



Village of Innisfree
Regular Council Meeting
September 19, 2023 @ 5:00 p.m.
Village of Innisfree Council Chambers

1. **Call to Order**
2. **Agenda** **Pgs. 1 - 2**
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. **Delegation – RCMP Sgt. Corey Buckingham – 5 pm – Q1 Report** **Pgs. 3 – 12**
4. **Adoption of Minutes**
 - a. August 15, 2023, Regular Council Meeting Minutes **Pgs.13 – 16**
5. **Business Arising from the Minutes**
 - a.
6. **Policies & Bylaws**
 - a. **Bylaw 688-23 – Rescinding Bylaw (1911 – 2005) - NEW** **Pgs.17 – 19**
 - b. **Bylaw 689-23 – Civic Address Bylaw - NEW** **Pgs. 20 – 24**
 - c. **Policy 1300-03 – Tangible Capital Asset Policy – Revised** **Pgs.25 – 34**
 - d. **Policy 1300-07 – Asset Retirement Obligation Policy – NEW** **Pgs.35–40**
 - e. **Policy 1300-08 – Asset Management Policy – NEW** **Pgs.41 – 44**
 - f. **Bylaw 690-23 – Master Rates Bylaw (Rescinds Bylaw 681-23) Revised**
Pgs. 45 – 50
7. **New Business**
 - a. **ATCO Electric - 2024 Franchise Fee Rate Annual Review** **Pgs. 51 – 54**
 - b. **ATCO Gas Pipelines – 2024 Franchise Fee Rate Annual Review** **Pgs. 55 –57**
 - c. **Donation of Files - Innisfree Prairie Bank of Commerce Historical Society** **Pgs.58 - 59**
 - d. **Complaint – Loss of Business Income Compensation Request** **Pgs. 60 –62**
 - e. **Water Meter Installations – Plumbing Requirements** **Pgs. 63 – 81**
 - f.
8. **Councillor Reports**
 - a. **Northern Lights Library System – Aug.12, 2023 – Clr. Johnson** **Pgs. 82 – 83**
 - b. **Kalyna Country Eco-Museum – Aug.16, 2023 – Clr. McMann** **Pg. 84**
 - c. **Innisfree Public Library – Sept.6, 2023 – Clr. Johnson** **Pg. 85**
 - d. **M.D. Foundation – Sept.14, 2023 – Clr. Johnson** **Pg. 86**
9. **Administration Reports**
 - a. Reports:
 - i. **Interim CAO Report – Period Ending September 19,2023** **Pgs. 87 – 89**

- ii. Interim CAO Action List Pgs.90 – 93
 - iii. Interim CAO Municipal Grants Report Pgs.94 – 97
- b. Financials:
- i. Monthly Bank Reconciliation Statement – Period Ending July 31, 2023 - Restated Pg.98
 - ii. Monthly Bank Reconciliation Statement - Period Ending August 31, 2023 Pg.99
 - iii. Revenue & Expense (with comments) – Period Ending August 31, 2023 Pgs.100 –109
- c. Public Works Foreman Report – September 19, 2023 Pg.110
- d. Regional Fire Chief Report – To be provided
- e. Rec Park Manager Report – To be provided

10. Correspondence

- a. MMI-FCSS – Amending Agreement Funding Agreement Pgs.111 –115
- b. Minburn Christmas Party – Request for Funding Pg. 116
- c. Innisfree Delnorte School – Funding Request Pg. 117

List of correspondence attached.

Pgs.118-119

11. Closed Session

12. Adjournment

Delegation Request for Presentation to Council

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

Name of Delegation:

Sgt. C.M. BUCKINGHAM

Contact Name /Person making presentation:

REQ #55581

Issue to be discussed:

RCMP quarterly report.

Request of Council:

Date of Council Meeting: 2023-09-19

Delegation Time: 17:05 hrs

If there is additional information, please attach () yes no
Delegations are limited to 10 minutes.

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

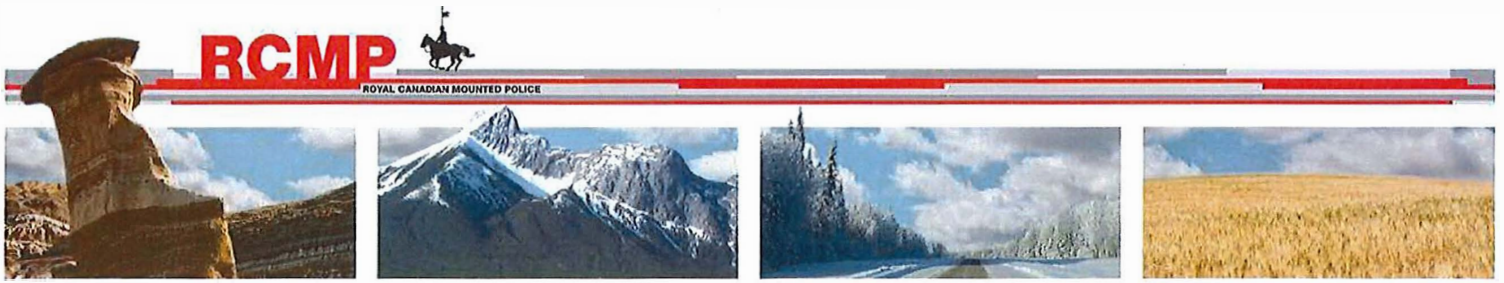
Note: all Council Meetings are open to the public.

Effective Date: Oct.22/14

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

Resolution No. 2014-10-21/31

Effective Date _____ **Resolution No.** _____



2023-08-09

Sergeant Corey Buckingham
Detachment Commander
Vermilion, Alberta

Dear Mayor Raycraft,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sergeant Corey Buckingham
Detachment Commander
Vermilion Detachment



RCMP Provincial Policing Report

Detachment	Vermilion
Detachment Commander	Sergeant Corey Buckingham
Quarter	Q1
Date of Report	2023-08-09

Community Consultations

Date	2023-05-16
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting, information sharing, Annual Planning
Notes/Comments	Sgt. Buckingham attended a council meeting with Village of Innisfree. Discussed current stats and priorities / APP for this year.

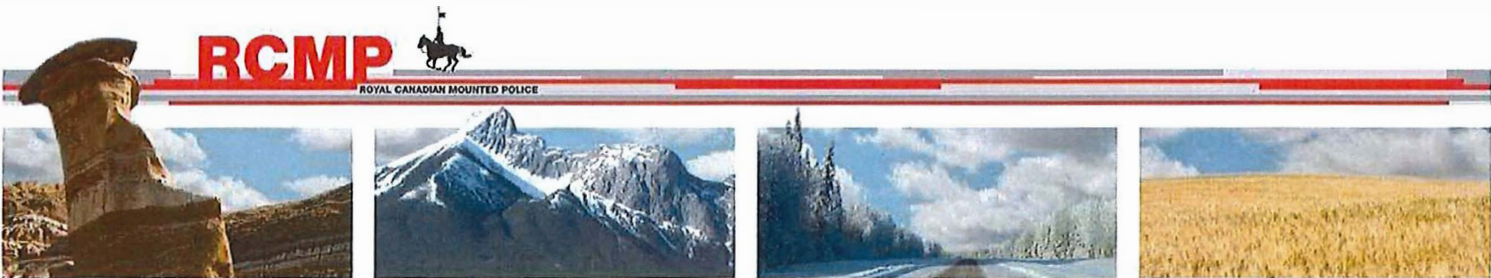
Date	2023-05-16
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting, information sharing, Annual Planning
Notes/Comments	Sgt. Buckingham attended a council meeting with Village of Mannville. Discussed current stats and priorities / APP for this year.

Date	2023-05-23
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting, information sharing, Annual Planning
Notes/Comments	Sgt. Buckingham attended a council meeting with County of Vermilion River. Discussed current stats and priorities / APP for this year.



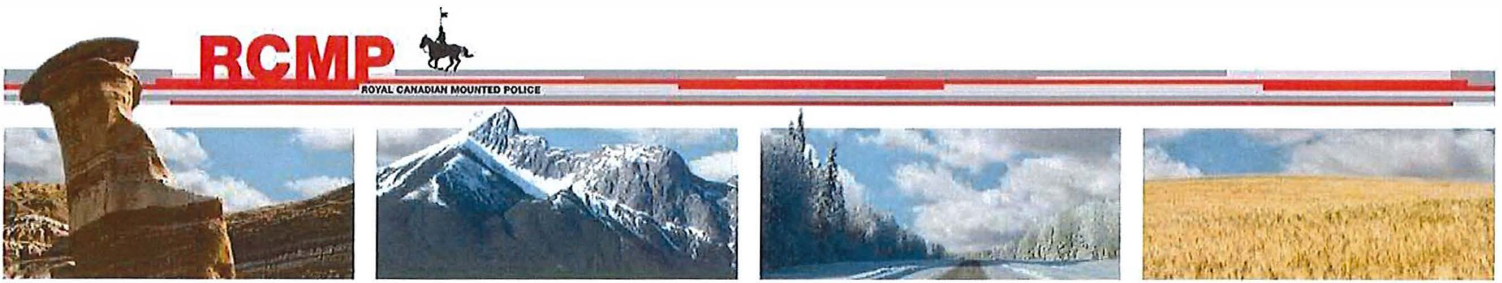
Date	2023-06-19
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting, information sharing, Annual Planning
Notes/Comments	Sgt. Buckingham attended a council meeting with County of Minburn. Discussed current stats and priorities / APP for this year.

Date	2023-06-20
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting, information sharing, Annual Planning
Notes/Comments	Sgt. Buckingham attended a council meeting with Town of Vermilion. Discussed current stats and priorities / APP for this year.



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>8 documented curfew checks were completed during Q1. It is believed more were completed but not documented. Further emphasis will be placed on this initiative in Q2.</p> <p>Annual target of 40 curfew checks.</p>
<p>Priority 2</p>	<p>Communicate Effectively</p>
<p>Current Status & Results</p>	<p>12 public communications completed. 0 town hall meets held or planned as of yet. To be determined.</p> <p>Annual target for 40 public communications and 2 town hall meetings.</p>
<p>Priority 3</p>	<p>Enhance Road Safety/Improve Police Visibility</p>
<p>Current Status & Results</p>	<p>61 documented stops were completed per PAT ticketing.</p> <p>Annual target of 220 vehicle stops.</p>



Crime Statistics¹

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

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	252	340	35%	935	1,107	18%
<i>Persons Crime</i>	44	65	48%	166	185	11%
<i>Property Crime</i>	154	189	23%	513	719	40%
<i>Other Criminal Code</i>	54	86	59%	256	203	-21%
Traffic Offences						
<i>Criminal Code Traffic</i>	29	25	-14%	71	92	30%
<i>Provincial Code Traffic</i>	622	453	-27%	1,786	1,603	-10%
<i>Other Traffic</i>	3	1	-67%	91	16	-82%
CDSA Offences	9	11	22%	29	25	-14%
Other Federal Acts	10	13	30%	35	31	-11%
Other Provincial Acts	50	50	0%	199	172	-14%
Municipal By-Laws	1	3	200%	26	12	-54%
Motor Vehicle Collisions	68	55	-19%	291	366	26%

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

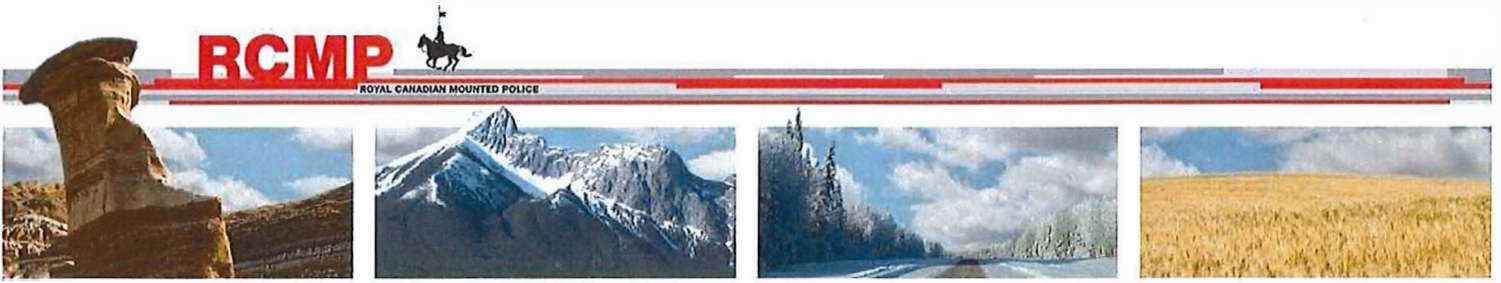
Trends/Points of Interest

Total criminal code has seen a significant increase year over year for this time period.

Property crime is approaching, but still below, pre-covid levels. This also includes files scored as possession of stolen property which generally means someone was identified or apprehended with stolen property. These account for 23 of the files and is, in itself, an increase from years past.

Persons crime has seen an uptick, mostly reflected in the assault, threats and sexual assault categories. This includes three assaults on police officers. Overall this category has an 82.5% clearance rate.

Other criminal code includes "Fail to Comply & Breaches" category, which is largely member generated, and accounts for 49 of the 86 reported.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	8	0	1
Detachment Support	3	2	0	1

² Data extracted on June 30, 2023 and is subject to change.

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

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

Comments

Police Officers: (Updated to reflect current staffing levels) Of the nine established positions, eight officers are working. There is one hard vacancy, due to a transfer, that we will be advertising for an experienced member.

Detachment Support: Of the three established positions, two resources are working with one position vacant due to a transfer. An advertisement is planned in the near future to fill the vacant position.

Quarterly Financial Drivers

No significant financial drivers for this quarter.



Vermilion Provincial Detachment Crime Statistics (Actual) Q1: 2019 - 2023

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

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	0	0	2	100%	N/A	0.2
Sexual Assaults		0	1	3	2	7	N/A	250%	1.5
Other Sexual Offences		1	1	5	2	0	-100%	-100%	-0.1
Assault		19	19	20	16	33	74%	106%	2.5
Kidnapping/Hostage/Abduction		1	1	0	0	2	100%	N/A	0.1
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		10	12	8	14	5	-50%	-64%	-0.8
Uttering Threats		9	6	10	10	15	67%	50%	1.6
TOTAL PERSONS		41	40	46	44	65	59%	48%	5.2
Break & Enter		39	26	15	13	18	-54%	38%	-5.5
Theft of Motor Vehicle		19	16	6	16	23	21%	44%	0.8
Theft Over \$5,000		8	2	2	4	7	-13%	75%	0.0
Theft Under \$5,000		68	37	21	43	42	-38%	-2%	-4.6
Possn Stn Goods		13	14	6	13	23	77%	77%	1.9
Fraud		16	14	12	23	28	75%	22%	3.3
Arson		4	1	1	1	2	-50%	100%	-0.4
Mischief - Damage To Property		3	26	25	16	24	700%	50%	3.2
Mischief - Other		57	24	14	25	22	-61%	-12%	-6.9
TOTAL PROPERTY		227	160	102	154	189	-17%	23%	-8.2
Offensive Weapons		0	5	6	5	13	N/A	160%	2.6
Disturbing the peace		5	4	14	8	12	140%	50%	1.8
Fail to Comply & Breaches		24	20	35	30	49	104%	63%	6.0
OTHER CRIMINAL CODE		11	7	12	11	12	9%	9%	0.6
TOTAL OTHER CRIMINAL CODE		40	36	67	54	86	115%	59%	11.0
TOTAL CRIMINAL CODE		308	236	215	252	340	10%	35%	8.0



Crime Statistics (Actual)

Q1: 2019 - 2023

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

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	3	4	4	5	25%	25%	0.3
Drug Enforcement - Trafficking		3	1	2	5	5	67%	0%	0.8
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
Total Drugs		7	4	6	9	11	57%	22%	1.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	1	0	1	2	-33%	100%	-0.2
TOTAL FEDERAL		10	5	6	10	13	30%	30%	1.1
Liquor Act		4	5	2	0	3	-25%	N/A	-0.7
Cannabis Act		2	3	3	2	2	0%	0%	-0.1
Mental Health Act		14	16	19	22	18	29%	-18%	1.4
Other Provincial Stats		28	27	36	26	27	-4%	4%	-0.3
Total Provincial Stats		48	51	60	50	50	4%	0%	0.3
Municipal By-laws Traffic		1	0	0	0	1	0%	N/A	0.0
Municipal By-laws		5	8	8	1	2	-60%	100%	-1.3
Total Municipal		6	8	8	1	3	-50%	200%	-1.3
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		7	11	5	5	5	-29%	0%	-1.0
Property Damage MVC (Reportable)		58	44	48	57	48	-17%	-16%	-0.7
Property Damage MVC (Non Reportable)		0	4	4	5	2	N/A	-60%	0.5
TOTAL MVC		65	59	57	68	55	-15%	-19%	-1.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		414	241	493	622	453	9%	-27%	45.9
Other Traffic		1	6	37	3	1	0%	-67%	-0.3
Criminal Code Traffic		29	16	19	29	25	-14%	-14%	0.5
Common Police Activities									
False Alarms		23	20	23	11	10	-57%	-9%	-3.5
False/Abandoned 911 Call and 911 Act		1	13	25	25	13	1200%	-48%	3.6
Suspicious Person/Vehicle/Property		10	46	24	15	32	220%	113%	1.3
Persons Reported Missing		1	2	3	3	7	600%	133%	1.3
Search Warrants		1	1	1	0	1	0%	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		19	11	29	21	37	95%	76%	4.6
Form 10 (MHA) (Reported)		0	2	3	5	0	N/A	-100%	0.3

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of August 15, 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, August 15, 2023.

PUBLIC HEARING

CALL TO ORDER

Mayor Evan Raycraft called the Public Hearing to order at 5:01 PM.

PRESENT

Attendance in-person

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

Thelma Rogers, Interim Chief Administrative Officer

*PUBLIC HEARING –
AMENDING LUB –
BYLAW 685-21*

Pursuant to Section 230 of the Municipal Government Act, Revised Statutes of Alberta 200, Chapter M-26, and amendments thereto, this public hearing on Bylaw 685-23 being a Bylaw to amend the Village of Innisfree Land Use Bylaw 628-17, to hear any person, group of persons, or persons representing them, claiming to be affected by the proposed bylaw is being held.

No representation was made, neither in written nor verbal format, regarding the proposed amendments of Land Use Bylaw 628-17.

LATE ARRIVAL

Councillor D. McMann entered the Public Hearing at 5:05 PM.

ADJOURNMENT

Clr. J. Johnson adjourned the Public Hearing at 5:06 PM.

CALL TO ORDER

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

PRESENT

Attendance in-person

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

Thelma Rogers, Interim Chief Administrative Officer

*APPROVAL OF
AGENDA
2023-08-15/01*

Moved by Clr. D. McMann that the Agenda be approved as presented.

CARRIED.

*APPROVAL OF
JULY 18, 2023,
MINUTES
2023-08-15/02*

Moved by Clr. D. McMann that the July 18, 2023, Regular Council Meeting minutes be approved with the following amendment:

Motion#2023-07-18/01: change from "...June 28th" to "...June 29th."

CARRIED

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of August 15, 2023

*AMENDING LUB –
BYLAW 685-23
SECOND READING
2023-08-15/03*

Moved by Clr. J. Johnson that the Amending LUB Bylaw 685-23 be given
SECOND reading this 15th day of August 2023. CARRIED

*AMENDING LUB –
BYLAW 685-23
THIRD READING
2023-08-15/04*

Moved by Mayor Raycraft that the Amending LUB Bylaw 685-23 be given
THIRD reading this 15th day of August 2023. CARRIED

*REVISED TRAFFIC
BYLAW 687-23
FIRST READING
2023-08-15/05*

Moved by Clr. J. Johnson that Revised Traffic Bylaw 687-23 be given
FIRST reading, as amended, this 15th day of August 2023. CARRIED

*REVISED TRAFFIC
BYLAW 687-23
SECOND READING
2023-08-15/06*

Moved by Clr. D. McMann that Revised Traffic Bylaw 687-23 be given
SECOND reading this 15th day of August 2023. CARRIED

*REVISED TRAFFIC
BYLAW 687-23
AUTHORIZE THIRD
READING
2023-08-15/07*

Moved by Mayor Raycraft that Council authorize THIRD reading on
Revised Traffic Bylaw 687-23 this 15th day of August 2023. CARRIED UNANIMOUSLY

*REVISED TRAFFIC
BYLAW 687-23
THIRD AND FINAL
READING
2023-08-15/08*

Moved by Clr. J. Johnson that Revised Traffic Bylaw 687-23 be given
THIRD and FINAL reading this 15th day of August 2023. CARRIED

*POLICY 3200-03
PUBLIC WORKS -
TCD SCHEDULE
2023-08-15/09*

Moved by Mayor Raycraft to endorse Policy 3200-03, Public Works –
Traffic Control Devices Schedule as presented. CARRIED

*TODS
APPLICATION
2023-08-15/10*

Moved by Clr. J. Johnson that Council endorses the sponsorship of a Tourist
Oriented Destination Sign for the Innisfree Prairie Bank of Commerce
Museum promotion and direct Administration to apply for a TODS. CARRIED

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of August 15, 2023

*CROSSROADS
ECONOMIC
DEVELOPMENT
ALLIANCE (CEDA)
2023-08-15/11*

Moved by Mayor Raycraft to endorse the name "Crossroads Economic Development Alliance" for the new regional alliance. CARRIED

*CEDA APPOINTMENT
2023-08-15/12*

Moved by Clr. J. Johnson that Mayor Raycraft be appointed the representative for the new Crossroads Economic Development Alliance. CARRIED

*CAMPGROUND
EXTENSION OF THE
2023 CLOSING DATE
2023-08-15/13*

Moved by Mayor Raycraft that Council approves the extension of the Innisfree Birch Lake Recreation Park & Campground season to September 30, 2023. CARRIED

*COUNCIL REPORTS
2023-08-15/14*

Moved by Mayor Raycraft that the Councillor Reports be approved as presented. CARRIED

*RECESS
2023-08-15/15*

Moved by Clr. J. Johnson to recess the meeting at 6:19 pm. CARRIED

*RECONVENE
2023-08-15/16*

Moved by Clr. J. Johnson to reconvene the meeting at 6:22 pm. CARRIED

*ADMINISTRATION
REPORTS –
INSURANCE
2023-08-15/17*

Moved by Clr. D. McMann to accept the Administration Office reparation quote from Premier Fire and Flood Restoration Inc. for insurance purposes. CARRIED

*AUCTION OF TAX
RECOVERY
PROPERTIES
2023-08-15/18*

Moved by Clr. J. Johnson to direct Administration to contact the T.E.A.M. Auction regarding the sale of the two specified properties acquired via the Tax Recovery process, per Council discussion (Plan 4175R; Block 6; Lot 12 and Plan 4175R; Block 8, Lot 14.) CARRIED

*WTP ACCESS GATE
2023-08-15/19*

Moved by Mayor Raycraft to direct Administration for the removal of the current gate installed at the Water Treatment Plant access road and re-install two, 10-foot gates. CARRIED

*CANCEL STALE
DATED CHEQUE
2023-08-15/20*

Moved by Mayor Raycraft to direct Administration to cancel stale dated Cheque 20220403 in the amount of \$160.00. CARRIED

*ADMINISTRATION
REPORTS
2023-08-15/21*

Moved by Clr. J. Johnson that the listed Administration Reports be approved as presented. CARRIED

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of August 15, 2023

CORRESPONDENCE
CN RAIL SAFETY
2023-08-15/22

Moved by Mayor Raycraft that the Village of Innisfree proclaims September 18 – 24, 2023 as CN Rail Safety Week. CARRIED

CLOSED SESSION
ATTENDANCE

Mayor Evan Raycraft
Councillor Deborah McMann
Councillor Jennifer Johnson

Officer Thelma Rogers, Interim Chief Administrative

ENTERING CLOSED
SESSION
2023-08-15/23

Moved by Clr. D. McMann that the meeting enters a closed session at 7:47 PM pursuant to FOIP Sections 16 and 17 to discuss the Interim CAO Contract. CARRIED

EXITING CLOSED
SESSION
2023-08-15/24

Moved by Clr. J. Johnson that the meeting exits the closed session at 8:10 PM. CARRIED

EXTEND MEETING
BEYOND 3 HOURS
2023-08-15/25

Moved by Clr D. McMann that the Council meeting continue past 8:00 pm. CARRIED

INTERIM CAO
CONTRACT
2023-08-15/26

Moved by Clr. J. Johnson to amend the Interim CAO Contract effective August 21st and update the Administration Office Hours to include Monday through Friday. CARRIED

ADJOURNMENT

Clr. D. McMann adjourned the meeting at 8:12 PM.

Mayor, Evan Raycraft

T. Rogers

Interim Chief Administrative Officer, T. Rogers

Request for Decision (RFD)

Topic: Rescinding Bylaw (1911-2004) 688-23
Initiated by: Administration
Attachments: DRAFT Rescinding Bylaw (1911-2004) 688-23

Purpose(s):

1. To review and provide first reading to Rescinding Bylaw (1911-2004) 688-23 as presented.

Background:

1. This Bylaw is to have Council to consider passing Rescinding Bylaw (1911-2004) 688-23 to rescind all bylaws that are old, obsolete, or irrelevant.
2. On July 13, 2023, the Village Administration Office was broken into and the Village safe, containing Bylaws, Minutes, and other municipal related documentation, were stolen; the items contained inside the safe were not retrieved.
3. As a result of the B&E, the Village does not have access to Bylaws that were approved & signed prior to 2005.

Key Issues/Concepts:

1. The Village Administration contacted Municipal Affairs Advisors to address the absence/loss of the municipal Bylaws that were determined were not available in the Village electronic files.
2. Municipal Advisors advised Administration that a Rescinding Bylaw could be used in this instance but advised Administration to secure a legal opinion on the situation.
3. Administration contacted Legal Counsel who provided a clear guideline on how to proceed and advised that the Bylaw option presented very low risk to the Municipality.
4. Legal Counsel advised that there could have been previous bylaws that required a Public Hearing before passing; in order to rescind such bylaws, the rescinding bylaw should be passed in the same manner. Therefore, to further reduce any risk to the Municipality, Legal Counsel advised the holding of a Public Hearing before the second and third reading was a good practice.

Options:

1. As directed by Council.
2. That this Bylaw be received as information.
3. That Council provides first Reading to Rescinding Bylaw (1911-2004) 688-23 and schedules a Public Hearing for October 19, 2023, at 5:30 pm in the Village Administration Office at 5116 – 50 Avenue, Innisfree.

Financial Implications: None identified.

Relevant Policy/Legislation:

1. *Municipal Government Act Section 191 (1)-(3)*

Political/Public Implication(s): None identified.

Recommendation:

That Council provide First Reading to Rescinding Bylaw (1911-2004) 688-23 and schedule a Public Hearing on Rescinding Bylaw (191 – 2004) 688-23 for October 19, 2023, at 5:30 pm in the Village Administration Office at 5116 – 50 Avenue, Innisfree.



BY-LAW 688-23, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF RESCINDING OUTDATED AND IRRELEVANT BYLAWS FROM 1911-2004, FOR THE VILLAGE OF INNISFREE

WHEREAS, under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, the Council has been granted the authority to pass bylaws for municipal purposes; and

WHEREAS several bylaws have become irrelevant in nature, updated, or replaced over time, without the old bylaws being properly rescinded, specifically for the period of 1911-2004; and

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

PART 1 – PURPOSE, SHORT TITLE & DEFINITIONS:

Purpose

1. The purpose of this Bylaw is to rescind outdated and irrelevant bylaws for the period of 1911-2004.

Short Title

2. This Bylaw may be cited as RESCINDING BYLAW (1911-2004).

Definitions

3. Words used in this Bylaw have the same meaning as defined in the *Municipal Government Act*, with the following changes or additions:
 - a. **“Bylaw”** means Bylaw 688-23 also known as the RESCINDING BYLAW (1911-2004).
 - b. **“Council”** means the governing body of the Village;
 - c. **“Chief Administrative Officer”** means the Chief Administrative Officer for the Village or his or her delegate;
 - d. **“Village”** means the municipal corporation of the Village of Innisfree.

PART II – INTERPRETATION, APPLICATION AND EFFECTIVE DATE

Interpretation

4. References in this Bylaw to a statute, regulation or other bylaw refer to the current laws at the time of this Bylaw enactment and as they are amended from time to time, including successor legislation.
5. Headings and sub-headings in this Bylaw are included for convenience only and shall not be considered in interpreting the substantive content of this Bylaw.



- 6. The preamble paragraphs that precede the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.
- 7. Every provision of this Bylaw is independent of all provisions, and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Application

- 8. This Bylaw applies to outdated and irrelevant bylaws from the years 1911-2004.

Effective Date

- 9. This Bylaw comes into effect when it is passed by Council.

READ for a first time this ____ day of _____ 2023 A.D.

E. Raycraft – Mayor

T. Rogers, Interim CAO

A Public Hearing was held on October 19, 2023.

READ for a second time this ____ day of _____ 2023 A.D.

READ for a third time and passed this ____ day of _____ 2023 A.D.

E. Raycraft - Mayor

T. Rogers – Interim CAO

Request for Decision (RFD)

Topic: Civic Addressing Bylaw 689-23
Initiated by: Administration
Attachments: DRAFT Civic Addressing Bylaw 689-23

Purpose(s):

1. To review and endorse proposed Civic Addressing Bylaw 689-23 as presented.

Background:

1. The purpose of this Bylaw is to establish a civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.
2. Currently the Village of Innisfree does not have a civic addressing and street naming system in place.

Key Issues/Concepts:

1. Administration will have the authority to administer the civic addressing system for the Village and may, subject to the provisions of this bylaw:
 - a. assign a name to all new streets and development areas;
 - b. establish a system of address numbering for Properties;
 - c. assign a Civic Address to every Property;
 - d. change an Address Number or Street Name, in accordance with the provisions hereto.
2. Administration may change an Address Number if in his or her opinion such change is required:
 - a. to allow the safe and reliable delivery of services to the Property;
 - b. to minimize confusion; or
 - c. to accommodate an adopted statutory plan for the area in which the Property is located.
3. Additionally, by endorsing Civic Addressing Bylaw 689-23, this will allow Village Administration to issue penalties for properties that are in contravention of the above noted bylaw.

Options:

1. As directed by Council.
2. That this Bylaw be received as information.
3. That Council endorses all three (3) readings on Civic Addressing Bylaw 689-23.
4. That Council direct Administration in another manner.

Financial Implications: None identified.

Relevant Policy/Legislation:

1. *Municipal Government Act*
2. Land Use Bylaw 628-17

Political/Public Implication(s):

Creating a standardized recording of civic addressing, to enable the safe and reliable delivery of services to property owners and to minimize confusion for Village employees and residents should be viewed very positively.

Recommendation:

1. That Council endorses all three (3) readings on Civic Addressing Bylaw 689-23.

BY-LAW 689-23, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE ORDERLY NUMBERING OF PARCELS OF LAND AND BUILDINGS FOR THE VILLAGE OF INNISFREE

WHEREAS, the *Municipal Government Act*, RSA 2000, Chapter M-26.1, as amended grants a municipality the authority to assign a means of identification to buildings or parcels of land and to require an Owner or occupant of a building or a parcel of land to display the identification in a certain manner.

WHEREAS, the *Municipal Government Act*, RSA 2000, Chapter M-26.1, as amended, grants a municipality the authority to assign a means of identification to buildings or parcels of land and to require an Owner or occupant of a building or a parcel of land to display the identification in a certain manner.

AND, in accordance with the act, Council desires to maintain a civic address system to identify properties and to assist emergency response vehicles in locating the appropriate address.

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

1. BYLAW TITLE

- 1.1. That the Bylaw shall be known as the "Civic Addressing Bylaw".

2. DEFINITIONS

- 2.1. **"Address Number"** – the number of a property designed by the Planning and Development Departments of the Village of Innisfree, which may include a combination of numbers and/or words.
- 2.2. **"Construction Site"** – means development of a new primary building and includes exterior renovations to an existing building if the exterior renovations exceed 30 days.
- 2.3. **"Council"** – means the Council of the Village of Innisfree.
- 2.4. **"Lane"** – means a public thoroughfare for vehicles and provides a secondary means of access to a parcel or parcels or as defined as an alley in the Highway Traffic Act.
- 2.5. **"Owner"** – with respect to a property, the person who is registered under the Land Titles Act as owner of the property.
- 2.6. **"Peace Officer"** – refers to a member of the Royal Canadian Mounted Police or the Village's designated Bylaw Enforcement Officer or Peace Officer.
- 2.7. **"Property"** – a parcel of land, on which a structure has been erected, and may include a building on the parcel or a unit within a building if two separate address numbers have been assigned.
- 2.8. **"Structure"** – means any building or improvement capable of being occupied by one or more persons.
- 2.9. **"Village"** – the Municipal Corporation of the Village of Innisfree or, where the context so requires, means the area contained within the legal identified boundaries of the Village of Innisfree.

3. APPLICATIONS

- 3.1. Every legally registered parcel of land within the Village that is bordered by identifiable roads, shall be designated an Address Number by the Village as soon as possible.
- 3.2. The Owner of a property shall cause the Address Number assigned to the property to be displayed, at all times, at a location plainly visible from the roadway to which the property is addressed.
- 3.3. The Owner of a property which has access to a lane shall, in addition to complying with subsection 3, cause a rear address to be displayed when the property has a rear garage, or shed, or fence within 15 metres of the back lane. The rear address number shall meet the same display requirements as the front address number.
- 3.4. The Owner of a property located in an industrial district as designated under the Village’s Land Use Bylaw, shall cause the Address Number assigned to the property be displayed, at all times, at the front of the front property line adjacent to the main entrance of the property.
- 3.5. The Address Number in rural areas shall be affixed in a conspicuous place, either:
 - 3.5.1. On a sign adjacent to the driveway at property line; or
 - 3.5.2. On the main or paper delivery box.
- 3.6. All Address Numbers required to be displayed pursuant to this Bylaw shall be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.
- 3.7. The Owner of a property shall maintain the Address Number in good condition and shall not cause, allow, or permit the visibility, as required pursuant to this Bylaw, to be obscured.
- 3.8. The Address Number required to be displayed pursuant to this Bylaw shall be on a contrasting background. The minimum size of the characters shall be as follows:

Distance of Building from Adjacent Curb Line	Minimum Character Size
0-15 m (0-49.2 ft)	10 cm (4 inches)
15-20 m (49.2-65.6 ft)	15 cm (6 inches)
Greater than 20 m (65.6 ft)	20 cm (8 inches)

- 3.8.1. Address Number signs shall have a surface area of no more than 0.3 square meters (3.30 square feet).
- 3.8.2. For Multi-dwellings, one Address Number sign not exceeding 1 square meter (10.76 square feet) in area shall be allowed on each property.
- 3.9. No person shall display or permit the displaying of any Address Number on a property other than the number assigned by the Village.
- 3.10. No person shall remove, deface, obliterate, or destroy the Address Number placed upon or affixed to any property in accordance with this Bylaw, except during the demolition or exterior renovation of a building.

3.11. The Owner of a parcel of land which is a construction site, and for which a structure is being erected shall ensure that a temporary Address Number displayed at all times in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be. The Address Number must be displayed at least two months prior to completion of construction.

4. PENALTIES

4.1. Any person who contravenes any provision of this Bylaw is guilty of an offense and is liable on a summary conviction to a fine not exceeding Five Hundred Dollars (\$500.00).

4.2. A person charged with an offense under this Bylaw may, in lieu of prosecution, pay the voluntary fine identified in Schedule "A" within thirty (30) days of the date of issue of the offense ticket.

4.3. Where a contravention of this Bylaw is of a continuing nature, the offender is liable on summary conviction of a minimum fine of fifty dollars (\$50.00) per day, exclusive of costs, for each day the contravention continues.

4.4. Wherever this Bylaw it is directed that the Owner shall do any matter or thing, then in default of it being done, the same may be done by the Village at the expense of the owner and that Village may recover the expenses, with costs, as a charge against the property taxes due and owing in respect of that property.

4.4.1. Prior to the Village undertaking work when an Owner is in default of it being done, written notice must be served in accordance with Section 545 of the *Municipal Government Act*.

5. ENACTMENT

5.1. This bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this ____ day of _____ 2023 A.D.

READ for a second time this ____ day of _____ 2023 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this ____ day of _____ 2023 A.D.

E. Raycraft - Mayor

T. Rogers - Interim CAO

SCHEDULE 'A'

Bylaw Section	Offence	Voluntary Fine
Part 3.2	Address Number location not plainly visible from the roadway.	\$75
Part 3.3	Address Number not displayed, at all times, at a location plainly visible from the lane.	\$50
Part 3.4	Address Number not displayed, at all times, at the front property line, adjacent to the main entrance	\$50
Part 3.5	Address Number in rural areas not affixed in a conspicuous place.	\$50
Part 3.6	Address Number not plainly visible from the adjacent roadway or lane.	\$50
Part 3.7	Address Number not maintained in good condition or visibility obscured.	\$25
Part 3.8	Address Number not on a contrasting background or not in compliance with minimum character size.	\$25
Part 3.9	Displaying of an Address Number on a property other than the number currently assigned by the Village.	\$75
Part 3.10	Removing, defacing, obliterating, or destroying the Address Number.	\$75
Part 3.11	Address not displayed at construction site.	\$50

Request for Decision (RFD)

Topic: Tangible Capital Assets Policy 1300-03
Initiated by: Administration
Attachments: 1. DRAFT Tangible Capital Asset (TCA) Policy 1300-03
2. Current TCA Policy 1300-03

Purpose(s):

1. To review and endorse the revised Tangible Capital Asset (TCA) Policy 1300-03.

Background:

1. The current Tangible Capital Asset (TCA) Policy has not been reviewed or revised since 2015.
2. Village of Innisfree's Auditors, Metrix Group LLP, recommended that the Village of Innisfree review the current TCA Policy for any changes in estimated useful lives.

Key Issues/Concepts:

1. The purpose of a TCA Policy is to provide direction for recognizing and recording TCAs on a consistent basis and in accordance with the Public Sector Accounting Board (PSAB) 3150.
2. Administration forwarded the draft policy to the Village's Auditors, Metrix Group LLP, for review upon Council approval. Administration amended the draft policy per Metrix Group LLP's recommendations.

Options:

1. As directed by Council.
2. That this item be received as information.
3. Council endorses a motion to approve the Tangible Capital Asset Policy 1300-03 as presented.

Financial Implications:

1. None identified.

Relevant Policy/Legislation:

1. Current TCA Policy 1300-03
2. Public Sector Accounting Board
3. *Municipal Government Act*

Political/Public Implication(s): None identified.

Recommendation:

Council endorse a motion to approve the revised Tangible Capital Asset Policy 1300-03 as presented.

Policy:

The Village of Innisfree identified the requirement for the implementation of a Tangible Capital Assets (TCA) Policy pursuant to the Public Sector Account Board (PSAB) 3150 regulations.

Purpose:

Tangible Capital Assets (TCA) are assets that have an economic life extending beyond the fiscal year in which they are purchased. The purpose of this policy is for the Village of Innisfree to:

- a. Maintain consistency with Public Sector Accounting Board (PSAB 3150) requirements,
- b. Provide directions for recognizing and recording TCA on a consistent basis,
- c. Ensure all asset capitalization is done consistently on the basis of estimated life, and
- d. Remove unnecessary tracking of “insignificant” assets/

All municipalities in Canada have been required by the Public Sector Accounting Board to report on TCA and amortization since December 31, 2009. This initiative is supposed and carried out by Alberta Municipal Affairs and Government Financial officers Association.

This Policy provides guidelines and dollar value thresholds to be used for capitalizing the various classifications of TCA such as Engineered Structures, Buildings, Machinery and Equipment, Vehicles, Land and Land Improvements.

DEFINITIONS

“**Amortization**” is rational and systematic manner of allocating the cost of an asset over its estimated useful life. Amortization is reported as an expense on the Statement of Operations.

“**Cost**” is the amount of consideration given to acquire, construct, develop or better a capital asset and includes all costs directly attributable to its acquisition, construction, development, or betterment, including installing the asset at the location and in the condition necessary for its intended use. For contributed assets, the cost is considered to be equal to its fair market value at the date of contribution.

“**Disposal**” refers to the removal of a capital asset from service as a result of sale, destruction, loss, or abandonment.

“**Estimated Useful Life**” is the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial, or legal life.

“**Straight-Line Method**” is an amortization method which allocates the cost of a capital asset equally over each year of its estimated useful life.

“**Useful Life**” is the estimate of either the period over which the County expects to use a tangible capital asset, or the number of production or similar units that it can obtain from the tangible capital asset. The life of a tangible capital asset may extend beyond its useful life. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial or legal life.

“Work in Progress” is the accumulation of capital costs for partially constructed or developed projects.

1. PRINCIPLES

1.1 Amortization

The cost, less any residual value of a TCA with a limited life should be amortized over its useful life in a rational and systematic manner.

The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis (as outlined in the table below or more frequently if needed) and revised when the appropriateness of a change can be clearly demonstrated.

1.2 Tangible Capital Assets

1.2.1 TCA are non-financial assets having physical substance that:

- a) Are used on a continuous basis by the Village,
- b) Have a useful economic life extending beyond one year,
- c) Are not for resale in ordinary course of operations.

1.2.2 When purchases are made there are often charges related to the purchase such as freight, installation, or legal costs. These costs are part of preparing the asset for its intended use and are to be included as part of the purchase price of the TCA (PSAB 3150.10).

1.2.3 Subsequent expenditures on a recorded TCA that:

- a) Increase output or service capacity.
- b) Increase service life.
- c) Lowers associated operating costs.
- d) Improves the quality of the output.

Should be classified as betterments and capitalized accordingly.

1.2.4 Other expenditures should be considered repair or maintenance and should be expensed in the period.

1.3 Contribution of Tangible Capital Asset

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are recorded as revenue.

1.4 Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

1.5 Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed in the financial statement.

2. CLASSES OF TCA

2.1 The Classes of TCA for the Town are:

- 2.1.1 **Buildings** – permanent, temporary, or portable building structures, such as offices, garages, and warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- 2.1.2 **Engineered Structures** – includes all permanent structural works such as roads, curbs, gutters, sidewalks, bridges, dams and water and sewer distribution and transmission systems including plants and substations.
- 2.1.3 **Land** – includes land purchased or acquired for value, for parks and recreation, building sites, infrastructure, and other program use. This class does not include land held for resale.
- 2.1.4 **Land Improvements** – all improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, and fences.
- 2.1.5 **Machinery and Equipment** – Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings, offices, furnishings and computer hardware and software. This class does not include stationary (moving not movable) equipment used in the engineered structures class.
- 2.1.6 **Vehicles** – rolling stock primarily used for transportation purposes, including buses and other mass transit units, automobiles, trucks, and tractor-trailer units.
- 2.1.7 **Bulk Purchases** – Bulk purchases of like assets with unit costs of less than the classifications capitalization threshold will not be capitalized as each asset on its own is not of significant value.

3. AMORTIZATION METHOD AND CAPITALIZATION THRESHOLDS

- 3.1. The costs, less any residual value of a TCA with a limited life should be amortized over its useful life using the method below.
- 3.2. TCAs held by the Village of Innisfree will be amortized using the most appropriate amortization method, using condition and depreciation curves used and developed by the Village for asset management. In the absence of a depreciation curve used by the Village, asset management shall be done using the Straight-Line Amortization Method.
- 3.3. The Village of Innisfree will not dispose of a TCA if the TCA still economically serves its intended purpose even if the TCA has a value of zero. The Village will use TCAs up to the time that the TCA:
 - 3.3.1. Is no longer able to serve its purpose due to condition,
 - 3.3.2. The purpose it serves is no longer needed,
 - 3.3.3. Can be replaced more economically than continuing to maintain and repair,
 - 3.3.4. No longer satisfactory fulfills the intended purpose,
- 3.4 Any asset with a historical cost above the capitalization threshold for its class will be capitalized. The table below lists the capitalization thresholds for the TCA Classes.

4. USEFUL LIFE OF TCA

The following table illustrates the capitalization threshold, useful life and amortization method of TCA that is used by the Village of Innisfree.

Asset type	Description	Capitalization Threshold	Useful Life (years)	Amortization Method
Building				
Buildings - Permanent	Buildings with a foundation	\$5,000	50	Straight Line
Buildings – Temporary	Buildings without a foundation	\$5,000	25	
Engineered Structures				
Transportation				
Road – Paved Asphalt		\$5,000	20	Straight Line
Road – Paved Concrete		\$5,000	30	Straight Line
Road – Paved Pavers	Pavers, Brick, Ornamental, Etc.	\$5,000	15	Straight Line
Road – Gravel		\$5,000	15	Straight Line
Road – Subsurface		\$5,000	40	Straight Line
Curb, Gutter, & sidewalks		\$5,000	30	Straight Line
Lights	Street Lights, Traffic Lights	\$2,500	25	Straight Line
Signs	Traffic Signs, Road Signs	\$2,500	10	Straight Line
Water Distribution				
Mains – Metal	Ductile Iron, Steel, Cast Iron	\$5,000	40	Straight Line
Mains – AC	Asbestos Cement, Cement	\$5,000	50	Straight Line
Mains – Plastic	PVC, HDPE	\$5,000	100	Straight Line
Hydrants		\$5,000	20	Straight Line
Valves	Gate, PRV, Globe, Butterfly	\$5,000	20	Straight Line
Service – Other	Copper, Lead, HDPE, Etc.	\$2,500	40	Straight Line
Service – Plastic	Kitec, MuniPlex, Etc.	\$2,500	100	Straight Line
Service – Curb Stops		\$2,500	40	Straight Line
Service – Meters		\$2,500	20	Straight Line
Water Equipment				
Pumps, Lifts, Treatment Equipment		\$5,000	20	Straight Line
Reservoirs		\$5,000	75	Straight Line
Sewer Collection				
Mains – Metal	Cast Iron		40	Straight Line
Mains – VC	Vitrified clay, Concrete		50	Straight Line
Mains – Plastic	PVC		100	Straight Line
Forcemain – HDPE			50	Straight Line
Forcemain – Other			35	Straight Line
Manholes – Brick			40	Straight Line
Manholes – Concrete			50	Straight Line
Services – Other	Cast Iron, VC, Concrete		40	Straight Line
Services – Plastic	PVC, ABS		75	Straight Line
Sewer Equipment				

Wetwells, drywells, surge tanks		\$5,000	50	Straight Line
Pumps, lifts		\$5,000	20	Straight Line
Treatment equipment		\$5,000	20	Straight Line
Storm Collection				
Mains – Concrete		\$5,000	50	Straight Line
Mains – PVC SDR35	Solid wall plastic	\$5,000	100	Straight Line
Mains – Plastic Other	Ribbed or hollow wall, ultra-rib, etc.	\$5,000	75	Straight Line
Metal – Galvanized	CSP, Steel, etc.	\$5,000	40	Straight Line
Metal	Any non-galvanized metal	\$5,000	20	Straight Line
Manholes		\$5,000	50	Straight Line
Catch basins		\$5,000	40	Straight Line
Services		\$5,000	50	Straight Line
Storm Equipment				
SWMF (Ponds)		\$5,000	100	Straight Line
SWMF Landscaping		\$5,000	50	Straight Line
SWMF Structures	Inlet and outlet structures	\$5,000	50	Straight Line
Lift Stations		\$5,000	50	Straight Line
Pumps		\$5,000	20	Straight Line
Treatment Equipment		\$5,000	20	Straight Line
Land	ROW, Parks, Reserves and General	All	unlimited	N/A
Land Improvements				
Parking lots		\$2,500	25	Straight Line
Playgrounds		\$2,500	20	Straight Line
Landscaping		\$2,500	40	Straight Line
Fences		\$2,500	20	Straight Line
Outdoor Lighting		\$2,500		Straight Line
Fields		\$2,500	25	Straight Line
Paths (Gravel/Shale)		\$2,500	40	Straight Line
Trails (asphalt)		\$2,500	25	Straight Line
Machinery and Equipment				
Heavy Equipment	Compactor, Backhoe, Etc.	\$5,000	10	Straight Line
Light Equipment more than \$5,000	Street Sweeper, Ice Resurfacer, Skidsteer, Trackless, Etc.	\$5,000	10	Straight Line
Light Equipment less than \$5,000	Mowers, UTVs, Etc.	\$2,500	5	Straight Line
Electronic Equipment	Leak Detection, CCTV, In-line Flow Meters, Inspection Cameras, GPS, Etc.	\$2,500	10	Straight Line

Office Furniture		\$2,500	20	Straight Line
Office Equipment		\$2,500	10	Straight Line
Computer – Hardware		\$2,500	5	Straight Line
Computer – Software		\$2,500	5	Straight Line
Other Equipment	Tools, Scales, Garbage Bins, Etc.	\$2,500	10	Straight Line
Vehicle				
Vehicles	Light, Medium and Heavy Cars, Trucks and Vans	\$5,000	10	Straight Line
Cultural & Historical		N/A	N/A	N/A
<i>*Where the above table cannot be used, the auditor for the Village will be consulted to assist in establishing the correct account procedures for a TCA.</i>				

5. POLICY

- 5.1. All TCA, as defined above, meeting the Capitalization Threshold for its class are to be capitalized and amortized over its useful economic life per above schedules.
- 5.2. Subsequent expenditures on a recorded TCA as defined above are to be capitalized and amortized as per above table. Subsequent expenditures:
- 5.3. In the case of a Building Class less than 5% of the initial value of the Tangible Capital Asset will be recorded as an operating expense,
- 5.4. For all other classes less than 10% of the initial value of the Tangible Capital Asset will be recorded as an operating expense,
- 5.5. The amortization method and the estimated useful life of the remaining TCA unamortized portion will be reviewed as outlined in the above schedule and revised when the appropriateness of change can be clearly demonstrated.

6. REVIEW DATE

- 6.1. This policy has a life of 2 years or less at the discretion of the current council. This policy will have its first review no later than September 19, 2025.

Policy:

The Village of Innisfree identified the requirement for the implementation of a Tangible Capital Assets (TCA) Policy pursuant to the Public Sector Account Board (PSAB) 3150 regulations.

Purpose:

The purpose of the policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

A number of recommendations for TCA have been established by Alberta Municipal Affairs & Housing (AMAH). These recommendations will be adopted by the Village.

1.0 DEFINITIONS/TERMINOLOGY:

1.1 Amortization:

The cost, less any residual value of a TCA with a limited life should be amortized over its useful life in a rational and systematic manner.

The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis (as outlined in the table below or more frequently if needed) and revised when the appropriateness of a change can be clearly demonstrated.

1.2 Tangible Capital Asset:

Tangible Capital Assets are non-financial assets having physical substance that:

- are used on a continuous basis by the Village
- have useful economic lives extending beyond one year
- are not for resale in the ordinary course of operations

Effective Date: October 20, 2015 **Amendments:** **Effective Date:** _____ **Resolution#** _____

Resolution# 2015-10-20/17

Effective Date: _____ **Resolution#** _____

Subsequent expenditures on a recorded TCA that:

- increase output or service capacity
- increase the service life
- lower associated operating costs
- improve the quality of the output

should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expensed in the period.

1.3 Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

1.4 Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are account for a capital leases. All other leases are accounted for as operating leases and the related lease payments are charge to expenses as incurred.

1.5 Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed in the financial statement.

2.0 Procedures:

2.1 This policy addresses the following:

- Asset classifications (major & minor)
- Capitalization threshold for each asset classification
- Amortization method to be used
- Review schedule

Effective Date: October 20, 2015 **Amendments: Effective Date:** _____ **Resolution#** _____

Resolution# 2015-10-20/17

Effective Date: _____ **Resolution#** _____

Procedure No. 1300-02

Tangible Capital Assets Policy - Classification/Capitalization Threshold/Amortization

2.2 The following table* shows the classes, capitalization thresholds and amortization method to be used:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Review Schedule
Land		All land will be recorded	N/A	N/A
Land Improvements		\$ 2,000.	Straight Line	Every 3 years
Buildings		\$10,000.	Straight Line	Every 5 years
Engineered Structures	Roadway System	\$10,000.	Straight Line	Every 5 years
	Water System	\$10,000.	Straight Line	Every 5 years
	Wastewater System	\$10,000.	Straight Line	Every 5 years
	Storm System	\$10,000.	Straight Line	Every 5 years
Machinery & Equipment		\$ 2,000.	Straight Line	Every 3 years
Vehicles		\$ 2,000.	Straight Line	Every 3 years
Cultural & Historical		N/A	N/A	N/A

**Where the above table can not be used, the auditor for the village will be consulted to assist in establishing the correct accounting procedures for a TCA.*

3.0 End of Procedure.

Effective Date: October 20, 2015 **Amendments:** **Effective Date:** _____ **Resolution#** _____

Resolution# 2015-10-20/17

Effective Date: _____ **Resolution#** _____

Request for Decision (RFD)

Topic: Asset Retirement Obligation Policy 1300-07
Initiated by: Administration
Attachments: DRAFT Asset Retirement Obligation Policy 1300-07

Purpose(s):

1. To review and endorse Asset Retirement Obligation 1300-07.

Background:

1. The Village of Innisfree currently does not have an Asset Retirement Obligation Policy in place to stipulate the accounting treatment for retired assets.

Key Issues/Concepts:

1. The Village of Innisfree shall account for and report on asset retirement obligations in compliance with the Public Sector Accounting Board (PSAB) Handbook, Section 3280.
2. New legislation requires public sector entities to take specific actions to retire certain TCAs at the end of their useful lives.
3. This policy outlines detailed procedures in which the Village of Innisfree must follow to retire an asset pursuant to the new legislation.
4. Additionally, the policy outlines Council and Administration responsibilities pursuant to the PSAB Handbook.

Options:

1. As directed by Council.
2. That this item be received as information.
3. That Council endorse a motion to approve the Asset Retirement Obligation Policy 1300-07 as presented.

Financial Implications:

1. Policy will be reviewed annually prior to approval of current year's budget documents.

Relevant Policy/Legislation:

1. TCA Policy 1300-03
2. Public Sector Accounting Board Handbook Section 3280
3. *Municipal Government Act*

Political/Public Implication(s):

None identified.

Recommendation:

That Council endorse a motion to approve the Asset Retirement Obligation Policy 1300-07 as presented.

1. PURPOSE:

The purpose of this policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

The Village of Innisfree shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, Section 3280.

2. Definitions

2.1 Accretion Expense is the increase in the carrying amount of liability for asset retirement obligations due to the passage of time.

2.2 Asset Retirement Activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- a) Decommissioning or dismantling a tangible capital asset that was acquired;
- b) Constructed, developed, or leased;
- c) Remediation of contamination of a tangible capital asset created by its normal use;
- d) Post-retirement activities such as monitoring, and
- e) Constructing other tangible capital assets to perform post-retirement activities.

2.3 Asset Retirement cost is the estimated amount required to retire a tangible capital asset.

2.4 Asset Retirement Obligation is a legal obligation associated with the retirement of a tangible capital asset.

2.5 Controlled Asset means an asset that is owned or controlled, directly or indirectly, by the municipality.

2.6 Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

2.7 Tangible Capital Assets are non-financial assets having physical substance that:

- A. Are used on a continuous basis by the Village,
- B. Have a useful economic life extending beyond one year,
- C. Are not for resale in ordinary course of operations.

2.8 Village means the Village of Innisfree.

3. POLICY STATEMENT

3.1 This Policy applies to all departments, branches, boards, and agencies falling within the reporting entity of Village of Innisfree, that possess asset retirement obligations including:

- A. Assets with legal title held by the Village of Innisfree;
- B. Assets controlled by the Village of Innisfree;

Effective Date:

Resolution No.:

Next Policy Review Schedule:

- C. Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.
- 3.2** Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.
- 3.3** The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by Village of Innisfree, will be recognized as liability in the books of Village of Innisfree, in accordance with PS3280 which Village of Innisfree will be adopting starting **January 1, 2023**.
- 3.4** Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

4. PROCEDURE

4.1 Recognition

- A. liability should be recognized when, as at the financial reporting date:
- i. there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - ii. the past transaction or event giving rise to the liability has occurred;
 - iii. it is expected that future economic benefits will be given up; and
 - iv. a reasonable estimate of the amount can be made.
- B. A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.
- C. The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.
- D. The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.
- E. Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

- F. Upon initial recognition of a liability for an asset retirement obligation, Village of Innisfree will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by Village of Innisfree as an asset, the obligation is expensed upon recognition.
- G. The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

4.2 Subsequent Measurement The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

4.3 Presentation and Disclosure The liability for asset retirement obligations will be disclosed.

4.4 Decision Tree - Scope of applicability is attached to this Policy as Schedule A.

5. LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

5.1 Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.

6. COUNCIL RESPONSIBILITIES

6.1 Council's responsibility for this policy is to approve it via resolution and review and monitor it as per the PSAB Handbook.

7. ADMINISTRATION RESPONSIBILITIES

7.1 **Departments** are required to:

- A. Communicate with the Chief Administrative Officer in retirement obligations, and any changes is asset condition or retirement timelines,
- B. Assist in the preparation of cost estimates for retirement obligations, and
- C. Inform the Chief Administrative Officer of any legal or contractual obligations at inception of any such obligation.

7.2 Corporate Service to implement the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.

7.3 Chief Administrative Officer is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board Section 3280. This includes responsibility for:

- A. Reporting asset retirement obligations in the financial statements of the Village of Innisfree and other statutory financial documents,

Effective Date:

Resolution No.:

Next Policy Review Schedule:

- B. Monitoring the application of this policy,
- C. Managing processes within the TCA accounting module, and
- D. Investigating issues and working with asset owners to resolve issues.

Additionally, the Chief Administrative Officer, will be responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Chief Administrative Officer.

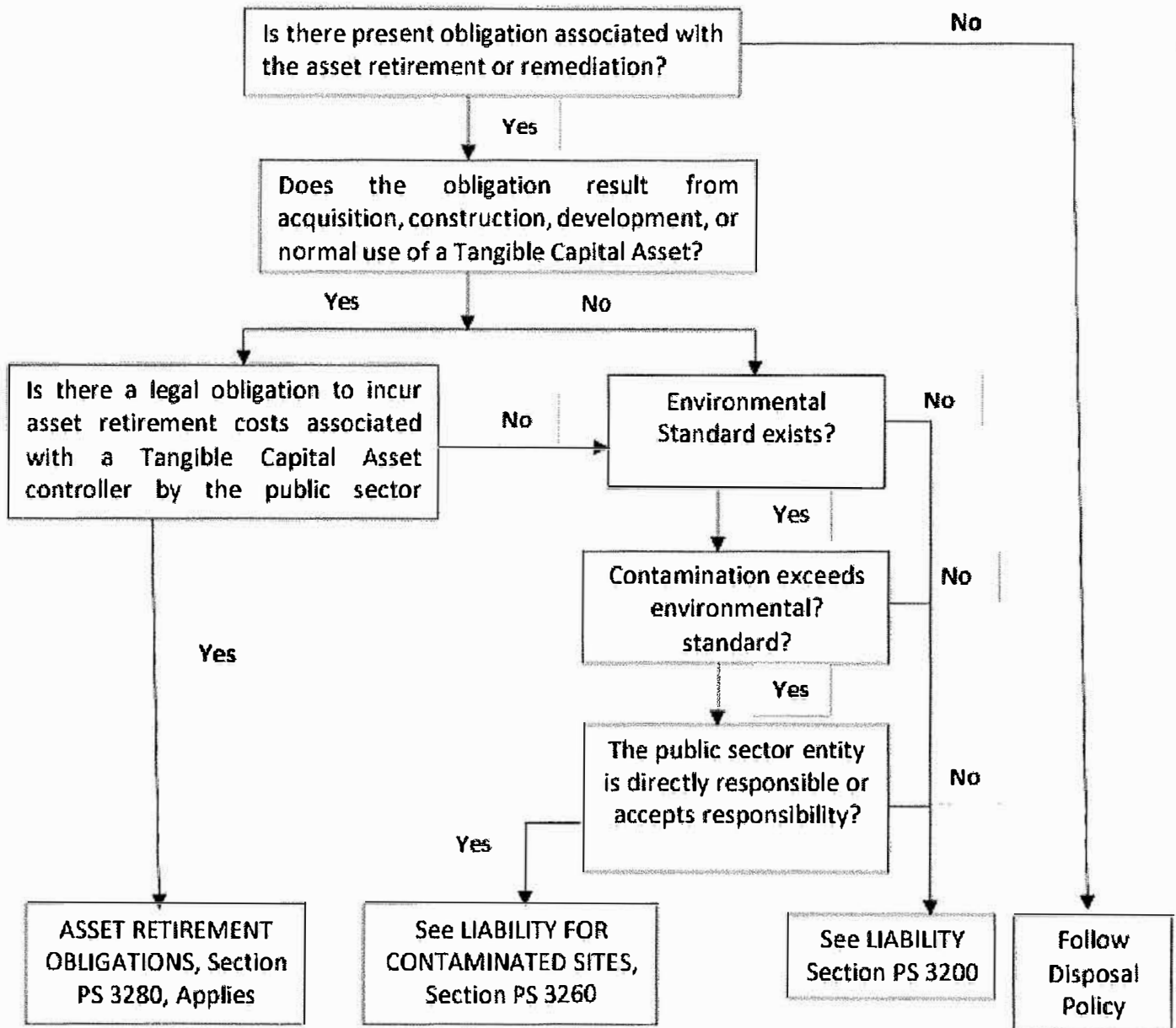
8. REVIEW DATE

8.1 This policy has a life of 2 years or less, at the discretion of the current council. This policy will have its first review no later than September 19, 2025.

DRAFT

SCHEDULE A

Decision Tree – Scope of Applicability



Request for Decision (RFD)

Topic: Asset Management Policy 1300-08
Initiated by: Administration
Attachments: DRAFT Asset Management Policy 1300-08

Purpose(s):

1. To review and endorse Asset Management Policy 1300-08.

Background:

1. The Village of Innisfree currently does not have an Asset Management Policy in place to help management current and future assets.

Key Issues/Concepts:

1. This policy is to establish guidelines and procedures for a systematic, organized, and integrated approach to asset management which is important to the effective management of:
 - a. managing desired levels of service,
 - b. identifying current and future maintenance of needs,
 - c. better control over costs of these assets, and funding for asset renewals or replacements.
2. This policy will outline roles and responsibilities for Council, Chief Administrative Officer, and the Public Works Foreman.
3. This policy will be reviewed annually when Council prior to approval of current year's budget documents.

Options:

1. As directed by Council.
2. That this item be received as information.
3. That Council endorse a motion to approve the Asset Management Policy 1300-08 as presented.

Financial Implications:

1. Policy will be reviewed annually prior to approval of current year's budget documents.

Relevant Policy/Legislation:

1. TCA Policy 1300-03
2. Public Sector Accounting Board
3. *Municipal Government Act*

Political/Public Implication(s):

None identified.

Recommendation:

1. That Council endorse a motion to approve the Asset Management Policy 1300-08 as presented.

1. **POLICY STATEMENT**

The purpose of this policy is to establish guidelines and procedures for a systematic, organized, and integrated approach to asset management which is important to the effective management of 1) managing desired levels of service, 2) identifying current and future maintenance of needs, 3) better control over costs of these assets, and funding for asset renewals or replacements.

2. **DEFINITIONS**

- 2.1 **Asset** means a physical object that is significant economic resource and provides the delivery of a program or service
- 2.2 **Asset Management** means the process of making decisions based on condition, costs and funding, risks, and the level of service to deliver services in a way that makes the best use of resources
- 2.3 **Asset Maintenance** means the regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not capital investments.
- 2.4 **Asset Renewal** means the refurbishment or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.
- 2.5 **Asset Replacement** means the replacement of an asset that represents a capital investment.
- 2.6 **Levels of Service** means the service level delivered to the public by the Village of Innisfree and determined by the public and council.
- 2.7 **Risk** means an analysis of the likelihood and the consequences of a given asset. For example, puddles on a gravel walkway may have a high likelihood of occurring but the consequence are not significant, whereas an aging sanitary sewer main line may have a high likelihood of failure and the consequences of a disruption in service and potential liability issues.

3. **PRINCIPLES:**

- 3.1 **Forward Looking** – The Village of Innisfree shall operate in a manner that takes into account the financial effects on future generations and considers changing circumstances and economic risks to ensure a vibrant community for generations to come.
- 3.2 **Operations Efficiency** – The Village of Innisfree will manage the assets in a manner that ensures that public resources are put to the best possible use.
- 3.3 **Service** – The Village of Innisfree shall operate and manage all assets to ensure service delivery to its community in a manner that considers quality of life, short-term and long-term costs, and risks.

4. **SCOPE:**

- 4.1 This policy applies to all physical assets owned and/or operated by the Village of Innisfree, which may or may not have an impact on the operating and/or capital budget.

5. **LEGISLATION:**

- 5.1 All aspects of Asset Management shall be conducted in accordance with applicable legislation.

Effective Date:

Resolution No.:

Next Policy Review Schedule:

6. ROLES AND RESPONSIBILITIES:

ROLES	RESPONSIBILITIES
Adopt Asset Management Policy	Council
Monitor and review infrastructure standards and service levels annually in preparation for the annual budget	Council Chief Administrative Officer Public Works Foreman Public
Develop and maintain asset management strategies/plans	Chief Administrative Officer Public Works Foreman Public
Develop and maintain asset inventories	Chief Administrative Officer Public Works Foreman Public
Assess infrastructure condition and service levels	Chief Administrative Officer Public Works Foreman Public
Develop guidelines & practices	Chief Administrative Officer Public Works Foreman Public
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommissioning of assets	Council Chief Administrative Officer Public Works Foreman Public
Implementation of policy, strategies, and plans	Chief Administrative Officer Public Works Foreman Public
Report to community members on status of the community's infrastructure assets and Asset Management Plan	Council Chief Administrative Officer Public Works Foreman Public
On-going review of plan and policy for improvement and accuracy	Council Chief Administrative Officer Public Works Foreman Public
Identify issues, and develop policy updates	Council Chief Administrative Officer Public Works Foreman Public

Effective Date:

Resolution No.:

Next Policy Review Schedule:

7. RELATED DOCUMENTS:

7.1 Council and Administration will consider this policy each time the current corporate documents such as the following, are reviewed and considered for decision-making:

- a) Municipal Development Plan (Bylaw #2018-09)
- b) Capital Budget (5 Year Plan)
- c) Operations Budget (3 Year Plan)
- d) Tangible Capital Assets Bylaw (Bylaw #09-08)

7.2 Each time a new municipal corporate document is established, it should be determined as to whether it is relevant and should be included in this portion of the policy.

7.3 Upon review of current corporate documents, or during the development of new corporate documents, this policy should be considered as to whether it is a related document or not and established within that new document.

8. REVIEW DATE:

8.1 This policy has a life of 4 years or less at the discretion of the current Council. This policy will have its first review no later than September 19, 2027.

Effective Date:
Resolution No.:
Next Policy Review Schedule:

Request for Decision (RFD)

Topic: Master Rates Bylaw 690-83 (Rescinds Master Rates Bylaw 681-23)
Initiated by: Administration
Attachments: DRAFT Master Rates Bylaw 690-23
Master Rates Bylaw 681-23

Purpose(s):

1. To review proposed Master Rates Bylaw 690-23 and to rescind Bylaw 681-23.

Background:

1. A recent review of the Master Rate fees revealed a possible Administration error for the PW Trailer rental. Bylaw 681-23 states the Trailer is available for \$50/hour; Administration has continued to bill it out the Trailer use at \$50/day per Master Rates Bylaw 679-23.
2. Also, of note, several charges related to Utility processes were eliminated from the previous Master Rates Bylaw 681-23 with regards to turning water valves on or off upon request.

Key Issues/Concepts:

1. The rental of the PW Trailer has traditionally been \$50 per day; a rental rate of \$50/hour is unreasonable. The trailer is usually only held at an individual's property for a short period of time; the trailer has a hoist to dump the waste off, so there is very little manpower required to perform this task.
2. Water & Wastewater Bylaw 618-16, Clause 4.1 states: *"A Person developing a Property who wishes to receive Utility Services shall pay to the Village a construction water use fee and a water Meter Installation fee as set out in the Master Rates Bylaw. Payment for these fees shall be made at the time of application for the required building permit. The CAO may require construction water use to be metered and billed in accordance with the Master Rates Bylaw."*
3. Water & Wastewater Bylaw 618-16, Clause 5.18 states: *"A request by a User for Utility Services to be Turned Off for his own purposes, shall be provided in writing at least four (4) Working Days in advance, and shall be accompanied by payment of the water disconnection fee and a reconnection fee, both as set out in the Master Rates Bylaw."*
4. There was no Development Permit Fee for sheds (>100 square feet) nor Decks (>2' above grade) on the schedule; a \$25 Fee is proposed.

Options:

1. That Council approves reading to Master Rates Bylaw 690-23 as presented.
2. That Council approves reading to Master Rates Bylaw 690-23, with amendments.
3. That Council direct Administration in another manner.
4. That Council file this Request for Decision for information.
5. As per Council direction.

Financial Implications:

1. The trailer rental fees will be more in line with standard & past rental costs.
2. The Water Servicing Fees will help offset the labour costs to perform the tasks.

Relevant Policy/Legislation:

1. *MGA*, s.42 – Liability for public utilities charges
2. *Bylaw 618-16* – Water & Wastewater Bylaw

Political/Public Implication(s):

1. Clarity on the PW Rental rate should be viewed positively by the Public.
2. Ensuring the Water & Wastewater Bylaw and the Master Rates Bylaw are compliant with each other should provide improved public assurance.

Recommendation:

That Council approves readings to Master Rates Bylaw 690-23.



MASTER RATES BYLAW 690-23

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

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

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

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

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

1. Each separate provision of this Bylaw shall be deemed independent of all other provisions and,
2. Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed, and all other provisions of this Bylaw remain valid and enforceable,
3. All sections attached to this bylaw shall form part of this bylaw.
4. This bylaw shall come into full force and have effect ~~April 1, 2023~~, upon the third and final reading thereof.
5. Master Rates Bylaw 681-23 is hereby rescinded.

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

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

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

Mayor E. Raycraft

Interim CAO T. Rogers

Sep.19, 2023 – Council Meeting – Bylaws/Policies – Master Rates Bylaw 690-23

SECTION 12 - ADMINISTRATION AND GENERAL SERVICES

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

SECTION 20 - PROTECTIVE SERVICES

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

SECTION 30 - EQUIPMENT AND PUBLIC WORKS SERVICES

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

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

Sep.19, 2023 – Council Meeting – Bylaws/Policies – Master Rates Bylaw 690-23
SECTION 40 - ENVIRONMENTAL SERVICES

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

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

Sep.19, 2023 – Council Meeting – Bylaws/Policies – Master Rates Bylaw 690-23

SECTION 60 - PLANNING, SUBDIVISION AND DEVELOPMENT & ASSESSMENT APPEAL

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

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

SECTION 70 - PARKS AND RECREATION

NOTE: All campground prices include GST.

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

Request for Decision (RFD)

Topic: ATCO Electric Franchise Fee - 2024
Initiated by: ATCO Franchise Agreement
Attachments: Letter from ATCO Electric

Purpose(s):

1. To review the annual Franchise Fee (FF) per the ATCO Electric Franchise Agreement
2. To endorse the FF for 2024.

Background:

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

	Year	FF%	FF\$\$
a.	2016 -	3.5%	\$10,606
b.	2017	5.0%	\$13,685
c.	2018	5.0%	\$16,738
d.	2019	5.0%	\$14,634
e.	2020	5.0%	\$13,962
f.	2021	5.0%	\$13,655
g.	2022	5.0%	\$ 9,518 (Jan- August – 2022; Village Budget: \$15,000)
h.	2023	5.0%	\$15,795

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

Key Issues/Concepts:

1. ATCO is projecting the 2023 estimated Distribution Revenue of \$343,449 will increase to \$353,752 in 2024. (2022 estimated Distribution Revenue was \$327,361.)
2. The 2024 Estimated Distribution Revenue amount of \$353,752, calculated at the current 5% Village FF Rate is: **\$17,687**.
3. If the Franchise Fee was *amended*, the following FF scenarios are estimated:
 - a. 4.0% \$14,150
 - b. 4.25% \$15,034
 - c. 4.50% \$15,919
 - d. 4.75% \$16,803
 - e. 5.25% \$18,572
 - f. 5.50% \$19,456
 - g. 5.75% \$20,341
 - h. 6.0% \$21,225
 - i. 6.25% \$22,109
 - j. 6.5% \$22,994
 - k. 6.75% \$23,878
 - l. 7.0% \$24,762
4. If a Franchise Fee change is approved, there are specified actions within specified timelines that must be completed, as outlined in ATCO's attached letter.

5. ATCO's 2024 projected Distribution Revenue is estimated to increase from \$15,795 to \$17,687; those revenues are generated directly by payments made by the residents within the Village of Innisfree.
6. The forecast is \$353,752 in 2024 Distribution Revenue calculated at 5% FF Revenue of \$17,687 and the 2023 Electric FF Fees were \$15,795, results in net increase FF revenues of \$1,892.)
7. If the Village amended the 2024 Electric Franchise Fee rate to 4.5%, the Village would still receive estimated revenues of \$15,919, which is an increase of \$124, resulting in a negligible increase to ratepayers.

Options:

1. That Council approve an increase to the ATCO Electric Franchise Fee.
2. That Council approve a decrease to the ATCO Electric Franchise Fee to 4.5% for 2024.
3. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Electric Franchise Fee at 5% of Distribution Revenues for 2024.

Financial Implications:

Maintaining the existing 5% Electric FF at 5.0% is estimated to increase the annual estimated FF Revenue from \$15,795 in 2023 to \$17,687 (\$1,892) in 2024.

Relevant Policy/Legislation:

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

Political/Public Implication(s):

1. The current economic recession situation has been difficult for many different entities of the community.
2. By recognizing the increased ATCO Electric Distribution revenue estimated for 2024 and reducing the estimated Franchise Fees the Village would receive, would demonstrate a positive political impact.

Recommendation:

That Council approve a motion that the Village of Innisfree approve a decrease to the ATCO Electric Franchise Fee to 4.5% for 2024.

August 16, 2023

Village of Innisfree
Attn: Terri Weibe
PO Box 69 Stn Main
Innisfree AB
T0B 2G0

Re: Distribution Revenue Forecast for 2024 Franchise Fee

Dear Terri Weibe,

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

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 10, 2023**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 15, 2023**, in order to obtain AUC approval and commence billing of the new fee effective January 1, 2024.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

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

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2023 Distribution Revenue	Estimated 2024 Distribution Revenue
5% of distribution revenue	20%	\$326,841	\$343,449 Estimated on first 6 months of data	\$353,752

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

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

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 780-205-0842.

Yours truly,



JM Ares
 Customer Sales Representative
 ATCO Electric
 780-205-0842
 JM.Ares@atco.com

Request for Decision (RFD)

Topic: ATCO Natural Gas Franchise Fee - 2024
Initiated by: ATCO Franchise Agreement
Attachments: Letter from ATCO Natural Gas

Purpose(s):

1. To review the annual Franchise Fee (FF) per the ATCO Natural Gas Franchise Agreement
2. To endorse the ATCO Natural Gas FF Rate for 2024.

Background:

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

	Year	FF%	FF\$\$
a.	2016	UNKWN	\$24,979
b.	2017	UNKWN	\$22,764
c.	2018	25%	\$20,539
d.	2019	25%	\$24,015
e.	2020	25%	\$22,588
f.	2021	25%	\$21,550
g.	2022	25%	\$24,099 (To period ending July 2022)
h.	2023	25%	\$26,518
i.	2024	25%	\$24,560

Key Issues/Concepts:

1. ATCO projected the 2023 estimated Distribution Revenue of \$106,074 at 25% FF, was projected to generate \$26,518 in FF Revenue which is what the Village budgeted in 2023.
2. ATCO is projecting 2024 Distribution Revenue of \$98,239 that will generate \$24,560 in FF Revenue at 25%.
3. If the franchise fee was amended, the following scenarios are estimated:

a.	20.0%	\$19,648
b.	21.0%	\$20,630
c.	22.0%	\$21,613
d.	23.0%	\$22,595
e.	23.5%	\$23,086
f.	24.0%	\$23,577
g.	24.5%	\$24,069
h.	25.5%	\$25,051
i.	26.0%	\$25,542
j.	26.5%	\$26,033
k.	27.0%	\$26,525
l.	27.5%	\$27,016

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

-
5. ATCO's projected 2024 Distribution Revenue estimated at \$98,239 will *decrease* the Municipal Franchise Fee revenues at 25% by \$1,958.

Options:

1. That Council approve an increase to the ATCO Natural Gas Franchise Fee.
2. That Council approve a decrease to the ATCO Natural Gas Franchise Fee.
3. That Council approve a motion that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2024.

Financial Implications:

Maintaining the existing Natural Gas FF at 25% is estimated to decrease the annual FF Revenue by \$1,958.

Relevant Policy/Legislation:

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

Political/Public Implication(s):

Maintaining and not increasing rates should be viewed positively by the Public.

Recommendation:

That Council approve a motion that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2024.

29 August 2023

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

Attention: Ms. Thelma Rogers, Interim Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement

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

In 2022, our Delivery Tariff revenue in Innisfree was \$106,662. Our forecast Delivery Tariff revenue for 2024 is \$98,239. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$24,560.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Blair.Bishop@atco.com.

Yours truly,



Blair Bishop
Manager, District Operations Northeast
ATCO Natural Gas Division

Request for Decision (RFD)

Topic: Village Donations to the Innisfree Prairie Bank of Commerce Historical Society
Initiated by: Bylaw 609-15 – Records Retention Bylaw
Attachments: List of Items for Donation

Purpose(s):

To seek Council approval to donate significant artifacts, letters & documents to the Innisfree Prairie Bank of Commerce Historical Society

Background:

1. In the fall of 2022, the Village accepted a Work Experience Student who was tasked to address the historical documents the Village stored and implement the actions under the Records Retention Bylaw 609-15.
2. The Village basement contained old documents that had expired many years ago; the student has compiled a significant pile of expired documents that must be shredded for privacy reasons. In the future, the Village will require professional shredders to attend the Village for the document shredding.
3. During the document review, the Student discovered several historical items that are being presented for Council endorsement for preservation at the Museum.

Key Issues/Concepts:

1. The donation of the items will assist in the Record Retention activities the Village is undertaking after over 100 years of operation!
2. The Innisfree Prairie Bank of Commerce Historical Society will preserve the historical documents and items for future generations.

Options:

1. That Council approves the donation of the listed artifacts, letters, and documents to the Innisfree Prairie Bank of Commerce Historical Society.
2. That Council approves specific items for donation to the Innisfree Prairie Bank of Commerce Historical Society.
3. That Council files the request to donate items to the Innisfree Prairie Bank of Commerce Historical Society for information.
4. That Council tables the request to donate items to the Innisfree Prairie Bank of Commerce Historical Society to the October Council meeting.

Financial Implications:

1. No financial implications identified for this request.

Relevant Policy/Legislation:

1. Records Retention Bylaw 609-15

Political/Public Implication(s):

Preservation of these historical items should be viewed in a positive public/political manner.

Recommendation:

That Council approves the donation of the listed artifacts, letters, and documents to the Innisfree Prairie Bank of Commerce Historical Society.

Museum Donations

Duplicate Receipts No. 8248 - 1966 to 1969
C.I.B.C. Bank Receipts - 1966 to 1970
C.I.B.C. Cheques & Cheque Book
1970 The Legislative Assembly of Alberta: Bill 35 - An Act respecting Schools
Village Photos (~1970's) x36
Innisfree Fair Photos x9 (Unknown Dates)
Alberta Canada at a Glance Brochure (~1970's)
"Horseshoes Luck" (x2) 1986 AUMA Convention Plaque
Innisfree Chamber of Commerce Rubber Stamp
Vegreville Postcards (x2)
Alberta Industrial Facts Booklet
Province of Alberta "First Class Postage" Stamped Envelope (To Mr. H.W. Stasiuk, Secretary-Treasurer)
Innisfree Chamber of Commerce and Agriculture Statement of Affairs as at December 31, 1965
Innisfree Chamber of Commerce and Agriculture Statement of Affairs as at December 31, 1966
Innisfree Chamber of Commerce C.I.B.C. Account Statement Dec 30/66 - Dec 28/67
Innisfree Chamber of Commerce Statement of Affairs as at Dec 31/67
Innisfree Chamber of Commerce C.I.B.C. Used Cheques Jan 27/67 - Nov 20/67
Innisfree Chamber of Commerce C.I.B.C. Account Statement Dec 29/67 - Dec 12/68
1968 Chamber of Commerce Information
1968 Chamber of Commerce Correspondence
1969 Chamber of Commerce Correspondence
Canadian Chamber of Commerce Organization Membership Renewal Receipt
The Canadian Chamber of Commerce Industrial Development Book
The Canadian Chamber of Commerce Community Beautification Book
Province of Alberta Business Opportunities Booklet
November Alberta Business Opportunities Bulletin Booklet
Village of Innisfree Office of the Secretary Letter Envelope
County of Minburn Board of Education Blank Card
1966 Farmers Spiel Statement
Feb 15/1966 Innisfree Variety Receipt
Feb 17/1966 ACME Novelty Receipt
1967 Farmers Bonspiel Thanking Donations Letter
Liquor Vender 1957 - 1967
1968 Industry Development Letters
ACME 1970 Distributors Catalogue of General Merchandise
1971 Cancelled Cheques and Record
1971 Cheques and Receipts
1971 Christmas Candy Fund for Innisfree High School from the Innisfree C of C (Letter and Cheque)
1969 Empty Envelope
AB Transportation & Utilities: Trans Canada/Yellowhead Highway Twinning Ceremonies Alberta 1992 Pictures
Calgary Herald Friday, May 20, 1994 City & Life Newspaper
Farmers Bonspiel Event Charts (x2)

Request for Decision (RFD)

Topic: Loss of Business – Request for Compensation
Initiated by: The Cutting Edge
Attachments: Letter from Business Owner

Purpose(s):

1. To review a request for Compensation for Loss of Business during recent Water rehabilitation projects.

Background:

1. The Village of Innisfree contracted the installation of a new Water Main Valve, which was completed on August 17th, 2023.
2. On the morning of August 17th, Administration contacted all Business Owners, advising them of a water interruption for the installation of a new main valve; a voice mail was left for this particular Business Owner.
3. A follow-up text message was also sent to the property owner at 1:00 pm, just prior to the shut off, alerting them to the voice mail, as the Office had not heard back from them.
4. The Contractor experienced several difficulties with the installation:
 - a. The 6" water line took longer to drain than was originally estimated, and
 - b. One of the new clamps, used to install the valve had a flaw, that made the installation very difficult, and the water was not restored/put back in use for approximately 3.5 hours.

Key Issues/Concepts:

1. The **Municipal Government Act** is very clear on the Liability of Municipalities under sections 527.2 and 528:
 - a. s.527.2: *"Subject to this and any other enactment, a municipality is not liable for damage caused by any thing done or not done by the municipality in accordance with the authority of this, or any other enactment unless the cause of the action is negligence or any other tort."*
 - b. s.528: *"A municipality is not liable in an action based on nuisance, or any other tort that does not require a finding of intention or negligence, if the damage arise from directly or indirectly, from roads or from the operation or non-operation of
 - a. a public utility.."*
2. The Village of Innisfree had no intention of not restoring the water service within a shorter timeframe; the situation that happened was out of the control of the Municipality.
3. Business Owners, for good business practice, should have Business Interruption Insurance, which would mitigate such circumstances.

Options:

1. That Council directs Administration to send a letter to the Business Owner outlining the Municipality's legal liability and advise on Business Interruption Insurance.
2. That Council direct Administration in another manner.
3. That Council file this Request for Decision for information.

Financial Implications:

None identified.

Relevant Policy/Legislation:

1. *MGA*, s.527.2 – “Acting in accordance with statutory authority”
2. *MGA*, s.528 – “Non-negligence actions”

Political/Public Implication(s):

Recognition of the municipal authority and the knowledge that the Village was not preventing the restoration of the water source, should ease the public concerns.

Recommendation:

That Council directs Administration to send a letter to the Business Owner outlining the Municipality’s legal liability and advise on Business Interruption Insurance.

AUG 18 2023

Aug 17/23

Darlene S.	color	\$75.00
	Pedi	\$65.00
		<u>\$140.00</u>

Horst W.	HIC	\$20.00
	Toes	40.00
		<u>60.00</u>

Martha W.	Toes	\$140.00
	color	\$80.00
		<u>220.00</u>

Total \$320.00 loss.

This is the loss I occured yesterday. I would like to be reimbursed for my loss of wages. I need a week, or the very least 24hrs notice for water shut off. I was given short notice prior to the shut off. I had clients from out of town. This does affect my ~~be~~ trying to run a business. I understand if it was an emergency & water breaks happen. But this was a planned shut off. It was metioned 1/2 hrs shut off, but for a main line being worked on its a 3-4hr shut down.

Linda Dabler
The Cutting Edge.

Request for Decision (RFD)

Topic: Water Meter Installation
Initiated by: 2023 Water Meter Installation process.
Attachments: Water & Wastewater Bylaw 618-16

Purpose(s):

1. To address the properties where the plumbing pipes do not permit the simple installation of the new water meters due to pipe sizes.
2. To discuss the steps moving forward to facilitate the installation of the new water meters.

Background:

1. The new Sonata Water meters were received in late March 2023. To date, 25 water meters have been successfully installed, while 14 locations have had piping situations that did not permit the installation of the water meter.
2. Installation of the new Sonata water meters have been delayed by:
 - a. the limited number seasonal workers hired and working in 2023;
 - b. limited number of residents scheduling for the water meter change;
 - c. project being set on the "back shelf" with this year's multiple challenges, with limited reaching out by Administration.
3. The Water Meter Rehabilitation Project, funded under CCBF-2036, budgeted at \$47,000; YTD expenditures on the project have been \$39,284 with \$7,716 remaining of the grant approved; the Project is still in the "open" stage with the Alberta Municipal Affairs Grant Program.

Key Issues/Concepts:

1. Water & Wastewater Bylaw 618-16, Clauses 4.2 – 4.4 states:
 - 4.2 *Person developing a Property requiring connection to the Utility Services shall provide and install all necessary wiring for the installation of a Meter and a Remote Reader in locations that provide unobstructed access to designated Village employees or authorized contractors, for the purpose of the installation, removal, inspection, repair, monitoring and checking of the Meter and Remote Meter, as well as the Village's Service Pipe(s).*
 - 4.3 *Meters of less than 2.54 centimeters (one (1") inch) will be installed by the Village at the expense of the Owner of the Property or his general contractor. It is the responsibility of the Owner or his general contractor to notify the Village to install the Meter and Remote Reader.*
 - 4.4 *Meters of more than 2.54 centimeters (one (1") inch) will be installed by the Owner's general contractor at their expense."*
2. McKay Waterworks Supply Ltd. has advised that there is a coupler adapter that the Sonata water meters can easily be converted from 5/8" to the standardized 3/4". (Previously EPCOR, the leader in the utilization of water meters had piping sizes of 5/8" everywhere within their system and so, steered the industry in the area to the 5/8" water meters.)

-
3. The coupler adapter is between \$25 - \$26 per meter; the Village has 115 meters; with the costs estimated at \$25.50 each, the net costs should be approximately \$2,932.50.
 4. There are several meters required of a larger size than the residential meters received; the Fire Hall and the Innisfree Delnorte School have been identified as having larger, 1" meters; MacKay Waterworks pricing is \$370.65 each.
 5. McKay Waterworks Supply Representative M. Finch is scheduled to bring the supplies to the Village on Wednesday, October 4th and will provide the PWF with guidance on the modified meter setup for installation.
 6. Several locations have been identified as having difficult plumbing setups and may require the services of a plumber; there should be a small contingency left in the CCBF budget to facilitate those installations.
 7. Scheduling of the installation of the new water meters should be actioned as soon as the coupler adapters are received in order to complete the project; A new Meter Installation Program to be announced via social media, Utility Invoices, and the Innisfree Informer. Also, Administration to track the installations within each block and to contact any properties within the block that have not been updated.

Options:

1. That Council accepts the Water Meter installation for information.
2. That Council endorses the Meter Installation Program to promote the completion of the new water meter project.
3. That Council files this RFD for information.

Financial Implications:

1. There currently, are no financial implications recognized for this project, as the CCBF grant finances the costs.

Relevant Policy/Legislation:

1. Bylaw 618-16
2. *MGA*, s. 38 – Service Connections - Municipality

Political/Public Implication(s):

The installation of new, accurate water meters should offset the inconvenience of having the new one put in.

Recommendation:

That Council endorses the Meter Installation Program to promote the completion of the new water meter project.

Water & Wastewater Services Bylaw 618-16

A Bylaw for the Municipal Corporation of the Village of Innisfree, in the Province of Alberta to set forth the terms and conditions for the supply of water and wastewater services in the Village of Innisfree.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended ("MGA"), including Sections 7 and 8, Division 3 thereof, provides that Council may pass bylaws for the purpose of operating a public utility, subject to any terms, costs or charges which may be established by Council;

AND WHEREAS the Village of Innisfree owns and operates a water distribution system and a wastewater collection system which are operated as public utilities (the "Utilities") for the benefit of its residents;

AND WHEREAS Section 3 of the *MGA* provides that Council may, by bylaw, prohibit any Person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality;

AND WHEREAS the Council of the Village deems it is necessary and desirable to establish a Water and Wastewater Services Bylaw to govern the management and operations of Utilities;

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

1. General

- 1.1 This Bylaw may be cited as "The Water & Sanitary Sewer Bylaw"
- 1.2 Utility Services provided by the Village to a User shall be provided pursuant to the terms, conditions and provisions of this Utility Bylaw, the contents of which shall be binding upon and form part of an agreement between the Village and the User for the provision of Utility Services.

2. Definitions

- 2.1 In this bylaw, each of the following words or terms will have the following meaning unless expressly stated otherwise:
 - a. 'Account' means an agreement between a Customer and the Village of Innisfree for Water and Wastewater Services, of which the terms of this Bylaw shall form a part and includes the amounts payable from time to time by the Customer to the Village.
 - b. 'Bylaw' means this Utility Bylaw.
 - c. 'Bylaw Violation Ticket' means a notice of contravention of this Bylaw issued in accordance with section 9 of this Bylaw.
 - d. 'Bypass' means plumbing, affixed with a Seal, installed on 50 mm (2 inch) lines and larger to divert Potable Water around the Water Meter if the Water Meter requires maintenance or repair.
 - e. 'CAO' means the Village employee holding the position of Chief Administrative Officer of the Village of Innisfree and includes any other Village employee the CAO authorizes to perform any duties or exercise any powers of the CAO as set out in this Bylaw.
 - f. 'Control Valve' means the part of the Service Connection (Private) consisting of a valve located in a Premises within a building which, when shut off, allows no Potable Water to enter the building.
 - g. 'Council' means the Municipal Council of the Village of Innisfree
 - h. 'Cross Connection' means a connection between a waterline and another pipe or apparatus whereby Potable Water could mix with liquids or solids and thus has a potential to become contaminated.
 - i. 'Curb Cock' or 'CC' means the part of the Service Connection (Village) consisting of a control valve located on or near the property line of a Parcel of Land which can turn on or off the Potable Water to the Parcel of Land.
 - j. 'Customer' means any Person who is party to an Account with the Village.
 - k. 'Designated Officer' means a designated officer as defined in the *Municipal Government Act*.
 - l. 'Emergencies' means an act of God, a condition over which the User or the Village has no control, a condition that creates an imminent danger or a real possibility of Property damage or personal injury, or when a condition or situation is declared to

- be an Emergency by Council, or the Federal or Provincial Crown, or other civil authority having jurisdiction.
- m. 'Engineering Design Standards' means the Village's Minimum Engineering Design Standards, or in the absence of such standards, generally accepted municipal engineering standards.
 - n. 'Meter' means the individual or compound water meter and all other equipment and instruments, including but not limited to, radio frequency units and remote water metering devices supplied and used by the Village to calculate and register the amount of water consumed relative to the land and buildings which the Meter is designed to monitor.
 - o. '*Municipal Government Act*' means the *Municipal Government Act, R.S.A. 2000, c. M-26* and amendments thereto and may be referred to in this Bylaw as the MGA.
 - p. '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 a Person with the opportunity to pay an amount to the Village in lieu of prosecution for the offence.
 - q. '*Non-Metered Site*' means a premise that is not permanently, or cannot temporarily, have a water meter installed to measure the potable water usage.
 - r. 'Owner' means:
 - i. in the case of land, the Person who is registered under the *Land Titles Act, R.S.A. 2000, Chapter L-4*, as amended, as the owner of the fee simple in the parcel of land; or,
 - ii. in the case of any other property other than land, the Person in lawful possession of it.
 - s. 'Parcel of Land' means a parcel of land as defined in the *Municipal Government Act*.
 - t. 'Peace Officer' means an individual engaged by the Village as Community Peace Officer or a Bylaw Enforcement Officer, a peace officer as defined in the *Peace Officer Act, R.S.A. c.P-3.5* or a member of the Royal Canadian Mounted Police.
 - u. 'Person' means any individual, partnership, corporation, company, society or government entity and the successors, heirs, executors, administrators or other legal representatives of a Person to whom the context can apply according to law.
 - v. 'Potable Water' means water supplied from the Waterworks System that does not contain contaminates or infective matter and is considered satisfactory for human consumption, which is supplied through a Service Connection or Hydrant.
 - w. 'Premises' means land, buildings, or both, or a portion of either occupied or used for any purpose within the Village.
 - x. 'Private Service Line' or 'Private Service Pipe' means that portion of a water Service Connection, which extends from the Service Connection Point to and within a Property, including piping located on or within the exterior walls of the building, and running from exterior walls to couplings, stop cocks, Meters and any other apparatus placed inside the building by the Village, and for which the Owner of the Property has ownership of, and responsibility for the maintenance and repair, excluding the Meter which is owned by the Village and means that portion of a pipe used or intended to be used for the collection of sewage, which extends from the Property Line to and within a Property, and those portions of the Utility Systems defined by the MGA as a "service connection" which is located on or within a Property.
 - y. '*Provincial Offences Procedures Act*' means the *Provincial Offences Procedures Act, R.S.A. 2000, c. P-34*.
 - z. 'Remote Readout Device' means a device attached to the outside, or inside of a building which allows the Water Meter to be read remotely, and may include a device that the Water Meter to be read via radio transmission.
 - aa. 'Service Connection' means that portion of pipe used to supply water from the Water Main to a Property which includes a Water Service Line, a Service Connection Point and a Private Service Line and that portion of pipe used to convey sewage from a Property which includes a Private Service Pipe.
 - bb. 'Service Connection Point, means that Village-owned point where a CC physically connects a Water Service Line to a Private Service Line (which will ordinarily be a

point at or near a Customer's property line), but may be within the boundaries of an easement area granted to the Village for its Waterworks System and that portion of a pipe used for the collection of sewage which extends from the Sewer Main to the Property Line.

- cc. 'Sewer Services' means the provision of Sewer Services to Property within the Village by means of pipes and related equipment and systems, but does not include the provision of Sewage Services by any other means.
- dd. 'Tenant' means a Person who is not the Owner but who is in legal possession of the Property to which a Utility Service is provided.
- ee. 'Utility Bill' means a document issued by the Village which sets out charges for Water and Sewer Services provided to the User, which may include charges, arrears and late payments charges as set out in the Master Utility Bylaw.
- ff. 'Village' means the Municipal Corporation of the Village of Innisfree and its duly authorized representatives or the geographic area contained within the boundaries thereof, as the context requires.
- gg. 'Water Demand Management Measures' means restrictions upon the use of water for non-essential purposes, including, but not limited to: irrigation, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a building and on any certain day or for a certain time period.
- hh. 'Water Main' and 'Sewer Main' means those pipes installed for the conveyance of water or the collection of sewage within the Village to which Service Connections may be connected.
 - ii. 'Water Service Line' means that a portion of a Service Connection owned by the Village which extends from the Water Main to the Service Connection Point.
- jj. 'Water Services' means the provision of potable water by the Village to the Customer and associated services contemplated by the Master Rates Bylaw offered to the Customer under this Bylaw.
- kk. 'Waterworks System' means that system of water reservoirs, pumping stations, feeder mains, Service Connections, valves, fittings, fire hydrants, Meters, Cross Connection control devices and all other equipment and machinery of whatever kind owned by the Village and which is required to supply and distribute water to Customers and which is deemed to be a public utility within the meaning of the *Municipal Government Act*.
- ll. 'Working Day' means that portion of the day between 9:00 am and 5:00 pm from Monday to Friday inclusive, except for statutory holidays and other holidays approved by Council.

3. Connections – General

- 3.1 All Persons wishing to obtain Water and Sewer Services from the Village must submit an Application for Utility Services prior to the affected Property being occupied or otherwise put into use or the Utility Services being connected. Such application shall be made not less than three (3) Working Days prior to the date the Utility Services are required. Upon submission of the Application for Utility Services, a non-refundable water/sewer connection fee, as set out in the Master Rates Bylaw will be charged. The Village may refuse to supply Utility Services if the prospective user does not pay the connection fee or has any outstanding accounts with the Village.
- 3.2 Every person who is granted Utility Services pursuant to Sections 3.1 and 3.3 of this Bylaw, or otherwise receives Utility Services, shall pay the Village the monthly service charges and consumption rates as set out in the Master Rates Bylaw.
- 3.3 All Utility Services provided by the Village shall be provided in accordance with this Bylaw, and this Bylaw shall be applicable and binding upon all persons receiving Utility Services from the Village, including the Owner of any Property connected to, or receiving Utility Services from the Village. Upon the change of ownership of a Property, the new Owner shall make a new application for Utility Services from the Village, failing which, the Village may deem an application for Utility Services to have been received from a new Owner of a Property.
- 3.4 Except as provided under this Bylaw, the Village shall not grant Utility Services to a Tenant of any Property.

- 3.5 The Owner of a Property, and not a Tenant, shall be responsible for making an Application for Utility Services with the Village. However, to allow for transition, a Tenant whose account is in good standing at the time this Bylaw comes into effect may continue to receive Utility Services until such a time as the Tenant closes the account, or alternatively, the Utility Services are discontinued for any reason.
 - 3.6 Notwithstanding section 3.5 above, the Owner of a Property where Utility Services are received shall be responsible for all Utility Services delivered or consumed and all charges levied for Utility Services delivered to a Property, whether the delivery of Utility Services was measured by way of a Meter or a measuring device, or whether delivered or consumed by accidental or illegal means.
 - 3.7 Notwithstanding section 3.5 above, an Owner may make an Application in a form prescribed in Section "A" attached hereto, to have Utility Bills mailed to an Occupant at a Property under the Owner's name.
 - 3.8 All Users wishing to finalize Utility Services shall advise the Village, in writing, providing at least four (4) Working Days' notice prior to final date, however, all fees and charges shall continue to apply until a new application is received.
 - 3.9 All Properties receiving Utility Services shall have a Meter installed to calculate the amount of water consumed on that Property. The Meter must be approved by and installed to the satisfaction of the Village.
 - 3.10 All Meters shall be owned, supplied and maintained by the Village, except as herein provided.
 - 3.11 In the event, there is a temporary or a permanent difficulty to permit the water meter installation, the Master Rates Bylaw will include a non-metered water service rate for those premises.
 - 3.11 The Village, as a condition of providing Utility Services, may inspect the Property of a User or potential User who applies to the Village for services.
 - 3.12 No person shall uncover, alter, disturb or make use of connections with, or openings into, any public sewer or appurtenances thereof without written authorization from the CAO.
 - 3.13 In the event that a sewer service is abandoned or discontinued within a Property, the Owner of the Property, at his expense, shall effectively cap the sewer at a suitable location within the Property in order to prevent wastewater, storm water, soil, dirt or debris from being washed up or backed up into the Village's Service Pipes, Sewer Mains, or Utility System.
4. Connections – New Developments
- 4.1 A Person developing a Property who wishes to receive Utility Services shall pay to the Village a construction water use fee and a water Meter Installation fee as set out in the Master Rates Bylaw. Payment for these fees shall be made at the time of application for the required building permit. The CAO may require construction water use to be metered and billed in accordance with the Master Rates Bylaw.
 - 4.2 A Person developing a Property requiring connection to the Utility Services shall provide and install all necessary wiring for the installation of a Meter and a Remote Reader in locations that provide unobstructed access to designated Village employees or authorized contractors, for the purpose of the installation, removal, inspection, repair, monitoring and checking of the Meter and Remote Meter, as well as the Village's Service Pipe(s).
 - 4.3 Meters of less than 2.54 centimeters (one (1") inch) will be installed by the Village at the expense of the Owner of the Property or his general contractor. It is the responsibility of the Owner or his general contractor to notify the Village to install the Meter and Remote Reader.
 - 4.4 Meters of more than 2.54 centimeters (one (1") inch) will be installed by the Owner's general contractor at their expense.

- 4.5 All Persons doing any work or service upon a Private Service or the plumbing system attached thereto shall comply with all Legislation, Laws, Codes, Acts, Regulations and Bylaws in force at the time.
- 4.6 Unless the CAO approves otherwise, no Person shall have, construct or maintain more than one Private Service to any Property.
- 4.7 When, for any reason, temporary Water Service is required, the Persons shall pay in advance the whole cost of its construction, together with the abandoning it when no longer needed. An application for such service shall be made per sections 3.1 and 4.1 above. If, in the opinion of the CAO, a Water Meter should be installed on a temporary service, the applicant shall provide a safe and adequate Meter setting in a location to be approved by the Village, and shall be responsible for the protection of the whole installation while his account is open for service.
- 4.8 A Property shall be approved for occupancy by an authorized Building Inspector only after the Meter, with proper Remote Reader wiring is in place.
- 4.9 A Person who wishes to connect any piping to the Village's Utility System must apply to the Village for approval. Such application shall include:
 - a. Construction drawings identifying the proposed connection, associated piping, fittings and installations, and any other information required by or set out in the Engineering Standards;
 - b. Payment of any off-site levies or any other outstanding amounts in relation to the Property that are due to the Village; and
 - c. Payment of any amounts due under development agreements in relation to the Property.
- 4.10 No Person shall allow the discharge from a sump pump to enter the Utility System. However, when the CAO deems it advisable, the CAO may, but shall not be required, to approve an interim measure for connecting the Sump Pump Discharge to the Sanitary Sewer during the period November 1st through to April 30th of any given year. Any such approval must be in writing and may be subject to such conditions as the CAO deems advisable.
- 4.11 No Person shall connect, or allow to be connected, either directly or indirectly, a sump pump or its discharge, to the Utility System unless this Bylaw otherwise specifically allows such connection.
- 4.12 All vehicle or gas service stations and vehicle and equipment washing establishments shall have grease, oil and sand interceptors installed by and at the expense of the Owners of such Properties. In addition, such interceptors:
 - a. May be required for other types of businesses or Properties if the CAO determines they are necessary or desirable for the proper handling of liquid waste, located at or used within or by such businesses or Properties.
 - b. Shall be of the type and capacity approved by the CAO and shall be located to provide easy access for cleaning, inspection and maintenance by the Owner, at his expense.
- 4.13 No person shall develop, construct, or operate a vehicle or gasoline service station, or a vehicle or equipment washing establishment, or such other types of businesses or Properties as may be designated by the CAO pursuant to section 4.12 a. hereof, without installing an operative grease, oil and sand interceptor of a type and capacity approved by the CAO.
- 4.14 No Person shall fail to properly maintain a grease, oil and sand interceptor that is required by this Bylaw.
- 4.15 Basins on Private Property shall be maintained by the Owner of the Property at the Owner's sole cost and expense.

4.16 All applications for development and all development, construction or installations contemplated under this Bylaw shall comply with the provisions of the *Safety Codes Act*, R.S.A. 2000, c. S-1 ("SCA") and regulations made thereunder and the Village's General Design Standards.

4.17 A Person other than the Village or their authorized representatives may only operate a CC with the written consent of the CAO or his designate and for the purpose of testing a Private Service Pipe or replacing or renewing of a master covered valve. After completion of the testing, the Person shall immediately close the CC. A Person shall not operate valves of 40 mm or larger for any purpose.

5. Service and Servicing

5.1 The Village is hereby authorized to supply Water Services and Sanitary Sewer Services within the boundaries of the Village pursuant to the terms of this Bylaw and subject to such economic or other restraints as Council, in their discretion, may deem appropriate.

5.2 The Village shall be the sole provider of Water Services and Sanitary Sewer Services to land and Properties within the Village, unless Council, in its discretion, authorizes the Village to enter into an express written agreement to the contrary. No other Person shall provide Water Services and Sanitary Sewer Services within the Village unless Council, in its discretion, expressly so authorizes. However, those Properties within the Village that were not provided Water and/or Sanitary Sewer Services, are excluded from the requirements of section 5.2.

5.3 No person shall use, within the Village, a source of water other than Water Services without the written consent of the CAO. However, nothing contained in this paragraph shall prevent a Person from purchasing bottled or self-contained drinking water in units of 45.4 litres (ten (10) gallons) or less, or bulk water for irrigation purposes, or require the CAO's consent therefor. No Person who has been granted permission to use an alternate source of Water Supply shall allow the alternate Water Supply to be connected to the utility Services.

5.4 The Village is hereby authorized to repair damage and carry out maintenance to the Utility Services, except as otherwise provided for in this Bylaw.

5.5 A User shall:

- a. Allow access to a Property by the Village or the Village employees, agents or contractors charged with the installation, removal, inspection, repair, checking, monitoring, reading or maintaining a Meter, a Remote Reader, or any service piping connected to or drawing water from the Utility System.
- b. Be responsible for the repair and maintenance of any Private Service Pipe. The Village is not responsible for any damage resulting from the failure of any piping beyond the Village's Service Pipes.
- c. The User shall continue to provide a suitable place on their Property for a Meter where access is not obstructed.

5.6 In the event that access to the Meter is obstructed due to alterations made to a Property, the Village may require the Meter to be relocated to a location that provides unobstructed access. All costs, including Village costs associated with relocation of the Meter, shall be borne by the Owner of the Property.

5.7 Meters shall be read at the discretion of the CAO. If a Meter Reader cannot enter the premises to read a Meter, they may leave a card with instructions requesting the User to notify the Village with the Meter reading as soon as possible.

5.8 No person shall do, cause to be done, or permit to be done, any act which may obstruct or impede direct, safe and convenient access to the Meter.

5.9 A User shall be responsible for the safekeeping of the Meter located on a Property. Users shall comply with all directions from the Village to prevent Meter damage due to frost, heat, or other causes, and shall refrain from taking any action that causes Meter damage. Damage resulting from extremes in temperature or damage from neglect of the User, will be charged to the User.

- 5.10 The Village employees, agents or other representatives shall have the right to enter a User's Property at all reasonable times to install, maintain, inspect, replace, test, monitor, read or remove the Village's Property, respond to a User's complaint or query, conduct an inspection relating to concerns with unauthorized use of water or sewer, or tampering with the Utility System, or for any other purpose incidental to the provision of Utility Services. A User shall not hinder or prevent the Village's entry.
- 5.11 Except in the case of an Emergency, where entry is permitted by an Order of the Court, or otherwise legally empowered to enter, before entering a User's Property, the Village shall make reasonable effort to give notice of entry to the User or other responsible Person who is at the Property and who appears to have sufficient authority to permit entry.
- 5.12 A User shall be responsible to thaw out frozen Private Service Pipes. The Village may provide this service at the User's expense.
- 5.13 When a Private Service Pipe passes through an excavation, an area of backfill, through a basement wall, finished or unfinished, or through a retaining wall, the Village shall not be responsible for any damages due to displacement, settlement or any cause due to the Owner's operations whether damage occurs during building construction or afterwards.
- 5.14 No Person shall take water from a Village fire hydrant, except with Village approval, which approval may be subject to such conditions that the Village, in its discretion, deems appropriate. Any un-metered water usage from a fire hydrant may be considered unauthorized use of water. Any Person using water from a fire hydrant is required to use a Village supplied fire hydrant meter, to use an approved backwater prevention device, to take steps to prevent damage to municipal infrastructure, tools and equipment and to pay any costs promptly provided for in the Master Rates Bylaw.
- 5.15 No Person shall do anything to obstruct access to a fire hydrant or to interfere with the operations of a fire hydrant.
- 5.16 Any Person who owns a Property adjacent to Property on which a hydrant is located, shall maintain clearance of one and a half (1.5 meters (five (5) feet) around a hydrant and shall not permit anything to be constructed or erected within that area, or permit anything to interfere with a fire hydrant. Piling of snow around a fire hydrant is not allowed.
- 5.17 No Person shall obstruct access to a CC. Any Person obstructing access to a CC shall be responsible for all costs incurred by the Village to gain access to the CC, or clear or remediate the obstruction.
- 5.18 No person shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Village Sanitary Sewer, except duly authorized employees of the Village.
- 5.18 A request by a User for Utility Services to be Turned Off for his own purposes, shall be provided in writing at least four (4) Working Days in advance, and shall be accompanied by payment of the water disconnection fee and a reconnection fee, both as set out in the Master Rates Bylaw.
6. Restrictions, Prohibitions and Interruption of Service
- 6.1 The Village may, in its discretion, Turn-Off Utility Services, in whole or in part, to any User for any reason including non-payment, provided that in cases of non-payment the Village shall give notice of such a Turn-Off to the User.
- 6.2 The Village does not guarantee or warrant the continuous supply of Utility Services and the Village reserves the right, in cases of Emergencies, water shortages, construction or maintenance activities, to change the operating pressure, restrict the availability of Utility Services or to Turn-Off Utility Services, in whole or in part, with or without notice.
- 6.3 The Village may prohibit, restrict, or ration the use of water, as the Village deems appropriate, including circumstances of heavy demand, low reserves, maintenance, fire-fighting or Emergency. However, the Village will endeavor to provide twenty-four (24) hours' notice of such prohibitions, restrictions or rationing, when practical.

- 6.4 Users depending upon a continuous and uninterrupted supply or pressure of water or who require or have processes or equipment that require particularly clear or pure water shall provide such facilities, as they are deemed necessary, to ensure continuous and uninterrupted water supply, pressure or quality of water required for this use. The Village will not be responsible therefor.
- 6.5 The Village will not be liable for damages, including losses caused by a break within the Village's Water System or caused by the interference or cessation of Water Supply including those necessary or advisable regarding the repair or proper maintenance of the Village's Water System, or generally for any accident due to the operation of the Village's Water System or for the Turning Off of water nor reason of the water containing sediments, deposits or other foreign matter.
- 6.6 The Village may, with the permission of the User, inspect the Property of the User in order to do any tests on Private Service Pipes so as to determine compliance with this Bylaw. In the event that the User fails or refuses to give such permission, the supply of water to that User may be subject to Turn-Off.
- 6.7 No Person shall attempt to obtain Utility Services from the Utility System, by, from or through a bypass or bypasses of a Meter, or otherwise in any fraudulent manner.
- 6.8 A User shall not damage or tamper with a water seal, a Remote Reader, or a Meter, for any purpose including the alteration of any readings shown thereon.
- 6.9 No User shall vend, sell, supply, dispose of, or give away water from the Utility System or permit the same to be taken or carried away from a Property, unless approved by the CAO in writing.

7. Releases to the Sanitary Sewer System

- 7.1 No Person shall release or discharge anything or matter which, if discharged, would contravene or result in the contravention of any Federal, Provincial or Municipal legislation, or the discharge of which may interfere with the proper operation of the sewage system or would become a hazard to Persons, Property, animals of the environment.
- 7.2 Except as permitted below, no Person shall release or permit the release of any matter into a sanitary sewer.
- 7.3 No Person shall release or permit the release of any matter containing hazardous waste into a sanitary sewer.
- 7.4 The following may be released into a sanitary sewer;
 - a. Wastewater that does not contain:
 - i) A Hazardous Waste
 - ii) A Prohibited Waste as defined in Schedule 'B' which is attached hereto and forms part of this Bylaw; or
 - iii) A Restricted Waste as defined in Schedule 'C' which is attached hereto and forms part of this Bylaw
 - b. Storm Water from a high potential contaminant release area that is:
 - i) Covered by a permanent structure;
 - ii) Uncovered, but only if the area is 250 square meters or less; and
 - iii) Where drainage from other outdoor areas does not drain into the high potential contamination release area.
 - c. Storm water from a snow storage site; or
 - d. Storm water directed to the sanitary sewer by Alberta Environment.
- 7.5 No Person shall release or permit the release of hauled wastewater that contains any of the following:

- a. Grit or skimming from interceptors, Catch Basins, pre-treatment facilities or private wastewater disposal systems;
- b. Sludge from interceptors, Catch Basins, pre-treatment facilities or private wastewater disposal systems;
- c. Matter containing a hazardous waste, or;
- d. Matter not permitted under Schedule 'C' attached hereto.

7.6 Notwithstanding paragraphs 7.3 and 7.4 above, hauled wastewater from a domestic source that:

- a. Contains no Prohibited Wastes listed in Schedule 'B';
- b. Contains no Restricted Wastes listed in Parts 1(b), 1 (C) and 2 of Schedule 'C';
- c. Does not contain commercial or industrial wastewater; and
- d. Contains no hazardous wastes,

will be exempt from section 7.5(b) and from the limits set out in paragraph 1(a) of Schedule 'C' attached hereto.

7.7 No person shall dilute wastewater so as to avoid the requirements of this bylaw.

8. Administration

8.1 The current Fees and Charges applicable to Water Services and Sewer Services provided pursuant to this Bylaw are as set out in the Master Rates Bylaw, which may be amended from time to time.

8.2 Utility Bills are intended to be issued on a monthly basis unless the Village determines that another billing frequency is necessary or desirable.

8.3 The amount of the billing shall be based upon the Master Rates Bylaw, or Other Rates described herein, with water consumption being determined by the applicable Meter reading obtained on a monthly basis. Where a Meter reading is not obtainable, at the discretion of the Village, a system-generated estimate may be used.

8.4 If there is a discrepancy between an inside Meter Reading and the Remote Reader for the same Property, the inside Meter reading will be deemed to be accurate, subject to the further provisions of this Bylaw.

8.5 In the event that the Village disputes the accuracy of a Meter, a written notice will be given to the User. In the event that a User disputes the accuracy of the Meter, the User shall present the Village with written notice accompanied by a payment of the water Meter test fee in accordance with the Master Rates Bylaw. At a time determined by both parties, the Meter situated on the Property of the User shall be tested or calibrated by a proper official designated by the Village. In the event the meter is found to be accurate within 97% to 103% of the water passing through the same, the expense of such test or calibration shall be borne by the party giving such notice. In the event that the said meter is found not to be accurate within the aforesaid limits, the Meter shall be repaired or replaced as soon as is practical and the expense of doing so shall be borne by the Village. In that event, the Village shall also return the water Meter test fee and adjust the water charges for a maximum of two (2) billing cycles.

8.6 Payment on account may be made to the Village at such locations designated and under methods utilized by the Village from time to time. Payments must be received on or before the Due Date noted on the Utility Bill.

8.7 Payment of a Utility Bill is due on the last business day of the billing month. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner and to a User of the Property receiving the Utility Services, as the case may be. In the event of non-payment:

- a) A Utility Bill not paid by the Due Date will be considered in arrears and subject to late penalty charges, by way of a 2.5% of the unpaid Utility Bill. A further penalty of 2.5% will be applied upon the unpaid Utility Bill and Penalties accrued after 30 days.

- b) Any person may pay Utility Invoices by an electronic payment method that the Village has approved.
 - i. Electronic payments are deemed to be received upon the date the person processes a payment.
 - ii. Documentation for verification of Utility payment must be provided upon request by the CAO.
 - c) The Village reserves the right to discontinue providing Utility Services where the Utility Bill is unpaid after 30 days. Upon disconnection, any outstanding utility account balance along with a reconnection fee as set out in the Master Rates Bylaw must be paid in full prior to the Village re-establishing the Utility Service Connection.
 - d) A sum payable, by the Owner of a Property, for the Utility Services supplied by the Village and all Rates, costs and charges imposed or loans made to him under Bylaw or resolution passed by Council are a preferential lien and charge to the Property and on the personal Property of the debtor and may be levied and collected in a manner as municipal Rates and taxes are recoverable.
 - e) At the discretion of the Village, and as provided for under Section 553 of the *MGA*, or its successor, an outstanding utility account balance may be transferred to the Property tax account of an Owner of a Property.
 - f) In the event of default in payment of any Utility Bill, the Village may, in addition to any other remedy available to the Village, enforce payment by action in a Court of competent jurisdiction.
 - g) An Administrative Fee as set out in the Master Rates Bylaw will be levied in the event that a transfer of a utility account balance to the Property tax account is deemed necessary.
 - h) A transfer of a utility account balance may be deemed necessary if the account remains in arrears for a period exceeding 120 calendar days.
- 8.8 If a User neglects or refuses to comply with a notice to repair within sixty (60) days of receipt thereof, the Village may make or cause to be made repairs at the expense of the said User.
- 8.9 No reduction in Rates will be made in the monthly charge for water and sanitary sewer services available to any User because of interruption by any cause whatsoever of the Water Supply.
- 8.10 The Village Council hereby delegates to the Chief Administrative Officer all those powers stipulated by this Bylaw to be exercised by the Village and all necessary authority to exercise those powers, excluding there out, the power to set Utility Rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the *MGA*.
9. Penalties and Offences
- 9.1 Any Person who violates, contravenes or breaches any provision or requirement of this Bylaw is guilty of an offense.
- 9.2 Any Peace Officer is hereby authorized to issue a municipal violation tag, or a violation ticket, pursuant to the provisions of Part 2 or Part 3 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34 ("POPA"), or under the provisions thereunder, in regard to this Bylaw.
- 9.3 A municipal violation tag may only be issued for those offences for which a specified penalty is prescribed in this Bylaw. The municipal violation tag shall state the specified penalty prescribed, and set out the voluntary payment option available therefor.
- 9.4 Where a municipal violation tag is issued pursuant to the terms of this Bylaw, the Person to whom the municipal violation tag is issued may plead guilty to the offence by signing the municipal violation tag in the space provided thereon, and in lieu of being prosecuted for the offence in Court, may deliver the signed municipal violation tag, and a voluntary payment in an amount equal to the specified penalty for the offence, to the Village, in the manner specified on the municipal violation tag.


Water & Wastewater Services Bylaw 618-16

- 9.5 In those cases where a municipal violation tag has been issued and the specified penalty provided therein has not been paid within the prescribe time, any Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to either Part 2 or Part 3 of POPA, as amended.
- 9.6 A violation ticket issued pursuant to the provisions of POPA, shall be served in the manner described in POPA. A municipal violation tag shall be served in any manner described in either Part 2 or Part 3 of POPA.
- 9.7 Nothing contained in this Bylaw shall prevent or prohibit the immediate issuance of a violation ticket pursuant to either Part 2 or Part 3 of POPA. Without restricting the generality of the foregoing, it is not mandatory to issue a municipal violation tag, prior to issuing a municipal violation ticket pursuant to the provisions of POPA.
- 9.8 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a Person found guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day upon which the offence occurs.
- 9.9 For the purpose of this Bylaw, an act or omission by an employee, acting in the course of their employment, is deemed to be an act or omission of their employer.
- 9.10 For the purpose of this Bylaw, an act or omission by an agent, acting in the course of their agency, is deemed to be an act or omission of the agent's principal.
- 9.11 A person who is guilty of an offence pursuant to this Bylaw is liable to pay a fine in an amount which is not to be less than FIVE HUNDRED (\$500) DOLLARS, and not more than TEN THOUSAND (\$10,000) DOLLARS, or to imprisonment of not more than SIX (6) MONTHS, for non-payment of a fine.
- 9.12 In addition, specified penalties as set out in Schedule 'D' attached hereto, are hereby established regarding the offences set out in Schedule 'D,' which forms part of this Bylaw.
- 9.13 Notwithstanding the specified penalties provided for in Schedule 'D' attached hereto, a Judge of the Provincial Court of Alberta, or any other Court, may increase the penalties provided for in Schedule 'D,' where the Court deems it appropriate to do so, having regard, among other things, to the gravity or consequences of the offence, or whether the offence has been repeated.
- 9.14 Voluntary payments, where allowed, for any offence not specified in Schedule 'D,' shall be as follows:
- a) For a first offence, a specified penalty in the sum of THREE HUNDRED (\$300) DOLLARS;
 - b) For a second offence, a specified penalty in the sum of ONE THOUSAND (\$1,000) DOLLARS; AND,
 - c) For a third or subsequent offence, a specified penalty in the sum of ONE THOUSAND, FIVE HUNDRED (\$1,500) DOLLARS.
- 9.15 Notwithstanding s. 9 hereof, nothing contained within shall restrict the Village from pursuing such further or other remedies as may be prescribed by law related to those matters set out in this Bylaw.
- 9.16 Upon third reading of this Bylaw, Bylaw 605-15 is repealed.

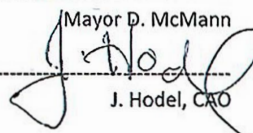
Read a first time in Council this 15th day of March, 2016.

Read a second time in Council this 15th day of March, 2016.

Read a third and final time by unanimous consent of Council this 15th day of March, 2016.



Mayor D. McMann



J. Hodel, CAO

Schedule 'A'

To: Village of Innisfree

Re: Utility Account Number _____

Civic Address _____

We/I, the undersigned registered Owner(s) of the above-noted Property hereby request that all Utility Bills issued for the said Property be forwarded in my (our) name(s) in care of the following mailing address:

We/I fully understand that we are/I am responsible for the Utility Bills and that non-payment of the Utility Bills will result in the transfer of outstanding balances to our/my tax account pursuant to Village Bylaws. We/I also understand that all Utility Bills, notices and other correspondence relating to this utility account will be sent to the address noted above and that a copy will not be issued to our/my mailing address.

Registered Owner(s)

(Date)

PRINT NAME

Registered Owner(s)

(Date)

PRINT NAME

W

Schedule B

Prohibited Wastes Applicable to Sanitary Sewer

The following are designated as Prohibit Wastes:

1. Any matter in concentration that may cause a hazard to human health;
2. Any flammable liquid or explosive matter which, by itself, or in combination with other substance(s), is capable of causing or contributing to an explosion or support combustion.
3. Any matter which by itself or in combination with other substance(s) is capable of obstructing the flow of, or interfering in the operation or performance of the sanitary sewer system, watercourse or wastewater treatment facility, including but not limited to:
 - a) agricultural wastes;
 - b) animals, including fish and fowl or portions thereof that will not pass a two (2) centimeter screen;
 - c) ashes;
 - d) asphalt;
 - e) concrete and cement-based products;
 - f) gardening wastes;
 - g) glass;
 - h) gravel into the sanitary sewer system;
 - i) metal;
 - j) paper and cardboard into the storm water system;
 - k) plastics;
 - l) rags and clothes;
 - m) rock;
 - n) sand into the sanitary sewer system;
 - o) sharps;
 - p) soil;
 - q) straw;
 - r) tar;
 - s) wash water from washing equipment used in the mixing and delivery of concrete and cement-based products, or;
 - t) wood, dust or shavings from wood.
4. Any matter with corrosive properties which, by itself or in combination with another substance may cause damage to any sewer system or wastewater treatment facility;
5. Any matter other than domestic wastewater, which by itself or in combination with another substance is capable of creating an air pollution problem outside a sewer system or in and around a wastewater treatment facility.
6. Any matter which, by itself or in combination with another substance, is capable of preventing safe entry into a sewer system or wastewater treatment facility;
7. Any matter:
 - a) Consisting of two or more separate liquid layers;
 - b) Which when it comes into contact with storm water, clear water or wastewater is capable of forming a separate liquid layer.

8. Any matter which by itself or in combination with another substance is detrimental to the operation or performance of the sewer system, watercourse, wastewater storage lagoons or to the environment, including but not limited to:
 - a) Biological waste;
 - b) Elementary mercury;
 - c) Paint, stains, including oil- and water-based;
 - d) Prescription drugs;
 - e) Used automotive and machine oils and lubricants;
 - f) Radioactive material in solid form;
 - g) Effluent from an industrial garage grinder;
 - h) Hazardous wastes.

9. Any matter which may:
 - a) Cause a hazard to human health and cannot be effectively mitigated by wastewater treatment;
 - b) Cause a hazard to the environment;
 - c) Cause a hazard to municipal employees and or contractors operating or maintaining the sewer system or the wastewater storage lagoons;
 - d) Cause an adverse effect to the sewer system;
 - e) Cause an adverse effect to the wastewater storage lagoons;
 - f) Result in the wastewater being released by the Village's wastewater collection system being in contravention of provincial regulatory requirements, or
 - g) Restrict the beneficial use of bio-solids from the Village's wastewater collection system and the wastewater storage lagoons.

10. Notwithstanding the above, the Chief Administrative Officer or his designate, may prohibit or set discharge concentrations and/or limit the loading rate for any other material or substance not included in the bylaw sections where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control of bio-solids.

11. Water from a swimming pool or hot tub having a volume of 100 m³ or more without first having received approval from the CAO.

12. Wastewater, storm water, clear water waste or other matter having:
 - a) A temperature greater than 100degrees Celsius.
 - b) A pH balance less than 6.0 or greater than 10.5.

13. Wastewater, storm water, clear water, subsurface water or other matter resulting from site remediation activities unless a permit to release has been issued.

W

Schedule C

Restricted Wastes Applicable to Sanitary Sewer

The following are designated Restricted Wastes when present in wastewater, storm water, subsurface water or clear-water waste being released to the sanitary or combined sewage system at a concentration in excess of levels set out below, with concentrations being expressed as total concentrations unless specified otherwise:

1. a.) Contaminants

Biochemical Oxygen Demand (B.O.D.)	10,000 mg/L
Chemical Oxygen Demand (C.O.D.)	20,000 mg/L
Oil and Grease	800 mg/L
Phosphorus (P)	200 mg/L
Suspended Solids (S.S.)	5,000 mg/L
Total Kjeldahl Nitrogen (T.K.N.)	500 mg/L

b.) Inorganic Compounds:

Aluminum	50.0 mg/L
Boron	30.0 mg/L
Fluoride	10.0 mg/L
Phosphorus	200.0 mg/L
Sulphite	1500.0 mg/L
PH (Hydrogen ion)	Less than 6.0 or Greater than 11.5
Arsenic (As)	1.0 mg/L
Cadmium (Cd)	0.10 mg/L
Chlorine (Free) (Cl ₂)	5.0 mg/L
Chromium (Hexavalent) (Cr+6)	2.0 mg/L
Chromium (Total) (Cr)	4.0 mg/L
Cobalt (Co)	5.0 mg/L
Copper (Cu)	1.0 mg/L
Cyanide (CN)	2.0 mg/L
Lead (Pb)	1.0 mg/L
Mercury (Hg)	0.10 mg/L
Molybdenum (Mo)	5.0 mg/L
Nickel (Ni)	4.0 mg/L
Silver (Ag)	5.0 mg/L
Sulphide (S ⁼)	3.0 mg/L
Thallium (Tl)	1.0 mg/L
Zinc (Zn)	2.0 mg/L

c.) Organic Compounds:

BEXT	1.0 mg/L
Carbon Tetra Chloride	0.20 mg/L
Chloroform	0.20 mg/L
Hydrocarbons	50 mg/L
Pentachlorophenols	0.20 mg/L
Phenols	1.0 mg/L

d.) Physical Property:

Temperature	Greater than 100° Celsius
-------------	---------------------------

2. Radioactive materials in concentrations greater than allowed under the *Atomic Energy Control Act* and the *Atomic Energy Control Regulations* as amended from time to time.

3. Notwithstanding the above, the Chief Administrative Officer or his Designate, may reduce the allowable concentration and/or the loading rate for items in Schedule C where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control bio-solids quality.
4. Dyes or coloring materials that will produce a color value greater than or equal to 500 True Color Units except the dye used by the Village as a tracer.

10

Schedule D**Specified Penalties**

Offence	Section Number	Specified Penalty
Failure to cap a sewer after abandonment or discontinuance of sewer service	3.13	\$ 750.00
Failure to provide wiring for a Meter or Remote Reader in locations that provide unobstructed access	4.2	\$ 500.00
Having, constructing, or maintaining more than one Private Service to a Property without the approval of the CAO	4.6	\$2,500.00
Allowing the discharge from a sump pump to enter the Utility System	4.10	\$1,000.00
Connecting a sump pump or its discharge to the Utility System	4.11	\$1,000.00
Developing, constructing or operating a vehicle or gasoline service station, or a vehicle or equipment washing establishment, or any other type of business or Property designated by the CAO, without installing an operative grease, oil and sand interceptor of a type and capacity approved by the CAO	4.12	\$2,500.00
Failure to properly maintain a grease, oil and sand interceptor that is required by this Bylaw	4.13	\$2,500.00
Providing Water Services, or providing Sewer Services, within the Village, without the express approval of Council	5.2	\$2,500.00
Unauthorized use of a source of water, other than Water Services, without the written consent of the CAO	5.3	\$1,000.00
Unauthorized use or taking of water from a Town fire hydrant	5.14	\$ 2,500.00
Obstructing access to a fire hydrant, or interfering with the operation of a fire hydrant	5.15	\$ 2,500.00
Obtaining, or attempting to obtain, Utility Services from the Utility System through the use of a bypass device contrary to s. 6.7 of this Bylaw, or through the use of any fraudulent means	6.7	\$1,000.00
Damaging or tampering with a water seal, a Remote Reader, or a Meter	6.8	\$1,000.00
Unauthorized vending, selling, supplying, disposing of, or giving away water from the Utility System	6.9	\$1,000.00
Unauthorized release or discharge which may Interfere with the proper operation of the Sewage System	7.1	\$2,500.00
Unauthorized release of any matter into a sanitary sewer	7.2	\$2,500.00
Releasing or permitting the release into a sanitary sewer of any matter containing hazardous waste	7.3	\$2,500.00
Releasing or permitting the release of hauled wastewater contrary to the provisions of s. 7.5 of this Bylaw	7.5	\$2,500.00
Diluting wastewater to avoid the requirements of this Bylaw, or the requirements of the Alberta Capital Region Wastewater Commission Wastewater Discharge Regulation	7.7	\$2,500.00

Village of Innisfree Council Committee Report

Committee Name: NLLS Meeting

Meeting Date and Time: August 25, 2023 (10 am – 12 pm)

Attendees: multiple attendees across the NLLS system

Discussion:

Chairperson’s report

- Over the summer months the Plan of Service committee spent 2 days at Metis Crossing working on creating the new strategic plan for the 2024-2026 years.
- Margaret Law facilitated high level goal and objective setting at the beginning of our session and our marketing firm- focus communications will compile the goals and objectives set into a full plan.
- The executive board met this month in Tofield.
- Our largest topic of discussion was the budget. Your executive discussed every line item and is please to present a budget to the board that sets NLLS on a positive path forward while remaining fiscally responsible to our members and seeking to keep increases at a predictable and steady pace.

ALTA Report

- Our final installment of the webinar series is available to view. “The Value of ALTA” educates trustees on what ALTA can do for you and your board.
- This year the Alberta Library Trustees' Association (ALTA) is hosting a Symposium for Library Trustees on November 9th from 9:00 AM to 4:00 PM.

Budget

- Budget is on par, there are a few lines that are over but they are working out
- Went over the 2024 draft budget
- Watched a webinar on if we should vote for a budget
- Projections for budget were going in to 2026
- Budget goals are as follows: cultivate alternative revenue sources, find efficiencies in service deliveries, spend down the overage in our savings, modest and predictable levy increases, ensure compensation meets financial realities of NLLS, predictable, transparency, and timely communication.
- increase in provincial funding, move to 2019 population numbers, greater stability in expenditures, policy change to book allotment spending with a positive impact, TRAC costs lower (due to population numbers), unexpended change requires in EResource authentication service, interest revenue greater than budgeted.
- Proposed 1.5% increase in levy year over year for the next 3 years using 2019 census
- In the 2024 budget there will be lockboxes to be installed in libraries for equipment protection
- Budget was passed in principal, next it will go to library manager’s and then to November meeting

Policies

- Omnibus policy changes were presented and passed

NLLS convention is open for registration (Stronger Together)

Online Stronger Together Conference – November 3rd, 2023

In-Person Leadership Development Day – November 9th, 2023

In-Person Stronger Together Conference – November 10th, 2023

-

- Next meeting will be November 24, 2023 and it will be online only

Submitted by: Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Kalyna Country Ecomuseum
Meeting Date & Time:	AUG 16 2023 7:00 - 8:30
Attendees: RECEIVED AUG 18 2023	Barry McDonald, Marianne Janke, Louise Chomlak, Sheila St. Clair, Debbie McMann, Jars Balan
Discussion:	<ul style="list-style-type: none"> - Review of Pysanka Festival activity - Web Page is up and running, linking to Instagram - Returns necessary for GST return and Charitable Status return.
Actions:	<ul style="list-style-type: none"> - Casino application to be sent in A.S.P. - Planning for Smoky Lake Pumpkin Festival - Support Poetry Reading of Harvey Spak, Lu Mandate - Meeting with Travel AB soon -- maybe able to hire full time staff
Future Items:	<ul style="list-style-type: none"> - Planning for a review of the Branding Manual <p>Next meeting Sept. 20, 2023</p>
Submitted By:	<p>Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p>

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: September 6, 2023

Attendees: Kristina, Doreen, Doris, Jennifer, Debbie, Yvonne, Dale

Discussion:

- 276 patrons in August, 52 eResource checkouts total, 381 Wi-Fi connections
- The popcorn machine was a hit again this year. We served over 100 bags of popcorn and had many ask if we would do it again next year! A lot wished it would become a regular thing.
- The computers and laptop have arrived. All are ready for use. The old ones have been sent to NLLS to be wiped. An application form was approved and will be available for distribution
- Kristina and Marilyn are both registered for the conference at the River Cree in November
- Went over early literacy contracts and community programmer agreements and approved them
- Went over a draft copy of review for Marilyn, it will be given to Marilyn
- Sent a GIC for a new term for 18 months
- Approved for \$75.00 for a Christmas raffle basket
- Sending a letter to the AG society to request to expand the library in to the dance room
- Women in business open house will be held on September 26th at the millennium building, created a Innisfree informer advertisement and submitted it, created a Gmail account for use

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: September 14, 2023

Attendees: Tara Kuzio, Jerrold Lemko, Jennifer Johnson, Jim Jackson, Marielle Brodziak, Rhonda Ewasiw

Discussion:

- Vacancies; NW wing 4, SW wing 8, SE wing 1, NE wing 2, 3 move in 6 move out, several move outs were for requiring higher level of care, maintenance ongoing
- Mannville and Innisfree villas both have 1 application on file
- Mannville vacancies villa 6, manor 2, new maintenance person hired, regular maintenance ongoing
- Innisfree vacancies 1, new maintenance person hired, regular maintenance ongoing
- Key foods gave lodge raves reviews to cleanliness at the homestead lodge
- Got quote for sidewalk repair at Innisfree villa and was approved
- Approval to advance of business development plan was brought forward to the board and was accepted for information to be brought a t a later meeting, also Derek Weiss will be contacted to find out his rates to present his information to an open house
- Received 1 walk in tub quote for replacement but due to cost foundation was directs to get more quotes from multiple sources.

Submitted by: Jennifer Johnson

Village of Innisfree

Interim CAO Monthly Report

To: Council

From: Thelma Rogers

Re: August 16 – September 19, 2023, activities/highlights

Administration

- The safe, with the same configurations as the former one, has been transferred from Vancouver to Edmonton, for the Village; a deposit of \$3,000 was required to secure the order for delivery after the building rehabilitations were completed.
- Also, the safe movers attended the office recently to verify the safe installation process.
- Administration has drafted a simplified version of the proposed Administration Office renovations for presentation to prospective contractors.

Bylaw

- The Standard Operating Protocols (SOP) that were developed for the execution of the BEO duties pursuant to the pertinent Village Bylaws, is working very well.
- Since the last report to Council, Unsightly Premises Bylaw enforcement has been enacted for 15 properties.

Development

- A Residential Development Permit has been processed under Discretionary Uses and adjacent Owners have received the application notice.
- The Development of a new brochure, to highlight the Development & Building application processes is being developed and will be very helpful for prospective developers.

Economic Development

- Per Council direction, Administration contacted the Auction company who had recently auctioned a property in Innisfree; the Auction Rep advised the recent auction held in Innisfree was conducted free of charge for the Church that owned the building. After viewing the properties that the Village desired to auction, the Rep advised the costs to conduct the auction would be too expensive to auction the properties. The Rep offered to contact the four bidders that participated on the recent auction to garner interest for the Village; to date, no calls have been received.

Financial

- The expenses for the Village-hosted Breakfasts held on July 1st and August 9th were processed and the surplus totalling \$323.13 was divided equally between the Innisfree Senior Citizen's Association and the Innisfree Prairie Bank of Commerce Historical Society.

Human Resources

- Last staff/safety meeting was held on August 16th.

-
- On September 7th attended a meeting with PWF MacKay, Contractor D. Gausvik and OHS Officer T. Tatum at the PW Shop to address a PPE complaint the department received during the recent new Fire Hydrant installation; the session was very informative.
 - Next staff/safety meeting scheduled for September 27th.

Public Works

- Continuing to seek a solid waste company's disposal of the wrecked Village safe.
- The Innisfree Delnorte students will begin the woodworking class at the PW Shop the first week of October and will be attending the shop on Wednesdays and Thursdays.

Other

- Sidewalks Canada MOU for October 2023 work has been signed in the amount of \$15,000. The plan is to remediate unlevel sidewalks starting in the Business district and radiating out from there. (Sidewalks remediation have been approved under Project Approval# GTF-1187, up to \$217,650.)
- Attended Quad CAO meeting on September 11th in Mannville:
 - The County of Minburn had their property GIS utilizing "Arch User;" the County accessed a Grant under Emergency Management for their mapping processes. County CAO P. Podoborzny also advised that each Municipality were currently either separately paying for a contract to access their information or accessing the limited information the County had relating to the mapping within the Municipalities. She recommended that the four municipalities could create a Project Plan of what assets each community wanted to tack within their community; then the joint municipalities could apply for an Alberta Community Partnership Grant to facilitate the project.
 - County Cao advised the transfer station winter hours would be implemented shortly.
 - Discussion was held regarding limited access to the Town of Vegreville REMA during last year's ECC exercise in Vegreville.
 - Town of Vegreville is sending out letters to all Municipalities regarding recreation facilities/activities within the County and several surrounding rural areas, looking towards the future of a possible new multi-purpose recreation facility within Vegreville.
 - Town of Vegreville Interim CAO Sandra Ling advised her Interim term ends in October.
 - Next Quad CAO meeting scheduled for January 8, 2024, at the County of Minburn Administration Office.

Upcoming:

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

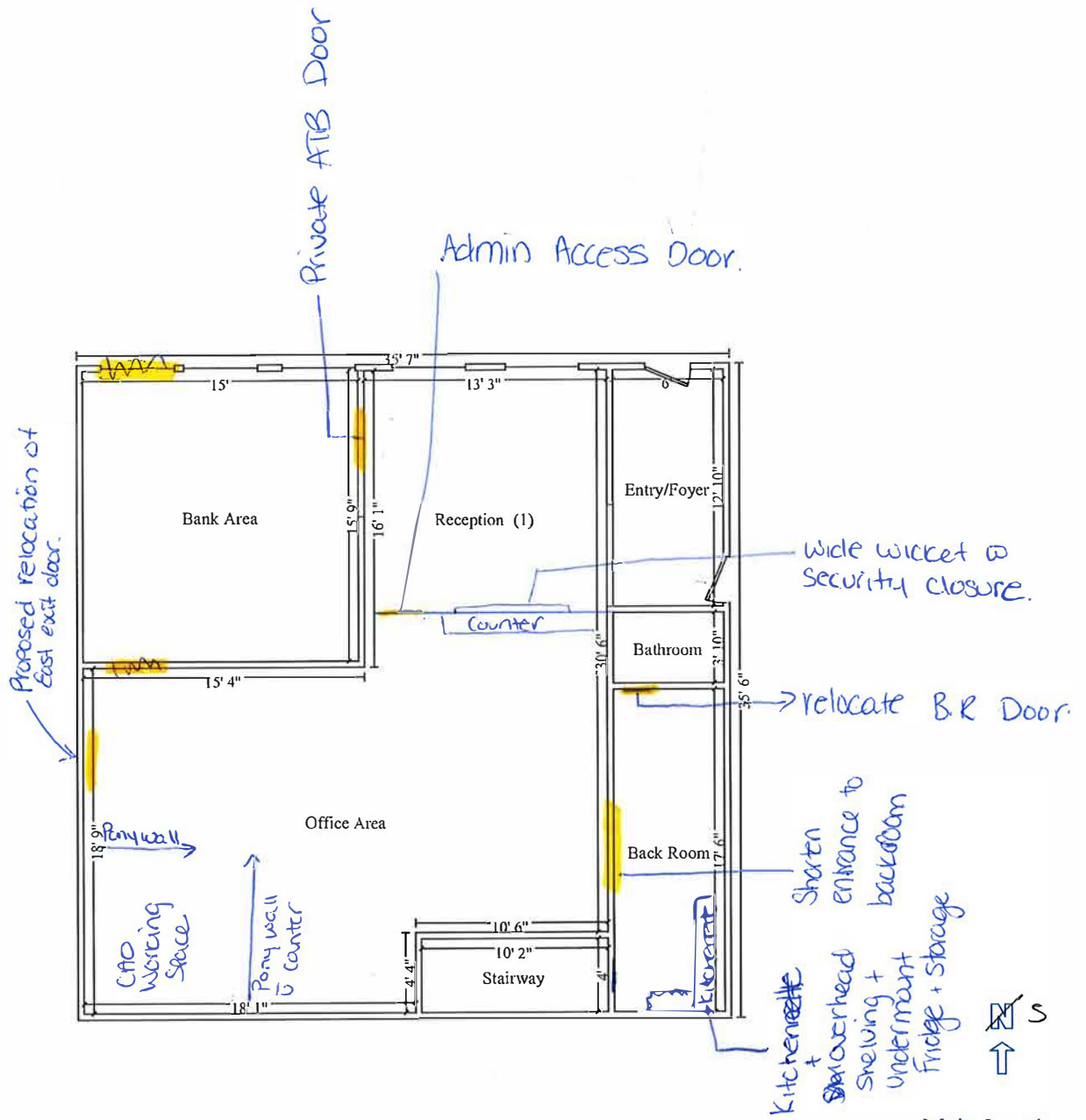
Sep 30 – Truth & Reconciliation Day

Oct 9 – Thanksgiving Day – office closed.

Oct 17 – Council Organizational Meeting

Oct 17 – Public Hearing and Regular Council Meeting

Main Level



Main Level

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.
2022-09-27/29	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
2022-12-13	Look into Heritage Minister approval for Museum Building	Admin Museum	Admin provided information for the application.
2022-12-20	Sign up to become a Purolator Quick Stop Agent	Admin	Spoke with Calgary and need to complete application form and send pictures to them; Put on hold until Building remediation is completed.

2023-01-23	Send in grant application for free trees with desired trees and locations	Admin	Done. Received phone call that we have been approved.
2023-04-18	Call regarding free trees we were supposed to get	Administration	
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 15 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.
2023-03-21	Disposal of hospital bed and items in PW mezzanine	Admin and Public Works	No interest received for these items; disposal to Mannville Transfer station
2023-04-18	Develop Policy for catching animals as per Animal Bylaw	Administration	To be completed
2023-04-18	Sign up for the Travel-ING app	Administration	Done. Still finalizing paperwork before we go live.
2023-05-16	Fix corner of Admin building where siding is coming off.	Administration & Public Works	To be addressed during Building remediation
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	Aug.15/23-Council directed CAO to secure correct sized culverts from Vendors & proceed with project; not completed
2023-06-20/07	Library Board Members' Terms of Appointment recorded.	Administration	Letter sent.

2023-06-20/08	TREE REMOVAL on VILLAGE VACANT PROPERTY	Public Works	Aug.15/23 Council advised arrangements were made.
2023-06-20/12	HISTORICAL SOCIETY REQUEST	Administration	This motion is related to a request for the forgiveness of Power & Natural gas charges;
2023-07-18/10	Rec Park JD Z760R Mower purchase approved	Administration	Mower delivered on August 23, 2023, to the Campground.
2023-07-18/13	Support Recognition to Mannville CAO for Assistant provided.	Administration	Completed on August 18 th .
2023-07-18/16	Surplus July 1 st & Aug.9 th Breakfast funds to Historical Society & Seniors	Administraiton	Total Expenditures: 664.43 Total Revenue: 987.55 Pd. \$161.56 to each entity.
2023-08-15/03 & 04	Amending Land Use Bylaw 685-23 signed, sealed, scanned & placed on website	Administration	Completed
2023-08-15/06 07-08	Revised Traffic Bylaw 687-23 signed, sealed, scanned & placed on website	Administration	Completed
2023-08-15-09	Policy 3200-03 – PW-TCD to be updated with Motion#, copies to all staff & Council; scanned & placed on website. Additionally, a new Handicapped parking sign is required in front of Museum.	Administration	Policy Completed New Handicapped Parking sign received.
2023-08-15/10	TODS Sign for Museum to be applied for from Alberta Transportation	Administration	To be completed.
2023-08-15/11 /12	Crossroads Economic Development Alliance – Letter to advise appointment of Council Rep acceptance of Name, MOU, EOI for EDO	Administration	Completed
2023-08-15/13	Notification of extension of Innisfree Birch Lake Campground extension to Sep.30th	Administration	Completed
2023-08-15/17	Notify AB Municipalities' Insurance Adjuster acceptance of office reparation	Administration	Insurance coverage options not completed

2023-08-15/18	Contact Team Auctions re: sale of Tax Recovery properties: Plan 4175R; Block 6; Lot 12 and Plan 4175R; Block 8, Lot 14.	Administration	See Interim CAO Report
2023-08-15/19	Change WTP Road Access Gate with two 10-foot gates.	Administration Public Works	Gates received; awaiting contractor to drive posts in ground.
2023-08-15/20	Cancel SD Chq#20220403 in the amount of \$160.	Administration	Completed
2023-08-15/22	Draft Proclamation for CN 2023 Rail Safety Week for Mayor Signature & post on website & in Village Office.	Administration	Completed

MUNICIPAL STIMULUS PROGRAM:					
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. Completed
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 Contactor for the installation of the fence. Railings and supplies have been secured.
CAP-13414 Motion: 2022-09-27/23 For Electrical and Flooring contractors	Village Administration Office Renovations	\$50,000	Electrical \$10,625 Floors \$11,981 \$ 2,325 moving the vault/safe	Completed Completed Completed	To be re-addressed with July 13 th robbery damages & insurance. Balance funds: \$25,069

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. Contactor installed the fire hydrant week of Aug.16; waiting for invoice.
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.	
GTF-1187	Sidewalk Replacement and Rehabilitation	\$217,650	Sidewalk assessment to be done spring 2023 for \$ 3,000 Assessment completed.		Partial (\$50,000) will be used under 54 Street and 51 Ave complete upgrade. Large portion for 48 Ave Admin. & PW reviewed report. MOU signed with CanadaSidewalks for \$15,000 in work to be completed in mid-Oct.
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			Partial will be used under 54 Street and 51 Ave complete upgrade for the manhole on 51 Avenue

CCBF-2036 Motion: 2022-07-20/07	Water Meter Rehabilitation Project	\$47,000	\$ 1,108 (2022) \$ 33,874 (2023) for meters \$ 5,300 for laptop (2023)	Ongoing.	Meters were ordered through McKay Water Works. Meters arrived in March as well as computer. Water Meter Rehab Project was not eligible under MSP. Amendment to apply for funding under CCBF-2036 was approved. Installations proceeding. Balance: \$6,717
CCBF-2303	54 Street and 51 Ave complete upgrade (Water looping & road)	\$800,000 total \$400,000 from CCBF			Approved.
CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			Approved.

Birch Lake					
	Outhouse Rehabilitation	\$16,000			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 bottoms are dirt. Concrete needs to be poured on the bottom before these can be used. But Environment says the Village can use a new culvert within existing one. Waiting for culvert sizes before ordering them, then ordering the new outhouses

2023 Operating Budget (pending Council approval)	2023 Asphalt Patching Repairs	\$10,000			NEW – will apply for grant funding but cannot be guaranteed.
------------------------------------------------------------	-------------------------------	----------	--	--	--------------------------------------------------------------

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.

July 1, 2023

As per Books				
	General Operating	Tax Recovery Account (2008)	Municipal Grants	Capital Reserves
Previous Month Balance	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
Less Disbursements (A/P & P/R)	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			
Sub-Total	99,730.61	-	-	-
Month End Balance	103,664.13	504.22	953,841.73	214,866.07

As Per Bank				
	General	Tax Recovery Account (2008)	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
Less Outstanding Cheques	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 - J	104.95	
302	414.75	318	27.30	Cleared Chq - J	88.83	
303	578.06	319	239.40	Cleared Chq - J	538.62	
304	1,525.73	320	194.51	Total O/S Chqs.	91,176.26	

August 1, 2023

As per Books				
	General Operating	Tax Recovery Account (2008)	Municipal Grants	Capital Reserves
Previous Month Balance	104,493.17	504.22	953,841.73	214,866.07
Deposits	126,220.22			
Transfer from Grants	56,199.16		- 56,199.16	
Interest Received	859.16	2.31	4,366.29	985.44
Sub-Total	287,771.71	506.53	902,008.86	215,851.51
Less Disbursements (A/P & P/R)	87,506.94			
ATB Monthly Fees	29.80			
ASFF quarterly	-			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	31.71			
Interac CC Fees	27.45			
Moneris machine fees	32.56			
Other	-			
AB Land Titles	-			
WCB	178.42			
Sub-Total	87,831.88	-	-	-
Month End Balance	199,939.83	506.53	902,008.86	215,851.51

As Per Bank

	General	Tax Recovery Account (2008)	Municipal Grants	Capital Reserves
Month End Balance	231,959.60	506.53	902,008.86	215,851.51
Deposit in Transit	277.70			
Sub-Total	232,237.30	506.53	902,008.86	215,851.51
Less Outstanding Cheques	32,297.47		-	-
Month End Balance	199,939.83	506.53	902,008.86	215,851.51

Outstanding Cheques

Chq #	Amount	Chq#	Amount	Chq#	Amount
145	323.75	381	1,250.00		
316	51.60	382	403.11		
333	3,623.20	383	637.16		
337	1,023.75	392	160.00		
346	364.93	393	3,466.63		
348	577.36	394	2,289.93		
350	1,000.13	395	182.50		
367	280.88	396	843.33		
373	2,491.37	397	2,205.16		
374	161.56	398	2,215.54		
375	161.56	399	2,298.56		
377	3,898.00	400	1,979.40		
378	280.00	401	35.36		
379	92.70				
				Total O/S Chqs.	32,297.47



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
TAXATION						
1-00-00-110	Taxes Residential	166,348.76	165,982.99	170,980.00	170,999.68	100.01
1-00-00-111	Taxes Non-Residential	46,719.48	49,831.59	51,327.00	50,985.32	99.33
1-00-00-112	Taxes M & E	4,341.49	2,224.30	2,291.00	2,428.53	106.00
1-00-00-190	Taxes Linear	27,882.89	28,485.85	29,341.00	30,785.85	104.92
1-00-00-230	Taxes Federal GIL	1,056.16	1,208.27	1,244.00	1,243.96	99.99
1-00-00-250	Taxes Minimum Levy	25,643.83	26,405.65	27,197.00	25,761.61	94.72
1-00-00-260	Taxes - Designated Industrial Property	90.77	87.07	90.00	91.01	101.12
1-00-00-321	ASFF Residential Levy	27,436.04	27,158.85	25,843.00	25,843.34	100.00
1-00-00-322	ASFF Non-Residential Levy	11,781.88	12,387.27	11,779.00	11,814.48	100.30
1-00-00-328	ASFF Residential (Over/Under) Levy	0.00	0.00	0.00	0.01	0.00
1-00-00-330	Seniors Housing Levy	2,804.36	3,810.74	3,898.00	3,911.88	100.35
*	TOTAL TAXATION	314,105.66	317,582.58	323,990.00	323,865.67	99.96
REQUISITIONS						
2-00-00-260	Designated Industrial Property Req	0.00	0.00	90.00	0.00	0.00
2-00-00-321	ASFF Requisition Residential	26,117.36	26,448.40	25,843.00	12,921.51	50.00
2-00-00-322	ASFF Requisition Non-Residential	11,173.33	11,173.36	11,779.00	5,889.37	49.99
2-00-00-330	Seniors Foundation Requisition	2,825.00	3,811.00	3,898.00	3,898.00	100.00
*	TOTAL REQUISITIONS	40,115.69	41,432.76	41,610.00	22,708.88	54.58
**P	TOTAL TAX AVAILABLE FOR MUNICI	273,989.97	276,149.82	282,380.00	301,156.79	106.65
GENERAL REVENUE						
1-00-00-510	Penalties Taxes	21,117.75	24,318.20	25,000.00	15,128.46	60.51
1-00-00-540	Franchise Fees - Natural Gas	21,550.23	26,733.11	24,000.00	15,375.54	64.06
1-00-00-541	Franchise Fees - Electricity	13,654.52	16,353.31	15,000.00	9,998.28	66.65
1-00-00-550	Bank Interest (General Operating)	328.12	3,960.41	8,000.00	6,653.30	83.16
1-00-00-551	Bank Interest - Grants	818.09	9,883.36	10,000.00	24,330.12	243.30
1-00-00-552	Bank Interest - Reserves	307.08	6,193.82	5,000.00	7,058.73	141.17
1-00-00-553	Bank Interest - Tax Recovery '09 (TBill)	0.98	11.30	15.00	16.59	110.60
1-01-00-590	Other Revenue Own Sources Invest	183.04	630.00	210.00	425.00	202.38
1-11-00-765	Transfer from Reserves General	5,000.00	0.00	25,000.00	0.00	0.00
**	TOTAL GENERAL REVENUE	62,959.81	88,083.51	112,225.00	78,986.02	70.38



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
ADMIN REVENUE						
1-12-00-290	Election (Senate/Referendum)	4,000.00	0.00	0.00	0.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	1,231.18	1,648.93	1,500.00	1,477.11	98.47
1-12-00-402	Bank Fees Collected	0.00	359.00	150.00	0.00	0.00
1-12-00-415	Donations - Admin	150.00	3,235.60	0.00	1,048.15	0.00
1-12-00-430	Sales Hats, Pins, Promotional	0.00	0.00	0.00	113.54	0.00
1-12-00-560	Rental Revenue Adm	8,503.60	8,668.41	8,755.00	4,795.19	54.77
1-12-00-590	Other Revenue Own Sources Adm	6,845.76	6,259.29	2,000.00	3,462.95	173.14
1-12-00-765	Transfer from Reserves - Admin	0.00	5,620.00	5,789.00	0.00	0.00
1-12-00-840	Grants Conditional Provincial Adm	36,768.00	36,768.00	36,768.00	73,536.00	200.00
1-12-00-841	Provincial Grant Capital	24,113.37	28,264.60	32,000.00	0.00	0.00
1-12-00-911	LTO Cost Recovery	0.00	0.00	0.00	60.02	0.00
**	TOTAL ADMIN REVENUE	81,611.91	90,823.83	86,962.00	84,492.96	97.16
FINE REVENUE						
1-21-00-530	Fines Police	100.00	0.00	100.00	122.00	122.00
**	TOTAL FINE REVENUE	100.00	0.00	100.00	122.00	122.00
FIRE REVENUE						
1-23-00-410	Fees Fire Fighting	9,669.91	187.50	0.00	0.00	0.00
1-23-00-765	Transfer from Reserves Fire	2,000.00	5,000.00	6,000.00	0.00	0.00
1-23-00-841	Provincial Grants - Fire	0.00	1,225.00	0.00	0.00	0.00
1-23-00-850	Joint Fire Services Agreement	21,044.26	0.00	0.00	0.00	0.00
**	TOTAL FIRE REVENUE	32,714.17	6,412.50	6,000.00	0.00	0.00
BYLAW REVENUE						
1-26-00-522	License Animal	957.00	1,225.00	1,262.00	595.00	47.14
1-26-00-523	Business Licenses	375.00	585.00	603.00	400.00	66.33
1-26-00-590	Fines Bylaw	0.00	900.00	0.00	1,400.00	0.00
**	TOTAL BYLAW REVENUE	1,332.00	2,710.00	1,865.00	2,395.00	128.42
PUBLIC WORKS REVENUE						
1-32-00-560	PW Rental Revenue	840.48	2,200.00	2,266.00	1,275.16	56.27
1-32-00-430	Sales Service (Grass,Snow)	1,469.05	75.00	77.00	700.83	99.16



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
1-32-00-765	Transfer From Operating Reserves PW	10,130.00	19,775.00	20,000.00	0.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	2,992.50	0.00	2,100.00	0.00	0.00
1-32-00-841	Grants Infrastructure Provincial PW	0.00	16,548.84	18,000.00	0.00	0.00
**	TOTAL PUBLIC WORKS REVENUE	15,432.03	38,598.84	42,443.00	1,975.99	4.66
STORMWATER REVENUE						
1-37-00-410	Stormwater Infrastructure Renewal	4,660.85	4,866.20	5,012.00	3,425.25	68.34
**	TOTAL STORMWATER REVENUE	4,660.85	4,866.20	5,012.00	3,425.25	68.34
WATER REVENUE						
1-41-00-410	Water Consumption	43,583.39	48,379.34	49,831.00	36,147.01	72.53
1-41-00-411	Regional Water Fund	22,873.74	23,872.00	24,588.00	16,506.50	67.13
1-41-00-412	Water Base Fee	27,834.99	30,463.45	31,377.00	20,041.98	63.87
1-41-00-510	Penalties Water	2,775.08	2,059.72	2,122.00	2,660.12	125.35
1-41-00-841	Provincial Grant Capital	37,400.00	30,402.49	31,315.00	56,199.16	179.46
**	TOTAL WATER REVENUE	134,467.20	135,177.00	139,233.00	131,554.77	94.49
SEWER REVENUE						
1-42-00-410	Billings Sewer	35,035.58	36,493.05	35,000.00	24,623.57	70.35
1-42-00-765	Transfer from Reserves Sewer	5,000.00	0.00	0.00	0.00	0.00
1-42-00-840	Grants Conditional Provincial Sewer	0.00	0.00	40,500.00	0.00	0.00
**	TOTAL SEWER REVENUE	40,035.58	36,493.05	75,500.00	24,623.57	32.61
SOLID WASTE						
1-43-00-410	Billings Garbage	46,662.62	48,626.97	50,086.00	33,351.74	66.58
1-43-00-411	Regional SWM Infrastructure Fee	17,539.74	18,435.00	18,988.00	12,465.20	65.64
1-43-00-415	Recycling Fees	0.00	0.00	3,960.00	2,226.08	56.21
**	TOTAL SOLID WASTE	64,202.36	67,061.97	73,034.00	48,043.02	65.78
LAND REVENUE						
1-61-00-410	Sale of Land	857.14	0.00	0.00	0.00	0.00
1-61-00-522	Permits (Development, Subdivision)	150.00	0.00	0.00	0.00	0.00
1-61-00-765	Transfer from Reserves - Land	0.00	30,000.00	30,000.00	0.00	0.00
**	TOTAL LAND REVENUE	1,007.14	30,000.00	30,000.00	0.00	102 of 119.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
PLANNING REVENUE						
1-66-00-522	Permits (Development and/or Subdivision)	0.00	295.00	150.00	75.00	50.00
**	TOTAL PLANNING	0.00	295.00	150.00	75.00	50.00
RECREATION REVENUE						
1-72-00-590	Fees Park Grounds	20,175.14	33,965.22	35,000.00	19,126.00	54.64
1-72-00-591	Fees Park Concession	0.00	582.92	1,000.00	532.01	53.20
1-72-00-592	Fees Park Firewood	1,380.00	1,133.28	1,200.00	1,438.09	119.84
1-72-00-765	Transfer from Reserves Recreation	5,000.00	0.00	0.00	0.00	0.00
1-72-00-830	Federal Conditional Grants	2,756.50	2,100.00	2,100.00	0.00	0.00
1-72-00-415	Rec Park Donations	0.00	1,055.00	0.00	343.50	0.00
1-72-00-841	PROVINCIAL GRANT - CAPITAL	0.00	26,410.45	10,000.00	0.00	0.00
**	TOTAL RECREATION REVENUE	(29,311.64)	(65,246.87)	(49,300.00)	(21,439.60)	43.49
CULTURAL REVENUE						
1-74-00-557	Museum Cost Recovery	0.00	2,021.45	0.00	5,642.32	0.00
**	TOTAL CULTURAL REVENUE	0.00	2,021.45	0.00	5,642.32	0.00
***	TOTAL REVENUE	741,824.66	843,940.04	904,204.00	703,932.29	77.85
COUNCIL EXPENSE						
2-11-00-130	Employer Cont Source Dec=ductions	10.58	38.35	50.00	0.55	1.10
2-11-00-135	WCB Council	0.00	1,434.09	1,500.00	143.40	9.56
2-11-00-151	Fees Council	6,407.50	9,102.50	9,000.00	4,561.25	50.68
2-11-00-211	Travel/Subsistence Council	716.87	5,675.65	3,000.00	1,852.20	61.74
2-11-00-212	Conventions/Seminars Council	1,725.01	2,855.56	2,000.00	2,315.00	115.75
2-11-00-274	Council Insurance	0.00	0.00	250.00	0.00	0.00
2-11-00-510	Council - Goods & Services	0.00	7.50	0.00	250.00	0.00
**	TOTAL COUNCIL EXPENSE	8,859.96	19,113.65	15,800.00	9,122.40	57.74
GENERAL EXPENSE						
2-19-00-274	General Insurance	5,128.41	6,355.01	6,500.00	9,196.47	141.48
**	TOTAL GENERAL EXPENSE	5,128.41	6,355.01	6,500.00	9,196.47	141.48



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
ADMIN EXPENSE						
2-12-00-110	Salaries & Wages Adm	67,562.54	60,351.05	60,000.00	44,169.75	73.61
2-12-00-111	Honorarium (Admin)	600.00	1,000.00	1,000.00	120.00	12.00
2-12-00-115	Salaries & Wages Assistant Adm	0.00	32,713.59	34,000.00	31,376.73	92.28
2-12-00-120	Salaries & Wages Casual	0.00	0.00	7,000.00	20.00	0.28
2-12-00-130	Employer Contributions Source Adm	4,317.02	6,957.54	7,500.00	5,370.73	71.60
2-12-00-131	Employer Benefits Adm	7,711.24	13,151.08	14,000.00	5,782.69	41.30
2-12-00-135	Workers Compensation ADM	2,138.99	1,418.28	1,500.00	315.94	21.06
2-12-00-211	Travel/Subsistence Adm	79.48	4,282.29	3,000.00	1,461.00	48.70
2-12-00-212	Conferences & Training Adm	0.00	599.00	2,000.00	1,094.05	54.70
2-12-00-213	Health & Safety Training - Adm	0.00	99.98	250.00	0.00	0.00
2-12-00-215	Telecommunications	3,343.63	3,949.78	4,000.00	3,706.29	92.65
2-12-00-216	Postage & Freight	590.82	768.94	900.00	491.48	54.60
2-12-00-217	Website Costs	1,175.00	406.62	1,200.00	0.00	0.00
2-12-00-220	Membership Dues Adm	1,243.99	1,872.03	2,000.00	1,900.05	95.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	4,809.10	1,121.33	3,000.00	400.00	13.33
2-12-00-230	Audit/Assessor Fees Adm	24,250.00	38,100.00	30,000.00	22,451.20	74.83
2-12-00-250	Monthly Contracted Services Adm	21,703.30	14,054.67	12,000.00	17,900.43	149.17
2-12-00-274	Insurance Adm	959.07	1,026.21	1,450.00	1,440.25	99.32
2-12-00-290	Election/Census Expense Adm	2,601.55	328.77	750.00	0.00	0.00
2-12-00-415	Donations - Admin	0.00	1,822.52	0.00	423.12	0.00
2-12-00-510	Goods, Materials & Supplies Adm	10,574.44	11,341.64	12,000.00	16,422.06	136.85
2-12-00-540	Utilities Heat Adm	1,313.47	1,527.05	1,500.00	787.40	52.49
2-12-00-541	Utilities Power Adm	2,940.08	2,657.42	2,500.00	1,663.82	66.55
2-12-00-543	Utilities Water&Sewer Adm	0.00	1,425.45	1,500.00	1,032.76	68.85
2-12-00-650	Provision Doubtful Accounts	11,890.92	5,846.73	20,000.00	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	0.00	1,500.00	2,000.00	0.00	0.00
2-12-00-770	Grants to Organizations Adm	12,000.00	0.00	0.00	0.00	0.00
2-12-00-790	Amortization Expense Adm	2,717.50	3,307.78	3,000.00	0.00	0.00
2-12-00-810	Bank Charges Adm	1,748.91	2,149.04	2,500.00	1,258.72	50.34
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00	0.00	0.01	0.00
2-12-00-911	Land Title Charges	620.00	200.00	250.00	332.00	132.80
2-12-00-920	Tax Adjustments Council Adm	0.00	750.00	0.00	0.00	0.00
2-12-00-995	Legal Expenses	12,850.10	5,760.16	5,000.00	14,485.11	289.70
2-12-00-999	Penalties and Interest on Taxes	0.00	0.00	0.00	9.70	0.00
**	TOTAL ADMIN EXPENSE	199,741.15	220,488.95	235,800.00	174,415.29	73.97

FIRE EXPENSE



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
2-23-00-120	Salaries & Wages Fire	15,625.20	(406.00)	0.00	0.00	0.00
2-23-00-215	Telecommunications Fire	3,257.92	947.62	950.00	905.34	95.29
2-23-00-217	Freight & Postage Fire	723.27	0.92	0.00	1.83	0.00
2-23-00-221	Advertising/Printing/Subscriptions Fire	250.00	0.00	0.00	0.00	0.00
2-23-00-234	Training Fire	950.00	0.00	0.00	0.00	0.00
2-23-00-250	FIRE - Monthly Contracted Services	592.93	0.00	1,055.00	1,055.00	100.00
2-23-00-274	Insurance Fire	1,605.55	1,880.27	0.00	0.00	0.00
2-23-00-510	Supplies, Goods & Equipment Fire	11,885.09	1,225.00	0.00	0.00	0.00
2-23-00-521	Fuel & Oil Fire	327.30	0.00	0.00	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,854.42	(83.22)	0.00	0.00	0.00
2-23-00-541	Utilities Power Fire	1,918.81	35.01	0.00	0.00	0.00
2-23-00-762	Transfer to Capital Reserves Fire	1,500.00	0.00	0.00	0.00	0.00
2-23-00-330	Fire Requisition - Joint F.S.A.	0.00	5,000.00	5,000.00	5,000.00	100.00
2-23-00-790	Amortization Expense Fire	1,707.49	1,707.49	0.00	0.00	0.00
** TOTAL FIRE EXPENSE		43,197.98	10,307.09	7,005.00	6,962.17	99.39
EMERGENCY SERVICE EXPENSE						
2-25-00-310	911 Requisition	1,204.20	1,115.00	1,200.00	0.00	0.00
2-25-00-330	Police Funding Model (Cost Share)	0.00	6,485.25	7,050.00	7,050.00	100.00
** TOTAL EMERGENCY SERVICE EXPENS		1,204.20	7,600.25	8,250.00	7,050.00	85.45
BYLAW EXPENSE						
2-26-00-216	Postage & Freight - Bylaw	0.00	222.13	250.00	94.46	37.78
2-26-00-221	Bylaw Advertising	0.00	0.00	1,000.00	0.00	0.00
2-26-00-222	Bylaw Enforcement Costs	0.00	264.96	400.00	984.91	246.22
2-26-00-250	BYLAW - Monthly Contracted Services	0.00	0.00	12,000.00	2,625.00	21.87
2-26-00-510	Bylaw Enforcement Goods & Materials	0.00	336.14	350.00	5.81	1.66
** TOTAL BYLAW EXPENSE		0.00	823.23	14,000.00	3,710.18	26.50
PUBLIC WORKS EXPENSE						
2-32-00-110	Salaries & Wages PW	20,559.24	21,127.45	20,000.00	29,198.25	145.99
2-32-00-111	Honorarium (PW)	450.00	500.00	500.00	0.00	0.00
2-32-00-115	Salaries & Wages Casual PW	3,990.00	2,457.00	5,000.00	3,961.05	79.22
2-32-00-130	Employer Contributions Source PW	1,571.79	1,774.83	2,400.00	2,222.60	92.60
2-32-00-131	Employer Benefits PW	1,660.74	1,978.83	2,500.00	1,249.96	49.99
2-32-00-135	WCB	0.00	785.73	750.00	58.91	7.85
2-32-00-211	Travel & Subsistence PW	0.00	156.86	200.00	0.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
2-32-00-213	Health & Safety Training - PW	0.00	631.34	2,000.00	2,151.45	107.57
2-32-00-215	Telecommunications PW	2,413.72	2,173.95	2,400.00	3,137.16	130.71
2-32-00-217	Freight & Postage PW	47.00	989.70	1,000.00	205.00	20.50
2-32-00-250	Monthly Contracted Services PW	575.88	7,917.17	3,000.00	17,192.59	573.08
2-32-00-270	CN Services PW	130.00	130.00	130.00	130.00	100.00
2-32-00-274	Insurance PW	2,766.29	1,707.65	3,000.00	2,810.46	93.68
2-32-00-510	Goods, Supplies & Materials PW	10,321.57	43,597.73	40,000.00	33,682.78	84.20
2-32-00-521	Fuel & Oil PW	5,889.35	8,688.24	8,000.00	5,232.29	65.40
2-32-00-540	Utilities Heat PW	1,960.19	2,502.05	2,500.00	1,399.37	55.97
2-32-00-541	Utilities Power (Street/Shop) PW	49,068.68	53,526.40	52,000.00	38,475.77	73.99
2-32-00-543	Utilities Water/Sewer PW	0.00	4,935.69	5,000.00	5,411.50	108.23
2-32-00-762	Transfer to Capital PW	2,500.00	3,000.00	3,500.00	0.00	0.00
2-32-00-790	Amortization Expense PW	37,734.24	40,008.62	40,000.00	0.00	0.00
**	TOTAL PUBLIC WORKS EXPENSE	141,638.69	198,589.24	193,880.00	146,519.14	75.57
STORM DRAINAGE EXPENSE						
2-37-00-510	Goods & Equipment Repairs - Storm Drainage	0.00	1,280.00	2,000.00	2,514.69	125.73
2-37-00-762	Contribution to Capital - Storm Drainage	4,775.00	4,780.00	5,000.00	0.00	0.00
**	TOTAL STORM DRAINAGE EXPENSE	4,775.00	6,060.00	7,000.00	2,514.69	35.92
WATER EXPENSES						
2-41-00-110	Salaries & Wages Water	8,337.59	8,186.67	8,000.00	2,476.16	30.95
2-41-00-130	Employer Contributions Source Water	499.68	508.83	600.00	255.82	42.63
2-41-00-131	Employer Benefits Water	691.08	802.33	1,000.00	133.82	13.38
2-41-00-211	Travel & Subsistence Water	0.00	1,910.86	2,400.00	839.81	34.99
2-41-00-215	Telecommunications - Water	1,783.16	1,919.00	2,000.00	517.99	25.89
2-41-00-217	Freight & Postage - Water	108.70	1,322.52	1,500.00	734.54	48.96
2-41-00-250	Monthly Contracted Services Water	12,749.35	27,368.68	29,000.00	58,925.20	203.19
2-41-00-270	Licenses & Permits Water	0.00	0.00	0.00	57.14	0.00
2-41-00-274	Insurance Water	2,166.66	2,318.34	2,500.00	4,701.51	188.06
2-41-00-350	ACE Regional Water Purchase	55,734.80	46,072.80	50,000.00	27,722.80	55.44
2-41-00-510	Goods, Supplies & Materials Water	9,578.71	12,536.42	15,000.00	4,102.81	27.35
2-41-00-540	Utilities Heat Water Plant	1,865.86	2,091.01	2,000.00	1,490.51	74.52
2-41-00-541	Utilities Power Water Plant	6,518.22	6,521.29	7,000.00	3,986.52	56.95
2-41-00-762	Transfer to Capital Water	2,500.00	0.00	15,454.00	0.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	37,400.00	28,050.00	8,900.00	8,883.00	99.80
2-41-00-790	Amortization Expense Water	68,111.39	68,111.39	68,000.00	0.00	0.00
**	TOTAL WATER EXPENSES	208,045.20	207,720.14	213,354.00	114,827.63	53.82



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
SEWER EXPENSE						
2-42-00-110	Salaries & Wages Sewer	5,846.00	7,445.75	8,000.00	1,918.13	23.97
2-42-00-130	Employer Contributions Source Sewer	330.85	508.84	550.00	151.76	27.59
2-42-00-131	Employer Benefits Sewer	239.80	814.05	1,000.00	69.29	6.92
2-42-00-215	Freight/Phone/Postage Sewer	0.00	27.91	75.00	0.00	0.00
2-42-00-250	Monthly Contracted Services Sewer	0.00	10,093.28	500.00	133.50	26.70
2-42-00-274	Insurance Sewer	1,439.63	1,540.42	1,600.00	2,043.62	127.72
2-42-00-510	Goods, Supplies & Materials Sewer	11,237.50	3,003.67	12,000.00	5,811.15	48.42
2-42-00-541	Utilities Power Sewer Lift Stations	6,486.88	6,236.13	7,000.00	4,422.10	63.17
2-42-00-762	Transfer to Capital Sewer	2,500.00	2,500.00	2,500.00	0.00	0.00
2-42-00-211	Travel & Subsistence Sewer	0.00	47.62	0.00	0.00	0.00
2-42-00-790	Amortization Expense Sewer	33,133.75	33,483.75	33,000.00	0.00	0.00
** TOTAL SEWER EXPENSE		61,214.41	65,701.42	66,225.00	14,549.55	21.97
GARBAGE EXPENSE						
2-43-00-110	Salaries & Wages Garbage	16,132.26	22,373.67	18,000.00	4,475.65	24.86
2-43-00-120	Salaries & Wages Casual Garbage	0.00	2,457.00	2,400.00	0.00	0.00
2-43-00-130	Employer Contributions Source Garbage	947.62	1,384.32	1,500.00	354.11	23.60
2-43-00-131	Employer Benefits Garbage	1,010.70	2,000.47	2,400.00	161.69	6.73
2-43-00-135	WCB Garbage	0.00	283.68	500.00	35.46	7.09
2-43-00-250	Monthly Contracted Services Garbage	26,185.45	(16,394.63)	30,000.00	10,212.46	34.04
2-43-00-510	Goods, Supplies & Materials Garbage	209.14	109.78	500.00	675.00	135.00
2-43-00-762	Transfer to Capital Garbage	5,000.00	0.00	1,500.00	0.00	0.00
2-43-00-770	Contrib. to Local Government	0.00	0.00	10,000.00	0.00	0.00
2-43-00-763	Transfer to Reserves - Regional SWM	17,950.00	19,100.00	18,000.00	0.00	0.00
2-43-00-790	Amorization Expense Garbage	2,164.43	1,335.83	1,500.00	0.00	0.00
** TOTAL GARBAGE EXPENSE		69,599.60	32,650.12	86,300.00	15,914.37	18.44
FCSS EXPENSE						
2-51-00-351	FCSS Requisition	1,837.75	1,837.75	1,840.00	1,900.71	103.29
** TOTAL FCSS EXPENSE		1,837.75	1,837.75	1,840.00	1,900.71	103.30
PLANNING EXPENSE						
2-61-00-200	General Services Contracted	0.00	0.91	0.00	0.00	0.00
2-61-00-250	Monthly Contracted Services	0.00	0.00	32,000.00	0.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
**	TOTAL PLANNING EXPENSE	0.00	0.91	32,000.00	0.00	0.00
LAND PURCHASES EXPENSE						
2-66-00-510	General Goods, Supplies and Materials	0.00	0.00	2,500.00	0.00	0.00
2-66-00-911	Land Title Costs	0.00	0.00	100.00	0.00	0.00
**	TOTAL LAND PURCHASES EXPENSE	0.00	0.00	2,600.00	0.00	0.00
RECREATION E XPENSES						
2-72-00-115	Salaries & Wages Casual Recreation	3,675.00	4,914.00	5,000.00	4,037.75	80.75
2-72-00-130	Employer Contributions Source Recreation	0.00	431.97	500.00	92.14	18.42
2-72-00-135	WCB Rec Park	0.00	352.90	500.00	35.29	7.05
2-72-00-213	Health & Safety Training - Rec	0.00	946.71	1,000.00	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	1,646.61	2,026.25	2,000.00	1,669.87	83.49
2-72-00-221	Printing/Advertising/Subscriptions	0.00	795.00	500.00	395.00	79.00
2-72-00-234	Training Recreation	0.00	0.00	0.00	647.81	0.00
2-72-00-250	Monthly Contracted Services Rec Manager	11,136.40	10,596.48	10,000.00	18,756.32	187.56
2-72-00-251	CR.CA Fees	2,241.00	2,740.78	3,000.00	562.96	18.76
2-72-00-255	Maintenance Sports Grounds	0.00	0.00	2,000.00	0.00	0.00
2-72-00-274	Insurance Recreation	2,355.45	1,266.56	1,300.00	2,490.81	191.60
2-72-00-510	Goods, Materials & Supplies Recreation	16,082.43	26,176.84	17,000.00	14,668.56	86.28
2-72-00-521	Fuel and Oil Park	842.42	1,596.50	1,800.00	1,423.12	79.06
2-72-00-540	Utilities Heat Park Building	1,194.28	987.47	1,000.00	477.48	47.74
2-72-00-541	Utilities Power Park Grounds	4,499.81	5,459.62	5,000.00	2,840.95	56.81
2-72-00-543	Water/Sewer/Gas Hall	0.00	118.14	0.00	0.00	0.00
2-72-00-591	Concessions Park Grounds	0.00	659.18	1,000.00	598.69	59.86
2-72-00-592	Firewood - Recreation Park	2,728.57	2,600.00	3,000.00	0.00	0.00
2-72-00-762	Transfer to Capital Recreation	1,000.00	1,500.00	2,000.00	0.00	0.00
2-72-00-770	Donations Recreation	0.00	2,495.08	0.00	0.00	0.00
2-72-00-790	Amortization Expense Recreation	9,996.31	11,655.85	12,000.00	0.00	0.00
**	TOTAL RECREATION E XPENSES	57,398.28	77,319.33	68,600.00	48,696.75	70.99
CULTURE EXPENSES						
2-74-00-221	Printing/Advertising/Subscriptions	1,338.52	195.77	200.00	0.00	0.00
2-74-00-274	Insurance Cultural Organization	4,870.86	1,898.00	2,000.00	2,792.27	139.61
2-74-00-300	Regional Library Requisition	1,166.29	1,150.60	1,168.00	1,168.20	100.01
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	3,500.00	0.00	0.00
2-74-00-510	Goods & Materials Library/Museum/Culture	0.00	254.55	250.00	0.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2023 % Variance
2-74-00-540	Utilities Heat Museum	3,839.08	4,071.74	4,000.00	2,206.40	55.16
2-74-00-541	Utilities Power Museum	1,684.16	1,680.30	1,800.00	798.21	44.34
2-74-00-543	Utilities (Water/Sewer/Garbage) Museum	0.00	1,276.56	1,500.00	962.62	64.17
**	CULTURE EXPENSES	16,398.91	14,027.52	14,418.00	7,927.70	54.98
***	TOTAL EXPENSES	819,039.54	868,594.61	973,572.00	563,307.05	57.86
****	(SUPLUS)/DEFICIT	77,214.88	24,654.57	69,368.00	(140,625.24)	(202.72)

*** End of Report ***

Roads:

Coordinated with Doug's Backhoe for water valve replacement at 48 Ave. and 51 St. and new fire hydrant on Highway 870.

Parks:

Discovered dead Birch tree on Main Street Park; tree was removed.

Environmental Services:

Replaced old gate at the Waste Transfer Station

Garbage collection weekly. Yard waste being set out is still very high and still being put in black bags (not clear bags for visual conformation).

Grass cutting when weather permits. Worked with Bylaw Enforcement Officer reclaiming sidewalks and tree trimming in back alleys. Large item pick-up went well.

NOTED: Remediation/replacement of storm culverts are required; 2024 Budget item for consideration

Other:

Talked to Studebaker Inc. about progress on the loader repair; advised parts were in and work should be started soon.

John Deere mower(Z930M) not working properly; picked up Sept.14th for inspection and service.

Parts for the John Deere Z530 mower deck (from Birch Lake) are on back order.

An individual picked up all the inoperable gas-powered PW equipment the Village was offering for free. In exchange the individual has agreed to try and fix the pressure washer for the Village.

MOTION #	TITLE	DEPARTMENT	Details:
2023-05-16	Fix corner of Admin building where siding is coming off.	Administration & Public Works	To be addressed during Building remediation
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	<i>The culverts we have are not the correct size. Contacted the County for purchasing contact. Aug.15/23-Council directed CAO to secure correct sized culverts from Vendors & proceed with project. Not completed.</i>
2023-06-20/08	Tree removal on Village Vacant Property next to Found Goods.	Public Works	Aug.15/23 Council advised arrangements were made.
2023-08-15/19	Change out WTP Road Access Gate with two 10-foot gates.	Administration	Gates received; awaiting contractor to drive posts in ground.
		Public Works	

Submitted by: Wayne Mackay
Public Works Foreman

GRANT NUMBER: FCFA0001927

AMENDMENT NUMBER: FCAA0001244

FCSS AMENDMENT AGREEMENT

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA ,

as represented by the Minister of Seniors, Community and Social Services

(the “Minister”)

-and-

VILLAGE OF MANNVILLE

(the “Municipality”)

BACKGROUND:

WHEREAS:

A. The parties entered into Grant Number FCAA0001244, effective on **April 1, 2023**, for the purpose of funding FCSS Services (“Grant Agreement”); and

B. The parties wish to amend the Grant Agreement to Increase the Funding;

THEREFORE The parties amend the Grant Agreement as follows:

1. The Grant Agreement is amended:

(a) by deleting Clause 2(h) in its entirety and inserting the following:

(h) The Municipality warrants that the Funding will be allocated among itself and the other municipalities as follows:

Municipality	Funding Allocation (year 1)	Funding Allocation (year 2)	Funding Allocation (year 3)	Total Funding Allocation (for entire term)
VILLAGE OF MANNVILLE	\$25,285.53	\$25,560.70	\$25,560.70	\$76,406.93
VILLAGE OF INNISFREE	\$7,599.10	\$7,681.80	\$7,681.80	\$22,962.70

(b) in Clause 5(a) by deleting “\$95,433.00” and inserting “\$99,369.63”;

(c) by deleting Clause 5(b) in its entirety and inserting the following:

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

\$32,884.63 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$33,242.50 for the second year of the Term (**January 1, 2024 to December 31, 2024**);
and

\$33,242.50 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(d) by deleting Clause 6(b) in its entirety and inserting the following:

(b) In accordance with Clause 6(a), the Municipality’s Contribution for the Term is allocated as follows:

\$8,221.16 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$8,310.63 for the second year of the Term (**January 1, 2024 to December 31, 2024**);
and

\$8,310.63 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(e) by deleting Schedule B of the Grant Agreement in its entirety and inserting the document attached as Appendix 1 to this Amendment Agreement.

2. This Amendment Agreement shall be effective on **April 1, 2023**.

3. This Amendment Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.



Amending Agreement

FCAA0001244

4. Except as amended by this Amendment Agreement, the Grant Agreement shall continue to be in effect.

This Amendment Agreement has been executed by duly authorized representatives of the parties.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA

as represented by the Minister of Seniors, Community and Social Services

Cheryl Naundorf
Executive Director of Civil Society and Community Initiatives

2023-06-21
Date

VILLAGE OF MANNVILLE

Jennifer Hodel
Signature of Authorized Official

2023-06-21
Date

APPENDIX 1

SCHEDULE B

FUNDING SCHEDULE

Grant Agreement Between

His Majesty the King in Right of Alberta

as represented by the Minister of Community and Social Services

and

VILLAGE OF MANNVILLE

Funding shall be paid to the Municipality in accordance with the following table:

Funding Schedule:

Year of Term	Release Date	Funding Amount
Year 1	January 1, 2023	\$7,952.75
	April 1, 2023	\$7,952.75
	July 1, 2023	\$8,489.57
	October 1, 2023	\$8,489.56
Year 2	January 1, 2024	\$8,310.64
	April 1, 2024	\$8,310.62

Year of Term	Release Date	Funding Amount
	July 1, 2024	\$8,310.62
	October 1, 2024	\$8,310.62
Year 3	January 1, 2025	\$8,310.64
	April 1, 2025	\$8,310.62
	July 1, 2025	\$8,310.62
	October 1, 2025	\$8,310.62

RECEIVED

August, 2023

AUG 17 2023

Dear Corporate Neighbor:

We are hosting a *Christmas Market and Family Christmas Party* at the Minburn Seniors Hall on Saturday, November 25, 2023.

This is a "grass roots" initiative by a few Minburn residents to build their community up and develop the sense of neighborhood again. You can visit **whatz-up minburn** on facebook to see their other efforts. We believe when the sense of community grows - the vandalism and crime diminishes!!

We are needing your help to make the afternoon a warm welcoming fun time. Mrs. Santa and Santa himself will be arriving in the afternoon to visit the children.

The market will run from 10-6, however the Family party will commence around 4 and continue to 6P.M. If our fund raising efforts allow, we would like to offer the children a popcorn/movie; a light supper, a sleigh ride and a to-go candy bag. Do you remember those lovely bags with the Christmas oranges, and nuts and candies we were so fortunate to receive? We would like to give these children the same memory.

Now how would you like to be a part of this *Family Christmas Party*?

Could you donate a door prize? or a gift certificate? a cash contribution?

You will receive our gratitude. As well - advertising thru facebook, and at the event itself

We know the Generosity of our corporate neighbors is the heartbeat that keeps our local events alive. Thank you for Considering our request.

Please let us know, how you want to be involved:

Text 780-581-5384

Etransfer to classiccruisers@mcsnet.ca

Sincerely,

Minburn Christmas Market and Family Party

Lorna, Patina, Chris, Carol and Shirley

Council Meeting- Sept 19, 2023, List of Correspondence

Alberta Municipal Affairs - August 8, 2023

Attention: Evan Raycraft

Received letter in mail regarding the Village of Innisfree's 2023 Action and Capital Plan updates on the village's viability review directives 3a and 3b under Ministerial Order MSL:095/18. Letter states that the village has considered and acted on the nine recommendations from the 2018 Village of Innisfree Viability plan (completed capital projects totaling in \$360,632, contributed \$31,500 to the Alberta Central East Water Corporation, and will undertake projects totaling in \$1,375,000 in 2023.) The Village's 2023 submission satisfies the requirements of the directives.

Noted that the village's municipal indicator results demonstrate that considerable viability risks may be emerging.

- Tax collection rate increase
- Investment infrastructure has declined.

Village of Innisfree – August 16, 2023

Attention: Regional Economic Development Alliance

Letter to address the Village of Innisfree Council held their monthly meeting and addressed:

- Mayor Evan Raycraft appointed to the Regional Economic Development Committee
- Council endorsed the proposed name "Crossroads Economic Development Alliance."
- Council had no concerns regarding the draft MOU.

North Saskatchewan Watershed Alliance – September 5, 2023

Attention: Mayor Evan Raycraft

Letter received Sept 12 regarding the support of the Village for "Watershed Management for a Thriving Village of Innisfree."

This letter requests the continued support from the Village for the upcoming 2024 year.

- Municipal Contribution January 1 to December 31, 2024 – Per Capita Funding Request of \$123.00.

Village of Innisfree Notice of Decision – Development Permit No. 2023-002

Dated September 11, 2023

Proposed development to move in 1976 Single Wide Mobile Home with 8' x 10' deck and 6' x 6' shed on Plan 8776S, Block 12, Lot 22.

- R1 – Low Density Residential District

Magazines

Alberta Home Visitation Network Association Magazine - *Volume 19 Issue 1 Received Aug 11, 2023*

Autosphere Magazine - *August/September 2023/ Vol 4/ No 4*

The Private Truck Fleet Magazine - *Fall 2023 Vol 11 Issue 3*

RECEIVED

SEP 11 2023

Innisfree Delnorte School
Box 189
Innisfree, AB.
T0B 2G0

September 8, 2023

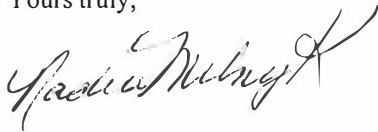
Village of Innisfree
Mayor & Council
Innisfree, Ab.
T0B 2G0

Dear Mayor & Council:

The Innisfree School is again holding their annual Awards Night on October 27, 2023 at 7:00 p.m. in the school gym. We greatly appreciated your donation in the past.

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

Yours truly,



Mrs. Nadia Melnyk
Awards Committee