

Village of Innisfree
Regular Council Meeting
March 19, 2019
7:00 p.m.

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. 7:05 PM - Grant Bergman & Peggy Smith
Minimum Tax & Lots for Sale
 - b. 7:15 PM – Innisfree Fire Department
Joan Anderson, Treasurer
Eldon Kostynuk, Fire Chief
4. Adoption of Minutes
 - a. February 19, 2019 Regular Council Minutes
5. Business Arising from the Minutes:
 - a. AUMA Spring 2019 Municipal Leaders Caucus – March 27 & 28, 2019
 - b. Solar Ninjas - Solar Lighting Update
6. Policies & Bylaws:
 - a.
7. New Business:
 - a. Rescind Motion #2019-02-19/04 - Sale of Land by Public Tender
 - b. Sale of Land by Public Tender
 - c. Minister's Directives - Draft Timeline
 - d. Library Board Application - Request for Approval
 - e. Barr Engineering Proposal - Capital Plan
 - f. Email Dated March 8, 2019 - Birch Lake Recreation Site
 - g.
8. Councillor Reports
 - a. Library Board - Will Oudshoorn
9. Administration Reports
 - a. CAO Report & Action List
 - b. Financials
 - i. Tax Trial Balance – February 28, 2019
 - ii. Utility Trial Balance – February 28, 2019
 - iii. Accounts Payable – Cheque Listing – February 28, 2019
 - c. Website Report
10. Correspondence
 - a. 2019 Alberta Master Games
 - b. Alberta Municipal Affairs Letter February 21, 2019 - MSI Budget 2018
 - c. Alberta Municipal Affairs Letter February 19, 2019 - Provincial Assessment Rolls

- d. [Alberta Municipal Affairs Letter February 19, 2019- MSI](#)
 - e. [Alberta Municipal Affairs Letter March 1, 2019 - Performance Indicators](#)
 - f. [ACFA 2019 AGM Letter, Agenda and Attachments](#)
 - g. [Email dated February 21, 2019 - DI Property Tax Requisition Cancellation Policy](#)
 - h. [Email dated March 6, 2019 - Local Authorities Election Act Change Management Fact Sheet](#)
 - i. [Email dated March 12, 2019 - #prepareyourself Information](#)
 - j. [VIC Delegate Image Release Form](#)
11. Closed Session Items
- a. Personnel (FOIPP Section 17 & 27)
12. Items Arising from Closed Session
13. Adjournment
- a.

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MAR 11 2019

Request for delegation for March 19th 2019 regular monthly meeting of the Village of Innisfree. I would like the council to consider the information in this delegation before they consider passing a minimum tax bylaw in the Village of Innisfree for 2019.

On February 22nd 2019 I was able to obtain a copy of the January 15th 2019 Village of Innisfree regular meeting minutes. Under new business section 7E, an offer to purchase Lot 5, Block 7, Plan 4175 R was tabled. As a result of this offer, Councillor Oudshoorn moved that council direct administration to advertise in the local newspaper and on social media, for two consecutive weeks, all serviced and unserviced lots owned by the Village of Innisfree that are available for development. It was also proposed that this item be brought to the February 19th 2019 council meeting for further discussion. This motion was carried. On January 17th 2019, the Village developed an advertisement for the newspaper and social media about land for sale by public tender. Please note tender enclosed. Twenty-three lots were put up for tender. This did not include all of the Village's land bank, just 23 vacant serviced and subserviced lots. Please note that of these, Lot 5 Block 7, Plan 4175 R, is the highest assessed lot of the 23 lots offered for tender.

An understanding of the history of this Lot 5, Block 7, Plan 4175R is in order and how the Village came to own it. This lot is on Main Street, Innisfree, and is halfway between the Hotel and Post Office, prime real-estate. This lot had a two story business and residence on it for over one hundred years. The two story brick building had a lounge/restaurant business operating prior to the Village taking it over for non-payment of taxes. This business was subject to a minimum tax from 1999 until the town took it over about ten years ago. The owners tried to sell the business and the lot but were unsuccessful. The owners then let a mortgage company

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take over the title and continued to try to sell the property but were unsuccessful. The Village then took over the title for tax recovery purposes. The Village then tendered the building and was unsuccessful in selling. All this time, the building was not being maintained, was eventually condemned and the Village had the building demolished. Your CAO, Brooke Yaremchuk, can verify this history and provide you with the cost of demolition. A metal fence was then erected at the front of the property and the Village seeded grass and has been cutting the grass on the lot since its demolition. The Village also owns another building on Main Street, one block west of this site, that has been left to go derelict. It is my understanding that it will take \$25,000 - \$30,000 to demolish the building. The Village has not had sufficient funds for many years to demolish this building. The property, if it could be sold, would be subject to minimum tax.

The Village also owns a residence that was recovered for back taxes due to the minimum tax. The Village tendered this property and it did not get a bid. The Village now cuts the grass and the building deteriorates. The point is that the town may have to demolish this house as well, at great expense. I would ask that the CAO provide council with the March 1st 2019 tax arrears list and that they analyze the future number of improved properties that may become town property due to minimum tax. Demolition of buildings is expensive. Municipal Affairs have repeatedly advised the Innisfree Town Council to get rid of its land bank. Land banks generate no tax income and only incur expenses for the taxpayer. Please note that the Village's public land tender of January 17th 2019 was advertised for a two week period and that there was no one in the town office to answer questions. The CAO was on holidays and ill during this time. On February 19th 2019, I asked Brooke if there were any tenders. She told me there was one and that council would deal with it at that night's meeting. On February 20th

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2019 I went to the town office and asked Brooke what the result was of the town's meeting regarding the public tender. Brooke told me that the Deputy Mayor Debbie McMann was awarded the tender for one hundred dollars. I then asked Brooke about the business plan for the property. She said I would have to ask the Mayor. I am now asking the council to respond in writing to me with answers to my questions concerning these issues in this delegation request. I would ask that Brooke provide a copy of the Innisfree Code of Conduct for this meeting. I also request that council be provided with a copy of the new business tax incentives for the Village of Innisfree that pertain to this tender.

Council is aware that Innisfree has had a minimum tax for twenty years with the purpose of discouraging "those types of people" from coming to or staying in our community. Council is also aware that Innisfree had a maximum tax for thirteen years to encourage new residents to build in Innisfree as well as to give the higher assessed properties a break in taxes. Council is further aware that after the illegal maximum tax was stopped, the amount of minimum tax was raised in order to subsidize the mil rate by 3-4 mils per year. Forty some percent of the assessment roll artificially subsidizes fifty some percent of the assessment roll.

The results of minimum tax are being felt in Innisfree: low land prices, growing Village land bank, properties that are hard to sell, pitting half the assessment roll against the other half, and the principle of ad valorem side-stepped and jeopardized. Forty some percent of the tax base cannot even appeal their assessment because of minimum tax, because of a reduced assessment roll due to land combining and because of a very unfair tax system that questions the sustainability of the Village of Innisfree.

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Deputy Mayor Debbie McMann has been, and continues to be, one of the biggest beneficiaries of maximum tax (tax forgiveness) and because of a reduction of her property mill rate as a result of minimum tax. Now a misleading public land tender has allowed her to be awarded a property for less than the cost to the Village of tendering the land. If the reserved bid on the highest appraised lot of the twenty-three lots for sale was less than one hundred dollars, what then were the reserved bids on the other twenty-two lots? When the council awarded this tender for less than the cost of advertising and administering the tender, something is wrong. The Village has lost tax revenue for Lot 5, Block 7, Plan 4175R for many years, has paid for demolition, has cut grass, has built a fence, has tendered it for sale three times, has turned down tenders for bids as high as two thousand dollars and is now selling it to our Deputy Mayor and the Council appears willing to subsidize the development of the property. Debbie McMann has voted for maximum tax and minimum tax every time during her long term in office.

In light of the results of a minimum tax bylaw, I request that council not countenance a minimum tax bylaw in 2019. I would also like to see the Village divest itself of its land bank and derive an income instead of an expense on these properties. It's time the forty some percent of property owners in the Village who are paying minimum tax be treated fairly. I would like ad valorem to once again function in Innisfree. The Village should have a transparent sale of land by public tender on a lottery drawn basis. No reserve bid, fair for all concerned.

Thank you,

Grant Bergman

VILLAGE OF INNISFREE

SALE OF LAND BY PUBLIC TENDER

January 17, 2019

Notice is hereby given that, under the provisions of the Municipal Government Act, the Village of Innisfree will offer for sale, by public tender, the following lands:

<u>PLAN</u>	<u>BLOCK</u>	<u>LOT</u>	<u>CIVIC ADDRESS</u>
4175R	3	1	5009 - 50 ST
4175R	3	23-38	5059 - 50 ST
4175R	4	3	5036 - 50 ST
4175R	7	5	5109 - 50 AVE
8776S	12	16	5040 - 53 ST
8776S	17	4	n/a
6127HW	20	12	n/a
4175R	11	16	n/a

These parcels are being offered for sale, subject to a reserved bid and to the reservations and conditions contained in the existing certificate of title. These parcels are being offered for sale on an "as is, where is" basis, and the Village of Innisfree makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of these parcels for any intended use by the purchaser.

GST will apply to all applicable land sold at the public tender.

No bid will be accepted where the bidder attempts to attach conditions to the sale of land.

No Terms or conditions of sale will be considered other than those specified by the Village of Innisfree.

The successful bidder shall be required to execute a sale agreement in a form and substance acceptable to the Village of Innisfree.

The successful bidder shall be required to submit a business proposal in a form and substance acceptable to the Village of Innisfree and will be required to "break ground" with their proposed development within 24 months (2 years).

Terms: Cash or certified cheque, a 10% deposit with the balance due within 30 days of the Public Tender.

Deadline to submit tenders and Business Proposals is Tuesday, February 19, 2019 at 12:00 (NOON).

You may submit your tenders and Business Proposals using the following methods:

Mail:	Box 69	OR	Drop Off:	5116 - 50 Avenue
	Innisfree AB			Innisfree, AB
	T0B 2G0			T0B 2G0

*****Please note the Village of Innisfree Administration Hours: Mon-Fri 9:00 am – 5:00 pm*****

Thank you.
Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70		0.00	0.00	0.00	(0.17)	(0.17)	0.00	0.00	0.00	0.00
80		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
90		0.00	0.00	0.00	(0.02)	(0.02)	0.00	0.00	0.00	0.00
100		0.00	941.32	941.32	8,785.71	941.32	2,732.49	1,641.58	2,571.04	899.28
110		0.00	0.12	0.00	(328.51)	(328.51)	0.00	0.00	0.00	0.00
120		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130		0.00	0.00	0.00	(0.35)	(0.35)	0.00	0.00	0.00	0.00
200		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330		0.00	0.00	0.00	(966.00)	(966.00)	0.00	0.00	0.00	0.00
360		0.00	666.29	666.29	6,218.70	666.29	4,112.05	1,440.36	0.00	0.00
400		0.00	0.02	0.02	0.20	0.02	0.18	0.00	0.00	0.00
410		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
470		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
530		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
540		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
550		0.00	662.77	662.77	6,185.85	662.77	1,363.86	1,238.68	1,168.63	1,751.91
560		0.00	1,515.18	1,515.18	14,141.71	1,515.18	3,870.29	2,872.66	2,591.98	3,291.60
600		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
630		0.00	760.84	760.84	6,601.09	760.84	1,782.48	2,436.21	1,621.56	0.00
650		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
690		0.00	0.00	0.00	(78.08)	(78.08)	0.00	0.00	0.00	0.00



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
700		0.00	0.00	0.00	(112.93)	(112.93)	0.00	0.00	0.00	0.00
710		0.00	375.01	375.01	3,500.13	375.01	1,111.53	1,026.91	845.17	141.51
770		0.00	135.72	0.00	(0.26)	(0.26)	0.00	0.00	0.00	0.00
800		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
820		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
980		0.00	383.88	383.88	3,582.91	383.88	1,217.88	1,140.78	840.37	0.00
1000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1030		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1080		0.00	108.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1140		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1150		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1155		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1160		0.00	364.44	364.44	3,201.45	364.44	1,630.53	1,206.48	0.00	0.00
1190		0.00	102.85	102.85	959.96	102.85	857.11	0.00	0.00	0.00
1200		0.00	160.74	160.74	1,500.20	160.74	1,181.64	157.82	0.00	0.00
1250		0.00	335.44	335.44	3,130.68	335.44	1,069.72	991.56	733.96	0.00
1290		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1310		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1340		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1370		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1380		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1390		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1420		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1440		0.00	728.78	728.78	6,802.02	728.78	1,464.12	3,001.62	1,607.50	0.00
1460		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1500		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1510		0.00	590.76	590.76	5,513.85	590.76	1,341.11	1,220.93	1,093.70	1,267.35
1520		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1540		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1550		0.00	53.44	53.44	0.00	0.00	0.00	0.00	0.00	0.00
1570		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1590		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1600		0.00	35.42	0.00	(88.00)	(88.00)	0.00	0.00	0.00	0.00
1610		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1640		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1650		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1660		0.00	101.65	101.65	948.70	101.65	847.05	0.00	0.00	0.00



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
1680		0.00	170.01	170.01	1,586.73	170.01	1,083.40	333.32	0.00	0.00
1700		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1710		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1740		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1760		0.00	3.87	3.87	36.15	3.87	32.28	0.00	0.00	0.00
1770		0.00	98.15	98.15	916.09	98.15	817.94	0.00	0.00	0.00
1800		0.00	502.76	502.76	4,692.47	502.76	2,230.42	1,959.29	0.00	0.00
1810		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1820		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1830		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1850		0.00	440.42	440.42	2,110.55	440.42	1,670.13	0.00	0.00	0.00
1860		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1870		0.00	436.58	436.58	4,074.75	436.58	2,496.15	1,142.02	0.00	0.00
1880		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1890		0.00	317.04	259.07	259.07	259.07	0.00	0.00	0.00	0.00
1920		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1940		0.00	251.64	251.64	1,979.01	251.64	1,727.37	0.00	0.00	0.00
1950		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1960		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1970		0.00	7.95	0.00	(439.12)	(439.12)	0.00	0.00	0.00	0.00
1980		0.00	706.64	706.64	6,595.22	706.64	870.67	1,358.96	1,218.15	2,440.80
1990		0.00	0.00	0.00	(200.00)	(200.00)	0.00	0.00	0.00	0.00
2000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020		0.00	0.00	0.00	(28.88)	(28.88)	0.00	0.00	0.00	0.00
2030		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2040		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2050		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2060		0.00	60.72	60.72	566.68	60.72	505.96	0.00	0.00	0.00
2070		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2090		0.00	165.22	165.22	1,442.04	165.22	1,276.82	0.00	0.00	0.00
2100		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120		0.00	402.85	402.85	3,759.96	402.85	1,220.49	1,121.16	999.86	15.60
2130		0.00	219.56	219.56	2,049.26	219.56	1,829.70	0.00	0.00	0.00
2150		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2160		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2180		0.00	283.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2250		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
2345		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2360		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2380		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2390		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2510		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2530		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2550		0.00	637.47	637.47	5,949.68	637.47	3,423.05	1,889.16	0.00	0.00
2560		0.00	761.91	761.91	7,111.30	761.91	1,460.29	1,320.03	1,253.70	2,315.37
2570		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2580		0.00	2.16	2.16	20.21	2.16	0.00	0.00	1.93	16.12
2590		0.00	2.12	2.12	19.75	2.12	17.63	0.00	0.00	0.00
2610		0.00	0.00	0.00	(30.89)	(30.89)	0.00	0.00	0.00	0.00
2620		0.00	0.00	0.00	(30.89)	(30.89)	0.00	0.00	0.00	0.00
2630		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2640		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2660		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2670		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2690		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2740		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2760		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2800		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2850		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2860		0.00	261.11	261.11	2,437.04	261.11	1,128.18	1,047.75	0.00	0.00
2880		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2890		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2900		0.00	265.03	265.03	2,473.58	265.03	1,041.07	1,167.48	0.00	0.00
2910		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2930		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2950		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2960		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2970		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3040		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3100		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3270		0.00	380.88	380.88	3,554.87	380.88	1,157.85	1,055.57	950.57	0.00
3320		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3370		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3400		0.00	0.00	0.00	(1.04)	(1.04)	0.00	0.00	0.00	0.00



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
3410		0.00	465.12	465.12	4,341.14	465.12	3,876.02	0.00	0.00	0.00
3430		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3450		0.00	27.61	27.61	257.72	27.61	230.11	0.00	0.00	0.00
3470		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3480		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3490		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3500		0.00	0.00	0.00	(19.12)	(19.12)	0.00	0.00	0.00	0.00
3510		0.00	0.00	0.00	(0.06)	(0.06)	0.00	0.00	0.00	0.00
3520		0.00	356.56	356.56	3,327.89	356.56	1,078.97	998.95	893.41	0.00
3530		0.00	543.81	543.81	5,075.60	543.81	1,482.48	1,345.76	1,500.18	203.37
3540		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3555		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3560		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3570		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3590		0.00	138.93	138.93	1,296.66	138.93	1,157.73	0.00	0.00	0.00
3610		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3630		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3660		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3670		0.00	638.77	638.77	5,961.80	638.77	1,340.51	1,218.99	1,093.46	1,670.07
3710		0.00	131.98	131.98	1,231.84	131.98	1,099.86	0.00	0.00	0.00
3720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3730		0.00	455.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3740		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3760		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3780		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3800		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3810		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3820		0.00	272.59	272.59	2,544.15	272.59	1,202.13	1,069.43	0.00	0.00
3830		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3860		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3880		0.00	275.82	275.82	2,574.34	275.82	2,298.52	0.00	0.00	0.00
3890		0.00	331.15	331.15	3,090.76	331.15	136.01	1,310.85	1,312.75	0.00
3900		0.00	239.45	239.45	2,234.85	239.45	0.00	1,167.77	827.63	0.00
3910		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3920		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3940		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3970		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6020		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
6050		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6051		0.00	11.77	11.77	109.84	11.77	98.07	0.00	0.00	0.00
7000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7050		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000		0.00	6.63	6.63	61.90	6.63	55.27	0.00	0.00	0.00
9020		0.00	0.00	0.00	(0.04)	(0.04)	0.00	0.00	0.00	0.00
9040		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9060		0.00	621.89	621.89	6,733.29	1,550.81	3,442.69	1,109.10	630.69	0.00
12000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12020		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12060		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13100		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13200		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20422		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20423		0.00	662.44	662.44	6,182.81	662.44	5,520.37	0.00	0.00	0.00
20424		0.00	104.48	104.48	975.13	104.48	870.65	0.00	0.00	0.00
23744		0.00	90.07	90.07	840.65	90.07	750.58	0.00	0.00	0.00
24278		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24279		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-03-14

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2019-Mar-14
9:56:01AM

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
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Tax Levy	0.00	Local Improvement Levy	0.00
Additional Tax Levy	0.00	Accumulated Penalty	19,775.37
		Outstanding Penalty	18,690.65
Sub Ledger			
Current	17,241.77		
1 Year	73,211.41		
2 Years	39,001.18		
3 Years	23,756.24		
Over 3	14,012.98		
Outstanding	167,223.58		

*** End of Report ***

Policy

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

Purpose

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

1.0 DEFINITIONS

- 1.1 **Committee** means a committee, board, commission, authority, task force or any other public body established by Council.
- 1.2 **Council** means the Mayor and Councillors of the Village of Innisfree.
- 1.3 **Member** means a Member of Council duly elected under the authority of the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 and amendments thereto.

2.0 PROCEDURES

- 2.1 Village Council to:
 - 2.1.1 Approve this policy by resolution.
 - 2.1.2 Agree to, sign and comply with the *Village of Innisfree Code of Conduct for Members of Council and Council Committees* (Schedule 'A').
- 2.2 Members of Council Committees:
 - 2.2.1 Agree to, sign and comply with the *Village of Innisfree Code of Conduct for Members of Council and Council Committees* (Schedule 'A').
- 2.3 Chief Administrative Officer (CAO) to:
 - 2.3.1 Ensure implementation of this Policy with all Members of Council and Council Committees

3.0 APPENDICES

- 3.1 Schedule 'A' - *Village of Innisfree Code of Conduct for Members of Council and Council Committees*.

4.0 END OF PROCEDURE

VILLAGE OF INNISFREE
Code of Conduct for Members of Council
And Council Committees

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

1. Conduct

1.1 Foster Respect for Decision-making Process

All Members shall accurately and adequately communicate the attitudes and decisions of Council or Committee, even if they disagree with the decision, such that respect for the decision making process is fostered.

All members shall share their concerns and communicate concerns amongst the presence of the entire Council or Committee body.

1.2 Release of Confidential Information Prohibited

Members have a duty to hold in strict confidence all information concerning matters dealt with at *in-camera* meetings. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the *in-camera* deliberations to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information in contravention of the provisions of the *Freedom of Information and Protection of Privacy Act*.

Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.

Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or third parties such that it may cause detriment to themselves or others.

1.3 Release of Information to Public and Media

Members acknowledge that official information related to decisions and resolutions of Council or Committee will normally be communicated to the public and media by the Mayor as Head of Council, or Chair of the Committee, or by the Village of Innisfree Chief Administrative Officer.

1.4 Acceptance of Gifts Prohibited

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance of duties of office.

Members are not precluded from accepting:

- 1.4.1. personal gifts, benefits rewards, commissions, or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- 1.4.2. political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- 1.4.3. food and beverages at banquets, receptions, ceremonies or similar events;
- 1.4.4. services provided without compensation by persons volunteering their time;
- 1.4.5. food, lodging, transportation and entertainment provided by other levels of governments or by other local government boards or commissions;
- 1.4.6. a reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with relevant Village of Innisfree policy;
- 1.4.7. token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the municipality at an event; and
- 1.4.8. gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members shall return any gifts or benefits which exceed these limits, along with an explanation of why the gifts or benefits cannot be accepted.

1.5 Engaging in Incompatible Behavior Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members shall not:

- 1.5.1 use any influence of office for any purpose other than official duties;
- 1.5.2 solicit, demand, or accept the services of any municipal employee, or individual providing services on a contract for services, for re-election or re-appointment purposes;
- 1.5.3 use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
- 1.5.4 place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- 1.5.5 give preferential treatment to any person or organization in which a Member has a financial interest;
- 1.5.6 influence any Administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a Member has a financial interest;
- 1.5.7 use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

1.6 Avoidance of Waste

Members shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the Member is aware.

1.7 Treat Every Person with Dignity, Understanding and Respect

Members shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements and the public with dignity, understanding and respect for the right of equality and the right to an environment that is safe and free from harassment and discrimination.

1.8 Not to Discriminate

In accordance with the *Human Rights Code*, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, same sex partnership status, family status or disability. Age, disability, family status, record of offenses and same sex partnership status shall be defined in the *Human Rights Code*.

1.9 Not to Engage in Harassment

In accordance with the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

Member's Name (please print)

Members Signature

Witness Name (please print)

Witness Signature

Dated: _____

Policy

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

Purpose

The purpose of this policy is to:

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

1. Definitions:

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

2. Responsibilities:

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

3. Procedures:

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

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

4. Municipal Commercial Tax Incentive Program:

a. New Developments:

- i. 100% removal of Land & Improvement Municipal Taxes – 1st year of eligibility
- ii. 75% reduction of Land & Improvement Municipal Taxes – 2nd year of eligibility
- iii. 50% reduction of Land & Improvement Municipal Taxes – 3rd & 4th years of eligibility
- iv. 25% reduction of Land & Improvement Municipal Taxes – 5th year of eligibility

b. New Business developed in an existing building:

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

5. End of Policy.

	<p>A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, February 19, 2019.</p>
CALL TO ORDER	Mayor Cannan called the meeting to order at 7:03 PM.
PRESENT	Mayor Aaron Cannan, Deputy Mayor Deb McMann, Councillor Will Oudshoorn, Chief Administrative Officer Brooke Yaremchuk and public.
AGENDA 2019-01-15/01	<p>Moved by Councillor Oudshoorn that the agenda be approved as amended:</p> <p><u>New Business:</u></p> <p>K – Buffalo Trail Public School Letter February 12, 2019 – Engagement Session</p> <p>L – County of Minburn Email February 15, 2019 – ICS 200 Training</p> <p><u>Councillor Reports:</u></p> <p>B – Library Board – Will Oudshoorn</p> <p><u>Correspondence:</u></p> <p>E – CGLM Letter received February 18, 2019 -Larry Majeski Bursary Fund</p> <p>F - Email dated February 19, 2019 – Minister Phillips – Concerns on Fish Management</p> <p style="text-align: right;"><u>CARRIED</u></p>
MINUTES 2019-02-19/02	<p>Moved by Deputy Mayor McMann that the January 15, 2019 Regular Meeting Minutes be adopted as amended.</p> <p style="text-align: right;"><u>CARRIED</u></p>
MINUTES 2019-02-19/03	<p>Moved by Councillor Oudshoorn that the February 5, 2019 Special Meeting Minutes be adopted as presented.</p> <p style="text-align: right;"><u>CARRIED</u></p>
OFFER TO PURCHASE – LOT 5, BLOCK 7, PLAN 4175R 2019-02-19/04	<p>Moved by Councillor Oudshoorn that Council accept the offer to purchase for Lot 5, Block 7, Plan 4175R in the amount of \$100.00 submitted by Deborah McMann.</p> <p style="text-align: right;"><u>CARRIED</u></p>
2019 RECREATION PARK MANAGER 2019-02-19/05	<p>Moved by Councillor Oudshoorn that Council hire Alice & Tom Sheehan to be the Recreation Park Manager’s for the 2019 season.</p> <p style="text-align: right;"><u>CARRIED</u></p>

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
FEBRUARY, 2019**

**SOLAR NINJAS –
SOLAR LIGHTING –
UPDATE
2019-02-19/06**

Moved by Councillor Oudshoorn that Council direct Administration to research available grant funding suitable for Solar Lighting. Further that Administration contact Solar Ninjas to obtain a estimated timeline projection for the construction of the Solar Panels at the Village Office and Public Works Facility.

CARRIED

**ALBERTA SENIORS
AND HOUSING
LETTER JANUARY 3,
2019 – SENIORS
SERVICES AWARDS
2019-02-19/07**

Moved by Councillor Oudshoorn that Council nominate Lily Carter for the 2019 Alberta Seniors Services Awards.

CARRIED

**DRAFT REGIONAL
RECREATION
MASTER PLAN
2019-02-19/08**

Moved by Councillor Oudshoorn that the Regional Recreation Master Plan be approved as presented.

CARRIED

**EOEP COURSE –
MARCH 2019
2019-02-19/09**

Moved by Deputy Mayor McMann that EOEP Course – March 2019 be received as information.

CARRIED

**AUMA SPRING 2019
MUNICIPAL
LEADERS CAUCUS –
MARCH 27 & 28, 2019
2019-02-19/10**

Moved by Councillor Oudshoorn that AUMA Spring 2019 Municipal Leaders Caucus – March 27 & 28, 2019 be tabled to the March 19, 2019 Regular Council meeting for further discussion.

CARRIED

**LGAA CONFERENCE
– APRIL 3-5, 2019
2019-02-19/11**

Moved by Deputy McMann that Council approve Brooke Yaremchuk to attend the LGAA Annual Conference and Tradeshow on April 3-5, 2019.

CARRIED

**NOTICE OF
APPLICATIONS -
ALBERTA UTILITIES
COMMISSION
2019-02-19/12**

Moved by Councillor Oudshoorn that Notice of Application – Alberta Utilities Commission be received as information.

CARRIED

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
FEBRUARY, 2019**

STRATEGIC POLICY
DEADLINE – EMAIL
DATED FEBRUARY
12, 2019
2019-02-19/13

Moved by Deputy Mayor McMann that Strategic Policy Deadline – Email dated February 12, 2019 be received as information.

CARRIED

PINK DAY –
FEBRUARY 27, 2019
2019-02-19/14

Moved by Councillor Oudshoorn that Pink Day – February 27, 2019 be received as information.

CARRIED

SUBMISSION OF ICF
AND IDP – EMAIL
DATED FEBRUARY
14, 2019
2019-02-19/15

Moved by Deputy Mayor McMann that Submission of ICF and IDP – Email Dated February 14, 2019 be received as information.

CARRIED

YELLOWHEAD
CAMPGROUND
LISTING 2019
2019-02-19/16

Moved by Councillor Oudshoorn that Yellowhead Campground Listing 2019 be received as information.

CARRIED

NOTICE TO TENDER
– C-CAN ITEMS
2019-02-19/17

Moved by Deputy Mayor McMann that Council accept the bid in the amount of \$1550.00 for the Tin and Insulation that is currently located in the Village of Innisfree C-Can.

CARRIED

COUNCILLOR
REPORTS
2019-02-19/18

Moved by Deputy Mayor McMann that the Councillor Reports be approved as presented.

CARRIED

ADMINISTRATION
REPORTS
2019-02-19/19

Moved by Councillor Oudshoorn that the Administration Reports & Action List be approved as presented.

CARRIED

CORRESPONDENCE
2019-02-19/20

Moved by Deputy Mayor McMann that the following Correspondence and received as information.

CARRIED

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
FEBRUARY, 2019**

Mayor Cannan called for a recess at 8:44 PM.

Mayor Cannan reconvened the meeting at 8:45 PM.

**CLOSED SESSION
ATTENDANCE**

Mayor Aaron Cannan, Deputy Mayor Deb McMann, Councillor Will Oudshoorn and Chief Administrative Officer Brooke Yaremchuk.

**CLOSED SESSION
2019-02-19/21**

Moved by Councillor Oudshoorn that the meeting go into closed session at 8:51 PM to discuss Personnel – CAO Evaluation as per sections 17 & 27 of the FOIPP Act.

CARRIED

**CLOSED SESSION
2019-02-19/22**

Moved by Deputy Mayor McMann that the meeting come out of closed session at 9:05 PM.

CARRIED

**PERSONNEL (FOIPP
SECTION 17 & 27) –
CAO EVALUATION
2019-02-19/23**

Moved by Councillor Oudshoorn that the CAO Evaluation be received as information.

CARRIED

ADJOURNMENT

Deputy Mayor McMann adjourned the meeting at 9:08 PM.

Mayor

Chief Administrative Officer

Spring 2019 Municipal Leaders' Caucus
March 27 and 28, 2019
Edmonton Convention Centre, 9797 Jasper Ave, Edmonton
Subject to Change

Wednesday, March 27	
7:00 a.m.	Registration for Mayors' Caucus Opens
7:30 a.m.	Buffet Breakfast
8:30 a.m.	President's Opening Remarks
8:45 a.m.	Session I – Municipal Funding Framework This session will provide an update on AUMA's work to negotiate a new municipal funding framework with the province, as well as principles for funding allocations.
9:45 a.m.	Session II – Political Panel on Municipal Issues Representatives from the major political parties will speak to each party's municipal policy platform. Members will have the opportunity to ask questions on key municipal issues.
10:45 a.m.	Break
11:00 a.m.	Session III – Transitioning the Provincial Government This session will provide information on how provincial government administration works with elected officials during times of transition, and opportunities for external stakeholders to influence policy at these times.
12:00 p.m.	Lunch
1:00 p.m.	Session IV – Media Panel In this session, political analysts from the media will share their thoughts and predictions on the upcoming election.
2:00 p.m.	Session V – Indigenous Councils and Elections This session will educate members on how First Nations elect tribal councils, and how municipalities can work with tribal councils to achieve regional outcomes.
3:00 p.m.	Break
3:15 p.m.	Session VI – Local Authorities Election Act Lawyers from Reynolds, Mirth, Richards and Farmer will provide an overview of changes to the Local Authorities Election Act and the resulting impact on municipalities.
4:15 p.m.	President's Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 28	
7:00 a.m.	Registration and Buffet Breakfast
8:00 a.m.	Session VII – AUMA Election Strategy Global Public Affairs will give an overview of AUMA’s election strategy and talk about how AUMA members can mobilize to advance our role as community builders, economic drivers, and vital partners prior to the provincial election.
9:30 a.m.	AUMA President’s Report AUMA President Barry Morishita will update members on: <ul style="list-style-type: none"> • Member survey results; • Past and future advocacy work on priority issues for municipalities; and • AUMA’s efforts in partnering with and mobilizing energy resource communities to campaign for pipelines and responsible resource development.
9:45 a.m.	Executive Committee Dialogue Session
10:15 a.m.	RFDs
10:30 a.m.	Political Leaders Dialogue Sessions This session will feature speakers from: <ul style="list-style-type: none"> • The New Democratic Party; • The Alberta Liberal Party; • The United Conservative Party; and • The Alberta Party.
12:00 p.m.	Closing Remarks and Provincial Leaders’ Lunch

Village of Innisfree (CAO)

From: Mike Thomas <mike@solar ninjas.energy>
Sent: February 21, 2019 12:51 PM
To: Village of Innisfree (CAO)
Subject: Re: Attached SolarNinjas 4 Sites Document

Hello Innisfree!

Yes, we would be able to swing into action fairly quickly as our basic project drawings are complete and just need updating before moving ahead.

Those two sites (village office and municipal works facility across the back road) are close together and would enjoy some freight savings and productivity savings. Both could be executed at the same time. We could schedule this work in late april or early may depending on weather and how quickly we get through engineering and FORTIS approvals. Each facility would take approximately 4 to 5 days to install completely.. both together we hope to accomplish in 7 to 8 days if we can combine them fully.

In order to proceed that quickly we would need confirmation from council that you wish to proceed, a deposit of \$3,000 per site for permits and engineering completion (non refundable) and then we would start moving through the FORTIS and Engineering approval process as quickly as they will allow. I will prepare an engagement letter in advance for you to consider at the council meeting and email it to you shortly.

I would update the equipment choices based on the most current available products and prices (which have not changed much) and give you a revised final estimate for each project within about 1 week of your deposits. We would also update your expected rebates and confirm those details.

Work would proceed based on available scheduling at that point. I would hire 1 labourer from inside Innisfree for the projects, and also connect with your favourite local electrician to ensure they are familiar with what we're doing and available to learn/help if needed.

We would also discuss the best ways to involve your public relations and community support efforts so that people are excited and interested in whats going on.. and provide you with great photo/video material during the jobs and afterwards.



Michael Thomas - Principal
mike@solar ninjas.energy / 780 920 9120

[Http://www.SolarNinjas.Energy](http://www.SolarNinjas.Energy)



On Thu, Feb 21, 2019 at 12:26 PM Village of Innisfree (CAO) <cao@innisfree.ca> wrote:

Hello Mike,

The Village of Innisfree is still discussing the addition of Solar Lighting at the 4 Locations mentioned in your presentation. However we had a few questions we are hoping you could assist us with.

The Village is interested in having solar panels installed only at the Village Office and Public Works Facility at this time. Should the Village decide to go forth with this project, what kind of a timeline would we be looking at for construction, installation, etc. Would this be a project we could start this spring? We are just looking for some sort of a projection that we can review. We will be bringing this back to the March 19 Council meeting and hope to have a final decision for you.

We look forward to hearing from you.

Regards,

Brooke Yaremchuk

Chief Administrative Officer

Village of Innisfree

Phone: (780) 592-3886

Cell: (780) 581-3380

Email: cao@innisfree.ca

Website: www.innisfree.ca

From: Mike Thomas <mike@solar ninjas.energy>
Sent: November 22, 2018 3:14 PM
To: Village of Innisfree (CAO) <cao@innisfree.ca>
Subject: Re: Attached SolarNinjas 4 Sites Document

Its a PDF (universal document format), if it wont open, install adobe acrobat free reader <https://get.adobe.com/reader/>

If the problem is it wont download, thats from a different email address so im attaching a reduced size copy to this email for you.

Any other format (like MS WORD) would be terribly large.

The PDF will open even in a web browser window... and should print on any system as well.

PLease call me if you have any issues and i'll jump on it right away.



Michael Thomas - Principal
mike@solarninjas.energy / 780 920 9120

[Http://www.solarninjas.energy](http://www.solarninjas.energy)



On Thu, Nov 22, 2018 at 10:10 AM Village of Innisfree (CAO) <cao@innisfree.ca> wrote:

Hello Mike,

The system will not allow me to open the attachment you have forwarded.

Could you resend the attachment in a different format?

Regards,

Brooke Yaremchuk

Chief Administrative Officer

Village of Innisfree

Phone: (780) 592-3886

Cell: (780) 581-3380

Email: cao@innisfree.ca

Website: www.innisfree.ca

From: Mike Thomas <mike@solarninjas.energy>
Sent: November 20, 2018 10:17 PM
To: inisfree@telus.net; acannan666@mail.com
Subject: Attached SolarNinjas 4 Sites Document



[_A_ Presentation Working CopyRevC.pdf](#)

Please let me know if the above google drive download link causes you trouble. The file is quite large in high resolution but I can send a lower print quality version that fits in an email if required.

I'd like to be on call for your meeting to help the discussion, and be on hand for questioning at a future time when you meet and want more information in order to make decisions.

Please let me know at what time and I will call in on speaker phone during your council meeting.

Let me know what your preferred method of payment is for your invoice, if it is credit card I will have to adjust for the processing fee but any other method is fine as well.

Cheers



Michael Thomas - Principal
mike@solarninjas.energy / 780 920 9120

[Http://www.SolarNinjas.Energy](http://www.SolarNinjas.Energy)



VILLAGE OF INNISFREE

SALE OF LAND BY PUBLIC TENDER

March 19, 2019

Notice is hereby given that, under the provisions of the Municipal Government Act, the Village of Innisfree will offer for sale, by public tender, the following lands:

PLAN	BLOCK	LOT	CIVIC ADDRESS
4175R	3	1	5009 - 50 ST
4175R	3	23-38	5059 - 50 ST
4175R	4	3	5036 - 50 ST
4175R	7	5	5109 - 50 AVE
8776S	12	16	5040 - 53 ST
8776S	17	4	n/a
6127HW	20	12	n/a
4175R	11	16	n/a

These parcels are being offered for sale, subject to a reserved bid and to the reservations and conditions contained in the existing certificate of title. These parcels are being offered for sale on an “as is, where is” basis, and the Village of Innisfree makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of these parcels for any intended use by the purchaser.

Tenders submitted below market value will be accepted.

The Village of Innisfree reserves the right to reject any and all tenders. The highest or any tender will not necessarily be accepted.

GST will apply to all applicable land sold at the public tender.

No bid will be accepted where the bidder attempts to attach conditions to the sale of land.

No Terms or conditions of sale will be considered other than those specified by the Village of Innisfree.

The successful bidder shall be required to execute a sale agreement in a form and substance acceptable to the Village of Innisfree.

The successful bidder shall be required to execute a sale agreement in a form and substance acceptable to the Village of Innisfree and will be required to “break ground” with their proposed development within 24 months (2 years).

Terms: Cash or certified cheque, a 10% deposit with the balance due within 30 days of the public tender.

Deadline to submit tenders and business proposals is _____.

You may submit your tenders using the following methods:

Mail:	Box 69 Innisfree AB T0B 2G0	OR	Drop Off:	5116 – 50 Avenue Innisfree, AB T0B 2G0
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*****Please note the Village of Innisfree Administration Hours: Mon-Fri 9:00 am – 5:00 pm*****

Thank you.
Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree

Village of Innisfree – Minister Directives

Viability Review Team Recommendations in the Viability Plan	What will be done to achieve the recommendation	Who will do what? Responsibility of:		What action may be required at Council Meeting?	Progress Report	Timeline					
Recommendation	Proposed Action Steps	Admin	Council	Resolution/Bylaw/Policy	When	2019	2020	2021	2022	2023	2024
1 – undertake a strategic planning process, with residential participation, to develop a three – year strategic plan that incorporates a service levels assessment, an operational needs assessment, and an infrastructure/capital plan	<ul style="list-style-type: none"> - The Village of Innisfree will hold a public meeting, mid-April for early May, with residential participation, to develop a three-year strategic plan that incorporates a service level assessment, an operational needs assessment and an infrastructure/capital plan - The Village will continue to hold Strategic Planning Sessions every 2 years. 	<ul style="list-style-type: none"> - Advertise and promote meeting - Prepare documents for meeting - Meet with consultant or engineer to develop an infrastructure /capital plan 	<ul style="list-style-type: none"> - Direct administration on how the Village can better their service levels, operational need and infrastructure. 	Resolution will be required by Council to approve the strategic plan for Administration to implement and enforce.	Mid April – Early May	x		x		x	
2 – Village should assess	The Village will continue to apply for	- Apply for STEP & C.S.J.	- Review Administrations	Resolutions to hire additional staff.	Yearly	x	x	x	x	x	x

Village of Innisfree – Minister Directives

the administrative requirements to determine staffing needs to address the operational requirements as established by Council and the MGA	Canada Summer Job's and STEP Funding through the province every year. Should the Village not receive funding through these grants, the Village will consider hiring casual or part-time staff to address staffing needs.	as needed. - Hire staff or summer students as part of the STEP & CSJ Funding. - Report to council any and all staffing needs that may be required.	report and provide instructions if needed.								
3 – Council should budget for staffing increases based on the results of the needs assessment.	Once the Strategic Plan is completed in Mid-April or Early May, the Village will have a clear understanding on what to budget for staffing. This will be brought forward every year for consideration.	- Update and revise budget in necessary	- Review updated budget and approve. - Determine if an increase in staffing is necessary based on results of the needs assessment	Motion to approve budget if updates and/or revisions are made.	Yearly	X	X	X	X	X	X
4 – The Village should develop a 10-year	Met with an Engineer that will assist the Village in developing a	Meet with engineer to give them the	Approve the Capital plan and provide changes	Motion to approve and/or amend the 10 Year Capital plan.	Yearly	X	X	X	X	X	x

Village of Innisfree – Minister Directives

capital plan to address items in the Infrastructure study.	<i>5-10-year Capital plan to address all items in the infrastructure study. This will be updated when needed.</i>	<i>Villages vision and goals as per the infrastructure audit. Bring the 10-year capital plan to Council meeting</i>	<i>and updates if necessary.</i>								
5 – The Village should engage residents in the development of the operational and capital budgets.	<i>Village is advertising Council meetings in Utility Newsletters and Social media. The Village will continue to advertise for all Council meetings, as well as meetings that involve the operational and capital budgets. The Village can also hold a public meeting dedicated to the Operational & Capital Budgets with public participation.</i>	<i>Promote the Council meetings more to the public. Encourage residents that their opinions and concerns are appreciated when developing the yearly budgets.</i>	<i>Promote and encourage residents to attend council meetings.</i>	<i>n/a</i>	<i>Monthly</i>	<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>	<i>x</i>
6 – The Village should annually discuss its	<i>The Village will</i>										

Village of Innisfree – Minister Directives

capital projects with neighbouring municipalities to identify potential collaborative request for proposals (RFP) that provide cost-efficiencies.											
7 – The Village should look at long-term debt, special levies, and other funding opportunities for capital projects.	<i>The Village will continue to look at funding opportunities to for capital projects.</i>	<i>Seek funding opportunities that fit capital projects that are being done in each fiscal year.</i>			Yearly	X	X	X	X	X	x
8 – Utility Rates should continue to be reviewed	<i>Utility Rates will be brought forward yearly for review by</i>	<i>Ensure item is brought forward yearly</i>	<i>Council will review and make appropriate</i>	<i>Motions/resolution to approve changes.</i>	Yearly	X	X	X	X	X	x

Village of Innisfree – Minister Directives

<p>annually to ensure fill cost recovery is maintained.</p>	<p><i>Council and Administration.</i></p> <p><i>New water meters to be installed early April and the Village will have a better understanding of how much water each resident is using and will be able to charge accordingly.</i></p>	<p><i>for review. Administration will also provide recommendations to Council.</i></p>	<p><i>motions/resolution</i></p>									
<p>9 – The Village should develop a campground surplus reserve policy to offset years when campground operating deficits result.</p>	<p><i>Research will be conducted regarding campground surplus reserve policies.</i></p>	<ul style="list-style-type: none"> • <i>Research</i> • <i>Prepare draft policy for council to review.</i> • <i>Implement</i> 	<ul style="list-style-type: none"> • <i>Council will review and approve.</i> 	<p><i>Research to develop policy. Motion to pass and implement.</i></p>		X						

Innisfree Library Board

Application Form

Thank you for your interest in the Innisfree Library Board. Please take a moment to fill out this application form and we will get back to you as soon as possible. Be sure to place your signature and date at the bottom of page 3.

Name ANN JOHNSON

Phone 780-863-3112 Email CO.JOHNSON@Q.MAIL.COM

Address 4832-51ST INNISFREE, AB T0B-2G0

Relevant experience and/or Employment. (include references and contact information, resume may be attached if desired)

Retired

Why are you interested in servicing our library as a Board trustee?

HAVE had time before to serve on library. Always worked and involved at employment site.

Please list the area(s) of expertise/contribution you feel you can make.

Live in the community and want to be a part of it

Please list other current and past volunteer commitments.

AURK, Royal Alexandra Hospital - EDMONTON
health aid society, Hamloos, Travel & Diabetic at U of A Hospital

Innisfree Library Board
Box 69
Innisfree, Alberta T0B 2G0
innisfree@telus.net
Ph: 780-592-3886

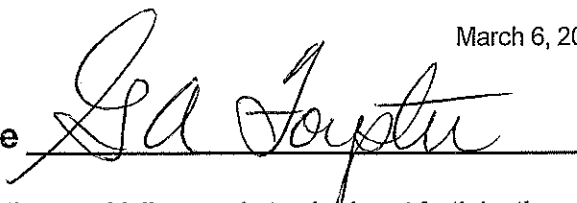
☐ Nominee has had a personal meeting with either the chief executive, board chair, or other board member.

☐ Nominee reviewed by the committee.

☐ Nominee attended a board meeting.

✓ Nominee interviewed by the board.

Innisfree Library Board Trustee



The Innisfree Library Board strives to meet those guidelines and standards set forth by the professional library associations that the Library has active membership in. Please read the following guidelines from the Alberta Library Trustees Association Handbook and then, if you are in agreement with these statements, please sign your name in the space provided at the bottom of this page.

(Please note: only those applications that are signed will be considered for membership as a Innisfree Library Board trustee).

Introduction

By agreeing to become a public library trustee, you have consented to undertake several legal and moral obligations. The moral obligations include a belief in the importance and value of libraries, and a desire to contribute to their growth and development. The legal obligations are more complex.

The Public Trust

As a library trustee, you are trusted by your community to be responsible for your library. You represent the public interest of this and future generations in the management of that library and the services it provides. You are a creator of policy, employer of personnel, controller of finances and advocate of libraries. You are expected to take the same care in managing the library's affairs as you would your own. You must not manipulate the library's affairs to your own advantage, and you may not agree in advance to turn a decision in a particular direction. If you are negligent or in breach of your duty as a trustee or knowingly collaborate on a breach committed by another trustee, you are liable for any loss sustained by the library as a result.

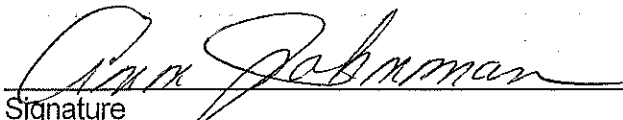
Responsibilities of Trustees


By consenting to serve as a trustee, you are participating in the responsibilities of the board and may agree to do the following:

- Believe in and support the mission of your library.
- Be aware of your legal responsibilities as a trustee.
- Contribute knowledge or expertise in a major management area: financial personnel, program, policy or advocacy.
- Be aware of issues affecting your library.
- Handle board business effectively and fairly.
- Participate in development framework, governance and operational policies.
- Help to develop goals and objectives congruent with the library's mission, designed to carry out board policies.
- Regularly evaluate and review policies, goals and objectives and amend as required.
- Help to secure adequate funds from government and alternate sources to carry out the goals and objectives.
- Participate in the financial management of the library.
- Develop awareness of the difference between board and staff roles.
- Participate in lobbying all levels of government for positive action for libraries.

- Increase your own and other trustees knowledge of library matters through discussion, ongoing orientation and attendance at workshops and conferences.
- Sit on at least one board committee.
- Participate in the organization and implementation of marketing plans and activities.
- Assist in the formation of partnerships with other community organizations.
- Comply with the *Alberta Libraries Act and Regulation*.
- Embrace the Alberta Library Trustees Association Code of Ethics and Canadian Library Associations Statement of Intellectual Freedom.
- It would be viewed as an asset to be able to communicate by E-mail.

It is vital to remember that, as a trustee, you will always be perceived as representing the library in your community. Even though you may personally disagree with a board decision and are free to debate it during board meetings, you must endorse it in public.


Signature


Date

March 8, 2019 | Proposal No. MP-19-007

Village of Innisfree
5116 - 50 Street
Innisfree, AB
T0B 2G0

Attention: **Brooke Yaremchuk**

**Re: 5 Year Capital Plan Development
Village of Innisfree**

1.0 | INTRODUCTION

BAR Engineering Co. Ltd. (hereinafter referred to as BAR, or the Consultant), is pleased to submit a proposal to provide engineering services to the Village of Innisfree (hereinafter referred to as the Village, or the Client) to provide consulting services to coordinate and develop a 5 year capital plan for the Village which may be utilized on an annual basis by the Village for budgeting and capital planning purposes.

2.0 | BACKGROUND INFORMATION

The premise for the 5 year capital plan will be the findings and recommendations outlined in the report titled *"Village of Innisfree; Infrastructure Master Plan, November 2016"* previously prepared for the Village by AMEC Foster Wheeler.

3.0 | SCOPE OF WORK

In undertaking this assignment, BAR will review the AMEC Foster Wheeler report and prioritize its findings and recommendations on behalf of the Village. The following systems will be included in the review:

- Water System;
- Wastewater System;
- Storm Drainage Infrastructure;
- Roads Infrastructure (including sidewalks);
- Municipal Building Infrastructure; and
- Solid Waste Management.

The review will look for consistencies in the previously recommended improvements (i.e; water and sanitary sewer main replacements within the same block) in order that contracts for construction provide efficiencies, while at the same addressing operational and maintenance priorities of administrative and public works staff (i.e; water/sewer). BAR acknowledges that the priorities of ratepayers/Council must also be taken into consideration (ie; roads/sidewalks) in budgeting exercises. The review process prior to submittal of the final report is anticipated to be an interactive one between BAR and the Village.

The review will be summarized in a letter report accompanied by an excel spreadsheet which may be manipulated by the Village in the future to update at their discretion.

The capital cost estimate provided in the plan will be based upon those provided in the AMEC Foster Wheeler report as order of cost magnitudes. Development of new, detailed construction cost estimates is not included in the Scope of Work.

4.0 | FEE ESTIMATE AND SCHEDULE

BAR proposes to undertake this project on an hourly rate basis. Based on our best estimate of the time required to complete the work, an estimated cost of **\$8,750.00** is provided for your consideration. The estimated cost outlined for the capital plan development is considered to be a maximum fee. The time commitment for completing the project would be anticipated to be in the order of **six (6) to eight (8) weeks**.

The five (5) percent Goods and Services Tax would be charged in addition to the above cost estimate. Payment terms are net thirty (30) days. The cost estimate is based on the scope of work listed and is valid for sixty (60) days.

5.0 | CLOSURE

We request that if you are in agreement with this proposal and the "Terms and Conditions" that you sign below and return a copy of the signed proposal to BAR for our files.

AUTHORIZATION TO PROCEED

BAR Engineering Co. Ltd. is authorized to provide the services outlined in this proposal in accordance with the Terms and Conditions, attached. The person signing this Agreement warrants that they have authority to sign as, or on behalf of, the Client for whom or for whose benefit BAR Engineering Co. Ltd.'s services are rendered.

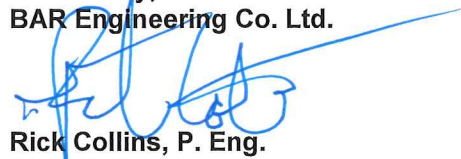
CLIENT:

Name (printed): _____ Company: _____

Signature: _____ Date: _____

We appreciate the opportunity to submit this proposal and look forward to working with you. If you have any questions or require any clarifications regarding our proposal, please do not hesitate to contact us at (780) 875-1683 or via e-mail at rick.collins@bareng.ca.

Yours truly,
BAR Engineering Co. Ltd.



Rick Collins, P. Eng.
Director
Municipal Division

Attachments: Terms and Conditions

Terms and Conditions

Page: 1 of 2

BAR ENGINEERING CO. LTD. (the CONSULTANT) TERMS AND CONDITIONS

1. **PROFESSIONAL RESPONSIBILITY** - The CONSULTANT shall provide the noted consulting engineering services to the CLIENT exercising the standard of care, skill and diligence which is reasonably expected within the engineering profession in the location of the project, as measured by professional standards applicable during the performance of the services. No other warranty or guarantee, expressed, implied or statutory, is made or intended by this Agreement.
2. **SUB CONSULTANTS** - The CONSULTANT may, with the permission of the CLIENT and at any stage of the project, engage sub consultants to perform all or any part of the services. The CLIENT shall not unreasonably withhold permission to engage sub consultants.
3. **DISCLOSURE** - The CLIENT agrees to provide full disclosure to the CONSULTANT of all drawings, reports, schedules and other data pertinent to the execution of the CONSULTANT's work on behalf of the CLIENT under this Agreement. The CONSULTANT shall not be responsible for the interpretation or verification of information supplied by the CLIENT or others or for any errors or omissions therein. The CONSULTANT may rely on the accuracy of any data provided by the CLIENT, or by other parties engaged by the CLIENT, for use on the project.
4. **COMPENSATION** - Fees for the work performed under this Agreement shall be in the form agreed to by the CONSULTANT and CLIENT. All fees and charges shall be payable in Canadian funds unless noted otherwise. Invoices shall be due and payable within 30 days of the invoice date, as presented and without hold backs, by the CLIENT upon receipt. Accounts unpaid after 30 days are subject to monthly interest charges at a rate of 24 percent per annum. Where applicable, Provincial Sales Tax (PST) and Goods and Services Tax (GST) shall be added to the fees and charges. The CONSULTANT reserves the right, without penalty, to discontinue services in event of non-payment.
5. **REPRESENTATIVES** - The CONSULTANT and the CLIENT shall each designate a representative who is authorized to act on behalf of the designating party on matters related to the project. Each such representative shall be the person to whom notices required under this Agreement shall be directed. Either party may change their representative upon written notice to the other party.
6. **TERMINATION** - Either party may terminate this Agreement without cause upon thirty (30) days written notice. Upon termination by either party, the CLIENT shall forthwith pay to the CONSULTANT the fees and charges due for services rendered under this Agreement to the date of termination, including all reasonable termination costs incurred by the CONSULTANT in closing down the project work.
 If either party breaches this Agreement, the non-defaulting party may terminate this Agreement if the breach is not remedied by the seventh day following written notice of default from the non-defaulting party. Upon termination by the CONSULTANT, the CLIENT shall forthwith pay to the CONSULTANT the fees and charges due for services rendered under this Agreement to the date of termination. Non-payment by the CLIENT of invoices issued by the CONSULTANT shall constitute a breach of this Agreement.
7. **CLIENT'S RESPONSIBILITIES** - The CLIENT shall be responsible for all things reasonably required to facilitate the project and to aid the CONSULTANT to provide the services. Unless otherwise stated elsewhere, the CLIENT shall apply for and obtain all required permits and licenses.
8. **LIMITATION OF LIABILITY** - The CONSULTANT agrees to indemnify and hold the CLIENT harmless from negligent acts of omissions by the CONSULTANT. The CONSULTANT's obligation to indemnify and hold the CLIENT harmless is limited to those circumstances which cause direct, foreseeable loss and damage to the Client. Without limiting the generality of the foregoing, the CONSULTANT shall not be responsible for: 1) the failure of a contractor or subcontractor to perform the work required on the project in accordance with the applicable contract documents, 2) the design of or defects in equipment supplied or provided by the CLIENT, either directly or indirectly, for incorporation into the project, 3) any damage to subsurface structures or utilities, 4) any project decisions made by the CLIENT if the decisions were made without the advice of the CONSULTANT or contrary to or inconsistent with the advice of the CONSULTANT, 5) the unauthorized distribution of any confidential drawing, document or report prepared by or on behalf of the CONSULTANT for the exclusive use of the CLIENT, or 6) changed conditions or errors information provided by the CLIENT or other consultants on behalf of the CLIENT. Notwithstanding any other provisions of this Agreement, the total amount of all claims the CLIENT may assert against the CONSULTANT, including all directors, officers, employees, agents, sub consultants and shareholders under this project, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall not exceed the amount of the engineering fees paid by the CLIENT to the CONSULTANT. With respect to the limitation provisions in this Agreement, the CLIENT agrees that it has entered into this Agreement with the CONSULTANT, both on its own behalf and as an agent on behalf of its employees and principals, and that such employees and principals shall have no personal liability to the CLIENT in respect of a claim, whether in contract, tort and/or any other cause of action in law. As such, the CLIENT agrees that it shall bring no proceedings or take no action in law against any of the CONSULTANT's employees or principals in their personal capacity.

Date: February 3, 2016

Prepared by: Kent Smith

Terms and Conditions

Page: 2 of 2

9. CLAIMS - No claim may be brought against the CONSULTANT, its directors, officers, employees, sub consultants and agents more than one (1) year after the services are completed or this Agreement is terminated.
10. INDEMNIFICATION - The CLIENT shall indemnify and hold harmless the CONSULTANT and its directors, officers, employees, sub consultants, agents and shareholders from and against any and all claims which are put forward by parties other than the CLIENT as a result of services performed or contemplated under this Agreement.
11. INSURANCE - The CONSULTANT will maintain insurance for the agreement in the following types: 1) worker's compensation insurance at statutorily required levels, 2) Comprehensive General Liability (CGL) insurance, 3) Professional Liability Insurance (PLI), and 4) automotive insurance.
12. DOCUMENTS - All documents and drawings prepared by the CONSULTANT or by others on behalf of the CONSULTANT, in connection with this project are instruments of service for the execution of the project. The CONSULTANT retains the property and copyright in these documents and drawings, whether the project is executed or not. These documents and drawings may not be used on any other project or for any other purpose without the prior written agreement of the CONSULTANT. At the request and expense of the CLIENT, the CONSULTANT shall provide the CLIENT with copies of any and all drawings, specifications and other documents prepared by the CONSULTANT, if requested not more than ten (10) years after the services are completed or after this Agreement is terminated.
13. FIELD SERVICES - Where applicable, field services recommended for the project are those deemed by the CONSULTANT as the minimum necessary to observe whether or not the work is being carried out in general conformity with the intent of the contract documents. Field services are not considered to form part of the scope of services to be rendered under this Agreement unless specifically identified.
14. ENVIRONMENTAL - The CLIENT is responsible for acquiring the services of a Geotechnical/Environmental consultant whenever needed. The CONSULTANT's field investigation and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. The CONSULTANT will co-operate with the client's Geotechnical/Environmental consultant during the field work phase of the investigation.
15. DISPUTE RESOLUTION - If requested in writing by either the CLIENT or the CONSULTANT, the CLIENT and CONSULTANT shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into non-binding negotiation on a without prejudice basis. Any dispute arising hereunder shall first be resolved by taking the following steps, where a successive step is taken if the issue is not resolved at the preceding step: 1) by the technical and contractual personnel for each party performing this Agreement, 2) by executive management of each party, 3) by mediation, 4) by arbitration if both parties agree, or 5) through the court system. Each party irrevocably attorns to the jurisdiction of the applicable Canadian provincial courts and the courts of Canada, and all courts having appellate jurisdiction over these courts. This Agreement shall be interpreted under the laws of the Province of Alberta, Canada, as this represents the head office location of the CONSULTANT. CLIENT hereby waives the right to trial by jury for any disputes arising out of this Agreement.
16. LEGAL FEES AND COSTS - In the event either party makes a claim or brings an action against the other for any act arising out of the performance or interpretation of this Agreement, including the payment of professional fees, the unsuccessful party shall pay all reasonable legal fees and legal costs, on a solicitor and client basis, incurred by the prevailing party in such claim or action.
17. ENTIRE AGREEMENT - Upon authorization by the CLIENT and commencement of performance hereunder, these terms constitute the entire agreement between the parties concerning its subject matter. Any changes or additional conditions proposed by the CLIENT are hereby rejected, unless expressly stated in the Agreement or incorporated by a change order executed in writing by the CLIENT and CONSULTANT. This Agreement is binding and shall endure to the benefit of the CLIENT and the CONSULTANT, including the CONSULTANT's employees, servants and agents, and their respective successors and assigns.
18. CHANGES - Upon receipt of notice from CLIENT of a change of the scope of work hereunder, the CONSULTANT will promptly notify the CLIENT if there is an impact on the schedule, price, or terms of the agreement. Thereafter, an estimate of any impact on the Agreement will be prepared and submitted to the CLIENT. The parties agree to promptly negotiate and implement changes to the Agreement. CLIENT acknowledges and agrees that its use of any purchase orders or other form to procure services is solely for administrative purposes and in no event shall the CONSULTANT be bound to any terms and conditions on such form regardless of reference to or signature. CLIENT shall endeavour to reference this Agreement on any purchase order (or other form) but CLIENT's failure to do so shall not operate to modify this Agreement.
19. ASSIGNMENT - Neither CLIENT nor CONSULTANT shall assign its interest in this Agreement without the written consent of the other.
20. CONSEQUENTIAL DAMAGES - The CONSULTANT shall not be responsible for any consequential, indirect, or incidental damages suffered by the CLIENT, including but not limited to loss of use, earnings and business interruption.

Village of Innisfree (CAO)

From: DeLaronde, Joanne <Joanne.DeLaronde@dfo-mpo.gc.ca>
Sent: March 8, 2019 10:31 AM
To: Brooke Yaremchuk
Subject: FW: Birch Lake recreation site / remediation prior to transfer of property

Hi Brooke,

Have you had a chance to discuss the water lot at Birch Lake Marina with the council members? I spoke with Pat Porter (Land Manager – AEP) yesterday and it was also his understanding from our June 2018 meeting with Jennifer Hodel that the Village wasn't interested in the water lot, only the upland. Can you confirm that this is still the case? If so, would it be possible to get the Village to pass a motion at the next meeting so I have that in writing? I suspect the Province will want to see something to that effect when I send in a request to cancel our DRS.

Feel free to give me a call if you have any questions.

Thanks,

Joanne
204-983-7443

From: DeLaronde, Joanne
Sent: March-01-19 1:02 PM
To: 'Brooke Yaremchuk' <innisfree@telus.net>
Subject: Birch Lake recreation site / remediation prior to transfer of property

Hi Brooke,

It looks like the work at the Birch Lake Marina is almost complete. The derelict wharf has been removed, the fence line has been constructed and the boulders will be placed within the next few weeks.

The wharf was in very poor condition and was removed at the request of the Village. A barrier consisting of a wildlife friendly fence line and large boulders were placed around the periphery of the harbour (on Provincial land) at the request of the Province of Alberta. This was done in order to restrict recreational vehicles from accessing the harbour. An endangered species of Piping Plover use the shoreline area as a nesting site and one of the greatest threats to their survival is habitat damage and destruction of their nests from quads.

The Village of Innisfree owns the upland area. Nothing will change there. The water lot is owned by the Province of Manitoba and was occupied by Small Craft Harbours (SCH) under a licence of occupation DRS #89076. This DRS has expired with conditions that the water lot be reclaimed to the satisfaction of Patrick Porter, field officer for Alberta Environment and Parks. I anticipate that he will sign off on that shortly.

Cancelling SCH's DRS will remove our interest in the water lot. Does the Village of Innisfree have plans for the marina site and intend to apply for a licence of occupation for the water lot? This will frame the conversation I have with the Province as I work to have SCH's DRS officially removed.

Please let me know if you have any questions or concerns. I look forward to hearing from you.

Best regards,

Joanne DeLaronde

Library

Committees:

Budget and Funding: Doris, Gayle Elizabeth and Lil

Marketing/Promotions and Communications: Holly, Marilyn

Policies & Procedures: Lil and Holly

Historian: Lil

Friends of the Library Society: Holly

Summer Reading Program: Marilyn, Lil

Summer Employment Program(s): Lil, Gayle, Lorraine

Rep to Ag Society: Elizabeth and Doreen

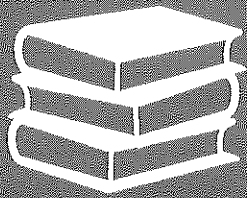
Personnel Comm: Gayle , Holly and Elizabeth

Early Literacy: Lorraine, Lil, Sue and Marilyn

General Events: All members. Garage sale schedule will be done by FILS

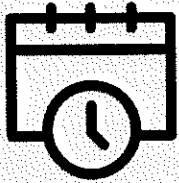
Decorating: Outside-Doris

Seniors:

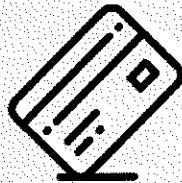


Innisfree Public Library

Annual
Report
2018



The library had **750** open hours in 2018!



110 people have a card at our library (now **230**)



3,874 people walked through our doors last year



In addition to **1,620** website visits



The library added **707** new items last year



Bringing the total collection to **9,712**



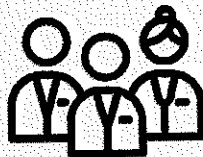
There were **551** downloads of e-Content



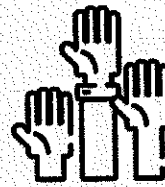
Contributing to a total of **4,153** checkouts!



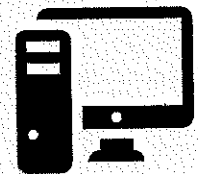
We lent our items to libraries outside of our system **2,193** times



Our service is delivered by **2** dedicated staff



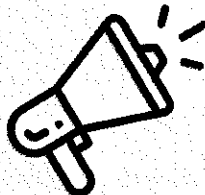
And **21** amazing volunteers



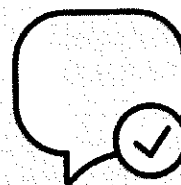
The library has **3** public computers



And brought in **1,614** items upon patron request



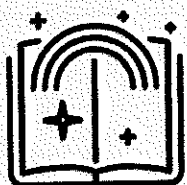
The library participated in **8** promotional events



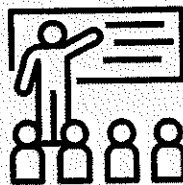
Where **950** people heard our message



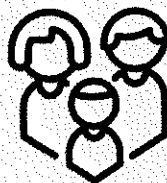
They were in use for a total of **306.00** hours!



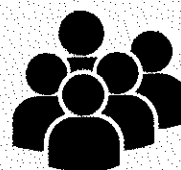
We offered **17** programs for kids



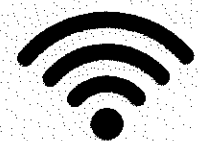
9 for adults and seniors



And **5** for families



806 people attended in total!



There were also **4,193** connections to our Wi-Fi

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT
FEBRUARY 19, 2019 – MARCH 19, 2019

Administration & Public Works

I have asked the auditor to start the Innisfree Audit on the week of March 25-29, 2019. I am currently awaiting his response.

The following Grants have been applied for:

MSI Operating - \$30,000 Public Works Truck

Gas Tax Fund - \$75,000 Water Main Break

STEP – Denied

Canada Summer Jobs – Pending

CARES - \$10,000 – Approved – Municipal Development Plan

March has been a busy month for both the Administration and the Public Works Department. Public Works has been busy with the Water Main Break along HWY 870. We had a difficult time locating the source of the break. Administration assisted the public works with hand delivering jugs of water to those residents effected by the water outage as well as providing updates to all residents regarding this issue.

Administration helped public works on Monday, March 4, 2019 with a resident who had a flooded basement. Locating the CC valve was difficult with the frozen ground. We had to go into the basement and shut off the main valve coming into the house. Public Works and I have decided that we will be going around town this spring and marking the CC valves at each property, so they are easier to locate in these situations.

Administration has been working on applying for grants, preparing the Tax Arrears list to submit to the Government as well as preparing a draft response to the Minister of Municipal Affairs regarding the directives.

Bylaw Enforcement

Bylaw Enforcement is on-going.

Once the weather warms up a bit more and the snow is gone, Public Works has been directed to set traps to capture the stray cats roaming around Town. Numerous residents have complained about the number of stray cats in Town.

In the spring, Public Works will be also be putting up “No Parking” signs along HWY 870. Alberta Transportation has contacted the Village and expressed that as per their regulations, no parking is permitted along this Highway. They had advised the Village that if they continue to park on that HWY, they will have the RCMP come out and issue tickets. I have put this information in the March Utility Newsletter as well as I have spoke to the school and library in person. If this issue continues, the Village will be issuing fines.

UPCOMING EVENTS:

- April 3-5, 2019 - LGAA conference
- March 27 & 28, 2019 - AUMA Spring 2019 Municipal Leaders Caucus

ACTION LIST

- 1. Please see attached.**

ACTION LIST

MOTION #	TITLE	DEPARTMENT	ACTIONED	ON- GOING
2018-08-21/14	Solar Ninja's Quote Dated June 29, 2018	Admin		X
2018-10-23/09	Collapsed Sewer Line – Plan to Repair	Admin		X
2018-10-23/17	Fence Repairs – Birch Lake Recreation Facility	Admin		X
2018-11-20/05	Request To Purchase Electronic Water Meters – Update	Admin		X
2018-11-20/08	Grant Funding Opportunities – List Of Grants/Projects	Admin		X
2019-01-15/06	2019 Campground Attendants	Admin	X	
2018-01-15/10	Offer to Purchase – Lot 5, Block 7, Plan 4175R	Admin		X
2019-02-19/10	AUMA Spring 2019 Municipal Leaders Caucus – March 27 & 28, 2019	Council		X
2019-02-19/17	Notice to Tender – C-Can Items	Admin	X	
2019-02-19/23	CAO Evaluation	Council/Admin		X



Village of Innisfree
 Tax Trial Balance (Full Listing)
 Trial Balance As Of 2019-02-28

Page 1 of 1
 2019-Mar-8
 10:46:42AM

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3																																																																																								
<table><tr><td colspan="2">Tax Levy</td><td>0.00</td><td colspan="2">Local Improvement Levy</td><td colspan="2"></td><td>0.00</td><td colspan="3"></td></tr><tr><td colspan="2">Additional Tax Levy</td><td>0.00</td><td colspan="2">Accumulated Penalty</td><td colspan="2"></td><td>19,775.37</td><td colspan="3"></td></tr><tr><td colspan="2"></td><td></td><td colspan="2">Outstanding Penalty</td><td colspan="2"></td><td>18,826.37</td><td colspan="3"></td></tr></table>											Tax Levy		0.00	Local Improvement Levy				0.00				Additional Tax Levy		0.00	Accumulated Penalty				19,775.37							Outstanding Penalty				18,826.37																																																										
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<table><tr><td colspan="5">Sub Ledger</td><td colspan="6">General Ledger</td></tr><tr><td colspan="2">Current</td><td>15,297.85</td><td colspan="2"></td><td colspan="2"></td><td colspan="4"></td></tr><tr><td colspan="2">1 Year</td><td>81,881.83</td><td colspan="2"></td><td colspan="2">3-00-00-211</td><td>99,307.67</td><td colspan="3"></td></tr><tr><td colspan="2">2 Years</td><td>40,992.71</td><td colspan="2"></td><td colspan="2">3-00-00-212</td><td>78,373.52</td><td colspan="3"></td></tr><tr><td colspan="2">3 Years</td><td>25,863.51</td><td colspan="2"></td><td colspan="2">Totals</td><td>177,681.19</td><td colspan="3"></td></tr><tr><td colspan="2">Over 3</td><td>14,012.98</td><td colspan="2"></td><td colspan="2"></td><td colspan="4"></td></tr><tr><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td><td colspan="4"></td></tr><tr><td colspan="2">Outstanding</td><td>178,048.88</td><td colspan="2"></td><td colspan="2"></td><td colspan="4"></td></tr></table>											Sub Ledger					General Ledger						Current		15,297.85									1 Year		81,881.83			3-00-00-211		99,307.67				2 Years		40,992.71			3-00-00-212		78,373.52				3 Years		25,863.51			Totals		177,681.19				Over 3		14,012.98																				Outstanding		178,048.88								
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<table><tr><td colspan="5"></td><td colspan="2">Total GL</td><td>177,681.19</td><td colspan="3"></td></tr><tr><td colspan="5"></td><td colspan="2">Total SL</td><td>178,048.88</td><td colspan="3"></td></tr><tr><td colspan="5"></td><td colspan="2">Proof</td><td>(367.69)</td><td colspan="3"></td></tr></table>																Total GL		177,681.19									Total SL		178,048.88									Proof		(367.69)																																																										
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					Proof		(367.69)																																																																																											

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2019-02-28

Page 1 of 1
 2019-Mar-8
 10:47:16AM

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger			General Ledger	
Current	6,636.12		3-00-00-274	25,083.35
Overdue 1	2,448.12			
Overdue 2	966.80			
Overdue 3	978.52			
Overdue 4	9,019.50			
Outstanding	<u>20,049.06</u>		Totals	<u>25,083.35</u>
			Total GL	25,083.35
			Total SL	20,049.06
			Proof	<u>5,034.29</u>

*** End of Report ***



Village of Innisfree

Page 1 of 3

Cheque Listing For Council

2019-Mar-8
10:45:35AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190097	2019-02-27	Reciever General	4-00-00-237	FEB2019PR	PAYMENT		5,036.52
			4-00-00-237	JANPR2019	FEBRUARY 2019 PAYROLL DEDUCTI	2,517.53	
20190118					JANUARY PAYROLL 2019	2,518.99	
			4-00-00-237	DEC2018-PR	PAYMENT		3,121.50
20190122					DECEMBER 2018 PAYROLL DEDUCT	3,121.50	
			4-00-00-237	NOV18-PR-01	PAYMENT		2,591.31
					NOVEMBER 2018 PAYROLL DEDUCT	2,591.31	
20190096	2019-02-27	McMann, Deborah	2-11-00-211	FEB2018-01	PAYMENT		259.14
			2-11-00-211	FEB2018-01	MILEAGE - FEB 2019	115.50	
					HOTEL - FEB 2019	143.64	
20190040	2019-02-06	Fleming *, Hugh			PAYMENT		750.00
			3-00-00-650	FEB2019-02	INSURANCE PAYMENT - USAGE OF	750.00	
20190042	2019-02-06	McEwen, Darlene	2-12-00-250	JAN 2019	PAYMENT	250.00	250.00
					JANUARY CLEANING		
20190082	2019-02-27		2-12-00-250	FEB2019-1	PAYMENT	150.00	150.00
					FEBRUARY CLEANING		
20190069	2019-02-13	Kostynuk, Eldon	2-23-00-215	JAN2019-01	PAYMENT		50.00
					JANUARY PHONE - FIRE	50.00	
20190119	2019-02-27	Anderson, Joan	2-23-00-510	FEB2019-01	PAYMENT		42.40
					FIRE DEPARTMENT SUPPLIES	42.40	
20190086	2019-02-27	Town of Vegreville	2-41-00-250	VILL003	PAYMENT		646.70
					WTP SUPERVISION - JANUARY	646.70	
20190073	2019-02-13	Vegreville Home Hardware	2-32-00-510	3886	PAYMENT		55.05
					PUBLIC WORKS - WHEEL C-OFF ANI	55.05	
20190072	2019-02-13	Telus Communications Company	2-12-00-215	FEB2019-03	PAYMENT		667.89
			2-12-00-215	FEB2019-04	JANUARY PHONE BILL	567.47	
					JANUARY 2019 PHONE BILL	100.42	
20190067	2019-02-13	Desjardins Card Services	2-12-00-510	JAN2019-02	PAYMENT		551.97
					OFFICE SUPPLIES - ADMIN	551.97	
20190070	2019-02-13	Minco Gas Co-op Ltd.	2-72-00-540	FEB-4400030	PAYMENT		79.09
					INNISFREE REC PARK - GAS SERVIC	79.09	
20190063	2019-02-13	Alberta One-Call Corporation	2-12-00-250	IN148689	PAYMENT		6.30
					JANUARY 2019 NOTIFICATIONS	6.30	
20190066	2019-02-13	County of Minburn	2-43-00-250	26313	PAYMENT	3,778.64	3,778.64
					Q4 2018 - WASTE TRANSFER COSTS		
20190080	2019-02-27		2-32-00-250	26345	PAYMENT	1,216.33	1,586.13
			2-32-00-521	26358	JANUARY HAULING AND TIPPAGE		
					PURCHASE OF FUEL - PW	369.80	
20190036	2019-02-06	AMSC Insurance Services	2-11-00-152	feb20192-0732	PAYMENT		1,078.76
			2-12-00-131	feb20192-0732	MAYOR	177.24	
			2-32-00-131	feb20192-0732	CAO	308.60	
					PW	592.92	
20190064	2019-02-13		2-12-00-274	32824	PAYMENT	1,276.87	21,646.95
			2-12-00-274	33543	AMSC INSURANCE - 2018	19,291.32	
			2-11-00-152	MARCH-2-0732	2019 INSURANCE PREMIUM		
			2-12-00-131	MARCH-2-0732	MARCH 2019 BENEFITS - AARON	177.24	
			2-32-00-131	MARCH-2-0732	MARCH 2019 BENEFITS	308.60	
					MARCH 2019 BENEFITS	592.92	
20190087	2019-02-27	Veg Auto & Industrial Supply 2013	2-32-00-510	73153	PAYMENT		78.61
			2-32-00-510	94400	V-BELT - PW	20.16	
					PUBLIC WORKS SUPPLIES	58.45	
20190047	2019-02-06	Suncor Energy Products Partnersl	2-32-00-521	FEB2019-FUEL	PAYMENT		855.94
					FEBRUARY 2019 FUEL	855.94	
20190085	2019-02-27	Telus Mobility	2-12-00-215	FEB2019-MOBILE	PAYMENT		220.37
					ADMIN/PW CELL PHONES	114.91	



Cheque Listing For Council

2019-Mar-8
10:45:35AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190085	2019-02-27	Telus Mobility	2-32-00-215	FEB2019-MOBILE	ADMIN/PW CELL	105.46	220.37
20190046	2019-02-06	Purolator Inc.	2-12-00-216	440356218	PAYMENT PUROLATER FEES - JAN 2019	38.47	38.47
20190095	2019-02-27	Cannan, Aaron	2-11-00-211	FEB 2019-02	PAYMENT MILEAGE - TRAVEL FOR PW TRUCK	250.00	250.00
20190065	2019-02-13	C.E.M. Heavy Equipment Ltd	2-32-00-510	FEB2019-05	PAYMENT MACHINE FILTERS - PW	195.88	195.88
20190088	2019-02-27	Workers Compensation Board-Alb	2-12-00-135	23457659	PAYMENT WCB INSTALLMENT	259.98	259.98
20190039	2019-02-06	Cleartech Industries Inc	2-41-00-510	777278	PAYMENT TOTAL CHLORINE REAGENT	78.76	78.76
20190071	2019-02-13	Northern Lights Library System	2-74-00-300	8449	PAYMENT NLLS REQ	1,148.45	1,148.45
20190035	2019-02-06	ACE	2-41-00-350	INN-01312019	PAYMENT JANUARY WATER CONSUMPTION	5,117.58	5,117.58
20190062	2019-02-13		2-41-00-510	BFINN12312018	PAYMENT 2018 BOARD FEE	1,945.59	1,945.59
20190077	2019-02-27	ATB Financial MasterCard	2-12-00-216 2-23-00-510	JANFEB2019-064 JANFEB2019-064	PAYMENT CANADA POST - MAIL MCSNET- INTERNET - FIRE	122.72 104.95	227.67
20190037	2019-02-06	B & R Eckel's Transport	2-32-00-510	4274316	PAYMENT PW BLADE PURCHASE	109.01	109.01
20190048	2019-02-06	Valley Blades Limited	2-32-00-510	S005249	PAYMENT 3/4X10X96 VFDB BLADE	814.80	814.80
20190043	2019-02-06	McKay Water Works Supply Ltd.	2-32-00-510	1089	PAYMENT 5' CC KEY	145.95	145.95
20190038	2019-02-06	Chem International	2-42-00-510	106848	PAYMENT CI DIGESTER ECONOMICAL LIQUID	846.46	846.46
20190076	2019-02-27	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-41-00-541 2-42-00-541 2-72-00-541 2-23-00-541 2-12-00-541 2-32-00-541 2-32-00-541 2-74-00-541 2-32-00-541 2-42-00-541 2-42-00-541	19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335 19-1027335	PAYMENT PW GAS WP GAS MUSEUM GAS FIRE HALL GAS ADMIN GAS PW POWER WP POWER LS POWER PARK POWER FIRE HALL POWER ADMIN POWER XMAS LIGHTS STREET LIGHTS MUSEUM POWER PW POWER LS POWER LS POWER	296.43 296.43 296.43 296.43 296.43 114.01 114.01 114.01 114.01 114.01 114.01 114.01 228.07 114.01 114.01 114.01 114.01	2,964.33
20190041	2019-02-06	Hiway 16 News	2-12-00-221	3136	PAYMENT ADVERTISEMENTS	945.00	945.00
20190078	2019-02-27	Brownlee LLP	2-12-00-995	476008	PAYMENT LEGAL FEES - G BERGMAN	5,239.57	5,239.57
20190044	2019-02-06	Melnyk, Nadia	2-23-00-250	FEB2019-01	PAYMENT FIRE DEPARTMENT SUPPER - FEB 2	660.00	660.00
20190084	2019-02-27	Receiver General for Canada	2-23-00-215	20190017249	PAYMENT FIRE RADIO - LICENSE	788.00	788.00
20190068	2019-02-13	Government of Alberta			PAYMENT		37.40



Village of Innisfree

Page 3 of 3

Cheque Listing For Council

2019-Mar-8
10:45:35AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190068	2019-02-13	Government of Alberta	2-12-00-510	2018-INV	2018 DI PROPERTY RECONCILIATIO	37.40	37.40
20190081	2019-02-27	Digital Connection Inc.	2-74-00-250	194691	PAYMENT RICOH PRINTER - LIBRARY	97.77	97.77
20190079	2019-02-27	Central Support Services	2-12-00-221	924781	PAYMENT 2019 WINTER FULFILLMENT - TONEI	3,978.34	3,978.34
20190083	2019-02-27	Municipal Information Systems Inc	2-12-00-250	20182123	PAYMENT SOFTWARE INSTALLATION PLAN	1,416.78	1,416.78
20190089	2019-02-27	Yaremchuk, Brooke	3-00-00-650	FEB2019	PAYMENT REIMBURSEMENT - REGISTRATION	84.00	84.00
20190045	2019-02-06	Northern Truck Ranch	3-00-00-650	FEB2019-TRUCK	PAYMENT PUBLIC WORKS TRUCK REPLACEMI	21,000.00	21,000.00
20190120	2019-02-27	CANADA REVENUE AGENCY	4-00-00-237	FEB2019-PR	PAYMENT REQUIREMENT TO PAY - 667813661I	30.00	30.00

Total 91,923.06

*** End of Report ***

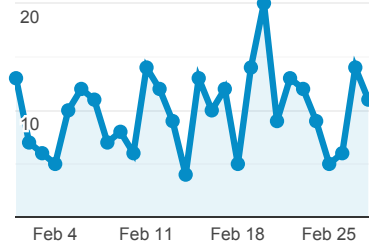
Village of Innisfree Monthly Stats

Feb 1, 2019 - Feb 28, 2019

All Users
100.00% Sessions

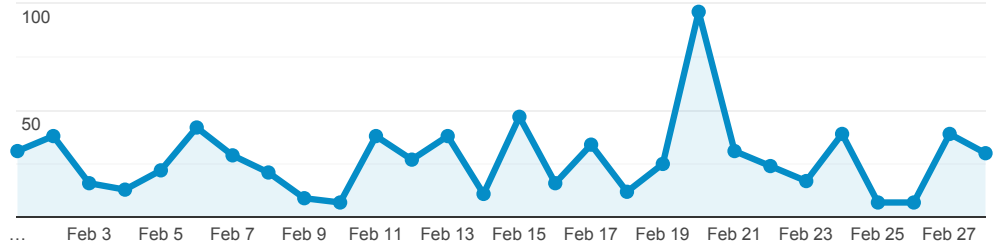
Visits

Sessions



Pageviews

Pageviews



Visits and Pages/Visit by Source/M...

Source / Medium	Sessions	Pages / Session
google / organic	115	3.63
(direct) / (none)	102	1.97
bing / organic	10	2.70
townlife.com / referral	9	2.56
yahoo / organic	7	2.00
facebook.com / referral	5	1.00
en.m.wikipedia.org / referral	4	1.50
en.wikipedia.org / referral	4	5.25
goeastofedmonton.com / referral	4	4.25
l.facebook.com / referral	3	2.00

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Curling-Centre_12446	4	4
/places/Hiway-16-News_12548	4	3
/places/Prairie-Rose-Veterinary-Services_12450	4	4
/places/Nutrien-Ag-Solutions_12465	3	2
/places/Ice-Arena---Agridex_12445	2	2
/places/Video-Cafe-Innisfree_12467	2	2
/places/Canada-Post-Innisfree_12459	1	1
/places/Greg-s-Truck-Stop-Cafe_12462	1	1
/places/Innisfree-Recreational-Park_12447	1	1

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	262	215
/page/contact/422	50	32
/115/businesses	44	22
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	40	25
/Village-Council	23	17
/About-Innisfree	22	17
/calendars/table/422	18	9
/115/businesses/12447/255/Innisfree-Recreational-Park	16	13
/bylaw/library/52	15	7
/Services	15	11

Map Overlay

Country	Sessions	Pages / Session
Canada	206	3.21
United States	37	1.43
Hong Kong	7	1.00
South Korea	6	1.00
China	4	1.00
United Kingdom	2	1.00
Vietnam	2	1.00
South Africa	2	1.00
Bangladesh	1	1.00

Visits and Pages/Visit by Browser

Browser	Sessions	Pages / Session
Chrome	111	3.29

Samsung Internet	1	1.00
Germany		

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
No	170	3.04
Yes	107	2.33

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	10	14

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	223	2.62
Returning Visitor	54	3.37

Visits by Keyword

Keyword	Sessions
(not provided)	127
innisfree fish and game banquet 2019	2
(not set)	1
Free Innisfree Alberta	1
innisfree bus station	1
innisfree	1
Innisfree official website	1
innisfree.ca	1

Safari	82	2.15
Internet Explorer	46	2.72
Edge	14	2.57
Firefox	9	4.33
Samsung Internet	6	1.83
Safari (in-app)	4	1.50
(not set)	3	1.00
Android Webview	2	2.50

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	69	1.97
Apple iPad	11	2.36
(not set)	2	8.50
Microsoft Windows RT Tablet	2	8.00
Samsung SM-G930U Galaxy S7	2	2.50
Samsung SM-G935W8 Galaxy S7 Edge	2	1.50
Acer B3-A40 Iconia One 10	1	3.00
Apple iPhone 6s	1	1.00
Apple iPhone SE	1	2.00
Huawei CLT-L04 P20 Pro	1	1.00

MEMORANDUM

To: Recreation Departments Date: February 5, 2019

From: Bonnie Feakes Re: PROMOTIONAL MATERIAL
AB Games Consultant 2019 Alberta Masters Games

Please find enclosed the 2019 Alberta Masters Games poster for the Games being held in Rocky Mountain House August 22-25, 2019.

The poster outlines how interested Active Albertans 30+ can register in one of 14 sports at the upcoming Alberta Masters Games. Please post this information in a prominent location for potential athletes.

The Alberta Sport Connection is endeavoring to streamline this promotional process and reduce our environmental impact by sending an electronic copy of the poster to you for future Alberta Games. It would be greatly appreciated if you could provide a generic e-mail address to us for this purpose. Please send the address to:

Suzanne Becker at suzanne.becker@albertasport.ca

If you have any questions about the 2018 Alberta Summer Games or would like additional information, please contact me, or check our website at www.albertamastersgames.ca

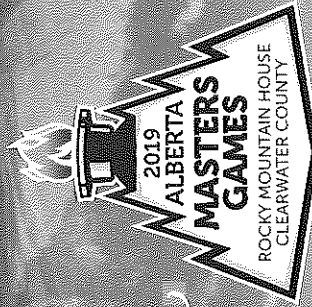
Bonnie Feakes
780.422.8334
bonnie.feakes@albertasport.ca

Enclosure

2019 ALBERTA MASTERS GAMES

AUGUST 22-25, 2019 ROCKY MOUNTAIN HOUSE CLEARWATER COUNTY

ARCHERY, BASKETBALL, CANOE/KAYAK, CYCLING, CURLING, DARTS, GOLF, HOCKEY (MEN),
INDIGENOUS GAMES, PICKLEBALL, SLO PITCH, SOCCER (WOMEN), TRIATHLON, TRAIL RUN, TRAIL RUN (PARA)



FOR MORE DETAILS, VISIT US AT ALBERTAMASTERSGAMES.CA





AR96301

February 21, 2019

Ms. Brooke Yaremchuk, Chief Administrative Officer
Village of Innisfree
PO Box 69
Innisfree, AB T0B 2G0

RECEIVED
FEB 28 2019

Dear Ms. Yaremchuk,

The Government of Alberta confirmed its commitment in Budget 2018 to provide stable and predictable infrastructure funding under the Municipal Sustainability Initiative (MSI). The current funding agreements expire on March 31, 2019. In order to provide MSI funding through the planned conclusion of the program in 2021-22, when the full \$11.3 billion MSI program commitment will be met, an amending MSI Memorandum of Agreement (MOA) is required.

Attached are two copies of the MSI Amending MOA, which must be executed to extend the program. Please sign both copies, retain one for your records, and return the other copy to:

Attn: Policy and Analysis, Grants and Education Property Tax Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L4

Payment of future MSI funding allocations cannot be made until the MSI Amending MOA is signed and returned.

Should you have any questions, please contact the Grants and Education Property Tax Branch, toll-free at 310-0000, then 780-422-7125.

Yours truly,

Janice Romanyshyn
Executive Director, Grants and Education Property Tax Branch

Attachment

Municipal Sustainability Initiative
AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in Right of the Province of Alberta as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Village of Innisfree**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated October 25, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on June 23, 2009, June 11, 2014 and May 12, 2017;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

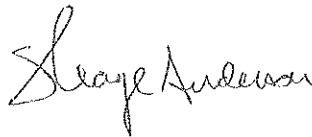
1. The Original Agreement and subsequent Amendments are amended by:
 - a. Deleting "an eleven-year funding commitment" in the preamble and replacing it with "a fourteen-year funding commitment".
 - b. Deleting "under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000)," in the preamble.
 - c. Deleting "eleven-year term" in section 4 and replacing it with "fourteen-year term".
 - d. Deleting section 7(vi) and replacing it as follows:

7(vi) "all operating funds provided and income earned, not expended prior to December 31 in the year that funding is received, may be retained by the Municipality and expended on projects accepted by the Minister during the subsequent year. Thereafter, all unexpended funds shall be returned to the Minister, unless the Minister or delegate has granted an extension to this date in writing;"

- e. Deleting section 15 and replacing it as follows:
15. "Notwithstanding that the grant payments will terminate in fiscal 2021-22, the other provisions of this Agreement shall continue in effect until March 31, 2027."
- f. Adding section 15.1 as follows:
- 15.1 "The Minister may cancel this Agreement at any time after March 31, 2022 with written notice."
2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2019 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs



Per: _____
MINISTER, MUNICIPAL AFFAIRS

Date: February 14, 2019

Village of Innisfree

Witness (or Seal)

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness (or Seal)

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

Municipal Sustainability Initiative
AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in Right of the Province of Alberta as
represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Village of Innisfree**, in the Province of Alberta

(hereinafter called "the Municipality")

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AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement and subsequent Amendments are amended by:
 - a. Deleting "an eleven-year funding commitment" in the preamble and replacing it with "a fourteen-year funding commitment".
 - b. Deleting "under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000)," in the preamble.
 - c. Deleting "eleven-year term" in section 4 and replacing it with "fourteen-year term".
 - d. Deleting section 7(vi) and replacing it as follows:

7(vi) "all operating funds provided and income earned, not expended prior to December 31 in the year that funding is received, may be retained by the Municipality and expended on projects accepted by the Minister during the subsequent year. Thereafter, all unexpended funds shall be returned to the Minister, unless the Minister or delegate has granted an extension to this date in writing;"

e. Deleting section 15 and replacing it as follows:

15. "Notwithstanding that the grant payments will terminate in fiscal 2021-22, the other provisions of this Agreement shall continue in effect until March 31, 2027."

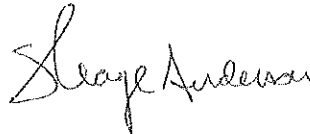
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HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs



Per: _____
MINISTER, MUNICIPAL AFFAIRS

Date: February 14, 2019

Village of Innisfree

Witness (or Seal)

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness (or Seal)

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

RECEIVED
FEB 25 2019

Municipal Assessment & Grants Division
Assessment Services Branch
15th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-422-1377
Fax: 780-422-3110
www.alberta.ca

February 19, 2019

Ms. Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree (181)
PO Box 69
Innisfree, AB T0B 2G0

Dear Ms. Yaremchuk:

RE: 2018 Tax Year End Balances for the Provincial Property Assessment Rolls

We are pleased to provide your municipality with the year-end designated industrial (DI) property assessments that appeared on the provincial property assessment rolls. This information is provided to assist with your annual financial audit. Please provide a copy of this letter to your auditor as it will eliminate the need of requesting this information from the Provincial Assessor's office.

This letter serves as confirmation of the Village of Innisfree's final provincial assessment rolls containing the DI property assessments for the 2017 assessment year / 2018 tax year. It should be noted that these numbers could change in the future as per any outstanding Municipal Government Board or the Courts of Alberta action(s). The following tables contain the information as of December 31, 2018.

Designated Industrial Property	Taxable	GIPOT*	Exempt
Class 1 – Residential (Buildings, Structures & Land)	0	0	0
Class 2 – Non-Residential			
Cable Distribution Undertakings	0	0	0
Electric Power Systems	370,950	0	0
Electric Power Generation	0	0	0
Telecommunication Carriers	507,250	0	0
Pipelines	122,000	0	0
Gas Distribution	65,180	0	0
Wells	0	0	0
Buildings, Structures & Land	28,780	0	0
Class 3 – Farm Land	0	0	0
Class 4 – Machinery & Equipment	0	0	0
Provincial Assessment Roll	\$ 1,094,160	\$ 0	\$ 0

* GIPOT = Grant in place of tax

.../2

Designated Industrial Property	Taxable	GIPOT*	Exempt
Class 1 – Residential (Buildings, Structures & Land)	0	0	0
Class 2 – Non-Residential			
Cable Distribution Undertakings	0	0	0
Electric Power Systems	0	0	0
Electric Power Generation	0	0	0
Telecommunication Carriers	0	0	0
Pipelines	0	0	0
Gas Distribution	0	0	0
Wells	0	0	0
Buildings, Structures & Land	0	0	0
Class 3 - Farm land	0	0	0
Class 4 – Machinery & Equipment	0	0	0
Provincial Supplementary Assessment Roll	\$ 0	\$ 0	\$ 0

Designated Industrial Assessment Rolls as of December 31, 2018

	Taxable	GIPOT*	Exempt
Provincial Assessment Roll	1,094,160	0	0
Provincial Supplementary Assessment Roll	0	0	0
Total	\$ 1,094,160	\$ 0	\$ 0

* GIPOT = Grant in place of tax

If you have any questions or require additional information, please contact Maureen Maddock, Assessment Technician at 780-644-7824, for toll free, dial 780-310-0000 then after the prompt, enter 780-644-7824, or by email at maureen.maddock@gov.ab.ca.

Sincerely,



Chris Risling, AMAA
Director
Linear Assessment & Data Management
Provincial Assessor's Office



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

RECEIVED
FEB 12 2019

AR96301

February 19, 2019

His Worship Aaron Cannan
Mayor
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

Dear Mayor Cannan,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full \$11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the *City Charters Fiscal Framework Act* was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Brooke Yaremchuk, Chief Administrative Officer, Village of Innisfree



Office of the Minister
MLA, Leduc-Beaumont

RECEIVED
FEB 5 2 2019

AR96301

February 19, 2019

His Worship Aaron Cannan
Mayor
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

Dear Mayor Cannan,

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I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Brooke Yaremchuk, Chief Administrative Officer, Village of Innisfree



RECEIVED
MAR 11 2019

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR96570

March 1, 2019

Ms. Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree
Innisfree, AB T0B 2G0

Subject: Performance Indicators for Village of Innisfree

Dear Ms. Brooke Yaremchuk:

In the 2018-2021 Municipal Affairs Business Plan, the ministry developed a new performance measure that would identify the percentage of municipalities that were deemed to be “not at risk” based on financial and governance risk indicators. This performance measure was developed in consultation with stakeholders, and will be used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

Beginning with the 2019-2022 Municipal Affairs Business Plan, the ministry will start reporting on this measure. The data collected for this reporting will be based on the percentage of municipalities deemed “not at risk” by evaluating 13 defined financial, governance, and community indicators (attached to this email). Each indicator has a defined benchmark, and a municipality will be deemed “not at risk” as long as it does not trigger a defined number of indicators. Municipal Affairs will publish the indicators for each municipality on the ministry’s website on a yearly basis.

The following indicates those measures where your municipality did not meet the “not at risk” criteria and are provided for your information.

2016

CI02-MINISTRY INTERVENTION
NC02-TAX COLLECTION RATE
NC06-ON-TIME FINANCIAL REPORTING

In the fall of 2019, Municipal Affairs will be compiling and verifying the data results of the 2018 financial year. Should your municipality trigger three or more non-critical indicators, or

one critical indicator, your municipality will be provided an opportunity to submit feedback to clarify why the indicator or indicators may have been triggered.

In rare circumstances where a municipality remains on the list of municipalities deemed “at risk” for three consecutive years, the ministry will initiate a viability screening to determine whether a viability review should be initiated. The ministry has determined that the 2018 financial year will be treated as year one for the purposes of determining whether a viability review should be initiated.

If you would like to discuss the new ministry performance measure, or the future release of indicator results, please contact the Municipal Services and Legislation Division, toll-free at 310-0000, then 780-427-2225, or lgsmail@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Pickering', with a long horizontal flourish extending to the right.

Brad Pickering
Deputy Minister

Attachment: Performance Indicator Report

2016 Performance Indicators - Village of Innisfree

In 2017, Municipal Affairs (MA) developed a performance measure for the Business Plan and annual report. This measure provides information on the percentage of municipalities that meet the targets across 13 measures which include financial, governance, and infrastructure. A municipality's risk is assessed based on thirteen indicators independently derived from the source data supplied by the municipality. Each indicator has a defined trigger level. A municipality is deemed at risk if it triggered one critical indicator or three or more of the eleven non-critical indicators.

ID	Description	Result	Triggered
CI01	AUDIT OUTCOME: Auditor must report on exceptional circumstances. Triggered when the municipal auditor has identified a going concern risk, or denial of opinion in the municipality's audited financial statements.	N/A	No
CI02	MINISTRY INTERVENTION: The Province may need to intervene under exceptional circumstances. Triggered when Municipal Affairs has used its legislative authority to intervene in the municipality's operations, including viability reviews, inspections, etc.	Yes - 1	Yes
NC01	TAX BASE BALANCE: The percentage of the total tax revenue that is collected from residential and farmland properties. Triggered when more than 95 percent of the municipality's tax revenue comes from residential and farmland properties.	70.46%	No
NC02	TAX COLLECTION RATE: The percentage of property taxes collected. Triggered when a municipality collects less than 90 percent of the property taxes it levies in the reporting year.	69.58%	Yes
NC03	POPULATION CHANGE: The percentage of population change in the municipality over a ten-year period. Triggered when a municipality's population declines by 20 per cent. Improvement districts and summer villages are excluded.	-5.58%	No
NC04	CURRENT RATIO: The ratio of current assets compared to current liabilities. Triggered when the result is less than 1. A result of N/A indicates that the municipality has other long term investments which, together with current assets, more than meet its current liabilities.	2.27	No
NC05	ACCUMULATED SURPLUS/DEFICIT: The total assets minus liabilities of the municipality excluding capital assets and related debt. Triggered when a municipality is in a deficit (-) position for the reporting year. Municipalities in a deficit position are required to recover the shortfall in the following year.	\$268,746	No
NC06	ON-TIME FINANCIAL REPORTING: Municipalities are required to submit year-end audited financial statements and financial information returns to Municipal Affairs by May 8th of the reporting year. Triggered if the municipality filed after May 8th.	No	Yes
NC07	DEBT TO REVENUE PERCENTAGE: Total borrowings as a percentage of total revenue. Triggered when a municipality's debt is greater than 120 percent of its total revenue.	0.00%	No
NC08	DEBT SERVICE TO REVENUE PERCENTAGE: Annual principal and interest payments as a percentage of total revenue. Triggered when principle and interest payments on borrowings is greater than 20 percent of the municipality's total revenue.	0.00%	No
NC09	INVESTMENT IN INFRASTRUCTURE: The ratio of new investment in capital assets compared to the depreciation (or amortization) of existing assets over a five year period. Triggered if a municipality's capital spending is less than the depreciation of its assets, indicated by a result less than 1.	1.39	No
NC10	INFRASTRUCTURE AGE: The depreciated (amortized) value of tangible capital assets as a percentage of original cost. Triggered when the net book value of the tangible capital assets is less than 40 percent of the original cost.	52.23%	No
NC11	INTEREST IN MUNICIPAL OFFICE: Elections votes are only held if there are more candidates than positions. Triggered when no vote is held because all councillors are acclaimed. A result of N/A indicates that no election or by-election occurred within the reporting year.	N/A	No

Village of Innisfree (CAO)

From: Rachel Anderson <rachel.anderson@acfacapital.ca>
Sent: March 4, 2019 9:33 AM
Subject: 2019 ACFA AGM Registration & Agenda
Attachments: ACFA 2019 AGM Letter Agenda and Attachments.pdf; Minutes_AGM_2018-04-02.pdf

To the Shareholders of the Alberta Capital Finance Authority (ACFA):

On behalf of the Board of Directors and ACFA's Executive Team, I am pleased to invite you to attend ACFA's Annual General Meeting on May 1, 2019 at the Derrick Golf & Winter Club in Edmonton. The Annual General Meeting is an important event for ACFA and a great opportunity to connect with colleagues from across the province. At this meeting, the annual report, including the auditor's report and audited financial statements, will be presented to shareholders, after which a luncheon will be served and attendees will hear from guest speaker Lorne Rubis, who will touch on the theme of Organizational Transformation.

"Lorne joined ATB Financial as Chief People Officer in 2012, with the mandate to make ATB The Place to Work. During his 4 plus years in that role and working closely with the enterprise leadership team, ATB became widely recognized as one of the top companies to work for in North America. Whether referencing leading team member engagement, trust scores, retention, or contribution, people inside and outside the company have touted ATB as a place to work, bank, and fully associate with. Based on that foundation, and as an extension of the office of the CEO/Board of Directors, Lorne then became ATB's first Chief Evangelist in 2017." - <https://www.lornerubis.com/>

Please see the attachments for instructions pertaining to AGM registration, eligibility to vote and the nomination process.

To confirm your attendance, please register for the event at the following link (registration deadline is April 17, 2019):

Click to register → <https://albertacapitalfinanceauthority-agm-registration.eventbrite.ca>

If you have any questions, please don't hesitate to contact me directly by responding to this email or calling 780-427-9711. We hope to see you there!

Thank you,

Rachel Anderson
Alberta Capital Finance Authority

2090 Sun Life Place, 10123 99th Street NW | Edmonton AB | T5J 3H1
main 780.427.9711 | web acfacapital.ca | email rachel.anderson@acfacapital.ca



March 4, 2019

To the Shareholders of the
Alberta Capital Finance Authority

Re: Annual General Meeting

Enclosed is the agenda for the Annual General Meeting (AGM) of the Alberta Capital Finance Authority (ACFA) to be held on **Wednesday, May 1, 2019**, together with a copy of the minutes of the AGM held on May 2, 2018.

In accordance with ACFA's General Bylaws, nominations from the floor regarding the **Class "E"** election will not be accepted. Please see the Nomination Notification page for instructions on submitting a nomination prior to the AGM. Shareholders of this class will also be required to submit authorization for a representative to vote their shares in the Class "E" election, unless a standing resolution has been previously submitted.

In order to plan for the luncheon to be held in conjunction with the AGM, attendees must register via EventBrite no later than **April 17, 2019**.

Thank you for your attention to this matter.

Yours truly,

Rachel Anderson
Senior Administrative Assistant & Corporate Officer

Atts.



March 4, 2019

To the Shareholders of the
Alberta Capital Finance Authority

Re: Annual General Meeting

Date: Wednesday, May 1, 2019

Time: 10:00 a.m. – AGM Commences
12:00 p.m. – Luncheon & Guest Speaker

Location: Derrick Golf & Winter Club – Jasper Room
3500 – 119 Street NW
Edmonton, AB T6J 5P5

AGENDA

1. Call to order.
2. Introduction of Board of Directors and Officers.
3. Approval of minutes of the last Annual General Meeting.
4. Chair & President's report.
5. Presentation of ACFA's audited financial statements for 2018.
6. Group meetings of each shareholder class (**Election of Class "E" director**).
7. Guest Speaker – Lorne Rubis
8. Other Business.
9. Adjournment.

With respect to item 6 of the Agenda (shareholder class meetings including election of a **Class "E"** director), the present elected directors are:

Ed Kaemingh	Representing Class "B" shareholders – Municipal authorities
Ed Gibbons	Representing Class "C" shareholders – Cities
Kim Craig	Representing Class "D" shareholders – Towns & Villages
Ron Ritter	Representing Class "E" shareholders – Education authorities

Class "E" shareholders will be electing a representative to the Board of Directors of the Alberta Capital Finance Authority this year. Pursuant to the General Bylaws, incumbent Class "E" Director Ron Ritter is unable to stand for re-election, as he has served three consecutive terms. Nominations for Class "E" Director will be accepted until **Wednesday, April 24, 2019**.

To establish eligibility to vote in the election of a Class "E" Director (applies to Class E members only), please designate a representative to vote at the Annual General Meeting by complying with 4.8(a) of the General Bylaws of the Alberta Capital Finance Authority, which reads, in part, as follows:

"... a shareholder shall attend a meeting of the shareholders by a person appointed as its authorized representative by delivering to the Corporation, no later than 3 business days immediately preceding the meeting, notice of the bylaw, resolution or other authority of the governing body of the shareholder (whether the governing body is a council, board of governors, board of directors or other similar body, and including any administrator or other person appointed by law to act for an on behalf of the body) appointing the individual as its authorized representative."

Please forward via email to webacfa@acfacapital.ca as soon as possible (no later than **Friday, April 26, 2019**) a copy of your bylaw, resolution or other authority of the governing body of the shareholder designating the name and/or title of the person eligible to vote the share(s) of the shareholder at the Annual General Meeting. Suggested wording is as follows:

That _____, or designee, be appointed to represent and vote the shares of the _____ at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 1, 2019 in Edmonton, Alberta.

Yours truly,

Rachel Anderson
Senior Administrative Assistant & Corporate Officer

ALBERTA CAPITAL FINANCE AUTHORITY

ELECTION NOTICE TO

CLASS "E"

SHAREHOLDERS

This year Class "E" shareholders will be required to elect a Director to the Board of Directors of the Alberta Capital Finance Authority.

ACFA requires nominations to be submitted to webacfa@acfacapital.ca no later than 5 business days prior to the Annual General Meeting.

The nomination deadline is April 24, 2019.

**PLEASE NOTE THE ANNUAL GENERAL MEETING WILL
BE HELD AT 10:00 A.M. PRIOR TO THE LUNCHEON.**

Sample wording for Nomination Notification

INSTRUCTIONS: Copy and paste the nomination wording provided onto your own letterhead. Ensure the individual nominating the person to be a representative of their class prints their name, title and name of shareholder group (i.e. University of xxxx, City of xxxx) and signs the nomination form on the signature line.

Nominations shall be submitted to the Alberta Capital Finance Authority no later than **April 24, 2019. NOMINATIONS FROM THE FLOOR BY SHAREHOLDERS ARE NO LONGER ACCEPTED, AS PER THE GENERAL BYLAWS.** Nominations can be submitted via email directly to webacfa@acfacapital.ca and receipt will be acknowledged in kind.

Please note that all nominees are encouraged to submit a short bio and a statement of intent along with their nomination notification form. ACFA will distribute the information submitted by all nominees to the electing class of shareholders (Class "E"), to ensure they have opportunity to consider the candidate(s) in advance of the AGM.

Nomination Notification – ACFA Class "E" Director

We hereby nominate _____ for election to the Board of Directors by the Class "E" shareholders at the Alberta Capital Finance Authority Annual General Meeting held on Wednesday, May 1, 2019 in Edmonton, Alberta.

Signature

Name: _____

Shareholder: _____

Dates to Remember:

Confirmation of Attendance as soon as possible - no later than April 17, 2019

Nomination Notification as soon as possible - no later than April 24, 2019

Designation of Eligibility to Vote as soon as possible - no later than April 26, 2019

ALBERTA CAPITAL FINANCE AUTHORITY
Minutes of the Annual General Meeting
held at 10:00 a.m. on Wednesday, May 2, 2018
at the Derrick Golf and Winter Club, Edmonton, Alberta

1. Introduction of Board of Directors, Officers and Staff

The reading of the notice calling the meeting was waived as it had been sent to all shareholders in accordance with the General Bylaws. The Chair of the Board (Chair) introduced the Board of Directors, Committee Members, Officers and Staff of the Alberta Capital Finance Authority (ACFA). It was declared quorum had been met and the meeting duly constituted.

2. Minutes of Meeting

The minutes of the Annual General Meeting (AGM) held on May 4, 2017 were duly adopted as distributed.

Motion: That the Annual General Meeting minutes of May 4, 2017 be duly adopted.
Moved by a Shareholder; Seconded by a Shareholder. MOTION CARRIED.

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Chair's Report

The Chair opened his remarks with a brief summary of his report on the activities of the Authority for the year ended December 31, 2017. The full text of the Chair's report is contained in the 2017 ACFA Annual Report.

5. Review of 2017 Financial Statements

The President reviewed the structure of the agenda for guests. He advised that the Vice President and Senior Financial Officer (VP, SFO) will present the financial information, and he will then speak to ACFA's operational accomplishments over the past year.

The VP, SFO presented the salient points of ACFA's financial statements for the year ended December 31, 2017. The audience then had an opportunity to have their questions answered.

The Management Discussion and Analysis and ACFA's 2017 audited financial statements can be found in ACFA's 2017 Annual Report.

The President then examined the Authority's key operational achievements during 2017. He highlighted the continued work on digital transformation projects in the effort to improve operational efficiencies and modernize core business systems. This work is based on a long-term vision and ACFA continues to work closely with consultants to bring this transformation to bear. It was further noted ACFA continues to cultivate strong relationships with the Government Financial Officers Association's (GFOA) International and Alberta chapters. The President announced his recent appointment to the GFOA International Standing Committee on Canadian Issues, a forum which provides opportunity to share best practices in Government finance across jurisdictions. Questions were welcomed throughout the presentation.

6. Shareholder Class Meetings and the Election of Directors

The Chair advised that the Class "B" shareholders are holding an election to determine who will represent their shareholder class on ACFA's Board of Directors. Shareholders were directed to attend their shareholder class meetings. The election supervisors attended the Class "B" meeting to provide direction to the shareholders and to oversee the procedures.

The following delegates were duly nominated as a candidate in the Class "B" election:

Nominee

Murray Hagan
Ed Kaemingh
Diane Urkow

Nominating Authority

Rick Emmons, Clearwater County
Alana Hnatiw, Sturgeon County
Lou Hall, Westlock County

The following delegates submitted the proper authorization to vote in the Class "B" election:

Class B Shareholder

Alberta Capital Region Wastewater Commission
Bethany Care Society
Clearwater County
Edmonton Airport Authority
John S. Batiuk Regional Water Commission
Lethbridge County
Mountain View Regional Water Services Commission
Sturgeon County

Authorized Person

Paul Krueger
Alasdair Smith
Murray Hagen
Roxanne Leblanc
Daniel Warawa
Tracy Anderson
John Van Doesburg
Rick Wotkiw

7. Result of Class “B” Election

Following the meeting of the Class “B” shareholders, the Chair announced the election results; Ed Kaemingh was elected as director representing the Class “B” shareholders on ACFA’s Board of Directors for a three-year term effective immediately.

Motion: To accept that Ed Kaemingh is a director representing the Class “B” shareholders on ACFA’s Board of Directors, for a three-year term effective immediately. Moved by a shareholder; Seconded by a Shareholder.
MOTION CARRIED.

8. Other Business

There was no other business to discuss.

9. Persons Attending the Annual Meeting

Alvin Allim	Murray Hagen	Denean Robinson
Rachel Anderson	Frank Hawkins	Alasdair Smith
Tracy Anderson	Bernadiene Hsie	Peter Smyl
Clem Benoit	Troy Holinski	Marc Song
Sherri Bullock	Sharleen Horchuk	Mike Storey
Paul Chauvet	Ed Kaemingh	Greg Switenky
Scott Chen	Pamela Keenan	Diane Urkow
Riley Clark	Paul Krueger	John Van Doesburg
Kim Craig	Anthony Lemphers	Cherry Wang
Jeff Dumont	Linda Mortenson	Dan Warawa
Rick Ellis	Jim Palmer	Ross Whitelaw
Wayne Fu	Rob Palmer	Rick Wojtkiw
Ed Gibbons	Phil Poon	Wayne Woldanski
Bob Gibson	Ron Ritter	

10. Guests Attending the Luncheon

Darwin Bozek	Aleks Nelson	Kal Souleiman
Mark Enright	Ron Ogilvie	Dan Stahl
Brad Ireland	David Oh	Tim Wiles
Phil Minaar	Steve Sevcik	Doug Wylie

11. Adjournment

There being no further business to discuss the meeting adjourned at 11:45 a.m. with luncheon and guest speaker to follow.

Motion: To adjourn the Alberta Capital Finance Authority 2019 Annual General Meeting. Moved by a Shareholder; Seconded by a Shareholder. MOTION CARRIED.

CHAIR

**SENIOR ADMINISTRATIVE ASSISTANT &
CORPORATE OFFICER**

Village of Innisfree (CAO)

From: Ken Anderson <ken.anderson@gov.ab.ca>
Sent: February 21, 2019 3:20 PM
Subject: Designed Industrial Property Tax Requisition Cancellation Policy
Attachments: DIRC Policy.pdf

On behalf of the Provincial Assessor

To: Chief Administrative Officers

Subject: Designed Industrial Property Tax Requisition Cancellation Policy

Attached is a copy of the Designed Industrial Property Tax Requisition Cancellation Policy.

As you will see in the policy the intake date for each year is February 1, therefore for 2019 we are extending the intake date to May 1, 2019.

This policy document will also be available on our website in the near future, once it is posted we will provide the link.

If you have any other questions on this matter, please contact the Assessment Services Branch toll-free at 310-0000, then 780-422-1377, or email: ma.asbcia.asmt@gov.ab.ca

Sincerely,
Steve White
Provincial Assessor
Assessment Services Branch
Alberta Municipal Affairs

Ken Anderson
Manager, Finance and Administration
Centralized Industrial Property Assessment
Ph:780-427-8962



Assessment Services Branch | 15th Floor, Commerce Place
10155 – 102 Street | Edmonton, AB T5J 4L4
Ph: 780.422-1377 Fax: 780.422.3110



DESIGNATED INDUSTRIAL REQUISITION CREDIT (DIRC)

Cancellation/Refund Policy

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1. POLICY OBJECTIVE

A challenging economic environment has impacted Designated Industrial (DI) properties and led to bankruptcies. The prospect of collecting the DI requisition from insolvent property owners is challenging if not impossible for municipalities.

This document will highlight the process municipalities must follow to have any uncollectable DI property tax requisition canceled or refunded.

2. KEY DATES

ACTIVITY	TIMELINE
Cancellation/Refund Intake	<p>In order to meet the eligibility requirements to have any DI Property Tax Requisition cancelled or refunded, a Municipal Council by council resolution or bylaw must write off the municipal tax portion.</p> <p>The resolution or bylaw must be submitted to the provincial assessor's office by February 1st of each year and include a detailed listing of the DI property. The details must include the tax roll number, name of owner, and applicable requisition amount. This is similar to the PERC process used for education taxes.</p>
Ministerial Order	<p>All eligible submissions for cancellation/refund will be put forward to the Minister of Municipal Affairs annually in March for consideration as a Ministerial Order. If the Ministerial Order is executed and signed, the cancellation/refund will be processed.</p>

3. CONTACT

If you have any questions, call Ken Anderson, Manager, Finance and Administration at 780-427-8962 (toll-free 310-0000), or email ma.asbcia.asmt@gov.ab.ca

4. SUBMISSION METHOD

The cancellation package (fully executed bylaw/resolution and detailed listing) must be submitted by **February 1** by email at: ma.asbcia.asmt@gov.ab.ca or mailed to:

Attention: Ken Anderson
Manager, Finance and Administration
Assessment Service Branch
Municipal Assessment and Grants
Alberta Municipal Affairs
15th Floor, 10155-102 Street
Edmonton, AB T5J-4L4

5. ELIGIBILITY REQUIREMENTS

5.1) ELIGIBILITY

All municipalities in Alberta that have properties subject to the DI Property Tax Requisition are eligible to request a cancellation or refund. For the sake of clarity, an eligible municipality includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, or the Townsite of Redwood Meadows Administration Society.

5.2) ELIGIBLE PROPERTIES

Municipalities are eligible to request cancellation of uncollectable DI Property Tax Requisition related to the following types of properties:

- The DI property is assessed to a company that does not exist, cannot be located or does not have the financial means to pay outstanding property taxes owing to the municipality due to significant amounts of debt (and therefore may be undertaking receivership or bankruptcy proceedings).
- The property is taxable for the purpose of the DI Property Tax Requisition.
- The municipality has exhausted its options under the *Municipal Government Act* to collect the property taxes owing and as a result, the municipality has written off the collection of property taxes as a bad debt.

5.3) INELIGIBLE PROPERTIES

Aside from the properties described in 5.2, taxes levied against all other properties are excluded from this policy. Examples include:

Properties owned by insolvent companies that are not DI property and the DI Property Tax Requisition was not applied.

6. SUPPORTING DOCUMENTATION AND REVIEW PROCESS

6.1) SUPPORTING DOCUMENTATION

Documentation which demonstrates the eligibility requirements in 5.2 have been met must be provided by the municipality as part of the request including:

- A resolution or bylaw from council, and a supporting documentation confirming the property taxes have been written off as bad debt.
- Detailed information identifying each property, applicable tax year, (tax roll number(s), requisition amount, and name of property owner).
- Supporting journal entry demonstrating that the property taxes have been expensed as bad debt.

- The documentation must also include a covering letter signed by a senior municipal official such as the CAO or CFO to certify that the information provided is complete and correct.

Municipal Affairs will review and notify municipalities of the outcome. If your request is determined to be eligible and all the documentation is complete, a recommendation will be made to the Minister to cancel or refund through Ministerial Order the eligible uncollectable DI Property Tax Requisition amount for your municipality.

7. REFUND PROCESS AND FOLLOW UP REPORTING

7.1) REFUNDS

Credits resulting from refunds to municipalities can be reflected on the following year's requisition total or a municipality can request a refund be issued.

7.2) FUTURE TAX RECOVERY

If the uncollectable DI Property Tax Requisitions are eventually recovered in whole or in part, this must be reported to Municipal Affairs and the recovered amounts must be remitted.

7.3) SUPPORTING DOCUMENTATION

All supporting documents related to the cancellation/refund must be kept for three years after submitting your request. This may include tax notices and documents related to attempted tax recovery.

Village of Innisfree (CAO)

From: municipalservicesandlegislation@gov.ab.ca
Sent: March 6, 2019 10:05 AM
To: Brooke Yaremchuk
Subject: Local Authorities Election Act Change Management Fact Sheets
Attachments: Attachment 1 _Campaign Finance and Contribution Disclosure.pdf; Attachment 2 _Accountability and Transparency.pdf; Attachment 3_Voter Accessibility.pdf; Attachment 4_Third Party Advertising.pdf; Attachment 5_General Clarifying and Technical Amendments.pdf; Attachment 6_LAEA FAQs.pdf; Attachment 7_CAO Implementation Checklist.pdf

To: All Municipalities

Following the review of the *Local Authorities Election Act (LAEA)*, and the public consultation held from June 20 to July 31, 2018, a suite of policy amendments were drafted based upon feedback received during the consultation process. As a result, amendments to the *LAEA* were tabled in the legislature on November 5, 2018, and received Royal Assent on December 11, 2018.

Amendments to the *LAEA* came into force on January 1, 2019, with the exception of Part 9, which relates to the expansion of the Alberta Election Commissioner's role in local elections. Part 9 will come into force on August 1, 2019.

In order to assist you in applying the new legislation, Municipal Affairs is pleased to provide you with a number of fact sheets, frequently asked questions, and an *LAEA* implementation checklist.

Should you have any questions regarding the legislation or the attachments, please do not hesitate to contact Municipal Affairs at 780-427-2225 (Edmonton and area) or 310-0000 (toll-free in Alberta).

Brad Pickering
Deputy Minister

Attachments: 5 fact sheets, FAQ, and implementation checklist

Implementation Fact Sheet

Campaign Finance and Contribution Disclosure Amendments to the *Local Authorities Election Act*, 2018

Campaign Finance and Contribution Disclosure Requirements

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 2(4), s. 3(4),
s. 22 (1.2) (1.3), s.147.3 (1)(f) (g), s.147.3 (2),
s. 147.4, s. 147.7, s. 147.8, s. 147.12, s. 147.81, s.
147.82, s. 147.83, s. 147.84

Previous requirement:

1. The campaign finance rules contained in the *LAEA* did not apply to school boards and the school boards could set their own disclosure and surplus rules.
2. Candidates were required to disclose names and addresses of donors whose contributions exceed \$100.
3. Candidates who ran self-funded campaigns were not required to submit financial disclosure statements.

What's changed?

1. All campaign finance provisions apply to school board trustee candidates. s. 22 (1.2) (1.3), s. 147.12
2. Candidates are required to disclose names and addresses of donors whose contributions exceed \$50. s. 147.4

3. Financial disclosure statements are required from all candidates, included self-funded campaigns. s.147.12, s.147.3 (1)(f) (g), s. 147.3 (2), s. 147.4, s. 147.7, s. 147.8, s. 147.81, s. 147.82, s. 147.83, s. 147.84

What do School Boards need to know?

School Boards are no longer able to set their own disclosure and surplus rules and candidates must follow the rules in the *LAEA*.

What do prospective candidates need to know?

All candidates in municipal and school board elections must follow the Campaign Finance and Disclosure rules in the *LAEA*.

Candidates must disclose the names and addresses of donors whose contributions exceed \$50.

All candidates, regardless of being self-funded or accepting contributions, are required to file a disclosure statement with the municipality and/or school division in which they sought election.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

Corporate and Union Donations

Legislation: Local Authorities Election Act
(LAEA)

Section Numbers: s. 147.1 (1)(d) (e)(f) (g), s.
147.13, s. 147.2 (1)(2) (6), s. 147.23, s. 147.24, s.
147.32, s. 147.33

Previous requirement:

The *LAEA* previously allowed campaign donations from corporations, trade unions and employee organizations.

What's changed?

Prohibited organizations, including corporations and unincorporated organizations, including trade unions and employee organizations, are prohibited from contributing to municipal election campaigns.

What does the public need to know?

No corporation or unincorporated organization, including a trade union and employee organization, and no individual ordinarily residing outside Alberta, shall make a contribution to a candidate. s. 147.2(2)

What do prospective candidates need to know?

Only an individual ordinarily residing in Alberta may make a contribution to a candidate. s. 147.2(1)

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

Fundraising Contributions

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 147.1 (1)(c), s. 147.1 (2)(3),
s. 147.2 (3)(4)(5), s. 147.31

Previous requirement:

1. The LAEA established a \$5,000 contribution limit per year for any person, corporation, trade union and employee organization, to a candidate.
2. The LAEA established a \$10,000 per campaign period contribution limit for self-funded candidates.
3. The LAEA did not address fundraising functions in municipal/school board elections.

What's changed?

1. The contribution limit has been lowered to \$4000 per campaign period for municipal elections and \$4000 per campaign period for school board elections. s. 147.3
2. Individual contributions are limited to \$4000 for municipal candidates and \$4000 for school board candidates. The same limit applies to self-funded campaigns. s. 147.2(3)
3. The donation portion of fundraising contributions is subject to general contribution restrictions and limits. s. 147.31(1)

What does the public need to know?

No individual ordinarily residing in Alberta shall contribute in any campaign period an amount that exceeds;

- \$4000 in total to candidates for election as councillors; and,
- \$4000 in total to candidates for election as school board trustees. s. 147.2 (3)

Thus, an individual may make as many contributions to as many school board and municipal candidates in their jurisdiction as they wish as long as the total combined amount of all of those contributions does not exceed \$4000 per school board and \$4000 per municipality.

*For example, an individual may contribute \$2000 to candidate one and \$2000 to candidate two but **CANNOT** contribute over \$4000 to both candidates one and two.*

*A second example; an individual may contribute \$4,000 to candidate one but **CANNOT** contribute to any other candidate.*

What do prospective candidates need to know?

It is the responsibility of the contributor/donor to ensure, before making a contribution under the LAEA, that the contributor/donor is not prohibited from making a contribution and is not making a contribution that is in excess of the \$4000 limit. s. 147.13 (1)

When do these changes take place?

The amendments to the LAEA came into force December 11, 2018.

Campaign Spending Limits

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 147.34, 147.85, 147.91(1)(a)

Previous requirement:

The LAEA did not contemplate spending limits in municipal or school board elections.

What's changed?

By way of a future regulation, spending limits for municipal and school board elections will be established and municipalities/school boards will be enabled to set a lower limit by bylaw. s. 147.91

What do prospective candidates need to know?

Once the regulation is in place, no candidate and no chief financial officer of a candidate shall incur election expenses that exceed, in total, the amounts determined by the regulations. s. 147.34

A candidate who exceeds the limits determined by the regulation is liable to a fine of not more than \$10,000. s. 147.85

When do these changes take place?

The amendments to the LAEA enabling the creation of a spending limit regulation came into force December 11, 2018. The regulation is currently being developed and no limits will apply until the regulation is in place.

Campaign Bank Accounts

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 147.3

Previous requirement:

The LAEA required that a candidate open a bank account once total contributions received reach \$5,000. Self-funded candidates were not required to open a bank account.

What's changed?

The LAEA requires all candidates, including self-funded candidates, to open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their campaign. s. 147.3(1)

What do prospective candidates need to know?

A candidate, self-funded or not, MUST open a campaign bank account once total contributions to the candidate's campaign exceeds \$1000.

If a candidate's contributions do not exceed \$1000, they are NOT required to open a campaign bank account.

When do these changes take place?

The amendments to the LAEA came into force December 11, 2018.

Nomination Period, Definition of a Candidate and Campaign Period

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 1(s.1), s. 12(a), s. 25, s. 27, s. 28, s. 1(e.1), s. 147.1 (1)(b), s. 147.22

Previous requirement:

1. Nomination day was defined in the LAEA as being 4 weeks prior to election day, between 10am and 12noon.
2. A candidate had to register with the municipality in which they intend to run prior to accepting campaign contributions. Registration could occur at any time over the 4 year campaign period.
3. The LAEA identifies a 'candidate' as an individual nominated as a candidate for election as a councillor of a municipality under the LAEA or an individual who intends to be nominated as a candidate for such an election and accepts campaign contributions or incurs campaign expenses.
4. The LAEA defines 'campaign period' as being the period beginning January 1 immediately following a general election to December 31 following the next general election.
5. Requirements 2 to 4 did not apply to candidates for school boards, as they could set their own campaign finance rules by bylaw.

What's changed?

1. Rather than nominations being restricted to a period of 2 hours, 4 weeks prior to election day, nomination papers will now be accepted by a jurisdiction at the beginning of the campaign period (January 1 in the year of an election) to 6 weeks prior to election day. s. 25(2)(a)

In the case of by-elections, the "nomination period" will commence the day following the resolution of council or school board setting the date of the by-election. Nominations will

be accepted up until 6 weeks prior to the date of the by-election. s. 25(2)(b)

Nomination day (which is now the final day to accept nominations) is 6 weeks before election day. s. 25(1)

2. All individuals are required to be nominated in the municipality and/or school board they intend to run in prior to incurring campaign expenses or accepting campaign contributions. s. 147.22
3. An individual may accept contributions or incur expenses outside of the campaign period so long as the total amount of contributions or expenses does not exceed \$2,000. s.147.22(3)
4. The LAEA identifies a "candidate" as any person who is nominated for election as a councillor of a municipality or trustee of a school board. s. 1(e.1)
5. The definition of "campaign period" is now January 1-December 31 in the year of a general election. s. 147.1 (1)(b)

What do individuals already campaigning for the 2021 general elections need to know?

No additional contributions may be received and no campaign spending may occur until the campaign period begins January 1, 2021. s.147.94, s.147.95, s.147.96

What do prospective candidates need to know?

1. The "nomination period" now begins January 1 of the year of the general election and ends on Nomination Day (6 weeks before the general election).
2. Once your nomination has been filed, you are considered a candidate and may begin to accept contributions.
3. The campaign period is January 1 – December 31 in the year of the general election and you CANNOT accept campaign contributions or incur any campaign expenses until you have been nominated as a candidate.

4. You can accept nominal contributions or incur expenses outside of the campaign period so long as the total amount of contributions or expenses does not exceed \$2,000. s.147.22(3)

What does the public need to know?

1. You may nominate an individual to become a candidate in a general election any time from the start of the campaign period (January 1 in the year of the general election) until Nomination Day (6 weeks prior to the election).
2. You CANNOT contribute to an individual's campaign until they have filed their nomination papers and have become a candidate.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

Campaign Donation Surplus

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 147.5

Previous requirement:

1. Candidates who identified a surplus when filing their campaign disclosure were required to turn that surplus over to be held in-trust by the municipality.

The individual would have the surplus returned if they file nomination papers in the next general election or by-election.
2. Municipalities were required to hold campaign surpluses in trust and at the interest rate prescribed by the Lieutenant Governor in Council.
3. If a candidate did not file nomination papers in the next general election, the candidate was required to, within six months, instruct the municipality to donate the surplus to a charity of their choice (in accordance with the *Income Tax Act*). If no direction is received, the surplus becomes the property of the municipality

What's changed?

1. The *LAEA* has been amended to clarify that the money held in-trust by the municipality or school board may be kept in one bank account rather than specified accounts for each candidate.
2. The *LAEA* has been amended to clarify that money held in-trust by the municipality or school board is not subject to interest.
3. The *LAEA* has been amended to clarify that candidates who do not run in a subsequent election may choose to donate their surplus funds to the municipality or school board instead of a registered charity.

What does the municipality or school board need to know?

1. The municipality or school board may hold all surplus funds from all candidates in one

bank account and that those monies are not subject to interest.

2. A municipality or school board may accept the donation of the surplus of a candidate who does not run in a subsequent election.

What do prospective candidates need to know?

Any campaign surplus will be held in-trust by your municipality or school board. It will be returned to you if you run in a subsequent election or must be donated to a registered charity or your municipality or school board.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

Definition of Campaign Expenses

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 147.1(1)(a)

Previous requirement:

The *LAEA* describes allowable election expenses as expenses that are lawfully incurred and payment is not a contravention of the *Act*; these include:

- the actual personal expenses of the candidate;
- the costs of acquiring premises, accommodation, goods, or services used for proper election campaign purposes;
- bona fide payments for the fair cost of printing and advertising; and,
- reasonable and ordinary payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings, or by any person in connection with and for the proper purposes of an election.

What's changed?

"Campaign expense" means any expense incurred, or non-monetary contribution received.

The use of goods that were purchased in an election campaign in a 2nd or subsequent election is considered to be a non-monetary contribution. Reusing these materials is considered to be a non-monetary contribution for the purposes of a campaign expense.

An election expense includes an expense incurred for, or a non-monetary contribution in relation to:

- the production of advertising or promotional material;
- the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during the election period, including by the use of a capital asset;
- the payment of remuneration and expenses to or on behalf of a person for the person's

services as a chief financial officer or in any other capacity;

- the securing of meeting space, or the conduct of election surveys or other surveys or research during an election period.

What do prospective candidates need to know?

It is the responsibility of the candidate to ensure that money in the campaign account shall only be used for the payment of campaign expenses as defined in section 147.1(1)(a).

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

What resources are/will there be available to assist?

Running for Municipal Office in Alberta – A Candidate's Guide – COMING SOON

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Implementation Fact Sheet

Accountability and Transparency Amendments to the *Local Authorities Election Act*, 2018

Advertisement Distribution and Campaign Activities at a Voting Station

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 152, s. 152.1

Previous requirement:

1. The *LAEA* prohibited the distribution of pamphlets and materials inside the voting station as well as the display of these materials on the inside or outside of the voting station but did not prohibit the distribution of materials outside of the building, or any other campaign activities in or around a voting station.
2. The *LAEA* allowed for the removal of campaign advertising, and specified that the deputy returning officer is not liable for trespass or damages for carrying out the removal.

What's changed?

1. The *LAEA* extends the prohibition of campaign activities and advertising on the property surrounding a building used as a voting station. s. 152.

The *LAEA* also prohibits activities in and around a voting station that would involve soliciting votes or communicating for the purpose of influencing votes. s. 152.1

2. The *LAEA* was amended to clarify that the returning officer may request/require/instruct that campaign advertising be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property. s. 152.1

What do prospective candidates need to know?

Candidates are prohibited from any type of campaign activities and any actions considered to be an attempt to solicit or influence votes in and on the property surrounding a building used as a voting station. Those found guilty may be subject to a fine of up to \$500.

What does the public need to know?

Your voting environment will be protected from outside influence.

If an elector feels that there are campaign activities taking place at the voting station, they can report them to the Returning Officer who has the authority to stop the activity, require the individual(s) taking part in the activity to leave, or request that the individual(s) move locations.

The Returning Officer has the authority to request the assistance of a Peace Officer to aid in maintaining public access to the voting station or to remove a person who has refused to comply with the orders of the Returning Officer.

What do municipalities and school boards need to know?

The Returning Officer has the discretion to have advertising removed and instruct those considered to be obstructing the voting process or campaigning to leave the property. The Returning Officer may request the assistance of a Peace Officer if deemed necessary.

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019.

List of Candidates

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 28(10)

Previous requirement:

There was no requirement in the LAEA for a list of candidates to be posted following nomination day.

Municipalities were required to report nomination information to Municipal Affairs which then posts the information on the ministry website.

What's changed?

Municipalities and school boards are required to post the names of candidates within 48 hours following the close of nominations.

The returning officer must post or direct someone to post at the office of the local jurisdiction, the names of those nominated. s. 28(10)

What does the public need to know?

A List of Candidates will be made available by the municipality within 48 hours of Nomination Day. The list is required to be posted at the office of the local jurisdiction but municipalities and school boards may also choose to post the list on local websites or social media pages. It is recommended that the public check with their municipality to determine where they can find the list of candidates.

What do municipalities and school boards need to know?

The Returning Officer must ensure a List of Candidates is posted at the office of the local jurisdiction, within 48 hours of Nomination Day.

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Implementation Fact Sheet

Voter Accessibility Amendments to the *Local Authorities Election Act*, 2018

List of Acceptable Identification

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 53, s. 53.01, s. 53.02

Previous requirement:

All electors are required to produce identification that shows name and current address.

The *LAEA* allows an elector to produce government issued photo identification or one piece of identification outlined by the Chief Electoral Officer of Alberta's list of acceptable identification.

What's changed?

The Minister of Municipal Affairs and the Minister of Education are empowered, through Ministerial Order, to create a list of acceptable identification in addition to the list provided by the Chief Electoral Officer of Alberta. s.53.02

What does the public need to know?

Since 2013, all voters attending a voting station for the purpose of voting must produce identification to prove name and current address. Acceptable pieces of identification include:

- government issued identification (either municipal, provincial or federal);
- any one piece of identification approved by the Chief Electoral Officer of Alberta; or
- any other type of identification allowed for by the Minister of Municipal Affairs or the Minister of Education.

What do municipalities and school boards need to know?

Electors can provide government issued identification (either municipal, provincial or federal), any one piece of identification approved by the Chief Electoral Officer of Alberta, or any other type of identification allowed for by the Minister of Municipal Affairs or the Minister of Education.

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019.

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Vouching

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 53(4)(5)(6)(7)

Previous requirement:

The LAEA currently allows for vouching of another elector only if a municipality or school board has a list of electors.

What's changed?

Expanded vouching provisions to allow for an elector who has shown valid identification and signs the appropriate declarations to vouch for an elector who does not have identification. s. 53(4)

What does the public need to know?

In order to vouch for a person, the elector who is vouching for a person must make a statement, in the prescribed form, that they know the person and know that the person resides at the address indicated on the person's statement. s. 53(7)

What do municipalities and school boards need to know?

A scrutineer shall not vouch for a person in either a general election or by-election. s. 53(5)

An elector who has relied on vouching to validate their identity and address cannot vouch for a person. s. 53(6)

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Residency Requirement

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 47, s. 49(5)

Previous requirement:

The LAEA outlines that to be eligible to vote an elector must be 18 years old, a Canadian Citizen, an Alberta resident for six consecutive months preceding election day, and a resident of the local jurisdiction on election day.

What's changed?

The six-month residency requirement has been removed.

What does the public need to know?

To be eligible to vote an elector must be:

- 18 years old;
- A Canadian Citizen;
- resident in Alberta; and,
- the electors place of residence must be located in the local jurisdiction on election day. s. 47

What do municipalities and school boards need to know?

All residents of Alberta who meet all other requirements are eligible to vote on election day.

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Advance Votes

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 73, s. 75

Previous requirement:

The LAEA allowed for a municipality or school board to pass a resolution allowing for one or more advance votes.

If a resolution was passed, the returning officer must determine the dates, times and locations of the voting stations.

What's changed?

Local jurisdictions with populations greater than 5,000 are required to hold an advance vote for municipal councillors or for votes on a bylaw/question. s. 73(3)

Municipalities with populations of less than 5,000, as well as all school divisions, continue to be enabled to pass a resolution allowing for an advance vote.

What does the public need to know?

If an individual resides in a municipality with a population greater than 5,000, an advance vote must be held. Electors are encouraged to watch for notification outlining when the advance vote will take place or contact their local municipal office for more information.

If an individual resides in a municipality with a population less than 5,000, the municipality may choose to establish an advance vote through a resolution of council. Electors are encouraged to contact their local municipal office for information about whether a resolution was passed.

School boards may also choose to establish an advance vote by resolution; electors should contact their local school board for more information about whether a resolution was passed.

What do municipalities and school boards need to know?

Local jurisdictions greater than 5,000 **must** provide for an advance vote.

Municipalities less than 5,000 **may** provide for an advance vote through a resolution of council.

School boards may, by resolution, provide for an advance vote for an election.

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Implementation Fact Sheet

Third Party Advertising Amendments to the *Local Authorities Election Act*, 2018

Third Party Advertising

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: Part 8

Previous requirement:

The LAEA did not address third-party advertising in municipal and school board elections.

What's changed?

Rules have been added governing the finances and accountability of third parties that advertise to promote or oppose the election of a candidate, or to take a position on an issue with which a candidate is associated.

The rules for contributions, receipting, handling of funds, and disclosure reporting of activities will generally parallel the rules that apply to municipal and school board candidates, and also parallel requirements set out for provincial campaigns where possible.

Like the rules for provincial campaigns, certain prohibited corporations, non-residents, and registered charities will be unable to make contributions to third party advertisers, but Alberta corporations and trade unions will generally be able to make contributions for such advertising.

Expense limits for election period advertising are being considered.

What does the public need to know?

Third parties interested in advertising during a municipal or school board election or to oppose or promote a candidate, will be required to register with the municipality or school board they intend to advertise in.

Third party advertisers will be required to file disclosure statements detailing advertisements, expenses, and contributions received.

Third party advertisers will be required to know who is eligible to make a contribution, expense limits (to be set by regulation) and all reporting requirements to the municipality.

What do municipalities or school boards need to know?

Municipalities and school boards will be responsible for ensuring that a register of all third party advertisers that have registered is available to the public during regular business hours. They will also be responsible for collecting disclosure statements from third party advertisers and making them available to the public during regular business hours.

When do these changes take place?

The amendments to the LAEA came into force December 11, 2018.

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Implementation Fact Sheet

General Clarifying and Technical Amendments to the *Local Authorities Election Act*, 2018

Substitute Returning Officer

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 13, s. 17

Previous requirement:

The *LAEA* allowed for the chief elected official (mayor, reeve, or board chair) to appoint a substitute returning officer in the event that the returning officer was unable to fulfill their duties.

What's changed?

The *LAEA* requires a substitute returning officer be appointed by the municipal council or school board at the time a returning officer is appointed.

In the instance where a chief administrative officer (CAO) or a secretary of a school board assumes the responsibility of the returning officer, a council or school board must make a resolution identifying a substitute returning officer in the event the CAO is unable to fulfill the duties of returning officer.

What do municipalities and school boards need to know?

All municipalities and school boards must appoint a substitute returning officer at the same time the returning officer has been appointed, regardless of whether the chief administrative officer or secretary of a school board has assumed the role of returning officer.

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019.

Rejection of Nomination Paper

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 28(4)

Previous requirement:

The LAEA stated that a returning officer must refuse a nomination paper if it has not been signed by five eligible electors and is not accompanied by a deposit (if required by bylaw).

What's changed?

The returning officer is required to refuse a nomination paper if it is not signed by at least five electors (or more if required by bylaw), is not accompanied by a deposit (if required by bylaw), or is not sworn/affirmed by the candidate.

What do prospective candidates need to know?

It is important to ensure your nomination paper is complete in the prescribed form and accompanied by a deposit (if required) prior to submitting the form and deposit to the returning officer. Failure to do so will result in your nomination paper being rejected.

What do municipalities or school boards need to know?

The returning officer shall reject a nomination not completed as prescribed, including if the paper has not been sworn/affirmed by the person wishing to become a candidate.

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Official Agent

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 27(1)(c)(ii)

Previous requirement:

Each person nominated as a candidate may appoint an elector as the candidate's official agent. The candidate assigns the duties of an official agent.

What's changed?

The LAEA clarifies that the role of "official agent" is not mandatory.

What do prospective candidates need to know?

You may, at the time of submitting your nomination paper, also submit written affirmation of the name, address and telephone number of your official agent.

This appointment is not required.

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Non-Age Related Institutional Voting

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 1(y), s. 1(z.2), s. 1(z.3), s. 80

Previous requirement:

The LAEA referred to a "seniors' accommodation facility" as a lodge accommodation as defined in the Alberta Housing Act, or a facility for seniors that provides accommodation at a location for 10 or more persons who are 65 years of age or older.

What's changed?

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Notification Requirements

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 158.1

Previous requirement:

The LAEA required that the notice of nomination day and notice of election day be published at least once in each of the two weeks prior to nomination day and election day in a newspaper or other publication circulating in the area; alternatively, the notice must be mailed at least one week prior to every residence in the municipality.

What's changed?

Municipalities are able to align their election notifications with a bylaw passed under Section 606.1 of the *Municipal Government Act (MGA)* that allows for electronic or other methods of advertising. Many municipalities refer to these bylaws as "advertising bylaws" or "Public notification bylaws"

What does the public need to know?

If a municipality has passed a bylaw that outlines the type of methods that are acceptable for advertising, then the municipality may use those methods to provide notices related to the election. These include those outlined in the following sections of the LAEA:

- 26 (Notice of nomination day);
- 35 (Notice of election);
- 53.01; 53.1 (Proof of elector eligibility); and
- 74 (Notice of advance vote).

What do municipalities need to know?

A municipality must pass a bylaw in accordance with section 606.1 of the *MGA* to allow for and use electronic or other methods of advertising authorized by that bylaw. (s.158.1)

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Incapacitated Electors

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 77.1, s. 77.2(5)(f), s. 79(1) (3)

Previous requirement:

The LAEA used the term "incapacitated elector" and established procedures for assisting an elector who may require assistance during the voting process by either a friend/relative or an election worker.

What's changed?

Amend the term to "persons with disabilities", or similar wording such as "elector who is unable to vote in the usual manner" depending on the context.

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Recounts in a Ward

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 98

Previous requirement:

The LAEA outlined the process that the returning officer must follow when contemplating or conducting a recount. Those procedures did not contemplate recounts specific for wards/divisions.

What's changed?

The LAEA was amended to clarify that if a recount has been requested in a municipality/school division that is divided into wards/divisions, the recount only has to occur in that ward/division where the recount has been requested and not the entire municipality (s.98).

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Tie Votes on a Bylaw or Question

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 95(2)

Previous requirement:

In the cases of a vote on a bylaw or question, more than 50% of the persons voting must vote in favour of the bylaw or affirmatively on the question to be considered approved by the electors.

What's changed?

The LAEA clearly states that to be considered approved by electors, a vote on a question or bylaw must receive 50% plus one of votes cast on the question or bylaw. (s. 95(2))

When do these changes take place?

The amendments to the LAEA came into force January 1, 2019.

Notification of By-Election for a Ward/Division

Legislation: Local Authorities Election Act (LAEA)

Section Numbers: s. 35, .s 74(1.2)

Previous requirement:

The *LAEA* provides requirements for advertising nomination day, election day and advance votes.

However, the legislation did not set out narrower notification requirements for by-elections occurring for just some of the wards/divisions.

What's changed?

Clarify that notification of a by-election for advance vote and election day is only required to be given to the electors in the ward/division where the by-election is occurring.

What do the public need to know?

Only those electors living in the ward/division where a by-election is occurring are required to be notified of advance vote and election day details.

What do municipalities or school boards need to know?

For a by-election, the municipality or school board is only required to notify those electors who reside in the ward/division where the by-election is occurring of advance voting and election day details. (s. 35, s. 74(1.2))

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019.

Frequently asked questions:

Local Authorities Elections Act

Why is the *Local Authorities Elections Act* Changing?

- Municipalities, school boards and the public routinely bring forward suggestions for amendments to the LAEA.
- As a general practice, Municipal Affairs reviews the legislation following each municipal general election (most recently after the 2017 local elections).
- In July 2018, Municipal Affairs conducted broad consultation with Albertans and key stakeholders on a full suite of policy considerations.
- Municipal Affairs reviewed all consultation feedback and brought forward proposed amendments to the legislation during the 2018 Fall Legislative Session.

What are the changes to Campaign Finance Contribution and Disclosure?

- Campaign finance and contribution disclosure requirements will now also apply to School Board Elections
- Corporations, trade unions and employee organizations are not allowed to contribute to candidates.
- Contributions may only be accepted in the year of the general election or during the period of time established for a by-election.
- Contribution limit is reduced from \$5,000 to \$4,000 (per jurisdiction and in aggregate to all candidates, not per candidate).
- The donation portion of fundraising contributions are now subject to contribution limits and disclosure requirements.
- There will now be regulated campaign spending limits.
- Candidates must be nominated before incurring any campaign expenses or accepting contributions.
- Campaign period is shortened from 4 years to one year (January 1 through December 31 of a general election year).
- Nomination period will now align with beginning of the campaign period (Nine months, January 1 of general election year until the day occurring six weeks before election).
- Prior campaign surpluses will be returned to candidates at time of nomination (up to nine months before an election).

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- The definition of expense will align with the provincial legislation, and expense reporting will be more detailed (broken down by category).
- Candidates must open a dedicated campaign bank account when contributions reach \$1,000 (previously \$5,000), and must include monies contributed by the candidate for their campaign.
- Municipalities are no longer required to pay interest on surplus funds held in trust for candidates between elections (no interest rate had been established under the previous legislation), and municipalities may keep surplus funds for all candidates in one bank account.
 - Individual candidates will receive their surplus, if any, when they file nomination papers in the next election or by-election, or may choose to donate their surplus funds to the municipality or a registered charity of their choosing.
- Candidates must disclose names and addresses of all donations exceeding \$50 (previously was \$100).
- Financial disclosure statements are now required for all self-funded campaigns. (Previous rule had been for self-funded campaigns over \$10,000.)

Are there any changes to voter accessibility requirements?

Yes, the following things have changed in the new *LAEA*:

- List of acceptable identification may be expanded.
 - The Minister of Municipal Affairs may create a list of acceptable identification, in addition to government issued identification and identification provided by the List of Acceptable Identification produced by the Chief Electoral Officer of Alberta.
- Vouching provisions will be expanded to allow for an elector who has shown valid identification and signs the appropriate declarations to vouch for an elector who does not have identification.
 - Expanding the vouching provisions will limit the instances of disenfranchising electors and create a more accessible local election process.
- The six-month Alberta residency requirement to be an eligible elector has been removed to align with provincial rules.
- Municipalities with populations of over 5,000 must provide advance voting.
 - Municipalities with populations of less than 5,000, as well as all school boards, may on a voluntary basis provide for an advance vote.

Will elected officials and candidates be held more accountable and be more transparent?

Yes, the new *LAEA* contains multiple restrictions regarding advertising and campaigning in and near voting stations, and provides more authority to Returning Officers to enforce these restrictions.

- Campaign activities and advertising on property surrounding voting stations will be prohibited.
- Returning Officers can enforce the restriction on campaign activities or advertising at voting stations by causing campaign advertising to be removed,

and instruct those obstructing the voting process or taking part in campaign activities to leave the property.

- Third-party advertising is restricted in municipal and school board elections, including registration requirements and limits on expenses.
- The names of nominated candidates will be released by municipalities 48 hours following the close of nominations.

Are there any other changes that have occurred to the LAEA?

Numerous clarifying and technical amendments were approved, including:

- A substitute returning officer must be appointed at the time a returning officer is appointed.
- The returning officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit (if required).
- Clarification that the role of 'official agent' is not mandatory.
- The Minister will no longer be required to be notified of the use of special ballots, or be required to appoint special ballot advisors.
- Age related limitations for institutional votes in care facilities have been removed.
- Municipalities may choose to align their election notifications with a bylaw passed under Section 606.1 of the *Municipal Governance Act* that allows for electronic or other methods of advertising.
- The term "incapacitated elector" was amended to "persons with disabilities" or similar wording depending on the context.
- Clarification that if a recount has been requested in a municipality/school board that is divided into wards/divisions, the recount only has to occur in that ward/division where the recount has been requested, and not the entire municipality/school division.
- Notification of a by-election for advance vote and election day is only required to be given to the electors in the affected ward/division.

How will the Government enforce the new rules?

The mandate of the Alberta Election Commissioner has been expanded to include certain elements of local authority elections, specifically pertaining to campaign finance and third-party advertising. This means the Election Commissioner can assess:

- Letters of reprimand
- Administrative penalties
- Compliance agreements
- Prosecution
- Candidates, contributors, third party advertisers, local jurisdictions (CAOs and ROs).
- All other aspects of the LAEA continue to be enforced through the courts.

Implementation Checklist

Amendments to the *Local Authorities Election Act*, 2018

*Amendments came into force January 1, 2019

Campaign Finance and Contribution Disclosure – Part 5		
Subject Matter	Description of the Change	Section Numbers
Campaign Finance and Contribution Disclosure Requirements (Application to School Board Trustee Candidates)	<ol style="list-style-type: none"> 1. All campaign finance provisions apply to school board trustee candidates. 2. Candidates are required to disclose names and addresses of donations exceeding \$50. 3. Financial disclosure statements are required from all candidates, included self-funded campaigns. 	<p>s. 22 (1.2) (1.3), s. 147.12</p> <p>s. 147.4</p> <p>s. 147.12, s.147.3 (1)(f) (g), s. 147.3 (2), s. 147.4, s. 147.7, s. 147.8, , s. 147.81, s. 147.82, s. 147.83, s. 147.84</p>
	<p><u>What Does A School Board Need to Know</u></p> <p>School Boards are no longer enabled to set their own disclosure and surplus rules and candidates must follow the rules in the <i>LAEA</i>.</p>	
Corporate and Union Donations	<p>Corporations, trade unions and employee organizations are prohibited from contributing to municipal election campaigns.</p> <p><u>What Does a Municipality Need to Do</u></p> <p>Clarify, when necessary, for the public and candidates that only an individual ordinarily resident in Alberta may make a contribution to a candidate.</p>	<p>s. 147.1 (1)(d) (e)(f) (g), a. 147.13, s. 147.2 (1)(2) (6), s. 147.23, s. 147.24, s. 147.32, s. 147.33</p>
Contribution Limit	<ol style="list-style-type: none"> 1. The contribution limit has been lowered to \$4,000 per campaign period for municipal elections and \$4,000 per campaign period for school board elections. 	<p>s. 147.2(3)</p>
	<ol style="list-style-type: none"> 2. Individual contributions are limited to \$4,000, in the aggregate, to all candidates, for all municipalities, and a separate \$4,000 maximum for school board candidates. The same limit applies to self-funded campaigns. 	<p>s. 147.2(3)</p> <p>s. 147.31</p>

	<p>3. The donation portion of fundraising contributions is subject to general contribution restrictions and limits.</p> <p><u>What Does a Municipality Need to Do</u> Clarify, when necessary, for the public and candidates that an individual may make as many contributions to as many candidates in their jurisdiction as they wish as long as the total combined amount of all of those contributions does not exceed \$4000.</p> <p>Advise it is the responsibility of the donor to ensure a contribution is not made in excess of the limit.</p>	
Spending Limits	By way of a future regulation, spending limits for municipal and school board elections will be established and municipalities/school boards will be enabled to set a lower limit by bylaw.	s. 147.91
Campaign Bank Accounts	All candidates, including self-funded candidates, are required to open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their campaign.	s. 147.3(1)
Definition of Candidate and Campaign Period	<p>A "candidate" is any person who is nominated for election as a councillor of a municipality or trustee of a school board.</p> <p>The "campaign period" is now January 1-December 31 in the year of a general election.</p> <p>The "campaign period" in the case of a by-election, begins the day after the bylaw or resolution has been passed, setting the date of the by-election. The campaign period ends 60 days immediately following the by-election.</p> <p><u>For Individuals already campaigning for the 2021 General Elections</u> No additional contributions may be received and no campaign spending may occur until January 1, 2021 to align with amendments to the campaign period.</p>	<p>s. 1(e.1)</p> <p>s. 147.1 (1)(b)</p> <p>s.147.94, s.147.95, s.147.96</p>
Nomination Day and Nomination Papers	<p>Nomination papers may be accepted by a jurisdiction at the beginning of the campaign period (January 1 in the year of an election) and any time after until 6 weeks prior to election day.</p> <p>In the case of by-elections, the "nomination period" will commence the day following the resolution of council setting the date of the by-election. Nominations will be accepted up until 6 weeks prior to the date of the by-election.</p> <p>Nomination day (the last day on which nominations can be accepted) is 6 weeks before election day.</p> <p>All individuals are required to be nominated in the municipality and/or school board they intend to run in prior to incurring campaign expenses or accepting campaign contributions.</p>	<p>s. 25(2)(a)</p> <p>s. 25(2)(b)</p> <p>s. 25(1)</p> <p>s. 147.22</p>

	An individual may accept contributions or incur expenses outside of the campaign period so long as the total amount of contributions or expenses does not exceed \$2,000.	s.147.22(3)
Campaign Donation Surplus	<ol style="list-style-type: none"> 1. Money held in-trust may be kept in one bank account rather than specified accounts for each candidate. 2. Money held in-trust is not subject to interest. 3. Candidates who do not run in a subsequent election may choose to donate their surplus funds to the municipality instead of a registered charity. <p><u>What Does a Municipality Need to Do</u> A municipality may hold all surplus funds from all candidates in one bank account; those monies are not subject to interest.</p> <p>A municipality may accept the donation of the surplus of a candidate who does not run in a subsequent election.</p>	s. 147.5
Clarification of Allowable Election Expenses	<ol style="list-style-type: none"> 1. "Campaign expense" means any expense incurred, or non-monetary contribution received. 2. The use of goods in a 2nd or subsequent election is a non-monetary contribution. 3. A campaign expense includes an expense incurred for, or a non-monetary contribution in relation to: <ul style="list-style-type: none"> • the production of advertising or promotional material; • the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset; • the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity; • securing meeting space, or the conduct of election surveys or other surveys or research during a campaign period. 	s. 147.1(1)(a), (4)

Voter Accessibility		
Subject Matter	Description of the Change	Section Numbers
List of Acceptable Identification	The relevant Minister (Municipal Affairs or Education), through Ministerial Order, may create a list of acceptable identification in addition to the list provided by the Chief Electoral Officer of Alberta's list.	s. 53.02
	<p><u>What Does A Municipality Need to Know</u> Electors can provide government issued identification (either municipal, provincial or federal), any one piece of identification approved by the Chief Electoral Officer of Alberta, or any other type of identification allowed for by the relevant Minister (Municipal Affairs or Education).</p>	
Vouching	Expanded vouching provisions allow for an elector who has shown valid identification and signed the appropriate declarations to vouch for an elector who does not have identification.	s. 53(4)
	<p><u>What Does A Municipality Need to Know</u> A scrutineer shall not vouch for a person.</p>	s. 53(5)
	An elector who has relied on vouching to validate their identity and address cannot vouch for a person.	s. 53(6)
Residency Requirement	The six-month residency requirement has been removed.	s. 47, s. 49(5)
	<p><u>What Does A Municipality Need to Know</u> All residents of Alberta who meet all other requirements are eligible to vote on election day.</p>	s. 47
Advance Votes	Local authorities with populations greater than 5,000 are required to hold an advance vote for municipal councillors or for votes on a bylaw/question.	s. 73(3)
	Municipalities with populations of less than 5,000, as well as all school divisions, continue to be enabled to pass a resolution allowing for an advance vote.	s. 73(4)
	<p><u>What Does A Municipality Need to Know</u> Municipalities greater than 5,000 must provide for an advance vote.</p> <p>Municipalities less than 5,000 may provide for an advance vote through a resolution of council.</p>	

Accessibility and Transparency

Subject Matter	Description of the Change	Section Numbers
Advertisement Distribution and Campaign Activities at a Voting Station	<p>1. Campaign activities and advertising are prohibited on the property surrounding a building used as a voting station.</p> <p>Activities in and around a voting station that would involve soliciting votes or communicating for the purpose of influencing votes are also prohibited.</p> <p>2. The returning officer may cause campaign advertising to be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property.</p> <p><u>What Does A Municipality Need to Know</u> The Returning Officer has the discretion to have advertising removed and instruct those considered to be obstructing the voting process or campaigning to leave the property.</p> <p>The returning officer may request the assistance of a Peace Officer if deemed necessary.</p>	<p>s. 152.1</p> <p>s. 152.1</p>
List of Candidates	<p>Municipalities and school boards MUST post the names of candidates within 48 hours following the close of nominations.</p> <p><u>What Does A Municipality Need to Know</u> The returning officer must post or cause to be posted the names of those nominated at the municipal office.</p>	<p>s. 28(10)</p>

General Clarifying and Technical Amendments

Subject Matter	Description of the Change	Section Numbers
Substitute Returning Officer	<p>A substitute returning officer MUST be appointed by the municipal council or school board at the time a returning officer is appointed.</p> <p>In the instance where a chief administrative officer (CAO) or a secretary of a school board assumes the responsibility of the returning officer, a council must make a resolution identifying a substitute returning officer in the event the CAO is unable to fulfill the duties of returning officer.</p> <p><u>What Does A Municipality Need to Do</u> All municipalities must appoint a substitute returning officer at the same time the returning officer has been appointed, regardless of whether the chief administrative officer has assumed the role of returning officer.</p>	s. 13, s. 17 (repealed)
Rejection of Nomination Paper	<p>The returning officer MUST refuse a nomination paper if it is not signed by at least five persons (or more if required by bylaw), is not accompanied by a deposit (if required by bylaw), or is not sworn/affirmed by the candidate.</p> <p><u>What Does A Municipality Need to Do</u> The returning officer MUST reject a nomination not completed as prescribed, including if the paper has not been sworn/affirmed by the person wishing to become a candidate.</p>	s. 28(4)
Official Agent	The role of "official agent" is not mandatory.	s. 27(1) (c)(ii)

Non-Age Related Institutional Voting	<p>The <i>LAEA</i> enables institutional voting in locations that reflect level of care rather than age.</p> <p><u>What Does A Municipality Need to Know</u> A "supportive living facility" is defined as: (i) a lodge accommodation as defined in the <i>Alberta Housing Act</i>, or (ii) a facility for adults or senior citizens that provides assisted living and accommodation but does not include a treatment centre</p> <p>A "treatment centre" is defined as: (i) a hospital or a facility under the <i>Mental Health Act</i>, or (ii) any facility not referred to in subclause (i) providing medical treatment or care on an in-patient basis</p>	<p>s. 1(y) (repealed), s. 1(z.2), s. 1(z.3), s. 80</p> <p>s. 1(z.2)</p> <p>s. 1(z.3)</p>
Notification Requirements	<p>Municipalities are enabled to align their election notifications with a bylaw passed under Section 606.1 of the <i>Municipal Government Act (MGA)</i> that allows for electronic or other methods of advertising.</p> <p><u>What Does A Municipality Need to Do</u> A municipality must pass a bylaw in accordance with section 606.1 of the <i>MGA</i>, should the municipality wish to allow for and use electronic or other methods of advertising authorized by that bylaw.</p>	<p>s.158.1</p>
Incapacitated Electors	<p>The term was amended to "persons with disabilities", or similar wording depending on the context.</p>	<p>s. 77.1, s. 77.2(5)(f), s. 79(1) (3)</p>
Recounts in a Ward	<p>If a recount has been requested in a municipality/school division that is divided into wards/divisions, the recount only has to occur in that ward/division where the recount has been requested and not the entire municipality.</p>	<p>s. 98</p>
Tie Votes on a Bylaw or Question	<p>To be considered approved by electors, a vote on a question or bylaw must receive 50% plus one of votes cast on the question or bylaw.</p>	<p>s. 95(2)</p>
Notification of By-Election for a Ward/Division	<p>Notification of a by-election for advance vote and election day is only required to be given to the electors in the ward/division where the by-election is occurring.</p> <p><u>What Does A Municipality Need to Do</u> For a by-election, the municipality is only required to provide notice of advance voting and election day details to those electors who reside in the ward/division where the by-election is occurring.</p>	<p>s. 35, s. 74(1.2)</p>

Consequential Amendments to other Legislation – Municipal Government Act (MGA)	
Sections	Description of the Change
MGA s. 144	A bylaw to change the number of councillors must be passed by December 31 of the year before the next general election.
MGA s. 149	A bylaw to change wards or divisions must be passed by December 31 of the year before the next general election
MGA s. 151	A bylaw to choose whether to appoint or elect the chief elected official must be passed by December 31 of the year before the next general election.
MGA s. 174	A councillor is disqualified from council for failure to file a disclosure statement by the end of the time period referred to in s. 147.7 of the LAEA.

Consequential Amendments to other Legislation – Northland School Division Act	
Sections	Description of the Change
NSD s. 8(2)	Removes requirement to have resided in Alberta for the 6 months preceding election day.
NSD s. 8(6)	Requires a bylaw to be passed prior to December 31 of the year before the next general election.

Consequential Amendments to other Legislation – School Act	
Sections	Description of the Change
SA s. 256(1)(a)(v)	Removes requirement to have resided in Alberta for the 6 months preceding election day.

Regulations	
Sections	Description of the Change
37(3), 39(2), 52(2), 77.1(2)(f), 77.1(2.1), 78, 79(3.1), 84, 85.1, 93.1	<p>Elevate provisions of the following regulations into the <i>LAEA</i>, as the provisions are still required/relevant:</p> <ul style="list-style-type: none"> • Ballot Box Regulation • Modified Voting Procedure Regulation • City of Edmonton Election Regulation • City of Calgary Election Regulation • City of Red Deer Election Regulation <p>Amend the Local Authorities Election Forms Regulation to align with the amendments being proposed to the <i>LAEA</i>.</p>

Document information:

Title:	Municipal Government Act Amendments – Legislative Checklist
Date of publication:	October 2017
Copyright:	© 2017 Government of Alberta
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Availability:	This document is available online at https://open.alberta.ca/publications/mga-amendments-checklist

Village of Innisfree (CAO)

From: John Lamb <John.Lamb@gov.ab.ca>
Sent: March 12, 2019 12:08 PM
To: ! JSINCLAIR; ! AMISKVIL; ! CAO; Bashaw - DEM; Bawlf - Deputy DEM (lthompson@bawlf.com); ! BBECK; Beaver Emergency Services Commission - DEM; BESC DEM Doug Coleman (dcoleman@besc.ca); ! CAO; Bittern Lake - DEM (james@villageofbitternlake.ca); Camrose - Fire Chief/Dep. DEM; Camrose - Fire Training Officer; Camrose County Lana Broker; ! SANDI; Castor FCSS; Chauvin - CAO; Christine Smith; ! SANDRAK; Coronation - Dep. DEM; ! MFUNDYTUS; ! TPEACH; County of Paintearth - DEM; ! BUSSELMAN.CZAR; ! BRENDA.MCDERMOTT; Daysland CAO/DEM; DEM Amisk Bradley Adams; ! VLEDBERG; Edberg - DEM; Edberg Mayor and DEM Ian; Edgerton CAO; Edgerton Deputy DEM (DEM@edgerton.ca); ! VILLGFRN; Flagstaff County - DEM; ! FORESTBURG; Forestburg DDEM Sharon Duncan; Forestburg DEM rrorem@telusplanet.net; Forestburg Dep. DEM; ! HALKIRK; Halkirk - DEM (mjkoenraadt@hotmail.com); ! SANDY; ! HAYLAKES; Hay lakes DEM Megan Patten (meganpatten@live.com); ! ADMINISTRATION; Heisler Public Works; ! VHOLDEN; ! HUGHENDEN; ! HUGHENDENCAO; ! INISFREE; Innisfree Deputy DEM (dean.lindballe@cpsagu.ca); ! NLOONEN; Ken Kendall (kenkendall86@gmail.com); ! CAO; Killam - DEM; Lauren Grosky; Loughheed - DEM; ! CAO; Mannville - Dep. DEM Donna Poliakiwski (donna.poliakiwski@gmail.com); Mannville and Region - FCSS; ! CAO; Mannville DEM (jmcluckie@mannville.ca); ! TLAWRASON; ! MBIRO; ! ADMIN; MD Wainwright - Dep. DEM; MD Wainwright -DEM Keith Steele (dem@mdwainwright.ca); Mike Kuzio; ! CAO; Provost - DEM; Provost - PIO; ! RKRIPS; ! ROSALINDVILLAGE; Rosalind - DEM; Ryley CAO/Dep. DEM; ! CAO; Sedgewick - DEM; Sedgewick - Dep. DEM; ! CNEUFELD; Tracy M. Ormsbee; Vegreville - Comm Serv Dir; Vegreville - DEM; Vegreville DDEM Paul Suiter (psuiter@vegreville.com); Vegreville DDEM Sandra Ling ; Vegreville DEM Fire Chief Phil Rowe; Wainwright - Dep. DEM (2); Wainwright - Fire Chief/DEM (sdouglas@wainwright.ca); Wainwright CAO
Subject: FW: #PrepareYourSelfie information for DEMs/DDEMs- please share
Attachments: #PrepareYourSelfie fact sheet Jan 2019.pdf; #PYS frame specs fact sheet March 2019.pdf

Directors and Deputies of Emergency Management,

This email is intended for personnel in your municipality responsible for building resilience in your communities. **Please forward this email to any staff who may be involved in public outreach, communications and engagement, community building, emergency preparedness education/outreach and planning of emergency preparedness week events.**

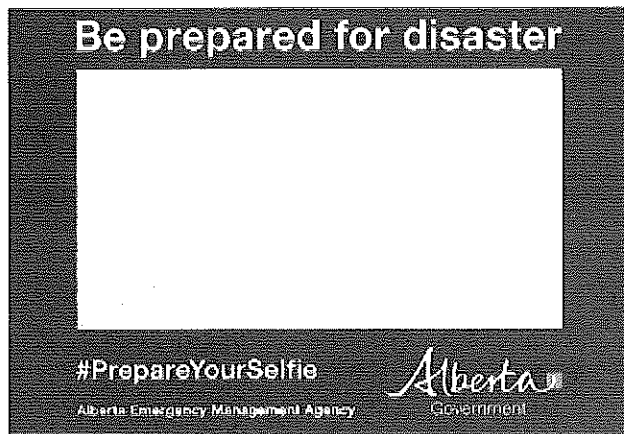
Emergency Preparedness Week (EPW) is an annual event that takes place the first full week of May. This national event is coordinated by Public Safety Canada, in close collaboration with the provinces, territories and partners. The campaign is aimed to help Canadians take action to protect themselves and their families during emergencies. Working together with community leaders, first responders, non-government organizations and all levels of government, we can build more resilient and safer communities.

Social media is an excellent tool to add to your emergency preparedness messaging and programs. The #PrepareYourSelfie hashtag aims to engage communities in a conversation on social media about being prepared for disasters and emergencies. Working together, we can use this hashtag to

Smaller handheld display

More portable option

Front View



10mm Coroplast Frame

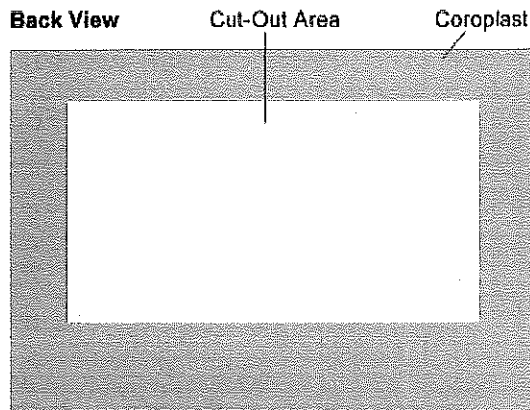
Qty: 15

28"H x 41"W

(Center Hole Size: 17"H x 32"W)

Digital Graphics Printed, Laminated
and Applied to Coroplast

■ Pantone 431 ■ Pantone 151 White



Coroplast Back will be WHITE.

Gray colour are for illustrative/visibility purposes only.

Additional Information

The frames can be ordered in 4mm coroplast or 10mm coroplast. Communities are encouraged to use these specifications as a guide only. Colours, frame dimensions, and logos will vary.

However, for the campaign to be as effective as possible the #PrepareYourSelfie hashtag should remain constant.

Note: printing the #hashtag on the frame will not create a hashtag on social media. When sharing photo's on social media the #PrepareYourSelfie hashtag must also be typed into the social media post.

**The text on these frames is for illustration purpose only. Logo and agency name to be modified for your community.*

Learn more about #PrepareYourSelfie, www.aema.alberta.ca/prepareyourselfie

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Image Release Form

MODEL IDENTIFICATION

(Internal Use)

LOCATION

Edmonton, AB

DATE: May 7-8, 2017

NUMBER OF PERSONS:

DESCRIPTION OF ACTIVITY/ MODEL:

Attendee at the 2019 Spring Training

COLOUR AND TYPE OF CLOTHING:

PRODUCTION:

FILE#

This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta) and is subject to the provisions of that Act. My consent allows for collection, use and disclosure of my personal information for the purposes described above. If I have any questions regarding my consent or the use of my personal information, I can contact the Visitor Services Branch of Alberta Culture and Tourism, 6th Floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta, T5J 4L6. Phone (780) 427-0590 or toll free in Alberta: dial 310-000 then the number.

Please be advised that during the event you may be photographed by our photographer. We need your consent to collect, use and disclose your image.

Please have each attendee complete the Image Release Form or contact Karren Graham at spring.training@gov.ab.ca if you do not want to be photographed.

I, the undersigned model, grant permission to the Government of Alberta (GOA) to collect, use and disclose, as well as to record, film and/or photograph, my physical likeness, quotations and/or appearance (My Image). I understand and agree that the GOA will own all right, title and interest, including any intellectual property, in such recordings, film and/or photographs. This Image Release is governed by the laws in force in Alberta.

I understand, acknowledge and consent to all of the following:

- My Image will be kept in a GOA collection. My participation is voluntary. I will not receive an honorarium or other fee or compensation for the collection, use or disclosure of My Image.
- My Image will be used by the GOA or licensed to other public or corporate bodies for the purposes of advertising or promoting history, culture, tourism and the Province of Alberta.
- This Image Release does not have an expiry date because My Image may be made available to the public through print; television and radio (broadcast, cable and satellite); electronic, digital and web-based materials including social media websites; and as stock photographs or stock footage.

I waive any right I may have to inspect or approve My Image or the uses the GOA or others make of My Image.

I certify that I have read and understood this Image Release form prior to signing it. I agree to give this permission, consent and release on the stated terms. I agree that this Image Release will be binding on my heirs, and successors.

Name (Please Print)

Signature

Phone Number

Email

Date

Witness Name (Please Print)

Witness Signature

Conference Details

What

2019 Spring Training

When

Tuesday, May 8 to
Wednesday, May 9, 2019

Where

Delta Edmonton South Hotel
and Conference Centre 4404
Gateway Boulevard Edmonton,
AB T6H 5C2 Phone:
780-434-6415

Contact

Karren Graham
Alberta Culture and Tourism
spring.training@gov.ab.ca
780-638-3837

Questions

If you have any questions
regarding the event, contact
spring.training@gov.ab.ca

An Invitation to Alberta Visitor Information Providers (AVIPs)

Get your front-line visitor information centre (VIC) staff ready for the upcoming season at the 2019 Spring Training!

What is Spring Training?

A two-day training event that offers the tools and resources to provide a high level of service to the travelling public. VIC staff will be trained on visitor engagement techniques, customer service, trip planning tools, Alberta product knowledge, and more. Training is catered to staff who directly engage with visitors in their centres, digitally, and in their communities, including accredited and non-accredited community, regional, and provincial VICs.

This year's theme, "[Driving the Visitor Experience](#)", expresses the importance of engaging with the visitor to create memorable experiences that are catered to their unique needs, and further contribute to the growth of tourism. Delegates will leave equipped with the knowledge and tools to connect visitors to Alberta experiences by providing trustworthy, accessible, and personalized trip planning advice and information.

Why register?

- Learn to effectively engage and respond to visitors through energetic customer service training sessions;
- Learn about online tools and available resources that assist in meeting visitor needs;
- Learn the latest techniques and trends in visitor servicing;
- Get specialized training for new and return VIC staff;
- Increase your product knowledge of the various tourism attractions, experiences, activities, events, and destinations that Alberta has to offer;
- Strengthen regional relationships by networking with other community VICs and industry representatives;
- Maintain VIC accreditation status;
- No registration fee to participate!

What is included in your registration?

- Registration for up to four staff;
- Arrival bag for each attendee that includes a pen/highlighter, travel publications, and training materials for the sessions;
- Breakfast, lunch and refreshment breaks each day (May 8-9);
- Accommodation reimbursement (see page five for eligibility Terms and Conditions).

Participants are responsible for travel costs. Free parking is available at the hotel.

Conference Program

See what's in store at the 2019 Spring Training!
(Schedule subject to change).

Tuesday, May 7, 2019

- 7:15 a.m. – 8:15 a.m.** *Registration and Breakfast*
- 8:15 a.m. – 8:35 a.m.** *Opening Program*
- 8:35 a.m. – 9:20 a.m.** *Alberta News Reel*
- 9:20 a.m. – 10:15 a.m.** *Travel Counsellor Training (New & Returning)*
- 10:15 a.m. – 10:30 a.m.** *Refreshment Break*
- 10:30 a.m. – 12:00 p.m.** *Travel Counsellor Training (New & Returning)*
- 12:00 p.m. – 1:00 p.m.** *Lunch*
- 1:00 p.m. – 1:45 p.m.** *Exhibitor Tradeshow - 1/2 delegates*
 Map Training Session - 1/2 delegates

For the first 45 minutes half of the delegates will learn how to use the official Alberta Road Map. The other half will proceed to the exhibitor tradeshow.

During the tradeshow, delegates will be able to engage freely with exhibitors and learn about tourism offerings. Delegates will be given a list of guiding questions in order to effectively gain key knowledge about each organization, however more in depth exploration and further questioning can earn extra entries into the door prize draw. Organizers will be watching for engagement that goes above and beyond, and will be handing out ticket entries for door prizes generously donated by these organizations.

- 1:45 p.m. – 2:45 p.m.** *Exhibitor Tradeshow cont'd - All delegates*
- 2:45 p.m. – 3:00 p.m.** *Refreshment Break*

Conference Program (cont'd)

Tuesday, May 8, 2019 (cont'd)

3:00 p.m. – 4:00 p.m. Exhibitor Tradeshow cont'd - All delegates

4:00 p.m. – 4:20 p.m. Door Prizes & Closing Remarks

Door prize announcements! You must be in attendance to win.

Wednesday, May 8, 2019

7:15 a.m. – 8:15 a.m. *Registration and Breakfast*

8:15 a.m. – 9:30 a.m. *Verbal Judo / Crucial Conversations*

9:30 a.m. – 9:45 a.m. *Refreshment Break*

9:45 a.m. – 10:45 a.m. *Concurrent Breakout Sessions #1*

Delegates can choose to attend one of these three breakout sessions:

- **1A/2A: Indigenous Culture**

The session will address the diversity of Indigenous peoples, and provide resources to better help Visitor Services Providers work, collaborate and build relationships with neighbouring Indigenous communities. In addition, Indigenous Tourism Alberta will provide information on the growing Indigenous tourism industry and the experiences offered across Alberta.

- **1B/2B: Developing Communication / Work Place Environment**

This session will focus on how to communicate and understand the spectrum of generations, their shared values and the motivations of people in the workplace while fostering a positive workplace environment. The discussion will provide ways to include and use this information to enhance communication and offer the best customer service.

- **1C/2C: Travel Alberta**

Learn about Travel Alberta's tools, resources, campaigns, and marketing campaigns for the upcoming summer season.

Conference Program (cont'd)

Wednesday, May 8, 2019 (cont'd)

10:45 a.m. – 11:00 a.m. *Move between sessions*

11:00 a.m. – 12:00 p.m. *Concurrent Breakout Sessions #2*

Delegates can choose to attend one of the three breakout sessions mentioned on page 3. Please indicate your choices (2A, 2B, or 2C) on the registration form.

12:00 p.m. – 1:00 p.m. *Lunch*

1:00 p.m. – 1:45 p.m. *Exhibitor Tradeshow - 1/2 delegates*
Map Training Session - 1/2 delegates

For the first 45 minutes half of the delegates will learn how to use the official Alberta Road Map. The other half will proceed to the exhibitor tradeshow.

During the tradeshow, delegates will be able to engage freely with exhibitors and learn about tourism offerings. Delegates will be given a list of guiding questions in order to effectively gain key knowledge about each organization, however more in depth exploration and further questioning can earn extra entries into the door prize draw. Organizers will be watching for engagement that goes above and beyond, and will be handing out ticket entries for door prizes generously donated by these organizations.

1:45 p.m. – 2:45 p.m. *Exhibitor Tradeshow cont'd - All delegates*

2:45 p.m. – 3:00 p.m. *Refreshment Break*

3:00 p.m. – 4:00 p.m. *Exhibitor Tradeshow cont'd - All delegates*

4:00 p.m. – 4:20 p.m. *Door Prizes and Closing Notes*

Door prize announcements! You must be in attendance to win.

Reimbursement forms for accommodations will be available at this time.

Accommodation Information

A block of rooms is available through a group rate at the Delta Edmonton South Hotel and Conference Centre. Room rates are based on single or double occupancy (\$145/night + tax). A reference code will be provided if you are confirmed to attend the event. Rooms may be booked at the discounted rate until 4:00 p.m. on **Monday, April 9, 2019**. Please note that you are responsible for booking your own accommodations.

Accommodation Reimbursement

If you are travelling more than 80 km from outside of Edmonton to attend the 2019 Spring Training, you may be eligible for accommodation reimbursement. In order to qualify, you must meet all of the following terms and conditions:

1. To be considered for reimbursement your completed registration form needs to be submitted by **March 29, 2019**. If you do not have staff names yet, simply write TBD so that spots can be held for them.
2. Reimbursement will only be provided for attendees travelling more than 80 km from outside of Edmonton.
3. Every staff member is required to sign in each morning at the registration table and attend all training sessions and tradeshow sessions. Staff attending only one day will not be eligible for accommodation reimbursement.
4. Reimbursement is for room and tax only. Incidental expenses are the responsibility of the individual.
5. Accommodation will only be reimbursed up to a maximum of \$145/night for single and double occupancy plus applicable taxes. This accommodation rate applies whether or not you make reservations at the Delta Edmonton South Hotel and Conference Centre. Incidentals and parking, if you choose to stay at another hotel, you will not be reimbursed.
6. Accommodation is based on shared rooms (two per room). **Important:** Upon registering, you will receive a confirmation e-mail specifying the number of rooms eligible for reimbursement. Additional rooms booked beyond this number will not be eligible for reimbursement. Please contact Karren Graham via e-mail regarding any exceptions prior to **April 9, 2019**.
7. Accommodation will be reimbursed for the nights of **Monday May 6th** and **Tuesday, May 7th only**. If you require additional nights, please contact Karren Graham. This will be assessed on a case by case basis.
8. Reimbursement forms will be available at the end of day two (May 8) after closing notes and door prizes. Instructions on where to pick up the forms will be provided that day. Reimbursement forms will not be provided after the event.

Registration Submission

E-mail a completed VIC Delegate Registration Form and Image Release Form (per person) by **March 29, 2019** to spring.training@gov.ab.ca. Confirmation that it has been received will be provided within three business days. If you do not receive a confirmation, please contact Karren Graham at spring.training@gov.ab.ca.

All successful registrants will be sent a confirmation package. Other registrants will be placed on a waiting list and if spots do become available, those registrants will be contacted in the order they applied and offered the spots.

Registration Details

Breakout Sessions

Please have each attendee select which breakout sessions they would like to attend. A limited number of spots are available in each session so early registration is encouraged.

If you are sending more than one staff member from your VIC, we recommend that they be dispersed to different breakout sessions. This is to ensure efficient learning and to bring back a broader base of training that will benefit your VIC for the upcoming season.

Still Hiring Staff?

If you do not have the names of all your staff yet but expect to have them hired in time to attend the 2019 Spring Training, simply write *TBD* to hold places when filling out the registration form. Please provide staff names to spring.training@gov.ab.ca by **Friday, April 5, 2019**.

New vs. Return Staff

New staff is defined as first time travel counsellors or those new to the tourism industry. Return staff is defined as those with previous experience in travel counselling or the visitor servicing industry.

Important Dates:

- **March 29, 2019** - Registration deadline
- **April 5, 2019** - Confirm names of staff attending conference
- **April 9, 2019** - Accommodations must be booked by 4:00 p.m. on this date to receive a discounted rate at the Delta Edmonton South Hotel and Conference Centre
- **May 7-8, 2019** - Conference

VIC Delegate Registration Form

Main Contact Information

Contact Person _____

Organization/
Company Name _____

Contact Phone Number _____

Email _____

Company Address _____

City/Town _____ Province/
Territory _____ Postal Code _____

Region _____

Attendee Information

(Maximum four
staff per VIC)

Questions

If you have any questions regarding the VIC Delegate Registration Form, please contact **spring.training@gov.ab.ca** or **780-638-3837**.

Protection of Privacy

The personal information that you provide on the Registration Form will be used for the purpose collected. Your information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is protected by the privacy provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact **karren.graham@gov.ab.ca** or **780-638-3837**.

Attendee #1

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

Attendee #2

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

Attendee #3

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

VIC Delegate Registration Form

Attendee Information (cont'd)

Attendee #4

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

Send completed form to Spring.Training@gov.ab.ca

Conference Details

What

2019 Spring Training

When

Tuesday, May 7 to Wednesday,
May 8, 2019

Where

Delta Edmonton South Hotel
and Conference Centre 4404
Gateway Boulevard Edmonton,
AB T6H 5C2 Phone:
780-434-6415

Contact

Karren Graham
Alberta Culture and Tourism
spring.training@gov.ab.ca
780-638-3837

Questions

If you have any questions
regarding the event, contact
spring.training@gov.ab.ca

An Invitation to Alberta Visitor Information Providers (AVIPs)

Get your front-line visitor information centre (VIC) staff ready for the upcoming season at the 2019 Spring Training!

What is Spring Training?

A two-day training event that offers the tools and resources to provide a high level of service to the travelling public. VIC staff will be trained on visitor engagement techniques, customer service, trip planning tools, Alberta product knowledge, and more. Training is catered to staff who directly engage with visitors in their centres, digitally, and in their communities, including accredited and non-accredited community, regional, and provincial VICs.

This year's theme, "[Driving the Visitor Experience](#)", expresses the importance of engaging with the visitor to create memorable experiences that are catered to their unique needs, and further contribute to the growth of tourism. Delegates will leave equipped with the knowledge and tools to connect visitors to Alberta experiences by providing trustworthy, accessible, and personalized trip planning advice and information.

Why register?

- Learn to effectively engage and respond to visitors through energetic customer service training sessions;
- Learn about online tools and available resources that assist in meeting visitor needs;
- Learn the latest techniques and trends in visitor servicing;
- Get specialized training for new and return VIC staff;
- Increase your product knowledge of the various tourism attractions, experiences, activities, events, and destinations that Alberta has to offer;
- Strengthen regional relationships by networking with other community VICs and industry representatives;
- Maintain VIC accreditation status;
- No registration fee to participate!

What is included in your registration?

- Registration for up to four staff;
- Arrival bag for each attendee that includes a pen/highlighter, travel publications, and training materials for the sessions;
- Breakfast, lunch and refreshment breaks each day (May 8-9);
- Accommodation reimbursement (see page five for eligibility Terms and Conditions).

Participants are responsible for travel costs. Free parking is available at the hotel.

Conference Program

See what's in store at the 2019 Spring Training!
(Schedule subject to change).

Tuesday, May 7, 2019

- 7:15 a.m. – 8:15 a.m. *Registration and Breakfast*
- 8:15 a.m. – 8:35 a.m. *Opening Program*
- 8:35 a.m. – 9:20 a.m. *Alberta News Reel*
- 9:20 a.m. – 10:15 a.m. *Travel Counsellor Training (New & Returning)*
- 10:15 a.m. – 10:30 a.m. *Refreshment Break*
- 10:30 a.m. – 12:00 p.m. *Travel Counsellor Training (New & Returning)*
- 12:00 p.m. – 1:00 p.m. *Lunch*
- 1:00 p.m. – 1:45 p.m. *Exhibitor Tradeshow - 1/2 delegates*
 Map Training Session - 1/2 delegates

For the first 45 minutes half of the delegates will learn how to use the official Alberta Road Map. The other half will proceed to the exhibitor tradeshow.

During the tradeshow, delegates will be able to engage freely with exhibitors and learn about tourism offerings. Delegates will be given a list of guiding questions in order to effectively gain key knowledge about each organization, however more in depth exploration and further questioning can earn extra entries into the door prize draw. Organizers will be watching for engagement that goes above and beyond, and will be handing out ticket entries for door prizes generously donated by these organizations.

- 1:45 p.m. – 2:45 p.m. *Exhibitor Tradeshow cont'd - All delegates*
- 2:45 p.m. – 3:00 p.m. *Refreshment Break*

Conference Program (cont'd)

Tuesday, May 8, 2019 (cont'd)

3:00 p.m. – 4:00 p.m. Exhibitor Tradeshow cont'd - All delegates

4:00 p.m. – 4:20 p.m. Door Prizes & Closing Remarks

Door prize announcements! You must be in attendance to win.

Wednesday, May 8, 2019

7:15 a.m. – 8:15 a.m. *Registration and Breakfast*

8:15 a.m. – 9:30 a.m. *Verbal Judo / Crucial Conversations*

9:30 a.m. – 9:45 a.m. *Refreshment Break*

9:45 a.m. – 10:45 a.m. *Concurrent Breakout Sessions #1*

Delegates can choose to attend one of these three breakout sessions:

- **1A/2A: Indigenous Culture**

The session will address the diversity of Indigenous peoples, and provide resources to better help Visitor Services Providers work, collaborate and build relationships with neighbouring Indigenous communities. In addition, Indigenous Tourism Alberta will provide information on the growing Indigenous tourism industry and the experiences offered across Alberta.

- **1B/2B: Developing Communication / Work Place Environment**

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Learn about Travel Alberta's tools, resources, campaigns, and marketing campaigns for the upcoming summer season.

Conference Program (cont'd)

Wednesday, May 8, 2019 (cont'd)

10:45 a.m. – 11:00 a.m. *Move between sessions*

11:00 a.m. – 12:00 p.m. *Concurrent Breakout Sessions #2*

Delegates can choose to attend one of the three breakout sessions mentioned on page 3. Please indicate your choices (2A, 2B, or 2C) on the registration form.

12:00 p.m. – 1:00 p.m. *Lunch*

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New vs. Return Staff

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Important Dates:

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- **April 9, 2019** - Accommodations must be booked by 4:00 p.m. on this date to receive a discounted rate at the Delta Edmonton South Hotel and Conference Centre
- **May 7-8, 2019** - Conference

VIC Delegate Registration Form

Main Contact Information

Contact Person _____

Organization/
Company Name _____

Contact Phone Number _____

Email _____

Company Address _____

City/Town _____ Province/
Territory _____ Postal Code _____

Region _____

Attendee Information

(Maximum four staff per VIC)

Questions

If you have any questions regarding the VIC Delegate Registration Form, please contact **spring.training@gov.ab.ca** or **780-638-3837**.

Protection of Privacy

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Attendee #1

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

Attendee #2

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

Attendee #3

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

VIC Delegate Registration Form

Attendee Information (cont'd)

Attendee #4

First Name _____ Last Name _____

Gender ☐ Female ☐ Male

New or return staff? ☐ New Staff ☐ Return Staff

Concurrent Breakout Session #1 _____
(Wed 9:45 a.m. - 10:45 a.m.)

Concurrent Breakout Session #2 _____
(Wed 11:00 a.m. - 12:00 p.m.)

Dietary Restriction _____

Send completed form to Spring.Training@gov.ab.ca

Image Release Form

MODEL IDENTIFICATION

(Internal Use)

LOCATION

Edmonton, AB

DATE: May 7-8, 2017

NUMBER OF PERSONS:

DESCRIPTION OF ACTIVITY/

MODEL:

Attendee at the 2019 Spring Training

COLOUR AND TYPE OF CLOTHING:

PRODUCTION:

FILE#

This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta) and is subject to the provisions of that Act. My consent allows for collection, use and disclosure of my personal information for the purposes described above. If I have any questions regarding my consent or the use of my personal information, I can contact the Visitor Services Branch of Alberta Culture and Tourism, 6th Floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta, T5J 4L6. Phone (780) 427-0590 or toll free in Alberta: dial 310-000 then the number.

Please be advised that during the event you may be photographed by our photographer. We need your consent to collect, use and disclose your image.

Please have each attendee complete the Image Release Form or contact Karren Graham at spring.training@gov.ab.ca if you do not want to be photographed.

I, the undersigned model, grant permission to the Government of Alberta (GOA) to collect, use and disclose, as well as to record, film and/or photograph, my physical likeness, quotations and/or appearance (My Image). I understand and agree that the GOA will own all right, title and interest, including any intellectual property, in such recordings, film and/or photographs. This Image Release is governed by the laws in force in Alberta.

I understand, acknowledge and consent to all of the following:

- My Image will be kept in a GOA collection. My participation is voluntary. I will not receive an honorarium or other fee or compensation for the collection, use or disclosure of My Image.
- My Image will be used by the GOA or licensed to other public or corporate bodies for the purposes of advertising or promoting history, culture, tourism and the Province of Alberta.
- This Image Release does not have an expiry date because My Image may be made available to the public through print; television and radio (broadcast, cable and satellite); electronic, digital and web-based materials including social media websites; and as stock photographs or stock footage.

I waive any right I may have to inspect or approve My Image or the uses the GOA or others make of My Image.

I certify that I have read and understood this Image Release form prior to signing it. I agree to give this permission, consent and release on the stated terms. I agree that this Image Release will be binding on my heirs, and successors.

Name (Please Print)

Signature

Phone Number

Email

Date

Witness Name (Please Print)

Witness Signature