



Village of Innisfree
Regular Council Meeting
Innisfree Council Chambers, Innisfree AB
August 20, 2019 @ 7:00 p.m.

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. 7:05 PM – [Minimum Tax](#) (Page 3)
Mr. Grant Bergman
4. Adoption of Minutes
 - a. [July 16, 2019 Regular Council Minutes](#) (Page 4-10)
 - b. [July 26, 2019 Special Council Minutes](#) (Page 11)
5. Business Arising from the Minutes:
 - a. [Traffic in Backalley & Collapsed Retaining Wall](#) (Page 12)
 - b. [Request for Quotes – Museum Back Deck Repairs](#) (Page 13)
 - c. [ATCO Gas Franchise Renewal Agreement](#) (Page 14-27)
 - d. Update on Offer to Purchase - Plan 4175R, Block 7, Lot 5
6. Policies & Bylaws:
 - a.
7. New Business:
 - a. [2018 Financial Statement](#) (Page 28-50)
 - b. [Request for Decision - 2019-2021 Auditing Services Proposals](#) (Page 51-52)
 - i. [Metrix Group LLP Proposal Dated](#) (Page 53-78)
 - ii. [Brian King Professional Corp. Proposal Dated](#) (Page 79)
 - iii. [Wilkinson Livingston Stevens LLP Proposal Dated](#) (Page 80-91)
 - iv. [Crowe MacKay LLP Proposal Dated](#) (Page 92-106)
 - v. [Wilde and Company LLP Proposal Dated](#) (Page 107-116)
 - c. [Request for Decision - Banking Services Proposals](#) (Page 117-118)
 - i. [Bank of Montreal Proposal dated](#) (Page 119-191)
 - ii. [Scotiabank Proposal Dated](#) (Page 192-211)
 - iii. [ATB Financial Proposal Dated](#) (Page 212-268)
 - iv. [Vermilion Credit Union Proposal Dated](#) (Page 269-272)
 - d. [10 Year Capital Plan - Viability Recommendation - Minister of Municipal Affairs](#) (Page 273-280)
 - e. [Town of Peace River Letter dated August 5, 2019 - GST Status of Intermunicipal Cost Sharing Agreements](#) (Page 281-284)

- f. [Tanker Car Derailment Course - Innisfree/County Fire Department](#) (Page 285-292)
 - g. [Minister of Municipal Affairs Email August 14, 2019 - Interim MSI and GTF Funding Allocations](#) (Page 293-294)
- 8. Councillor Reports
 - a.
- 9. Administration Reports
 - a. [CAO Report & Action List](#) (Page 295-298)
 - b. Financials
 - i. [Tax Trial Balance – July 31, 2019](#) (Page 299)
 - ii. [Utility Trial Balance – July 31, 2019](#) (Page 300)
 - iii. [Accounts Payable – Cheque Listing – July 31, 2019](#) (Page 301-303)
 - iv. [Revenue & Expenses – July 31, 2019](#) (Page 304-311)
 - c. [Website Report](#) (Page 312-313)
- 10. Correspondence
 - a. [Information Bulletin July - September 2019](#) (Page 314)
 - b. [Alberta Culture, Multiculturalism and Status of Women letter dated July 11, 2019](#) (Page 315)
 - c. [360 Analysis Inc. Letter dated July 12, 2019](#) (Page 316-320)
- 11. Closed Session Items
- 12. Adjournment

AUG. 14 2019

REQUEST FOR DELEGATION FOR INNISKILL
REGULAR COUNCIL MEETING AUG. 20 2019.

RE: CONVERSATION WITH C.A.O. BROOKE
YARRICHUK PRIOR TO PASSING 2019 FIN.
TAX BY LAW.

Yours Truly

GRANT BERGTAN

Grant Bergtan

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, July 16, 2019.

CALL TO ORDER

Deputy Mayor McMann called the meeting to order at 7:04 PM.

PRESENT

Deborah McMann	Deputy Mayor
William Oudshoorn	Councillor

ALSO PRESENT

Brooke Yaremchuk	Chief Administrative Officer
Public	

REGRETS

Aaron Cannan	Mayor
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**AGENDA
2019-07-16/01**

Moved by Councillor Oudshoorn that the agenda be approved as amended:

Business Arising:

b. Innisfree Museum Back Deck Repairs – Quotes

New Business:

i. 4832 51 Street – Resident Complaint – Flooding

j. Waterline Tie-In – Minco Gas

Councillor Reports

b. Northern Lights Library System – Will Oudshoorn

c. Local Library Board – Will Oudshoorn

Closed Session:

1. Land (FOIP Section 17 & 27)

i. Draft Sale of Land Agreement – Lot 5, Block 7, Plan 4175R

CARRIED

**DELEGATION –
RCMP SGT. BOEHR
– QUARTERLY
UPDATE
2019-07-16/02**

Sgt. Jane Boehr, from the Vermilion RCMP Detachment, presented a report to Council regarding the County of Minburn #27 – Vermilion Detachment Crime Statics year to date.

Moved by Councillor Oudshoorn that the delegation of Sgt. Jane Boehr and year to date crime statistics report be received as information.

CARRIED

Sgt. Jane Boehr left the meeting at 7:19 PM.

MAYOR

C.A.O.

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JULY 16, 2019**

DELEGATION –
ATCO FRANCHISE
RENEWAL – JERRY
TAYLOR
2019-07-16/03

Mr. Chance Herring, Manager for the Yellowhead Region, presented a detailed power-point presentation on behalf of ATCO Gas to Mayor and Council regarding the ATCO Gas Franchise Renewal.

Moved by Councillor Oudshoorn that this item be tabled to later in the meeting.

CARRIED

Chance Herring left the meeting at 7:45 PM.

DELEGATION -
TRAFFIC IN
BACKALLEY &
COLLAPSED
RETAINING WALL
– SANDRA
JASPERSON &
MARIE
PAPENHUYZEN
2019-07-16/04

Ms. Sandra Jaspersen and Ms. Chorny-Papenhuyzen made a brief presentation to Mayor and Council regarding the collapsed retaining wall outlining the East side and South side of their property. Ms. Jaspersen and Ms. Papenhuyzen mentioned to Council that their intention is to remove the retaining wall, as it is a hazard to future homeowners and neighbours. Ms. Jaspersen and Ms. Chorny-Papenhuyzen proposed to Council numerous ideas on how to proceed with the replacement/removal of the retaining wall. They also asked Council to consider an agreement to share costs.

Moved by Deputy Mayor McMann that Council consider Ms. Jaspersen and Ms. Chorny-Papenhuyzen request to remove the collapsed retaining wall. Further that Council direct Administration to contact a contractor to provide a detailed consultation on the collapsed retaining wall as well as poor drainage. Furthermore that Administration be directed to locate the property line and utilities in the area affected. Furthermore, that this item be brought to the August 20, 2019 Regular Council meeting for further discussion.

CARRIED

Ms. Jaspersen and Ms. Chorny-Papenhuyzen left the meeting at 8:25 PM.

Deputy Mayor McMann recessed the meeting at 8:20 PM.

Deputy Mayor McMann reconvened the meeting at 8:29 PM.

APPROVAL OF
JUNE 11, 2019
SPECIAL COUNCIL
MEETING
MINUTES
2019-07-16/05

Moved by Deputy Mayor McMann that Council adopt the June 11, 2019 Special Council minutes as presented.

CARRIED

MAYOR

C.A.O.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JULY 16, 2019**

APPROVAL OF
JUNE 18, 2019
REGULAR
COUNCIL
MINUTES
2019-07-16/06

Moved by Councillor Oudshoorn that Council adopt the June 18, 2019 Regular Council minutes as presented.

CARRIED

REQUEST FOR
DECISION –
PROPOSED
UTILITY RATES
2019-07-16/07

Moved by Councillor Oudshoorn that Council table the Request for Decision – Proposed Utility Rates to the September 17, 2019.

CARRIED

REQUEST FOR
QUOTES –
MUSEUM BACK
DECK REPAIRS
2019-07-16/08

Moved by Councillor Oudshoorn that Council defer the Request for Quotes – Museum Back Deck Repairs to the August 20, 2019 regular Council meeting for further discussion.

CARRIED

REQUEST FOR
DECISION –
PUBLIC WORKS/
ADMINISTRATIVE
ASSISTANT
FLOATER
2019-07-16/09

Moved by Deputy Mayor McMann that Council approve the request to hire the Administrative Assistant as a full-time Administrative/Public Works Assistant with a yearly salary of \$28,560 (\$17.00/hr). Further that the Administrative/Public Works Assistant be offered a benefit package as mentioned in the Health & Benefits Policy 1900-10 and 10 vacation days as mentioned in the Vacation Leave Policy 1900-07.

CARRIED

2019 TAX
FORGIVENESS –
ROLL NO. 130
2019-07-16/10

Moved by Councillor Oudshoorn that Council endorse the forgiveness of 2019 Property Taxes levied against Roll No. 130.

CARRIED

MAYOR

C.A.O.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JULY 16, 2019**

2019 TAX
FORGIVENESS
ROLL NO. 420
2019-07-16/11

Moved by Councillor Oudshoorn that Council endorse the forgiveness of 2019
Property Taxes levied against Roll No. 420.

CARRIED

INNISFREE
RESIDENT NOISE
COMPLAINT – CN
RAILWAY
2019-07-16/12

Moved by Deputy Mayor McMann that Council receive the Innisfree Resident Noise
Complaint – CN Railway as information. Further that Council direct Administration to
contact the Complainant in this regard.

CARRIED

REVISED 2019
BUDGET AND
2020-2023
FORECAST
2019-07-16/13

Moved by Councillor Oudshoorn that Council approve the revised 2019 Budget and
2020-2023 Forecast as presented.

CARRIED

CANADA SUMMER
JOBS 2019 EMAIL
DATED JUNE 26,
2019 – MINIMUM
WAGE
2019-07-16/14

Moved by Deputy Mayor McMann that Council the Canada Summer Jobs 2019 Email
dated June 26, 2019 – Minimum Wage be received as information.

CARRIED

ACCESS REQUEST
FOR GROUND
WATER SAMPLING
– GOLDER
ASSOCIATES LTD.
2019-07-16/15

Moved by Deputy Mayor McMann that Council direct Administration to enter into an
agreement with Golder Associates Ltd. Regarding the Access Request for Ground
Water Sampling on 5016 Railway Avenue (1-10-51-11 WM4).

CARRIED

MAYOR

C.A.O.

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JULY 16, 2019**

LETTER OF
INFORMATION/
REQUEST – BIRCH
LAKE
RECREATION
PARK
2019-07-16/16

Moved by Councillor Oudshoorn that the Letter of Information/Request – Birch Lake Recreation Park be received as information.

CARRIED

4832 50 STREET –
RESIDENT
COMPLAINT –
FLOODING
2019-07-16/17

Moved by Councillor Oudshoorn that Council accept Doug's Bobcat Services quote dated July 16, 2019 in the amount of \$2500.00 (GST not included) to dig out the ditch line on east side of town (4832 50 Street), remove stumps and repair ditch to allow proper drainage for water into culvert. Quote also includes the hauling away of excess material.

CARRIED

REQUEST –
WATERLINE TIE-
IN - MINCO GAS
2019-07-16/18

Moved by Councillor Oudshoorn that Council receive the Request – Waterline Tie-In – Minco Gas as information.

CARRIED

ATCO GAS
FRANCHISE
RENEWAL
AGREEMENT
2019-07-16/19

Moved by Councillor Oudshoorn that the ATCO Gas Franchise Renewal Agreement be deferred to the August 20, 2019 Regular Council meeting.

CARRIED

PUBLIC WORKS
REPORT
2019-07-16/20

Moved by Deputy Mayor McMann that the Public Works Report be approved as presented.

CARRIED

MAYOR

C.A.O.

**PAGE 6, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JULY 16, 2019**

**COUNCILLOR
REPORTS
2019-07-16/21**

Moved by Deputy Mayor McMann that Council accept the Councillor Reports as presented.

CARRIED

**INTERIM AUDITOR
– 2018 MUNICIPAL
AUDIT
2019-07-16/22**

Moved by Councillor Oudshoorn that Council direct Administration seek an interim accountant to conduct the 2018 municipal audit on behalf of the Village of Innisfree. Furthermore that Council direct Administration to send a registered letter to Mr. Brian King regarding the termination of agreement as well as requesting the Village of Innisfree 2018 financial information/files used for the 2018 Municipal Audit.

CARRIED

**GO PAST 10:00 PM
2019-07-16/23**

Moved by Deputy Mayor McMann that the meeting be approved to go past 10:00 PM.

CARRIED

**ADMINISTRATION
REPORTS
2019-07-16/24**

Moved by Councillor Oudshoorn that Council accept the Administration Reports as presented.

CARRIED

**CORRESPONDENCE
2019-07-16/25**

Moved by Councillor Oudshoorn that the following correspondence be received as information.

CARRIED

Deputy Mayor McMann recessed the meeting 10:23 PM.

Deputy Mayor McMann reconvened the meeting at 10:26 PM.

**LAND – FOIPP
SECTION 17 & 27 –
LOT 5, BLOCK 7,
PLAN 4175R
2019-07-16/26**

Moved by Councillor Oudshoorn that the item to be discussed in closed session be tabled to the August 20, 2019 Regular Council meeting.

CARRIED

MAYOR

C.A.O.

**PAGE 7, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JULY 16, 2019**

ADJOURNMENT

Deputy Mayor McMann adjourned the meeting at 10:35 PM.

Deputy Mayor McMann

Chief Administrative Officer

A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Friday, July 26, 2019.

**CALL TO
ORDER**

Mayor Aaron Cannan called the meeting to order at 10:10 AM.

PRESENT

Aaron Cannan	Mayor
Deborah McMann	Deputy Mayor
Will Oudshoorn	Councillor

Also Present:

Brooke Yaremchuk	Chief Administrative Officer
Bobbi Jo Jackson	Administrative Assistant
Public	

The purpose of this meeting was to discuss the Village of Innisfree selecting an interim auditing firm to conduct and complete the 2018 Municipal Audit.

**AGENDA
2019-07-26/01**

Moved by Councillor Oudshoorn that the agenda be approved as presented.

**INTERIM
AUDITING FIRM
PROPOSALS –
2018
MUNICIPAL
AUDIT
2019-07-26/02**

Moved by Councillor Oudshoorn that Council select Metrix Group LLP as the Interim Auditing Firm to conduct and complete the 2018 Municipal Audit on behalf of the Village of Innisfree.

ADJOURNMENT

Deputy Mayor McMann adjourned the meeting at 10:18 AM.

Mayor

Chief Administrative Officer

July 16, 2019

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

Attention: Brooke Yaremchuk

Dear Brooke:

**Re: Retaining Wall Removal Options
Village of Innisfree, AB**

BAR Engineering Co. Ltd. (BAR) was requested by the Village of Innisfree (Village) to provide comment on the proposed removal of an existing retaining wall along the perimeter of Lot 9, Block 20, Plan 6127HW. On July 11, 2019, Eric Valois of BAR conducted a site visit with representatives of the Village to review the potential impacts and mitigations for removal of the retaining wall. The existing retaining wall is located along the south and east portions of Lot 9 and supports the back alley and north portion of Lot 10. The retaining wall is made of concrete cinder block and is in poor condition with two sets of wood braces supporting the wall, and varies from approximately 2.4m to 0.6m in height. The current residents of Lot 9 are proposing to remove the retaining wall.

In our opinion, removal of the wall without a replacement wall or appropriate site grading would impact the north portion of Lot 10 and the adjacent back alley. A replacement wall would have to be similar in size to the existing wall and would have to be designed by a professional engineer. Grading of the site to avoid a retaining wall would extend the slope into Lot 9, 10 and the back alley, causing a reduction in usable space on all three properties. Further investigation would be required to determine the grading extents.

Moving forward, BAR would recommend that the Village confirm locations of the property lines and utilities in the area, review all past agreements with the affected residents, if any, and consult affected residents before granting a permit to have the existing wall removed. As part of the permitting process, the Village should have the applicant provide a proposed design stamped by a professional engineer.

If you have any questions or require any clarifications regarding this letter, please do not hesitate to contact me at (780) 875-1683 or via e-mail at eric.valois@bareng.ca.

**Yours truly,
BAR Engineering Co. Ltd.**



**Eric Valois, P. Eng.
Intermediate Engineer
Municipal Division**

GREG BRUCE
BOX 342
INNISFREE, ALBERTA
T0B 2G0
(780)593-2105
ESTIMATE ONLY

RECEIVED

JUL 15 2019

DATE: July 15, 2019

To: Village of Innisfree Museum

Labour:

Remove existing plywood from deck

Floor:

Remove Floor joists where needed and

Replace with new

Put new 5x4 boards on the deck floor

\$1,685.00

Material:

-5x4 board

-2x4 board

Deck screws etc

735.00

\$2,420.00

GST

121.00

TOTAL

\$2,541.00

GST # 112157888RT0001

August 12, 2019

Village of Innisfree
Attn: Brooke Yaremchuk
PO Box 69
Innisfree AB T0B 2G0

RECEIVED
AUG 16 2019

RE: 2018 Annual Community Franchise Report

Please find enclosed your 2018 Community Franchise Review report for your records.

I have also attached some information pertaining to new rates and rate classes. These new rates require AUC Approval and if approved, the planned implementation date for the new rates will be Q2 of 2020. We would like to ask for your feedback regarding the new rate classes.

I have also enclosed some information on "Electric Vehicles for Municipalities Program". This program is administered by the Municipal Climate Change Action Centre to help municipalities purchase electric vehicles. ATCO is a pre-approved feasibility study consultant for this program; however, it should be noted you are free to choose any pre-approved consultant listed on the MCCAC website <https://mccac.ca/programs/EVM>.

Please review the attachments and if you have any questions, feel free to contact either myself or James Couch at the numbers listed below.

Yours truly,



Nola Davis
Customer Sales Representative
Electric Transmission & Distribution
Electricity Global Business Unit

P. 587 217 5748
E. nola.davis@atco.com
A. PO Box 11590, 6202 63 Avenue, Lloydminster AB, T9V 3B8

James Couch
Operations Supervisor
Electric Transmission & Distribution
Electricity Global Business Unit

C. 780 603 1694
E. james.couch@atco.com
A. 6502 55 Ave, Vegreville, AB T9C 1R7

Attachments: 2018 Franchise Report, ATCO New Rates, MCCAC Program Information

YOUR COMMUNITY. OUR COMMITMENT.

Report to Communities

ATCO

The Village of Innisfree

Serving 267 Customer Sites in the Village of Innisfree

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

Customer Breakdown

Rate Class	2017 Number of Sites	2018 Number of Sites
Company Farm	00	00
General Service	36	34
Industrial	02	02
Oilfield	00	00
Residential	127	125
Sentinel Lights	02	02
Street Lights	104	104
Total Number of Sites	271	267

Franchise Fee and Taxes

	2018 Actual	2019 Forecast
Wires Distribution Revenue	\$289,876.60	\$311,889.60
Franchise Fee @ 5%	\$14,493.83	\$15,594.48
Distribution Linear Taxes	\$11,015.03	\$10,292.36
Total Estimated Fee + Tax	\$25,508.86	\$25,886.84

Based on 2018 actual revenue, a franchise fee increase of 1% would increase fee payments by \$2,898.77 per year.

System Reliability

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

Outages	2017	2018
*SAIFI (Feeder Average)	2.38	1.22
*SAIDI (Feeder Average)	1.22	2.83
ATCO Electric (System Average) SAIFI (Major Events Included)	1.78	1.70
ATCO Electric (System Average) SAIDI (Major Events Included)	6.31	4.77

YOUR COMMUNITY. OUR COMMITMENT.

Report to Communities

The ATCO logo is displayed in a large, bold, white sans-serif font against a dark, high-contrast background of an aerial photograph of a residential neighborhood.

Distribution Asset Maintenance Programs

Completed in 2017	Completed in 2018	Proposed for 2019
Ground Rod Testing <ul style="list-style-type: none">Line Town of Innisfree @ EL0055Patrol & Consenting ProgramMechanical Brushing Program	Davit Replacement Testing <ul style="list-style-type: none">EL-Davit Test Innisfree High Traffic #16 & 870	<ul style="list-style-type: none">No planned programs

Street Lights

Inventory Summary

Lamp Type	Investment Rate	Non-Investment Rate
High Pressure Sodium	83	21
Total	83	21

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

Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2018, our people raised \$2.6 million.**

Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2018 can be found at: http://www.auc.ab.ca/regulatory_documents/Pages/Service_quality_and_reliability_plans.aspx
- No customer complaints were received by the Alberta Utilities Commission for the Village of Innisfree
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>

YOUR COMMUNITY. OUR COMMITMENT.

Report to Communities

The ATCO logo is displayed in a large, bold, white sans-serif font. It is positioned in the upper right corner of the header image, which shows an aerial view of a city street grid. A white horizontal line runs across the image behind the logo.

Supporting Information

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

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

Active outage information can be found at: <https://www.atco.com/en-ca/for-home/electricity/outages-emergencies/current-outage-map.html>

Davit Test and Treat Program – Program to test the structural integrity of our metal poles and treat to extend the life of the structure.

Pole Test and Treat Program – Program to test the strength of our wooden poles and treat poles to extend the life of the pole.

Ground Rod Testing – Program to test the ground rods which ensure stray electricity is grounded thus ensuring that our system is safe and reliable.

More detailed information available upon request.

Contact Us

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

Nola Davis
Customer Sales Representative
Phone: 587-217-5748
Email: Nola.Davis@atco.com

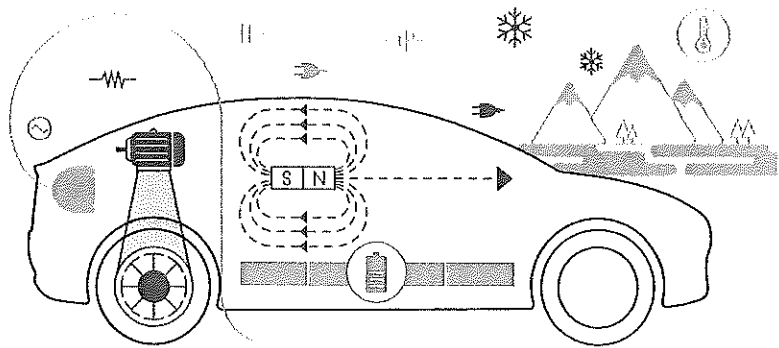
Terry Tonsi
Regional Manager
Phone: 780-805-1463
Email: Terry.Tonsi@atco.com

Electric Vehicles for Municipalities Program

Electric Vehicles have Arrived

The Municipal Climate Change Action Centre's Electric Vehicle for Municipalities program assists municipalities in purchasing electric vehicles and charging stations to reduce emissions, save energy and reduce costs.

The program can provide rebates for feasibility studies, electric vehicle purchases and electric vehicle charger installations. The funding from this program will enable your organization to take advantage of the many benefits of electric vehicles.



Why ATCO?

ATCO is an approved feasibility study consultant for this program and can also provide electrical system upgrades, charger installation and commissioning services.

Here are a few ways we're demonstrating our expertise and capability.

- ATCO has recently teamed with FLO (Canada's leader in EV charging solutions), Canadian Tire and Natural Resources Canada to develop Alberta's first EV charging corridor along Highway 2
- We are working on a curbside charging project with the City of Edmonton that involves installing up to 10 curbside charging units across the city.
- Our biggest project to date, Peaks to Prairies, was awarded through a competitive bid process. By the end of 2019, ATCO will be building, owning, operating and maintaining the largest fast-charger network in southern Alberta. We will operate this network with 100% renewable energy until 2030.

Why Electric?

- | | | | |
|--------------------|--------------------|------------------|--------------------|
| ✓ Less gas | ✓ Less maintenance | ✓ Less emissions | ✓ Less cost per km |
| ✓ More performance | ✓ More convenience | ✓ More savings | |

Case Studies

Passenger EVs



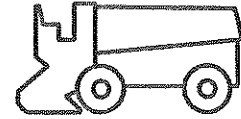
The City of New York found the total cost of ownership of an electric vehicle was \$8700 cheaper than a gas powered vehicle over a 9 year period before incentives and including the cost of the charger. This is due to fuel cost reduction of 82% and a maintenance cost reduction of 75%.

Heavy Duty EVs



The City of Edmonton determined an electric bus cost 44% less in lifecycle operational costs due to less maintenance and cheaper fuel. In 2016, the overall cost of ownership was still considered to be higher than diesel buses due to the cost of batteries, which have fallen substantially since then.

Off-Road EVs



Strathcona Regional District in B.C. recently proposed to purchase an Electric Resurfacer citing that, although the cost is \$21,000 higher than its propane equivalent, over its 10 year life the Electric Resurfacer will save \$65,000 in cost of ownership through lower maintenance costs and cheaper fuel.

Quick Facts



Plugging in an EV takes seconds! Park the car, plug it in, walk away. Its that easy! Recharge time varies but owners find that overnight is more than enough for a charge.



Recharging is safe indoors and outdoors. The battery will stop accepting energy when it has reached its target and the vehicle can remain plugged in without harm.



EVs and charging hardware are safe to use outdoors while charging, even in the rain.



Homes and buildings with limited electrical capacity can get upgrades or they can add sensors that control the amount of power the charger draws off your electrical system.



Level 2 chargers provide 20-50 kilometers of range per hour of charge. Level 3 chargers can charge your battery to 80% in 30 minutes.

Reach out to us!

We can help you with feasibility studies for the EVM program and can perform electrical system upgrades (if required), charger installation, and commissioning services. Send us an email at EV@ATCO.com!



ATCO

ATCO Electric

2019 Phase II – Distribution Tariff Application

Overview – New Rates

July 8, 2019

2019 Phase II - Proposed New Rates

Rate	Description of Change
Small Technologies Rate	New D22 Small Technologies rate proposed (i.e.: street-crossings, signs, cable boosters, Wi-Fi attachments etc.). Charges will be ~48% lower versus D21 Commercial rate. (Appendix 1)
EV Level 3 Rate	New D23 EV Charging rate proposed as a Pilot. Charges will be ~\$15/charge versus \$55/charge on D21 Commercial rate. (Appendix 2)
Low Use Residential Rate	New D12 Low Use Residential rate proposed as optional (Customer Choice). Charges will be ~27% lower versus D11 Residential rate. (Appendix 3)
Time of Use Residential Rate	New D13 Time of Use Residential rate proposed as a Pilot with two blocks (On-peak and Off-peak). (Appendix 4)
Streetlight Rates Invest vs Non-Invest	Investment vs Non-Investment ratio now 1.7 to 1 versus previous ratio of 2.4 to 1. (Appendix 5)

Appendix 1

D22 Small Technologies Rate

- Small commercial sites (~2,000 sites consisting of streetcrossings, signs, bus shelters, Wifi attachments etc.) average use of ~0.4 kW but pay a minimum of 5 kW demand on existing D21 Commercial rate.
- New D22 Small Technologies, based on lower cost to serve (methodology similar to streetlight COS), reduces the Wires bill by ~48%.

D22 Small Technologies vs D21 Commercial Monthly Bill Savings on 400 Watts			
	Low Use D22	Commercial D21	
Distribution	\$42.0	\$55.4	
Transmission	\$7.8	\$40.8	
Total	\$49.7	\$96.3	
	Savings \$		Savings %
	(\$13.5)		-24.3%
	(\$33.1)		-81.0%
	(\$46.5)		-48.3%

- Other DFOs are considering a low commercial rate as well, EPCOR has an unmetered rate in place.
- Recommendation to move all ~2,000 sites to new D22 Small Technologies rate which should increase customer satisfaction.

Appendix 2

D23 Electric Vehicle Charging Rate

- Currently, low Load Factor (< 1%) and high Demand (~50 kW) results in Electric Vehicle (EV) Level 3 charge as too expensive on existing D21 Commercial rate.
- A Pilot Level 3 EV rate based on energy charge can reduce bills and incent usage.

D23 EV Charging rate vs D21 Commercial rate			
Monthly Bill Savings on 12 charges/month (approx 200 kWh/month)			
	EV Charging D23	Commercial D21	Savings
Distribution	\$106.1	\$379.9	(\$273.8)
Transmission	\$74.1	\$284.6	(\$210.5)
Total	\$180.2	\$664.5	(\$484.3)

Average per Charge

\$15.0

\$55.4

(\$40.4)

- No Level 3 stations in service area and limited data for other Utilities. Rate based on high level assumptions. Recommend introducing D23 EV rate as a Pilot rate subject to re-evaluation and amendment, as required.

Appendix 3

D12 Low Use Residential Rate

- Low use residential customers using <50 kWh pay as much as \$47/month due to minimum \$44 monthly customer charge.
- Low Use rate option targeted to prosumers, providing an option thereby increasing customer satisfaction and minimize grid defection.

D12 Low Use Residential vs D11 Residential Monthly Bill Savings on 25 kWh				
	Small Residential D12	Residential D11	Savings \$	Savings %
1 Distribution Customer	\$22.1	\$44.3	(\$22.1)	
2 Distribution Energy	<u>\$11.5</u>	<u>\$1.9</u>	<u>\$9.5</u>	
3=1+2 Distribution Total	\$33.6	\$46.2	(\$12.6)	-27.3%
4 Transmission	\$1.1	\$1.1	\$0.0	\$0.0
5=3+4 Total	\$34.7	\$47.3	(\$12.6)	-26.7%

- By lowering the customer charge (monthly fixed fee) and increasing the energy charge, a small residential customer can save ~27% on their bill.
- Customers would be required to call in and ask for this rate to switch.

Appendix 4

D13 Time of Use Residential Rate

- Time of Use residential rate proposed as a Pilot on Grande Prairie area (maximum of 2,000 customers based on AMI role out).
- Two-Blocks proposed: On-Peak 16:00 to 21:00 each day and Off-Peak on remaining hours.

D13 Time of Use Residential Rate		
	Customer Charge per Month	Energy Charge ¢/kW.h
		On Peak Off Peak
Transmission Charge	\$0.0	7.52 ¢ 3.01 ¢
Distribution Charge	<u>\$44.3</u>	<u>13.85 ¢</u> <u>5.54 ¢</u>
Total Charge	<u>\$44.3</u>	<u>21.37 ¢</u> <u>8.55 ¢</u>

- Rate proposed to provide customers an opportunity for bill savings and improve customer satisfaction.

Appendix 5

Streetlight Rates Invest vs Non-Invest

- Streetlight rates historically seen as high. Phase II will bring rates down (-15% in total) due to decrease in streetlight maintenance costs.
- Gap between Invested D61B and Non-invested D61E is too high (per Operations group) – currently the ratio is approx. 2.4 to 1.

Compare D61 Streetlights Proposed vs Existing Monthly Bills (T&D) on 150 Watts				
Streetlights	Proposed	Existing	\$ (Dcr)/Inc	%age (Dcr)/Inc
Invested 61B	\$32.0	\$40.9	(\$8.9)	-21.7%
Non-Invested 61E	\$18.8	\$17.4	\$1.4	8.0%

1
2

Ratio Inv vs Non-Inv 1/2

1.7 : 1

2.4 : 1

- Based on updated COS, recommendation to decrease Invested D61B charge by 22% and increase Non-Invested D61E charge by 8%.
- Approximately 60% of streetlights are Invested. Tightening gap to 1.7:1 should incent movement towards Invested Streetlight rate D61B.



ATCO

Thank you

VILLAGE OF INNISFREE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

Brian King Professional Corporation

Box 560, Hardisty, Alberta T0B 1V0

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Village of Innisfree:

Report on the Consolidated Financial Statements

Opinion

I have audited the consolidated financial statements of the Village of Innisfree (the Entity), which comprise the consolidated statement of financial position as at December 31, 2018, and the results of its operations, changes in its net financial assets (debt) and cash flows for the years then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Village of Innisfree as at December 31, 2018, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibility for the Audit of the Consolidated Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

Brian King Professional Corporation

Box 560, Hardisty, Alberta T0B 1V0

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. I am responsible for the direction, supervision and performance of the group audit. I remain solely responsible for my audit opinion.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

- Debt Limit Regulation:
In accordance with Alberta Regulation 255/2000, I confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in note 6.
- Supplementary Accounting Principles and Standards Regulation:
In accordance with Alberta Regulation 313/2000, I confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in note 10.

M.D. of Wainwright

August 9, 2019



Brian King Professional Corporation

Chartered Professional Accountant

VILLAGE OF INNISFREE

CONSOLIDATED STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
FINANCIAL ASSETS		
Cash and term deposits (Note 2)	393,746	323,128
Taxes and grants in place of taxes (Note 3)	153,795	168,903
Trade and other receivables	47,801	43,001
Receivable from other governments	443,006	332,008
Other financial assets	20	20
	<u>1,038,368</u>	<u>867,060</u>
LIABILITIES		
Accounts payable and accrued liabilities	113,244	40,871
Landfill closure and post closure costs (Note 11)	140,331	140,331
Deferred revenue (Note 5)	357,769	296,731
	<u>611,344</u>	<u>477,933</u>
NET FINANCIAL ASSETS	<u>427,024</u>	<u>389,127</u>
NON-FINANCIAL ASSETS		
Tangible capital assets	3,507,450	3,513,803
Prepaid expenses	-	5,045
	<u>3,507,450</u>	<u>3,518,848</u>
ACCUMULATED SURPLUS (NOTE 8)	<u>3,934,474</u>	<u>3,907,975</u>

Commitments and contingencies - See Note 12 and 14

VILLAGE OF INNISFREE

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2018

	Budget (unaudited)	2018	2017
REVENUE			
Net municipal property taxes (Schedule 3)	266,178	243,404	252,911
User fees and sales of goods	238,205	230,402	234,677
Penalties and costs on taxes	26,250	35,681	26,789
Licenses and permits	1,375	744	995
Fines	50	150	150
Franchise and concession contracts	38,750	37,277	36,449
Investment income	750	4,339	1,723
Rentals	3,840	6,955	5,691
Insurance proceeds	-	-	1,000
Government transfers for operating	75,380	83,867	72,305
Other	9,290	15,911	7,428
	<u>660,068</u>	<u>658,730</u>	<u>640,118</u>
EXPENSES			
Legislative	16,075	13,235	13,395
Administration	131,941	221,555	148,050
Protective services	44,875	39,241	40,954
Transportation	123,195	127,268	107,767
Water supply and distribution	94,501	87,792	78,085
Wastewater treatment and disposal	29,111	51,747	29,653
Waste management	54,210	47,030	49,888
Public health and welfare	5,733	3,680	3,569
Recreation	23,480	26,108	25,008
Culture	6,005	8,222	11,840
Amortization	119,915	153,643	153,667
Loss (gain) on disposal of assets	-	-	(600)
	<u>665,016</u>	<u>779,521</u>	<u>663,833</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER	(4,948)	(120,791)	(23,715)
OTHER			
Government transfers for capital (Schedule 4)	194,890	147,290	137,342
EXCESS OF REVENUE OVER EXPENSES	189,942	26,499	113,627
ACCUMULATED SURPLUS, BEGINNING OF YEAR	3,907,975	3,907,975	3,794,348
ACCUMULATED SURPLUS, END OF YEAR	<u><u>4,097,917</u></u>	<u><u>3,934,474</u></u>	<u><u>3,907,975</u></u>

VILLAGE OF INNISFREE

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2018

	Budget (unaudited)	2018	2017
EXCESS OF REVENUE OVER EXPENSES	<u>189,942</u>	<u>26,499</u>	<u>113,627</u>
Acquisition of tangible capital assets	-	(147,290)	(141,868)
Proceeds on disposal of tangible capital assets	-	-	600
Amortization of tangible capital assets	119,915	153,643	153,667
Loss on sale of tangible capital assets	<u>-</u>	<u>-</u>	<u>(600)</u>
	<u>119,915</u>	<u>6,353</u>	<u>11,799</u>
Net (increase) decrease of prepaid assets	<u>-</u>	<u>5,045</u>	<u>(1,588)</u>
INCREASE IN NET FINANCIAL ASSETS	309,857	37,897	123,838
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>389,127</u>	<u>389,127</u>	<u>265,289</u>
NET FINANCIAL ASSETS, END OF YEAR	<u><u>698,984</u></u>	<u><u>427,024</u></u>	<u><u>389,127</u></u>

VILLAGE OF INNISFREE

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenues over expenses	26,499	113,627
Non-cash items included in excess of revenue over expenses:		
Amortization of tangible capital assets	153,643	153,667
Loss (gain) on disposal of tangible capital assets	-	(600)
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes	15,108	(55,714)
Decrease (increase) in trade and other receivables	(4,800)	12,511
Decrease (increase) in receivable from other governments	(110,998)	(143,547)
Decrease (increase) in prepaid expenses	5,045	(1,588)
Increase (decrease) in accounts payable and accrued liabilities	72,373	(26,902)
Increase (decrease) in deferred revenue	61,038	44,315
	<u>217,908</u>	<u>95,769</u>
CAPITAL		
Acquisition of tangible capital assets	(147,290)	(141,868)
Sale of tangible capital assets	-	600
	<u>(147,290)</u>	<u>(141,268)</u>
INVESTING		
Decrease (increase) in restricted cash or cash equivalents	-	68,381
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	70,618	22,882
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>229,617</u>	<u>206,735</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>300,235</u>	<u>229,617</u>
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash and temporary investments (Note 2)	393,746	323,128
Less: restricted portion of cash and temporary investments (Note 2)	(93,511)	(93,511)
	<u>300,235</u>	<u>229,617</u>

VILLAGE OF INNISFREE

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 1)

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2018	2017
BALANCE, BEGINNING OF YEAR	<u>302,672</u>	<u>91,500</u>	<u>3,513,803</u>	<u>3,907,975</u>	<u>3,794,348</u>
Excess of revenues over expenses	26,499	-	-	26,499	113,627
Unrestricted funds designated for future use	(35,000)	35,000	-	-	-
Current year funds used for tangible capital assets	(147,290)	-	147,290	-	-
Annual amortization expense	<u>153,643</u>	<u>-</u>	<u>(153,643)</u>	<u>-</u>	<u>-</u>
Change in accumulated surplus	<u>(2,148)</u>	<u>35,000</u>	<u>(6,353)</u>	<u>26,499</u>	<u>113,627</u>
BALANCE, END OF YEAR	<u><u>300,524</u></u>	<u><u>126,500</u></u>	<u><u>3,507,450</u></u>	<u><u>3,934,474</u></u>	<u><u>3,907,975</u></u>

VILLAGE OF INNISFREE

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 2)

	LAND	BUILDINGS	ENGINEERED STRUCTURES	MACHINERY AND EQUIPMENT	VEHICLES	2018	2017
COST:							
Balance - beginning of year	113,630	659,312	5,665,511	309,436	140,200	6,888,089	6,750,135
Acquisition of tangible capital assets	-	-	-	-	-	-	141,868
Construction in progress	-	-	147,290	-	-	147,290	-
Disposal of tangible capital assets	-	-	-	-	-	-	3,914
Balance - end of year	113,630	659,312	5,812,801	309,436	140,200	7,035,379	6,888,089
ACCUMULATED AMORTIZATION							
Balance - beginning of year	-	197,466	2,931,485	178,364	66,971	3,374,286	3,224,533
Annual amortization	-	13,191	114,153	17,278	9,021	153,643	153,667
Accumulated amortization on disposals	-	-	-	-	-	-	3,914
Balance - end of year	-	210,657	3,045,638	195,642	75,992	3,527,929	3,374,286
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	113,630	448,655	2,767,163	113,794	64,208	3,507,450	3,513,803
PRIOR YEAR NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	113,630	461,846	2,734,026	131,072	73,229	3,513,803	

VILLAGE OF INNISFREE

CONSOLIDATED SCHEDULE OF PROPERTY TAXES LEVIED FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 3)

	Budget (Unaudited)	2018	2017
TAXATION			
Real property taxes	273,028	252,745	259,063
Linear property taxes	28,705	28,705	29,824
Government grants in place of property taxes	978	978	986
	<u>302,711</u>	<u>282,428</u>	<u>289,873</u>
REQUISITIONS			
Alberta School Foundation	34,778	37,089	35,208
M.D. of Minburn Foundation	1,755	1,898	1,754
Designated Industrial Levy	-	37	-
	<u>36,533</u>	<u>39,024</u>	<u>36,962</u>
NET MUNICIPAL TAXES	<u>266,178</u>	<u>243,404</u>	<u>252,911</u>

VILLAGE OF INNISFREE

CONSOLIDATED SCHEDULE OF GOVERNMENT TRANSFERS FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 4)

	Budget (Unaudited)	2018	2017
TRANSFERS FOR OPERATING			
Federal Government	3,992	1,503	1,525
Provincial Government	36,228	40,311	32,338
Local Governments	35,160	42,053	38,442
	<u>75,380</u>	<u>83,867</u>	<u>72,305</u>
TRANSFERS FOR CAPITAL			
Federal Government	6,000	-	51,874
Provincial Government	188,890	147,290	85,468
	<u>194,890</u>	<u>147,290</u>	<u>137,342</u>
TOTAL GOVERNMENT TRANSFERS	<u>270,270</u>	<u>231,157</u>	<u>209,647</u>

VILLAGE OF INNISFREE

CONSOLIDATED SCHEDULE OF EXPENDITURE BY OBJECT FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 5)

	Budget (Unaudited)	2018	2017
Expenditures			
Salaries, wages and benefits	145,708	158,390	162,308
Contracted and general services	164,385	209,215	117,521
Purchases from other governments	32,750	25,175	28,561
Materials, goods and utilities	191,975	211,917	185,877
Provision for allowances	2,000	15,410	6,417
Transfers to local boards and agencies	6,528	3,144	6,528
Bank charges and short term interest	1,755	2,627	1,258
Other expenditures	-	-	2,296
Amortization of tangible capital assets	119,915	153,643	153,667
(Gain) Loss on disposal of tangible capital assets	-	-	(600)
	<u>665,016</u>	<u>779,521</u>	<u>663,833</u>

VILLAGE OF INNISFREE

SCHEDULE OF SEGMENTED DISCLOSURE FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 6)

	General Government	Protective Services	Transportation services	Environmental Services	Public Health & Welfare	Recreation & Culture	Total
REVENUE							
Net municipal property taxes (Schedule 2)	243,404	-	-	-	-	-	243,404
User fees and sales of goods	929	-	288	209,518	-	19,667	230,402
Penalties and costs on taxes	33,674	-	-	2,007	-	-	35,681
Licenses and permits	-	744	-	-	-	-	744
Fines	-	150	-	-	-	-	150
Franchise and concession contracts	37,277	-	-	-	-	-	37,277
Investment income	4,339	-	-	-	-	-	4,339
Rentals	6,955	-	-	-	-	-	6,955
Government transfers	40,311	42,053	-	-	-	1,503	83,867
Other	13,939	1,340	-	-	600	-	15,911
	<u>380,828</u>	<u>44,287</u>	<u>288</u>	<u>211,525</u>	<u>600</u>	<u>21,170</u>	<u>658,730</u>
EXPENSES							
Salaries, wages and benefits	73,374	15,691	26,065	39,876	-	3,384	158,390
Contracted and general services	110,371	6,884	18,407	57,743	1,842	13,968	209,215
Purchases from other governments	-	-	-	25,175	-	-	25,175
Materials, goods and utilities	32,833	16,666	80,832	65,739	-	15,847	211,917
Provision for allowances	15,410	-	-	-	-	-	15,410
Transfers to local boards and agencies	175	-	-	-	1,838	1,131	3,144
Bank charges and short term interest	2,627	-	-	-	-	-	2,627
	<u>234,790</u>	<u>39,241</u>	<u>125,304</u>	<u>188,533</u>	<u>3,680</u>	<u>34,330</u>	<u>625,878</u>
NET REVENUE, BEFORE AMORTIZATION	<u>146,038</u>	<u>5,046</u>	<u>(125,016)</u>	<u>22,992</u>	<u>(3,080)</u>	<u>(13,160)</u>	<u>32,852</u>
AMORTIZATION AND DISPOSAL OF ASSETS							
Amortization of tangible capital assets	603	2,508	43,787	96,049	-	10,696	153,643
	<u>603</u>	<u>2,508</u>	<u>43,787</u>	<u>96,049</u>	<u>-</u>	<u>10,696</u>	<u>153,643</u>
NET REVENUE	<u>145,435</u>	<u>2,538</u>	<u>(168,803)</u>	<u>(73,057)</u>	<u>(3,080)</u>	<u>(23,856)</u>	<u>(120,791)</u>

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Village of Innisfree are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

Significant aspects of the accounting policies adopted by the village are as follows:

a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the village are, therefore accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

c) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

e) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

f) Inventories for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

g) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

h) Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the village is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

i) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

j) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

k) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Buildings	25-50
Engineered structures - other	15-40
Engineered structures - water system	35-75
Engineered structures - wastewater system	35-75
Machinery and equipment	5-20
Vehicles	3-20

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

ii. Contributions of Tangible Capital Assets

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

iii. Leases

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

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

v. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

2. CASH AND TERM DEPOSITS

	<u>2018</u>	<u>2017</u>
Included in cash and term deposits are amounts received from various grant funding programs that are held for use in accordance with the funding agreements. (Note 5)		
Federal Gas Tax	76,579	76,579
Other deferred revenue	16,932	16,932
	<u>93,511</u>	<u>93,511</u>
Included in cash and term deposits are amounts designated by council for future expenses and tangible capital asset acquisitions. (Note 10)		
	<u>126,500</u>	<u>91,500</u>
Total restricted cash and term deposits	<u>220,011</u>	<u>185,011</u>

3. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES

	<u>2018</u>	<u>2017</u>
Current taxes and grants in place of taxes	89,673	89,069
Arrears taxes	79,066	90,170
	<u>168,739</u>	<u>179,239</u>
Less: allowance for doubtful accounts	14,944	10,336
	<u>153,795</u>	<u>168,903</u>

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

4. BANK INDEBTEDNESS

Bank indebtedness consists of an authorized overdraft in the amount of \$120,000 bearing interest at Prime plus 0.36%, secured by all assets of the village at large.

5. DEFERRED INCOME

Deferred income consists of the following:

	<u>2018</u>	<u>2017</u>
Municipal Sustainability Initiative - capital	114,258	103,220
Federal Gas Tax	226,579	176,579
Other deferred revenue	16,932	16,932
	<u>357,769</u>	<u>296,731</u>

6. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Village of Innisfree be disclosed as follows:

	<u>2018</u>	<u>2017</u>
Total debt limit	988,095	960,177
Total debt	-	-
Surplus debt limit	<u>988,095</u>	<u>960,177</u>
Debt servicing limit	164,683	160,030
Debt servicing	-	-
Surplus debt servicing	<u>164,683</u>	<u>160,030</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

7. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2018</u>	<u>2017</u>
Tangible capital assets (Schedule 2)	7,035,379	6,888,089
Accumulated amortization (Schedule 2)	(3,527,929)	(3,374,286)
	<u>3,507,450</u>	<u>3,513,803</u>

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

8. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2018</u>	<u>2017</u>
Unrestricted surplus	<u>300,524</u>	<u>302,672</u>
Restricted surplus		
Administration	4,000	3,000
Fire	18,000	14,000
Public works	34,000	24,500
Water system	5,000	5,000
Sewer system	31,000	20,500
Recreation	20,000	15,000
General	<u>14,500</u>	<u>9,500</u>
	<u>126,500</u>	<u>91,500</u>
Equity in tangible capital assets	<u>3,507,450</u>	<u>3,513,803</u>
	<u><u>3,934,474</u></u>	<u><u>3,907,975</u></u>

9. SEGMENTED DISCLOSURE

The Village of Innisfree provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (schedule 6)

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

10. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer as required by Alberta Regulation 313/2000 is as follows:

	2018			2017
	Salary	Benefits & Allowances	Total	Total
ANDERSON	-	-	-	675
CANNAN	2,326	-	2,326	1,968
DOBLER	-	-	-	1,850
HLUSHAK	-	-	-	1,875
MCMANN	4,424	-	4,424	3,402
ODSHOORN	2,242	-	2,242	600
CAO	53,731	4,249	57,980	60,267
Designated Officer	4,520	-	4,520	4,520

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

11. LANDFILL CLOSURE AND POST CLOSURE LIABILITY

Alberta environmental law requires closure and post-closure care of landfills sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The village is a partner in the Manville landfill site and is liable for 9.8% of the closure and post closure costs of the landfill. The site is now closed for accepting further waste and the total present value of the future costs have been recorded.

The accrued liabilities for closure and post-closure care of the municipality's landfill sites are recognized over the life of the sites, using the net present value of the total estimated costs of closure and post-closure care, prorated on the basis of the current capacity, in cubic meters, utilized over the total estimated capacity of the sites. The net present value of the estimated closure and post-closure costs were calculated using an inflation rate of 2.5% and a rate of return of 1.5%

The municipality has not designated assets for settling closure and post-closure liabilities. The following summarizes the total net present value of the estimated costs for closure and post-closure.

	2018	2017
Estimated closure costs	82,727	82,727
Estimated post-closure costs	57,604	57,604
Amount accrued to December 31	(140,331)	(140,331)
	-	-

VILLAGE OF INNISFREE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

12. CONTINGENCIES

The village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the village could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

13. CONTAMINATED SITES LIABILITY

The village has adopted PS3260 Liability for Contaminated Sites. The village did not identify any financial liabilities in 2018 (2017 – nil) as a result of this standard.

14. COMMITMENTS

The village is committed to make monthly payments of \$1,334 for the next 33 months in relation to the municipal software changeover and installation.

15. FINANCIAL INSTRUMENTS

The Village's financial instruments consist of cash and temporary investments, accounts receivable, investments, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities and long-term debt. It is management's opinion that the village is not exposed to significant interest or currency risks arising from these financial instruments.

The village is subject to credit risk with respect to taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the village provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of these financial instruments approximates their fair value.

16. COMPARITIVE FIGURES

Certain comparative figures have been restated to conform to the current year's presentation.

17. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

Request for Decision (RFD)

Topic: 2019-2021 Audit Proposal's
Initiated by: Administration
Attachments: n/a

Purpose(s):

1. To review and consider the hiring of an Auditor to conduct an annual audit of the Village of Innisfree's financials.

Background:

- The Village of Innisfree has been using the same auditor for over 7 years.
- As per section 280 (1) of the Municipal Government Act, Each Council must appoint one or more auditors for the municipality.
- The Village of Innisfree Administration sent out Request for Proposal's – Auditing Services to 11 accounting firms. We received the following quotes:
 - Metrix Group LLP – Dedicated to providing quality professional services for a fair and reasonable price. They provide an audit based on the principles of timeliness and good judgement. They are public sector accounting leaders and the auditor of choice for numerous local government and related entities. Service over 6,000 clients including 70 public sector clients, 13 school divisions and private school clients.
2019 = 10,350
2020 = 10,600
2021 = 12,850
 - Wilde & Company – The firm has provided reputable, insightful audit, accounting and business advisory services to municipalities. Wilde and Company is known for their ability to take complex matters and translate them into understandable conversations. Their team is composed of over 40 professional workers with accountability, respect and abundance to exceed our expectations. Wilde and Company is also based in Vegreville, AB.
2019 = \$14,500
2020 = \$15,000
2021 = \$15,500
 - Crowe MacKay LLP – is a firm of Chartered Professional Accountants and Business Advisors with an office in Edmonton and 7 other cities. Crowe MacKay LLP has the sophisticated accounting and audit knowledge required to help Canadian government agencies and public sector organizations face new budget challenges and financial changes. With over 25 staff in their Edmonton office who have diverse strengths in many areas and provide full range of services.
2019 = 17,000
2020 = 17,500
2021 = 18,000
Audit of the Local Authorities Pension Plan = 3,000
 - WLS LLP – Their firm is organized as a partnership of 3 Chartered Professional Accountants who have provided professional public accounting and auditing services to Lloydminster and surrounding areas for several years. They currently have a supporting team of 18 who would bring a broad spectrum of experience and knowledge to the Village of Innisfree. WLS LLP is located out of Lloydminster.
2019 = 12,500
2020 = 12,800
2021 = 13,125

- Brian King Professional Corp. – Current Auditor and has been doing the Municipal Audit for 7 years.
2019 = 8,100
2020 = 8,150
2021 = 8,200
2022 = 8,250

Key Issues/Concepts:

1. Excess workload on administration due to change
- 2.
- 3.

Option(s):

1. As directed by Council.
2. That this item be received as information
3. That Council direct administration to enter into a contract with Metrix group LLP as the new Auditor for the 2019 – 2021 Municipal Audit(s)

Financial Implication(s):

- Potential excess cost to Village
- Potential cost to taxpayers

Relevant Policy/Legislation:

- Municipal Government Act Section 280(1)

RECOMMENDATION(s):

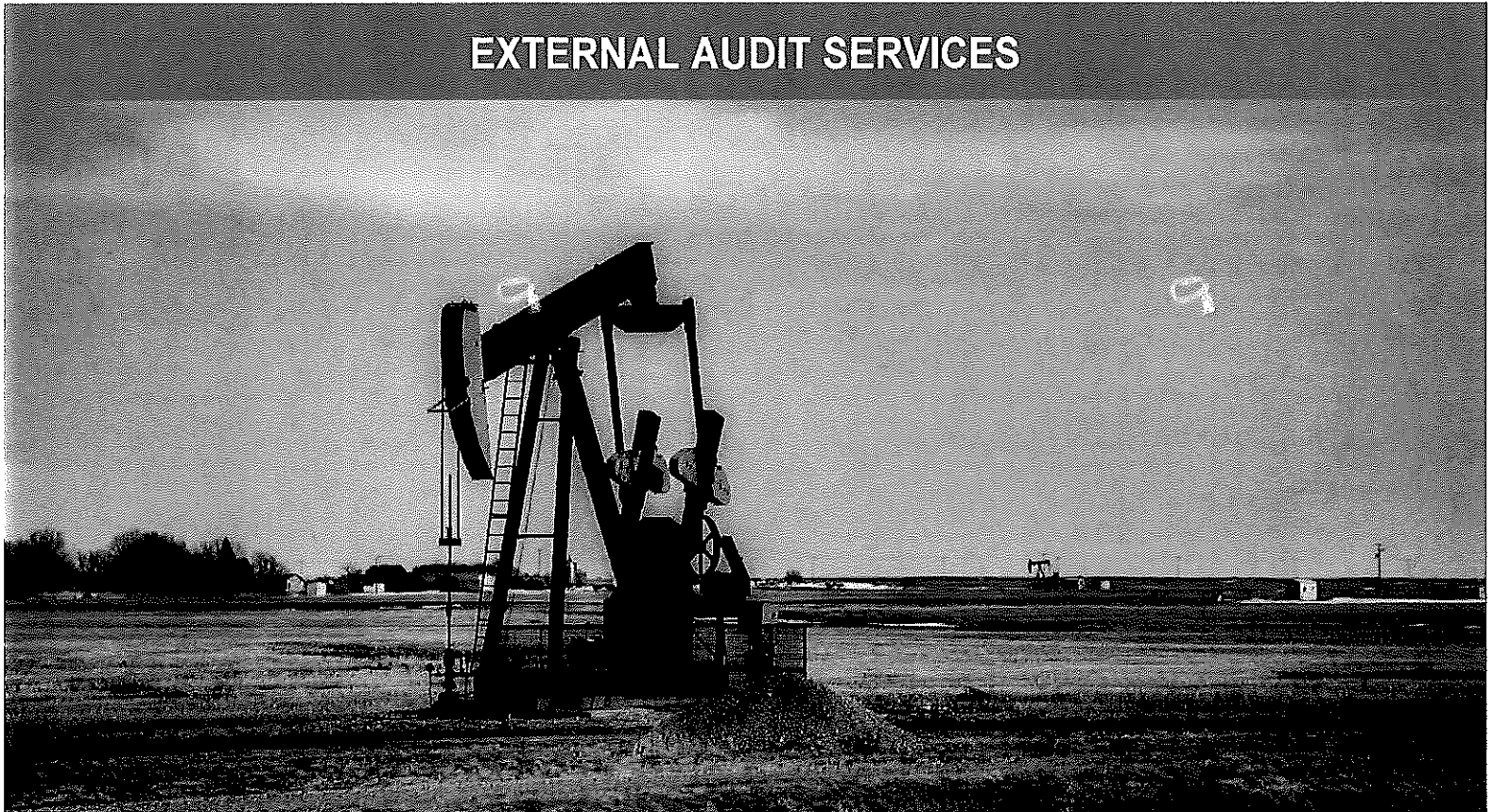
4. That Council direct administration to enter into a contract with Metrix group LLP as the new Auditor for the 2019 – 2021 Municipal Audit(s)



METRIX GROUP LLP
CHARTERED PROFESSIONAL
ACCOUNTANTS

VILLAGE OF INNISFREE

EXTERNAL AUDIT SERVICES



CLOSING DATE: JULY 23, 2019

METRIX GROUP LLP

Contact: Jeff Alliston, CPA, CA
12840 St. Albert Trail
Edmonton, AB T5L 4H6
T: (780) 489-9606
F: (780) 484-9689
jalliston@metrixgroup.ca

July 23, 2019

Village of Innisfree
5116 50 Avenue
PO Box 69
Innisfree, AB T0B 2G0

Attn: Brooke Yaremchuk
Chief Administrative Officer

DELIVERED VIA EMAIL

Dear Ms. Yaremchuk:

RE: Proposal for External Audit Services

We welcome the opportunity to submit our proposal for external audit services to the Village of Innisfree (the "Village") for three years ending December 31, 2019 to December 31, 2021, inclusive, with the opportunity for two 1-year extensions. Metrix Group LLP ("Metrix") is encouraged by the potential to provide efficient, timely and quality auditing services to the Village.

Our Services

Metrix is dedicated to providing quality professional services for a fair and reasonable price. Our services are designed to meet and exceed professional standards. We are committed to audit quality through our skilled and experienced team and internal quality controls. We provide an audit based on the principles of timeliness and good judgment. Our risk-based audit approach, combined with the importance we place on observing and recommending ways to improve internal controls, will provide value-added services to the Village.

Our Knowledge

We are public sector accounting leaders and the auditor of choice for numerous local government and related entities. Our engagement team upholds a high standard of ethics, values and a commitment to providing quality audit services. We are skilled and experienced with audit engagements similar to that of the Village and this ongoing industry experience has better equipped Metrix with the ability to execute the Village's auditing service needs.

Our Communication

At Metrix, we pride ourselves on building and maintaining sound relationships with our clients through open lines of communication. This is achieved through staff synergy, low staff turnover, and an approachable enthusiastic team. We encourage ongoing client communication throughout the year to answer any questions or concerns that may arise. We provide proactive advice and consultation on matters pertaining to accounting best-practices that will assist the Village.

Thank you for the opportunity to demonstrate why Metrix is a great fit for the Village and your professional audit service needs. We welcome the opportunity to discuss this proposal further and answer any questions you may have.

Best regards,

METRIX GROUP LLP



Jeff Alliston, CPA, CA
Partner
T: (780) 489-9606 Ext. 125
F: (780) 484-9689
jalliston@metrixgroup.ca

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EXECUTIVE SUMMARY

We are pleased to submit our proposal to serve as external auditors for the Village of Innisfree (the "Village"). Metrix Group LLP ("Metrix") can assure you of our interest in this engagement, and of our commitment to providing the Village with excellent audit and advisory services. Our team, our audit approach, and our knowledge are sure provide value to the Village. We thank you for the opportunity to present our proposal.

The selection of an auditor is not a simple decision. Metrix is qualified and best suited for your audit service needs for the following reasons detailed more thoroughly throughout this proposal and highlighted below in summary.

Industry Experience

As your auditor, we bring a high level of knowledge and reputable expertise to the Village. We have a strong understanding of the public sector and are attuned to the current best practices within the industry. Our commitment to the public sector has made Metrix the auditor of choice throughout Alberta, west-central Saskatchewan, Yukon, and the Northwest Territories.

We service over 6,000 clients, including over 70 public sector clients, 13 school divisions and private school clients. With our vast client base, we are able to leverage our experience and learnings to create value for our clients identifying best practices and industry trends.

Our ongoing development of special expertise in municipal, other related government entities, and school division auditing has allowed us to expand our audit practice, deliver services efficiently and provide great value for our clients.

We have historically shared our knowledge of the public sector through our involvement with the Government Financial Officers Association ("GFOA"), as committee members and seminar leaders, and as instructors for the Local Government Accounting course (part of the National Advanced Certificate in Local Authority Administration – Level 1) offered through the Faculty of Extension University of Alberta.

Firm Qualification

Metrix is qualified to practice in Alberta, Saskatchewan, British Columbia, Yukon and Northwest Territories and is registered with the respective Chartered Professional Accountants Associations. The Firm's most recent practice review was conducted in September of 2017. The Firm is in compliance with all practice standards and is a proud qualified education provider for CPA articling students.

Our Team

Our staff participate in internal office training to ensure they possess a strong understanding of the Village's processes, controls, and risk prior to fieldwork. They possess the personal chemistry and communication skills to develop lasting working relationships with the Village's staff. We continue to low staff turnover (less than 5%) allowing us to provide exceptional staff continuity to our clients, allows us to build audit efficiencies which each subsequent year.

Commitment to Communication

At Metrix, we believe that the most successful audit comes from a coordinated effort between the client and the auditor. Our audit methodology is built on a foundation of year-round communication, early identification of potential issues and **eliminating surprises**. We will return your phone calls and e-mails promptly, and communicate with you pro-actively. Our team will work closely with the Village's management to provide information and advice on audit and accounting issues as well as on emerging industry and technical issues.

Understanding the Requirements

Metrix has an understanding of the services requested by the Village and will deliver the best quality auditing and advisory services. The proposed professional auditing fees and timelines include the services requested by the Village in your request for proposals:

- Annual audit of the financial statements;
- Triennial audit of the Local Authorities Pension Plan (expected in 2021);
- Preparation of the finance statements and financial information return; and
- Presentation of audited Financial Statements to Town Council.

Fair and Equitable Fees

We realize that the Village demands value. Our rates are very competitive and we strive to maintain equitable fees consistent with quality professional services. Our extensive experience in the public sector, specifically with municipalities, means that Metrix has established reliable, efficient audit systems which enable us to provide very competitive fees for our services. We are committed to conducting the audit with a focus on maximizing efficiency without compromising audit quality.

Community Involvement

We take pride in our integrated approach to working in client communities. Our approach includes community involvement such as support to local charities and attendance at local events. We are a firm that strives to be actively engaged in the communities where we do business. We are pleased to invest in the communities that we serve and in seeing them succeed.

Dedication to Service

From our firms' Edmonton inception in 1962, we have built a culture and reputation based on **integrity, clarity and hard work**. We pride ourselves on the work we do and the experience we have accumulated resulting in our leadership in municipal industries and school divisions.

Metrix brings a dedication to client service and a devotion to the highest quality standards of professionalism offering clients reputable expertise and a legacy of integrity.

We welcome the opportunity to serve the Village as external auditors.



FIRM QUALIFICATIONS AND EXPERIENCE

Our dedication to providing our highest quality of work, in a personalized and timely manner has allowed us to cultivate close-knit relationships with our clients and the opportunity to expand our business. Our current eight partners and team of professionals provide a wide range of audit, tax, financial and consulting services to both the private and public sectors (See **Appendix B** for a complete listing of services provided by Metrix).

We are proud to be an Alberta based firm with over 55 years of experience leading audit, assurance and advice in the public sector. Over this time, we have developed a number of niche audit practices serving over 6,000 clients, including a wide variety of private companies, individuals and corporate groups. Metrix is proud to add value for 150+ not-for-profit organizations, **over 70 municipalities and related entities**, and 13 school divisions and private school entities across Alberta. Metrix has also been an agent of the Auditor General of Alberta for many years.

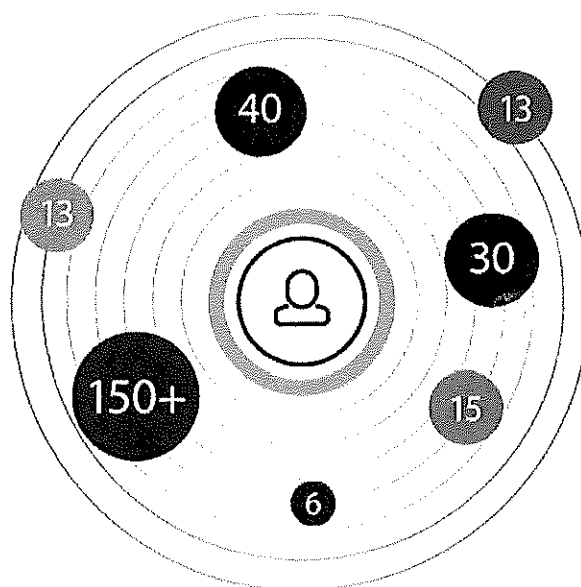
The Metrix Advantage

Access to Experience

As a Metrix client, the Village will have access to over 55 years of auditing experience as well as vast knowledge of best practices ranging from various industries. The collaborative nature within our firm allows for industry trends and best practices identified to be quickly shared amongst our teams and subsequently to our clients. As a result, our management recommendations are not only industry-specific, but also take a unique approach and identify best practices from other industries that are often of benefit to clients in an entirely different sector. For example, technical advances and methodologies currently being applied with our school division or municipal clients can often be effective and valuable to our not-for-profit clients. We pride ourselves on being able to provide our clients with this type of well-rounded and bird's eye approach.

We are not only familiar with the Municipal Government Act, and Provincial and Federal law as it relates to local government but also, our experience has afforded us with a deep knowledge of the issues that these organizations face today. Our leadership in this industry also helps us leverage learnings and best practises from our portfolio that benefit our clients through advice and consultative support with emerging issues, new regulatory requirements and process improvement.

We currently provide auditing services to over 40 municipalities ranging in size from small straightforward entities to large and complex municipalities with various internal departments and intricate internal controls. Within the last five years, engagements that would be similar to the Village include Summer Village of Sandy Beach, Summer Village of Sunrise Beach, and the Sylvan Summer Villages.



150+ Not-for-profits | 40 Municipalities | 30 Government Entities | 13 School Divisions & Private Schools | 13 Natural Gas Co-operatives | 6 Credit Unions | 15 Condominium Corporations

Our Culture

At Metrix, we believe in developing a culture based around learning and growth. We believe that training is an investment in our staff and our ability to provide client excellence. As a CPA training office, our junior staff are students who are enrolled and pursuing their CPA designation. Moreover, within our group of professionals are individuals with training and experience in change management. Their foundation as a designated CPA, CA combined with their Certified Change Management Professional™ (CCMP™) designation, along with their experience, all contribute to the value they provide their clients, particularly in leading organizational and finance change.

Moreover, our staff is provided with thorough training both in the office before fieldwork and on-site. This ensures that our teams are prepared for both routine transactions and challenges that may present itself. Our culture of learning and growth has contributed to our low staff turnover allowing us to provide staff continuity each year.

We strongly believe the continuity of audit staff is important to a valuable and efficient audit engagement. Our staff continuity fosters a more effective working relationship between our team and the Village staff (on average, our current municipal clients have been with Metrix for approximately 11 years). We always do our utmost to maintain the continuity of audit staff assigned to the engagement. This is evidenced by the assigned engagement partner and manager for the Village's audit who both started from a junior level and progressed their way to hold their current positions.

Year-Round Access

As part of our audit approach, we believe that communication is not only important during the audit, but throughout the year. As part of our services offered, we encourage our clients to reach out to us throughout the year to help eliminate any surprises and remain proactive of any potential issues that the Village may face. While our presence will be primarily evident during year-end, we are available throughout the year for any questions, whether for the Village's financial reporting, grant reporting, or for any other accounting or assurance related matters.

We are pleased to provide our current and past public sector clients as references along with a comprehensive list of our public local government clients, please refer to **Appendix C and D** respectively.

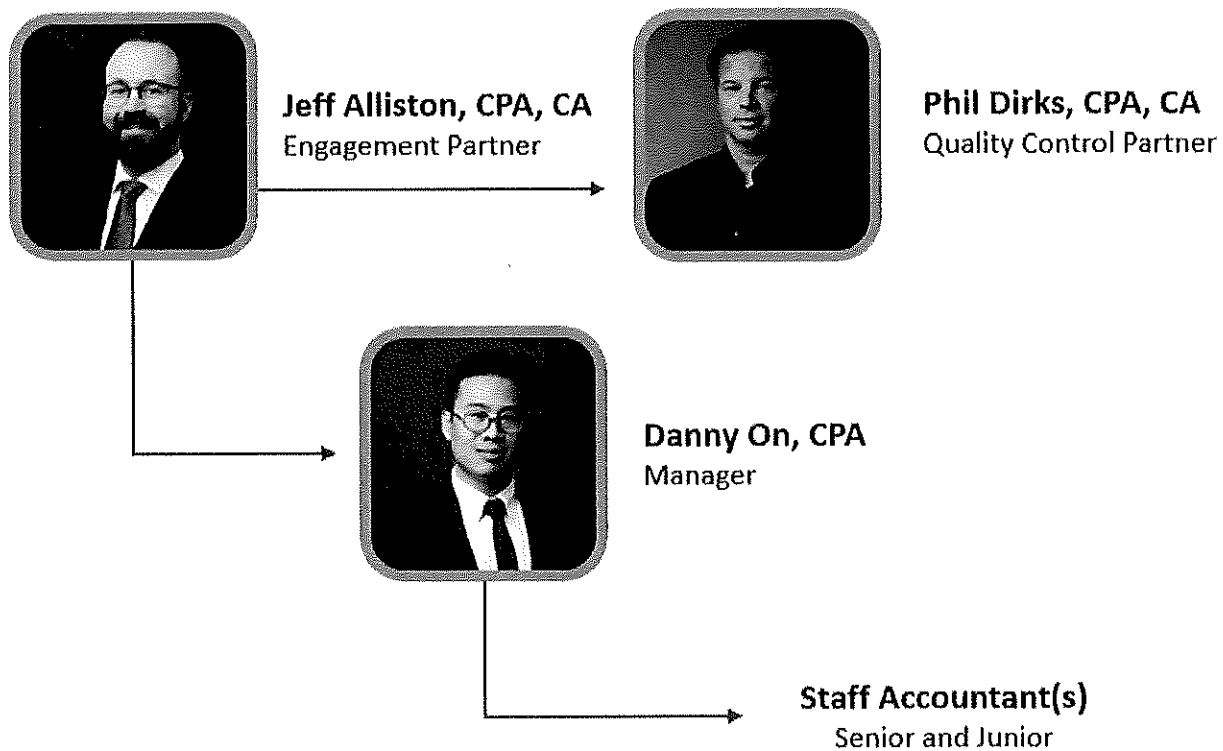
AUDIT STAFFING

The engagement will be serviced by our Edmonton office, 1 hour and 25 minutes from the Village of Innisfree.

Audit Engagement Team

Our commitment to the Village is evidenced by the caliber of our team.

Our service to the Village will be built upon the personal attention and the direct contact of partners and senior staff. At Metrix, we emphasize manager and senior staff involvement in the completion and supervision of our audit engagements. This creates audits efficiencies while ensuring our junior staff is adequately supervised reducing the amount of follow-up providing a quick turn-around.





Engagement Team Experience

Jeff Alliston, CPA, CA
Engagement Partner

Jeff is a partner in Metrix's audit practice, specializing in public sector and not-for-profit entities. He is currently the engagement partner for **10 municipalities and related entities** and is also the quality control partner for other municipalities within the Firm. Jeff has 11 years of government auditing experience.

Jeff will have the overall responsibility of ensuring Metrix services to the Village and will be accountable for the planning and direction of the audit. He will perform extensive quality control reviews of the audit team's findings. Jeff will also be available throughout the audit process and will be in attendance at meetings with the Village's Council and management.

Jeff is qualified to practice as a CPA in Alberta.

Areas of Specialization:

- Local governments and related entities;
- Not-for-profit organizations;
- Credit unions;
- School divisions and private schools;
- Co-operatives; and
- Privately-owned entities.

Volunteer Services

- Ronald McDonald House – Home for Dinner Program, Volunteer
- Literacy Without Borders, Treasurer (2018 – Present)
- GFOA Emerging Issues Task Force, Committee member (2013 – Present)
- Canadian Cancer Society – Leadership Committee (2013 – 2017)

Phil Dirks, CPA, CA
Quality Control Partner

Phil is a partner in Metrix's audit practice and one of the Firm's public sector and not-for-profit specialists. Phil has over 25 years of experience in public practice and spends 75% of his time servicing audit clients. Phil is currently the engagement partner for 70 audit clients including 25 local governments and related entities. Phil has over 20 years of government auditing experience.

Phil will be involved in the planning and quality control review as required by our Firm's quality assurance procedures. Phil will be available to Jeff to provide support and expertise as needed.

Phil is qualified to practice as a CPA in Alberta.

Areas of Specialization:

- Local governments and related entities;
- Not-for-profit organizations;
- Credit unions;
- School divisions and private schools;
- Co-operatives; and
- Privately-owned entities.

Volunteer Services

- Camp Evergreen, Director

Danny On, CPA
Manager

Danny is a manager in Metrix's audit practice, specializing in public sector and not-for-profit entities. He holds over four years of professional experience providing assurance services to various entities ranging from publicly traded and large privately held for-profit entities to not-for-profit organizations and large complex municipalities. Danny provides his clients with strong and reliable direction, helping to provide clarity with complex financial reporting and business issues.

As the Manager, Danny will provide support in the delivery of our audit services with direct responsibility for the planning, execution, and completion of our audit work.

Danny is qualified to practice as a CPA in Alberta.

Areas of Specialization:

- Local governments and related entities;
- Not-for-profit entities.

Staff Accountant(s)

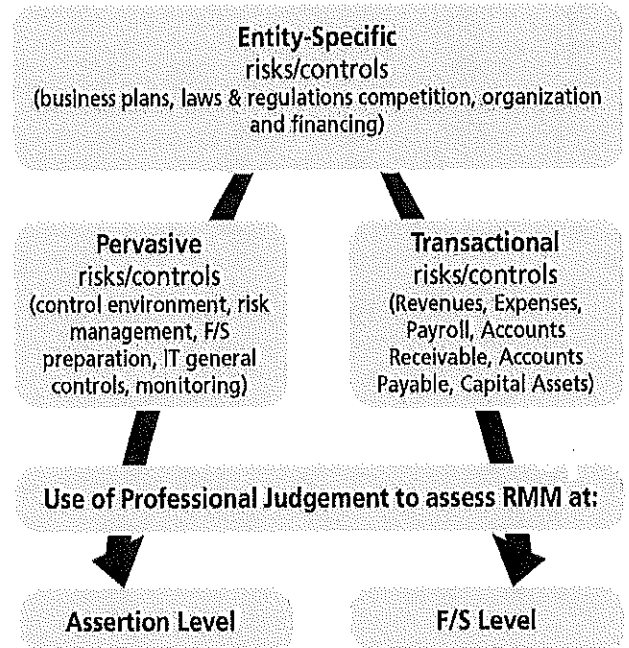
Staff accountant(s) will be assigned to this engagement to help in the completion of our services. Our junior staff accountants are made up of articling students hired by Metrix over the past years. These team members are supervised and guided by more experienced staff assigned to the engagement and will remain consistent with the Village's audit. The Village's auditors are given internal training in relation to municipalities during our annual municipality audit training course administered by our senior managers.

AUDIT IMPLEMENTATION

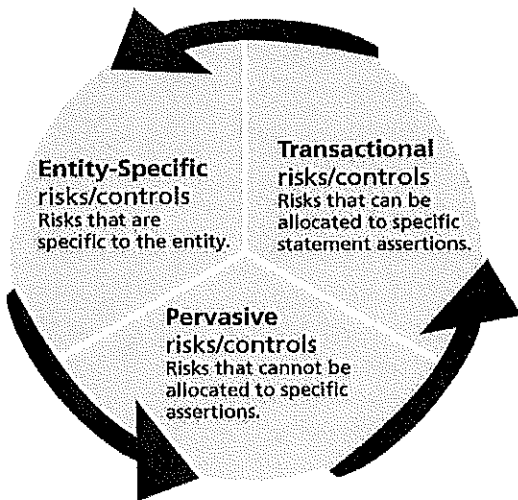
Audit Approach

The audit approach contributes to continued improvement of efficiency and the reduction of risk. Metrix provides an audit characterized by timeliness and accuracy. Our risk-based audit approach, combined with the importance we place on observing and recommending ways to improve and develop new internal controls, will provide value-added services to the Village.

We believe that a top-quality audit can serve as a powerful tool for the Council and management. Our audits involve a series of established procedures designed to identify and evaluate the audit elements that present the greatest risk and / or opportunities to the Village.



RMM - Risk of Material Misstatement
F/S - Financial Statement



Audit Plan

Our audit procedures focus on the highest-risk areas, based on factors inherent in the Village's operations, regulations and current economic conditions. Materiality levels are developed to commensurate with the risks of the financial statement users, the level of external reporting involved and our judgment related to the extent of audit risk.

Risk Assessment

1. Preliminary engagement activities
2. Determining materiality
3. Initial planning and team discussions
4. Risk assessment procedures to identify risks/controls
5. Summarize risk assessments (F/S & Assertion levels)

Risk Response

1. Final planning and team discussions
2. Execute the planned procedures
3. Evaluate evidence obtained and F/S presentations/disclosures

Risk Reporting

1. Communicate with management/the board/TCWG (misstatement findings, control deficiencies and written representations)
2. Complete the audit file
3. Form an opinion of the financial statements

Assessment of Risk

A risk assessment is performed to determine the overall financial statement risk and identify areas of the Village's account balances where there is a particular risk of misstatement to the financial statements. Our assessment of risk is an important factor in planning the audit, and affects decisions such as audit strategy, the nature of the audit procedures, and the selection of audit samples. Our assessment is also based on a variety of factors that include our knowledge of your business, the current condition of the market and the effects it has on your organization, along with the inherent risks associated to account balances that may lead to a material misstatement.



Control Environment

As your auditor, we are required to obtain an understanding of the design and implications of internal controls. In doing so, we obtain a general understanding of how each material transaction types are recorded, processed, summarized and controlled. The purpose of this understanding is to assist in designing tests of control that are effective and can be relied upon.

Knowledge of business documentation and internal control / process matrixes provided by the Village will be reviewed in detail to identify implemented internal controls and processes at both the entity and transactional levels. Regardless of our decision to select a substantive or combined audit approach, a walkthrough of the Village's internal controls and processes will be performed to comply with Canadian Auditing Standards.

IT Security and Planned Use of Technology

Computerization has played an important role in Metrix's growth by providing efficiencies without sacrificing effectiveness in executing our engagements. Data security is a high priority for our Firm. As our client, you can rest assured that your information is secure and to be regarded with the utmost confidentiality and protection. We achieve this through our due diligence of routine maintenance of server and desktop backups between offices, continuous monitoring of suspicious viruses by our IT support team, routine desktop and server maintenance. In addition, as part of our service made available to the Village, a secure client portal is available when transferring documents during our audit engagement. It is our commitment to continuously search and adopt new and better ways to serve our clients.

Metrix staff assigned to this engagement are trained and experienced in the use of technology, software and platforms which ensure that the Village receives the maximum advantages and efficiencies of modern technological advancements. Our staff have a good understanding of many municipal financial software including: Great Plains (Diamond), Bellamy, Muni-Ware and Central Square.

Audit Focus

Based on our preliminary understanding of the Village, we would adopt a combined audit approach. From a preliminary analysis based on the 2017 financial figures, we expect our areas of audit focus to include:

Net municipal property taxes

Risk factors	Our response
<ul style="list-style-type: none"> Net municipal property taxes represent approximately 33% of the Villages' total revenues; Net municipal property taxes will subject to a higher level of public scrutiny. 	<ul style="list-style-type: none"> We will assess expected net municipal property taxes recorded and by re-calculating total revenues and comparing against actual revenues recorded; We will assess net municipal property taxes to determine if the balance has been over / under levied; and We will assess the levy rates against supporting documentation.

User fees and sales of goods

Risk factors	Our response
<ul style="list-style-type: none"> These accounts represent approximately 30% of the Village's total revenues; User fees and sales of goods are generally subject to a high volume of transactions. 	<ul style="list-style-type: none"> We will perform walkthroughs and test detective and preventative controls (automated and manual controls) for design and operational efficiency. Specifically, controls related to these significant accounts, interfacing controls (i.e. approved fee schedule), master file data configuration of approved fee rates, user access to master files, etc. (Assuming reliance on automated controls) We will perform substantive analytical procedures including variance analysis; and Using statistical sampling techniques, we will identify revenue transactions to perform additional test of details.

Government transfers (Operating and Capital)

Risk factors	Our response
<ul style="list-style-type: none"> These accounts represent approximately 27% of the Village's total revenues; Revenue recognition may be subject to specific performance obligations. 	<ul style="list-style-type: none"> We will test the design and operating effectiveness of controls related to the approval of government transfer(s), cash disbursements and manual journal entries; We will send confirmations to significant funders or agree funding to agreements; and Where necessary, we will assess the revenue recognized against the performance obligations and agree the revenue recognized to a corresponding expense.



Salaries, wages and benefits

Risk factors	Our response
<ul style="list-style-type: none"> Salaries, wages and benefits represent approximately 25% of the Village's total expenses; Remuneration disclosure of elected municipal officials and the chief administration officer is required under Alberta Regulation 313/2000. 	<ul style="list-style-type: none"> We will perform procedures over transactions controls, specifically testing controls regarding the segregation of payroll functionality to other departments (finance and HR), timesheets review and approval, hiring and termination protocols, and interface controls from the Village's payroll module to electronic fund transfer system used; We will perform substantive analytical procedures to assess expense reasonability; and We will perform a reconciliation of salaries and wages to T4.

Operating expenses

Risk factors	Our response
<ul style="list-style-type: none"> Completeness, accuracy, and the occurrence of operating expenses is considered to be a risk due to the inherent nature of expenses. 	<ul style="list-style-type: none"> We will perform procedures over detective and preventative controls implemented over operating expenses. Where applicable, procurement processes, such as authorization thresholds for approval, will be assessed as part of procedures performed. Using statistical sampling, we will select a sample of invoices to test, agreeing the amounts recorded to supporting documentation; and Where required, we will perform additional substantive testing procedures.

Cash and term deposits

Risk factors	Our response
<ul style="list-style-type: none"> Given the nature of cash and term deposits, the amounts recorded are always subject to a higher level of public scrutiny; 	<ul style="list-style-type: none"> We will send external confirmations for significant cash and term deposit balances as at year-end; We will perform cut-off and completeness procedures over cash and term deposits; We will test the mathematical accuracy of the bank reconciliation and term deposit listing; and We will test the reconciling items recorded in the bank reconciliation.

Receivables

Risk factors	Our response
<ul style="list-style-type: none"> The collectability of receivables is subject to significant estimates applied by management. 	<ul style="list-style-type: none"> We will perform procedures over the processes and internal controls for revenues, revenue and cash receipts to assess the design and operating effectiveness; We will perform cut-off testing to assess the completeness of receivables; We will assess management's estimates regarding the collectability of significant receivable balances; We will agree balances recorded to balances received subsequent to year-end to test the existence of receivables recorded as at year-end.

Tangible capital assets

Risk factors	Our response
<ul style="list-style-type: none"> The acquisition and disposal of TCA will have numerous effects on other accounts, including Receivables, Deferred revenue, Government transfers and Amortization; There is the risk that TCA is expensed as part of repair and maintenance activities rather than capitalized. 	<ul style="list-style-type: none"> We will assess the design and operating efficiency of controls implemented for capital purchases / payments and authorization for transfers; We will trace funding for capital projects to approved reserve expenditures or grant agreements received; We will perform procedures over significant capital additions, including work in progress transfers, and disposals; We will perform procedures over repair and maintenance expense to assess the completeness of TCA; and We will re-calculate Amortization expense, and the gain / loss from the disposal of TCA, if any.

Accounts payable and accrued liabilities

Risk factors	Our response
<ul style="list-style-type: none"> There always exists the risk that expenses are recorded in the incorrect reporting period resulting in AP being incomplete or over-valued. 	<ul style="list-style-type: none"> We will perform walkthroughs and assess controls implemented over purchases / payables, and payroll controls; We will perform cut-off testing of payables; We will perform a search for unrecorded liabilities; Other substantive testing procedures will be performed, as required.

Deferred revenue

Risk factors	Our response
<ul style="list-style-type: none"> Compliance with funding agreement(s) with respect to revenue recognition and performance obligations will affect the valuation and completeness of deferred revenue. 	<ul style="list-style-type: none"> We will review funding agreements to identify agreements with performance obligations; We will test the mathematical accuracy of the deferred revenue continuity schedule; We will match project costs, and supporting documentation, to revenue recorded to assess if the performance obligations have been met.



Landfill closure and post closure costs

Risk factors	Our response
<ul style="list-style-type: none"> The landfill closure and post closure costs may be misstated resulting in unrecorded liabilities or residents over paying in levies. 	<ul style="list-style-type: none"> We will assess the inputs used in calculating the landfill closure and post closure costs; We will re-calculate the landfill closure and post closure costs to test the mathematical accuracy of the liability recorded.

Accumulated surplus

Risk factors	Our response
<ul style="list-style-type: none"> Reserves have been inappropriately spent; Reserves have not been appropriately updated. 	<ul style="list-style-type: none"> We will assess reserve transfers recorded to the budget to assess the completeness of the transfers; We will determine if significant transfers / expenditures have been appropriately authorized.

Anticipated Potential Audit Problems

Given our current understanding of the Village, we do not anticipate any potential audit problems. Should we identify any potential audit problems during the audit planning phase, or during the commencement of field work, we will take proactive steps working in connection with management to mitigate the risk that the problems will result in any audit inefficiencies.

Data Analytics & Computer Assisted Audit Techniques (CAATs)

With over 55 years of audit experience, Metrix has acknowledged that although the fundamental principles of auditing have not changed over the years, our audit procedures and techniques have evolved as an adaptive response to our ever-changing technological environment. When considering efficiency, auditing sampling methodologies, substantive analytical and detailed testing would be difficult without the use of CAATs. More importantly, the use of CAATs has increased our confidence levels with the ability to reduce the reliance on conventional vouching procedures. We extrapolate unusual and large amounts from the data and create alternative audit procedures suitable for further analysis. Our years of experience, breadth of clients and willingness to stay current with industry best practices has allowed our Firm to create many CAATs which we are confident will be applicable to the Village.

Client Deliverables

Audit Findings Report

Concurrent with issuing our audit opinion, we will provide Council with a concise summary of any significant control weaknesses, inconsistent accounting practices, areas of significant judgment, or any other audit and accounting issues that come to our attention during the course of the audit.

Our draft Audit Findings Letter will be reviewed with management to ensure it is factually correct and does not include insignificant matters. The letters will then be completed, taking into consideration any suggestions provided by management. The final letter will be discussed with the Council.

Management Letter

The audit programs will be designed to permit the required reports to be prepared. In addition, a management letter will be issued that will include any other matters that will assist management in fulfilling their responsibilities of safeguarding assets and maintaining a reliable and efficient accounting system.

Independence

We confirm that we are not aware of any potential conflicts of interest that might compromise our work on the Village's engagement, perceived or otherwise.

Audit Quality

The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements. This is achieved by the expression of an opinion by the auditor on whether the financial statements are presented fairly, in all material respects the financial position of the entity.

Audit quality encompasses the key elements that create an environment which maximizes the likelihood that quality audits are performed on a consistent basis. Metrix maintains a quality control system that encompasses firm level policies as well as policies and procedures to ensure specific engagement's meet the firm's quality control standards.

We are constantly striving to improve our processes and ensure that our staff is up to date on new accounting and auditing standards, as well as changes in the business environment.

We believe that a quality audit is achieved by an engagement team that has:

- Appropriate values, ethics and attitudes;
- Skills and experience to perform the audit work; and
- Applied a rigorous audit process and quality control procedures to ensure the engagement complies with or exceeds professional standards.

Our quality control system is reviewed annually to monitor compliance with firm policies. We have also hired an external quality control monitor, FocusHGK LLP, to perform an independent review of a sample of completed assurance files for each partner to confirm that our files meet professional standards, as well as our own internal quality control procedures. FocusHGK is a specialized firm that focuses exclusively on assisting accounting firms to comply with professional standards. The partners in FocusHGK LLP are also the co-authors of CPA Canada's Professional Engagement Manual and Quality Control Manuals.

At Metrix, we use CaseWare Working Papers to retain and document our audit work performed providing for standardization across engagements while allowing for customized procedures for the requirements of each client.



WORK PLAN AND PROJECT SCHEDULE

We anticipate the following audit schedule for the 2019 audit – all of which would be subject to the Village's review and amendment as appropriate – to ensure the completion of our work to meet the reporting deadlines set by the Village.

Proposed Timeline	Function
Early October	Discuss agreed upon schedule of activities.
October – November	Interim field work performed.
November – December	Issue audit planning letter.
January – February	Issue list of all necessary schedules, analyses, and any other information pertinent to the audit.
March – April	Year-end field work performed.
Mid. April	Presentation to Council (prior to April 25).
Before May 1	Final submission to Municipal Affairs.

AUDIT FEES

Our commitment to the Village is to provide excellent client service for a fee that is fair and reasonable. Metrix's team and resources will be available to the Village when required, to work in a co-operative and interactive environment with the objective of providing maximum benefit to the Village. We will work closely with the Village's staff to ensure the audits can be completed as efficiently as possible. Where possible, we will certainly utilize the Village's staff.

At Metrix, we understand your need to maximize value for the fees you pay and strive to keep our fees competitive while upholding quality service standards. We are confident that our fees are reflective of the value-added services we provide to each of our clients. Based on our understanding of the Village's operations, we have provided fee estimates for the fiscal year ending December 31, 2019 to December 31, 2021. These fees are derived from an analysis of our audit approach and our past experiences with other municipalities. The fees for each corresponding year are guaranteed not withstanding changes beyond our assumptions.

Table 1 – Engagement Fees

	2019	2020	2021	Total
Financial Statement Audit	\$9,750	\$10,000	\$10,250	\$30,000
LAPP Audit	-	-	\$2,000	2,000
Travel	600	600	600	1,800
Total Audit Fees	\$10,350	\$10,600	\$12,850	\$33,800

Not included in the above fee estimates are Goods and Services Tax.

We are available to our clients and we encourage our clients to contact us when they have questions during the course of the year. We will provide the Village with recommendations and guidance on any new accounting standards to ensure the disclosures are consistent to the new standards. Our audit fee allows for these ongoing consultations and communications.

To the extent that a request is made by the Board, for a specific project, fees would be estimated in advance (normal hourly rates x estimated time required) and would not commence without client approval. Sometimes a separate engagement letter is used to formalize the project requirements. We are always available to perform additional, in-depth audit work which may be requested by the Council.

Table 2 – Breakdown of Fees

Staff Category	Hourly Rates	Hours	% of Hours	Fees
Partner	\$250-\$290	3	3%	\$750
Manager	\$100-\$150	40	40%	\$5,000
Junior	\$70-\$80	52	53%	\$3,900
Clerical		4	4%	\$100
Total		99	100%	\$9,750

If by chance unforeseen issues arise, we will consult with management as to the extent of additional services that are required to correct the problem. We do not bill for minor changes to our audit approach. Examples of additional billings include: balancing of net assets, bank reconciliations and accounts receivable sub-ledgers. Our Firm believes in a “no surprise audit” and therefore if overruns are apparent, we immediately open discussions with management in hopes of achieving a mutually agreed upon solution.

Please refer to **Appendix B** for a comprehensive listing of Metrix’s services.

APPENDIX A – VALUE ADDED SERVICES

Implementing New Public Sector Accounting Standards

Canadian public sector accounting standards are consistently updated, which may affect the Village's future financial reporting either through a journal entry or note disclosure.

Our Firm has provided industry-specific seminars for our clients. These seminars have focused on new accounting and assurance pronouncements, Goods and Services Tax issues, and other topics of interest identified by our clients. We have found these sessions to be a useful learning tool not only for our clients but for our audit staff as well.

We are always available to our clients and we encourage our clients to contact us when they have questions during the course of the year. We will continually provide the Village with recommendations and guidance for new accounting standards.

Courses or Training

We host information sessions for our various industry groups to discuss matters of interest (e.g. accounting standards changes, GST changes, Council roundtables). These sessions also serve to bring our clients together as an opportunity to build networks that facilitate ongoing communication.

We are always available to provide seminars for specific clients, allowing us to respond to their unique issues. Fees for these seminars are established in advance. Typically, upon request from a client, we would establish an estimate of the fee for preparation and delivery of the seminar. Our fee would be based on our normal hourly rates, extended by the estimated time requirement.

Technical Literature

We issue periodic technical literature in the form of letters to our individual clients within our industry groups when matters of significance become known. Generally, the information relates to accounting standards, income tax issues or GST issues. We issue this technical literature as an added service to our clients.

Board and Management Financial Education Sessions

We provide an introductory session to educate new Village members on how to interpret financial statements for the purpose of making informed financial decisions, and how to understand the components of a financial statement audit. We also provide other and management financial literacy topics which include:

- Board members liabilities and responsibilities;
- Benchmarking and performance reviews;
- Budgeting (processing, reviewing and interpretation);
- Long term capital and operating planning; and
- Internal control and processes review – efficiency optimization

Audit of Grant Funding Applications

The provincial government may request the audit of revenues and expenditures for certain grant applications. Metrix is equipped to perform these audits and prepare and submit the necessary reports to the granting authorities.

Management Consulting

Metrix's dedicated consulting practice offers our clients a wide variety of services from a network of designated and qualified professionals ranging from business process and operational reviews, internal audit, project and change leadership and strategic planning services.



APPENDIX B – COMPREHENSIVE SERVICES

Assurance and Review Engagements

- Financial statement audits
- Internal control reviews
- Assistance with complex accounting and financial reporting matters
- Corporate governance reviews
- Risk management assistance
- Forensic auditing

Estates and Trusts

- Preparation of the Terminal and Rights or Things Tax Returns
- Advice on transferring assets
- Preparation of Trust Tax Returns
- Advice on family trusts
- Assistance in gathering information for the preparation of the probate application
- Correspondence with other professionals, including lawyers, appraisers, investment brokers and financial institutions
- Applying for the Clearance Certificate

Accounting

- General ledger & financial statement preparation
- Bookkeeping: monthly, quarterly, annually
- Accounting system set up for new businesses
- Compilation of financial statements
- Assurance services
- Reviews of financial statements
- Reviews of quarterly financial statements
- Cash flow
- Budgets: financial projection and forecasts, corporate and individual

Tax

- Tax planning for individuals and corporations
- Corporate reorganizations
- Return preparation for
- Individuals
- Private corporations
- Estates and trusts
- Not-for-profit organizations and registered charities
- Provincial and federal commodity tax planning and compliance
- Tax considerations in matrimonial settlements
- Tax effects of buying and selling a business
- Tax-effective retirement and estate planning

Business Advisory and Consulting

- Accounting software selection and implementation
- Business valuations
- Buying / selling a business
- Business process improvement
- Change management
- Financial, retirement and estate planning
- Organizational planning and development
- People, process and project leadership
- Performance measurement and reporting

Specialized Services

- Mergers and acquisitions
- Corporate recovery
- Asset protection
- Debt management
- Business start-up or expansion
- Cash flow forecasting
- Employee benefit plans
- Expert witness services
- CFO / Controllership duties
- Eldercare services
- Retirement of the practitioners



APPENDIX C – CLIENT REFERENCES

Town of Elk Point

Client Contact: Ken Gwozdz
Chief Administrative Officer

Years Services: 2014 – Present

Phone: (780) 724-3810

Email: CAO@Elkpoint.ca

Services Provided: Audit of the Town's financial statement, preparation of the FIR, and an annual LAPP audit.

Village of Breton

Client Contact: Terry Molenkamp
Chief Administrative Officer

Years Services: 1996 – Present

Phone: (780) 696-3636

Email: CAO@village.breton.ab.ca

Services Provided: Audit of the Village's financial statement and the preparation of the FIR.

Summer Village of Sunrise Beach

Client Contact: Wendy Wildman
Chief Administrative Officer

Years Services: 2006 – Present

Phone: (780) 967-5338

Email: CAO@Onoway.ca

Services Provided: Audit of the Municipality's financial statement and the preparation of the FIR.



APPENDIX D – MUNICIPAL AUDITS EXPERIENCE

Local Government	Engagement Partner	Years Served
Village of Wabamum	Phil Dirks	38
Town of Onoway	Phil Dirks	33
Village of Breton	Phil Dirks	23
Town of Stony Plain	Phil Dirks	21
Sturgeon County	Phil Dirks	19
Yellowhead County	Curtis Friesen	17
Big Lakes County	Phil Dirks	16
Brazeau County	Phil Dirks	16
Lac Ste Anne County	Curtis Friesen	16
Leduc County	Curtis Friesen	16
Municipal District of Bonnyville	Jeff Alliston	13
Summer Village of Sunrise Beach	Phil Dirks	13
Town of Drayton Valley	Phil Dirks	13
Town of Morinville	Curtis Friesen	12
Town of Whitecourt	Curtis Friesen	12
Town of Mayerthorpe	Curtis Friesen	11
Town of Thorsby	Phil Dirks	10
Clearwater County	Phil Dirks	9
City of Dawson (Yukon)	Phil Dirks	9
Municipal District of Provost	Michael Epp	9
Summer Village of Sandy Beach	Phil Dirks	9
Town of Devon	Michael Epp	9
Municipality of Jasper	Jeff Alliston	8
Town of Bon Accord	Phil Dirks	8
Town of Gibbons	Phil Dirks	8
Lac La Biche County	Jeff Alliston	7
Lamont County	Curtis Friesen	6
Municipal District of Greenview	Phil Dirks	6
Municipal District of Lesser Slave River	Jeff Alliston	6
Sylvan Summer Villages (5 SVS)	Phil Dirks	6
Town of Bruderheim	Phil Dirks	6
RM of Eldon (Saskatchewan)	Michael Epp	5
Village of Paynton (Saskatchewan)	Michael Epp	5
East Prairie Metis Settlement	Jeff Alliston	4
Town of Elk Point	Jeff Alliston	4
Town of High Prairie	Michael Epp	4
Town of Marshall (Saskatchewan)	Michael Epp	4
Town of High Level	Michael Epp	3
Town of Manning	Michael Epp	2
Village of Haines Junction (Yukon)	Phil Dirks	2

Brian King Professional Corporation

Box 560, Hardisty, Alberta T0B 1V0

July 22, 2019

Village of Innisfree
Box 69
Innisfree, Alberta
T0B 2G0

Dear Madam:

At present, my quote for future auditing services has expired and I would like to provide you with a quote for a further four years. I am proposing the following rates for 2019 of \$8,100, 2020 \$8,150, 2021 \$8,200, 2022 \$8,250. I recognize the villages efforts to control costs and I believe that the quotes lower than what auditors are charging for other municipalities. Should you find information to the contrary, I will be more than willing to revisit the prices as I do appreciate our continued business relationship. In the event that any further consulting or accounting advice is required I would be pleased to be of assistance at the rate of \$175.00 per hour of work plus travel and expenses.

The Audit will be completed prior to the May 1 deadline of each year providing the following conditions are met prior to March 15th of each year, In the event that these are not completed, the statements will not be completed until late June at the earliest:

- Bank account is reconciled to zero as of December 31 of the year as well as January of the following year
- Subledger accounts for taxes, utilities and accounts receivable balance to the general ledger (this should be completed monthly along with the bank reconciliations)
- Any suspense accounts are either zeroed out or a reconciliation of what is contained in the account is provided.

The audit price includes the Audited Financial Statements, and preparation of the audited Financial Information Return. Extra charges would be required in the event that there are major bookkeeping problems such as an unbalanced bank account, unbalanced subledger's, change in accounting system that changes account numbers or data generation in a way that extends the time required to do the audit, or a significant change in personnel. Extra charges may also be required in the event that the reporting bodies significantly change the presentation of the financial statements or required disclosure as well as the information required in the financial information return. In the unlikely event that I feel that an extra charge should be made, I will discuss it with yourself for your approval or to be discussed by council before proceeding.

Please advise me as soon as possible if you are in agreement with the above fee quote or have any concerns regarding it.

Sincerely yours,

BRIAN KING PROFESSIONAL CORPORATION



Brian King, CPA, CGA
/bk

Village of Innisfree

AUDIT SERVICE PROPOSAL

December 31, 2019

Submitted by:



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Executive Summary

In your request for proposal for the audit of the Village of Innisfree, you expressed the importance of engaging a firm of auditors with knowledge of and experience with municipalities. The Wilkinson Livingston Stevens LLP ("WLS") team has extensive experience and knowledge of both public sector accounting guidelines and municipal audit engagements. We currently serve as the external auditor of the City of Lloydminster, Village of Kitscoty, Lloydminster Public Library and the Town of Maidstone. We have established strong relationships with the applicable Councils, Boards and management. These strong relationships result in timely efficient audit issue resolution and timely overall audit completion.

Our firm is organized as a partnership of three Chartered Professional Accountants who have provided professional public accounting and auditing services to Lloydminster and surrounding areas for several years. We have been approved by Chartered Professional Accountant Institutes of Alberta and Saskatchewan to practice in both provinces. We currently have a supporting team of 18, which consists of Chartered Professional Accountants and other support team members.

WLS's team of auditors will bring a broad spectrum of experience and knowledge to the Village of Innisfree. Our core audit team will be led by partner Amanda Mazzei and audit manager Jennifer Fradette. Amanda is the engagement partner for the City of Lloydminster, Village of Kitscoty and Town of Maidstone and has extensive experience with public sector audit engagements. Jennifer has several years of audit experience with public sector organizations and not-for-profit organizations.

WLS ensures all team members complete adequate professional development courses to enhance their competencies and knowledge about current issues.

Our fee quote is based on an estimate of the number of hours required to complete the tasks identified in your request for an audit proposal. We estimate our fee to be \$12,500 for December 31, 2019. If our time experienced is lower than the quoted amount, we will reduce the audit fee to the actual amount of our work in progress.



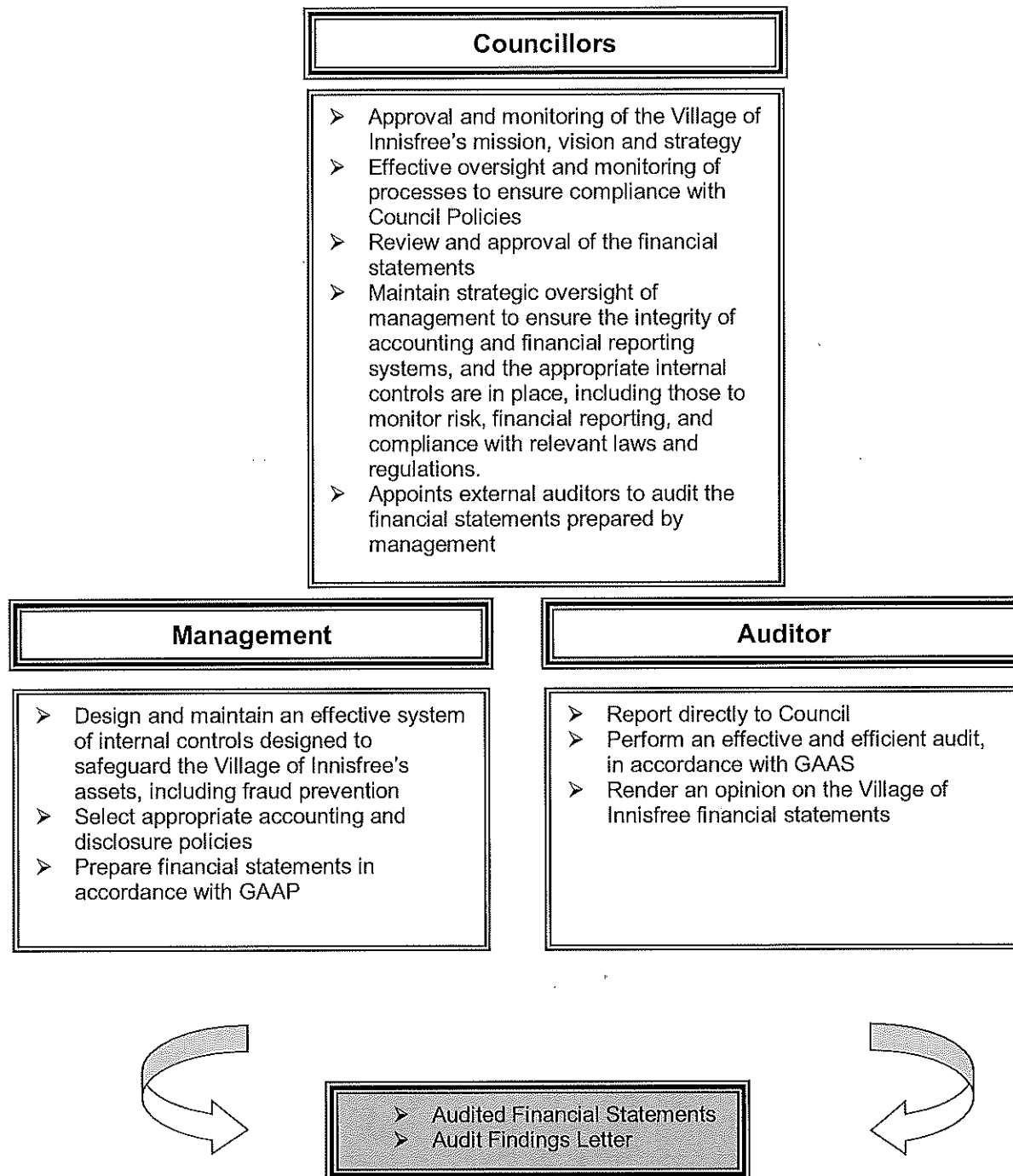
Overview of Team Members & Experience

Our firm continues to use a very high component of professionals on our audits to ensure our clients receive a very high quality audit performed by experienced personnel. This allows us to perform our audits with as little disruption as possible to management and staff. We endeavor to maintain continuity of the engagement team whenever possible.

For the Village of Innisfree audit, we propose to use a combination of the following team members to complete the audit:

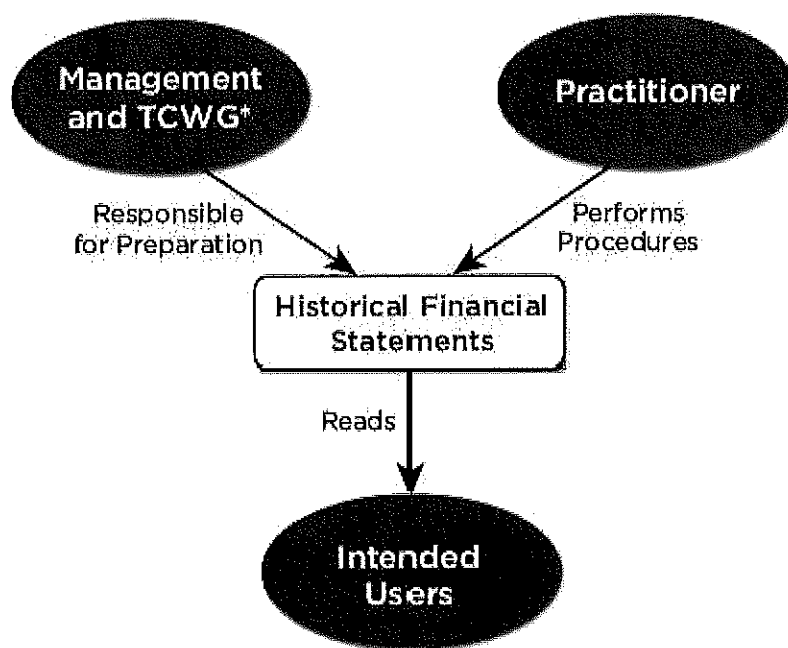
Team Member	Engagement Experience	Responsibility
Amanda Mazzei, CA <i>Engagement Partner</i>	Amanda joined the firm in 2006 from KPMG in Saskatoon, SK and became a partner in 2012. Amanda is engagement partner for the City of Lloydminster, Village of Kitscoty, Lloydminster Public Library, Lloydminster Public School Division and Lloydminster Catholic School Division.	Amanda will be responsible for the provision of audit services to the Village of Innisfree, which includes providing key direction, planning and management of the audit.
Scott Wilkinson, CA <i>Concurring Review Partner</i>	Scott joined the firm in 1991 and became a partner in 1998. Since joining the firm in 1991, Scott has been involved with the audit of both the City of Lloydminster and Lloydminster Public Library as well as various audit engagements and acts as concurring reviewer for several engagements in our office.	Scott will be responsible for acting as an independent resource and will provide technical review of accounting issues and financial statements.
Jennifer Fradette, CA <i>Audit Manager</i>	Jennifer joined our firm full-time in 2010 after a summer work term in 2009. Jennifer obtained her CPA designation in 2013. Jennifer has several years of experience with public sector audit engagements, specifically the City of Lloydminster, Lloydminster Public Library, Lloydminster Public School Division and Town of Maidstone.	Jennifer will be responsible for managing the audit, which includes providing supervision to all other audit team members, performing day-to-day fieldwork and overall file wrap-up.
Taylor Weighill, B. Mgt <i>Accountant</i>	Taylor joined the firm in October 2017. He is currently working towards obtaining his CPA designation.	Taylor will assist with the day-to-day fieldwork at interim and year end.
Jenna Dudding, B. Comm <i>Accountant</i>	Jenna joined the firm in September 2018. She is currently working to obtain her CPA designation.	Jenna will assist with the day-to-day fieldwork at interim and year end.

Roles and Responsibilities



Roles and Responsibilities (continued)

The Chartered Professional Accountants (CPA) Canada Handbook offers the following chart to illustrate the relationship among the three parties in an assurance engagement:

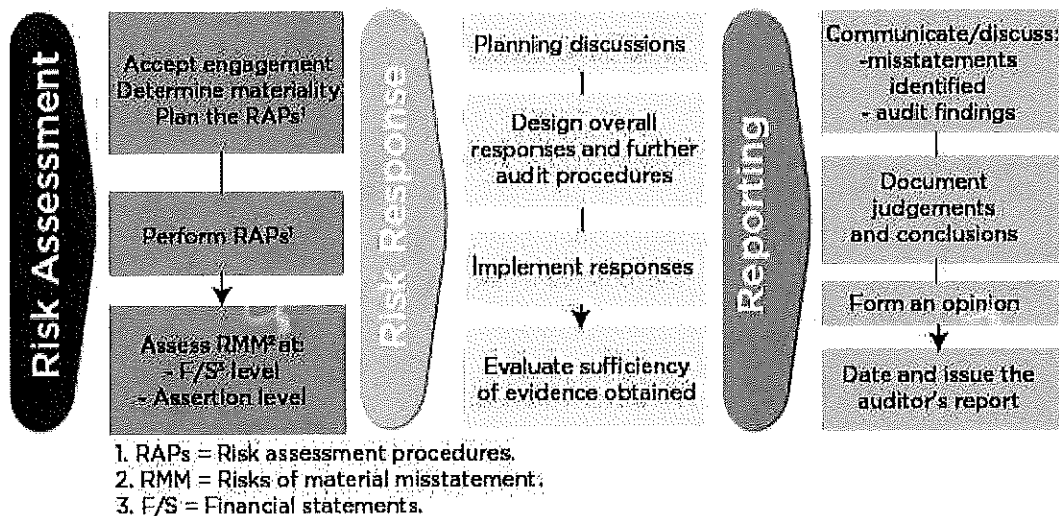


⁺TCWG = Those charged with governance

Audit Approach

Our audit will be performed in accordance with Canadian Auditing Standards, as outlined in the Canadian Professional Engagement Manual. The audit process is divided as follows:

- I. Risk Assessment
- II. Risk Response
- III. Reporting



I. Risk Assessment

Pre-Engagement Procedures

The first aspect of the audit process is the pre-audit considerations. This includes identifying all the key steps to perform pre-engagement procedures, including outlining a process for communicating with management and those charged with governance. This includes the following:

- Determining whether the financial reporting framework to be applied in the preparation of the financial statements is acceptable;
- Setting out the objective and scope of the audit as well as the responsibility of the auditor; and
- Obtaining the agreement of management that it acknowledges and understands its responsibility.

An engagement letter will be issued to ensure the above conditions are met and agreed upon.

Determining Overall and Performance Materiality

Materiality is defined as "an amount that, in light of surrounding circumstances, would change the decision of a person who is relying on the financial statements." We will determine materiality at the beginning of the audit so it can be used in planning and performing our audit work. This involves:

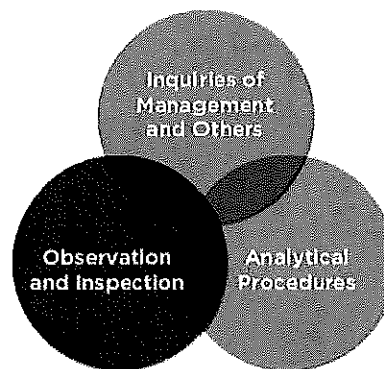
- Establishing overall planning materiality for the financial statements. Overall materiality is then used to assess the significance of the combined misstatements or omissions identified during the audit.

- Establishing performance materiality at a lower level than overall materiality. Performance materiality is used to assist us with determining the level of audit work required for specific financial statement areas. Quantitative determination of both overall and performance materiality is a matter of professional judgment.

We intend to use a tiered calculation of gross revenues for determining overall materiality.

Planning and Performing Risk Assessment Procedures

To assess the risks of material misstatement, we will perform the following procedures as outlined in the Chartered Professional Accountants (CPA) Canada Handbook:



Specific Fraud Considerations

Considering fraud is integrated into the overall audit process. There are two types of fraud that are relevant to us as auditors:

- Misstatements resulting from misappropriation of assets; and
- Misstatements resulting from fraudulent financial reporting.

In evaluating the risk of material misstatements due to fraud:

- Enquiries of management, Council members and others within the Village, as appropriate will be made throughout the audit to determine whether knowledge of any actual, suspected or alleged frauds are present and affecting the Village.
- Consideration of fraud risk factors is performed in conjunction with obtaining an understanding of the Village and its environment. We may identify events or conditions that indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud.
- We will determine overall responses to address the assessed risks of material misstatement due to fraud at each financial statement level and design and perform further audit procedures whose nature, timing and extent are responsive to the assessed risks of material misstatement at each assertion level.

II. Risk Response

Planning and Performing Audit Procedures

After carefully considering all of the above items in planning our audit, we will perform our audit procedures. The table below outlines our planned procedures based on the significant financial statement accounts, identifies the key business processes associated and details specific audit procedures.

Significant Financial Statement Account	Financial Statement Assertion	Test of Design and Operating Effectiveness, identified through key business process	Substantive procedures
Cash and Term Deposits Investment Income	CEAVO CEA	Purchasing/Revenues & Receivables	Obtain bank reconciliations, review for reasonableness and perform subsequent testing Confirmation of cash and investment accounts Interest income reasonability
Receivables Revenue	CEV CEA	Revenue & Receivables	Subsequent receipt testing Consideration of third party confirmations Review allowance for doubtful accounts Variance analysis, budget to actual Confirmation of government funding
Prepaid Expenses	CEA	Purchasing	Agree sample to supporting documentation
Tangible Capital Assets	CEA	Purchasing	Vouch additions Perform amortization reasonability Review R&M expense accounts
Accounts Payable Operating Expenses	CEA EA	Purchasing	Review significant year end accruals Perform search for unrecorded liabilities Variance analysis, budget to actual

Deferred Revenue	CEA	Revenue & Receivables/Purchasing	Review additions and expenditures
Accumulated Surplus	CEP		Review changes in accounts
Payroll	CEA	Payroll	Perform payroll reasonability Review of senior management compensation and expense reimbursement
Commitments & Contingencies	CAP		Confirmation with external legal counsel

Financial Statement Assertions:

C – Completeness

E – Existence

A – Accuracy

V – Valuation

O – Ownership

P – Presentation



Audit Timetable

WLS is committed to meeting reporting deadlines set by management and council.

Our proposed timing for the audit is as follows:

Communication	Responsible Party	Date
Presentation of December 31, 2019 Audit Service Plan to Council	External Auditor	December 2019
Interim Field Work (ie. control testing)	External Auditor & Management	November 2019
Confirmations	External Auditor	December 31, 2019
Year End Field Work	External Auditor & Management	March 2020
Review of Draft Financial Statements and Information Returns with Council	External Auditor	April 2020
Report of the December 31, 2019 Audit Findings to Council	External Auditor	April 2020

Audit Fee Estimate

We are prepared to perform the December 31, 2019 audit services outlined for \$12,500 plus applicable taxes. The audit fee would be subject to increases for the cost of inflation in subsequent years. Our fee will also be re-examined if any changes are introduced for the Accounting or Assurance CICA Handbook that would be applicable to the Village of Innisfree.

Average rates used in the determination of our audit fees and proposed additional services required by the Village of Innisfree (ie. LAPP audit) are outlined in the following table:

Engagement Type	Range
General Professional Services	
Partners	\$225 - \$300
Managers	\$150 - \$190
Senior Technicians	\$125 - \$145
Junior Technicians	\$90 - \$105
Administrative	\$50 - \$75
Bookkeeping	\$50 - 80

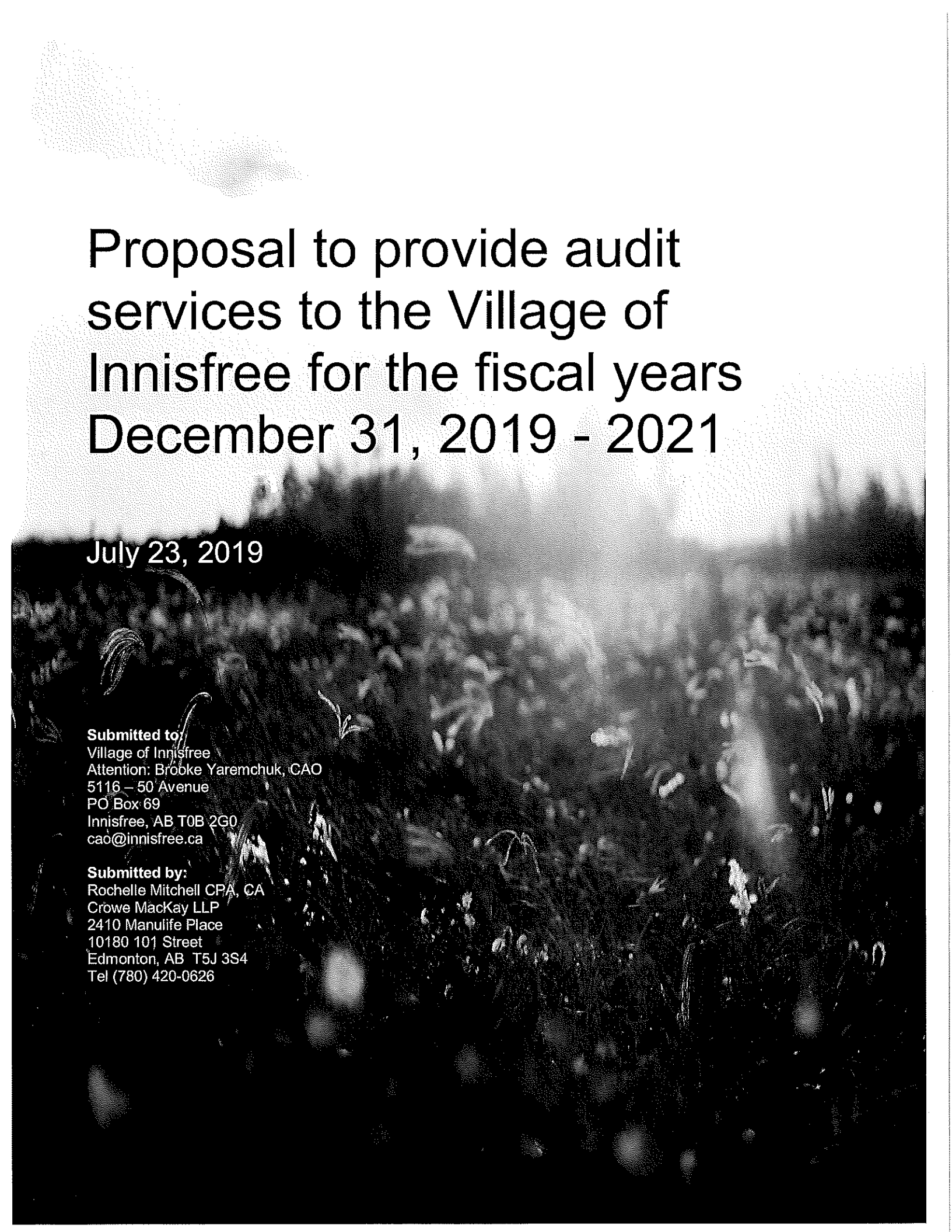
Our fee proposal is based on the current Village of Innisfree operations and understanding that management will prepare working papers for all asset and liability accounts. Should changes within your organization result, our fees will be re-examined.

Our fee proposals for the fiscal years ending December 31st 2020 and 2021 are \$12,800 and \$13,125, respectively.

Start-up Costs

As a newly appointed auditor, there are certain costs that will be incurred that are not recoverable. These would include reviewing the prior auditor's file for information required to complete the audit and development of process narratives. Our firm considers these to be one-time costs and with a three year audit tender being awarded, we are willing to absorb these costs at no charge to the Village of Innisfree. We estimate the audit conversion and start-up costs to be anywhere from 15 to 20 hours.





Proposal to provide audit services to the Village of Innisfree for the fiscal years December 31, 2019 - 2021

July 23, 2019

Submitted to:
Village of Innisfree
Attention: Brooke Yaremchuk, CAO
5116 – 50th Avenue
PO Box 69
Innisfree, AB T0B 2G0
cao@innisfree.ca

Submitted by:
Rochelle Mitchell CPA, CA
Crowe MacKay LLP
2410 Manulife Place
10180 101 Street
Edmonton, AB T5J 3S4
Tel (780) 420-0626

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Executive Summary

We are pleased to have this opportunity to demonstrate why Crowe MacKay LLP is the right choice to serve as auditors and professional advisors to the Village of Innisfree. Our team, our audit approach and our knowledge of the needs of the public sector will ensure that your audit is completed to the highest professional standards.

Experience

Crowe MacKay LLP brings a vast amount of knowledge and experience to your organization. We are currently auditors for numerous public sector organizations and we are familiar with your reporting requirements as set out in the *Municipal Government Act* by the Government of Alberta.

Resources

Our Edmonton office provides a full range of audit, accounting, taxation and business advisory services to cater to both large and small clients. We staff our office appropriately to ensure that we have the resources needed to meet client requirements. All planning and set-up activities associated with the year end audit of the Village of Innisfree will be completed prior to the commencement of the audit. A management letter will be prepared to identify any internal control issues and provide recommendations for improvements to your accounting systems and financial reporting, if required.

Efficient Audit

We have developed an audit strategy specifically designed for public sector organizations that ensures the efficiency of our audit process. As well, we have invested in specialized, up-to-date software that allows us to be efficient with the routine matters (data entry, file documentation and financial statement preparation) and allows us to concentrate on the key audit areas.

Competitive Fees

Our professional fees are summarized in the fee section of our proposal. Our fees reflect our ability to provide a superior service to your organization through our experience and our commitment to serving public sector organizations.

Firm Profile

Crowe MacKay LLP is a firm of Chartered Professional Accountants and Business Advisors with offices in Edmonton, Calgary, Vancouver, the Sunshine Coast, Kelowna, Regina, Yellowknife, and Whitehorse.

Crowe MacKay LLP has the sophisticated accounting and audit knowledge required to help Canadian government agencies and public sector organizations face new budget challenges and financial changes. With years of experience, we understand governments at all levels have unique accounting obstacles and fiscal concerns. The professionals from Crowe MacKay have demonstrated success in improving efficiency through operation, organization, and effective planning.

We have over twenty-five professional staff members in our Edmonton office who are available to serve your needs. Our experienced staff has diverse strengths in many areas and provides a full range of services, including:

- Audit and Accounting
- Taxation (Personal and Corporate)
- Commodity Taxation (GST)
- Business Plans
- Financing Proposals
- Business Valuations
- Management Consulting

Our objective is to provide the highest level of service possible, on a timely basis and at a fair cost to your organization

Our Experience Working With Public Sector Accounting

Crowe MacKay LLP has extensive knowledge of public sector organizations, the types of transactions processed and the financial reporting requirements. We are accountants and auditors for numerous public sector organizations including:

- Yellowknife Catholic Schools
- Yellowknife Education District #1
- Dettah District Education Authority
- K'Alemi Dene School (N'Dilo District Education Authority)
- Enoch Cree Nation
- Western Cree Tribal Council
- Sturgeon Lake Cree Nation
- Duncan's First Nation
- Frog Lake First Nation

References available upon request

In addition to our auditing and financial reporting engagements, we have also been utilized by a number of organizations to assist with special engagements, including:

- Developing financial policies and procedures manuals for various organizations.
- Working with public sector organizations to select accounting software and develop and implement internal control systems, and financial reports;
- Assisting organizations with the preparation of their annual budgets.
- Providing training sessions for Boards or Councils on various topics including "Understanding and Using Your Financial Statements", "The Accounting Process, Internal Controls and Prevention of Fraud" and "Preparing for the Year End Audit".

Engagement Team

We are pleased to offer the services of a team of our professionals who have strong backgrounds in public sector accounting and reporting issues.

Rochelle Mitchell, CPA, CA – Engagement Partner

- Rochelle will be responsible for the overall services provided to Village of Innisfree and will ensure that the experience and expertise of our firm is utilized to your benefit.
- Rochelle will be responsible for the approval of the audit plan and review of the financial statements prior to their release. Rochelle currently manages the delivery of audit services to a number of public sector organizations and has worked extensively as a business advisor.

Paul Harris, CPA, CA – Quality Control Partner

- Paul will be responsible for ensuring that the audit is performed in a manner that is in compliance to Canadian Audit Standards through a quality control review.
- Paul has extensive experience in auditing public sector organizations and understands the issues and needs of such organizations.

Daniel Smit, CPA, CA – Senior Manager

- Daniel is a senior manager at Crowe MacKay LLP and has been actively involved in the audits of a number of public sector organizations. Daniel will be in charge of the completion of the audit fieldwork. This will ensure that an individual familiar with the issues faced by your organization will be available to answer questions encountered during the engagement.

Brent Penner, CPA, CA, MBA – Tax Partner

- Brent is the Tax Partner in the Edmonton office and is available to provide advice on GST and income tax issues.

Understanding Your Needs

Purpose

We understand your needs in having the financial statements of the Village of Innisfree audited for the fiscal years December 31, 2019 to December 31, 2021.

We will prepare your financial statements based on the requirements of CPA Canada and perform the audit in compliance with generally accepted auditing standards.

We will provide effective advice to management as to whether the financial statements fairly present the financial position, the results of operations, and changes in cash flow in accordance with Canadian public sector accounting standards.

Independence

Crowe Mackay LLP is required at all times to remain independent with respect to any audit services we provide within the meaning of our Rules of Professional Conduct under which we are governed. We are submitting this proposal believing that we are independent with respects to our services to be provided to Village of Innisfree, and that there are no conflict of interest in existence between us. If we become aware of any circumstances that could change our independence we will communicate those to you as soon as we become aware of it.

Guidelines

In providing the audit services we will follow these general guidelines:

- The audit will be conducted in accordance with Canadian generally accepted auditing standards;
- The audit will be conducted in an efficient manner to keep the costs to a minimum – utilizing staff that are well versed in the audit of public sector organizations; and,
- Meetings and discussions will be held with management and Council to review our audit report, audit findings, conclusions, and recommendations prior to any distribution.

Results

We will provide:

- An audit report addressed to Council. The audit report is our opinion on the fairness of the financial statements;
- A planning report to Council on our audit approach including the audit materiality, extent of control testing and substantive procedures;
- A management letter that identifies areas of concern or weaknesses encountered in the examination of the financial statements, recommendations for improvement, and management's response to the concerns indicated; and,
- Pro-active information regarding proposed changes to Canadian Accounting Standards, and will comment on the expected impact to your organization.

Timing

We confirm that Crowe MacKay LLP will adhere to the annual schedule as laid out in Section C of your request for proposal, and will finalize this schedule with management each year before December 31st.

Proposed Audit Strategies and Methodology

Risk Assessment

Our audit approach includes an assessment of the risk of misstatement in the financial statements as a whole and the assessment of specific components of the financial statements. This approach requires an emphasis on detailed planning to ensure that the most efficient and effective procedures are used.

Substantive Procedures

Substantive procedures will be performed to provide sufficient and appropriate audit evidence to support our conclusions expressed in our audit report. Our tests will consist mainly of checking selected transactions to underlying supporting documentation such as supplier invoices and statements, bank documents, internal authorizations, and third party confirmations. Crowe MacKay LLP uses an in house designed statistical sampling tool to ensure random samples are selected.

Anticipated Potential Audit Problems

We do not anticipate any significant problems unless accounting records and documentation are not kept up to date. In the event that documentation is not forthcoming in a timely fashion or certain reconciliations are not provided we would work with management and Council to devise a solution that works for all parties involved.

Report Deliverables and Communication

A key component of our approach is to maintain regular contact with you during our audit. To ensure that we provide a quality audit we will consult with you on issues relating to changes in accounting policies, matters affecting the progress of our audit, or unforeseen items which might affect our costs.

An audit approach letter will be provided prior to commencement of the audit to enable the organization to ensure our approach meets their expectations. This also ensures that all issues are brought to our attention prior to commencement of the audit.

Proposed adjusting entries, if any, and draft financial statements will be reviewed with you prior to completion of the financial statements and our audit report thereon. In the final stage of the audit we will work with your management to finalize the financial statements. In addition to our audit opinion we will prepare a management letter that brings to your attention areas where we believe improvements could be made (internal controls, accounting and reporting matters and/or operational matters).

Our Fees

Based on our current understanding of the operations of the Village of Innisfree, we propose that our fees for the preparation of the financial statements for the year ending December 31, 2019 - 2021 will be as follows:

2019.....	\$17,000
2020.....	\$17,500
2021.....	\$18,000

Audit of the Local Authorities Pension Plan.....\$3,000

The estimate of our fee is based upon the assumption that the accounting records are up to date and in good order, and that we will be able to rely on your accounting staff to provide assistance in locating the accounting records and supporting documents during our audit. Our fee is inclusive of travel and accommodation.

A summary of information that we request that your accounting staff provide to us is included in Appendix A to this proposal.

If you request that we complete additional non-audit specific services or accounting work in connection with reconciliations and schedules normally prepared by the accounting staff, we will invoice you separately at our standard hourly charge out rates stated in the table below.

Estimated engagement hours, staffing levels and hourly rates

We expect a senior manager and two staff accountants to attend interim and year-end fieldwork. The partner will generally attend fieldwork in the first year of the engagement to ensure that the file is in good order and to make sure that the audit is on track.

Staff Member	Role	Hours	Hourly Rate
Rochelle Mitchell	Engagement Partner	10	\$ 300
Paul Harris	Quality Control Partner	4	\$ 350
Daniel Smit	Senior Manager	20	\$ 230
TBD	Staff Accountant	40	\$ 100
TBD	Staff Accountant	40	\$ 100

Appendix A – Accounting Requirements

In preparing our proposal for audit services, we have assumed that the following information is maintained by the accounting personnel of the Village of Innisfree:

- The general ledger is up-to-date, agrees to the trial balance and all adjustments and accruals have been processed.
- Account reconciliations for all funding programs and related accounts have been completed.
- Supporting documentation is readily available and provided on a timely basis.
- All banks are reconciled and bank adjustments recorded.
- Accounts receivable sub-ledger balances are agreed to the accounts receivable general ledger and all uncollectible accounts are identified and provided for.
- Prepaid expenses are maintained on a schedule and are supported by invoices.
- Accounts payable sub-ledger balances are agreed to the general ledger and the balances are supported by invoices.
- Opening surplus/deficit accounts agree to prior year financial statement closing figures.
- All other balance sheet accounts are supported by appropriate schedules and documents.
- All expenditures are properly supported by invoices or other written documentation, which is readily available in an organized format.
- Minutes of all Council meetings are available.
- The annual budget for the current year is available.
- Deferred revenue (funding received but not yet utilized for programs, if any, and related expenditures are identified).
- A listing of capital asset additions, if any and disposals is prepared, together with supporting documentation.
- Project statements and source documents for various events completed during the year.

Appendix B – Resumes



Rochelle Mitchell, CPA, CA
Partner

Experience

Rochelle Mitchell has been with the Edmonton office of Crowe MacKay LLP since 2007. She serves her clients in the areas of audit and assurance, accounting, and corporate and personal taxation. Rochelle has a diverse client portfolio including Aboriginal organizations, First Nations Trusts, automotive dealerships, professional services, government entities, and non-profit organizations.

Rochelle's professional experience with Crowe Mackay LLP has included working with a wide variety of clients from small local businesses, to public companies. She has also assisted with succession planning, buy/sell transactions and providing advice on corporate governance.

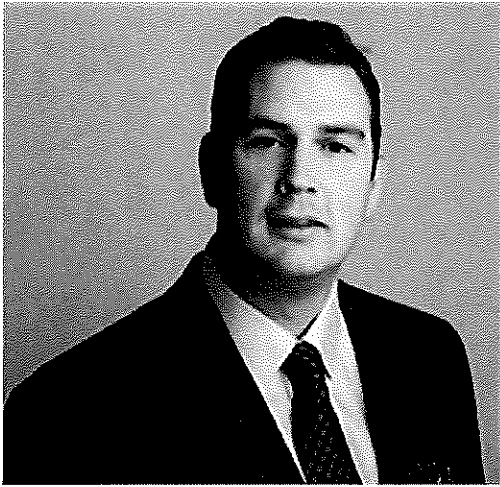
Her focus on quality service has enabled her to build strong personal relationships.

Professional Affiliations

Rochelle is a member of the Chartered Professional Accountants of Alberta

Community Involvement

Rochelle is currently the Treasurer of Skills Society.



Paul Harris, CPA, CA Partner

Experience

Paul assists clients of Crowe MacKay LLP in many areas including audit, accounting, taxation issues, and numerous special consulting engagements. Paul is responsible for a diverse client portfolio including Aboriginal organizations, real estate, recreational vehicle businesses, automotive dealerships, professional services, non-profit organizations and government entities.

Professional Affiliations

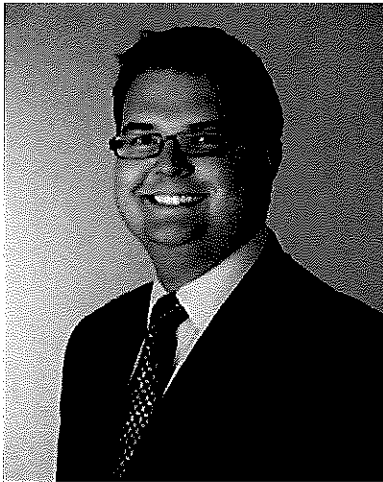
Paul graduated from the University of Southampton in England, and has his Chartered Accountant (CPA) qualification in both Canada and the United Kingdom.

Community Involvement

Paul sits on the Board of the Fort Edmonton Park Foundation, and is currently helping in fundraising to develop the park, including the building of an Indigenous Peoples Experience.

He is also the past Treasurer of the Rainbow Society of Alberta, a charity dedicated to fulfilling wishes of Alberta children with chronic or life threatening illnesses.

Paul is a guest advisor at the Business Link Alberta, providing guidance to local start-up businesses and is an active member of the Edmonton Chamber of Commerce.



Daniel Smit, CPA, CA Senior Manager

Experience

Daniel assists clients of Crowe MacKay LLP in many areas including audit, accounting, taxation issues, and numerous special consulting engagements. Daniel is responsible for a diverse client portfolio including Aboriginal organizations, First Nations Trusts, automotive dealerships, professional services, government entities, and non-profit organizations.

With over 10 years of extensive experience, Daniel has provided professional services in the areas of audit and assurance, accounting, business consulting and advisory, and taxation.

Professional Affiliations

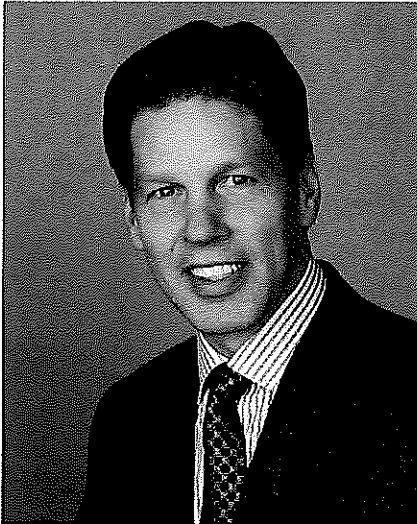
Daniel is a member of the Chartered Professional Accountants of Alberta

Community Involvement

Daniel is a highly valued member and Treasurer on the Board of the Alberta Music Education Foundation. His ability to easily explain often complicated jargon and ensure financial sustainability allows the Alberta Music Education Foundation's board members to make well informed and strategic decisions in day-to-day operations.

Daniel is also actively involved in other community and charitable activities including the World Partnership Walk and Santa's Anonymous.

Daniel is also an active member of the Edmonton Chamber of Commerce.



Brent Penner, CPA, CA, MBA Partner, Tax

Experience

Brent Penner is a partner and Tax Leader of Crowe Mackay's Tax Group. Brent has been with the firm for over 20 years and has substantial experience in a broad range of tax matters, both personal and corporate.

Professional Affiliations

Brent holds a Bachelors of Arts (BA) degree from the University of Manitoba and obtained his MBA from the University of Alberta. He received his Chartered Accountant (CA) designation in 1989 and subsequently completed the In-Depth Tax Program through the Canadian Institute of Chartered Accountants (CICA).

Community Involvement

Brent is an active member of the community and has been involved with local charities and sports clubs in a variety of volunteer positions.



PROPOSAL TO Village of Innisfree

July 22, 2019

Box 69
Innisfree, AB
T0B 2G0



Wilde and Company
Chartered Professional Accountants

Accountability | Respect | Generosity

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WHO WE ARE AND HOW WE HELP

At Wilde & Company, Wilde Advisory Group, we are Rural and understand what it means to be Community. For almost 60 years, since Jerry Wilde FCPA, FCA started our business, we have provided reputable, insightful audit, accounting and business advisory services to municipalities.

We are known for our ability to take complex matters and translate them into understandable conversations. And these conversations are foundational to great relationships.

Building trust with your team and helping them with their growth and understanding of the audit process is another important benefit of our audits.

Excellent results are the outcome of excellent teams, and our team of over 40 professionals work with accountability, respect and abundance to exceed your expectations. We are subject matter experts in important municipal areas including taxation, grants, capital projects, landfills and reserves. Our strong foundation and understanding of essential internal controls and accounting systems benefit you and help you fulfill your fiduciary responsibility in safeguarding public assets.

Wilde & Company, Wilde Advisory Group Partners are:

- Colette A. Miller, FCPA, FCA, ICD.D - Engagement Lead
- Curtis M. Palichuk, FCPA, FCA, ICD.D
- Renée C. Senko, CPA, CA
- Kyle A. Bodnarchuk, CPA, CA
- Verlyn D. Olson, Q.C.
- David J. Muddle

Our address is:

P.O. Box 70
4902- 50 Street
Vegreville, AB T9C 1R1
colettem@wildeag.ca
www.wildeandco.ca



UNDERSTANDING OF WORK REQUIRED

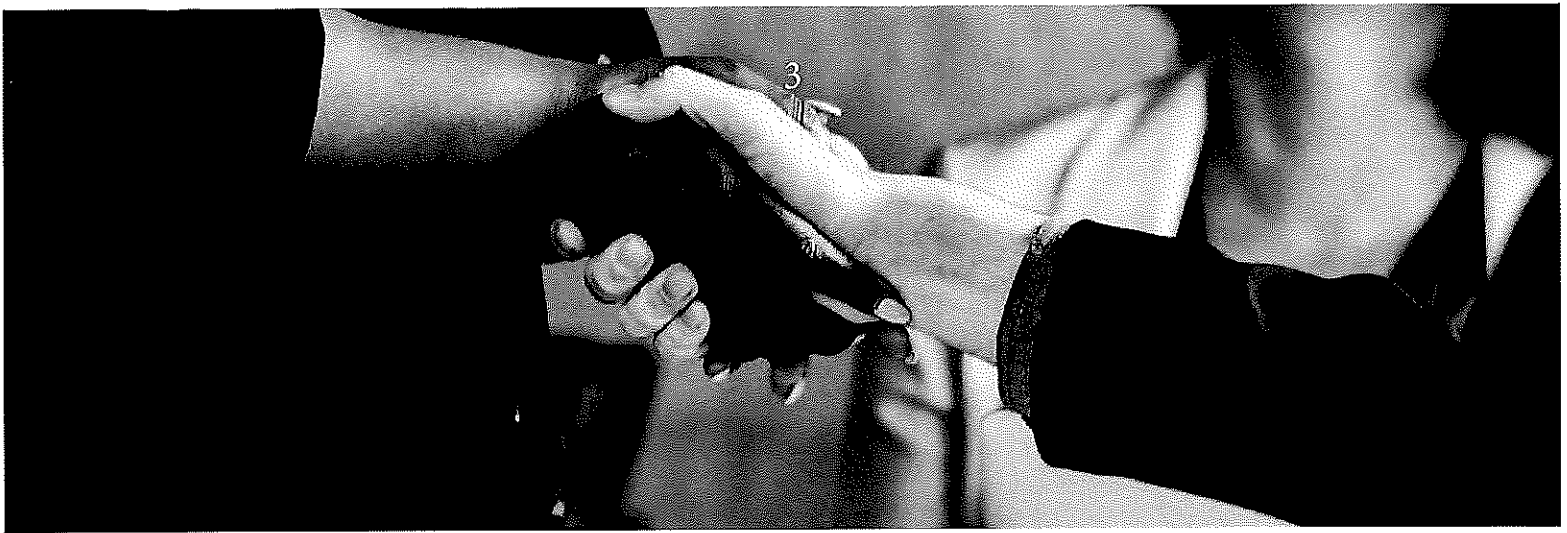
It is our understanding that Village of Innisfree requires external financial audit services in order to provide an audit opinion on the consolidated financial statements, municipal financial information return and local authorities pension plan for three fiscal years commencing with the December 31, 2019 year end. Our primary objective is to produce accurate and complete audited financial statements for the Village. Wilde and Company follows audit procedures in accordance with Canadian Generally Accepted Auditing Standards as set forth by CPA Canada.

Wilde and Company will be available to meet with the Audit Committee to review the draft financial statements and be present at the Village Council meeting when the financial statements are submitted to Council for approval.

Furthermore, our firm will issue a Management Letter containing comments and recommendations for improvement in operating procedures, internal control systems, reporting procedures, etc. for each annual audit.

Wilde and Company Chartered Professional Accountants has never had disciplinary action taken against it or its partners. Our most recent peer review has resulted in a positive outcome with no significant deficiencies.





AUDIT APPROACH

We use the Audit Risk Methodology as required by the CPA Canada Handbook (CPACHB). “Walkthroughs” are done for each area to determine if internal controls as designed are adequate and reliable. Key risks are identified in your organization and audit procedures are designed to address these risks.

Consistent with our other audits, our approach would likely be substantively based with extensive analytical review procedures. Our experience in this area has confirmed that this is the most efficient and practical approach to our audits. Our procedures would include the following:

- Obtain a thorough understanding of your operations and mandate through review of Board minutes, as well as discussions with the Board and management. We work closely with management and staff throughout the audit and invite meaningful discussion.
- Review and document the accounting systems to understand the nature of the transactions and identify potential audit risk areas.
- Identify and test internal accounting controls and computer systems controls and make recommendations for improvements as required. “Cradle to grave” tests of transactions are completed on each aspect of the accounting system.
- Audit the year-end balance sheet accounts through confirmation, reconciliation, review of subsequent transactions, analysis of cut-off, and discussions with management.
- Review the general ledger revenue and expenditure accounts and reconcile to supporting documentation. Detailed review of your general ledger adds depth to our knowledge of client business, as well as provides significant audit assurance.
- Compare revenues and expenditures to Board approved operating and capital budgets, as well as to prior year results. Variances will be identified, investigated, and explained.
- Extensively analyze grant revenue, tax revenue, and payroll expense. Recalculations and analytical processes provide strong audit evidence in these areas.
- The management letter will include discussions related to areas we believe the organization could be more efficient in terms of internal controls, cost savings, cash flow suggestions and asset protection if applicable. Areas for improvement will be discussed with management prior to being included in the management letter.
- The benefit to you is that your risk areas are adequately assessed and an effective audit plan is developed saving your staff time.

PROPOSED FEES | 2019- 2021 Fiscal Years

The services that we would be providing you in the upcoming years would include the following:

AUDIT SERVICES

SERVICE	2019	2020	2021
Village Audit	\$14,500	\$15,000	\$15,500

Please refer to Pricing Detail for further information.

Our fees are exclusive of GST and out-of-pocket costs. Accordingly, these amounts are in addition to the quoted fees and will be shown separately on the invoices. Fees are based on normal Village operations and project work. Significant project increases may cause fees to increase. In the event our hours at our standard rates are less than the quoted fees, the lesser amount will be charged.

Additional consulting services requested outside the scope of the engagement and not detailed above would be provided at our standard hourly rates that range from \$130 to \$425 in 2019, depending on the level of service required. We believe these professional rates to be excellent value for the expertise provided. No additional services will be undertaken or billed without prior approval of Management.

In accordance with the rules of professional conduct, we confirm that we are independent and have no personal relationships with management or Council.

In subsequent years our standard fee can be expected to increase by an estimated inflationary rate of 5%.

PROPOSED TIMELINE

To provide you with the services requested, we propose the following schedule:

February 2020 – systems reviewed and year end audit field work

March 2020 - provide final audit opinion and recommendations

We would attempt to accommodate an earlier date for final audit reports in conjunction with your schedule.

VALUE ADDED SERVICES

Additional consulting services requested outside the scope of the audit would be discussed with you. Included in these value added services are costs related to journal entries, reconciliation of accounts, project and grant analysis, and working paper preparation if required.

We would be pleased to work with you on any special projects and provide you a fee estimate, as required. Management and the Board may be aware of the quality value-add services that we provide.

Those include:

- Operational reviews resulting in insightful recommendations for internal control improvements
- Governance and leadership consulting support
- Municipal accounting services including account reconciliations, grant controls and capital project tracking
- Project analysis and grant applications
- Projections and sustainability analysis

Hourly rates for Audit and additional Financial Services:

POSITION	2018	2019	2020
Partner	\$400	\$420	\$440
Manager	\$240	\$250	\$265
Senior Accountant	\$180	\$190	\$200
Junior Accountant	\$130	\$135	\$140

RELEVANT EXPERIENCE/REFERENCES

Our experience with municipalities, schoolboards and not-for-profit organizations is extensive.

With respect for confidentiality of our clients and privacy issues, we are not able to disclose details of client fees. However, please contact any of these clients should you require more information.

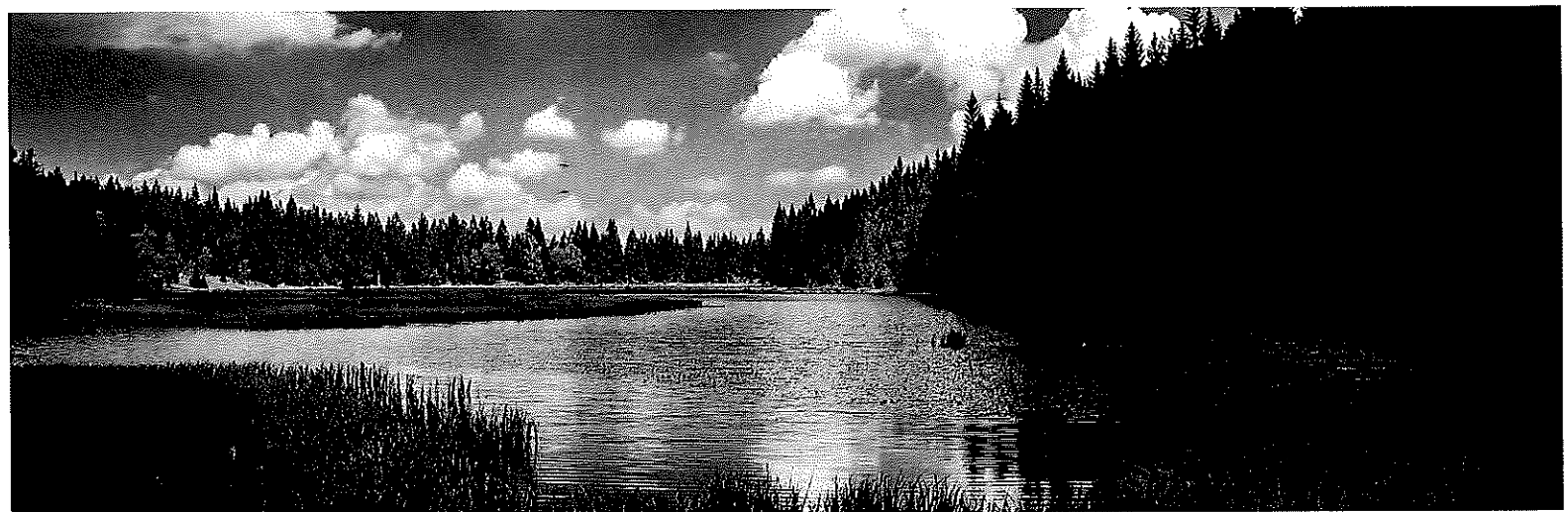
Mackinac County		
CAO	Len Racher	(780) 927-3718
Clear Hills County		
CAO	Allan Rowe	(780) 835-0156
Town of Vaseville		
CAO	Cliff Craig	(780) 632-2606
Town of Rockyview		
CAO	Mark Power	(780) 826-3496
Wilde Township		
CAO	William Kostiw	(780) 891-3778

11

WHY WILDE AND COMPANY

We are trusted and valued business advisors and community leaders. We provide exceptional business advisory services through a collaborative approach to help business succeed. All we do is built on a solid foundation of Accountability, Respect and Generosity. From attracting and retaining a talented team of professionals to serving our valued clients, this is our character. We holistically support our team, families, clients, and community organizations in collective growth and success.

This is how Jerry Wilde started the business over fifty years ago and this will be our legacy.



AUDIT TEAM

People make the difference in any professional relationship. Our enthusiasm, commitment and extensive experience in municipal audits will ensure you receive responsive, innovative and forward-looking service. Schools, not-for-profits and local government represent a significant portion of our practice and our staff have substantial audit experience which results in an efficient audit.



Colette A. Miller, FCPA, FCA, ICD.D Partner

Education & Distinctions

- U of A Bachelor of Commerce 1982
- Order of Athabasca, Athabasca University 2017
- Institute of Corporate Directors Designation 2011
- Fellow of the Chartered Accountants 2009

Municipal Experience Highlights

- Thirty-five years of municipal experience including:
 - Audits, Operational Reviews, Grant Compliance
 - Consulting on governance and organizational matters
 - Human Resource support for recruiting and changes in senior leadership
 - Development and instruction of Municipal Audit Course
 - GST subject matter expert, facilitation of seminars and consulting
 - Presenter at various Local Government forums including GFOA, New Mayors, AAMD&C, AUMA

Other accounting areas of expertise or interest

- Governance
- Farm succession and estate planning
- Agricultural taxation and financial analysis
- Supporting small business and entrepreneurs through financial guidance and tax navigation

Community Involvement

- Covenant Health Audit & Finance Committee
- Elk Island Community Foundation
- WendyBrook Music Festival

Strength's Finder Attributes

- Strategic
- Woo
- Connectedness
- Positivity
- Ideation



Aimee Campbell, CPA

Education & Distinctions

- Chartered Professional Accountant designation 2017

Municipal Experience Highlights

- Audit Manager and Senior roles; manage large audit teams
- Experienced with year end preparation on complex matters including tangible capital assets, grants, capital funding and reserves

Other accounting areas of expertise or interest

- Tax and reorganization and succession planning
- Notice to Reader engagements for corporation farms
- Helping clients to understand Section 85 farm incorporations

Community Involvement

- Vegreville Rotary Club
- Vegreville Kinettes Club

Strength's Finder Attributes

- Harmony
- Maximizer
- Responsibility
- Arranger
- Relator



Tanya Kropielnicki, CPA Articling Student

Education

- Bachelor of Commerce, MacEwan University

Municipal Experience Highlights

- Audit support on large municipal audits

Other accounting areas of expertise or interest

- Notice to Reader engagements for corporate farms
- Not-for-profits
- Small business
- Personal tax

Community Involvement

- Treasurer, Mundare Curling Club
- The Ed Stelmach Community Foundation

Strength's Finder Attributes

- Harmony
- Empathy
- Consistency
- Discipline
- Restorative

Request for Decision (RFD)

Topic: 2019 Banking Proposal's
Initiated by: Administration
Attachments: n/a

Purpose(s):

1. To review and consider entering into a contract with a Financial Institute for the Village of Innisfree's primary banking needs.

Background:

- The Village of Innisfree has been using the same Bank for over 10 years.
- The Village of Innisfree Administration sent out Request for Proposal's – Banking Services to 7 Financial Institutes. We received the following quotes:
 - BMO – Involved in the community as they have employees who come to our Community Fair, Ball Tournament and camp at Birch Lake. Waived fees on current account and many other services including preferred pricing with Moneris. Offer complimentary training and a transition plan overview to show timeline of transitioning and what the steps will be. List of 3 references of current Municipalities currently with BMO. Located in Vegreville but has draw cheque option for deposits to be done at any FI and transferred into BMO account.
 - ATB – Our current Financial Institute located right in Innisfree. Assists 85% of the Municipalities across Alberta. All deposits are fully guaranteed by the government of Alberta. Majority of day to day banking service fees waived they are also partnered with PaySimply.ca so residents can securely pay their property taxes and utilities online, anytime, anywhere, with any card or make in person payments with cash or debit card at any one of 6,000 Canada Post Outlets. Also offer Municipal Learning Sessions, transition schedule and a sample list of Municipal clients and 3 reference contacts.
 - Scotiabank – Service fees waived on Core account services and remote deposit service provides ability to deposit cheques without having to leave the office. Scotiabank has a trusted partnership with Automated Data Processing which provides a full-service platform to improve efficiency, reduce cost and complete faster payments for payroll. It also provides support, guidance and peace of mind for all human resource needs for your business.
 - Vermilion Credit Union – "Our mission is to provide a full range of financial services, delivered professionally at a fair price that supports our members and communities in building their financial security." Credit Union deposits are 100% guaranteed without limit. Service charges will be charges in accordance with the Strictly Business Value package pricing which is currently \$6.50 per month with per item fees charged. Branches located in Vermilion and Mannville.

Key Issues/Concepts:

1. Excess workload on administration due to change
- 2.
- 3.

Option(s):

1. As directed by Council.
2. That this item be received as information
3. That Council direct administration to enter into a contract with BMO as the Village of Innisfree's primary Financial Institution. Further that administration contact a BMO representative to initiate the transition process.
4. That council deny the request to hire a new Financial Institute at this time.

Financial Implication(s):

- Potential excess cost to Village
- Potential cost to taxpayers

Relevant Policy/Legislation:

- Municipal Government Act Section 280(1)

RECOMMENDATION(s):

- That Council direct administration to enter into a contract with BMO as the Village of Innisfree's primary Financial Institution. Further that administration contact a BMO representative to initiate the transition process.

Partnering for Success

CONFIDENTIAL

Consultative
approach with
every relationship

Proposal for **Village of Innisfree** Banking Services *Submitted on July 16, 2019*

Contact Information:

Jody Zwarich

Senior Relationship Manager • Business Banking
(780) 603-2395 • jody.zwarich@bmo.com

Anthony Chan

Treasury & Payments Specialist • Business Banking
(780) 408-0078 • anthonywaiyin.chan@bmo.com

Prepared for:



Village of
Innisfree

BMO



We're here to help.™

July 15, 2019

Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree

Dear Ms. Yaremchuk,

We are pleased to present 'Village of Innisfree' ('Village') with this competitive proposal. After reviewing your Request for Proposal document, we understand the scope of services requested by the Village and have the expertise, resources, and technology as a full-service bank to provide these services to you.

This proposal positions the Village for optimum efficiencies by providing your staff with the treasury and payment tools necessary to operate your finances successfully. Please know we are a bank with strong and sophisticated systems, significant capital, and the people, processes, and products to bring simplicity to daily work and ideas as a strategic banking partner. Our philosophy is relationship-oriented with a strong commitment to the long-term needs of your organization.

We have a proven methodology to ensure success and are pleased to offer the following:

1. **Dedicated relationship team** both during your transition and throughout your entire partnership with BMO to alleviate and optimize the workload of your team. We understand that change can be challenging and that a well-designed transition plan and flawless implementation with minimal impact to your people is a top priority.
2. **Advice & training** based on industry best practices combined with market leading, proven digital solutions, to **maximize efficiency and mitigate risk**. Our training team will provide customized training and educational materials to your staff on your BMO products and services ranging from demonstrations, consultations, to onsite training sessions, and follow up webinars.
3. **Robust and expandable reporting tools through BMO's Online Banking for Business platform** to help with the reconciliation of banking activities and financial reporting for effective, timely decision making.
4. **The most current and robust security and fraud prevention methodologies** that will help reduce the Village's exposure to fraudulent activities
5. **Value-Added Treasury and Payment solutions** to provide innovative and digital solutions to help increase efficiencies and reduce overall cost for the Village.
6. Pricing that reflects our commitment to the Village, and our understanding of the public-sector challenges with a focus on the **reduction of banking fees while offering preferential rates on deposits to maximize returns**.

We are confident that BMO will exceed your expectations, through **our advisory approach and day to day customer success team**. Our confidence is based on strong client loyalty, as 70% of our clients have been with us for 10+ years. Our annual client loyalty survey continues to score us as world class and in the highest percentile of other organizations across the globe.

We recognize that **digitization and innovation is top of mind** for the Village and we have included **a discussion on Value-Added Services** throughout the document for your consideration to help **increase efficiencies** and **reduce overall costs for the Village**. **We have invested significantly in our transactional banking platforms** in the last ten years to a point where industry consultants see us as **leaders in our peer group with respect to digital payment solutions**. Furthermore, our multi-faceted leadership role and participation in the Government's commitment to modernize Canada's payment infrastructure is additional evidence of how committed we are to best in class solutions and support to our clients.

We're here to help and define a great customer experience for you. We are committed to providing a smooth implementation for your new services and collaborating with you every step of the way.

To build a strong partnership with the Village is a high priority for us. Thank you for the opportunity to work with you on this very important initiative. We look forward to meeting with you to answer any specific questions or provide additional information.

Sincerely,



Jody Zwarich

Senior Relationship Manager – Business Banking
(780) 603-2395
jody.zwarich@bmo.com



Carman Ogrodnick

Vice President – Business Banking
(780) 603-2587
carman.ogrodnick@bmo.com

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Executive Summary

We appreciate the opportunity to submit our proposal to become the primary banking service provider for the Village. BMO submits this proposal in accordance with the criteria set in your RFP.

We believe that our **technology infrastructure**, our **focus and investment** in treasury management and payment services, and **our in-depth understanding** of the Village's objectives places us in a strong position to meet your operating requirements at all levels. We have the **expertise, strength, and stability** to provide you with **strategic advice and innovative solutions** to meet your financial as well as strategic objectives for 2019 and beyond. Our philosophy is relationship-oriented with a strong commitment to the long-term needs of the Village. Your dedicated relationship team, apart from supporting all your banking needs, is also actively involved in the Village of Innisfree community. The team along with their family and friends celebrate the Innisfree Fair day, camp on Birch lake and actively participate in the annual slow pitch tournament thereby supporting the Village's vision of continuing to become a strong and involved community.

We understand your objective of this RFP is to solicit written responses to identify your primary banker that offers comprehensive banking solutions and services. Our tailored offerings through our Online Banking platform i.e. OLBB will enable the Village to have a **unified banking platform with real-time visibility into the accounts** across all levels and thereby **improving the overall operational efficiency** through innovation and leveraging new technologies. We are committed to continued enhancement of our treasury & payment offerings, in keeping with the needs of our clients. **Our continuously evolving digital offerings will help the Village consolidate banking services** by reducing isolated work-streams and bringing more transparency and ease of banking services encompassing the scope of the RFP.

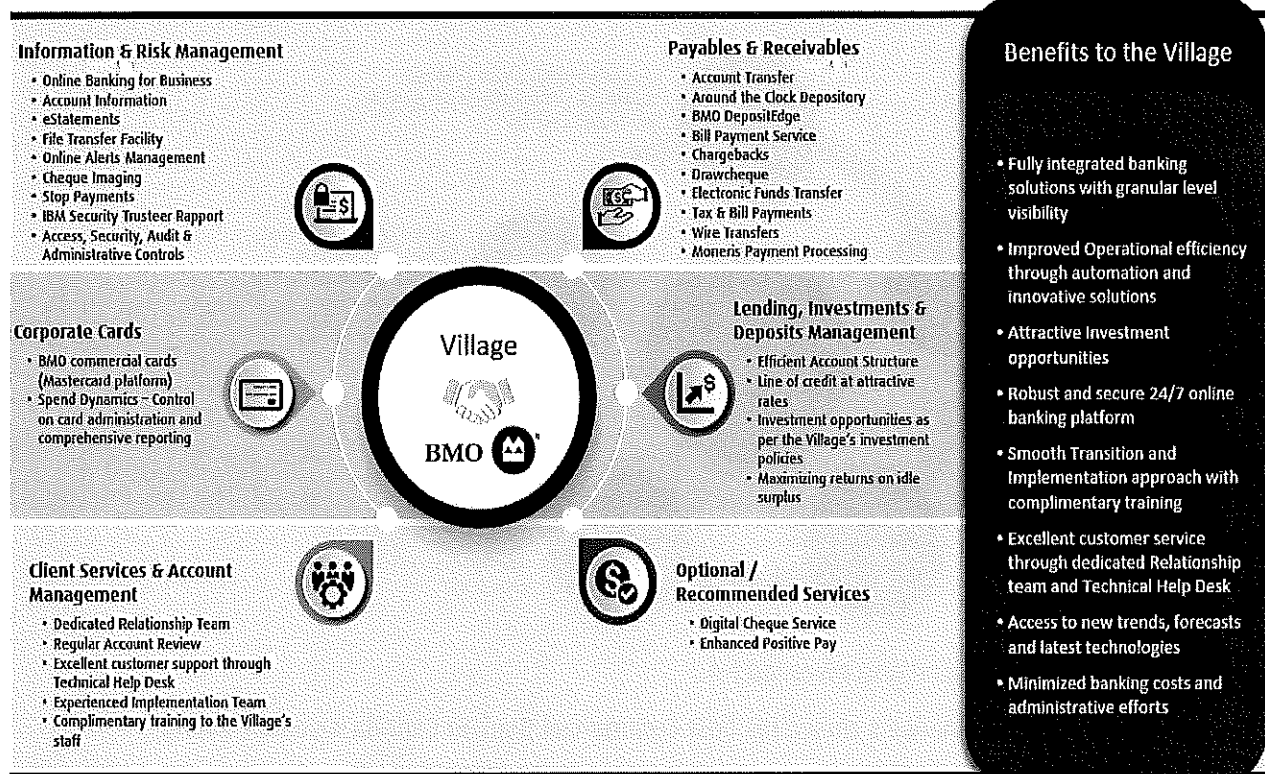
Our proposed solutions will not only enable the Village to automate banking processes resulting in **high performance cash flow management, greater administrative controls and improved security** but also **provide convenient ways of managing payables and receivables** –our goal is to do the impossible and that is bring more hours back into your day. We are confident that our knowledge and experience in implementing treasury & payment solutions and our pre-eminent position as a leader in North American treasury & payment solutions will enable us to structure a comprehensive package that will significantly improve the Village's banking operations and working capital management. With BMO being the co-owner of Moneris, **the Village will be able to get the BMO preferred pricing. Also, Moneris' processed payments deposited to a BMO account are accessible the next business-banking day versus two or more business banking days for most other bank accounts.**

Financial Industry Engagement

We are experts in payments and cash flow management and have been in the treasury management business since the 1940's; we actively keep abreast of industry, regulatory and technology issues by directly participating in the following organizations across North America:

- American Bankers Association (ABA) – Board Member
- The Electronic Payments Association (NACHA) – Direct Member
- Payments Canada – Board Member
- Canadian Bankers Association – Chair of the Interbank Operations Committee
- Truncation and Electronic Cheque Presentment (Canada) – Chair

Proposed solutions and services vis-à-vis benefits reaped by the Village



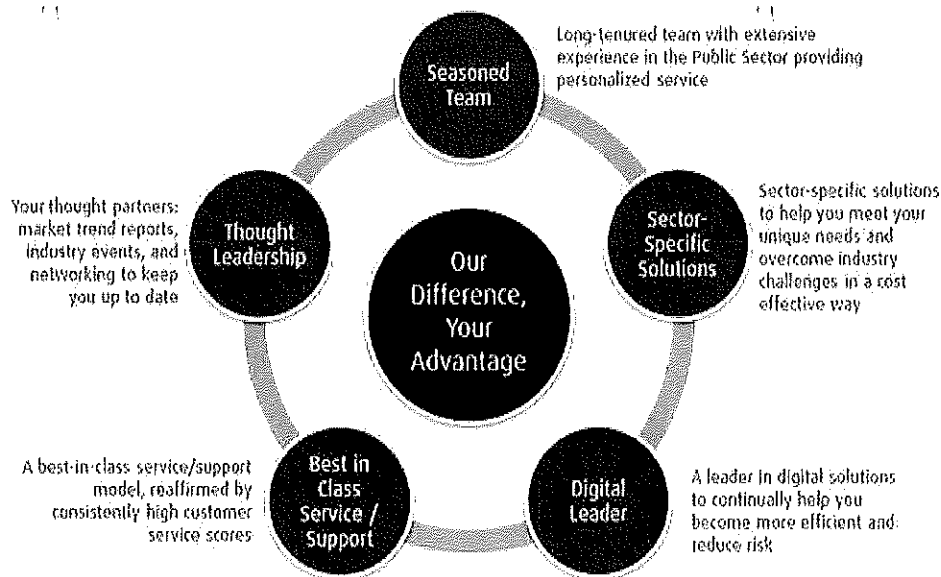
BMO's Experience and Expertise

BMO has a significant presence in the Public-Sector space through its various divisions including our Business Bank, Corporate Finance Division, and with our partners at Capital Markets. One of the truest testaments to our value proposition is the length and strength of our client relationships. We are proud of the reputation that we have built with our customers; **our exemplary service has resulted in 70% of our clients retaining a BMO relationship for 10+ years, with some relationships approaching the 200 year mark.** BMO's continued commitment to improve and

maintain our systems includes re-investments of \$94MM during 2019-2020 for product enhancements and new technologies to make sure we stay innovative and competitive. Our ongoing multi-million-dollar investments in our online platform will provide our clients with the optimal North American Online Banking for Business platform and user experience.

Our Public-Sector clients are diverse in nature and include but are not limited to the following:

- All levels of government (federal, provincial, and municipal) and their respective departments;
- Higher education entities (including school boards, colleges, and universities);
- Healthcare providers (including hospitals and healthcare systems);
- Utilities, Infrastructure, and Transportation Agencies;
- Government Agencies and Crown Corporations



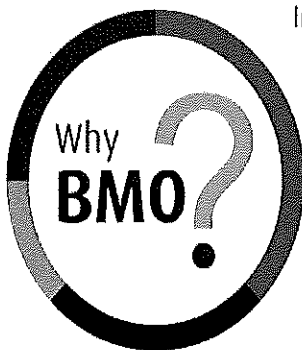
BMO has been recognized and awarded for:

- being World Finance's choice for best Commercial Bank in Canada 4 years running;
- Top Digital Innovation Award at 2018 Banking Technology Awards;
- being One of the World's Most Ethical Companies by the Ethisphere Institute for the Second Year in a Row;
- being named as one of the Best Workplaces in Canada once again by the Great Place to Work® Institute Canada









Advisory Approach

BMO will continue to **proactively** work with you to build a roadmap for your success. Being the service provider for public sector organizations across Canada has provided BMO with a unique perspective on the special nuances of public sector banking requirements. Whether it pertains to administering strong controls for internal processes, complex reporting, or building a sound working capital strategy, BMO has you covered.

Drawing on our **One Bank approach**, your BMO Relationship Management team is able to consult with other BMO Treasury teams across North America to share experiences and best practices, analytics, and solutions that other public-sector organizations are choosing to implement. We will leverage our experience and knowledge of industry trends to assist you in managing the Village's day to day treasury operations most efficiently and effectively. Our regular touchpoints will include a solutions-oriented, product agnostic and consultative approach to align our banking solutions to your strategic objectives.



Why BMO?

 <p>Leader in Payments and Innovation</p> <p>Top Digital Innovation Award for BMO QuickPay at 2018 Banking Technology Awards Canadian Mobile Banking Leader by Forrester in 2018 Forrester Banking Sales Wave Report Best Corporate Payments System/Service Initiative at the 2016 Banking Technology Awards</p>	<p>Scale & Industry Longevity</p> <p>53,000+ businesses and 160,000+ users on our sophisticated web-based Treasury Management platform</p> <p>* 10-20% of BMO'S annual budget reinvested in Treasury & Payment Solutions</p>	
 <p>Strong Client Loyalty</p> <p>BMO is recognized for its powerful commitment in building long-lasting customer relationships ensuring an outstanding experience.</p>	<p>Integrated Cross-Border Team</p> <p>A true North American Bank with extensive experience in both Canada & the U.S., including a strong presence on the continent enables building the right solutions outside your home market.</p>	
 <p>Extensive Team Coverage</p> <p>Availability across the continent including London & China ensures an integrated and consistent high level of customer service abroad.</p>	<p>Implementation & Service</p> <p>A proactive and integrated group of service consultants prevents the need to continually educate different divisions of the bank on the customer's business, ensuring they remain well informed of industry trends and risks such as payments fraud; a high-value benefit.</p>	
 <p>Premiere Recognition</p> <p>A leading bank for all commercial banking matters in Canada, declared by World Finance Banking Awards.</p> <p>* BMO Capital Markets Named Best Canadian Bank for the Canadian Dollar for 8th Consecutive Year</p>	<p>Leading Custom Solutions</p> <p>A bank that develops leading custom solutions to 'unsolved' problems, leveraging extensive holistic modeling, transition planning, project management and ERP integration capabilities to power business growth & success.</p>	

BMO's Commitment to Execution

Our commitment is to deliver an integrated range of services to increase the overall efficiency and effectiveness of the Village's treasury operations. We have designed our relationship team in response to the Village's needs and the unique operating environments. As your Senior Relationship Manager, **Jody Zwarich** will be the point person for the overall 'Village-BMO' relationship supported

by **Anthony Chan** for all your treasury management requirements. We have broad and experienced teams that will work in tandem to provide the exceptional expanded support for the Village.

In Summary

We understand the importance of the Village's outlook to improve operational efficiencies through an online banking platform to enhance automation and improve liquidity management. We are well positioned to meet all your requirements but more importantly share the same vision as the Village and are ready to help you achieve it. We also understand that switching banking providers is never an easy task; however, it is important to note that our customers are the core of what we do and with that, we are prepared to help make this transition as swift and smooth as possible for the Village.

With BMO, the Village will be kept apprised of our current and future innovative solutions and beneficial investment opportunities. We take great pride claiming this and would be delighted and honoured to embark upon this journey with the Village.

Scope of Services

1. The services required by the Village of Innisfree currently include the following areas:

- **Electronic daily access to bank account balances and transactions through Village's in-house PCs via internet.**

BMO meets the requirement. The Village can use the 'Account Information' service via Online Banking for Business (OLBB) to access bank account balances and transactions.

Account Information (for Reporting and Analysing)

- Will allow complete visibility to your account transactions, summaries, and balances
 - The Village will have the ability to view transactions as they occur throughout the day
 - Access to 190 days of history as a default and the option of signing up for up to 2 years of retention
 - The Village will have the ability to self-administer user entitlements to segregate accounts and functions accordingly
 - There are numerous built-in features such as Preferences, Account Groups, Transaction Groups, Transaction Types, Customization, Report Templates, Transaction Search, New Data Only; which will allow the Village to generate reports very quickly
 - In addition, there are numerous customization options such as Account Sorting, Transaction Sorting, Highlighting, Transaction Detail conditions, Column Selection, Currency Converter, Masking Acct Numbers
 - Report formats include HTML, PDF, CSV, XLS, BAI, QuickBooks, and Quicken
- **Capability to electronically transfer funds between the Village's bank accounts through online banking**

BMO meets the requirement. Through Online Banking for Business, you can transfer funds between your BMO accounts in either Canadian or U.S. dollars. Transfer from one account to another, one account to many, or many accounts to one. Funds can be transferred for same-day value and transfers between accounts in the same currency can be future-dated up to 365 days in advance. Perform single or multiple transfers, prepare transfer templates, and review transfers in a detailed summary report. You can perform transfer from BMO Canada accounts to BMO Harris accounts (BMO US Bank accounts) within the same entity.

The **Account Transfer service is available 24/7** and allows you to:

- Create and complete one or many transfers at once
- Transfer funds in real-time for the same day or up to 365 days in the future
- Create templates containing one or many transfers for recurring use

- Set up recurring transfers with frequencies including; daily, weekly, bi-weekly, monthly, and quarterly
 - Modify or delete future-dated transfers
 - Choose whether to add levels of approval or SecurID authentication required to confirm your transfers
 - Generate transfer summary reports for transfer activity
- **Monthly, semi-monthly or weekly statements**

BMO meets the requirement. **E-Statements** provide you with all types of corporate and billing statements online. The Village can access e-Statements safely and securely through BMO Online Banking for Business. Email notifications can be generated to alert users when new statement is available. E-Statements are **available within 24 hours of issuance** and are also **archived and searchable for up to seven years**, retroactive to the date of implementation of the service. The Village can download the statements in PDF or CSV format for easier analysis and investigation. The Village can share information by setting up users with e-Statements access in BMO Online Banking for Business or by distributing the statements via email.

The Village users also have access to Account Information service via OLBB to view and create various transactional reports. Please find below the standard reports that are available.

Report Name US=US only CA=CA only NA=All North America		Description
Cash Position Report	NA	Balance, summary amounts and balance totals across all accounts Why Is It Important? Allows customers to see their total cash position across multiple selected accounts
Detail Report	NA	Detailed transaction information - no balance information included Why Is It Important? Clients can view detailed information included with each transaction
Reconciliation Report	NA	Detailed transaction information - with account balances Why Is It Important? Includes all the detail available in the Detail Report but includes balance information - ideal for exporting to accounting programs
FCCS/FBPS Detail Report	CA	Detailed FCCS/FBPS transaction information - no balance information included Why Is It Important? Designed specifically for Canadian clients to view FCCS/FBPS transactions

- **Payment and clearing the Village's cheques**

BMO meets the requirement. The Village can check the status of cheques and retrieve cheque images via cheque image service available on OLBB. The Village can also opt for Digital Cheque Service to better manage your cheque reconciliation and fraud protection services electronically while cutting costs associated with paper cheque returns. The

details are highlighted in responses for **"Cheque Fraud Protection Services"** and **"alternative solutions"** proposed to the Village.

- **EFTs or payment distribution**

BMO meets the requirement. BMO offers 'Electronic Funds Transfer' service to the Village via Online Banking for Business (OLBB). BMO's EFT service will enable the Village to electronically credit Canadian or US dollar amounts at any financial institution in Canada.

Through Online Banking for Business, the EFT module will enable the Village to create and transmit files and perform all post-file delivery functions conveniently via the Internet. The Village can create and submit files directly to BMO for processing if you have an Enterprise Resource Planning (ERP) tool.

- **Direct Deposit of payroll – please indicate amount of time required for submission and processing**

BMO meets the requirement. The Village can use the EFT service for direct deposit of payroll.

Village sends EFT transaction by this time today ¹	Payments Canada processing window (exchange window)	Employees, trading partners receive same-day funds by ¹
7:30 am ET	9:30 am ET	11:30 am ET today
2:30 pm ET	4:30 pm ET	6:30 pm ET today
7:00 pm ET	9:00 pm ET	11:00 pm ET today

Majority of financial institutions are same-day EFT capable. However, if the receiving FI is a smaller bank or a credit union then it may take up to 2 days for them to receive it.

- **Processing of cash/cheque deposits**

BMO meets the requirement. We offer multiple ways for the Village to make deposits including branch deposits, ATM deposits, Around-the-clock Depository Service (ATCD), and BMO DepositEdge. **We would recommend the Village to minimize their branch-based transactions and improve their operational efficiencies by not only saving time, resources and money but also by automating your reconciliation process.**

Please find below a brief description of the services mentioned above.

Branch Deposits

Deposits can be made at all BMO branches through varied methods. Deposit contents (coin, cash, and cheques) should be separated and listed on the corresponding deposit

¹ More than 95% of banks will be same-day EFT capable. Check with the receiving institution regarding their participation in same-day EFT

slip, rolled coin and bundled cash is preferable. Deposit slips are teller stamped and returned. Deposits will be made same day.

ATM Deposits

This option allows the Village to scan their notes and cheques and deposit them right away without the need of envelopes.

Around-The-Clock Depository Service (ATCD)

BMO's ATCD service offers a convenient 24 hour, 7 days a week deposit option for your location. Deposits are made in a controlled-access depository and are processed daily, prior to business hours. Deposits are to be inserted in disposable deposit bags. Deposit contents (coin, cash, and cheques) should be separated and listed on the corresponding deposit slip. Rolled coin and bundled cash is preferable. Deposit slips are stamped and returned if there are two slips included. Typically, these deposits are credited on a next day basis.

Details of BMO DepositEdge are highlighted in the response for remote deposit capture.

- **Acceptance of merchant debit card payments**

BMO meets the requirement. The Village currently enjoys the benefits of Moneris solutions; with BMO being the co-owner of Moneris, **The Village will be able to get the preferred pricing.** Also, **Moneris' processed payments deposited to a BMO account are accessible the next business-banking day versus two or more business banking days for most other bank accounts.**

- **Preauthorized personally approves payments service (PAP) – for prepaid taxes and utilities – please indicate amount of time for submission and processing**

BMO meets the requirement. Based on pre-authorization from your customers and subject to applicable Payments Canada rules, you can arrange to have payments transferred directly from your customers' accounts to your account on the required due date. The EFT Pre-Authorized Debits (EFT-PAD) is governed by the Payments Canada rule H1 which requires a contract between Payor and Payee. Processing timelines are same as EFT timelines.

- **Acceptance of payment of Accounts (APA) – for taxes, utilities and accounts receivable**

BMO meets the requirement. **BMO Bill Payment Service** will enable the Village to register as a biller through multiple channels across Canada. This will allow you to receive electronic payments from your customers via online banking bill pay, branch, ABM and telephone including detailed remittance data.

- **Acceptance of payments via telephone and internet banking – for taxes, utilities and accounts receivables**

BMO meets the requirement. We propose **BMO Bill Payment Service** which will enable you to register as a biller through BMO's multiple channels across Canada. This service will allow you to receive electronic payments from your customers via online, branch, ABM and telephone banking. The service has a variety of reporting options, giving you more control, greater efficiency and more flexibility in the reconciliation of your payments.

The implementation team will provide you with letter of direction for you to request other financial institutions to deliver the funds and remittance details to BMO using EDI format as set by Payments Canada rule H6. Upon set-up of the Village as a biller, your customers will be able to pay your bills over the telephone, online through desktop or mobile application, and at the ATM. Once registered, BMO will accept payments at any time, irrespective of the date of the statement of account, for any payment amount, including partial payments or payments of amounts greater than the amount appearing on the statement issued by the Village. The customer must have sufficient funds or available credit in the designated account to initiate a payment. Exchange of bill payment in Canada would only involve Canadian Dollar payment (not U.S. Dollar payments).

Bill Payment Deposits

Bill Payment Deposits are the payments made by your customers through BMO's channels (online banking, telephone banking and branch banking). The payments can also be made through other financial institutions and consolidated daily to show the deposits made in your account. The following scenarios discuss when funds will be transferred, depending on when the transactions take place:

Scenario 1:

Same business banking day value of funds for all bill payment transactions made by 11:00 pm ET:

- If the Village maintains a BMO account, funds are credited to the Village's BMO account on the same day

Day 1

- Payers make payments using BMO Retail channels
- Payers make payments using Other Financial Institutions' (OFIs) channels
- BMO credits biller's account for payments made before 11pm (ET)



Day 2

- Biller receives credits from OFIs (Day 1 payments)
- Biller receives credits from BMO (after 11pm ET Day 1)
- EDI Biller receives EDI files (one file from each FI) throughout the day
- REMCON Biller receives REMCON file and flat file for Day 1 payments around 5pm (ET)



Day 3

- Biller reconciles and applies payments to receivables system
- Biller arranges with Payer FI for returns of erroneous payments

- b. If Village does not maintain a BMO account, funds are usually posted the next banking day (dependent on the other financial institution's posting schedule)

Scenario 2:

For bill payment transactions that occur after 11:00 pm ET or on non-banking business days (e.g. weekends, holidays), payments will be treated as payments for next day processing.

Reporting

A detailed remittance information report will be made available to the Village or agent the next day. File based remittance sent automatically to the Village will allow you to see payments made within BMO, in addition to other Financial institution (FIs).

- a. EDI files (a Payments Canada file format for bill payments)
 - . To receive an EDI file as a biller, you must have EDI system supporting the data conversion
- b. Remittance Consolidation (REMCON) files

If you do not have an EDI system, BMO can consolidate the EDI files from the other FIs you are receiving bill payments from. A REMCON file receives all files from other FIs and consolidates the payments into one file.

- **Processing of dishonoured cheques**

BMO meets the requirement. NSF's are considered return items or chargebacks. Chargeback images can be sent via secure email. The Village will get a copy of the image and a list of individual chargebacks and will use front / back images for reconciliation. Chargeback flat file data (no images) can be sent via secure file transmission. Initiated Returns can be facilitated online. The Village will get MICR line details of chargeback items and will use MICR details to locate original deposit for reconciliation.

- **Revolving line of credit - maximum of \$2,000,000**

BMO acknowledges and meets the requirement by offering² an operating demand loan in the amount of \$2,000,000.00. BMO's operating demand loan functions as a true overdraft, it is attached to one or many bank accounts and accessing the funds is done through normal business activity.

At the full discretion of the Village, you can choose to have the entire \$2,000,000 allocated to one bank account or you may share the limit amongst numerous accounts. **There will be no application fees, annual renewal fees or monthly fees associated with this facility.**

² Based on recent financial statements and credit qualification

Interest on this facility will be priced at BMO's Prime Rate³. Additionally, if at any point in time the facility needs to be increased, BMO will provide additional working capital at no additional cost or increased interest rate.

The advantage of BMO's line of credit is that it limits the interest charges for a customer. Because it is attached to the bank account, you first utilize your excess/available cash and once depleted, you can rely on your line of credit for any additional working capital needs. This approach eliminates any negative interest carrying charges and you only pay interest on the portion of the line you are using. The interest is calculated daily and accrued monthly.

- **Stop payment orders**

BMO meets the requirement. Online Banking for Business gives you the flexibility to place or remove stop payments, as well as inquire on the status of your stop payments. Stops remain in place for six months. You can place stop payments on a single cheque, multiple cheques, a range of cheques and on pre-authorized debits. As well, you can verify whether cheques have been paid before placing a stop and easily inquire about or remove stops already in place. For permanent stop after 6 months, the Village can reach out to their Relationship team for put a stop on cheques that are not paid yet.

Through Online Banking for Business, the Village users are able to run various reports for stop payments.

- **Certified cheques**

BMO meets the requirement. You can reach out to your dedicated Client Services Officer, **Kimberley Wiehart**, or the branch manager, **Holly Weiler**, for certified cheques.

- **Money orders**

BMO meets the requirement. You can reach out to your dedicated Client Services Officer, **Kimberley Wiehart**, or the branch manager, **Holly Weiler**, for certified cheques.

- **Inter-bank account transfers**

BMO meets the requirement. The Village can use the following services via OLBB for inter-bank account transfers.

Electronic Funds Transfer: The Electronic Funds Transfer service (EFT) module is a web-enabled funds transfer system, which will allow you to submit batches of debit or credit payment instructions to the bank for processing. In addition to the payments functions, payment management and repair functions are also available through the EFT module.

Wire Payments (CAD, US and Foreign Exchange): The Wire Payment service on Online Banking for Business will allow the Village to initiate CAD and USD wire payments from

³ As of July 15, 2019, Prime rate is 3.95%

an established template or freeform to anywhere in the world. Customers can also receive details of all incoming wire payments credited to their accounts.

Interac e-Transfer (CAD Only): Interac e-Transfers are an alternative payment solution where the Village can securely send near real-minute transfers to customers using only an email address. This allows the recipient to choose the financial institution they would like to deposit funds to. BMO has \$10,000 send and receive limit. Other FIs will have their own send and receive limits which we cannot control.

- **Incoming wires**

BMO meets the requirement. The Village will be able to receive all incoming wires.

- **Cheque fraud protection services**

BMO meets the requirement. BMO **Cheque Image Search** will enable the Village to search for, retrieve, view and download images of cheques through Online Banking for Business. Searches can be narrow or broad, depending on your need with online search commencing from a simple dropdown list of accounts with flexible search options which include the ability to search on:

- Date range
- Cheque serial number
- Item sequence number
- Dollar amount

Along with multiple sort functions and download options to help organize results. This rapid cheque image retrieval capability provides you with increased control over cheque reconciliation and investigation allowing for faster business decisions on handling of questionable items. Cheque images from the Village's accounts are **available by 8:00 a.m. (ET) the following morning and are stored for 7 years.**

BMO also recommends **Digital Cheque Service with enhanced positive pay** for greater control over cheques and reduced chances of fraud.

- **Remote deposit capture**

BMO meets the requirement. BMO has always been a pioneer in launching innovative solutions in Canadian market. **BMO was the first bank to launch remote deposit capture solution i.e. BMO DepositEdge.**

BMO has a comprehensive remote deposit capture solution BMO DepositEdge®. BMO DepositEdge takes advantage of an easy-to-use desktop scanner and web-based software available as a module through our Online Banking for Business portal to securely image and deposit your cheques into your designated BMO business account. BMO DepositEdge is conveniently delivered as a module within Online Banking for Business providing you with single sign in to the service.

Our high-quality scanners that are qualified and tested with the remote deposit software are used to image and electronically encode the items. BMO DepositEdge utilizes Image quality analysis to read the legal amount and the courtesy amount on the cheques and compares the two. Based on this comparison, it will suggest an encoded amount on the input screen on the item scan page. As each image is presented to the processor, the processor should compare the image and the cheque amount for accuracy.

Once all cheques in the deposit are scanned, the system deposit total is compared with the control total entered at the beginning of deposit scanning. When these totals match, the processor may send the deposit to the bank. The processor receives almost immediate verification that the deposit has been sent to the bank. Once the deposit is reviewed, cheque images are prepared and sent for clearing.

BMO DepositEdge supports many scanner types should you have an existing scanner, or we can provide the Village with a scanner to take advantage of this service. The Village will be required to download the appropriate scanner driver in order for the scanner to connect to the service. No additional software is required for installation as this service is available as a module through our internet based Online Banking for Business portal.

Deposits will be posted at one of the following posting times each business day for same-day value (excluding weekends and holidays):

- 1:00 pm EST
- 6:00 pm EST
- 11:00 pm EST

- **Online tax and source deduction filing**

BMO meets the requirement. Through Tax and Bill Payment service via OLBB, the Village can self-enroll for tax and bill payments; permit entitled users to setup tax and corporate bill accounts for payments. Tax and Bill Payments can be executed through the file upload function and through an enhanced multiple bill payment page.

- **Bank confirmation**

BMO meets the requirement. BMO will provide annual year-end confirmation of account balances for the Village's external auditors. It usually takes 5-7 business days.

The requester is required to complete the:

- financial institution name
- customer legal entity name and
- Bank confirmation (confirmation) date.

The bank:

- completes all sections of the form not previously completed by the customer/chartered accountant/bookkeeper/auditor
- verifies/confirm any section completed by the customer/chartered accountant/bookkeeper/auditor to be correct
- verifies confirmation has been signed by an authorized signatory/signatories

If the requester has indicated on the bank confirmation request that they require a copy of the Village's most recent credit facility agreement, ensure it is provided in conjunction with the completed bank confirmation.

- **Warehousing or consolidation of EFT payments for taxes and utilities**

BMO meets the requirement. BMO is offering Bill Payment Service and EFT services to the Village. The credits to the accounts along with the reporting shall be provided to the Village via EDI or REMCON as per your preferred channel.

- **Providing merchant services for accepting Mastercard and Visa credit cards for various Village services, including the collection of residential property taxes.**

BMO meets the requirement. BMO and Moneris Solutions can provide credit card and INTERAC® direct payments through a wide variety of solutions, including in-store, wireless, and online services. **BMO co-owns Moneris and can provide preferred pricing to the Village.** Moneris was created as a joint investment between Bank of Montreal and RBC in December 2000. By maintaining the tradition of security and strength of their parent banks, Moneris is Canada's #1 processor, and one of North America's largest. Moneris processes more than 3 billion credit and debit card transactions a year, for over 350,000 merchant locations across North America. Moneris is proudly Canadian owned and operated and delivers innovative technology, operational excellence and unparalleled customer service to merchants of all sizes.

Moneris' processed payments deposited to a BMO account are accessible the next business-banking day versus two or more business banking days for most other bank accounts.

- **Providing corporate purchasing credit cards, which should be able to handle, at a minimum, corporate purchasing volume and interface with the Village's financial system**

BMO meets the requirement and is offering the Village, 2 BMO cashback commercial cards with a combined limit of **\$10,000** to address your requirements. The offered card program is based on Mastercard platform. The pricing of the card is highlighted in section '**Pricing Schedule**'. The Village can request additional cards, if needed.

If you wish to choose any other card, please look through other options mentioned in **'Appendix I – BMO Commercial Cards'**.

BMO also offers **Spend Dynamics** which is our online program management and reporting tool for all our commercial card programs. Spend Dynamics is **available 24 hours a day, 7 days a week**. It delivers account set-up and management, rapid data delivery, and essential service functions. Spend Dynamics is a robust and user-friendly tool designed to help you manage your commercial card program more easily. It will offer full visibility and control over the Village's spend, plus, its comprehensive reporting helps improve business decisions, optimize spend policies and reduce risk.

A demonstration of the BMO Spend Dynamics tool is available to the Village by following the link: <https://bmo.adobeconnect.com/spend-dynamics/>

Features and Capabilities

1. Guaranteed to remain leading-edge and progressive as technology capabilities evolve as BMO has planned for multiple releases per year to guarantee ongoing progression.
2. User friendly and simple with seamless system integration - Easily exportable transaction data and ability to sync with all major ERP, Finance and HR systems.
3. Comprehensive On-Demand Reporting
4. Increase information control and audit capabilities
5. Measure and monitor compliance and inform spending policies

BMO Spend Dynamics product offering	
Functionality	
Statements (online viewing or downloading to PDF)	✓
Card Ordering / Requests	✓
Card Maintenance	✓
Reporting	✓
Level 3 / Addendum Data Reporting	✓
Email Alerts (i.e. statement ready)	✓
BMO Standard Integration File: CDF3 file (fees may apply)	✓
• CDF3 is an industry standard MasterCard XML file that can be uploaded into most ERP systems.	
BMO Standard Integration File: Tab delimited file (fees may apply)	✓
• This file contains a header/footer with detailed transaction records that can be uploaded into an ERP system.	
• For usage with the Standard product, additional resources will need to	

be assigned as additional configuration is required.	
Customized Integration File <ul style="list-style-type: none">• Customization must be offered as per the Client Classification Matrix.• For usage with the Standard product, additional resources will need to be assigned as additional configuration is required.	✓
DEM: Data Analysis	✓

Service Requirement

- RFP Contact:** Please provide the name and contact information for the person who can be contacted for clarification of your proposal, if required, during the evaluation process of the proposal.

The Village can reach out to their dedicated Senior Relationship Manager and Treasury & Payments Specialist for any clarification.

Jody Zwarich

Senior Relationship Manager – Business Banking
780-603-2395
jody.zwarich@bmo.com

Anthony Chan

Treasury & Payments Specialist – Business Banking
780-408-0078
anthonywaiyin.chan@bmo.com

- Location of accounts:** Location of the Village's accounts will be at the branch closest to the Village's office. In your proposal please indicate the location of the branch that will serve as the main branch for the Village. Indicate any service limitation at the branch and hours of business.

Please find below the details of the service agreement administering branch. The proposed branch is a full-service branch.

Address

5102 50th St - P.O. Box 189
Vegreville, AB T9C1R2

Branch Hours

Mon: 10:00 am - 4:00 pm
Tue: 10:00 am - 4:00 pm
Wed: 10:00 am - 4:00 pm
Thur: 10:00 am - 4:00 pm
Fri: 10:00 am - 5:00 pm
Sat: closed
Sun: closed



Call: 780-632-2864



Fax: 780-632-6552



Branch Transit #25989



Institution #001

Features



Full Service Branch



ATM



Wheelchair Access



Safety Deposit Box



ATM Bill Mix

Holly Weiler
Branch Manager

780-603-2586

holly.weiler@bmo.com

- Errors and Omissions:** The Village has endeavoured to provide complete and accurate information and estimates to enable proponents to prepare their submission. Notwithstanding, the Village requires a complete system of banking services. Details or items not herein specified, but obviously required for a complete system of banking services in conformity with the highest standard of current banking practices shall be provided as if specified. The cost of these services will also be set out.

Any omissions or errors or misinterpretations within the proposal shall not relieve the proponents of the responsibility of providing those goods and services without additional charges.

BMO understands the requirements of the Village and proposes innovative and digital banking services and solutions. Apart from the solutions suggested in the responses above, we recommend the Village to opt for 'DrawCheque' solution.

DrawCheque is a deposit management and transfer service that will allow the Village to make deposits at any branch of any deposit-taking financial institution in Canada; then transfer these funds to their Bank of Montreal consolidation account to receive same day value before 7 p.m. ET. The service may be accessed via the web and/or IVR.

The Village's account will be updated three times a day at approximately 12:30 p.m., 3:30 p.m. and 7:30 p.m. ET. The debits are generated by paper cheques through the clearing and appear in the debiting account just as a normal paper cheque.

4. Transition Costs: in the event that a change in banks is recommended as a result of this proposal call, indicate

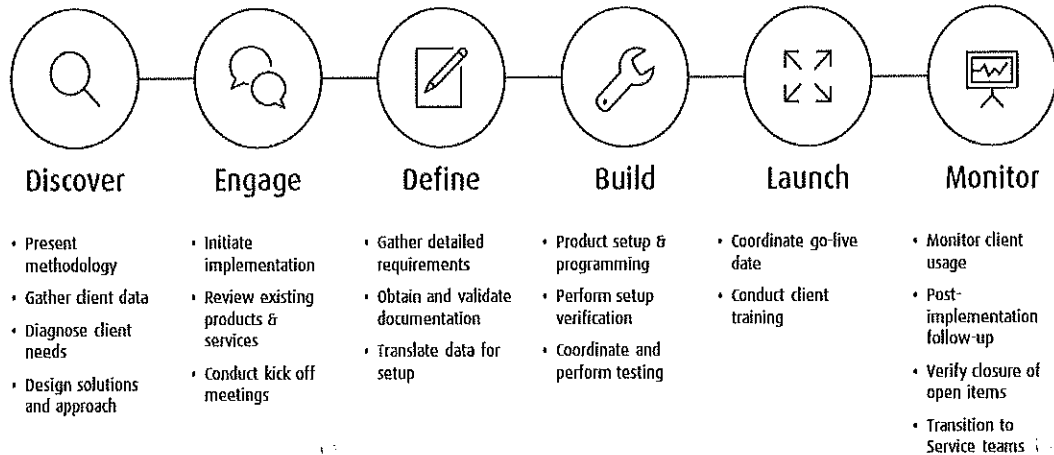
- **Identify a transition place including steps for transition, conversion costs and required training**

We understand that a well-designed transition plan and flawless implementation with minimal impact to your people is a top priority. BMO is extremely confident that the Village can rely on our expertise in the public-sector space, our depth of experience in onboarding complex and customized banking arrangements, and our best in class implementation and training teams, to successfully navigate you through your banking transition. At BMO, we follow a consistent and proven transition methodology with our clients to ensure clear communication for all parties and transparency into what you can expect.

Your relationship team, led by Senior Relationship Manager, **Jody Zwarich** along with **Anthony Chan** will handle the implementation of all credit, banking and Treasury & Payment product implementation from start to finish and are committed to providing you with a smooth transition to our suite of products and services.

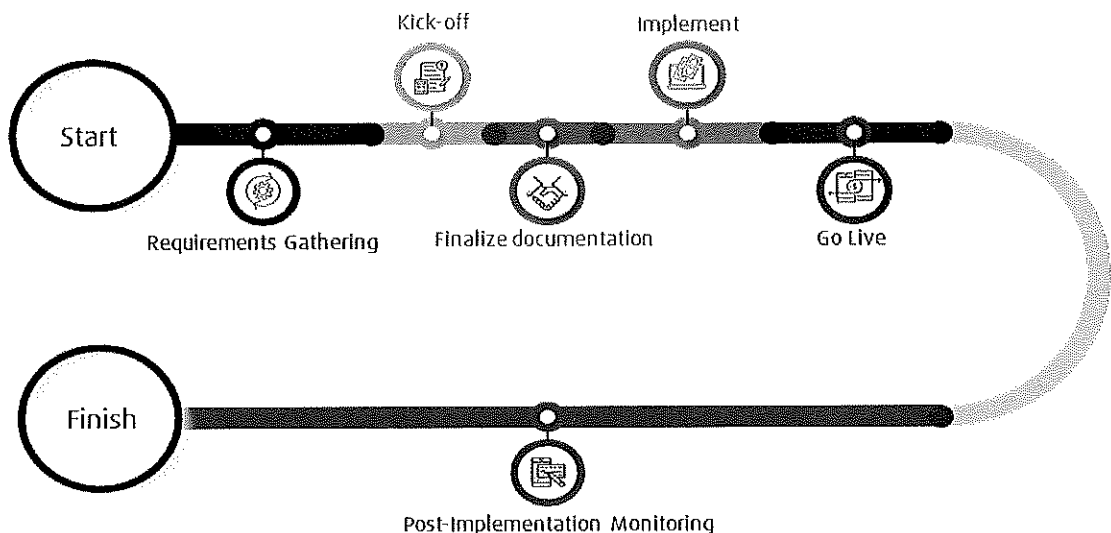
Upon accepting our proposal, Senior Relationship Manager, Jody Zwarich will be your main point of contact. With the assistance of a team of professionals, we will work with the Village through the entire implementation process to completion and to your satisfaction.

Overview of the Implementation Methodology



We work closely with you and follow a detailed process to ensure a smooth and successful implementation every step of the way.

The entire relationship team will work with the Village's staff to develop a detailed implementation plan that outlines all the required steps to get you up and running quickly. This includes coordinating the preparation of all documentation that is required to use our products and services so that these can all be signed at one time.



An initial face-to-face session designed to introduce the implementation team, discuss proposed solutions, documentation, and implementation timeline will be scheduled at your convenience. It is suggested that the Village has an Information Technology and

Treasury employee(s) attend this meeting. This meeting will also determine the authorized administrators and users for your Treasury & Payment services. The training will be segregated and specialized, based on our conversations with you. Weekly progress meetings will be set up throughout the implementation process for project status updates.

Supplies such as cheques, deposit bags etc. are typically available within one week of ordering. Account opening can be completed on a same day or next day basis once signed bank account documents have been obtained. Online access and information reporting can be established within five days of receiving a signed Treasury Management Agreement. Transmission of files via File Transfer Protocol would require a setup and testing time of approximately 1 week. Any specialty programming of files could extend the testing period.

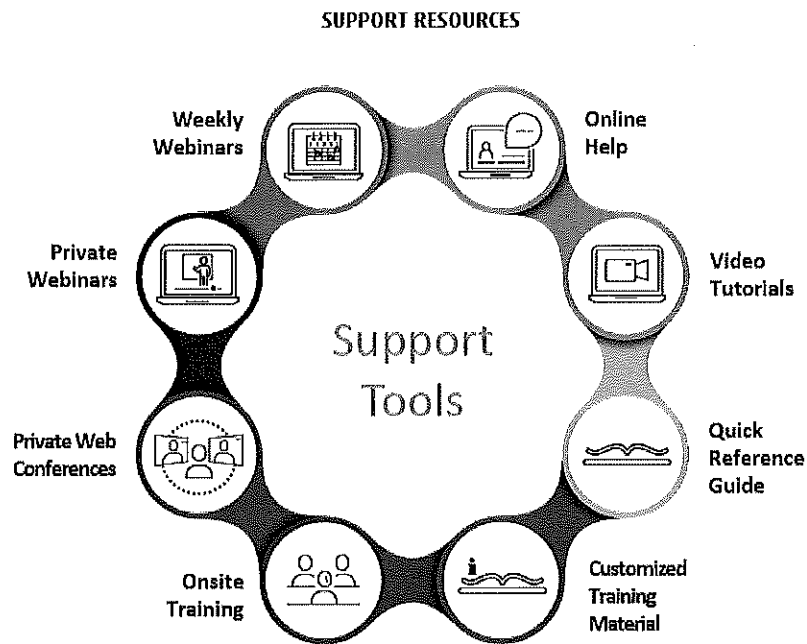
An important part of our implementation process includes testing and training on file transmissions prior to going "live", which helps ensure a smooth transition. Several key components of this process are:

- Communications Testing: Our Communications personnel will work with your technical staff to select and implement your requested communications protocol. This testing should begin in the early stages of implementation.
- Format Testing: Upon successful communications testing, you will transmit sample data files to the bank. We will run the data through our translator to ensure the mapping is syntactically correct and will work closely with you to assist with any needed changes.
- Training: Once testing is complete, your dedicated TPS, Anthony Chan, will make sure your staff is trained on sending files and retrieving confirmation reports.

There are no costs to the Village for training.

The Village's designated staff will receive complimentary training to begin quickly using our products and services. BMO TPS team will coordinate training for your staff as part of the implementation process.

Depending on the product or service, online (webinar) training or in-person training will be provided in advance of the "go live" date. Training will be segregated and specialized, based on our conversations with the Village so that users with similar needs and authority are grouped together. This allows our trainer to focus on the specific needs of the users without covering information the individuals do not need. As well, it creates a good forum for questions from users that will be using similar services.



To ensure ongoing education for our customers, BMO offers weekly on-demand training based on the client's needs.

In addition, our **Ask Us** feature in OLBB allows you to ask questions online 24/7 and get immediate responses. Along with a fast response, you can rate the answer you receive. We also have a **WalkMe** feature that will walk a user through a live transaction.

Additionally, anytime a new Primary Customer Administrator is created, our implementation team can do a full walk-through with them on all the services you have subscribed to.

If the Village requires in-person training, we will be more than happy to assist you.

- **What support, both human and financial, can be anticipated from the bank with respect to the transition?**

Please refer the 'Transition Plan Overview' below.


- **What support, both human and financial, will be anticipated from the village?**

Support requested from the Village would include identification of key staff members (including IT and Treasury employee(s)) involved in the transition and direct access to them via phone, email or in-person.

- List any costs that the bank will absorb that would normally be borne by the Village e.g. cheques.

BMO will offer first set of cheques (worth ~ \$250) to the Village at **no cost**.

BMO also proposes **another avenue for cost saving** for the Village's deposit slip. BMO will provide the Village with a soft copy of Deposit Slips that can be filled as an online form and printed when required. Please find below a sample

BMO  **Bank of Montreal**

NAME OF ACCOUNT

DATE DD MMM YYYY

TRANSIT NO.

ACCOUNT NO.

DD / MMM / YYYY

LIST OF CHEQUES

PLEASE LIST FOREIGN CHEQUES ON SEPARATE DEPOSIT SLIP

CHEQUE IDENTIFICATION	AMOUNT
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

OF CHEQUES
0

TOTAL CHEQUES DEPOSITED \$ 0.00

163104 (11/13) 28/02/2019 3:57 PM

BUSINESS ACCOUNT DEPOSIT SLIP

INITIALS
DEPOSITOR'S TELLER'S

CREDIT

DATE DD MMM YYYY

TRANSIT NO.

ACCOUNT NO.

DD / MMM / YYYY

CASH COUNT	AMOUNT
X 5	0.00
X 10	0.00
X 20	0.00
X 50	0.00
X 100	0.00
X	0.00
X	0.00
TOTAL CASH (NOTES) DEPOSITED	\$ 0.00
X \$1 COIN	0.00
X \$2 COIN	0.00
X	0.00
X	0.00
TOTAL COIN DEPOSITED	\$ 0.00
MASTERCARD	\$
# OF CHEQUES 0	TOTAL CHEQUES DEPOSITED \$ 0.00
TOTAL CHEQUES DEPOSITED	\$ 0.00

1 - Branch Copy

2 - Customer Copy

BMO will also waive⁴ any costs for setting up the Village as a biller for their tax account.

⁴ This does not include any fee charged by other FIs

- **transition time**

BMO anticipates a transition timeline of about 6 weeks⁵ for the onboarding process. Please find below our transition plan overview.

Transition Plan Overview

Phase	Activity	Village Resource Requirements
Project Setup & Planning	Week 1: General Project activities will start. Your Senior Relationship Manager will host an initial kick-off meeting to confirm your products and services and create a final project plan which will establish weekly progress milestones for the project team. This initial meeting is integral to ensuring clear, cohesive communication between the Village and BMO, and for the overall success of the project.	<ul style="list-style-type: none"> • Attend initial kick-off meeting (2hrs)
Implementation of Solutions	Week 2: Your Client Services Officer and Treasury and Payments Analyst will provide you with the legal documentation required for your accounts, products, and services. These documents will need to be signed and returned by the Village in support of the account opening process.	<ul style="list-style-type: none"> • Review and sign legal documents, account opening (2-4hrs)
	Weeks 3 to 6: Majority of the products required by the Village will be set-up during this time, including all bank accounts, required debit cards, Online Banking for Business (OLBB), operating demand loan, treasury and payment solutions, commercial Mastercard, and Bill Payment Service. Your main contact during this period will be the Treasury & Payments Specialist with continued ongoing support from your Senior Relationship Manager and Client Services Officer. For each product, requirements will be confirmed, products will be set up, client credentials provided, and employees will be trained on the use of the product itself. BMO is committed to providing the Village with support for testing during this period and to help guide your staff through any questions. As well, training associated with all products and services will be conducted with your Client Services Officer and Treasury & Payment Specialist.	<ul style="list-style-type: none"> • Employee training for administrators and users (2-4hrs) • Set-up and testing for proposed solutions
Post-Implementation & Project Closure	Weeks 7 to 8: The Client Services Officer will work with the Village to monitor usage of BMO products and services to ensure they are meeting your needs. Your Senior Relationship Manager will be holding	<ul style="list-style-type: none"> • Meeting with Client Services Officer

⁵ The transition timeline will be dependent on the availability of the Village signatories and suggested resources and also any activities dependent on other FIs

	<p>meetings to discuss the results. Your Senior Relationship Manager will ensure that all BMO products and services are established and functioning as required and to the Village's satisfaction. Once confirmed, the project will be closed. In closure, you can expect to have one final project meeting, where you will be provided with a project closure document that includes minutes from the entire project and instructions for how to engage your dedicated relationship team and other service teams for your needs going forward.</p>	<p>to confirm needs are met (1hr)</p> <ul style="list-style-type: none"> • Final project meeting on how to engage / leverage your ongoing dedicated support resources (1hr)
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As we have extensive experience implementing treasury management products and services, we would be happy to accommodate your preferred timeline upon further discussions with the Village.

5. Customer Service: The Village expects that staff assigned to the account are knowledgeable about banking operations, are committed to understanding how the Village operates and understands fully the inner workings of the banking industry in order to provide excellent customer services to the staff of the Village.

BMO meets the requirement. For day-to-day routine inquiries, the Village can reach out to dedicated Relationship Team (as shared below) with an impressive range of treasury management and banking expertise. With many decades of combined experience, they can respond to any type of banking and treasury & payment solution requests: from investigating account activity to advising on managing your cash flow better and strategize for your evolving needs.

We have designed our team in response to the Village's objectives and the unique operating environment. The BMO difference begins with understanding our client's operational complexity and by providing a consultative approach to effectively manage credit requirements while optimizing cash flow and working capital. Our integrated team means that recommendations are product agnostic and catered to an organization's unique requirements. This is what separates BMO from our competition.

You can rely on our team of dedicated service professionals to provide you with prompt resolution to your inquiries. Our knowledge and experience also mean that we will proactively provide you with recommendations and solutions to run your day-to-day business in an efficient and effective way. We build strong relationships by:

- Being responsive to your inquiries
- Keeping you informed of our progress towards resolution
- Sharing best practices
- Being proactive

The Village can raise their inquiries to the dedicated Senior Relationship Manager through phone or email. She along with the relationship team will be able to resolve Village's queries.

Profiles of Key Members – Relationship Team

780-603-2595
jody.zwarich@bmo.com
5102-50th Street
Vegreville, AB T9C 1R2

Jody Zwarich**Senior Relationship Manager – Business Banking**

Jody has been with BMO for over 29 years. She oversees a vast portfolio of commercial, business and agriculture customers and manages their day to day banking and borrowing relationships. She is available as a single point of contact for all your banking and financing needs. She will introduce you to the specialists within BMO with different areas of expertise that are relevant to your unique business or personal financial requirements. Knowing your industry and providing holistic solutions is her main focus. Jody graduated from Lakeland College in Vermilion with a Diploma in Business Administration majoring in Management with Distinction and a Diploma in Agriculture majoring in Animal Health with Honours.

780-603-2589
kimberley.wiehart@bmo.com
5102-50th Street
Vegreville, AB T9C 1R2

Kimberley Wiehart**Client Services Officer – Business Banking**

Kimberley provides sales and service support to Jody and will also be a primary contact for all your everyday banking needs. Kimberley will gather relevant account documentation to facilitate account(s) opening, amending signing authorities, cheque certifications, Wire transfers, investments and foreign exchange transactions, as well as be an additional trusted point of contact. Kimberley has been with BMO for 12 years working in Vegreville Branch, both retail and business banking. She has worked as a Client Services Officer with Jody since 2010.

780-408-0078
anthonywaiyin.chan@bmo.com
5340 75th Street NW
Edmonton, AB T6E 6S4

Anthony Chan**Treasury & Payment Specialist – Business Banking**

Anthony has been with BMO for over 8 years. Tony oversees all Treasury and Payment needs for commercial clients. He will be one of the primary contact for all your cash management requirements. He has worked in the personal retail banking for 6 years and 2 years as a Treasury and Payment Specialist. Tony and his support Shelley will share the best practices and provide strategic help to maximize your cash management requirements. Tony holds a Bachelor of Commerce degree majoring in Management.

780-608-4151
shelley.lestus@bmo.com
 4906 50th Ave
 Camrose, AB T4V 0S3

Shelley Lestus**Treasury & Payment Analyst – Business Banking**

Shelley is an allied partner, working alongside Leanne for all your treasury solutions. Shelley provides outstanding service to business clients, handling all your day-to-day treasury & payment solutions queries. Shelley has been with BMO for over 35 years, focused on the Client Relationship and Services and the overall client experience.

Escalation Team

780-603-2587
carman.ogrodnick@bmo.com
 5102-50th Street
 Vegreville, AB T9C 1R2

Carman Ogrodnick**Vice President – Business Banking**

Carman has been with BMO for over 14 years. She oversees a team of 10 Relationship Managers who manage all day-to-day banking relationship of BMO's clients. Carman graduated from Northern Alberta Institute of Technology with Diploma in Finance.

780-670-9583
ryan.fukala@bmo.com
 10199-101st street NW
 Edmonton, AB T5J 2J2

Ryan Fukala**Vice President – Treasury & Payments Services**

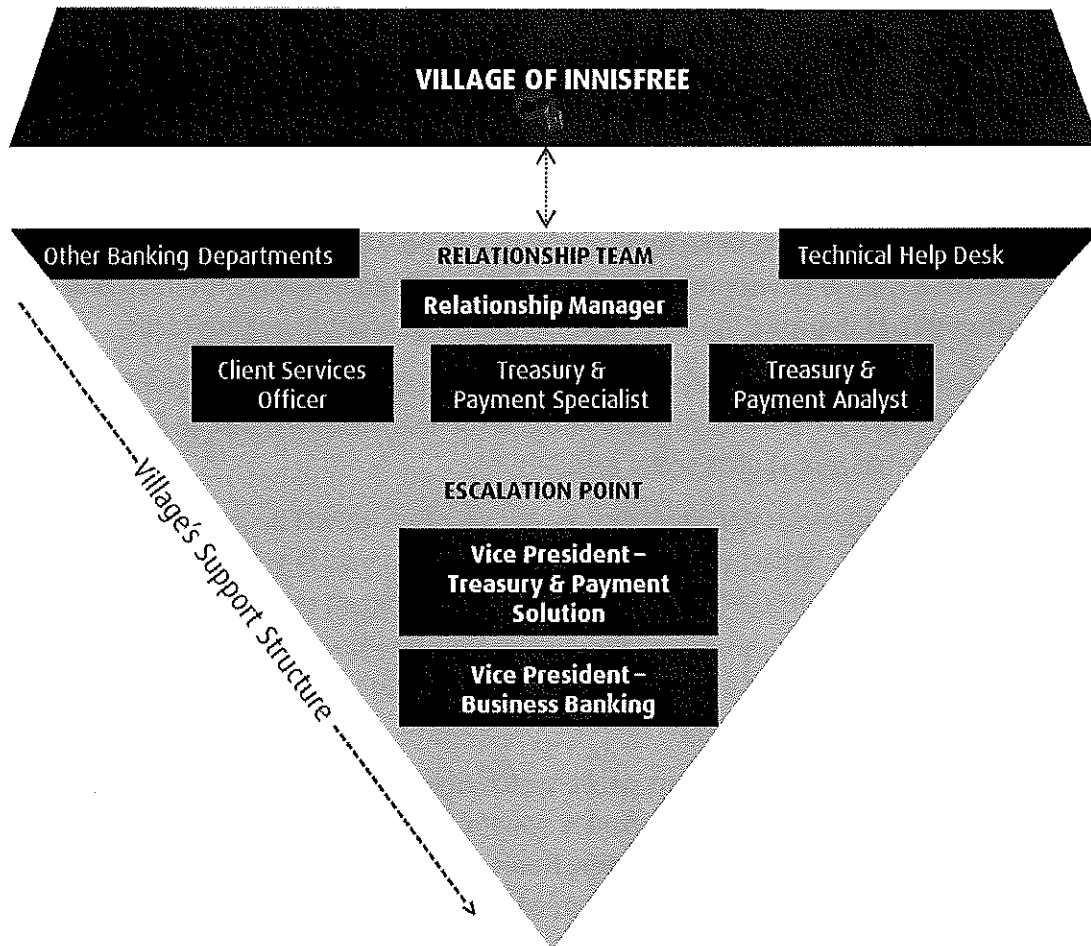
Ryan has over 10 years of Business Banking experience with BMO Bank of Montreal. Ryan oversees a team of 10 Treasury & Payment Specialists and Treasury & Payment Analysts who manage all the cash management needs of BMO's clients from Leduc all throughout Northern Alberta and the N.W.T. Ryan also holds his CPA, CMA accounting designation which was obtained in 2015.

The Village requires bank procedures that ensure timely investigation of missing deposits, corrections, resolution of discrepancies and back dating of lost interest.

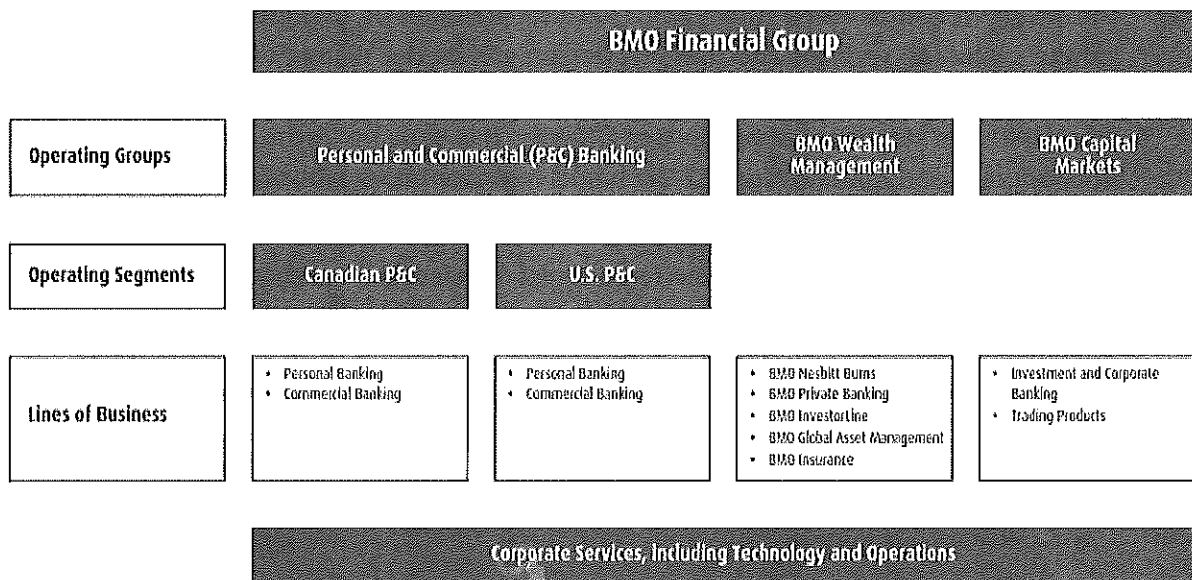
BMO meets the requirement. BMO commits to ongoing communication during any investigation to keep the Village apprised of the status. Our client services team will carry out quick and timely investigation of missing deposit items, corrections, resolution of discrepancies and backdating of associated lost interest shall be done in the instances where the reason of lost deposit was due to bank's error.

The Village requires that a single point Account Manager be assigned to coordinate the Village's banking services and that this person will be the Village's main contact person for all banking matters. In your proposal, please outline your bank's current administrative structure, any proposed changes that may be forthcoming and the name, title, address and qualifications of the bank's representative who will be responsible for the Village's banking agreement during the term of agreement.

BMO meets the requirement. The dedicated Senior Relationship Manager will be your single point of contact for all your banking services and responsible for the Village's banking agreement. The Village will also have access to the Relationship Team led by the Senior Relationship Manager for any of their queries. Please find below the support structure for the Village.



Business Banking team, responsible for managing the Village's agreement, falls under the 'Personal & Commercial Banking' division of BMO Financial Group.



The Village requires ongoing communication with its bank(s). The Account Manager may be asked to meet with senior Village staff from time to time to discuss a variety of issues, such as how the banking industry is evolving and how that relates to the municipal sector and to the business environment in general. The Village is always interested in opportunities to improve the way in which banking services are provided.

Great customer experience is the cornerstone of BMO's strategy. We have seasoned experts who understand your business and the relationship team assigned to the Village has significant experience in managing public sector accounts.

Village's dedicated Senior Relationship Manager Jody Zwarich will be in regular contact with your primary contact(s) to proactively assess service levels and new developments which may necessitate a change in strategy or new technological program requirements. This is also an opportunity for us to share any new developments being launched in our program. More formal program satisfaction checkpoints may also be arranged based upon mutually determined frequencies and success criteria.

Being the service provider for many public-sector organizations has provided BMO with unique perspective on their special nuances and requirements whether it pertains to internal processes or complex reporting. Drawing on our **One Bank approach**, the local account management is able to rely and utilize on experiences from other treasury teams across the country for consultation as to what other organizations across the country may be doing; we have found this to be a unique way to share best practices for our clients.

6. **Municipal References:** provide a list of three Alberta municipal client as references and include the name of the contact person and their address, telephone number and email address.

If your institution has experience with additional municipal clients, provide a list of the municipal clients and the number of years your institution has been providing service to the client.

Please find below the references.

Organization	Town of Tofield	Town of Vegreville	Westlock County
Contact Person	Cindy Neufeld	Paul Casey	Peggy Hardinge
Title	Chief Administrative Officer	Corporate Services Director	Manager of Finance
Address	Box 30, Tofield, AB T0B 4J0	4829-50 Street, P.O. Box 640, Vegreville, Alberta T9C 1R7	10336 – 106 Street, Westlock, Alberta T7P 2G1
Telephone#	780-662-3269	780-632-2606	780-307-0532
Email	cneufeld@tofieldalberta.ca	pcasey@vegreville.com	phardinge@westlockcounty.com

BMO works with many public-sector organizations across Canada and due to privacy reasons and NDAs signed between the clients and BMO, we cannot disclose their names and will honour the same consideration for the Village of Innisfree.

7. **Addition and Deletions to Contract:** The Village reserves the right to add or delete services throughout the term of the contract if it deems necessary and in the Villages, best interest without invalidating the contract. When a change causes an increase in services, the contract price shall be negotiated with the bank. When a decrease in requirement occurs, the Village shall supply 90 days written notification of cancellation of the portion of the contract affected and the fees shall be reduced accordingly at a rate of mutually agreed upon by bank and the Village.

BMO acknowledges and complies.







8. **Termination Contract:** The contract for banking services may be terminated by either party upon receipt of 180 days written notice. If the contract is terminated by the financial institution, the Village must be compensated for any conversion costs to the Proponent with the second highest score and for the supply of any pre-printed cheques on hand at the effective date of termination.

BMO acknowledges and complies.

9. E-Commerce: over the term of this agreement, the Village will be exploring web and non-web based electronic commercial transactions in addition to those which are already in place. Proponents are required to outline existing and future technical and administrative capabilities to partner with the Village to implement e-commerce.

BMO's continued commitment to improve and maintain our systems includes re-investing significant portion (\$94 MM for 2019-2020) of our annual revenues in product enhancements and new technologies to make sure we stay innovative and competitive. Our ongoing multi-million-dollar investments in our online platform will provide our clients with the optimal North American Online Banking for Business platform and user experience.

Please find below our proposed digital solutions that will significantly improve the Village's operational efficiencies.

Solutions	Improved Operational Efficiencies				
	Reduced time, cost and effort of visiting branch	Faster access to information and funds; enabling quick cash management decisions	Easy Reconciliation	Transparency, Security and complete control	
Information Management					
Online Banking for Business (OLBB)	✓	✓	✓	✓	
	<div><div></div><div>Access your account information and manage your cash flow from one efficient and secure online platform. Whether you need to move funds, make payments, or monitor your account activity, BMO brings the bank to you.</div></div>				
	<div><div></div><div>Online Banking for Business Provides:</div><div><ul style="list-style-type: none">• Centralized access to account information• Payments and receivables (EFT, wires, investment & trading products)</div></div>	<div><div></div><div><ul style="list-style-type: none">• Customized reports you can access on-demand• View account reports, copies of cheques, statements, status of funds transferred, and place stop payments</div></div>	<div><div></div><div><ul style="list-style-type: none">• Easy-to-use administrative tools• Set up and delete users and user groups• Customized user profiles• Customized access to accounts and services• Changes can be made to multiple users at once</div></div>	<div><div></div><div><ul style="list-style-type: none">• Real-time online cross-border transfer of funds between BMO Bank of Montreal and BMO Harris Bank U.S. accounts</div></div>	<div><div></div><div><ul style="list-style-type: none">• Benefit from capabilities of Interac® e-Transfers that are ideal when you need to send low-value or occasional payments to anyone with a Canadian dollar bank account at a participating Canadian financial institution</div></div>
	<div><div>Help Available at Your Fingertips</div><div><ul style="list-style-type: none">• Online walkthrough feature• "Ask Us" on every page. Type your question and receive an immediate response• Visit the Solutions and Resource Centre tab for access to product sheets and training material</div></div>	<div><div>Tools to Manage Risk and Implement Control over those who have access to your account information</div><div><ul style="list-style-type: none">• Designate dual / multiple approvers for payments• Segregate duties based on user access• Control user limits and approval levels• Create e-mail or text notifications to alert for key transactions and account activities• BMO strongly recommends the use of IBM® Security Trusteer Rapport® software, which provides an additional layer of protection against cyber crime threats. Trusteer Rapport verifies you are connected to BMO to ensure a secure line of communication</div></div>			
Online Banking for Business (OLBB) is a digital platform to carry out all the banking transactions with a single sign-on for all Canadian and US accounts and services of the organization. You will be able to monitor accounts and transactions in real-time, verify the status of your payables or receivables, and					

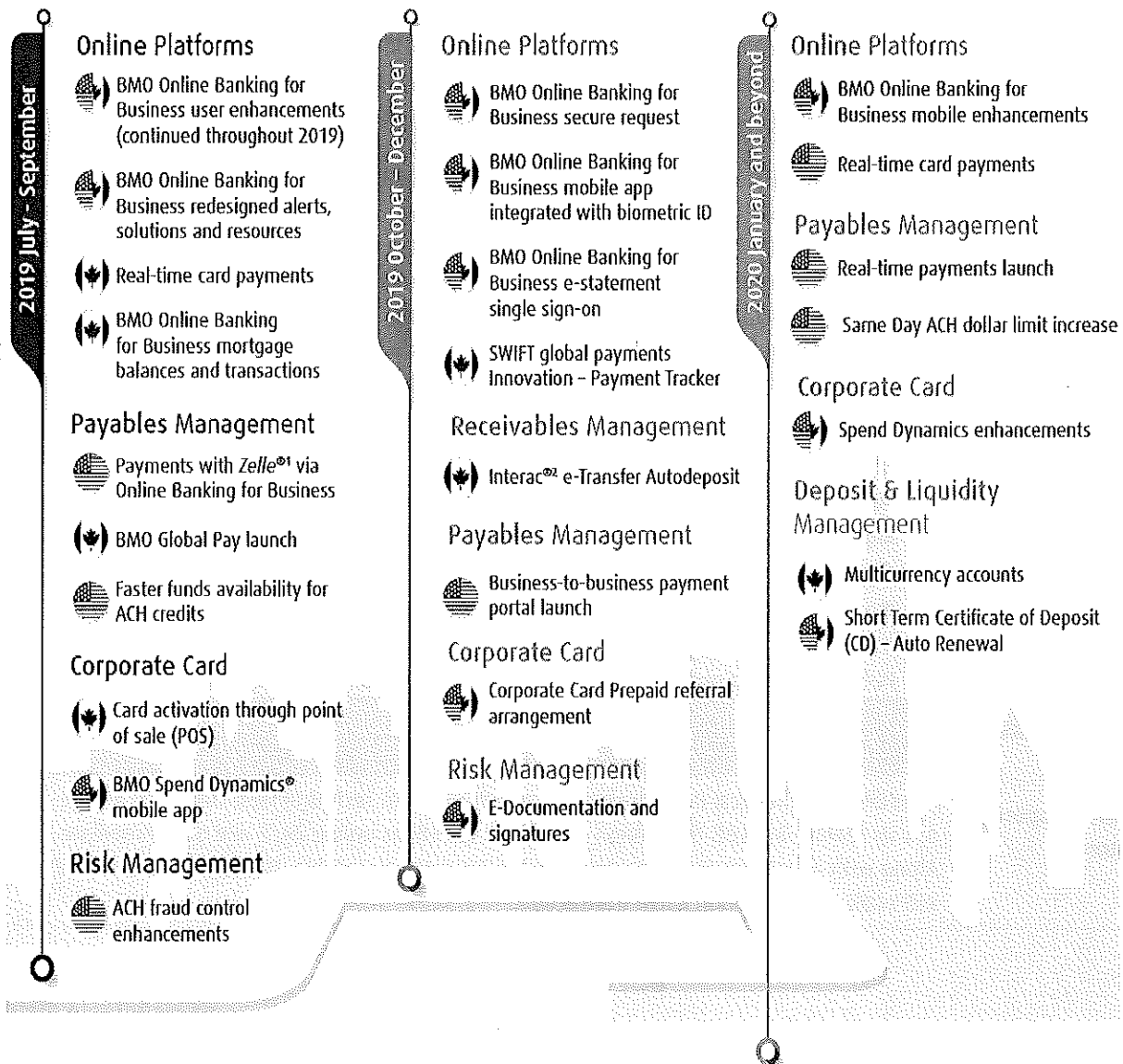
Solutions	Improved Operational Efficiencies			
	Reduced time, cost and effort of visiting branch	Faster access to information and funds; enabling quick cash management decisions	Easy Reconciliation	Transparency, Security and complete control
	<p>transfer funds between accounts – all via internet. We also offer our clients the flexibility of using our Mobile app to carry out their business from anywhere.</p> <p>Account Information will allow the Village to have visibility to their account transactions, summaries and balances and generating multiple reports as per their requirements. Report formats include HTML, PDF, CSV, XLS, BAI, QuickBooks and Quicken.</p> <p>Account Transfers - Transfer from one account to another, one account to many, or many accounts to one. Funds can be transferred for same-day value and transfers between accounts in the same currency can be future-dated up to 365 days in advance. Perform single or multiple transfers, prepare transfer templates, and review transfers in a detailed summary report.</p> <p>E-Statements – The Village can access their monthly statements through OLBB within 24 hours of issuance and can download the statements in PDF or CSV format for easier manipulation and investigation.</p> <p>Customer Self-Administration – The Village can set up designated administrators to control and monitor users and other access controls for overall management.</p> <p>File Transfer Facility (FTF) enables you to exchange files with BMO securely via the Internet. FTF has a history function which enables you to track files and reports, sent (for 14 days) and received (for the previous 90 days). Through Online Banking for Business, FTF offers fast, efficient and secure transfer of information between you and BMO – far superior to traditional data exchange methods. In addition, your information is transmitted using the most up-to-date security technology available.</p> <p>Other communication options that are available to our clients (depending on their systems and technological sophistications) are AutoConnect Software, Hypertext Transfer Protocol Secure (HTTPS), Secure FTP (File Transfer Protocol using SSL or SSH), Applicability Statement 2/3 (AS2/AS3), Virtual Private Network (VPN) and File ACT</p>			
Payables & Receivables Management				
BMO DepositEdge	✓	✓	✓	✓
	<p>BMO has always been a pioneer in launching innovative solutions in Canadian market. BMO was the first bank to launch remote deposit capture solution i.e. BMO DepositEdge.</p> <p>BMO has a comprehensive remote deposit capture solution BMO DepositEdge®. BMO DepositEdge takes advantage of an easy-to-use desktop scanner and web-based software available as a module through our Online Banking for Business portal to securely image and deposit your cheques into your designated BMO business account. BMO DepositEdge is conveniently delivered as a module within Online Banking for Business providing you with single sign in to the service.</p>			
Chargebacks	✓	✓	✓	✓
	<p>NSFs are considered return items or chargebacks. Chargeback images can be sent via secure email. The Village will get a copy of the image and a list of individual chargebacks and will use front / back</p>			

Solutions	Improved Operational Efficiencies			
	Reduced time, cost and effort of visiting branch	Faster access to information and funds; enabling quick cash management decisions	Easy Reconciliation	Transparency, Security and complete control
	images for reconciliation. Chargeback flat file data (no images) can be sent via secure file transmission. Initiated Returns can be facilitated online. The Village will get MICR line details of chargeback items and will use MICR details to locate original deposit for reconciliation.			
Electronic Funds Transfer (EFT)	✓	✓	✓	✓
	BMO's EFT service will enable the Village to electronically debit or credit Canadian and US dollar amounts at any financial institution in Canada. Through Online Banking for Business, the EFT module enables clients to create and transmit files and perform all post-file delivery functions conveniently via the Internet. The Village can create and directly submit files to BMO for processing through their Enterprise Resource Planning (ERP) tool. EFT provides timely confirmation of payment file status, information on rejected and/or returned items, and the ability to monitor the processing status of all your files.			
Tax & Bill Payments	✓	✓	✓	✓
	Through Tax and Bill Payment module, the Village can self-enroll for tax and bill payments; permit entitled users to setup tax and corporate bill accounts for payments. Tax and Bill Payments can be executed through the file upload function and through an enhanced multiple bill payment page.			
Bill Payment Service	✓	✓	✓	✓
	BMO's Bill Payment Service will allow the Village's customers to pay your bulls over the telephone, online through desktop or mobile application, and at the ATM.			
Wire Payments	✓	✓	✓	✓
	BMO offers Wire payment module from US or Canadian account. Canadian and US dollar wire payments within Canada are processed directly between sender and beneficiary banks whereas international payments will involve a correspondent or intermediary bank to assist with the flow of funds. Payments can be made in a variety of currencies from either your Canadian or US dollar account with exchange rate viewable real-time via Online Banking for Business.			
Commercial Cards				
Spend Dynamics	✓	✓	✓	✓
	Spend Dynamics is our online program management and reporting tool for your corporate card program. Spend Dynamics is available 24 hours a day, 7 days a week. It delivers account set-up and management, rapid data delivery, and essential services functions. Key Capabilities: 1. Guaranteed to remain leading-edge and progressive as technology capabilities evolve 2. User friendly and simple with seamless system integration 3. Comprehensive on-demand reporting 4. Customizable communications			

Solutions	Improved Operational Efficiencies			
	Reduced time, cost and effort of visiting branch	Faster access to information and funds; enabling quick cash management decisions	Easy Reconciliation	Transparency, Security and complete control
	5. Increased information control and audit capabilities 6. Measure and monitor compliance and inform spending policies			
Risk & Fraud Mitigation				
IBM® Security Trusteer Rapport®				✓
	To further help protect against online fraud we offer a FREE download of IBM's Trusteer Rapport software. Trusteer Rapport is easy to install and works with your existing firewall and anti-virus protection to ensure access to the genuine Online Banking for Business site by blocking third parties from viewing your screens. Trusteer provides the bank with a notification anytime malware is detected on a computer trying to access Online Banking for Business.			
Online Banking for Business Alerts		✓		✓
	The Village can use Alerts Management service available through Online Banking for Business i.e. OLBB. This will enable the Village to <ul style="list-style-type: none">• Monitor key activities including wire transactions and Electronic Funds Transfer transactions• Monitor account balances with up-to-the-minute information. You can use a threshold amount to determine when you need to be notified.• Monitor file activity. Stay informed of File Transfer Facility like statuses including a rejected file transmission and an incoming report or file transmission.• Receive alerts at one or as many as 10 specified email addresses			
Support				
Online Support Features	✓	✓		✓
	In addition to the local Relationship Team and access to Technical Help Desk, the Village can also use Ask Us feature in OLBB that allows you to ask questions online 24/7 and get immediate responses. Along with a fast response, you can rate the answer you receive. We also have a WalkMe feature that will walk a user through a live transaction.			

Throughout 2018, BMO has implemented 12+ upgrades delivering over 200 enhancements to the online experience for over 40,000 clients. We always offer the latest and updated technology-based solutions to our clients to help them improve their operation efficiencies.

Please find below the product development roadmap





Online Platforms

BMO Online Banking for Business


-  **User enhancements:** Enhancements to password reset notifications, password strength assessment, self-enrollment capabilities and simplification of the administration module.
-  **Redesigned alerts, solutions and resources.** Transaction alerts will be improved. The Solutions and Resources service will be transformed into a robust client centric help center with FAQs, user guides, online training and more.
-  **Real-time payments.** Make real-time card payments within BMO Online Banking for Business.
-  **Mortgage balances and transactions.** Ability to view your commercial mortgage balances and transactions within BMO Online Banking for Business.
-  **Online secure requests.** Providing you a secure message center within BMO Online Banking for Business where you can communicate with BMO's technical helpdesk and send attachments, if needed.
-  **Mobile app integrated with biometric ID.** The BioConnect ID app will be integrated into BMO's Online Banking for Business mobile app eliminating the need to download multiple applications.
-  **E-statement single sign-on.** Additional user credentials will no longer be required to view electronic bank and analysis statements.

Online Platforms cont'd...


BMO Online Banking for Business

-  **Swift global payments** Innovation-Payment Tracker. Global Payment Innovation (GPI) provides more transparent wire processing allowing you to monitor the status of your wires.
-  **Mobile Enhancements.** Initiate and approve additional payment types such as *Zelle* (U.S.), BMO Global Pay(Canada) and tax and bill payments (Canada), in addition to mobile check capture, push notifications, alerts and password reset approval.

Receivables Management

-  **Interac e-Transfer Autodeposit.** Allows recipients to register an email address to have funds deposited directly into their bank account without having to answer a security question.





Payables Management

-  **Payments with *Zelle* via Online Banking for Business.** Will enable corporate clients to securely send near real-time transfers to consumer receivers using only an email address or U.S. mobile phone number.
-  **BMO Global Pay.** New payment functionality will drastically reduce the time and cost of settlement for high-volume, low-value global transactions. You will be able to pay suppliers and vendors internationally at a reduced rate as compared to wire transfers.



Payables Management cont'd...

-  **Faster funds availability for ACH credits.** Funds from Same Day ACH credits processed in the existing, first processing window will be made available by 1:30 p.m. in the Receiving Depository Financial Institution (RDFI)'s local time. Funds from non-Same Day ACH credits will be available by 9:00 a.m. RDFI's local time on Settlement Date, if the credits were available to the RDFI by 5:00 p.m. local time on the previous day.
-  **Business-to-business payment portal launch.** This network will simplify and automate the way you make and track treasury and virtual card payments with one single process via browser or file-based communication. This will help move suppliers from paper to electronic payments.
-  **Real-time payments launch.** Send and receive funds in seconds through the Clearing House's real-time payments network.
-  **Same Day ACH Dollar Limit Increase.** The per-transaction dollar limit will be increased to \$100,000 on March 20, 2020.

Corporate Card

-  Card activation through point of sale (POS) system. You no longer need to call to activate your replacement card. Since only you know your PIN, simply do a Chip-and-PIN transaction on your next purchase with your new card.
-  BMO Spend Dynamics mobile application. Simple and secure mobile interface for BMO Spend Dynamics that will give you expense management, GL coding, approvals and receipt imaging capabilities across your Android® and iOS® devices.
-  Corporate Card Prepaid referral arrangement. Reloadable and non-reloadable programs are designed to provide secure and cost effective methods for corporate expenses, employee and vendor incentives
-  Spend dynamics enhancements. Enhancing the service to deliver an improved customer experience.

Risk Management

-  ACH fraud control enhancements. Additional user credentials will no longer be required to enter ACH Control Totals and approve ACH Positive Pay exceptions. Administrators can generate entitlement reports that provide all the user entitlements including email notifications.
-  E-Documentation & Signatures. Automate generation and delivery of account opening and legal documents with an option for electronic signature.

Deposit & Liquidity Management

-  Multicurrency accounts. Demand deposit account that holds multiple currencies within the same account allowing clients to make and receive payments in a foreign currency, as well as support global trading activities.
-  Short-term Certificate of Deposit (CD) – Automatic renewal. You will have the opportunity to automatically renew your CD's upon maturity.

Here is a snapshot of payment modernization that is underway along with the benefits for our customers.

Timeline	Modernization Process	Future Benefits to BMO Clients
2019	Real-Time Rail (RTR) (New faster payment system)	<ul style="list-style-type: none"> - Real-time funds & payment with irrevocability - Request for payments capability - Policy changes that will enable a wider range of participants to access the real time payments scheme - Overlay model providing tailored payment options - ISO 20022 with data-rich remittance
2020	LYNX (Replacing legacy LVTS: Large Value Transfer System)	<ul style="list-style-type: none"> - New core clearing & settlement system - Future dated payments - Easier payment returns - IS 20022 with data-rich remittance

2021	Settlement Optimization Engine (SOE) (Replacing legacy ACCS: Automated Clearing & Settlement system)	<ul style="list-style-type: none"> - Same day settlement capability - Streamlined & centralized payment processes - Enhanced risk management - ISO 20022 with data-rich remittance
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We're fully engaged in the process at all levels to ensure our teams are ingrained and well apprised of developments taking place – everyone is on board and excited for the future. Our approach is to always think like a customer and bring a client-first focus to all industry committees and working groups hosted by Payments Canada, Bank of Canada and our industry partners.

10. Alternative Solutions, Service Enhancement or Security Improvements: where the proponents wishes to identify alternative solutions or service enhancements to existing banking procedures of the Village that will make banking more efficient and cost effective, please be sure to segregate this information and the costs of these strategies in a separate section of the proposal.

BMO recommends the following solutions to the Village for further improving your operational efficiencies.

Digital Cheque Services

Why is this recommended? DCS helps in minimizing fraud related to cheques and supports faster reconciliation.

Digital Cheque Service (DCS) will allow the Village to better manage your cheque reconciliation and fraud protection services electronically while cutting costs associated with paper cheque returns. All cheques are now returned and viewed online only. Three levels of service are available to help mitigate cheque fraud (negative pay, positive pay and enhanced positive pay). DCS will provide the Village with online reporting and tools to better manage cheque processing and streamlining workflow.

Features and Benefits including Increased Operational Efficiencies

- Greater transparency and easier to use. Provides real-time on demand electronic reporting in CSV or scheduled file deliveries to meet your business processes. Reports include paid, returned and outstanding items, including full audit tracking.
- Reduce fraud through three available levels of service that can be customized based on your needs, including Negative Pay, Positive Pay and Enhanced positive pay. These services can be used on single or multiple accounts.
- Saves valuable time and reduces costs by eliminating reliance on the postal system. There is no longer a need to purchase customized cheque stock (special indicators for pseudo accounts no longer needed) and return envelopes. All reporting, files and returns are done online. All cheque images are held online up to 7 years.
- Uses regular DDA account with chequing abilities. Makes it easier to reconcile and view details directly in OLBB account information reporting.

- Flexible reporting and alerts, CSV online reports, files sent via SFTP or FTF, and email alerts are available.

Services

- i. **Negative Pay** – Negative Pay provides reporting on cleared cheques without submission of an issue file. Negative Pay is required for any financial institution where BMO acts as their direct clearing bank with Payments Canada. The DCS Negative Pay plan allows Indirect Clearers to return items online instead of in-person at the branch. It is designed to meet the demands of clients requiring daily processing and reporting of paid cheques. It's a simplified, streamlined process where the customer assumes many of the cheque processing and fraud detection function.

The DCS Negative Pay cheque images and a comprehensive suite of reports and files are available online and/or via data transmission.

- ii. **Positive Pay** – Positive Pay is one of the most effective tools available to businesses today to reduce the risk of cheque fraud. Simply send us a file detailing issued cheque information: serial numbers, issue dates and amounts. As we receive the cheques for payment, we match this information against your file.

The following exceptions may be identified:

- Amount Mismatch – the amount on the cheque does not match the amount as it was issued
- Duplicate Item – this item is a copy of another item which has already been negotiated
- Paid / No Issue – this item does not appear to have been issued, there is no record of it from the customer
- Voided Item – an item has been captured which is flagged as 'Void' in the customer's issued data
- Image Not Available – an image is not available for this item

- iii. **Enhanced Positive Pay** – The Enhanced Positive Pay service is a fraud detection service which identifies potentially fraudulent items and then presents them to a customer for a review and pay/return decision. This is done by comparing issued data (sent to the Enhanced Positive Pay service by the customer) to an image of the cheque (the image is made when the item is captured).

The following exceptions may be identified:

- Payee Name Mismatch – the payee on the cheque does not match the payee as it was issued
- Amount Mismatch – the amount on the cheque does not match the amount as it was issued

- Duplicate Item – this item is a copy of another item which has already been negotiated
- Paid / No Issue – this item does not appear to have been issued, there is no record of it from the customer
- Voided Item – an item has been captured which is flagged as 'Void' in the customer's issued data
- Image Not Available – an image is not available for this item

11. Computer Environment: The Village transfers data from/to bank on a daily basis via high speed internet connection. What technology and communication methods are typically used by you and your customers to transmit data back and forth?

BMO offers the most widely-used solutions in the marketplace today, enabling you to select a communication facility option that best fits the Village's particular needs. See the chart below for more details.

Connectivity Option	Overview	Requirements for getting started
File Transfer Facility (FTF)	<ul style="list-style-type: none"> • FTF allows for the secure exchange of data files and reports via the internet through BMO Online Banking for Business Platform • Your information is securely transmitted using the most up-to-date security technology available. • Automated file transfers are not available with FTF 	<ul style="list-style-type: none"> • Computer access (desktop, laptop) with high-speed internet connection. • Access to BMO Online Banking for Business. • SecurID passcode is required if you need to send inbound file (i.e. Automated Clearing House Payment)
AutoConnect Software	<ul style="list-style-type: none"> • Automated file transfer is available 	<ul style="list-style-type: none"> • Computer access (desktop, laptop) with high-speed internet connection.
HyperText Transfer Protocol Secure (HTTPS)	<ul style="list-style-type: none"> • HTTPS allows companies a method to exchange data files and reports over the internet. It provides confidentiality and authentication, through encrypting the communications and verifying the client and server before establishing a connection. 	<ul style="list-style-type: none"> • File Transfer Protocol (FTP) software capable of supporting HTTPS transmission method • May require configuration changes if you have a firewall

	<ul style="list-style-type: none"> Automated file transfer is available. 	
Secure FTP (File Transfer Protocol using SSL or SSH)	<ul style="list-style-type: none"> This method is designed to handle any file size and provides batch file data transfer with SSL or SSH encryption security Automated file transfer is possible We also offer direct 'push-to-client' or 'pull-from-client' server capabilities 	<ul style="list-style-type: none"> Secure FTP access to the bank is available through OpenText (formerly GXS) OpenText certified Secure FTP software is preferred for the Secure FTP SSL Option Secure FTP SSH option requires software with SSH2 protocol support
Applicability Statement 2/3 (AS2/AS3)	<ul style="list-style-type: none"> Provides companies with a secure method to exchange files and reports over the Internet while providing authentication, privacy and non-repudiation of document receipt. AS2/AS3 service provides you with real-time delivery of electronic documents. AS2 files do not need to be requested or "pulled" because the service "pushes" files to your mailbox/server; AS3 requires that you "push" and "pull" your files. Automated file transfer is also possible. AS2/AS3 access to the bank is available through OpenText2 	<ul style="list-style-type: none"> AS2/AS3 Drummond group certified software 24/7 connectivity Business Certificate (recommended), Personal Certificate from Symantec or Digital Signature Trust. Self-generated certificates are acceptable, but not recommended
Virtual Private Network (VPN)	<ul style="list-style-type: none"> VPN encrypts communication between you and the bank over the public internet Allows you to use existing internet software such as FTP (File Transfer Protocol) Automated file transfer is also possible VPN access to the bank is available through OpenText2 There are two VPN options: 	<ul style="list-style-type: none"> Computer access (desktop, laptop) with Windows operating system and high-speed internet connection For VPN Gateway access: IPSec-compliant VPN gateway with Internet connectivity. May require configuration changes if you have a firewall. This option supports either DES or 3DES encryption.

	<ul style="list-style-type: none"> • VPN Secure Remote – We can provide Microsoft Windows software for your computer – the service is VPN Secure Remote. This option is only available for Windows Operating System • VPN Gateway – We can establish VPN via client-owned VPN gateway to the OpenText VPN Gateway. This option supports multiple operating systems (Unix, AS/400, Windows, etc.) 	
File ACT	<ul style="list-style-type: none"> • FileACT leverages the unparalleled security and reliability of the SWIFTNet platform • FileACT allows for exchanging various files with the Bank (EFT, ACH, Positive Pay, BAI), not just SWIFT messages, particularly suited for large volumes files. • Handles files in real-time or store and forward mode 	<ul style="list-style-type: none"> • Connection and interface to SWIFTNet • Register for the FileACT service

- **Please describe the security procedures the bank uses to protect access to computer data (hardware/software).**

BMO is committed to keeping all information about you and your banking relationships with us confidential. We take our responsibility to respect and protect the confidentiality of your personal and financial information very seriously.



BMO Financial Group has been named one of the World's 50 Safest Banks in 2018 by *Global Finance* magazine. Along with its placing in the world rankings, BMO ranked 4th among the safest North American banks and 17th among commercial banks.

Global Finance, which covers the financial services industry, calculated its rankings by considering an institution's total assets—an indicator of stability—along with an evaluation of long-term credit ratings from the major ratings agencies.

At BMO we've long prided ourselves on our strength and stability. Our place on Global Finance's list of the world's safest banks validates our approach to being a secure and reliable partner for our clients.

A. BMO's IT system security

BMO hosts and owns its primary & secondary data centers, both being located in Ontario Canada. Both of these **data centers are ISO27001:2013 certified** for information security. BMO has its own systems development team utilizing advance industry standard for secure development. All risks are appropriately managed, and all applicable North American regulations are complied with. Our hosting environment is **Uptime Institute Certified for Tier IV**.

BMO has an ISO27001 compliant and mature security incident response process in place to ensure appropriate action, leadership and coordination of information security incidents and timely security consulting are conducted in the event of a perceived or actual emergency situation.

BMO's Security Incident Response plan includes incident reporting, recording, escalation, response, management and learning. Incident management procedures have been established to handle different types of information security incidents including loss of service, equipment, or facilities, system malfunctions or overloads, non-compliance with policies or guidelines, uncontrolled system changes, access violations etc. All employees, contractors, and third-party users are made aware of the procedures for reporting information security events and the point of contact. An appropriate Security Incident Response Team (SIRT) is in place for active containment and response.

BMO's Cyber Security Operation Center (CSOC) team is responsible for security incident management and response. Our Chief Information Security Officer (CISO) updates the BMO Board on Information Security periodically and more frequently in-case of a critical situation or incident. In addition to updating the board, in alignment with our governance structure, the CISO provides update across a number of Committees with regular cadence.

We are ISO27001:2013 certified and implement all security controls.

Additionally, IT networks; web sites and applications are monitored 24 hours a day, 7days a week against intrusion and other advanced persistent threats. This includes:

- Regular network defence testing and vulnerability scans
- Patching for security vulnerabilities
- Strong authentication mechanisms for all authorized users of high risk applications
- Strong encryption for secure Internet sessions
- Endpoint protection on all desktops, laptops and servers
- Anti-phishing monitoring for all customer facing websites
- Highly effective security incident management process

B. BMO's Online Banking platform (OLBB) and allied applications' (EFT, Wires etc.) security

BMO protects private financial information with a comprehensive, multi-level security framework that includes password management, system controls, multi-factor authentication, and approval for payments.

You also have added control over the "who, what, when and where" of your daily treasury management. Flexible administration tools allow your designated corporate administrator(s) to manage users, set dollar limits on payments, and define the services and accounts accessed by your employees. For additional audit controls, enable dual administration to require approvals for all administrative activity.

Bank-Level Security and Controls***System Security***

- Multiple firewalls protect the application, client data and computer hardware from unauthorized access
- 256-bit SSL encryption is used throughout every session to protect data transmitted to and from the bank
- Sessions time-out after 30 minutes of inactivity
- Movement of funds requires a secondary secure authentication method (i.e. software-based security token or biometric identification) to authenticate the user. Initial login through secondary authentication can also be enabled as a requirement at sign-in.
- Network vulnerability testing is regularly performed
- Two authorized users are required to execute payments

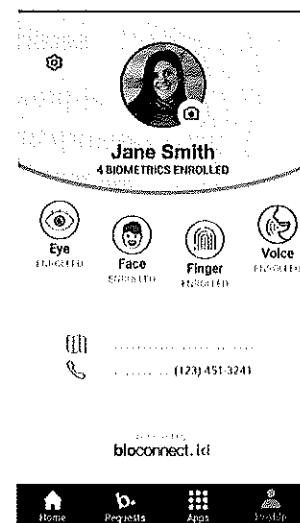
Bank Procedural Controls

- Set up of the Primary Corporate Administrator (PCA), based on instructions from an authorized company representative authorized to sign on the account
- Assignment of services and accounts to the corporate administrator
- Password resets for the corporate administrator

Password Management

- Access is controlled by three sets of IDs and passwords:
 - Company ID (assigned by the bank)
 - Unique user ID and password (assigned by the corporate administrator)
 - Password (self-serve)

- Secondary authentication through either biometric identification or through BMO Passcode is required to authorize funds movement. Biometric identification requires face, eye or voice recognition registered through a mobile device. BMO Passcode is a software-based token that generates a security code.
- Password changes are required every 90 days
- Self-serve password reset capability for all users
- Access is denied after three incorrect password attempts
- Forced system password complexity requires that all passwords must have at least one case-sensitive letter, one number and one special character (e.g. !@\$%)
- Security settings —password change frequency, session timeout — can be managed by the corporate administrator



To further help protect against online fraud we offer a **FREE download** of IBM's Trusteer Rapport6 software. Trusteer Rapport is easy to install and works with your existing firewall and anti-virus protection to ensure access to the genuine Online Banking for Business site by blocking third parties from viewing your screens. Trusteer provides the bank with a notification anytime malware is detected on a computer trying to access Online Banking for Business. Our Technical Help Desk would use this report to contact the Company's Primary Company Administrator(s) to assist with the next steps in protecting your computer and your business.

Customer-level security and controls

BMO Online Banking for Business online portal service uses multiple levels of security to protect all your information and transactions, limit access to your accounts, and guard against unauthorized entry into the Bank's system. To maintain maximum confidentiality, company profiles, user profiles, and passwords are established. 'Online Banking for Business' users are required to use a secondary secure authentication method (i.e. software-based security token or biometric identification) to authorize the movement of funds. Secondary authentication can also be enabled as a requirement at

⁶ Downloading and use of the Trusteer Rapport software is governed by the terms of the Trusteer Rapport license agreement. By downloading and installing Trusteer Rapport software, you agree with all Trusteer Rapport's terms and conditions. BMO Harris Bank is not responsible for, nor do we guarantee, this software, other products or services of Trusteer, or the Trusteer website. BMO Harris Bank is not responsible for any difficulties, consequences, costs, claims, damages or losses arising in any way whatsoever in connection with the downloading or use of the software. Any problems, questions or concerns regarding Trusteer Rapport software should be directed to Trusteer. Trusteer Rapport is a trademark of Trusteer or its subsidiaries or affiliates in the United States and other countries.

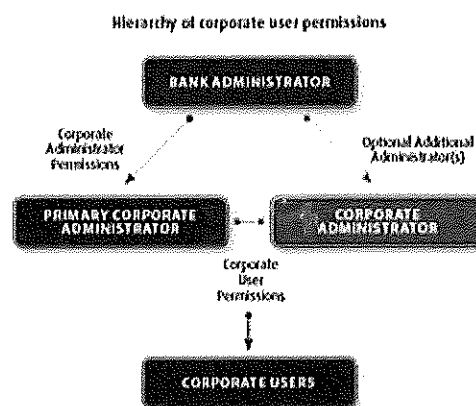
sign-in if you so choose but is not mandatory. In addition, the system times out if there is no activity after 30 minutes.

Services offered through our platform enable your Company Administrators to restrict access for users, allowing for segregation of duties as required. Features like Approvals and View-only access are available for these services. Administrators can also be restricted from any View access to any service. The Company Administrator can receive alerts when users are locked out.

Your Primary Company Administrator (PCA) can assign dollar limits to users and secondary approvals will be required for payment transactions. The Village can establish dual administrators, which we recommend, where all changes must be reviewed and approved. The PCA can access the User Activity Audit Report.

Audit Reports include:

- User Activity Audit
- User Access Change
- User Detail



- What are the hours of technical support?

Please find below the contact details and business hours of the support team.

Canadian Technical Help Desk (Bilingual)	Monday to Friday 7:30 am – 7:30 pm (ET) Telephone: 289-305-5940 Toll Free: 1-800-565-6444 Email: TPSCAD.HelpDesk@bmo.com
For help with Direct Banking and BMO Mastercard	Call 1-800-363-9992 if you're using a BMO debit card Call 1-800-263-2263 if you are using a BMO Mastercard
To report a suspicious email or security concern	Email at online.fraud@bmo.com

- **What support can the bank provide to recreate files and reports that may have been corrupted, destroyed, or not accessed?**

In case, any file is corrupted, destroyed or inaccessible, BMO offers the Village 190 days of transactional history (by default) that can be extended up to 2 years (at an additional fee). You can also reach out your dedicated relationship team for any such issues with reports.

- **What disaster recovery services can the bank provide to the customer if the customer cannot operate from its own facilities?**

BMO's proposed services and solutions are available through our digital banking platform i.e. Online Banking for Business (OLBB) and credit card management platform i.e. Spend Dynamics. Both these platforms will be accessible to the Village's staff via high speed internet and a desktop or a mobile device. Hence, the Village's banking services are not dependent on any physical premises but on the availability of internet and a desktop/mobile.

Along with the access to the digital platform, you can reach out to your dedicated Relationship Team for any support/guidance.

- **Does the bank utilize internet capabilities as a method of information delivery? If yes please explain. If no, are the plans to introduce internet capabilities, over what timeframe and how?**

Yes, BMO utilizes internet capabilities for information delivery. The various communication methods are described in the above response.

- **What security measures are in place to ensure secure internet-based communications?**

Our Information Security team promotes best practices and delivers value-added trusted security solutions to BMO. We use a highly structured governance process starting from information security policy, corporate standards, information security manuals, guidelines to specific technology platforms, and checklists developed within each center of excellence. All these apply to the internet environment as well as an ITIL compliant change management process used to govern BMO operations. We also use IDS (Intrusion Detection System), firewalls, virus protection, and system hardening. Our development procedures are CMII level 4 certified. Our front-end system, Online Banking for Business, is offered over the Internet via HTTPS protocol with 256-bit SSL encryption - the highest level of encryption available. Payment files are scrambled so that data cannot be read and be manipulated or altered. Similar to authentication, encryption uses a set of keys to ensure that the Village and BMO are synchronized and can decrypt the file. If the file is not properly decrypted, we are not able to process the payments. Our expanded data destruction mandate includes the secure disposal of any soft media, which can include

CD ROM, DVD, memory sticks, film, data tapes, microfiche, memory cards, and all other types of data storage media.

We use these security measures to protect confidential information:

- **Extended Validation (EV) SSL Certificate:** Our websites have been upgraded with extended validation (EV) SSL Certificates. EV SSL Certificates add another layer of protection for you while also providing a visual indicator to help identify our sites as legitimate. The web address appears green when using current browsers, or depending on your browser, a small yellow or gold padlock will display in the browser window somewhere, also indicating a secure site. The padlock can be double clicked to open a window outlining the certificate details for the site.
- **Dual Authorization Requirements:** Enabling this function helps protect you from unauthorized transactions and fraud by ensuring that no single user ID can both initiate¹ and approve banking transactions. Dual transaction authorization has become the industry standard for electronic commercial banking and payment activity to prevent accounts from being compromised. It is also recognized by the FFIEC guidance with which all banks, including BMO, must be compliant.
- **Sophisticated Security Software:** We offer our clients Trusteer Rapport advanced security software to help protect from on-line fraud and identity theft free of charge. This software helps to protect from malware, phishing and other security attacks.
- **Email Encryption:** To ensure the highest level of security, we use the PROTECT Messaging Center, which sends the email recipient an invite to join prior to reading the sender's email and viewing any attachments. It is transmitted and stored in a format accessible only to those with the correct username and password. Our email encryption helps to protect your personal, financial, or confidential information.
- **Firewalls:** A firewall helps to limit online access to only those with proper authorization. Traffic is controlled and regulated between trusted and untrusted environments (such as the internet) and helps protect the trusted environment from harmful activity (such as viruses, worms or intrusion attacks).

Awarding

1. **This contract shall be in effect for a thirty-six (36) month period with the option to renew for two (2) additional twelve (12) month periods to a maximum total contract term of sixty (60) months, subject to agreement between the financial institution and the Village. Any pricing changes and the addition or deletion of items, for any extension period will be negotiated between the financial institution and the Village.**

BMO acknowledges and complies.

Response Content

1. **Would the proponent be willing to assist with the cost of the Village making a change in financial institutions? For example, software costs, set-up costs, etc. Also, please describe the resources that the proponents would be prepared to offer in the transition period, and the cost of these services. As well, please advise on when a transition could occur, how long it would take, and how the Proponent would approach it to minimize disruption of the Village.**

The duration of the transition will depend on your new service provider. Your BMO Relationship team will work closely with the Village and your new banking service provider to ensure a smooth transition and ensure that the services you require will be available until a mutually agreed upon final close date for the program.

2. **Please provide any additional information your firm would like the Village to consider in the evaluation of your proposal.**

BMO is offering a Group Banking Plan for Employees of the Village. The plan offers a value-added, complimentary suite of preferred personal banking products and services at preferred rates and terms, beyond those generally available on a "walk in" basis. A typical banking package would include:

- Free banking;
- Preferential fees for Mastercard with bonus cashback or Airmiles options;
- Special offers on Personal Loans, Mortgages, BMO Term Investments and RRSP Loans

Benefits to the Village

- Promotes employee loyalty by providing access to key banking products and services at preferred rates
- Enhances employee benefits without taxation issues.

- Enhances the benefit offering by the Village at **NO COST to the Village**. All costs and printing costs are borne by BMO.
- The Bank offers it; therefore, it does not involve / complicate negotiations with Unions / Employee Associations.
- Great **offers for all employees** without the need to negotiate
- Available at any BMO Bank of Montreal branch across Canada
- Maintains confidentiality of employee's affairs

Product	Offers	
Primary Chequing Account	If customer sets up a pre-authorized payroll deposit	If no pre-authorized payroll deposit is set up
	Save \$5.00/month on the Performance Plan or AIR MILES Plan (customer pays only \$10.95/month)	First 6 months free of the Performance Plan or AIR MILES Plan, after which the regular \$15.95/month fee applies (over \$95 in savings)
All offers within the Program are contingent upon the customer having an Everyday Banking account with Performance Plan or AIR MILES Plan.		
Personal Line of Credit	0.5% off our standard rates for unsecured Personal Lines of Credit	
Mortgage	Preferred rates on our fixed and variable rate mortgage terms.	
Personal Loan	0.5% off our standard rates for a new fixed or variable rate Personal Loan Plan (excluding promotional offers)	
BMO Term Investments	0.25% bonus interest on eligible BMO Term Investments when you invest \$1,000 or more	
RRSP Loan	Preferred rates available – refer to the Minimum Rate Discounts Table.	
Credit Cards	BMO Cashback Mastercard <ul style="list-style-type: none"> • no annual fee • 1 Cashback reward for every \$100 spent • \$40 Cashback on your first purchase 	
	BMO AIR MILES Mastercard <ul style="list-style-type: none"> • no annual fee • earn 1 AIR MILES reward mile for every \$20 in purchases • 375 AIR MILES reward miles on your first purchase 	

BMO Group RSP



Personalized Investment Advice

- Employees participating in a BMO Group RSP get the personalized investment advice of a BMO Investment Professional to help them select the right investment and ensure their retirement planning is on track.
- Companies that have a BMO Group RSP do not have to weigh into the investment decision. BMO Group RSPs have all BMO Mutual Funds, Guaranteed Investment Certificates (GIC) and Savings Accounts available.

Plan Flexibility

- BMO Group RSPs can be set up in many different ways such as rewarding loyalty (years at the company), by position, or to reward achievement of certain business objectives.
- BMO Group RSPs can be changed and updated at any time to reflect changes in the business or economic environment.

Top
100Asset Managers in the world¹Over
\$30B

in innovative managed solutions

Managing

>\$337B CAD

310 investments
professionals in
21 offices globally²

Over

200

year old

legacy of safety, trust and success
BMO Bank of Montreal

Easy Administration

- BMO Group RSP has no administration fees, no minimum investment amount, or complicated regulatory filings.
- BMO's enhanced digital experience onboarding makes company and employee enrollment quick and easy.
- BMO handles administration of the Group RSP tracking balances, providing statements to employees and issuing RRSP contributions receipts.

Specialized Pricing

- Employees participating in a BMO Group RSP are eligible to purchase BMO mutual funds with discounted management fees (Series G) on some of our most popular funds including our low cost BMO ETF Portfolios. Employees are also eligible to transfer a personal RSP to their Group RSP account to further take advantage of this discount.
- BMO Group RSPs can be paired with BMO Perks at work to provide discounted banking, and preferred rates on mortgages, lines of credit and other BMO products.

Pricing Schedule

BMO Pricing

Account Structure
<ul style="list-style-type: none"> BMO will maintain as many accounts as the Village of Innisfree requires for its operations. Account Management will be within Canadian Business Banking and led by Senior Relationship Manager, Jody Zwarich. BMO will pay credit interest of Deposit Reference Rate⁷ minus 1.9% on all Canadian dollar accounts. Deposit Reference Rate is 3.95% as of July 15, 2019. There is no core balance required to qualify for credit interest Standard CAP at \$10,000,000.00 on which credit interest will be paid. Exceptions to the CAP can be made should the Village of Innisfree request it. Fees for account activity will be waived Fees for Online Banking for Business, Electronic Funds Transfer, and Wire Payment Service will be waived. All other Treasury & Payments Services will be offered at an 80% discount off standard fees.

Lending Facilities
Operating Loan Facility
<ul style="list-style-type: none"> \$2,000,000.00 at BMO's Prime Rate, currently 3.95% as of July 15, 2019 Facility is available throughout the year Application fee (\$10,000), annual credit renewal fees (\$2,000), monthly facility fees (\$500) are waived

⁷ BMO CAD Deposit Reference Rate means the floating annual rate of interest established from time to time by the Bank as the reference rate it uses to determine the rate it pays on deposits held in certain Bank accounts including any Account(s). The current BMO Reference Rate is posted at the Bank's branches and online at bmo.com .As of July 15, 2019 BMO CAD Deposit Reference Rate is 3.95%.

Description	Basis of fee (e.g. weekly, monthly, per transaction, balance, etc.)	Fee/Rate as of July 15, 2019	Proposed Fee/Rate
Deposit Account Treasury (Operational)			
Rate of Interest on accounts	Per annum	Deposit Reference Rate as of July 15, 2019 is 3.95	DRR - 1.9% (client's effective rate of 2.05%) as of July 15, 2019
	(no core requirement and cap of \$10,000,000.00 shared amongst all accounts)		
	(for the term of 36 months with 2 additional 12 months extension		
Current Account Activity Fees			
Deposit Fee Per Transaction	Per transaction	\$1.25	Waived
Branch Deposits	Per transaction	\$1.25	Waived
ATM Deposits	Per transaction	\$1.25	Waived
Point of Sale	Per transaction	\$1.25	Waived
Debit Card return / reversal	Per transaction	\$0.00	Waived
Pre-Authorized credits / Electronic Funds Transfer	Per transaction	\$1.25	Waived
Deposit Contents Fees			Waived
Notes (Currency) on deposit (per \$1,000)	Per transaction	\$2.25	Waived
Coin on deposit (per \$100, US coin accepted at par)	Per transaction	\$2.25	Waived
Account debit per transaction			Waived
Cheque	Per transaction	\$1.25	Waived
Pre-Authorized payment / Electronic Funds Transfer	Per transaction	\$1.25	Waived
Debit Card Purchase	Per transaction	\$1.25	Waived
ATM withdrawal	Per transaction	\$1.25	Waived
Branch withdrawal	Per transaction	\$1.25	Waived
Bill Payment (branch or via debit card)	Per transaction	\$1.25	Waived
Customer initiated transfer via branch or via debit card	Per transaction	\$0.00	Waived
Monthly account Administration fee	Per month	\$6.00	Waived
Monthly E Statement with cheque images	Per month	\$0.00	Waived
Monthly Paper statement with cheque images	Per month	\$3.00	Waived

Description	Basis of fee (e.g. weekly, monthly, per transaction, balance, etc.)	Fee/Rate as of July 15, 2019	Proposed Fee/Rate
Fee per statement cycle, if statement produced more frequently than account standard	Per statement	\$5.00	Waived
Online Services			
Number of Accounts	Per account		
	1 -10 accounts	\$25.00	Waived
	11-20 accounts	\$15.00	Waived
	21+ accounts	\$10.00	Waived
Number of Users	Per user fee		
	1 User	\$0.00	Waived
	2 + Users	\$10.00	Waived
Authentication device	Per device per month	\$10.00	Waived
Alerts	Per transaction	\$1.00	Waived
Online Account Transfers	Per Transaction	\$2.00	Waived
Online Bill Payment	Per Payment	\$1.00	Waived
Online Tax Payments	Per Payment	\$2.00	Waived
Online third party transfers (Transfers to/from accounts on customer profile as third party)	Per Transfer	\$10.00	Waived
Transfers to third party (Transfers to BMO accounts entered manually)	Per Transfer	\$1.00	Waived
Online number of file exports	Per file	\$5.00	Waived
Online transactions details exported	Per transaction		
	1 - 1,000	\$0.05	Waived
	1001-3000	\$0.04	Waived
	3,001-5,000	\$0.03	Waived
	5,001 +	\$0.02	Waived
Online custom report templates	Per template	\$10.00	Waived
Online Stop Payments	Per transaction	\$7.50	Waived
Online stop payment range	Per transaction	\$15.00	Waived
eStatements download	Per contract	\$0.00	Waived
Archiving – 1 year	Per item		
	1 - 500	\$0.153	\$0.0306
	501 - 2,500	\$0.107	\$0.0214
	2,501+	\$0.076	\$0.0152
Archiving – 2 year	Per item		

Description	Basis of fee (e.g. weekly, monthly, per transaction, balance, etc.)	Fee/Rate as of July 15, 2019	Proposed Fee/Rate
	1 - 500	\$0.356	\$0.0712
	501 - 2,500	\$0.249	\$0.0498
	2,501+	\$0.178	\$0.0356
WIRES			
Online Wire Service Fee	Per month	\$55.00	Waived
Recurring Items - Outgoing Wire Transfers			
Wire payments - ON US	Per Wire	\$11.75	Waived
Wire payments in CAD	Per Wire	\$11.75	Waived
Wire payments in USD	Per Wire	\$13.00	Waived
Wire Transfer - Out	Per Transaction	\$15.00	Waived
Foreign bank routing fees - FX Wires		\$16.50	Waived
Incoming Wire Transfers (within Canada)			
Wire Transfer - In	Per Transaction	\$15.00	Waived
Incoming Wire Transfers (international)			
Wire Transfer - In	Per Transaction	\$15.00	Waived
Online Wire imported files	Per import file	\$7.50	Waived
Online Wire cancellations	Per cancellation	\$30.00	Waived
Online Wires investigation initiated	Per investigation	\$30.00	Waived
Online Wire payments returned	Per wire	\$30.00	Waived
SWIFT payments - SYS repair	Per wire	\$8.00	Waived
SWIFT payments - manual repairs	Per wire	\$9.00	Waived
SWIFT payments - STP	Per wire	\$7.00	Waived
Recurring items - templates			
Customer maintained template - add / change	Per template	\$2.50	Waived
Customer maintained template - storage	Per template	\$0.50	Waived
Options - template			
Bank maintained templates - add	Per template	\$5.50	Waived
Bank maintained templates - change	Per template	\$4.00	Waived
Bank maintained templates - deleted	Per template	\$2.00	Waived

Description	Basis of fee (e.g. weekly, monthly, per transaction, balance, etc.)	Fee/Rate as of July 15, 2019	Proposed Fee/Rate
Bank maintained templates - storage	Per template	\$0.50	Waived
<i>Recurring items -incoming wires</i>			
Incoming wire payments	Per wire	\$14.00	Waived
Direct CR wire payments - no advice	Per wire	\$10.00	Waived
<i>Options -incoming wires</i>			
Direct CR wire payments - online advice	Per wire	\$13.00	Waived
Direct CR wire payments - 2nd advice	Per advice	\$2.50	Waived
Direct CR wire payments - fax advice	Per wire	\$15.00	Waived
Direct CR wire payments - SWIFT advice	Per wire	\$7.50	Waived
EFT			
EFT reports auto faxed	Per page	\$3.00	Waived
EFT rejects corrected BMO	Per item	\$20.00	Waived
EFT reject via exceeded credit limit	Per item	\$1.75	Waived
EFT credits posted at other banks	Per item		
	1 - 1,000	\$0.15	Waived
	1,001 - 4,000	\$0.13	Waived
	4,001+	\$0.11	Waived
EFT credits posted to BMO accounts	Per item		
	1 - 1,000	\$0.15	Waived
	1,001 - 4,000	\$0.13	Waived
	4,001+	\$0.11	Waived
EFT rejects from other banks	Per item	\$2.00	Waived
EFT items rejected by BMO edits	Per item	\$2.00	Waived
Total EFT files received via ECA / FTF	Per file	\$15.00	Waived
EFT items received via ECA / FTF	Per item	\$0.0165	Waived
EFT files returned via ECA / FTF	Per file	\$12.50	Waived
# of reports sent via ECA / FTF	Per report	\$1.75	Waived
EFT items value date 62 days prior	Per item	\$1.65	Waived

Description	Basis of fee (e.g. weekly, monthly, per transaction, balance, etc.)	Fee/Rate as of July 15, 2019	Proposed Fee/Rate
EFT item recall - phone and E/C	Per item	\$16.50	Waived
EFT traces by RDC for client	Per trace	\$16.50	Waived
EFT item recall - phone	Per item	\$16.50	Waived
EFT debits posted to other bank	Per item		
	1 - 1,000	\$0.15	Waived
	1,001 - 4,000	\$0.13	Waived
	4,001+	\$0.11	Waived
EFT debits posted to BMO accounts	Per item		
	1 - 1,000	\$0.15	Waived
	1,001 - 4,000	\$0.13	Waived
	4,001+	\$0.11	Waived
EFT DR/CR items returned	Per item	\$2.25	Waived
Notification of change transactions	Per item	\$0.30	Waived
<i>Recurring items for client release and fixed frequency</i>			
EFT online - Masterfile addition	Per item	\$0.15	Waived
EFT Online - credits	Per item		
	1 - 1,000	\$0.25	Waived
	1,001 - 4,000	\$0.20	Waived
	4,001+	\$0.15	Waived
EFT online - debits	Per item		
	1 - 1,000	\$0.25	Waived
	1,001 - 4,000	\$0.20	Waived
	4,001+	\$0.15	Waived
EFT online - file	Per file	\$10.00	Waived
EFT online - changes	Per item	\$0.15	Waived
EFT online - item recall	Per item	\$4.50	Waived
EFT online - file recall	Per file	\$25.00	Waived
EFT online - item corrections	Per item	\$2.25	Waived
EFT online - monthly support fee (For post file delivery options online)	Per month	\$35.00	Waived
EFT online - traces	Per trace	\$5.00	Waived
EFT online - items resubmitted	Per item	\$1.25	Waived
<i>Incidental - charged if selected</i>			
Total EFT files returned	Per file	\$40.00	Waived
EFT file recall - phone	Per file	\$50.00	Waived
<i>Options - charged if requested</i>			

Description	Basis of fee (e.g. weekly, monthly, per transaction, balance, etc.)	Fee/Rate as of July 15, 2019	Proposed Fee/Rate
EFT extended window processing	Per item	\$0.0225	Waived
EFT NSF debits represented	Per item	\$1.50	Waived
EFT items on DEFR 202/220 report	Per item	\$0.025	Waived
Payment release report	Per item	\$0.035	Waived
FOREX (CAD-USD)			
Forex Transaction Fee	Per Transaction	\$0.00	Waived
	(this service is available through OLBB and the exchange rates are also available on OLBB)		
FOREX (CAD-EU)			
Forex Transaction Fee	Per Transaction	\$0.00	Waived
	(this service is available through OLBB and the exchange rates are also available on OLBB)		
Paper Statement/Audit Report			
Paper Statement	Per Report	\$6.00	Waived
Mobile Cheque Deposit / Cheque Scanner			
BMO DepositEdge Scanner Fee	Low;	\$25.00;	\$5
	Medium;	\$50.00;	\$10
	High volume Scanner	\$75.00	\$15
BMO DepositEdge Transaction Fee	Per Cheque Deposit	\$0.15	\$0.03
Bill Payment Service			
BMO	Per Month	\$15	\$3
Other Financial Institution	Per Month	TBD	TBD
DrawCheque Service			
DrawCheque	Per item	\$3.50	\$0.70
Implementation Fee			
Wires	One time	\$110.00	Waived
EFT	One time	\$200.00	Waived
DepositEdge	One time	\$0.00	\$0.00

BMO Commercial Card Fee Schedule

#	CHARGE	DESCRIPTION	PROGRAM		
			Canadian		U.S.
			CDN\$ Cards (\$=CDN\$)	US\$ Cards (\$=US\$)	(\$=US\$)
1.	Annual Fee (per Card):	BMO Commercial MasterCard	\$25.00	N.A.	N.A.
		BMO AIR MILES Commercial MasterCard	\$50.00	N.A.	N.A.
		BMO CashBack Commercial MasterCard	\$45.00	N.A.	N.A.
		BMO Not-for-Profit Commercial MasterCard	Waived	N.A.	N.A.
		BMO Rewards Commercial Mastercard	\$50.00	N.A.	N.A.
		BMO US Dollar Commercial MasterCard	N.A.	\$50.00	N.A.
		BMO Harris Bank Commercial MasterCard	N.A.	N.A.	\$45.00 (1st year is waived)
2.	Statements (per Card per month):	Paper Statement:	\$3.00	\$3.00	\$3.00
		Electronic Statement:	\$0.00	\$0.00	\$0.00
3.	Cash Advances Fees (the fee is a percentage of the total amount of the Cash Advance):	When the Cash Advance is made at a Bank branch or ATM:	2%	2%	4%
		When the Cash Advance is not made at a Bank branch or ATM:	4%	4%	4%
4.	Late Fee:		1.75%	1.75%	1.75%
5.	Foreign Transaction Fee:		2.5%	2.5%	2.0%
6.	Dishonoured Payment:		\$29.00	\$29.00	\$29.00
7.	Replacement ¹ :	Couriered Card ¹ :	TBD	TBD	TBD
		Sales Draft:	\$3.00	\$3.00	\$3.00
		Statement Reprint:	\$3.00	\$3.00	\$3.00
8.	Liability Waiver Programs:	BMO Corporate Card Liability Waiver Program:	\$0.00	\$0.00	N.A.
		MasterCoverage Liability Protection Program:	N.A.	N.A.	\$0.00

#	CHARGE	DESCRIPTION	PROGRAM		
			Canadian		U.S.
			CDN\$ Cards (\$=CDN\$)	US\$ Cards (\$=US\$)	(\$=US\$)
9.	Technology Fees:	Standard Reports:	\$0.00	\$0.00	\$0.00
		Third Party Integration (Standard File) Set-Up Fee:	\$500	\$500	\$500
		Custom Training Services are billed at cost plus travel expenses:	TBD	TBD	TBD
10.	BMO Reward Program Fees	Travel Rewards redemption via telephone:	\$29.95 ²	N.A.	N.A.
		Travel Rewards redemption via online:	No Charge	N.A.	N.A.
		Travel Rewards change or cancellation ³ :	\$25.00 ²	N.A.	N.A.
		Merchandise or financial rewards redemption via telephone:	\$10.00 ²	N.A.	N.A.
		Merchandise or financial rewards redemption via online:	No Charge	N.A.	N.A.

¹ Requests to courier rush Cards or Issue replacement Statements or reports will be subject to the Bank's standard service charge for such Items at the time of the request.

² Plus applicable taxes.

³ Supplier fees for each change or cancellation to a travel arrangement may also apply and will be displayed at the time of booking based on the specific travel reservation.

Moneris Pricing**One Time Fees**

Account Setup Fee	\$75
Long Range Wireless Set up Fee	\$75
Box of 100 thermal rolls	\$57.17

Variable Fees

Card Type	Per Transaction Rate	Assessment Fee	Foreign Assessment Fee
Mastercard®	Interchange + 0.3500%	0.080%	0.600%
Debit Mastercard®	Interchange + 0.3500%	0.080%	0.400%
Visa®	Interchange + 0.3500%	0.090%	0.400%
Visa Debit	Interchange + 0.3500%	0.080%	0.400%
Discover®	Interchange + 0.3500%	0.063%	0.400%
UnionPay	Interchange + 0.3500%	0.100%	0.100%
Interac® Debit	\$0.043	\$0.008	N/A
Interac® Flash	\$0.035	\$0.008	N/A

*In addition to the fees listed above, you agree to pay all card brand interchange fees, wholesale discount rates, assessment fees and any other fees and charges that the card brand applies to transactions from time to time. You agree that you are responsible for the full amount of any increase imposed by the card brand on any of the card brand fees from time to time.

Monthly Fees

Device Rental	\$25
Device transaction fee for gateway transactions	\$0.05
Moneris Gateway	\$20
Account Service Package	\$2.95
PCI Security Fee	Waived

Terms

Contract Duration	3 years	
Restocking Fee	0 – 5 devices	\$50
	6 – 10 devices	\$40
	>10 devices	\$25
Minimum Monthly MDR	N/A	

1 All pricing quoted in this document is subject to change, cancellation or withdrawal at any time and other fees may also apply. Rates apply to Canadian locations of qualified merchants. The rates you will be required to pay for payment processing services from Moneris Solutions Corporation ("Moneris") will be confirmed in a Card Acceptance Form. In order to receive processing services from Moneris, merchants are required to, and agree to, be bound by the terms and conditions of the merchant and/or other agreement(s) with Moneris (the "Agreements"). These rates are offered as a package and are not offered separately nor can they be combined with any other offer. Merchants are subject to approval of merchant application by Moneris and Moneris is under no obligation to approve a merchant for card processing or other services and reserves the right to determine a qualified merchant in accordance with its credit adjudication and other policies and procedures.

2 An additional Interac fee per transaction will apply to each Interac Flash (contactless) transaction.

3 The 90-day satisfaction guarantee is limited to a waiver of the cancellation or deactivation fee if the merchant cancels any of the Agreements within 90 days from the date of the Agreement. All other fees, charges and terms and conditions in the Agreements apply.

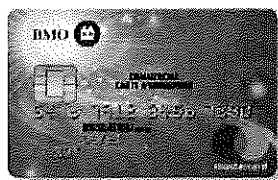
4 Certain terms and conditions apply, please visit moneris.com/upto500 for complete details and restrictions regarding offer eligibility. Eligible merchants must enter into credit and debit processing agreements and rent or buy a terminal from Moneris. The Offer does not apply to MONERIS PAYD® products. Promotion runs from January 1, 2017 to December 31, 2018. The rebate will be provided in the form of a GIFTPASS® from Giftcertificates.ca™. The denomination of the GIFTPASS will depend on credit card volumes processed during the applicable period.

®MONERIS, MONERIS & Design, MONERIS BE PAYMENT READY & Design, MONERIS PAYD and GIFTPASS are registered trade-marks of Moneris Solutions Corporation. VISA is a registered trade-mark of Visa Canada Inc. MASTERCARD is a registered trade-mark of MasterCard International Inc. INTERAC and INTERAC FLASH are registered trade-marks of Interac Inc. DISCOVER is a registered trade-mark of Discover Financial Services. AMERICAN EXPRESS is a registered trade-mark of American Express Company TMGIFTCERTIFICATES.CA is a trade-mark of Moneris Solutions Corporation. All other marks or registered trade-marks are the marks or registered trade-marks of their respective owners.

Appendix I – BMO Commercial Card Programs

BMO Commercial Mastercard®

For Canada accounts only



An integrated solution combining convenience, flexibility and functionality into a single card.

Consolidating purchasing, travel and fleet spend provides a host of benefits ranging from improved efficiency and productivity to enhanced spend visibility and analysis:

- **Cost and time savings:** A single program to administer and maintain
- **Cardholder convenience:** A single card account to pay for multiple types of business expenses – travel, purchasing and fleet. Cardholders can now add BMO Commercial Mastercard cards to Apple Pay® or Android Pay™ for a secure and convenient way to pay using their smart phone and commercial card.
- **Employee convenience:** A single card account to pay for multiple types of business expenses – travel, purchasing and fleet
- **Process simplification:** Payment and back-end reconciliation efficiencies are increased, resulting in lower errors and reduced administration costs
- **Improved cash flow:** Maximize your cash flow with 21 grace days before payment is due

Advanced online reporting and data collection

BMO Spend Dynamics® offers complete visibility and control over your company's spend.

- **Statements:** Online access to current statements and transaction data plus at least 12 months of historical monthly statements
- **Reporting:** Centralized data on all expenditures facilitates spend analysis which can lead to improved leverage for supplier negotiations

Turn business expenses into great rewards

Reward yourself by turning everyday business expenses into great rewards, with your choice of either:

- **BMO Rewards:** Earn 1.5 BMO Rewards points for every \$1 spent. BMO Rewards are earned at the Company level.
- **CashBack:** Earn 1% CashBack® rewards on all eligible purchases as a credit towards your account every January. There is no cap on the CashBack limit - earn as you spend!

- **AIR MILES® Reward Miles:** Get 1 Mile for every \$20 in purchases. Choose between, Company or Cardholder collection options

- **Mastercard Easy Savings Rebate Program:** An automatic rebate program that enables participating merchants to provide rebates to eligible Mastercard commercial business cardholders registered in the program. Rebate savings are automatically provided and are included on monthly billing statements

Mitigate risk with included protection

- **BMO Commercial Card Liability Waiver Program:** offers up to \$50,000 coverage per card account in case of employee card misuse
- **Authorization Controls:** Pre-established up-front spend controls for more advanced card program users, including merchant category code blocking, daily transaction limits and cash advance blocking

Unsurpassed global acceptance

BMO Commercial Mastercard is accepted at over 50 million locations worldwide, including more than 2 million ATMs, ensuring you are never far from a Mastercard merchant or ATM.



BMO Commercial Mastercard program types, features and options

Program Types	
BMO Rewards Commercial Mastercard: Earn 1.5 BMO Rewards points for every \$1 spent. Simply use your BMO Rewards Commercial Mastercard to pay for your travel arrangements and you are eligible to benefit from the following travel insurances: Car Rental, Collision Damage, Unexpected Return Home Benefits, Flight Delay, Lost or Stolen Baggage, Hotel/Motel Burglary, Trip and Medical Assistance.	Annual fee \$50 per card
BMO CashBack Commercial Mastercard: Earn 1% CashBack rewards on all eligible purchases as a credit towards your account every January.	Annual fee \$45 per card
BMO AIR MILES Commercial Mastercard: Get 1 AIR MILES Reward Miles on every \$20 on eligible purchases. Choose between two AIR MILES Reward Miles collection options: <ul style="list-style-type: none"> • Company Collect: Reward Miles accumulate at the company level to one Collector Number. • Cardholder Collect: Reward Miles are earned by each individual cardholder for their respective purchases and accumulate to that cardholder's personal Collector Number. 	Annual fee \$50 per card
BMO Not-for-Profit Commercial Mastercard: Available for not-for-profit organizations only.	Annual fee \$0 per card
BMO U.S. Dollar Commercial Mastercard: Ideal for employees who travel frequently to the U.S. or purchase products and services from U.S. suppliers. U.S. Dollar cards help manage exposure to exchange rate fluctuations and avoid the foreign exchange mark up fee.	Annual fee \$50 ¹ per card
BMO Commercial Mastercard: The ideal choice for organizations who do not require a rewards program.	Annual fee \$25 per card
Features	
Billing and Payment 21 Grace Days Centrally billed	No charge
Protection <ul style="list-style-type: none"> • Extended Warranty and Purchase Protection² • BMO Commercial Card Liability Waiver Program (up to \$50,000 per card account) 	No charge

¹ Apple Pay is a trademark of Apple Inc., registered in the U.S. and other countries. ² Android Pay is a trademark of Google Inc. ³ Subject to terms and conditions, including limitations, exclusions and other important information contained in the BMO Commercial Card Liability Waiver Program description. Program benefits provided by Royal & Sun Alliance Insurance Company of Canada. ⁴ Annual per card fees are applied in U.S. dollars. ⁵ Subject to terms and conditions, including limitations, exclusions and other important information contained in the Certificate of Insurance, which is sent to new cardholders. Insurance benefits provided by Allianz Global Risks US Insurance Company (Canadian Branch).

⁶ Registered trademark of Mastercard International Incorporated. Used under license. ⁷ Trademarks of AIR MILES International Trading B.V. Used under license by LoyaltyOne, Co. and Bank of Montreal.

Appendix II – Moneris Solutions



BE PAYMENT READY

As one of Canada's leading providers of payment processing solutions, Moneris® offers credit, debit, wireless, mobile and online payment services for merchants in virtually every industry segment and processes more than three billion transactions, annually.

Our History

Moneris was established in December of 2000 as a joint venture between Royal Bank of Canada (RBC) and Bank of Montreal (BMO). We maintain the tradition of security, stability and strength of our parent banks—two of Canada's oldest and largest financial institutions.

Our Core Values

Moneris' core values are centered on three pillars which make electronic transactions possible—technology, payment innovation and our people.

Technology that processes payments reliably, securely and efficiently to provide a great experience for your business, and your customers.

Payment innovation that creates operational efficiencies by tailoring products to meet the distinct needs of your business across physical, online and mobile environments.

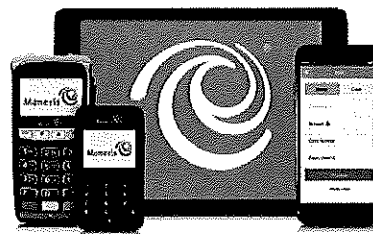
People with dedication, knowledge and expertise—over 1,800 employees across Canada—ensure your business is always ready to accept payment.

Our Customers

As a business owner, Moneris knows having the right resources at your fingertips is crucial to your business' success. From online and phone support to on-site service and repair, we have the support channels in place to make sure you can get the help you need, when you need it.

Our Scope

Moneris has a presence across Canada with four offices, including its head office located in Toronto, Ontario and an office in Montreal, Quebec. As one of the leading payment processors in Canada, Moneris provides robust payment solutions for physical, online and mobile environments with access to dedicated support, integration and service resources.



ingenico
Smart
terminals

Move/5000

Boost sales on-the-go with a world of Business Apps

- Create new experiences combining payment and Business Apps on a rich user Interface
- Accept the broadest range of payment methods on the go
- Meet the most demanding use cases with Innovative embedded features



contactless



security



connectivity



touchscreen



barcode



camera



html5 standard



The Move/5000 is a game changer, opening the portable payment terminal to a new world of Business Apps.

Highest security

The Move/5000 is PCI-PTS 5x certified. Its Tellum TETRA OS uses the latest cryptographic schemes with future-proof key length.

All payment options

The Move/5000 enables NFC couponing and wallet use cases, in addition to EMV Chip & PIN, Swipe & Sign and contactless.

User-friendly and intuitive interface

Featuring powerful multimedia capabilities and a large 3.5-inch touch screen, the Move/5000 provides best-in-class user experience thanks to a rich interface enabling business Apps.

Designed for mobility

Designed for both indoor and outdoor uses, the pocket-sized Move/5000 comes with extended battery life. It is the perfect business companion for merchants.

Built-in data capture capabilities

With its camera barcode scanner and GPS tracking, Move/5000 enables alternative payment schemes and unlimited possibilities for business Apps.

Maximized network availability

Providing full spectrum wireless connectivity (4G, 3G, GPRS, Dual SIM, Bluetooth and WIFI), the Move/5000 offers the widest touch point flexibility while optimizing communication costs.

Seamless NFC payment

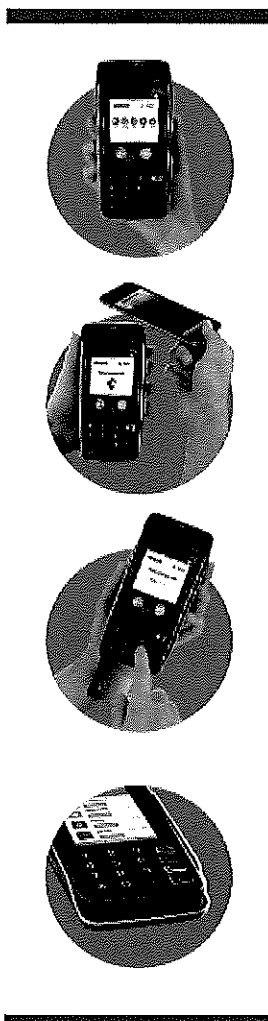
The Move/5000 boosts NFC payment by offering to customers a seamless experience through a dedicated card-reader zone and faster transaction flows.

Electronic signature for payment and business apps

The Move/5000 offers signature capture capabilities for electronic payments, receipt storage and new business Apps such as contracts, warranty programs or enrollment.

An OS with secure payment and creative freedom

Backed by 30 years of experience, the Tellum TETRA operating system is the perfect combination of Ingenico Group's legacy in payment expertise and openness to the web. It embeds the best security mechanisms to protect transaction privacy, while enabling the deployment of appealing HTML5 web-based rich media business apps.



NAME			Move/5000
Processor	Application & Crypto processor	Cortex A5	•
Memory	Internal External	512 MB Flash, 512 MB RAM MicroSD up to 32GB	• •
OS		Tellum TETRA	•
SIM		SIM 1 SIM 2	Option Option
SAM		2 SAM 2nd SAM	• Option
Card readers	Magstripe Smart card Contactless	ISO 14233, 500K lifespan EMV Level 1, 500K lifespan EMV Level 1 compliant	• • •
Display	Colour	3.5" backlit, HVGA (480x320 pixels)	•
Touchscreen	Resistive	Finger & stylus (300K lifespan signature)	•
Keypad		16 keys, raised marking, backlit	•
Audio	Buzzer Audio Jack Speaker	Stereo Mono	• Option Option
Video	Video accelerator	H264 codec	•
Data capture	Positioning Barcode reader Camera	GPS tracking 1D/2D 5M pixels autofocus	Option Option Option
Thermal Printer	Speed in lines/s Paper roll cage	up to 30 lines/s 58 mm width x Ø 40 mm 58 mm width x Ø 25 mm	• • Option
Terminal connectivity	WAN LAN Multicom	4G and/or 3G and GPRS WiFi and/or Bluetooth WAN + LAN	Option Option Option
Terminal connections	USB Power Supply	Host & Slave Dedicated power Jack	• • •
Battery	Li-Ion	2900mAh	•
Terminal size	Ø 40 mm Ø 25 mm	169 x 78 x 57 mm (6.6x3.1x2.2") 160 x 78 x 47 mm (6.3x3.1x1.9")	• •
Weight	Terminal + Battery	320 g (11 oz)	•
Environment	Operating Temperature Storage Temperature Operating Humidity	-10°C to +50°C (14°F to 122°F) -20°C to +55°C (-4°F to 131°F) 85% non-condensing at +40°C (104°F)	• • •
Accessory	Privacy shield Car charger Docking station	Factory Mounted Charger 2 RS232 USB Host USB Slave Modem Ethernet 10/100 Base T Bluetooth	Option Option • Option Option Option Option Option
Security		PCI PTS 5x & 4x online & offline certified	•

YOUR NOTES HERE

In response to your RFP, this proposal is from BMO Financial Group (and its affiliates operating as BMO Bank of Montreal, a Canadian chartered bank, and BMO Harris Bank N.A., a U.S. national association bank). Unless otherwise specified, bank accounts and services will be provided by our institution.

BMO does not provide tax or legal advice. Any discussion of tax matters in these materials (i) is not intended to be used, and cannot be used or relied upon, for the purposes of avoiding any tax penalties and (ii) may have been written in connection with the "promotion or marketing" of the transaction or matter described herein. Accordingly, the recipient should seek advice based on its particular circumstances from an independent tax advisor.

CONFIDENTIALITY

This proposal contains commercial and financial information of a confidential nature. The disclosure of this information to third parties can be reasonably expected to significantly prejudice BMO's competitive position, significantly interfere with the contractual and other negotiations of BMO and/or result in material financial loss to the BMO. We request that you restrict the distribution of this proposal exclusively to your employees and advisors on a need-to-know basis, and inform them of its confidential nature described above.

The Bank of Nova Scotia
Scotiabank
5037 50th Ave
Vermilion, Alberta T9X1A7



July 16, 2019

Village of Innisfree
Box 69
Innisfree, Alberta T0B2G0

Attn: Brooke Yaremchuk, Chief Administrative Officer

Subject: Cash Management Services

Dear Brooke:

Thank you for inviting Scotiabank to present this proposal to Village of Innisfree. The suite of services it outlines has been carefully matched to your current needs as we understand them so as to achieve the most effective and efficient cash management possible.

Scotiabank has established a leading presence in the financial marketplace through a proven commitment to long-term relationships, and to continually delivering service innovation and enhancement. In that context, our goal is to ensure that our ongoing services always meet and exceed your expectations, and to regularly help you explore and act on new opportunities to improve the efficiency and cost-effectiveness of your banking.

We look forward to reviewing this proposal with you, answering any questions you may have, and working with you to finalize a mutually beneficial agreement in the near future.

Sincerely,

Myrna Biermann
Small Business Advisor
Scotiabank
780-853-9162 x 4300
myrna.biermann@scotiabank.com

Amanda Axford
Senior Strategic Pricing Specialist - MUSHA
Scotiabank
1-888-667-0948 x 46993
amanda.axford@scotiabank.com



Scotiabank's Proposal to Village of Innisfree for Cash Management Services

Submitted:

July 16, 2019

Presented To:

Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree
Box 69
Innisfree, Alberta T0B2G0

Presented By:

Myrna Biermann
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1 Services Overview

1.1 Proposed Services

Scotiabank's innovative products and services help our clients improve information flows, streamline administration, and maximize working capital. The integrated suite of services outlined below has been carefully matched to your current needs.

- A full-function Canadian dollar **operating business account** will serve as the foundation for your banking activities. Details of your Interest Bearing Business Account are outlined in Section 2.1.
- **ScotiaConnect** digital banking will facilitate day-to-day viewing and management of account activities by Village of Innisfree personnel. Available 24/7/365, this user-friendly web-based tool supplies consolidated balance reports, bank statements, and flexible, detailed transaction reporting. ScotiaConnect also provides secure access to a wide range of cash management services. You can use it to transfer funds between your Scotiabank accounts, issue and manage stop payment orders, and access other Scotiabank services. As well, you can upload instructions to — and download reporting from — all file-based cash management and payment services.

Security features include the ability to assign privileges and limits to each user according to their needs and authority. In addition, multi-level approval requirements can be set up for all sensitive activities.

A streamlined version of ScotiaConnect is available via mobile application for secure access to your accounts quickly and easily. A digital token application also allows for secure and convenient sign on to ScotiaConnect.

We would be pleased to provide additional information on ScotiaConnect upon request.

- Scotiabank's **Remote Deposit** service will provide Village of Innisfree with the ability to deposit cheques without having to leave your office. Rather than spend the time and money preparing and taking deposits to a branch or ABM, cheques are scanned at your place of business and the images are electronically transferred to Scotiabank for deposit. All that is required is a cheque scanner and subscription to our digital banking platform, ScotiaConnect. This convenient and cost-effective solution is ideal for organizations that deposit a significant number of cheques, have multiple locations, and/or are remotely located.

We would be pleased to provide additional information on our Remote Deposit service upon request.

- Through separately subscribed services, ScotiaConnect's Integrated Payments module supports four payment types: Electronic Funds Transfers (EFTs), International ACH Transactions (IATs), Electronic Data Interchange (EDI) payments, and wire payments.

Of the four services available via Integrated Payments, we propose the following:

- **EFT Origination**, which allows you to make credits to and debits from CAD and USD accounts in Canada

Although each service available via Integrated Payments supports a different payment type, all four operate in a similar fashion. Each allows you to provide your instructions to Scotiabank in two ways:

- You can create and submit your instructions using the Integrated Payments module in ScotiaConnect.
- You can create an electronic file of instructions on your own system and transmit it to us.

Regardless of how you provide your payment instructions, you can submit them in advance of the value date. Scotiabank warehouses your instructions and executes them on the dates you specify. Our comprehensive reporting includes detailed information on all payments processed.

We would be pleased to provide additional information upon request.

- Accessed through ScotiaConnect, Scotiabank's **Business Taxes** service allows you to execute online payment of corporate income tax, payroll source deductions, GST, PST, and HST (harmonized GST and PST); approximately 60 different tax types are available. Multiple approval levels ensure security and control.

We would be pleased to provide additional information on the Business Taxes service upon request.

- The **Scotiabank Visa Business Card** program combines Visa's global acceptance with web-based reporting, improving payables administration and reducing work effort.

Shifting cheque-based payments to a payment card program can immediately and significantly reduce the cost of your Accounts Payable management. And Scotiabank's Cash Back rewards feature returns a portion of charged CAD purchases as a direct cash payment to your account.

We would be pleased to provide additional information on the Scotiabank Visa Business Card upon request.

- **Merchant Services** - Chase Paymentech Inc. (Paymentech) is the leading processor of Visa, Master Card, and direct debit payments in North America. Paymentech's leading-edge technical capabilities and vast industry experience enables them to deliver an exceptional and innovative suite of electronic payment opportunities to their clients. They offer the best possible businessbuilding options, from point-of-sale terminals to best-in-class Internet payment solutions.

- Scotiabank has established a strong strategic partnership with Paymentech that is unique in the Canadian banking marketplace. Because of this partnership, clients who bank with Scotiabank receive value for deposits processed by Paymentech one day sooner than do clients of other financial institutions.
- We would be pleased to obtain a quote from Paymentech for merchant services for the Village of Innisfree.
- Scotiabank can and does work effectively with all major merchant services providers in the Canadian marketplace.
- **Note:** Regardless of whether Chase Paymentech or some other provider is engaged, merchant services would be contracted separately from Scotiabank's services.

- Scotiabank has a trusted partnership with **ADP, or Automated Data Processing**. It provides a full service platform to improve efficiency, reduce cost and complete faster payments for payroll. In addition, it provides support and guidance, and peace of mind for all your Human Resource needs for your business.
- The **Dual Rate Investment Account** is ideal for clients looking for a CAD investment solution where sustained balances are rewarded with a premium interest rate, without sacrificing liquidity. Dual Rate Investment Accounts offer a competitively high yield interest-earning potential for maintaining a stable deposit balance during the month, while still paying a competitive rate on changing balances. Details on interest arrangements for Dual Rate Investment Accounts can be found in Section 2.1.
- A **Business Investment Account** (available in CAD or USD) serves as a liquid investment account, earning GIC-like rates on surplus balances of \$25,000 or more without term restrictions. Details on interest arrangements for Business Investment Accounts can be found in Section 2.1.

1.2 Credit Facilities

As a leader in Commercial Lending, Scotiabank offers a wide range of credit facilities that can be implemented in a comprehensive credit solution for your organization. We would be pleased to work with you to identify one or more lending options that meet your organization's unique requirements.

2 Compensation

Note: All dollar amounts are stated in Canadian dollars unless otherwise specified.

2.1 Interest Payment Arrangements

2.1.1 Business Investment Account

Scotiabank's Business Investment Account is a liquid investment account, offering GIC-like rates on surplus balances of \$25,000 or more without term restrictions. Available in CAD and USD.

The Business Investment Account's posted rates as of July 2, 2019, are shown to the right. Current rates are available on Scotiabank's website:

<www.scotiabank.com/ca/en/0,1117,00.html>

Tier	CAD Acct	USD Acct
\$1,000,000 or more	1.45%	1.55%
\$250,000 – \$999,999	1.10%	1.40%
\$100,000 – \$249,999	1.10%	1.35%
\$25,000 – \$99,999	1.05%	1.30%
\$24,999 or less	0.00%	0.00%

Business Investment Account Notes

- This account is intended for investment of surplus balances and is not suitable as an operating account.
- Interest is calculated daily and credited monthly based on a 365-day year for a CAD account and a 360-day year for a USD account.
- Interest is calculated on a whole-tier basis; whatever tier the closing credit balance on a given day falls into, the account's entire balance earns interest at the rate applicable to that tier.
 - A minimum balance of \$25,000 is required for interest calculation.
 - If your organization has deposit requirements for funds in excess of \$50 million, please contact your Payments and Cash Management professional to discuss your requirements.
- Interest is deposited to the account you designate within 2 business days of month end.
- Monthly statements detailing the interest calculation can be viewed online via ScotiaConnect and/or sent via mail.
- There is no monthly account maintenance fee. Other account service fees may apply.

Upon request, a Business Investment Account can be set up for you by your Payments and Cash Management professional.

2.1.2 Dual Rate Investment Account

The **Dual Rate Investment Account** is ideal for clients looking for a CAD investment solution where sustained balances are rewarded with a premium interest rate, without sacrificing liquidity.

Features and Benefits

- Competitive high yield interest-earning potential for maintaining a stable deposit balance during the month (the "Investment Balance"), while still paying a competitive rate on changing balances (the "Fluctuating Balance").
- Operating account functionality, such as allowing you to issue cheques.
- Fully liquid with no term restriction.
- Convenient access to your investment account through ScotiaConnect, Scotiabank ABMs, telephone banking, or our Business Service Centres.

Interest Rates

The interest rates for the current Investment Period June 29, 2019 – July 31, 2019 are as follows:

Balance Segments	Interest Rate
Investment Balance of \$1 million to \$20 million	1.60%
Investment Balance of \$50,000.00 to \$999,999.00	1.25%
Fluctuating Balance* (Average Monthly Balance less the Investment Balance)	0.30%

* The Fluctuating Balance interest rate applies to the entire Average Monthly Balance when the minimum Investment Balance is less than \$50,000.00.

** Rates are guaranteed for the current Investment Period only and may change from time to time without prior notice. Interest is paid monthly.

Interest Calculation Details

- The **Investment Period** is the period of time used to determine your Investment Balance, Fluctuating Balance, and Average Monthly Balance. The Investment Period must align with a month-end statement cycle.
- The **Investment Balance** is the stable portion of the balance that remains unchanged during the month and is identified by determining the lowest daily opening or closing balance in the current Investment Period.
 - Interest is applied to the entire Investment Balance, on a whole-tier basis, within the highest applicable tier.
 - Investment balances must be between \$50,000 and \$20 million.
- The **Fluctuating Balance** is the portion of the balance, above the Investment Balance, that may change during the month.
 - The Fluctuating Balance equals the Average Monthly Balance less the Investment Balance.
 - Interest is calculated on the applicable Fluctuating Balance portion at a lesser rate, as published.
- Interest is not paid on Average Monthly Balances of less than \$50,000.

Additional Details

- Standard service fees apply.

2.2 Service Fees

2.2.1 CAD Account Services – Business Account

A 100% discount will be applied to Scotiabank's standard fees for Core Account Services. This discount will be applied to our standard Core Account Service fees throughout the term of the contract.

Our standard fees will apply to Sundry account services.

The standard fees shown below are as of the date of this proposal.

Service	Standard Fees	Discounted Fees
Core Account Services (with 100% discount)		
Account Maintenance Fee (per month)	9.95	0.00
Cheques Issued	1.25	0.00
Items Deposited	0.22	0.00
Remote Deposit Items Deposited	0.22	0.00
Cash Deposited (per \$1,000)	2.50	0.00
Coin Deposited (per \$100)	2.25	0.00
Branch Deposits	1.25	0.00
Remote Deposits	1.00	0.00
Night Deposits	1.25	0.00
Mail Deposits	5.00	0.00
ABM Deposits	1.25	0.00
ABM Withdrawals	1.25	0.00
Merchant Credits	1.00	0.00
Merchant Debits	1.00	0.00
Other Credits	1.25	0.00
Other Debits	1.25	0.00
Debit Purchases	1.25	0.00
Bill Payments	1.25	0.00
Inter-account Transfers (self-service via ScotiaConnect)	1.00	0.00
Sundry Account Services		
Inter-account Transfers (via request to bank staff)	5.00	
Paper Chargebacks	7.00	
Electronic Chargebacks (non-EFT)	5.00	
Certified Cheques	20.00	
Stop Payments (MICR-encoded serial number stop)	12.50	
Non-sufficient Funds (NSF)	48.00	
Incoming International Wire Payments	17.00	
Cash Supplied (per \$1,000)	2.00	
Coin Supplied (per roll)	0.16	
Statement Preparation (all paper statements)	4.00	
Interim Statement (or extra copy, or statement with cycle-end determined by customer; billed in addition to Statement Preparation fee)	6.00	

A complete listing of all standard account service fees can be found in the Your Guide to Fees and Interest Schedules, which is available on our website, <www.scotiabank.com>.

2.2.2 CAD Account Services – Dual Rate Investment Account

Our standard fees will apply to CAD account services, as shown below. The standard fees shown below are as of the date of this proposal.

Service	Fees
Account Maintenance Fee (per month)	9.95*
Cheques Issued	1.25
Items Deposited	0.22
Remote Deposit Items Deposited	0.22
Cash Deposited (per \$1,000)	2.50
Coin Deposited (per \$100)	2.25
Branch Deposits	1.25
Remote Deposits	1.00
Night Deposits	1.25
Mail Deposits	5.00
ABM Deposits	1.25
ABM Withdrawals	1.25
Merchant Credits	1.00
Merchant Debits	1.00
Other Credits	1.25
Other Debits	1.25
Debit Purchases	1.25
Bill Payments	1.25
Inter-account Transfers (self-service via ScotiaConnect)	1.00
Inter-account Transfers (via request to bank staff)	5.00
Paper Chargebacks	7.00
Electronic Chargebacks (non-EFT)	5.00
Certified Cheques	20.00
Stop Payments (MICR-encoded serial number stop)	12.50
Non-sufficient Funds (NSF)	48.00
Incoming International Wire Payments	17.00
Cash Supplied (per \$1,000)	2.00
Coin Supplied (per roll)	0.16
Statement Preparation (all paper statements)	4.00
Interim Statement (or extra copy, or statement with cycle-end determined by customer; billed in addition to Statement Preparation fee)	6.00

* Account maintenance fee waived when the minimum monthly credit balance is \$6,000 or greater.

A complete listing of all standard account service fees can be found in the Your Guide to Fees and Interest Schedules, which is available on our website, <www.scotiabank.com>.

2.2.3 USD Account Services – Business Investment Account

Our standard fees will apply to USD account services. The standard fees shown below are as of the date of this proposal.

Service	Fees
Account Maintenance Fee (per month)	Waived
Cheques Issued	1.25
Items Deposited	0.22
Remote Deposit Items Deposited	0.22
Cash Deposited (per \$1,000)	2.20
Branch Deposits	1.25
Remote Deposits	1.00
Night Deposits	1.25
Mail Deposits	5.00
Other Credits	1.25
Other Debits	1.25
Inter-account Transfers (self-service via ScotiaConnect)	1.00
Inter-account Transfers (via request to bank staff)	5.00
Paper Chargebacks	7.00
Electronic Chargebacks (non-EFT)	5.00
Certified Cheques	20.00
Stop Payments (MICR-encoded serial number stop)	12.50
Non-sufficient Funds (NSF)	48.00
Incoming International Wire Payments	17.00
Cash Supplied (per \$1,000)	2.00
Statement Preparation (all paper statements)	4.00
Interim Statement (or extra copy, or statement with cycle-end determined by customer; billed in addition to Statement Preparation fee)	6.00

Fees are billed in USD.

A complete listing of all standard account service fees can be found in the Your Guide to Fees and Interest Schedules, which is available on our website, <www.scotiabank.com>.

2.2.4 ScotiaConnect

Service	Fees
Cash Management Zero	
Includes up to 2 accounts, 2 users, unlimited transactions per month, and 24 months data storage*. Also includes transfer account option, bill payment option, stop payment option, and email alerts. (Per month.)	00.00
Additional Charges (per client usage)	
Additional Accounts (3-5 accounts per month)	20.00
Additional Accounts (6+ accounts per month)	50.00
Additional Users (3-5 users per month)	10.00
Additional Users (6+ users per month)	50.00
Transfers from Non-Scotiabank Accounts (SWIFT MT101 Requests for Wire Transfer; per request)	5.00
Security Tokens*	
User-specific Security Tokens (per token, one-time fee)	40.00
Digital User-specific Security Tokens	No Charge

* Tokens are required for all ScotiaConnect users.

2.2.5 Remote Deposit

Service	Fees
Monthly Service Fee (per ScotiaConnect agreement)	35.00

Note: deposit fees will be applied as per the pricing that has been set for your Account Services.

2.2.6 Payment Services via Integrated Payments

EFT Origination

Service	Fees
Monthly Maintenance Fee (per EFT Origination service agreement, per month)	00.00
Transaction Fees	
Each Transaction	1.00
Transmission fee (per file / per submission of payments created online)	no charge
Additional EFT Services (if and as required)	
Online Payment Control for File-based EFT Payments (per month)	100.00
Item Traces – BNS-destined items (per item)	3.50
Item Traces – non-BNS items (per item)	5.00
Item Recalls – BNS-destined items (per item)	4.00
Item Recalls – non-BNS items (per item)	7.00
Recall of File or Group of Items via ScotiaConnect (per file or group of items)	10.00
Recall of File or Group of Items via Fax (per file or group of items)	30.00
Debit Returns (per item)	5.00
Credit Returns (per item)	5.00
Pre-fund NSF Fee (per occurrence)	100.00

Fees are billed in the currency of the subscribed accounts. Separate EFT Origination service agreements must be set up if both USD and CAD EFT transactions are required. Tiered pricing is based on total monthly volume and is calculated on a progressive-tier basis.

Technical Integration Services (TIS) related to non-standard requirements (if any) are billed separately per Scotiabank's published TIS pricing schedule, which is available upon request.

2.2.7 Business Taxes

Service	Fees	Discounted Fees
Online Transaction Filing Fee (per transaction; minimum 2.00 per month)	2.00	00.00
One-time Fees		
One-time Implementation Fee	25.00	00.00

2.2.8 Scotiabank Visa Business Card

Fee Structure

The annual fee for Scotiabank Visa Business Cards is based on the type of card (Gold or Silver) chosen. A combination of Gold and Silver cards can be provided.

Gold Card Annual Fees	Silver Card Annual Fees
105.00 per card	75.00 per card

Fees are billed in the currency of the card (CAD or USD).

Rewards Program (For Canadian Dollar Card Programs only)

Your company can receive cash back annually on net purchases at a rate of 1% per card based on spending levels. The cash is deposited directly into your Scotiabank business deposit account in October of each year. The maximum cash back is \$25,000 per year, at the program level.

Annual Spending (per card)	Cash Back Rate
\$0 – \$7,499.99	0.00%
\$7,500.00 and over	1.00%

2.3 Terms and Conditions

Pricing Term – The pricing terms offered in this proposal will be available for a period of three (3) years, commencing on a mutually agreed upon date. Renewals may be negotiated and are subject to mutual agreement.

Expiry of this Proposal – Valid for acceptance by Village of Innisfree for one hundred twenty (120) days from the date of this proposal.

Account and Service Documentation – Each account and service will be governed by agreed written terms and conditions, including the Scotiabank Financial Services Agreement and any applicable service schedules, which you will be given opportunity to review with your advisors before accepting.

Changes to Fees and Rates – Some fees and rates shown in this proposal may be identified as being fixed. Fees and rates that are not so identified are quoted at our published rates or at a percentage discount to our published rates, as applicable.

We may, from time to time during the pricing term specified herein, change our published service fees and rates. If and when such changes occur, fees and rates that are not identified in this proposal as fixed will be adjusted accordingly. A minimum of 30 days' written or electronic notice will be provided prior to effecting any changes to our published fees and rates.

All Other Fees – Fees for all other services not explicitly referenced in this proposal will be priced at Scotiabank's then-current published rates, unless otherwise negotiated.

Changes in Service Requirements and/or Deposit Balances – Scotiabank reserves the right to revise fees and rates during the pricing term should the service requirements or deposit balances of the customer change in any material way; "material" means changes in transactions volumes or balances of more than 15% during the first year, relative to projections provided by the client during contract negotiations, or changes of more than 15% year over year during any subsequent year of the contract.

Payment Method – Service charges calculated on volume of transactions processed will be charged to your account monthly.

Cash and Coin Deposits – All cash and coin deposited by Village of Innisfree are to be bundled to Bank of Canada and Canadian Mint standards, i.e., the branch or processing unit must be able to receive and verify these deposits without additional preparation. Scotiabank reserves the right not to accept cash and coin deposits that are not properly prepared to these standards.

Large Deposits – In order to ensure Scotiabank is able to invest excess funds and in turn pay agreed interest on amounts deposited to your accounts, Scotiabank requires 24-hour prior notice on any new deposit (whether individual or cumulative) exceeding \$50 million. Each notice must specify the amount that will be deposited, the account(s) to which it will be deposited, the date on which it will be deposited, and the anticipated duration of the deposit. Scotiabank reserves the right NOT to assign immediate interest-earning value to new deposits exceeding \$50 million if Village of Innisfree does not provide this notice.

U.S. Dollar Deposits – Deposits to U.S. dollar business accounts are subject to deposit clearing float and may be subject to deficiency fees as outlined in Your Guide to Fees and Interest Rates.

Confidentiality – This proposal incorporates information which is non-public, confidential, or proprietary in nature and is being presented to Village of Innisfree subject to the condition that Village of Innisfree shall keep the proposal confidential and not disclose its content to any third party other than: (a) as required by applicable law or regulation, (b) to those employees and advisors of Village of Innisfree who are directly involved in the review of this proposal and who are bound by an obligation of confidentiality no less stringent as contained herein, or (c) with prior written consent of Scotiabank.

3 Technical Integration Services

Technical Integration Services (TIS) fees will be quoted during due diligence if Village of Innisfree requires or requests customization related to data mapping, file formats, or programming/processing/reporting. Applicable TIS fees will also be quoted for any requested file transmission method other than upload via ScotiaConnect File Delivery.

Scotiabank's published TIS rates are competitively priced by Canadian market standards, offering exceptional service and support while leveraging Scotiabank's technologies and organizational structure to facilitate cost-effective execution of customized implementation plans. We are confident that any and all required TIS support will provide Village of Innisfree with superior value.

Our published TIS fee schedule is available upon request.

Addendum to Client Pricing Proposal

Village of Innisfree

Date: July 11, 2019
Ref. No.: 66482

You and your mean the customer and we, our, us and the Bank mean Scotiabank, The Bank of Nova Scotia.

The following fee and interest rate arrangement are offered in connection with our banking services proposal dated July 11, 2019. The unit prices and estimated monthly fees are based on the Jul/2019 number of accounts and services volume information you provided to the Bank.

Term/Expiry of this Offer: Offer is valid for acceptance by you until November 08, 2019.

Commencement of Agreement: Once accepted, the special pricing arrangement will be applied to your account within 15 business days.

Arrangement #1

Currency: CAD
Description: Operating

Business Accounts and Related Services

Transaction Services	Volume	Price per unit	100% Discount *
Account Maintenance Fee (per month)	1	9.950	0.000
Cheques Issued	42	1.250	0.000
Items Deposited	16	0.220	0.000
Counter Deposits	8	1.250	0.000
Estimated Business Account Total Monthly Fee			\$0.00

Balances on Deposit

Deposit Accounts	Interest Arrangement
\$201,237	Business Account - Interest Free

Unit Prices and Interest Rates:

*Indicates unit prices and interest arrangement in this Pricing Proposal addendum that are specially approved for the term of this agreement. Refer to 'Other Fees' section for all other account activity, prices, and rates not listed in this customer addendum.

All other account activity, prices and rates shown will be charged at the Bank's currently published rates and are subject to change from time to time.

Arrangement Conditions:

Fees and interest arrangements offered for Business Accounts and Related Services are subject to the following conditions:

Average Monthly fees:	\$0
Average Monthly balances maintained:	\$201,237
Number of specially priced deposit accounts:	1

If the average monthly fees and or average balances maintained are less than 75% of the amount stated above, we reserve the right to adjust the offered prices and interest rates.

Arrangement #2

Currency: CAD
Description: Investment

Business Accounts and Related Services		
Transaction Services	Volume	Price per unit
Account Maintenance Fee (per month)	3	9.950
Estimated Business Account Total Monthly Fee		\$29.85

Balances on Deposit	
Deposit Accounts	Interest Arrangement
\$420	Business Investment Account

Unit Prices and Interest Rates:
*Indicates unit prices and interest arrangement in this Pricing Proposal addendum that are specially approved for the term of this agreement. Refer to 'Other Fees' section for all other account activity, prices, and rates not listed in this customer addendum.

All other account activity, prices and rates shown will be charged at the Bank's currently published rates and are subject to change from time to time.

Arrangement Conditions:
Fees and interest arrangements offered for Business Accounts and Related Services are subject to the following conditions:

Average Monthly fees: \$30
Average Monthly balances maintained: \$420

If the average monthly fees and or average balances maintained are less than 75% of the amount stated above, we reserve the right to adjust the offered prices and interest rates.

TERMS & CONDITIONS

Proposal Conditions:

We may change any of the published fees, charges or interest rates. If we do we will give you notice at least 30 days before they go into effect, either through a written or electronic notice or by posting a notice in our branches.

Additional Business Accounts and Related Services:

Additional Business Accounts, Consolidated Cash Plan (CCP) Agents and accounts on Money Management Services (MMS) with special fee and/or interest rate arrangements may only be added with a pre-approved amendment of this Pricing Proposal addendum by the Bank.

Other Fees:

Fees not expressly listed above will be charged at the Bank's published rates. Refer to your Guide to Fees and Interest Schedules brochure or visit the Bank's website at <http://www.scotiabank.com>.

Term of Agreement:

3 years upon acceptance.

Payment Method:

Service charges calculated on volume of transactions processed at the approved prices will be charged to your account monthly.

Notice of Termination:

30 days written notice of termination for both parties.

By signing this addendum form you:

- Certify to us that the information about you is accurate and complete and may be relied on by us in any banking relationship with you.
- Confirm that you have been advised of the above service fees and you agree to pay them.
- Agree to be bound by the terms and conditions of the Scotiabank Financial Services Agreement.

Accepted on behalf of Village of Innisfree

BY:

DATE:(MM/DD/YYYY)

BY:

DATE:(MM/DD/YYYY)

SCOTIABANK OFFICER

BY:

DATE:(MM/DD/YYYY)

Special Pricing Approval Advice

GTB - Electronic Products and Payments - Strategic Pricing

Customer Name:	Village of Innisfree	BP&S Reference #:	66482
Arrangement #:	1	Advice Date:	July 11, 2019
Currency:	CAD	CIS #:	9999999999999999

Interest Payment Arrangements

Non Standard Service Charges

Account Number(s):	000000000000
Reroute Service Charges To:	
Association Code:	DISC

Business Accounts - Core	Fee
Discount	99.999%

Note: % discount is only applicable for Business Accounts - Core Fees. Business Accounts - Sundry Services fee not outlined above will be priced at standard rate.

This Implementation Advice will only itemize the service fees that are listed under the current Schedule of Rates; pricing components that are being grandfathered (e.g. MMS Per Transfer Fee) will not be shown. Status Quo pricing renewals, containing this pricing structure, require no further action and will continue until the next expiry date.

***Please note: CCP Plan C does not have Non BNS transfer option.**

Additional Information:

*****Any additional services not detailed above will be at the standard rate based on the Schedule of Rates*****

Authorization and Review Information #555555

Expire Date:	Monday, October 31, 2022
Comments:	<p>(Include details for fees and accounts noted above - hand written notes are not be accepted.</p> <p>Instructions for Retroactive Pricing Adjustment will not be actioned unless accompanied by a separate authorization from Strategic Pricing Group)</p> <p>CMCC Comments - approved at 100% core fee waiver on operating account to be opened for three (3) year term.</p>

Special Pricing Approval Advice

GTB - Electronic Products and Payments - Strategic Pricing

Customer Name:	Village of Innisfree	BP&S Reference #:	66482
Arrangement #:	2	Advice Date:	July 11, 2019
Currency:	CAD	CIS #:	999999999999999

Interest Payment Arrangements

Business Investment Account Numbers

000000000000, 000000000000, 000000000000

Standard Service Charges

Account Number(s): 000000000000, 000000000000, 000000000000
Reroute Service Charges To:

This Implementation Advice will only itemize the service fees that are listed under the current Schedule of Rates; pricing components that are being grandfathered (e.g. MMS Per Transfer Fee) will not be shown. Status Quo pricing renewals, containing this pricing structure, require no further action and will continue until the next expiry date.

***Please note: CCP Plan C does not have Non BNS transfer option.**

Additional Information:

Authorization and Review Information #555555

Expire Date: Monday, October 31, 2022
Comments: (Include details for fees and accounts noted above - hand written notes are not be accepted.
Instructions for Retroactive Pricing Adjustment will not be actioned unless accompanied by a separate authorization from Strategic Pricing Group)
CMCC Comments: Investment accounts not included in nonstandard pricing proposal. Standard fees apply.

Request For Proposal Banking Services July 18, 2019 Village of Innisfree

Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree
Email: CAO@innisfree.ca
Phone: 780.952.3886

Executive Summary

ATB Financial is pleased to extend this overview of Financial Services to your organization.

We at ATB Financial, view our client relationships to be strategic alliances which means we're committed to understanding your business and ensuring the resources of ATB are available to meet your needs. As your financial services partner, we'll do our best to understand your business, working with you to ensure you're getting the most out of what we have to offer.

At ATB Financial, we put people first. We've been doing it for more than 75 years. In that time, we've grown from one small Treasury Branch to become the largest Alberta-based financial institution, with assets of \$43.1 billion.

Our service philosophy: We are relationship focused; we seek long term, broadly based partnerships with our clients.

We appreciate your consideration of this proposal and welcome the opportunity to meet with you in the near future to further discuss how ATB can meet all of your financial requirements.

Confidentiality Notice:

The material and information contained herein is confidential and proprietary to ATB Financial. Dissemination of any such information in any manner without the expressed written approval of ATB Financial is prohibited.

Our Business

Today, 5,065 team members help more than 730,000 customers in 244 Alberta communities. Like our clients, we are Albertans. Through a network of 173 branches, 136 agencies, and a Customer Care Centre, we work beside them and with them in their communities, and we root for their success because it's our success too. Decisions that affect your organization are made right here in Alberta and are based on local knowledge and confidence in Alberta's economy.

ATB Financial & the Public Sector

ATB has been meeting the financial services needs of our Municipal and Public Sector clients for many years. We are proud to have the most comprehensive network of branches and agencies in Alberta, a full line up of products and services, and a strong tradition of providing excellent customer service. These are a few reasons why so many of Alberta's cities, towns, villages, counties, municipal districts, health regions, and school districts have chosen to deal with ATB.

Our ATB team members can give you expert advice on the banking services you require. From guaranteed investments to online banking and merchant services, ATB can meet your financial services requirements.

Guarantee on Deposits

All deposits with ATB are fully guaranteed by the Government of Alberta. This guarantee applies to the principal and interest, which includes GIC's, RIF'S, and RSP's; it does not apply to Mutual Funds.

Since 1997, ATB has operated as a Provincial Crown Corporation under the authority of the Alberta Treasury Branches Act, R.S.A. 2000, c. A-37 and Alberta Treasury Branches Regulation 187/ 197. Section 14(1) of the Act provides for the Government Guarantee:

"The repayment by Alberta Treasury Branches of money deposited under this Act and interest payable on that money is guaranteed by the Crown in Right of Alberta."

Contact Information

ATB Team Contact Information

Doug Erickson

Relationship Manager

ATB Business Solutions

Payments | Deposits | Trade Finance

Mobile: 780-868-1898

Email: DErickson2@atb.com

Jacy Rapke

Director

ATB Business Solutions

Payments | Deposits | Trade Finance

Mobile: 780-841-3982

Email: JRapke@atb.com

Debbie Kramer

Account Officer

ATB Business Solutions

Payments | Deposits | Trade Finance

Mobile: 587-218-0200

Email: dkramer@atb.com

Communication Process

Our team's primary method of daily communication is through email. Alternatively, we are always available to speak directly through phone or text message and have a commitment to return all calls and emails within 24 Hours. Our team is also dedicated to meeting with the Villages representatives in person quarterly or more when requested or required.

Team Administrative Structure

ATB's goal is to ensure that we deliver the best value to each customer through a competent, professional, and an engaged team of associates. As a client of ATB Business, the Village of Innisfree will have a dedicated Municipal Expert and Account Officer as their main points of contact, as well as the dedicated support of our Business Solutions Deposit team..

Relationship Manager - Main Point of Contact

- Meet with the Village's staff to ensure that ATB Financial is involved in all the Villages initiatives where ATB can add value or support
- Discuss industry knowledge, upcoming ATB Innovations, municipal sector trends and up and coming products/solutions that could benefit the Village and its citizens
- Main contact and advisor for the Village with ATB

Account Officer - Secondary Point of Contact

- Day-to-day operational and administrative support.
- Duties include but not limited to:
 - Expert bank procedures
 - Investigation of missing deposits, corrections, resolutions of discrepancies and backdating if required
 - Cheque orders, statement reprint, bank confirmations

Director - Alternate Contact

- Municipal industry expert
- Works closely with the RM and the Village staff to ensure that best interests are represented and expectations of the Village are being met
- Connects Village Staff with other ATB, Municipal Market or Alberta Entrepreneurial contacts if an opportunity to collaborate arises

****Should there be any change to any of the key personnel or team structure the Village would be notified within 3-5 Business days.****

Team History & Customer Service Commitment

Our Business Solutions Deposit team officially stood up in 2016 as a management team for our Municipal customers across the province of Alberta. As the team expanded over the next few years, we also expanded into additional sectors such as Non-for-Profit, Public Body, Indigenous Ventures, School Divisions, Senior Housing, and more. In the last 3 Years this team has grown and now assists 85% of the municipalities across the province of Alberta with their financial needs. Our commitment to supporting Alberta and Albertans drives our customer service commitment to find meaningful, smart, simple and helpful banking solutions that make banking work for you. We want you to bank when you want, where you want and how you want, while being supported by a team of experts.

Our Banking Solutions team houses over 65 team members from our Product & Commercialization team that is at the forefront of helping ATB keep up with the changes to our industry; to our payments, merchant and deposit teams that specialize in understanding how money moves and how to keep our clients in the best products & technology for their specific industry. We are committed to walking with our clients into the future of payments in Canada and around the world.

Doug Erickson has been with the team since its inception and currently manages nearly 100 municipalities. With three years of experience working with our municipal partners, he has the background and knowledge to ensure the Village of Innisfree has the municipal banking solutions to ensure they are understood and valued.

We have a commitment to respond to you within 24 hours and process investigations, back dating, returns etc. in a timely and efficient manner, usually 3-5 business days depending on the complexity of the request.

ATB Branch Location & Information

ATB's goal is to ensure that we deliver the best value to each customer through a competent, professional, and engaged team of associates throughout our 173 Branches and 136 Agencies. Any ATB location would be pleased to provide day to day banking services, support, and assistance with any inquiries.

ATB Financial Address: 5116 50 Ave, Innisfree, AB T0B 2G0

Phone Number: (780)592-2083

Branch Agent: Patricia Whiting

Hours of Operation

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
10:00 AM - 04:00 PM	10:00 AM - 04:00 PM	10:00 AM - 04:00 PM	10:00 AM - 04:00 PM	10:00 AM - 04:00 PM	CLOSED	CLOSED

Deposit Solutions

Operating Account

ATB is pleased to offer your organization the use of our **MUSH Chequing Account**. The majority of your day to day banking transactions are waived in addition to the following tiered interest rate based on daily closing balances.

\$0 up to \$1.5MM:	Prime - 1.90%
\$1.5MM up to \$2.5MM:	Prime - 1.80%
\$2.5MM up to \$5MM:	Prime - 1.70%
\$5MM up to \$10 MM:	Prime - 1.60%
\$10MM +:	Prime - 1.55%
(Prime as of July 18, 2019 is 3.95%)	

Savings Account

ATB is pleased to offer your organization the use of our **MUSH Savings Account**. A convenient and easy way to save while keeping your funds liquid. Interest is calculated daily on closing balances and paid monthly.

Variable Rate: Prime - 1.75%
(based on prime 2.20%)

Please note: ATB reserves the right to adjust the applicable current account interest rates without notice should it be discovered that Friday through Sundays deposit account balances are substantially higher than those balances maintained Monday through Thursday.

Waived Service Fees

The regular operating service charges for all of your municipality's main operating accounts will be FREE unless otherwise noted hereafter. Transactions included in your waived fees include:

- Cash and coin supplied and deposited; local branch must be notified
(Coin rollers will be supplied by your local branch and can be picked up as required.)
- Cheques deposited & cheques cleared
- Electronic debit and credit payments
- Account Transfers
- In-branch debits and credits to and from account
- In-branch bill payments
- 24-Hr Depository User Fee/keys/bags
- Chargebacks/Cancelled cheques *(Images provided within 24-48 hours by local branch)*
- Cheque Certification
- Domestic/Foreign Drafts
- Non-Personalized Deposit Books
(MICR encoded Personalized Deposit books and stamps are not included in the waiver and are priced separately by ATB's vender Davis & Henderson at time of order)
- Stop Payments
- Safety Deposit Box (Annual Fee for 1 box waived)
- Changes to for EFT's, automatic withdrawals, bill payments etc.

Paid Service Fees

Charged Service Fees

• Cheque Orders (CAD or USD)	First order free up to \$250
• Non-Sufficient Funds (NSF) Fee	\$45.00 per item
• Overdraft Transfer Fee	\$5.00 per transfer
• Traveller Cheques	Contact your ATB Representative
• USD Cheques drawn on CAD accounts	\$15.00
• Bank confirmations & Credit Checks	\$25.00 per deposit account
*(Ask your ATB Rep for types not listed)	\$50.00 per account with credit facilities

Charged Wire Fees

Incoming CAD/USD	\$15.00 CAD/USD
------------------	-----------------

In-Branch

Canadian currency wire transfers inside or outside of Canada or USA currency wire transfers to the Continental US, Alaska and Hawaii:

\$1.00-\$10,000	\$30.00
\$10,001-\$50,000	\$50.00
\$50,001 and over	\$80.00

USD currency wire transfers to the Continental US, Alaska and Hawaii

\$1.00-\$10,000	\$30.00
\$10,001t-\$50,000	\$50.00

Inter-Bank transfers

Completed ATB Business Online through one off payments in Canada only or by Wire transfer, see product pages for details. Wire fees vary, see Paid Service Fees page for details.

Completed by an ATB Associate fee \$5.00 per transfer

Notice Demand Account

The Notice Demand Account (NDA) is ATB's solution to continually rolling over short term GICs. In order to access funds deposited within this account, clients are required to provide ATB Financial notice of either 31 days, 60 days or 90 days. Once the notice period is over, the client has 7 days to transfer the funds to the operating account. After the 7 day window has expired a new notice is required to access the funds.

The account has no monthly service fee and provides the following interest rate based on notice periods:

- **31 Day Notice** 2.30%*
- **60 Day Notice** 2.35%*
- **90 Day Notice** 2.40%*

*Rates are subject to change

Guaranteed Investment Certificates

ATB provides access to a full range of investment solutions to help you achieve your goals. Professionally designed portfolios, mutual funds, individual securities, and online brokerage services are available through ATB and our investment subsidiaries.

With an ATB Fixed Date Deposit, your investment is guaranteed for the entire term that you have chosen. We also offer competitive returns, flexibility, liquidity, and diversification.

Cashable

(This products affords you liquidity, in that you can fully redeem it after 90 days)

Fixed Date Deposits

Quotes can be give 0-365 days; 1-5 years

Rates fluctuate, for the most current rates for these products please request one from your Relationship Manager as they typically expire after 3-5 days.

Credit Facilities

BusinessCard® Mastercard

ATB offers the convenience of the Alberta Rewards or BusinessCard® MasterCard. With it you receive the purchasing power you need to carry out your everyday business activities, the ability to consolidate all your business expenditures, simplify your record keeping, and increase your repayment flexibility. Real time reconciliation with online transaction view for each card and self administration options to add, remove or adjust limits of cardholders that can be easily facilitated online.

Standard Card:



- Purchasing power up to \$100,000.00*
- First year annual fee waived & waived first year annual fee for supplemental cards
- \$65/year for primary card after year 1 & \$35 per supplementary cards after year 1
- Low minimum payment of 3.00% of the outstanding balance
- 21 day grace period
- Trip protection (lost document and ticket replacement)
- Car rental insurance coverage
- ATB is pleased to offer your organization, if required, an Alberta Business Card® MasterCard with an interest rate of ATB Prime plus 0%

Rewards Card:



- Purchasing power up to \$100,000.00*
- First year annual fee waived
- \$120/year for primary card after year 1 & \$49 per supplementary cards after year 1
- Apple pay ready
- Cash back - Earn 1% cash back and redeem in full or partial amounts to offset your business expenses (including travel).
- Low minimum payment of 3.00% of the outstanding balance
- 21 day grace period
- Travel credit & Trip protection (lost document and ticket replacement)
- Car rental discounts & insurance coverage
- ATB is pleased to offer your organization, if required, an Alberta Business Card® MasterCard with an interest rate of 19.9%

Municipal Financing

For information purposes only. The following is a brief overview of ATB's loan program.

Operating Loans

Features and Benefits:

- Revolves automatically
- No need for reapplication
- Variable interest calculated only on the amount used
- Flexible repayment plan
- Loan protection is available
- ATB is pleased to offer your organization a \$2,000,000 revolving line of credit with an interest rate of ATB Prime less 0.25% with no set up fees or monthly fees.*

Term Loans

Features and Benefits:

1-5 year terms

Amortization can be up to 25 years or up to the economic life for equipment

Flexible repayment schedule

Loan protection is available

Payments Solutions

ATB Business Online

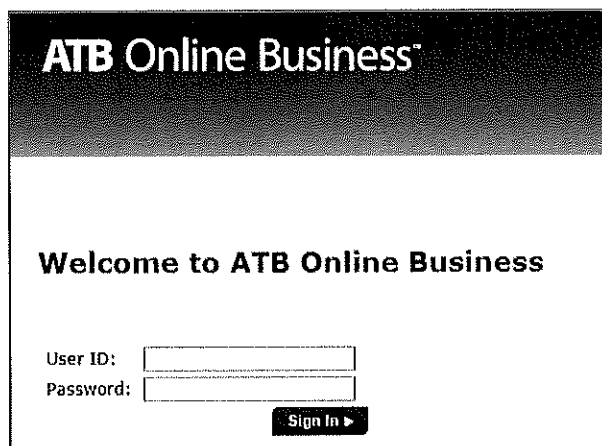
ATB Online Business brings you the power and convenience of online banking. You get real time access to your accounts and can perform daily management tasks at the click of a button. You can save valuable time and conduct important transactions immediately. ATB Online Business puts you in complete control.

Features and Benefits:

- Saves Time- it only takes a few seconds to perform all of your daily transactions which occur in real time.
- Easy to Use- most options can be completed by using your mouse.
- Super Convenient- access your accounts 7 days a week 24 hours a day.
- Secure- ATB Online Business utilizes the latest in secured technology to ensure that all of your banking information is kept safe. Plus, you decide who has access to your accounts. You provide multiple users with different access levels.
- ATB Online Business User Guides- these step by step guides outline the features and functionality of ATB Online Business. This support reference can be viewed from any ATB Online Business page, through the Help button.
- Compatible with Microsoft Dynamics GP, Muniware
- Free internal transfers between accounts.

Technical Requirements:

- Internet Service Provider Netscape 7.0 or higher, or Internet Explorer 5.0 or higher.
- Internet Explorer 128 bit encryption



ATB Online Business

Welcome to ATB Online Business

User ID:

Password:

Sign In ►

ATB Business Online (Cont.)

Platform Capabilities

- View Accounts- inquire on the balance of deposit accounts, nickname accounts for convenience, loans, investments and MasterCard.
- Online Statements- Through ATB online, the Village will be able to access all monthly bank statements electronically. It will also provide access to all account transactions in real time with no additional cost.
- Administrator: creates roles for users and determines which accounts and services users will need access to, so users can transfer funds, pay bills, collect or make payments, and access workflow, limits and dual approvals. These entitlements will carry over to ATB Business Mobile for each user. The administrator, also has access to all business accounts and services, the ability to reset passwords and security questions for other users and the ability to create alerts for other users to subscribe to.
- Transfer Funds- immediate transfer from one account to another account; Automatic Transfers, Future Dated Transfers.
- Account Reconciliation- maintenance of account transaction records for 180 days-ability to download a file, retrieve and print information at a later time.
- Payments- ability to pay bills to a number of Bill Payment Companies; includes ability to make payments on certain loan accounts.
- Electronic Funds Transfer- debit or credit payment electronically; electronically transfers payroll to your employee's accounts.
- Stop Payment- view, delete, or add a stop payment.
- Alerts-add an alert to notify you of the following:
 - Balance- a Balance alert notifies you by email when an account balance rises or falls to a certain point where you may want to take action.
 - New Message- a New Message alert notifies you by email that ATB Online Business has sent you a secure message; this includes important bill pay information and other secure communications.
 - Incoming Wires- an Incoming Wire alert notifies you by email that an incoming wire transfer has arrived (by request only).
 - Cheque Management an exception alert notifies you by email when exceptions are available for disposition (once available).
 - EFT Returns- an EFT Returns alert notifies you by email when you have EFT Returns.
 - Approval- an Approval alert notifies you by email when a payment has been created that needs your approval.
 - Chargeback- a Chargeback alert notifies you by email that a chargeback has been processed to your account.

ATB Business Mobile App

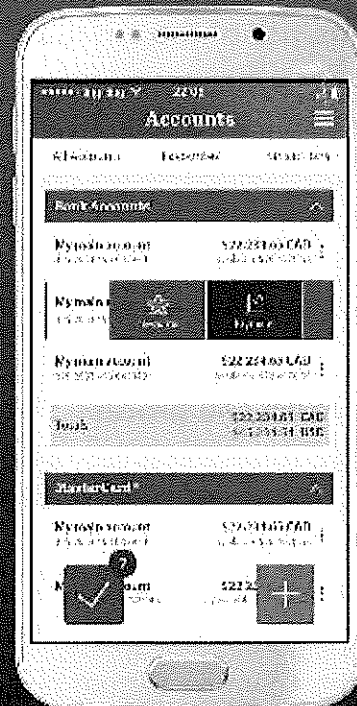
The app is for our business customers, allowing them to bank wherever and whenever they want from their smartphone or tablet. No more rushing back to the office to approve transactions, or having to navigate the full ATB Online Business website from a smartphone or tablet.

Here are a few features clients will really love about the app:

- **New! Deposit cheques quickly and securely with your smartphone. REMOTE DEPOSIT CAPTURE at no cost to the Municipality. App does not store financial data or images.**
- **New! A secure and convenient way for businesses to pay and get paid anytime, anywhere with Interac e-Transfers.**
- Safe, secure, speedy and easy to use.
- Organize and access favourite accounts, transfer money efficiently, and pay bills right from the home screen.
- Find past transactions faster with comprehensive search and filters against all of your accounts at once.
- Speed up workflow with push notifications and keep your business moving with on-the-go approvals.
- Have a question for an administrator back at the office? Call directly from the app without switching applications.

Manage all your accounts

Favourite your accounts, see balances and transactions awaiting approval.



Electronic Funds Transfer (EFT)

ATB's EFT service utilizes the ATBOnline™ banking system and is an efficient and effective alternative for writing cheques or collecting ongoing receivables for purposes like payroll, recurring payments, and trade payables.

For Property Tax or Utility (PAP), residents must sign a Pre-Authorized Debit agreement to allow the Municipality to collect payment through EFT service.

Features and Benefits:

- Reduces the risk of theft, fraud, or forgery associated with cheques.
- Increases cash management capabilities.
- ATB's EFT Service can electronically debit or credit accounts at any financial institution in Canada.
- A detailed step by step user guide that outlines the features and functionality of ATB's EFT system*.

*This support reference can be reviewed at www.atb.com under "Learn", then "Resources"

ATB's EFT system will process three formats:

- CPA Format: this format contains an extensive number of characters. This is the standard CPA format, used by most major financial institutions; logical records must consist of 1,464 characters.
- 96 Byte Format: ATB customers may use a simplified 96 byte format, consisting of 96 characters; ATB Online Business and ATB's EFT Editor both creates a 96 byte format.
- CSV Format: CSV File format is similar to the 96 byte format except it only contains detail records (DR / CR records). There are no header or trailer records.

Electronic Funds Transfer (EFT) – Fees:

- | | |
|------------------|-----------------------------|
| • EFT Monthly | WAIVED |
| • EFT Setup | WAIVED |
| • EFT File | *\$10.00 per file |
| • EFT Item | *\$0.15 per item |
| • Payment Recall | \$0.50 per item |
| | \$10.00 for the entire file |

*Waived if account balances exceed \$3million

EFT Administration

Lead Times:

Lead Times are the number of business days established by each financial institution to receive and process EFT transactions, thus enabling funds to be credited or debited on the due date of the transaction. It is recommended that your file be submitted to ATB two business days prior to the due date. Files received after 5:30pm are not processed until the next business day. If the customer is unable to send the file two business days in advance, ATB requires your file to be submitted no later than 5:30 pm on the business day prior to the due date. Transactions dated on a non-business day (weekends and holidays) may be posted to the respective accounts on the next business day, unless your payee's/payor's financial institution processes EFT transactions on non-business days.

Submission: Takes an estimated 10-15 Minutes

Processing: if prior to 5:30pm, next day; after 48 hours

Funding Options:

Exchange Date Funding- A hold is placed on your EFT funding account equal to the value of the outbound credit items in the EFT file. This hold is placed up to three business days before the due date. If funds are not available when the hold is initiated, the file will be rejected. It is recommended that you have funds available in your funding account before the file is uploaded or at least 3 business days before the due date.

Recalled Transactions

If your company has released a file that needs to be recalled you may be able to recall or reverse some or all of the transactions in the file. Depending on the status of the file, you can either recall the entire file or if the file has started processing, you can have ATB attempt to recall and reverse all eligible items in the file. This is done on a best effort basis.

Approval Workflow

ATB Online Business also supports your business workflow through a system of approvals. Each role has one of the following approval settings for each type of transaction: *Deny, No Approval Required, Single Approval Required, and Dual Approval Required*. Approvals can be set for all transactions or specified transactions based on transaction dollar limits. Approvals can be made from the Business Mobile App.

EFT Online Reporting

Summary - overview of file confirming file creation number, file creation date, due date, amount, and number of transactions of Debit/Credits. Report available after file has been processed by ATB.

Customer Reject Report- all transactions rejected by ATB for processing appear on this report. In addition, the reason for rejection is supplied so that you can make the necessary changes to the file. Rejected transactions will be electronically posted to your account. Report available the day after the file has been processed.

Customer Settlement Report- helps you reconcile your accounts; ATB reports the amount credited or debited to your bank account for all transactions settled that day. The report is available the day after the file has been processed.

Customer Returned Reject Report- all transactions rejected by ATB or another financial institution's data centre appear on this report. The reason for rejection will also be supplied to allow you to make the necessary changes to your file. Items are returned within approximately 2 business days after the due date.

Customer Returned Items Report- all electronically returned EFT transactions generated by ATB or another financial institution and returned to your account appear in this report. Items are returned within approximately 2 business days after the due date.

One-Off Payment

A simple and secure way to move money for your business using ATB Online Business. One-off Payments is a convenient, cost-effective and secure way to manage your low volume and low value payments. Your organization will be able to collect or pay funds electronically between your ATB business account and any financial institution in Canada.

One-Off Payment Fee to send: \$2.50

Benefits	Features
<ul style="list-style-type: none"> ✓ Reduce risk of fraud by transitioning cheques to electronic payments ✓ Improve cash forecasting with better visibility and control of payments going through your accounts ✓ Easily consolidate your company balances at other Canadian financial institutions ✓ Save money compared to costs associated with issuing a cheque ✓ Improve supplier and employee relationships as you have assurance they received payments and have immediate use of funds ✓ Save time by reducing administration work associated with writing a cheque ✓ Conveniently execute transactions that don't conform to your typical cheque runs or accounts payables/receivables cycle 	<ul style="list-style-type: none"> ✓ Submit CAD or USD payments to or from any financial institution in Canada ✓ Consolidate funds from your accounts with other financial institutions across Canada ✓ Receive same-day value for CAD payments and next-day value for USD payments, provided cut-off times are met ✓ Tailor the payment approval process to match your own internal controls ✓ User entitlements that will allow for segregation of duties ✓ Reverse or recall future dated payments within cut-off times ✓ Use our convenient Bank Look-up tool to validate and ensure proper payment instructions ✓ View detailed online reporting including historical data and audit reporting

Interac e-Transfers for Business

ATB is saving its business customers time and money, by offering Interac e-Transfers. No more cheque runs or relying on snail mail, just a fast, secure and convenient way for businesses to pay and get paid anytime.

Interac e-Transfer Fee to Send: \$1.50 per transaction

Free to receive

Features and Benefits:

- ✓ ***It's easy.*** All a customer needs is the recipient's name and email address. That's it. No exchanging of bank account numbers or other sensitive information is required.
- ✓ ***It's fast.*** Once they hit send, Interac will verify the transaction (usually within minutes, but sometimes up to one hour). The recipient will then get an email letting them know an Interac e-Transfer is waiting to be deposited. If you're receiving an e-Transfer then you'll get the email saying an e-Transfer is waiting to be collected. Simply collect the money through ATB Online Business, and the funds will be deposited immediately.
- ✓ ***It's secure.*** The transfer takes place with the same high level of security and safety as every ATB Online Business banking transaction.
- ✓ ***It saves time and money.*** No more cheque runs or relying on snail mail!
- ✓ ***It helps protect your business.*** ATB gives you the ability to set dollar limits within the e-Transfer service so you can have ultimate peace of mind when allowing employees to use it.
- ✓ ***It gives your business more flexibility.*** Send up to \$10,000 per transfer at your convenience with Interac e-Transfers for Business, but the good news doesn't stop there. We've increased your daily limits so you can send more per day. Ask us how we can help you customize the amount that makes sense for your business.



Online Wire Transfers

A convenient and secure way to manage important, high value and time-sensitive payments. Online wires allow you to send payments quickly and reliably within Canada or around the world using ATB Online Business. Wire payments are irrevocable payments that provide immediate availability of funds using ATB's extensive global network of correspondent banking relationships.

Wire Transfer Fee - Online

High Volume (Over 12/year)

\$15.95/month + \$15.00/wire

Low Volume (Under 12/year)

\$0/month + \$30/wire

Benefits

- ✓ **Conveniently** execute payments from anywhere you have internet access
- ✓ **Improve cash flow management** by leveraging just-in-time disbursements
- ✓ **Save time and reduce risk** of error by using wire templates
- ✓ **Reduce risk of fraud** by using flexible security options while authorizing and releasing payments
- ✓ **Improve supplier and employee relationships** as you have assurance they received payments and have immediate use of funds
- ✓ **Expand your business internationally** by easily executing payments anywhere in the world
- ✓ **Gain security and control** over your high value payments by using workflow approvals and entitlements
- ✓ **Improve accuracy and eliminate processing delays** with ATB's Bank Look-up tool

Features

- ✓ **Send multiple wires** at a time using our convenient Multiple Wires feature
- ✓ **Easily reach international suppliers and employees** by processing payments anywhere in the world in all major currencies
- ✓ **Use the flexible administration and approval system** to match your internal controls and segregation of duties
- ✓ **Get real-time information** for pending wires and view payment history of wires completed
- ✓ **Use wire templates** for recurring or frequent wires and to further segregate online user access
- ✓ **View flexible and detailed online reporting** for all outgoing and incoming wire payments for auditing and tracking capabilities
- ✓ **Include additional details** with your payment such as invoice numbers to ensure accuracy with the beneficiary
- ✓ **Use our convenient Bank Look-up tool** to validate and ensure proper routing instructions

Government Tax Filing & Source Deduction Service

Online Government Tax Filing is a faster and simpler way of paying business taxes that is available through ATB Online and it allows the user to pay Federal and Provincial Business taxes which include payroll source deductions, corporate income tax, GST, PST, and Harmonized GST (HST) and PST.

Features and Benefits:

- Payments are processed overnight therefore payments must be entered by midnight (MST) the day before the due date
- Only one account can be specified for Government payments and the designated user must have sole authority to conduct the payment on that account
- Offers more convenience as this service is available 24 hours a day, 7 days a week. Visits to the branch are not necessary and late payments can be avoided
- GST/HST refunds can be received up to one week faster than paper based filings and arrangements can be made with Revenue Canada to directly deposit the refund into the account
- ATB Tax File user Guide is available at www.atb.com under "Learn", then "Resources".

ATBOnline™ Government Tax Filing Fees	\$19.95 one-time set up fee
	\$2.00 per payment/filing



Corporate Creditor

Bill Pay Consolidation service is provided when one Financial Institution (ATB Financial) acts as your lead bank and consolidates both the bill payment remittance information and the associated funds from each of the participating Financial Institutions.

ATB will process all your bill payments from other FIs and combine all payment information into one convenient electronic file on a daily basis. It provides a safe and efficient option to consolidate your receivables rather than manipulating different payment files from multiple financial institutions

Benefits	Features				
<ul style="list-style-type: none"> ✓ Receive payments faster ✓ With this service you no longer need to retrieve many different bill payments separately from each FI. It's all, automatically, consolidated for you ✓ Improved Audit trail - tracing / enquiries are processed more efficiently through one channel, instead of addressing through various corresponding FIs ✓ Streamlined Accounts Receivables process as the manual entry of receivables information can be automated, when your electronic file is delivered to you 	<div data-bbox="1109 1476 1179 1518">Fees</div> <div data-bbox="821 1560 1398 1644"> <table> <tr> <td>ATB Enrollment per profile:</td><td>Waived</td></tr> <tr> <td>Per Transaction fee:</td><td>\$0.08</td></tr> </table> </div> <div data-bbox="821 1686 1442 1854"> <p><i>*ATB can facilitate the enrollment conversation with any of the Big 5 banks, however, they all have their own enrollment contracts and fees.*</i></p> </div>	ATB Enrollment per profile:	Waived	Per Transaction fee:	\$0.08
ATB Enrollment per profile:	Waived				
Per Transaction fee:	\$0.08				

Corporate Creditor Administration

Timing of payment information and funds delivery:

Daily bill payments are consolidated at the end of the day. Financial institutions will typically cut-off their processing day around 8-9pm MT (6-7 pm ET) to allow for the payment information to be sent to the destination FI. All bill payments processed after the cut-off time will be included in the next processing day.

Consolidated File with the payment remittance information from the previous day will be available to you on weekdays at 10:30am MT, regardless of holidays.

Simply download a single file (Flat file or EDI format) that contains your remittance information from all financial institutions, and upload it into your own accounting system to record bill payments and update your receivables.

Scripts can be used to automate accessing, downloading and transmitting Files directly into your system of records. Script is an automated list of commands that are executed by a program or scripting engine.

As a general statement, the creditor receives 1 posting credit for all payments, both Other FI & ATB, the following business day [after their customer paid] during the 2nd EFT exchange i.e. approx 2:30-2:45 pm MT on following business day.

Corporate Creditor File Formats

File Formats & accompanying Report:

There are 2 digital file formats available for Bill Pay Consolidation Service along with an accompanying Report:

-- Creditor can choose either Flat file or EDI (not both) digital file along with the "readable" report, or you may only want to receive "readable" report

-- By default, creditor always receives an accompanying report which reflects the info in the consolidated file (note: it can be suppressed if needed).

As a minimum, either file format will include the following information: bill payment amount, name of the consumer, the consumer's account number with your company, associated tracing information, bill payment origin, effective date of the payment.

Flat File format:

The flat file name is ERTVmmdd.DAT ("mm" equals the month and "dd" equals the day).

The data file consists of the following:

- Header Record – the Header Record consists of 1 segment, or line, containing control information about the transaction type, file creation details, and Corporate Creditor identification information;
- Detail Records – each Detail Record consists of 1 segment, or line, containing information about the transaction;
- Trailer Record – the Trailer Record consists of 1 segment, or line, indicating the end of the file, including a repeat of envelope and functional group identification contained in the Header Record.

Corporate Creditor EDI Compatibility

EDI File format:

The EDI file name is ERTVmmdd.EDI ("mm" equals the month and "dd" equals the day).

ANSI ASC X12 Transaction Set Payment Order/Remittance Advice 820 version 003030 is used to transmit payment information to Corporate Creditors. EDI format is based on the CPA's EDI file specifications. Our expert team can assist you with understanding Payments Canada Rule H6 and specifically with Version 3030 file mapping.

Files & Report are retrieved via SFTP site:

You will need to enroll for FTP Service access via SFTP. You will be provided with access credentials, userID and Password. Authorized users will be able to download the Files and Reports directly from the secure server.

Files are available for 30 calendar days. We recommend to establish a policy and internal procedure for downloading and saving files to a separate storage location. It is a good practice to download and save files on a daily basis.

Note: ATB creditors who previously used our Bill pay "non-consolidation" service, can still access their "non-consolidated" bill pay reports (bill payments made by ATB customers only) via ATBOL Business online banking platform.

SUPPORT:

You can contact (phone) our trusted partner Central 1, if you encounter issues with your consolidated files/reports or if you want to initiate a trace. The contact information is provided at the bottom of your consolidated report. Note: Central 1 sends out email notifications, in the rare event your files/reports are going to be delayed.

Merchant Solutions

ATB Merchant Solutions Provided by Moneris

Our mandate and focus are simple; to ensure the card transaction aspect of your business is operating smoothly, securely and—most important—reliably. That's why ATB Merchant Solutions is provided by Moneris, one of Canada's leading payment processors.

ATB Merchant Solutions is excited for this opportunity to submit a proposal for payment card processing services. We know your business relies on terminal transactions—day in and day out. And choosing ATB Merchant Solutions means you're choosing a business partner. One that knows 'up-time' is everything. We're Alberta based, which means when you're talking to us, you're talking to someone right here in Alberta.

Our team of Alberta-based Merchant Solutions Specialists and world-class Help Desk is available 24/7/365 to service all your payment processing needs.

Additional benefits you will enjoy include:

- Local expertise, reliable service, Alberta-based support
- Full disclosure of all merchant fees as per our Merchant Code of Conduct
- Latest point-of-sale technology compliant with PCI DSS certification standards
- Seamless deposit of your payments to your ATB account

Please find the following documents attached:

- Recommended Solution & Rate Schedule
- Value Added Services
- Implementation Process & Additional Information
- Frequently Asked Questions

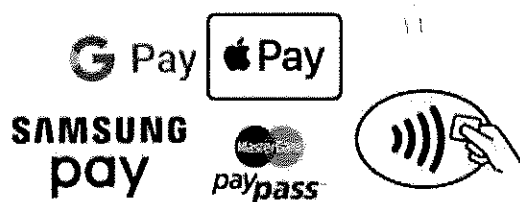
Our goal is to make this part of your business seamless—and simple. So—there's no strings attached. No penalty fees. No locked-in contracts. No surprises. In other words, we'll do everything we can to make sure that everything between us is A-OK. That's the ATB way.

Ecommerce

Mobile Wallets

Gives customers the option to pay for items with their ATB debit card or MasterCard through a mobile wallet app installed on their mobile device.

The customer's card number is replaced with a unique token/device number used for payment, ensuring the wallet provider and merchants do not have access to the customer's actual card number.



Moneris Gateway - Online Payments

As a merchant, you can't afford to just stay where you are. Connect and transact with customers worldwide using ATB's online payment tools and know-how. With Moneris Gateway, you and your customers can rest assured in the safety and security of online payments.



Fees: A competitive fee structure will be tailored to your business need.

Online Payment Solutions

Merchant Direct is your online credit & debit card transaction reporting. Review the reports online or download the information into spreadsheets and accounting packages for forecasting and analysis.



[moneris.com](#) | [Contact Us](#) | [Help](#) | Powered by **WebFOCUS**

Canada - English ▼

Sign In

User ID	<input type="text"/>
Password	<input type="password"/>
Forgot Password?	<input type="button" value="Sign In"/>

Merchant Direct Online Reporting Fee

\$6.95/month

Stationary Payment Devices

Here at ATB, we have simplified the way we charge you for processing your credit and debit card transactions. Simplified pricing means you pay ATB a fixed transaction fee. You will also be responsible for any interchange, assessment fees, and other fees applied by the card brands to the transaction. There is no additional markup for interchange, assessment fees, and other fees charged by the card brands.



iCT250 Countertop
Payment Terminal
\$26.95/month

- ✓ Integrated high speed thermal printer.
- ✓ Option to attach an external Pin Pad for added convenience.

iWL220 Bluetooth
Mobile Solution
\$46.95/month

- ✓ Secure wireless Bluetooth communication.
- ✓ Wireless communication up to 100 meters within your location.

iWL255 Long
Range 3G Mobile
Solution
\$56.95/month

- ✓ Lithium-ion battery can process up to 600 transactions per day.
- ✓ Fully charged in 4 hours.

Point of Sale Services

Card Plan	Transaction Rate
Visa	Card Brand Interchange + Network Assessment Fees + 0.26% + \$0.04/transaction
Visa Debit	
MasterCard	
Debit MasterCard	
American Express	
Discover	
UnionPay	Card Brand Interchange + Network Assessment Fees + \$0.04/transaction
Interac	

- Interchange rates are set and regulated by the Card Brands and will vary based on a number of factors including: card type, business type, transaction size, annual transaction volume, method of payment, etc.
- Network assessment fees are set and regulated by the Card Brands and will vary by region and settlement currency.
- For more information on Simplified Pricing and specifics on Interchange rates, please visit www.moneris.com/simplified

Additional Services

Alternative Electronic Payment Method for Municipal Property Taxes and Utilities

ATB Financial has listened and found you and your residents an alternative method of payment for your property taxes and utility payments.

ATB Financial has partnered with [PaySimply.ca](https://paysimply.ca) so that in just a few clicks your residents can securely pay their property taxes online, anytime, anywhere, with any card. No need for a merchant machine, closing machine batches or merchant fees for the municipality.

With PaySimply, they've eliminated the hassle of writing cheques or providing your sensitive banking information to set up a pre-authorized debit to pay taxes and bills. Now, you can use everyday payment methods like credit card, Interac e-Transfer and PayPal to pay taxes and bills online, or make in-person payments with cash or debit card at any one of 6,000 Canada Post outlets.

The Municipality will need to be enrolled in Corporate Creditor with ATB and RBC.



Group Wealth Services

Amplify your employee attraction and retention

Attracting and keeping great employees can be a constant challenge—one that often takes more than the offer of a steady paycheck. While standard health, dental and vision care benefits go a long way, taking care of your employees' long-term financial wellness is a powerful way to increase productivity and loyalty and build your reputation as a great employer.

Valuable personal financial benefits, including:

Group Banking Benefits

- Discounts and annual bonuses on everyday banking needs like personal chequing accounts and savings solutions.
- 50% more points or cash back introductory Mastercard® offer.
- Incentives on personal borrowing needs like mortgages and home equity lines of credit—plus, preferred rates on personal financing solutions.

Group Investment Services

- Access to our Group Investment Plan, an ATB Investor Services supported program designed to help you invest in your financial future through no-hassle, automatic payroll contributions.

ATB Investor Services (ATBIS)

The wealth management arm of ATB Financial, provides unbiased advice and a full range of investment solutions to fit the unique needs of each of its clients. Since its inception in 1997, ATBIS has grown to become a major competitor in Alberta's investment industry, managing over \$16 billion. ATBIS has three subsidiaries: ATB Investment Management Inc., ATB Securities Inc. and ATB Insurance Advisors.

ATB Investment Management Inc.

- ATB Investment Management Inc. ("ATBIM") provides discretionary portfolio management services to high-net-worth clients and institutions through its Private Investment Counsel and Institutional Portfolio Management teams, and also manages the Compass Portfolio Series of mutual funds.

Private Investment Counsel

- For wealthy investors desiring specialist expertise, we offer a Private Investment Counsel service. Private Investment Counsel provides objective, comprehensive and continuous discretionary portfolio management solutions to high-net-worth clients, and currently manages over \$3.5 billion in assets. We help clients diversify strategically, building a customized portfolio that considers a proper balance of risk and return potential that is linked to their investment time horizon—along with any unique circumstances. Our long-term, diversified focus sets us apart, effectively safeguarding and cultivating clients' wealth through dynamic and challenging situations.

ATB *Investor Services*

ATB Investor Services (ATBIS)

Institutional Portfolio Management

- Our portfolio managers prudently handle the investment assets of organizations such as not-for-profits, municipalities, foundations, unions and pensions. The service includes consulting to help create an investment policy that considers how institutional investor behaviour drives investment outcomes. We deliver value by advising on board governance, guiding on compliance with legislation, increasing understanding of stewardship obligations and expanding the knowledge of board members and staff.

ATB *Investor Services™*

ATB Securities Inc. ("ATBSI") (Member: Canadian Investor Protection Fund; Member: Investment Industry Regulatory Organization of Canada) is a wholly-owned subsidiary of ATB Financial and authorized user of the trade name ATB Investor Services ("ATBIS"). ATBIS is a registered trademark of Alberta Treasury Branches. ATB Investment Management Inc. ("ATBIM") manages the Compass Portfolio Series. ATBIM, ATBSI and ATB Insurance Advisors Inc. are wholly owned subsidiaries of ATB Financial, and may operate under the registered trademark ATBIS. Private Investment Counsel and Institutional Portfolio management are services provided by ATBIM. Additional information about the Compass Portfolio Series and other important disclosures may be found at www.CompassPortfolios.com.

Additional Information

Cheque Administration

Stale Dated Cheques

Cheques are considered stale-dated after six months, unless it is a certified cheque. A stale-dated cheque means that the item is old, and not necessarily invalid. Financial institutions may still honour these items, but there is no obligation to do so.

Government of Canada cheques, money orders and bank drafts do not 'stale-date'.

Cheques issued by provincial governments are treated as regular cheques and may be considered stale after six months.

Best practice is to place a stop payment on the cheque. If it does clear then ATB will help recover the funds if notified within 3 days of clearing or within the calendar month statement date of the cleared item.

Payment Canada:

<https://www.payments.ca/resources/payment-guides/business-guides/issuing-or-receiving-cheques>

Certified Cheques

Issuer \$10

Payee \$15

Waived for Municipal clients

Certifying a cheque makes the item guaranteed funds and some financial institutions require an item to be certified to release the clearing hold of 5-7 Business days.

Chargebacks

Returned Cheque or EFT

\$7.00

Waived for Municipal clients

Stop Payments

\$12.00 For Full Cheque Details

\$20.00 For Partial Cheque Details and EFT Stop Payments

Waived for Municipal clients

EFT stop payments are only valid once and does not prevent Pre-Authorized debits from debiting on a recurring basis.

If full cheque information is not provided, ATB can not guarantee that the item will be stopped. If this happens ATB will assist in recovering the funds.

Cheque Fraud Protection

ATB has a dedicated and accredited Fraud & Loss Prevention team that investigates all suspected or alleged fraudulent transactions. After a thorough investigation should a finding of “non-preventable” fraud be determined our ATB Losses department depending on the amount and severity would work with your organization, your legal counsel and local authorities to recover the funds and return them. If the authorities could not return the funds our loss department would work on a return of the funds with your organization.

Bank Statements

- Monthly statements are available through online e-statements or paper copy
(Weekly Account Records may be downloaded at anytime online only)
- Cheques issued by the Village can be viewed online and images are returned with statements.
- ATB online allows the flexibility to download PDF and CVS files for reporting purposes
- Accounts can be viewed in real time online with access 24/7
- Statement period cutoff is end of the month
- Historical statements can be viewed online for the past 12 months
- The bank statement period is the first of the month to the last calendar day of each month

Municipal Learning Sessions

We know there is much more to banking than the day to day transactions and financial processes that keep your organizations running. That's why ATB wants to introduce you and your organization to the scope of our internal experts - we want to add value to our conversations and to help address some of the other concerns currently facing you in our current economy.

Throughout the year, your Deposit Team will be hosting learning sessions with some of our experts, with topics such as:

- Trends in Fraud, Identification, Education and Prevention Strategies
- Market Trends and Innovation
- How to move from paper to paperless
- Technology and Transformation Strategies
- Payment Trends at home and abroad e.g. ISO 20022

We are excited to introduce you to the whole of ATB's resources and to engage with you at a future event.

Transition Plan

Transition

At ATB Financial we realize switching Financial Institutions is never easy, however we're here to make the process go as smoothly as possible. As requested, the following is a suggested transition plan should ATB Financial be selected.

Week 1 - 2 – Complete paperwork and onboarding (minimal Village staff involvement while onboarding is completed)

- Gather information and create documents for onboarding
(ATB supports the use of DocuSign to ensure accuracy, security of information and efficiency in the process)
- Open operating accounts, investment accounts and set up night deposit services, etc.
- ATB will provide all required administrative forms necessary to aid the Village in switching over all EFT's, automatic withdrawals, etc.
- Schedule meeting time for ATB specialists to meet with appropriate Village staff to set-up and optimize online banking and related services.

Week 2 - 5 – Implement/ activate banking services (moderate Village staff involvement)

- Training and testing of all services with appropriate Village staff
- Testing of all EFT's and automatic withdrawals can begin
- Order Cheques and assist Village in moving over all pre-authorized transactions as required
- Direct Moneris (merchant services provider) to ATB account effective week 3-5.

Week 4 - 6 – Phase-in Village banking service (moderate to complete Village staff involvement)

- Transfer funds and begin operations out of ATB Financial
- Village to maintain account with previous provider for 4-8 weeks from "phase-in" to allow for all transactions to migrate to ATB Financial.

Week 6 – 8 - Follow up meeting with Village staff (minimal Village staff involvement)

- Follow up meeting with support specialists to ensure transition has gone as expected and to provide any further assistance as required

The Village of Innisfree will have access to any ATB personnel that is required to complete the transition process within the outlined timelines. These timelines are an estimation as they are subject to full cooperation from all external parties. ATB personnel would work with the Village to ensure minimal impact on operations of the Village as a result of the transition. Any perceived transition costs have been included in this RFP in their appropriate sections.

Computer Environment & Support Contact Information

Computer Environment

1. Please describe the security procedures the bank uses to protect access to data.

ATB Financial is committed to protecting your privacy and the confidentiality of your personal information. Our commitment is set out in our privacy code and can be found at the following;

<http://www.atb.com/importantinformation/privacysecurity/Pages/enhanced-security.aspx>

2. What are the hours of technical support?

The Customer Care Centre is open 7:00am – 11:00pm every day

3. What support can the bank provide to recreate files and reports that may have been corrupted, destroyed or not accessed?

Information on EFT files is available on the EFT history tab in online banking and our internal support team can assist with this as well.

4. What disaster recovery services can the bank provide to the customer if the customer cannot operate from its own facilities?

Online banking and all of its services can be accessed anywhere in the world, on any mobile or desktop device. There will be no issues in accessing this outside of your regular facility. ATB does have a full Business Continuity Plan in the event of disaster. Should you require written confirmation we would be more than happy to provide a letter from our Enterprise Risk Team.

5. Does the bank utilize internet capabilities as a method of information delivery?

Yes. ATB is powered by Google, we have fully integrated with their suite of products and have access to our communication tools world wide.

<https://gsuite.google.com/customers/atb-financial.html>

6. What security measures are in place to ensure secure internet based communications?

ATBOL uses Entrust Datacard to ensure security.

Technical Support

Customer Service / General inquiries

7am-11pm, 7 days a week

24/7 lost debit card reporting

1-800-332-8383

MasterCard

7am-11pm, 7 days a week

24/7 lost card reporting

1-888-282-5678 in Canada

ATB Merchant Help Desk

1-866-433-5204

ATB Online Business banking help desk

7am-11pm, 7 days a week

E-Services Concierge

1-877-363-4855

Privacy-related concerns

7am-11pm, 7 days a week

1-866-858-4175

References

Reference Contact Information

ATB has been meeting the financial services needs of our Municipal and Public Sector clients for many years. We are proud to have the most comprehensive network of branches and agencies in Alberta, a full line up of products and services, and a strong tradition of providing excellent customer service. These are a few reasons why so many of Alberta's cities, towns, villages, counties, municipal districts, health regions, and school districts have chosen to deal with ATB.

Below you will find 3 references as requested and a sample listing of current clients, should you wish to speak with any of our clients we will do our best to facilitate that contact.

City of Camrose

Darren Lockhart | Director of Treasury Operations
Financial Services | City of Camrose
5204 50 Avenue | Camrose, AB | T4V 0S8
Tel: 780.672.4426 | Email: dlockhart@camrose.ca

Clearwater County

Murray Hagan | Director, Corporate Services
4340 47 Avenue | Rocky Mountain House, AB | T4T 1A4
Tel: 403.845.4444 | Email: mhagan@clearwatercounty.ca

MD of Bonnyville

Robyn Normand | Senior Treasury Analysis
4905 50th Ave | Bonnyville, AB | T9N 2J7
Tel: 780.826.3171 | Email: rnormand@md.bonnyville.ab.ca

Sample of Municipal Clients

CITY OF CAMROSE
TOWN OF VULCAN
TOWN OF COCHRANE
VILLAGE OF GLENDON
VILLAGE OF BIG VALLEY
LAC LA BICHE COUNTY
CLEARWATER COUNTY
VILLAGE OF DUCHESS
VILLAGE OF CLJVE
PARKLAND COUNTY
SUMMER VILLAGE OF JARVIS BAY
VILLAGE OF GLENWOOD
MUNICIPAL DISTRICT OF BONNYVILLE 87
VILLAGE OF HOLDEN
VILLAGE OF FERINTOSH
WHEATLAND COUNTY
TOWN OF PEACE RIVER
TOWN OF TWO HILLS
MUNICIPAL DISTRICT OF LESSER SLAVE RIVER
VILLAGE OF FOREMOST
VILLAGE OF LOUGHEED
CYPRESS COUNTY
TOWN OF MAYERTHORPE
TOWN OF KILLAM
MOUNTAIN VIEW COUNTY
TOWN OF CALMAR
TOWN OF RAINBOW LAKE
COUNTY OF GRANDE PRAIRIE NO 1
VILLAGE OF CLYDE
VILLAGE OF VILNA
BRAZEAU COUNTY
VILLAGE OF BRETON
CITY OF COLD LAKE
ATHABASCA COUNTY
CARDSTON COUNTY
CITY OF LLOYDMINSTER
MUNICIPAL DISTRICT OF GREENVIEW #16
SUMMER VILLAGE OF POPLAR BAY
TOWN OF BANFF
MUNICIPAL DISTRICT OF PROVOST NO 52
VILLAGE OF FORESTBURG
WESTLOCK COUNTY
LACOMBE COUNTY
VILLAGE OF STANDARD
CITY OF BONNYVILLE
LAMONT COUNTY

CITY OF LACOMBE
SUMMER VILLAGE OF CRYSTAL SPRINGS
BEAVER COUNTY
VILLAGE OF BARNWELL
MUNICIPAL DISTRICT OF WAINWRIGHT #6
VILLAGE OF NAMPA
VULCAN COUNTY
FLAGSTAFF COUNTY
COUNTY OF MINBURN NO 27
COUNTY OF PAINTEARTH NO 18
TOWN OF TROCHU
TOWN OF HINTON
VILLAGE OF HINES CREEK
COUNTY OF VERMILION RIVER
SUMMER VILLAGE OF SANDY BEACH
MACKENZIE COUNTY
ALBERTA BEACH
M D OF TABER
VILLAGE OF RYCROFT
TOWN OF PEACE RIVER
WOODLANDS COUNTY
COUNTY OF BARRHEAD NO 11
SUMMER VILLAGE MA-ME-O BEACH
SMOKY LAKE COUNTY
TOWN OF TABER
TOWN OF STAVELY
TOWN OF BLACK DIAMOND
VILLAGE OF ROCKYFORD
VILLAGE OF CAROLINE
COUNTY OF FORTY MILE NO 8
VILLAGE OF BITTERN LAKE
TOWN OF SUNDRE
TOWN OF CORONATION
COUNTY OF NEWELL
SUMMER VILLAGE OF GOLDEN DAYS
TOWN OF COALHURST
Town of Olds
TOWN OF CLARESHOLM
VILLAGE OF BAWLF
TOWN OF ROCKY MOUNTAIN HOUSE
VILLAGE OF DONNELLY
TOWN OF COALDALE
SADDLE HILLS COUNTY

Terms of Offering

Terms of Offering

The Special Arrangement terms expressed in this proposal remain firm for a period of 3 years, with an option to renew for 2 more additional years following the date of acceptance of this proposal conditional upon the following:

- ATB Financial is notified in writing of the Village of Innisfree decision to accept this proposal by October 18, 2019 (90 Days).
- ATB Financial and the Village of Innisfree both reserve the right to renegotiate the terms in this proposal should the volumes, or circumstances change significantly. During any renegotiations the current arrangement will remain in effect. ATB Financial and the Village of Innisfree reserve the right to cancel the terms in this proposal by providing 180 days written notice to the other party.
- The contents of this proposal are considered to be of a confidential matter between the Village of Innisfree and ATB Financial.
- The Village of Innisfree abides by any and all agreements between the Village of Innisfree and ATB Financial with respect to the accounts and services utilized.

Proposed on behalf of ATB Financial:

Per: Jennifer Jamieson
Jennifer Jamieson
(on behalf of Doug Erickson)
Relationship Manager

Accepted on behalf of the Village of Innisfree:

Per: _____

Per: _____

Position: _____

Position: _____

Date: _____

Date: _____

RECEIVED

JUL 16 2019



July 11, 2019

Village of Innisfree
Box 69
Innisfree, AB T0B2G0

Dear Ms. Yaremchuk

Re: Request for Proposal Banking Services for the Village of Innisfree

We appreciate the opportunity to provide information on financial services offered at Vermilion Credit Union Ltd. for review by the Village of Innisfree. As per your request, included is an overview of products and services we provide.

We look forward to responding to any questions you may have. Please do not hesitate to contact myself at 780-853-2822.

Yours truly,

Brenda Jackson
Assistant Manager of Lending



Strictly Business Account Package

Service charges will be charged in accordance with the Strictly Business Value package pricing which is currently \$6.50 per month with per item fees charges at the following levels:

- \$1.00 per cheque or electronic transaction
- All regular charges apply as per enclosed fee schedule
- No charge for deposits
- Monthly statement with images of cheques (month end cut off)

Interest will be paid on the minimum daily balance maintained based on the following tiers:

- | | |
|-------------------------|-------------------------------------|
| • \$0.00 to \$49,999 | Credit Union Prime Rate minus 3.25% |
| • \$50,000 to \$149,999 | Credit Union Prime Rate minus 2.75% |
| • \$150,000 and over | Credit Union Prime Rate minus 2.50% |

Interest will be paid to the account on the last business day of each month.

Interest rate pricing will be reviewed annually and is subject to negotiation depending upon market conditions at the time.

Investment Products

The Vermilion Credit Union offers a broad rate of investments which can be tailored to meet the Village of Innisfree's unique investment requirements.

Ultimate Savings Account

- Pays a high rate of interest calculated on a daily closing balance and paid monthly
- No monthly fee, no chequing privileges
- Unlimited transfers using Internet banking or Credit Union ATM
- For all other debt transactions (i.e. Branch or ATM withdrawals, branch transfers, direct payment purchase, bill payments, preauthorized payments, etc.) a \$5.00 per transaction fee will apply.

Member Direct Internet Banking

- Easy, convenient account access, using your personal computer with Internet access.
- Available anytime 24 hours a day, 7 days a week at www.vermilioncreditunion.com
- Obtain up to the minute balances on your account

- Transfer funds between accounts
- Review account history
- Pay bills
- Export data to personal financial management products

Merchant MasterCard

- Referral made to our provider of choice First Data

CAFT – Customer Automated Funds Transfer

- Electronic processing of pre-authorized debits and credits
- Set up of the CAFT system at Payment Services a minimum of 10 days prior to the member using the system
- Training is available to designated staff with support
- Fees are reviewed semi-annually and based on volume
- \$70.00 onetime set up fee
- \$2.50 per file upload and \$.52 per item
- Additional fees associated with file recall and tracing

Foreign Exchange Services

Foreign Exchange Services are available through Vermilion Credit Union. Over 75 different currencies, with the most common available in branch. Exchange rates reflective of market conditions are reviewed daily.

Night Depository Services

- Night deposit services are not currently available at our Mannville branch location
- Should you require the service it is available at our Vermilion branch

Lending Services

Authorized overdraft

- Overdraft protection on your commercial chequing account to provide working capital
- Interest rate quoted would be a floating rate of interest determined at the time of application and dependent on security and review of financial information.

Commercial Mortgages

- Mortgages offer an amortization of up to 20 years
- Interest rate fixed or floating
- Mortgages can be open or closed

Term Loans

- **Terms of 1 to 5 years**
- **Interest rate fixed or floating**

MasterCard

- A business MasterCard would be applied for through our current provider

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

2019					
Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
MH8-5 Railway Ave North - 50 St Broken pipe at multiple locations, large joint offset, sag in pipe	\$213,000.00	Federal Gas Tax - 100%	\$213,000.00	\$0.00	funding is pending
Replace corroded hatches, Install new foundation, and Install lockable doors for controls/electrical panels for West Lift Station	\$40,000.00	Federal Gas Tax - 100%	\$40,000.00	\$0.00	funding is pending
Road Reconstruction - 50 Street from Railway Ave N to 51 Ave	\$79,000.00	Federal Gas Tax - 100%	\$79,000.00	\$0.00	funding is pending
Old Public Works Shop - Demolition	\$30,000.00	Federal Gas Tax - 100%	\$30,000.00	\$0.00	funding is pending
TOTAL	\$362,000.00		\$362,000.00	\$0.00	\$362,000.00
2020					
Road Reconstruction - Railway Ave S from 50 St to 51 St	\$52,670.00	MSI Capital Funding - 100%	\$52,670.00	\$0.00	
Replace sidewalk on 48 Avenue	\$51,600.00	Federal Gas Tax OR MSI - 100%	\$51,600.00	\$0.00	
Smoke Detectors, Fire Extinguishers, etc - Seniors Drop-In Centre, Museum, Fire Hall, Water Treatment Plant (\$3500/each)	\$14,000.00	MSI Operating Funds - 100%	\$14,000.00	\$0.00	
Seniors Drop in Centre - Down spout extensions	\$500.00	Taxes & Utility	\$0.00	\$500.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
Seniors Drop in Centre - Possible foundation repairs	\$8,000.00	Federal Gas Tax Funding - 100%	\$8,000.00	\$0.00	
Seniors Drop in Centre - Correct multiple plumbing issues	\$2,000.00	Taxes & Utility	\$0.00	\$2,000.00	
Installation of Fire Hydrants - 54 Street at the Recreation Centre AND 53 Street at 49 Avenue	\$20,000.00	MSI Operating Funds - 100%	\$20,000.00	\$0.00	
TOTAL	\$148,770.00		\$146,270.00	\$2,500.00	\$148,770.00
2021					
Replace sidewalk on 48th Avenue	\$51,600.00	MSI Capital Funding - 100%	\$51,600.00	\$0.00	
Road Rehabilitation: 54st from 49 Ave - 51 Ave / 50 Ave from 53St - 54St / 48 Ave from 52st - 53st / 52st from 47 Ave - 48 Ave (\$6000/project)	\$30,000.00	Federal Gas Tax Funding - 100%	\$30,000.00	\$0.00	
Birch Lake Change House - Electrical Corrections'	\$1,000.00	Taxes & Utility	\$0.00	\$1,000.00	
TOTAL	\$82,600.00		\$81,600.00	\$1,000.00	\$82,600.00
2022					
Reconstruct two (2) driveway crossings	\$6,800.00	MSI Capital Funding - 100%	\$6,800.00	\$0.00	
Replace sidewalk on 48 Avenue	\$51,600.00	Federal Gas Tax Funding - 100%	\$51,600.00	\$0.00	
Road Rehabilitation: 52 Street from 49 Ave to 50 Ave	\$6,000.00	Taxes & Utility	\$0.00	\$6,000.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
Road Rehabilitation: 51 Street from Railway Ave N to 51 Ave	\$6,000.00	Taxes & Utility	\$0.00	\$6,000.00	
Road Rehabilitation: 54 Street from 48 Ave to 49 Ave	\$6,000.00	MSI Capital Funding - 100%	\$6,000.00	\$0.00	
Road Rehabilitation: 48 Avenue from 53 St to 54 St	\$6,000.00	MSI Capital Funding - 100%	\$6,000.00	\$0.00	
Road Rehabilitation: 49 Avenue from 53 St to 54 St	\$6,000.00	MSI Capital Funding - 100%	\$6,000.00	\$0.00	
Birch Lake Camp Kitchen - Replace Wood Stove	\$6,000.00	Taxes & Utility	\$0.00	\$6,000.00	
TOTAL	\$94,400.00		\$76,400.00	\$18,000.00	\$94,400.00
2023					
MH 18 Broken concrete bench and missing pieces	\$500.00	Taxes & Utility	\$0.00	\$500.00	
MH 22 Severe corroded bottom	\$13,000.00	Federal Gas Tax / MSI	\$13,000.00	\$0.00	
MH 21 Bench broken, corroded concrete surface	\$500.00	Taxes & Utility	\$0.00	\$500.00	
MH 19 Misaligned and failing neck bricks, unknown object in MH	\$500.00	Taxes & Utility	\$0.00	\$500.00	
MH 7 Severe misaligned manhole cover and ring	\$1,000.00	Taxes & Utility	\$0.00	\$1,000.00	
Replace sidewalk on 48th Avenue	\$51,600.00	Federal Gas Tax / MSI	\$51,600.00	\$0.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
Road Rehabilitation: 51 Avenue from 53 St to 54 St	\$6,000.00	Taxes & Utility	\$0.00	\$6,000.00	
Road Rehabilitation: 53 Street from 47 Ave to 48 Ave	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
Road Rehabilitation: 53 Street from 49 Ave to 50 Ave	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
Road Rehabilitation: 50 Avenue from 52 St to 53 St	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
Road Rehabilitation: 52 Street from 48 Ave to 49 Ave	\$6,000.00	Taxes & Utility	\$0.00	\$6,000.00	
Birch Lake Picnic Shelter - Ball Diamond - Electrical Corrections at Panel	\$1,000.00	Taxes & Utility	\$0.00	\$1,000.00	
TOTAL	\$98,100.00		\$82,600.00	\$15,500.00	\$98,100.00
2024					
MH35-Plug 4813 - 54 St. Broken pipe and large joint offset	\$14,000.00	Federal Gas Tax / MSI	\$14,000.00	\$0.00	
MH26-25 4739 - 51 St Broken liner	\$22,000.00	Federal Gas Tax / MSI	\$22,000.00	\$0.00	
Installation of two (2) Catch Basin & Storm Pipe across Railway Avenue South	\$48,400.00	Federal Gas Tax / MSI	\$48,400.00	\$0.00	
Stripping, painting and caulking exterior wall cladding	\$10,000.00	Federal Gas Tax / MSI	\$10,000.00	\$0.00	
Building proch, steps and railing at side door	\$3,000.00	Taxes & Utility	\$0.00	\$3,000.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
255m on 52 Street between 49 Avenue and 47 Avenue	\$586,000.00	Federal Gas Tax / MSI	\$586,000.00	\$0.00	
60m of 150 mm diameter pipe from 51 Avenue to the end of the water main in	\$95,000.00	Federal Gas Tax / MSI	\$95,000.00	\$0.00	
30m of 150 mm diameter pipe on 51 Avenue from Railway Avenue North to	\$95,000.00	Federal Gas Tax / MSI	\$95,000.00	\$0.00	
48 Avenue from 50 St to 52 St	\$6,000.00	Taxes & Utility	\$0.00	\$6,000.00	
Railway Ave S from 51 St to 52 St	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
51 Street from 47 Ave to 49 Ave	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
50 Street from 48 Ave to Railway Ave S	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
Remove and redo wooden subfloor basement (not including remediation)	\$8,000.00	Federal Gas Tax / MSI	\$8,000.00	\$0.00	
Birch Lake Wood Shed - Replace Wood Shed	\$6,000.00	Federal Gas Tax / MSI	\$6,000.00	\$0.00	
53 Street South of 47 Avenue	\$202,000.00	Federal Gas Tax / MSI	\$202,000.00	\$0.00	
TOTAL	\$1,113,400.00		\$1,104,400.00	\$9,000.00	\$1,113,400.00
2025					
MH18-16 50 Ave - east of 54 Street Large joint offset, severe pipe deformation	\$116,000.00	Federal Gas Tax / MSI	\$116,000.00	\$0.00	
MH33-6 51 Ave - West of 51 St Broken pipe and void	\$108,000.00	Federal Gas Tax / MSI	\$108,000.00	\$0.00	
Ditch Repair - SE Corner of 54 Street and 49 Avenue - fill and rip-rap	\$500.00	Taxes & Utility	\$0.00	\$500.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
Grading - Administrative Office	\$2,000.00	Taxes & Utility	\$0.00	\$2,000.00	
Grading - Prairie Bank Museum	\$2,000.00	Taxes & Utility	\$0.00	\$2,000.00	
Grading - Fire Hall	\$2,000.00	Federal Gas Tax / MSI	\$2,000.00	\$0.00	
Grading - Birch Lake Change House	\$2,000.00	Federal Gas Tax / MSI	\$2,000.00	\$0.00	
Grading - Birch Lake picnic shelters	\$2,000.00	Federal Gas Tax / MSI	\$2,000.00	\$0.00	
Upgrading Water Mains - 150m on 50 Street between 49 Avenue and 48 Avenue	\$308,000.00	Federal Gas Tax / MSI	\$308,000.00	\$0.00	
Video inspection using electromagnetic sensors to measure pipe wall thickness	\$363,000.00	Federal Gas Tax / MSI	\$363,000.00	\$0.00	
Museum - Brick chimney reconstruct	\$30,000.00	Federal Gas Tax / MSI	\$30,000.00	\$0.00	
Structural Engineer to evaluate foundation	\$3,000.00	Taxes & Utility	\$0.00	\$3,000.00	
Road Rehabilitation -53 Street from 48 Ave to 49 Ave	\$102,000.00	Federal Gas Tax / MSI	\$102,000.00	\$0.00	
Road Rehabilitation - 51 Ave from 51 Street to 50 Street	\$52,000.00	Federal Gas Tax / MSI	\$52,000.00	\$0.00	
TOTAL	\$1,092,500.00		\$1,085,000.00	\$7,500.00	\$1,092,500.00
MH22-21 4723 - 53 St Broken pipe	\$12,000.00	Federal Gas Tax / MSI	\$12,000.00	\$0.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
MH36-37 4721 - 52 St Large joint offset (displaced)	\$18,000.00	Federal Gas Tax / MSI	\$18,000.00	\$0.00	
MH25-24 4832 - 51 St Undercut liner at service, broken liner	\$12,000.00	Taxes & Utility	\$0.00	\$12,000.00	
MH5-4 51 Ave - 50 St Broken pipe, cracks at multiple locations	\$268,000.00	Federal Gas Tax / MSI	\$268,000.00	\$0.00	
CCTV and Flushing Pipes	\$1,000.00	Taxes & Utility	\$0.00	\$1,000.00	
320m on 51 Street between the reservoirs and 49 Avenue	\$650,000.00	Federal Gas Tax / MSI	\$650,000.00	\$0.00	
Sidewalk connections to roadway	\$18,800.00	Federal Gas Tax / MSI	\$18,800.00	\$0.00	
Back steps, balcony and railings (not including new roof membrane)	\$18,000.00	Federal Gas Tax / MSI	\$18,000.00	\$0.00	
Re-plumb drainage lines and correct venting problems	\$18,000.00	Federal Gas Tax / MSI	\$18,000.00	\$0.00	
49 Ave from 53 Street to 52 Street	\$52,000.00	Federal Gas Tax / MSI	\$52,000.00	\$0.00	
49 Ave from 52 Street to 51 Street	\$52,000.00	Federal Gas Tax / MSI	\$52,000.00	\$0.00	
50 Ave from Railway Ave S to 52 Street	\$52,000.00	Federal Gas Tax / MSI	\$52,000.00	\$0.00	
52 Street from 50 Ave to Railway Ave S	\$52,000.00	Federal Gas Tax / MSI	\$52,000.00	\$0.00	
TOTAL	\$1,223,800.00		\$1,210,800.00	\$13,000.00	\$1,223,800.00
2027					
MH37-38 4725 - 52 St Broken pipe	\$22,000.00	Federal Gas Tax / MSI	\$22,000.00	\$0.00	
MH4-3 51 Ave - 50 St Broken pipe, cracks at multiple locations	\$208,000.00	Federal Gas Tax / MSI	\$208,000.00	\$0.00	
50 Avenue from 54 Street West	\$26,330.00	Federal Gas Tax / MSI	\$26,330.00	\$0.00	

10 Year Capital Plan - Village of Innisfree

Motion No. 2019-08-20/____
August 20, 2019 Regular Council Meeting

Project Description	Estimated Cost (As per Infrastructure Report)	Funding Source	Amount Covered by funding Source	Total Amount to be Covered by Municipal Funds	Comments
215m of 150 mm diameter pipe on 47 Avenue between 51 Street and 53 Street	\$286,000.00	Federal Gas Tax / MSI	\$286,000.00	\$0.00	
120m of 200 mm diameter pipe on 51 Avenue crossing Railway Avenue south	\$180,000.00	Federal Gas Tax / MSI	\$180,000.00	\$0.00	
Curb Ramps	\$23,600.00	Taxes & Utility	\$0.00	\$23,600.00	
Exterior restoration of the museum, repair exterior damage, replace windows as	\$175,000.00	Federal Gas Tax / MSI	\$175,000.00	\$0.00	
Remove and replace boiler, associated piping in basement complete with new	\$45,000.00	Federal Gas Tax / MSI	\$45,000.00	\$0.00	
Increase reservoir storage by 420 cu. m.	\$3,000,000.00	Federal Gas Tax / MSI	\$3,000,000.00	\$0.00	
Road Rehabilitation - 51 Street from 49 Ave to Railway Ave S	\$102,000.00	Federal Gas Tax / MSI	\$102,000.00	\$0.00	
Road Rehabilitation - Railway Ave S from 52 Street to 53 Street	\$102,000.00	Federal Gas Tax / MSI	\$102,000.00	\$0.00	
TOTAL	\$4,169,930.00		\$4,146,330.00	\$23,600.00	\$4,169,930.00
2028					
MH38-23 48 Ave - 52 St Broken pipe, large joint offset (displaced)	\$27,000.00	Federal Gas Tax / MSI	\$27,000.00	\$0.00	
MH13-12 49 Ave - 51 St Broken pipe and void	\$12,000.00	Taxes & Utility	\$0.00	\$12,000.00	
160m of 150 mm diameter pipe on 51 Avenue between 54 Street and 53 Street	\$180,000.00	Federal Gas Tax / MSI	\$180,000.00	\$0.00	
Replace radiators (approximately \$1800 each) for entire radiator system and	\$40,000.00	Federal Gas Tax / MSI	\$40,000.00	\$0.00	
Road Rehabilitation - 51 Ave from Railway Ave S to 51 Street	\$102,000.00	Federal Gas Tax / MSI	\$102,000.00	\$0.00	
TOTAL	\$361,000.00		\$349,000.00	\$12,000.00	\$361,000.00

Village of Innisfree (CAO)

From: Ruth McCuaig <rmccuaig@peaceriver.ca> on behalf of Christopher Parker <cparker@peaceriver.ca>
Sent: August 4, 2019 4:20 PM
To: girouxvl@serbernet.com; glendon@mcsnet.ca; marilee.campbell@glenwood.ca; halkirk@syban.net; haylakes@syban.net; administration@villageofheisler.ca; office@hillspring.ca; walmsley@abnorth.com; vholden@telusplanet.net; hughendencao@xplornet.com; office@villageofhussar.ca; cao@hythe.ca; inisfree@telus.net; nloonen@irma.ca; cao@vokitcoty.ca; cao@linden.ca; villageoflmond@gmail.com; cao@village.longview.ab.ca; CAO@lougheed.ca; cao@mannville.com; cao.marwayne@mcsnet.ca; cao@villageofmilo.ca; morrin@netago.ca; munson@netago.ca; admin@myrnam.ca; cao@nampa.ca; pvadmin@mcsnet.ca; cao@rockyford.ca; rosalindvillage@xplornet.com; rosemary.cao@eidnet.org
Subject: GST Status of Intermunicipal Cost Sharing Agreements
Attachments: 2019 08 05 Letter from Town of Peace River re GST Audit.pdf; 2019 08 04 Town of Peace River Briefing Document re GST Audit.pdf

Good afternoon,

The Town of Peace River recently received a finding from CRA that GST was payable on Intermunicipal cost sharing agreements.

We believe this finding has serious implications for all municipalities and ask that you consider bringing the attached letter to your Council in support of our request to have this finding reviewed.

Also provided is a more detailed briefing note on the specifics of the audit should you wish to access the information.

In addition to the demand to remit past taxes, this finding potentially affects all existing cost share agreements as well as ICFs.

Please do not hesitate to contact us if you require any further information.

Thank you for your support on this matter.

Christopher J. Parker, CLGM

Town of Peace River | Chief Administrative Officer

PEACE RIVER



Celebrating
a Century

Box 6600, 9911 - 100 Street, Peace River, AB T8S 1S4

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August 5, 2019

File: 12/120

Municipalities of Alberta

Re: Town of Peace River GST Audit Concern

Colleague,

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that our intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST). The Town's third-party auditing firm, MNP, appealed the ruling, but CRA maintained that the agreements are taxable and subsequently issued a demand letter for over \$600,000.

The Town is extremely concerned by the implications of this ruling and the effect it will have on *all* Alberta municipalities, particularly on Intermunicipal Collaboration Frameworks. Municipal Affairs has contacted Town administration and shares our concerns on this issue.

On direction from Council, the Town has contacted FCM, AUMA, RMA, and NADC. FCM concurs that this finding has serious implications for all municipalities nationwide and has submitted our case to an independent tax lawyer for legal review. In addition, the Town is working with AUMA on an Emergency Resolution to be presented in September. Finally, we are engaging in a concerted advocacy campaign with Provincial and Federal elected officials, along with prospective Federal candidates. We believe it is critical that this re-interpretation be reviewed, and the tax status of cost-sharing agreements be clarified.

The Town requests that your Council join us in our advocacy effort. We invite you to contact AUMA, FCM or any other advocacy body who may be able to assist in having this ruling reconsidered. We further ask you to consider contacting your respective MLAs and MPs, along with any other official or candidate who can press for a reconsideration of this ruling.

Thank you for your attention to this very serious matter.

Sincerely,

A handwritten signature in black ink, reading "Christopher J. Parker".

Christopher J. Parker, CLGM, CAO
THE TOWN OF PEACE RIVER





TOWN OF
PEACE RIVER
ALBERTA

TOWN OF PEACE RIVER Briefing Document

Presenter: Mayor and Council, Town of Peace River

Topic: GST Audit Review

Background

On March 4, 2019 the Town of Peace River underwent our routine GST/PSB (Public Service Body) Audit. The Town's previous audit was conducted in 2011.

On May 3, Canada Revenue Agency (CRA) released their results which assessed GST on "a supply of a right to enter, to have access to, or to use property of the government, municipality, or other body". CRA ruled that the "town supplied a right to use the municipal property to other municipalities through the use of cost-sharing agreements." The amount of the reassessment was \$609,571.41.

To be clear: the cost-sharing agreements in question have been in place since at least 2002. The specific agreement examined in 2019 was the same agreement in place during the audit in 2011. However, in the recent audit, CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

Town of Peace River facilities have a flat payment scale which does not discriminate on the basis of residence. No passes, rights of use or access are provided as a result of these contributions and the agreements are specifically worded towards regional benefit.

Appeal and Review

The Town appealed the initial ruling and on July 16, we were told the ruling was upheld. Interest on the outstanding amount has been accruing since April 25, and on July 22, the Town was been notified by CRA that the case has proceeded to collections. On direction from our Council, the Town will be continuing the appeal process with CRA. This could take up to a year.

Concerns

This ruling – a reinterpreting of CRA bulletin on GST for Grants and Subsidies - has set a number of precedents which will be problematic for municipalities:

1. An auditor is now permitted to 'parse' an existing agreement to justify a finding even if the remainder of the agreement contradicts that finding.
2. Municipalities are no longer able to rely on the GST/HST Technical Information Bulletin B-067 with respect to determining supply as it relates to on-going programs of financial support.
3. It is no longer clear which cost-share items may be now assessed as supply. Furthermore, transactions not contained within the cost-share agreement are being assessed as though they were. Examples drawn from the Town's case include:
 - a. A \$3000 contribution to Canada Day Fireworks. This item is not part of the cost sharing agreement and no direct benefit was provided to the grantor.

- b. \$4000 in contributions to the Healthcare Attraction and Retention Committee. Again, not part of any cost-sharing agreement and any supply provided by this group falls within the public interest.
 - c. 50% of the salary of an RCMP Liaison Officer – not subject to any cost sharing agreement.
 - d. \$8,000,000 in donations to the capital costs of constructing a new regional multiplex. In addition to not being subject to the cost-share agreement, the contributions did not confer a supply of access to any property or service made by the municipality. This item was the most frustrating (and most costly) as the Town has been requesting funding for four years and the only time the Federal government acknowledged this project was to tax it.
4. The required ICF Agreements will now have to include a tax provision. Given the lack of consistency in how the regulation is being applied, this could prove extremely challenging in terms of determining which services should be considered supply. Municipalities must be prepared to have a future auditor reinterpret the agreements yet again. The cost of reversing any collection or remitting will create a substantial economic burden.

Our Council has passed the following Motions:

MOTION-19-07-261 Councillor Good moved that the Town contact AUMA and FCM to get legal advice and proceed as recommended.

MOTION CARRIED


MOTION-19-07-262 Councillor Needham moved that the Town consider undertaking some political advocacy work to raise awareness of the issue both Federally and Provincially across all party lines.

MOTION CARRIED

Action

The Town has submitted this issue to FCM, AUMA, NADC, RMA, and Municipal Affairs. All of these bodies are extremely concerned about the precedent represented in this ruling. FCM is seeking an independent legal review of the issue and is considering intervenor status. AUMA is assisting the Town in preparing an Emergency Resolution to be presented in September.

In addition, the Town is actively engaging Provincial and Federal officials as well as prospective Federal candidates on this matter.



Christopher J. Parker, CLGM, CAO
THE TOWN OF PEACE RIVER

Village of Innisfree (CAO)

From: Admin
Sent: August 6, 2019 10:49 AM
To: Village of Innisfree (CAO)
Subject: FW: Tanker Car Derailment Course

From: Mike Fundytus <mfundytus@minburncounty.ab.ca>
Sent: July 29, 2019 11:32 AM
To: Admin <admin@innisfree.ca>
Subject: RE: Tanker Car Derailment Course

Good Morning Bobbi,

It is not 100 percent certainty he will be accepted to take the course but in the event he is it will set up like this.

CN would pay for the course and meals and accommodations

Municipality would be on the hook for flights, car rental and training wages (8 hours per day). Absolutely the county would be onboard to cost share the flights rental and wages in the standard training 50-50 split.

I did a quick google for flights and it looks like around \$500.00 round trip.

For the car rental I believe it would be around \$500.00 for the week I believe.

I'm guessing it would be around \$600.00 for the wages for training.

Total cost would be \$1600.00

\$800.00 to each municipality.

Let me know if you require any other information.

Thanks,

Mike Fundytus
Director of Protective Services



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



Village of Innisfree

Approved Budget 2019

Approved on: July 16, 2019
Motion No.: 2019-07-16/13

General Ledger	Description	2019 Budget	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast
TAXATION						
1-00-00-110	Taxes Residential	148,710.13	148,750.00	148,750.00	148,750.00	148,750.00
1-00-00-111	Taxes Non-Residential	67,000.00	67,000.00	67,000.00	67,000.00	67,000.00
1-00-00-112	Taxes M & E	0.00	0.00	0.00	0.00	0.00
1-00-00-190	Taxes Linear	0.00	0.00	0.00	0.00	0.00
1-00-00-230	Taxes Federal GIL	0.00	0.00	0.00	0.00	0.00
1-00-00-250	Taxes Minimum Levy	34,758.22	34,750.00	34,750.00	34,750.00	34,750.00
1-00-00-321	ASFF Residential Levy	25,339.92	26,500.00	27,000.00	27,000.00	27,000.00
1-00-00-322	ASFF Non-Residential Levy	10,343.89	11,000.00	11,500.00	11,500.00	11,500.00
1-00-00-330	Seniors Housing Levy	1,888.00	1,950.00	2,000.00	2,000.00	2,000.00
* TOTAL TAXATION		\$ 288,040.16	\$ 289,950.00	\$ 291,000.00	\$ 291,000.00	\$ 291,000.00
REQUISITIONS						
2-00-00-321	ASFF Requisition Residential	25,339.92	26,500.00	27,000.00	27,000.00	27,000.00
2-00-00-322	ASFF Requisition Non-Residential	10,343.89	11,000.00	11,500.00	11,500.00	11,500.00
2-00-00-330	Seniors Foundation Requisition	1,888.00	1,950.00	2,000.00	2,000.00	2,000.00
* TOTAL REQUISITIONS		37,571.81	39,450.00	40,500.00	40,500.00	40,500.00
**P TAX AVAILABLE FOR MUNICIPAL		\$ 250,468.35	\$ 250,500.00	\$ 250,500.00	\$ 250,500.00	\$ 250,500.00
GENERAL REVENUE						
1-00-00-510	Penalties Taxes	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
1-00-00-540	Franchise Fees - Natural Gas	24,750.00	25,000.00	25,250.00	25,250.00	25,250.00
1-00-00-541	Franchise Fees - Electricity	15,250.00	15,500.00	15,750.00	15,750.00	15,750.00
1-00-00-550	Bank Interest	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
1-01-00-590	Other Revenue Own Sources Invest	0.00	0.00	0.00	0.00	0.00
1-11-00-152	Council Health Benefit Cost Recovery	0.00	0.00	0.00	0.00	0.00
** TOTAL GENERAL REVENUE		\$ 58,000.00	\$ 58,500.00	\$ 59,000.00	\$ 59,000.00	\$ 59,000.00
ADMIN REVENUE						
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	400.00	400.00	400.00	400.00	400.00
1-12-00-401	Sales Photocopies, Faxes, Services	900.00	900.00	900.00	900.00	900.00

1-12-00-402	Flower Pots	400.00	300.00	300.00	300.00	300.00
1-12-00-430	Sales Hats, Pins, Promotional	25.00	25.00	25.00	25.00	25.00
1-12-00-511	Wild Pink Yonder Revenues	0.00	0.00	0.00	0.00	0.00
1-12-00-560	Rental Revenue Adm	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00
1-12-00-590	Other Revenue Own Sources Adm	300.00	300.00	300.00	300.00	300.00
1-12-00-840	Grants Conditional Provincial Adm	40,311.00	0.00	0.00	0.00	0.00
1-12-00-911	LTO Cost Recovery	250.00	250.00	250.00	250.00	250.00
** TOTAL ADMIN REVENUE		\$ 47,386.00	\$ 6,975.00	\$ 6,975.00	\$ 6,975.00	\$ 6,975.00

FINE REVENUE

** TOTAL FINE REVENUE		0.00	0.00	0.00	0.01	0.02
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FIRE REVENUE

1-23-00-410	Fees Fire Fighting	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,120.00	20,120.00	20,120.00	20,120.00	20,120.00
** TOTAL FIRE REVENUE		\$ 40,120.00	\$ 40,120.00	\$ 40,120.00	\$ 40,120.00	\$ 40,120.00

BYLAW REVENUE

1-26-00-522	License Animal	300.00	300.00	300.00	300.00	300.00
1-26-00-523	Business Licenses	600.00	600.00	600.00	600.00	600.00
1-26-00-590	Fines Bylaw	150.00	150.00	150.00	150.00	150.00
** TOTAL BYLAW REVENUE		\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00

PUBLIC WORKS REVENUE

1-32-00-430	Sales Service (Grass,Snow)	300.00	300.00	300.00	300.00	300.00
1-32-00-560	PW Rental Revenue	300.00	200.00	200.00	200.00	200.00
** TOTAL PUBLIC WORKS REVENUE		\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00

STORMWATER REVENUE

1-37-00-410	Stormwater Infrastructure Renewal	4,600.00	4,600.00	4,600.00	4,601.00	4,602.00
** TOTAL STORMWATER REVENUE		\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,601.00	\$ 4,602.00

WATER REVENUE

1-41-00-410	Water Consumption	52,000.00	52,500.00	52,500.00	52,500.00	52,500.00
1-41-00-411	Regional Water Fund	24,140.00	24,140.00	24,140.00	24,140.00	24,140.00
1-41-00-412	Water Base Fee	29,500.00	30,000.00	30,000.00	30,000.00	30,000.00
1-41-00-510	Penalties Water	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
1-41-00-511	Penalties-Regional Water Fund	350.00	350.00	350.00	350.00	350.00
** TOTAL WATER REVENUE		\$ 107,790.00	\$ 108,790.00	\$ 108,790.00	\$ 108,790.00	\$ 108,790.00

SEWER REVENUE

1-42-00-410	Billings Sewer	40,910.00	41,000.00	41,250.00	41,250.00	41,250.00
1-42-00-510	Sanitary Sewer Penalties	500.00	550.00	575.00	575.00	575.00
1-42-00-830	Grants Conditional Federal Sewer	11,675.00	11,675.00	11,675.00	11,675.00	11,675.00
**	TOTAL SEWER REVENUE	\$ 53,085.00	\$ 53,225.00	\$ 53,500.00	\$ 53,500.00	\$ 53,500.00

SOLID WASTE

1-43-00-410	Billings Garbage	55,100.00	55,900.00	56,700.00	56,700.00	56,700.00
1-43-00-411	Regional SWM Infrastructure Fee	19,500.00	19,750.00	20,000.00	20,000.00	20,000.00
1-43-00-510	Penalties - Solid Waste	0.00	(600.00)	(600.00)	(600.00)	(600.00)
1-43-00-511	Penalties SWM Fee	325.00	350.00	360.00	360.00	360.00
**	TOTAL SOLID WASTE	\$ 74,925.00	\$ 75,400.00	\$ 76,460.00	\$ 76,460.00	\$ 76,460.00

COMMUNITY REVENUE

**	TOTAL COMMUNITY REVENUE	0.00	0.00	0.00	0.01	0.02
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LAND REVENUE

1-61-00-410	Sale of Land	0.00	0.00	0.00	0.00	0.00
1-61-00-522	Permits (Development, Subdivision)	100.00	100.00	100.00	100.00	100.00
**	TOTAL LAND REVENUE	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

RECREATION REVENUE

1-72-00-590	Fees Park Grounds	19,500.00	19,750.00	20,000.00	20,000.00	20,000.00
1-72-00-591	Fees Park Concession	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
**	TOTAL RECREATION REVENUE	\$ 21,500.00	\$ 21,750.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00

CULTURAL REVENUE

1-74-00-557	Museum Cost Recovery	7,200.00	7,250.00	7,350.00	7,351.00	7,352.00
**	TOTAL CULTURAL REVENUE	\$ 7,200.00	\$ 7,250.00	\$ 7,350.00	\$ 7,351.00	\$ 7,352.00

***	TOTAL REVENUE	\$ 666,824.35	\$ 628,760.00	\$ 630,945.00	\$ 630,947.00	\$ 630,949.00
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COUNCIL EXPENSE

2-11-00-130	Employer Cont Source Deductions	30.00	30.00	30.00	30.00	30.00
2-11-00-135	WCB Council	190.00	200.00	210.00	210.00	210.00
2-11-00-151	Fees Council	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
2-11-00-152	Benefits Council	2,050.00	2,050.00	2,050.00	2,050.00	2,050.00
2-11-00-211	Travel/Subsistence Council	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-11-00-212	Conventions/Seminars Council	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-11-00-274	Council Insurance	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
**	TOTAL COUNCIL EXPENSE	\$ 17,770.00	\$ 17,780.00	\$ 21,650.00	\$ 21,651.00	\$ 21,652.00

ADMIN EXPENSE

2-12-00-110	Salaries & Wages Adm	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00
2-12-00-111	Honorarium (Admin)	500.00	500.00	500.00	500.00	500.00
2-12-00-130	Employer Contributions Source Adm	4,405.00	4,405.00	4,405.00	4,405.00	4,405.00
2-12-00-131	Employer Benefits Adm	2,375.00	2,400.00	2,425.00	2,450.00	2,475.00
2-12-00-135	Workers Compensation ADM	620.00	620.00	620.00	620.00	620.00
2-12-00-211	Travel/Subsistence Adm	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-12-00-212	Education Adm	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-12-00-215	Telecommunications	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00
2-12-00-216	Postage & Freight	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-12-00-220	Membership Dues Adm	1,700.00	1,750.00	1,750.00	1,750.00	1,750.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	6,400.00	6,400.00	6,400.00	6,400.00	6,400.00
2-12-00-230	Audit/Assessor Fees Adm	15,000.00	15,250.00	15,500.00	15,500.00	15,500.00
2-12-00-250	Contracted Services Adm	3,800.00	3,800.00	3,800.00	3,800.00	3,800.00
2-12-00-274	Insurance Adm	3,300.00	3,400.00	3,500.00	3,500.00	3,500.00
2-12-00-290	Election/Census Expense Adm	0.00	0.00	1,500.00	1,500.00	1,500.00
2-12-00-510	Goods & Services Adm	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
2-12-00-540	Utilities Heat Adm	1,650.00	1,675.00	1,700.00	1,725.00	1,750.00
2-12-00-541	Utilities Power Adm	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-12-00-650	Provision Doubtful Accounts	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-12-00-765	Transfer to Reserves Adm	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-12-00-770	Grants to Organizations Adm	250.00	250.00	250.00	250.00	250.00
2-12-00-790	Amortization Expense Adm	600.00	600.00	600.00	600.00	600.00
2-12-00-810	Bank Charges Adm	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00
2-12-00-910	Outages/Account for Penny Loss	3,230.24	0.00	0.00	0.00	0.00
2-12-00-911	Land Title Charges	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-12-00-920	Tax Adjustments Council Adm	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
2-12-00-995	Legal Expenses	30,000.00	25,000.00	20,000.00	20,000.00	20,000.00

**	TOTAL ADMIN EXPENSE	\$ 152,580.24	\$ 144,800.00	\$ 141,700.00	\$ 141,750.00	\$ 141,800.00
**	Minus Amortization	\$ 151,980.24	\$ 144,200.00	\$ 141,100.00	\$ 141,150.00	\$ 141,200.00

FIRE EXPENSE

2-23-00-120	Salaries & Wages Fire	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
2-23-00-135	WCB Fire	210.00	210.00	210.00	210.00	210.00
2-23-00-211	Travel & Subsistence Fire	300.00	300.00	300.00	300.00	300.00
2-23-00-215	Telecommunications Fire	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00
2-23-00-234	Training Fire	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
2-23-00-250	Contracted Services Fire	2,000.00	1,900.00	1,800.00	1,800.00	1,800.00
2-23-00-274	Insurance Fire	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
2-23-00-510	Supplies & Equipment Fire	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
2-23-00-521	Fuel & Oil Fire	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-23-00-540	Utilities Heat Fire	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00
2-23-00-541	Utilities Power Fire	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
2-23-00-790	Amortization Expense Fire	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00

**	TOTAL FIRE EXPENSE	\$ 42,335.00	\$ 42,235.00	\$ 42,135.00	\$ 42,135.00	\$ 42,150.00
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**	Minus Amortization	\$	39,810.00	\$	39,710.00	\$	39,610.00	\$	39,610.00	\$	39,610.00
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EMGERENCY SERVICE EXPENSE

2-25-00-310	911 Requisition		1,550.00		1,550.00		1,550.00		1,550.00		1,550.00
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**	TOTAL EMGERENCY SERVICE EXPENS	\$	1,550.00	\$	1,550.00	\$	1,550.00	\$	1,550.00	\$	1,550.00
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BYLAW EXPENSE

2-26-00-221	Bylaw Advertising		150.00		150.00		150.00		150.00		150.00
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2-26-00-222	Bylaw Enforcement Costs		500.00		500.00		500.00		500.00		500.00
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2-26-00-510	Animal Control Goods & Services		250.00		250.00		250.00		250.00		250.00
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**	TOTAL BYLAW EXPENSE	\$	900.00	\$	900.00	\$	900.00	\$	900.00	\$	900.00
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PUBLIC WORKS EXPENSE

2-32-00-110	Salaries & Wages PW		18,500.00		18,500.00		18,500.00		18,500.00		18,500.00
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2-32-00-111	Honorarium (PW)		500.00		500.00		500.00		500.00		500.00
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2-32-00-115	Salaries & Wages Casual PW		2,100.00		2,100.00		2,100.00		2,100.00		2,100.00
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2-32-00-130	Employer Contributions Source PW		1,350.00		1,350.00		1,350.00		1,350.00		1,350.00
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2-32-00-131	Employer Benefits PW		2,000.00		2,000.00		2,000.00		2,000.00		2,000.00
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2-32-00-135	WCB		700.00		700.00		700.00		700.00		700.00
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2-32-00-211	Travel & Subsistence PW		100.00		100.00		100.00		100.00		100.00
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2-32-00-215	Telecommunications PW		2,650.00		2,650.00		2,650.00		2,650.00		2,650.00
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2-32-00-217	Freight & Postage PW		50.00		50.00		50.00		50.00		50.00
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2-32-00-250	Contracted Services PW		55,000.00		55,000.00		55,000.00		55,000.00		55,000.00
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2-32-00-270	CN Services PW		130.00		130.00		130.00		130.00		130.00
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2-32-00-274	Insurance PW		4,750.00		4,750.00		4,750.00		4,750.00		4,750.00
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2-32-00-510	Goods & Services PW		15,000.00		15,000.00		15,000.00		15,000.00		15,000.00
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2-32-00-521	Fuel & Oil PW		9,500.00		9,500.00		9,500.00		9,500.00		9,500.00
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2-32-00-540	Utilities Heat PW		2,000.00		2,000.00		2,000.00		2,000.00		2,000.00
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2-32-00-541	Utilities Power (Street/Shop) PW		62,000.00		62,000.00		62,000.00		62,000.00		62,000.00
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2-32-00-762	Transfer to Capital PW		9,500.00		9,500.00		9,500.00		9,500.00		9,500.00
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2-32-00-790	Amortization Expense PW		12,500.00		12,500.00		12,500.00		12,500.00		12,500.00
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**	TOTAL PUBLIC WORKS EXPENSE	\$	198,330.00	\$	198,330.00	\$	198,330.00	\$	198,330.00	\$	198,330.00
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**	Minus Amortization	\$	185,830.00	\$	185,830.00	\$	185,830.00	\$	185,830.00	\$	185,830.00
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STORM DRAINAGE EXPENSE

2-37-00-510	Goods & Equipment Repairs - Storm Draina		750.00		750.00		750.00		751.00		752.00
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**	TOTAL STORM DRAINAGE EXPENSE	\$	750.00	\$	750.00	\$	750.00	\$	751.00	\$	752.00
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WATER EXPENSES

2-41-00-110	Salaries & Wages Water		8,000.00		8,000.00		8,000.00		8,000.00		8,000.00
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2-41-00-130	Employer Contributions Source Water		600.00		600.00		600.00		600.00		600.00
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2-41-00-131	Employer Benefits Water		850.00		850.00		850.00		850.00		850.00
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2-41-00-215	Telecommunications - Water		500.00		500.00		500.00		500.00		500.00
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2-41-00-217	Freight & Postage - Water	250.00	250.00	250.00	250.00	250.00
2-41-00-250	Contracted Services Water	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-41-00-274	Insurance Water	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
2-41-00-510	Goods & Services Water	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-41-00-540	Utilities Heat Water Plant	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-41-00-541	Utilities Power Water Plant	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
2-41-00-790	Amortization Expense Water	66,900.00	66,800.00	66,700.00	66,600.00	66,500.00
2-41-00-840	750-Capital ACE Water Contribution	24,140.00	24,140.00	24,140.00	24,140.00	24,140.00
* TOTAL WATER EXPENSES		\$ 180,340.00	\$ 180,240.00	\$ 180,140.00	\$ 180,040.00	\$ 179,940.00
** Minus Amortization		\$ 113,440.00	\$ 113,440.00	\$ 113,440.00	\$ 113,440.00	\$ 113,440.00

SEWER EXPENSE

2-42-00-110	Salaries & Wages Sewer	7,600.00	7,600.00	7,600.00	7,600.00	7,600.00
2-42-00-130	Employer Contributions Source Sewer	600.00	600.00	600.00	600.00	600.00
2-42-00-131	Employer Benefits Sewer	850.00	850.00	850.00	850.00	850.00
2-42-00-215	Freight/Phone/Postage Sewer	50.00	50.00	50.00	50.00	50.00
2-42-00-250	Contracted Services Sewer	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00
2-42-00-510	Goods & Services Sewer	7,500.00	7,600.00	7,700.00	7,800.00	7,900.00
2-42-00-541	Utilities Power Sewer Lift Stations	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
2-42-00-762	Transfer to Capital Sewer	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-42-00-790	Amortization Expense Sewer	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00
2-42-00-840	MSI Capital Grant Sewer	11,470.00	11,375.00	16,345.00	16,345.00	16,345.00
** TOTAL SEWER EXPENSE		\$ 76,345.00	\$ 76,350.00	\$ 81,420.00	\$ 81,520.00	\$ 81,620.00
** Minus Amortization		\$ 50,345.00	\$ 50,350.00	\$ 55,420.00	\$ 55,520.00	\$ 55,620.00

GARBAGE EXPENSE

2-43-00-110	Salaries & Wages Garbage	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00
2-43-00-120	Salaries & Wages Casual Garbage	0.00	0.00	0.00	0.00	0.00
2-43-00-130	Employer Contributions Source Garbage	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00
2-43-00-131	Employer Benefits Garbage	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-43-00-250	Contracted Services Garbage	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00
2-43-00-274	Insurance Garbage	360.00	360.00	360.00	360.00	360.00
2-43-00-510	Goods & Services Garbage	500.00	500.00	500.00	500.00	500.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00
2-43-00-790	Amorization Expense Garbage	2,165.00	2,165.00	2,165.00	2,165.00	2,165.00
** TOTAL GARBAGE EXPENSE		\$ 62,375.00	\$ 62,375.00	\$ 62,375.00	\$ 62,375.00	\$ 62,375.00
** Minus Amortization		\$ 60,210.00	\$ 60,210.00	\$ 60,210.00	\$ 60,210.00	\$ 60,210.00

FCSS EXPENSE

2-51-00-351	FCSS Requisition	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
** TOTAL FCSS EXPENSE		\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00

PLANNING EXPENSE

2-61-00-510	General Goods & Services	500.00	500.00	500.00	500.00	500.00
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** TOTAL PLANNING EXPENSE	\$	500.00	\$	500.00	\$	500.00	\$	500.00	\$	500.00
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LAND PURCHASES EXPENSE

** TOTAL LAND PURCHASES EXPENSE	\$	-	\$	-	\$	-	\$	-	\$	-
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RECREATION E XPENSES

2-72-00-110	Salaries & Wages Recreation	0.00	0.00	0.00	0.00	0.00
2-72-00-130	Employer Contributions Source Recreation	0.00	0.00	0.00	0.00	0.00
2-72-00-135	WCB Rec Park	110.00	110.00	110.00	110.00	110.00
2-72-00-215	Freight/Phone/Postage Recreation	250.00	250.00	250.00	250.00	250.00
2-72-00-221	Printing/Advertising/Subscriptions	500.00	500.00	500.00	500.00	500.00
2-72-00-250	Contracted Services Recreation	9,500.00	9,600.00	9,700.00	9,800.00	9,900.00
2-72-00-255	Maintenance Sports Grounds	750.00	750.00	750.00	750.00	750.00
2-72-00-274	Insurance Recreation	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-72-00-510	Goods & Services Recreation	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-72-00-511	Rec Park Float	100.00	100.00	100.00	100.00	100.00
2-72-00-521	Fuel and Oil Park	500.00	500.00	500.00	500.00	500.00
2-72-00-540	Utilities Heat Park Building	775.00	775.00	775.00	755.00	755.00
2-72-00-541	Utilities Power Park Grounds	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00
2-72-00-591	Concessions Park Grounds	850.00	850.00	850.00	850.00	850.00
2-72-00-762	Transfer to Capital Recreation	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-72-00-790	Amortization Expense Recreation	8,450.00	8,450.00	8,450.00	8,450.00	8,450.00

** TOTAL RECREATION EXPENSE	\$	36,035.00	\$	36,135.00	\$	36,235.00	\$	36,315.00	\$	36,415.00
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** Minus Amortization	\$	27,585.00	\$	27,685.00	\$	27,785.00	\$	27,865.00	\$	27,965.00
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CULTURE E XPENSES

2-74-00-110	Honorarium	0.00	0.00	0.00	0.00	0.00
2-74-00-120	Wages - Museum & Library	0.00	0.00	0.00	0.00	0.00
2-74-00-250	Contracted Services Library/Museum	0.00	0.00	0.00	0.00	0.00
2-74-00-274	Insurance Cultural Organization	1,500.00	1,600.00	1,700.00	1,700.00	1,700.00
2-74-00-300	Regional Library Requisition	1,175.00	1,200.00	1,225.00	1,225.00	1,225.00
2-74-00-350	Local Municipal Library Requisition	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-74-00-510	Goods & Services Library/Museum/Culture	200.00	200.00	200.00	200.00	200.00
2-74-00-540	Utilities Heat Museum	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00
2-74-00-541	Utilities Power Museum	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00

** TOTAL CULTURE EXPENSE	\$	12,125.00	\$	12,250.00	\$	12,375.00	\$	12,375.00	\$	12,375.00
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*** TOTAL EXPENSE	\$	664,895.24	\$	657,255.00	\$	647,400.24	\$	647,400.24	\$	647,400.24
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**SURPLUS/DEFICIT	\$	1,929.11	-\$	28,495.00	-\$	16,455.24	-\$	16,453.24	-\$	16,451.24
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Village of Innisfree (CAO)

From: MA.geptbranch@gov.ab.ca
Sent: August 14, 2019 2:35 PM
To: Brooke Yaremchuk
Subject: Interim MSI and GTF Funding Allocations

Dear Chief Elected Officials,

As you know, the provincial budget has been delayed until the fall this year due to the provincial election. I recognize this delay has created some uncertainty for municipalities and Metis Settlements as grant funding is contingent on the provincial budget.

To help mitigate these concerns, I am pleased to announce our government has decided to provide interim funding allocations to municipalities and Metis Settlements in advance of the budget under the Municipal Sustainability Initiative (MSI) and the Federal Gas Tax Fund (GTF). The funding allocations under the GTF reflect the entire 2019 amount that will be allocated while the final decisions on grant funding under the MSI will be made as part of the normal budget process.

In addition, I am pleased to announce that to reduce red tape for municipalities and Metis Settlements, the MSI Operating program has been streamlined for 2019. Spending plans will no longer be required to receive payment of the operating allocations. Instead, municipalities and Metis Settlements will only need to report on how they used the funding. More information will be available in the program guidelines.

The interim allocations are available on the Alberta Government website [here](#). Further information on how these amounts were determined is provided below. You will receive written confirmation of these funding amounts soon, and program guidelines will be available by September.

Municipal Sustainability Initiative

A total of \$597 million is being made available to municipalities and Metis Settlements under the MSI at this time. This includes \$260 million under the MSI capital component, \$307 million under the Basic Municipal Transportation Grant component, and \$30 million under the MSI operating component. These interim allocations will ensure local governments have access to a significant amount of capital funding while the Provincial government reviews the findings of the Blue Ribbon Panel on Alberta's Finances. Final decisions on the total amount of MSI for this year and funding targets for future years will be announced as part of the fall budget.

Gas Tax Fund

GTF allocations are based on \$473.5 million in funding Alberta is expected to receive from the Government of Canada. This includes the one-time payment of \$229.5 million announced in March 2019, and represents the entire amount of GTF funding for this year.

Allocations for individual municipalities and Metis Settlements have been calculated by applying the GTF funding formula to the regular funding of \$244 million and to the additional funding of \$229.5 million. This means the minimum allocation for local governments other than summer villages has effectively been doubled to \$100,000, and the base allocations for summer villages has effectively been doubled to \$10,000.

Both the regular and top-up allocations are subject to the current GTF program terms and conditions. Payment of 2019 GTF funding is subject to Alberta receiving the transfer of funds from the federal government, in addition to municipalities and Metis Settlements meeting their standard reporting and project commitment requirements.

I look forward to working with you to continue to support the public infrastructure that is essential to your community and Alberta's economic growth.

Sincerely,

Kaycee Madu
Minister of Municipal Affairs

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

July 16, 2019 – August 20, 2019

Administration & Public Works

Water meter replacement is still on going. We had 62 new meter reads this month, which is excellent news.

Administration and Public works would like to thank the Canada Summer Job Students for their hard work. The Village of Innisfree wishes them the best of luck in their future endeavors.

The Administrative/Public Works Assistant will move into their permanent position effective September 1, 2019.

I have registered myself and Council for the AUMA Conference. Emails should have been distributed to all of Council regarding the conferences they will be attending.

Doug's Bobcat services came to Innisfree to fix our flooding issue on the corner of 49th Ave and 51st Street. We are hopeful that this will fix any future flooding issues.

Parade:

Administration attended the Minburn and Ranfurly fair/parade on the weekend of the 10th and 11th. We had an amazing time at these events. Administration also participated and volunteers for the Village of Innisfree Fair Day!

Community Events:

Administration would like to thank all of those who attending our Bread Oven Pizza Night on August 8th, 2019. Administration is planning another Pizza Night for the middle of September. Advertisement will take place once we can finalize date and volunteers.

Bylaw Enforcement

Bylaw Enforcement is on-going.

Administration continues to enforce unsightly/traffic bylaws for all residents within the Village.

We have had once Development Permit application submitted this year. Administration is currently working with the resident in order to finalize the application.

Administration has had a complaint regarding a property in Town that has dug a trench along their property line that is over a foot deep. There has been no caution tape or construction fence put up around the premises where the construction is taking place. Complainant was concerned

that their small children could get hurt as the trench runs along their property line. A letter addressing the situation has been sent out to landowner.

UPCOMING EVENTS:

- September 6, 2019 – Innisfree Tax Sale
- September 12, 2019 – Potential Bread Oven Pizza Night
- September 25-27, 2019 – AUMA Convention Edmonton, AB

ACTION LIST

1. Please see page 3 & 4.

ACTION LIST

MOTION #	TITLE	DEPARTMENT	ACTIONED	ON- GOING
2018-10-23/09	Collapsed Sewer Line – Plan to Repair	Admin		X
2018-10-23/17	Fence Repairs – Birch Lake Recreation Facility	Admin		X
2019-03-19/20	Personnel – CAO Evaluation	Admin/Council		X
2019-04-23/04	Solar Ninja’s Quote Dated June 29, 2018	Admin/Council		X
2019-06-11/09	HWY 870 – Temporary Road Repairs	Admin	X	
2019-06-18/16	Alberta Municipal Affairs – 10 Year Capital Plan	Admin		X
2019-07-16/04	Traffic in Backalley & Collapsed Retaining Wall	Admin/PW	X	
2019-07-16/07	Request for Decision – Proposed Utility Rates	Admin		X
2019-07-16/08	Request for Quotes – Museum Back Deck Repairs	Admin	X	
2019-07-16/09	Request for Decision – Public Works/Administrative Assistant Floater	Admin	X	
2019-07-16/10	2019 Tax Forgiveness – Roll No. 130	Admin	X	
2019-07-16/11	2019 Tax Forgiveness – Roll No. 420	Admin	X	
2019-07-16/12	Innisfree Resident Noise Complaint – CN Railway	Admin	X	
2019-07-16/13	Revised 2019 Budget and 2020-2023 Forecast	Admin	X	
2019-07-16/15	Access Request for Ground Water Sampling – Golder Associates Ltd.	Admin	X	

MOTION #	TITLE	DEPARTMENT	ACTIONED	ON- GOING
2019-07-16/17	4832 50 Street – Resident Complaint – Flooding	Admin/PW	X	
2019-07-16/19	ATCO Gas Franchise Renewal Agreement	Admin/Council		X
2019-07-16/22	Interim Auditor – 2018 Municipal Audit	Admin	X	
2019-07-16/26	Land-FOIPP Section 17 & 27 – Lot 5, Block 7, Plan 4175R	Admin		x



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-07-31

Page 1 of 1

2019-Aug-16

10:57:38AM

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3																																																																																																										
<table><tr><td>Tax Levy</td><td>286,270.28</td><td>Local Improvement Levy</td><td>0.00</td></tr><tr><td>Additional Tax Levy</td><td>0.00</td><td>Accumulated Penalty</td><td>18,644.42</td></tr><tr><td></td><td></td><td>Outstanding Penalty</td><td>16,097.90</td></tr></table>											Tax Levy	286,270.28	Local Improvement Levy	0.00	Additional Tax Levy	0.00	Accumulated Penalty	18,644.42			Outstanding Penalty	16,097.90																																																																																														
Tax Levy	286,270.28	Local Improvement Levy	0.00																																																																																																																	
Additional Tax Levy	0.00	Accumulated Penalty	18,644.42																																																																																																																	
		Outstanding Penalty	16,097.90																																																																																																																	
<table><tr><td colspan="4">Sub Ledger</td><td colspan="4">General Ledger</td></tr><tr><td>Current</td><td>208,077.22</td><td colspan="4"></td><td colspan="4"></td></tr><tr><td>1 Year</td><td>61,826.82</td><td colspan="4"></td><td>3-00-00-211</td><td>303,112.77</td><td colspan="3"></td></tr><tr><td>2 Years</td><td>35,144.46</td><td colspan="4"></td><td>3-00-00-212</td><td>55,232.15</td><td colspan="3"></td></tr><tr><td>3 Years</td><td>23,553.59</td><td colspan="4"></td><td>Totals</td><td>358,344.92</td><td colspan="3"></td></tr><tr><td>Over 3</td><td>13,097.58</td><td colspan="4"></td><td colspan="5"></td></tr><tr><td>Outstanding</td><td>341,699.67</td><td colspan="4"></td><td colspan="5"></td></tr><tr><td colspan="7">Total GL</td><td>358,344.92</td><td colspan="3"></td></tr><tr><td colspan="7">Total SL</td><td>341,699.67</td><td colspan="3"></td></tr><tr><td colspan="7">Proof</td><td>16,645.25</td><td colspan="3"></td></tr></table>											Sub Ledger				General Ledger				Current	208,077.22									1 Year	61,826.82					3-00-00-211	303,112.77				2 Years	35,144.46					3-00-00-212	55,232.15				3 Years	23,553.59					Totals	358,344.92				Over 3	13,097.58										Outstanding	341,699.67										Total GL							358,344.92				Total SL							341,699.67				Proof							16,645.25			
Sub Ledger				General Ledger																																																																																																																
Current	208,077.22																																																																																																																			
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2 Years	35,144.46					3-00-00-212	55,232.15																																																																																																													
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Over 3	13,097.58																																																																																																																			
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Total SL							341,699.67																																																																																																													
Proof							16,645.25																																																																																																													

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
Trial Balance As Of 2019-07-31

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2019-Aug-16
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Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger			General Ledger		
Current	4,298.80		3-00-00-274		
Overdue 1	1,934.63				20,526.19
Overdue 2	996.35				
Overdue 3	955.08				
Overdue 4	7,403.36				
Outstanding	<u>15,588.22</u>		Totals		<u>20,526.19</u>
			Total GL		20,526.19
			Total SL		15,588.22
			Proof		<u>4,937.97</u>

*** End of Report ***



Village of Innisfree

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Cheque Listing For Council

2019-Aug-16
10:59:12AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190350	2019-07-09	2052900 Alberta Ltd.	2-12-00-250	20190603	PAYMENT MDP PROJECT PROGRESS PAYMENT	5,250.00	5,250.00
20190351	2019-07-09	ACE	2-41-00-350	INN-06302019	PAYMENT JUNE 2019 WATER CONSUMPTION	4,008.12	4,008.12
20190352	2019-07-09	AMSC Insurance Services	2-11-00-152 2-32-00-131 2-12-00-131	June2019-10 June2019-10 June2019-10	PAYMENT JUNE 2019 EMPLOYEE BENEFITS JUNE 2019 EMPLOYEE BENEFITS JUNE 2019 EMPLOYEE BENEFITS	177.24 592.92 308.60	1,078.76
20190353	2019-07-09	Anderson, Joan	2-23-00-510	JUNE01/19	PAYMENT GATORADE & GRANOLA BARS	35.11	35.11
20190354	2019-07-09	Brownlee LLP	2-12-00-995	482943	PAYMENT GRANT BERGMAN - TAX BYLAW CH/	759.96	759.96
20190355	2019-07-09	CANADA REVENUE AGENCY	4-00-00-237	JUNE2019	PAYMENT JUNE 2019 PAYROLL DEDUCTION	2,623.27	2,623.27
20190356	2019-07-09	Canadian National	2-32-00-270	9500199519	PAYMENT RAIL CROSSING LEASE	136.50	136.50
20190357	2019-07-09	Desjardins Card Services	2-12-00-510	July2019	PAYMENT ADMIN OFFICE SUPPLIES	187.49	187.49
20190358	2019-07-09	Digital Connection Inc.	2-12-00-221 2-12-00-221	210560 210561	PAYMENT LIBRARY PHOTOCOPIER ADMIN PHOTOCOPIER	92.78 205.09	297.87
20190359	2019-07-09	Government of Alberta - Alberta Q	0-27-20-021	E201745	PAYMENT ALBERTA GAZZETTE NOTICE FOR T	21.00	21.00
20190360	2019-07-09	Kostynuk, Eldon	2-23-00-215 2-23-00-215 2-23-00-215 2-23-00-215	270526 270526 270526 270526	PAYMENT Half of New Phone April 2019 Phone Expenses May 2019 Phone Expenses June 2019 Phone Expenses	150.00 50.00 50.00 50.00	300.00
20190361	2019-07-09	Municipal Assessment Services	2-12-00-230	V00969	PAYMENT QUARTERLY PAYMENT - ASSESSME	1,186.50	1,186.50
20190362	2019-07-09	Suncor Energy Products Partnersl	2-32-00-521	July2019	PAYMENT PUBLIC WORKS FUEL JUNE	218.17	218.17
20190363	2019-07-09	Telus Communications Company	2-12-00-215 2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-23-00-215	July2019-01 July2019-02 July2019-02 July2019-02 July2019-02 July2019-02 July2019-02	PAYMENT PHONE CHARGES 592-2041 JUNE 28, 2019 - PHONE CHARGES JUNE 28, 2019 - PHONE CHARGES JUNE 28, 2019 - PHONE CHARGES JUNE 28, 2019 - PHONE CHARGES JUNE 28, 2019 - PHONE CHARGES JUNE 28, 2019 - PHONE CHARGES	109.40 47.38 73.73 98.20 160.51 121.35 73.74	684.31
20190364	2019-07-09	UFA Co-Operative Limited	2-72-00-510	June01-30	PAYMENT REC PARK - FUEL	152.00	152.00
20190365	2019-07-09	Vegreville Home Hardware	2-32-00-510	28197	PAYMENT PUBLICWORKS	61.15	61.15
20190369	2019-07-18	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 2-32-00-541 2-41-00-541 2-32-00-541 2-74-00-541	19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555	PAYMENT Gas - PW Shop Gas - WTP Gas - Museum Gas - Firehall Gas - Village Office Power - Street Lights Power - PW Shop Power - WTP Power - PW Shop Power - Museum	56.37 87.36 145.43 36.06 76.94 41.52 220.01 715.14 21.00 132.54	7,914.54



Village of Innisfree

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Cheque Listing For Council

2019-Aug-16

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Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20190369	2019-07-18	Alberta Municipal Services Corpor	2-23-00-541 2-12-00-541 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541 2-32-00-541	19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555 19-1029555	Power - Fire Hall Power - Village Office Power - Lift Station Power - Lift Station Power - Lift Station Power - Rec Park Power - Christmas Lights Power - Street Lights	187.54 295.38 147.84 105.41 169.39 723.66 21.00 4,731.95	7,914.54
20190370	2019-07-18	ATB Financial MasterCard	2-12-00-216 2-32-00-510 2-12-00-510 2-32-00-215 2-12-00-510 2-12-00-510	June13-July11 June13-July11 June13-July11 June13-July11 June13-July11 June13-July11	PAYMENT Admin - Postage PW Lawnmower repairs Admin - Coffee PW - Internet MCSNet Admin - Adobe PDF Previewer Admin - MGA Book	475.34 1,701.69 16.10 104.95 21.61 31.50	2,351.19
20190371	2019-07-18	BAR ENGINEERING	2-12-00-250	0026113	PAYMENT 5 YEAR CAPITAL PLAN DEVELOPME	2,483.75	2,483.75
20190372	2019-07-18	Brownlee LLP	2-12-00-995	483467	PAYMENT FOIP REQUEST FOR REVIEW - GRAI	276.09	276.09
20190373	2019-07-18	County of Minburn	2-43-00-250	27337	PAYMENT TIPPAGE & HAULING	1,106.19	1,106.19
20190374	2019-07-18	Hiway 16 News	2-12-00-221 2-12-00-221	3341 3341	PAYMENT Special Meeting May 29 & June 5 AD SPECIAL MEETING & BACK ALLEY C	210.00 210.00	420.00
20190375	2019-07-18	Jeff's Septic Tank Service	2-72-00-250	370	PAYMENT PUMP OUT OF TOILETS AT BALL DI	273.00	273.00
20190376	2019-07-18	JJ's Yard Services	2-72-00-510	640553	PAYMENT 3 CORDS OF FIREWOOD FOR REC F	866.25	866.25
20190378	2019-07-18	Minco Gas Co-op Ltd.	2-72-00-540	July1-2019	PAYMENT REC PARK GAS	33.79	33.79
20190379	2019-07-18	Municipal Information Systems Inc	2-12-00-250	20190925	PAYMENT SOFTWARE	1,416.78	1,416.78
20190380	2019-07-18	Northeast Alberta Information HUE	2-12-00-220	437	PAYMENT MEMBERSHIP FEE APRIL 1, 2019 -M	111.50	111.50
20190381	2019-07-18	Sheehan, Tom & Alice	2-72-00-250	270526July	PAYMENT REC PARK MANAGERS - JULY	1,500.00	1,500.00
20190382	2019-07-18	Telus Mobility	2-12-00-215 2-32-00-215	June2019 June2019	PAYMENT PW & ADMIN CELL PHONES PW & ADMIN CELL PHONES	104.41 93.91	198.32
20190385	2019-07-18	McEwen, Darlene	2-12-00-510	JULY 10, 2019	PAYMENT BATHROOM CLEANING SUPPLIES	29.88	29.88
20190386	2019-07-18	Town of Vegreville	2-41-00-250	JULY 18, 2019	PAYMENT WTP SUPERVISION JUNE 2019	517.36	517.36
20190387	2019-07-18	Yaremchuk, Brooke	2-12-00-211	JULY 18, 2019	PAYMENT ACE ANNUAL MEETING MILEAGE	60.50	60.50
20190430	2019-07-26	CANADA REVENUE AGENCY	4-00-00-237	July2019	PAYMENT JULY2019 PAYROLL DEDUCTIONS	3,834.81	3,834.81
20190431	2019-07-26	County of Minburn	2-43-00-250	27354	PAYMENT Q2 2019 - WASTE TRANSFER COSTS	4,268.26	4,268.26
20190432	2019-07-26	Deerland Equipment	2-32-00-510	W21303	PAYMENT LAWNMOWER REPAIRS	69.29	69.29
20190433	2019-07-26	McEwen, Darlene	2-12-00-250	July	PAYMENT JULY 2019 CLEANING SERVICE	200.00	200.00
20190434	2019-07-26	MCSNET			PAYMENT		104.95



Village of Innisfree

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Cheque Listing For Council

2019-Aug-16
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Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190434	2019-07-26	MCSNET	2-23-00-215	JULY152019	FIREHALL INTERNET JUNE16 - JUL1:	104.95	104.95
20190435	2019-07-26	Pinnacle Distribution Inc	2-72-00-510	L161773	PAYMENT REC PARK SUPPLIES	296.46	296.46

Total 45,333.12

*** End of Report ***



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
TAXATION					
1-00-00-110	Taxes Residential	174,287.39	0.00	0.00	0.00
1-00-00-111	Taxes Non-Residential	47,790.64	0.00	0.00	0.00
1-00-00-112	Taxes M & E	1,793.65	0.00	0.00	0.00
1-00-00-190	Taxes Linear	15,361.18	0.00	0.00	0.00
1-00-00-230	Taxes Federal GIL	881.03	0.00	0.00	0.00
1-00-00-250	Taxes Minimum Levy	(1,400.00)	0.00	0.00	0.00
1-00-00-321	ASFF Residential Levy	25,389.82	26,000.00	(26,500.00)	(27,000.00)
1-00-00-322	ASFF Non-Residential Levy	10,343.89	10,500.00	(11,000.00)	(11,500.00)
1-00-00-330	Seniors Housing Levy	1,890.86	1,900.00	(1,950.00)	(2,000.00)
* TOTAL TAXATION		276,338.46	38,400.00	(39,450.00)	(40,500.00)
REQUISITIONS					
2-00-00-321	ASFF Requisition Residential	18,544.72	26,000.00	(26,500.00)	(27,000.00)
2-00-00-322	ASFF Requisition Non-Residential	0.00	10,500.00	(11,000.00)	(11,500.00)
2-00-00-330	Seniors Foundation Requisition	0.00	1,925.00	(1,950.00)	(2,000.00)
* TOTAL REQUISITIONS		18,544.72	38,425.00	(39,450.00)	(40,500.00)
**P TAX AVAILABLE FOR MUNICIPAL		257,793.74	(25.00)	0.00	0.00
GENERAL REVENUE					
1-00-00-510	Penalties Taxes	17,874.86	15,000.00	(15,000.00)	(15,000.00)
1-00-00-540	Franchise Fees - Natural Gas	14,775.82	24,750.00	(25,000.00)	(25,250.00)
1-00-00-541	Franchise Fees - Electricity	14,670.76	15,250.00	(15,500.00)	(15,750.00)
1-00-00-550	Bank Interest	1,865.23	3,000.00	(3,000.00)	(3,000.00)
1-01-00-590	Other Revenue Own Sources Invest	80.00	0.00	0.00	0.00
1-11-00-152	Council Health Benefit Cost Recovery	2,296.10	0.00	0.00	0.00
** TOTAL GENERAL REVENUE		51,562.77	58,000.00	(58,500.00)	(59,000.00)
ADMIN REVENUE					
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	400.00	(400.00)	(400.00)
1-12-00-401	Sales Photocopies, Faxes, Services	70.00	900.00	(900.00)	(900.00)
1-12-00-402	Flower Pots	(63.33)	400.00	(300.00)	(300.00)
1-12-00-430	Sales Hats, Pins, Promotional	(21.03)	25.00	(25.00)	(25.00)



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
1-12-00-511	Wild Pink Yonder Revenues	(960.00)	0.00	0.00	0.00
1-12-00-560	Rental Revenue Adm	4,025.50	4,800.00	(4,800.00)	(4,800.00)
1-12-00-590	Other Revenue Own Sources Adm	(137.79)	300.00	(300.00)	(300.00)
1-12-00-840	Grants Conditional Provincial Adm	0.00	40,311.00	0.00	0.00
1-12-00-911	LTO Cost Recovery	115.00	250.00	(250.00)	(250.00)
** TOTAL ADMIN REVENUE		3,028.35	47,386.00	(6,975.00)	(6,975.00)
FINE REVENUE					
** TOTAL FINE REVENUE		0.00	0.00	0.00	0.00
FIRE REVENUE					
1-23-00-410	Fees Fire Fighting	9,391.82	20,000.00	(20,000.00)	(20,000.00)
1-23-00-850	Grants Conditional Local Gov't Fire	15,319.20	20,120.00	(20,120.00)	(20,120.00)
** TOTAL FIRE REVENUE		24,711.02	40,120.00	(40,120.00)	(40,120.00)
BYLAW REVENUE					
1-26-00-522	License Animal	380.00	300.00	(300.00)	(300.00)
1-26-00-523	Business Licenses	340.00	600.00	(600.00)	(600.00)
1-26-00-590	Fines Bylaw	(550.00)	150.00	(150.00)	(150.00)
** TOTAL BYLAW REVENUE		170.00	1,050.00	(1,050.00)	(1,050.00)
PUBLIC WORKS REVENUE					
1-32-00-430	Sales Service (Grass,Snow)	1,450.00	300.00	(300.00)	(300.00)
1-32-00-560	PW Rental Revenue	(300.00)	300.00	(200.00)	(200.00)
** TOTAL PUBLIC WORKS REVENUE		1,150.00	600.00	(500.00)	(500.00)
STORMWATER REVENUE					
1-37-00-410	Stormwater Infrastructure Renewal	2,454.47	4,600.00	(4,600.00)	(4,600.00)
** TOTAL STORMWATER REVENUE		2,454.47	4,600.00	(4,600.00)	(4,600.00)
WATER REVENUE					
1-41-00-410	Water Consumption	17,212.92	52,000.00	(52,500.00)	(52,500.00)
1-41-00-411	Regional Water Fund	11,400.50	24,140.00	(24,140.00)	(24,140.00)



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
1-41-00-412	Water Base Fee	16,215.53	29,500.00	(30,000.00)	(30,000.00)
1-41-00-510	Penalties Water	1,212.97	1,800.00	(1,800.00)	(1,800.00)
1-41-00-511	Penalties-Regional Water Fund	0.00	350.00	(350.00)	(350.00)
** TOTAL WATER REVENUE		46,041.92	107,790.00	(108,790.00)	(108,790.00)
SEWER REVENUE					
1-42-00-410	Billings Sewer	17,032.97	40,910.00	(41,000.00)	(41,250.00)
1-42-00-510	Sanitary Sewer Penalties	0.00	500.00	(550.00)	(575.00)
1-42-00-830	Grants Conditional Federal Sewer	0.00	11,675.00	(11,675.00)	(11,675.00)
** TOTAL SEWER REVENUE		17,032.97	53,085.00	(53,225.00)	(53,500.00)
SOLID WASTE					
1-43-00-410	Billings Garbage	24,937.23	55,100.00	(55,900.00)	(56,700.00)
1-43-00-411	Regional SWM Infrastructure Fee	8,868.40	19,500.00	(19,750.00)	(20,000.00)
1-43-00-510	Penalties - Solid Waste	0.00	0.00	600.00	600.00
1-43-00-511	Penalties SWM Fee	0.00	325.00	(350.00)	(360.00)
** TOTAL SOLID WASTE		33,805.63	74,925.00	(75,400.00)	(76,460.00)
COMMUNITY REVENUE					
** TOTAL COMMUNITY REVENUE		0.00	0.00	0.00	0.00
LAND REVENUE					
1-61-00-410	Sale of Land	100.00	0.00	0.00	0.00
1-61-00-522	Permits (Development, Subdivision)	0.00	100.00	(100.00)	(100.00)
1-61-00-840	Grants - Provincial	20,000.00	0.00	0.00	0.00
** TOTAL LAND REVENUE		20,100.00	100.00	(100.00)	(100.00)
RECREATION REVENUE					
1-72-00-590	Fees Park Grounds	16,044.27	19,500.00	(19,750.00)	(20,000.00)
1-72-00-591	Fees Park Concession	1,096.35	2,000.00	(2,000.00)	(2,000.00)
** TOTAL RECREATION REVENUE		17,140.62	21,500.00	(21,750.00)	(22,000.00)

CULTURAL REVENUE



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
1-74-00-557	Museum Cost Recovery	0.00	7,200.00	(7,200.00)	(7,350.00)
**	TOTAL CULTURAL REVENUE	0.00	7,200.00	(7,200.00)	(7,350.00)
***	TOTAL REVENUE	474,991.49	416,331.00	(378,210.00)	(380,445.00)
COUNCIL EXPENSE					
2-11-00-130	Employer Cont Source Dec=ductions	0.00	30.00	30.00	30.00
2-11-00-135	WCB Council	0.00	190.00	200.00	210.00
2-11-00-151	Fees Council	4,350.00	7,500.00	10,880.00	10,880.00
2-11-00-152	Benefits Council	1,417.92	2,050.00	2,050.00	2,050.00
2-11-00-211	Travel/Subsistence Council	754.44	2,500.00	3,000.00	3,000.00
2-11-00-212	Conventions/Seminars Council	0.00	3,500.00	3,500.00	3,500.00
2-11-00-274	Council Insurance	558.00	2,000.00	2,000.00	2,000.00
**	TOTAL COUNCIL EXPENSE	7,080.36	17,770.00	21,660.00	21,670.00
ADMIN EXPENSE					
2-12-00-110	Salaries & Wages Adm	33,093.69	55,000.00	56,000.00	57,000.00
2-12-00-111	Honorarium (Admin)	0.00	500.00	500.00	500.00
2-12-00-130	Employer Contributions Source Adm	0.00	4,405.00	4,450.00	4,340.00
2-12-00-131	Employer Benefits Adm	6,590.80	2,375.00	2,400.00	2,460.00
2-12-00-135	Workers Compensation ADM	720.43	620.00	640.00	660.00
2-12-00-211	Travel/Subsistence Adm	517.77	1,000.00	1,000.00	1,000.00
2-12-00-212	Education Adm	614.25	1,000.00	1,000.00	1,000.00
2-12-00-215	Telecommunications	3,428.83	4,800.00	4,800.00	4,800.00
2-12-00-216	Postage & Freight	1,636.35	2,000.00	2,000.00	2,000.00
2-12-00-220	Membership Dues Adm	1,133.71	1,700.00	1,750.00	1,750.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	12,471.90	6,400.00	6,400.00	6,400.00
2-12-00-230	Audit/Assessor Fees Adm	3,390.00	15,000.00	15,250.00	15,500.00
2-12-00-250	Contracted Services Adm	29,049.49	3,800.00	3,800.00	3,800.00
2-12-00-274	Insurance Adm	19,291.32	3,300.00	3,400.00	3,500.00
2-12-00-290	Election/Census Expense Adm	0.00	0.00	0.00	1,500.00
2-12-00-510	Goods & Services Adm	7,466.25	5,500.00	5,500.00	5,500.00
2-12-00-540	Utilities Heat Adm	821.45	1,650.00	1,700.00	1,750.00
2-12-00-541	Utilities Power Adm	1,203.13	2,500.00	2,500.00	2,500.00
2-12-00-650	Provision Doubtful Accounts	0.00	2,000.00	2,000.00	2,000.00
2-12-00-765	Transfer to Reserves Adm	0.00	1,000.00	1,000.00	1,000.00
2-12-00-810	Bank Charges Adm	948.66	1,750.00	1,750.00	1,750.00
2-12-00-910	Outages/Account for Penny Loss	0.00	3,230.24	0.00	0.00
2-12-00-911	Land Title Charges	(559.00)	1,000.00	1,000.00	1,000.00



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
2-12-00-920	Tax Adjustments Council Adm	0.00	1,200.00	1,200.00	1,200.00
2-12-00-995	Legal Expenses	22,427.28	30,000.00	25,000.00	20,000.00
2-12-00-770	Grants to Organizations Adm	0.00	250.00	250.00	250.00
** TOTAL ADMIN EXPENSE		144,246.31	151,980.24	145,290.00	143,160.00
FIRE EXPENSE					
2-23-00-120	Salaries & Wages Fire	14,851.23	15,000.00	15,000.00	15,000.00
2-23-00-135	WCB Fire	0.00	210.00	210.00	210.00
2-23-00-211	Travel & Subsistence Fire	0.00	300.00	300.00	300.00
2-23-00-215	Telecommunications Fire	1,888.94	2,900.00	2,900.00	2,900.00
2-23-00-234	Training Fire	567.00	1,500.00	1,500.00	1,500.00
2-23-00-250	Contracted Services Fire	4,453.95	2,000.00	1,900.00	1,800.00
2-23-00-274	Insurance Fire	0.00	1,800.00	1,800.00	1,800.00
2-23-00-510	Supplies & Equipment Fire	4,533.37	5,500.00	5,500.00	5,500.00
2-23-00-521	Fuel & Oil Fire	553.56	1,000.00	1,000.00	1,000.00
2-23-00-540	Utilities Heat Fire	1,454.90	4,400.00	4,400.00	4,400.00
2-23-00-541	Utilities Power Fire	989.78	1,200.00	1,200.00	1,200.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00	4,000.00	4,000.00
** TOTAL FIRE EXPENSE		29,292.73	39,810.00	39,710.00	39,610.00
EMGERENCY SERVICE EXPENSE					
2-25-00-310	911 Requisition	1,427.20	1,550.00	1,550.00	1,550.00
** TOTAL EMGERENCY SERVICE EXPENS		1,427.20	1,550.00	1,550.00	1,550.00
BYLAW EXPENSE					
2-26-00-221	Bylaw Advertising	0.00	150.00	150.00	150.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	500.00	500.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00	250.00	250.00
** TOTAL BYLAW EXPENSE		0.00	900.00	900.00	900.00
PUBLIC WORKS EXPENSE					
2-32-00-110	Salaries & Wages PW	12,773.53	18,500.00	18,500.00	18,500.00
2-32-00-111	Honorarium (PW)	0.00	500.00	500.00	500.00
2-32-00-115	Salaries & Wages Casual PW	0.00	2,100.00	2,100.00	2,100.00
2-32-00-130	Employer Contributions Source PW	2,076.97	1,350.00	2,700.00	2,700.00
2-32-00-131	Employer Benefits PW	4,150.44	2,000.00	5,700.00	5,700.00



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
2-32-00-135	WCB	0.00	700.00	700.00	700.00
2-32-00-211	Travel & Subsistence PW	34.40	100.00	100.00	100.00
2-32-00-215	Telecommunications PW	1,810.07	2,650.00	2,650.00	2,650.00
2-32-00-217	Freight & Postage PW	0.00	50.00	50.00	50.00
2-32-00-250	Contracted Services PW	54,618.29	55,000.00	10,000.00	10,000.00
2-32-00-270	CN Services PW	130.00	130.00	130.00	130.00
2-32-00-274	Insurance PW	0.00	4,750.00	4,750.00	4,750.00
2-32-00-510	Goods & Services PW	6,497.87	15,000.00	15,000.00	15,000.00
2-32-00-521	Fuel & Oil PW	4,124.60	9,500.00	10,000.00	10,000.00
2-32-00-540	Utilities Heat PW	1,069.86	2,000.00	2,000.00	2,000.00
2-32-00-541	Utilities Power (Street/Shop) PW	25,984.47	62,000.00	62,000.00	62,000.00
2-32-00-762	Transfer to Capital PW	0.00	9,500.00	9,500.00	9,500.00
** TOTAL PUBLIC WORKS EXPENSE		113,270.50	185,830.00	146,380.00	146,380.00
STORM DRAINAGE EXPENSE					
2-37-00-510	Goods & Equipment Repairs - Storm Drains	0.00	750.00	750.00	750.00
** TOTAL STORM DRAINAGE EXPENSE		0.00	750.00	750.00	750.00
WATER EXPENSES					
2-41-00-110	Salaries & Wages Water	4,484.41	8,000.00	8,000.00	8,000.00
2-41-00-130	Employer Contributions Source Water	823.55	600.00	600.00	600.00
2-41-00-131	Employer Benefits Water	0.00	850.00	850.00	850.00
2-41-00-215	Telecommunications - Water	446.74	500.00	500.00	500.00
2-41-00-217	Freight & Postage - Water	0.00	250.00	250.00	250.00
2-41-00-250	Contracted Services Water	4,391.07	10,000.00	10,000.00	10,000.00
2-41-00-274	Insurance Water	0.00	3,400.00	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	37,377.62	52,000.00	52,000.00	52,000.00
2-41-00-510	Goods & Services Water	75.01	5,000.00	5,000.00	5,000.00
2-41-00-540	Utilities Heat Water Plant	937.55	2,000.00	2,000.00	2,000.00
2-41-00-541	Utilities Power Water Plant	3,111.72	6,700.00	6,700.00	6,700.00
2-41-00-840	750-Capital ACE Water Contribution	0.00	24,140.00	24,140.00	24,140.00
* TOTAL WATER EXPENSES		51,647.67	113,440.00	113,440.00	113,440.00
SEWER EXPENSE					
2-42-00-110	Salaries & Wages Sewer	4,484.41	7,600.00	7,600.00	7,600.00
2-42-00-130	Employer Contributions Source Sewer	823.55	600.00	600.00	600.00
2-42-00-131	Employer Benefits Sewer	0.00	850.00	850.00	850.00



Village of Innisfree
For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	50.00	50.00
2-42-00-250	Contracted Services Sewer	0.00	5,000.00	4,500.00	4,000.00
2-42-00-274	Insurance Sewer	0.00	1,275.00	1,275.00	1,275.00
2-42-00-510	Goods & Services Sewer	4,073.11	7,500.00	7,600.00	7,700.00
2-42-00-541	Utilities Power Sewer Lift Stations	2,577.36	6,000.00	6,000.00	6,000.00
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00	10,000.00	10,000.00
2-42-00-840	MSI Capital Grant Sewer	0.00	11,470.00	11,375.00	16,345.00
** TOTAL SEWER EXPENSE		63,606.10	163,785.00	163,290.00	167,860.00
GARBAGE EXPENSE					
2-43-00-110	Salaries & Wages Garbage	10,463.53	18,500.00	18,500.00	18,500.00
2-43-00-130	Employer Contributions Source Garbage	1,921.64	1,350.00	1,350.00	1,350.00
2-43-00-131	Employer Benefits Garbage	0.00	2,000.00	2,000.00	2,000.00
2-43-00-250	Contracted Services Garbage	12,985.88	19,000.00	19,000.00	19,000.00
2-43-00-274	Insurance Garbage	0.00	360.00	360.00	360.00
2-43-00-510	Goods & Services Garbage	0.00	500.00	500.00	500.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00	18,500.00	18,500.00
** TOTAL GARBAGE EXPENSE		25,371.05	60,210.00	60,210.00	60,210.00
FCSS EXPENSE					
2-51-00-351	FCSS Requisition	1,837.75	2,100.00	2,100.00	2,100.00
** TOTAL FCSS EXPENSE		1,837.75	2,100.00	2,100.00	2,100.00
PLANNING EXPENSE					
2-61-00-510	General Goods & Services	0.00	500.00	500.00	500.00
** TOTAL PLANNING EXPENSE		0.00	500.00	500.00	500.00
LAND PURCHASES EXPENSE					
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00	0.00	0.00
RECREATION E XPENSES					
0-27-20-021	Printing/Advertising/Subscriptions Recre	20.00	0.00	0.00	0.00
2-72-00-110	Salaries & Wages Recreation	2,310.00	0.00	0.00	0.00
2-72-00-130	Employer Contributions Source Recreation	52.39	0.00	0.00	0.00
2-72-00-135	WCB Rec Park	0.00	110.00	125.00	140.00



Village of Innisfree

For the Period Ending July 31, 2019

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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
2-72-00-215	Freight/Phone/Postage Recreation	462.30	250.00	250.00	250.00
2-72-00-221	Printing/Advertising/Subscriptions	395.00	500.00	500.00	500.00
2-72-00-250	Contracted Services Recreation	4,760.00	9,500.00	9,600.00	9,700.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	750.00	750.00
2-72-00-274	Insurance Recreation	0.00	3,000.00	3,000.00	3,000.00
2-72-00-510	Goods & Services Recreation	4,709.17	3,500.00	3,500.00	3,500.00
2-72-00-511	Rec Park Float	0.00	100.00	100.00	100.00
2-72-00-521	Fuel and Oil Park	0.00	500.00	500.00	500.00
2-72-00-540	Utilities Heat Park Building	554.38	775.00	775.00	775.00
2-72-00-541	Utilities Power Park Grounds	2,504.88	2,750.00	2,750.00	2,750.00
2-72-00-591	Concessions Park Grounds	0.00	850.00	850.00	850.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00	5,000.00	5,000.00
** TOTAL RECREATION E XPENSES		15,768.12	27,585.00	27,700.00	27,815.00
CULTURE EXPENSES					
2-74-00-250	Contracted Services Library/Museum	93.11	0.00	0.00	0.00
2-74-00-274	Insurance Cultural Organization	0.00	1,500.00	1,600.00	1,700.00
2-74-00-300	Regional Library Requisition	1,148.45	1,175.00	1,200.00	1,225.00
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	0.00	0.00
2-74-00-510	Goods & Services Library/Museum/Culture	0.00	200.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	1,501.44	3,250.00	0.00	0.00
2-74-00-541	Utilities Power Museum	612.96	2,500.00	0.00	0.00
** CULTURE EXPENSES		6,855.96	12,125.00	2,800.00	2,925.00
*** TOTAL EXPENSES		408,756.08	664,895.24	612,840.00	615,430.00
**** SUPPLUS/DEFICIT		(66,235.41)	248,564.24	991,050.00	995,875.00

*** End of Report ***



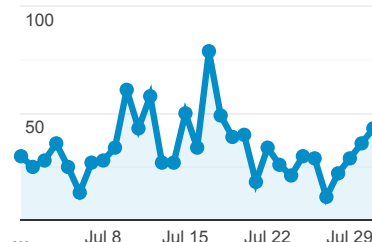
Village of Innisfree Monthly Stats

Jul 1, 2019 - Jul 31, 2019

All Users
100.00% Sessions

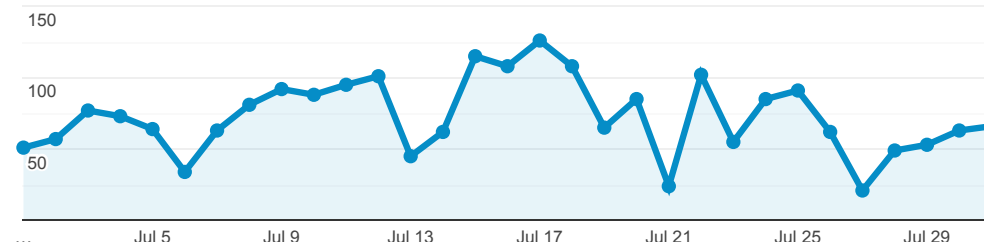
Visits

Sessions



Pageviews

Pageviews



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

Source / Medium	Sessions	Pages / Session
google / organic	571	2.34
(direct) / (none)	247	1.85
m.facebook.com / referral	134	1.25
bing / organic	37	3.16
facebook.com / referral	15	2.33
en.m.wikipedia.org / referral	8	2.75
yahoo / organic	8	1.50
en.wikipedia.org / referral	5	2.80
albertahub.com / referral	4	11.50
l.facebook.com / referral	4	5.00

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Greg-s-Truck-Stop-Cafe_12462	9	9
/places/Innisfree-Recreational-Park_12447	9	8
/places/Prairie-Rose-Veterinary-Clinic_12599	8	7
/places/Hiway-16-News_12548	6	5
/places/Innisfree-Recreation-Centre_12449	5	3
/places/Nutrien-Ag-Solutions_12465	4	2
/places/Innisfree-Public-Trout-Pond_12448	3	3
/places/Roadrunner-Water-Hauling-Ltd_12464	3	3
/places/Ron-s-Auto--Ag_12451	3	3
/places/ATB-Financial-Agency_12457	2	2

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	638	492
/115/businesses/12447/255/Innisfree-Recreational-Park	200	165
/Employment	79	56
/calendars/table/422	70	51
/blogs/show_entry/12256/Village-of-Innisfree-Bread-Oven-Pizza-Night-August-8-2019	69	66
/blogs/show_entry/12226/NOTICE-TO-RESIDENTS-STRAY-CATS	64	58
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	63	44
/115/businesses	58	42
/page/contact/422	55	46
/Tourism	44	27

Map Overlay

Country	Sessions	Pages / Session
Canada	792	2.38
United States	128	1.37
South Korea	16	1.12
India	13	1.69
Vietnam	13	1.92
Malaysia	12	1.17
United Kingdom	11	1.00
China	9	1.00
Hong Kong	9	1.00

Visits and Pages/Visit by Browser

Philippines	5	1.00
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Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
Yes	605	1.99
No	447	2.37

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	153	222
Twitter	4	11
LiveJournal	3	3

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	793	2.03
Returning Visitor	259	2.50

Visits by Keyword

Keyword	Sessions
(not provided)	582
innisfree canada	7
village of innisfree	4
innisfree	3
(not set)	2
Innisfree	2
innisfree, ab	2
423 innisfree place	1
https://www.innisfree.ca	1
inisfree ab	1

Browser	Sessions	Pages / Session
Chrome	371	2.50
Safari	354	2.04
Safari (in-app)	99	1.29
Internet Explorer	69	2.90
'Mozilla	38	1.00
Edge	35	2.94
Firefox	32	2.00
Android Webview	27	1.33
Samsung Internet	22	1.73
Mozilla Compatible Agent	2	1.00

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	297	1.87
Apple iPad	54	2.85
Apple iPhone 8	22	1.05
Samsung SM-A530W Galaxy A8 2018	14	2.93
Apple iPhone 7	12	1.25
Samsung SM-G930W8 Galaxy S7	12	1.42
Samsung SM-G950F Galaxy S8	12	1.50
Samsung SM-G960W Galaxy S9	12	3.58
Apple iPhone XR	9	1.89
Apple iPhone 6s	6	1.00

Information Bulletin 03/2019

Key Municipal Dates

July 1 – September 30, 2019

July 1	Last day for municipalities to send assessment notices. (s. 310 <i>MGA</i>).
July 2	Last day for municipalities to submit their 2018 Statistical Information Return in accordance with Ministerial Order No. MSL:011/19.
August 1	Last day for the Registrar to send a notice to an owner of a parcel of land shown on the tax arrears list. (s. 417 <i>MGA</i>).
August 1	Last day for a municipality to send notice to the owner of a designated manufactured home, the manufactured home community, and all lien holders for each designated manufactured home shown on the tax arrears list (s. 436.08 <i>MGA</i>).
August 31	Last day for a council of a summer village to hold an organizational meeting. (s. 192(2) <i>MGA</i>).
September 1	Last day for municipalities to submit their 2018 census results in the forms set out in the Determination of Population Regulation AR 63/2001 to the Minister.
September 30	Municipalities must submit the 3 rd quarterly installment to a board or the Alberta School Foundation Fund. See section 168 of the <i>School Act</i> .



ALBERTA

CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

Office of the Minister

RECEIVED

JUL 18 2019

July 11, 2019

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

Dear Mayor Cannan:

Our communities are made stronger, more welcoming places to live, work and raise a family thanks to selfless contributions of Alberta's volunteers. Each day, these remarkable Albertans give freely of their time and talents to make a difference in the lives of neighbours, friends and people they may never meet. They are the driving force that builds a vibrant civil society in our province.

The Government of Alberta is proud to honour the contributions of Alberta's amazing volunteers and celebrate their achievements through the presentation of the Stars of Alberta Volunteer Awards. The 2019 awards nominations are now open and you can help recognize the remarkable volunteers in your community by submitting a nomination and by encouraging local organizations and individuals to do the same. Share the stories of how volunteers are making your community a better place, one good deed at a time.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their communities are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 20, 2019.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Sincerely,

Leela Sharon Aheer
Minister

cc: Honourable Kaycee Madu
Minister of Municipal Affairs



SUITE 389, 3-11 BELLEROSE DRIVE
ST. ALBERT, ALBERTA T8N 5C9

PHONE: 780-566-0103

July 12, 2019

Ms. Brooke Yaremchuk
Director of Emergency Management
PO Box 69
Innisfree AB.
T0B 2G0

Re: Emergency Management Consulting Services

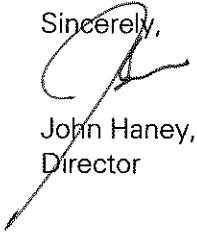
Dear Ms. Yaremchuk,

ThreeSixty is quickly becoming a leading consulting firm in emergency management and workplace culture in Alberta. Our consultants boast impressive credentials and are intimately familiar with the Alberta landscape, including northern and remote communities. Experts in program and process improvement, emergency management governance, plan development, exercise delivery and post-incident analysis, we provide customized strategies to meet client needs.

We have enclosed a summary of the Local Authority Emergency Management Regulation which comes into force on January 1, 2020. ThreeSixty is strategically positioned to provide AUMA and RMA members with the necessary knowledge and expertise in establishing emergency advisory committees, promoting regional collaboration, developing and testing emergency management plans, and providing customized training and exercise facilitation. We have the flexibility to deliver robust solutions that meet your community's needs and budget prior to the regulations coming into effect.

Please reach out should you require assistance in any of the mentioned disciplines. If you are attending the 2019 AUMA Convention & AMSC Trade Show, feel free to visit us at booth #103.

Sincerely,



John Haney, MA, MBA
Director

RECEIVED

JUL 18 2019

Local Authority Emergency Management Regulation Summary

When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at aema.alberta.ca.

Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at aema.alberta.ca. The requirements are as follows:

Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit aema.alberta.ca or speak to your field officer.

Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

360° THREE SIXTY ANALYSIS INC

FIRST RESPONSE & EMERGENCY MANAGEMENT SERVICES

Experts in program and process improvement, and post-incident analysis, we mitigate risk by assessing, designing and building effective emergency management and first-response programs and strategies for businesses and organizations. We conduct strategic reviews and provide advice to emergency management personnel and first response agencies (police, fire, ambulance and security services) on:

- **Change Management Leadership**
- **Post-Incident Review and Analysis**
- **Hazard Vulnerability and Risk Assessment**
- **Identification of Risk Mitigation Strategies**
- **Program Evaluation and Process Improvement**

PROFESSIONAL INVESTIGATIONS

Available to individuals, businesses or organizations, our investigators are highly skilled and offer a bias-free approach. We commit to a rigorous investigative process, discerning fact from opinion, and providing clients with information to support decision making processes. Our investigators can address any investigative need:

- **Accidents and Personal Injury**
- **Damaged or Stolen Property**
- **Backgrounds and Whereabouts of People**
- **Workplace Investigations**
- **Conducting Surveillance**

KEYNOTE SPEAKER ENGAGEMENTS

Our experts have occupied senior leadership positions in police, fire, medical and emergency management programs and agencies during critical events. ThreeSixty experts openly share their experiences as first-responders, senior executives, and the lessons learned.

WORKPLACE CULTURE ASSESSMENTS

Assisting first response agencies, businesses and organizations, we perform workplace culture assessments to determine alignment with corporate values and objectives. In support of healthy workplaces, we provide professional coaching services and investigate workplace concerns including:

- **Assessing Risk or Disturbing Behaviors**
- **Abuse of Authority Investigations**
- **Respectful Workplace Complaints**
- **Toxicity in the Workplace**
- **Sensitive Workplace Issues**

CUSTOMIZED TRAINING OPPORTUNITIES

We are uniquely positioned to deliver, and customize, emergency management and first-response training for:

- **Security and Protective Services Groups**
- **Police, Fire and Ambulance Personnel**
- **Emergency Management Professionals**
- **Individuals, Business and Organizations**

We also provide senior leaders, C-Suite personnel, and elected officials with specialized training on emergency management, crisis communication and the role of corporate leaders during critical events.

SCHEDULE A FREE CONSULT

Visit our website and schedule a no-cost consult to assess your individual, business or organizational needs. Our experts will offer you practical advice so you can make an informed decision and chart a path forward. We are committed to earning your trust and confidence.