



**Village of Innisfree
Regular Council Meeting
August 15, 2023 @ 5:00 p.m.
Village of Innisfree Council Chambers**

1. **Call to Order**
2. **Public Hearing – Amending LUB #685-23**
3. **Agenda**
 - a. Deletions/Additions
 - b. Adoption of Agenda
4. **Delegation - none**
5. **Adoption of Minutes**
 - a. July 18, 2023, Regular Council Meeting Minutes
6. **Business Arising from the Minutes**
 - a.
7. **Policies & Bylaws**
 - a. Amending LUB – Bylaw 685-23
 - b. REVISED Traffic Bylaw 687-23 & Public Works Policy (3200-03) - TCD
8. **New Business**
 - a. **Innisfree Prairie Bank of Commerce Historical Society – TODS Application**
 - b. **Crossroads Economic Development Alliance – Recommendations from Committee**
 - c. **Innisfree Birch Lake Recreation Park & Campground – 2023 Closing Date**
 - d.
9. **Councillor Reports**
 - a. **Village of Innisfree Public Library – Clr. J. Johnson – Aug.2/23**
 - b.
10. **Administration Reports**
 - a. **Reports:**
 - i. **Interim CAO Report – Period Ending August 15,2023**
 - ii. **Interim CAO Action List**
 - iii. **Interim CAO Municipal Grants Report**
 - b. **Financials:**
 - i. **Monthly Bank Reconciliation Statement – Period Ending July 31, 2023**
 - ii. **Revenue & Expense (with comments) Will be Sent Separately**

- c. Public Works Foreman Report – August 15, 2023
- d. Regional Fire Chief Report (To Be Emailed Separately)
- e. Rec Park Manager Report – No Report

11. Correspondence

- a. CN Rail – Safety Week – September 18 – 23, 2023 Proclamation
- b.

11. Closed Session

- a. FOIPP - Section 16 & 17 – Interim CAO Contract

12. Adjournment

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

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:04 PM.

PRESENT

Attendance in-person

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

Thelma Rogers, Interim Chief Administrative Officer

JUNE 20, 2023,
REGULAR COUNCIL
MEETING MINUTES
2023-07-18/01

Moved by Clr. McMann that the June 20, 2023, Regular Council Meeting minutes be approved with the following amendment:
Motion#2023-06-20/05: Change "Moved by Clr. Johnson..." to "Moved by Clr. McMann..." CARRIED

JUNE 28, 2023,
SPECIAL COUNCIL
MEETING MINUTES
2023-07-18/02

Moved by Clr. Johnson that the June 28, 2023, Special Council Meeting minutes be approved as presented. CARRIED

MATTERS ARISING

Cr. McMann advised that the MMI-FCSS staff member who was undertaking the community logo paintings was away on medical leave; that the logo planned for the Public Works Shop will be undertaken shortly.

AMENDING LUB
685-23 - PUBLIC
HEARING
2023-07-18/03

Moved by Mayor Raycraft that Council table the Public Hearing to the August 15, 2023, Regular Council Meeting to allow for adequate advertising under MGA S. 606 and the Methods of Advertising Bylaw 667-21. CARRIED

UNSIGHTLY
PREMISES BYLAW
686-23 - BYLAW
AMENDMENTS
2023-07-18/04

Moved by Clr. McMann that Council provide FIRST reading to Unsightly Premises Bylaw 686-23 this 18th day of July 2023 with the following amendment:
Add: Section 6.3 (e) email. CARRIED

SECOND READING
2023-07-18/05

Moved by Clr. Johnson that Council provide SECOND reading to Unsightly Premises Bylaw 686-23 this 18th day of July 2023. CARRIED

AUTHORIZE THIRD
2023-07-18/06

Moved by Mayor Raycraft that Council authorize THIRD reading to Unsightly Premises Bylaw 686-23 this 18th day of July 2023. UNANIMOUSLY CARRIED

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

*THIRD AND FINAL
2023-07-18/07*

Moved by Clr. McMann that Council provide THIRD and FINAL reading to Unsightly Premises Bylaw 686-23 this 18th day of July 2023. CARRIED

*AMENDMENT TO
SIGNING
AUTHORITIES
2023-07-18/08*

Moved by Clr. JOHNSON that pursuant to Section 213 (4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Evan Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Interim Chief Administrative Officer Thelma Rogers or Administrative Assistant Brooke Magosse. Further that Interim Chief Administrative Officer Terri Wiebe be removed as signing authority on all financial instruments for the Village of Innisfree. CARRIED

*AMENDMENT TO
THSWMA
AGREEMENT
2023-07-18/09*

Moved by Mayor Raycraft that Council direct Administration to send a request to Two Hills Solid Waste Management Authority to amend the existing Service Agreement to include the May to September pick-up of a 4m3 bin with a bear-proof lid, at the Innisfree Birch Lake Park and Campground located at 11-51-34 W4M (Civic: 50530 Highway 870). CARRIED

*REC PARK MOWER
PURCHASE
2023-07-18/10*

Moved by Clr. McMann that Council approves the purchase of the Z760R ZTrak 2023 Zero Turn Lawnmower from John Deere at a cost of \$14,007 for Birch Lake Recreation Park & Campground operations. CARRIED

*TIRES BID
2023-07-18/11*

Moved by Clr Johnson to accept the bid of \$150 for the four tires the Village had up for sale. CARRIED

*COUNCILLOR
REPORTS
2023-07-18/12*

Moved by Clr. Johnson that the agenda items listed under "Councillor Reports" be received as information. CARRIED

*ADMINISTRATIVE
REPORTS:
SUPPORT
RECOGNITION
2023-07-18/13*

Moved by Clr. McMann to endorse the Administration recommendation to provide Mannville CAO J. Hodel two \$100 gift cards for fuel and the local Co-op store in recognition of her contributions to the Village of Innisfree recently. CARRIED

*ACCOUNTS
PAYABLE
PROCESSING
2023-07-18/14*

Moved by Clr. Johnson to direct Administration to proceed to process required Accounts Payable Accounts Payable via E-transfer until regular cheque processing can be facilitated. CARRIED

2023-07-18/15

Moved by Clr. McMann that the items listed under "Administration Reports" be received as information. CARRIED

*SURPLUS FUNDS
2023-07-18/16*

Moved by Mayor Raycraft, that any surplus funds collected by the Village of Innisfree from the July 1st and August 9th Fair breakfasts will be contributed 50% to the Innisfree Prairie Bank of Commerce Historical Society and 50% to the Innisfree Senior Citizens Association. CARRIED

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of July 18, 2023

*CLOSED SESSION
ATTENDANCE
2023-07-18/17*

Mayor Evan Raycraft
Councillor Deborah McMann
Councillor Jennifer Johnson

Interim Chief Administrative Officer Thelma Rogers

*ENTERING CLOSED
SESSION
2023-07-18/18*

Moved by Clr. Johnson that the meeting moves into a closed session at 6:48 pm pursuant to FOIPP Sections 16, 17 and 25 to update Council about potential land sales and the Interim Chief Administrative Officer and Administrative Assistant contract Amendments.

CARRIED

*EXITING CLOSED
SESSION
2023-07-18/19*

Moved by Clr. McMann that the meeting moves out of the closed session at 6:59 pm.

CARRIED

*ADJOURNMENT
2023-07-18/20*

Clr. McMann adjourned the meeting at 7:00 PM.

Mayor Evan Raycraft



Interim CAO T. Rogers

VILLAGE OF INNISFREE

NOTICE OF PUBLIC HEARING REGARDING PROPOSED AMENDMENT TO LAND USE BYLAW

Pursuant to Section 230, 606 and 606.1 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended, the Council of the Village of Innisfree hereby gives notice of its intention to adopt: **Bylaw No. 685-23**.

The Proposed **Bylaw 685-23** is to amend Land Use Bylaw 628-17, Section 3.2 – Developments Not Requiring a Permit.

THEREFORE, TAKE NOTICE THAT pursuant to Sections 606 and 606.1 of the Municipal Government Act a public hearing to consider the proposed bylaw will be held:

Date: Tuesday, August 15, 2023

Time: 5:00 PM

Place: Village of Innisfree Council Chambers
5116 – 50 Avenue
Innisfree, AB T0B 2G0

AND FURTHER TAKE NOTICE THAT anyone wishing to make a verbal or written representation may do so at the hearing, or by providing the representation to Thelma Rogers, Interim Chief Administrative Officer, before 12:00 NOON on Tuesday, August 15, 2023.

It would be beneficial for individuals to provide advance notice to the Village of Innisfree at 780-592-3886 of their intentions to make a presentation the hearing.

AND FURTHER TAKE NOTICE THAT a copy of the Proposed Bylaw is posted on our website www.innisfree.ca for review and may be inspected at the Village of Innisfree Office during regular business hours.

To obtain more information regarding the proposed changes, please contact:

Thelma Rogers
Interim Chief Administrative Officer
Village of Innisfree

Email: cao@innisfree.ca
Telephone: (780) 592-3886



Village of Innisfree
BYLAW NO. 685-23

**A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO
AMEND LAND USE BYLAW NO. 628-17 (LAND USE BYLAW).**

WHEREAS the Council of the Village of Innisfree has enacted Bylaw 628-17 being the Land Use Bylaw for the Village, and

WHEREAS the Council of the Village of Innisfree has deemed it appropriate to amend Bylaw 628-17.

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

1. Amend Land Use Bylaw Section 3.2 (o) "Development Not Requiring a Permit" to:
 - o. the demolition or removal of any building or structure, recorded in subsections (d) through (k) above, do not require a development permit.
2. This bylaw shall come into full force upon the third and final reading thereof.
3. Land Use Bylaw 628-17 is hereby amended.

Read a **FIRST** time this 20th day of June 2023.



Mayor Evan Raycraft



Thelma Rogers
Interim Chief Administrative Officer

A Public Hearing was held on July 18, 2023.

Read a **SECOND** time this _____ day of _____, 2023.

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

Mayor

Thelma Rogers
Interim Chief Administrative Officer

Request for Decision (RFD)

Topic: Proposed Revised Traffic Bylaw 687-23
Initiated by: Administration
Attachments: Revised Traffic Bylaw 687-23 – Draft
 3200-03 Public Works Policy – TCD
 Map of new TCD' Re: "No Parking" Additional Locations

Purpose(s):

1. To review proposed Revised Traffic Bylaw 687-23 and discuss proposed revisions thereto.
2. To address suggested revisions to Traffic Bylaw 670-22 with the endorsement of proposed Revised Traffic Bylaw 687-23 and the approval of Proposed 3200-03 - Public Works Policy – TCD.

Background:

1. The Village approved Traffic Bylaw on May 17, 2022.
2. Traffic Bylaw 670-22 significantly updated the Traffic Control Devices (TCD's) within the Village and created a control sheet for the identification of all TCD's within the Village.
3. On December 20, 2022, at the Regular Council Meeting, Council endorsed a motion to place the playground signs on separate posts to eliminate driver confusion. Former Administration directed the removal of the School Zone Time Designated TCD's; the Council motion did not.

Key Issues/Concepts:

1. The *Playground Zone Regulation* states that 30 KPH is in effect from 8:30 am to one hour after sundown, 7 days a week. The School Zone TCD in the Village Bylaw records the slow down hours were between 8 am – 5 pm, weekdays. The confusion for drivers is: *Which sign (playground or school) is the speed sign referring to, when all three (3) are installed on the same post?*
2. The Village has received a request from the Innisfree Prairie Bank of Commerce Historical Society to add a "Handicap Parking" TCD for access to the handicapped-access ramp at the Museum (5202- 50 Avenue).
3. In June, the Village installed five (5) additional "No Parking" TCD's along Secondary Highway 870, as shown in the attached map.
4. **NOTE: Revising Bylaws**, pursuant to: MGA, 63(1) A bylaw under this section may:
 - a. (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;
 - b. (b) omit, without providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person, or thing or that has no general application throughout the municipality;
 - c. (c) combine 2 or more bylaws into one bylaw, divide a bylaw into 2 or more bylaws, move provisions from one bylaw to another and create a bylaw from provisions of one or more other bylaws;
 - d. (d) alter the citation and title of a bylaw and the numbering and arrangement of its provisions, and add, change, or omit a note, heading, title, marginal note, diagram, or example to a bylaw;
 - e. (e) omit the preamble and long title of a bylaw; 8 Basic Principles of Bylaws
 - f. (f) **omit forms or other material contained in a bylaw that can more conveniently be contained in a resolution, and add authority for the forms or other material to be prescribed by resolution;**
 - g. (g) make changes, without materially affecting the bylaw in principle or substance,
 - i. (i) to correct clerical, technical, grammatical, or typographical errors in a bylaw,
 - ii. (ii) to bring out more clearly what is considered to be the meaning of a bylaw, or
 - iii. (iii) to improve the expression of the law.

(3) **The title of a revised bylaw must include the words “revised bylaw”.**

6. The Public Works Policy (3200-03) – TCD is proposed because a Policy/Procedure may be amended by a Council motion, whereas a Bylaw requires the words “REVISED” in the preamble/title and, three to four separate Council motions, each time there is an amendment.

Options:

1. That Council endorse readings to Revised Traffic Bylaw 687-23 and endorses 3200-03 Public Works Policy – TCD, in order to address TCD’s more effectively and efficiently.
2. That Council direct Administration in another manner.
3. That this item be received as information.

Financial Implications:

1. None identified.

Relevant Policy/Legislation:

1. *MGA, s. 142(1) “Each municipality is governed by a council.”*
2. *MGA, S. 63 “Revising Bylaws*

Political/Public Implication(s):

Clarity & speedier updates to the TCD’s should be viewed positively by the Public, residents, and drivers.

Recommendation:

That Council endorse readings to Revised Traffic Bylaw 687-23 and endorses 3200-03 Public Works Policy – TCD, in order to address TCD’s more effectively and efficiently.

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE OPERATION, THE PARKING AND THE USE OF THE HIGHWAYS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF INNISFREE

WHEREAS pursuant to Section 7 of the *Municipal Government Act* (MGA), Revised Statutes of Alberta, 2000, Chapter M-26, the Council of a Municipality may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property and, for municipal purposes respecting transport and transportation systems; Section 18(1) states that the Municipality has the direction, control, and management of all roads within the Municipality.

AND WHEREAS, pursuant to Section 13 of the *Traffic Safety Act*, Revised Statutes of Alberta, 2000, Chapter T-6, the Council of a Municipality may, with respect to a Highway under its direction, control and management, pass Bylaws not inconsistent with the *Traffic Safety Act* respecting matters enumerated therein.

AND WHEREAS pursuant to Section 14 of the *Traffic Safety Act*, Revised Statutes of Alberta, 2000, Chapter T-6, the Council of a Municipality may pass Bylaws prescribing speed limits that are different from the speed limits established in the *Act*.

NOW THEREFORE, the Council of the Village of Innisfree in the Province of Alberta, duly assembled and pursuant to the authority conferred upon it by the *Traffic Safety Act* and the *Municipal Government Act* enacts as follows:

Part 1: Short Title and Definitions

Section 1: Short Title:

1.0 This Bylaw may be cited as the “The Village of Innisfree Traffic Bylaw”.

Section 2: Definitions:

2.0 In this Bylaw, unless the context requires otherwise, all terms defined in the current *Traffic Safety Act*, including associated Regulations, shall apply. For clarification:

- 2.1 “Alley” means a narrow highway intended chiefly to give access to the rear of the building and parcels of land;
- 2.2 “Bicycle” includes any manner of cycle propelled by human power on which a person may ride regardless of the number of wheels it may have;
- 2.3 “Boulevard” means that part of a Highway that is not a roadway and includes a ditch that forms part of a Highway;
- 2.4 “Chief Administrative Officer” means the Person appointed by Council in accordance with the *MGA* and is referred to in this Bylaw as “CAO,” or a Person designated to act on the CAO’s behalf;

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- 2.5 “Commercial Vehicle” means a Commercial Vehicle as defined by the *Traffic Safety Act*, and includes any Vehicle from which sales are made of goods, wares, merchandise or commodities, or a Vehicle by which delivery is made of people, goods, wares, services, merchandise or commodities to a purchaser or consignee thereof;
- 2.6 “Council” means the Municipal Council of the Village of Innisfree;
- 2.7 ‘Corporate Limits’ shall mean all the lands within the Corporate Limits of the Village of Innisfree.
- 2.8 “Crossing” means that area used for, or constructed to provide, access to Private Property from any Highway and shall be all that area from the Curb to the Private Property line;
- 2.9 “Curb” means the actual curb if there is one and, if there is no actual curb in existence, shall mean the division point of Highway between that part thereof intended for the use of Vehicles and that part thereof intended for the use of pedestrians;
- 2.10 “Dangerous Goods” means any product, substance or organism specified or included by its nature in any of the classes listed in the Regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, c. D-4, as amended or repealed and replaced from time to time;
- 2.11 “Disabled Person Vehicle” means a vehicle identified as such by either an Alberta license plate starting with the letter “A” or an Identification Placard, clearly displayed in the Vehicle bearing the international symbol of the disabled, provided through Alberta Registries;
- 2.12 “Emergency Vehicle” means:
- a. A Vehicle operated by a Police force, a firefighting or other type of Vehicle operated by a fire protection service
 - b. An ambulance operated by a Person or an Organization providing ambulance services
 - c. A Vehicle operated as a gas disconnection unit of the public utilities
 - d. A Vehicle designated as an emergency response unit pursuant to the regulations under the *Traffic Safety Act*.
- 2.13 “Fire or Emergency Lane” means all that portion of a Highway used to provide access to buildings, and so marked by signs stating: “Fire or Emergency Lane.”
- 2.14 “Hazard” means a risk or danger, or to expose to a risk, danger, or peril;
- 2.15 “Heavy Vehicle” means a Vehicle, with or without load, exceeding any one of the following:
- a. 11 metres in length, or
 - b. Maximum allowable weight of 7,200 kilograms; or
 - c. Tractor units which form by attaching as power to semi-trailers;

Heavy vehicles do not include Holiday Trailers.

- 2.16 "Highway" means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way or any other place, or any part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- a. Secondary Highway 870;
 - b. Secondary Highway 16A (Railway Avenue South);
 - c. a sidewalk, including a Boulevard adjacent to the sidewalk;
 - d. the ditch, if any, lying adjacent to, and parallel with, the roadway, and;
 - e. if the Highway right of way is contained between fences or between a fence and one side of the Roadway, all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case made be,
- But does not include a place declared by Regulation not to be a Highway.*
- 2.17 "Highway Right of Way" means all the land between the property line on one side of the Highway and the property line on the other side of the Highway for the entire length of that Highway.
- 2.18 "Holiday Trailer" means a Vehicle designed to provide temporary living accommodation for travel, vacation, or recreation cause, and to be driven, towed, or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday Trailer, camper, tent Trailer, personal watercraft, boats and any bus or truck converted to provide temporary living accommodations;
- 2.19 "Identification Placard" means a placard issued by the Provincial Government for the purpose of identifying a Vehicle as operated or used by a disabled Person;
- 2.20 "Motor Vehicle" shall mean a vehicle, trailer, semi-trailer ascribed as such in the Highway Traffic Act propelled by any power other than muscular power or a moped but does not include a bicycle, an aircraft, an implement of husbandry, or a motor vehicle that runs only on rails.
- 2.21 "Municipal Government Act" or "MGA" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time;
- 2.22 "Municipal Tag" means a tag or similar document issued by the Village pursuant to the *Municipal Government Act* that alleges a Bylaw offence and provides the Person the opportunity to pay an amount to the Village in lieu of prosecution;
- 2.23 "Occupy" means to reside in or to be on;
- 2.24 "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:
- a. 4-wheel drive Vehicles;
 - b. Low pressure tire Vehicles;
 - c. Motorcycles and related 2-wheel Vehicles;
 - d. Amphibious machines;
 - e. All-terrain Vehicles;

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- f. Miniature Motor Vehicles;
 - g. Snow Vehicles;
 - h. Minibikes, zip bikes, pocket bikes, mobility aides; and
 - i. Any other Vehicle exempted from being an Off-Highway Vehicle by Regulation;
- 2.25 “Operator” means the Registered Owner thereof or if not the Registered Owner, the Person driving or in the position of control over the Vehicle;
- 2.26 “Owner” with respect to a Vehicle means:
- a. the Person whose name the Vehicle is registered under the provision of the *Traffic Safety Act*, or
 - b. any Person renting a Vehicle or having the exclusive use of it under a lease or otherwise for a period of more than thirty (30) days;
 - c. and with respect to any other form of property, means the Person registered as Owner, the Person shown on the assessment roll for the Property, or the Person in lawful possession or otherwise exercising control over that property;
- 2.27 “Park,” “Parked” OR “Parking” or any word or expression of similar connotation or impart shall mean a Vehicle remaining stationary in one place, whether occupied or not, to remain standing in one place except:
- a. while actually engaging in loading or unloading passengers, or;
 - b. in compliance with a Traffic Control Device or the direction of a Peace Officer;
- 2.28 ‘Peace Officer’ means
- a. any member of the Royal Canadian Mounted Police;
 - b. any member of a Municipal Police Service;
 - c. any Special Constable;
 - d. any Bylaw Enforcement Officer; the Chief Administrative Officer or their Designated Officer.
- 2.29 “Permit” means an authorization issued by the CAO pursuant to this or any other Bylaw of the Village;
- 2.30 “Person” means any of the following:
- a. an individual;
 - b. a legal entity, including a corporation, firm, partnership, association, society, or registered company, and;
 - c. a trustee, executor, administrator, agent or employee of either a. or b.
- 2.31 “Playground Zone” means that portion of a Highway within the Village identified as a Playground Zone by a Traffic Control Device;
- 2.32 “Posted” means to erect, place or mark with Traffic Control Devices;
- 2.33 ‘Power Turns’ means to maneuver a vehicle in such a manner as to cause part of the vehicle to depart from its ordinary line of progress by the sudden use of acceleration and/or braking.

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- 2.34 "Private Property" means any property within the Village not owned by or occupied by the Government of Canada, the Government of Alberta or by the Village except as otherwise indicated by express provisions of this Bylaw;
- 2.35 "*Provincial Offences Procedures Act*" means the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, as amended or appealed and replaced from time to time.
- 2.36 "Public Place" means any Highway, Park, Land, recreation area, public bridge, road, footway, square, court, Alley, passageway, whether a thoroughfare or not, and includes but is not limited to any open space which the public has or may have access to, owned by or under the direction, control, and management of the Village of Innisfree.
- 2.37 "Roadway" means that part of a Highway intended for use by vehicular traffic;
- 2.38 "Street Furniture" means every Curb, sidewalk, pole, traffic sign, waste receptacle, bench, tree, plant, grass, hydrant, Fence, utility, utility service or any Property belonging to the Municipality capable of being marked, defaced, or damaged;
- 2.39 "School Zone" means that portion of a Highway within the Village, marking the portion of Highway as a School zone;
- 2.40 "Speed Zone" means any portion of highway within the Village of Innisfree as designated therein and identified by a sign erected and maintained at each end therein, indicating the maximum speed and applicable thereto.
- 2.41 "Stop" when prohibited, means to allow a Vehicle (whether occupied or not) to stop, to load or unload, passengers, freight, or goods;
- 2.42 'Stunting' means, whether as a pedestrian, passenger, or driver and whether or not with the use or aid of any vehicle or other thing, performing or engaging in any stunt or other activity on a highway that is likely to distract, startle or interfere with other users of the highway.
- 2.43 "Traffic Control Device" means any authorized sign, signal, marking, or device placed, marked, or erected for the purpose of regulating, warning, or guiding traffic or pedestrian movement;
- 2.44 "*Traffic Safety Act*" means the *Traffic Safety Act*, R.S.A. 2000, c.T-6, as amended or repealed and replaced from time to time;
- 2.45 "Trailer" means a Vehicle so designed that it:
- a. may be attached to or drawn by a motor Vehicle or tractor, and,
 - b. is intended to transport property or Persons;
and includes any Vehicle defined by Regulation as a Trailer but does not include machinery or equipment solely used in the construction or maintenance of Highways;
- 2.46 "Transit Vehicle" means a Vehicle used for public transportation including school buses;

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- 2.47 “Vehicle” means any device in or on which a Person or thing may be transported or drawn on a Highway, including a combination of Vehicles, but excludes a mobility aide being used to facilitate the transport in a normal seated orientation of a Person with a physical disability;
- 2.48 “Village” means the municipal corporation of the Village of Innisfree, in the Province of Alberta and includes the geographical area within the boundaries of the Village of Innisfree where the context so requires;
- 2.49 “Violation Ticket” means a Tag or similar documents issued pursuant to Part II and Part III of the *Provincial Offences Procedure Act* and the Regulations thereunder;
- 2.50 “Work Zone” means an area designated by Traffic Control Devices as a Work Zone for the purpose of maintenance, construction, or repairs on or near a Highway.

Part 2 – Control of Highways

3.0 Section 3 – Operations of Vehicles

- 3.1 Every Person shall obey the instructions of all Traffic Control Devices authorized under this or any other Bylaw, Regulation or Policy unless directed by a Peace Officer.
- 3.2 No person shall deface, damage, destroy or remove any sign or marker pursuant to this Bylaw.
- 3.3 Where Traffic Control Devices, including the use of signs and Flag Persons, have been placed in accordance with this or any other Bylaw, Statute or Regulation, every Person shall obey the instructions of those Traffic Control Devices for the period during which those Traffic Control Devices are in place, unless directed by a Peace Officer.
- 3.4 Notwithstanding Section 3.3, where the obstruction caused by a Vehicle is unavoidable due to mechanical failure, a Person shall not be in breach of Section 3.3, provided the Person promptly takes measures to remove the Vehicle from the Highway and does so within 72 hours.
- 3.5 The operator of a vehicle will not perform “power turns” or participate in any “stunting” on any highway within the municipality.
- 3.6 No Person shall drive, pull, or haul upon any Highway a Vehicle, with or without a load, without first having properly cleaned and removed all loose material from the Vehicle body, Vehicle box, hitch, and trailer.
- 3.7 Loads of loose material shall not be hauled on any Highway within the Village unless the load is covered in its entirety by a secure tarpaulin or similar device.
- 3.8 No Person shall drive or pull upon a Highway, any Vehicle containing a load unless that load has been secured in such a manner as to prevent the load from falling onto a Highway or any land adjacent thereto, or otherwise to prevent shifting of the load within the Vehicle.

- 3.9 No Person shall operate a Heavy Vehicle on any Highway, other than a Highway designated and properly marked as a Truck Route, as set out in Public Works Policy - TCD Schedule 'B.' ~~attached to and forming part of this Bylaw.~~
- 3.10 A Heavy Vehicle will not be deemed to be operating in contravention of Section 3.7 if the Heavy Vehicle is on a direct route to/from a construction site. The Heavy Vehicle shall use Truck Routes if the route allows.

4.0 Section 4: Speed

- 4.1 No person shall be permitted to operate a vehicle on any highway within the municipality at a speed greater than 50 km per hour unless otherwise posted.
- 4.2 Notwithstanding any speed limit prescribed by or pursuant to this Bylaw, or any other Act, no Driver shall drive at any rate of speed that is unreasonable, having regard to all of the prevailing circumstances and conditions, including, without restrictions the generality of the foregoing:
- a. the nature, condition, and use of the Highway;
 - b. the atmosphere, weather or other conditions that may impede the visibility of the Driver or control of the Vehicle;
 - c. the amount of Traffic presently on the Highway, or that a Person in similar circumstances would reasonably expect to be upon the Highway; and
 - d. no mechanical condition, construction or other limitations of the Vehicle or any equipment of the Vehicle.
- 4.3 No Person shall operate a Vehicle on any alley within the Village at a speed in excess of Twenty (20) kilometers per hour.
- ~~4.4 *On any day on which school is held, no Person shall operate a Vehicle within a School Zone (locations specified in Schedule 'A') at greater Speed than thirty (30) kilometers per hour during the following period:*~~
- ~~a. *from 8:00 am to 5:30 pm.*~~
- 4.4 No Person shall operate a Vehicle within a Playground Zone at any rate of speed greater than thirty (30) kilometers per hour during the period of time commencing at 8:30 am and terminating one hour after sunset. (Locations specified in Public Works Policy – TCD Schedule.) A.

5.0 Section 5 – Cyclists, Inline Skates, Skateboarding, Off-Highway Vehicles

- 5.1 No Person shall ride an Off-Highway Vehicle on any Highway within the Village unless in accordance with the Off-Highway Vehicle Bylaw 596-15, and subsequent amendments or replacements thereto.
- 5.2 Every Person using a bicycle, a skateboard, a sled, roller skates, inline skates, a toy vehicle, or other similar modes of transportation on any Highway, in accordance with the provisions of the Bylaw shall:
- a. yield the right of way to pedestrians;

-
- b. when passing a pedestrian use all due care, attention and control required to ensure the safety of the pedestrian;
 - c. give an audible signal before overtaking a pedestrian, produced in a reasonable time prior to the overtaking, by voice, bell or other warning audible to the pedestrian.
- 5.3 No Person shall drive or operate a Vehicle on a Highway having in tow any of the devices referred to in Section 5.2
- 5.4 No Person shall conduct a rally or race involving any devices noted as per Section 5.2, or any other similar device upon any highway or sidewalk unless authorized by the CAO or their designate. The rally or race shall be conducted in accordance with Council Policy and if required, in accordance with RCMP approval.

6.0 Section 6: Parking

- 6.1 Except as otherwise provided herein, the parking of vehicles is permitted on all highways within the municipality.
- a. to the provisions of subsection 6.1(b)(ii) no person shall park a vehicle in any lane or in any street to obstruct the entrance to any lane, to a driveway or an approach leading to private premises;
 - b. notwithstanding the provisions of subsection 6.1(b)(i) a vehicle may be parked on any lane for the purpose of taking on or discharging cargo, provided no such vehicle shall be parked for a period exceeding sixty (60) minutes at any one time, unless written permission has first been obtained from the administrator or a special constable for the municipality for an extension of such time limit.
 - c. No person shall park a vehicle in any "No Parking" area at any time where such areas are marked on the curb or signs are erected indicating the restriction of parking at such a location.
 - d. No person shall park any vehicle in excess of 4.5 tonnes on any residential street within the municipality unless written permission has been obtained from the Chief Administrative Officer.
 - e. upon a Highway or roadway within five (5) metres of a fire hydrant.
- 6.2 No Person shall Park a Vehicle on any portion of a Highway marked by a "No Parking Sign."
- 6.3 No Person shall park a Vehicle in an alley, unless a sign permits Parking, but alleys other than a designated Fire or Emergency Lane may be used for:
- a. the loading or unloading of goods or passengers from a Vehicle other than a Commercial Vehicle for a period of time not exceeding sixty (60) minutes and/or as permitted by the CAO.
- 6.4 No Person shall Park, Stop, or permit a Vehicle to be Parked, Stopped, in a designated Fire or Emergency Lane.
- 6.5 Unless otherwise designated by Traffic Control Devices:
- a. No Person shall Park a Vehicle upon any Highway in any manner except parallel to the curb or edge of the Highway, with exceptions as noted in Section 6.5c. below.

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- b. Notwithstanding Section 6.5.a no Person shall Park a Vehicle upon any Highway in such a manner that any part of the Vehicle is within three (3) metres of the center line of the Highway where the portion thereof intended for vehicular traffic is ten (10) metres or more in width.
 - c. Without restricting the generality of subsection (a), the Driver of a Vehicle shall angle Park on the following Highways:
 - i. both sides of the Street from 50th Avenue from 16A (Railway Avenue South) to 53rd Street and 51st Street from Highway 16A to 49th Avenue.
 - ii. as designated in subsection "f" below.
 - d. Parking to be restricted to Emergency Vehicles only in front of the Innisfree Fire Hall on 49 Avenue between 51 Street and 50 Street.

Parking of Trailers or Holiday Trailers:

- 6.6 No Person shall occupy, or suffer, or permit any other Person to occupy a Trailer, Holiday Trailer upon a Highway or Village-owned Property which has not been designated for Trailer or Holiday Trailer Parking unless for a special occasion and then no longer than 48 hours or a longer time is granted.
- 6.7 Notwithstanding the provisions of 6.6, a Person may Park and occupy a Trailer or Holiday Trailer upon Village-Owned Property provided that written permission has been obtained from the CAO or their designate.
- 6.8 An Owner or Operator of a Vehicle and attached Trailer or Holiday Trailer shall not park the Vehicle and attached Trailer or Holiday Trailer on a Highway or Roadway for more than forty-eight (48) consecutive hours.
- 6.9 An Owner or Operator of a Vehicle and Trailer, or Trailer or Holiday Trailer shall not Park the Vehicle and Trailer, or Trailer or Holiday Trailer or any part thereof on a Roadway, Highway or Highway right-of-way if, in the opinion of a Peace Officer, it constitutes an obstruction, presents a safety concern, or otherwise impedes the progress of other uses of the sidewalk, pathway, Roadway, Highway or Highway right-of-way.

Commercial Vehicles

- 6.10 Any provisions of Sections 6.11 below shall not prohibit Commercial Vehicle from Parking on any Highway within the Village for the purpose of loading or unloading goods to or from the premises abutting such Highway provided that the Commercial Vehicle, or Commercial Vehicle attached shall have all front and rear hazard lights illuminated at all times and they are not blocking Vehicle or Pedestrian Traffic and are not use for the conveyance of Dangerous Goods.
- 6.11 No Person shall Park a Commercial or farm Vehicle over 3 tonnes in any residential district unless the Owner of said Commercial Vehicle has received written authorization from the CAO or their designate.

Parking of Dangerous Goods

- 6.12 Notwithstanding Section 6.10; no Person shall Park a Vehicle or Trailer used for the conveyance of Dangerous Goods except in an industrial area and,
- a. a minimum of Twenty (20) metres from any building.
- 6.13 Parking for all Vehicles transporting Dangerous Goods is solely permitted at the Petro-Can Highway Truck Stop Parking Lot (at 4705 – 53 Street.)

Disabled Person Parking

- 6.14 No Person shall Park in a Parking space designated for the exclusive use of Disabled Persons Vehicle unless such Vehicle has clearly displayed an Identification Placard Issued by the Provincial Government or bears a license plate designating it a Disabled Person Transport Vehicle and is at the time operated by, or transporting the Person to whom the Identification Placard has been issued.

Exemption for Parking Provisions

- 6.15 Notwithstanding anything appearing elsewhere in this Bylaw, the provisions relating to Parking of Vehicles do not apply to:
- a. Emergency Vehicles;
 - b. Vehicles use in conjunction with the servicing of Highways, trails, Parks, and public utilities, including water and sewer systems, telephone systems, electrical systems and communication systems;
 - c. Funeral cars operated by a funeral director, during a funeral;
 - d. Towing services Vehicles,

while any such Vehicle is being used in work requiring that it be Stopped or Parked.

Removal of Vehicles

- 6.16 The CAO or Peace Officer is hereby authorized to remove and impound, or cause to be removed and impounded any Vehicle Parking in contravention of any provision of this Bylaw.

7.0 Section 7 – Obstructions and Work on Highways

- 7.1 No Person shall make, place, or allow an obstruction of any kind in, upon or above any Highways unless authority has been granted by the CAO or their designate pursuant to a Permit.
- 7.2 Every person who fails to obtain or to comply with the provisions of a permit pursuant to Subsection 7.1 shall be guilty of an offence and shall, in addition to any other Penalty, cause the removal of the obstruction within twenty-four (24) hours after being notified to do so by the CAO or their designate. After the expiration of the said twenty-four (24) hours, the CAO or their designate may cause the removal of the obstruction and such removal shall be at the expense of the Person causing, placing, or permitting the obstruction on the Highway.

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- 7.3 Every Person making or placing an obstruction of any kind in, upon, or above shall produce the Permit granted pursuant to Subsection 7.1 for inspection upon the request of a Peace Officer or a representative of the CAO or their designate.
- 7.4 Where an obstruction or any kind exists in, upon or above any highway and, in the opinion of the CAO or their designate it creates an unsafe condition, the CAO or their designate shall be entitled to take such measures as are required for the protection of life or property.
- 7.5 The Village assumes no responsibility for damage to property abutting Village property when work is being done pursuant to Sections 7.1 or 7.3.
- 7.6 No Owner or Occupant of any Premises shall allow a gate of such Premises to swing or project over a Highway.
- 7.7 No Person shall, except as otherwise provided herein or by any other Bylaw, erect or maintain any awning, signpost, or sign, which shall in any way extend over a Highway unless allowed by an Encroachment Agreement.
- 7.8 No Person shall, unless they have first obtained a Permit from the CAO or their designate, perform construction and maintenance on any Highway if the work involves:
- a. Excavation of Roadways, sidewalks, or boulevards.
- 7.9 Pursuant to Section 7.8, the CAO or their designate may revoke a Permit and require the Highway to be made passable to the satisfaction of the CAO or their designate.
- 7.10 In addition to the penalty specified in Schedule "B" A," all work performed without a Permit is subject to immediate stoppage and all costs incurred in making the Highway passable may be recovered from the Person responsible for the work.
- 7.11 No Person shall, unless they have obtained a Permit, and a Business License, if required, sell, or display goods or place any temporary or permanent structure related to the selling or displaying of such goods on any Highway, unless during a special event as approved by the CAO or their designate.
- 7.12 The size, form, design of structures and location of any structure erected pursuant to Subsection 7.11 must be approved by the CAO or their designate.
- 7.13 No Person shall allow trees, hedges, or shrubs on Private Property within five (5) metres of a Highway intersection, whether planted before or after the date of the passing of this Bylaw, to grow to such a height that good visibility for safe Traffic flow is thereby interfered with.
- 7.14 The CAO or their designate may require compliance with the provisions of Subsection 7.13 hereof within ten (10) days of being notified to do so. If a Person fails to comply with such a notice the CAO or their designate may direct employees or agents of the Village to enter upon the Private Property to carry out the necessary, work and may charge the cost of so doing against the Person in default.

8.0 Section 8 – Authority of Peace Officers and Enforcement

- 8.1 The CAO or any Peace officer is hereby authorized to enforce the provisions of this Bylaw.
- 8.2 A Peace Officer is hereby authorized to remove and impound or cause to be removed and impounded, any Vehicle or Trailer:
- a. parked in contravention of this Bylaw; or
 - b. where emergency conditions required that the Vehicle or Trailer be removed.
- 8.3 Any Vehicle removed pursuant to Section 8.2 may be moved to:
- a. A nearby highway; or
 - b. a place designated by the Village where it will remain impounded until claimed by its Driver/Owner.
- 8.4 No impounded Vehicle shall be released to its Owner or their agent until the removal and impound charges have been paid.
- 8.5 All charges for removal and impounding shall be in addition to any fine or penalty imposed in respect of any such Violation or, to any payment made in lieu of prosecution, as provided for in this Bylaw.
- 8.6 Where a Vehicle is impounded or stored pursuant to Section 8.2 and is not claimed within thirty (30) days of its removal, it may be disposed of in accordance with the provisions of the *Traffic Safety Act* and the Regulations.
- 8.7 In order to determine the time over which a Vehicle has been Parked in a location where Parking is restricted to a specific allotment of time, a Peace officer may place a chalk mark on the tread face of the tire of a Parked or Stopped Vehicle without the Peace Officer or the Village incurring any liability relating thereto.
- 8.8 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Person whom the Peace Officer has reasonable grounds to believe has contravened any portion of this Bylaw.
- 8.9 A Violation Tag may be issued to such Person:
- a. either personally; or
 - b. by attaching it to the Vehicle in respect to which an offense is alleged to have been committed; or
 - c. by mailing a copy to such Person at their last known post office address.
- 8.10 Where a Violation Tag has been attached to a Vehicle, no Person, other than the Owner or Operator of that Vehicle shall remove the Violation Tag so affixed to the Vehicle.
- 8.11 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and shall state:
- a. the name of the Person or Vehicle description and license number
 - b. the offence;

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- c. the appropriate Penalty for the offence and specified in Schedule “B”A” of this Bylaw;
 - d. time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and
 - e. any other information as may be required by the Municipal Manager.

- 8.12 Where a Violation Tag (attached as Schedule “C-B”) has been issued pursuant to this Bylaw, the Person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the village the penalty specified on the Violation Tag.
- 8.13 Nothing in this Bylaw shall prevent an authorized Peace Officer from immediately issuing a Violation Ticket.
- 8.14 In those cases where a Violation Tag has been issued, and if the penalty is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 8.15 Notwithstanding Section 8.8 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

9.0 **Section 9 – Penalties**

- 9.1 Any person who contravenes any of the provisions of this Bylaw is guilty of an offense and liable on summary conviction to the penalties provided in Schedule “A” of this Bylaw.

10.0 **Section 10 – Miscellaneous**

- 10.1 Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed, and the remaining Bylaw shall be maintained.
- 10.2 Traffic Bylaw 586-14 670-22 shall hereby be repealed.
- 10.3 This bylaw shall come into force upon receiving third and final reading and having been signed by the Mayor and CAO.

Bylaw 670-22 comes into force on the date of the third and final reading and passed unanimously by Council the 17th day of May 2022.

Read a First Time this 15th day of August 2023.

Mayor, E. Raycraft

Interim CAO, T. Rogers

Read a Second Time this ____ day of _____ 2023.

Mayor, E. Raycraft

CAO

Read a Third Time and finally passed this ____ day of _____ 2023.

Mayor, E. Raycraft

CAO

SCHEDULE "A"
PENALTIES

FOR VIOLATION OF ALL SECTIONS OF THIS BYLAW EXCLUDING SECTIONS 6.4, 4.4 & 4.3:

PENALTIES FOR FIRST OFFENCE	\$ 75
PENALTIES FOR SECOND OFFENCE	\$ 150
PENALTIES FOR SUBSEQUENT OFFENCES	\$ 300

FOR VIOLATION OF SECTION 4.4 & 4.3 OF THIS BYLAW:

PENALTIES FOR A FIRST OFFENCE	\$ 300
PENALTIES FOR A SECOND OFFENCE	\$ 500
ON A SUBSEQUENT OFFENCE	\$2,500

FOR VIOLATION OF SECTION 6.4 OF THIS BYLAW:

PENALTIES FOR FIRST OFFENCE	\$ 175
PENALTIES FOR SECOND OFFENCE	\$ 400
PENALTIES FOR SUBSEQUENT OFFENCES	\$1,000

SCHEDULE "CB"

VILLAGE OF INNISFREE
VIOLATION TAG

BYLAW 670-22

DATE: _____ TIME: _____ AM/PM

NAME OF OFFENDER: _____

ADDRESS OF OFFENDER: _____

VEHICLE LICENCE # _____

VEHICLE DESCRIPTION: _____

This Tag is issued for breach of Bylaw No. 670/22

Offence: _____

Section: _____

Penalty: _____

Penalty Due Date: _____

ISSUER: _____ Date _____
Signature

Print Name

*Please make payments to the Village of Innisfree.
Address: Village of Innisfree, Box 69, Innisfree, AB T0B 2G0
Contact Number: 780-592-3886*

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.

Policy Statement:

The Council of the Village of Innisfree will provide directions to standardize and document the Traffic Control Devices that are utilized to facilitate safe and efficient travel within the Village of Innisfree.

Purpose:

The key objective of this policy is to ensure that the Traffic Control Devices utilized are recorded and implemented in accordance with the established Traffic Control Bylaw requirements.

Additionally, the policy will provide guidance for the implementation of the TCD implementation as directed by Council.

1.0 Definitions:

- 1.1 **“Chief Administrative Officer”** shall mean a person appointed to the position by council pursuant to the *Municipal Government Act*.
- 1.2 **“Council”** shall mean the current elected officials of the Village of Innisfree pursuant to the *Municipal Government Act*.
- 1.3 **“Traffic Control Device(s)”** and **“TCD”** shall mean the signs provided to direct travel within the Village of Innisfree.
- 1.4 **“Village”** shall mean the Village of Innisfree, its employees, and its duly authorized representatives.

2.0 Responsibilities:

- 2.1 The Council of the Village of Innisfree will provide directives to the Chief Administrative Officer regarding necessary Traffic Control Devices (TCD’s) that will be utilized within the Village.
- 2.2 The CAO will be responsible for the implementation of the TCD Schedule.

3.0 Procedure:

- 3.1 The Council of the Village of Innisfree will address changes to 3200-03 – the Public Works Policy - TCD from time to time.
- 3.2
- 3.3 The Chief Administrative Officer can recommend changes to 3200-03 – the Public Works Policy for Council consideration.
- 3.4 The TCD in the Village will be implemented pursuant to the following Schedule, pursuant to Council endorsement:

Effective Date: _____
Resolution No. _____

Amendments: Effective Date _____ Resolution No. _____
Effective Date _____ Resolution No. _____

**PUBLIC WORKS POLICY
 TRAFFIC CONTROL DEVICES**

ID#	LOCATION	TCD POSTED
	51 st Avenue (Hwy 870) at 50 th Street facing East	STOP 1
	51 st Street at 51 st Avenue facing North	STOP 2
	51 st Avenue at Highway 870 facing West	YIELD 3
	50 th Street at Railway Avenue North facing South	YIELD 4
	51 st Street at Railway Avenue North facing South	YIELD 5
	Railway Avenue North exiting onto 51 Avenue facing West	STOP 6
	51 st Avenue at Railway Avenue South (Hwy 16A) facing South	STOP 7
	51 st Avenue at 53 rd Street (Hwy 870) facing east	STOP 8
	53 rd Street at Railway Avenue South (Hwy 16A) facing north	STOP 9
	52 nd Street at Railway Avenue South (Hwy 16A) facing north	STOP 10
	51 st Street at Railway Avenue South (Hwy 16A) facing north	STOP 11
	50 th Street at Railway Avenue South (Hwy 16A) facing north	STOP 12
	54 th Street at 50 th Avenue facing South	STOP 13
	54 th Street at 49 th Avenue facing South	YIELD 14
	54 th Street at 48 th Avenue facing South	YIELD 15
	54 th Street at 50 th Avenue facing North	STOP 16
	49 th Avenue at 54 th Avenue facing west	YIELD 17
	50 th Avenue at 53 rd Street (Hwy 870) facing west	STOP 18
	50 th Avenue at 53 rd Street (Hwy 870) facing east	STOP 19
	52 nd Street at 50 th Avenue facing south	STOP 20
	52 nd Street at 50 th Avenue facing north	STOP 20
	49 th Avenue at 53 rd Street (Hwy 870) facing east	STOP 21
	49 th Avenue at 53 Street (Hwy 870) facing west	STOP 22
	52 nd Street at 49 th Avenue facing south	STOP 23

**Village of Innisfree
Procedure 3200-03**

Traffic Control Devices – Public Works

52 nd Street at 49 th Avenue facing north	STOP	24
49 th Avenue at 51 st Street facing east	STOP	25
49 th Avenue at 51 st Street facing west	STOP	26
48 th Avenue at 53 rd Street (Hwy 870) facing east	STOP	27
LOCATION	TCD POSTED	ID#
48 th Avenue at 53 rd Street (Hwy 89) facing west	STOP	28
48 th Avenue at 52 nd Street facing west	YIELD	29
48 th Avenue at 51 st Street facing east	YIELD	30
48 th Avenue at 51 st Street facing west	YIELD	31
		32
OTHER TCD		
Highway 870 at Village North Corporate Limit	50 KPH	33-32
Highway 870 at Village South Corporate Limit	50 KPH	34-33
Highway 16A at Village East Corporate Limit	50 KPH	35-34
Highway 16A at Village West Corporate Limit	50 KPH	36-35
Highway 870 and 47 th Avenue facing north	SCHOOL ZONE 30 KPH 8 AM – 5 PM	37-36 38
Highway 870 and 47 th Avenue facing north	Playground Zone	39 37
Highway 870 and 47 th Avenue facing south	School Zone & Playground Zone Ends	40/41 38/39
48 th Avenue & 54 th Street facing east	SCHOOL ZONE 30 KPH 8 AM – 5 PM	42 40 43
48 th Avenue & 54 th Street facing east	Playground Zone	44 41
48 th Avenue & 54 th Street facing west	School Zone & Playground Zone Ends	45/46 42/43
4816 – 53 rd Street Boulevard facing south	SCHOOL ZONE 30 KPH 8 AM – 5 PM	47 44 48
4816 – 53 rd Street Boulevard facing south	Playground Zone	49-45
4819 – 53 Street Boulevard facing north	School Zone & Playground Zone Ends	50/51 46/47
48 th Avenue and 52 nd Street facing west	SCHOOL ZONE 30 KPH 8 AM – 5 PM	52 48 53
48 th Avenue and 52 nd Street facing west	Playground Zone	54 49
48 th Avenue and 52 nd Street facing east	School Zone & Playground Zone Ends	54/55 50/51
Against 4724 – 53 Street (Highway 870) Pull Out	Handicapped Loading/Unloading Zone Only	56 52

44 th Ave. & 53 rd Street (on Highway 870) facing north	50 KPH	57 53
5038 – 50 Street Boulevard facing north?	<i>SLOW: Children Playing</i>	58 54
At Back Alley behind 5204 – 50 Avenue & behind STOP SIGN (Post Office) facing south	NO Parking from 7 PM – 7 AM	59 55
Alongside 5116–50 Ave. on 52 nd Street facing north	Handicapped Parking Only	60 56
Alongside 5116-50 Ave on 52 nd Street facing north	Handicapped Access	61 57
5202 – 50 Avenue (Museum)	Handicapped Access	58
5015 – 54 Street	No Parking	62-63 59/60
Along Secondary Highway 870 Adjacent of Delnorte School	No Parking	61
Along Secondary Highway 870 Adjacent of Delnorte School	No Parking	62
Along Secondary Highway 870 Adjacent of Delnorte School	No Parking	63
Along Secondary Highway 870 Adjacent of Delnorte School	No Parking	64
TRUCK/HEAVY VEHICLE ROUTES		
Highway 870 north from Highway 16, as it crosses Highway 16A, along 51 st Avenue to 50 th Street and then continue north along Highway 870 and in the reverse direction of travel		64-65 65 66
Highway 16A from the Village East Corporate Limit to the West Corporate Limit		66-67
Highway 16A from the Village West Corporate Limit to the East Corporate Limit		67-68
50 th Street from the Village North Corporate Limit to Railway Avenue South to 5007 - Railway Avenue North (Elevator) and #10 Railway Avenue North (Innisfree Seed Cleaning Plant) and in the reverse direction of travel		68 69 69 70
TRUCK/HEAVY VEHICLE PARKING		
Along 16A (Railway Avenue South) on north side of the Highway, east of Highway 870 (No Dangerous Goods)		71
4705 – 53 Street (Petro-Can Truck Stop)		72
DANGEROUS GOODS ROUTES		
Highway 870 exiting Highway 16, as it crosses Highway 16A, along 51 st Avenue to 50 th Street and then continue north along Highway 870 and the reverse direction of travel.		70-73 71 74
Highway 16A from the Village East Corporate Limits to the Village West Corporate Limits		72 75

Highway 16A from the Village West Corporate Limits to the Village East Corporate Limits		73 76
DANGEROUS GOODS PARKING		
4705 – 53 Street (Petro-Can Truck Stop)		77
Speed Control Signage		
Highway 870 (South of Innisfree Delnorte School) Facing South for North Bound Traffic	Radar Driver Feedback Sign	74 78

4.0 End of Procedure

Request for Decision (RFD)

Topic: Request for TODS Permit Application/Sponsorship
Initiated by: Innisfree Prairie Bank of Commerce Historical Society
Attachments: None

Purpose(s):

1. Review a request from Innisfree Prairie Bank of Commerce Historical Society for sponsorship of a Tourist Orientated Directional Sign (TODS) for the Museum on Primary Highway 16.

Background:

1. The Provincial Government issues permits for all Highway signage.
2. A permit covers the installation and maintenance of a sign for 25 years.

Key Issues/Concepts:

1. A TODS Permit fee is \$300 for a five-year period
2. The application requires commitment to specific provisions by the applicant, related to its safety, its operations and public access, that has been confirmed that the Museum can comply with.

Options:

1. That Council endorses the sponsorship of a Tourist Oriented Destination Sign for the Museum promotion and directs Administration to apply for the Provincial TODS.
2. That Council directs Administration in another manner.
3. That Council files this request for information.

Financial Implications:

1. \$300 TODS Permit Fee
2. Administration time.

Relevant Policy/Legislation:

1. *MGA, s.3 – "Municipal purposes..."*

Political/Public Implication(s):

Promotion of the Innisfree Prairie Bank of Commerce Museum to travelers along Primary Highway 16 should be viewed as a positive action.

Recommendation:

That Council endorses the sponsorship of a Tourist Oriented Destination Sign for the Museum promotion and directs Administration to apply for a TODS.

Request for Decision (RFD)

Topic: Regional Economic Development Alliance
Initiated by: August 1st Regional Committee Initial meeting
Attachments: 1. Economic Alliance MOU
2. Draft Economic Development Officer's Job EIO
3. "Why 1-page Document from Alberta HUB
4. Email from Town of Vegreville re: Crossroads Economic Development Alliance

Purpose(s):

1. To appoint one Councillor (Voting member) to the proposed "Crossroads Economic Development Alliance."
2. To address the naming of the Alliance
3. To review the Alliance MOU and the draft Economic Development Officer's Job Expression of Interest and provide feedback.

Background:

1. The region's Elected officials met on August 1st for a kick-off meeting for the development of a Regional Economic Development Alliance.
2. Bob Bezpalko, Executive Director of Alberta HUB has agreed to be an advisory member.
3. Branding – Mark Baxter, from Outlook Market Research & Consulting Ltd. and Davin Gegolick, Director of Planning & Development for County of Minburn, came up with the name: "Crossroads Economic Development Alliance".
4. "Why" 1-page document – Alberta HUB provided the attached

Key Issues/Concepts:

1. The first step is to solidify the committee members; appoint one Councillor (voting member) from the municipality.
2. Branding – Name with: "Crossroads Economic Development Alliance;" Council to endorse/ratify the Brand.
3. Review the draft documents and provide any comments. Also please think of potential candidates for the EDC contract. It is hoped to have the MOU signed by next month so the Alliance can discuss their next steps with the committee at the next meeting in October.

Options:

1. That Council appoint a Council member to the Regional Alliance; endorse the Brand "Crossroads Economic Development Alliance;" and provide feedback on the MOU and the draft Economic Development Officer's Job Expression of Interest.
2. That Council directs Administration in another manner.
3. Per Council direction.

Financial Implications:

1. Unknown at this time.

Relevant Policy/Legislation:

1. *MGA*, Part 8, s.241.(f)(iii) “non-profit organization
2. *MGA* – s.708.26 – 708.52 “intermunicipal collaboration”

Political/Public Implication(s):

Participation in a Regional Economic Development Alliance should be seen as a favourable action by Council.

Recommendation:

1. Per Council direction.

MEMORANDUM OF UNDERSTANDING

Between

**VILLAGE OF INNISFREE
VILLAGE OF MANNVILLE
TOWN OF VEGREVILLE
COUNTY OF MINBURN**

With Respect To:

**DEVELOPMENT AND MANAGEMENT OF THE
CROSSROADS ECONOMIC DEVELOPMENT ALLIANCE**

Date, 2023

Logo

This Memorandum of Understanding (hereinafter referred to as "MOU") is made by and between Village of Innisfree, the Village of Mannville, the Town of Vegreville, and the County of Minburn. (collectively the "Parties").

WHEREAS, the Parties, in recognition of the substantial regional economic activity that is dependent upon inter-community cooperation, have established a relationship based on mutual interests; and

WHEREAS, the Parties share the objective of creating a local economic development agency within the region to help attract, retain, and expand business in the region; and

WHEREAS the Parties' new economic development agency will be known as Crossroads Economic Development Alliance (Crossroads); and

WHEREAS the Parties recognize:

- the overall importance of the economic relationships within the Crossroads region, its businesses and between the Parties;
- the advantages derived from strengthening and broadening key local economic sectors and seeking new investment to capitalize on specific business opportunities;
- the significance of working together to attract retain and train a skilled and modern workforce to meet the needs of the local economy;
- the value of close cooperation and consultations between the Parties on economic development issues to ensure open lines of communication and sharing of best practices;
- the importance of working together and in concert with their respective provincial and federal governments in matters of economic significance.

NOW THEREFORE, the Parties, in the spirit of promoting closer relationships, intend to further support and work cooperatively within the boundaries of existing laws and treaties in their respective jurisdictions on issues and projects as set forth below.

BACKGROUND

Crossroads is headed by a committee that was formed to 'explore' a long term regional economic development partnership. It is comprised of the Village of Innisfree, the Village of Mannville, the Town of Vegreville, and the County of Minburn.

Crossroads is presently funded by a Government of Alberta grant program: The Alberta Community Partnership (ACP). This program has eliminated the need for immediate municipal funding, allowing Crossroads to explore the viability and potential of this regional economy development partnership while putting no present onus on municipal taxpayers.

PURPOSE

Crossroads is managing a Regional Economic Development Framework 2023-24 that includes several sub projects. These projects will help Crossroads consider whether to hire and manage a contracted Regional Economic Development Officer (EDO) in 2025. If this trial regional economic development

effort in 2023-24 is deemed successful by the Parties, Crossroads will develop a long-term operation strategy for 2025 and beyond.

Beyond exploring the viability and potential of this regional economy development partnership, Crossroads wants to identify, plan, and manage or advocate projects and initiatives that will:

- Retain local businesses and workers
- Attract new businesses and workers
- Help businesses and workers with Covid 19 after effects and plan for future instances of regional economic disruption
- Help create a long-term relationship between businesses, government, educational institutions, workers, and stakeholders to foster regional economic development

GOVERNANCE

Crossroads Economic Development Alliance will be managed by the Crossroads Committee. The Committee will be comprised of five voting members and two non-voting members:

- One representative from each of the five voting Parties:
 - Village of Innisfree
 - Village of Mannville
 - Town of Vegreville
 - County of Minburn
 - TBD
- One resource advisory representee from each of the non-voting Parties:
 - Alberta HUB
 - Vegreville & District Chamber of Commerce
 - Vegreville Economic Development Department
 - TBD

Votes will be decided by simple majority.

The Crossroads Committee will be empowered to make decisions regarding the hiring and management of the Economic Development Consultant (the EDC contract will be administered by Outlook Market Research & Consulting until December 31, 2024), and the projects that Crossroads undertakes. When projects or activities are proposed that require additional funding beyond the budget ancillary costs, Committee members will return to their respective municipal Councils for approval.

The Committee can change its make-up at any time, or once they know if the regional economic development partnership continues beyond December 31, 2024.

The Committee will meet virtually, and the time burden will not be onerous.

ROLES, RESPONSIBILITIES, AND COMMUNICATIONS

- Crossroads Committee members will report directly to their Council & CAO on committee work and projects.
- Monthly reports from contractors (and the eventual EDO) will be made available to the Committee, CAO's and Council.

- The County of Minburn will administer the ACP grant for the Regional Economic Development Framework.
- An assessment of the success of this trial regional economic development initiative will be done by November 30, 2024, in order to determine if there is a path forward to continue the partnership.

FUNDING

Preliminary Crossroads is funded through a Government of Alberta grant program: The Alberta Community Partnership program (ACP). This program has significantly eliminated the need for immediate municipal funding, allowing Crossroads to explore the viability and potential of this regional economy development partnership while putting no onus on municipal taxpayers.

The ACP grant provides \$187,000 of funding to the Crossroads initiative. The Regional Economic Development Framework is broken into four areas, all of which will be administered by Outlook Market Research & Consulting:

\$112,000:	Business Retention Expansion (BRE) project and Regional Economic Development Committee Set-Up project
\$60,000:	Economic Development Consultant (EDC) contract
\$5,000:	EDC travel and communications costs
\$10,000:	Economic development project TBD

Although unlikely, any additional funding beyond the Regional Economic Development Framework budget for ancillary costs required by Crossroads will be divided between the Parties using the 50% equalization/50% population formula.

IN WITNESS THEREOF, this MOU is signed by duly authorized representatives of the Parties effective this _____ day of 2023.

Signed on behalf of the Village of Innisfree as represented by:

_____	_____
Name	Date
Position	
Municipality	

Signed on behalf of the Village of Mannville as represented by:

_____	_____
Name	Date
Position	
Municipality	

Signed on behalf of the County of Minburn as represented by:

_____	_____
Name	Date
Position	
Municipality	

Signed on behalf of the Town of Vegreville as represented by:

_____	_____
Name	Date
Position	
Municipality	

EDC Contract – Expression of Interest

POSITION: Economic Development Consultant (the EDC)

REPORTS TO: Regional Economic Development Committee (the “Committee”)

WAGE GRID/LEVEL: Contract Position

HOURS PER WEEK: 32

The Opportunity

The County of Minburn is a rural municipality located in east-central Alberta in the parkland area east of Edmonton. The County covers an area of approximately 88 km east to west and 48 km north to south, encompassing 41 townships. The County is made up of primarily agricultural land and includes the Hamlets of Lavoy, Ranfurly, and Minburn. Within the County’s boundaries is the Town of Vegreville and the Villages of Innisfree and Mannville.

The Committee is comprised of four partner municipalities: the Village of Innisfree, the Village of Mannville, the Town of Vegreville, and the County of Minburn. The Economic Development Framework contract has been awarded to Outlook Market Research & Consulting who will be administering the EDC contract.

The Committee is presently engaged in several projects that will result in an Economic Development Framework, including an Economic Development Strategic & Tactical Plan and a Business Retention Expansion (BRE) study, to be delivered to the Committee in early 2024. This Framework will include a set of projects and priorities to be carried out by the EDC over a 12-month contract from January 1, 2024, to December 31, 2024. The Committee’s goal is to assess the viability and initial success of this regional economic development initiative by December 31, 2024 in order to determine a path forward, which may include an extension of the EDC contract.

The Committee is looking for a dynamic, self-driven individual to:

- Engage in projects identified in the Economic Development Strategic & Tactical Plan
- Seeks grants and other opportunities to fund these projects and the prospective regional economic development initiative beyond December 31, 2024.
- Understand and utilize previous regional economic development tools and reports like the recently completed County of Minburn Economic Development Strategy (EDS).
- Use data, information, and contacts from the BRE project to undertake in-depth engagement with the regional business community and other economic development stakeholders such as local colleges and policy makers.
- Work with the Committee and economic development stakeholders to identify and advance opportunities for business expansion, retention, and new investment attraction.
- Research and develop programs, projects, and services to help local businesses grow and be sustainable.
- Develop strong relationships with economic development related organizations and agencies locally, regionally, and provincially.
- Recognize and advance investment and workforce development opportunities in the region.
- Work productively with any consultant contracted by the Committee to advance the economic development initiative. Staff or contractor management will not be the responsibility of the EDC.
- Actively report to the Committee about the progress on the economic development initiative and advise on new developments and recommendations to advance the initiative.
- Bring investment opportunities identified by regional or provincial economic development agencies to the local businesses and stakeholders that may act upon them. Assist local businesses and stakeholders in advancing these opportunities.
- Provide the Committee with a summary report of the economic development initiative by December 31, 2024, including successes, failures, opportunities, challenges, funding paths, and Go-Forward Recommendations.

The Candidate

The Committee is seeking a candidate with the following qualifications and attributes:

- A dynamic, **self-driven** individual with a passion for developing economic opportunities in the region.
- Extensive economic development or business development experience **in the region** is preferred.
- The ability and desire to **engage** with the business community and regional stakeholders and develop/promote the economic development initiative.
- A spirit of creativity and **entrepreneurialism** to help identify if and how the economic development initiative can proceed beyond December 31, 2024. If the initiative and the candidate are deemed successful by the Committee, and project and/or operational funding opportunities attainable, the initiative and the candidate will be considered favourably for continuation by the municipal partners.
- Well-developed interpersonal and communication skills and advanced proficiency with the MS Office suite.
- A degree or certificate in a discipline related to economic development, investment attraction, business, marketing, business administration, economic development or land planning will be considered an asset. A suitable combination of related coursework and experience may be considered as equivalent.
- Experience in graphic design, web design, website management, or managing such activities will be considered an asset.
- A valid Class 5 Driver's Licence and access to a personal vehicle for business use is required.
- A home office environment with suitable space for video calls is required.

Hours of Work:

The EDC position is designed as a 32 hour/week contract. Hours of work are typically 8:30 a.m. to 4:30 p.m. Monday through Thursday with the occasional requirement to work outside of these hours. The contract administrator will be focused more on completed tasks and outcomes than specific hours of work.

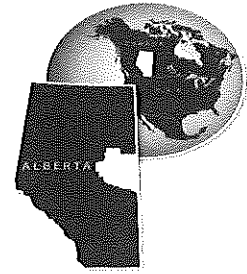
Remuneration:

This will be a \$60,000 contract. Only individuals will be contracted, not companies. An ancillary budget has been assigned for project expenses that will include travel costs and office expenses for the EDC.

Applications:

Individuals interested in this contract are invited to email a cover letter and resume to the contact email address below by TBD at 4:30 PM, MST. Late applications will not be accepted. We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.

Please email applications to Mark Baxter at: mark@outlookmarketresearch.com



Roles in Economic Development Economic Development Ecosystem

Each of these entities has an important role to play and that the performance of any one is dependent on the ecosystem (Provincial, Regional, Local) in which it operates.

One of the implications of this is the differing – yet complementary – roles and expectations of each type of economic development group and, given these differences, the value of working together to present the complete package. The table below, while simplified, points out some of the key differences.

	Community/Sub-Region	Regional EDO	Provincial
Key Roles	<ul style="list-style-type: none"> • Readiness of Product Quality of Life • Business Friendly Development Process • Education & Alignment of local stakeholders • Local Knowledge • Identification of clear points of difference within the context of the larger region • Local incentives 	<ul style="list-style-type: none"> • Capacity building of Community EDOs • Regional Tools (Websites, building database, labour information, etc) • Coordination of EDOs • Alignment of Regional stakeholders • Regional assets and business case • Target Industries 	<ul style="list-style-type: none"> • Provincial Resources • Awareness & perception of ease of doing business in the province • Provincial Data • Provincial Tools • Provincial Incentives

EDOs (communities) are going to be the strongest and most competitive if they are part of an ecosystem that is working together. Each has a vested interest in how all the EDOs within their ecosystem are working, not just their own.

Village of Innisfree (CAO)

From: Mark Baxter <mark@OUTLOOKMARKETRESEARCH.COM>
Sent: August 10, 2023 9:47 AM
To: Jamieson Brown; Davin Gegolick; Village of Mannville (cao@mannville.com); Village of Innisfree (CAO)
Cc: Pat Podoborozny; Sandra Ling
Subject: RE: Regional Economic Development - Aug 1 Meeting Outcomes

Hi Jamieson

Yes I would say something along those lines for the logo.

If we can agree on the name, I can start on the design process right now. The faster we get the logo done the more utility it has. We will literally be using it everywhere along this process.

I would suggest that if we are good with the name my designer starts doing markups, and then once the Committee is struck it can be one of the first items on the agenda for voting. Unless you want to wait for the Committee to be struck to approve the Crossroads name.

Please advise. Thank you,

Mark Baxter
Outlook Market Research & Consulting Ltd.
1455 Toshack Road
West St. Paul, Manitoba, Canada, R4A 8A6
204-229-8190
www.outlookmarketresearch.com

From: Jamieson Brown <jbrown@vegreville.com>
Sent: Thursday, August 10, 2023 10:39 AM
To: Davin Gegolick <dgegolick@minburncounty.ab.ca>; Village of Mannville (cao@mannville.com) <cao@mannville.com>; 'Village of Innisfree (CAO)' <cao@innisfree.ca>
Cc: Pat Podoborozny <ppodoborozny@minburncounty.ab.ca>; Mark Baxter <mark@OUTLOOKMARKETRESEARCH.COM>; Sandra Ling <sling@vegreville.com>
Subject: RE: Regional Economic Development - Aug 1 Meeting Outcomes

Hello all.

We're taking this to our Legislative Committee meeting on Tuesday, during which we're hoping to determine our Town Council representative. Both the MOU and the EDC contract look to good to me. I'll continue to contemplate potential candidates for the position.

I like the Crossroads name. I assume the inspiration was Highway 16 & 36 and, given the goods/services transportation ease within our region, I'd like to see a logo that somehow incorporates the two highways.

Maybe something like this ...



(obviously, a graphic designer would be able to punch the concept up a bit)

Also, so you're aware, I've Cc'd our CAO Sandre Ling in this email ... given that the Town of Vegreville's involvement in this project initially started at the desk of the CAO, I want to make sure she's kept in the loop.

Thanks,



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



JAMIESON BROWN
MANAGER OF COMMUNITY ENG
Town of Vegreville
4829 50 Street | PO Box 640
Vegreville, Alberta
T9C 1R7
Tel: 780.632.2606
Direct: 587.790.0919
Email: jbrown@vegreville.com
www.vegreville.com

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From: Davin Gegolick <dgegolick@minburncounty.ab.ca>
Sent: Tuesday, August 8, 2023 10:59 AM
To: Village of Mannville (cao@mannville.com) <cao@mannville.com>; 'Village of Innisfree (CAO)' <cao@innisfree.ca>; Jamieson Brown <jbrown@vegreville.com>
Cc: Pat Podoborozny <ppodoborozny@minburncounty.ab.ca>; Mark Baxter <mark@OUTLOOKMARKETRESEARCH.COM>
Subject: Regional Economic Development - Aug 1 Meeting Outcomes

Good morning,

Here's some of the 'action' items from the August 1 kick-off meeting:

1. Draft job expression of interest – attached
2. Alberta HUB as Committee member – Bob has agreed to be an advisory member.
3. Draft MOU – attached
4. Branding – Mark and I came up with "Crossroads Economic Development Alliance". Thoughts?
5. "Why" 1-page document – Alberta HUB provided the attached

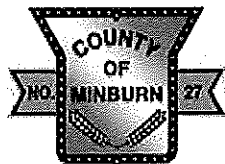
Our first step is to solidify the committee members; please appoint one Councillor (voting member) from each of your respective municipalities. Review the draft documents and provide any comments. Also please think of potential

candidates for the EDC contract. We hope to have the MOU signed by next month so we can discuss our next steps with the committee at our next meeting in October.

Thank you,

Davin Gegolick

DIRECTOR OF PLANNING AND DEVELOPMENT



Ph. 780-632-2082 ext. 1111

Fx. 780-632-6296

www.minburncounty.ab.ca

Request for Decision (RFD)

Topic: 2023 Innisfree Birch Lake Recreation Park & Campground Season.

Initiated by: Campground Manager

Attachments: None

Purpose(s):

1. To address a request to extend to the 2023 Campground Season to September 30, 2023

Background:

1. 2023 Camping season has been quite steady, with a continual flow of campers, especially on the weekends.
2. Previous years, the Campground has extended its season to accommodate the September campers.

Key Issues/Concepts:

1. The first 10 days of September have 3 confirmed bookings for camping.
2. The month of September has one monthly camper booked until September 30th.
3. For the last weekend in September, a request for a Construction Company to use the Group
4. Park Manager C. Threadgould has agreed to stay on for another month; the concession has been shut down as there has been little traffic there.
5. The Park Manager will restrict the number of sites available for rentals during the month of September on the Campground Reservation System in order to reduce the workload.
6. The concession has been reduced as there was little use of the store.
7. The Park Manager has agreed to a reduced contract for the month of September.

Options:

1. Council endorses a motion to extend the Innisfree Birch Lake Recreation Park & Campground season to September 30th, 2023.
2. The Council endorses a motion in another manner regarding the Innisfree Birch Lake Recreation Park & Campground season.
3. That Council files this request for information.

Financial Implications:

1. There should be a break-even value to this extension, plus the value of the travelers staying at in the area.

Relevant Policy/Legislation:

1. *MGA, s.3 – “Municipal purposes....”*

Political/Public Implication(s):

Should be viewed Positively by the public, for continued access to Birch Lake Park.

Recommendation:

Council endorses a motion to extend the Innisfree Birch Lake Recreation Park & Campground season to September 30th, 2023.

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: August 2, 2023 (6:35pm – 8:09pm)

Attendees: Jennifer, Gayle, Doris, Dale, Holly, Kristina

Discussion:

- 294 patrons, 54 eResource, 357 Wi-Fi connections, no analytics at this time
- Mary Lambert performance, 23 kids and their parents in attendance, 9 the first day, and 8 the second day
- The computer and laptop has been ordered and should be here in a couple weeks by the end of august, there are 5 people and organizations interested in the old ones.
- Going to be talking to the dance group to see if they are willing to take over the space downstairs so the library can possible be expanded
- Doreen has purchased the candy for the fair day parades
- Library will be open from 12 pm – 6 pm on fair day
- Will be creating an application process to give away the old computers after they have been wiped by NLLS
- Women in business program updates: purchased a selection of business books to add to the catalog at the library, ordered an additional computer to use for classes and to access digital resources, inquired about advertising to run in informer from august 23 to May 24, planning for the first open house event, still trying to figure out a name to attach to the program, getting a quote for apple iPad to implement a digital library, creating a monthly class / special guest speaker schedule

Submitted by: Jennifer Johnson

Village of Innisfree

Interim CAO Monthly Report

To: Council

From: Thelma Rogers

Re: July 19 – August 15, 2023, activities/highlights

Administration

- A contractor from Edmonton attended the Village office to assess the July 13th incident damages and submitted a quote to the Village Insurance Adjuster recently.
- A safe, with the same configurations as the former one, has been located and can be scheduled for delivery when it is most convenient for the building renovation's situation.
- All supplies for the processes of invoicing, making payments and printing have been received.
- A new Village seal is on order and should be received within the next week or so.
- Continuing to track the replacement costs for all items related to the July 13th incident.

Bylaw

- Continuing to work with the Bylaw Enforcement Officer.
- Standard Operating Protocols (SOP) have been developed for the execution of the BEO duties pursuant to the pertinent Village Bylaws.
- Unsightly Premises Bylaw enforcement has been enacted for 18 properties of which 9 have attained compliance, 2 have been mitigated by the Village and the property owners charged for the costs and the remaining properties' timelines have not expired.
- Traffic Bylaw enforcement has been enacted on 1 property and it has not attained compliance.

Development

- The Demolition Permit issued in June is planned to be actioned in August; future development of the residential site is being planned.

Recreation/Campground

- Innisfree Birch Lake Recreation Park & Campground has been very busy.
- Recreation Park Manager C. Threadgould will be on holidays from Sunday, August 13th until Saturday, August 19th. Two trained individuals will be each working, half a week during her absence.

Economic Development

- Developed two new Village informational Brochures: one as a Tourist Informational and the other as a Resident's Quick Reference guide to many Village-related topics and issues, such as garbage collection, utility information, taxation, groups' & organizations' information, facilities such as educational, recreational & cultural, etc. (Thank you, Summer Student, Temporary Office Clerk K. Dafoe, for your excellent work on this!)
- Temporary Office Clerk K. Dafoe is systematically reviewing the Village website and correcting & updating any information that requires changes.

Financial

- Received the Micro Hi Toner cartridge for cheque printing, late afternoon on Friday, July 28th. On Tuesday, August 1st, the July 14th Cheques were printed for Elected Official's signatures. The cheques were mailed out on August 3rd, with a letter of apology, explaining briefly, the Village difficulties since July 13; Administration has received positive feedback.
- The August 9th expenses for the Village-hosted Breakfasts held on July 1st and August 9th have not all been received, to calculate the surplus revenues to be distributed to the two entities approved to receive the surplus by Council in the July 18th Council meeting.

Human Resources

- Next staff/safety meeting scheduled for August 16th.

Public Works

- Pending a solid waste company acceptance for disposal of the wrecked Village safe, Public Works removed it from the PW Shop and relocated it behind the shop to provide more room.
- The burning pit was burned the first week of August.

Other

- Regarding the implementation of Direct Deposit for Payroll service, Administration is working with the Village software company for its implementation and addressing the development of appropriate new policies and any current policy amendments.
- The July Utility notices were sent out on August 8th. The new charges for Infrastructure Fees on vacant, improved properties were implemented per Amending Water & Wastewater Bylaw 684-23. Each affected Utility account was advised of the new Bylaw regarding the implementation of the levying of the Infrastructure Renewal fees.
- Submitted the Village FOIP Statistics to the Provincial Government, pursuant to the *FOIPP Act*.
- The installation of the new fire hydrant at 53rd Street & 49th Avenue, and the installation of a new water main valve on 50th Street, pursuant to the 2023 Infrastructure Priority #1, are planned, by the contractor, to be completed in mid-August. All materials required for the infrastructure upgrades have been stored at the Public Works Shop.
- The Interim CAO talked to the SidewalksCanada regarding their report; the sidewalks remediation have been approved under Project Approval# GTF-1187, up to \$217,650. Administration, Public Works and the Rep will be discussing a plan of action to address the urgent, priority locations in September.

Upcoming:

August 16th – Staff/Safety Meeting

August 23 – (in am) – curb-side free garage sale; (in pm) – PW pickup of large items.

August 24 – in pm – the continued PW Department pickup of any remaining large items

August 28 - 31 – one of the dates to be chosen for Quad CAO Meeting hosted by Mannville.

September 4 – Annual Labour Day - Office CLOSED for stat.

September 19 – Council Meeting

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



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
14608 134 Avenue NW
Edmonton, AB T5L 4T4
Office: 780-455-5881 Fax: 780-455-5884

Insured: Village of Innisfree
Property: 5116 50 street
Innisfree, AB T0B 2G0

E-mail: Cao@innisfree.ca

Claim Rep.: Chris Keeler
Company: ClaimsPro
Business: Suite 200, 8560 Roper Rd NW
Edmonton, AB

Business: (780) 930-5102
E-mail: chris.keeler@scm.ca

Estimator: Cam Toma
Company: Premier Fire and Flood Restoration Inc.
Billing: 14608 134 Avenue NW
Edmonton, AB T5L 4T4

Cellular: (780) 289-5082
E-mail: cam@pffr.ca

Reference:
Company: ClaimsPro
Business: #200, 8560 Roper Road NW
Edmonton, AB T6E 6V4

Business: (866) 820-6100

Contractor:
Company: Premier Fire and Flood Restoration Inc.
Business: 14608 134 Avenue
Edmonton, AB T5L 4T4

Business: (780) 455-5881

Claim Number: 47210-165400

Policy Number: MNX001

Type of Loss: Theft

Date Contacted: 7/20/2023 10:10 AM
Date of Loss: 7/13/2023 10:09 AM
Date Inspected: 7/21/2023 10:10 AM

Date Received: 7/19/2023 10:09 AM
Date Entered: 7/26/2023 10:04 AM

Price List: ABED8X_JUL23
Restoration/Service/Remodel
Estimate: INNISFREE



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
14608 134 Avenue NW
Edmonton, AB T5L 4T4
Office: 780-455-5881 Fax: 780-455-5884

Hello,

The following estimate is for the reconstruction services required for the above noted claim due to THEFT that occurred on 7/13/2023.

If you have any questions or concerns, please do not hesitate to call or write anytime.

Thank you,

Cam Toma
Premier Fire and Flood Restoration Inc.
14608 134 Avenue
Edmonton, AB, T5L 4T4
P: (780) 455-5881
F: (780) 455-5884
C: (780) 289-5082
E: cam@pffr.ca



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
 14608 134 Avenue NW
 Edmonton, AB T5L 4T4
 Office: 780-455-5881 Fax: 780-455-5884

**INNISFREE
 Main Level**

Main Level

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA @	790.00 =	790.00
2. Job-site cargo/storage container - 20' long (per month)	1.00 MO @	139.14 =	139.14
3. Job-site cargo container - pick up/del. (each way) 16'-40'	2.00 EA @	143.34 =	286.68
4. Final cleaning - construction - Residential	1,185.46 SF @	0.37 =	438.62

Travel

- Travel to site is 1.5 hours and 150km per direction. Deduction of 30 mins, and 50km per direction for service area. There is a remaining 2 hours, and 200 km per round trip.

5. General Demolition - per hour - 2 staff x 1 trip to complete remaining demo.	4.00 HR @	65.54 =	262.16
6. Drywall Installer / Finisher - per hour - 1 drywaller x 4 trips to site	8.00 HR @	105.29 =	842.32
7. Wallpaper Hanger - per hour - 2 wallpaper hangers x 1 trip to site.	4.00 HR @	75.36 =	301.44
8. Plumber - per hour - 1 plumber x 2 trips to site, one for disconnects, 1 for reconnections.	4.00 HR @	116.89 =	467.56
9. Finish Carpenter - per hour - 2 finish carpenters x 5 trips to site to complete all paneling and trim repairs.	20.00 HR @	93.19 =	1,863.80
10. Painter - per hour - 2 painter x 4 trips to site to complete all staining and finishing.	16.00 HR @	67.81 =	1,084.96
11. Window Installer - per hour - 2 window installers to attend to complete full measurements, and 2 window installers to go back and install new window.	8.00 HR @	82.90 =	663.20
12. Inventory, Packing, Boxing, and Moving charge - per hour - 2 staff x 2 trips to move content out and reset after flooring.	8.00 HR @	51.54 =	412.32
13. Cleaning Technician - per hour - 2 cleaners x 1 trip to complete post construction final cleaning.	4.00 HR @	56.74 =	226.96
14. Additional driving charge - per kilometre	5,000.00 EA @	0.68 =	3,400.00

Office Area

Height: 8'

Missing Wall

13' 3" X 8'

Opens into RECEPTION

DESCRIPTION	QTY	UNIT PRICE	TOTAL
15. R&R T & G paneling - cedar paneling (unfinished)	274.50 SF @	8.07 =	2,215.22
16. Trim board - 1" x 4" - installed (cedar)	54.00 LF @	4.62 =	249.48
17. Stain & finish wood siding	274.50 SF @	2.39 =	656.06
18. Detach & Reset Exit sign - wired in	2.00 EA @	69.57 =	139.14



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
 14608 134 Avenue NW
 Edmonton, AB T5L 4T4
 Office: 780-455-5881 Fax: 780-455-5884

CONTINUED - Office Area

DESCRIPTION	QTY	UNIT PRICE	TOTAL
19. R&R Vinyl plank flooring	492.63 SF @	8.04 =	3,960.74
20. Add for glued down vinyl plank appl. over wood substrate	492.63 SF @	4.70 =	2,315.36

Bank Area Height: 8'
Subroom: Reception (1) Height: 8'
 Missing Wall - Goes to Floor 7' 11" X 6' 8" Opens into BANK_AREA
 Missing Wall 13' 3" X 8' Opens into OFFICE_AREA
 Missing Wall - Goes to Floor 5' 6" X 6' 8" Opens into ENTRY_FOYER

DESCRIPTION	QTY	UNIT PRICE	TOTAL
21. Siding - 2x log - Cedar	320.00 SF @	11.01 =	3,523.20
22. Stain & finish wood siding	320.00 SF @	2.39 =	764.80
23. R&R Trim board - 1" x 4" - installed (cedar)	90.00 LF @	5.19 =	467.10
24. R&R Wood window - picture (fixed), 24-32 sf	1.00 EA @	1,348.64 =	1,348.64
25. Add. charge for a retrofit window, 12-23 sf - difficult	1.00 EA @	254.35 =	254.35
26. R&R Vinyl plank flooring	447.15 SF @	8.04 =	3,595.08
27. Add for glued down vinyl plank appl. over wood substrate	447.15 SF @	4.70 =	2,101.60

Back Room Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
28. R&R Stud wall - 2" x 4" - 12" oc - Adjustment and reframe wall that safe went through.	121.50 SF @	3.56 =	432.55
29. 1/2" drywall - hung, taped, floated, ready for paint	157.50 SF @	3.15 =	496.13
30. Wallpaper	157.50 SF @	2.82 =	444.15
31. Paneling	70.00 SF @	4.16 =	291.20
32. Baseboard - 2 1/4" hardwood	47.00 LF @	4.65 =	218.55
33. Mask and prep for paint - tape only (per LF)	47.00 LF @	0.63 =	29.61
34. Stain & finish baseboard	47.00 LF @	1.63 =	76.61
35. Trim board - 1" x 4" - installed (cedar)	17.00 LF @	4.62 =	78.54
36. Door jamb per LF - interior - hardwood - 4 9/16"	34.00 LF @	9.14 =	310.76



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Premier Fire and Flood Restoration Inc.
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 Edmonton, AB T5L 4T4
 Office: 780-455-5881 Fax: 780-455-5884

CONTINUED - Back Room

DESCRIPTION	QTY	UNIT PRICE	TOTAL
37. Stain & finish door/window trim & jamb - Large (per side)	4.00 EA @	50.15 =	200.60
38. Detach & Reset Cabinetry - lower (base) units	3.00 LF @	84.28 =	252.84
39. Detach & Reset Cabinetry - upper (wall) units	3.00 LF @	72.08 =	216.24
40. Backsplash - flat laid plastic laminate - Detach & reset	3.00 LF @	4.83 =	14.49
41. Detach & Reset Kitchen Sink - single basin	1.00 EA @	156.55 =	156.55
42. R&R P-trap assembly - ABS (plastic)	1.00 EA @	74.84 =	74.84
43. Plumbing fixture supply line	2.00 EA @	21.11 =	42.22
44. Contents - move out then reset	1.00 EA @	75.64 =	75.64
45. Detach & Reset Mercury vapor security light	1.00 EA @	98.40 =	98.40
46. Remove Fire alarm - Horn/Bell	1.00 EA @	27.12 =	27.12
47. Install Fire alarm - Horn/Bell	1.00 EA @	139.15 =	139.15
48. R&R Vinyl plank flooring	105.00 SF @	8.04 =	844.20
49. Add for glued down vinyl plank appl. over wood substrate	105.00 SF @	4.70 =	493.50

Entry/Foyer

Height: 8'

Missing Wall - Goes to Floor

5' 6" X 6' 8"

Opens into RECEPTION

DESCRIPTION	QTY	UNIT PRICE	TOTAL
50. R&R Vinyl plank flooring	77.00 SF @	8.04 =	619.08
51. Add for glued down vinyl plank appl. over wood substrate	77.00 SF @	4.70 =	361.90

Exterior

DESCRIPTION	QTY	UNIT PRICE	TOTAL
52. Siding - 2x log - Cedar	15.00 SF @	11.01 =	165.15
- Remove and replace affected logs. Seal and paint entire front elevation.			
53. R&R Trim board - 1" x 4" - installed (cedar)	90.00 LF @	5.19 =	467.10
54. Seal & paint wood siding	391.00 SF @	2.04 =	797.64
55. Carpenter - General Framer - per hour	8.00 HR @	79.16 =	633.28
- 1 carpenter x 8 hours to reframe and replace required damaged window frame, and wall.			



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Grand Total Areas:

2,389.17 SF Walls	1,185.46 SF Ceiling	3,574.62 SF Walls and Ceiling
1,185.46 SF Floor	131.72 SY Flooring	294.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	321.01 LF Ceil. Perimeter
1,185.46 Floor Area	1,263.21 Total Area	2,389.17 Interior Wall Area
1,279.50 Exterior Wall Area	142.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Premier Fire and Flood Restoration Inc.

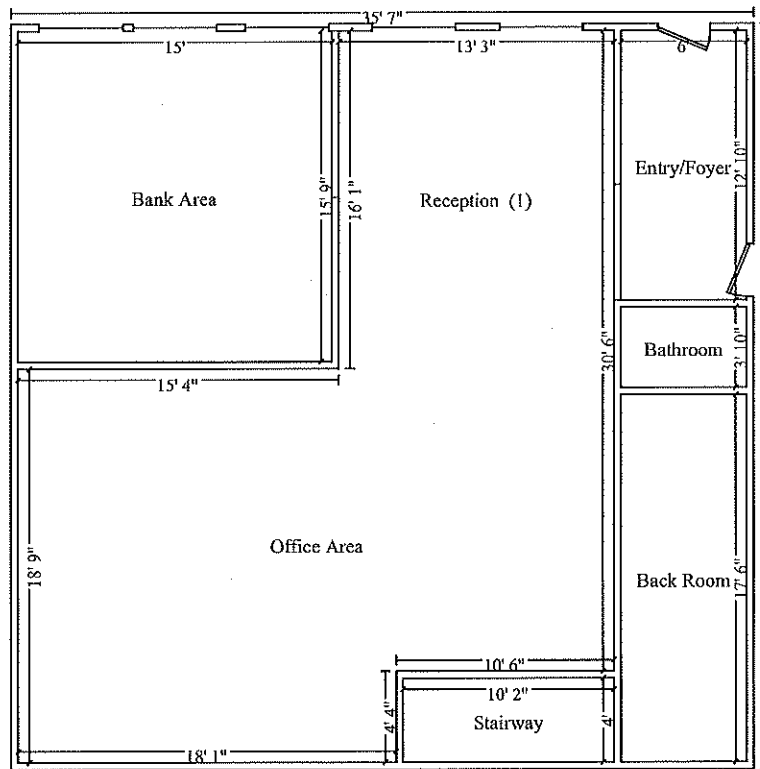
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Summary for Dwelling

Line Item Total	40,827.97
Overhead	4,082.82
Profit	4,082.82
GST	2,449.73
	<hr/>
Replacement Cost Value	\$51,443.34
Net Claim	\$51,443.34
	<hr/> <hr/>

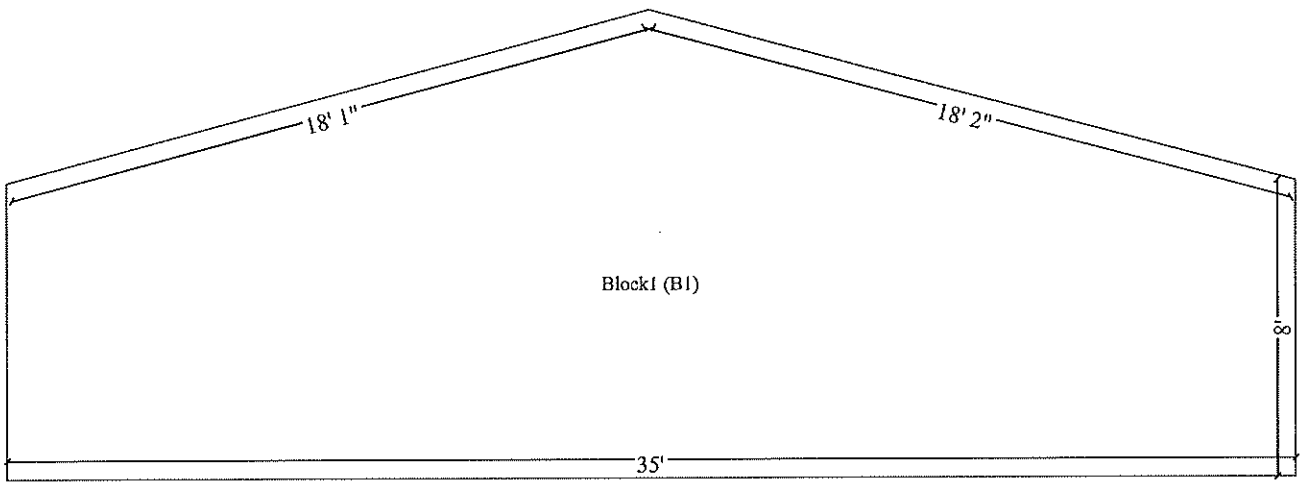
Cam Toma

Main Level



Main Level

Exterior



Exterior

SCHEDULE "A"
Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2022-07-19/07	Water Services – Water Meter Rehabilitation Project	Admin	Meters and computer received in March. Public Works has started installing them with priority for residents with either NO meters or faulty ones. Commercial meters are an issue due to size and connections.
2022-09-27/15 2023-03-21	Village Donation – ATCO: 1947-2022: An Epic Legacy Take picture & send to ATCO	Admin	Administration to complete donation documentation for Museum to acquire items. Administration is working on this as per Council motions. This continues to be an outstanding item.
2022-09-27/23	MSI CAP-14314 Administration Building Rehabilitation Project	Admin	Electrical contract completed. Flooring contract completed. No additional contractors have contacted the Village. The Village will be readdressing this during the remediation of the building.
2022-09-27/28	Frank Nykolaychuk Memorial	Admin & Mayor & Campground Manager	Council to set up a photo op with Mrs. Nykolaychuk.
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. Contents to be photographed & offered for sale
2022-11-15	Paint lines on Hwy 870	Admin	Emcon contacted. They replied stating this is tentatively planned for August /September

SCHEDULE “A”
Council Minutes Action List

<p>2022-12-13</p>	<p>Look into Heritage Minister approval for Museum Building</p>	<p>Admin Museum</p>	<p>Advised Museum must apply for funding. This fund is not accessible to the municipality. It must be applied for by the Museum Historical Society as they are the non-profit operating the building. The Village can write a support letter for any Heritage grants applied for by the museum. But since the Village owns the building, the Village can apply for grants to get the radiators and boiler replaced. If the museum needs permission to change the boiler due to Heritage status, then they must do so via the Heritage Grant Programs</p>
<p>2022-12-13</p>	<p>Contact another municipality regarding Bylaw Officer contract info</p>	<p>Admin</p>	<p>Contacted and got copy of agreement between municipalities from a Town up north. Town of Vegreville is working to create this document between Mannville, Innisfree and Minburn County. Added amount for Bylaw enforcement to budget as per Council. Contracted BEO the end of June.</p>
<p>2022-12-13</p>	<p>Compare garbage billings with transfer site fees</p>	<p>Admin</p>	
<p>2022-12-20</p>	<p>Playground signs be put on separate posts</p>	<p>Public Works</p>	<p>During winter, the signs with just times were removed so default would be the Provincial regulations for playgrounds.</p>
<p>2022-12-20</p>	<p>Sign up to become a Purolator Quick Stop Agent</p>	<p>Admin</p>	<p>Spoke with Calgary and need to complete application form and send pictures to them;</p>

SCHEDULE “A”
Council Minutes Action List

			AFTER office renovations are completed. Now that office is semi organized, we will proceed with taking pictures and sending in application. Put on hold until Building remediation is completed.
2022-12-20	Contact Legal Counsel regarding ongoing matter	Admin	Administration is waiting for final documentation from Legal Counsel. Documentation received and signed. This is complete.
2023-01-23 2023-04-18	Send in grant application for free trees with desired trees and locations Call regarding free trees we were supposed to get	Admin Administration	Done. Received phone call that we have been approved. Have not heard from the Company.
2023-01-23	Send in Strategic Plan – 4 th quarter to Provincial	Admin	Done March 15 th but still not “accepted” by new person regarding Ministerial Order and Directives.
2023-02-21	Request Bar Engineering to proceed with tender documents for the three (3) projects	Admin	Administration let Bar Engineering know. Surveyors out to get details for Project #1. Engineers are in contact with CN for crossing railway. Due to emerging problems, 50st street waterline project was added. Project#1 amended and will be addressed August 16 th
2023-02-21	Submit the five (5) capital projects approved by Council for grant applications	Admin	Finalized applications. Confirmed MSI funds that must be spent by end of 2023 are not applicable to us as funds are from after 2018.
2023-02-21	Send letter to Curling Club regarding future sponsorship	Admin	Unknown if letter sent; will check with CC.
2023-02-21	Contact Brooke Magosse and ask if she can attend the Asset Management sessions on June 8 th in Vermilion.	Admin	Done and her response was yes, no problem. Brooke attended with CAO and Chr. McMann

SCHEDULE “A”
Council Minutes Action List

2023-03-21	Bring Master Rates Bylaw to future Council meeting for review regarding eliminating the lower utility rates for Community Organizations	Admin and Council	Research completed and spreadsheet presented to Council showing estimated loss of income. Bylaw needs to be passed by Council.
2023-03-21	Disposal of hospital bed and items in PW mezzanine	Admin and Public Works	Pictures taken. Advertised on Facebook and website. Still no response so will proceed with disposal.
2023-03-21	Let Town of Vegreville know about Council’s preferences for Bylaw Services	Admin	Done
2023-03-21	Check into year-round services at Birch Lake campground	Admin and campground manager	Will do further research into whether year-round services are feasible.
2023-04-18	Develop Policy for catching animals as per Animal Bylaw	Administration	
2023-04-18	Sign up for the Travel-ING app	Administration	Done. Still finalizing paperwork before we go live.
2023-05-16	Update Utility Rates on Master Rates Bylaw for Community Organizations / Groups	Administration	Council needs to pass Bylaw
2023-05-16	Organize Large Item pickup for early July on a weekday. Items to be flagged. Drop off truck load to Mannville.	Administration & Public Works	Scheduled for August 23 & 24
2023-05-16	Check into adding Policing costs as a Levy on Tax Notices	Administration	Contacted Municipal Affairs and several municipalities. Not legal to set a MR
2023-05-16	Contact property owner who may be donating land to the Village	Administration	Contacted but price too high. Realtor wants Council to put in an offer. Readdressed July 18th – Council directed Admin – not interested; Realtor advised.
2023-05-16	Fix corner of Admin building where siding is coming off.	Administration & Public Works	Public Works has looked at it and wood is rotten. To be addressed during Building remediation

SCHEDULE "A"
Council Minutes Action List

2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	The culverts we have are not the correct size. Contacted the County for purchasing contact.
2023-05-16	Advertise that due date for property taxes will be changed to June 30 th or July 31 st in 2024 to be more in line with other urban municipalities	Administration	Will put on 2023 Tax Notices and on Facebook and on website and information flyer for June 13 th . Can also put reminder in Informer next winter.
2023-05-16	Contact Telus for permission to put gate across water plant road which they own.	Administration & Public Works	Email sent and written permission received requiring multi pin lock for all the parties with rights to access. Public Works has purchased gate and contractor hired to put in posts. Locks will be purchased and distributed to the appropriate parties.
2023-06-20/04-05	Final Readings to Amending Utility Bylaw 684-23. Implement Infrastructure Fees effective July 1 st billing	Administration	Completed on the July 31 st billing with notices to new accounts affected by Bylaw 684-23.
2023-06-20/06	Amending LUB #685-23 – 1 st Reading. Schedule Public Hearing.	Administration	Advertising completed; Public Hearing Aug.15/23 @ 5 pm.
2023-06-20/07	Library Board Members' Terms of Appointment recorded.	Administration	Will have to confirm letter was sent with Library.
2023-06-20/08	TREE REMOVAL on VILLAGE VACANT PROPERTY	Public Works	PW not advised on Council Motion. Has discussed plan of action with neighbour.
2023-06-20/09	Donation of artifacts, documents & other Items to the Historical Society	Administration	Completed.
2023-06-20/10	Strategic Plan – Post Plan on website to promote	Administration	Completed.
2023-06-20/11	AB Munis 2023 Convention; register all Council's Hotel Reservations	Administration	Completed.
2023-06-20/12	HISTORICAL SOCIETY REQUEST	Administration	Unknown what the motion was referring to.

SCHEDULE "A"
Council Minutes Action List

2023-06-20/13	MMI-FCSS Mural Project – advise them about painting on the north side of the PW Shop	Clr. McMann	Advised at July 18 th meeting that the MMIS FCSS individual had been away on medical leave.
2023-07-18/04-07	Unsightly Premises Bylaw 686-23.	Administration	Bylaw has been signed and BEO has been utilizing the Bylaw.
2023-07-18/08	Amendment to Signing Authorities	Administration	Completed
2023-07-18/09	Amendment to THSWMA Service Agreement	Administration	Service has been amended. Completed
2023-07-18/10	Rec Park JD Z760R Mower purchase approved	Administration	Mower on back order
2023-07-18/11	Accepted tender for 4 tires	Administration	Successful Bidder advised
2023-07-18/13	Support Recognition to Mannville CAO for Assistant provided.	Administration	Not Completed; with receipt of MC, will take care of this coming week.
2023-07-18/14	AP processing approved via e-transfer	Administration	Completed.
2023-07-18/16	Surplus July 1 st & Aug. 9 th Breakfast funds to Historical Society & Seniors	Administraiton	Not completed until all expenses are known. Revenues were \$680.25

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	Picnic Tables & Fire Pits	\$5,000	\$ 4,010	YES regarding eligible expense deadlines	Materials purchased but some tables still need to be assembled. Students staining and assembling as part of school project. Summer student now working on these
MSI CAPITAL (ACCEPTED APPLICATIONS)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13636 Motion # 2021-04-20/21 2022 Operating Budget Motion # 2022-05-17/11	2021-2023 ACE Water Capital Contributions	\$74,333.00	\$37,400 (2021) \$28,050 (2022) 2023: \$8,440	2021 - Yes 2022 - Yes	Paid in March but due to lower costs, will be getting rebate.
CAP-13446	Community Garden Project	\$10,000	Topsoil, etc \$ 912 (2022) Posts/Hardware \$ 417.47 (2022) Topsoil \$ 480 (2023) Rototilling \$ (2023)	2022 \$ 1,329 2023 \$	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 Contractor for the installation of the fence. Railings and supplies have been secured. Administration advertised availability for use this summer.

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13414	Village Administration Office Renovations	\$50,000	Electrical \$10,625 Floors \$11,981 \$ 2,325 moving the vault/safe	Completed Completed Completed	Administration advertised for the removal & installation of flooring, and improvements to front counter/desk & building exterior and required electrical & plumbing upgrades. Administration to seek quotes of exterior and cabinet construction. To be re-advertised for exterior and plumbing.
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. Contractor will be installing hydrant week of Aug. 16
CAP-15668	51 Avenue from 54 Street to 51 Street (water looping and road)	\$ 800,000 total \$ 350,000 from MSI Capital			Application Approved
CAP-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			Application Approved
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.	

SCHEDULE "B"

Municipal Grants Report

Project	Item Details		Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1187	Sidewalk Replacement and Rehabilitation		\$217,650			<p>Partial (\$50,000) will be used under 54 Street and 51 Ave complete upgrade</p> <p>Large portion for 48 Ave</p> <p>Public Works and Administration are now reviewing document. Administration reviewing report with Canada Sidewalks Rep.</p>
GTF-1437	Manhole Repair/Rehabilitation		\$25,000			<p>Sidewalk assessment to be done spring 2023 for \$ 3,000</p> <p>Assessment completed and received report June 14th</p> <p>Partial will be used under 54 Street and 51 Ave complete upgrade for the manhole on 51 Avenue</p>
CCBF-2036 <i>Motion:</i> 2022-07-20/07	Water Meter Rehabilitation Project		\$47,000		<p>Ongoing.</p> <p>\$ 1,108 (2022)</p> <p>\$ 33,874 (2023) for meters</p> <p>\$ 5,300 for laptop (2023)</p>	<p>Meters were ordered through McKay Water Works. Meters arrived in March as well as computer.</p> <p>Water Meter Rehab Project was not eligible under MSP. Amendment to apply for funding under CCBF-2036 was approved.</p> <p>Installations proceeding</p>

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CCBF-2303	54 Street and 51 Ave complete upgrade (Water looping & road)	\$800,000 total \$400,000 from CCBF			NEW application submitted, not yet approved.
CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			Approved.
OTHER GRANT APPLICATIONS (otherwise funding from operating budget or reserves):					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:

Birch Lake					
Cont'd from above	Picnic Tables & Fire Pits	XXXX			Under MSP grant materials for tables were purchased and students staining and assembling as part of school project.
	Outhouse Rehabilitation	\$16,000			Fire pit costs being researched. **Administration has not submitted this grant application** Administration found a vendor in Strathcona County, AB that builds standard Outhouses for \$1,850 (+ GST.) The outhouses have been hydrovac'ed and culverts are rusted and

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
2023 Operating Budget (pending Council approval)	2023 Asphalt Patching Repairs	\$10,000			<p>bottoms are dirt. Concrete needs to be poured on the bottom before these can be used. But Environment says we are allowed to use new culvert within existing one 😊 Waiting for sizes before ordering the new outhouses</p> <p>NEW – will apply for grant funding but cannot be guaranteed</p>

Old 2022 and prior grant information for completed projects are deleted from this listing.
New 2023 grant amounts and projects are added to this report.

**VILLAGE OF INNISFREE
JULY 31, 2023 FINANCIAL STATEMENT**

As per Books				
	General Operating	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
<i>Previous Month Balance</i>	72,580.42	501.96	949,564.79	213,902.63
Deposits	130,284.55	-		-
Transfer from Grants	-		-	-
Interest Received	529.77	2.26	4,276.94	963.44
Sub-Total	203,394.74	504.22	953,841.73	214,866.07
<i>Less Disbursements (A/P & P/R)</i>	98,958.97	-		-
ATB Monthly Fees	29.96			
ASFF quarterly	-			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	33.09			
Interac CC Fees	42.71			
Moneris machine fees	38.85			
Other	-			
AB Land Titles	122.00			
NSF Cheque				
Error Correction Bill Payment	367.15			
Deposit error	112.88			
	99,730.61	-	-	-
Month End Balance	103,664.13	504.22	953,841.73	214,866.07

As Per Bank				
	General	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Month End Balance	188,584.15	504.22	953,841.73	214,866.07
Deposits in transit	6,115.79			
Deposits in transit	140.45			
CRCA Deposit	-			
Sub-Total	194,840.39	504.22	953,841.73	214,866.07
<i>Less Outstanding Cheques</i>	91,176.26		-	-
Month End Balance	103,664.13	504.22	953,841.73	214,866.07

Outstanding Cheques					
Chq #	Amount	Chq#	Amount	Chq#	Amount
403	160.00	305	19,030.45	321	303.73
145	323.75	307	829.61	322	97.90
291	429.50	308	1,489.95	323	596.47
292	2,848.46	309	3,219.35	324	722.11
293	1,578.03	310	1,785.00	325	624.92
294	175.00	311	35,020.66	326	1451.98
295	450.00	312	779.60	327	332.50
296	3,646.38	313	708.75	328	3,150.00
297	1,885.64	314	2.09	329	1,250.00
298	1,363.41	316	51.60		
299	1,949.77	317	1,207.50	Cleared Chq - June	104.95
302	414.75	318	27.30	Cleared Chq - June	88.83
303	578.06	319	239.40	Cleared Chq - June	538.62
304	1,525.73	320	194.51	Total O/S Chqs.	91,176.26

Public Works Report

Submitted by,

July – August

Wayne MacKay

Roads/Curbs/Land:

- Changed the blades on the 3-point mower and replaced the broken belt.
- Broke 2 belts on the 3-point mower and replaced.
- On-going grass cutting/trimming.

Environmental Services:

Water Services:

- Daily water checks.
- Water meter changes on-going.

Solid Waste Services:

- Weekly garbage/cardboard collection. The amount of yard waste set out every week needs to be addressed. It is not being put into proper bags for visual confirmation that it is not being mixed with general garbage and residents are putting 2-10 bags out for pick up. We could look at collecting yard waste twice a year, in the spring and fall, collecting every week fills all the bins at transfer station.
- Finally able to do a burn at the pit; borrowed “smoke” signs from the Innisfree County shop.
- Put bear proof lid on bin at the park.
- Started trimming hedges and removing clippings to the burn pit

Other:

- Got several picnic tables put together with help from CSJ Student Caleb. We finished the picnic tables, and all were moved to the park.

RESOLUTION

IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 18 to 24, 2023;

WHEREAS, 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 18 to 24, 2023.



www.operationlifesaver.ca