Action List

MOTION #	TITLE	DEPARTMENT	Details:
2021-11-16/07 2022-04-19/33	Driver Feedback Signage	Admin	Completed.
2021-12-14/22 2022-04-19/32	CAO Report: MSP Project Proposal Ball Diamond Shale	Admin	Ball diamond shale has been spread. Weeds will need to mitigated annually each spring/summer.
2022-04-19/15 2022-07-19/15	Innisfree Delnorte PAC – Flashing Crossing Sign	Admin	Administration received approval of a Roadside Development Permit from Alberta Transportation for the installation of the Flashing Pedestrian Beacon. Currently waiting for additional information from vendors.
2022-04-19/16	Painting of Crosswalk – 53 Street and 48 Avenue	Admin	Completed.
2022-04-19/24 2022-07-19/11	Innisfree Prairie Bank of Commerce Museum	Admin	July & August 2022 Power & Gas invoices forwarded to the Prairie Bank of Commerce per Council's Request. Administration will continue to invoice monthly.
2022-05-17/19	Innisfree Delnorte School Sustainability Committee Request – Woodworking Program	Admin	Met with Principal Rachel Miller and OH&S Officer on Friday, September 9, 2022. Ms. Miller seem thrilled with the space and location and advised the PW Shop would be the ideal location for the School Wood-working program (if approved).
2022-06-21/07	County of Minburn – Innisfree Fire Hall Transfer	Admin	Administration forwarded the paperwork to AB LTO to remove the Tax Forfeiture from the title.
2022-06-21/08	County of Minburn – Economic Development Strategy	Admin	Administration attempted to contact Mr. Scap from Outlook Market Research in June 2022. Administration has not received an update from Mr. Scap. Administration contacted Mr. Davin Gegolick in this regard. Mr. Scap has been in touch, and an interview date has been selected.

## SCHEDULE "A"

### Council Minutes' Action List

2022-06-21/16	Mardar Electric Quote – MSP Grant Fund Ball Diamond Lighting	Admin	Construction ongoing.
2022-07-19/07	Water Services – Water Meter Rehabilitation Project	Admin	Administration ordered the bulk Water Meters per Council direction. Administration was advised that this project was not eligible under the MSP Grant, therefore Administration will amend the CCBF Application to cover all costs associated with this project.
2022-07-19/08	Village Data Security Project	Admin	Completed.
2022-08-16/03 2022-08-16/04	Technology & Equipment Policy & Municipal Reserve Policy	Admin	Policies have been updated, filed in the Policy Binder and posted on the website.
2022-08-16/05	Cardboard Recycling Program	Admin	Sent out a Request for Quote's to Quest Disposal and Quik Pick.
2022-08-16/06-09	Solid Waste Bylaw 677-22	Admin	Bylaw has been signed and placed in Bylaw binder. Copy has been added to website as well.
2022-08-16/10	Tax Arrears Agreement(s)	Admin	Both property owners have successfully entered into a Tax Arrears Agreement as of August 25, 2022.
2022-08-16/11	Level of Service Policy – County of Minburn	Admin	Letter forwarded to the County on August 18, 2022 RE: approved Level of Service Policy for Fire Services.
2022-08-16/12	NE Alberta Mayors, Reeves & Indigenous Leaders Caucus – October 14, 2022	Council	Council approved Mayor Johnson and Clr. Raycraft (Alternate) attendance at the October 14, 2022 meeting in Lac La Biche.
2022-08-16/16	Rescheduling of September 20, 2022 Regular Council Meeting	Council/Admin	Regular Council meeting has been rescheduled to September 27, 2022. Administration has advertised the date change on social media and website.

## SCHEDULE "A"

### Council Minutes' Action List

<b>2022-08-16/21</b>	Purchase of Water Infrastructure	Admin	Administration has submitted an order with EMCO Water Works for a total of \$ 5,929.56 (GST Excluded) for Water Infrastructure supplies.
<b>2022-08-16/22</b>	Birch Lake Campground Closure Postponement	Admin/Rec	Campground closure date has been extended to October 31, 2022. Council to review at the September 27, 2022 Council Meeting.
<b>2022-08-16/25</b>	Ukrainian Canadian Heritage Day	Admin	Proclamation was posted to website and social media.



# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>MUNICIPAL STIMULUS PROGRAM: AMOUNT REMAINING = \$34,669 (EXPENDITURE DEADLINE: DECEMBER 31, 2022)</b>					
Birch Lake	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
	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> <b>Quote: \$5,800 [Estimate]</b> <i>Campground Lighting Upgrades</i> <b>Per 2022 Operating Budget</b>	Yes.	Administration has received 2 of 4 quotes.  <b>Completed.</b>
	Electrical Upgrades	\$5,000	<b>Quote: \$2,900 [Estimate]</b> <i>Ball Diamond Lighting Upgrades</i> <b>Motion # 2022-06-21/16</b>		Electrician fixed lighting at entrance of park, group camp, playground and also trimmed trees covering lights.  Mardar Electric was advised of Council approval.
	Picnic Tables & Fire Pits	\$5,000	<b>Quote: \$5,000 [Estimate]</b> <b>Per Home Hardware Vegreville (Picnic Tables)</b> <b>Actual: \$ 4,010.42</b>	Yes.	Administration ordered one metal picnic table frame, to see the quality of the material (durability, etc.) 15 new metal framed picnic tables and lumber was picked up at the end of July 2022. <b>Completed.</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>

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Fire Hall	Replace Overhead Doors	\$6,000	\$573.85 (2021) <b>\$575 (2022)</b>	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 Sink/Washing Station	\$1,000	Plumbing Quote: \$ 600 <b>2021 Sink: \$330</b> <b>2022 Actual: \$650</b>	Yes.	<b>Motion: 2021-12-14/16</b>
<b>Water Meter Rehabilitation Project</b>					
	<del>Water Meter Replacement</del>	<del>\$18,250</del>		<del>Ongoing-</del>	<del><b>Motion: 2022-07-20/07</b></del>
<b>2021/2022 Asphalt Patching Repairs</b>					
	<del>2021/2022 Asphalt Patching Repairs</del>	<del>\$18,250</del>			Administration was advised that the Water Meter Replacement Project was not eligible under the MSP Grant. Administration will submit a new application for the 2021/2022 Asphalt Patching Repairs that were conducted in the summer of 2022, with Council endorsement. <b>See RFD</b>

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>MSI CAPITAL (ACCEPTED APPLICATIONS)</b>					
<b>Project</b>	<b>Item Details</b>	<b>Budgeted</b>	<b>Actuals</b>	<b>Completed</b>	<b>Comments/Concerns:</b>
CAP-13636	2021-2023 ACE Water Capital Contributions	\$74,333.00	\$37,400.00 (2021) <b>Motion # 2021-04-20/21</b>  \$28,050 (2022) <b>Per 2022 Operating Budget Motion # 2022-05-17/11</b>	2021 - Yes  2022- Yes	2023: \$8,440
CAP-12135	Bobcat/Skid Steer Accessories	\$4,381.00	Portable Salt/Sander: \$1,619 (2020)	Yes.	Project completed.
CAP-13446	Community Garden Project	\$10,000			<b>Administration sought quotes from several lumber yards. Viking Home Hardware had the railings in stock &amp; Peavy Mart Veg, the 8' posts. PW directed to pick up railings/posts. Upon receipt of railings, Administration will contact Contactor for the installation of the fence.</b>
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 Weedwhackers purchased for Rec Park/PW on May 3/22 (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 advertised an Invitation to Tender (ITT) for the removal & installation of flooring, and improvements to front counter/desk & building exterior and required electrical & plumbing upgrades. <b>ITT was advertised July 12, 2022; deadline to submit quotes, August 15, 2022; ITT was extended to September 15, 2022. See RFD.</b>
CAP-12594	Replacement of Zero Turn Lawn Mower	\$9,000	\$6,405.00	Yes.	Project completed.
CAP-14033	Fire Hydrants	\$20,000	<b>Contractor [Estimate] = \$7,500</b> <b>Supplies [Actual] = \$3,127.91</b>	<b>ongoing</b>	Install Fire Hydrants at 54 St (Rec Hall) & 53 St. and 49 Ave to increase fire services coverage. (Infrastructure/Capital Plan Item #4.01.) <i>Tabled until Spring/Summer 2022</i> Administration met with contractor and local Contractor quoted \$7,500 / hydrant [Village to supply hydrants & materials] Supplies were received. <b>PW to schedule work.</b>

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-14018	Side by Side Purchase	\$15,000	Actual: <b>\$5,200 (Golf Cart People)</b> Motion # 2022-05-17/04	Yes.	Complete.
	<b>Outhouse Rehabilitation</b>	<b>\$16,000</b>			<p><b>**Administration has not submitted this application**</b></p> <p>Administration found a vendor in Strathcona County, AB that builds standard Outhouses for \$1,850 (+ GST.)</p> <p><b>PW directed to schedule a meeting with Doug's Backhoe to review the concrete pits beneath the Outhouse in the Group Camp area to determine viability of the pit and the size of a new structure.</b></p>
<b>FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):</b>					
GTF-1196	Pedestrian Crossing Signs	Budgeted \$50,000	Actuals <u>Driver Feedback Sign</u> Quote = \$ 3,200 <b>Motion # 2022-04-19/33</b> <b>Actual = \$3,300</b> <u>Pedestrian Beacon Sign</u>	Completed	<p><b>Comments/Concerns:</b></p> <p><b>2022-02-15/06</b> Driver Feedback sign installed.</p> <p>Submitted a detailed quote to Roadway Traffic Supply per Council direction. <b>See RFD.</b></p>

# SCHEDULE "B"

## Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-516	Innisfree Infrastructure Upgrades	\$75,000 <b>(Remaining Funds – 27,472)</b>	2022 *Est* SFE: 1. Flooding/Culvert Installation: \$4,800 *Paving Cost* <b>Motion: 2021-10-07/02</b> Paving: \$5,100 [Actual] <b>Survey: \$1,995 [Actual]</b> <b>Total: \$7,095</b>	Yes.	<b>Complete.</b>
GTF-1187	Sidewalk Replacement/Rehabilitation	\$217,650			Administration contacted Engineers to obtain Engineer report/drawing regarding sidewalks and underground infrastructure; no response received to date.
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			
CCBF-2036	Water Meter Rehabilitation Project	\$47,000		Ongoing.	<b>Motion: 2022-07-20/07</b> Meters were ordered through McKay Water Works. Currently waiting for meters to arrive.  Water Meter Rehab Project was not eligible under MSP. Amendment to apply for funding under CCBF-2036 will be submitted once application is approved by Municipal Affairs.

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

**As per Books**

	General Operating	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Previous Month Balance	206,587.37	482.29	491,228.26	222,785.97
Deposits	137,770.28	-	-	-
Interest Received	638.15	1.19	1,209.90	548.72
<b>Sub-Total</b>	<b>344,995.80</b>	<b>483.48</b>	<b>492,438.16</b>	<b>223,334.69</b>
Less Disbursements (A/P & P/R)	74,467.31			
ATB Monthly Fees	29.72			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	31.58			
Staples Supplies	-			
Interac Fees	83.08			
Liberty Security - Monthly Fee	96.57			
WCB - Aug	410.58			
AB LTO	30.00			
NSF Cheque	-			
<b>Month End Balance</b>	<b>269,821.96</b>	<b>483.48</b>	<b>492,438.16</b>	<b>223,334.69</b>

**As Per Bank**

	General	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Month End Balance	286,943.42	483.48	492,438.16	223,334.69
Deposits in Transit				
Deposits in Transit				
<b>Sub-Total</b>	<b>286,943.42</b>	<b>483.48</b>	<b>492,438.16</b>	<b>223,334.69</b>
Less Outstanding Cheques	17,121.46			
<b>Month End Balance</b>	<b>269,821.96</b>	<b>483.48</b>	<b>492,438.16</b>	<b>223,334.69</b>

**Outstanding Cheques**

Chq #	Amount	Chq#	Amount	Chq#	Amount
344	15.00	316	4,119.18		
402	30.00	318	78.84		
473	204.00	319	9.43		
608	30.00	320	945.00		
453	30.00	322	200.00		
463	82.00	324	323.74		
534	9.60	326	2,029.28		
141	242.50	327	789.68		
147	47.96	328	170.63		
306	1,668.51	329	1,059.52		
307	130.00	330	663.60		
308	1,785.49	331	223.00		
311	160.00	333	295.82		
313	315.00				
314	1,463.68				
				<b>Total O/S Chqs.</b>	<b>17,121.46</b>



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

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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
* TOTAL TAXATION		<u>317,602.00</u>	<u>317,582.58</u>
<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
* TOTAL REQUISITIONS		<u>43,447.00</u>	<u>22,456.35</u>
**P TOTAL TAX AVAILABLE FOR MUNICI		<u>274,155.00</u>	<u>295,126.23</u>
<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	24,099.06
1-00-00-541	Franchise Fees - Electricity	15,200.00	10,839.14
1-00-00-550	Bank Interest (General Operating)	1,500.00	2,186.90
1-01-00-590	Other Revenue Own Sources Invest	550.00	385.00
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
** TOTAL GENERAL REVENUE		<u>100,077.00</u>	<u>58,579.95</u>
<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	1,187.61
1-12-00-402	Bank Fees Collected	150.00	359.00
1-12-00-560	Rental Revenue Adm	8,500.00	4,946.59
1-12-00-590	Other Revenue Own Sources Adm	1,750.00	10,598.51
1-12-00-765	Transfer from Reserves - Admin	5,620.00	5,620.00





# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending August 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
1-12-00-840	Grants Conditional Provincial Adm	0.00	36,768.00
1-12-00-841	Provincial Grant Capital	50,000.00	0.00
<b>**</b>	<b>TOTAL ADMIN REVENUE</b>	<b>67,370.00</b>	<b>59,479.71</b>
 <b>FINE REVENUE</b>			
1-21-00-530	Fines Police	100.00	0.00
<b>**</b>	<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>**</b>	<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	1,195.00
1-26-00-523	Business Licenses	500.00	585.00
1-26-00-590	Fines Bylaw	0.00	825.00
<b>**</b>	<b>TOTAL BYLAW REVENUE</b>	<b>1,600.00</b>	<b>2,605.00</b>
 <b>PUBLIC WORKS REVENUE</b>			
1-32-00-560	PW Rental Revenue	2,500.00	2,000.00
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>**</b>	<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>59,175.00</b>	<b>6,450.58</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	3,234.37
1-37-00-510	Penalties-Stormwater	0.00	0.00
1-37-00-850	Grant - Federal Capital	0.00	0.00
<b>**</b>	<b>TOTAL STORMWATER REVENUE</b>	<b>4,780.00</b>	<b>3,234.37</b>
 <b>WATER REVENUE</b>			
1-41-00-410	Water Consumption	42,500.00	31,305.43
1-41-00-411	Regional Water Fund	23,450.00	15,871.50
1-41-00-412	Water Base Fee	29,150.00	20,200.58
1-41-00-510	Penalties Water	2,950.00	1,528.62
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>**</b>	<b>TOTAL WATER REVENUE</b>	<b>146,100.00</b>	<b>96,956.13</b>



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

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General Ledger	Description	2022 Budget	2022 Actual
<b>SEWER REVENUE</b>			
1-42-00-410	Billings Sewer	35,850.00	24,273.17
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>24,273.17</b>
<b>SOLID WASTE</b>			
1-43-00-410	Billings Garbage	47,680.00	32,262.49
1-43-00-411	Regional SWM Infrastructure Fee	18,100.00	12,266.60
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>44,529.09</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	200.00
**	<b>TOTAL PLANNING</b>	<b>150.00</b>	<b>200.00</b>
<b>RECREATION REVENUE</b>			
1-72-00-590	Fees Park Grounds	22,000.00	34,195.81
1-72-00-591	Fees Park Concession	1,500.00	577.92
1-72-00-592	Fees Park Firewood	1,500.00	1,113.28
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	2,100.00
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>53,031.72</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>650,878.45</b>



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

<b>General Ledger</b>	<b>Description</b>	<b>2022 Budget</b>	<b>2022 Actual</b>
<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	860.46
2-11-00-151	Fees Council	8,000.00	5,695.00
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>10,470.56</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	40,013.51
2-12-00-111	Honorarium (Admin)	1,000.00	0.00
2-12-00-115	Salaries & Wages Assistant Adm	31,180.00	20,482.53
2-12-00-120	Salaries & Wages Casual	0.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,470.00	4,180.89
2-12-00-131	Employer Benefits Adm	13,250.00	8,837.48
2-12-00-135	Workers Compensation ADM	1,420.00	868.20
2-12-00-211	Travel/Subsistence Adm	1,500.00	2,751.97
2-12-00-215	Telecommunications	3,550.00	2,766.54
2-12-00-216	Postage & Freight	600.00	577.19
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	1,207.65
2-12-00-230	Audit/Assessor Fees Adm	25,000.00	21,450.00
2-12-00-250	Contracted Services Adm	10,000.00	6,788.95
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	7,307.34
2-12-00-540	Utilities Heat Adm	1,700.00	860.37
2-12-00-541	Utilities Power Adm	2,500.00	1,341.07
2-12-00-543	Utilities Water&Sewer Adm	1,380.00	951.02
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	(1,131.55)
2-12-00-830	Bank Interest/Overdraft Fees Adm	0.00	0.00
2-12-00-910	Outages/Account for Penny Loss	0.00	(0.01)
2-12-00-911	Land Title Charges	250.00	150.00
2-12-00-920	Tax Adjustments Council Adm	0.00	750.00
2-12-00-995	Legal Expenses	5,000.00	412.75
2-12-00-770	Grants to Organizations Adm	0.00	0.00
<b>** TOTAL ADMIN EXPENSE</b>		<b>261,161.00</b>	<b>125,507.60</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 August 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>EMGERENCY 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 EMGERENCY 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	110.86
<b>** TOTAL BYLAW EXPENSE</b>		<b>995.00</b>	<b>711.96</b>
<b>PUBLIC WORKS EXPENSE</b>			
2-32-00-110	Salaries & Wages PW	17,912.00	15,292.94
2-32-00-111	Honorarium (PW)	500.00	0.00
2-32-00-115	Salaries & Wages Casual PW	2,205.00	2,457.00
2-32-00-130	Employer Contributions Source PW	1,805.00	1,186.30
2-32-00-131	Employer Benefits PW	2,350.00	1,518.72
2-32-00-135	WCB	470.00	561.84
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	1,639.52
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	329.43
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	40,745.15
2-32-00-521	Fuel & Oil PW	7,500.00	5,390.03
2-32-00-540	Utilities Heat PW	3,500.00	1,501.66
2-32-00-541	Utilities Power (Street/Shop) PW	53,500.00	27,042.63
2-32-00-543	Utilities Water/Sewer PW	0.00	2,944.70
2-32-00-762	Transfer to Capital PW	3,000.00	0.00



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending August 31, 2022

General Ledger	Description	2022 Budget	2022 Actual
<b>** TOTAL PUBLIC WORKS EXPENSE</b>		<b>164,507.00</b>	<b>103,179.71</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	4,599.74
2-41-00-120	Salaries & Wages Casual Water	0.00	0.00
2-41-00-130	Employer Contributions Source Water	545.00	374.33
2-41-00-131	Employer Benefits Water	1,010.00	650.88
2-41-00-211	Travel & Subsistence Water	1,920.00	1,200.00
2-41-00-215	Telecommunications - Water	2,500.00	1,430.20
2-41-00-217	Freight & Postage - Water	715.00	645.25
2-41-00-250	Contracted Services Water	12,750.00	3,358.74
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	31,830.30
2-41-00-510	Goods, Supplies & Materials Water	25,500.00	7,175.91
2-41-00-540	Utilities Heat Water Plant	2,600.00	1,084.83
2-41-00-541	Utilities Power Water Plant	7,000.00	3,136.44
2-41-00-762	Transfer to Capital Water	2,500.00	0.00
2-41-00-830	Debenture Interest Water	0.00	0.00
2-41-00-831	Debenture 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>85,854.96</b>
<b>SEWER EXPENSE</b>			
2-42-00-110	Salaries & Wages Sewer	7,680.00	4,586.82
2-42-00-130	Employer Contributions Source Sewer	545.00	374.34
2-42-00-131	Employer Benefits Sewer	1,010.00	650.88
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	3,003.67
2-42-00-541	Utilities Power Sewer Lift Stations	7,000.00	3,466.44
2-42-00-762	Transfer to Capital Sewer	2,500.00	0.00
<b>** TOTAL SEWER EXPENSE</b>		<b>76,430.00</b>	<b>13,650.48</b>
<b>GARBAGE EXPENSE</b>			
2-43-00-110	Salaries & Wages Garbage	17,915.00	10,745.73
2-43-00-120	Salaries & Wages Casual Garbage	2,205.00	2,457.00
2-43-00-130	Employer Contributions Source Garbage	1,805.00	949.60
2-43-00-131	Employer Benefits Garbage	2,350.00	1,647.12
2-43-00-135	WCB Garbage	470.00	141.84
2-43-00-250	Contracted Services Garbage	26,500.00	15,299.30
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 August 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>31,269.41</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	4,914.00
2-72-00-130	Employer Contributions Source Recreation	1,270.00	431.97
2-72-00-131	Employer Benefits Recreation	0.00	0.00
2-72-00-135	WCB Rec Park	549.00	211.74
2-72-00-213	Health & Safety Training - Rec	1,515.00	946.71
2-72-00-215	Freight/Phone/Postage Recreation	1,650.00	1,376.01
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	8,000.00
2-72-00-251	CR.CA Fees	0.00	2,233.95
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	25,986.05
2-72-00-521	Fuel and Oil Park	1,700.00	1,489.08
2-72-00-540	Utilities Heat Park Building	1,500.00	429.28
2-72-00-541	Utilities Power Park Grounds	4,600.00	2,672.71
2-72-00-543	Water/Sewer/Gas Hall	0.00	0.00
2-72-00-591	Concessions Park Grounds	1,200.00	659.18
2-72-00-592	Firewood - Recreation Park	3,000.00	2,600.00
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>54,012.24</b>



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

<b>General Ledger</b>	<b>Description</b>	<b>2022 Budget</b>	<b>2022 Actual</b>
<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	2,157.06
2-74-00-541	Uttilities Power Museum	1,855.00	966.29
2-74-00-221	Printing/Advertising/Subscriptions	150.00	195.77
<b>** CULTURE EXPENSES</b>		<b>13,680.00</b>	<b>6,622.27</b>
<b>*** TOTAL EXPENSES</b>		<b>879,152.00</b>	<b>456,050.61</b>
<b>**** (SUPLUS)/DEFICIT</b>		<b>(2,310.00)</b>	<b>(194,827.84)</b>

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



**Village of Innisfree**

**Tax Trial Balance (Full Listing)**

Trial Balance As Of 2022-08-31

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			17,529.28			
		<b>Sub Ledger</b>		<b>General Ledger</b>						
		Current	206,403.98							
		1 Year	36,636.00				206,648.77			
		2 Years	28,385.07				137,128.09			
		3 Years	24,640.49							
		Over 3	47,711.32							
		<b>Outstanding</b>	<u>343,776.86</u>							
				<b>Total GL</b>						343,776.86
				<b>Total SL</b>						343,776.86
				<b>Proof</b>						<u>0.00</u>

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





**Village of Innisfree**  
**Utilities Trial Balance (All Balances)**  
 Trial Balance As Of 2022-08-31

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 2022-Sep-1  
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Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	1,712.08	3-00-00-274	
Overdue 1	1,168.62		4,701.44
Overdue 2	655.82		
Overdue 3	661.70		
Overdue 4	503.22		
Outstanding	4,701.44	<b>Totals</b>	4,701.44
		<b>Total GL</b>	4,701.44
		<b>Total SL</b>	4,701.44
		<b>Proof</b>	0.00

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



# Village of Innisfree

## Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220292	2022-08-08	1932275 Alberta Ltd	2-32-00-510 2-32-00-510	1107 1107	PAYMENT CCBF FUND - CULVERT INSTALLATI 2022 ASPHALT PATCHING REPAIRS	5,355.00 19,582.50	24,937.50
20220293	2022-08-08	ACE	2-41-00-350	256	PAYMENT JULY 2022 WATER CONSUMPTION	3,067.20	3,067.20
20220294	2022-08-08	AMSC Insurance Services	4-00-00-239	1936-2022-08	PAYMENT AUGUST 2022 EMPLOYEE BENEFITS	4,339.58	4,339.58
20220295	2022-08-08	Brownlee LLP	2-12-00-995	535179	PAYMENT TAX FORFEITURE - DISPOSAL OF H/	433.39	433.39
20220296	2022-08-08	County of Minburn	2-43-00-250 2-42-00-510 2-43-00-250	34613 34791 34818	PAYMENT Q2 - 2022 MANN WTS COST SHARE BULK WATER - MANHOLE/SEWER FI JULY 2022 TIPPAGE AND HAULING	2,966.27 79.68 1,199.14	4,245.09
20220298	2022-08-08	Suncor Energy Products Partnersl	2-72-00-521 2-32-00-521	JULY 2022 JULY 2022	PAYMENT PW/REC PARK FUEL PW/REC PARK FUEL	383.73 846.65	1,230.38
20220299	2022-08-08	Telus Communications Company	2-12-00-215 2-41-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215	JUL 28-AUG 27 JUL 28-AUG 27 JUL 28-AUG 27 JUL 28-AUG 27 JUL 28-AUG 27 JUL 28-AUG 27	PAYMENT CABLE MILEAGE 780-592-2010 780-592-2041 780-592-2414 780-592-3729 780-592-3886	52.37 81.15 89.93 102.68 81.31 132.18	539.62
20220300	2022-08-08	Vegreville Home Hardware	2-72-00-510 2-72-00-510 2-72-00-510	39516 39568 39602	PAYMENT MSP GRANT - PICNIC TABLE AND H/ REC PARK - DRAINO FOR MENS BA1 REC PARK - PADLOCKS FOR CAMPC	2,422.46 12.58 267.06	2,702.10
20220301	2022-08-08	Village of Innisfree	2-74-00-543 2-12-00-543 2-32-00-543	JULY 2022 JULY 2022 JULY 2022	PAYMENT MUSEUM WATER/SEWER/GARBAGE ADMIN WATER/SEWER/GARBAGE PW SHOP WATER/SEWER/GARBAGI	118.14 154.46 144.16	416.76
20220302	2022-08-08	VM Systems	2-12-00-510	CW8276	PAYMENT TECH SERVICES - PHOTOCOPIER N	55.13	55.13
20220303	2022-08-15	Dobler, Robert					
20220304	2022-08-15	Magosse, Brooke					
20220305	2022-08-15	Tarapaski, Abby					
20220306	2022-08-31	Dobler, Robert					
20220307	2022-08-31	McMann, Deborah					
20220308	2022-08-31	Rogers, Thelma					
20220309	2022-08-31	Magosse, Brooke					
20220310	2022-08-31	Tarapaski, Abby					
20220311	2022-08-31	Johnson, Jennifer					
20220312	2022-08-26	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 2-32-00-541 2-41-00-541 2-74-00-541 2-12-00-541	JULY 2022 JULY 2022 JULY 2022 JULY 2022 JULY 2022 JULY 2022 JULY 2022 JULY 2022 JULY 2022 JULY 2022	PAYMENT PW Shop Heat WTP Heat Museum Heat Village Office Heat Street Lights Christmas Lights PW Shop Power WTP Power Museum Power Village Office Power	104.67 114.61 149.30 81.64 4,608.56 (31.50) 300.55 621.02 135.17 249.11	8,105.43





# Village of Innisfree

## Cheque Listing For Council

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20220330	2022-08-26	Walleye Locating Ltd.	2-12-00-510	2814	LOCATES FOR SUBSTANCE RELEAS	663.60	663.60
20220331	2022-08-26	Yakimowich, Kyle	3-00-00-274	202208261	PAYMENT CREDIT BALANCE PAID	223.00	223.00
20220332	2022-08-29	Telus Mobility	2-12-00-215 2-32-00-215 2-72-00-215	Aug 2-Sept 1 Aug 2-Sept 1 Aug 2-Sept 1	PAYMENT CAO CELL PHONE PWF CELL PHONE SMART HUB	73.45 103.50 156.17	333.12
20220333	2022-08-31	Magosse, Brooke	2-12-00-510	Team Building	PAYMENT TEAM BUILDING EVENT - BOWLING	295.82	295.82

**Total 74,467.31**

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

**September 27, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”  
August 17 – September 19, 2022**

**Public Works Department**

- Entered Annual Parade – won 2<sup>nd</sup> place ribbon
- Troubleshoot problems with the air compressor and got it working.
- Setting out traps for stray felines and skunks; check traps daily
- Watering flowers daily
- Grass cutting has slowed down considerably; cut Village-owned properties and some Bylaw Enforcement properties.
- Learned how to submit locate requests on Utility Safety Partners online site (formerly Alberta One-Call.)

**Transportation:**

- Installed new School/Playground signs in the Village pursuant to the new Traffic Bylaw
- Re-Painted crosswalk at 48<sup>th</sup> Avenue across 53 Street (SH#870)

**Water Department:**

- Meter Reading and Water tests are performed daily at the Water Reservoir as well as Testing at several random addresses within the Village.
- Installed two main shut-off valve extensions near Nutrien and the WTP
- Alarm for reservoir is now functioning through the cell
- Performed annual maintenance on 22 fire hydrants and provided report to the CAO.

**Sanitary Sewer Department:**

- Attend the West and South Lift Stations to monitor them, weekly
- The North Lift Station monitoring system is having operational problems with alarms again; alarms received stating levels are critical, but they are not; waiting on Xylem for repair. Currently emptying the lift station remotely via cell or internet.

**Solid Waste Management**

- Weekly garbage collection is ongoing (every Tuesday).
- There’s been an extraordinary amount of garbage that has to be picked up at Wapasu Park.
- Repaired lids on dumpsters (plastic lid/hinge)
- Cleaned up four mattresses left at the Lookout Point above the Innisfree Birch Lake Park/Campground.

**Public Works “On-going/Completed” Project List:**

<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 Cleaned up in back alleys & at corner of SH 16A & Rec Centre	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	Completed Located 2 Water Main Valves near WTP/Nutrien & placed extensions on both valves for easy locate in winter months.	Aug. 31, 2022
Install new Fire Hydrant	Another Fire Hydrant required at 54 Street near Rec Hall	Public Works & Contractor	Most of the supplies have been received.	October 2022

**September 27, 2022 – CAO Report - PUBLIC WORKS REPORT – 9. SCHEDULE “C”  
August 17 – September 19, 2022**

West Concrete Pile	Removal of concrete on the west end.	Public Works/Contractor	Town of Two Hills advised there's 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	<i>Two quotes received for the work, see CAO Report.</i>	Fall 2022
Gravel at Multiple Locations (excludes back alleys)	Placement of gravel & potential grading of Village gravel roads	Public Works & County of Minburn	Completed.	Fall
Gravel Supply for Back-alley potholes	PW to inspect back alleys & distribute gravel into potholes.	Public Works	Gravel Supply received	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	Completed	August 31, 2022
Water Meters	Received new water meters for 3 specified locations	Public Works Foreman	1 of 3 meters installed	October 2022
Fire Hydrant Flushing	Fire Hydrants flushed twice a year, to ensure they are in good working condition.	Public Works	Completed	August 2022
Curbs on Main Street	Cleaning of curbs along main street of sand and debris	Public Works	Completed Main Street. Working on other streets	Weather permitting
Driver Feedback Sign Install	Installation of a Driver Feedback Sign South of Innisfree Delnorte School.	Public Works & Electrical Contractor	Completed	August 2022
Sign Installations	Install poles & signs per Schedule B of Traffic Bylaw 670-22	Public Works & Contractor	Signs received; posts installation scheduled for week of Sep-26-30	October 2022
Re-Install “Wild Pink Yonder” sign	Supporting posts collapsed	Public Works		October 2022
Re-Locate Green Garbage Bin	Re-locate Green Cardboard Bin from Hwy 16A to prevent unauthorized dumping	Public Works & Contractor		October 2022
Remove mature trees from “back alley at 5128 – 51 Avenue	Mature Trees are interfering with telephone/power & are located in an unused back alley	Public Works & Contractor		October 2022

Submitted by: Robert Dobler, Public Works Foreman – September 19, 2022

**Aug.8 – Sep.7, 2022, Activities:**

- The fence along SH 870 has been repaired
- Reinforcement locks installed on the baseball diamond building and the group building; waiting for PWF to return some lock parts and get the correct ones and get a few more locks.
- The entire baseball diamond area has been mowed for the end of the season everything is closed and locked up
- Will do a few more mows within the campground just to keep the leaves from piling up.
- The gate at the baseball diamond needs repairs; it needs new gate posts as it falls off. Recommend that next year a different set of gates be installed with better support system so that the gates do not sit on the ground but actually hang above the ground; therefore, it will need to be looked at next year.
- Also recommend installation of deadbolts for both the doors at the baseball field and the group instead of a handle lock; this way it would be more secure.
- Moved the green Campground garbage bin to the back behind the shop due to locals and residents using it as a personal trash disposal
- The fire pits have been cleaned out of ashes
- The roads were graded during the last rain all garbage is and bins have been cleaned out and cleared. Recommend investing in building new garbage bins as the current bins are falling apart and are in deteriorating shape
- Did a large amount of tree removal as there were a lot of deadfalls that were starting to fall out of the bush. Also removed some trees in the campground that were dead and did some tree trimming at the bottom of some trees for visibility and for safety purposes. There are some very large trees at the entrance of the campground that will need to be cut down as it is likely that during the winter winds they will fall. This will require the campground to be empty as they need to be felled onto the road.
- I will be doing equipment maintenance ensuring that they are already to be stored for the winter
- Donated remaining pop, chips and chocolate bars to the Innisfree Delnorte School.
- Storing any other items in a container and store in the Park Shop area.

**Extension of Camping Season:**

- There were three seasonal campers registered for the month of September. All campers will be departed by the end of September.
- Declined a lot of camper registration inquiries since the Long Weekend; with the nice weather, it was still a good season for camping.

**Campground/Rec Park Work - Completed:**

- **Fire pit cleanup** – completed
- **Grading & pothole Filling** – campground roads – completed
- **Fire pit cleanup** – completed
- **Fence Repairs** – along SH 870 - completed

**Proposed Work - to be completed:**

- **Replace** in-ground firepits near pine trees with rings or barrel bottoms--to prevent an underground fire hazard
- **Hot Water Tank** - sediment from the well water is settling in the hot water tank; the tank will need to be drained & flushed

*Submitted by 2022 Rec Camp Manager Cat Threadgould, September 6, 2022.*



# Tofield

Honour the Past. Build the Future.

PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E tofieldadmin@tofieldalberta.ca  
W www.tofieldalberta.ca

August 23, 2022

The Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
204, 10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.



Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,

*Debora L. Dueck*

Debora Dueck  
Mayor

C.C    AUMA Membership  
         RMA Membership  
         Jackie Lovely, MLA

RECEIVED

SEP 13 2022



1041 - 10A Street  
Wainwright, AB T9W 2R4

T: 780.842.6144  
F: 780.842.3255  
www.btps.ca

Delnorte School  
Box 189, Innisfree, AB T0B 2G0

T: 780.592.3963  
F: 780.592.3870

September 13, 2022

Village of Innisfree  
Mayor & Council  
Innisfree, Ab.  
T0B 2G0

Dear Mayor & Council:

The Innisfree School is again holding their annual Awards Night on November 18, 2022 at 7:00 p.m. in the school gym. We greatly appreciated your donation in the past.

Again we would appreciate your continuous support. Please contact us with your decision as soon as possible. Thank you in advance.

Yours truly,

A handwritten signature in black ink, appearing to read "Nadia Melnyk", written in a cursive style.

Mrs. Nadia Melnyk  
Awards Committee

## Admin

---

**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@abmunis.ca>  
**Sent:** September 12, 2022 3:13 PM  
**To:** Admin  
**Subject:** Nominations are open for Queen Elizabeth's II Platinum Jubilee Medals

Good afternoon Mayors, Councillors, & CAOs,

Recognizing the unexpected and sad passing of Queen Elizabeth II, Alberta Municipalities is honoured to be participating in the Queen Elizabeth II's Platinum Jubilee Medal awards. The award is intended to recognize individuals who have made outstanding contributions to your community. With your council colleagues, please consider nominating outstanding individuals from your community for a Queen Elizabeth II's Platinum Jubilee Medal.

### BACKGROUND

At the invitation of the Government of Alberta, Alberta Municipalities has agreed to manage nominations and host the Queen Elizabeth II Platinum Jubilee Medal awards ceremonies for outstanding community leaders. Alberta Municipalities has been allocated 155 medals for which our member-municipalities can submit nominations. In addition, 265 medals will be automatically awarded to all sitting mayors of our member-municipalities.

The Queen Elizabeth II's Platinum Jubilee Medal has been created to mark the 70th anniversary of Her Majesty's accession to the throne as Queen of Canada. To celebrate this historic event, the Medal recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country, just as Her Majesty did.

### SUBMITTING NOMINATIONS

To be eligible for the award, your nominee must meet these criteria:

- Be a Canadian citizen or a permanent resident
- Have been alive on February 6, 2022
- Have made significant contributions to Canada or a region of Alberta, community, or field. Examples of areas of significant contribution might include COVID-19, Truth and Reconciliation, diversity, equity and inclusion, or preservation of the environment.
- Be a leader in the community
- Be in good standing with the law and community

**Your nomination should be submitted on behalf of your administration and/or council and needs to be endorsed by your council and/or administration**, however, a formal motion is not required. You can submit your nominee via our webform until **Thursday October 6, 2022**.

### AWARD CEREMONIES

The Queen Elizabeth II's Platinum Jubilee Medal award ceremonies will be conducted in late-November / early-December. Details will be shared once finalized.

With the recent passing of Her Majesty, these awards have taken on a special significance. We look forward to reviewing your nominations and creating a truly memorable awards ceremony.

Should you have any questions, please e-mail [nominations@abmunis.ca](mailto:nominations@abmunis.ca).

Dan Rude | Chief Executive Officer

ALBERTA URBAN MUNICIPALITIES ASSOCIATION



202, 9440 49 Street, Edmonton, AB T6B 2M9 | [NSWA.AB.CA](http://NSWA.AB.CA)



September 1, 2022

Her Worship Jennifer Johnson  
Mayor, Village of Innisfree  
PO Box 69  
Innisfree, AB T0B 2G0

RECEIVED  
SEP 12 2022

Dear Mayor and Council,

Has water and good water management ever not been a priority for the Village of Innisfree and its residents? Drinking water safety and supply; flooding; drought; storm water; water for growth; water for recreation. Water is a critical element of any municipality's growth and well-being. And yet, managing our water is never simple and clear cut. The challenges we face in one community are connected to our landscape and to all our neighboring communities, which means that our biggest challenge lies in working across communities, industries, and jurisdictions.

Innisfree is important to our watershed because the water the village needs comes from the landscape upstream, while village stormwater or wastewater can affect the landscape downstream. This means that sustainability, an important goal for any municipality, is best achieved at a watershed scale.

For more than 22 years, the North Saskatchewan Watershed Alliance (NSWA) has been building collaborative partnerships to steadily improve how we manage our rivers, wetlands, and lakes, using the best and most applicable science. This important work is accomplished because of the generous support of many municipalities in our watershed, the provincial government, and water utilities.

Last year, Innisfree was among the more than 40 municipalities who supported the NSWA by donating a \$0.50 per capita contribution. This year, we would again ask for the positive consideration by you and your Council in 2023 for a **total contribution of \$111.50**.

Your contribution goes a long way with the NSWA. We leverage your support at a **ratio of 3 to 1**, meaning NSWA can **leverage your \$1 into \$3 in project grant funding**. NSWA has received over \$3.0 million worth of project grants to support municipalities and local stewardship groups in the last five years for watershed projects.

One of several NSWA focal projects this year is building municipal policy and planning tools to help manage the condition of shorelines, including municipal environmental reserves and other managed spaces. This work builds on a unique geospatial tool developed by the NSWA for assessing the state of riparian areas and was used to assess nearly 17,000 km of shoreline in the North Saskatchewan watershed so far. It also makes use of the NSWA-developed Riparian Web Portal that enables landowners of all kinds to see riparian assessment information and showcase their own stewardship efforts. The Riparian Web Portal won a 2022 Emerald Award in the water category.



Attached are some highlights from the 2021-22 NSWA's Annual Report so you can see where we've been, the NSWA Strategic Plan to show you what we are planning, and an invoice to simplify administering your suggested contribution. The full Annual Report and other information is available at [www.nswa.ab.ca](http://www.nswa.ab.ca)

I would be happy to connect with you and your Council to provide more information. Further, the NSWA Executive Director, Scott Millar ([scott.millar@nswa.ab.ca](mailto:scott.millar@nswa.ab.ca)) is also available to present to the Village of Innisfree and to answer any questions you may have about the NSWA.

Sincerely,

Stephanie Neufeld  
Chair, North Saskatchewan Watershed Alliance

Cc: Chief Administrative Officer



# ANNUAL REPORT 2021-2022 SYNOPSIS

The NSWA is a not-for-profit organization designated by the Government of Alberta as the Watershed Planning and Advisory Council for the North Saskatchewan watershed.



## WE PLAN

We work with others to integrate land and water planning to improve watershed function.



## WE COLLABORATE

We create opportunities for stakeholders to come together, share resources and explore innovative solutions to watershed management challenges.



## WE SHARE

We provide information about the watershed and create forums for sharing that information.

## Board Governance

The work of the NSWA is guided by a 20 person multi-stakeholder Board of Directors that provides strategic oversight, direction, and advice to the organization.

This past year, the Board developed and approved the 2022-2024 Strategic Plan which identified 3 key priorities for the NSWA that include updating the State of the Watershed assessment, making our collaborative efforts more effective, and leveraging our communication and outreach.

## SUPPORTERS & PARTNERS



## 40 MUNICIPALITIES

- 14 counties
- 3 cities
- 10 towns
- 2 villages & 11 summer villages



## Engagement and Knowledge Sharing

As a key resource for information on the North Saskatchewan River watershed, the NSWA strategizes with key stakeholders to focus on important watershed issues. We align and complement our communications with Alberta Environment and Parks, and other watershed organizations to reinforce watershed knowledge and stewardship messages.



6 ONLINE FORUMS  
16 SPEAKERS

300+  
Participants

4000 +  
Social Media  
Followers

850+ People Engaged

**You Tube**

7 PLAYLISTS  
29 VIDEOS

2 SUMMER STUDENTS

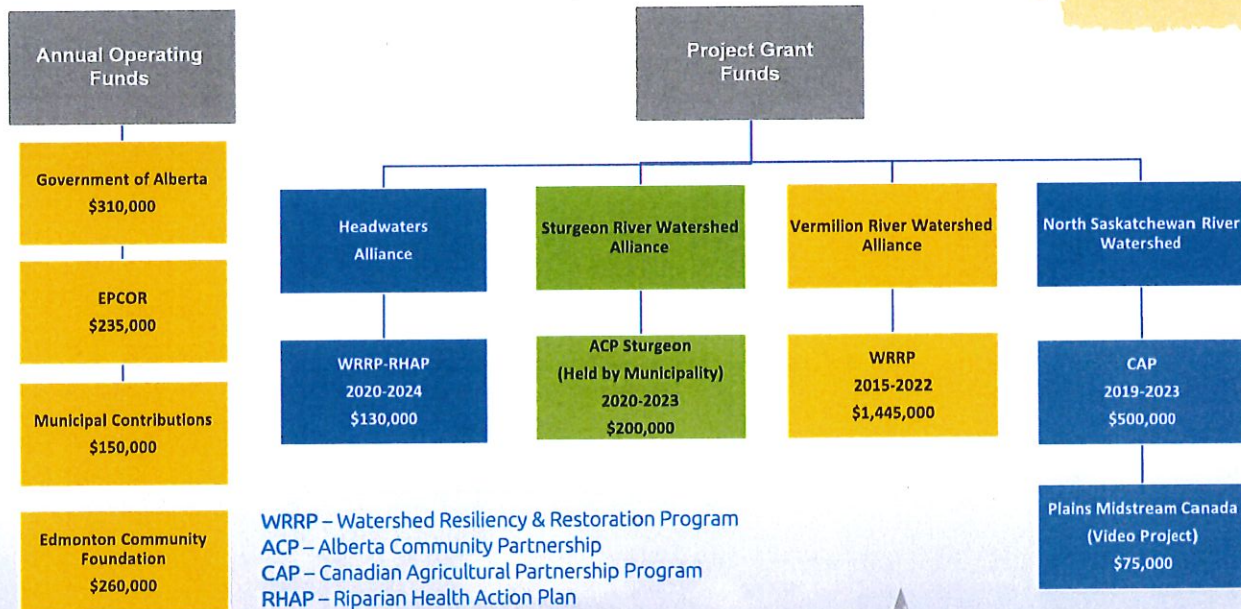
16 COMMUNITY EVENTS  
6 SUMMER VILLAGES  
5 SUBWATERSHEDS  
5 LAKES

12 NEWSLETTERS  
950  
Subscribers

## Funding Sources

For 22 years, the NSWA has been mobilizing research, partnering on conservation and restoration projects, monitoring water quality, and educating the public about water resources. Over \$3.0 million worth of project grants, or grants for watershed projects have been awarded to the NSWA in the last five years.

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



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

Twitter: @NorthSaskRiver

Facebook: facebook.com/NorthSaskRiver

Instagram: north\_sask\_river

LinkedIn: North Saskatchewan Watershed Alliance

## NSWA GOALS AND 3-YEAR STRATEGIES

### 1. THE NSWA SUPPORTS COLLABORATIVE PARTNERSHIPS

To achieve this goal, the NSWA will:

**Focus collaborative efforts on partnerships that can most effectively address the directions and actions of the *Integrated Watershed Management Plan*.**

*Description: The NSWA will concentrate its support on partnerships that are most likely to positively impact the ability to protect and improve water quality, water quantity, and the health of the North Saskatchewan River watershed.*

*Rationale: The highest potential to positively affect watershed function and management lies in the ability to combine and leverage the most effective work occurring in the watershed. This work maintains the momentum of the NSWA in using a partnership approach in its work.*

- Subwatershed Alliances (e.g., municipalities, Indigenous communities, NGOs)
- Partner NGOs that support on-the-ground watershed work (e.g., ALUS, Ducks Unlimited, Cows and Fish, AWES, EALT)
- Partner projects (e.g., WaterSHED, IH/CR Surface Water Quality Framework, Watershed Integrity Project)

### 2. THE NSWA IS A LEADER IN WATERSHED PLANNING

To achieve this goal, the NSWA will:

**Complete a 2025 *State of the Watershed* report to provide an update on the watershed health and implementation status of the *Integrated Watershed Management Plan* of the North Saskatchewan River watershed.**

*Description: The NSWA will use the process of updating the *State of the Watershed* report to gather data from new sources, address emerging watershed issues and evaluate the progress of the *Integrated Watershed Management Plan*.*

*Rationale: It has been 20 years since the original *State of North Saskatchewan River Watershed* report was produced. There have been advances in watershed science, monitoring and GIS datasets that would be able to provide a more detailed picture of the NSRW. There is also an opportunity to collect information from new sources such as academia, indigenous communities, municipalities, and citizen science, as well as address emerging issues such as climate change, invasive species and cumulative impacts. This process would also allow for an evaluation of the progress of the IWMP. Been 10 years since IWMP was put together with mixed progress across the plan. Good linkage to the W4L Action Plan.*

- Information from academia, Indigenous communities, municipalities, and citizen science
- Highlight emerging issues such as climate change, invasive species and cumulative impacts
- Use the opportunity to report on the progress of the IWMP



### 3. THE NSWA PROMOTES WATERSHED KNOWLEDGE SHARING

To achieve this goal, the NSWA will:

**Focus and align communications efforts on key stakeholders who have the greatest influence on watershed condition.**

*Rationale: This approach ensures good reach for minimal cost, while also promoting mutual partnership objectives.*

*Description: The NSWA will concentrate its efforts on building relationships with and providing knowledge to those most likely to improve water quality, water quantity, watershed health. The NSWA will combine forces with watershed partners with quality education and knowledge platforms, to maximize the reach of NSWA's knowledge and programming.*

- Align communications with watershed planning partners such as AEP, Alberta Water Council and other WPACS
- Leverage communications from NGO partners such as Alberta Lake Management Society (ALMS), Cows and Fish, Ducks Unlimited, Alternative Land Use Services (ALUS), Agroforestry and Woodlot Extension Society (AWES) and others

### 4. THE NSWA REMAINS A FUNCTIONAL AND SUSTAINABLE ORGANIZATION

To achieve this goal, the NSWA will:

- Seek to broaden and diversify its funding sources.
- Enhance the organization's stability by effectively supporting NSWA staff.
- Provide strong society governance mechanisms and structure.

*Description: The NSWA will address three key areas of the organization to ensure its long-term sustainability and ability to adapt to change.*

*Rationale: To continue to be an effective Watershed Planning and Advisory Council the NSWA must have a strong governance structure, long term funding and committed, qualified staff.*

Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

August 30, 2022

To all local Alberta government and community leaders:

Over the past weeks, there has been extensive news coverage regarding the independent inquiry created to examine the April 2020 mass casualty in Nova Scotia. Many different testimonies have been heard to date, and the commission will continue its work in to the coming month. While much debate takes place on public platforms and in the media across the county, it is important to me to assure you the first priority of the Alberta RCMP is, and will always be, without exception, public safety. The communities and citizens you represent can be confident and trust in the police services provided by the Alberta RCMP.

Each Alberta police officer has mandatory advanced training to respond to significant events in the first instance. Additionally, each frontline Alberta RCMP officer is provided supplementary training on managing dynamic critical incidents. Detachments have local protocols in place that are reviewed and updated regularly, ensuring specific community needs are addressed within the management of critical incidents.

In Alberta, we are well positioned to escalate our response should circumstances require it. Our critical incident response includes highly skilled, specialized teams trained in both rural and urban settings, prepared to rapidly deploy anywhere in the province. This response includes our Division Emergency Operations Center, Emergency Response Teams, Special Tactical Operations Team, Air Services and Police Dog Services, to name a few. We have implemented the latest technology available to enable situational awareness when managing public safety events and have invested in equipment such as Unmanned Aerial Vehicles and surveillance platforms to enhance our response.

The Alberta RCMP has strong working relationships with the municipal police services in Alberta. We undertake joint investigations and have engaged in a number of joint operations. Our specialized critical incident teams often train together, and we have developed our systems to enable the ability to share our situational awareness tools with other police agencies during public safety events. Interoperability and cooperation is a priority for the Alberta RCMP and it remains an important part of policing in the province.

Any time an incident occurs in Alberta RCMP jurisdiction we undertake a review, assessing our response and actions, implementing best practices and addressing lessons learned. We also review findings from inquiries, inquests and major events in the province, country and internationally to evaluate our readiness to respond to similar situations and to consider recommendations from lessons learned in those events. This continuous evaluation has resulted in the adaptation of training and implementation of processes, technology and equipment to better position us to respond to dynamic incidents.

As an example, the Alberta RCMP has had senior police officers assigned to our dispatch center to oversee and provide guidance on public safety events. Investment through the Police Funding Model has afforded us an opportunity to expand this response by establishing an Alberta RCMP Real Time Operations Center (RTOC). The RTOC will provide active monitoring of events throughout the province, determine and coordinate the

Canada

appropriate resources needed, and enhance communications both internally and with the public. In addition to senior police officers, the RTOC will be staffed with criminal analysts, communications strategists and other resources to assist frontline police officers in identifying appropriate local or regional support.

In early 2020, the Alberta RCMP recognized the need for a police-initiated public alert system, specifically designed to address public safety events such as an active shooter. We approached the Ministry of Justice and Solicitor General, who is responsible for the Alberta Emergency Alert System, proposing the development of this system. Working with the ministry and other police services in Alberta, the Police-Initiated Public Alert system was developed and has been implemented. This system has been used by the Alberta RCMP since it became operational, allowing for immediate notification of residents in a localized area.

Public safety needs, along with new and emerging threats and crime trends, call for police services to evolve and adapt to address those challenges. My management team and I meet regularly with representatives from the Ministry of Justice and Solicitor General to articulate our need for resources, technology and equipment, ensuring our service is equipped to respond to public safety events. Our team routinely updates the ministry with respect to operational and administrative matters, as required and when appropriate.

It is the responsibility of my leadership team and I to ensure your community leadership, as well as your citizens, know the policing services in their jurisdiction are prepared, modern, flexible and ready to respond to any critical event they may face. I encourage you to reach out to your local detachment commanders to discuss critical response, or any other policing concerns, directly. They are your local Chiefs of Police and I know they will be happy to hear from community leaders and citizens alike.

You may also reach out to me directly at 780-412-5444 or [Curtis.zablocki@rcmp-grc.gc.ca](mailto:Curtis.zablocki@rcmp-grc.gc.ca). I am always happy to hear from community leaders.

Thank you for your continued support. We are proud to serve as your provincial and municipal police service.

Yours truly,



C. M. (Curtis) Zablocki / M.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 - 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

# Town of Bashaw Provides Homeowners Access to Low-Cost Home Repair Plans

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NEWS PROVIDED BY

**HomeServe**

June 21, 2022, 09:00 ET

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## **New Program with Service Line Warranties Canada (SLWC) is a First for Alberta Municipalities**

BASHAW, AB, June 21, 2022/CNW/ - You notice a strange puddle in the front yard of your home. Or maybe a particularly unpleasant smell is wafting around your house, but you can't figure out the source. Worse, an unexplainable spike in your water bill or noticeably lower water pressure in your sinks and showers. These are issues homeowners face every day, and many don't realize that these problems are in most cases their responsibility to repair.

Service Line Warranties of Canada, or SLWC, offers optional repair service plans with the aim of protecting homeowners from these situations – and starting June 2022, Bashaw homeowners will be the first in the province of Alberta to have access to SLWC plans. Officials in the Town of Bashaw decided to implement this new optional program so that residents have the opportunity to spare themselves from the worry and cost when a failure occurs to the water or sewer line that connects their home to the town's systems.

SLWC'S no-deductible, low-cost service plans provide protection for repairs that are not covered under standard homeowner's insurance or by the town, filling a gap in coverage that residents can now have the chance to fill. The Town of Bashaw and SLWC work towards the same goal: to ensure resident homeowners do not have to pay hundreds or even thousands of dollars out of pocket for a repair and don't have to worry about finding a reputable contractor to do the work.

"We are excited to make these optional, low-cost repair plans available to our residents through a proven, reputable program like Service Line Warranties," says CAO Theresa Fuller. "Every homeowner knows that sometimes, unfortunate things happen. To provide access to our residents with a way to eliminate the financial burden or worry from these situations is a huge win for our community."

Since the SLWC program began in 2014, Canadian homeowners have saved more than \$6 million in repair expenses. While the program partnership marks the first for SLWC in the Province of Alberta, Bashaw joins 65 municipalities in Ontario that also provide their residents access to SLWC

repair service plans. The program is provided at no cost to Bashaw, and no public funds are used to promote or administer it.

The introduction of this option for homeowners in Bashaw comes at an important time. A recent "State of the Canadian Home" survey found that nearly one in five (19%) Canadian homeowners have nothing set aside for an emergency. The same survey found that close to one third (31%) of Canadian homeowners have just \$500 or less set aside for an unexpected issue.

Homeowners will soon receive information in the mail about the SLWC program and available service plans. There is no obligation to sign up for a plan – participation is voluntary. The mailings are administered by SLWC but will include the Town of Bashaw's logo to indicate that the mailing is legitimate and that there is a partnership in place between the town and SLWC.

"A SLWC service plan is a smart way for homeowners to prepare for a home emergency. These plans take the worry, inconvenience, and financial burden out of the repair," said Mike VanHorn, General Manager, Service Line Warranties of Canada, a HomeServe Company. "If something goes wrong, these plans equip Bashaw homeowners with reliable access to local, licensed, and vetted contractors who can quickly and professionally complete needed repairs on service lines."

Bashaw homeowners with questions or who wish to receive more information about SLWC or the plans available to residents can call 1-866-922-9004 or visit [www.slwofc.ca](http://www.slwofc.ca).

### **About Service Line Warranties of Canada**

Service Line Warranties of Canada (SLWC) is part of HomeServe, a leading provider of home repair solutions serving over 4.8 million customers across North America since 2003. Launched in 2014, SLWC is the trusted source of utility line protection programs across Canada, as recognized by the Association of Municipalities of Ontario (AMO) and the Rural Municipalities of Alberta (RMA). In addition, SLWC is a corporate partner of the Federation of Canadian Municipalities (FCM).

Together with HomeServe, SLWC is dedicated to supplying best-in-class repair plans and delivering superior customer service to consumers through over 1,100 leading city, municipal and utility partners across North America.

SOURCE HomeServe

For further information: Meghan Boyd, [Meghan.boyd@hkstrategies.ca](mailto:Meghan.boyd@hkstrategies.ca)

SEP 22 2022

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

September 6, 2022

Dear Brooke,

I'm reaching out to share some exciting news. The Town of Bashaw is the first Alberta municipality to offer optional repair service plans from Service Line Warranties of Canada (SLWC), an approved supplier of the Rural Municipalities of Alberta (RMA). Town officials decided to implement this program to protect homeowners from the expense and inconvenience of a water or sewer line failure.

With the economic challenges currently being faced by consumers across Canada, it is more important than ever that municipalities have solutions to ensure the safety and livability of citizens' homes and help residents avoid unexpected household repair expenses.

Offered at no cost to municipalities, the SLWC program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

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

Important features of the program:

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

SLWC currently partners with over 70 municipalities in Canada to offer this optional protection. To date 40,000 Canadian households have chosen to participate, purchasing over 75,000 service contracts. The program performs over 4,000 repairs annually, saving Canadian homeowners over \$5 million. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

Enclosed is the press release announcing our new Alberta partner. We would welcome the opportunity to discuss the benefits of adopting this program for your citizens. Please feel free to reach out to Morty Smolash at [mamolash@slwofc.ca](mailto:mamolash@slwofc.ca) or 514-894-3546 to set up a time to chat.

Sincerely,



Mike Van Horne  
General Manager

Letters/Emails:

Aug.2 – CN – provided a copy of *CN in Your Community 2022* report that provides information describing CN’s ongoing investments in the safety and strength of communities along its tri-coastal network. It also describes CN’s various national, regional and local initiatives and partnerships, and how CN has, and can collaborate with the municipality.

Magazines/Newsletters:

Alberta Health	Health Engagement Tour Update – August 22, 2022
Infrastructure	Volume 27, Number 8; September 2022 Issue
AMA Insider	Fall 2022 Issue
Private Motor Carrier	Vol. 3, Issue3; Fall 2022
Alliance Pipelines	“Natural Gas Pipeline Safety & Emergency Information”
Award	September 2022