



Village of Innisfree
Regular Council Meeting
Innisfree Council Chambers, Innisfree AB
September 17, 2019 @ 7:00 p.m.

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. [7:05 PM – Request for Tax Forgiveness \(Page 3\)](#)
Gemmell Bergman
 - b. 7:15 PM – Request for Tax Penalty Forgiveness
Maryanne Fortier – Innisfree Hotel
4. Adoption of Minutes
 - a. [August 20, 2019 Regular Council Minutes \(Page 4-9\)](#)
 - b. [August 26, 2019 Special Council Minutes \(Page 10-12\)](#)
5. Business Arising from the Minutes:
 - a. Traffic in Backalley & Collapsed Retaining Wall - Update
 - b. Collapsed Sewer Line Repair – Update
6. Policies & Bylaws:
 - a. [Bylaw 640-19 – Repeal ATCO Gas Bylaw 639-19 \(Page 13\)](#)
 - b. [Bylaw 641-19 – ATCO Gas Franchise Agreement \(Page 14-16\)](#)
 - c. [Bylaw 642-19 – Development Authority Bylaw \(Page 17-19\)](#)
 - d. [Bylaw 643-19 – Subdivision Authority Bylaw \(Page 20-21\)](#)
 - e. [Bylaw 644-19 - Cancelling a portion of Plan 3340HW \(Page 22-24\)](#)
 - f. [Policy No. 1300-05 – Overdue Accounts Receivable Policy \(Page 25\)](#)
 - g. [Policy No. 3200-02 – Working Alone Policy & Procedure \(Page 26\)](#)
7. New Business:
 - a. [ACFA Letter dated September 9, 2019 – Estimated Capital Requirements \(Page 27-29\)](#)
 - b. Quotes for Paving 53rd Street – Between 48th Ave & 50th Ave
 - i. [SS Paving Quote Received September 8, 2019 \(Page 30-32\)](#)
 - ii. Spectre Systems Quote Received (To Be Handed Out)
 - c. [ATCO Electric Franchise Fee – Letter dated August 22, 2019 \(Page 33-34\)](#)
 - d. [Request for Decision – Economic Development Strategy – Terms of Reference \(Page 35-49\)](#)
 - e. [Request for Donation - Innisfree Delnorte School Awards Night \(Page 50\)](#)
8. Councillor Reports
 - a.

9. Administration Reports
 - a. [CAO Report & Action List](#) **(Page 51-53)**
 - b. Financials
 - i. [Tax Trial Balance – August 31, 2019](#) **(Page 54)**
 - ii. [Utility Trial Balance – August 31, 2019](#) **(Page 55)**
 - iii. [Accounts Payable – Cheque Listing – August 31, 2019](#) **(Page 56-58)**
 - iv. [Revenue & Expenses – August 31, 2019](#) **(Page 59-66)**
 - c. [Website Report](#) **(Page 67-68)**
10. Correspondence
 - a. [CUPW STTP Letter dated August 22, 2019](#) **(Page 69)**
 - b. [Alberta HUB Annual General Meeting Minutes & Agenda Package](#) **(Page 70-84)**
 - c. [Alberta Municipal Affairs Letter dated August 15, 2019](#) **(Page 85)**
11. Closed Session Items
12. Adjournment

Village of Innisfree (CAO)

From: Gemmel Bergman <gemmelbergman@gmail.com>
Sent: September 11, 2019 3:46 PM
To: Village of Innisfree (CAO)
Subject: Sept 17th Meeting (Edited)

Village of Innisfree.

Hi Brooke,

Thank you for your letter on September 5th 2019 RE: Request for information: Sewer Line Repairs. This request is on going since July 2018 and I know that the council members would not be without their sewer for this amount of time. I have been number one on this to do list since then. I am taking it on good faith that the council will see that the repairs be done before the end of this calendar date and that both my lots will have sewer access. In lieu of lost opportunities I am requesting that council would forgive my outstanding tax bill of \$2590.96. This bill is from tax penalties and the minimum tax of the last few years. I will be working September 17th 2019 and will not be able to attend the meeting and will send Grant Bergman to represent me.

Thank you,
Gemmel Bergman

Sent from my BlackBerry — the most secure mobile device — via the TELUS Network

Sent from my BlackBerry — the most secure mobile device — via the TELUS Network

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, August 20, 2019.

CALL TO ORDER

Mayor Cannan called the meeting to order at 7:15 PM.

PRESENT

Aaron Cannan	Mayor
Deborah McMann	Deputy Mayor
William Oudshoorn	Councillor

ALSO PRESENT

Brooke Yaremchuk	Chief Administrative Officer
Public	

**AGENDA
2019-08-20/01**

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

Delegation:

- b.** 7:15 PM – Collapsed Retaining Wall (6127HW, Block 20, Lot 7)
Marie Chorny-Papenhuyzen & Sandra Jaspersen

Councillor Reports:

- a.** MD of Minburn – Will Oudshoorn
b. Village of Innisfree Library Board – Will Oudshoorn
c. FCSS Board – Deb McMann

Closed Session:

- a.** Legal (FOIPP Section 17 & 27)
i. Knaut Johnson Francoeur Letter dated August 12, 2019

CARRIED.

**DELEGATION –
RETAINING WALL
(6127HW, BLOCK 20,
LOT 7) – MARIE
CHORNY-
PAPENHUYZEN &
SANDRA JASPERSEN
2019-08-20/02**

Marie Chorny-Papenhuyzen and Sandra Jaspersen made a presentation to Council regarding the collapsed retaining wall outlining their property located at 6127HW, Block 20, Lot 7-8 as well as the property located at 6127HW, Block 20, Lot 9-10.

There are many concerns and risks of injury with leaving the retaining wall in its current state.

Discussion took place regarding proposed ideas on how to address the situation.

Moved by Councillor Oudshoorn that this item be tabled to a future council meeting for further discussion.

CARRIED.

MAYOR

C.A.O.

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
AUGUST 20, 2019.**

**DELEGATION – GRANT
BERGMAN – MINIMUM
TAX BYLAW
2019-08-20/03**

Mr. Bergman made a presentation to council regarding the 2018 Minimum Tax Challenge, the Proposed 2019 Minimum Tax Challenge, Tax Recovery Process and the Collapsed Sewer Line effecting the property located at 8776S, Block 12, Lot 13-14.

Discussion took place amongst the Council members and Mr. Bergman regarding the topics mentioned above. Mr. Bergman asked that Council consider writing a letter, allowing the properties, located at 4920 52 Street (4175R, Block 6, Lot 20), 5111 50 Avenue (4175R, Block 7, Lot 6-7), and 5119 50 Avenue (4175R, Block 7, Lot 8-9) to be sold as either Commercial or Residential. Mr. Bergman also asked that Council provide a political will on the Tax Recovery Process and that Council provide a time estimate on when the collapsed sewer line repair, at the property located at 8776S, Block 12, Lot 13-14 will be completed.

Moved by Mayor Cannan that Mr. Bergman's delegation be received as information. Further that Council direct Administration to seek legal advice in regards to Mr. Bergman's request(s).

CARRIED.

Mayor Cannan recessed the meeting at 8:31 PM.

Mayor Cannan reconvened the meeting at 8:43 PM.

**COLLAPSED SEWER
LINE REPAIRS –
REQUEST FOR QUOTE
2019-08-20/04**

Moved by Deputy Mayor McMann that Council direct Administration to obtain quotes on the collapsed sewer line repairs located in the alley-way behind 5023 54 Street (8776S, Block 12, Lot 13-14).

CARRIED.

**APPROVAL OF JULY 16,
2019 REGULAR
COUNCIL MINUTES
2019-08-20/05**

Moved by Councillor Oudshoorn that Council adopt the July 16, 2019 Regular Council minutes as amended.

CARRIED.

**APPROVAL OF JULY 26,
2019 SPECIAL COUNCIL
MINUTES
2019-08-20/06**

Moved by Deputy Mayor McMann that Council adopt the July 26, 2019 Special Council minutes as presented.

CARRIED.

MAYOR

C.A.O.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
AUGUST 20, 2019.**

REQUEST FOR QUOTES
– MUSEUM BACK DECK
REPAIRS
2019-08-20/07

Moved by Deputy Mayor McMann that Council approve Greg Bruce's quote dated July 15, 2019 in the amount of \$2,541.00 for the Museum Back Deck Repairs.

CARRIED.

ATCO GAS FRANCHISE
RENEWAL
AGREEMENT –
BYLAW 639-19
FIRST READING
2019-08-20/08

Moved by Deputy Mayor McMann that Council enter into an agreement with ATCO Gas & Pipelines Ltd. to supply natural gas services to the Village of Innisfree and its residents. Further that Council give ATCO Gas Franchise Bylaw 639-19 FIRST reading this 20th day of August, 2019.

CARRIED.

ATCO GAS FRANCHISE
AGREEMENT BYLAW
639-19
SECOND READING
2019-08-20/09

Moved by Councillor Oudshoorn that Council give ATCO Gas Franchise Bylaw 639-19 SECOND reading this 20th day of August, 2019.

CARRIED.

ATCO GAS FRANCHISE
AGREEMENT BYLAW
639-19
AUTHORIZE THIRD
READING
2019-08-20/10

Moved by Deputy Mayor McMann that Council give ATCO Gas Franchise Bylaw 639-19 authorize THIRD reading this 20th day of August, 2019.

CARRIED.

ATCO GAS FRANCHISE
BYLAW 639-19
THIRD AND FINAL
2019-08-20/11

Moved by Councillor Oudshoorn that Council give ATCO Gas Franchise Bylaw 639-19 THIRD and FINAL reading this 20th day of August, 2019.

CARRIED.

ATCO ELECTRIC
FRANCHISE FEES
2019-08-20/12

Moved by Councillor Oudshoorn that this item be received as information.

CARRIED.

MAYOR

C.A.O.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
AUGUST 20, 2019.**

UPDATE ON OFFER TO
PURCHASE – PLAN
4175R, BLOCK 7, LOT 5
2019-08-20/13

Administration informed Council that the Village had received written notification that the party interested in purchasing Lot 5, Block 7, Plan 4175R has withdrew their offer effective July 25, 2019.

Moved by Councillor Oudshoorn that this item be received as information.

CARRIED.

2018 FINANCIAL
STATEMENTS &
FINANCIAL
INFORMATION
RETURN
2019-08-20/14

Moved by Councillor Oudshoorn that Council approve the 2018 Financial Statements and 2018 Financial Information Return as presented.

CARRIED.

REQUEST FOR
DECISION – 2019-2021
AUDITING SERVICES
PROPOSAL
2019-08-20/15

Moved by Councillor Oudshoorn that Council direct Administration to enter into a contract with Metrix Group LLP as the new auditor for the 2019-2021 municipal audit(s).

CARRIED.

REQUEST FOR
DECISION – BANKING
SERVICES PROPOSAL
2019-08-20/16

Moved by Deputy Mayor McMann that Council deny the request to hire a new financial institution at this time.

CARRIED.

10 YEAR CAPITAL
PLAN – VIABILITY
RECOMMENDATION –
MINISTER OF
MUNICIPAL AFFAIRS
2019-08-20/17

Moved by Deputy Mayor McMann that Council approve the revised 10 Year Capital Plan as presented. Further that Council direct Administration to forward the 10 Year Capital Plan to the Minister of Municipal Affairs for the Minister's approval as per Ministerial Order No. MSL:042/19.

CARRIED.

MAYOR

C.A.O.

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
AUGUST 20, 2019.**

TOWN OF PEACE
RIVER LETTER DATED
AUGUST 5, 2019 – GST
STATUS OF
INTERMUNICIPAL
COST SHARING
AGREEMENTS
2019-08-20/18

Moved by Councillor Oudshoorn that this item be received as information.

CARRIED.

TANKER CAR
DERAILMENT COURSE
– INNISFREE/COUNTY
FIRE DEPARTMENT
2019-08-20/19

Moved by Deputy Mayor McMann that Council approve Fire Chief Eldon Kostynuk's request to attend the Tanker Car Derailment Training (should Mr. Kostynuk be accepted) . Further that the Village of Innisfree do a 50/50 split, with the County of Minburn, for the cost of flights, rental car and training wages – at an estimated cost of \$800.00 per municipality.

CARRIED.

MINISTER OF
MUNICIPAL AFFAIRS
EMAIL AUGUST 14,
2019 – INTERIM MSI
AND GTF FUNDING
ALLOCATIONS
2019-08-20/20

Moved by Councillor Oudshoorn that this item be received as information.

CARRIED.

COUNCILLOR REPORTS
2019-08-20/21

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

CARRIED.

MOTION TO MOVE
PAST 10:00 PM
2019-08-20/22

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

CARRIED.

Mayor Cannan recessed the meeting at 10:07 PM.

Mayor Cannan reconvened the meeting at 10:10PM.

MAYOR

C.A.O.

**PAGE 6, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
AUGUST 20, 2019.**

**ADMINISTRATION
REPORTS
2019-08-20/23**

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

CARRIED.

**CORRESPONDENCE
2019-08-20/24**

Moved by Councillor Oudshoorn that the Correspondence be received as information.

CARRIED.

**CLOSED SESSION
ATTENDANCE**

Aaron Cannan	Mayor
Deb McMann	Deputy Mayor McMann
Will Oudshoorn	Councillor

Brooke Yaremchuk Chief Administrative Officer

**CLOSED SESSION
2019-08-20/25**

Moved by Deputy Mayor McMann that the meeting move into closed session at 10:17 PM to discuss Legal (FOIP Section 17 & 27) – Knaut Johnson Francoeur letter dated August 12, 2019.

CARRIED.

**CLOSED SESSION
2019-08-20/26**

Moved by Deputy Mayor McMann that the meeting come out of closed session at 10:24 PM.

CARRIED.

**KNAUT JOHNSON
FRANCOEUR LETTER
DATED AUGUST 12,
2019
2019-08-20/27**

Moved by Councillor Oudshoorn that Council direct Administration to seek legal advice regarding the Knaut Johnson Francoeur letter dated August 12, 2019.

CARRIED.

ADJOURNMENT

Deputy Mayor McMann adjourned the meeting at 10:25 PM.

Mayor

Chief Administrative Officer

**SPECIAL MEETING
OF THE INNISFREE VILLAGE COUNCIL
HELD ON**

Monday, August 26, 2018 at 1:00 p.m.

Pursuant to Section 194 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a special meeting was held at the Council Chambers of the Village of Innisfree in the Innisfree Village Office. The purpose of the meeting is to discuss:

Legal (FOIP Section 17 & 27)

i. Brownlee LLP Letter dated August 23, 2019

Signed

McMan

[Signature]

Agreed by 2/3 of the whole council. Any other matter may not be discussed unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

	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 Monday, August 26, 2019.	
CALL TO ORDER	Deputy Mayor McMann called the meeting to order at 1:13 PM.	
PRESENT	Deborah McMann Will Oudshoorn	Deputy Mayor Councillor
	<u>Also Present:</u> Brooke Yaremchuk Chief Administrative Officer Bobbi Jo Jackson Recording Secretary/Administrative Assistant	
	The purpose of this meeting was to discuss the Brownlee LLP Letter dated August 23, 2019 regarding Madu's Plumbing and Heating Invoice No. 6635 dated April 15, 2019.	
AGENDA 2019-08-26/01	Moved by Councillor Oudshoorn that the agenda be approved as presented.	
CLOSED SESSION ATTENDANCE	Deborah McMann Will Oudshoorn	Deputy Mayor Councillor
	Brooke Yaremchuk Bobbi Jo Jackson	Chief Administrative Officer Recording Secretary/Administrative Assistant
CLOSED SESSION 2018-08-26/02	Moved by Deputy Mayor McMann that the meeting move into closed session at 1:14 PM to discuss Legal – Brownlee LLP Letter dated August 23, 2019 as per FOIP Section 17 & 27.	
CLOSED SESSION 2018-08-26/03	Moved by Councillor Oudshoorn that the meeting move out of closed session at 1:43 PM.	
LEGAL(FOIP SEC. 17 & 27) – BROWNLEE LLP LETTER DATED AUGUST 23, 2019 – MADU'S PLUMBUNG AND HEATING INVOICE NO. 6635 2018-08-26/04	Moved by Councillor Oudshoorn that Council direct Administration to pay Knaut Johnson Francoeur in reference to Madu's Plumbing and Heating Ltd. Invoice No. 6635 dated April 15, 2019 in the amount of \$5,916.90 with reference to Municipal Government Act Section 249(1)(a). Further that Council wishes to express that payment of Madu's Plumbing and Heating Ltd. Invoice does not indicate the Village's acceptance or precedence of liability for damages incurred.	

ADJOURNMENT

Deputy Mayor McMann adjourned the meeting at 1:44 PM.

Deputy Mayor

Chief Administrative Officer

A BY-LAW OF THE VILLAGE OF INNISFREE TO, IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW 640-19.

WHEREAS, pursuant to Municipal Government Act, being Chapter M-26 of the statutes of Alberta 2000 as amended, the power to pass a bylaw under this or any other enactment includes a power to amend or repeal a bylaw; and

WHEREAS, Council deems it appropriate to repeal certain obsolete and superseded bylaws of the Village of Innisfree.

NOW THEREFORE, the Council of the Village of Innisfree assembled hereby enacts as follows:

1. This Bylaw shall be known as “Repeal Bylaw 639-19”.
2. THAT Bylaw No. 639-19, ATCO Gas Franchise Agreement Bylaw be repealed as it is obsolete.
3. THAT the repeal date of the above Bylaw be the date of final passage of this Bylaw.
4. THAT this bylaw shall continue in full force and effect in perpetuity.

Read a **FIRST**, **SECOND** and by **UNANIMOUS** consent of Council, a **THIRD** time and **FINALLY** passed this 17th day of September, 2019.

Mayor

Chief Administrative Officer

August 19, 2019

RECEIVED
AUG 29 2019

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

Attention: Brooke Yaremchuk / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2020; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2020, please contact us as soon as possible to begin the process.

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

In 2018, our Delivery Tariff revenue in the Village of Innisfree was \$89,364. Our forecast Delivery Tariff revenue for 2020 is \$100,518. Therefore, based on the current franchise fee percentage, the forecast 2020 franchise fee revenue would be \$25,129.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 509-2215 or Chance.Herring@atco.com.

Yours truly,

Chance Herring

**Chance Herring
Manager, Yellowhead Region
ATCO Natural Gas Division**

A BY-LAW OF THE VILLAGE OF INNISFREE TO AUTHORIZE THE MAYOR AND ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH ATCO GAS AND PIPELINES LTD., TO RENEW AN AGREEMENT WITH, AND TO CONFER A FRANCHISE ON THE COMPANY TO DELIVER NATURAL GAS TO CUSTOMERS WITHIN THE VILLAGE OF INNISFREE.

WHEREAS the Company has requested a franchise be granted to provide natural gas services to customers within the Village of Innisfree.

AND WHEREAS it is deemed that such an agreement would be of benefit to customers within the Village of Innisfree.

THEREFORE under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45-47 be it enacted that the Mayor and Administrator be authorized to sign the agreement which is attached to and forming part of this By-law and marked as Schedule "A" between the Village of Innisfree and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services within the Village of Innisfree.

This By-law shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given third reading and finally passed.

Read a **FIRST** time this 17th day of September, 2019.

Mayor

Chief Administrative Officer

Read a **SECOND** time this _____ day of _____, 2019.

Mayor

Chief Administrative Officer

Read a **THIRD** and **FINALLY** passed this _____ day of _____, 2019.

Mayor

Chief Administrative Officer

VILLAGE OF INNISFREE

BYLAW NO 642-19

WHEREAS pursuant to the *Municipal Government Act (MGA)*, R.S.A. 2000, Chapter M-26 as amended or replaced from time to time, Council must by bylaw provide for a Development Authority to exercise development powers and duties on behalf of the Village of Innisfree;

NOW THEREFORE, pursuant to section 624 of the *MGA*, the Council of the Village of Innisfree, duly assembled, enacts as follows:

SHORT TITLE

This bylaw shall be cited as **“Development Authority Bylaw”**

DEFINITIONS

In this bylaw, unless the context otherwise requires:

1. **“Council”** means Council of the Village of Innisfree;
2. **“Land Use Bylaw”** means the Village of Innisfree Land Use Bylaw, as adopted and amended from time to time;
3. **“Chief Administrative Officer”** means the Chief Administrative Officer of the Village of Innisfree;
4. **“Development Authority”** means a Development Authority established pursuant to Section 624 of the *MGA*;
5. **“Development Officer”** means a designated officer who is appointed by resolution of Council and who exercises powers and performs duties on behalf of the Village of Innisfree;
6. **“MGA”** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended;
7. **“Person”** means an individual, partnership, corporation, trustee, executor, or administrator;
8. **“Village”** means the Village of Innisfree.

VILLAGE OF INNISFREE

BYLAW NO 642-19

GENERAL

9. Pursuant to Section 624 of the *MGA*, the authority to exercise development powers and duties under the Land Use By-Law is vested in the person or persons appointed by Council resolution.
10. The duly appointed person or body may be a designated officer, a municipal planning commission or any other person or organization authorized to exercise development powers and perform duties on behalf of the Village;
11. The Development Authority shall:
 - (a) receive, consider and decide on applications for a development permit, and
 - (b) make available for inspection:
 - (i) a copy of this Bylaw, and
 - (ii) a register of all applications including the decisions rendered on them and the reasons therefor, and
 - (c) ensure that copies of this Bylaw can be accessed by the public at a reasonable cost, and
 - (d) carry out the duties prescribed in the *MGA* or, designate a person to do the same, and
 - (e) perform such duties as established to enforce this Bylaw in conformance with the *MGA*.
12. For the purposes of section 542 of the Act, the Development Authority is hereby declared to be an authorized person of the Council.

FEES

13. Fees for development applications and any other fees associated with the development process will be as established in the Village's Master Rates Bylaw, as amended from time to time.

VILLAGE OF INNISFREE

BYLAW NO 642-19

EFFECTIVE DATE

1. This Bylaw shall come into effect upon third and final reading.

READ a First time this _____ day of _____, 2019.

READ a Second time this _____ day of _____, 2019.

UNANIMOUS CONSENT FOR THIRD AND FINAL READING.

READ a Third time this _____ day of _____, 2019.

Mayor

Chief Administrative Officer

Village of Innisfree
BYLAW NO. 643-19

A BYLAW IN THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO
APPOINT A SUBDIVISION APPROVING AUTHORITY

WHEREAS pursuant to the *Municipal Government Act (MGA)*, R.S.A. 2000, Chapter M-26 as amended or replaced from time to time, Council must by bylaw provide for a Subdivision Authority to exercise subdivision powers and duties on behalf of the Village of Innisfree;

NOW THEREFORE pursuant to section 623 of the *MGA* the Council of the Village of Innisfree, duly assembled, enacts as follows:

SHORT TITLE

This bylaw shall be cited as the **“Subdivision Authority Bylaw”**

DEFINITIONS

In this bylaw, unless the context otherwise requires:

1. **“Council”** means Council of the Village of Innisfree;
2. **“Land Use Bylaw”** means the Village of Innisfree Land Use Bylaw, as adopted and amended from time to time;
3. **“Chief Administrative Officer”** means the Chief Administrative Officer of the Village of Innisfree;
4. **“Development Authority”** means a Development Authority established pursuant Section 624 of the *Municipal Government Act*;
5. **“MGA”** means the *Municipal Government Act*, R.S.A. 2000, being chapter M-26 and amendments thereto.
6. **“Person”** means an individual, partnership, corporation, trustee, executor, or administrator.
7. **“Subdivision Authority”** means Council or their designate authorized to exercise subdivision approving authority powers and duties on behalf of the municipality;
8. **“Village”** means the Village of Innisfree;

Village of Innisfree
BYLAW NO. 643-19

GENERAL

9. Pursuant to Section 210 of the *MGA*, Council may by resolution delegate the position of Subdivision Authority to the Chief Administrative Officer, a designated officer, a municipal planning commission or any other person or organization including a Planning Agency.
10. The subdivision approval process and administration of the subdivision process is hereby delegated to the Development Authority.
11. The Development Authority is authorized to receive subdivision applications and fees, endorse plans of subdivision, separation documents, transfers of land, and any other documents required to register an approved subdivision at any Alberta Land Titles Office, on behalf of the Village.

FEES

12. Fees for subdivision applications, and any other fees associated with the subdivision process will be as established in the Village's Master Rates Bylaw, as amended from time to time.

EFFECTIVE DATE

13. This Bylaw shall come into effect upon third and final reading.

READ a First time this _____ day of _____, 2019.

READ a Second time this _____ day of _____, 2019.

UNANIMOUS CONSENT FOR THIRD AND FINAL READING.

READ a Third time this _____ day of _____, 2019.

Mayor

Chief Administrative Officer

Village of Innisfree
BYLAW NO. 644-19

A BYLAW IN THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 3340HW.

Whereas, section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

And Whereas, the owners of the parcel of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

And Whereas, every person shown on the certificates of title of the land in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation.;

NOW THEREFORE, the Council of the Village of Innisfree duly assembled, hereby enact as follows:

1. **IT IS HEREBY ORDERED** that the lands described as Lots 2, 3 and 4, Block 19, Plan 3340HW are to be cancelled from the plan of subdivision of Record which is registered in the Land Titles Office for the NORTH Alberta Land Registration District.
2. **IT IS FURTHER ORDERED** the cancelled lands be established as a signed new lot to be known as Lot 2A, Block 19, Plan 3340HW.
3. **THIS ORDER** shall not be effective unless filed by the applicant in the office of the registrar within **NINETY DAYS** from the date of this order.

THE REGISTRAR for **NORTH** Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his/her opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this order shall be borne by the applicant.

Read a **FIRST** time this _____ day of _____, 2019

Read a **SECOND** time this _____ day of _____, 2019

UNANIMOUS CONSENT FOR THIRD AND FINAL READING.

Read a **THIRD** and **FINAL** time this _____ day of _____, 2019.

Proposed Cancellation of Plan 3340HW

Bylaw 644-19

"Before"

10 BLOCK ALLEY

4321

51 AVENUE

50 STREET

51 STREET

4 BLOCK ALLEY

49 STREET

3 BLOCK ALLEY

RAILWAY AVENUE NORTH

52 STREET

5 BLOCK ALLEY

53 STREET

2 BLOCK ALLEY

54 STREET

50 AVENUE

51 AVENUE

THE VILLAGE OF INNISFREE TANGIBLE CAPITAL ASSETS

Proposed Cancellation of Plan 3340HW

Bylaw 644-19

"After"

10 BLOCK ALLEY

2A

51 AVENUE

50 STREET

51 STREET

4 BLOCK ALLEY

49 STREET

3 BLOCK ALLEY

RAILWAY AVENUE NORTH

52 STREET

RAILWAY AVENUE SOUTH

5 BLOCK ALLEY

53 STREET

50 AVENUE

51 AVENUE

2 BLOCK ALLEY

54 STREET

THE VILLAGE OF INNISFREE TANGIBLE CAPITAL ASSETS

Policy Statement:

1. The Accounts Receivable Clerk will print an Aged Accounts Receivable Report on a monthly basis that will show what Accounts Receivable Invoices are outstanding – 30, 60, 90 and over 90 days.
2. Penalties will be calculated for outstanding invoices over 60 days at a rate of 1.5% per month.
3. Monthly statements are generated and sent to customers who have outstanding accounts, including the amount of the original invoice, plus accumulated penalties except fire calls.
4. After being overdue for 60 days, the Accounts Receivable Clerk will send a letter to the customer/resident indicated that all Village services will be suspended if payment is not received.
5. If Accounts are still overdue following 180 days (6 months), the Accounts Receivable Clerk will forward details of the outstanding invoice to an Agency hired for the collection of overdue accounts. A Collection Agency will be paid a set percentage.
6. If an invoice is outstanding and eligible to be added to the tax roll as per Section 553.1 of the Municipal Government Act, then it will be added to the tax roll and deemed to be a tax imposed from the date it is added to the Tax Roll.
7. At year end, Administration will review all outstanding accounts and present to Council their recommendation for the writing-off of any accounts deemed uncollectable. Approval of write-offs will be as per Village Council resolution.

Mayor

Chief Administrative Officer

Reason for Policy:

To provide a safe work environment and promote safe work practices for employees who are required to work alone or in isolation as defined by the Occupational Health and Safety Code.

Policy Statement:

The Village of Innisfree will make reasonable efforts to schedule work to minimize the incidence of employees working alone or in isolation. However, we recognize that there are certain circumstances in which employees will be required to work alone. When employees are required to work alone or in isolation, the Village is committed to providing and maintaining procedures, which promote a safe and healthy work environment.

Principles:

Working alone applies if:

- a. A worker is working alone at a work site, and
- b. Assistance is not readily available if there is an emergency or the worker is injured or ill.

Procedures:

1. Annually Administration will review and conduct its necessary hazard assessments to identify existing or potential safety hazards in the workplace associated with working alone.
2. The Village of Innisfree will implement safety measures to reduce the risk to workers from the identified hazards.
3. The Village of Innisfree will be required to ensure workers are trained and educated to the working alone procedural guidelines so they can perform their job safely.
4. The Village of Innisfree will ensure those employees working alone have a way of communicating by radio, telephone or other electronic communication device, with their employer or a designated person in case of an emergency.
5. In the event an effective means of communication is not practicable or readily available at the worksite, the Village will either visit the worker periodically or ensure the worker contacts the employer at intervals of time appropriate to the nature of the hazards associated with the worker's work.

Mayor

Chief Administrative Officer



ALBERTA CAPITAL FINANCE AUTHORITY

2090 Sun Life Place, 10123 99 Street NW, Edmonton, Alberta, Canada T5J 3H1

Telephone 780-427-9711
www.acfacapital.ca
webacfa@acfacapital.ca

September 9, 2019

To the Shareholders of the
Alberta Capital Finance Authority

RESPONSE REQUIRED BY OCTOBER 11, 2019 - Estimated Capital Requirements

ACFA is pleased to partner with municipal, education and health authorities of Alberta by providing financing for capital projects throughout the province. In 2018, we provided \$1.265 billion in new loans for projects such as transit, roads, utilities, waste management, facilities, water and sewer infrastructure and parks and recreation.

Your provision of estimates for borrowing for the years 2020 – 2024 is required by ACFA in order to reasonably project our future cash flow requirements.

Please complete **BOTH** tabs of the attached form.

- 1) 2020 TAB – Enter your estimated borrowing for 2020 by term and by quarter.
- 2) 2021-2024 TAB - Enter your estimated annual borrowing for the years 2021-2024.

Please complete and return the form by October 11, 2019 via e-mail to webacfa@acfacapital.ca. If you do not plan to borrow, please submit 'nil' reports.

For further information about ACFA, please visit our website at <http://www.acfa.gov.ab.ca>

Thank you for your response. If you have any questions regarding the estimates, please call our office at (780) 427-9711.

Yours sincerely,

Troy S. Holinski, MBA
President

Att.

ESTIMATED 2020 BORROWING FROM ALBERTA CAPITAL FINANCE AUTHORITY

Quarter / Term	<5 Years	10 Years	15 Years	20 Years	25 Years	>30 Years
2020 Q1	-	-	-	-	-	-
2020 Q2	-	-	-	-	-	-
2020 Q3	-	-	-	-	-	-
2020 Q4	-	-	-	-	-	-
TOTALS	-	-	-	-	-	-

ESTIMATED TOTAL BORROWING FOR 2020

\$ -

INSTRUCTIONS: COMPLETE THE SHADED AREA OF THE FORMS. PLEASE DO NOT ALTER THE FORMS.

1. Enter the amount you estimate will be borrowed in 2020 for each quarter and by term.
2. Enter amounts up to and including 5 year terms in column B and enter amounts with terms 30 years or more in column G.
3. Please **do not alter** the form as this data will be consolidated into a master spreadsheet once all forms from borrowers are received.
4. **Enter your organization details in the section below. It should auto-populate to the next form.**
5. Continue to the next worksheet to enter your estimated borrowing requirements for 2021-2024.
6. If you do not plan to borrow, please submit a 'nil' report.
7. Submit the form as soon as possible but on or before October 11, 2019 to webacfa@acfacapital.ca.

Name of Borrower
 Address
 Address
 Contact Name
 Contact Title
 Contact Email Address
 Contact Phone Number

ESTIMATED 2021-2024 BORROWING FROM ALBERTA CAPITAL FINANCE AUTHORITY

Year of Borrowing	Year 2021	Year 2022	Year 2023	Year 2024
Amount of Borrowing				

INSTRUCTIONS: COMPLETE THE SHADED AREA OF THE FORMS. PLEASE DO NOT ALTER THE FORMS.

1. Enter the amount you estimate will be borrowed in each of the years 2021 - 2024 in the appropriate boxes above.
2. Please **do not alter** this form as this data will be consolidated into a master spreadsheet once all forms from borrowers are received.
3. Your organization details should have populated when you entered them on the previous page. If not, please enter your details.
4. If you do not plan to borrow, please submit a 'nil' report.

Name of Borrower	
Address	
Address	
Contact Name	
Contact Title	
Contact Email Address	
Contact Phone Number	

SS PAVING

CELL (780) 808-8229 * PHONE (780) 853-5010 * FAX (780) 853-5050
4525-54 AVE. VERMILION AB T9X 1R4

— SCOTT STEWART —

Estimate: Village of Innisfree Patching – Paving Construction
Contract # SS2019-23

Contact: Hugh Fleming

Thank you for the opportunity to provide pricing for your paving project. The following prices are subject to the attached contract conditions and do not include GST or other applicable taxes. Work outside the given scope will be subject to additional charges.

If you have any questions, please feel free to contact me at 780-808-8229. Should you wish to proceed, please fill out and sign the attached contract conditions.

Thank you,

Scott Stewart

PREP FOR PAVING

The scope of work included is as follows:

- Dig out gravel from patches as required to a depth of 150mm over the approximate area of 230 meters squared.
 - Supply and placement of tack.
 - Mill edges in between top and bottom lift.
 - Rate for prep per square meter is \$18.00
- \$4,140

PAVING – HEAVY DUTY PAVING

The scope of work included is as follows:

- Supply, placement, and compaction of heavy duty 150mm nominal depth of 12.5 aggregate asphalt concrete pavement in two lifts over the approximate area of 230 square meters.
 - Supply tack in between lifts.
 - Price given is unit price based on square meters of heavy duty asphalt placed which shall be determined by on-site measurements.
 - Clean and remove all work-related debris from site.
 - Rate of 150mm asphalt per square meter is \$98.00.
- \$22,540

TOTAL COST OF PROJECT

\$26,680

Note: Any work needed, in addition to the scope of work above, will be performed at hourly rates. An estimate on additional work needed can be supplied if necessary.

SS paving

CELL (780) 808-8229 * PHONE (780) 853-5010 * FAX (780) 853-5050
4525-54 AVE. VERMILION AB T9X 1R4

— SCOTT STEWART —

CONTRACT CONDITIONS

1. This proposal is made on the basis of current materials and costs. A delay in acceptance of more than 30 days will require a review of the proposal and re-dating before the agreement becomes binding.
2. Prices listed within this quotation are in effect for the 2019 summer season only; for 2020, a likely increase to the given rates of 5% should be considered.
3. Acceptance shall constitute an agreement between the two parties.
4. Rights under the Builder's Lien Act may be exercised.
5. **Payment shall be made upon completion of project;** unless otherwise noted.
6. Unspecified licenses, bonds or taxes, if applicable shall be additional to price quoted.
7. These prices do not include surveying costs for the site. It is the responsibility of Others to establish boundary markings, lines, levels and underground connections to insure proper location, drainage and safeguard against damage from the work or action of another party.
8. No work will be commenced prior to receipt of signed acceptance of offer and there is no obligation to commence work within 15 days of such receipt.
9. Prices do not include work outside the property line.
10. Not responsible for damage due to trench settlement due to actions of any other party.
11. Not responsible for drainage if grades less than 1%.
12. Not responsible for failures resulting from overloading or use for which product was not intended.
13. Not responsible for work outside that listed in the scope of each unit price.
14. Asphalt prices based on one mobilization to jobsite.
15. The Owner shall indemnify, fully protect, and save harmless SS Paving and its affiliated and associated companies and, their respective directors, officers, servants, agents, contractors, subcontractors and employees against and from any and all direct, indirect, and consequential losses, costs, liabilities, deficiencies, damages, interest, penalties, professional fees, and expenses, including legal fees and disbursements on a solicitor and his client full indemnity basis, suffered by any of them as a result of the Owner not complying with any of its obligations in this contract and any proceedings, actions, claims, suits, liens, or demands in relation thereto.

SS Paving

Per: _____

If the foregoing meet with your acceptance, please sign and return a copy, which upon receipt by us, becomes a contract subject to the terms and conditions contained within.

Date: _____

Address: _____

Name: _____
Please Print

Signature: _____
Contract Number: SS2019-23

REF
SEP 03 2019

August 22, 2019

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

Re: Distribution Revenue Forecast for 2020 Franchise Fee

Dear Brooke Yaremchuk,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, a certain procedure must be followed, before the fee can be changed. This letter will help you with that procedure.

The steps needed to change the fee are:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the effect on an average customer bill. We recommend that fee change notices be published before Oct 14, 2019.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter of the new fee percentage. This letter is to include a copy of the public notice, publication details (date and paper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and notice will be included with ATCO Electric's application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by November 25, 2019 in order to obtain AUC approval and start billing the new fee January 1, 2020.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given, and no one has complained directly to the Commission, this approval should come quickly.
7. Once the rate change is approved, ATCO Electric will start to charge and remit the new fee.

The following information will help you decide on the appropriate fee percentage.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2019 Distribution Revenue	Estimated 2020 Distribution Revenue
5% of distribution revenue	20%	\$289,876.60	\$305,616.00 Estimated on 6 months data	\$308,672.16 Amortized (inflation index)

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

We are available to discuss this with you in more detail. If you have any questions or comments, please call me at 587-217-5748.

Yours truly,

Nola Davis
Customer Sales Representative
ATCO Electricity
587-217-5748
Nola.Davis@atco.com

**Village of Innisfree
REQUEST FOR DECISION**

Project: Economic Development Strategy - Terms of Reference

Meeting date: September 17, 2019

Prepared by: 2052900 Alberta Ltd.

Reviewed by: Brooke Yaremchuk, CAO

Background

As a result of the work we completed to prepare the Municipal Development Plan (MDP), an application was submitted to the Community and Regional Economic Supports (CARES) program to develop “Invigorate Innisfree” an economic development strategy. Through a competitive process, the Village’s application was accepted. Approval of the application was unique in that the Province allowed the Village’s 50 percent contribution to be in-kind rather than financial. This means the consultant will require the support of council and administration to assist with research and community relations. Once the consultant gets through the initial project research, an in-kind deliverables action list will be provided.

Current

As discussed at the April 10, 2019 meeting, the consultant was to prepare a Terms of Reference by September 30, 2019 for the Village (see attached). The \$10,000 contribution from CARES was paid to the Village earlier this year. Thus, upon approval of the Terms of Reference, the project shall commence.

Recommendation

1. That council approved the Economic Development Strategy Terms of Reference as presented and authorizes signatures on the consulting agreement with 2052900 Alberta Ltd.

Attachments

1. Economic Development Strategy – Terms of Reference

Terms of Reference

Invigorate Innisfree -- Economic Development Strategy

Project Partner:

1. Village of Innisfree – Main Project Partner and In-kind Funder
Brooke Yaremchuk, CAO
cao@innisfree.ca
780-592-3886

Project Funding

This project is funded as a 50/50 cost share between the Village of Innisfree and the Community and Regional Economic Support (CARES) program. CARES is a fund offered by the province of Alberta specific to rural municipalities to support/enable/expand economic development opportunities. Innisfree's contribution to this project is not financial, it is an in-kind contribution of labour specifically in the form of research, community relations, financial planning and marketing.

- Project funds: \$10,000 plus GST (inclusive)
 - Plus \$10,000 in-kind contribution from the Village for a total project cost of \$20,000.

The consultant must include all research, travel, communications, plan preparation and other expenses within the project proposal. If the consultant cannot complete the work with the funds provided, notification must be directed to the main project funder immediately.

Project Timeline

- The project must be completed by May 31, 2020.

Objective

The objective of this project is to develop an economic development strategy that specifically addresses how the Village can take advantage of its assets and resources. Assets and resources in the context of this project include well maintained and active transportation networks and developable lands.

The strategy will act as a framework for economic development in Innisfree and is intended to identify industry opportunities for current and future investors. The strategy will result in a

pathway report to guide and support residents and investors with their economic development goals.

The foundation of the strategy will be built off the work completed and adopted by the Village council pursuant to the Strategic Framework Policy and Municipal Development Plan. It will focus on the creation of a realistic strategy to expand the local economy to improve the tax base to ensure a variety of local employment opportunities and to enhance the quality of life for Innisfree's residents.

This project is a part of a larger strategy in Innisfree as outlined in the Municipal Development Plan whereby the Village looks to maintain or decrease the residential and non-residential mill rates to improve the affordability and to attract economic development. In addition, the Village aims to increase the non-residential assessment base 10 percent by 2029. Thus, confirming the importance of creating a strategy to achieve the Village's goals. Overall, the strategy shall contribute to the Villages's vision *"Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles."*

The Project

There are two transportation networks in Innisfree, land and rail. The municipality must understand the networks in order to utilize them to their fullest potential. The report will include an industry analysis and address industry trends and target opportunities for each of the networks.

The report will address the Village's physical assets and how they can be utilized based on the outcomes of the industry research.

Various project specific questions are outline below.

1. Provide background information regarding transportation and logistic models specific to economic development.
2. Labor statistic analysis.
3. Competitive analysis (urban municipality) – why Innisfree.
4. Determine industry targets and opportunities (e.g. industry clusters, diversified industries) for investment and attraction.
5. Determine local capacity for growth.

Project Outline

1. Background research,
2. Local competitive analysis,
3. Industry targets,

4. Conclusion,
5. Recommendations,
6. Implementation Plan.

Intended Use

The intended use of the report/strategy is:

1. To inform local decision making,
2. To guide economic development locally and regionally,
3. To support investment attraction,
4. To educate the public,
5. To assist with marketing objectives,
6. Improve overall fiscal sustainability, and
7. Support local growth objectives.

Deliverables/Milestones

1. Approve Terms of Reference by September 30, 2019.
2. Execute contract with consultant by September 30, 2019.
3. Draft report to Village council by February 15, 2020.
4. Present draft report to Village council by April 15, 2020.
5. Amendments to draft report by April 30, 2020 if required.
6. Final report to Village council for approval by May 31, 2020.

Completion by May 31, 2020.

Project Partners Roles and Responsibilities

Brooke Yarmechuk, CAO

1. Sign off on contract terms with consultant based on the Terms of Reference approved by the Village council.
2. Provide resources and support to consultant to meet the 50% in-kind contributions of the project outlined in the grant application.
3. Complete all financial reporting for the project.

Amanda Davis, Consultant

1. Deliver on project outcomes as outlined in the Terms of Reference.
2. Prepare research objectives for the Village to ensure they meet the 50% in-kind contributions of the project outlined in the grant application.
3. Ensure the project stays on schedule.

Village of Innisfree – Economic Development Strategy

Innisfree Village Council – Roles and Responsibilities

Village council shall:

1. Approve the project Terms of Reference,
2. Approve the project consultant, 2052900 Alberta Ltd.,
3. Contribute to the boots on the ground work and research required to prepare the economic development strategy as per the grant application.
4. Approve/reject the final report, and
5. Communicate and actively promote the project in the community and on local/regional boards.

CONSULTING AGREEMENT

THIS AGREEMENT made effective as of the ____ day of _____ 2017
(the "Effective Date")

BETWEEN:

2052900 ALBERTA LTD.
(the "Consultant")

and

VILLAGE OF INNISFREE
(the "Client")

(collectively, the "Parties")

WHEREAS:

- A. The Client is a municipal government in Alberta;
- B. The Consultant has the expertise, qualifications and professional designation(s) to perform the services set out in this Agreement; and
- C. The Client wishes to engage the Consultant to perform the Services; and
- D. As and from the Effective Date, and pursuant to the Agreement, the Consultant has agreed to be engaged by the Client as a consultant to perform the Services.

NOW THEREFORE in consideration of the covenants and agreements contained in this Agreement and for such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree:

ARTICLE 1 - SERVICES

1.1 Consultant's Services

Subject to the terms and conditions in this Agreement, the Client shall retain the Consultant to perform management consultant services, the specifics of which are outlined in Schedule "A" of this Agreement (the "Services").

The Parties may change and/or update the scope of the Services provided by the Consultant to the Client only upon mutual written agreement.

1.2 Promotion of Interests

The Consultant agrees to faithfully serve and use its best efforts to promote the interests of the Client.

1.3 Non-Exclusive Relationship

The engagement of the Consultant by the Client hereunder shall be on a non-exclusive basis and the Consultant shall be free to perform services or any other functions for any other party, provided the Consultant complies with the terms of this Agreement and the services performed for other parties do not directly or indirectly conflict with the Services performed for the Client under this Agreement.

ARTICLE 2 - TERM

2.1 Duration of Term

The term of this Agreement shall commence on the Effective Date and continue until May 31, 2020 (the “**Completion Date**”) unless terminated in accordance with this Agreement (“**Term**”). This Agreement may be extended by mutual agreement of the Parties.

ARTICLE 3 - REMUNERATION AND EXPENSES

3.1 Consulting Fee

The Client shall pay to the Consultant for the Services provided under this Agreement a lump sum of \$10,000.00 (the “**Consulting Fee**”) plus GST. Three progress payments will be issued to the Client and are immediately due payable. A 50 percent progress payment is due payable upon the execution of this Agreement. A 25 percent progress payment is due payable upon the delivery of the draft report. And, the final 25 percent progress payment is due payable upon receipt of the final report. All disbursement fees and travel expenses are included in the lump sum Consulting Fee.

There shall be no wages, salaries or accompanying source deductions made by in respect of the Consultant’s performance of the Services, and the Consulting Fee paid to the Consultant from time to time shall not alter the fact that the Consultant is an independent contractor for all purposes.

3.2 Professional Services

With prior written consent from the Client, the Consultant may retain the services of other professionals, or service providers such as legal counsel, accountants, engineers, architects or other professional services that may be required, for the purposes of providing the Services. The Client shall be responsible for paying the full cost of any such professional services, the invoices for which will be charged directly to the Client by the retained professional.

3.3 Payment of Invoices

The Consultant shall provide to the Client invoices outlining the Consulting Fees owed by the Client to the Consultant as well as GST amounts owed by the Client. All invoices are payable upon Client receipt.

The Consultant shall be at liberty to suspend or cease the provision of Services if invoices are not paid within 30 days of the Client receiving those invoices. The Client agrees that the failure to pay invoices issued under this Agreement within 30 days Client constitutes a material breach of this Agreement.

ARTICLE 4 - LOCATION

4.1 Location of Performance of Services

Unless requested by the Client that the Consultant must perform the Services from the Client’s offices or another location directed by the Client, it is expected that the Consultant will provide the Services remotely.

ARTICLE 5 - INDEPENDENT CONTRACTOR

5.1 Independent Contractor, not Employee

The Consultant is being retained as an independent contractor and nothing contained in this Agreement shall be deemed or construed to create between the Parties a partnership, employment relationship, or joint venture.

No Party shall have the authority to act on behalf of any other Party, or to commit any other Party in any manner or cause whatsoever or to use any other Party's name in any way unless specifically authorized under Article 5.2 of this Agreement. No Party shall be liable for any act, omission, representation, obligation or debt of any other Party, even if informed of such act, omission, representation, obligation or debt.

5.2 Consultant's Authority to Act on Behalf of Client

The Consultant shall be authorized to act on behalf of the Client in respect of all matters specifically outlined on the attached Schedule "B". By mutual agreement, the Parties may amend or add to Schedule "B" at any time during the Term of this Agreement.

ARTICLE 6 - TERMINATION

6.1 Surviving Obligations

Termination of this Agreement shall not affect the validity of any provisions which are, expressly or by implication, to survive or to take effect on or after such termination.

6.2 Termination for Material Breach

In the event either Party commits a material breach of this Agreement, the other Party may terminate this Agreement prior to the Completion Date without notice. If the Agreement is terminated as a result of a material breach of the Agreement, the Consultant shall be entitled to payment of all Consulting Fees up to the date of the termination.

6.3 Termination by Client absent Material Breach

The Client may terminate this Agreement for any reason upon giving not less than 30 days advance notice in writing to the Consultant. Alternatively, the Client may provide a payment in lieu of this notice to the Consultant representing a reasonable pre-estimate of the remuneration and expenses that the Consultant would have charged over this period.

6.4 Termination by Consultant absent Material Breach

The Consultant may terminate the Agreement for any reason upon giving not less than 30 days advance notice in writing to the Client.

6.5 Termination by Mutual Consent

Notwithstanding anything in sections 6.2, 6.3, or 6.4, above, the Parties can terminate this Agreement at any time upon mutual agreement in writing.

6.6 Force Majeure

The obligations of either Party will be suspended by written notice from one Party to the other and for so long as the performance of the obligations are prevented or hindered, in whole or in part by reason of strikes, acts of God or the Queen's enemies, provincial, federal or municipal regulations, or for any other cause beyond the reasonable control of the Parties, except lack of funds. Performance will be resumed within a reasonable time after the cause has been removed. A Party is not required to settle any labour dispute against its will.

ARTICLE 7 - LIABILITY AND INDEMNIFICATION

7.1 Indemnification of the Consultant

The Client agrees to be liable to and agrees to defend, indemnify and hold harmless the Consultant, its employees, agents, representatives, subcontractors, successors and assigns (collectively, the "Indemnitees") from any and all claims, demands, actions or causes of action, and any and all liabilities, costs and expenses, including legal fees (on a solicitor and own client basis), damage or loss, incurred by the Indemnitees, relating to, arising out of, or are alleged to arise out of or result from, directly or indirectly, the activities and business of the Client occurring prior to the Effective Date (regardless of whether such claims, demands, actions or causes of action, and any and all liabilities, costs and expenses are known or unknown at the Effective Date). This Agreement shall apply notwithstanding any negligent or intentional act or omission of the Indemnitees.

In the event that any claim is brought against the Consultant or any other Indemnitee by any party for any actions made by or omissions of the Consultant or any Indemnitee pertaining to performance of the Services for which there is no insurance coverage and/or for which such claim exceeds the applicable insurance coverage, the Client agrees to indemnify and save the Consultant and each Indemnitee harmless from any such claim including payment of the Consultant's legal fees (on a solicitor and own client basis) incurred in the defence of such claim.

7.2 Insurance

The Consultant agrees to have in place workers' compensation coverage to be obtained at its own expense, and liability insurance for damages arising out of errors, omissions or negligent acts by on or behalf of the Consultant in providing the Services under this Agreement.

If requested by the Client, the Consultant agrees to provide copies and supporting documentation of same within 5 business days of the Effective Date.

7.3 Total Liability

In no event shall the Consultant be liable to the Client for any indirect, consequential, special, incidental or contingent damages of any nature whatsoever, including but not limited to loss of revenue or profit, or loss of use of either, or costs of capital. The Consultant's total liability relating to any claim arising from or related to this Agreement shall in no event exceed the limits of the insurance obtained by the Consultant.

7.4 Survival

The Parties acknowledge and agree that the indemnities contained in this Article 8 shall survive termination of this Agreement.

ARTICLE 8 - CONFIDENTIAL INFORMATION

8.1 Confidential Information

The Consultant acknowledges that in the course of the Consultant's service to the Client, the Consultant may have access to and come into possession of confidential information of the Client. The Consultant agrees to keep all confidential information strictly confidential and not to use confidential information for any purpose or disclose confidential information to any person or entity, except as required for the provision of the Services.

8.2 Work Product

All work product created by the Consultant during the performance of the Services which does not contain or otherwise make reference to confidential information of the Client, shall be and become the exclusive property of the Consultant.

ARTICLE 9 - GENERAL

9.1 Independent Legal Advice

The Parties acknowledge they have both had the opportunity to obtain independent legal advice respecting this Agreement.

9.2 Benefit of Agreement

This Agreement shall ensure to the benefit of and be binding upon the successors and permitted assigns of the Consultant and the Client, respectively.

9.3 Amendments and Waivers

No amendment to this Agreement shall be valid or binding unless set forth in writing and duly executed by both Parties. No waiver of any breach of any term or provision of this Agreement shall be effective or binding unless made in writing and signed by the Party purporting to give the same and, unless otherwise provided in the written waiver, shall be limited to the specific breach waived.

9.4 Assignment

Except as may be expressly provided in this Agreement, neither Party may assign its rights or obligations under this Agreement without the prior written consent of the other Party.

9.5 Severability

If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue in full force and effect.

9.6 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. Any legal action or proceeding commenced by either Party arising out of this Agreement will be brought in a court of competent jurisdiction in the Province of Alberta.

IN WITNESS WHEREOF the Parties have executed this Agreement to be effective as of the Effective Date.

2052900 ALBERTA LTD.

Per: _____
AMANDA DAVIS

VILLAGE OF INNISFREE

Per: _____
BROOKE YAREMCHUK, CAO

SCHEDULE “A”

Terms of Reference Invigorate Innisfree – Economic Development Strategy

Project Partner:

1. Village of Innisfree – Main Project Partner and In-kind Funder
Brooke Yaremchuk, CAO
cao@innisfree.ca
780-592-3886

Project Funding

This project is funded as a 50/50 cost share between the Village of Innisfree and the Community and Regional Economic Support (CARES) program. CARES is a fund offered by the province of Alberta specific to rural municipalities to support/enable/expand economic development opportunities. Innisfree's contribution to this project is not financial, it is an in-kind contribution of labour specifically in the form of research, community relations, financial planning and marketing.

- Project funds: \$10,000 plus GST (inclusive)
 - Plus \$10,000 in-kind contribution from the Village for a total project cost of \$20,000.

The consultant must include all research, travel, communications, plan preparation and other expenses within the project proposal. If the consultant cannot complete the work with the funds provided, notification must be directed to the main project funder immediately.

Project Timeline

- The project must be completed by May 31, 2020.

Objective

The objective of this project is to develop an economic development strategy that specifically addresses how the Village can take advantage of its assets and resources. Assets and resources in the context of this project include well maintained and active transportation networks and developable lands.

The strategy will act as a framework for economic development in Innisfree and is intended to identify industry opportunities for current and future investors. The strategy will result in a pathway report to guide and support residents and investors with their economic development goals.

The foundation of the strategy will be built off the work completed and adopted by the Village council pursuant to the Strategic Framework Policy and Municipal Development Plan. It will focus on the creation of a realistic strategy to expand the local economy to improve the tax base to ensure a variety of local employment opportunities and to enhance the quality of life for Innisfree's residents.

This project is a part of a larger strategy in Innisfree as outlined in the Municipal Development Plan whereby the Village looks to maintain or decrease the residential and non-residential mill rates to improve the affordability and to attract economic development. In addition, the Village aims to increase the non-residential assessment base 10 percent by 2029. Thus, confirming the importance of creating a strategy to achieve the Village's goals. Overall, the strategy shall contribute to the Villages's vision "*Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles.*"

The Project

There are two transportation networks in Innisfree, land and rail. The municipality must understand the networks in order to utilize them to their fullest potential. The report will include an industry analysis and address industry trends and target opportunities for each of the networks.

The report will address the Village's physical assets and how they can be utilized based on the outcomes of the industry research.

Various project specific questions are outlined below.

1. Provide background information regarding transportation and logistic models specific to economic development.
2. Labor statistic analysis.
3. Competitive analysis (urban municipality) – why Innisfree.
4. Determine industry targets and opportunities (e.g. industry clusters, diversified industries) for investment and attraction.
5. Determine local capacity for growth.

Project Outline

1. Background research,
2. Local competitive analysis,
3. Industry targets,
4. Conclusion,
5. Recommendations,
6. Implementation Plan.

Intended Use

The intended use of the report/strategy is:

1. To inform local decision making,
2. To guide economic development locally and regionally,
3. To support investment attraction,
4. To educate the public,
5. To assist with marketing objectives,
6. Improve overall fiscal sustainability, and
7. Support local growth objectives.

Deliverables/Milestones

1. Approve Terms of Reference by September 30, 2019.
2. Execute contract with consultant by September 30, 2019.
3. Draft report to Village council by February 15, 2020.
4. Present draft report to Village council by April 15, 2020.
5. Amendments to draft report by April 30, 2020 if required.
6. Final report to Village council for approval by May 31, 2020.

Completion by May 31, 2020.

Project Partners Roles and Responsibilities

Brooke Yarmechuk, CAO

1. Sign off on contract terms with consultant based on the Terms of Reference approved by the Village council.

2. Provide resources and support to consultant to meet the 50% in-kind contributions of the project outlined in the grant application.
3. Complete all financial reporting for the project.

Amanda Davis, Consultant

1. Deliver on project outcomes as outlined in the Terms of Reference.
2. Prepare research objectives for the Village to ensure they meet the 50% in-kind contributions of the project outlined in the grant application.
3. Ensure the project stays on schedule.

Innisfree Village Council – Roles and Responsibilities

Village council shall:

1. Approve the project Terms of Reference,
2. Approve the project consultant, 2052900 Alberta Ltd.,
3. Contribute to the costs on the ground work and research required to prepare the economic development strategy as per the grant application.
4. Approve/reject the final report, and
5. Communicate and actively promote the project in the community and on local/regional boards.

SCHEDULE “B”

The Consultant shall be fully authorized to act on behalf of the Client in respect of the matters outlined below. The Client fully consents to the Consultant having access to, or being able to request or otherwise deal with, any records or documentation relating to these matters, whether or not these records or documents are held by a third party:

- Engineering plans or studies,
- Financial reports,
- Assessment reports,
- Land reports, or
- Any other files/correspondence that may be required to deliver on the project outcomes.



1041 - 10A Street
Wainwright, AB T9W 2R4

T: 780.842.6144
F: 780.842.3255
www.btps.ca

RECEIVED
SEP 11 2019

Delnorte School
Box 189, Innisfree, AB T0B 2G0

T: 780.592.3963
F: 780.592.3870

September 11, 2019

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

Dear Mayor & Council:

The Innisfree School is again holding their annual Awards Night on November 1, 2019 at 7:00 p.m. in the school gym. . We greatly appreciated your donation in the past.

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

Yours truly,

Mrs. Nadia Melnyk
Awards Committee

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

August 20, 2019 – September 17, 2019

Administration & Public Works

Water meter replacement is still on going. We had 68 new meter reads this month, which is excellent news.

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. In case you did not receive the emails, this information is below:

Hotel Accommodations: Comfort Inn & Suites: 10425 100th Avenue, T5J 0A3 – roughly 4 minute drive from Convention Centre.

AUMA Convention Location: Edmonton Convention Centre located on Jasper Avenue.

Metrix Group will be touching base with Administration to set up and a time for the Interim Audit to take place. Administration is very excited to be working with a new auditing firm. We are excited to see a significant change in Admin operations over the next year.

Public Works has been working hard and steady to prepare for cold weather. Public Works has been prepping hydrants, cc valves as well as equipment for the cold weather.

The September 6th public auction had been reschedule due to a conflict regarding some of the properties listed. I have sent a letter to the Minister of Municipal Affairs (as recommended by a Municipal Affairs Advisor) requesting a time extension. The Tax Sale should take place in mid to late November or early December of 2019.

Community Events:

Administration would like to remind Council of the 2019 Innisfree Fall festival happening on September 20th. The winners of the decorating contest will be announced at the Chili Cook off which takes place at the Seniors Drop in Centre from 5:30 PM – 7:00 PM.

Administration is also planning a Christmas Tree Lighting to take place in December. More details will be released in Mid November.

Administration will also be participating in the 2019 Winter Festival as well.

Bylaw Enforcement/Development:

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 has finalized the application and construction will take place late September.

UPCOMING EVENTS:

- September 12, 2019 – Potential Bread Oven Pizza Night
- September 25-27, 2019 – AUMA Convention Edmonton, AB

ACTION LIST

1. Please see page 3.

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
2019-07-16/04	Traffic in Backalley & Collapsed Retaining Wall	Admin/PW		X
2019-07-16/07	Request for Decision – Proposed Utility Rates	Admin		X
2019-07-16/19	ATCO Gas Franchise Renewal Agreement	Admin/Council		X
2019-08-20/03	Grant Bergman – Minimum Tax Bylaw and Request for Information	Admin		X
2019-08-20/04	Collapsed Sewer Line Repair – Request for Quote	Admin		X
2019-08-20/07	Request for Quotes – Museum Back Deck Repairs	Admin	X	
2019-08-20/13	Update on Offer to Purchase – Plan 4175R, Block 7, Lot 5	Admin	X	
2019-08-20/15	Request for Decision – 2019-2021 Auditing Services Proposal	Admin	X	
2019-08-20/17	10 Year Capital Plan – Viability Recommendation – Minister of Municipal Affairs	Admin	X	
2019-08-20/19	Tanker Car Derailment Course – Innisfree/County Fire Department	Admin	X	
2019-08-20/27	Knaut Johnson Francoeur Letter dated August 12, 2019	Admin	X	



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-08-31

Page 1 of 1

2019-Sep-12

2:42:36PM

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>25,354.76</td></tr><tr><td></td><td></td><td>Outstanding Penalty</td><td>22,293.34</td></tr></table>											Tax Levy	286,270.28	Local Improvement Levy	0.00	Additional Tax Levy	0.00	Accumulated Penalty	25,354.76			Outstanding Penalty	22,293.34																																																																														
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		Outstanding Penalty	22,293.34																																																																																																	
<table><tr><td colspan="4">Sub Ledger</td><td colspan="4">General Ledger</td></tr><tr><td>Current</td><td>86,520.42</td><td colspan="4"></td><td colspan="4"></td></tr><tr><td>1 Year</td><td>56,557.77</td><td colspan="4"></td><td>3-00-00-211</td><td>157,652.37</td><td colspan="3"></td></tr><tr><td>2 Years</td><td>33,554.17</td><td colspan="4"></td><td>3-00-00-212</td><td>45,061.85</td><td colspan="3"></td></tr><tr><td>3 Years</td><td>20,862.81</td><td colspan="4"></td><td>Totals</td><td>202,714.22</td><td colspan="3"></td></tr><tr><td>Over 3</td><td>12,752.70</td><td colspan="4"></td><td colspan="5"></td></tr><tr><td>Outstanding</td><td>210,247.87</td><td colspan="4"></td><td colspan="5"></td></tr><tr><td colspan="11"><table><tr><td>Total GL</td><td>202,714.22</td></tr><tr><td>Total SL</td><td>210,247.87</td></tr><tr><td>Proof</td><td>(7,533.65)</td></tr></table></td></tr></table>											Sub Ledger				General Ledger				Current	86,520.42									1 Year	56,557.77					3-00-00-211	157,652.37				2 Years	33,554.17					3-00-00-212	45,061.85				3 Years	20,862.81					Totals	202,714.22				Over 3	12,752.70										Outstanding	210,247.87										<table><tr><td>Total GL</td><td>202,714.22</td></tr><tr><td>Total SL</td><td>210,247.87</td></tr><tr><td>Proof</td><td>(7,533.65)</td></tr></table>											Total GL	202,714.22	Total SL	210,247.87	Proof	(7,533.65)
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Total SL	210,247.87																																																																																																			
Proof	(7,533.65)																																																																																																			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
Trial Balance As Of 2019-08-31

Page 1 of 1
2019-Sep-12
2:43:19PM

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger			General Ledger	
Current	4,229.41		3-00-00-274	9,591.32
Overdue 1	1,398.61			
Overdue 2	636.55			
Overdue 3	164.08			
Overdue 4	3,162.67			
Outstanding	<u>9,591.32</u>		Totals	<u>9,591.32</u>
			Total GL	9,591.32
			Total SL	9,591.32
			Proof	<u>0.00</u>

*** End of Report ***



Village of Innisfree

Page 1 of 3

Cheque Listing For Council

2019-Sep-12
2:54:14PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190436	2019-08-12	ACE	2-41-00-350	INN06302019	PAYMENT JULY 2019	7,838.44	7,838.44
20190438	2019-08-12	AMSC Insurance Services	2-11-00-152 2-32-00-131 2-12-00-131	July2019 July2019 July2019	PAYMENT JULY 2019 EMPLOYEE BENEFITS JULY 2019 EMPLOYEE BENEFITS JULY 2019 EMPLOYEE BENEFITS	177.24 592.92 308.60	1,078.76
20190439	2019-08-12	Brownlee LLP	2-12-00-995 2-12-00-995 2-12-00-995	484288 484716 484818	PAYMENT SALE AGREEMENT FOR DEBORAH H FOIP REQUEST FOR REVIEW - GRA GRANT BERGMAN - TAX BYLAW CH/	1,257.06 384.27 2,006.73	3,648.06
20190440	2019-08-12	Desjardins Card Services	2-12-00-510 2-12-00-510 2-12-00-510	August2019 August2019 August2019	PAYMENT Copy Paper White Board Markers Large Brown Envelopes	58.79 7.23 52.06	118.08
20190441	2019-08-12	Digital Connection Inc.	2-12-00-221	214538	PAYMENT LIBRARY PHOTOCOPIER	43.90	43.90
20190442	2019-08-12	Jackson, Bobbi-Jo	2-12-00-211	August10-11	PAYMENT MINBURN AND RANFURLY PARADE	102.30	102.30
20190443	2019-08-12	Martin Plumbing & Heating Ltd	2-72-00-510	1099	PAYMENT OFFICE VACUUM ATTACHMENT	15.75	15.75
20190444	2019-08-12	Telus Communications Company	2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-23-00-215 2-12-00-215	August2019-01 August2019-01 August2019-01 August2019-01 August2019-01 August2019-01 August2019-02	PAYMENT JULY 28, 2019 PHONE CHARGES JULY 28, 2019 PHONE CHARGES JULY 28, 2019 PHONE CHARGES JULY 28, 2019 PHONE CHARGES JULY 28, 2019 PHONE CHARGES JULY 28, 2019 PHONE CHARGES PHONE CHARGES FOR 592-2041	45.82 73.73 97.93 160.31 124.81 73.73 105.15	681.48
20190445	2019-08-12	UFA Co-Operative Limited	2-72-00-510 2-72-00-510 2-72-00-510	July01-31,2019 July01-31,2019 July01-31,2019	PAYMENT REC PARK FUEL REC PARK OIL REC PARK Rail Dowels	467.80 172.78 1,700.09	2,340.67
20190446	2019-08-12	Yaremchuk, Brooke	2-12-00-211	August10-11	PAYMENT MINBURN & RANFURLY PARADE MIL	113.52	113.52
20190451	2019-08-22	Agriterra Equipment	2-32-00-510	July172019	PAYMENT PW WEEDWHACKER REPAIR	202.80	202.80
20190452	2019-08-22	ATS Traffic Alberta	2-32-00-510	1120-50025368	PAYMENT 12' CHANNEL POSTS & BRACKETS	348.14	348.14
20190453	2019-08-22	Brian King Professional Corporatio	2-12-00-230	00004071	PAYMENT 2018 MUNICIPAL AUDIT	12,127.50	12,127.50
20190454	2019-08-22	County of Minburn	2-43-00-250 2-32-00-510	.27553 27567	PAYMENT TIPPAGE AND TRUVKING GRAVEL SUPPLY 24 TONNES	1,464.90 555.91	2,020.81
20190455	2019-08-22	Deerland Equipment	2-32-00-510	July2019	PAYMENT PUBLIC WORK EQUIPMENT REPAIR:	407.61	407.61
20190456	2019-08-22	Innisfree Minor Ball	2-12-00-770	270526	PAYMENT PIZZA NIGHT PROCEEDS - DONATIC	140.00	140.00
20190457	2019-08-22	M.D. of Minburn Foundation	2-00-00-330	2019	PAYMENT 2019 SENIORS REQ	1,889.00	1,889.00
20190458	2019-08-22	McMann, Deborah	1-61-00-410	270526	PAYMENT LOT REIMBURSEMENT	100.00	100.00
20190459	2019-08-22	Pinnacle Distribution Inc	2-72-00-510 2-72-00-510	L162173 L16336800	PAYMENT REC PARK BATHROOM SUPPLIES REC PARK TOILET PAPER & PAPER	63.68 81.72	145.40



Village of Innisfree

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Cheque Listing For Council

2019-Sep-12

2:54:14PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20190460	2019-08-22	Town of Vegreville	2-41-00-250	IVC54335	PAYMENT WTP SUPERVISION JULY 2019	767.45	767.45
20190461	2019-08-22	Vegreville Home Hardware	2-32-00-510	28557	PAYMENT REC PARK SUPPLIES	36.99	36.99
20190462	2019-08-22	VM Systems	2-12-00-510	CW4780	PAYMENT LAPTOP SETUP For Muniware	96.79	96.79
20190463	2019-08-22	Workers Compensation Board-Alb	2-12-00-135	2389691	PAYMENT WCB AUG 15 2019 INSTALLMENT	460.45	460.45
20190464	2019-08-26	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 2-23-00-541 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541 2-32-00-541 2-12-00-541	19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868 19-1029868	PAYMENT Gas - PW Shop Gas - WTP Gas - Museum Gas - Fire Hall Gas - Village Office Power - Sentinel Lights Power - PW Shop New Power - WTP Power - PW Shop Power- Musuem Power - Fire Hall Power - Lift Station Power - Lift Station Power - Lift Station Power - Rec Park Power - Christmas Lights AMSC POWER & GAS Power - Village Office	60.20 73.72 120.81 72.37 73.71 44.52 141.79 432.62 21.00 131.98 149.25 147.34 120.50 195.13 1,128.11 21.00 4,830.77 263.60	8,028.42
20190465	2019-08-26	Alberta One-Call Corporation	2-12-00-250	IN152740	PAYMENT ONE CALL NOTIFICATIONS	37.80	37.80
20190466	2019-08-26	ATB Financial MasterCard	2-12-00-216 2-12-00-510 2-12-00-510 2-12-00-510 2-12-00-510 2-32-00-215	July12-August13 July12-August13 July12-August13 July12-August13 July12-August13 July12-August13	PAYMENT Admin Postage Adobe PDF Subscription Microsoft Office Subscption Parade Float Decor Pizza Night Expemses PW Shop WIFI	204.59 21.18 114.45 331.59 104.25 104.95	881.01
20190467	2019-08-26	Cornerstone Co-Operative	2-72-00-510	July1-31	PAYMENT CHOCOLATE BARS FOR REC PARK	45.64	45.64
20190468	2019-08-26	Hiway 16 News	2-12-00-211	3393	PAYMENT PIZZA NIGHT & PUBLIC AUCTION AD	420.00	420.00
20190469	2019-08-26	Knaut Johnson Francoeur	2-12-00-510	6635	PAYMENT AS PER MOTION# 2018-08-26-04	5,916.90	5,916.90
20190470	2019-08-26	McMann, Deborah	2-11-00-211	August2019	PAYMENT MILEAGE - AUGUST 13	32.34	32.34
20190471	2019-08-26	MCSNET	2-23-00-215	August152019	PAYMENT FIREHALL INTERNET	104.95	104.95
20190472	2019-08-26	Minco Gas Co-op Ltd.	2-72-00-540	August2019	PAYMENT REC PARK GAS	16.78	16.78
20190473	2019-08-26	Nutrien Ag Solutions	2-32-00-510	39890	PAYMENT ROUND UP FOR BALL DIAMONDS	77.00	77.00
20190474	2019-08-26	Pichota , Brad	2-72-00-510	270526	PAYMENT REC PARK FIREWOOD	300.00	300.00
20190475	2019-08-26	Sheehan, Tom & Alice	2-72-00-250	270526August	PAYMENT REC PARK MANAGERS	1,500.00	1,500.00
20190476	2019-08-26	Suncor Energy Products Partnersl	2-32-00-521	August2019	PAYMENT PW FUEL JULY	1,041.43	1,041.43



Village of Innisfree

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Cheque Listing For Council

2019-Sep-12
2:54:14PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190477	2019-08-26	Telus Mobility	2-12-00-215 2-32-00-215	July12019 July12019	PAYMENT Admin Cellphone PW Cellphone	104.41 93.91	198.32
20190507	2019-08-30	Anderson, Joan	2-23-00-510 2-23-00-510	August01-27 August01-27	PAYMENT Parade Candy Gatorade & Granola Bars	100.72 23.35	124.07
20190508	2019-08-30	CANADA REVENUE AGENCY	4-00-00-237	August2019	PAYMENT AUGUST 2019 PAYROLL DEDUCTION	3,704.34	3,704.34
20190509	2019-08-30	Digital Connection Inc.	2-12-00-221	218573	PAYMENT Library Photocopier	131.02	131.02
20190510	2019-08-30	Kostynuk, Eldon	2-23-00-215 2-23-00-215	July-August July-August	PAYMENT July August	50.00 50.00	100.00
20190511	2019-08-30	Martin Plumbing & Heating Ltd	2-12-00-250	5055	PAYMENT VILLAGE OFFICE TOILET REPAIR	89.25	89.25
20190512	2019-08-30	McEwen, Darlene	2-12-00-250	August	PAYMENT JULY 2019 CLEANING SERVICES	250.00	250.00
20190513	2019-08-30	CANADA REVENUE AGENCY	4-00-00-237	August2019-01	PAYMENT AUGUST 2019 - REQUIREMENT TO F	15.00	15.00

Total 57,738.17

*** End of Report ***



Village of Innisfree

For the Period Ending August 31, 2019

Page 1 of 8
2019-Sep-12
2:51:05PM

General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
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TAXATION

1-00-00-110	Taxes Residential	174,287.39	148,710.13	0.00	0.00
1-00-00-111	Taxes Non-Residential	47,790.64	67,000.00	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)	34,758.22	0.00	0.00
1-00-00-321	ASFF Residential Levy	25,389.82	25,339.92	(26,500.00)	(27,000.00)
1-00-00-322	ASFF Non-Residential Levy	10,343.89	10,343.89	(11,000.00)	(11,500.00)
1-00-00-330	Seniors Housing Levy	1,890.86	1,888.00	(1,950.00)	(2,000.00)
* TOTAL TAXATION		276,338.46	288,040.16	(39,450.00)	(40,500.00)

REQUISITIONS

2-00-00-321	ASFF Requisition Residential	18,544.72	25,339.92	(26,500.00)	(27,000.00)
2-00-00-322	ASFF Requisition Non-Residential	0.00	10,343.89	(11,000.00)	(11,500.00)
2-00-00-330	Seniors Foundation Requisition	1,889.00	1,888.00	(1,950.00)	(2,000.00)
* TOTAL REQUISITIONS		20,433.72	37,571.81	(39,450.00)	(40,500.00)
**P TAX AVAILABLE FOR MUNICIPAL		255,904.74	250,468.35	0.00	0.00

GENERAL REVENUE

1-00-00-510	Penalties Taxes	24,189.30	15,000.00	(15,000.00)	(15,000.00)
1-00-00-540	Franchise Fees - Natural Gas	16,058.59	24,750.00	(25,000.00)	(25,250.00)
1-00-00-541	Franchise Fees - Electricity	15,831.84	15,250.00	(15,500.00)	(15,750.00)
1-00-00-550	Bank Interest	2,113.79	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		60,569.62	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	98.00	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)



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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	4,475.50	4,800.00	(4,800.00)	(4,800.00)
1-12-00-590	Other Revenue Own Sources Adm	5,497.35	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		9,141.49	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	11,408.32	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		26,727.52	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	2,864.66	4,600.00	(4,600.00)	(4,600.00)
** TOTAL STORMWATER REVENUE		2,864.66	4,600.00	(4,600.00)	(4,600.00)
WATER REVENUE					
1-41-00-410	Water Consumption	20,513.42	52,000.00	(52,500.00)	(52,500.00)
1-41-00-411	Regional Water Fund	13,305.50	24,140.00	(24,140.00)	(24,140.00)



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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
1-41-00-412	Water Base Fee	18,770.53	29,500.00	(30,000.00)	(30,000.00)
1-41-00-510	Penalties Water	1,472.51	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		54,061.96	107,790.00	(108,790.00)	(108,790.00)
SEWER REVENUE					
1-42-00-410	Billings Sewer	19,876.72	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		19,876.72	53,085.00	(53,225.00)	(53,500.00)
SOLID WASTE					
1-43-00-410	Billings Garbage	29,119.23	55,100.00	(55,900.00)	(56,700.00)
1-43-00-411	Regional SWM Infrastructure Fee	10,350.90	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		39,470.13	74,925.00	(75,400.00)	(76,460.00)
COMMUNITY REVENUE					
** TOTAL COMMUNITY REVENUE		0.00	0.00	0.00	0.00
LAND REVENUE					
1-61-00-522	Permits (Development, Subdivision)	50.00	100.00	(100.00)	(100.00)
1-61-00-840	Grants - Provincial	20,000.00	0.00	0.00	0.00
** TOTAL LAND REVENUE		20,050.00	100.00	(100.00)	(100.00)
RECREATION REVENUE					
1-72-00-590	Fees Park Grounds	21,632.27	19,500.00	(19,750.00)	(20,000.00)
1-72-00-591	Fees Park Concession	1,829.95	2,000.00	(2,000.00)	(2,000.00)
** TOTAL RECREATION REVENUE		23,462.22	21,500.00	(21,750.00)	(22,000.00)
CULTURAL REVENUE					
1-74-00-557	Museum Cost Recovery	0.00	7,200.00	(7,200.00)	(7,350.00)



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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
**	TOTAL CULTURAL REVENUE	0.00	7,200.00	(7,200.00)	(7,350.00)
***	TOTAL REVENUE	513,449.06	666,824.35	(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	4,867.50	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	786.78	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	7,630.20	17,770.00	21,660.00	21,670.00
ADMIN EXPENSE					
2-12-00-110	Salaries & Wages Adm	39,878.36	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	7,260.24	2,375.00	2,400.00	2,460.00
2-12-00-135	Workers Compensation ADM	1,180.88	620.00	640.00	660.00
2-12-00-211	Travel/Subsistence Adm	917.77	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	3,628.41	4,800.00	4,800.00	4,800.00
2-12-00-216	Postage & Freight	1,840.94	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	13,192.05	6,400.00	6,400.00	6,400.00
2-12-00-230	Audit/Assessor Fees Adm	14,940.00	15,000.00	15,250.00	15,500.00
2-12-00-250	Contracted Services Adm	29,420.49	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	15,538.50	5,500.00	5,500.00	5,500.00
2-12-00-540	Utilities Heat Adm	891.65	1,650.00	1,700.00	1,750.00
2-12-00-541	Utilities Power Adm	1,454.18	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	1,034.62	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	671.00	1,000.00	1,000.00	1,000.00
2-12-00-920	Tax Adjustments Council Adm	0.00	1,200.00	1,200.00	1,200.00



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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
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	140.00	250.00	250.00	250.00
** TOTAL ADMIN EXPENSE		175,455.65	151,980.24	145,290.00	143,160.00
FIRE EXPENSE					
2-23-00-120	Salaries & Wages Fire	15,914.23	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	2,088.89	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	4,760.53	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	1,523.82	4,400.00	4,400.00	4,400.00
2-23-00-541	Utilities Power Fire	1,131.92	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		30,993.90	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	15,798.32	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	2,449.35	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
2-32-00-135	WCB	0.00	700.00	700.00	700.00



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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
2-32-00-211	Travel & Subsistence PW	34.40	100.00	100.00	100.00
2-32-00-215	Telecommunications PW	2,004.46	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	56,894.54	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	8,772.70	15,000.00	15,000.00	15,000.00
2-32-00-521	Fuel & Oil PW	5,116.45	9,500.00	10,000.00	10,000.00
2-32-00-540	Utilities Heat PW	1,127.19	2,000.00	2,000.00	2,000.00
2-32-00-541	Utilities Power (Street/Shop) PW	30,802.64	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		127,280.49	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	5,125.04	8,000.00	8,000.00	8,000.00
2-41-00-130	Employer Contributions Source Water	941.20	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	5,152.77	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	40,672.00	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	1,007.76	2,000.00	2,000.00	2,000.00
2-41-00-541	Utilities Power Water Plant	3,523.74	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		56,944.26	113,440.00	113,440.00	113,440.00
SEWER EXPENSE					
2-42-00-110	Salaries & Wages Sewer	5,125.04	7,600.00	7,600.00	7,600.00
2-42-00-130	Employer Contributions Source Sewer	941.20	600.00	600.00	600.00
2-42-00-131	Employer Benefits Sewer	0.00	850.00	850.00	850.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	50.00	50.00



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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
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	3,018.28	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		70,101.89	163,785.00	163,290.00	167,860.00
GARBAGE EXPENSE					
2-43-00-110	Salaries & Wages Garbage	11,958.32	18,500.00	18,500.00	18,500.00
2-43-00-130	Employer Contributions Source Garbage	2,196.16	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	14,450.78	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		28,605.26	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	4,511.25	0.00	0.00	0.00
2-72-00-130	Employer Contributions Source Recreation	102.31	0.00	0.00	0.00
2-72-00-135	WCB Rec Park	0.00	110.00	125.00	140.00
2-72-00-215	Freight/Phone/Postage Recreation	462.30	250.00	250.00	250.00



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General Ledger	Description	2019 Actual	2019 Budget	2020 Budget	2021 Budget
2-72-00-221	Printing/Advertising/Subscriptions	395.00	500.00	500.00	500.00
2-72-00-250	Contracted Services Recreation	6,260.00	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	5,191.12	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	570.36	775.00	775.00	775.00
2-72-00-541	Utilities Power Park Grounds	3,579.27	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		21,091.61	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	1,616.50	3,250.00	0.00	0.00
2-74-00-541	Utilities Power Museum	738.66	2,500.00	0.00	0.00
** CULTURE EXPENSES		7,096.72	12,125.00	2,800.00	2,925.00
*** TOTAL EXPENSES		471,520.67	664,895.24	612,840.00	615,430.00
**** SUPLUS/DEFICIT		(41,928.39)	(1,929.11)	991,050.00	995,875.00

*** End of Report ***

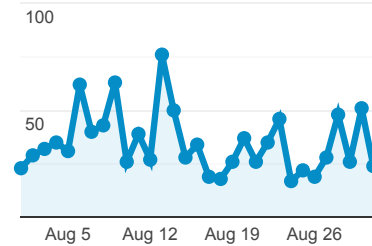
Village of Innisfree Monthly Stats

Aug 1, 2019 - Aug 31, 2019

 All Users
100.00% Sessions

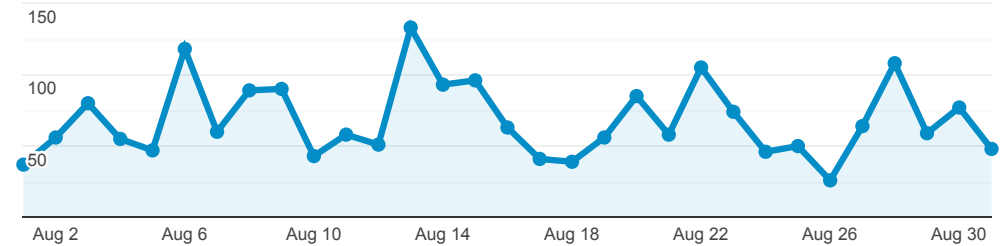
Visits

● Sessions



Pageviews

● Pageviews



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

Source / Medium	Sessions	Pages / Session
google / organic	536	2.25
(direct) / (none)	304	1.60
m.facebook.com / referral	128	1.16
bing / organic	48	2.29
yahoo / organic	18	2.22
facebook.com / referral	8	1.12
ecosia.org / organic	7	1.00
duckduckgo / organic	6	2.50
albertahub.com / referral	4	1.75
en.m.wikipedia.org / referral	4	9.00

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Greg-s-Truck-Stop-Cafe_12462	17	14
/places/Ice-Arena---Agriplex_12445	10	7
/places/Innisfree-Recreational-Park_12447	8	8
/places/Innisfree-Hotel_12463	6	5
/places/Nutrien-Ag-Solutions_12465	5	5
/places/Canada-Post--Innisfree-_12459	2	2
/places/HughesNet--Innisfree-_12455	2	1
/places/Innisfree-Petro-Canada_12461	2	2
/places/Innisfree-Public-Trout-Pond_12448	2	2
/places/Prairie-Rose-Veterinary-Clinic_12599	2	2

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	626	518
/115/businesses/12447/255/Innisfree-Recreational-Park	202	167
/Employment	90	73
/blogs/show_entry/12256/Village-of-Innisfree-Bread-Oven-Pizza-Night-August-8-2019	74	71
/page/contact/422	60	48
/calendars/table/422	56	40
/115/businesses	55	37
/calendars/show_event/48812/Innisfree-Fair-Day	47	34
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	46	33
/About-Innisfree	35	25

Map Overlay

Country	Sessions	Pages / Session
Canada	808	2.11
United States	129	1.31
South Korea	17	1.06
India	11	1.27
Mexico	9	2.44
Indonesia	8	1.25
Malaysia	8	1.25
Philippine	8	1.50
South Africa	8	1.75

Visits and Pages/Visit by Browser

ca	8	4.75
Hong Kong	6	1.00

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
Yes	658	1.89
No	422	2.04

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	139	164

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	833	1.94
Returning Visitor	247	1.99

Visits by Keyword

Keyword	Sessions
(not provided)	559
innisfree campground	8
(not set)	6
innisfree alberta	5
innisfree canada	3
innisfree	2
innisfree parade 2019	2
town of innisfree	2
village of innisfree	2
campground innisfree	1

Browser	Sessions	Pages / Session
Chrome	408	2.06
Safari	345	1.98
Safari (in-app)	111	1.16
Internet Explorer	66	2.56
Firefox	40	1.75
Samsung Internet	29	2.86
Edge	27	2.48
Android Webview	25	1.16
'Mozilla	20	1.00
Amazon Silk	2	3.00

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	286	1.93
Apple iPad	58	2.12
Apple iPhone 8	26	1.31
Samsung SM-G960W Galaxy S9	20	2.35
Apple iPhone XR	18	1.00
(not set)	15	1.47
Apple iPhone 7	15	1.27
Samsung SM-G930W8 Galaxy S7	15	2.60
Samsung SM-G950F Galaxy S8	12	1.58
Samsung SM-G965W Galaxy S9+	9	3.67

AUG 22 2019

August 22, 2019

Brooke Yaremchuk
CAO
Village of Innisfree
PO Box 69
Innisfree, AB T0B 2G0

Dear Brooke Yaremchuk,

The 2019 federal election is fast approaching, bringing public discussion and debates on many issues affecting the public and all municipalities.

When the Liberal government led the latest public review on the future of Canada Post, several municipalities became actively involved in the process. As a result, the government decided to maintain door-to-door delivery and immediately stop the rollout of community mailboxes.

However, there is nothing to stop a new government from bringing those plans, and other service cuts, back into play. Further, Canada Post's indifference towards climate change may have direct repercussions on all Canadians.

Did you know Canada Post has the largest public fleet of vehicles in the country, with over 13,000 vehicles travelling over 96 million kilometres yearly?

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear, public commitments regarding the following issues:

- Establishing postal banking to offset the loss of financial services in many communities;
- Creating an ambitious climate change action plan for Canada Post;
- Maintaining door-to-door mail delivery;
- Preserving our universal and public postal service;
- Maintaining rural post offices.

More information is available at deliveringcommunitypower.ca.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, specialists, campaign coordinators

/bk sepb 225 cd/cupe1979

AUTHORIZED BY THE OFFICIAL AGENT FOR THE CANADIAN UNION OF POSTAL WORKERS.
Canadian Union of Postal Workers • 377 Bank Street • Ottawa, ON • K2P 1Y3 • 613-236-7238
AUTORISÉ PAR L'AGENT OFFICIEL DU SYNDICAT DES TRAVAILLEURS ET TRAVAILLEUSES DES POSTES.
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Alberta HUB
Where opportunity comes to life

Northeast Alberta Information HUB Board/Membership Meeting

Date: Tuesday, July 23, 2019

Time: 10:00 am

Place: Hampton Inn, St. Paul, Alberta

AGENDA

- 10:00am** **Call to Order – Steve Upham**
 Introductions Welcome
 Dr. Linda Vennard CRTC Commissioner Alberta, Northwest Territories
- Dr. Linda Vennard opening remarks
 Roundtable discussion Broadband / cell service
 Closing remarks
- 11:30am**
- Break / Lunch**
- 12:30pm**
- Call to order – Steve Upham**
- 1.0 Adoption of Agenda –**
 Motion:
- 2.0 Approval of June 27, 2019 Board meeting minutes**
 Motion:
- 3.0 Financial report – Jennifer Leroux**
 Motion:
- 4.0 Alberta HUB CARES Application RABC funding/activities – Bob**
- 5.0 Eastern Alberta Trade Corridor – update – Bob**
 Local to Global Forum 2020, March 4,5,6 Vegreville
- 5.0a Alberta HUB Agriculture Strategy update – Bob**
 Alberta HUB hemp project - County/M.D. meeting Ag field man/ASB
 CHTA conference Calgary Nov 26, 27 sponsorship
- 6.0 Letter of Support – CHTA request Hemp CBD regulations Bob**
- 7.0 Update on REDA funding – Steve Upham**
- 1:30pm** **Additions:**

Adjourn:



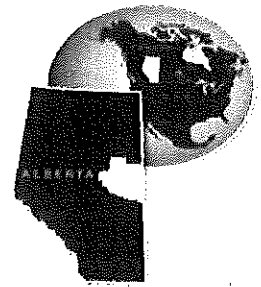
Northeast Alberta Information HUB Board/Membership Meeting Minutes Portage College June 27, 2019, St. Paul, Alberta

Attending: Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Soren Odegard/County of Two Hills, Loren Tkachuk/Lac La Biche County, Jocelyne Lanovas/Mannville, Mike Tartkowski/Two Hills, Greg Sparklingeyes/Whitefish Lake, Tim MacPhee/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, Steve Upham/St. Paul County, Dan Hobson/Lloydminster, Bev Lockett/Portage College, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB

Regrets: Lindsay Hagg/EMW

- 1.0 Soren Odegard called the meeting to order at 8:50 pm
- 2.0 Adoption of the Agenda –
Addition 5.0a – July 23rd (Tuesday) meeting with CRTC commissioner Lynda Vennard regarding broadband
Lorin Tkachuk moved adoption of the agenda with the addition of 5.0a. Carried
- 3.0 Adoption of February 25, 2019 Board meeting minutes –
Tim MacPhee moved the approval of the February 25, 2019 Board Meeting minutes. Carried
- 4.0 Bob Bezpalko conducted Elections: Chair/Vice-Chair/Secretary, Treasurer for 2019-20
Soren nominated Steve Upham for Alberta HUB Chair
Tim MacPhee moved nominations cease **Carried**
Steve nominated Caroline McAuley for Vice-Chair **Carried**
Lorin Tkachuk moved nominations cease **Carried**
Stan nominated Lorin Tkachuk as Secretary Treasurer **Carried**
Caroline McAuley moved nominations cease **Carried**

2019-20 operating year Executive Committee
Chair - Steve Upham County of St. Paul
Vice Chair – Caroline McAuley Town of Vermilion
Secretary/Treasurer – Lorin Tkachuk Lac La Biche County
- 5.0 **Board Meeting 2018-19 Schedule – For Information purposes**
Quarterly Meetings / 3rd Monday of each scheduled month
September 16, 2019 / November 18, 2019 / January 20, 2020 / March 16, 2020
Please note that dates are subject to change due to conflicts.



5.0a CRTC meeting request – July 23rd (Tuesday)

Bob advised the board that the CRTC has requested a meeting with the Alberta HUB membership.
Excerpt from email:

Dr. Linda Vennard, CRTC Regional Commissioner for Alberta and the Northwest Territories will be travelling in Northern Alberta for the purpose of meeting with representatives of the REDAs to hear of the challenges and opportunities in their areas that are relevant to the work of CRTC. The purpose of this email is to see if you and others are interested in meeting with her on July 23, 2019 when she plans on being in your area. If so, as Executive Director of your REDA would you also extend this invitation to members of the community, industry, government, and First Nations that would like to discuss telecommunications and broadcasting challenges or potential opportunities with Dr. Vennard.

Bob advised that he replied a “tentative” yes subject to board approval. This meeting will provide the members of Alberta HUB an opportunity to detail the challenges we are experiencing due to our broadband capabilities. We lack the infrastructure and capacity to move forward in economic development. This also goes to the lack of choice, affordability and reliability effecting business investment, education, healthcare and emergency services in the Alberta HUB region.

Should the board approve this meeting Bob advised he will reach out to chambers, educational institutions and other organizations to capture the message we want the CRTC to hear. This message will include the challenges and possible solutions to broadband development.

Steve asked the board for any further discussion.....

Tim MacPhee stressed that this meeting have actual “solutions/direction” to help our region address this issue.

Hearing no further discussion Steve Upham moved that Alberta HUB hold a board meeting Tuesday, July 23rd in St. Paul. **Carried**

6.0 Alberta HUB CARES application for RABC funding

Bob advised the board that CARES did not open for applications May 1, 2019

This program is under review and may or may not open for applications. This will be Determined in the fall budget.

Bob requested for a motion to move forward with the application should this funding Program open in fall.

Steve asked for any discussion on this matter, hearing none requested a motion

To apply for CARES funding should this program open.

Caroline McAuley moved for Alberta HUB to apply for CARES funding for the RABC program should the CARES program open. **Carried**



7.0 GOA funding for the RABC program ends June 30, 2019

Further to agenda item 6.0 Bob advised that the GOA funding will end June 30, 2019 and that Alberta HUB will pick up all costs as of July 1, 2019. This was to cover the time frame between GOA ED&T funding (ending) and the CARES funding to start.

At the February 25, 2019 Alberta HUB board/membership meeting it was determined this program had value and all options for funding to be explored.

Until a decision is made by the GOA concerning the CARES funding Bob asked the board to consider a motion amending the Alberta HUB budget to cover the RABC costs from July 1, 2019 to October 30, 2019. Presently the RABC cost approximately \$7000/month to operate. Bob advised Alberta HUB will be reducing as many expenses as possible by closing the RABC office/incubator and eliminating as many expenses while still having the ability to provide business support services throughout the Alberta HUB region. Lisa and Bob are exploring partnerships with ATB as well as other organizations to provide these services with minimal expenses.

Steve asked for any further discussion, hearing none asked for a motion for Alberta HUB to pay all expenses for the RABC program from July 1, 2019 through to October 31, 2019.

Tim MacPhee moved for Alberta HUB to amend its operating budget to accommodate the additional RABC expenses from July 1, 2019 through to and including October 31, 2019. Carried

8.0 Update on REDA funding – For information purposes

Bob advised that the REDA program funding has entered the final year (2019-20) of the 5-year funding agreement with the GOA. Each year Alberta HUB (All REDAs) receives \$100,000 (for operations) provided we have membership revenue of \$25,000 (minimal).

The REDAs as a collective unit is drafting a letter requesting a meeting with Minister Fir, Economic Development, Trade and Tourism to provide her the details on the work the REDAs have done as well as begin the process for another 5-year agreement.

Bob advised his concerns that the work that Alberta HUB has done in regional collaboration in economic development may not have reached those in the decision-making process.

Soren Odegard spoke to this point stating the discussions he has had confirmed this reality.

Bob Buckle mentioned that the work that Alberta HUB has done should be highlighted separately to the GOA. It was stated that the Alberta HUB elected officials speak to their MLAs/Ministers concerning the work Alberta HUB has done in regional economic development.

9.0 CHTA Letter of Support-

Steve asked for a motion to send the (attached) letter of support from Alberta HUB for the Government of Canada to revise their policy on CBD be sent to MP Shannon Stubbs as well as the list of GOA Ministers/MLAs and MP Yurdiga.

Mike Tartkowski moved that the letter of support from Alberta HUB for the Government of Canada to revise their policy on CBD be sent to MP Shannon Stubbs. Carried



10.0 List of Northeast Alberta Information HUB's authorized signatures

Bob provided a list of signatures that are authorized to sign cheques on behalf of Alberta HUB. These include Soren Odégard, Steve Upham, Caroline McAuley, Bob Bezpalko, Jennifer Leroux. With the changes in the executive committee Steve asked for any discussed on this matter.

It was determined that Soren Odégard be removed and Lorin Tkachuk be added.

Caroline McAuley moved to remove Soren Odégard from the authorized signature list. Carried
Steve Upham moved to add Lorin Tkachuk to the authorized signature list. Carried

Prior to the end of the meeting Stan Delorme expressed his concern that the direction/activities of Alberta HUB is not addressing the economic needs of the Aboriginal communities in the region. Mr. Delorme stated more of a focus on aboriginal requirements for economic sustainability needs to be addressed. Mr. Delorme stated reviewing his community's membership is being considered. Steve thanked Stan for his thoughts and his concerns will be addressed.

Steve adjourned the meeting at 9:15pm

Steve Upham
Chair

Caroline McAuley
Sec/Treasurer

Northeast Alberta Information HUB Ltd.
Balance Sheet As at 06/30/2019

ASSET

Current Assets

Chequing	21,266.29	
TD Bank	38,071.30	
Savings	158,617.44	
Projects	42,184.38	
Petty Cash	34.55	
Credit Union Equity	911.58	
Credit Union Rewards	42.81	
GIC Term Investment	304,000.00	
Total Cash		565,128.35
Accounts Receivable	11,557.62	
Year-end Receivables	0.00	
Total Receivable		11,557.62
Total Current Assets		576,685.97

Capital Assets

Leasehold Improvements		0.00
Office Furniture & Equipment	1,884.49	
Accum. Amort. -Furn. & Equip.	-1,884.49	
Net - Furniture & Equipment		0.00
Computer Hardware	3,759.49	
A/A Computer Hardware	-2,096.84	
Net Computer Hardware		1,662.65
Total Capital Assets		1,662.65

TOTAL ASSET 578,348.62

LIABILITY

Accounts Payable		51,121.73
Year End Payable		3,500.00
Mastercard Payable		638.41
GST Charged on Sales	0.00	
GST Paid on Purchases	-2,725.51	
Total GST		-2,725.51
TOTAL LIABILITY		52,534.63

EQUITY

Retained Earnings - Previous Year	441,873.10	
Invested in Capital Assets	1,662.65	
Current Earnings	82,278.24	
TOTAL EQUITY		525,813.99

LIABILITIES AND EQUITY 578,348.62

Northeast Alberta Information HUB Ltd.
Income Statement 04/01/2019 to 06/30/2019

REVENUE

Credit Interest	-209.25
Membership Fees	71,695.00
Administration Fees	2,808.21
Contract/Grant Agreements	147,673.60
Workshop Registrations	11,789.56
Donations & Sponsorships	400.00
Rent	2,060.00
TOTAL REVENUE	<u>236,217.12</u>

EXPENSE

General & Administrative Expenses

Administration Fees	3,608.21
Accounting & Legal	6,653.52
Bank Charges and Interest	76.69
Office Supplies	1,231.43
Postage	8.34
Insurance	1,601.25
Office/Facility Rent	5,783.91
Telephone/Internet Fees	1,958.94
Utilities	766.70
Computer and Technology	1,505.11
Duplicating	346.61
Advertising and Promotions	26,933.68
Market Research & Consulting	14.35
Professional Dev't/Membership Fees	1,758.22
Workshops	1,819.75
Conferences & Training	1,810.31
Meetings	289.75
AGM	1,292.12
Inter/Intra Regional Meeting	237.35
Total General & Admin. Expenses	<u>57,696.24</u>

Contractor Costs

Contractor Fees	88,559.94
Contractor Travel Related	5,317.72
Travel/Meals/Accom. - Projects	2,364.98
Total Contractor Expense	<u>96,242.64</u>

TOTAL EXPENSE	<u>153,938.88</u>
----------------------	-------------------

NET INCOME	<u>82,278.24</u>
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Northeast Alberta Information HUB Ltd.
Project Income Summary 04/01/2019 to 06/30/2019

	<u>Account Name</u>	<u>Revenue</u>	<u>Expense</u>
CARES - Lead Generation			
	Contract/Grant Ag	48,000.00	
REVENUE minus EXPENSE		48,000.00	
Partnership Initiatives, Events & Promo Activities			
	Contract/Grant Ag	62,358.60	
	Office Supplies		635.00
	Advertising and Promotions		25,387.04
	Contractor Fees		13,910.00
	Contractor Travel Related		604.00
		62,358.60	40,536.04
REVENUE minus EXPENSE		21,822.56	
RABC			
	Workshop Registr	7,533.48	
	Rent	2,060.00	
	Administration Fees		800.00
	Bank Charges and Interest		3.83
	Office Supplies		-25.83
	Office/Facility Rent		1,537.50
	Telephone/Internet Fees		484.35
	Utilities		766.70
	Duplicating		275.81
	Workshops		111.86
	Contractor Fees		4,800.50
	Contractor Travel Related		183.32
		9,593.48	8,938.04
REVENUE minus EXPENSE		655.44	
RABC - CARES			
	Administration Fee	2,808.21	
	Contract/Grant Ag	-2,808.21	
		0.00	0.00
REVENUE minus EXPENSE		0.00	
RABC - ED&T			
	Contract/Grant Ag	11,327.28	
	Office/Facility Rent		3,075.00
	Telephone/Internet Fees		240.26
	Contractor Fees		8,012.02
		11,327.28	11,327.28
REVENUE minus EXPENSE		0.00	

RABC - WOW

Workshop Registr	4,256.08	
Donations & Spon	400.00	
Bank Charges and Interest		20.16
Office Supplies		418.12
Duplicating		45.91
Advertising and Promotions		805.07
Workshops		1,707.89
Travel/Meals/Accom. - Projects		2,364.98
	4,656.08	5,362.13

REVENUE minus EXPENSE -706.05

TWO HILLS EATC CARES

Contract/Grant Ag	28,795.93	
Contractor Fees		38,962.51
	28,795.93	38,962.51

REVENUE minus EXPENSE -10,166.58

COMBINED OPERATIONS FUNDING 2018-2019**183,300.00**

As of June 30, 2019

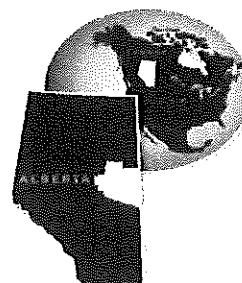
	BUDGET	FUNDER	ACTUAL	VARIANCE
Contract Services	87,500.00	HUB/ED&T	21,357.42	66,142.58
Accounting & Legal Fees	11,400.00	HUB/ED&T	6,653.52	4,746.48
Insurance	2,400.00	HUB	1,601.25	798.75
Rent - Office Expenses	4,800.00	ED&T	1,171.41	3,628.59
Telecommunications	5,000.00	HUB/ED&T	1,234.33	3,765.67
Computer Tech	6,000.00	HUB	1,505.11	4,494.89
Website/marketing/printing	10,000.00	HUB	1,015.19	8,984.81
Office Supplies	2,000.00	HUB	290.07	1,709.93
Memberships/Prof Dev't	2,000.00	HUB	1,484.60	515.40
Conferences/Workshops	8,000.00	HUB	1,810.31	6,189.69
Board Meetings	4,000.00	HUB	-	4,000.00
AGM	2,500.00	HUB	1,292.12	1,207.88
Inter/Intra Reg. Meetings	15,000.00	HUB/ED&T	6,574.99	9,271.88
Research Analysis	2,700.00	HUB	14.35	2,685.65
EATC Partnership	20,000.00	HUB	-	20,000.00
Administration fees	-	HUB	2,808.21	- 2,808.21
TOTALS	183,300.00		48,812.88	135,333.99

Revenue Summary

ED&T	-
Memberships	71,695.00
Admin fee	-
interest income	- 209.25
	<u>71,485.75</u>



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RESTRICTED PROJECT FUNDING

Alberta HUB 2019 - 20 Budget

FUNDED BY:		AB HUB	ED&T	RABC	Municipal Affairs	ICCI	EATC	
PROJECT INITIATIVE								END DATE
<u>CORE ACTIVITY 1: INVESTMENT ATTRACTION</u>								
EASTERN ALBERTA TRADE CORRIDOR (EATC)	20,000.00							
Eastern Alberta Investment Collaboration		90,000.00					100,000.00	Nov 30/19
Opportunity Identification/ Lead Generation		100,000.00						Mar 31/20
Opportunity Identification/ Lead Generation								
<u>CORE ACTIVITY 2: SUPPORT BUSINESS DEVELOPMENT</u>								
RURAL ALBERTA BUSINESS CENTRES (RABC)		75,000.00						June 30/19
CARES Funding Business Incubator project		16,550.00		16,550.00				June 30/19
** Rural Alberta Business Center	28,000.00							Oct 31/19
<u>CORE ACTIVITY 3: REGIONAL CAPACITY BUILDING</u>								
TOTAL	48,000.00	281,550.00		16,550.00		0.00	100,000.00	

TOTAL RESTRICTED 2019-2020 FUNDING

\$446,100.00

OPERATION FUNDING

FUNDED BY:		AB HUB	ED&T
MEMBERSHIPS		70,000.00	
ECONOMIC DEVELOPMENT & TRADE (ED&T)			100,000.00
ADMINISTRATION FEES			
TOTAL		70,000.00	100,000.00

TOTAL OPERATING 2019-2020 FUNDING

\$170,000.00

OPERATIONS

FUNDED BY:		AB HUB	ED&T	TOTAL
BUDGET ITEM				
Contract Services (Executive Director)		9,000.00	78,500.00	87,500.00
Accounting, Banking & Legal		2,000.00	9,400.00	11,400.00
Insurance		2,400.00		2,400.00
Office Rent			4,800.00	4,800.00
Telephone/Communications		700.00	4,300.00	5,000.00
Computer Technology & Website Development		6,000.00		6,000.00
Office Supplies and Postage		2,000.00		2,000.00
Marketing/Graphic design/Printing		10,000.00		10,000.00
Professional Development and Membership Fees		2,000.00		2,000.00
Conferences and Workshops		8,000.00		8,000.00
Board Meetings (5 meetings/year)		4,000.00		4,000.00
AGM		2,500.00		2,500.00
Inter/Intra Regional Meeting (Includes EATC ex)		12,000.00	3,000.00	15,000.00
Research Analysis		2,700.00		2,700.00
** Rural Alberta Business Center		28,000.00		28,000.00
Tri-REDA Partnership (EATC) *		20,000.00		20,000.00
TOTAL		111,300.00	100,000.00	211,300.00

* Restricted Funding Specific Project

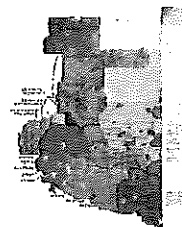
** Addition amendment Motion June 27 Board meeting

www.albertahub.com

info@albertahub.com



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Alberta HUB Regional Agriculture Strategy/Project

Principal(s)

Priority Areas

Proposed Actions

Stakeholders

The Agriculture Strategy will be guided by the following broad principle:

Agriculture will continue to be an integral part of the Alberta HUB region from a historical, cultural, economic and environmental heritage. Additionally, it will be supported by the following operating principles:

1. The long-term success of agriculture in the Alberta HUB region can only be assured with strong supporting and integrated land use, food and agriculture sector development and infrastructure policies.
2. The advancement of agriculture requires shared leadership including the municipalities, producers and stakeholders within the Alberta HUB region.
3. Changes in agriculture are continuous and requires a dynamic and proactive response to emerging trends and opportunities for both urban/rural.

Priority Areas

The opportunities for agriculture in the Alberta HUB region and hence the priorities areas identified within the strategy include the following:

1. The continuation of field cropping for the long term— Commodities that attracts Investment In the Alberta HUB region – Canola, Oats, Barley, Peas, Lentils, Flax, Hemp, Faba beans
Others:
2. A strong presence of acreages comprising a mix of specialty production operations such as greenhouses, horticulture, vegetables, fruits, specialized livestock (sheep, goats, bees, Bison, poultry, etc.).
3. The base for numerous value-added operations including primary & secondary processing; related technical and professional services; agricultural research; and the development of unique local markets and market channels for Alberta HUB region-based food, agricultural products and services.
4. Destination/experience and agri-tourism opportunities such as food festivals/events.



Proposed Actions Specific to Food & Agriculture Sector Development (Key Points)

1. Crop Diversification – Industrial Hemp (Fibre/Seed/CBD), Faba Beans, Quinoa, Soybean, Peas, Beans, etc. Pulse crops Protein, Attract/Expand/Retain investment in primary/value add.
2. Develop a local food strategy with a detailed plan that identifies priorities, objectives, key initiatives, facility requirements, resource requirements and timelines.
3. Establish the agri-food value added sector as a business development and attraction priority (Portage Food Science, Northeast Alberta Food Market Association, Community Futures)

Objectives: The Agriculture Strategy is developed in response to the following objectives:

1. To identify emerging and future trends in the agriculture and food industry with potential opportunity in the Alberta HUB region. (Hemp, Protein based crops)
2. Determine the types of agriculture and/or related agricultural activities that have realistic potential for success in the Alberta HUB region over the long term.
3. Develop a vision that defines the role of agriculture and associated resources required for the Alberta HUB region. This vision must have broad regional support and be approvable by the membership.

Stakeholders:

M.D. of Bonnyville : Ag Service Board/fieldman Ec/dev

Lac La Biche County

Thorhild County

St. Paul County

Two Hills County

Lamont County

Smoky Lake County

County of Vermilion River

Minburn County

First Nations / Metis Settlements Ec /Dev Project Managers

Research/Support: Innotech Alberta, Lara

Post Secondary : Lakeland College, Portage College (Norquest)

Government : Alberta Agriculture/Forestry

Businesses: Canadian Rockies, True North, JustBio, Agriwest. Others to be determined

Others: Canadian Hemp Trade Alliance, Joe Gulayets Consultant



Crop diversification

Opportunity: Industrial Hemp

The Alberta HUB region is emerging as a leader in growing Hemp and Investment in primary processing and manufacturing of Fibre and CBD.

- Based on research at Innotech Alberta the Alberta HUB region has the “Northern Advantage” for growing Hemp for Fibre (20-30% more biomass) thus attracting primary processing “decortication”. Global market demand for Natural fibre in numerous final products.
- CBD derived from hemp in demand
- Hemp seed for food, protein and health products established.

3 revenue sources for the grower.

Priorities/Activities to enhance the Hemp industry in the Alberta HUB region:

1) Educate growers on growing, storing and market options.

- Hold workshops through-out the Alberta HUB region in a coordinated fashion.
- Produce documents detailing, seeding, harvesting, storing information re: seed, fibre, CBD
- Promote the Alberta HUB region to companies looking to invest/expand

Stakeholders: Innotech/Businesses/Ag fieldman/Economic development

2) Develop Hemp seed, fibre and CBD profiles highlighting the investment opportunities.

- Identify Investment Leads/companies for investment attraction
- Work on developing supply chain to handle seed, fibre and CBD
- Create “Cluster” map for Hemp, identify gaps/barriers

Stakeholders involved; Ag fieldmen, ec/dev officers, Innotech, Alberta Ag.

3) Work to move Hemp out from Health Canada and into Agriculture

Stakeholders: CHTA, Ec / dev

4) Develop a communication plan (internal/external) regarding Industrial Hemp

Stakeholders: Alberta HUB, Ag fieldman/boards, Municipalities, Alberta AG, Invest Alberta

July 2, 2019

Ms. Shannon Stubbs
Member of Parliament Lakeland
Two Hills Constituency Office
5009 - 50 Street Two Hills, Alberta T0B 4K0
Ms. Stubbs,

On behalf of the 42 members of Alberta HUB the regional economic development alliance of Northeast Alberta I would like to thank you for taking the time to review this request.

Alberta HUB is focused on diversifying our regional economy to offset the downturn in the oil/gas industry. One of the sectors that has incredible potential is our agriculture sector, specifically Industrial Hemp. Innotech Alberta in Vegreville has conducted extensive research with Hemp and has proven our region has the northern advantage for growing Hemp for fibre and CBD. This crop has attracted investment however due to Federal regulations further growth will be difficult to achieve. This is due to the existing federal regulations.

We are asking your assistance in requesting a positive response from Health Canada, the Minister of Health and the Minister of Border Services to:

1. Remove CBD from the prescription drug list;
2. Remove CBD from Schedule 2 of the Natural Health Product Regulations; and
3. Open a regulatory pathway to permit the inclusion of CBD derived from industrial hemp in natural health products and supplemented foods.

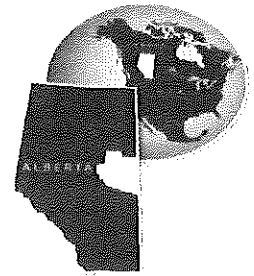
The primary reasons to change the regulations are:

1. CBD does not pose a significant risk to human health;
2. Canada is uniquely positioned to establish global leadership within this market by regulating CBD in a manner consistent with its risk profile; and
3. The current regulatory approach to CBD is perpetuating the illegal cannabis market.

The benefits of these changes are to:

1. Provide Canadians access to CBD, at appropriate dosages, for self-care in a manner consistent with their safety and low risk profile;
2. Restrict the large and growing illegal market for unregulated CBD products of unknown purity, potency and provenance; and
3. Support expansion of the Canadian hemp industry, including 7 times increase in sales and jobs, by 2023.

Canada is positioned to be the leader in this sector however action is needed now as not to lose out to the United States and other countries.



Alberta, specifically the Alberta HUB region can create highly skilled jobs by attracting international investment, assist existing businesses to diversify as well as generate new businesses. This opportunity applies to all our communities including our Metis Settlements and First Nations.

Along with this letter we have forwarded the Canadian Hemp Trade Alliance (CHTA) and Canadian Health Food Association (CHFA) News Release and White Paper that was sent May 8, 2019 to the Government of Canada to revise their policy on CBD.

Along with the Province of Alberta, the Alberta HUB region is Open of Business, focused on innovation and this sector provides that opportunity. Industrial Hemp provides an profitable option for our farmers, attracts investment in processing and value-added manufacturing in the Hemp seed, fibre and CBD market.

Thank you for your time and consideration to this request and if you require any additional information please feel free to contact our executive director Bob Bezpalko at bobbezpalko@albertahub.com or Cell 780 – 614 – 3715.

Sincerely,

Soren Odegard
Chair
Northeast Alberta Information HUB (Alberta HUB)

Alberta HUB Board of Directors
Alberta HUB Membership

Cc David Yurdiga Member of Parliament Fort MacMurray – Cold Lake
Minister Tanya Fir Economic Development Trade & Tourism
Minister Devin Dreeshen Agriculture and Forestry
Associate Minister of Red Tape Reduction Grant Hunter
MLA David Hanson Bonnyville – Cold Lake – St. Paul
MLA Glen van Dijken Athabasca – Barrhead – Westlock
MLA Jackie Armstrong Homeniuk Fort Saskatchewan – Vegreville
MLA Garth Roswell Vermilion – Lloydminster – Wainwright
MLA Laila Goodridge Fort McMurray – Lac La Biche

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AUG 22 2019



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR98072

August 15, 2019

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

Dear Mayor Cannan,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Village of Innisfree:

- The **interim 2019 MSI capital allocation is \$127,129**. This includes \$113,473 in MSI capital funding and \$13,656 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$39,127**. This includes \$18,957 in Sustainable Investment funding.
- The **2019 GTF allocation is \$100,000**. This includes \$50,000 as a result of the one time funding top-up and \$50,000 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at alberta.ca/municipalities-funding.aspx.

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Kaycee Madu'.

Kaycee Madu
Minister

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