



**Village of Innisfree  
Regular Council Meeting  
May 16, 2023 @ 5:00 p.m.  
Village of Innisfree Council Chambers**

- 1. Call to Order**
- 2. Agenda**
  - a. Deletions/Additions
  - b. Adoption of Agenda
- 3. Delegation**

Corey Buckingham, Sgt., NCO i/c Vermilion Detachment, Royal Canadian Mounted Police
- 4. Adoption of Minutes**
  - a. April 18, 2023, Regular Council Meeting Minutes
- 5. Business Arising from the Minutes**
  - a.
- 6. Policies & Bylaws**
  - a. Utilities Bylaw 650-20 Repeal – RFD
  - b. Tax Payments & Penalties Bylaw 652-20 - RFD
- 7. New Business**
  - a. Approve 50<sup>th</sup> Street waterline project - RFD
  - b. Alberta Munis Summer Municipal Leader Caucus – RFD
  - c. Tax Payment Plan Request - RFD
  - d. Large Item Pickup – RFD
  - e. Strategic Plan 2023- 2025 - RFD
  - f. Operating Budget approval – RFD
  - g. 2023 Tax Levy Bylaw – RFD  
(This Bylaw is in this section because the Operating Budget must be approved first)
- 8. Councillor Reports**
  - a. M.D. of Minburn Foundation (April 27) – Clr. Johnson
  - b. Village of Innisfree Library (May 3) – Clr McMann
  - c. ACE AGM in Vermilion – Mayor Raycraft
  - d. Innisfree Delnorte School Parent Council (April) – Mayor Raycraft

**9. Administration Reports**

- a. Reports:
  - i. Interim CAO Report – Period Ending April 11, 2023
  - ii. Action List
  - iii. CAO Municipal Grants Report
- b. Financials:
  - i. Monthly Bank Reconciliation Statement – Period Ending March 31, 2023
  - ii. Revenue & Expense (with comments) – March 31, 2023
- c. Public Works Foreman Report – Period ending April 14, 2023
- d. Regional Fire Chief Report
- e. Rec Park Manager Report

**10. Correspondence:**

- a. Casual Legal – Competition Act
- b. Northern Lights Library System letter regarding anticipated 2024 levy
- c. Casual Legal – Squatter's Rights
- d. East Regional Transfer Station and Old Landfill report
- e. Minister's Awards Letter from Rebecca Schulz

**11. Closed Session**

- a. Personnel / Legal
  - i. (FOIPP Section 27) – Employment Legal Update
  - ii. FOIPP Section 25 - Land

**12. Adjournment**



2023-05-10

Sgt. Corey Buckingham  
Detachment Commander  
Vermilion, Alberta

Dear Mayor Raycraft,

Please find attached the quarterly Community Policing Report that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Sgt. Corey Buckingham  
Detachment Commander  
Vermilion Detachment





## RCMP Provincial Policing Report

|                             |                       |
|-----------------------------|-----------------------|
| <b>Detachment</b>           | Vermilion             |
| <b>Detachment Commander</b> | Sgt. Corey Buckingham |
| <b>Quarter</b>              | Q4                    |
| <b>Date of Report</b>       | 2023-05-10            |

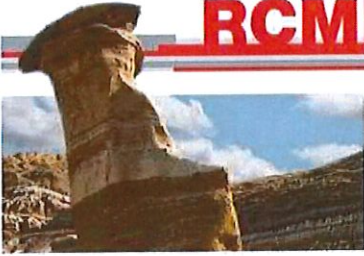
### Community Consultations

|                         |   |
|-------------------------|---|
| <b>Date</b>             | 2023-01-11  |
| <b>Meeting Type</b>     | Community Connection  |
| <b>Topics Discussed</b> | Education Session   |
| <b>Notes/Comments</b>   | Participated in the "Dorm Series" at Lakeleand College. Visited each dorm separately for 30 minute segments allotted for each presenter. As part of the presentation, the member provided information on impaired driving, GDL licenses, vehicle equipment regulations, vehicle thefts, as well as extortion frauds involving intimate images. Time was taken answer any questions the students may have for police in general. |

|                         |   |
|-------------------------|---|
| <b>Date</b>             | 2023-02-08  |
| <b>Meeting Type</b>     | Meeting with Elected Officials  |
| <b>Topics Discussed</b> | Regular reporting information sharing   |
| <b>Notes/Comments</b>   | Third Quarter Report with Mayor and Counsel. Provided stats on trends including property crime and traffic stats. Answered questions from Mayor and counsel regarding stat trends, the new detachment being built, and questions about staffing/ resource levels. |

|                         |   |
|-------------------------|---|
| <b>Date</b>             | 2023-02-14  |
| <b>Meeting Type</b>     | Meeting with Elected Officials  |
| <b>Topics Discussed</b> | Regular reporting information sharing   |
| <b>Notes/Comments</b>   | Regular reporting to the County of Vermilion River council and administration. Third quarter statistics were shared with the Council. Updates provided on trends in the area as well as detachment resources. |





|                         |  |
|-------------------------|--|
| <b>Date</b>             | 2023-03-13   |
| <b>Meeting Type</b>     | Community Connection   |
| <b>Topics Discussed</b> | Education Session  |
| <b>Notes/Comments</b>   | Coffee with a cop initiative in partnership with Lakeland College. |

|                         |   |
|-------------------------|---|
| <b>Date</b>             | 2023-03-22  |
| <b>Meeting Type</b>     | Meeting with Elected Officials  |
| <b>Topics Discussed</b> | Property Crime  |
| <b>Notes/Comments</b>   | In person attendance to the regularly scheduled council meeting. Presented a review of third quarter statistics and detachment resource levels. |

|                         |  |
|-------------------------|--|
| <b>Date</b>             | 2023-03-30   |
| <b>Meeting Type</b>     | Town Hall  |
| <b>Topics Discussed</b> | Crime Reduction Initiatives  |
| <b>Notes/Comments</b>   | Townhall meeting delivered at the Clandonald Community Hall. Well attended event with approximately 35 + in attendance. County of Vermilion River councilor and MLA in attendance. Delivered a review of the detachment area, staffing resource levels, 3rd quarter statistic snapshot and well as crime trends in the area. Provided information on the body worn camera initiative as well as the RCMP App. Question and answer session was lively with a lot of positive feedback and support for the detachment and the RCMP as whole. |





**Community Priorities**

|                                     |   |
|-------------------------------------|---|
| <b>Priority 1</b>                   | Crime Reduction   |
| <b>Current Status &amp; Results</b> | <p>The detachment's identified prolific offenders have resisted efforts at becoming enrolled in the initiative and thus accessing any resources available through the process. As with previous quarters the offenders are in and out of custody and in and out of our area. Obstacles to this objective are resourcing related. The detachment is currently at a 35 % vacancy rate through soft vacancies. The initiative has merit and is sound when we have the bodies to fulfill it's objectives.</p> <p>This quarter saw our vacancies rise from 2 to 3 and accordingly this initiative did not get any attention. In review of the Warrant list published 23-04-11 we have 70 persons on warrant. 38 reside outside of the detachment's jurisdiction. The for those outside the jurisdiction we have conducted open source searches of social media and sent letters to their last known addresses. We have made some success with this approach. A review of available resources both inside and outside the detachment will be assessed while moving forward to determine if a formal warrant round initiative is viable.</p> |
| <b>Priority 2</b>                   | Community Engagement  |
| <b>Current Status &amp; Results</b> | <p>The second of two required town hall meeting was completed this quarter. The meeting was held in Clandonald and was well attended. Additionally in the quarter, two more "coffee with a cop" events were hosted in conjunction with partners in the community. We have met our goals as identified for this initiative.</p>  |
| <b>Priority 3</b>                   | Enhancing Road Safety   |
| <b>Current Status &amp; Results</b> | <p>Below are the statistics for tickets and warnings issued this quarter:<br/> Citations: 35<br/> Warnings: 11<br/> Total documented OVCs: 46</p> <p>Our number of OVCs this quarter have decreased again. This is partly by fluctuating staffing levels, and several members being on different types of leave, limiting our working members time to conduct proactive traffic enforcement. None the less, our detachment has met the goal for yearly OVCs. Vermilion member's efforts will undoubtedly enhance road safety in the community.</p>  |







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

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

| Category                        | January - March |      |                         | January - December |       |                         |
|---------------------------------|-----------------|------|-------------------------|--------------------|-------|-------------------------|
|                                 | 2022            | 2023 | % Change Year-over-Year | 2021               | 2022  | % Change Year-over-Year |
| <b>Total Criminal Code</b>      | 249             | 274  | 10%                     | 935                | 1,107 | 18%                     |
| <i>Persons Crime</i>            | 40              | 46   | 15%                     | 166                | 185   | 11%                     |
| <i>Property Crime</i>           | 159             | 176  | 11%                     | 513                | 719   | 40%                     |
| <i>Other Criminal Code</i>      | 50              | 52   | 4%                      | 256                | 203   | -21%                    |
| <b>Traffic Offences</b>         |                 |      |                         |                    |       |                         |
| <i>Criminal Code Traffic</i>    | 19              | 23   | 21%                     | 71                 | 92    | 30%                     |
| <i>Provincial Code Traffic</i>  | 308             | 287  | -7%                     | 1,786              | 1,603 | -10%                    |
| <i>Other Traffic</i>            | 10              | 6    | -40%                    | 91                 | 16    | -82%                    |
| <b>CDSA Offences</b>            | 7               | 4    | -43%                    | 29                 | 25    | -14%                    |
| <b>Other Federal Acts</b>       | 8               | 5    | -38%                    | 35                 | 31    | -11%                    |
| <b>Other Provincial Acts</b>    | 29              | 33   | 14%                     | 199                | 172   | -14%                    |
| <b>Municipal By-Laws</b>        | 1               | 2    | 100%                    | 26                 | 12    | -54%                    |
| <b>Motor Vehicle Collisions</b> | 100             | 75   | -25%                    | 291                | 366   | 26%                     |

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

## Trends/Points of Interest

Current crime data indicates it is about average for the last 5 years with a dip in all categories for 2021.



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

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

<sup>2</sup>Data extracted on March 31, 2023 and is subject to change over time.

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

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

### Comments

Police Officers: Out of nine established positions, seven officers are working, one is on parental leave. A staffing action has been submitted to fill the hard vacancy.

Detachment Support: There are three established positions that are currently filled.

### Quarterly Financial Drivers

No significant financial drivers for this quarter.





## Vermilion Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

| CATEGORY                         | Trend | 2019       | 2020       | 2021       | 2022       | 2023       | % Change<br>2019 - 2023 | % Change<br>2022 - 2023 | Avg File +/-<br>per Year |
|----------------------------------|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death        |       | 0          | 0          | 0          | 0          | 0          | N/A                     | N/A                     | 0.0                      |
| Robbery                          |       | 1          | 2          | 2          | 0          | 0          | -100%                   | N/A                     | -0.4                     |
| Sexual Assaults                  |       | 1          | 1          | 5          | 2          | 3          | 200%                    | 50%                     | 0.5                      |
| Other Sexual Offences            |       | 0          | 2          | 1          | 3          | 4          | N/A                     | 33%                     | 0.9                      |
| Assault                          |       | 22         | 22         | 10         | 16         | 16         | -27%                    | 0%                      | -1.8                     |
| Kidnapping/Hostage/Abduction     |       | 2          | 0          | 0          | 0          | 0          | -100%                   | N/A                     | -0.4                     |
| Extortion                        |       | 0          | 0          | 1          | 0          | 2          | N/A                     | N/A                     | 0.4                      |
| Criminal Harassment              |       | 14         | 8          | 8          | 6          | 9          | -36%                    | 50%                     | -1.2                     |
| Uttering Threats                 |       | 3          | 12         | 7          | 13         | 12         | 300%                    | -8%                     | 1.9                      |
| <b>TOTAL PERSONS</b>             |       | <b>43</b>  | <b>47</b>  | <b>34</b>  | <b>40</b>  | <b>46</b>  | <b>7%</b>               | <b>15%</b>              | <b>-0.1</b>              |
| Break & Enter                    |       | 32         | 38         | 18         | 11         | 30         | -6%                     | 173%                    | -3.1                     |
| Theft of Motor Vehicle           |       | 20         | 20         | 10         | 22         | 18         | -10%                    | -18%                    | -0.2                     |
| Theft Over \$5,000               |       | 6          | 6          | 5          | 1          | 4          | -33%                    | 300%                    | -0.9                     |
| Theft Under \$5,000              |       | 53         | 49         | 31         | 49         | 35         | -34%                    | -29%                    | -3.6                     |
| Possn Stn Goods                  |       | 5          | 21         | 14         | 27         | 34         | 580%                    | 26%                     | 6.4                      |
| Fraud                            |       | 15         | 12         | 16         | 14         | 11         | -27%                    | -21%                    | -0.6                     |
| Arson                            |       | 0          | 0          | 0          | 3          | 4          | N/A                     | 33%                     | 1.1                      |
| Mischief - Damage To Property    |       | 0          | 27         | 13         | 19         | 19         | N/A                     | 0%                      | 3.0                      |
| Mischief - Other                 |       | 32         | 12         | 15         | 13         | 21         | -34%                    | 62%                     | -2.1                     |
| <b>TOTAL PROPERTY</b>            |       | <b>163</b> | <b>185</b> | <b>122</b> | <b>159</b> | <b>176</b> | <b>8%</b>               | <b>11%</b>              | <b>0.0</b>               |
| Offensive Weapons                |       | 5          | 3          | 5          | 7          | 2          | -60%                    | -71%                    | -0.2                     |
| Disturbing the peace             |       | 5          | 6          | 5          | 3          | 7          | 40%                     | 133%                    | 0.1                      |
| Fail to Comply & Breaches        |       | 23         | 29         | 32         | 36         | 36         | 57%                     | 0%                      | 3.3                      |
| <b>OTHER CRIMINAL CODE</b>       |       | <b>3</b>   | <b>11</b>  | <b>8</b>   | <b>4</b>   | <b>7</b>   | <b>133%</b>             | <b>75%</b>              | <b>0.1</b>               |
| <b>TOTAL OTHER CRIMINAL CODE</b> |       | <b>36</b>  | <b>49</b>  | <b>50</b>  | <b>50</b>  | <b>52</b>  | <b>44%</b>              | <b>4%</b>               | <b>3.3</b>               |
| <b>TOTAL CRIMINAL CODE</b>       |       | <b>242</b> | <b>281</b> | <b>206</b> | <b>249</b> | <b>274</b> | <b>13%</b>              | <b>10%</b>              | <b>3.2</b>               |





## Vermilion Provincial Detachment Crime Statistics (Actual)

January to March: 2019 - 2023

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

April 5, 2023

| CATEGORY                               | Trend | 2019 | 2020 | 2021 | 2022 | 2023 | % Change<br>2019 - 2023 | % Change<br>2022 - 2023 | Avg File +/-<br>per Year |
|--|-------|------|------|------|------|------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production          |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Drug Enforcement - Possession          |       | 3    | 6    | 1    | 4    | 4    | 33%                     | 0%                      | 0.0                      |
| Drug Enforcement - Trafficking         |       | 3    | 0    | 5    | 3    | 0    | -100%                   | -100%                   | -0.3                     |
| Drug Enforcement - Other               |       | 0    | 1    | 0    | 0    | 0    | N/A                     | N/A                     | -0.1                     |
| <b>Total Drugs</b>                     |       | 6    | 7    | 6    | 7    | 4    | -33%                    | -43%                    | -0.4                     |
| Cannabis Enforcement                   |       | 2    | 0    | 0    | 0    | 0    | -100%                   | N/A                     | -0.4                     |
| Federal - General                      |       | 0    | 4    | 1    | 1    | 1    | N/A                     | 0%                      | -0.1                     |
| <b>TOTAL FEDERAL</b>                   |       | 8    | 11   | 7    | 8    | 5    | -38%                    | -38%                    | -0.9                     |
| Liquor Act                             |       | 6    | 4    | 1    | 1    | 2    | -67%                    | 100%                    | -1.1                     |
| Cannabis Act                           |       | 1    | 1    | 1    | 0    | 2    | 100%                    | N/A                     | 0.1                      |
| Mental Health Act                      |       | 5    | 11   | 4    | 13   | 13   | 160%                    | 0%                      | 1.8                      |
| Other Provincial Stats                 |       | 16   | 22   | 30   | 15   | 16   | 0%                      | 7%                      | -0.7                     |
| <b>Total Provincial Stats</b>          |       | 28   | 38   | 36   | 29   | 33   | 18%                     | 14%                     | 0.1                      |
| Municipal By-laws Traffic              |       | 1    | 0    | 0    | 0    | 1    | 0%                      | N/A                     | 0.0                      |
| Municipal By-laws                      |       | 0    | 3    | 7    | 1    | 1    | N/A                     | 0%                      | 0.0                      |
| <b>Total Municipal</b>                 |       | 1    | 3    | 7    | 1    | 2    | 100%                    | 100%                    | 0.0                      |
| Fatals                                 |       | 0    | 1    | 0    | 0    | 0    | N/A                     | N/A                     | -0.1                     |
| Injury MVC                             |       | 11   | 9    | 7    | 21   | 7    | -36%                    | -67%                    | 0.4                      |
| Property Damage MVC (Reportable)       |       | 84   | 61   | 42   | 67   | 54   | -36%                    | -19%                    | -5.4                     |
| Property Damage MVC (Non Reportable)   |       | 4    | 11   | 6    | 12   | 14   | 250%                    | 17%                     | 2.1                      |
| <b>TOTAL MVC</b>                       |       | 99   | 82   | 55   | 100  | 75   | -24%                    | -25%                    | -3.0                     |
| Roadside Suspension - Alcohol (Prov)   |       | N/A  | N/A  | N/A  | N/A  | 9    | N/A                     | N/A                     | N/A                      |
| Roadside Suspension - Drugs (Prov)     |       | N/A  | N/A  | N/A  | N/A  | 0    | N/A                     | N/A                     | N/A                      |
| <b>Total Provincial Traffic</b>        |       | 268  | 213  | 351  | 308  | 287  | 7%                      | -7%                     | 13.3                     |
| Other Traffic                          |       | 0    | 3    | 4    | 10   | 6    | N/A                     | -40%                    | 1.9                      |
| Criminal Code Traffic                  |       | 13   | 16   | 14   | 19   | 23   | 77%                     | 21%                     | 2.3                      |
| <b>Common Police Activities</b>        |       |      |      |      |      |      |                         |                         |                          |
| False Alarms                           |       | 11   | 17   | 8    | 16   | 15   | 36%                     | -6%                     | 0.7                      |
| False/Abandoned 911 Call and 911 Act   |       | 1    | 14   | 13   | 7    | 20   | 1900%                   | 186%                    | 3.1                      |
| Suspicious Person/Vehicle/Property     |       | 25   | 30   | 37   | 37   | 18   | -28%                    | -51%                    | -0.7                     |
| Persons Reported Missing               |       | 3    | 2    | 2    | 1    | 0    | -100%                   | -100%                   | -0.7                     |
| Search Warrants                        |       | 1    | 2    | 1    | 2    | 1    | 0%                      | -50%                    | 0.0                      |
| Spousal Abuse - Survey Code (Reported) |       | 22   | 19   | 19   | 17   | 25   | 14%                     | 47%                     | 0.4                      |
| Form 10 (MHA) (Reported)               |       | 0    | 0    | 0    | 1    | 1    | N/A                     | 0%                      | 0.3                      |

**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of April 18, 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, April 18, 2023.

*CALL TO ORDER*

Mayor Raycraft called the meeting to order at 5:07 PM.

*PRESENT*

Attendance in-person

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

Terri Wiebe, Interim Chief Administrative Officer

*APPROVAL OF  
AGENDA  
2023-04-18/01*

Moved by Clr. Johnson that the agenda be approved as presented.  
CARRIED

*DELEGATION*

Jeff Alliston, CPA, CA from Metrix Group attended virtually and presented the 2022 Audited Financial Statements to Mayor and Council via PowerPoint Presentation.

*FEBRUARY 21, 2023,  
REGULAR COUNCIL  
MEETING MINUTES  
2023-04-18/02*

Moved by Clr. McMann that the March 21, 2023, Regular Council Meeting minutes be approved as presented.  
CARRIED

*UTILITIES BYLAW  
650-20  
2023-04-18/03*

Moved by Mayor Raycraft that Utilities Bylaw 650-20 be tabled to the next Council meeting so Administration can get more information as to how many properties this Bylaw affects.  
CARRIED

*ANIMAL CONTROL  
BYLAW 680-23  
2023-04-18/04*

Moved by Clr. Johnson that Animal Control Bylaw 680-23 receive THIRD and FINAL reading with changes this 18<sup>th</sup> day of April 2023.  
CARRIED

*TRAVEL-ING ON  
2023-04-18/05*

Moved by Clr Johnson that Administration register the Birch Lake Campground and the Prairie Bank Museum on the Travel-ING On app for up to a maximum of \$200.  
CARRIED

*OLD UTILITY LAPTOP  
2023-04-18/06*

Moved by Mayor Raycraft that Administration donate the old utility laptop to the Prairie Bank Museum.  
CARRIED

*STRATEGIC  
PLANNING session  
2023-04-18/07*

Moved by Clr Johnson that the date for the Strategic Planning be May 2<sup>nd</sup> and if necessary finish on May 4<sup>th</sup> and that Administration advertise for up to three (3) Village of Innisfree residents to participate.  
CARRIED



**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of April 18, 2023**

*VOLUNTEER GRANT  
2023-04-18/08*

Moved by Mayor Raycraft that Council endorse the application by MMI FCSS for funding under Volunteer Alberta.

CARRIED

*VOLUNTEER WEEK  
2023-04-18/09*

Moved by Clr. McMann that Council declare April 16 - 22, 2023 as Volunteer Week.

CARRIED

*FCM ADVOCACY  
REGARDING RCMP  
2023-04-18/10*

Moved by Clr. Johnson that Council supports FCM in their advocacy regarding future RCMP contract policing decisions as per the following:

**WHEREAS**, The Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement; and

**WHEREAS**, These extraordinary one-time costs, which in some jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill; and

**WHEREAS**, Municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools; and

**WHEREAS**, Local governments will now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and

**WHEREAS**, Going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again; therefore be it

**RESOLVED**, That the Village of Innisfree joins the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring the local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe; and be it further

**RESOLVED**, That the Village of Innisfree conveys this support in writing to local Members of Parliament.

CARRIED

*APWA  
PROCLAMATION  
2023-04-18/11*

Moved by Mayor Raycraft that Council proclaim May 21-27<sup>th</sup>, 2023 as National Public Works Week.

CARRIED

*2023 OPERATING  
FINAL BUDGET  
2023-04-18/12*

Moved by Clr Johnson that the date for the Operating Budget be May 2<sup>nd</sup> and if necessary, finish on May 4<sup>th</sup> after the Strategic Planning session.

CARRIED



**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of April 18, 2023**

|  |   |
|--|---|
| <p><i>APPROVAL OF<br/>FINANCIAL<br/>STATEMENTS<br/>2023-04-18/13</i></p>   | <p>Moved by Mayor Raycraft that Metrix Group LLP’s presentation, the 2022 Audited Financial Statement be approved as presented.<br/><u>CARRIED</u></p>                                  |
| <p><i>LIGHTS OB<br/>AFTERSCHOOL<br/>PROCLAMATION<br/>2023-04-18/14</i></p> | <p>Moved by Clr Johnson that Council proclaim April 21<sup>st</sup> as Lights On Afterschool Alberta Day.<br/><u>CARRIED</u></p>  |
| <p><i>COUNCILLOR<br/>REPORTS<br/>2023-04-18/15</i></p>                     | <p>Moved by Mayor Raycraft that the four (4) items listed under “Councillor Reports” be received as information.<br/><u>CARRIED</u></p>   |
| <p><i>RECESS (In)<br/>2023-04-18/16</i></p>                                | <p>Moved by Clr Johnson to go into recess at 7:04 pm.<br/><u>CARRIED</u></p>  |
| <p><i>RECESS (Out)<br/>2023-04-18/17</i></p>                               | <p>Moved by Mayor Raycraft to come out of recess at 7:08 pm.<br/><u>CARRIED</u></p>   |
| <p><i>MEETING TIME<br/>EXTENSION<br/>2023-04-18/18</i></p>                 | <p>Moved by Clr Johnson that the meeting be extended beyond the 3 hours as per the Council Procedural Bylaw.<br/><u>CARRIED UNANIMOUSLY</u></p>   |
| <p><i>ADMINISTRATION<br/>REPORTS<br/>2023-04-18/19</i></p>                 | <p>Moved by Clr. McMann that the items listed under “Administration Reports” be received as information.<br/><u>CARRIED</u></p>   |
| <p><i>CORRESPONDENCE<br/>2023-04-18/20</i></p>                             | <p>Moved by Clr McMann that the five (5) items listed under “Correspondence” be received as information.<br/><u>CARRIED</u></p>   |
| <p><i>ENTERING CLOSED<br/>SESSION<br/>2023-04-18/21</i></p>                | <p>Moved by Mayor Raycraft that the meeting moves into closed session at 8:22 pm pursuant to FOIPP Section 27 to update Council about employment legal concerns.<br/><u>CARRIED</u></p> |
| <p><i>EXITING CLOSED<br/>SESSION<br/>2023-04-18/22</i></p>                 | <p>Moved by Clr Johnson that the meeting moves out of closed session at 8:29 pm.<br/><u>CARRIED</u></p>   |
| <p><i>ADJOURNMENT<br/>2023-04-18/23</i></p>                                | <p>Moved by Mayor Raycraft that the meeting be adjourned at 8:30 pm.<br/><u>CARRIED</u></p>   |

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Mayor, Evan Raycraft

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Interim Chief Administrative Officer, T. Wiebe

## Request for Decision (RFD)

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**Topic:** Water and Sanitary Sewer Bylaw Amendment 650-20  
**Initiated by:** Administration  
**Attachments:** Bylaw 650-20

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**Purpose(s):**

1. Council to repeal or amend this Bylaw

**Background:**

1. Council passed this Bylaw in March 2022
2. At their April 18<sup>th</sup> meeting, Council requested more information and to bring this back to their May 16<sup>th</sup> meeting.

**Key Issues/Concepts:**

1. Many municipalities will forego the consumption of utilities when the services are shut off. (i.e. garbage, recycling, natural gas, and water consumption)
2. However, the capital costs for the infrastructure remain the same whether a property is vacant or not and should still be payable.
3. By having some property owners opt out of paying their share of the infrastructure costs, the remaining property owners are having to pay more to cover the difference.
4. The Bylaw should either be repealed or amended to clarify the intent.

**Options:**

1. Council repeal Bylaw 650-20 Water and Sanitary Sewer Bylaw Amendment
2. Council amends Bylaw 650-20 Water and Sanitary Sewer Bylaw Amendment
3. Council keeps Bylaw 650-20 Water and Sanitary Sewer Bylaw Amendment

**Financial Implications:**

1. The spreadsheet demonstrates clearly, the significant revenue losses the Village endures under this Bylaw Amendment.

**Relevant Policy/Legislation:**

1. Strategic Plan – “Efficiency – the best use of our resources”

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

1. Ratepayers who are currently not paying the full amount they should be may be upset but the balance of ratepayers will be pleased.

**Recommendation:**

Council repeals Bylaw 650-20 Water and Sanitary Sewer Bylaw Amendment.

6.a

Village of Innisfree  
BYLAW NO. 650-20

**A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 618-16 (WATER AND SANITARY SEWER BYLAW).**

WHEREAS the Council of the Village of Innisfree has enacted Bylaw 618-16 being the Water and Sanitary Sewer Bylaw for the Village, and

WHEREAS the Council of the Village of Innisfree has deemed it appropriate to amend Bylaw 618-16.

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

1. Add the following:

***Service and Servicing***

*5.19*

- a) *Should the user request that the utility services be turned off for seasonal shut off, longer term vacated premises and/or for their own purposes, a final meter reading will be recorded on the last day of inhabitation or possession, a final bill will be issued to the user and the account will then be closed with no further charges to be applied to that account, provided all service charges and outstanding amounts are paid to the Village in full.*
- b) *a written request must be submitted five (5) business days prior for all requests pertaining to section 5.19 (a) in order to discontinue utility services.*

Read a **FIRST** time this 15<sup>th</sup> day of March, 2022.

Read a **SECOND** time this 15<sup>th</sup> day of March, 2022.

**UNANIMOUS** consent given this 15<sup>th</sup> day of March, 2022.

Read a **THIRD** time and **FINALLY** passed this 15<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor

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



|   | Garbage | Jt.Landfill | Sanitary Sewer | SWIRF   | Water Base fee | Water Non-Metered Fee | WRF   | Recycling | TOTALS    |
|---|---------|-------------|----------------|---------|----------------|-----------------------|-------|-----------|-----------|
| <b>Community Orgs.</b>                  |         |             |                |         |                |                       |       |           |           |
| <i>Special Rates for Community Orgs</i> | 16.50   | 7.50        | 17.00          | 0.00    | 10.50          | 32.00                 | 15.00 | 2.50      | 101.00    |
| <i>Regular Commercial Rates</i>         | 34.00   | 15.00       | 34.25          | 3.39    | 25.00          | 33.00                 | 15.00 | 2.50      | 162.14    |
| (4) Community Orgs:                     | 66.00   | 30.00       | 68.00          | 0.00    | 42.00          | 128.00                | 60.00 | 10.00     | 404.00    |
| <i>Regular Commercial Rates</i>         | 136.00  | 60.00       | 137.00         | 13.56   | 100.00         | 132.00                | 60.00 | 10.00     | 648.56    |
| <b>Revenue Loss per Month</b>           | -70.00  | -30.00      | -69.00         | -13.56  | -58.00         | -4.00                 | 0.00  | 0.00      | -244.56   |
| <b>Revenue Loss per Annum</b>           | -840.00 | -360.00     | -828.00        | -162.72 | -696.00        | -48.00                | 0.00  | 0.00      | -2,934.72 |

|  |           |           |           |         |           |           |           |         |            |
|--|-----------|-----------|-----------|---------|-----------|-----------|-----------|---------|------------|
| <b>Other Utility Oddities:</b>                           |           |           |           |         |           |           |           |         |            |
| <b><u>At least 10 Vacant Properties ID'd</u></b>         |           |           |           |         |           |           |           |         |            |
| 2 Residences - Paying:                                   | 29.25     | 12.00     | 21.50     | 3.39    | 13.00     |           | 15.00     | 2.50    | 96.64      |
| 1 Residence Paying:                                      |           | 12.00     |           | 3.39    | 13.00     |           | 15.00     | 2.50    | 45.89      |
| At least 7 Houses Id'd as Vacant with No Utility Account |           |           |           |         |           |           |           |         |            |
| <b>NOTE:</b>   |           |           |           |         |           |           |           |         |            |
| <i>Regular Residential Rates</i>                         | 29.25     | 12.00     | 21.50     | 3.39    | 13.00     | 33.00     | 15.00     | 2.50    | 129.64     |
| <b>Revenue Loss per Month</b>                            | -263.25   | -96.00    | -193.50   | -27.12  | -104.00   | -330.00   | -120.00   | -20.00  | -1,153.87  |
| <b>Revenue Loss per Annum</b>                            | -3,159.00 | -1,152.00 | -2,322.00 | -325.44 | -1,248.00 | -3,960.00 | -1,440.00 | -240.00 | -13,846.44 |

Request for Decision (RFD)

Topic: Bylaw 682-23 Tax Payments & Penalties
Initiated by: Administration
Attachments: Bylaw 652-20 current and Bylaw 682-23 revised

Purpose(s):
1. To review and endorse Bylaw 652-20 with the proposed amendments thereto

Background:
1. Bylaw 652-20 was passed in June 2020
2. Bylaws should be reviewed regularly

Key Issues/Concepts:
1. There were several Administrative errors in Bylaw 652-20 regarding clause numbering and page numbers so these need to be corrected.
2. There was also a Penalty percentage error that needs to be corrected.
3. There was some clarification of Clause 12.c
4. The one amendment recommended is regarding Clauses 12 and 13 which will allow Administration to authorize simple payment plan requests, but still have extraordinary requests be brought to Council.
5. Another change recommended by Administration would be to address a change to the property tax deadline, currently set as September 30th; most urban municipalities have due dates of June 30th or earlier. Normally, rural municipalities have their due dates in the fall to coincide with farmers bringing in and selling their crops. The due date for Innisfree has changed over the years from August 31st to October 13th.
6. Currently, with the September 30th deadline, the Village must pay 75% of all municipal expenses plus both the Senior's Levy and the Education Levy, before property taxes are even due! This is a financial strain for many urban municipalities, including the Village of Innisfree.
7. Administration recommends this Bylaw be passed before the 2023 Combined Assessment & Property Tax Notices are sent out.

Options:
1. Council give all 3 readings to Bylaw 682-23 as presented.
2. Council give all 3 readings to Bylaw 682-23 with changes.
3. Council give First reading to Bylaw 682-23.

Financial Implications:
1. The Village should have enough funds in the bank to pay all expenses with money from property taxes being deposited sooner.

Political/Public Implication(s):
1. Ratepayers may not like having to pay their property taxes sooner than they are accustomed to.

Recommendation:
1. Council give all 3 readings to Bylaw 682-23 as presented.



6.6

**VILLAGE OF INNISFREE  
BYLAW NO. 652-20  
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES**

**BEING A BYLAW TO PROVIDE FOR INSTRUCTION WITH RESPECT TO PAYMENT, OVERPAYMENT, PREPAYMENT OR NON-PAYMENT OF TAXES AND IMPLEMENTATION OF TAX PENALTIES.**

**WHEREAS**, the authority and provisions of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto provides the authority for council to establish methods of tax payments and impose penalties for non-payment or late payment thereof.

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

1. In this bylaw:
  - a) 'taxes' includes all property taxes, local improvements taxes, business taxes and all other taxes lawfully imposed by the Village of Innisfree pursuant to the Municipal Government Act or any other statute of the Province of Alberta;
  - b) 'Tax Collector' means the person designated from time to time to be the Treasurer to act in the capacity of tax collector. The Chief Administrator Officer, Office Manager, Legislative Coordinator, Communications Officer, File Clerk and any other Administrative staff shall, for the purposes of this bylaw, be deemed to be the 'Tax Collector.'
  - c) 'Taxpayer' means the owner of the property being taxed, the business being taxed and where taxes are paid by another on behalf of the owner or the business, the person who actually pays the taxes.

**PREPAYMENT OF TAXES**

2. Any person desiring to prepay taxes in any year shall;
  - a) supply to the tax collector a description of the property or business in respect to which the taxes are levied, to the tax collector's satisfaction.
  - b) pay to the tax collector an amount (hereinafter called the 'estimated tax') equal to the amount the tax collector shall estimate as the taxes for the current year. The estimated tax shall not exceed the previous year's levy.
3. Notwithstanding paragraph 2 (b) a person may prepay taxes in an amount other than the estimated tax provided.
4. a) Where taxes are paid in an amount, which exceeds the actual taxes, levied (hereinafter called the 'excess amount'), the excess amount shall be forthwith refunded to taxpayer upon written request.

P

6. b

**VILLAGE OF INNISFREE  
BYLAW NO. 652-20  
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES**

- b) Where a refund request for the excess amount in a taxpayer's account is not received and the excess amount exists in the ratepayer's account, this excess amount shall be deemed to be a prepayment of taxes in the succeeding year.
- c) Notwithstanding sections 2, 3, and 4 of this bylaw, where taxes are paid or prepaid in an amount which exceeds two (2) times the amount of the actual tax levied, with respect to the amount of such excess payment, (hereinafter called the 'residual excess amount'), the following provisions shall apply:
  - i) the residual excess amount shall be refunded on or before the 1st day of November following the date on which the payment of the residual excess amount was made.

**PENALTY RATES**

- 5. Where any taxes levied for the current year remain unpaid as of the last day of business in SEPTEMBER, such taxes are subject to a penalty thereon in the amount of two percent (12%) on the 1<sup>st</sup> day of business in OCTOBER on the outstanding amount of such taxes.
- 6. Where any taxes levied for the current year remain unpaid as of the last day of business in OCTOBER, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1<sup>st</sup> day of business in NOVEMBER on the outstanding amount of such taxes.
- 7. Where any taxes levied for the current year remain unpaid as of the last day of business in NOVEMBER, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1<sup>st</sup> day of business in DECEMBER on the outstanding amount of such taxes.
- 8. For those taxes in arrears, outstanding at December 31<sup>st</sup> in any year, a penalty equal to twelve percent (12%) of the outstanding amount will be applied on January 1<sup>st</sup> of each year.
- 9. For the purposes of sections 5 through 8, a reference to 'the outstanding amount for such taxes' shall not be deemed to include the amount of any penalties thereon.
- 10. Subject to section 9 hereof, where any taxes are not paid on or before the 31<sup>st</sup> day of December of the current year, such unpaid taxes shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty therein payable in the amount of twelve percent (12%) on the 1<sup>st</sup> day of January

10



G.b

VILLAGE OF INNISFREE  
BYLAW NO. 652-20  
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES

with respect to the amount of taxes so in arrears. This provision applies to any taxes, which are levied but remain unpaid as of the 31st day of December and in accordance with Section 346 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.

- 11. For the purposes of section 11, the expression 'such unpaid taxes' be deemed to include any penalties imposed under sections 5 through 8 (or any predecessor thereof in a bylaw for a former year).

PAYMENT OF TAXES ON A MONTHLY BASIS

- 13. A taxpayer may pay taxes on a monthly basis subject to the following conditions:
  - a) Any time up to and including January 31st of the current year the taxpayer shall notify the Tax Collector that he desires to pay his taxes (including arrears from any previous year) on a monthly basis.
  - b) The taxpayer shall pay a monthly payment equivalent to one twelfth of the estimated tax as determined in subsection 2. b) of this bylaw plus one twelfth of any arrears. All payments are due before the last banking day of each month.
  - c) For the last six months of the current year the taxpayer shall make six monthly payments equivalent to the balance of the tax levy for the current year. Payments on arrears will continue as indicated in paragraph b) above. All payments are due before the last banking day of each month.
  - d) Provided that the conditions enumerated in paragraphs a), b) and c) hereof are complied with, the penalties referred to in sections 5, 6, 7 and 8 shall not be imposed.
  - e) If a monthly payment is in default, the provisions of paragraphs a) through d) herein shall no longer apply and all penalties which would otherwise be imposed by sections 5, 6, 7, 8 and 9 of this bylaw shall be imposed.
- 14. a) Notwithstanding section 13, a taxpayer may enter into an arrangement for the payment of taxes by installments upon which terms and conditions differ from those contained in section 13 are approved by Council of the Village of Innisfree.  
b) Notwithstanding paragraph a) if a taxpayer enters into an arrangement for the payment of taxes by installments and a default in payment of any installment occurs, all penalties which would otherwise be imposed by the provisions of sections 5, 6, 7, 8 and 9 of this bylaw shall be imposed.
- 15. Any person may pay taxes by an electronic payment method that the Village has approved.

P

VILLAGE OF INNISFREE  
BYLAW NO. 682-23  
TAX PAYMENTS & PENALTIES

**BEING A BYLAW TO PROVIDE FOR INSTRUCTION WITH RESPECT TO PAYMENTS, OVERPAYMENTS, PREPAYMENTS OR NON-PAYMENT OF TAXES AND IMPLEMENTATION OF TAX PENALTIES.**

**WHEREAS**, the authority and provisions of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto provides the authority for council to establish methods of tax payments and impose penalties for non-payment or late payment thereof.

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

- 1. In this bylaw:
  - a) 'taxes' includes all property taxes, local improvements taxes, business taxes and all other taxes lawfully imposed by the Village of Innisfree pursuant to the Municipal Government Act or any other statute of the Province of Alberta;
  - b) 'Tax Collector' means the person designated from time to time to be the Treasurer to act in the capacity of tax collector. The Chief Administrator Officer, Office Manager, Legislative Coordinator, Communications Officer, File Clerk and any other Administrative staff shall, for the purposes of this bylaw, be deemed to be the 'Tax Collector.'
  - c) 'Taxpayer' means the owner of the property being taxed, the business being taxed and where taxes are paid by another on behalf of the owner or the business, the person who actually pays the taxes.

**PREPAYMENT OF TAXES**

- 2. Any person desiring to prepay taxes in any year shall;
  - a) supply to the tax collector a description of the property or business in respect to which the taxes are levied, to the tax collector's satisfaction.
  - b) pay to the tax collector an amount (hereinafter called the 'estimated tax') equal to the amount the tax collector shall estimate as the taxes for the current year. The estimated tax shall not exceed the previous year's levy.
- 3. Notwithstanding paragraph 2 (b) a person may prepay taxes in an amount other than the estimated tax provided.



6. b

**VILLAGE OF INNISFREE  
BYLAW NO. 682-23  
TAX PAYMENTS & PENALTIES**

4. a) Where taxes are paid in an amount, which exceeds the actual taxes, levied (hereinafter called the 'excess amount'), the excess amount shall be forthwith refunded to taxpayer upon written request.
- b) Where a refund request for the excess amount in a taxpayer's account is not received and the excess amount exists in the ratepayer's account, this excess amount shall be deemed to be a prepayment of taxes in the following year.
- c) Notwithstanding sections 2, 3, and 4 of this Bylaw, where taxes are paid or prepaid in an amount which exceeds two (2) times the amount of the actual tax levied, with respect to the amount of such excess payment, (hereinafter called the 'residual excess amount'), the following provisions shall apply:
  - i) the residual excess amount shall be refunded on or before the 1st day of November following the date on which the payment of the residual excess amount was made.

**PENALTY RATES**

5. Where any taxes levied for the current year remain unpaid as of the last day of business in **JULY**, such taxes are subject to a penalty thereon in the amount of **twelve** percent (12%) on the 1<sup>st</sup> day of business in **AUGUST** on the outstanding amount of such taxes.
6. Where any taxes levied for the current year remain unpaid as of the last day of business in **AUGUST**, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1<sup>st</sup> day of business in **SEPTEMBER** on the outstanding amount of such taxes.
7. Where any taxes levied for the current year remain unpaid as of the last day of business in **SEPTEMBER**, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1<sup>st</sup> day of business in **OCTOBER** on the outstanding amount of such taxes.
8. For those taxes in arrears, outstanding on December 31<sup>st</sup> in any year, a penalty equal to twelve percent (12%) of the outstanding amount will be applied on January 1<sup>st</sup> of each year.
9. For the purposes of sections 5 through 8, a reference to 'the outstanding amount for such taxes' shall not be deemed to include the amount of any penalties thereon.

6.6

**VILLAGE OF INNISFREE  
BYLAW NO. 682-23  
TAX PAYMENTS & PENALTIES**

10. Subject to section 9 hereof, where any taxes are not paid on or before the 31st day of December of the current year, such unpaid taxes shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty therein payable in the amount of twelve percent (12%) on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes which are levied but remain unpaid as of the 31st day of December and in accordance with Section 346 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
11. For the purposes of section 11, the expression 'such unpaid taxes' be deemed to include any penalties imposed under sections 5 through 8 (or any predecessor thereof in a bylaw for a former year).

**PAYMENT OF TAXES ON A MONTHLY BASIS**

12. A taxpayer may pay taxes on a monthly basis subject to the following conditions:
  - a) Any time up to and including January 31st of the current year the taxpayer shall notify the Tax Collector that he desires to pay his taxes (including arrears from any previous year) on a monthly basis.
  - b) The taxpayer shall pay a monthly payment equivalent to one twelfth of the estimated tax as determined in subsection 2. b) of this bylaw plus one twelfth of any arrears. All payments are due before the last banking day of each month.
  - c) For the last six months of the current year the taxpayer shall make six monthly payments equivalent to the balance of the tax levy for the current year plus the difference between the estimated first six months and the actual. Payments on arrears will continue as indicated in paragraph b) above. All payments are due before the last banking day of each month.
  - d) Provided that the conditions enumerated in paragraphs a), b) and c) hereof are complied with, the penalties referred to in sections 5, 6, 7 and 8 shall not be imposed.
  - e) If a monthly payment is in default, the provisions of paragraphs a) through d) herein shall no longer apply and all penalties which would otherwise be imposed by sections 5, 6, 7, 8 and 9 of this Bylaw shall be imposed.
  - f) Should the taxpayer wish to enter into a monthly arrangement AFTER January 31<sup>st</sup>, the Chief Administrative Officer may authorize it only if the estimated monthly payments up to that date are all paid in full so the ratepayer may continue the rest of the year with payments that would have been the same amount had they registered before January 31<sup>st</sup>.



6.6

**VILLAGE OF INNISFREE  
BYLAW NO. 682-23  
TAX PAYMENTS & PENALTIES**

- 13. a) Notwithstanding section 12, a taxpayer may enter into an arrangement for the payment of taxes by installments upon which terms and conditions differ from those contained in section 12 are approved by Council of the Village of Innisfree.
- b) Notwithstanding paragraph a) if a taxpayer enters into an arrangement for the payment of taxes by installments and a default in payment of any installment occurs, all penalties which would otherwise be imposed by the provisions of sections 5, 6, 7, 8 and 9 of this Bylaw shall be imposed.
- 14. Any person may pay taxes by an electronic payment method the Village has approved.
  - a) Electronic payments are deemed to be received upon the date the person processes a tax payment.
  - b) Documentation for verification of tax payment must be provided upon request by the Tax Collector.
- 15. If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw.

**EFFECTIVE DATE**

- 16. This Bylaw shall come into effect upon final reading.
- 17. Upon final passing of this bylaw, Bylaw 652-20 is hereby rescinded.

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF MAY 2023 A.D.

READ A SECOND TIME THIS 16<sup>th</sup> DAY OF MAY 2023 A.D.

READ A THIRD TIME BY UNANIMOUS CONSENT OF COUNCIL AND FINALLY PASSED THIS 16<sup>TH</sup> DAY OF MAY 2023 A.D.

\_\_\_\_\_  
Mayor Evan Raycraft

\_\_\_\_\_  
Terri Wiebe, CLGM  
Interim Chief Administrative Officer



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## Request for Decision (RFD)

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**Topic:** 50<sup>th</sup> street project  
**Initiated by:** administration  
**Attachments:** none

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**Purpose(s):**  
Council to approve the 50<sup>th</sup> street project as priority one for 2023

**Background:**

1. There was a huge water break on 50<sup>th</sup> street south at Easter
2. The waterlines in this area are only 4" cast iron
3. This project was originally identified this winter by administration as priority 4 after reviewing the 2016 Infrastructure Plan
4. Discussions with Council on this project during the May 2<sup>nd</sup> Strategic Planning session indicated Council agreed to put this as Priority 1 but no motion was made.

**Key Issues/Concepts:**

1. Because of the water break, the priority for this project was changed.
2. There may be some road structural damage done by the water break, so it is now more urgent to get this project done.
3. The fire department has previously commented that the hydrant in this area had inadequate pressure.

**Options:**

1. Council approves the 50<sup>th</sup> street project as Priority 1 for 2023
2. Council leaves the 50<sup>th</sup> street project as Priority 4 to be done in future
3. As directed by Council

**Financial Implications:**  
Monies for this project are from grants that will be spent either this year or in next few years

**Relevant Policy/Legislation:**  
None

**Political/Public Implication(s):**  
Both ratepayers and the Fire Dept will be pleased to see this waterline upgraded

**Recommendation:**  
Council approves the 50<sup>th</sup> street project as Priority 1 for 2023



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## Request for Decision (RFD)

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**Topic:** Summer Municipal Leaders Caucus 2023  
**Initiated by:** Administration  
**Attachments:** details from Alberta Municipalities

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**Purpose(s):**

1. Council must decide who and how many people to register for this session

**Background:**

1. Council usually sends Councillors and/or CAOs

**Key Issues/Concepts:**

1. Information about current issues
2. Government officials will be in attendance
3. There are more networking opportunities if attending in person rather than online.

**Options:**

1. That all of Council attend these sessions in person.
2. That all of Council attend these sessions online.
3. That Council register at least one Councillor and the CAO.
4. That Council directs alternative options.

**Financial Implications:**

1. \$ 105/person for registration in person
2. \$ 50/person for registration online
3. Mileage at about \$ 135/vehicle
4. Total of \$ 240/person to a maximum of \$ 720 for all 3 Council to attend in person.
5. Total of \$ 50/person to a maximum of \$ 150 for all 3 Council to attend online.
6. 2023 Interim budget has enough allocated for Council to attend.
7. 2023 Interim budget has sufficient funds for the CAO to attend.

**Relevant Policy/Legislation:**

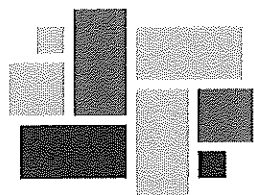
1. None

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

1. Good opportunity for Innisfree to get information firsthand, to lobby government officials, and to network with other municipal leaders.

**Recommendation:**

1. That Council allocate at least 1 Councillor to attend this session, along with the CAO.



# Alberta Municipalities

## Strength In Members

### 2023 Alberta Municipalities' Summer Municipal Leaders' Caucuses

June 13 - 22, 2023

[Register Now](#)[Already registered?](#)[Contact Us](#)

Join us for one of five Alberta Municipalities' summer Municipal Leaders' Caucuses being held across the province between June 13 and June 22, 2023.

**Exact venue locations will be updated as available, and those registered for each session will receive direct email updates.**

#### Dates

June 13 - Diamond Valley

June 14 - Delburne

June 20 - Wembley

June 21 - St. Paul

June 22 - Spruce Grove\*

*\*\*Will also be available virtually.*

The summer Caucuses will focus on smaller, more engaging conversations based on top-of-mind issues facing our communities. In-person registration will also include a light continental breakfast and lunch.

IN-PERSON PRICING

\$105 +GST

## VIRTUAL PRICING

\$50 +GST

### **Virtual Attendees**

Virtual attendees will have access to watch all agenda items live. The chat function and Q&A function will be enabled to ask questions during the session and have respectful discussion with your fellow attendees.

### **Refund Policy**

All cancellations must be submitted via email to [registration@abmunis.ca](mailto:registration@abmunis.ca) prior to 11:59 pm MST on June 6, 2023 to be eligible for a full refund, minus a \$10 administrative fee.

Any cancellations made after June 6, 2023 will not be eligible for a refund.

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# REGISTRATION NOW OPEN FOR SUMMER 2023 MLCS!

[Home](#) / [News](#) / Registration now open for Summer 2023 MLCS!

← News

Every summer, Alberta Municipalities hosts our Summer Municipal Leaders Caucus (MLC) meetings in several locations across Alberta. This format allows our members to sit with fellow leaders from their region and discuss common issues affecting their communities. Please note that the core program is repeated at each location.

Our Summer MLCS will be held as follows:

- June 13 Diamond Valley
- June 14 Delburne
- June 20 Wembley
- June 21 St. Paul
- June 22 Spruce Grove

Topics that will be discussed include the 2023 provincial general election, the Future of Municipal Government (FOMG) project and water management principles. A draft agenda is available on the [event webpage](#). A detailed agenda for Summer MLCS will be posted in late May.

Click [here to register!](#)

May 9

2023

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## Request for Decision (RFD)

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**Topic:** Ratification of a Tax Payment Plan Request

**Initiated by:** Property Owners

**Attachments:** N/A

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### Purpose(s):

To endorse a motion to formally approve a property owner's request for approval to enter into a Tax Payment Plan for Tax Roll #2780 pursuant to Tax Payments, Non-Payments, Prepayments & Penalties Bylaw 652-20.

### Background:

1. Bylaw 652-20, "Payment of Taxes on a Monthly Basis" Clause 12 (a) cites that a Taxpayer may pay taxes on a monthly basis anytime up to January 31<sup>st</sup> of the current year..."
2. Clause 13 cites that notwithstanding Clause 12, a Taxpayer may enter into an arrangement for the payment of taxes by installments, upon which terms and conditions differ, that are approved by Council.

### Key Issues/Concepts:

1. The Property Owner has submitted a request to enroll in a monthly tax payment agreement. The Taxpayer has agreed to the following conditions:
  - i. 2022 Taxes: 859.93
  - ii. Monthly Taxes: 71.66 (estimated)
  - iii. Jan – May Taxes 358.30
  - iv. June-Dec to be calculated after Tax Levy is approved.
2. The Property Owner has agreed to the five-month prepayment of taxes in the amount of \$358.30, based on the 2022 Levy.
3. There are no property arrears on Tax Roll 2780.
4. Administration has requested that the Bylaw be amended so that ratepayers paying all months from January to the date of signing a monthly plan, be approved by Administration to eliminate much of the red tape currently faced by ratepayers. Clause 13 would stay for extraordinary requests.

### Options:

1. That Council ratify the informal approval of a request from the Property Owner of Tax Roll #2780 for access to a Tax Payment Plan pursuant to Bylaw 652-20.
2. That Council direct Administration regarding the Tax Payment Plan request in another manner.

### Financial Implications:

1. The Village would receive 8 months of tax payments prior to the due date which will offset some of the ASFF and M.D Foundation expenses incurred prior to and up to that date.

### Relevant Policy/Legislation:

1. *MGA, s.333.1* – Tax Agreements
2. *Bylaw 652-20* – Tax Payment, Non-Payment, Prepayment & Penalties

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

Providing access to a monthly payment plan should be viewed positively; individuals budgeting in this economic climate should be very pleased.

**Recommendation:**

That Council ratify the approval of a request from the Property Owner of Tax Roll #2780) for access to a Tax Payment Agreement Plan pursuant to Bylaw 652-20.



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## Request for Decision (RFD)

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**Topic:** Large Item Pickup  
**Initiated by:** Clr Johnson  
**Attachments:** email

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**Purpose(s):**  
Council to decide on whether or not to have a large item pickup in 2023

**Background:**  
1. The Village of Innisfree has had large item pickups in the past.

**Key Issues/Concepts:**  
1. The more larger items that are picked up, the less possible unsightly properties.  
2. Some ratepayers may not have access to a vehicle to haul large items.

**Options:**  
1. Council direct administration to organize a large item pickup.  
2. As Council directs

**Financial Implications:**  
1. Time and wages for Public Works staff to pick up these items.  
2. There would be additional costs from Two Hills for disposing of these items.

**Relevant Policy/Legislation:**  
None

**Political/Public Implication(s):**  
Ratepayers would like to get rid of large items from their properties.

**Recommendation:**  
1.

7.d

**Village of Innisfree (CAO)**

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**From:** Jennifer Johnson <johnsonjm14@gmail.com>  
**Sent:** May 6, 2023 6:54 PM  
**To:** Village of Innisfree (CAO); Evan Raycraft; Councillor Deb McMann (debmcmcom@yahoo.com); Admin  
**Subject:** Large item pick up

I was just wondering if we are going to be doing a large item pick up again this year? I know we had one last year, but maybe it would be a good idea if we do another one this year if it is feasible.

Jennifer Johnson  
Councillor  
Village of Innisfree

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## Request for Decision (RFD)

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**Topic:** Strategic Plan 2023 - 2025  
**Initiated by:** Administration  
**Attachments:** DRAFT 2023 -2025 Strategic Plan

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**Purpose(s):**

1. To provide Council an updated Strategic Plan, outlining key objectives that help guide a municipality forward in 2023 - 2025.

**Background:**

1. A Strategic Planning session was held on May 2<sup>nd</sup> with Council, the CAO, and two residents in attendance.
2. Administration put together the Strategic Plan with the issues, objectives and projects brought forward at the planning session.

**Key Issues/Concepts:**

1. The Strategic Plan is a cornerstone document that guides the municipality forward. The Village of Innisfree Draft 2023-2025 Strategic Plan guides the Municipality along a path and provides focus and purpose to all that it does. It is the Municipality's most important plan as it shapes the organization, the municipal programs, and services that it provides to the citizens of Innisfree.
2. The CAO is responsible for following and maintaining the Strategic Plan and a multi-year plan helps with both planning and budgeting.

**Options:**

1. Council approves the Strategic Plan 2023 - 2025 as presented.
2. Council approves the Strategic Plan 2023 - 2025 as amended.
3. As directed by Council

**Financial Implications:**

1. None until projects are implemented

**Relevant Policy/Legislation:**

1. *Municipal Government Act*

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

1. Provides the public with important information as to what the general plans for the community are for the next few years.

**Recommendation:**

1. Council approves the Strategic Plan 2023 - 2025 as presented.