



**Village of Innisfree
Regular Council Meeting
March 21, 2023 @ 5:00 p.m.
Village of Innisfree Council Chambers**

1. **Call to Order**
2. **Agenda** **Pages 1 -2**
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. **Delegation**
None
4. **Adoption of Minutes**
 - a. February 21, 2023, Regular Council Meeting Minutes Pages 3 - 5
5. **Business Arising from the Minutes**
 - a.
6. **Policies & Bylaws**
 - a. Master Rates Bylaw 681-23– RFD Pages 6 - 10
 - b. Animal Control Bylaw 680-23- RFD Pages 11 - 36
7. **New Business**
 - a. Property Tax Incentives – RFD Pages 37 - 55
 - b. Hospital Bed & PW Items Dispersal- RFD Pages 56 - 59
 - c. Intermunicipal Government Committee Representative - RFD Pages 60-62
 - d. Joint Waste Transfer Station MOU – to be ratified. Pages 63 - 66
 - e. Mannville Landfill Remediation Project- RFD Pages 67-75
8. **Councillor Reports**
 - a. Northern Lights Library (Feb 24) – Clr Johnson Page 76
 - b. Innisfree Library Board (March 1) – Clr. Johnson Page 77
 - c. M.D. of Minburn Foundation (March 16) – Clr. Johnson Page 78
 - d.
 - e.
 - f.

9. Administration Reports

- a. Reports:
 - i. Interim CAO Report –Period Ending March 14, 2023 Pages 79 – 80
 - ii. Action List Pages 81 – 84
 - iii. CAO Municipal Grants Report Pages 85 – 89
- b. Financials:
 - i. Monthly Financial Statement –Period Ending January 31, 2023 Pages 90 –91
 - Monthly Financial Statement –Period Ending February 28, 2023 Pages 92 – 93
 - ii. Revenue & Expense (with comments) –February 28, 2023 (Addition)
- c. Public Works Foreman Report – Period ending March 15, 2023 Page 94
- d. Regional Fire Chief Report Page 95
- e. Rec Park Manager Report –C. Threadgould has been hired for the 2023 season.

10. Correspondence:

- a. “Thank You” card from John Hlushak family.
- b. County of Minburn -Press Release RE: acquisition of aggregate land. Page 96
- c. Municipal Affairs -letter regarding Budget 2023 and grant allocations Pages 97 – 98
- d. ATCO 2022 Franchise Report Pages 99 – 101
- e. “Thank you” photo from the Ukrainian Dancers

11. Closed Session

- a. Personnel / Legal
 - i. (FOIPP Sections 27) –Employment Legal Update

12. Adjournment

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of February 21, 2023**

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, February 21, 2023.

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:01 PM.

PRESENT

Attendance in-person

Mayor E. Raycraft
Councillor J. Johnson
Councillor D. McMann

Terri Wiebe, Interim Chief Administrative Officer

Delegations: RCMP Cpl Brittany Pegg
MSCnet Rhonda Lafrance and Lowell MacDougall

*APPROVAL OF
AGENDA
2023-02-21/01*

Moved by Clr. McMann that the agenda be approved as presented with the following additions:

Councillor Reports

- 8.e. – HUB – Clr. McMann
- 8.f. – Delnorte Parent Council – Mayor Raycraft (verbal)
- 8.g. – Buffalo Trail – Mayor Raycraft (verbal)

CARRIED

DELEGATIONS

1. RCMP Cpl Brittany Pegg introduced herself and explained Stat Report.
2. Two representatives, Rhonda Lafrance and Lowell MacDougall, from MCSnet made a presentation to Council regarding Gig-Air and upcoming capital projects in the area, including building fibre to Innisfree tower.

*DELEGATIONS
2023-02-21/02*

Moved by Clr. Johnson that the two delegations' presentations be accepted for information.

CARRIED

*JANUARY 23, 2023,
REGULAR COUNCIL
MEETING MINUTES
2023-02-21/03*

Moved by Mayor Raycraft that the January 23, 2023 Regular Council Meeting minutes be approved as amended.

CARRIED

*BORROWING BYLAW
673-23
2023-02-21/04*

Moved by Clr. Johnson that Bylaw 673-23 be approved as presented. Further that Bylaw 673-23 receive FIRST reading this 21st day of February 2023.

CARRIED

*BORROWING BYLAW
673-23
2023-02-21/05*

Moved by Clr. McMann that Bylaw 673-23 receive SECOND reading this 21st day of February 2023.

CARRIED

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of February 21, 2023**

| | |
|--|--|
| <p><i>BORROWING BYLAW 673-23 2023-02-21/06</i></p> | <p>Moved by Mayor Raycraft that Bylaw 673-23 be authorized to receive THIRD reading on this 21st day of February 2023. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>BORROWING BYLAW 673-23 2023-02-21/07</i></p> | <p>Moved by Clr. Johnson that Bylaw 673-23 receive THIRD and FINAL reading this 21st day of February 2023. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>ANIMAL CONTROL BYLAW 680-23 2023-02-21/08</i></p> | <p>Moved by Clr. Johnson that Bylaw 680-23 be amended with changes indicated and receive FIRST reading this 21st day of February 2023. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>NE MAYORS, REEVES AND INDIGENOUS LEADERS 2023-02-21/09</i></p> | <p>Moved by Mayor Raycraft that the Village of Innisfree provide \$ 250 to the NE Mayors, Reeves and Indigenous Leaders caucus for Hwy 28 lobbying and funding the start up by creating a framework for the group. Furthermore, that the Village of Innisfree request proof of legitimacy before sending any further monies. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>SPRING MUNICIPAL LEADERS CAUCUS 2023-02-21/10</i></p> | <p>Moved by Mayor Raycraft that Clr. Johnson and CAO Terri Wiebe attend the Spring Municipal Leaders Caucus in Edmonton on March 29-31st, 2023 <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>INNISFREE CURLING CLUB SPONSORSHIP REQUEST 2023-02-21/11</i></p> | <p>Moved by Clr. Johnson that the Village of Innisfree give \$ 100 to the Innisfree Curling Club for Ice Decal Sponsorship. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>COUNTY OF MINBURN WASTE MANAGEMENT MOU</i></p> | <p>Council requested Administration get further information from the County prior to making any decision.</p> |
| <p><i>BAR ENGINEERING PROJECT PROPOSALS 2023-02-21/12</i></p> | <p>Moved by Mayor Raycraft to approve all three (3) major project proposals submitted by Bar Engineering and request that they be sent out for tender. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>CAPITAL PROJECT GRANT APPLICATIONS 2023-02-21/13</i></p> | <p>Moved by Clr. Johnson that Council approves the five (5) projects submitted by Administration for submission as grant applications. <p style="text-align: right;"><u>CARRIED</u></p></p> |
| <p><i>FIRE DEPARTMENT CHANGE OF RESPONSE 2023-02-21/14</i></p> | <p>Moved by Clr. Johnson that the Village of Innisfree agree to the Fire Department's proposed trial period for response plan changes. <p style="text-align: right;"><u>CARRIED</u></p></p> |

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of February 21, 2023**

| | |
|---|---|
| <p><i>GO EAST LETTER OF SUPPORT REQUEST 2023-02-21/15</i></p> | <p>Moved by Mayor Raycraft that the Village of Innisfree send a letter of support for Go East’s application for the Travel Alberta Rural Promotion Fund. <u>CARRIED</u></p> |
| <p><i>ASSET MANAGEMENT WORKSHOPS 2023-02-21/16</i></p> | <p>Moved by Clr McMann that whoever from Council and administration that can attend do so. Further that the CAO on maternity leave be asked to attend with pay for time and mileage as she will be the person working on this project over the next few years. <u>CARRIED</u></p> |
| <p><i>COUNCILLOR REPORTS 2023-02-21/17</i></p> | <p>Moved by Clr. Johnson the seven (7) items listed under “Councillor Reports” including additions be received as information. <u>CARRIED</u></p> |
| <p><i>ADMINISTRATION REPORTS 2023-02-21/18</i></p> | <p>Moved by Clr McMann that the items listed under “Administration Reports” be received as information. <u>CARRIED</u></p> |
| <p><i>CORRESPONDENCE2 023-02-21/19</i></p> | <p>Moved by Mayor Raycraft that the five (5) items listed under “Correspondence” be received as information. <u>CARRIED</u></p> |
| <p><i>ENTERING CLOSED SESSION 2023-02-21/20</i></p> | <p>Moved by Clr. Johnson that the meeting moves into closed session at 8:50 pm pursuant to FOIPP Section 27 to update Council about employment legal concerns. <u>CARRIED</u></p> |
| <p><i>EXITING CLOSED SESSION 2023-02-21/21</i></p> | <p>Moved by Clr. Johnson that the meeting moves out of closed session at 8:53 pm. <u>CARRIED</u></p> |
| <p><i>ADJOURNMENT 2023-02-21/22</i></p> | <p>Moved by Mayor Raycraft that the meeting be adjourned at 8:54 pm. <u>CARRIED</u></p> |

Mayor, Evan Raycraft

Interim Chief Administrative Officer, T. Wiebe

Request for Decision (RFD)

Topic: Master Rates 681-23
Initiated by: Administration & Animal Control Bylaw 680-23
Attachments: DRAFT - Master Rates Bylaw 681-23

Purpose(s):

1. To address additions and deletions to the Master Rates Bylaw.

Background:

1. The Village of Innisfree is amending the separate Canine, Feline and Chicken Bylaws into a single Animal Control Bylaw with different/additional fees that will affect the contents of current Master Rates Bylaw 679-23.
2. A review of the Master Rates Bylaw 679-23 revealed some obsolete fees, poor descriptions and repetitive phrases.

Key Issues/Concepts:

1. Master Rates Bylaw 681-23 is presented in a new format, that is intended to improve the reader's reading ability, plus it reduces the size of the Bylaw from 7 to 4 pages.
2. Under Section 20 – Protective Services – a \$10 fee for the Transfer of a Tag from one owner to another has been added, per the new Animal Control Bylaw clause.
3. Under Section 30 – Equipment & Public Works – the fee for a backhoe has been removed as the Village no longer has the equipment.
4. Section 40 – title of this Fee Section has been clarified as "Environmental Services."
5. Section 60 – added Subdivision Advertising Costs to the Fees, same as Land Use Bylaw Applications.
6. GST applications have been clarified throughout the Bylaw.

Options:

1. Give first reading to Master Rates Bylaw 681-23, with or without changes.
2. Give Final Readings to proposed Master Rates Bylaw 681-23 as presented.

Financial Implications:

1. Including several new Fees may provide additional municipal revenues.

Relevant Policy/Legislation:

1. *MGA – Section 7* – General Jurisdiction to pass bylaws
2. *MGA – S.8* – Powers under bylaws

Political/Public Implication(s):

Proposed Master Rates Bylaw 681-23 simplified set-up should provide for favourable public input.

Recommendation:

Give final readings to Master Rates Bylaw 681-23 as presented.



MASTER RATES BYLAW 681-23

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR 2023 MASTER RATES – FEES AND CHARGES.

WHEREAS the Council of the Village of Innisfree, in the Province of Alberta considers it necessary to establish one reference for fees and charges for activities and services provided by the municipality.

AND WHEREAS under the provisions of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, and amendments thereto, the Council of the Village of Innisfree may pass Bylaws and may make provisions that it deems necessary to carry out the purposes of the Bylaw;

AND WHEREAS the addition or amendment of any section of this Master Rates Bylaw shall only affect that particular rate and all other rates shall remain in full force and effect. Should there be an inconsistency between this bylaw and another bylaw adopted on another date, the rates referenced in this bylaw shall supersede.

NOW THEREFORE, be it resolved that the Council of the Village of Innisfree, in the Province of Alberta, does hereby adopt this 2023 Master Rates – Fees and Charges Bylaw for the Village of Innisfree.

1. Each separate provision of this Bylaw shall be deemed independent of all other provisions and,
2. Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed, and all other provisions of this Bylaw remain valid and enforceable,
3. All sections attached to this bylaw shall form part of this bylaw.
4. This bylaw shall come into full force and have effect **April 1, 2023**, upon the third and final reading thereof.
5. Bylaw **679-23** is hereby rescinded.

Read a **FIRST** time this ___ day of _____, 2023.

Read A **SECOND** time this ___ day of _____, 2023.

And with **UNANIMOUS CONSENT** of Council, read a **THIRD** time and **FINALLY** passed this ___ day of _____, 2023.

Mayor E. Raycraft

Interim CAO T. Wiebe

SECTION 12 - ADMINISTRATION AND GENERAL SERVICES

| FEE | SERVICE/GOODS | GST CHARGED Y/N |
|--------------|--|--------------------|
| 1.00 | Color Photocopy per page - single sided | Y |
| 0.25 | B&W Photocopy per page - single-sided | Y |
| 3.00 | Facsimile – Flat Fee – No page limit | Y |
| 40.00 | NSF Cheque Fee – Returned Non-sufficient Funds | N |
| Per CRA | Kilometrage Rate for Municipal Travel | Y |
| 25.00 | Admin Fee – Transfer of O/S UT to Tax Roll | N |
| Per FOIP Act | Information Request pursuant to FOIP Act | N |

SECTION 20 - PROTECTIVE SERVICES

| FEE | SERVICE/GOODS | GST? Y/N |
|--|--|----------|
| Billed at Cost Recovery +\$10/day + 10% Admin Fee | Impoundment Fee – Vehicle Stored by Village | Y |
| Per Contractor Fee | Animal Impoundment Fee (per day/per animal) | Y |
| 15.00 | License - Annual Spayed/Neutered Canine (6 months+) on or before January 1 st . | N |
| 20.00 | License - Annual Non-spayed/Non-Neutered Canine (6 months &+) on or before January 1 st | N |
| 30.00 | Annual Canine License Purchased <u>after</u> January 1 st | N |
| 15.00 | License - Annual Spayed/Neutered Feline (8 months+) on or before January 1 st | N |
| 20.00 | License - Annual Non-Spayed Feline (8 weeks+) on or before January 1 st | N |
| 30.00 | Annual Feline License (8 weeks+) <u>after</u> January 1 st | N |
| 10.00 | Replacement Tag for Canine or Feline | N |
| 10.00 | Transfer License/Tag of Canine or Feline | N |
| 25.00 | Annual Business License – Resident | N |
| 40.00 | Annual Business License – Non-Resident | N |
| 100.00 | Annual Peddler License | N |
| 50.00 | Monthly Peddler License | N |
| 25.00 | Weekly Peddler License | N |
| 5.00 | Daily Peddler License | N |

SECTION 30 - EQUIPMENT AND PUBLIC WORKS SERVICES

Note: All fees have a one-hour Minimum charge for Operator & Equipment during normal working hours.

| FEE | SERVICE/GOODS | GST Y/N |
|---------|-------------------|---------|
| 175/hr. | Large Loader | Y |
| 75/hr. | Skid Steer/Bobcat | Y |
| 50/hr. | Ride-on Mower | Y |
| 75/hr. | Bush Mower | Y |
| 50/hr. | Dump Trailer | Y |

SECTION 40 - ENVIRONMENTAL SERVICES

NOTE: All Environmental Services Fees are Monthly; GST is not applicable unless otherwise stated.

| FEE | SERVICE/GOODS |
|-------------------------------|---|
| 33.00 | Non-Metered Water - Residential Fee |
| 44.00 | Non-Metered Water - Non-Residential/Commercial Fee |
| 4.12/m ³ | Water Metered Consumption Fee |
| 13.00 | Residential Base Water Fee (+ Consumption) |
| 25.00 | Non-Residential/Commercial Base Water Fee (+ Consumption) |
| 45.00 | Large Commercial (Petro-Can & Delnorte School) Base Water Fee (+ Consumption) |
| 15.00 | ACE Regional Water Fee – All Utility Accounts |
| 29.25 | Solid Waste – Residential |
| 34.00 | Solid Waste – Small Commercial/Non-Residential |
| 47.00 | Solid Waste – Large Commercial/Non-Residential |
| 425.00 | Solid Waste – Petro-Can Complex |
| 225.00 | Solid Waste – Institutional |
| 115.00 | Solid Waste – Four-Plex Units |
| 17.45 | Solid Waste – Community Organizations |
| 2.50 | Solid Waste – Cardboard Recycling – All Utility Accounts |
| 12.00 | Solid Waste – Regional Landfill Costs – Residential |
| 15.00 | Solid Waste – Regional Landfill Remediation – Small Commercial |
| 20.00 | Solid Waste - Regional Landfill Remediation – Large Commercial |
| 7.50 | Solid Waste – Regional Landfill Remediation – Community Organizations |
| 21.50 | Sanitary Sewer – Residential |
| 34.25 | Sanitary Sewer – Commercial |
| 88.00 | Sanitary Sewer – Four-Plex Units |
| 145.00 | Sanitary Sewer – Institutional |
| 77.00 | Sanitary Sewer – Restaurants |
| 17.00 | Sanitary Sewer – Community Organizations |
| 3.39 | Stormwater Infrastructure Renewal Fee – All Accounts |
| 25.00 | Water Data Log Report |
| 25.00 | Second Request for a Water Meter Validation test within a 12-month period. |
| Per Costs | Test Facility costs, (including S&H) if meter tests as accurate (GST Applies) |
| Per Costs | Water Meter Change-out Request if meter tests as accurate (GST Applies) |
| 30.00 | Connection Fee for New Owner |
| 500.00 | Connection Fee for New Construction |
| 4.12/m ³ + \$50.00 | Water Services supplied, during construction |

SECTION 60 - PLANNING, SUBDIVISION AND DEVELOPMENT & ASSESSMENT APPEAL

NOTE: *All Planning, Subdivision and Development & Assessment Appeal costs are GST Exempt, unless otherwise stated*

| FEE | SERVICE/GOODS |
|-------------|---|
| 50.00 | Development Permit - Residential |
| 75.00 | Development Permit – Non-Residential/Commercial |
| 20.00 | Development Permit – Institutional/Public Service |
| 25.00 | Development Permit - Demolition |
| 25.00 | Land Titles & SPIN Search – per each title search |
| 25.00 | Village of Innisfree Land Use Bylaw (Hard Copy) |
| 35.00 | Tax Certificate |
| 100.00 | Compliance Certificate |
| 150.00 | Land Use Bylaw Amendment |
| Per Invoice | Land Use Bylaw Amendment - Advertising (<i>GST applies</i>) |
| 100.00 | Subdivision Application (per lot) |
| Per Invoice | Subdivision Application – Advertising (<i>GST applies</i>) |
| 50.00 | Subdivision Endorsement (per lot) |
| 100.00 | Subdivision or Development Appeal (non-refundable) |
| 50.00 | Assessment Review Board – Residential Complaint Fee |
| 650.00 | Assessment Review Board – Composite Complaint Fee |

SECTION 70 - PARKS AND RECREATION

NOTE: All campground prices include GST.

| FEE | SERVICE/GOODS |
|------------|--|
| 25.00 | Daily – Non-Powered Campsite |
| 100.00 | Weekly – Non-Powered Campsite |
| 250.00 | Monthly – Non-Powered Campsite |
| 30.00 | Daily – Powered Campsite |
| 150.00 | Weekly – Powered Campsite |
| 500.00 | Monthly – Powered Campsite |
| 1,800.00 | Powered Campsite from Park Open to Close (4 months) |
| 100.00 | Group Camp Deposit (payable upon reservation) |
| 225.00 | Daily - Group Camp Area |
| 100.00 | Daily – Group Camp Area for Non-Profit Groups |
| 200.00 | Daily – Ball Park (3 Diamonds) |
| 4.00 | Shower – Non-Campers |
| 10.00 | Firewood Bundle |
| Per Costs | Septic Removal Services |
| 50% of Fee | Deposit for Reservations required for more than 2 Campsites. (Reservations held until 6 pm on day of scheduled arrival) |

Request for Decision (RFD)

Topic: Animal Control Bylaw
Initiated by: Council
Attachments: new Bylaw with Council revisions

Purpose(s):

1. To amalgamate the Dog Bylaw, Cat Bylaw, and Chicken Bylaw into one Bylaw and include additional animals

Background:

1. The Village of Innisfree currently has 3 separate Bylaws for Dog, Cat, and Chickens.
2. Much of the content of these Bylaws are repetitive.
3. Council has decided to combine these Bylaws into one overall Animal Bylaw

Key Issues/Concepts:

1. Easier for both Administration and the residents to find and read just one Bylaw rather than three separate ones.
2. Additional animals were added to the Animal Control Bylaw.

Options:

1. Give second reading to this Bylaw, with or without changes.
2. Give second and third readings to this Bylaw, with or without changes.

Financial Implications:

1. None

Relevant Policy/Legislation:

1. MGA sections as referred to in the draft Animal Control Bylaw

Political/Public Implication(s):

1. Addition of Service Animal as per the survey sent to the public in Fall 2022 and resulting requests from the residents.
2. Administration will already have guidelines if a resident inquires about other animals.

Recommendation:

1. Give second reading to this Bylaw with or without changes.

ANIMAL CONTROL BYLAW 680-23

**A BYLAW OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF REGULATING AND CONTROLLING ANIMALS**

WHEREAS the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended, and the *Provincial Offenses Procedure Act, R.S.A. 2000, c.P-34*, enables a Municipal Council to pass Bylaws respecting wild and domestic animals, and activities in relation to them; and

WHEREAS pursuant to section 7 of the Municipal Government Act the Council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

WHEREAS pursuant to section 8 of the Municipal Government Act the Council of a municipality may, in a bylaw, regulate or prohibit and provide for a system of licenses, permits and approvals; and

WHEREAS the Council of the Village of Innisfree deems it expedient and in the public interest to pass such a Bylaw;

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

1. TITLE

This bylaw shall be known as the *“Animal Control Bylaw.”*

2. DEFINITIONS

For the purposes of this bylaw, the following terms (unless the context specifically requires otherwise) shall have the following meanings:

- (a) “Aggressive (Vicious) Dog” means a dog with a demonstrated propensity to attack or injure a person or animal without provocation OR a dog which is believed to have exhibited behavior as identified in this Bylaw.
- (b) “Animal” means any mammal (domestic or wild) excluding humans, or any bird, insect, reptile, or amphibian.
- (c) “Animal Control Officer” means the Chief Administrative Office of the Village of Innisfree or his/her designate, a Bylaw Enforcement Officer, a Peace officer as defined under the *Peace Officer Act, Statutes of Alberta 2006, Chapter P-3.5*, and includes a member of the Royal Canadian Mounted Police.

ANIMAL CONTROL BYLAW 680-23

- (d) "At large" means an animal that is present at any place other than the property of its Owner, and which is not being carried by any person, or is not otherwise restrained by any person controlling the animal by means of a securely fastened leash or container.
- (e) "Bovid" has sub-categories of bovine and ovine which includes antelopes, sheep, goats, cattle, buffalo, and bison.
- (f) "Bylaw Enforcement Officer" means whoever has been appointed, contracted, hired, or authorized to enforce the Village of Innisfree Bylaws. This includes a member of the Royal Canadian Mounted Police as they are authorized to enforce any, and all, municipal Bylaws.
- (g) "CAO" means the Chief Administrative Office as defined in the *Municipal Government Act, RSA 2000, c M-26*.
- (h) "Cat" means either a male or female of the feline family.
- (i) "Chicken License" means a license issued by the Village CAO pursuant to this Bylaw authorizing the license holder to keep Urban Chickens on a specific property within an Urban Area.
- (j) "Competent person" means a person who is both physically and mentally capable of restraining and controlling a dog or other animal to an extent that the dog or other animal cannot interfere with other persons or animals, or damage property.
- (k) "Coop" means a fully enclosed weatherproof structure and attached outdoor enclosure used for the keeping of Urban Chickens.
- (l) "Dangerous Dogs Act" means the *Dangerous Dogs Act, Revised Statutes of Alberta 2000, Chapter D*.
- (m) "Dog" means any domesticated male or female member of the canine family.
- (n) "Equine" means relating to or resembling a horse or the horse family.

ANIMAL CONTROL BYLAW 680-23

- (o) "Guard Dog" means a dog trained to patrol privately owned, residential or non-residential property, whether or not accompanied by its Owner or someone acting on behalf of and with the authority of its Owner for the purpose of protected said property against break-in, theft, trespass, and vandalism.
- (p) "Guide Dog" means a dog trained as a guide for a blind person and identified on an identification card issued by the Canadian National Institute for the Blind under the provisions of the *Blind Persons Rights Act. R.S.A. 1980, Chapter B-6*.
- (q) "Hen" means a domesticated female chicken.
- (r) "Kennel" means any place owned by any person engaged in the commercial business of breeding, buying, selling, or boarding animals of any kind.
- (s) "Large Animal" means an animal weighing more than 10 kilograms.
- (t) "Leash" means a restraint that is less than three (3) metres in length and made of chain or other material capable of humanely restraining a dog or other animal.
- (u) "License Fee" means the fee as set out in the Master Rates Bylaw
- (v) "License Tag" means an identification tag issued by the Village of Innisfree showing the license number for a specific animal.
- (w) "Licensee" means a person required to obtain a License who must be the minimum age of eighteen (18) years of age.
- (x) "Minor injury" means any physical injury to another domestic animal or person, caused by an animal that results in bleeding, bruising, tearing of skin, or any other injury that is not life threatening, disfiguring, or debilitating.
- (y) "Municipal or Violation Tag" means a document alleging an offence issued pursuant to the authority of a Bylaw of the Village.
- (z) "Nuisance" means fighting with other animals, defecating, or urinating on private property without permission of the Owner or occupant of the property, howling or hissing at night, digging in flower beds, gardens or garbage containers and trespassing on private property.

ANIMAL CONTROL BYLAW 680-23

- (aa) “Outdoor Enclosure” means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Urban Chickens to roam.
- (bb) “Owner” means any person, partnership, association, or corporation:
- (i) Owning, possessing, or having custody or control over any animal; or
 - (ii) Harboring any animal, allowing the animal to stay on the premise; or
 - (iii) Having licensed the animal.
- (cc) “Peace Officer” has the same meaning as in the *Provincial Offences Procedure Act, R.S.A. 2000*
- (dd) “Porcine” means affecting or resembling a pig or pigs.
- (ee) “Poultry” means domestic birds kept in captivity for the production of eggs, meat, and other by-products. “Fowl” additionally includes ducks and geese.
- (ff) “Private property” means all property within the Village other than property constituting Public and/or Municipal Property.
- (gg) “Public and/or Municipal property” means all land areas owned or controlled the Village, lying within the Village boundaries, and whether improved in whole or in part, or in its natural state. This includes Road allowances. Public property also includes property owned by or under the control and management of the Government of Canada or the Government of Alberta.
- (hh) “Rooster” means a domesticated male chicken.
- (ii) “Running at Large” means the same as “At Large” above.
- (jj) “Secure Enclosure” means a cage, pen, building or other structure or fenced area of such construction that will not allow the confined animal(s) to jump, climb, dig, or force their way out, or allow the entry of young children.
- (kk) “Service dog” means a dog trained by an organization or person specializing in service dog training to perform a task to assist a person with a disability with a need related to their disability. In Alberta, the Owner must have a Service Dog Identification Card verifying that an individual and their service dog have protected public access rights.

ANIMAL CONTROL BYLAW 680-23

- (ll) "Severe injury" means any physical injury to another domestic animal, or a person caused by an animal that requires sutures or cosmetic surgery.
- (mm) "Shelter" means the premises designated by the Village for the impoundment and care of animals.
- (nn) "Tag" means a current metal tag, or any other tag issued by the Village to an Owner for each animal he/she owns, which bears a number corresponding to the number recorded in the Village's master animal license register.
- (oo) "Threatening Behavior" means behavior that creates a reasonable apprehension of a threat of physical injury and may include growling, lunging, snarling, or chasing in a menacing fashion.
- (pp) "Trespassing" means where a person enters a premise without permission from the Owner or occupant of the premise but does not include where persons enter the Premise for the purposes of paper delivery, utility meter reading, charity solicitations, or other normally expected and lawful purposes.
- (qq) "Urban Chicken" means a Hen that is at least 16 weeks of age.
- (rr) "Violation Ticket" has the same meaning as in the *Provincial Offences Procedure Act, R.S.A. 2000, C.p-34*, as amended, and any regulations thereunder.
- (ss) "Urban Area" means lands located within the Village on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted nor discretionary use under the Village's Land Use Bylaw.
- (tt) "Vicious Dog" means the same as "Aggressive Dog" above.

3. GENERAL INTERPRETATION AND SEVERABILITY

Each provision of this Bylaw is independent of, and severable from, all other provisions and if any provision is declared invalid or unenforceable for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Village Bylaw, or any requirement of any lawful permit, order, or license.

ANIMAL CONTROL BYLAW 680-23

4. PROHIBITED ANIMALS

No person shall keep or have any of the following on any premises within the boundaries of the Village:

- (a) Large animals or the young thereof; (i.e. greater than 10 kilograms) excluding domestic dogs which are not a prohibited animal. This prohibition includes bovid, equine, and porcine, but is not limited to just these animals.
- (b) In an Urban Area, no person shall keep a Rooster.
- (c) Fowl, other than chickens.
- (d) Animals in the Village for parades or exhibitions, under the care and supervision of competent persons, are not subject to the provisions of this section of the Bylaw.
- (e) While not prohibited, bees are under the jurisdiction of the Provincial government under the *Bee Act Revised Statutes of Alberta 2000 Chapter B-2* as amended, and the *Bee Act Regulation 194/2003*.

5. LICENCING

A. General for all animals

- 1) Every person who resides within the limits of the Village and being the Owner of a dog, cat, or chicken, shall before the 31st day of January in each year, obtain a license or permit for the current year (January 1 to December 31) by applying at the Village Office and paying to the Village the appropriate license/permit fee, as set out in the most current Master Rates Bylaw.
- 2) The holder of a license or permit must be a minimum of eighteen (18) years of age.
- 3) Notwithstanding section 5.A.1, a person will have fourteen (14) calendar days to obtain a license or permit after;
 - a) Becoming the Owner of an animal; or
 - b) Being an animal Owner and taking up residency within the Village.
- 4) The provisions of Section 5.A.1 to Section 5.A.3 inclusive do not apply to the following:
 - a) A person temporarily in the Village for a period not exceeding thirty (30) days;
 - b) Individuals holding an identification card proving Ownership of a Guide Dog or Service Dog for their use;

ANIMAL CONTROL BYLAW 680-23

- c) A person caring for a domestic animal for a period of no longer than thirty (30) days, once per year, where the Owner of the domestic animal resides outside the corporate limits of the Village.
- 5) An animal Owner must provide the following information with each application for an animal license or permit.
 - a) name, mailing address, street address and phone number of the Owner.
 - b) name and description of the animal to be licensed.
 - c) gender of the animal.
 - d) If applicable, the breed of the animal.
 - e) Proof of neutering or spaying,
 - f) Tattoo or nose print number (if available)
 - g) Microchip (if available) and
 - h) Any other relevant and necessary information as may be required by the Village with respect to the application.
- 6) A person providing false or misleading information pursuant to Section 5.A.5 is in contravention of this Bylaw and guilty of an offence under this Bylaw.
- 7) Licenses or permits issued under this Bylaw shall not be transferable from one animal to another, or from one property to another, or from one owner to another, without informing the Village office and paying the applicable transfer fee.
- 8) Every Owner shall ensure that the "Municipal Tag" is securely fastened to a choke chain, collar or harness which must be worn by the Dog and/or Cat at all times whenever the Dog and/or Cat is on property other than the property of the Dog and/or Cat Owner or property controlled by him or her.

B. Cat(s)

- 1) The maximum number of cats per Owner's property shall be restricted to two (2) cats over the age of eight (8) weeks.
- 2) Every person who resides within the municipal boundaries of the Village and being the Owner of a cat over the age of eight (8) weeks shall apply for a License, and pay the fee as set out in the Master Rates Bylaw to obtain a Tag for each cat.

ANIMAL CONTROL BYLAW 680-23**C. Chicken(s)**

- 1) The maximum number of chickens per Owner's property shall be restricted to five (5) Urban Chickens.
- 2) The Village CAO may not issue or renew a Chicken License unless it is satisfied that:
 - a) The applicant is the Owner of the property on which the Urban Chickens will be kept, or that the Owner of the property has provided written consent to the application.
 - b) The land use districting of the property on which the Urban Chickens will be kept allows for the placement of a Coop for the keeping of Urban Chickens.
 - c) The applicant resides on the property on which the Urban Chickens will be kept.
- 3) The maximum number of Chicken Licenses that may be issued for the year in the whole Village shall be ten (10)
- 4) The Village CAO may refuse to grant or renew a Chicken License if in their opinion based on reasonable grounds, it is in the public interest to do so.
- 5) The Village CAO may also refuse to grant or renew a Chicken License for the following reasons:
 - (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for a Chicken License;
 - (b) the applicant or license holder:
 - i. furnishes false information or misrepresents any fact or circumstance to the Village CAO or a Peace Officer, or;
 - ii. has, in the opinion of the Village CAO based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted, or;
 - iii. fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Chickens, or;
 - iv. fails to pay any fee required by this or any applicable Bylaw.

D. Dog(s)

- 1) The maximum number of dogs per Owner's property shall be restricted to two (2) dogs over the age of six (6) months PLUS one (1) Guide Dog or Service Dog with proper the Alberta Service Dog documentation.

ANIMAL CONTROL BYLAW 680-23

- 2) A registered Guide dog owned by a visually impaired person or a Service dog which is trained by a recognized agency to aid a person with a physical or mental disability; provided the person is using the dog for such assistance, shall be issued a dog license free of charge upon registration of the dog with the Village.

6. OFFENSES AND RESPONSIBILITIES OF OWNER

A. General for all Animals

- 1) A person who contravenes any provision of this Bylaw is guilty of an offence.
- 2) The Owner of an animal is guilty of an offense if he/she fails to obtain a license for an animal.
- 3) No Person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.
- 4) The Owner of an animal is guilty of an offense if the Owner fails to provide identification and proof thereof to an Animal Control Officer.
- 5) The Owner of an animal is guilty of an offense if the Owner provides false or misleading information to an Animal Control Officer.
- 6) The Owner of an animal is guilty of an offense if an animal:
 - a) Runs at large;
 - b) Is without a collar and tag while off the premises of its Owner;
 - c) The animal is in heat and is not confined and housed in the residence of the Owner or in a kennel during the whole of the heat period except for the sole purpose of urinating or defecating on the premises of the Owner;
 - d) Defecates on any public or private property other than the owner's own property;
 - e) Is within a site containing playground apparatus and/or sand play area located on public or private property other than the property of its Owner;
 - f) Barks or howls so, as in the opinion of the Animal Control Officer, based on information gathered, to cause an unreasonable disturbance given, but not limited to, location, circumstances, time of day, and duration;
 - g) Damages public or private property, other than the property of its Owner, or
 - h) Bites, scratches, attacks, or injures any person or animal.

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- 7) The Owner must hold a valid and subsisting development permit to operate a kennel, animal hospital, shelter pound, or other animal operation as authorized in the Land Use Bylaw.
- 8) The Owner or any other person having care or control of a shall, must at all times, when it is off the property of the Owner, have the animal under control, and held on a leash.
- 9) The Owner must remove any of their animal's feces on public or private property other than the property of its Owner.
- 10) The Owner of an animal shall not abandon an animal; an animal is deemed to have been abandoned when:
 - a) the animal is left behind at a premise of neighbourhood after the Owner has moved away; or
 - b) the animal, for whatever reason, is running at large and the Owner has not made reasonable attempts to locate the animal. Such attempts include but are not necessarily limited to, notifying the municipality, the Bylaw Enforcement Officer, or the Royal Canadian Mounted Police that the animal is missing and making enquiries with the local veterinary facilities.

B. Chickens

A person to whom a Chicken License has been issued shall produce the license at the demand of the Village CAO, Animal Control Officer, or a Peace Officer.

A person who keeps Urban Chickens must:

- 1) provide each Hen with at least 0.37 m² of interior floor area, and at least 0.92 m² of Outdoor Enclosure, within the Coop;
- 2) keep each Hen in the Coop at all times;
- 3) provide each Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviors such as scratching, dustbathing, and roosting, all sufficient to maintain the Hen in good health;
- 4) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- 5) construct and maintain the Coop to prevent any rodent from harboring underneath or within it or within its walls, and to prevent entrance by any other animal;

ANIMAL CONTROL BYLAW 680-23

- 6) keep a food container and water container in the Coop;
- 7) remove leftover feed, trash, and manure in a timely manner; disposal of all chicken related waste mentioned within this section will be at the licensed holder's expense and will not be accepted at the Village transfer station;
- 8) store feed within a fully enclosed container;
- 9) keep manure within a fully enclosed container, and store no more than 3 cubic feet of manure at a time;
- 10) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
- 11) keep Hens for personal use only. Therefore, no person who keeps Urban Chickens shall sell eggs, manure, meat, or other products derived from Hens.

C. Vicious Dogs

- 1) A dog will be considered vicious if an Animal Control Officer believes on reasonable and probable grounds resulting from a complaint investigation that a dog has, without provocation:
 - a) Chased, injured, or bitten a person or other animal;
 - b) Damaged or destroyed any property;
 - c) Threatened or created the reasonable apprehension of a threat to a person or other animal; or
 - d) Been previously determined to be a Dangerous Dog under the *Dangerous Dogs Act, RSA 2000*, and amendments thereto.
- 2) The Owner of a Vicious Dog shall take all necessary steps to ensure that the dog does not bite, chase, or attack any human or other animal whether the person or animal is on the property of the Owner or not.
- 3) If a Vicious Dog bites or attacks a person or animal, the Owner shall be guilty of an offence and subject to a fine under this Bylaw, exclusive of any other civil actions or penalties.

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- 4) When a Vicious Dog is on the premises of its Owner, it shall be kept confined indoors under the effective control of a person over the age of eighteen (18) years, or confined outdoors in a securely enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the Vicious Dog, and to prevent the entry of persons unauthorized by the Owner. The Village Council may, at its discretion, require the Owner of the dog which has been deemed Vicious under this bylaw, to post a sign on the Owner's property where best seen, stating the presence of a "Vicious Dog".
- 5) When a Vicious Dog is off the premises of the Owner's property, it shall be securely muzzled, and shall be either harnessed or leashed securely to effectively prevent it from attacking or biting a human or other animal and be under the effective control of a person over the age of eighteen (18) years.
- 6) The Owner of a dog, which knows or ought to know it is a Vicious Dog, shall keep the Vicious Dog in accordance with the provisions of Section 6.c.4 and 6.c.5.
- 7) If the Animal Control Officer determines on reasonable grounds that a dog is a Vicious Dog, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he/she may:
 - a) Give the Owner a written notice that the dog has been determined to be a Vicious Dog, and
 - b) Require the Owner to keep such dog in accordance with the provisions of this Bylaw upon the Owner's receipt of the notice, and
 - c) Inform the Owner that if the Vicious Dog is not kept in accordance with this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw.
- 8) Where the Owner of a dog that has been determined to be a Vicious Dog produces information to the Animal Control Officer that may alter a determination made under the above, the Animal Control Office shall, as soon as is reasonable possible, cause the matter to be reviewed and make a final determination.

7. ENFORCEMENT

A. General

- 1) A person who contravenes this Bylaw is guilty of an offence.

ANIMAL CONTROL BYLAW 680-23

- 2) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 3) In any prosecution of proceedings for a contravention of this Bylaw, the burden of proof that the dog was on the property of the Owner shall rest upon the Owner.
- 4) Any person who commits a breach of any provisions of this Bylaw may be subject to the *Provincial Offences Procedures Act* and any amendments thereto.

B. Animal Control Officer

- 1) An Animal Control Officer is authorized and empowered to issue a Municipal/Violation Tag to any person who the Animal Control Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 2) The Animal Control Officer is authorized to capture and impound all Domestic Animals found to be Running at Large and any violation contrary to the provisions of this Bylaw. Wherever possible, the officer shall follow the Domestic Animal home, or ascertain Ownership, notify the Owner, and issue a Violation Tag.
- 3) An Animal Control Officer or any person authorized by the Bylaw to enforce the provisions contained therein and who is delegated the authority of a designated officer under Section 542 of the MGA, may enter onto land for the purpose of pursuit, capture, and restraint of any Domestic Animal found running at large.
- 4) An Animal Control Officer or any person authorized by the Bylaw to enforce the provisions contained in the Bylaw, may enter onto land for the purpose of observation, investigation, or enforcement of this Bylaw;
 - a) after reasonable notice to the Owner or occupant of the land, or
 - b) with the consent of the Owner or occupant of the land, or
 - c) without reasonable notice or the consent of the Owner or occupant of the land in the event the circumstances constitute emergency or extraordinary circumstances.
- 5) An Animal Control Officer or any person authorized by the Bylaw to enforce the provisions contained in the Bylaw can require proof of rabies vaccination.

ANIMAL CONTROL BYLAW 680-23

C. Powers of Village CAO

Without restricting any other power, duty or function granted by this Bylaw, the Village CAO may:

- a) carry out any inspections to determine compliance with this Bylaw;
- b) take any steps to carry out any actions required to enforce this Bylaw;
- c) take any steps to carry out any actions required to remedy a contravention of this Bylaw;
- d) establish forms for the purposes of this Bylaw; and
- e) delegate any powers, duties, or functions under this Bylaw to a Village employee.

D. Impoundment

The Animal Control Officer may seize and impound;

- any and every animal at large, or
- any and every female animal in heat that is not confined, housed, or kenneled in compliance with this Bylaw as per Sections 6.a and 6.c above.

E. Municipal or Violation Tags

- 1) A municipal or violation tag may be issued to a person:
 - Personally, or
 - By mailing a copy to such person at his/her last known mailing address, or
 - By email to such person, or
 - Upon retrieval of such person's animal from the shelter.

- 2) The municipal or violation tag shall be in the form approved by the Village CAO and shall state:
 - a) the name of the Person;
 - b) the offence;
 - c) the specified penalty established by this Bylaw for the offence;
 - d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
 - e) any other information as may be required by the Village CAO.

ANIMAL CONTROL BYLAW 680-23

- 3) Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Village the penalty specified within the time period indicated on the Municipal Tag.

F. Violation Tickets

- 1) If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- 2) A Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 3) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in court without the alternative of making a voluntary payment.
- 4) A person who commits an offence may
 - a) if a Violation Ticket is issued in respect of the offence; and
 - b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;
 make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

7. REPEAL OF BYLAWS

This Bylaw repeals the following Bylaws:

- 601-15 Dog Bylaw
- 607-15 Cat Bylaw
- 665-21 Chicken Bylaw

ANIMAL CONTROL BYLAW 680-23

8. EFFECTIVE DATE

This Bylaw shall come into effect when it has received third reading and has been duly signed.

This Bylaw shall come into force and effect upon the Third Reading.

Read a **FIRST** time this 21st day of February 2023.

Read a **SECOND** time this 21st day of March 2023.

Read a **THIRD** time and passed this ___ day of ___ 2023.

Mayor, Evan Raycraft

Interim CAO, Terri Wiebe

6.6

ANIMAL CONTROL BYLAW 680-23

**SCHEDULE "A"
PENALTIES – DOG(S)**

| INFRACTION | 1ST OFFENCE | 2ND OFFENCE | 3RD OFFENCE |
|---|-------------------------------|-------------------------------|-------------------------------|
| 1. Failure to obtain a dog license | \$100 | \$250 | \$500 |
| 2. Dog running at large | \$100 | \$250 | \$500 |
| 3. Failure to ensure tag worn on dog collar | \$100 | \$250 | \$500 |
| 4. Failure to confine dog in heat | \$100 | \$250 | \$500 |
| 5. Failure to immediately remove dog's defecation | \$100 | \$250 | \$500 |
| 6. Dog on school property | \$100 | \$250 | \$500 |
| 7. Dog in playground or sand area | \$100 | \$250 | \$500 |
| 8. Dog barks or howls so as to disturb any person | \$100 | \$250 | \$500 |
| 9. Dog damages or destroys public or private property other than the owners | \$100 | \$250 | \$500 |
| 10. Harboring, suffering or permitting more than two dogs at a residence unless permitted Service Dog | \$100 | \$250 | \$500 |
| 11. Dog exhibiting threatening behavior toward animal, bicycle or motor vehicle | \$250 | \$1000 | \$2000 |
| 12. Dog exhibiting threatening behavior to a person | \$500 | \$1000 | Court |

G.b

ANIMAL CONTROL BYLAW 680-23

| | | | |
|--|--------|--------|-------|
| 13. Owner providing false or misleading information | \$500 | \$1000 | Court |
| 14. Allowing dog's fecal matter to accumulate on owner's property | \$500 | \$1000 | Court |
| 15. Interfering with an Animal Control or Bylaw Enforcement Officer in the performance of their duties | \$500 | \$1000 | Court |
| 16. Dog biting/attacking/causing minor injury to a domestic animal | \$500 | \$1000 | Court |
| 17. Dog biting/attacking/causing minor injury to a person | \$1000 | \$2500 | Court |
| 18. Dog causing severe injury to a domestic animal | \$1000 | \$2500 | Court |
| 19. Dog causing severe injury to a person | \$2000 | \$5000 | Court |
| 20. Dog causing death to a domestic animal | \$2500 | \$5000 | Court |
| 21. Dog causing death to a person | \$5000 | \$7500 | Court |

ANIMAL CONTROL BYLAW 680-23

**SCHEDULE "A"
PENALTIES – CAT(s)**

| INFRACTION | 1ST OFFENCE | 2ND OFFENCE | 3RD OFFENCE |
|---|-------------------------------|-------------------------------|-------------------------------|
| 1. Failure to obtain a cat license | \$ 50 | \$ 0 | \$ 00 |
| 2. Cat running at large | \$ 25 | \$ 50 | \$ 00 |
| 3. Without a collar, harness or chain displaying cat tag | \$ 45 | \$ 75 | \$ 00 |
| 4. Cat in heat and not confined and housed in the residence of the Owner. | \$ 100 | \$ 200 | \$ 00 |
| 5. Cat defecates on Public or Private property other than Owner's own property | \$ 100 | \$ 200 | \$ 00 |
| 6. Cat stalks or kills bird on Public or Private property other than Owner's own property | \$ 100 | \$ 200 | \$ 00 |
| 7. Permit Cat to damage Public or Private property other than Owner's own property | \$ 100 | \$ 200 | \$ 00 |
| 8. Bites, scratches or attacks any person or animal | \$ 250 | \$500 | |
| 9. Owner provides false or misleading information | \$ 375 | \$ 750 (differs from Dogs) | |
| 10. Harboring, suffering or permitting more than two cats at a residence | \$250 | \$ 500 (differs from Dogs) | |

ANIMAL CONTROL BYLAW 680-23

| | | |
|--|--------|----------------------------|
| 11. Interfering with an Animal Control or Bylaw Enforcement Officer in the performance of their duties | \$250 | \$ 500 (differs from Dogs) |
| 12. Release/attempt to release Cat from Enforcement Vehicle | \$ 250 | \$ 500 |
| 13. Remove/attempt to remove Cat from Bylaw Enforcement Officer | \$ 250 | \$ 500 |
| 14. Tamper/damage/destroy Town owned live cat trap | \$ 200 | \$400 |
| 15. Abuse, injure, tease, torment or annoy a Cat | \$ 100 | \$ 200 |
| 16. Untie, loosen or free a Cat not in distress ????? | \$ 200 | \$ 400 |

6.6

ANIMAL CONTROL BYLAW 680-23

**SCHEDULE "B"
CAT LICENSE APPLICATION
Village of Innisfree**

License Fee Per Cat: Neutered/Spayed _____ Not Neutered/Spayed _____
Replacement Tag: _____

Name of Owner _____

Property address where Cat will be housed: _____

Mailing Address of Owner: Box _____, Innisfree, AB T0B 2G0 or:

Contact Phone Information: H/W/C _____ H/W/C _____

Emergency Alternate Contact: Name _____
Contact Phone Info: H/W/C _____

=====
Name of Cat: _____ **Tag#** _____

Description of Cat (Color/Sex/Special Marks, etc)

Replacement Tag Number _____

It is understood that I am responsible for notifying the Village of Innisfree of any changes to the above information. I also understand that I am responsible to ensure that my cat wears this tag. I also agree that if my cat is impounded without its Tag, the Village may not be able to notify me. I was made aware of **Animal Control Bylaw 680-23**.

Date: _____ **Owner Signature** _____

Renewal Date _____ **Owner Signature** _____

ANIMAL CONTROL BYLAW 680-23

Renewal Date _____ Owner Signature _____

Renewal Date _____ Owner Signature _____

NOTE: A COPY OF THIS FORM IS TO BE GIVEN TO THE APPLICANT FOR THEIR RECORDS AND ALSO IN CASE OF LOSS OR DAMAGE TO THE ORIGINAL TAG.

Note: The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the Feline Control Bylaw. Questions about collection of this information can be directed to the CAO (780) 592-3886 or in person at 5116 -- 50 Avenue, Innisfree, AB T0B 2G0

6-b

ANIMAL CONTROL BYLAW 680-23

**SCHEDULE "B"
DOG LICENSE APPLICATION
Village of Innisfree**

License Fee Per Dog: Neutered/Spayed ___ Not Neutered/Spayed ___
Replacement Tag: ___

Name of Owner _____

Property address where Dog (s) will be housed: _____

Address of Owner: Box _____, Innisfree, AB T0B 2G0 or:

Contact Information: H/W/C _____ H/W/C _____

Emergency Alternate Contact: Name _____
Contact Info: H/W/C _____

Name of Dog: _____ **Tag#** _____

Description of Dog (Color/Sex/Special Marks, etc)

Replacement Tag Number _____

It is understood that I am responsible for notifying the Village of Innisfree of any changes to the above information. I also understand that I am responsible to ensure that my Dog wears this tag. I also agree that if my Dog is impounded without its Tag, the Village may not be able to notify me. I was made aware of **Animal Control Bylaw 680-23**.

Date: _____ **Owner Signature** _____

Renewal Date _____ **Owner Signature** _____

ANIMAL CONTROL BYLAW 680-23

Renewal Date _____ Owner Signature _____

Renewal Date _____ Owner Signature _____

NOTE: A COPY OF THIS FORM IS TO BE GIVEN TO THE APPLICANT FOR THEIR RECORDS AND ALSO IN CASE OF LOSS OR DAMAGE TO THE ORIGINAL TAG.

Note: The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the Feline Control Bylaw. Questions about collection of this information can be directed to the CAO (780) 592-3886 or in person at 5116 – 50 Avenue, Innisfree, AB T0B 2G0

6.6

ANIMAL CONTROL BYLAW 680-23

**SCHEDULE "B"
CHICKEN LICENSE APPLICATION
Village of Innisfree**

Name of Owner _____

Property address where Chicken (s) will be housed: _____

Address of Owner: Box _____, Innisfree, AB T0B 2G0 or:

Contact Phone Information: H/W/C _____ H/W/C _____

Emergency Alternate Contact: Name _____

Contact Phone Info: H/W/C _____

PURPOSE OF KEEPING HENS: _____

In accordance with Village of Innisfree Animal Control Bylaw the undersigned applicant covenants and agrees with the Village as a term and condition of the permit to follow all aspects of the **Animal Control Bylaw 680-23**.

Signature of Applicant(s) _____ Date _____

Note: The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the Feline Control Bylaw. Questions about collection of this information can be directed to the CAO (780) 592-3886 or in person at 5116 – 50 Avenue, Innisfree, AB T0B 2G0.

Office Use Only

Permit # _____

Approved / Declined

Date: _____

CAO

License Fees:

Yearly License \$25.00

Annual Licenses are required by January 31st of each year.

Request for Decision (RFD)

Topic: Property Tax Incentives
Initiated by: Councillor Johnson
Attachments: Current Commercial Tax Incentive Policy and a Municipal Affairs printout

Purpose(s):
1. To review Property Tax Incentives per directive from Councillor Johnson

Background:
1. In 2015, the Village of Innisfree reviewed and implemented a Commercial Development Tax Incentive Policy. Subsequently an application form was created.
2. New legislation by Municipal Affairs was introduced in 2019 giving validity to that Policy so that Council had the authority to implement the process without the reduction having to go to Council on an annual basis.
3. The Legislation does not apply to reductions for Residential Properties, Farmland or M & E.

Key Issues/Concepts:
1. Any Tax Discount for a Residential property would need to go to Council on an annual, individual basis.
2. Council may want to review and/or update the current Commercial Tax Incentive Policy.

Options:
1. Council to direct Administration to draft a Policy for Residential Tax Discounts.
2. Council to direct Administration to update the current Commercial Tax Incentive Policy
3. Council to receive the Property Tax Incentive documentation for information.
4. Council to provide direction Administration regarding Tax Incentive Policies.

Financial Implications:
1. Possible increase to tax revenues from any new development encouraged by a Tax Incentive Policy but would not come to fruition for a few years (until the incentive was discontinued.)

Relevant Policy/Legislation:
1. Alberta Municipal Affairs website: <https://open.alberta.ca/dataset/52e1e7e9-dcfd-402a-ad75-c438dea07318/resource/46dd51fc-a5e1-44cd-8e9b-47c2107020ab/download/municipal-property-tax-incentives-ga.pdf>
2. MGA s. 180 – Methods in which council may act

Political/Public Implication(s):
Past record demonstrates there have been no requests for the Commercial Tax Incentive since its inception; only time would demonstrate if additional incentives increased Public Participation.

Recommendation:
Council to provide direction Administration regarding Tax Incentive Policies.

Municipal tax incentives

The *Municipal Government (Property Tax Incentives) Amendment Act* was introduced on June 4, 2019. The legislation amends the *Municipal Government Act*, allowing municipalities to offer tax incentives for non-residential properties to help attract investments and provide longer-term certainty for businesses.

Municipalities have an important role to play in contributing to the economic success of the province and their communities. These changes give municipalities the ability to be creative when attracting new investments and empower them to make decisions on how they apply property tax incentives.

The incentives are another tool municipalities could use to help foster the conditions that enable businesses to compete for global investment and contribute to the growth of jobs and prosperity.

What does this legislation enable municipalities to do?

The amendments enable municipalities to offer multi-year tax exemptions, reductions or deferrals for non-residential properties in order to attract investment, development and revitalization. Municipal councils are able to pass bylaws establishing tax incentive programs. Property owners, or prospective property owners, will apply to the municipality.

How is this different from what municipalities could do before?

In the past, municipalities could cancel or refund all or a portion of a property tax, or defer the collection of a tax in a specific year for the purposes of providing relief in instances of hardship. Municipalities could also provide multi-year tax incentives to encourage redevelopment of brownfield properties. This legislation expands the existing authority to include broader economic development purposes.

What are the potential benefits to municipalities?

Many municipalities are struggling to attract business and boost economic development and revitalization. Tax incentives lower the financial burden on businesses and help municipalities attract investment. It also helps municipalities create incentives for businesses, and compete with other communities across Canada and the United States, where similar incentives are already available.

Are there potential regional benefits?

This additional flexibility has the potential to encourage regional economic development. Municipalities should discuss with neighbours how best to use this new authority to create benefits for the region. Alberta Economic Development, Trade and Tourism provides regional economic development support and resources and encourages collaborative approaches with interested municipalities.

What about municipalities that already offer these types of incentives?

In rare circumstances, some Alberta municipalities may have used tax cancellation, reduction, and deferral authorities to offer incentive programs. These municipalities would need to pass new bylaws under the new legislation to ensure their programs are in alignment.

How would these programs work with existing trade agreements?

Any non-residential property that meets the criteria and conditions outlined in the bylaw will be eligible to apply for a tax incentive – this gives all property owners equal opportunity to receive a tax incentive, and prevents discrimination against businesses from other provinces. British Columbia and Saskatchewan both provide similar tax incentive programs.

Does the legislation apply to all assessment classes?

No. Residential, farm land and machinery and equipment classes are not eligible under the legislation. Other mechanisms are in place to incent residential development, and farm land assessment is set significantly lower than all other assessment classes. In addition, the machinery and equipment assessment class already receives a 23 per cent incentive through reductions in assessed value and is exempted from education property tax.

Would these incentives be used for existing businesses?

The legislation allows that decision to be made by local councils. Councils would also have the flexibility to determine the types of development or industries that are eligible for incentives.

Can incentives be renewed after they have expired?

It would be up to council to determine how long a tax incentive will apply to a particular property. Tax incentives can be for no more than 15 years; however, council has the authority to determine how and when incentives can be renewed.

What if the land subject to a tax exemption/deferral is annexed?

If land that is subject to a tax exemption or deferral in one jurisdiction is annexed by another municipality, the annexation order must require the receiving municipality to continue the exemption/deferral.

Can municipal tax incentives be appealed?

Municipalities are able to designate decisions on applications to municipal staff. These decisions could be appealed to council. Decisions could also be judicially reviewed, with a shortened timeline of 60 days to provide property owners and municipalities with quick resolution of any disputes. Assessment review boards have no jurisdiction to deal with a complaint regarding a tax incentive.

What if the non-residential tax incentive bylaw is amended/repealed?

The incentive would remain valid even if the bylaw under which it was granted is subsequently amended, repealed, or otherwise ceases to have effect.

Implementation:

1. Create a non-residential tax incentive bylaw and application process

The bylaw must:

- Set eligibility criteria.
- Establish an application process.
- Set a maximum number of years for which incentives can apply (no more than 15 consecutive years, barring renewal).
- Establish a process and timelines for council review of decisions regarding the granting, cancellation, or refusal of tax incentives if the bylaw provides for a person other than council to make those decisions.

2. Grant incentives

The incentive must be granted in written form that specifies:

- The taxation years the incentive applies, which would not include any year prior to the year the incentive is granted.
- The extent of the incentive: deferral, exemption, partial exemption, etc.
- Any conditions that if breached would result in the cancellation of the incentive, and the years the conditions apply.

An exemption/deferral must be noted on the assessment roll prepared by the municipality. The notation must include the amount deferred and the taxation year(s) to which the amount relates.

3. Refusals/cancellations of the incentive

- If it is determined the property did not meet or ceases to meet a criteria of the bylaw or a condition has been breached, the municipality may cancel the incentive for the year(s) the criteria was not met or the condition breached.
- Refusals or cancellations of the incentive must be sent in a written notice to the applicant.
- The written notice must state the reason(s) for refusal/cancellation, the process for review by council (if the decision is made by any person other than council), and the date an application for review must be made by.

4. Notifying the provincial assessor

- If an incentive is provided or cancelled by the municipality in respect of a designated industrial property, the municipality must notify the provincial assessor and provide any other information requested by the provincial assessor regarding the incentive or cancellation of the incentive.

Policy

The Village of Innisfree Council recognize the importance of commercial development to sustain and improve the municipality's economic viability.

Purpose

The purpose of this policy is to:

- a.) Stimulate **commercial expansion and** new commercial development within the Village of Innisfree
- b.) Increase the commercial assessment base in the Village of Innisfree

1. Definitions:

- a. **Assessment** – means per the *Municipal Government Act, RSA 2000, c.M-26*, section 297(1)(b) – non-residential
- b. **Assessed value** means the amount of the new assessed value per the *MGA*, s. 297(1)(b) as determined by the Village of Innisfree duly appointed Assessor as of December 31st of a particular year.
- c. **Building** means a building as defined in the *MGA*, S. 616
- d. **Municipal Government Act** means the Revised Statues of Alberta 2000, Chapter M-26 and amendments thereto and can be abbreviated as: *MGA*.
- e. **Municipal Tax Incentive** means a specified reduction of the Municipal Tax only; all other levies shall remain the responsibility of the property owner, i.e. Alberta Education, MD Foundation, Special Levies, Frontage Taxes, etc.
- f. **Tax Arrears** mean as per the *MGA*, s. 326(c).

2. Responsibilities:

- a. Council has the sole authority to endorse, amend or cancel this policy at any time.
- b. Administration has the authority to administer the Commercial Development Incentive Policy Procedures as set out.

3. Procedures:

- a. The Municipal Tax Incentive policy shall come into effect for development and building permits issued after this policy has been passed by Council.
- b. **Developments excluded from the Municipal Commercial Development Incentive include: oil tanks and bulk fuel tanks, utility or communication towers and non-permanent or portable buildings.**

- c. The Development Permit must be completed and approved by the Village of Innisfree per the Land Use Bylaw as part of the qualification for incentives. In addition, copies of all demolition and building permits completed and approved by the authorized agency(ies) including the Occupancy Permit are required as a part of the incentive qualifications.
- d. All outstanding accounts (taxes, accounts receivable, utilities, etc.) with the Village of Innisfree must be in a current position before incentives will be granted.
- e. Municipal Tax Incentive approvals will be granted conditional to the business being in active operation.
- f. The business owner must own the land being developed.
- g. If at any time during the Municipal Tax Incentive period, taxes are in arrears on the affected property, the incentives for that fiscal year shall be withdrawn and the Municipal Tax Levy becomes payable for the property.
- h. The exemption period is by calendar year, beginning on January 1st of the year immediately following the [substantial completion of the development as per the building inspector] or [upon date of occupancy (whichever comes first)] of the building. The Village of Innisfree does not assess new construction in the year that construction begins.
- i. Construction must be completed within one (1) year of issuance of the building permit, to be eligible for any incentives authorized by the Village of Innisfree. Extenuating circumstances resulting in a longer construction period, over one year, will be addressed on a case-by-case basis.
- j. If the owner, prior to the end of the incentive time period, sells the qualifying building and/or property for which incentives have been granted, the incentives shall end at December 31st in the year of the sale.
- k. Applicants must complete a Village of Innisfree "Application for Municipal Tax Incentive" on the prescribed form, by January 30th of the year the property becomes eligible for an incentive.
- l. Full compliance with the Village of Innisfree Land Use Bylaw and any other pertinent regulations, shall be required. Failure to submit required documents by the property owner or his/her agent will result in the forfeit of all rights to the incentives provided in this policy.

4. Municipal Commercial Tax Incentive Program:

- a. ***New Developments:***
 - i. ***100% removal of Land & Improvement Municipal Taxes – 1st year of eligibility***

- ii. *75% reduction of Land & Improvement Municipal Taxes – 2nd year of eligibility*
- iii. *50% reduction of Land & Improvement Municipal Taxes – 3rd & 4th years of eligibility*
- iv. *25% reduction of Land & Improvement Municipal Taxes – 5th year of eligibility*

b. New Business developed in an existing building:

- i. *50% reduction of Municipal Tax portion on [Land and] Improvements – 1st year of eligibility;*
- ii. *25% reduction of Municipal Tax portion on [Land and] Improvements – 2nd & 3rd year of eligibility.*

5. End of Policy.

Effective Date: _____ Amendments: Effective Date: _____ Resolution# _____

Resolution# _____ Effective Date: _____ Resolution# _____



APPLICATION FOR COMMERCIAL DEVELOPMENT INCENTIVE

| | | | |
|---|--|----------------|--|
| Development Permit# <i>(If applicable)</i> | Occupancy Permit# ___ Attach Copy | Tax Roll # | Application Date: _____ New Business: _____ Existing Business: _____ |
| Business License Permit# | Business Name: | Legal Address: | Civic Address: |

Only applications that are complete will be accepted.

PROPERTY OWNER (REQUIRED)

| | |
|---|--|
| ___ I am the Registered Owner of the Land | ___ I have been designated the Representative of the Owner ___ (Attach Owner's written consent) |
| Owner Name: Business Name: | Agent Name: |

BUSINESS MAILING ADDRESS: (REQUIRED)

| | | | |
|------------------------------|-------------|--------------|--------------|
| Mailing Address: | City/Town: | Province: | Postal Code: |
| Phone: _____ Other: _____ | Cell: _____ | Email: _____ | |

APPLICANT - ___ Same as Owner (REQUIRED IF AGENT IS THE APPLICANT)

| | | | |
|------------------------------|-------------|--------------|--------------|
| Mailing Address: | City/Town: | Province: | Postal Code: |
| Phone: _____ Other: _____ | Cell: _____ | Email: _____ | |

BUSINESS TYPES EXCLUDED PURSUANT TO POLICY 6900-01: Commercial Development Incentives:

| | |
|---------------------|---|
| ___ Oil Tanks | ___ Utility or Communication Towers |
| ___ Bulk Fuel Tanks | ___ Non-Permanent or Portable Buildings |

Signed this ___ Day of _____ 20__ at Innisfree, Alberta.

Signature: _____ Print Name: _____

Commercial Development Incentives: (Pursuant to Policy 6900-01; development must comply with Policy procedures)

| | |
|---|---|
| New Developments: | New Business in Existing Building: |
| 1 st Year - 100% exemption Municipal Taxes Only (Land & Improvements) | 1 st Year - 50% exemption Municipal Taxes Only (L&I) |
| 2 nd Year - 75% exemption Municipal Taxes Only (L&I) | 2 nd & 3 rd Years - 25% exemption of Municipal Taxes Only (L&I) |
| 3 rd & 4 th Year - 50% exemption Municipal Taxes Only (L&I) | |
| 5 th & Final Year - 25% exemption Municipal Taxes Only (L&I) | |

Office Use Only:

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Taxes, Etc. Paid Year#1: | Taxes, Etc. Paid Year#2: | Taxes, Etc. Paid Year#3: | Taxes, Etc. Paid Year#4: | Taxes, Etc. Paid Year#5: |
| Ownership/Same: | Ownership/Same: | Ownership/Same: | Ownership/Same: | Ownership/Same: |
| Business License Active? | Business License Active? | Business License Active? | Business License Active? | Business License Active? |

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

**TOWN OF CORONATION
BYLAW NO. 2013-621
RESIDENTIAL PROPERTY TAX INCENTIVE BYLAW**

A BYLAW OF THE TOWN OF CORONATION TO PROVIDE FOR MUNICIPAL PROPERTY TAX INCENTIVES FOR NEW RESIDENTIAL CONSTRUCTION.

The Council of the Town of Coronation, in the Province of Alberta, in open meeting hereby enacts as follows:

1. All new principal residential properties such as new homes, duplexes, condominiums and apartment buildings shall receive a municipal property tax rebate on all land and buildings for properties where dilapidated homes are demolished and replaced with new residential construction.
2. The residential tax rebate shall be applicable for the three consecutive tax years following completion of the new construction, unless the property is sold during the three year period.
3. The annual rebate shall be applied to the municipal portion of the annual tax levy only, and shall be calculated as follows:
 - a. The assessment value for the property improvements shall be frozen for a period of three consecutive years following completion of the new construction.
 - b. A rebate of the difference between the annual municipal tax levy calculated at the current years' assessed value and the municipal tax levy calculated at the "frozen" assessment rate shall be applied to the tax roll of the qualifying property.
 - c. The "frozen" assessment rate shall be the assessed value of improvements on the property in the tax year immediately prior to demolition of the previous structure.
4. School and Senior Lodge property taxes are excluded from any reduction in overall property taxes.
5. Homeowners who qualify for the residential municipal tax rebate shall make application in writing to the Town of Coronation to be considered for the rebate, and the application shall be received no later than April 1st of the year in which the tax rebate shall be applied.

This bylaw shall come into force and take effect on the date of final passing thereof.

Read a first time this 16th day of December, 2013.

Read a second time this 16th day of December, 2013.

Read a third time and finally passed this 16th day of December, 2013.

Mayor

Chief Administrative Officer



TOWN OF RAYMOND

Adopted By: Council

Motion: 2020-354

Authority to Administer: Director of Corporate Services

Policy Number: GP-2020-01

Policy Name

Residential Development Incentive Program

Policy Purpose

This policy will outline the criteria a development is required to meet to qualify for municipal, provincial education and seniors' tax requisition exemptions on subdivided lots within their approved subdivisions.

Policy Statement

Eligible developers will be granted complete municipal, provincial education, and seniors tax/requisition exemptions on their approved subdivisions for a 5-year term. Council will review whether to extend the tax exemption for an additional period. Council must by motion exempt the specified properties annually as per Sec 347(1) of the MGA.

Objectives

This policy has 3 specific objectives:

- 1) Incentivize the investment of private capital into existing and future residential subdivisions.
- 2) Significantly increase the overall taxable, residential assessment base within the Town.
- 3) Demonstrate Council's support and desire to invest in those corporations who are willing to invest in the Town.

Policy Procedure

Interested developers will express interest to the Development Officer (DO) of the Town of Raymond as to their sub-division's eligibility. The DO will review the proposed development and determine if they qualify. The DO will assess the application against the following criteria that have been developed to determine what an "active, eligible development" is:

1. Minimum, 8-lot or 8-unit development.
2. Lots listed with a professional real-estate agent.
3. Municipal Reserve or Cash in Lieu of Land has either been paid or land has been transferred to the Town, it is free of any physical or legal encumbrance and legal road access has been provided to the parcel(s).

If the proposed development meets these criteria, a motion will be brought to Council specifying that the specific developer has met the eligibility criteria and that Administration is recommending that Council pass a motion authorizing Administration to enter into their specific tax deferral agreement. This agreement shall be in effect for the duration of the 5-year term and will not be subject to any changes in the policy made by Council. If at any point a

developer is deemed to no longer be "active or eligible" the municipality will begin assessing the previously exempted taxes.



TOWN OF SEDGEWICK

NEW RESIDENT INCENTIVE POLICY POLICY # 22-18

APPROVAL DATE: *March 17, 2022*
RESOLUTION NUMBER: *2022-56*

1. Policy Statement

The real estate market in small communities can go through stages of stagnation. This can lead to homes being left vacant which effects the municipality's revenue through under-used utilities. Attracting new residents to fill these properties is positive for the economic development and welfare of the Town.

2. Policy Purpose

The purpose of this policy is to provide an incentive to new residents to the Town of Sedgewick that choose to purchase a single detached dwelling that has been vacant for a minimum of 60 days.

3. Definitions

- 3.1. "Closing Date" means the date that ownership and title to the home is transferred along with the payment of funds from the buyer's lawyer/notary to the seller's lawyer/notary.
- 3.2. "Possession Date" means the date the buyer is entitled to take physical possession of the home/property.
- 3.3. "Resident" means an individual who lives permanently in the Town of Sedgewick. A person may reside in a place even if they are not physically present there from time to time.
- 3.4. "Structure" means anything constructed or erected, the use of which requires location on the ground or attachment to something located on the ground not including pavement, curbs, walks, open air surface and movable vehicles.

4. Eligibility

- 4.1. Only new Residents to the Town of Sedgewick are eligible to apply to the program.
- 4.2. Sedgewick Town Council reserves the right to determine if an individual qualifies as a new Resident.

- 4.3. Neither the new property owner nor any individual residing in the property shall have been a Resident in the Town of Sedgewick for the preceding 5 years.
- 4.4. Only properties sold between June 1st and September 30th are eligible for the program.
- 4.5. Properties must be vacant for a minimum of 60 days prior to the Possession Date.

5. Incentive

5.1. A one-time credit shall be applied to the utility account associated with the property as per the following table:

| Year | Credit to Utilities |
|------|---------------------|
| 2022 | \$2022 |
| 2023 | \$2023 |
| 2024 | \$2024 |
| 2025 | \$2025 |

6. Program Criteria

- 6.1. Applications shall be for a single residential property.
- 6.2. All applications are subject to availability of funding as determined by Town of Sedgewick Council and will be considered on a first-come, first-served basis.
- 6.3. Applications will only be accepted if submitted by the legal owner of the property.
- 6.4. Successful applicants must move into the property within 30 days and plan to permanently reside at the property.
- 6.5. Should the applicant sell the property or otherwise move out of the property with credit still remaining, the credit shall be immediately cancelled upon the date of sale or move and be removed from the associated utility account.
- 6.8. Should any criteria in this policy not be adhered to, the Town of Sedgewick shall cancel the incentive.
- 6.9. The Town of Sedgewick reserves the right to discontinue this program at any time.
- 6.10. The Town of Sedgewick reserves the right to refuse any application and only applications that meet the program's purpose shall be considered.

NEW RESIDENT INCENTIVE POLICY #22/18

7. Applications

7.1. Applications shall include:

- 7.1.1. Completed application form
- 7.1.2. Proof of purchase of the property

7.2. Applications may be submitted at any time until the program is fully subscribed or discontinued.

8. Revision/Review History

TOWN OF SEDGEWICK

March 17, 2022

DATE

MAYOR

March 17, 2022

DATE

CHIEF ADMINISTRATIVE OFFICER



TOWN OF SEDGEWICK

RESIDENTIAL INFILL INCENTIVE POLICY POLICY # 22-17

APPROVAL DATE: *March 17, 2022*
RESOLUTION NUMBER: *2022-55*

1. Policy Statement

As communities age they can develop a tired look which can limit future opportunities. Development of infill lots revitalizes communities by keeping neighbourhoods alive while maximizing the use of current municipal infrastructure and providing housing stock that better fits people's needs.

2. Policy Purpose

The purpose of this policy is to provide incentives to construct new residential dwellings in established residential zones for the purpose of beautification, resident attraction and economic development.

3. Definitions

- 3.1. "Demolition" means the removal or partial removal of a building structure, requiring a Demolition permit.
- 3.2. "Dwelling" means a complete building or self-contained portion of a building used or designed to be used by a household, containing independent and separate sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.
- 3.3. "In-fill" means development in a mature or previously built-up area of the Town occurring on vacant or underdeveloped lands that is aside existing development and which makes use of established municipal infrastructure.
- 3.4. "Structure" means anything constructed or erected, the use of which requires location on the ground or attachment to something located on the ground not including pavement, curbs, walks, open air surface and movable vehicles.

4. Eligibility

- 4.1. The Residential Infill Incentive Program is open to any owner of lands zoned within the Land Use Bylaw as R1A (Residential Single Detached District), R1 (Residential General District), R2 (Residential Multi-Family District), R3 (Residential Sectional

Home Subdivision District), or R4 (Residential Low Density District) that exists in a mature neighbourhood as identified in Schedule 'A'.

- 4.2. Lots in the 54th Avenue subdivision are not eligible for this program.
- 4.3. Eligible development includes:
 - 4.3.1. Demolition of existing Structures on Infill lands.
 - 4.3.2. Development of a Dwelling that meets the criteria of the associated residentially-zoned district in the Town of Sedgewick as per the Land Use Bylaw.
- 4.4. The new assessment total of the entire property must be increased by a minimum of \$200,000 in order to receive an incentive.
- 4.5. Incentives will not be issued to any applicant who is in arrears of any municipal financial obligation.

5. Incentive

- 5.1. A grant of up to Fifteen Thousand (\$15,000.00) Dollars per application shall be made available for the demolition of a current Structure(s) prior to new construction or reconstruction of a Single Detached Dwelling, Duplex or Multi-Attached Dwelling within a residential district as identified in the Land Use Bylaw.
- 5.2. Proof of payment for the cost of demolition is required to be submitted to the Town of Sedgewick and should the cost of demolition be less than Fifteen Thousand (\$15,000.00) Dollars, the amount of the grant shall be equal to the amount paid.
- 5.3. A municipal property tax exemption of Ten Thousand (\$10,000) Dollars shall be assigned to the corresponding property tax account of a property that demonstrates a minimum \$200,000 incremental increase in property assessment upon the completion of new construction of a Single Detached Dwelling, Duplex or Multi-Attached Dwelling upon an In-fill lot within a residential district as identified in the Land Use Bylaw.
- 5.4. The property tax exemption shall only apply to the municipal portion of taxes. Provincial school and senior lodge property requisitions are excluded from any reduction in taxes.

6. Program Criteria

- 6.1. Applications shall be for a single residential property.
- 6.2. All applications are subject to availability of funding as determined by Town of Sedgewick Council and will be considered on a first-come, first-served basis.
- 6.3. Applications will only be accepted if submitted by the legal owner of the property.
- 6.4. Development permits must be applied for and approved if relevant to the work and all regulations complied with.
- 6.5. Work initiated prior to an application being approved shall not be eligible for an incentive.
- 6.6. Work must be completed within one year of application approval and if not the Town of Sedgewick may cancel the incentive.
- 6.7. Incentives are not transferrable to other properties or owners.
- 6.8. Should any criteria in this policy not be adhered to, the Town of Sedgewick shall cancel the incentive.
- 6.9. The Town of Sedgewick reserves the right to discontinue this program at any time.
- 6.10. The Town of Sedgewick reserves the right to refuse any application and only applications that meet the program's purpose shall be considered.
- 6.11. Incentives shall come from unrestricted reserves and are to be released upon a resolution of Council once an occupancy permit has been submitted.

7. Applications

- 7.1. Applications shall include:
 - 7.1.1. Completed application form
 - 7.1.2. Photographs of any Structure to be demolished
 - 7.1.3. Approved demolition permit (if applicable)
 - 7.1.4. Approved development permit
- 7.2. Applications may be submitted at any time until the program is fully subscribed or discontinued.

8. Revision/Review History

TOWN OF SEDGEWICK

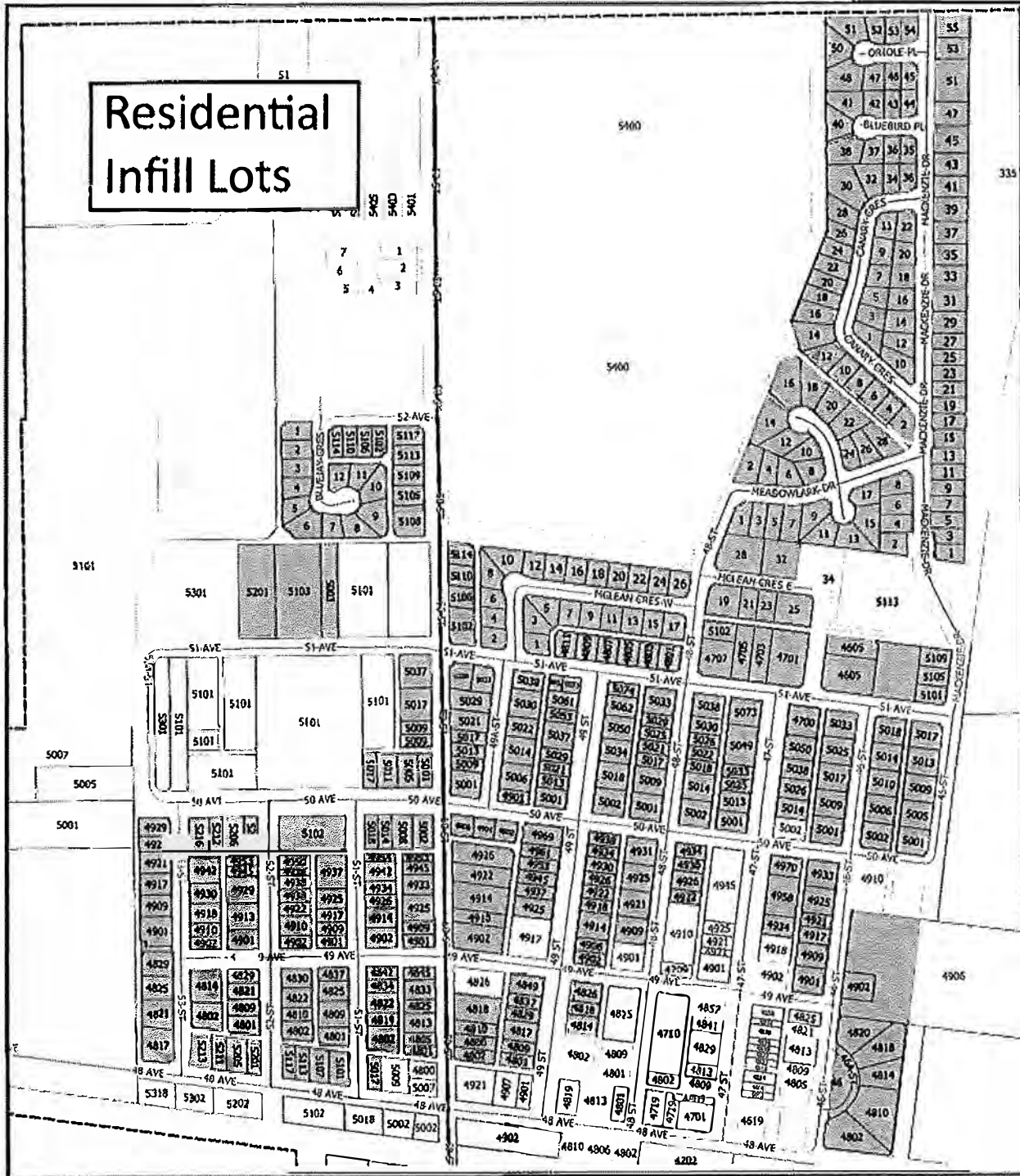
March 17, 2022
DATE


MAYOR

March 17, 2022
DATE


CHIEF ADMINISTRATIVE OFFICER

Schedule 'A' - Eligible Infill Lots



Request for Decision (RFD)

Topic: Hospital bed and Miscellaneous items from PW Mezzanine
Initiated by: Administration
Attachments: Three (3) pictures

Purpose(s):

Council to provide Administration direction on what to do with three (3) large items found on the mezzanine in Public Works Shop and a hospital bed, that is currently located at 5317 – 48 Avenue, in the Millennium Building.

Background:

1. There are large items on the Public Works Shop mezzanine that serve no useful purpose to the Village and take up valuable space, including a bench seat from a van that the Village previously owned, some tires and rims, and a remote-controlled vehicle with no remote.
2. The Village owns a hospital bed that was in use when an Alberta Health Services Nurse Practitioner made visits to Innisfree, but has been sitting idle for a number of years now; it is very heavy and cumbersome.

Key Issues/Concepts:

1. Village facilities should not be used for storage of items it does not utilize or, is otherwise no longer useful.
2. These items may be useful to someone else.
3. The Village can post items online, for sale, at no cost to advertise their availability.
4. Reserve bids are not recommended for these used goods.

Options:

1. Council to direct Administration to post for sale, the three (3) items listed in the Public Works Shop and the hospital bed.
2. Council to direct Administration to sell some or all these items.
3. Council to direct Administration to donate some or all these items.
4. Council to direct Administration otherwise.

Financial Implications:

No costs identified but could potentially have some revenue.

Relevant Policy/Legislation:

None identified.

Political/Public Implication(s):

None identified.

Recommendation:

Council to direct Administration to post for sale, the three (3) items listed in the Public Works Shop and the hospital bed.

7.6



7.6





Request for Decision (RFD)

Topic: Intermunicipal Committee Representation

Initiated by: Mayor

Attachments: Email from Mayor Raycraft

Purpose(s):

For Council to consider the appointment of a Representative on the existing local Intermunicipal Committee, comprised of the Village of Mannville and Town of Vegreville and the County of Minburn, and add the Village of Innisfree to this Regional Committee.

Background:

1. The above-noted members previously worked together on the Landfill Committee to jointly address all Mannville Regional Landfill issues; this Committee was disbanded after the conclusion of the February 27, 2023 Committee meeting.
2. The Mayor advises that Mannville, Vegreville and the County of Minburn have an operational Intermunicipal Committee, through which they dealt with the Landfill, but also have addressed topics like fire services through their Intermunicipal Committee representative.
3. The Village of Innisfree and the County of Minburn have several agreements in place already:
 - Regional Assessment Review Board Bylaw 659-20
 - Intermunicipal Development Bylaw 648-20
 - Intermunicipal Collaboration Framework Bylaw 669-21
4. The Villages of Innisfree and Mannville, Town of Vegreville and the County of Minburn have an important collaboration agreement in place:
 - Regional Emergency Management Bylaw 662-20

Key Issues/Concepts:

1. The Intermunicipal Committee currently meets at the Call of the Chair.
2. The opportunity to discuss regional topics with the municipal neighbours/participants would be a positive action for the Village.
3. The Regional CAOs have been meeting to discuss local and regional issues; Interim CAO T. Wiebe reports many useful ideas and information have been gained at these meetings. Having Innisfree join the regional Intermunicipal Committee could attain the same attributes.
4. Networking with the Regional partners can have positive outcomes for future endeavors together.

Options:

1. That Council endorse the appointment of Mayor Evan Raycraft to the region's Intermunicipal Committee.
2. That Council accept the Intermunicipal Committee as information only.
3. That Council direct Administration in another manner regarding the Intermunicipal Committee.

Financial Implications:

No financial impacts identified; there would be costs for the Council Member's honorarium and mileage, which should be equal to the former Regional Mannville Landfill Committee attendance costs.

Relevant Policy/Legislation:

1. Intermunicipal Collaboration Framework Bylaw 669-21
2. *MGA*, Part 17.2 – Intermunicipal Collaboration

Political/Public Implication(s):

Both positive political and public reviews should come out of the formation of this collaborative committee and its work.

Recommendation:

Council appoints Mayor Evan Raycraft to the region's Intermunicipal Committee.

T.C

Village of Innisfree (CAO)

From: Evan Raycraft <raycraft.evan@gmail.com>
Sent: March 6, 2023 6:28 PM
To: Village of Innisfree (CAO)
Subject: Agenda Item

Hello Terri,

Can you please add to the agenda for our March meeting, Intermunicipal government committee member.

It was brought to my attention that Manville, Vegreville and the County of Minburn all have someone in this position. The Landfill committee has now been disbanded as we decided at our last meeting on Feb 27th. The others all deal with issues like the landfill and fire services through their Intermunicipal government rep.

Something we should talk about at our meeting. I would think it would be good to have the Mayor be this person.

Evan Raycraft
Mayor, Village of Innisfree
780-208-0975 cell

7.d
from Feb meeting

Request for Decision (RFD)

Topic: Waste Management Services

Initiated by: Administration

Attachments: email, costs, and MOU

Purpose(s):

1. Council to decide whether or not to sign the Waste MOU from the County of Minburn as presented.

Background:

1. There has been a waste agreement in place since 2012 but the 4th participant pulled out in 2015 leaving the Town of Mannville, the Village of Innisfree, and the County of Minburn as partners.
2. The 2018 Agreement was up for renewal as was the agreement with the contractor.
3. Council received a copy of the August email regarding the upcoming new waste agreement.

Key Issues/Concepts:

1. The County received one bid only, Two Hills Waste Commission, which was our contractor.
2. The rate is slightly better than the previous contract.
3. The formula has changed slightly but will make little difference to Innisfree.
4. A positive change is the elimination of a tonnage floor (minimum) required.

Options:

1. Council to accept the MOU as presented and sign it
2. Council to decline the MOU as presented due to changes requested.
3. Council to advise otherwise.

Financial Implications:

1. Slight change with overall increase of 1% or \$ 281 for the year.

Relevant Policy/Legislation:

1. None

Political/Public Implication(s):

1. None

Recommendation:

1. Council accept the MOU as presented and sign it.

7.d

Village of Innisfree (CAO)

From: Evan Raycraft <raycraft.evan@gmail.com>
Sent: March 6, 2023 6:20 PM
To: Village of Innisfree (CAO); Mayor Jennifer Johnson (Johnsonjm14@gmail.com);
Councillor Deb McMann (debmcmcom@yahoo.com)
Subject: Joint Landfill MOU

Hello All,

After our Regular council meeting where we discussed the costs to Innisfree for garbage services under the Joint Transfer Station agreement I attended a meeting in Manville. Jason Warawa CFO with the County of Minburn was present and presented the breakdown of cost and services between the three partners. I am now comfortable signing the MOU and would like to direct Village Administration to do so. I do not believe that we are in a position to pull from the agreement nor do I feel that it would be financially responsible to do this. As all three municipalities move towards recycling programs there could be future cost savings to our residents.

I would like to make a motion to accept the MOW as presented and sign the documents.

--
Evan Raycraft
Mayor, Village of Innisfree
780-208-0975 cell

7.d

Village of Innisfree (CAO)

From: Jennifer Johnson <johnsonjm14@gmail.com>
Sent: March 6, 2023 6:25 PM
To: Evan Raycraft
Cc: Village of Innisfree (CAO); Councillor Deb McMann (debmcmcom@yahoo.com)
Subject: Re: Joint Landfill MOU

I have been thinking about this and I agree we should sign this agreement.

Jennifer Johnson
Councillor
Village of Innisfree

On Mon, 6 Mar 2023 at 18:20, Evan Raycraft <raycraft.evan@gmail.com> wrote:

Hello All,

After our Regular council meeting where we discussed the costs to Innisfree for garbage services under the Joint Transfer Station agreement I attended a meeting in Manville. Jason Warawa CFO with the County of Minburn was present and presented the breakdown of cost and services between the three partners. I am now comfortable signing the MOU and would like to direct Village Administration to do so. I do not believe that we are in a position to pull from the agreement nor do I feel that it would be financially responsible to do this. As all three municipalities move towards recycling programs there could be future cost savings to our residents.

I would like to make a motion to accept the MOW as presented and sign the documents.

--

Evan Raycraft
Mayor, Village of Innisfree
780-208-0975 cell

7.d

Village of Innisfree (CAO)

From: Debbie <debmcmcom@yahoo.com>
Sent: March 6, 2023 8:24 PM
To: Village of Innisfree (CAO); Mayor Jennifer Johnson (Johnsonjm14@gmail.com); Evan Raycraft
Subject: Re: Joint Landfill MOU

Thanks for the update. and in following your motion, I am in favour.

Debbie

On Monday, March 6, 2023 at 06:20:11 PM MST, Evan Raycraft <raycraft.evan@gmail.com> wrote:

Hello All,

After our Regular council meeting where we discussed the costs to Innisfree for garbage services under the Joint Transfer Station agreement I attended a meeting in Manville. Jason Warawa CFO with the County of Minburn was present and presented the breakdown of cost and services between the three partners. I am now comfortable signing the MOU and would like to direct Village Administration to do so. I do not believe that we are in a position to pull from the agreement nor do I feel that it would be financially responsible to do this. As all three municipalities move towards recycling programs there could be future cost savings to our residents.

I would like to make a motion to accept the MOW as presented and sign the documents.

--
Evan Raycraft
Mayor, Village of Innisfree
780-208-0975 cell

Request for Decision (RFD)

Topic: Mannville Landfill Remediation Project – Notice of Reward Request
Initiated by: Administration
Attachments: Email and Tender Evaluations
Draft “Notice of Award” letter.

Purpose(s):

Council to endorse the County of Minburn recommendation of awarding the Mannville Landfill Reclamation contract to PME Inc. from Fort Saskatchewan.

Background:

1. Pursuant to Alberta Environment, the regional partners, the Villages of Mannville and Innisfree and the County of Minburn, must remediate the former Mannville Landfill location.
2. The Village of Innisfree has been accumulating Landfill Remediation Fees on the monthly Utility Invoices for several years and as of the 2021 Financial Audit, had accumulated the estimated required funds in the amount of \$99,208.
3. In 2022 the County of Minburn offered to financially support the Villages who did not have the funds available, over a ten-year period, interest-free.

Key Issues/Concepts:

1. The County of Minburn received ten bids for the Mannville Landfill Closure Project with tenders ranging from \$319,895 to \$671,931.
2. The County of Minburn has vetted the tenders and have recommended the tender of PME in the amount of \$319,895; the attached Tender Evaluation letter outlines the reasons for the award.

Options:

1. Council to **endorse** the Minburn County recommendation to award the Mannville Landfill Reclamation contract to PME Inc.
2. Council to **reject** the Minburn County recommendation of awarding the Mannville Landfill Reclamation contract to PME Inc.

Financial Implications:

1. The Tender value is considerably lower than anticipated, which will lower the Village of Innisfree’s portion.
2. The Village of Innisfree has \$99,208 in Reserves set aside for this project.
3. The County of Minburn has offered to fund the entire project and provide a long-term repayment plan for the partners to fund the project costs.

Relevant Policy/Legislation:

1. Environmental Protection & Enhancement Act, E-12 RSA 2000
2. Code of Practice for Landfills; (enabled by Waste Control Regulation (AR 192/96)

Political/Public Implication(s):

The lower tender value and the financial options the Village of Innisfree has, should be viewed positively.

Recommendation:

Council to endorse the Minburn County recommendation to award the Mannville Landfill Reclamation contract to PME Inc.

7.e

Village of Innisfree (CAO)

From: Norm De Wet <ndewet@minburncounty.ab.ca>
Sent: March 6, 2023 8:29 AM
To: Village of Innisfree (CAO); Jody Quickstad
Cc: Jason Warawa
Subject: Mannville Landfill
Attachments: ltr_minburn_tender_eval_2023_1.pdf

Good morning, Terri and Jennifer.

As indicated by Jay in his email on March 1st, we've received ten bids for the landfill reclamation. The good news is that it was recommended to go with PME Inc. at a bid cost of \$319,895.00, again, below what was expected. PME is well recognized in the municipal world. Please share this recommendation at your special meeting with your respective Councils and send me your endorsement as soon as you can. I will take this to County Council on March 27th for approval, and after that, with your support, I will approve PME to be awarded the contract.

Thank you, and have a great Monday.

Norm De Wet
DIRECTOR OF OPERATIONS



Ph, 780-632-2082
Fx, 780-632-6296
www.minburncounty.ab.ca

7.e



**Associated
Engineering**

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

March 3, 2023

File:

Norm De Wet
Director of Operations
County of Minburn

**Re: COUNTY OF MINBURN- MANNVILLE LANDFILL CLOSURE
RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Norm:

Bids were received for the above project and opened at 3:00pm on February 28, 2023 in our office. A summary of bids received is as follows. All tenders have been checked and the amounts shown in the summary have been found to be correct or have been arithmetically corrected as indicated.

| Bidder | Total Bid Price (excluding GST) |
|------------------------------------|------------------------------------|
| PME Inc | \$ 319,895.00 |
| Pipe Quest Projects LTD. | \$ 347,795.00 |
| DD Contracting & Construction LTD | \$ 419,210.00 |
| Kichton Contracting Ltd | \$ 544,448.50 |
| Abalone Construction Services Inc. | \$ 550,412.70 |
| SECURE Energy | \$ 577,994.00 |
| Avid Energy Services inc. | \$ 581,704.00 |
| Unsurpassable Construction Ltd. | \$ 594,710.00 |
| Boom Construction Ltd | \$ 649,474.20 |
| Central Civii Solutions Inc. | \$ 671,931.58 |

The lowest compliant bid was submitted by PME Inc.

The following is a summary of the items noted regarding the bids received:

1. Boom Construction Ltd. had one mathematical error. The Unit Price was used in the tender evaluation, and the Extension was corrected. The Total Bid Price above reflects the corrected total.
2. Certificate of Insurance was not a requirement of the submittals; however, PME Inc. and Pipe Quest Projects Ltd. submitted a Certificate of Insurance with their bid.



PME Inc. is located in Fort Saskatchewan, AB. They have experience in landfill and lagoon expansion, road, sediment pond, and other earthwork construction. Associated Engineering spoke with three (3) of their municipal references they had provided, and the feedback overall was positive.

Having recognized the above, we recommend award of this contract to PME Inc. A schedule will be requested upon award of the contract.

The following tables have been enclosed as part of the tender evaluation:

- Table 1: Tender Evaluation
- Table 2: Bid Breakdown and Checklist
- Table 3: Subcontractors

If you are in agreement with our recommendation, in accordance with Article no. 1.10 of the Instructions to Bidders, it would be in order for you to issue a Notice of Award to the successful Bidder. For your convenience, we have enclosed a draft Notice of Award to be retyped on your letterhead. Please provide a copy of that letter to us for our records.

Yours truly,

Julie Van Doesburg, P.Eng.
Project Engineer

Initials

Enclosure(s)

CC. Diego Mejia – Associated Engineering

7.e

Supplement to Bid Form

It is our intention that the following work will, subject to Engineer's approval, be subcontracted to the firms indicated below. All other work will be performed by our own forces, except as authorized in writing by Engineer.

| Trade | Name and Address of Subcontractor |
|--------------|-----------------------------------|
| Hydroseeding | Insta-Lawn Hydroseeding Inc. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

END OF DOCUMENT



County of Minburn - Mannville Landfill Closure
Tender Evaluation

| ITEM | DESCRIPTION | UNIT | QUANTITY | PME Inc | | Pipe Guard Projects Ltd. | | DD Contracting & Construction Ltd. | | Kochon Contracting Ltd. | | Abalone Construction Services Inc. | | Secore Energy | | AideEnergy | | |
|---|---|----------------|----------|-------------|--------------|--------------------------|--------------|------------------------------------|--------------|-------------------------|--------------|------------------------------------|--------------|---------------|--------------|-------------|--------------|------------|
| | | | | UNIT RATE | EXTENSION | UNIT RATE | EXTENSION | UNIT RATE | EXTENSION | UNIT RATE | EXTENSION | UNIT RATE | EXTENSION | UNIT RATE | EXTENSION | UNIT RATE | EXTENSION | |
| 1.1 | PART A - GENERAL REQUIREMENTS | LS | 1 | \$25,100.00 | \$25,100.00 | \$30,000.00 | \$30,000.00 | \$45,335.00 | \$45,335.00 | \$150,000.00 | \$150,000.00 | \$18,807.20 | \$18,807.20 | \$17,881.00 | \$17,881.00 | \$85,250.00 | \$85,250.00 | |
| 1.2 | MATERIALS AND COMMODITIES | | | | \$25,100.00 | | \$30,000.00 | | \$45,335.00 | | \$150,000.00 | | \$18,807.20 | | \$17,881.00 | | \$85,250.00 | |
| 1.3 | TOTAL PART A - GENERAL REQUIREMENTS | | | | \$25,100.00 | | \$30,000.00 | | \$45,335.00 | | \$150,000.00 | | \$18,807.20 | | \$17,881.00 | | \$85,250.00 | |
| 2.1 | Trench and Retention walls Burial Areas and Removable | m ² | 500 | \$3.30 | \$1,650.00 | \$9.50 | \$4,750.00 | \$4.50 | \$2,250.00 | \$8.00 | \$4,000.00 | \$8.41 | \$4,205.00 | \$2.28 | \$1,140.00 | \$6.81 | \$3,405.00 | |
| 2.2 | Excavation, Piling, and Sheet Pilework for the wall | m ² | 200 | \$14.00 | \$2,800.00 | \$12.50 | \$2,500.00 | \$9.50 | \$1,900.00 | \$15.00 | \$3,000.00 | \$21.19 | \$4,238.00 | \$12.67 | \$2,534.00 | \$36.15 | \$7,230.00 | |
| 2.3 | Call | m ³ | 1600 | \$16.00 | \$25,600.00 | \$12.50 | \$20,000.00 | \$24.60 | \$39,360.00 | \$20.00 | \$32,000.00 | \$28.19 | \$45,104.00 | \$23.43 | \$37,488.00 | \$36.15 | \$57,840.00 | |
| 2.4 | Place and Grade Topsoil (Borrow Area and Areas outside of | m ³ | 3000 | \$10.70 | \$32,100.00 | \$15.00 | \$45,000.00 | \$28.50 | \$85,500.00 | \$10.70 | \$32,100.00 | \$46.39 | \$139,170.00 | \$25.91 | \$77,730.00 | \$17.15 | \$51,450.00 | |
| 2.5 | Limbed, Piling, and Grade Topsoil from Digle Borrow | m ³ | 500 | \$1.00 | \$500.00 | \$1.18 | \$590.00 | \$2.50 | \$1,250.00 | \$2.50 | \$1,250.00 | \$2.22 | \$1,110.00 | \$2.24 | \$1,120.00 | \$2.24 | \$1,120.00 | |
| 2.6 | Limbed, Piling, and Grade Topsoil from Digle Borrow | m ³ | 2400 | \$5.30 | \$12,720.00 | \$4.00 | \$9,600.00 | \$4.00 | \$9,600.00 | \$5.30 | \$12,720.00 | \$5.15 | \$12,360.00 | \$4.99 | \$11,976.00 | \$5.15 | \$12,360.00 | |
| 2.7 | Subsoil in sandstone | m ³ | 300 | \$12.00 | \$3,600.00 | \$5.00 | \$1,500.00 | \$15.00 | \$4,500.00 | \$5.00 | \$1,500.00 | \$20.79 | \$6,237.00 | \$16.25 | \$4,875.00 | \$16.48 | \$4,944.00 | |
| 2.8 | Subsoil in sandstone | m ³ | 300 | \$18.00 | \$5,400.00 | \$25.00 | \$7,500.00 | \$28.50 | \$8,550.00 | \$25.00 | \$7,500.00 | \$38.15 | \$11,445.00 | \$28.19 | \$8,457.00 | \$38.15 | \$11,445.00 | |
| 2.9 | TOTAL PART B - LANDFILL CLOSURE SITE WORK | | | | \$184,180.00 | | \$238,950.00 | | \$297,850.00 | | \$336,150.00 | | \$456,670.00 | | \$446,270.00 | | \$586,570.00 | |
| 3.1 | PART C - PROVISIONAL ITEMS | | | | \$7.50 | \$5,250.00 | \$19.00 | \$13,300.00 | \$20.65 | \$15,495.00 | \$20.50 | \$15,375.00 | \$29.06 | \$21,802.50 | \$34.85 | \$25,905.00 | \$10.64 | \$7,950.00 |
| 3.2 | Excavate, Stockpile, and Reclaim Unavailable material | m ³ | 1100 | \$114.00 | \$125,400.00 | \$48.00 | \$52,800.00 | \$50.25 | \$55,275.00 | \$50.25 | \$55,275.00 | \$67.80 | \$74,580.00 | \$37.14 | \$40,854.00 | \$83.40 | \$91,740.00 | |
| 3.3 | Contingency | m ³ | 900 | | \$110,800.00 | | \$64,100.00 | | \$78,940.00 | | \$191,200.00 | | \$188,220.00 | | \$83,400.00 | | \$64,100.00 | |
| 3.4 | TOTAL PART C - PROVISIONAL ITEMS | | | | \$110,800.00 | | \$64,100.00 | | \$78,940.00 | | \$191,200.00 | | \$188,220.00 | | \$83,400.00 | | \$64,100.00 | |
| END SUMMARY | | | | | | | | | | | | | | | | | | |
| TOTAL PART A - GENERAL REQUIREMENTS | | | | | | | | | | | | | | | | | | |
| TOTAL PART B - LANDFILL CLOSURE SITE WORK | | | | | | | | | | | | | | | | | | |
| TOTAL PART C - PROVISIONAL ITEMS | | | | | | | | | | | | | | | | | | |
| TOTAL CONSTRUCTION | | | | | | | | | | | | | | | | | | |



**County of Minburn - Mannville Landfill Closure
Tender Evaluation**

Table 2.0 - Bid Breakdown and Checklist

| | AE Pre-Bid Estimate | PME Inc | Pipe Quest Projects Ltd. | DD Contracting & Construction Ltd. | Kichton Contracting Ltd. | Abalone Construction Services Inc. | Secure Energy |
|--|---------------------|---------------------|--------------------------|------------------------------------|--------------------------|------------------------------------|---------------------|
| BID SUMMARY | | | | | | | |
| TOTAL PART A - GENERAL REQUIREMENTS | \$30,000.00 | \$25,100.00 | \$30,000.00 | \$45,335.00 | \$104,000.00 | \$28,607.20 | \$47,881.00 |
| TOTAL PART B - LANDFILL CLOSURE SITE WORK | \$281,800.00 | \$184,165.00 | \$253,695.00 | \$297,835.00 | \$339,163.50 | \$455,577.50 | \$445,318.00 |
| TOTAL PART C - PROVISIONAL ITEMS | \$106,600.00 | \$110,630.00 | \$64,100.00 | \$76,040.00 | \$101,285.00 | \$66,228.00 | \$84,795.00 |
| TOTAL CONSTRUCTION COST | \$418,400.00 | \$319,895.00 | \$347,795.00 | \$419,210.00 | \$544,448.50 | \$550,412.70 | \$577,994.00 |
| Bid Form Signed and Sealed | | Yes | Yes | Yes | Yes | Yes | Yes |
| Addendum Acknowledgement | | Yes | Yes | Yes | Yes | Yes | Yes |
| Bid Bond | | Yes | Yes | Yes | Yes | Yes | Yes |
| Consent of Surety | | Yes | Yes | Yes | Yes | Yes | Yes |
| Certificate of Recognition (C.O.R.) | | Yes | Yes | Yes | Yes | Yes | Yes |
| Supplement to Bid Form | | | | | | | |
| Substitution List (00 43 25) | | Yes | Yes | Yes | Yes | Yes | Yes |
| Subcontractor List (00 43 36) | | Yes | Yes | Yes | Yes | Yes | Yes |
| Force Accounty Rate Sheets | | Yes | Yes | Yes | Yes | Yes | Yes |
| Bidder Qualifications (00 45 13) | | Yes | Yes | Yes | Yes | Yes | Yes |
| WCB Clearance | | Yes | Yes | Yes | Yes | Yes | Yes |

Village of Innisfree (CAO)

From: Norm De Wet <ndewet@minburncounty.ab.ca>
Sent: March 15, 2023 11:15 AM
To: Jody Quickstad; Village of Innisfree (CAO)
Cc: Jason Warawa
Subject: FW: County of Minburn - Mannville Landfill Closure - Recommendation for Project Award and Draft Letter of Award

Morning Terri and Jennifer,

To provide more information for your respective Councils, please see the information below for total project cost for the Mannville Landfill closure. As indicated previously, this is below the estimated budget.

Thank you.

Norm De Wet
 DIRECTOR OF OPERATIONS



Ph. 780-632-2082
 Fx. 780-632-6296
 www.minburncounty.ab.ca

| Task | Spent to Date | Budget (Excluding GST) |
|---|-----------------|------------------------|
| Associated Engineering | | |
| Design and Tender | \$45,445 | \$50,400 |
| Construction Services | \$0.00 | \$53,600 |
| TOTAL ENGINEERING | \$45,445 | \$104,000 |
| Geotechnical Engineering During Construction | | |
| Material Testing (estimated) | | \$20,000 |
| Contractor Costs | | |
| PME Inc | | \$319,895 |
| Construction Contingency (15% of construction cost) | | \$48,000 |
| TOTAL CONTRACTOR | | \$367,895 |
| ANTICIPATED PROJECT TOTAL (Excluding GST) | | \$491,895 |

Village of Innisfree Council Committee Report

Committee Name: Northern Lights Library System

Meeting Date and Time: February 24, 2023 (10:00am – 11:06am)

Attendees: 50 participants across the NLLS service area

Discussion:

- Metrix group made a presentation on the budget presenters were Jeff Alliston and Craig Poeter
- Executive put out thanks for municipalities and library boards for allowing them to come to their meetings to present, there will be more visits for the 2024/2025 calendar years
- Continuing to ask municipal leaders to participate in their local libraries
- Congratulations to Marwayne and Viking for winning the contest to get local leaders to have a library card.
- Cool library happenings across the service area are as follows Intergenerational Pen pal program, food for fines, adjusting layout for library, running a garden program, high heels and spurs program (teem empowerment), puzzle competition, coffee talks with seniors (partnership with Alberta health), French book club, cookbook club spice of the month, chili and nerf guns, check out to win (similar to Tim Horton's roll up to win, hosting a display called "we said yes to the dress" and displaying wedding dresses, and recreation partnership – starting a "library of things" with recreation items.
- ALTA coffee chats are ongoing
- ALTA membership fees are past due and notice has been sent out to the areas that are past due
- ALTA webinars are available for online viewing if people would like to see them (I can forward the link if needed)
- NLLS Implementation plan is out for viewing if anyone wants to see it let me know I can forward it to you (johnsonjm14@gmail.com)
- Still working on securing hardware and quotes to have the router in libraries secured
- Went over the annual reports for the library system (a copy can be sent if required)
- Went over some policies and they were accepted as an omnibus motion
- A plan of service committee was started and Dwayne Spicer, Wanda Cochrane and Josh Crick were voted in to lead it, they will be coming up with a 3 year plan
- Next meeting will be electing executive board chair, zone 1 and one 3 representative
- Next meeting will be in person in Elk Point on May 26, 2023

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board (with AGM)

Meeting Date and Time: March 01, 2023

Attendees: Gayle Foyster, Doreen Nott, Jennifer Johnson, Holly Cependa, Dale Cates, Yvonne Parasynchuk, Kristina Brummer, Debbie McMann.

Discussion:

AGM

- AGM called to order 6:35 pm, Chairperson – Gayle Foyster, Vice Chair – Debbie McMann, Secretary – Holly Cependa (mentoring Yvonne Parasynchuk, Treasurer – Doris Christensen, Directors – Doreen, Kristina, Yvonne, Dale, Jennifer.
- Highlights for 2022 and plans for 2023 will be brought back for April meeting.
- Meeting will be stay first Wednesday of each month @6:30 and next AGM will be on March 6th 2024 @6:30
- Personnel committee will be Doreen, Dale and Gayle
- Finance committee will be Doris, Debbie and Gayle
- Next meeting is on March 6th, 2023 at 6:30.
- Adjournment 6:59pm
- Regular meeting**
- 7:02 called the order
- 433 patrons in February, 52 website visits, 160 e-resource usages, 541 Wi-Fi connections.
- Early literacy February theme was shamrocks, had 6 kids in attendance, March program will be on March 30th and theme being Easter baskets.
- Approximately 179 tickets were sold for the Valentine's Day basket and the winner was Edie Whitten.
- Winter reading program was finished and will be sending in info on Friday, no idea how many were submitted online so far 12 physical entries were submitted
- We did not win the NLLS chair challenge the winning municipalities are in my NLLS report
- We had 15 survey's returned and the winner of the gift card was Bon Logan, there will be another survey put in to the Informer in hopes we get a higher return unfortunately this one will not have gift card attached.
- Government of Alberta has announced an increase in library funding, the amount is unknown at the time of this report.
- Last year NLLS did not provide a SRP (summer reading program) entertainer but instead offered a grant of 250 for use, was approached by Vermillion to bring in Mary Lambert (a child's entertainer) Mannville is also interested and the cost would be \$375 is all 3 go ahead
- Was discussed between Library manager and Gayle to do a program for adults and seniors during senior's week on will and estate planning.
- High heels and spurs Tiffany Dowhan may do a self-esteem program geared towards girls or those who identify, the parent council has a \$500 grant that could most likely be used a payment, but still waiting to hear back from Tiffany, want to bring in something for the boys as well if we can get Tiffany to come to the school which would be a joint program
- TCD Rural Solutions (out of Wainwright) offered to come do a presentation for women in business through the Women in business grant, she does things like couples workshops, women geared programming, relationship building, life coaching, etc.
- FILS was able to acquire a sound system for use in the library and it came in under budget.
- Moved and accepted a \$200 honorarium for Joan Anderson to do our audit.
- April 21 at 10:00 am will be a work bee to sort through books
- Discussed a reported problem with some students that happened at the library during school hours.
- 8:51 adjournment.

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: March 16, 2023,

Attendees: Taneen, Tara, Jerrold, Jim, Marielle, Rhonda, Jennifer Johnson, Carl, Synergy accounting representative

Discussion:

- Went over financial statements with the synergy accountants.
- **Homestead lodge**
- SW wing 6 vacancies
- 4 move ins
- 4 move outs
- 4 cases of covid over the last 3 weeks and currently in outbreak status
- Staff will be taking first aid course on March 18/19 2023
- Renovations are complete for SW 22/23
- **Mannville and Innisfree SCU**
- 6 vacancies in Mannville
- Units all full in Innisfree
- **Maintenacne and motions**
- Maintenance is ongoing and on schedule in all locations.
- Motion was made to increase the rents by \$25.00 and was passed
- Will revisit next month on acquiring a sea can for storage at the homestead lodge after more quotes are obtained.
- Will revisit next month getting replacement flooring for the winter garden after more quotes are obtained.
- Next meeting TBD as per conflicting schedules.

Submitted by: Jennifer Johnson

9.a.i

Village of Innisfree CAO Monthly Report

To: Council
From: Therese Wiebe, CAO
Re: February 16 - March 15th, 2023 activities highlights

Most of my time was spent on the audit, vacation, and Council items.

Administration

- put together Agenda for quad CAO meeting as Innisfree was host in February
- worked on Action task list items
- cleared off many items on desk prior to taking a week off
- day to day operations with in-person, phone calls and emails; busier when Thelma is off
- emails galore dealt with upon return from vacation
- photocopied Innisfree Informer issue

Assessment and Taxation

- None

Bylaw & Development

- Dog complaint dealt with via letters and penalties invoiced
- completed first draft of Animal Control Bylaw as per Council request for first reading
- made changes of Animal Control Bylaw required by Council before second reading
- gathering more property tax incentive information

Council

- registered Councillor Johnson and myself to the Mayors Caucus
- CAO reports (inc. financial, grants, tasks) for Council
- worked on various RFDs for Council meeting with applicable research
- agenda package for Council
- Councillors in for various conversations
- Council minutes

Economic Development

- None

Financial

- completed January bank reconciliation
- working on Auditor's long request list
- started entering budget in Muniware
- created a Muniware report for Campground Revenue & Expenses

Human Resources

- completed Public Works 3 month probation evaluation
- met with previous Campground Manager regarding the 2023 season
- wrote up Campground Manager contract with changes discussed
- ongoing legal issue
- webinar on CAO contracts

Public Works

- researched flowers to order for planting this spring
- registered Public Works foreman to a regional PW meeting in Leduc
- created business cards for Public Works
- finally received our water meters from MacKay and the computer will be here next week 🌍

Other

- sent pictures to RCMP as requested regarding insurance incident with Two Hills garbage truck

Meetings, conferences, seminars, etc.

- Feb 20th – Family Day
- Feb 21st – Regular Council meeting
- Feb 22nd – Quad CAO meeting in Innisfree
- Feb 27th – Terri OFF for medical appt

- March 1 – 8th - Terri OFF for 1 week vacation
- March 10th – LGAA webinar (1.5 hours)

Upcoming:

- March 16th – ATB webinar on fraud
- March 21st – Regular Council Meeting
- March 29- 31st – Mayor’s Caucus in Edmonton

- April 7th – Good Friday – Office CLOSED
- April 9th – Easter Sunday
- April 10th – Office CLOSED
- April 18th – Regular Council meeting

- May 4-5th – Alberta Municipalities Risk Conference
- May 9-12th – SLGM workshop conference in Kananaskis
- May 16th – Regular Council meeting
- May 22nd – Victoria Day – Office CLOSED
- May 25-28 - FCM’s 2023 Conference in Toronto

- June 27-29th – LGAA conference in Canmore

- Sep 27 – 29th – Alberta Municipalities (AUMA) conference in Edmonton

SCHEDULE "A"
Council Minutes Action List

| MOTION # | TITLE | DEPARTMENT | Details: |
|-----------------|--|-------------------|--|
| 2022-07-19/07 | Water Services – Water Meter Rehabilitation Project | Admin | Meters received early March and computer coming mid March. Public Works will start installing them ASAP especially to those residents with either NO meters or faulty ones. |
| 2022-09-27/15 | Village Donation – ATCO: 1947-2022: An Epic Legacy | Admin | Administration to complete donation documentation for Museum to acquire items. Administration is working on this as per Council motions. |
| 2022-09-27/19 | 2021 Tax Sale & Public Auction | Admin | Administration submitted documents to AB LTO re: the August 25, 2022, 2021 Tax Sale & Public Auction. |
| 2022-09-27/23 | MSI CAP-14314 Administration Building Rehabilitation Project | Admin | Electrical contract completed on November 10 th . Flooring contractor started in mid December and completed in January 2023. No additional contractors have contacted the Village. Will re-advertise. |
| 2022-09-27/28 | Frank Nykolaychuk Memorial | Admin | Table now in Vegreville. To be transported to Innisfree. Assembly is required. |
| 2022-09-27/29 | Tax Forfeiture: Hazardous/Unsafe Properties | Admin | Appraisal received by Ray Archer (Archer Appraisals) for the two residential dwellings. Administration was in contact with Colliers Appraisal (Ryan Archer); Advised that it would be best to contact a Building Inspector to conduct an inspection of the property, to obtain a structural report, prior to obtaining an appraisal or demolition. Requests for Demolition Services to be sent out. Commercial Building Inspector to be contacted. |

SCHEDULE "A"
Council Minutes Action List

| | | | |
|----------------------|--|-----------------|--|
| 2022-10-18/10 | Request to harbour additional canines – CANINE BYLAW 601-15 | Admin | Online Survey concluded. Results posted on website and Facebook. Bylaw has been amended to include Service Animals with proof. Amalgamated cat, dog, and chicken bylaws into one Animal Control Bylaw |
| 2022-11-15 | Paint lines on Hwy 870 | Admin | Contact Emcon re: lines painted on Hwy 870 in spring |
| 2022-11-15 | Tree branches along CN | Public Works | To be done in spring with chainsaw |
| 2022-12-13 | Look into Heritage Minister approval for Museum Building | Admin Museum | |
| 2022-12-13 | Contact another municipality regarding Bylaw Officer contract info | Admin | Contacted and got copy of agreement between neighbouring municipalities from a Town up north. Gave copy to Minburn County as they are working to create this between Mannville, Innisfree and themselves. Added amount of Bylaw enforcement to budget. |
| 2022-12-13 | Compare garbage billings with transfer site fees | Admin | |
| 2022-12-13 | Check Fire Agreement regarding expense split | Admin | |
| 2022-12-20 | Cardboard recycling program | Admin | RFD presented to Council. Online survey for residents completed. Advertised on Utility Bills, website, and Facebook about additional fee. Council has passed Bylaw. Added to utility bills for February. Public Works started pickup on Feb 7 th . Quest dropped off bin at Transfer Station. |

SCHEDULE "A"
Council Minutes Action List

| | | | |
|------------|---|--------------|--|
| 2022-12-20 | Playground signs be put on separate posts | Public Works | In the meantime, the signs with just times have been removed so public will automatically follow Provincial regulations for playgrounds. |
| 2022-12-20 | Contact Bar Engineering for contractor and negotiate fees | Admin | Contacted in December. Met with Bar Engineering in January. They revamped their price quote now that we have spoken and narrowed the parameters of their work. They are also getting a few tenders ready for probable projects to be completed in the next year or two. Have 3 priority large projects identified – have received cost estimates for Council and to submit grant applications. |
| 2022-12-20 | Sign up to become a Purolator Quick Stop Agent | Admin | Spoke with Calgary and need to complete application form and send pictures to them AFTER office renovations are completed. Now that office is semi organized, we will proceed with taking pictures and sending in application. |
| 2022-12-20 | Contact Legal Counsel regarding ongoing matter | Admin | Done and awaiting response. Received response in late January. Administration confirmed with Mayor to proceed as per Council decision in December. |
| 2023-01-23 | Send in grant application for free trees with desired trees and locations | Admin | Done. Received phone call that we have been approved. |
| 2023-01-23 | Contacted other contractors for quotes for GFI outlets at Seniors Centre | Admin | Done -- Quote received was same less mileage, so asked them to proceed with work. |

SCHEDULE "A"
Council Minutes Action List

| | | | |
|------------|--|----------------------|---|
| 2023-01-23 | Send in Strategic Plan – 4 th quarter to Provincial | Admin | |
| 2023-01-23 | Garbage bins to be located and installed at Curling Rink and Recreation Centre | Admin & Public Works | Done – Got new bin from Metalworks to be used as a spare. Set that up at Curling Rink. Got bin from Waste Transfer site for Recreation Centre. |
| 2023-01-23 | Fire hydrant location to be used for fire practice identified to be sent to Fire Chief | Admin | Done |
| 2023-02-21 | Register Clr Johnson and CAO for Municipal Leader Caucus | Admin | Done |
| 2023-02-21 | Book hotel room in Edmonton for Clr Johnson for Municipal Leader Caucus | Admin | Done |
| 2023-02-21 | Get further information from County of Minburn regarding Waste Management MOU | Admin | Mayor wound up meeting with them and got the information required |
| 2023-02-21 | Request Bar Engineering to proceed with tender documents for the three (3) projects | Admin | Administration let Bar Engineering know |
| 2023-02-21 | Submit the five (5) capital projects approved by Council for grant applications | Admin | Waiting for Bar Engineering to finalize tender numbers before finalizing the drafts already done. And confirming MSI funds that must be spent by end of 2023. |
| 2023-02-21 | Send letter to Curling Club regarding future sponsorship | Admin | |
| 2023-02-21 | Contact Brooke Magosse and ask if she can attend the Asset Management sessions | Admin | Done and her response was yes, no problem. |
| 2023-02-21 | Ask Town of Smoky Lake if we can share their support letter for Camrose Casino | Admin | Done, and yes we can. |
| 2023-02-21 | Get handicap space near Senior Centre cleared out | Admin / Public Works | Done |
| | | | |

SCHEDULE "B"

Municipal Grants Report

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|---------|--------------|----------|---------|-----------|--------------------|
|---------|--------------|----------|---------|-----------|--------------------|

MUNICIPAL STIMULUS PROGRAM: AMOUNT REMAINING = \$34,669 (EXPENDITURE DEADLINE: DECEMBER 31, 2022)

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|---------|--------------|----------|---------|-----------|--------------------|
|---------|--------------|----------|---------|-----------|--------------------|

Birch Lake

| | | | | | |
|-------------------------------|---|-----------------------|----------|------|---|
| Motion # 2022-04-19/32 | Ball Diamond Shale | \$7,000 | \$ 6,884 | Yes. | MSP grant |
| 2022 Operating Budget | Electrical Upgrades Both campground and Ball Diamond Lighting | \$5,000 | \$ 8,800 | Yes | MSP grant |
| Motion # 2022-06-21/16 | Picnic Tables & Fire Pits | Additional \$5,000 | \$ 4,010 | Yes. | Materials purchased but some tables still need to be assembled. |
| Motion # 2021-03-26/04 | Tinning of Administration Office Roof | - | \$8,763 | Yes | |
| Motion # 2021-06-15/12 | Repairs to Side by Side | - | \$2,998 | Yes | |

Fire Hall

| | | | | | |
|------------------------------|---------------------------------|---------|------------------------------|------|--|
| Motion: 2021-12-14/18 | Replace Overhead Doors | \$6,000 | \$574 (2021) \$575 (2022) | Yes. | |
| Motion: 2021-12-14/15 | LED Lighting | \$1,500 | \$3,125.48 | Yes. | |
| Motion: 2021-12-14/16 | Install Sink/Washing Station | \$1,000 | \$980 | Yes. | |

2021/2022 Asphalt Patching Repairs

| | | | | | |
|------------------------------|---------------------------------------|--|----------|-----|--|
| 2022 Operating Budget | 2021/2022 Asphalt Patching Repairs | | \$18,650 | Yes | Was approved in Dec under MSP grant |
|------------------------------|---------------------------------------|--|----------|-----|--|

MSI CAPITAL (ACCEPTED APPLICATIONS)

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|---------|--------------|----------|---------|-----------|--------------------|
|---------|--------------|----------|---------|-----------|--------------------|

| | | | | | |
|-------------------------------|--|-------------|------------------------------------|-----------------------------|---------------|
| CAP-13636 | 2021-2023 ACE Water Capital Contributions | \$74,333.00 | \$37,400 (2021) \$28,050 (2022) | 2021 - Yes 2022- Yes | 2023: \$8,440 |
| Motion # 2021-04-20/21 | | | | | |
| 2022 Operating Budget | | | | | |
| Motion # 2022-05-17/11 | | | | | |

SCHEDULE "B"

Municipal Grants Report

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|---|---|------------|--|----------------------------|--|
| CAP-12135 | Bobcat/Skid Steer Accessories | \$4,381.00 | \$1,619 (2020) salt/sander \$ 4,796 72" Bobcat snowblade | Yes. Yes | MSI Grant |
| CAP-13446 | Community Garden Project | \$10,000 | | | Administration sought quotes from several lumber yards. Viking Home Hardware had the railings in stock & 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. Railings and supplies have been secured. Administration will contact contractor regarding fence installation. |
| CAP-13638 <i>Motion # 2021-04-20/17</i> | Lawn Equipment & Accessories | \$1,500 | \$2,248 (2021) \$2,151 (2022) | Yes. | 3 weedwhackers with blowers included |
| CAP-13414 <i>Motion: 2022-09-27/23 For Electrical and Flooring contractors</i> | Village Administration Office Renovations | \$50,000 | Electrical \$10,625 Floors \$11,981 | Completed Completed | Administration advertised for the removal & installation of flooring, and improvements to front counter/desk & building exterior and required electrical & |

SCHEDULE "B"

Municipal Grants Report

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|--|-------------------------------------|----------|---|-----------|---|
| | | | \$ 2,325 moving the vault/safe | | plumbing upgrades. Administration to seek quotes of exterior and cabinet construction. To be re-advertised for exterior and plumbing. |
| CAP-12594 <i>Motion # 2021-04-20/12</i> | Replacement of Zero Turn Lawn Mower | \$9,000 | \$6,405.00 | Yes. | |
| CAP-14033 | Fire Hydrants | \$20,000 | Contractor [Estimate] = \$7,500 Supplies [Actual] = \$3,127.91 | Ongoing | Contractor fell through. Administration contacted others and got lower quotes. To be done in Spring 2023 |
| CAP-14018 <i>Motion # 2022-05-17/04</i> | Side by Side Purchase | \$15,000 | \$5,200 | Yes. | |
| | Outhouse Rehabilitation | \$16,000 | | | **Administration has not submitted this application** Administration found a vendor in Strathcona County, AB that builds standard Outhouses for \$1,850 (+ GST.) Doug's Backhoe inspected the Group Camp outhouse via camera, however the septic contents have not been removed. |

SCHEDULE "B"

Municipal Grants Report

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|---|-------------------------------------|-----------|---|-----------|---|
| | | | | | Therefore, the contractor could not confirm the viability of the interior septic. |
| FEDERAL GAS TAX FUND (ACCEPTED APPLICATION): | | | | | |
| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
| GTF-1196 <i>Motion # 2022-04-19/33 and # 2022-02-15/06</i> | Pedestrian Crossing Signs | \$50,000 | \$ 3,300 Driver Feedback sign | Yes. | |
| GTF-516 <i>Motion: 2021-10-07/02</i> | Innisfree Infrastructure Upgrades | \$75,000 | \$ 73,124 (prior) \$ 7,095 (2022) | Yes. | |
| GTF-1187 | Sidewalk Replacement/Rehabilitation | \$217,650 | Sidewalk assessment to be done spring 2023 for \$ 3,000 | | Invitation to Tender for Engineering Services was created and issued through the Alberta Purchasing Connection. Proposals received and Council chose Bar Engineering. CAO met with Bar Engineering and they adjusted their cost estimate. They have drawn up tenders for a few probable projects to be completed over the next few years. See action list |
| GTF-1437 | Manhole Repair/Rehabilitation | \$25,000 | | | |

SCHEDULE "B" Municipal Grants Report

| Project | Item Details | Budgeted | Actuals | Completed | Comments/Concerns: |
|---|------------------------------------|----------|---------|-----------|---|
| CCBF-2036 Motion: 2022-07-20/07 | Water Meter Rehabilitation Project | \$47,000 | | Ongoing. | Meters were ordered through McKay Water Works. Meters arrived in March. Computer to arrive shortly. 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. No further updates at this time. |

Grant SFEs will be finalized and sent in once the auditor confirms the draft version already completed.
 Old 2022 and prior grant information for completed projects will be deleted from this listing.
 New 2023 grant amounts and projects will then be added to this report.

9. b. i

January 31, 2023

| As per Books | | | | |
|--------------------------------|------------------------------|--|-----------------------------|-----------------------------|
| | General Operating | Tax Recovery Account (2015) | Municipal Grants | Capital Reserves |
| Previous Month Balance | 300,656.93 | 489.94 | 460,014.35 | 208,792.78 |
| Deposits | 30,393.93 | - | - | - |
| Transfer from Grants | 10,625.00 | - | - | - |
| | 4,996.27 | - | - | - |
| Interest Received | 1,238.71 | 1.96 | 1,879.49 | 821.17 |
| Sub-Total | 347,910.84 | 491.90 | 461,893.84 | 209,613.95 |
| Less Disbursements (A/P & P/R) | 65,095.92 | - | - | - |
| ATB Monthly Fees | 29.40 | - | - | - |
| ASFF quarterly | - | - | - | - |
| TD Bank Monthly EFT Fee | 25.00 | - | - | - |
| RBC Monthly EFT Fee | 31.77 | - | - | - |
| Staples Supplies | 645.23 | - | - | - |
| Interac CC Fees | 16.59 | - | - | - |
| Moneris machine fees | 32.78 | - | - | - |
| Liberty Security - Monthly Fee | - | - | - | - |
| Liberty Security - Monthly Fee | - | - | - | - |
| Liberty Security - Monthly Fee | 50.91 | - | - | - |
| Liberty Security - Monthly Fee | 45.66 | - | - | - |
| WCB - | 410.58 | - | - | - |
| Other | - | - | - | - |
| AB Land Titles | 10.00 | - | - | - |
| NSF Cheque | 628.21 | - | - | - |
| | - | - | - | - |
| | 67,022.05 | - | - | - |
| Month End Balance | 280,888.79 | 491.90 | 461,893.84 | 209,613.95 |

| As Per Bank | | | | |
|--------------------------|-------------------|--|-----------------------------|-----------------------------|
| | General | Tax Recovery Account (2015) | Municipal Grants | Capital Reserves |
| Month End Balance | 323,545.82 | 491.90 | 461,893.84 | 209,613.95 |
| Deposits in Transit | 276.11 | - | - | - |
| Deposits in Transit | - | - | - | - |
| Sub-Total | 323,821.93 | 491.90 | 461,893.84 | 209,613.95 |
| Less Outstanding Cheques | 42,933.14 | - | - | - |
| Month End Balance | 280,888.79 | 491.90 | 461,893.84 | 209,613.95 |

9. b. i

| Outstanding Cheques | | | | | |
|---------------------|----------|----------|----------|------------------------|------------------|
| Chq # | Amount | Chq# | Amount | Chq# | Amount |
| 403 | 160.00 | 20230026 | 236.25 | 20230049 | 9,654.52 |
| 516 | 136.50 | 20230027 | 1,207.50 | 20230050 | 1,114.77 |
| 20230004 | 314.30 | 20230028 | 111.50 | 20230051 | 727.50 |
| 20230005 | 3,720.60 | 20230032 | 39.27 | 20230052 | 3,397.14 |
| 20230007 | 642.00 | 20230033 | 60.71 | 20230053 | 262.5 |
| 20230010 | 551.25 | 20230034 | 73.86 | 20230054 | 351.54 |
| 20230017 | 47.96 | 20230042 | 190.00 | 20230055 | 538.15 |
| 20230018 | 162.18 | 20230043 | 2,209.06 | 20230056 | 25.00 |
| 20230020 | 200.26 | 20230044 | 156.25 | 20230057 | 1,007.60 |
| 20230021 | 1,249.13 | 20230045 | 552.45 | 20230058 | 2,441.25 |
| 20230022 | 5,000.00 | 20230046 | 2,491.49 | | |
| 20230023 | 1,055.00 | 20230047 | 1,936.90 | | |
| 20230025 | 200.00 | 20230048 | 708.75 | | |
| | | | | Total O/S Chqs. | 42,933.14 |

9.b.i

February 28, 2023

| As per Books | | | | |
|--------------------------------|--------------------------|------------------------------------|-------------------------|-------------------------|
| | General Operating | Tax Recovery Account (2015) | Municipal Grants | Capital Reserves |
| Previous Month Balance | 280,888.79 | 491.90 | 461,893.84 | 209,613.95 |
| Deposits | 30,673.11 | - | - | - |
| Transfer from Grants | | | | |
| Interest Received | 1,089.93 | 1.85 | 1,736.21 | 787.92 |
| Sub-Total | 312,651.83 | 493.75 | 463,630.05 | 210,401.87 |
| Less Disbursements (A/P & P/R) | 54,244.25 | - | | |
| ATB Monthly Fees | 28.84 | | | |
| ASFF quarterly | - | | | |
| TD Bank Monthly EFT Fee | 25.00 | | | |
| RBC Monthly EFT Fee | 35.59 | | | |
| Staples Supplies | 289.23 | | | |
| Interac CC Fees | 66.56 | | | |
| Moneris machine fees | 32.69 | | | |
| Liberty Security - Monthly Fee | - | | | |
| Liberty Security - Monthly Fee | 8.40 | | | |
| Liberty Security - Monthly Fee | 50.91 | | | |
| Liberty Security - Monthly Fee | 45.66 | | | |
| WCB - | - | | | |
| Other | - | | | |
| AB Land Titles | - | | | |
| NSF Cheque | - | | | |
| | 54,827.13 | - | - | - |
| Month End Balance | 257,824.70 | 493.75 | 463,630.05 | 210,401.87 |

| As Per Bank | | | | |
|-----------------------------|-------------------|------------------------------------|-------------------------|-------------------------|
| | General | Tax Recovery Account (2015) | Municipal Grants | Capital Reserves |
| Month End Balance | 275,729.87 | 493.75 | 463,630.05 | 210,401.87 |
| Deposits in Transit #5287 | 111.86 | | - | - |
| Deposits in Transit #5282 | 400.00 | | | |
| Deposits in Transit #5282 | 1,138.72 | | | |
| Deposits in Transit partial | -\$180.19 | | | |
| Deposits in Transit #5282 | -\$1,009.58 | | | |
| Sub-Total | 276,190.68 | 493.75 | 463,630.05 | 210,401.87 |
| Less Outstanding Cheques | 18,365.98 | | - | - |
| Month End Balance | 257,824.70 | 493.75 | 463,630.05 | 210,401.87 |

9. b. i

| Outstanding Cheques | | | | | |
|---------------------|----------|----------|----------|-----------------|------------------|
| Chq # | Amount | Chq# | Amount | Chq# | Amount |
| 403 | 160.00 | 20230082 | 167.50 | | |
| 20230004 | 314.30 | 20230083 | 2,491.49 | | |
| 20230017 | 47.96 | 20230084 | 1,441.48 | | |
| 20230034 | 73.86 | 20230085 | 441.00 | | |
| 20230066 | 125.00 | 20230086 | 1,129.09 | | |
| 20230070 | 33.59 | 20230088 | 2,994.10 | | |
| 20230071 | 905.34 | 20230089 | 3,673.61 | | |
| 20230074 | 682.65 | 20230090 | 100.00 | | |
| 20230075 | 190.18 | 20230091 | 280.00 | | |
| 20230076 | 8.31 | 20230092 | 112.85 | | |
| 20230077 | 269.45 | 20230093 | 250.00 | | |
| 20230080 | 295.00 | | | | |
| 20230081 | 2,179.22 | | | | |
| | | | | Total O/S Chqs. | 18,365.98 |

90.c

Public Works Report

by Wayne MacKay

For period Feb 16 – March 15, 2023

- Water chlorine daily checks.
- Weekly Garbage pick-up.
- Weekly recycling pick-up.
- On-going snow removal.
- Attended an APWA regional meeting in Leduc.
- Weekly checks at Birch Lake campground.
- Completed several on-line courses.
- Picked up garbage at Wapasu.
- Students started woodwork shop at public works shop.
- Fixed tire on golf cart.



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: March 15, 2023

Call Summary

| Call Type | Date | Details |
|-------------|----------|-------------------------------------|
| Medical | March 1 | Village Medical |
| Medical | March 1 | Village Medical |
| False Alarm | March 10 | 4724 53 Street BTPS Delnorte School |
| Medical | March 10 | Village Medical |

Other

Planning with MMI FCSS to provide “It Can’t Happen To Me” risk awareness program for BTPS Delnorte School students in Grade 9-12.



10. b

PRESS RELEASE

FOR IMMEDIATE RELEASE

February 22, 2023

County of Minburn Set to Acquire Land and Aggregate for \$18.3 Million

The County of Minburn is proud to announce that it has finalized the negotiation for the purchase of lands and aggregate for \$18.3 million, which will be funded over several years. This purchase will enable the County to improve its infrastructure, enhance its transportation, network, and support the economic growth of the region.

The acquisition of the lands and aggregate will be a significant investment for the County of Minburn. The new sources of aggregate and gravel pit are expected to provide the County with a reliable source of high-quality gravel and other road construction and maintenance materials for many years to come. This will ensure that the County's infrastructure projects, such as road maintenance and construction, can continue to progress without any delays or interruptions. Further, the planned acquisition will also ensure price certainty well into the future which is an important factor given today's inflationary pressures.

We are thrilled to have completed this purchase and are confident that it will greatly benefit the County. By securing a reliable source of aggregate, we can continue to invest in our infrastructure and support the growth of our local economy. This is a significant investment, and we believe it will have a positive impact on the County of Minburn for years to come.

- Roger Konieczny, Reeve

The funding for this purchase will be spread over several years, with the County using a combination of its own funds, provincial grants, and borrowing from external sources to cover the cost. The County of Minburn has been careful to ensure that this investment is financially sustainable and that the impact on the County's budget is manageable.

County of Minburn Council would like to thank all those who have been involved in this project, including County staff, external advisors, and other stakeholders who have helped to make this future acquisition a reality. County of Minburn Council looks forward to continuing to work with the community to ensure that the County of Minburn remains a great place to live, work, and do business.

For further information about the lands and aggregate acquisition, please contact Pat Podoborzny, CAO at ppodoborzny@minburncounty.ab.ca or 780.632.2082.

10.c



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Shaw

AR111005

Dear Chief Elected Officials:

My colleague, the Honourable Travis Toews, President of Treasury Board and Minister of Finance, has tabled *Budget 2023* in the Alberta Legislature. I am writing to share information with you about how *Budget 2023* impacts municipalities.

Alberta's government is helping to secure Alberta's future by investing almost \$1 billion to build stronger communities across our province. The Municipal Affairs budget reflects an overall increase of \$45.2 million from the previous budget. These investments will continue to support municipalities in providing well-managed, collaborative, and accountable local government to Albertans.

We have heard frequently how important it is for Alberta municipalities to secure reliable, long-term funding for infrastructure and services in your communities. Through *Budget 2023*, capital support for municipalities is being maintained with \$485 million provided through the Municipal Sustainability Initiative (MSI). In addition, we are doubling MSI operating funding to \$60 million. The estimated 2023 MSI allocations are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

Next year, we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Furthermore, we heard your feedback and, subject to approval by the Legislature, are updating the legislation so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. Based on the most current financial data and subject to approval of the legislation, we anticipate funding for municipalities will increase by 12.6 per cent to approximately \$813 million for the 2025/26 fiscal year.

The federal Canada Community-Building Fund (CCBF), which provides infrastructure funding to municipalities throughout the province, will see an increase of \$11.1 million to Alberta. The estimated 2023 CCBF allocations are available on the program website at www.alberta.ca/canada-community-building-fund.aspx.

MSI and CCBF program funding is subject to the Legislative Assembly's approval of *Budget 2023*. Individual allocations and 2023 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. Municipalities can anticipate receiving letters confirming MSI and CCBF funding commitments in April.

.../2

I am pleased to inform you that an additional \$3 million in grant funding is being committed in support of local public library boards, which means an increase of at least five per cent for all library boards. This funding increase will help maintain the delivery of critical literacy and skill-building resources to Albertans. There will also be an increase of \$800,000 in funding to the Land and Property Rights Tribunal to expand capacity for timely surface rights decisions.

Additionally, *Budget 2023* will provide an increase of \$500,000 to provide fire services training grants. Public safety is always a priority, and while we respect that fire services is a municipal responsibility, our government recognizes that a strong provincial-municipal partnership remains key to keeping Albertans safe.

As we all look forward to the year ahead, I want to re-iterate that Alberta municipalities remain our partners in economic prosperity and in delivering the critical public services and infrastructure that Albertans need and deserve. Municipal Affairs remains committed to providing sustainable levels of capital funding, promoting economic development, and supporting local governments in the provision of programs and services.

Alberta's economy has momentum, and we are focused on even more job creation and diversification as we continue to be the economic engine of Canada. At the same time, we recognize Albertans are dealing with the financial pressures of high inflation.

Budget 2023 will help grow our economy while also strengthening health care, improving public safety, and providing relief to Albertans through the inflation crisis. Alberta's government will do its part by remaining steadfastly committed to responsible management, paying down the debt, and saving for tomorrow.

With these priorities in mind, we will move forward together in fulfilling Alberta's promise and securing a bright and prosperous future for Alberta families.

Sincerely,



Rebecca Schulz
Minister

YOUR COMMUNITY. OUR COMMITMENT.

Report to Communities

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ATCO

The Village of Innisfree

Serving 272 Customer Sites in the Village of Innisfree

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

Customer Breakdown

| Rate Class | 2021 Number of Sites | 2022 Number of Sites |
|------------------------------|----------------------|----------------------|
| Company Farm | 0 | 0 |
| General Service | 35 | 35 |
| Industrial | 2 | 2 |
| Oilfield | 0 | 0 |
| Residential | 122 | 129 |
| Sentinel Lights | 2 | 2 |
| Street Lights | 104 | 104 |
| Total Number of Sites | 265 | 272 |

Franchise Fee and Taxes

| | 2022 Actual | 2023 Forecast |
|----------------------------------|-----------------|-----------------|
| Wires Distribution Revenue | \$326,841 | \$304,289 |
| Franchise Fee % | @ 5% | @ 5% |
| Franchise Fee on Revenue | \$16,353 | \$15,214 |
| Distribution Linear Taxes | \$11,609 | \$12,735 |
| Total Estimated Fee + Tax | \$27,962 | \$27,949 |

Based on 2022 actual revenue, a franchise fee increase of 1% would increase fee payments by \$3,268 per year.

System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (*SAIDI/SAIFI definitions under Supporting Information)

| Outages | 2021 | 2022 |
|--|------|------|
| *SAIFI (Feeder Average) | 3.6 | 18.3 |
| *SAIDI (Feeder Average) | 10.9 | 5.6 |
| ATCO Electric (System Average) SAIFI (Major Events Included) | 1.6 | 1.6 |
| ATCO Electric (System Average) SAIDI (Major Events Included) | 4.9 | 4.8 |



Distribution Asset Maintenance Programs

| Completed in 2021 | Completed in 2022 | Proposed for 2023 |
|---|---|--|
| <ul style="list-style-type: none"> Streetlight Patrols | <ul style="list-style-type: none"> Streetlight Patrols | <ul style="list-style-type: none"> Patrol & Consenting Program Mechanical Brushing Streetlight Patrol |

Street Lights

Inventory Summary

| Lamp Type | Investment Rate |
|--------------|-----------------|
| LED | 104 |
| Total | 104 |

- Number of "lights-out" identified from the street light patrols: 4
- Number of temporary overhead repairs of streetlights: 0
- Number of underground repairs made: 0

Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. In 2022, our people raised \$2.8 million.

Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2022 can be found at: https://www.auc.ab.ca/regulatory_documents/service-quality-and-reliability-plans
- 0 Customer complaints were received by the Alberta Utilities Commission for the Village of Innisfree
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>

Supporting Information

*SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

*SAIDI (System Average Interruption Duration Index): The total average number of hours each customer power is interrupted.

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Active outage information can be found at: <https://electric.atco.com/en-ca/power-outages/outage-map.html>

More detailed information available upon request.

Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

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