

Village of Innisfree
Regular Council Meeting
January 14, 2020
5:00 p.m.

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
4. Adoption of Minutes
 - a. [December 17, 2019 Regular Council Minutes](#)
5. Business Arising from the Minutes:
 - a.
 - b.
6. Policies & Bylaws:
 - a.
7. New Business:
 - a. Tax Arrears Agreement (5015 – Railway Avenue South)
 - b. Amended 2020 Interim Budget Items:
 - i. [Amended 2020 Interim Budget & 2021-2023 Budget Forecast](#)
 - ii. [Amended Capital Budget 2020](#)
 - iii. [Amended 5 Year Capital Plan](#)
 - c. [Rescind Motion No. 2019-12-17/11 - Tax Forgiveness Plan 4175R, Block 8, Lot 14](#)
 - d. [Chudovyi Ukrainian Dancers of Innisfree Malanka - Request for Donations](#)
 - e. [Draft Emergency Plan / Emergency Management Program - Village of Innisfree](#)
 - f. [AMHSA Leadership in Safety Excellence Course - Feb 10-11, 2020](#)
 - g. [Request to Install Security System/Camera's - Firehall/Administration/Public Works](#)
8. Councillor Reports
 - a.
9. Administration Reports
 - a. [CAO Report & Action List](#)
 - b. Financials
 - i. [Revenue & Expense](#)
 - ii. [Tax Trial Balance](#)
 - iii. [Utility Trial Balance](#)
 - iv. [Accounts Payable - Cheque Listing](#)
 - c. [Website](#)
10. Correspondence
 - a. [ACFA letter dated December 24, 2019](#)
 - b. [Seniors Week 2020 - Expression of Interest: Seeking Co-Host](#)
11. Adjournment
 - a.

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 December 17, 2019.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:07 PM.

PRESENT

Deborah McMann Mayor
Will Oudshoorn Deputy Mayor

ALSO PRESENT

Brooke Magosse Chief Administrative Officer

ABSENT WITH NOTICE

Aaron Cannan Councillor

AGENDA
2019-12-17/01

Moved by Deputy Mayor Oudshoorn that the agenda be approved as amended:

Business Arising from Minutes

5A – Community Van Tenders

New Business

7 K – No Parking Signs at Innisfree Delnorte School

7 L – Recognition of Assistance – Kenneth Moody

Councillors Report

8C - Village of Innisfree Library Board – Will Oudshoorn\

8D – MD of Minburn Foundation

Correspondence

10 E – Alberta Municipal Affairs Letter December 17, 2019 – Fire Services Training Grant

CARRIED.

APPROVAL OF
COUNCIL MINUTES
2019-12-17/02

Moved by Mayor McMann that the November 19, 2019 Regular Council minutes be approved as amended.

CARRIED.

COMMUNITY VAN –
TENDERS
2019-12-17/03

Moved by Deputy Mayor Oudshoorn that Council accept the bid in the amount of \$1,500.00 for the 2002 Ford E350 XLT Super Duty Passenger Van. Further that Council direct Administration to contact the successful bidder in this regard.

CARRIED.

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
DECEMBER 17, 2019.**

AMENDMENT BYLAW
645/19 – 2019 TAX RATE
FIRST READING
2019-12-17/04

Moved by Deputy Mayor Oudshoorn that Amendment Bylaw 645/19 – 2019 Tax Rate be give FIRST reading this 17th day of December, 2019.

CARRIED.

AMENDMENT BYLAW
645/19 – 2019 TAX RATE
SECOND READING
2019-12-17/05

Moved by Mayor McMann that Amendment Bylaw 645/19 – 2019 Tax Rate be given SECOND reading this 17th day of December, 2019.

CARRIED.

AMENDMENT BYLAW
645/19 – 2019 TAX RATE
AUTHORIZE THIRD
READING
2019-12-17/06

Moved by Deputy Mayor Oudshoorn that Council authorize THIRD reading on Amendment Bylaw 645/19 – 2019 Tax Rate this 17th day of December, 2019.

UNANIMOUSLY CARRIED.

AMENDMENT BYLAW
645/19 – 2019 TAX RATE
THIRD AND FINAL
READING
2019-12-17/07

Moved by Mayor McMann that Amendment Bylaw 645/19 – 2019 Tax Rate be give THIRD and FINAL reading this 17th day of December, 2019.

CARRIED.

2020 LAKELAND
ACTIVITY GUIDE
2019-12-17/08

Moved by Mayor McMann that Council approve an 1/8th page advertorial for the Innisfree Recreation Park and an 1/8th page advertorial for the Innisfree Museum in the Travel Lakeland 2020 Activity Guide at a cost of \$299.06 (not including GST).

CARRIED.

106.5 COUNTRY
CHRISTMAS
ADVERTISING
PACKAGES
2019-12-17/09

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

ATB FINANCIAL -
LOAN RENEWAL
AGREEMENT
2019-12-17/10

Moved by Deputy Mayor Oudshoorn that Council approve ATB Financials' 2019 Loan Renewal Agreement as presented.

CARRIED.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
DECEMBER 17, 2019.**

TAX FORGIVENESS –
PLAN 4175R, BLOCK 8,
LOT 14
2019-12-17/11

Moved by Mayor McMann that Council direct Administration to forgive the taxes applied to Roll No. 1980 (Plan 4175R, Block 8, Lot 14) in the amount of \$1577.31.

CARRIED.

ALBERTA MUNICIPAL
AFFAIRS LETTER
DECEMBER 4, 2019 –
MUNICIPAL
ACCOUNTABILITY
PROGRAM REVIEW
2020
2019-12-17/12

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

FEDERATION OF
CANADIAN
MUNICIPALITIES
MEMBERSHIP 2020-2021
2019-12-17/13

Moved by Mayor McMann that Council approve the 2020 membership to Federation of Canadian Municipalities. Further that Council approve the cost of \$122.61 (GST included) as presented in FCM's invoiced dated October 28, 2019.

CARRIED.

TRANS CANADA
YELLOWHEAD
HIGHWAY
ASSOCIATION –
MUNICIPAL
MEMBERSHIP
2019-12-17/14

Moved by Deputy Mayor Oudshoorn that Council approve the Trans Canada Yellowhead Highway Association membership for 2020. Further that Council approve the 2020 Municipal Contribution cost of \$40.53 as presented in Trans Canada Yellowhead Associations invoiced dated November 22, 2019.

CARRIED.

NOTICE OF HEARING –
ALBERTA UTILITIES
COMMISSION –
TRANSMISSION LINE
7L65 REBUILD PROJECT
2019-12-17/15

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
DECEMBER 17, 2019.**

**NORTHERN LIGHTS
LIBRARY SYSTEM –
2020 LEVY
2019-12-17/16**

Moved by Deputy Mayor Oudshoorn that this item be received as information.
CARRIED.

**METRIX GROUP LLP –
ENGAGEMENT LETTER
AND AUDIT PLANNING
REPORT
2019-12-17/17**

Moved by Deputy Mayor Oudshoorn that Council approve the Engagement Letter and Audit Planning Report submitted by Metrix Group LLP on December 17, 2019.
CARRIED.

**INNISFREE DELNORTE
SCHOOL – NO PARKING
SIGNS
2019-12-17/18**

Moved by Deputy Mayor Oudshoorn that Council approve the request to install “No Parking” signs along Highway 870 adjacent to Innisfree Delnorte School. Further that a letter in this regard be sent to Department of Transportation in response to Innisfree Parent School Council’s Letter of Concern dated November 28, 2019.
CARRIED.

**RECOGNITION OF
ASSISTANCE –
KENNETH MOODY
2019-12-17/19**

Moved by Mayor McMann that Council direct Administration to gift Mr. Kenneth Moody a honorarium of \$250.00 in recognition of his assistance during the absence of our Public Works Foreman.
CARRIED.

**COUNCILLOR REPORTS
2019-12-17/20**

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

**APPROVAL OF CAO
HOLIDAYS – JANUARY
20-27, 2020
2019-12-17/21**

Moved by Mayor McMann that Council approve the Chief Administrative Officer’s holidays to be taken on January 20-27, 2020.
CARRIED.

**JANUARY 21, 2020
REGULAR COUNCIL
MEETING
2019-12-17/22**

Moved by Deputy Mayor Oudshoorn that the Regular Council meeting scheduled on January 21, 2020 be rescheduled to January 14, 2020 at 5:00 PM.
CARRIED.

**ADMINISTRATION
REPORTS
2019-12-17/23**

Moved by Deputy Mayor Oudshoorn that the Administration Reports be approved as presented.
CARRIED.

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
DECEMBER 17, 2019.**

CORRESPONDENCE
2019-12-17/24

Moved by Deputy Mayor Oudshoorn that all correspondence items be received as information.

CARRIED.

ADJOURNMENT

Mayor McMann adjourned the meeting at 7:30 PM.

Mayor

Chief Administrative Officer



Village of Innisfree

2020 - 2024 Interim Budget and Forecast

Approved on: November 19, 2019

Motion No.: 2019-11-19/08

DRAFT

Amended on:

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
----------------	-------------	-------------	-------------	---------------	---------------	---------------	---------------

TAXATION

1-00-00-110	Taxes Residential	173,837.39	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00
1-00-00-111	Taxes Non-Residential	47,790.64	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
1-00-00-112	Taxes M & E	1,793.65	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
1-00-00-190	Taxes Linear	20,742.42	20,750.00	20,750.00	20,750.00	20,750.00	20,750.00
1-00-00-230	Taxes Federal GIL	881.03	900.00	900.00	900.00	900.00	900.00
1-00-00-250	Taxes Minimum Levy	(1,400.00)	0.00	0.00	0.00	0.00	0.00
1-00-00-321	ASFF Residential Levy	25,389.82	26,500.00	27,000.00	27,000.00	27,000.00	27,000.00
1-00-00-322	ASFF Non-Residential Levy	10,343.89	11,000.00	11,500.00	11,500.00	11,500.00	11,500.00
1-00-00-330	Seniors Housing Levy	1,890.86	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
*	TOTAL TAXATION	281,269.70	287,900.00	288,900.00	288,900.00	288,900.00	288,900.00

Adjustment made on Dec 31. Amount was adjusted.

REQUISITIONS

2-00-00-321	ASFF Requisition Residential	36,632.45	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00
2-00-00-322	ASFF Requisition Non-Residential	0.00	0.00	0.00	0.00	0.00	0.00
2-00-00-330	Seniors Foundation Requisition	1,889.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
*	TOTAL REQUISITIONS	38,521.45	38,650.00	38,650.00	38,650.00	38,650.00	38,650.00
**P	TAX AVAILABLE FOR MUNICIPAL	242,748.25	249,250.00	250,250.00	250,250.00	250,250.00	250,250.00

School Requisition installment came on Dec '19

GENERAL REVENUE

1-00-00-510	Penalties Taxes	26,879.31	26,900.00	26,900.00	26,900.00	26,900.00	26,900.00
1-00-00-540	Franchise Fees - Natural Gas	23,425.66	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00
1-00-00-541	Franchise Fees - Electricity	20,695.75	24,750.00	24,750.00	24,750.00	24,750.00	24,750.00
1-00-00-550	Bank Interest	3,705.74	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
1-01-00-590	Other Revenue Own Sources Invest	80.00	100.00	100.00	100.00	100.00	100.00
1-11-00-152	Council Health Benefit Cost	2,296.10	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
**	TOTAL GENERAL REVENUE	77,082.56	82,300.00	82,300.00	82,300.00	82,300.00	82,300.00

12% Penalties added - Jan 2/20

ADMIN REVENUE

1-12-00-135	Contract Refunds (WCB, AMSC,	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	976.75	975.00	975.00	975.00	975.00	975.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
1-12-00-402	Flower Pots	(63.33)	300.00	300.00	300.00	300.00	300.00
1-12-00-430	Sales Hats, Pins, Promotional	3.26	25.00	25.00	25.00	25.00	25.00
1-12-00-511	Wild Pink Yonder Revenues	(960.00)	0.00	0.00	0.00	0.00	0.00
1-12-00-560	Rental Revenue Adm	8,845.50	8,845.00	8,845.00	8,845.00	8,845.00	8,845.00
1-12-00-590	Other Revenue Own Sources Adm	5,627.35	5,630.00	5,630.00	5,630.00	5,630.00	5,630.00
1-12-00-840	Grants Conditional Provincial Adm	0.00	169,209.00	169,209.00	169,209.00	169,209.00	169,209.00
1-12-00-911	LTO Cost Recovery	115.00	250.00	250.00	250.00	250.00	250.00
**	TOTAL ADMIN REVENUE	14,544.53	185,234.00	185,234.00	185,234.00	185,234.00	185,234.00

FINE REVENUE

**	TOTAL FINE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
-----------	---------------------------	-------------	-------------	-------------	-------------	-------------	-------------

FIRE REVENUE

1-23-00-410	Fees Fire Fighting	14,367.07	14,500.00	14,500.00	14,500.00	14,500.00	14,500.00
1-23-00-415	Fire Dept Donations	225.00	300.00	300.00	300.00	300.00	300.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,425.60	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00
**	TOTAL FIRE REVENUE	35,017.67	35,300.00	35,300.00	35,300.00	35,300.00	35,300.00

BYLAW REVENUE

1-26-00-522	License Animal	420.00	450.00	450.00	450.00	450.00	450.00
1-26-00-523	Business Licenses	340.00	350.00	350.00	350.00	350.00	350.00
1-26-00-590	Fines Bylaw	(550.00)	150.00	150.00	150.00	150.00	150.00
**	TOTAL BYLAW REVENUE	210.00	950.00	950.00	950.00	950.00	950.00

PUBLIC WORKS REVENUE

1-32-00-430	Sales Service (Grass,Snow)	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00
1-32-00-560	PW Rental Revenue	(300.00)	200.00	200.00	200.00	200.00	200.00
1-32-00-830	Grants Federal (CSJ) PW	2,100.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00
**	TOTAL PUBLIC WORKS REVENUE	3,250.00	5,850.00	5,850.00	5,850.00	5,850.00	5,850.00

STORMWATER REVENUE

1-37-00-410	Stormwater Infrastructure Renewal	4,503.39	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
**	TOTAL STORMWATER REVENUE	4,503.39	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00

WATER REVENUE

1-41-00-410	Water Consumption	36,744.04	36,750.00	36,750.00	36,750.00	36,750.00	36,750.00
1-41-00-411	Regional Water Fund	22,296.50	22,300.00	22,300.00	22,300.00	22,300.00	22,300.00
1-41-00-412	Water Base Fee	29,463.73	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
1-41-00-510	Penalties Water	2,444.31	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL WATER REVENUE	90,948.58	91,000.00	91,000.00	91,000.00	91,000.00	91,000.00
SEWER REVENUE							
1-42-00-410	Billings Sewer	33,086.32	33,100.00	33,100.00	33,100.00	33,100.00	33,100.00
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-830	Grants Conditional Federal Sewer	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL SEWER REVENUE	33,086.32	33,100.00	33,100.00	33,100.00	33,100.00	33,100.00
SOLID WASTE							
1-43-00-410	Billings Garbage	47,472.93	47,475.00	47,475.00	47,475.00	47,475.00	47,475.00
1-43-00-411	Regional SWM Infrastructure Fee	17,168.70	17,175.00	17,175.00	17,175.00	17,175.00	17,175.00
1-43-00-510	Penalties - Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
1-43-00-511	Penalties SWM Fee	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL SOLID WASTE	64,641.63	64,650.00	64,650.00	64,650.00	64,650.00	64,650.00
COMMUNITY REVENUE							
**	TOTAL COMMUNITY REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
LAND REVENUE							
1-61-00-522	Permits (Development, Subdivision)	125.00	125.00	125.00	125.00	125.00	125.00
1-61-00-840	Grants - Provincial	20,000.00	10,000.00	0.00	0.00	0.00	0.00
**	TOTAL LAND REVENUE	20,125.00	10,125.00	125.00	125.00	125.00	125.00
RECREATION REVENUE							
1-72-00-590	Fees Park Grounds	22,317.27	22,350.00	22,350.00	22,350.00	22,350.00	22,350.00
1-72-00-591	Fees Park Concession	1,853.95	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00
1-72-00-830	Federal Conditional Grants	1,915.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
**	TOTAL RECREATION REVENUE	26,086.22	26,300.00	26,300.00	26,300.00	26,300.00	26,300.00
CULTURAL REVENUE							
1-74-00-557	Museum Cost Recovery	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL CULTURAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
***	TOTAL REVENUE	612,244.15	788,559.00	779,559.00	779,559.00	779,559.00	779,559.00

COUNCIL EXPENSE

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-11-00-130	Employer Cont Source	0.00	0.00	0.00	0.00	0.00	0.00
2-11-00-135	WCB Council	0.00	0.00	0.00	0.00	0.00	0.00
2-11-00-151	Fees Council	7,177.50	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
2-11-00-152	Benefits Council	1,964.60	1,975.00	1,975.00	1,975.00	1,975.00	1,975.00
2-11-00-211	Travel/Subsistence Council	983.54	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-11-00-212	Conventions/Seminars Council	704.88	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-11-00-274	Council Insurance	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
**	TOTAL COUNCIL EXPENSE	12,830.52	18,975.00	18,975.00	18,975.00	18,975.00	18,975.00

ADMIN EXPENSE

2-12-00-110	Salaries & Wages Adm	60,154.71	68,500.00	69,000.00	69,500.00	70,000.00	70,500.00
2-12-00-111	Honorarium (Admin)	500.00	750.00	750.00	750.00	750.00	750.00
2-12-00-130	Employer Contributions Source	711.86	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
2-12-00-131	Employer Benefits Adm	11,198.31	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-12-00-135	Workers Compensation ADM	1,641.33	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00
2-12-00-211	Travel/Subsistence Adm	1,043.72	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
2-12-00-212	Education Adm	614.25	750.00	750.00	750.00	750.00	750.00
2-12-00-215	Telecommunications	5,811.46	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00
2-12-00-216	Postage & Freight	2,313.11	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
2-12-00-220	Membership Dues Adm	1,289.08	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
2-12-00-221	Advertising/Printing/Subscriptions	20,386.93	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-12-00-230	Audit/Assessor Fees Adm	16,131.88	15,250.00	15,500.00	15,500.00	15,500.00	15,500.00
2-12-00-250	Contracted Services Adm	23,760.64	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-12-00-274	Insurance Adm	3,264.32	3,275.00	3,275.00	3,275.00	3,275.00	3,275.00
2-12-00-290	Election/Census Expense Adm	0.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00
2-12-00-510	Goods & Services Adm	15,116.86	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2-12-00-540	Utilities Heat Adm	1,436.27	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00
2-12-00-541	Utilities Power Adm	2,215.68	2,220.00	2,220.00	2,220.00	2,220.00	2,220.00
2-12-00-650	Provision Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-790	Amortization	0.00	600.00	600.00	600.00	600.00	600.00
2-12-00-810	Bank Charges Adm	1,514.68	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-911	Land Title Charges	731.00	750.00	750.00	750.00	750.00	750.00
2-12-00-920	Tax Adjustments Council Adm	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-995	Legal Expenses	27,311.83	25,000.00	20,000.00	20,000.00	20,000.00	20,000.00
2-12-00-770	Grants to Organizations Adm	140.00	150.00	150.00	150.00	150.00	150.00
**	TOTAL ADMIN EXPENSE	197,287.92	197,865.00	195,115.00	195,615.00	196,115.00	196,615.00
****	LESS AMORTIZATION	197,287.92	197,265.00	194,515.00	195,015.00	195,515.00	196,015.00

Only contracted items will be expensed from this GL.

Increased to accommodate decrease in Contracted Service.

FIRE EXPENSE

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-23-00-120	Salaries & Wages Fire	20,690.73	20,700.00	20,700.00	20,700.00	20,700.00	20,700.00
2-23-00-135	WCB Fire	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-211	Travel & Subsistence Fire	0.00	500.00	500.00	500.00	500.00	500.00
2-23-00-215	Telecommunications Fire	2,899.35	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00
2-23-00-217	Freight & Postage Fire	17.00	0.00	0.00	0.00	0.00	0.00
2-23-00-234	Training Fire	1,815.75	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
2-23-00-250	Contracted Services Fire	9,253.95	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-23-00-274	Insurance Fire	1,906.50	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-23-00-510	Supplies & Equipment Fire	8,638.93	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-23-00-521	Fuel & Oil Fire	553.56	0.00	0.00	0.00	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,140.65	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00
2-23-00-541	Utilities Power	1,704.41	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
2-23-00-792	Amortization	0.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00
**	TOTAL FIRE EXPENSE	49,620.83	55,475.00	55,475.00	55,475.00	55,475.00	55,475.00
****	LESS AMORTIZATION	49,620.83	52,950.00	52,950.00	52,950.00	52,950.00	52,950.00

Only contracted items will be expensed from this GL.

Increased to accommodate decrease in Contracted Service.

EMGERENCY SERVICE EXPENSE

2-25-00-310	911 Requisition	1,427.20	1,430.00	1,430.00	1,430.00	1,430.00	1,430.00
**	TOTAL EMGERENCY SERVICE EXPENS	1,427.20	1,430.00	1,430.00	1,430.00	1,430.00	1,430.00

BYLAW EXPENSE

2-26-00-221	Bylaw Advertising	0.00	150.00	150.00	150.00	150.00	150.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	500.00	500.00	500.00	500.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00	250.00	250.00	250.00	250.00
**	TOTAL BYLAW EXPENSE	0.00	900.00	900.00	900.00	900.00	900.00

PUBLIC WORKS EXPENSE

2-32-00-110	Salaries & Wages PW	23,352.78	22,950.00	22,950.00	22,950.00	22,950.00	22,950.00
2-32-00-111	Honorarium (PW)	500.00	750.00	750.00	750.00	750.00	750.00
2-32-00-115	Salaries & Wages Casual PW	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-130	Employer Contributions Source PW	3,264.51	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-32-00-131	Employer Benefits PW	7,532.27	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-32-00-135	WCB	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-211	Travel & Subsistence PW	34.40	100.00	100.00	100.00	100.00	100.00
2-32-00-215	Telecommunications PW	2,572.52	2,575.00	2,575.00	2,575.00	2,575.00	2,575.00
2-32-00-217	Freight & Postage PW	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-250	Contracted Services PW	106,014.69	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
2-32-00-270	CN Services PW	130.00	130.00	130.00	130.00	130.00	130.00
2-32-00-274	Insurance PW	5,204.58	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00
2-32-00-510	Goods & Services PW	23,582.62	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00

Only contracted items will be expensed from this GL.

Increased to accommodate decrease in Contracted Service.

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-32-00-521	Fuel & Oil PW	6,954.45	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
2-32-00-540	Utilities Heat PW	1,485.59	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
2-32-00-541	Utilities Power (Street/Shop) PW	50,461.50	50,500.00	50,500.00	50,500.00	50,500.00	50,500.00
2-32-00-762	Transfer to Capital PW	0.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
2-32-00-790	Amortization	0.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00
**	TOTAL PUBLIC WORKS EXPENSE	231,089.91	190,705.00	190,705.00	190,705.00	190,705.00	190,705.00
****	LESS AMORTIZATION	231,089.91	178,205.00	178,205.00	178,205.00	178,205.00	178,205.00

STORM DRAINAGE EXPENSE

2-37-00-510	Goods & Equipment Repairs -	0.00	750.00	750.00	750.00	750.00	750.00
**	TOTAL STORM DRAINAGE EXPENSE	0.00	750.00	750.00	750.00	750.00	750.00

WATER EXPENSES

2-41-00-110	Salaries & Wages Water	8,362.67	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
2-41-00-130	Employer Contributions Source	1,290.54	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
2-41-00-131	Employer Benefits Water	211.89	850.00	850.00	850.00	850.00	850.00
2-41-00-215	Telecommunications - Water	657.40	660.00	660.00	660.00	660.00	660.00
2-41-00-217	Freight & Postage - Water	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-250	Contracted Services Water	6,834.19	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
2-41-00-274	Insurance Water	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	51,411.12	51,500.00	51,500.00	51,500.00	51,500.00	51,500.00
2-41-00-510	Goods & Services Water	853.21	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-41-00-540	Utilities Heat Water Plant	1,360.54	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00
2-41-00-541	Utilities Power Water Plant	5,450.01	5,450.00	5,450.00	5,450.00	5,450.00	5,450.00
2-41-00-790	Amortization	0.00	66,900.00	66,900.00	66,900.00	66,900.00	66,900.00
2-41-00-840	750-Capital ACE Water	0.00	24,140.00	24,140.00	24,140.00	24,140.00	24,140.00
*	TOTAL WATER EXPENSES	79,831.57	172,975.00	172,975.00	172,975.00	172,975.00	172,975.00
****	LESS AMORTIZATION	79,831.57	106,075.00	106,075.00	106,075.00	106,075.00	106,075.00

SEWER EXPENSE

2-42-00-110	Salaries & Wages Sewer	6,815.67	7,600.00	7,600.00	7,600.00	7,600.00	7,600.00
2-42-00-130	Employer Contributions Source	1,131.75	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-42-00-131	Employer Benefits Sewer	0.00	850.00	850.00	850.00	850.00	850.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	50.00	50.00	50.00	50.00
2-42-00-250	Contracted Services Sewer	1,693.71	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00
2-42-00-510	Goods & Services Sewer	25,082.11	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-42-00-541	Utilities Power Sewer Lift Stations	4,666.97	4,700.00	4,700.00	4,700.00	4,700.00	4,700.00
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-42-00-790	Amortization	0.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00
2-42-00-840	MSI Capital Grant Sewer	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL SEWER EXPENSE	40,665.21	59,975.00	59,975.00	59,975.00	59,975.00	59,975.00
****	LESS AMORTIZATION	40,665.21	33,975.00	33,975.00	33,975.00	33,975.00	33,975.00

GARBAGE EXPENSE

2-43-00-110	Salaries & Wages Garbage	17,450.09	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00
2-43-00-130	Employer Contributions Source	2,799.62	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-43-00-131	Employer Benefits Garbage	211.95	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-43-00-250	Contracted Services Garbage	24,501.37	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00
2-43-00-274	Insurance Garbage	360.00	360.00	360.00	360.00	360.00	360.00
2-43-00-510	Goods & Services Garbage	0.00	500.00	500.00	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	18,500.00	18,500.00
2-43-00-790	Amortization	0.00	2,165.00	2,165.00	2,165.00	2,165.00	2,165.00
**	TOTAL GARBAGE EXPENSE	45,323.03	69,025.00	69,025.00	69,025.00	69,025.00	69,025.00
****	LESS AMORTIZATION	45,323.03	66,860.00	66,860.00	66,860.00	66,860.00	66,860.00

FCSS EXPENSE

2-51-00-351	FCSS Requisition	1,837.75	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
**	TOTAL FCSS EXPENSE	1,837.75	2,100.00	2,100.00	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	500.00	500.00
2-61-00-250	Contracted Services	5,579.51	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
2-61-00-840	Grants - Provincial	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
**	TOTAL PLANNING EXPENSE	15,579.51	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00

LAND PURCHASES EXPENSE

**	TOTAL LAND PURCHASES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
-----------	-------------------------------------	-------------	-------------	-------------	-------------	-------------	-------------

RECREATION EXPENSES

2-72-00-130	Employer Contributions Source	102.31	100.00	100.00	100.00	100.00	100.00
2-72-00-135	WCB Rec Park	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	734.11	750.00	750.00	750.00	750.00	750.00
2-72-00-221	Printing/Advertising/Subscriptions	395.00	400.00	400.00	400.00	400.00	400.00
2-72-00-250	Contracted Services Recreation	12,271.25	12,275.00	12,275.00	12,275.00	12,275.00	12,275.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	750.00	750.00	750.00	750.00

Only contracted items will be expensed from this GL.

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-72-00-274	Insurance Recreation	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-72-00-510	Goods & Services Recreation	6,057.07	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00
2-72-00-511	Rec Park Float	0.00	100.00	100.00	100.00	100.00	100.00
2-72-00-521	Fuel and Oil Park	0.00	500.00	500.00	500.00	500.00	500.00
2-72-00-540	Utilities Heat Park Building	698.42	700.00	700.00	700.00	700.00	700.00
2-72-00-541	Utilities Power Park Grounds	5,529.07	5,530.00	5,530.00	5,530.00	5,530.00	5,530.00
2-72-00-591	Concessions Park Grounds	0.00	850.00	850.00	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	5,000.00	5,000.00
2-72-00-790	Amortization	0.00	8,450.00	8,450.00	8,450.00	8,450.00	8,450.00
**	TOTAL RECREATION E XPENSES	28,787.23	49,405.00	49,405.00	49,405.00	49,405.00	49,405.00
****	LESS AMORTIZATION	28,787.23	40,955.00	40,955.00	40,955.00	40,955.00	40,955.00

Increased to accommodate decrease in Contracted Service.

CULTURE EXPENSES

2-74-00-250	Contracted Services	93.11	100.00	100.00	100.00	100.00	100.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	1,700.00	1,700.00	1,700.00	1,700.00
2-74-00-300	Regional Library Requisition	1,148.45	1,200.00	1,225.00	1,225.00	1,225.00	1,225.00
2-74-00-350	Local Municipal Library Grant	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
2-74-00-510	Goods & Services	0.00	0.00	0.00	0.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	2,353.69	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00
2-74-00-541	Utilities Power Museum	1,231.54	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
**	CULTURE EXPENSES	11,826.79	13,500.00	13,625.00	13,625.00	13,625.00	13,625.00
***	TOTAL EXPENSES	716,107.47	729,940.00	727,315.00	727,815.00	728,315.00	728,815.00
****	SUPLUS (DEFICIT)	-103,863.32	58,619.00	52,244.00	51,744.00	51,244.00	50,744.00

2020 INTERIM CAPITAL BUDGET

DETAILS			BUSINESS SAVINGS / RESERVES							
INFRASTRUCTURE AUDIT - ITEM NO.	PROJECT	DESCRIPTION	MSI CAPITAL	OTHER AND PROVINCIAL/	CANADA SUMMER	FEDERAL GAS TAX FUND -	CARES GRANT - \$10,000.00	MSI OPERATING	OPERATING (CHEQUING) -	TOTAL 2019 PROJECT
N/A	MUNIWARE	NEW ACCOUNTING SOFTWARE - 24 INSTALLMENTS @ \$1,416.78/M						2019 - 17,000.00		\$17,000.00
								\$17,000.00		
1.02.01-1.02.05	Smoke Detectors/CO2/Emergency Lighting and Fire Extinguishers	Admin Office/Seniors/Museum/Fire Hall and WTP							\$17,500.00	\$17,500.00
2.02	Administration Building	Building Porch, Steps and Railings at side door							\$3,000.00	\$3,000.00
6.01	Tranfer to Savings	Funds towards Water Reservoir Upgrades							\$8,500.00	\$8,500.00
1.01	Pipe Repair due to Structural Defects	MH18-16 50 Ave - East of 54 Street Large Joint offset, severe pipe deformation	\$116,000.00							\$116,000.00
N/A	Administration Building	Barrier Free Ramp - Front Door Access	\$30,000.00							\$30,000.00
N/A	Skid Steer Accessories	Tracks to improve mobility for winter plowing. Also prevent wear and tear on tires. Also, the village is in need of a salt and sand spreader.	\$10,000.00							\$10,000.00
			\$156,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$29,000.00	\$202,000.00

Amended on:
Council Motion Motion No.

INTERIM - FIVE YEAR CAPITAL PLAN

Projects are based off of Capital Budget and 10 Year Capital Plan

2020		
	Muniware Software Installation Plan	\$17,000.00
	Barrier Free Ramp - Administration Office	\$30,000.00
1.02.01	Smoke Detect/CO2 detect/Emerg Lighting - Admin Office	\$3,500.00
1.02.02	Smoke Detect/CO2 detect/Emerg Lighting - Seniors	\$3,500.00
1.02.03	Smoke Detect/CO2 detect/Emerg Lighting - Museum	\$3,500.00
1.02.04	Smoke Detect/CO2 detect/Emerg Lighting - Fire Hall	\$3,500.00
1.02.05	Smoke Detect/CO2 detect/Emerg Lighting - WTP	\$3,500.00
2.02	Building porch, steps and railings at side door - Admin Office	\$3,000.00
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
1.01	MH18-16 50 Avenue - East of 54 Street - Severe pipe deform	\$116,000.00
N/A	Skid Steer Accessories - Tracks & Salt/Sand Spreader	\$10,000.00
	Subtotal	\$202,000.00
2021		
	Muniware Software Installation Plan	\$14,200.00
3.05	Correct Multiple Plumbing issues - Seniors	\$2,000.00
4.01	Install Fire Hydrant - 54 Street at the Rec Centre	\$10,000.00
4.02	Install Fire Hydrant - 54 Street at 49 Avenue	\$10,000.00
2	Sidewalk Connections to Roadways	\$18,800.00
3	Curb Ramps	\$23,600.00
6.01	Transfer to Savings -Funds towards Water Reservoir Upgrades	\$8,500.00
3.01-3.05	Immediate Manhole Repairs requiring immediate attention	\$15,500.00
	Subtotal	\$102,600.00
2022		
5	Old Public Works Shop Demolition	\$30,000.00
6.01	Museum - Brick Chimney Reconstruction	\$30,000.00
6.01	Transfer to Savings -Funds towards Water Reservoir Upgrades	\$8,500.00
	Subtotal	\$68,500.00
2023		
6.06	Museum - Re-plumb drainage lines and correct venting problem	\$18,000.00
7	Birch Lake change house - Electrical connections	\$1,000.00
9	Birch Lake Picnic Shelter - Ball Diamonds - Electrical Conn.	\$1,000.00
10	Birch Lake Wood Shed - Replace wood shed	\$6,000.00
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
	Subtotal	\$34,500.00
2024	2023	
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
6.04	Museum - Remove and re-do wooden subfloor in basement	\$8,000.00
1	Replace Sidewalk on 48 Avenue - Part 1	\$41,280.00
1	Replace Sidewalk on 48 Avenue - Part 2	\$20,000.00
		\$77,780.00
	Grand Total	\$485,380.00

Amended on:
Motion No.:

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
DECEMBER 17, 2019.**

**TAX FORGIVENESS –
PLAN 4175R, BLOCK 8,
LOT 14
2019-12-17/11**

Moved by Mayor McMann that Council direct Administration to forgive the taxes applied to Roll No. 1980 (Plan 4175R, Block 8, Lot 14) in the amount of \$1577.31.

CARRIED.

**ALBERTA MUNICIPAL
AFFAIRS LETTER
DECEMBER 4, 2019 –
MUNICIPAL
ACCOUNTABILITY
PROGRAM REVIEW
2020
2019-12-17/12**

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

**FEDERATION OF
CANADIAN
MUNICIPALITIES
MEMBERSHIP 2020-2021
2019-12-17/13**

Moved by Mayor McMann that Council approve the 2020 membership to Federation of Canadian Municipalities. Further that Council approve the cost of \$122.61 (GST included) as presented in FCM's invoiced dated October 28, 2019.

CARRIED.

**TRANS CANADA
YELLOWHEAD
HIGHWAY
ASSOCIATION –
MUNICIPAL
MEMBERSHIP
2019-12-17/14**

Moved by Deputy Mayor Oudshoorn that Council approve the Trans Canada Yellowhead Highway Association membership for 2020. Further that Council approve the 2020 Municipal Contribution cost of \$40.53 as presented in Trans Canada Yellowhead Associations invoiced dated November 22, 2019.

CARRIED.

**NOTICE OF HEARING –
ALBERTA UTILITIES
COMMISSION –
TRANSMISSION LINE
7L65 REBUILD PROJECT
2019-12-17/15**

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

RECEIVED

JAN 07 2020

THE CHUDOVYI UKRAINIAN DANCERS OF INNISFREE

Malanka

Innisfree, AB January 18, 2020

Greetings, Bitamo!

The Chudovyi Ukrainian Dancers of Innisfree will be hosting our fourth annual Malanka on Saturday, January 18, 2020.

The Innisfree Ukrainian Dance Club has been an important part of our community for 37 years. We feel that Ukrainian dance offers the youth of the community a positive experience, skills and an attachment to culture and tradition. We strive to offer the best possible experience for our dancers and through events such as this we can continue to offer our best.

A Malanka is a celebration of Ukrainian New Year's Eve. Our evening will include an authentic Ukrainian supper, traditional Malanka skit, dance performances by our club and a dance featuring the popular Ukrainian band MILLENIA!

We will also be having a silent auction, and would like to ask you for an item for our auction table, for which you or your company would be acknowledged as a valued contributor on our thank you board, in our newspaper thank you ad and through social media.

We would like to thank you for your time and consideration in supporting our club and youth. You may contact myself or any of our members with your donations, for tickets, or with any questions you may have.

Sincerely,
The Chudovyi Ukrainian Dancers of Innisfree

Please contact:
Naomi Foyster-Melnyk
1-780-632-1585
thank you



Village of Innisfree

Emergency Management Program /

Emergency Plan

2019/2020



Last Modified on:

Approved by Council on: January 14, 2020 (Motion: 2020-01-14/___)

Distribution List

Contact Person	Community / Agency	Address	Copy Number / Format
Mayor Deborah McMann	Village of Innisfree	<i>Box 69, Innisfree AB T0B 2G0</i>	780-275-0101 (C)
Deputy Mayor William Oudshoorn	Village of Innisfree	<i>Box 69, Innisfree AB T0B 2G0</i>	780-991-6984(C)
Councillor Aaron Cannan	Village of Innisfree	<i>Box 69, Innisfree AB T0B 2G0</i>	780-603-3202 (C)
Chief Administrative Officer Brooke Magosse	Village of Innisfree	<i>Box 69, Innisfree AB T0B 2G0</i>	780-592-3886 (O) 780-581-3380 (C)
Public Works Foreman	Village of Innisfree	<i>Box 69, Innisfree AB T0B 2G0</i>	780-787-0568 (C)
Emergency Management Field Officer John Lamb	Alberta Municipal Affairs	<i>AFSC Building, 4910 52 Street, Camrose AB</i> <i>T4V 2V4</i>	587-322-6481 (C) 24/7 Line: 1-866-618-2362
ATCO Gas			1-800-511-3447
ATCO Electric			1-800-668-5506

Emergency Plan for Village of Innisfree

Contact Person	Community / Agency	Address	Copy Number / Format
Water Operator Randy Cyba	Town of Vegreville	4829 – 50 Street, Vegreville AB T9C 1R7	1-780-632-9489 (C)
Nutrien Ag Solutions	Innisfree Business	4427 Delnorte Street, Innisfree AB T0B 2G0	780-592-2490
Petro Can Truck Stop	Innisfree Business	HWY 16 & HWY 870, Innisfree AB T0B 2G0	780-592-3777
CN Rail – CN Police Emergency	Railway Services	Montreal (Headquarters) 935 de La Gauchetière Street West Montreal, Quebec, Canada H3B 2M9	1-800-465-9239
Alberta Environment	Environment Complaint Emergency	9915 108 Street, NW Edmonton AB	1-800-222-6514
Alberta Forest Service		10725 120 Ave NW Edmonton AB, T5G 0S8	780-427-6822
Telus Communications			1-800-223-0300
Mannville FCSS	Village of Mannville	5127 50 Street, Box 180 Mannville, AB T0B 2W0	780-763-3500
Vegreville FCSS	Town of Vegreville	4829 50 Street, Box 640 Vegreville, AB T9C 1R7	780-632-2606
Vermilion Public Health	Town of Vermilion	5021 49 Avenue Vermilion, AB T9X 1X1	780-853-5358
Vegreville Public Health	Town of Vegreville	4829 50 Street, Box 640 Vegreville, AB T9C 1R7	780-632-2606
Vermilion Food Bank	Town of Vermilion	5021 49 Avenue Vermilion, AB T9X 1X1	780-853-5358

Emergency Plan for Village of Innisfree

Contact Person	Community / Agency	Address	Copy Number / Format
Vegreville Food Bank	Town of Vermilion	<i>4829 50 Street, Box 640 Vegreville, AB T9C 1R7</i>	780-632-2606

Amendment Record

Amendment Number	Issue Date	Page(s) Replaced	Amended By	Date

Table of Contents

1 INTRODUCTION 7

2 NOTIFICATION 8

 2.1 EM Agency - Contacts/Messaging 11

 2.2 Public Messaging..... 14

3 ALERTING - AEA & FREQUENCIES..... 18

4 ACTIVATING THE PLAN..... 21

 4.1 Initial Actions 22

5 CONCEPT OF OPERATIONS 24

6 EMERGENCY COORDINATION CENTRE (ECC) 26

 6.1 State of Local Emergency 27

7 EMERGENCY SOCIAL SERVICES (ESS) 32

8 ICS FORMS & POSITION CHECKLISTS 33

 8.1 Position Checklists..... 34

 8.2 ICS Forms 52

9 ADMINISTRATION 60

1 INTRODUCTION

Disasters or large scale emergencies can happen suddenly, causing normal functioning of communities to become overwhelmed. To prepare for such a potential event, the VILLAGE OF INNISFREE has established emergency response procedures to provide guidelines for an effective response.

The overall priorities of the VILLAGE OF INNISFREE during a disaster are the protection of lives, property, the community, the environment and an effective recovery. The main objective is to respond to emergency conditions, mitigate the consequences, and manage the process of restoring normal operations as soon as possible.

The personal information included in this Plan is being collected in support of the VILLAGE OF INNISFREE Emergency Management Program. The collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions within the FOIP Act. If you have any questions about the collection of this information, please contact the Chairperson of the Community VILLAGE OF INNISFREE Emergency Advisory Committee in writing at:

Chair, VILLAGE OF INNISFREE Emergency Advisory Committee

Village of Innisfree
Box 69
Alberta Canada
T0B 2G0

2 NOTIFICATION

Effective communication is achieved through truth and transparency. Information will be shared based on timely collection, analysis and an understanding of what information is needed by the various stakeholders.

Notification of an imminent or emerging situation will be done according to the following general principles:

1. Begin immediate actions to communicate facts as quickly as possible.
2. Update information regularly as circumstances change.
3. Use multiple mediums to reach as many stakeholders / community members as possible.

The (DEM, DDEM, CAO) will be responsible to provide communication during and after a disaster.

The (DEM, DDEM, CAO) will provide notification of the emergency as soon as possible after activating the Emergency Plan.

- Notify the Emergency Agency and request they meet at their designated location if safe to do so, and instigate the call notification.

* SECTION 2.1 – EM Agency - Contacts/Messaging

- Inform the Alberta Emergency Management Agency (AEMA), Field Officer that the plan has been activated.
- Notify of the situation as appropriate:

- District Councillors (Local Authority)

Mayor Deborah McMann – 780-275-0101 / Email: debmcmcom@yahoo.ca

Deputy Mayor Oudshoorn – 780-991-6984 / Email: will.oudshoorn@gmail.com

Councillor Cannan – 780-603-3202 / Email: aaroncannan@gmail.com

- Create AEA Alert notification

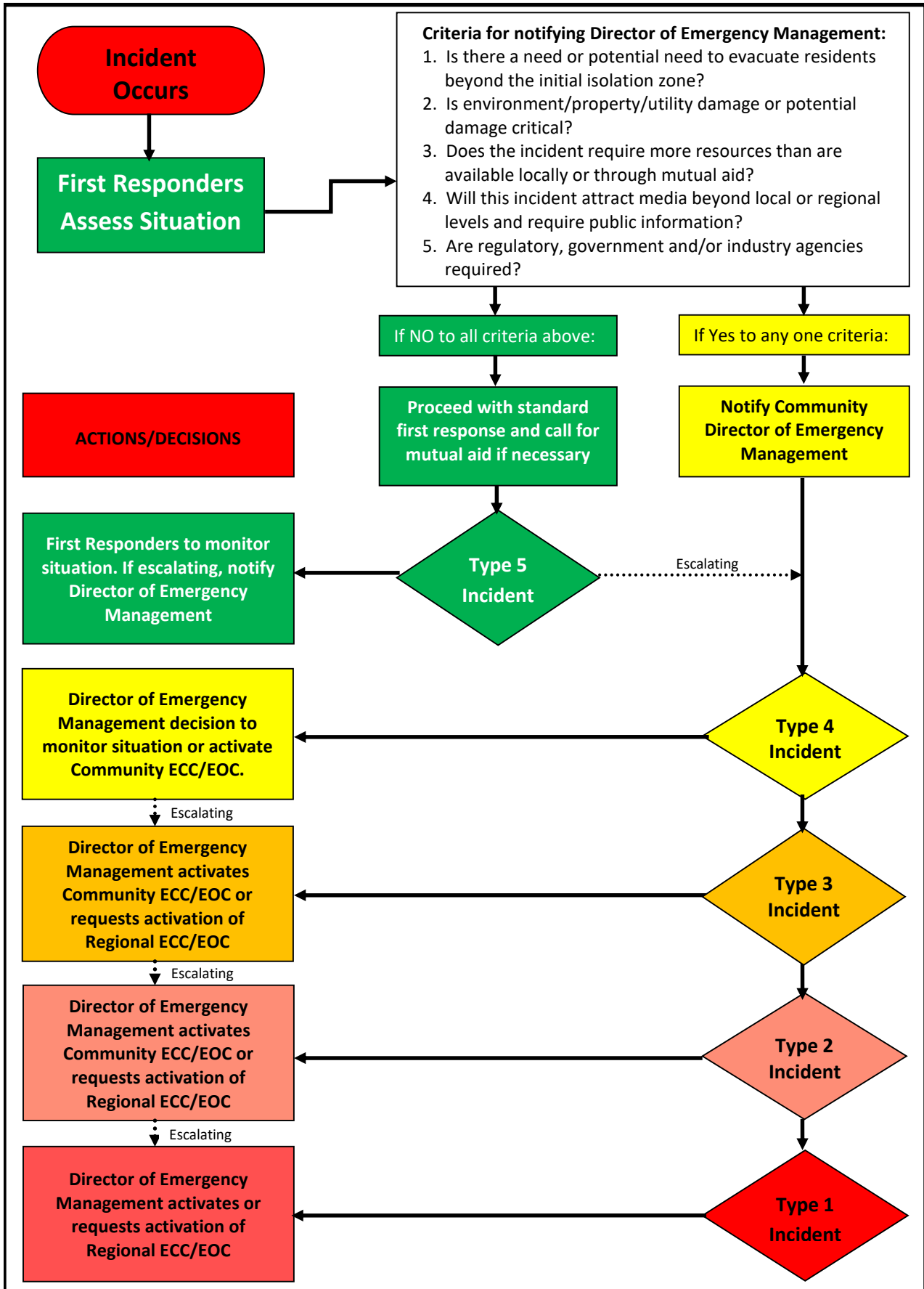
* SECTION 4 - Alerting

- Community Citizens

* SECTION 2.2 – Public Messaging

- Any other groups pre-agreed

NOTIFICATION/ACTIVATION DECISION CHART



EMERGENCY MANAGEMENT RESPONSE CHART



FIRST RESPONDER DECISION TO NOTIFY MUNICIPALITY OF EVENT?

1. Is there a need or potential need to evacuate residents beyond the site?
2. Is environment/property/utility damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Will this event likely attract media beyond local media or require public information?
5. Are regulatory, government and/or industry agencies required?

↓

If YES to any one question

NOTIFY MUNICIPALITY BY CALLING
DEM or Deputy DEM at _____
If no contact, call AEMA POC at 1-866-618-2362

↓

NO to all questions

Proceed with
Standard First Responder Procedures
and call mutual aid if necessary.

DEM DECISION TO ACTIVATE EMERGENCY COORDINATION CENTER (ECC)?

1. Immediate EPWS activation for public safety? If "yes" - Activate AEA now by calling authorized users in the box to the right
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents beyond the site?
4. Prolonged or potentially prolonged disruption of key services and/or utilities?
5. Is public information required or is media interest likely beyond local media?

NO to all questions
→

Proceed with Standard First Responder Procedures and call mutual aid if necessary.

AEA Authorized User List:

Name	Phone	Cell
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

↓
If YES to any one question

DEM / Deputy DEM activates ECC and delegates as many of these duties as possible

6. Immediately assembles ECC team, using "ECC Activation Call List" in the box to the right.
7. Gets ECC facility operational.
8. Start first coordination & support procedures.
9. Further immediate action:
 - Identifies and assigns job responsibilities of ECC team members as they arrive.
 - If required, appoints Site Manager and defines site perimeters.
 - If required, suggest to declare "State of Local Emergency".
 - Facilitates ECC and municipal operations.

CALL AEMA POC at 1-866-618-2362

ECC Activation Call List:

Name	Function	Phone
	DEM	
	Dep. DEM	

2.1 EM Agency - Contacts/Messaging

The call out notification will be initiated using a PACE Plan format (Primary, Alternate, Contingency, Emergency) as detailed.

Alternate methods of contact will be used until active communication is established with each member of the Emergency Agency.

Communication MUST BE ACTIVE – The message must be acknowledged and repeated back. This procedure acknowledges the details have been captured and understood to ensure accuracy of information for action and passing the message on.

NOTIFICATION PLAN for Emergency Agency

- Primary: Work issued cell phone call
- Alternate: Email message/text to work issued cell phone
- Contingency: Personal land line/cell phone call
- Emergency: In-person door knocking at residence

Sample Message for Emergency Agency

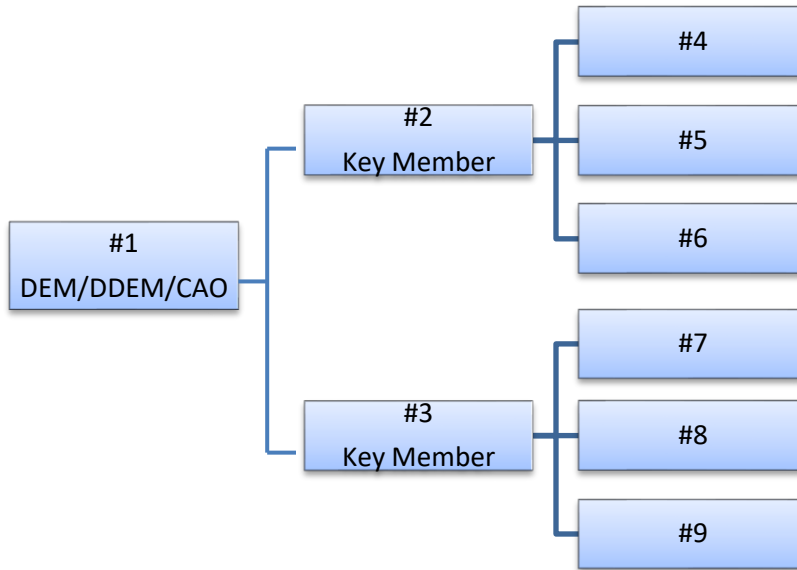
Hello. The time is HH:MM.

The Emergency Plan has been activated due to _____. You are required to [call the next person on the phone tree and] report to _____ no later than HH:MM.

You are to bring all issued personal protective equipment and seasonal-specific outerwear and be prepared to operate for up to 24 hours.

Please repeat this message back to confirm.

Emergency Agency Contacts



#1

NAME:	Brooke Magosse		
Work Cell:	780-581-3380		
Email:	cao@innisfree.ca		
Land Line:	780-592-3886	Personal Cell:	n/a
Address:			

#2

NAME:	Dean Lindballe		
Work Cell:	780-208-3510		
Email:	N/A		
Land Line:	N/A	Personal Cell:	n/a
Address:			

#3

NAME:	Justin Fleming		
Work Cell:	780-787-0568		
Email:	publicworks@innisfree.ca		
Land Line:	n/a	Personal cell:	n/a
Address:			

Emergency Plan for Community
 VILLAGE OF INNISFREE

#4

NAME:	Eldon Kostynuk, Innisfree Fire Chief		
Work Cell:	780-581-4597		
Email:	eldonarts@gmail.com		
Land Line:	n/a	Personal Cell:	n/a
Address:			

#8

NAME:	Mike Fundytus, County of Minburn Fire Chief		
Work Cell:	780-208-6434		
Email:	mfundytus@minburncounty.ab.ca		
Land Line:		Personal Cell:	
Address:			

#9

NAME:	Bobbi Jo Jackson		
Work Cell:	n/a		
Email:	admin@innisfree.ca		
Land Line:	780-592-3886	Personal Cell:	
Address:			

#7

NAME:			
Work Cell:			
Email:			
Land Line:			
Address:			

#8

NAME:			
Work Cell:			
Email:			
Land Line:			
Address:			

#9

NAME:			
Work Cell:			
Email:			
Land Line:			
Address:			

2.2 Public Messaging

The (DEM, DDEM, CAO) will inform Stakeholders / Community members of the emergency situation as soon as possible after activating the Emergency Plan.

NOTIFICATION PLAN for Community Members

Primary: www.innisfree.ca / Facebook: Village of Innisfree

Alternate: Alberta Emergency Alert (AEA)

Contingency: Sirens through VILLAGE OF INNISFREE

Emergency: In-person door knocking at residence

Alberta Emergency Alert Message

Use messaging protocol as per AEA standards.

Alternate Media Source Message

Sample Message for Community Members

This is _____ (NAME & POSITION) of (Community).

A(n) _____ (NATURE OF EMERGENCY/INCIDENT)

has occurred in/at the _____ (AREA of / Community).

Access your Community's social media website(s), AEA or tune your radio or television to a local station.

KEEP PHONE LINES free.

MANDATORY EVACUATION MESSAGE

This is _____ (NAME & POSITION) of the VILLAGE OF INNISFREE. An emergency exists in the _____ (AREA of / Community).

For your personal safety, evacuation of _____ (AREA) is necessary due to _____ (NATURE OF EMERGENCY).

The evacuation route to follow is _____ (DESCRIBE ROUTE TO AVOID DANGER).

Reception Centre(s) are at the following location(s):

- _____
- _____

If you require transportation, go to a collection point. If you are physically unable to go to a collection point, CALL _____ to make arrangements for pick up.

Collection Point(s)

- _____
- _____

All evacuees are requested to report and register at a reception centre. If you evacuate with your own vehicle, please report to the reception centre. If you are unable to attend a reception centre to register, please register by contacting the reception center at:

- Phone _____
- Email _____
- Social Media _____

Bring identification, medication, essential personal items for self and family, (diapers, etc.), seasonal clothing for 3 days. If you are using public transportation, please limit your carry-on to one bag per person.

Shut off all gas and electrical appliances, other than refrigerators and freezers. Close all windows and doors but do not lock. Emergency personnel will check all houses and locations and mark them when cleared.

Residents are encouraged to have an emergency plan for pets and to evacuate with the animal. Although pets are not permitted at the reception/evacuation centres, arrangements for their care can be made. Evacuees are required to provide for the basic needs of any pets they evacuate including food, and all other items.

*****Any other safety information related to the evacuation.

You will be advised when the emergency has ended and it is safe to return to your home. During the period of evacuation, police will provide security of your homes and businesses.

Additional information and updates can be accessed at:

- Radio stations _____
- TV stations _____
- Social Media _____

SHELTER-IN-PLACE MESSAGE

This is _____ (NAME & POSITION) of (Community).

A(n) _____ (NATURE OF EMERGENCY/INCIDENT)

has occurred in/at the _____ (AREA of / Community).

For your personal safety, the public should Shelter-in-Placed immediately.

Shelter-in-place means:

- Immediately bring your family and pets inside.
- Tune your radio or television to a local station, or access your Community's social media website(s).
- KEEP PHONE LINES free.
- Close all windows, doors and vents.
- Turn off your furnace, air conditioners and exhaust fans.
- Do not use indoor wood fires, clothes dryers, gas fireplaces or gas stoves.
- Go into an interior room with few windows, if possible.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Seal a room with duct tape and plastic sheets.
- Prepare for a possible evacuation.
- Notify absent household members that they are not to approach the area until notified.
- UNLESS TOLD TO DO SO BY AUTHORITIES DO NOT EVACUATE OR TRAVEL.
- Continue to listen to the radio, television and/or social media website(s) for further instructions.

VOLUNTARY EVACUATION MESSAGE

This is _____ (NAME & POSITION) of the VILLAGE OF INNISFREE. An emergency exists in the _____ (AREA of / Community).

For your personal safety, evacuation of _____ (AREA) is recommended due to _____ (NATURE OF EMERGENCY).

The evacuation route to follow is _____ (DESCRIBE ROUTE TO AVOID DANGER).

Reception Centre(s) are at the following location(s):

- _____
- _____

If you require transportation, go to a collection point. If you are physically unable to go to a collection point, CALL _____ to make arrangements for pick up.

Collection Point(s)

- _____
- _____

All evacuees are requested to report and register at a reception centre. If you evacuate with your own vehicle, please report to the reception centre. If you are unable to attend a reception centre to register, please register by contacting the reception center at:

- Phone _____
- Email _____
- Social Media _____

Bring identification, medication, blankets, sleeping bags and personal items if possible.

You will be advised when the emergency has ended and it is safe to return to your home. During the period of evacuation, police will provide security of your homes and businesses.

Additional information and updates can be accessed at:

- Radio stations _____
- TV stations _____
- Social Media _____

3 ALERTING - AEA & FREQUENCIES

ALBERTA EMERGENCY ALERT - AEA

The following community members are authorized to issue an alert on behalf of the community:

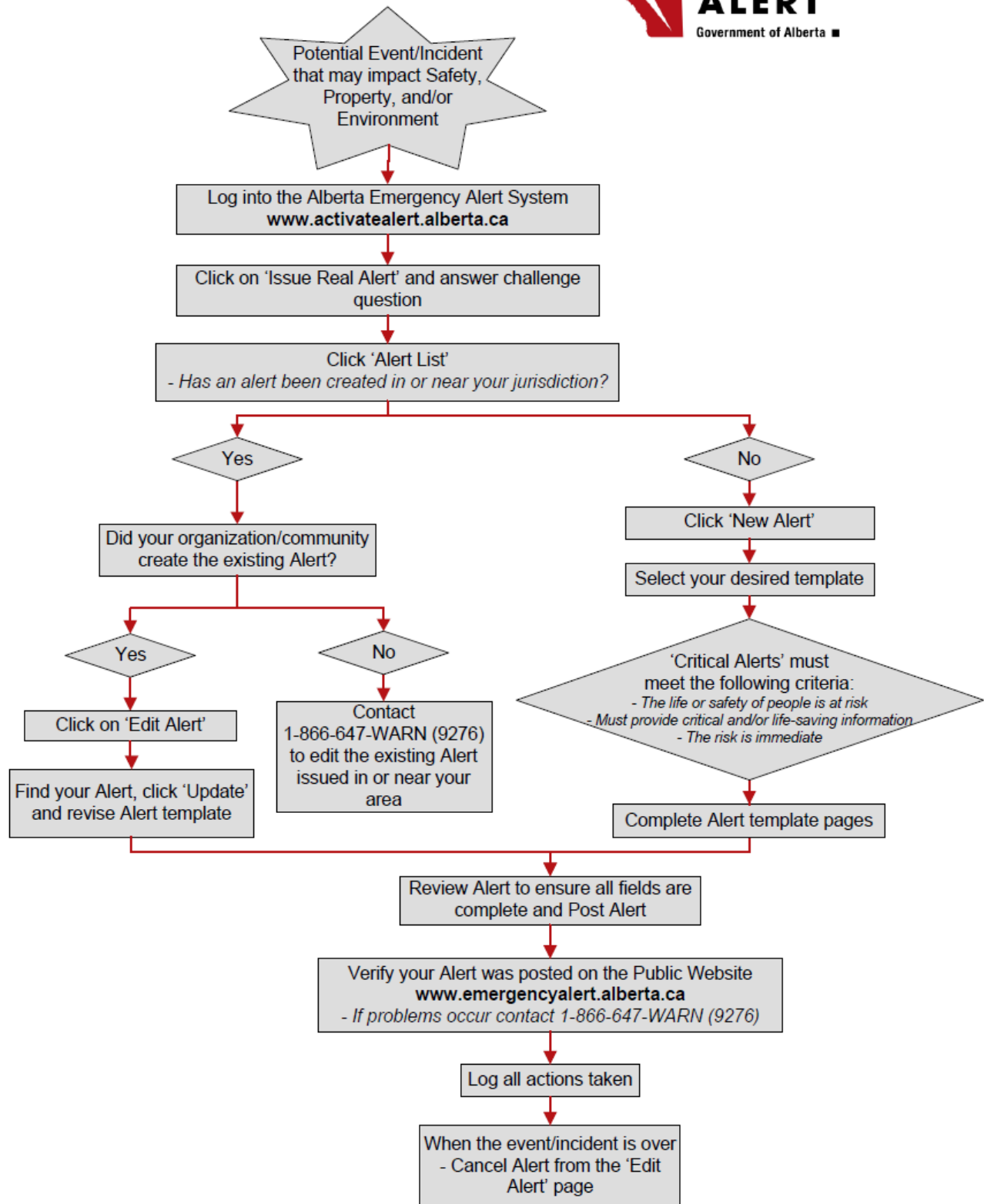
1. Mayor, Deborah McMann
2. Deputy Mayor, William Oudshoorn
3. CAO, Brooke Magosse

Alerts will be issued as per AEA protocol.

EMERGENCY SERVICES FREQUENCIES COMMUNICATIONS PROFILE

Chan	Rx	Tone	Tx	Tone	Scan	Display	Description
1							
2							
3							
4							
5							
6							
7							
8							
9							

Activation Quick Steps





MANUAL CRITICAL ALERT MESSAGE

(ONLY FOR USE WHEN NO INTERNET IS AVAILABLE)

Build your message by completing this form. Once this form is COMPLETE, call 1-866-647-WARN (9276) to issue your critical alert.

Level: **Critical – Immediate risk to human life, action must be taken immediately**

Description:

What is occurring, what is expected to happen
Keep it short and simple

Detail:

OPTIONAL

Website info
E.g. Reception centres, where people should evacuate to, phone numbers/web addresses of additional information

Instructions for the Public

Keep it short and simple

Alert Area

Where is the emergency, who is affected

Your Agency

Who the public can contact to get more information

Once this form is COMPLETE, call 1-866-647-WARN (9276) to issue your critical alert.

4 ACTIVATING THE PLAN

Responsibility for Activating the Plan

The following people can activate the plan, either on their own or in agreement together:

- The Director of Emergency Management (DEM), VILLAGE OF INNISFREE
- The Deputy Director of Emergency Management (DDEM), VILLAGE OF INNISFREE
- The Chief Administrative Officer (CAO), VILLAGE OF INNISFREE

When the Plan will be Activated

This plan will be activated when the (DEM, DDEM, CAO) is notified of an incident and considers that:

- It is necessary to take action and
- The situation cannot be resolved through routine operations,

and initiates the call out procedure to mobilize the emergency Agency.

4.1 Initial Actions

1. Notify the Emergency Agency and request they meet at their designated location if safe to do so, and instigate the call cascade.

* SECTION 2.1 - EM Agency - Contacts/Messaging

2. Inform the Alberta Emergency Management Agency (AEMA), Field Officer that the plan has been activated.

3. Notify of the situation, as appropriate:

- District Councillors (Local Authority)
- Community Citizens
- Any other Groups pre-agreed locally
- Create AEA alert notification, if the community accesses this service.

* SECTION 2 - Notification

* SECTION 2.2 - Public Messaging

* SECTION 4 - Alerting - AEA

4. Gather as much information about the situation as possible and decide which local resources should be mobilized to support the community.

* SECTION 8.4 - ICS 201 Form

5. Arrange for the ECC to be opened as appropriate. Consider whether the Agency can work effectively from the current location, or whether it will need to move to an alternate location.

6. Establish contact with neighbouring Municipality / Town Councils and ask for / offer support if appropriate.

- County of Minburn:
 -
- Village of Mannville
 -
- Town of Vegreville
 -
- Town of Viking

Emergency Plan for Community
VILLAGE OF INNISFREE

-
- Town/County of Two Hills
 -
- Village of Myrnam
 -
- Town of Vermilion
 -

5 CONCEPT OF OPERATIONS

ALL HAZARDS Approach

While the causes of emergencies vary greatly, the potential effects of emergencies do not. This Emergency Plan (EP) is an overview of the VILLAGE OF INNISFREE's emergency response organization and explains the general concept of operations. It identifies functions that must be performed and assigns responsibilities for accomplishing each function, allowing EP users (and others) to foresee that some improvisation or modification may become necessary.

Each municipal department will maintain a department specific plan which includes:

- a) department response
- b) department hierarchy/organization
- c) department activation plan
- d) department communication plan and pre-formatted message
- e) department reporting location

Assignment of Responsibilities

Responsibilities will be delegated in accordance with ICS structure and principles.

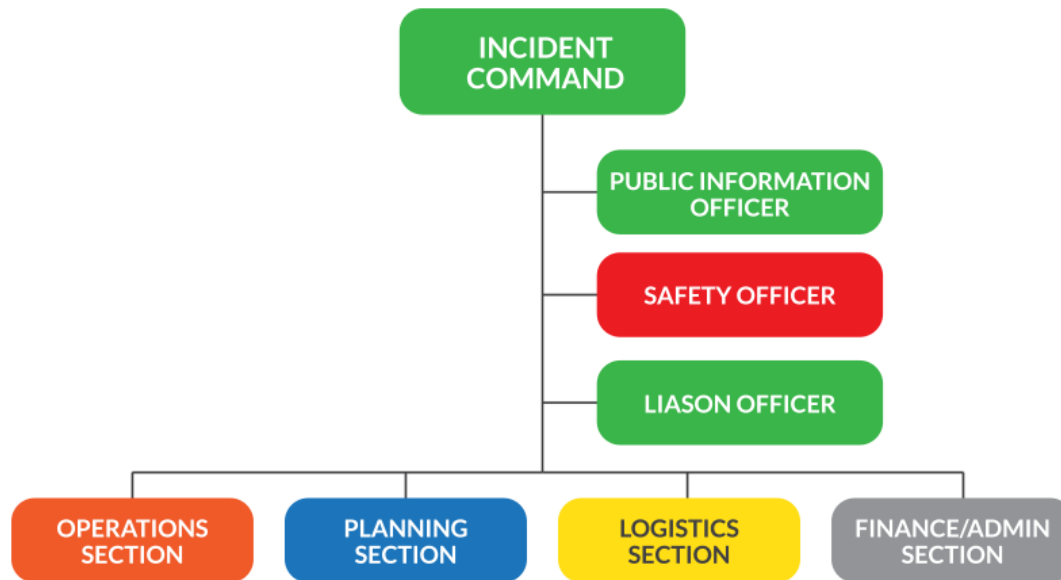
The VILLAGE OF INNISFREE uses the Incident Command System (ICS) as the incident management system at both the Emergency Coordination Centre (ECC) and at the incident site.

** See ICS Diagram.

The Incident Commander performs all position responsibilities and functions unless the position is activated and delegated.

The VILLAGE OF INNISFREE uses the Incident Command System (ICS) as the incident management system at both the Emergency Coordination Centre (ECC) and at the incident site.

ICS Structure



COMMAND STAFF

COMMAND	UNIFIED COMMAND	SAFETY	LIAISON	INFORMATION
<ul style="list-style-type: none"> Initially taken by the first trained responder to arrive at the scene Responsible for managing all tactical resources & operations Command may transfer, based on who has primary authority for overall control the incident 	<ul style="list-style-type: none"> Allows all agencies with jurisdiction for an incident to establish a common set of objectives and strategies. Unified command does not involve losing agency authority, responsibility, or accountability 	<ul style="list-style-type: none"> Monitors safety conditions and develops measures for ensuring the safety of all assigned personnel. Corrects unsafe situations via chain of command. May stop activity if personnel are in imminent danger 	<ul style="list-style-type: none"> On larger incidents or representatives from co-operating or assisting agencies may be assigned to the incident to coordinate their agency's involvement. The Liaison Officer serves as their primary contact 	<ul style="list-style-type: none"> Serves as the point of contact for the media or other organizations seeking information directly from the incident or event There should be only one Information Officer. Others will serve as assistants

GENERAL STAFF

OPERATIONS	PLANNING	LOGISTICS	FINANCE	STAGING
<ul style="list-style-type: none"> Directs and coordinate all tactical operations Determines resources required by the section Assists command in developing objectives and strategies for the incident Requests/ releases resources via command 	<ul style="list-style-type: none"> Collects, evaluates, and displays incident information Conducts long-range planning & develops demobilization plans Maintain status of all resources assigned to the incident Maintains incident documentation 	<ul style="list-style-type: none"> Responsible for all the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies 	<ul style="list-style-type: none"> This section is set up for any incident that may require on-site financial management. Larger incidents increasingly require Finance/Administration Sections to monitor costs and track claims for insurance or government funds 	<ul style="list-style-type: none"> Established to temporarily locate resources awaiting assignment Resources are always ready for assignment within 3 minutes) Staging Area Manager designated

The Incident Commander performs all position responsibilities and functions unless the position is activated and delegated.

* SECTION 8.3 – ICS Position Roles & Responsibilities

6 EMERGENCY COORDINATION CENTRE (ECC)

If an emergency Agency is brought together, it has been agreed that they will meet in one of the following location(s):

The primary ECC is located at the Innisfree Village office. Should this location be unsuitable due to the nature of the emergency, an alternate site has been designated at the County Office or other locations as directed by the Director of Emergency Management Agency for the VILLAGE OF INNISFREE.

The ECC may be activated to the degree considered necessary by the Director of Innisfree Emergency Management Agency to accommodate representatives of the Innisfree Emergency Management Agency.

The ECC will be located in the Innisfree Council Chambers, where key information is managed and displayed, activities are monitored, and coordination occurs.

A media room should be set up; this is best separated by access from the ECC.

Emergency Coordination Centre

Location	Key holder(s)	Contact Information	Availability
1. Primary Village Office	Brooke Magosse Bobbi Jo Jackson Justin Fleming	Cell: 780-581-3380 Cell: 780-581-0599 Cell: 780-787-0568	
2. Alternate County of Minburn Shop	Graham Shell, PW Foreman	Cell: 780-632-9330	

6.1 State of Local Emergency

A State of Local Emergency (SOLE) is declared when conditions exist that require the need for extraordinary legal authority for elected officials or the provision of liability protection for elected officials.

In accordance with By-law [REDACTED], the (CAO) can declare a State of Local Emergency for the VILLAGE OF INNISFREE.

The power to declare or renew a SOLE rests with the CAO, or in the absence of the CAO, two members of Council, acting on behalf of the VILLAGE OF INNISFREE.

Declaration of a State of Local Emergency
--

WHEREAS an emergency exists in _____
(Community Name)

due to _____

THEREFORE, _____ declares a State of
(Community Name)

Local Emergency exists in the _____
(Part of Community / Geographical Area)

Time: _____ Date: _____

Signature(s):	Title(s):
_____	_____
_____	_____
_____	_____
_____	_____

Email to: ma.poc@gov.ab.ca

Fax to: **Minister, Alberta Municipal Affairs**

Via Provincial Operations Centre (POC)

780.644.7962

**Public Announcement following the Declaration of a State of
Local Emergency**

_____ has declared a State of Local Emergency in
(Community Name)

(Part of Community / Geographical Area)

due to _____

“The public is advised that for the duration of the emergency, _____
(Community Name)

may take any action it deems necessary to deal with the situation.”

Forward to: The public via all available means (radio, TV, internet, etc.)

Renewal of Declaration of a State of Local Emergency

WHEREAS an emergency continues to exist in _____
(Community Name)

due to _____

THEREFORE, _____, declares a State of Local
(Community Name)

Emergency continues to exist in _____
(Part of Community / Geographical Area)

Time: _____ Date: _____

Signature(s):	Title(s):
_____	_____
_____	_____
_____	_____
_____	_____

Forward to: The public via all available means (radio, TV, internet, etc.)

Email to: ma.poc@gov.ab.ca

Fax to: **Minister, Alberta Municipal Affairs**

Via Provincial Operations Centre (POC)

780.644.7962

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in _____
(Community Name)

due to _____

, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____ Date: _____

Signature(s):	Title(s):
_____	_____
_____	_____
_____	_____
_____	_____

Forward to: The public via all available means (radio, TV, internet, etc.)

Email to: ma.poc@gov.ab.ca

Fax to: **Minister, Alberta Municipal Affairs**
Via Provincial Operations Centre (POC)

780.644.7962

7 EMERGENCY SOCIAL SERVICES (ESS)

Emergency Social Services (ESS) is a planned emergency response program to meet the immediate and long term survival and psychological needs of individuals impacted by an emergency or disaster. ESS programs include and plan for the provision of basic food, clothing lodging, registration and inquiry, and personal services in order to care for those evacuated during a major emergency or disaster.

ESS for the VILLAGE OF INNISFREE will be provided by the following organizations:

- VILLAGE OF INNISFREE Family and Community Support Services (FCSS)
- VILLAGE OF INNISFREE staff
- Red Cross
- ***church, local service groups

8 ICS FORMS & POSITION CHECKLISTS

This section contains the main ICS forms and position checklists and for both the Emergency Coordination Centre and the Site personnel.

ICS Forms included in this plan:

ICS 201 – Incident Briefing

ICS 202 – Incident Objectives

ICS 207 – Incident Organizational Chart

ICS 221 – Demobilization Checkout

More ICS forms are available in the CEMP library under “ICS”.

8.1 Position Checklists

It is important that the entire checklist be read through once before initiating action items.

It is important to note that not all positions are required for all emergencies and in some cases, one person may carry out the responsibilities of more than one position. Only those functions/positions that are needed to effectively handle the emergency should be staffed.

Checklists included:

- DEM / ECC Director
- Emergency Public Information Officer
- Liaison Officer
- Incident Commander
- Scribe
- Finance/Admin Section Chief
- Logistics Section Chief
- Operations Section Chief
- Planning Section Chief

More checklists are available in the CEMP library under "Checklists".

DEM/ECC Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK



1. Activate Community or Regional ECC as appropriate. As a minimum, your assessment and decision to activate should be based on the following criteria:
 - a. Is there a need or potential need to conduct a mandatory evacuation of residents beyond the initial isolation zone (site perimeter)?
 - b. Is life safety, property or environmental damage (or potential for) critical?
 - c. Does the incident require more resources than are available locally or through mutual aid?
 - d. Will this incident attract media attention beyond the regional level and/or require public information?
 - e. Are there regulatory, legislative or other actions/notifications required?
 - f. Is the Community ECC viable and/or suitable for the scope and scale of this incident?

2. If the Community ECC is not viable or suitable for activation, contact the Director of Emergency Management or designate of the closest partnering community and request use of their ECC.

3. Initiate Community ECC staff fan-out as per your community annex. Ensure staff is briefed on where they are to report to (Community, partnering Community or Regional ECC).

4. Activate the Alberta Emergency Alert system and/or any other public warning methods as appropriate.

5. Notify the Alberta Emergency Management Agency Field Officer and/or Provincial Operations Centre (POC) of the incident. 1.866.618.2362

6. Assess the need for a declaration of a state of local emergency (SOLE). If a SOLE is determined necessary, brief Administrator and Council of requirement and recommend that Council make the declaration.

7. In conjunction with the Incident Commander, determine, authorize and implement protective actions as necessary (shelter-in-place or evacuation, for example).

8. Activate appropriate Management Staff positions in the ECC.

Emergency Plan for Community
VILLAGE OF INNISFREE

- 9. Determine information needs and inform staff of requirements.
- 10. Brief staff:
 - Provide a summary of current organization
 - Identify incident objectives and any policy directives for the management of the incident
 - Provide a review of current incident activities
 - Determine the time and location of first ECC Planning Meeting
- 11. Establish parameters for resource requests and releases:
 - Review requests for critical resources
 - Confirm who has ordering authority within the organization
 - Confirm those orders that require Command authorization
- 12. In conjunction with Emergency Public Information Officer, authorize release of information to the media.
- 13. Establish level of planning to be accomplished:
 - Contingency planning
 - Formal planning meeting and frequency
- 14. Ensure ECC Planning Meetings are conducted.
- 15. Ensure Management Staff coordination in the ECC:
 - Periodically check progress on assigned tasks of Management Staff personnel
 - Approve necessary changes to strategic goals
- 16. Keep Council and Incident Commander informed on incident-related problems and progress.
- 17. Document all activity in Emergency Operations Log sheet.

Emergency Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK



1. Report to ECC and obtain briefing from ECC Director:
 - Determine current status of Incident
 - Identify current organization
 - Determine point of contact for media
 - Determine current media presence

2. Participate in ECC Director's briefing:
 - Determine constraints on information process
 - Determine pre-existing agreements for information centers, Joint Information Centres (JICs), etc.

3. Assess need for special alert and warning efforts, including but not limited to the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

4. If required, coordinate the development of door-to-door protective action statements.

5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

Sample Initial Information Summary

We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at [location], and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

6. Arrange for necessary work space, materials, telephones, internet access and staff. Consider assigning Assistant Information Officers to:
 - Joint Information Centre (JIC)
 - Field (scene) Information
 - Internal Information

7. Establish contact with local, regional or provincial media representatives as appropriate.

Emergency Plan for Community
VILLAGE OF INNISFREE

8. Establish location of Information Centre for media and public away from the ECC, incident site(s) and reception centres.
9. Establish schedule for news briefings.
10. Coordinate the activation and staffing of message center "rumour control" lines to receive requests and answer questions from the public. Provide statement to operators.
11. Obtain current incident status reports and coordinate a schedule for updates.
12. Observe constraints on the release of information imposed by the ECC Director.
13. Obtain approval for information release from ECC Director:
 - Confirm details to ensure no conflicting information is released
 - Identify site and time for press briefings, and confirm participation by other Incident Management Agency (IMT) members.
14. Release news to media, and post information in ECC/Incident Command Post/Reception Centres and other appropriate locations.
15. Record all interviews and copy all news releases:
 - Utilize media to correct erroneous or misleading information being provided to the public
16. Coordinate information releases with information staff from other impacted agencies and jurisdictions:
 - Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.
17. Respond to special requests for information.
18. Gather all news releases, bulletins, and summaries for future reference.
19. Participate in Planning Meetings.
20. Confirm with ECC Director the process for the release of information concerning incident-related injuries or deaths.
21. Document all activity on Emergency Operations Log sheet.

Finance/Administration Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

TASK



1. Obtain briefing from Incident Commander:
 - Incident objectives
 - Assisting/coordinating agencies
 - Anticipated duration/complexity of incident
 - Determine any political considerations
 - Obtain the names of any agency contacts the Incident Commander knows about
 - Possibility of cost sharing
 - Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable

2. Obtain briefing from agency administrator:
 - Determine level of fiscal process required
 - Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement
 - Assess potential for legal claims arising out of incident activities
 - Identify applicable financial guidelines and policies, constraints and limitations

3. Obtain briefing from agency Finance/Administration representative:
 - Identify financial requirements for planned and expected operations
 - Determine agreements are in place for land use, facilities, equipment, and utilities
 - Confirm/establish procurement guidelines
 - Determine procedure for establishing charge codes
 - Important local contacts
 - Agency/local guidelines, processes
 - Copies of all incident-related agreements, activated or not
 - Determine potential for rental or contract services
 - Is an Incident Business Advisor (IBA) available or the contact information for an agency Financial/Administration representative?
 - Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees
 - Ensure that proper tax documentation is completed
 - Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used

4. Ensure all Sections and the Supply Unit are aware of charge code.

5. Attend Planning Meeting:
 - Provide financial and cost-analysis input
 - Provide financial summary on labor, materials, and services

Emergency Plan for Community
VILLAGE OF INNISFREE

- Prepare forecasts on costs to complete operations
- Provide cost benefit analysis, as requested
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns

6. Gather continuing information:
- Equipment time – Ground Support Unit Leader and Operations Section
 - Personnel time – Crew Leaders, Unit Leaders, and individual personnel
 - Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section
 - Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader
 - Arrival and demobilization of personnel and equipment – Planning Section
 - Daily incident status – Planning Section
 - Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader
 - Status of supplies – Supply Unit Leader and Procurement Unit Leader
 - Guidelines of responsible agency – Incident Business Advisor, local administrative personnel
 - Use agreements – Procurement Unit Leader and local administrative personnel
 - What has been ordered? – Supply Unit Leader
 - Unassigned resources – Resource Unit Leader and Cost Unit Leader

7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation

8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants
 - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment
 - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies

10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:
- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place
 - Distribute time-keeping forms to all Sections-ensure forms are being completed correctly

- 12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
- 13. Assist Logistics in resource procurement:
 - Identify vendors for which open purchase orders or contracts must be established
 - Negotiate ad hoc contracts
- 14. Ensure coordination between Finance/Administration and other Command and General Staff.
- 15. Coordinate Finance/Administration demobilization.
- 16. Provide briefing to relief on current activities and unusual events.
- 17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).
- 18. Submit all Section documentation to Documentation Unit.

Incident Commander Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ✓
1. Ensure welfare and safety of incident personnel.
2. Supervise Site(s) Command and General Staff.
3. Obtain initial briefing from current Incident Commander and ECC Director.
4. Assess incident situation:
- Review the current situation status and initial incident objectives. Ensure that all local, regional and provincial agencies impacted by the incident have been notified.
5. Determine need for, establish, and participate in Unified Command.
6. Activate appropriate Site Command and General Staff positions. Safety Officer should be appointed:
- Confirm dispatch and arrival times of activated resources.
 - Confirm work assignments.
7. Brief staff:
- Provide a summary of current organization.
 - Identify incident objectives and any policy directives for the management of the incident.
 - Provide a review of current incident activities.
 - Determine the time and location of Site Planning Meeting(s).
8. Determine information needs and inform staff of requirements.
9. Determine status of declaration of state of local emergency.
10. Establish parameters for resource requests and releases:
- Review requests for critical resources.
 - Confirm who has ordering authority within the organization.
 - Confirm those orders that require Command authorization.

Emergency Plan for Community
VILLAGE OF INNISFREE

- 11. Establish level of planning to be accomplished:
 - Written vs. Verbal Incident Action Plan (IAP).
 - Contingency planning.
 - Formal Planning Meeting.
- 12. Ensure Planning Meetings are conducted.
- 18. Approve and authorize implementation of the IAP:
 - Review IAP for completeness and accuracy.
 - Verify that objectives are incorporated and prioritized.
- 19. Ensure Site Command and General Staff coordination:
 - Periodically check progress on assigned tasks of Site Command and General Staff personnel.
 - Approve necessary changes to strategic goals and IAP.
 - Ensure periodic contact with participating agencies.
- 20. Work with ECC Director to recommend declaration of state of local emergency according to agency protocol.
- 21. Keep ECC Director informed on incident-related problems and progress.

Liaison Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK



1. Report to ECC and obtain briefing from ECC Director:
 - Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization)

2. Obtain cooperating and assisting agency information, including:
 - Contact person(s)
 - Radio frequencies
 - Phone numbers
 - Cooperative agreements
 - Resource type
 - Number of personnel
 - Condition of personnel and equipment
 - Agency constraints/limitations

3. Establish workspace for Agency Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators

5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

6. Work with the Emergency Public Information Officer and ECC Director to coordinate media releases associated with inter-governmental cooperation issues.

7. Monitor ECC and incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:
 - Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Agency (IMT).

8. Participate in Planning Meetings.

9. Document all activity on Emergency Operations Log sheet.

Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

TASK

- ✓
1. Obtain briefing from Incident Commander:
- Review situation and resource status for number of personnel assigned to incident
 - Review current organization
 - Determine which incident facilities have been/should be activated
2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
3. Confirm resource ordering process.
4. Assess adequacy of current Incident Communications Plan (ICS Form 205).
5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:
- Provide summary of emergency situation
 - Provide summary of the kind and extent of Logistics support the Section may be asked to provide
7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.
8. Attend Planning Meetings.
9. Participate in preparation of Incident Action Plan (IAP):
- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources
 - Identify future operational needs (both current and contingency), in order to anticipate logistical requirements
 - Ensure Incident Communications Plan (ICS Form 205) is prepared
 - Ensure Medical Plan (ICS Form 206) is prepared
 - Assist in the preparation of Transportation Plan
10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.
11. Research availability of additional resources.

Emergency Plan for Community
VILLAGE OF INNISFREE

- 12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.
- 13. Ensure coordination between Logistics and other Command and General Staff.
- 14. Ensure general welfare and safety of Section personnel.
- 15. Provide briefing to relief on current activities and unusual situations.
- 16. Ensure that all personnel observe established level of operational security.
- 17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).
- 18. Submit all Section documentation to Documentation Unit.

Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK



1. Obtain briefing from Incident Commander:
 - Determine incident objectives and recommended strategies
 - Determine status of current tactical assignments
 - Identify current organization, location of resources, and assignments
 - Confirm resource ordering process
 - Determine location of current Staging Areas and resources assigned there

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
 - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging
 - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Agency Leaders) on assignments, ordering process, protective equipment, and tactical assignments

6. Develop and manage tactical operations to meet incident objectives.

7. Assess life safety:
 - Adjust perimeters, as necessary, to ensure scene security
 - Evaluate and enforce use of appropriate protective clothing and equipment
 - Implement and enforce appropriate safety precautions

8. Evaluate situation and provide update to Planning Section:
 - Location, status, and assignment of resources
 - Effectiveness of tactics
 - Desired contingency plans

9. Determine need and request additional resources.

10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Agency(s)/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

11. Keep Resources Unit up to date on changes in resource status.

12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:
 - Identify assignments by Division or Group

- Identify specific tactical assignments
- Identify resources needed to accomplish assignments

13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process
- Notify Logistics of communications problems
- Keep Planning up-to-date on resource and situation status
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources
- Keep Safety Officer involved in tactical decision-making
- Keep Incident Commander apprised of status of operational efforts
- Coordinate media field visits with the Information Officer

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

15. Attend Planning Meetings.

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

Planning Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

TASK

- ✓
1. Obtain briefing from Incident Commander:
- Determine current resource status (ICS Form 201)
 - Determine current situation status/intelligence (ICS Form 201)
 - Determine current incident objectives and strategy
 - Determine whether Incident Commander requires a written Incident Action Plan (IAP)
 - Determine time and location of first Planning Meeting
 - Determine desired contingency plans
2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.
3. Establish and maintain resource tracking system.
4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.
6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
- Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required
 - Provide copy to the Information Officer
7. Obtain/develop incident maps.
8. Establish information requirements and reporting schedules for ICP and field staff.
9. Prepare contingency plans:
- Review current and projected incident and resource status
 - Develop alternative strategies
 - Identify resources required to implement contingency plan
 - Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP
10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.
11. Conduct Planning Meetings.

Emergency Plan for Community
VILLAGE OF INNISFREE

- 12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:
 - Establish information requirements and reporting schedules for use in preparing the IAP
 - Ensure that detailed contingency plan information is available for consideration by Operations and Command
 - Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP
 - Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section
 - Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate

- 13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

- 14. Coordinate preparation of the Safety Message with Safety Officer.

- 15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

- 16. Instruct Planning Section Units in distribution of incident information.

- 17. Provide periodic predictions on incident potential.

- 18. Establish a weather data collection system, when necessary.

- 19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

- 20. Ensure Section has adequate coverage and relief.

- 21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

- 22. Ensure preparation of demobilization plan, if appropriate.

- 23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Agency (IMT) demobilization.

- 24. Provide briefing to relief on current and unusual situations.

- 25. Ensure that all staff observe established level of operational security.

- 26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

- 27. Submit all Section documentation to Documentation Unit.

Scribe Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK



1. Receive notification and briefing on the incident as per notification protocol.

2. Proceed to the Emergency Coordination Centre or alternate as indicated.

3. Open an event log and record key decisions, actions and briefings from all command and general staff positions in the ECC.

4. Lead scribe to open main event log, post written updates, status summaries and major developments, based on information gathered from general scribes, where readily seen by EOC / site staff.

5. Provide briefing to your relief on current and unusual situations.

6. Remember, your documentation is critical and needs to be focused primarily on the most important decisions and actions made.



Incident Briefing (ICS 201)

1. INCIDENT NAME/NUMBER	2. DATE PREPARED	3. TIME PREPARED
4. MAP/SKETCH		
5. SITUATION SUMMARY & HEALTH AND SAFETY BRIEFING		
ICS 201-CAN Page 1 of 4	6. Prepared by: (Name and Position)	Signature



Incident Briefing (ICS 201)

7. CURRENT AND PLANNED OBJECTIVES

--

8. CURRENT AND PLANNED ACTIONS, STRATEGIES AND TACTICS

Time:	Actions:

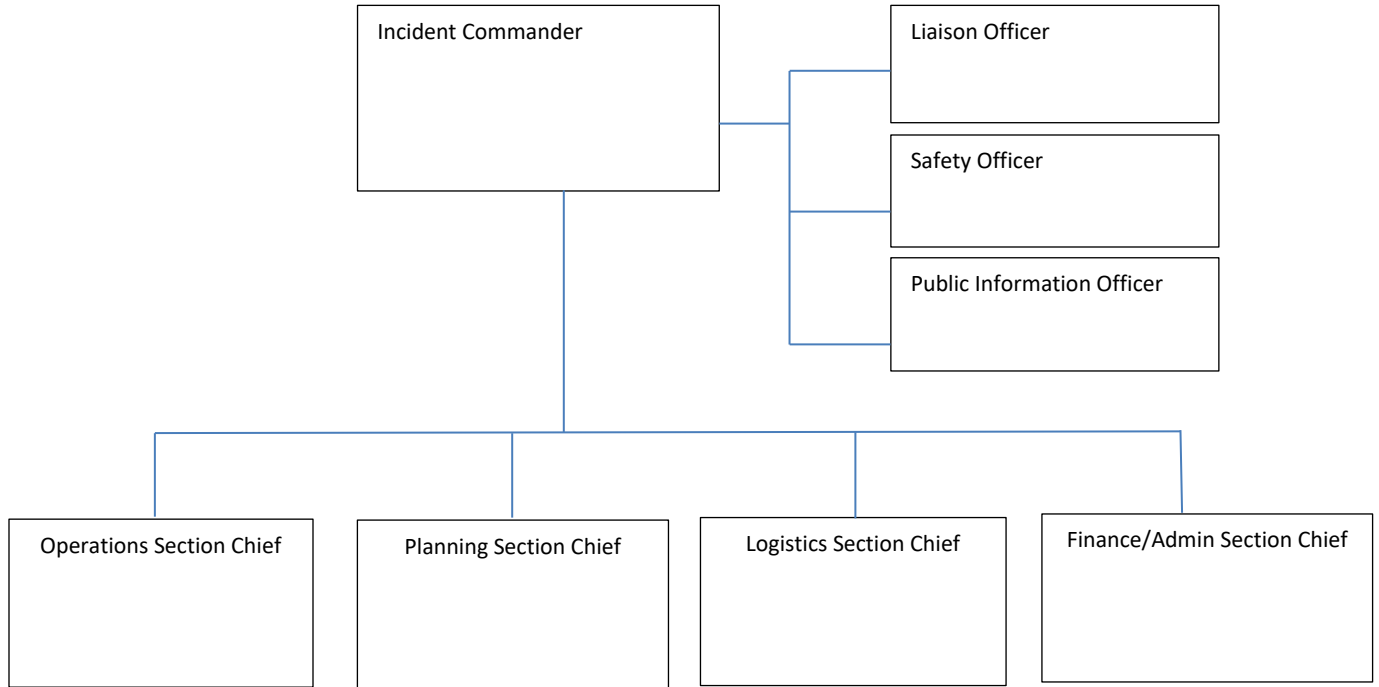
ICS 201-CAN Page 2 of 4	Prepared by: (Name and Position)	Signature
----------------------------	----------------------------------	-----------



Incident Briefing (ICS 201)

9. CURRENT ORGANIZATION

(fill in additional organization as appropriate):



ICS 201-CAN
Page 3 of 4

Prepared by: (Name and Position)

Signature



Incident Briefing (ICS 201)

10. RESOURCES SUMMARY

Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

ICS 201-CAN Page 4 of 4	Prepared by: (Name and Position)	Signature
----------------------------	----------------------------------	-----------



Incident Objectives (ICS 202)

1. INCIDENT NAME	2. DATE PREPARED	3. TIME
4. OPERATIONAL PERIOD (Date/Time)	Date From: Time From:	Date To: Time To:
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (Include alternatives)		

6. WEATHER FORECAST

7. GENERAL SAFETY MESSAGE

8. ATTACHMENTS (Check if attached)

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Organization List (ICS 203) | <input type="checkbox"/> Medical Plan (ICS 206) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Assignment List (ICS 204) | <input type="checkbox"/> Incident Map | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Communications Plan (ICS 205) | <input type="checkbox"/> Traffic Plan | <input type="checkbox"/> _____ |

9. PREPARED BY (Planning Section Chief)	10. APPROVED BY (Incident Commander)
SIGNATURE	SIGNATURE



Incident Organization Chart (ICS 207)

1. Incident Name: <input style="width: 95%;" type="text"/>	2. Operational Period: <input style="width: 95%;" type="text"/>	Date From: <input style="width: 95%;" type="text"/>	Date To: <input style="width: 95%;" type="text"/>
3. Organization Chart		Time From: <input style="width: 95%;" type="text"/>	
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 200px;">INCIDENT COMMANDER</div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px;">LIAISON OFFICER</div> <div style="border: 1px solid black; padding: 5px; width: 150px;">SAFETY OFFICER</div> <div style="border: 1px solid black; padding: 5px; width: 150px;">INFORMATION OFFICER</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 22%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">OPERATION SECTION CHIEF</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">STAGING AREA MANGER</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">BRANCH/DIVISION/GROUP</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">BRANCH/DIVISION/GROUP</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">BRANCH/DIVISION/GROUP</div> </div> <div style="width: 22%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">PLANNING SECTION CHIEF</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">RESOURCE UNIT</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">SITUATION UNIT</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">DOCUMENTATION UNIT</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">DEMOMOBILATON UNIT</div> </div> <div style="width: 22%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">LOGISTICS SECTION CHIEF</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">SERVICE BRANCH DIRECTOR</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">COMMUNICATIONS UNIT LEADER</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">MEDICAL UNIT LEADER</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">FOOD UNIT LEADER</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">SUPPORT BRANCH DIRECTOR</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">SUPPLY UNIT LEADER</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">FACILITIES UNIT LEADER</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">GROUND SUPPORT UNIT LEADER</div> </div> <div style="width: 22%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">FINANCE/ADMIN SECTION CHIEF</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">TIME UNIT</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">COST UNIT</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">PROCUREMENT UNIT</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">COMPENSATON/CLAIMS UNIT</div> </div> </div>			
Page <input style="width: 20px;" type="text"/> of <input style="width: 20px;" type="text"/>	4. Prepared by: <input style="width: 90%;" type="text"/> <small>(Name & Position)</small>	Signature: <input style="width: 95%;" type="text"/>	
Date/Time: <input style="width: 95%;" type="text"/>			



Incident Organization Chart (ICS 207)

1. Incident Name: <input style="width:95%;" type="text"/>	2. Operational Period: From: Date <input style="width:10%;" type="text"/> Time <input style="width:10%;" type="text"/>	To: Date <input style="width:10%;" type="text"/> Time <input style="width:10%;" type="text"/>
3. Organization Chart Use the chart below to display branch organization for complex incidents. Branches are functional (label with functional name) or geographic (label with capitalized roman numerals).		
<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20%; height: 40px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 20%; height: 40px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 20%; height: 40px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 20%; height: 40px; margin-bottom: 5px;"></div></div> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div></div> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div></div> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div><div style="border: 1px solid black; width: 15%; height: 20px; margin-bottom: 5px;"></div></div>		



Demobilization Checkout (ICS 221)

1. INCIDENT NAME/NUMBER	2. DATE/TIME	3. DEMOB. NUMBER
4. UNIT/PERSONNEL RELEASED		
5. TRANSPORTATION TYPE/NUMBER		
6. ACTUAL RELEASE DATE/TIME		7. MANIFEST COMPLETED YES NO
8. DESTINATION	9. Notify	HQ Agency Region Area Dispatch
	Name	
	Date	
10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING		

11. UNIT/PERSONNEL

You and your resources have been released subject to Sign-Off from the following: Demobilization Unit Leader - Check the appropriate box

LOGISTICS SECTION	
Supply Unit	
Communication Unit	
Facilities Unit	
Ground Support Unit Leader	
PLANNING SECTION	
Documentation Unit	
FINANCE SECTION	
Time Unit	
OTHER	

REMARKS

Page		of		13. PREPARED BY (Name and Position)	SIGNATURE
------	--	----	--	--	-----------

9 ADMINISTRATION

Authority

This plan is issued under the authority of the:

Emergency Management Act, R.S.A. 2000, Chapter E-6.8

This plan is issued by *Bylaw* _____ of the VILLAGE OF INNISFREE.

Purpose

The purpose of this plan is to enable an efficient and effective response to emergencies within the VILLAGE OF INNISFREE. This plan provides guidance to agencies within the VILLAGE OF INNISFREE with a general concept of the structure, key responsibilities and general procedures to ensure all responsible parties are notified of the emergency and assembled in the proper locations, with the proper equipment, to respond. It also provides for the systematic integration of emergency resources when activated.

Scope

This plan is not designed to replace existing procedures for dealing with routine operations in the community such as Police, Fire, Ambulance or Municipal Services. Following the initial emergency response and on-site assessment, the emergency services first responders in consultation with other agencies, as appropriate, will determine the extent of the response that will be required to deal effectively with the emergency.

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of VILLAGE OF INNISFREE.

Governance

In accordance with the Emergency Management Act, each Community is required to appoint an emergency advisory committee consisting of a member or members of the local authority (Council) to advise on the development of emergency plans and programs.

Each Community shall maintain an emergency management agency to act as the agent of the local authority (Council) in exercising the local authority's powers and duties under the Act. Composition of the agency for each Community will be in accordance with their emergency management bylaw.

Each Community shall appoint a director of the emergency management agency (Director of Emergency Management (DEM)), who shall:

- Prepare and co-ordinate emergency plans and programs for the community;
- Act as director of emergency operations on behalf of the emergency management agency;
- Co-ordinate all emergency services and other resources used in an emergency; and
- Perform other duties as prescribed by Council.

To build depth and resiliency into the emergency management organization, Council will appoint a Deputy Director(s) of Emergency Management to assist the DEM; as well as ensure continuity during absence or long-term incidents.

Plan Development and Maintenance

The Emergency Plan for the VILLAGE OF INNISFREE will be developed by the Director of Emergency Management (DEM) in consultation with the emergency management committee.

The Emergency Plan for the VILLAGE OF INNISFREE will be updated immediately with any personnel changed of the listed Emergency Agency contacts, and reviewed every two years by the DEM and the emergency management committee.

Volunteer Worker Compensation

All volunteer emergency workers should be registered when they start their emergency tasks.

In the event an emergency task-related injury is sustained by a volunteer, the appropriate Workers' Compensation Board report forms (one completed by the volunteer as the employee, and one completed by the community as the employer) should be forwarded to:

Attention: Managing Director
Alberta Emergency Management Agency
14515 - 122 Avenue
Edmonton, AB T5L 2W4

Village of Innisfree (CAO)

From: Mike Fundytus <mfundytus@minburncounty.ab.ca>
Sent: January 8, 2020 10:52 AM
To: Phil Rowe (prowe@vegreville.com) (prowe@vegreville.com); Jennifer Hodel; Village of Innisfree (CAO)
Subject: AMHSA Leadership In Safety Excellence Course

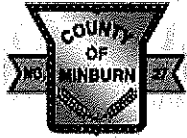
Good Morning,

The county is hosting and AMHSA Leadership in Safety Excellence Course on Feb 10 and 11. Do your respective municipalities have anyone they want to send to attend. Cost would be \$130 per person include lunch. Please let me know as soon as possible if you will have anyone in attendance.

Thanks,

Mike Fundytus

Director of Protective Services



Ph. 780-632-2082

Fx. 780-632-6296

www.minburncounty.ab.ca

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT
DECEMBER 17, 2019 – JANUARY 14, 2020

Administration

Finances:

- **Year end**
 - i. Administration has completed the majority of yearend reporting.
 - **Budget**
 - i. Amended 2020 Interim Budget has been presented to Council reflecting December 2019 amounts. This will give Administration and Council and better idea of revenue and expenses for 2020.
 - ii. Finalized Budget will be presented after audit is completed in March 2020.
 - **Grant Funding**
 - i. 2017 & 2018 SFE's have been submitted and completed. 2019 SFE's deadline is May 1, 2020.
 - **Audit**
 - i. Auditors will be coming February 18-21, 2020 to do final audit.
-
- **CAO Holidays**
 - Just a reminder that I am on Holidays from January 17-24, 2020. Back in the office on the 27th.
 - **Community Van**
 - Payment for Van has been received and it has been picked up by successful bidder.
 - **Events**
 - Planning for Canada Day event will begin in mid-late February. Stay posted.
 - We have decided not to plan a Winter Festival this year.
 - **December 12, 2019 Tax Sale**
 - The Village had a tax sale that took place on December 12, 2019. No interested parties attended the Tax Sale, therefore the village consumed 4 properties. Administration has started the Tax Forfeiture already started the tax forfeiture process. Once the land titles come in for these properties, I will forward letters to the effected landowners advising them of their options.
 - **Innisfree Delnorte School: No Parking Signs – Update**
 - Administration spoke to a representative from Alberta Transportation. They mentioned that Alberta Transportation may purchase the “No Parking” signs for the Village, but had asked that the Village be in charge of installation. Which we most certainly can do.

- He did have concerns that their budget was pretty tight, and they may not be able cover these costs.
- Alberta Transportation will send a formal letter in response to our letter dated December 18, 2020.

Public Works

Public works has been doing an excellent job with snow removal. Keep up the good work.

Public Works has been working on rebuilding picnic tables for the Recreation Park.

Bylaw Enforcement

Bylaw Enforcement is on-going.

UPCOMING EVENTS:

- January 15, 2020 – IDP Open House 5PM-7PM.

ACTION LIST

1. Please see attached.

ACTION LIST

MOTION #	TITLE	DEPARTMENT	ACTIONED	ON-GOING
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 Back alley & Collapsed Retaining Wall	Admin/PW		X
2019-07-16/07	Request for Decision – Proposed Utility Rates	Admin		X
2019-11-19/05	Training – Innisfree Fire Department	Admin		X
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin		X
2019-12-17/18	Innisfree Delnotre School – No Parking Signs	Admin		X



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Budget	2019 Actual
TAXATION			
1-00-00-110	Taxes Residential	148,710.13	173,837.39
1-00-00-111	Taxes Non-Residential	67,000.00	47,790.64
1-00-00-112	Taxes M & E	0.00	1,793.65
1-00-00-190	Taxes Linear	0.00	20,742.42
1-00-00-230	Taxes Federal GIL	0.00	881.03
1-00-00-250	Taxes Minimum Levy	34,758.22	(1,400.00)
1-00-00-321	ASFF Residential Levy	25,339.92	25,389.82
1-00-00-322	ASFF Non-Residential Levy	10,343.89	10,343.89
1-00-00-330	Seniors Housing Levy	1,888.00	1,890.86
* TOTAL TAXATION		288,040.16	281,269.70
REQUISITIONS			
2-00-00-321	ASFF Requisition Residential	25,339.92	36,632.45
2-00-00-322	ASFF Requisition Non-Residential	10,343.89	0.00
2-00-00-330	Seniors Foundation Requisition	1,888.00	1,889.00
* TOTAL REQUISITIONS		37,571.81	38,521.45
**P TOTAL TAX AVAILABLE FOR MUNICI		250,468.35	242,748.25
GENERAL REVENUE			
1-00-00-510	Penalties Taxes	15,000.00	26,879.31
1-00-00-540	Franchise Fees - Natural Gas	24,750.00	23,425.66
1-00-00-541	Franchise Fees - Electricity	15,250.00	20,695.75
1-00-00-550	Bank Interest	3,000.00	3,705.74
1-01-00-590	Other Revenue Own Sources Invest	0.00	80.00
1-11-00-152	Council Health Benefit Cost Recovery	0.00	2,296.10
** TOTAL GENERAL REVENUE		58,000.00	77,082.56
ADMIN REVENUE			
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	400.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	900.00	976.75
1-12-00-402	Flower Pots	400.00	(63.33)
1-12-00-430	Sales Hats, Pins, Promotional	25.00	3.26
1-12-00-511	Wild Pink Yonder Revenues	0.00	(960.00)
1-12-00-560	Rental Revenue Adm	4,800.00	8,845.50
1-12-00-590	Other Revenue Own Sources Adm	300.00	5,627.35
1-12-00-840	Grants Conditional Provincial Adm	40,311.00	0.00
1-12-00-911	LTO Cost Recovery	250.00	115.00
** TOTAL ADMIN REVENUE		47,386.00	14,544.53
FINE REVENUE			
** TOTAL FINE REVENUE		0.00	0.00
FIRE REVENUE			
1-23-00-410	Fees Fire Fighting	20,000.00	14,367.07
1-23-00-415	Fire Dept Donations	0.00	225.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,120.00	20,425.60



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Budget	2019 Actual
<hr/>			
**	TOTAL FIRE REVENUE	40,120.00	35,017.67
BYLAW REVENUE			
	1-26-00-522 License Animal	300.00	420.00
	1-26-00-523 Business Licenses	600.00	340.00
	1-26-00-590 Fines Bylaw	150.00	(550.00)
**	TOTAL BYLAW REVENUE	1,050.00	210.00
PUBLIC WORKS REVENUE			
	1-32-00-430 Sales Service (Grass,Snow)	300.00	1,450.00
	1-32-00-560 PW Rental Revenue	300.00	(300.00)
	1-32-00-830 Grants Federal (CSJ) PW	0.00	2,100.00
**	TOTAL PUBLIC WORKS REVENUE	600.00	3,250.00
STORMWATER REVENUE			
	1-37-00-410 Stormwater Infrastructure Renewal	4,600.00	4,503.39
**	TOTAL STORMWATER REVENUE	4,600.00	4,503.39
WATER REVENUE			
	1-41-00-410 Water Consumption	52,000.00	36,744.04
	1-41-00-411 Regional Water Fund	24,140.00	22,296.50
	1-41-00-412 Water Base Fee	29,500.00	29,463.73
	1-41-00-510 Penalties Water	1,800.00	2,444.31
	1-41-00-511 Penalties-Regional Water Fund	350.00	0.00
**	TOTAL WATER REVENUE	107,790.00	90,948.58
SEWER REVENUE			
	1-42-00-410 Billings Sewer	40,910.00	33,086.32
	1-42-00-510 Sanitary Sewer Penalties	500.00	0.00
	1-42-00-830 Grants Conditional Federal Sewer	11,675.00	0.00
**	TOTAL SEWER REVENUE	53,085.00	33,086.32
SOLID WASTE			
	1-43-00-410 Billings Garbage	55,100.00	47,472.93
	1-43-00-411 Regional SWM Infrastructure Fee	19,500.00	17,168.70
	1-43-00-511 Penalties SWM Fee	325.00	0.00
**	TOTAL SOLID WASTE	74,925.00	64,641.63
COMMUNITY REVENUE			
**	TOTAL COMMUNITY REVENUE	0.00	0.00
LAND REVENUE			
	1-61-00-522 Permits (Development, Subdivision)	100.00	125.00
	1-61-00-840 Grants - Provincial	0.00	20,000.00
**	TOTAL LAND REVENUE	100.00	20,125.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Budget	2019 Actual
RECREATION REVENUE			
1-72-00-590	Fees Park Grounds	19,500.00	22,317.27
1-72-00-591	Fees Park Concession	2,000.00	1,853.95
1-72-00-830	Federal Conditional Grants	0.00	1,915.00
**	TOTAL RECREATION REVENUE	21,500.00	26,086.22
CULTURAL REVENUE			
1-74-00-557	Museum Cost Recovery	7,200.00	0.00
**	TOTAL CULTURAL REVENUE	7,200.00	0.00
***	TOTAL REVENUE	666,824.35	612,244.15
COUNCIL EXPENSE			
2-11-00-130	Employer Cont Source Dec=ductions	30.00	0.00
2-11-00-135	WCB Council	190.00	0.00
2-11-00-151	Fees Council	7,500.00	7,177.50
2-11-00-152	Benefits Council	2,050.00	1,964.60
2-11-00-211	Travel/Subsistence Council	2,500.00	983.54
2-11-00-212	Conventions/Seminars Council	3,500.00	704.88
2-11-00-274	Council Insurance	2,000.00	2,000.00
**	TOTAL COUNCIL EXPENSE	17,770.00	12,830.52
ADMIN EXPENSE			
2-12-00-110	Salaries & Wages Adm	55,000.00	60,154.71
2-12-00-111	Honorarium (Admin)	500.00	500.00
2-12-00-130	Employer Contributions Source Adm	4,405.00	711.86
2-12-00-131	Employer Benefits Adm	2,375.00	11,198.31
2-12-00-135	Workers Compensation ADM	620.00	1,641.33
2-12-00-211	Travel/Subsistence Adm	1,000.00	1,043.72
2-12-00-212	Education Adm	1,000.00	614.25
2-12-00-215	Telecommunications	4,800.00	5,811.46
2-12-00-216	Postage & Freight	2,000.00	2,313.11
2-12-00-220	Membership Dues Adm	1,700.00	1,289.08
2-12-00-221	Advertising/Printing/Subscriptions Adm	6,400.00	20,386.93
2-12-00-230	Audit/Assessor Fees Adm	15,000.00	16,131.88
2-12-00-250	Contracted Services Adm	3,800.00	23,760.64
2-12-00-274	Insurance Adm	3,300.00	3,264.32
2-12-00-510	Goods & Services Adm	5,500.00	15,116.86
2-12-00-540	Utilities Heat Adm	1,650.00	1,436.27
2-12-00-541	Utilities Power Adm	2,500.00	2,215.68
2-12-00-650	Provision Doubtful Accounts	2,000.00	0.00
2-12-00-765	Transfer to Reserves Adm	1,000.00	0.00
2-12-00-810	Bank Charges Adm	1,750.00	1,514.68
2-12-00-910	Outages/Account for Penny Loss	3,230.24	0.00
2-12-00-911	Land Title Charges	1,000.00	731.00
2-12-00-920	Tax Adjustments Council Adm	1,200.00	0.00
2-12-00-995	Legal Expenses	30,000.00	27,311.83
2-12-00-770	Grants to Organizations Adm	250.00	140.00
2-12-00-790	Amortization Expense Adm	600.00	0.00
**	TOTAL ADMIN EXPENSE	152,580.24	197,287.92



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Budget	2019 Actual
FIRE EXPENSE			
2-23-00-120	Salaries & Wages Fire	15,000.00	20,690.73
2-23-00-135	WCB Fire	210.00	0.00
2-23-00-211	Travel & Subsistence Fire	300.00	0.00
2-23-00-215	Telecommunications Fire	2,900.00	2,899.35
2-23-00-217	Freight & Postage Fire	0.00	17.00
2-23-00-234	Training Fire	1,500.00	1,815.75
2-23-00-250	Contracted Services Fire	2,000.00	9,253.95
2-23-00-274	Insurance Fire	1,800.00	1,906.50
2-23-00-510	Supplies & Equipment Fire	5,500.00	8,638.93
2-23-00-521	Fuel & Oil Fire	1,000.00	553.56
2-23-00-540	Utilities Heat Fire	4,400.00	2,140.65
2-23-00-541	Utilities Power Fire	1,200.00	1,704.41
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	0.00
2-23-00-790	Amortization Expense Fire	2,525.00	0.00
**	TOTAL FIRE EXPENSE	42,335.00	49,620.83
EMGERENCY SERVICE EXPENSE			
2-25-00-310	911 Requisition	1,550.00	1,427.20
**	TOTAL EMGERENCY SERVICE EXPENS	1,550.00	1,427.20
BYLAW EXPENSE			
2-26-00-221	Bylaw Advertising	150.00	0.00
2-26-00-222	Bylaw Enforcement Costs	500.00	0.00
2-26-00-510	Animal Control Goods & Services	250.00	0.00
**	TOTAL BYLAW EXPENSE	900.00	0.00
PUBLIC WORKS EXPENSE			
2-32-00-110	Salaries & Wages PW	18,500.00	23,352.78
2-32-00-111	Honorarium (PW)	500.00	500.00
2-32-00-115	Salaries & Wages Casual PW	2,100.00	0.00
2-32-00-130	Employer Contributions Source PW	1,350.00	3,264.51
2-32-00-131	Employer Benefits PW	2,000.00	7,532.27
2-32-00-135	WCB	700.00	0.00
2-32-00-211	Travel & Subsistence PW	100.00	34.40
2-32-00-215	Telecommunications PW	2,650.00	2,572.52
2-32-00-217	Freight & Postage PW	50.00	0.00
2-32-00-250	Contracted Services PW	55,000.00	106,014.69
2-32-00-270	CN Services PW	130.00	130.00
2-32-00-274	Insurance PW	4,750.00	5,204.58
2-32-00-510	Goods & Services PW	15,000.00	23,582.62
2-32-00-521	Fuel & Oil PW	9,500.00	6,954.45
2-32-00-540	Utilities Heat PW	2,000.00	1,485.59
2-32-00-541	Utilities Power (Street/Shop) PW	62,000.00	50,461.50
2-32-00-762	Transfer to Capital PW	9,500.00	0.00
2-32-00-790	Amortization Expense PW	12,500.00	0.00
**	TOTAL PUBLIC WORKS EXPENSE	198,330.00	231,089.91
STORM DRAINAGE EXPENSE			
2-37-00-510	Goods & Equipment Repairs - Storm Drains	750.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Budget	2019 Actual
** TOTAL STORM DRAINAGE EXPENSE		750.00	0.00
WATER EXPENSES			
2-41-00-110	Salaries & Wages Water	8,000.00	8,362.67
2-41-00-130	Employer Contributions Source Water	600.00	1,290.54
2-41-00-131	Employer Benefits Water	850.00	211.89
2-41-00-215	Telecommunications - Water	500.00	657.40
2-41-00-217	Freight & Postage - Water	250.00	0.00
2-41-00-250	Contracted Services Water	10,000.00	6,834.19
2-41-00-274	Insurance Water	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	52,000.00	51,411.12
2-41-00-510	Goods & Services Water	5,000.00	853.21
2-41-00-540	Utilities Heat Water Plant	2,000.00	1,360.54
2-41-00-541	Utilities Power Water Plant	6,700.00	5,450.01
2-41-00-840	750-Capital ACE Water Contribution	24,140.00	0.00
2-41-00-790	Amortization Expense Water	66,900.00	0.00
** TOTAL WATER EXPENSES		180,340.00	79,831.57
SEWER EXPENSE			
2-42-00-110	Salaries & Wages Sewer	7,600.00	6,815.67
2-42-00-130	Employer Contributions Source Sewer	600.00	1,131.75
2-42-00-131	Employer Benefits Sewer	850.00	0.00
2-42-00-215	Freight/Phone/Postage Sewer	50.00	0.00
2-42-00-250	Contracted Services Sewer	5,000.00	1,693.71
2-42-00-274	Insurance Sewer	1,275.00	1,275.00
2-42-00-510	Goods & Services Sewer	7,500.00	4,533.11
2-42-00-541	Utilities Power Sewer Lift Stations	6,000.00	4,666.97
2-42-00-762	Transfer to Capital Sewer	10,000.00	0.00
2-42-00-790	Amortization Expense Sewer	26,000.00	0.00
** TOTAL SEWER EXPENSE		64,875.00	20,116.21
GARBAGE EXPENSE			
2-43-00-110	Salaries & Wages Garbage	18,500.00	17,450.09
2-43-00-130	Employer Contributions Source Garbage	1,350.00	2,799.62
2-43-00-131	Employer Benefits Garbage	2,000.00	211.95
2-43-00-250	Contracted Services Garbage	19,000.00	24,501.37
2-43-00-274	Insurance Garbage	360.00	360.00
2-43-00-510	Goods & Services Garbage	500.00	20,549.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	0.00
2-43-00-790	Amorization Expense Garbage	2,165.00	0.00
** TOTAL GARBAGE EXPENSE		62,375.00	65,872.03
FCSS EXPENSE			
2-51-00-351	FCSS Requisition	2,100.00	1,837.75
** TOTAL FCSS EXPENSE		2,100.00	1,837.75
PLANNING EXPENSE			
2-61-00-510	General Goods & Services	500.00	0.00
2-61-00-250	Contracted Services	0.00	5,579.51
2-61-00-840	Grants - Provincial	0.00	10,000.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Budget	2019 Actual
**	TOTAL PLANNING EXPENSE	500.00	15,579.51
	LAND PURCHASES EXPENSE		
**	TOTAL LAND PURCHASES EXPENSE	0.00	0.00
	RECREATION EXPENSES		
2-72-00-130	Employer Contributions Source Recreation	0.00	102.31
2-72-00-135	WCB Rec Park	110.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	250.00	734.11
2-72-00-221	Printing/Advertising/Subscriptions	500.00	395.00
2-72-00-250	Contracted Services Recreation	9,500.00	12,271.25
2-72-00-255	Maintenance Sports Grounds	750.00	0.00
2-72-00-274	Insurance Recreation	3,000.00	3,000.00
2-72-00-510	Goods & Services Recreation	3,500.00	6,057.07
2-72-00-511	Rec Park Float	100.00	0.00
2-72-00-521	Fuel and Oil Park	500.00	0.00
2-72-00-540	Utilities Heat Park Building	775.00	698.42
2-72-00-541	Utilities Power Park Grounds	2,750.00	5,529.07
2-72-00-591	Concessions Park Grounds	850.00	0.00
2-72-00-762	Transfer to Capital Recreation	5,000.00	0.00
2-72-00-790	Amortization Expense Recreation	8,450.00	0.00
**	TOTAL RECREATION EXPENSES	36,035.00	28,787.23
	CULTURE EXPENSES		
2-74-00-250	Contracted Services Library/Museum	0.00	93.11
2-74-00-274	Insurance Cultural Organization	1,500.00	0.00
2-74-00-300	Regional Library Requisition	1,175.00	1,148.45
2-74-00-350	Local Municipal Library Grant	3,500.00	7,000.00
2-74-00-510	Goods & Services Library/Museum/Culture	200.00	0.00
2-74-00-540	Utilities Heat Museum	3,250.00	2,353.69
2-74-00-541	Utilities Power Museum	2,500.00	1,231.54
**	CULTURE EXPENSES	12,125.00	11,826.79
***	TOTAL EXPENSES	772,565.24	716,107.47
****	(SUPLUS)/DEFICIT	105,740.89	103,863.32

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-01-08

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	284,706.07		Local Improvement Levy			0.00		
		Additional Tax Levy	0.00		Accumulated Penalty			20,507.01		
					Outstanding Penalty			20,507.01		
Sub Ledger					General Ledger					
		Current	17,422.24							
		1 Year	73,127.78			3-00-00-211	17,422.24			
		2 Years	50,521.56			3-00-00-212	178,851.61			
		3 Years	26,556.21			Totals	<u>196,273.85</u>			
		Over 3	28,646.06							
		Outstanding	<u>196,273.85</u>							
						Total GL	196,273.85			
						Total SL	196,273.85			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree

Utilities Trial Balance (All Balances)

Trial Balance As Of 2020-01-08

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
-----------	------	----------------	--------------------	---------	----------	----------	----------	----------

Sub Ledger		General Ledger	
Current	14,019.99		
Overdue 1	3,644.76	3-00-00-274	25,209.66
Overdue 2	1,799.96		
Overdue 3	1,535.47		
Overdue 4	4,209.48		
Outstanding	<u>25,209.66</u>	Totals	<u>25,209.66</u>
		Total GL	25,209.66
		Total SL	25,209.66
		Proof	<u>0.00</u>

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190678	2019-12-10	ACE	2-41-00-350	INN-11302019	PAYMENT NOVEMBER WATER CONSUMPTION	3,769.36	3,769.36
20190679	2019-12-10	AMSC Insurance Services	2-32-00-131 2-32-00-131 2-12-00-131 2-12-00-131 2-11-00-152	0732-8 0732-8 0732-8 0732-8 0732-8	PAYMENT NOVEMBER EMPLOYEE BENEFITS NOVEMBER EMPLOYEE BENEFITS NOVEMBER EMPLOYEE BENEFITS NOVEMBER EMPLOYEE BENEFITS NOVEMBER EMPLOYEE BENEFITS	592.92 266.68 266.68 592.92 177.24	1,896.44
20190680	2019-12-10	Doug's Backhoe & Bobcat Service	2-32-00-510	7334	PAYMENT GEMMEL BERGMANS SEWER LINE F	4,352.25	4,352.25
20190681	2019-12-10	EMCON SERVICES INC.	2-32-00-510	S1914-27317	PAYMENT ROAD TRAFFIC SIGN RENTAL FOR F	875.70	875.70
20190682	2019-12-10	Hiway 16 News	2-12-00-221 2-12-00-221	3494 3494	PAYMENT 1/4 B&W - PUBLIC AUCTION AD 1/4 COLOUR - TREE LIGHT UP AD	315.00 157.50	472.50
20190683	2019-12-10	Jackson, Bobbi-Jo	2-32-00-111	Honorarium2019	PAYMENT 2019 STAFF HONORARIUM	500.00	500.00
20190684	2019-12-10	Magosse, Brooke	2-12-00-111	Honorarium2019	PAYMENT 2019 STAFF HONORARIUMS	500.00	500.00
20190685	2019-12-10	McKay Water Works Supply Ltd.	2-32-00-510	1366	PAYMENT BRASS COTTER KEYS FOR CC'S	28.98	28.98
20190686	2019-12-10	Suncor Energy Products Partnersl	2-32-00-521	December2019	PAYMENT PW FUEL	320.82	320.82
20190687	2019-12-10	Vegreville Electrical Services (199	2-41-00-510	38077	PAYMENT WTP - PUMP REPAIRS	738.36	738.36
20190688	2019-12-10	Vegreville Home Hardware	2-32-00-510 2-32-00-510 2-32-00-510	29789 29789 29789	PAYMENT Marking PAint for CC's Cleaning Supplies for Shop Exstention Cord & light bulbs	16.99 20.03 25.17	62.19
20190689	2019-12-10	Wells Fargo Equipment Fin Co	2-12-00-221	5008102283	PAYMENT ADMIN PHOTOCOPIER LEASE	620.55	620.55
20190690	2019-12-10	Workers Compensation Board-Alb	2-12-00-135	24052006	PAYMENT WCB NOVEMBER 15, 2019 INSTALLM	460.45	460.45
20190694	2019-12-18	Agriterra Equipment	2-32-00-510	8464V	PAYMENT BULBS FOR LOADER	5.33	5.33
20190695	2019-12-18	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-32-00-541 2-41-00-541 2-32-00-541 2-74-00-541 2-23-00-541 2-12-00-540 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541 2-32-00-541	19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524 19-1031524	PAYMENT New PW Shop WTP Musuem Firehall Office Sentinel Lights New PW Shop WTP PW Shop Musuem Firehall Office Lift Station Lift Station Lift Station Rec Park Xmas Lights Street Lighst	143.76 134.23 315.56 295.04 116.45 43.53 313.79 597.96 21.00 131.42 178.32 232.11 177.36 107.32 149.16 36.35 21.00 4,981.23	7,995.59
20190696	2019-12-18	Alberta One-Call Corporation	2-12-00-250	IN155623	PAYMENT NOVEMBER 2019 NOTIFICATIONS	31.50	31.50



Village of Innisfree

Cheque Listing For Council

2020-Jan-8

1:37:01PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20190697	2019-12-18	Alta-Wide Builders	2-32-00-510	620961	PAYMENT SUPPLIES TO BUILD PICNIC TABLES	170.96	170.96
20190698	2019-12-18	AMSC Insurance Services	2-12-00-131	0732-9	PAYMENT 2019 DECEMBER EMPLOYEE BENEF	117.68	117.68
20190699	2019-12-18	Brownlee LLP	2-12-00-995	489964	PAYMENT GRANT BERGMAN - TAX BYLAW CH/	206.29	206.29
20190700	2019-12-18	County of Minburn	2-43-00-250	28289	PAYMENT TIPPAGE AND TRUCKING	1,068.22	1,068.22
20190701	2019-12-18	Desjardins Card Services	2-12-00-510 2-12-00-510 2-12-00-510	December2019 December2019 December2019	PAYMENT Wall Hooks 2 Dry erase Calendars Coffee	39.03 44.08 35.98	119.09
20190702	2019-12-18	Digital Connection Inc.	2-12-00-221	233262	PAYMENT LIBRARY PHOTOCOPIER LEASE	110.33	110.33
20190703	2019-12-18	Doug's Backhoe & Bobcat Service	2-32-00-510 2-32-00-510	7356 7357	PAYMENT 2 - CC VALVE REPAIRS (PASAY & KE CC VALVE REPAIR (MOODY'S)	3,874.50 2,506.35	6,380.85
20190704	2019-12-18	Federation of Canadian Municipali	2-12-00-220	INV-20044-G0L1C	PAYMENT 2020 MEMBERSHIP- Motion 2019-12-1	122.61	122.61
20190705	2019-12-18	Government of Alberta - Alberta Q	2-12-00-221	E202464	PAYMENT TAX RECOVERY AUCTION AD	21.00	21.00
20190706	2019-12-18	Kostynuk, Eldon	2-23-00-215	December2019	PAYMENT DECEMBER PHONE EXPENSES	50.00	50.00
20190707	2019-12-18	Minco Gas Co-op Ltd.	2-72-00-540	December2019	PAYMENT REC PARK GAS	56.65	56.65
20190708	2019-12-18	Moody, Kenneth	2-32-00-510	Honorarium	PAYMENT Motion 2019-12-17/19	250.00	250.00
20190709	2019-12-18	Municipal Information Systems Inc	2-12-00-250	20192146	PAYMENT SOFTWARE INSTALLATION PLAN 16	1,416.78	1,416.78
20190710	2019-12-18	QQR Mechanical Contracting	2-43-00-510	5218	PAYMENT MOTION 2019-06-11/08 - West Lift stat	21,576.45	21,576.45
20190711	2019-12-18	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	December2019-01 December2019-01 December2019-01 December2019-01 December2019-01 December2019-01 December2019-02	PAYMENT NDR4535 780-592-2010 780-592-2414 780-592-3729 780-592-3886 780-592-3939 PHONE CHARGES FOR 780-592-204	45.82 73.73 94.73 160.25 120.67 73.73 105.15	674.08
20190712	2019-12-18	Telus Mobility	2-12-00-215 2-32-00-215	December2019 December2019	PAYMENT ADMIN CELL PHONES PW CELL PHONES	104.83 94.33	199.16
20190713	2019-12-18	Trans Canada Yellowhead Highwa	2-12-00-220	20123	PAYMENT 2020 MEMBERSHIP - MOTION 2019-1	40.53	40.53
20190714	2019-12-18	Veg Auto & Industrial Supply 2013	2-32-00-510	281350	PAYMENT 6 AMP MINIATURE BULB, MINIATURE	23.42	23.42
20190732	2019-12-31	ATB Financial MasterCard	2-12-00-221 2-12-00-510 2-32-00-510 2-12-00-230 2-32-00-510 2-32-00-510 2-32-00-215 2-32-00-510	Nov14-Dec12 Nov14-Dec12 Nov14-Dec12 Nov14-Dec12 Nov14-Dec12 Nov14-Dec12 Nov14-Dec12 Nov14-Dec12	PAYMENT Canada Post Adobe PDF Viewer KeylessLamphol/Reese Prof CPLR Lunch - Auditor Visit Skidsteer Tires Skidsteer clamp in valve MCSNet PW Shop Skidsteer Tire Patch	92.37 21.49 35.68 61.88 2,158.33 138.81 104.95 31.50	3,165.86



Village of Innisfree

Cheque Listing For Council

2020-Jan-8

1:37:01PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190732	2019-12-31	ATB Financial MasterCard	2-12-00-510 2-12-00-510	Nov14-Dec12 Nov14-Dec12	Craft Tours - XMAS Party candy canes/marshmellows/lights for xr	504.00 16.85	3,165.86
20190733	2019-12-31	CANADA REVENUE AGENCY	4-00-00-237	December2019	PAYMENT DECEMBER 2019 PAYROLL DEDUCT	2,932.58	2,932.58
20190734	2019-12-31	County of Minburn	2-23-00-510 2-23-00-510 2-23-00-217 2-23-00-510 2-23-00-217 2-23-00-510 2-23-00-510 2-23-00-234 2-23-00-510 2-23-00-510	28297 28297 28297 28297 28297 28297 28297 28297 28297 28297	PAYMENT Gas Detector & Docking Station Traffic Vests Shipping SCBA Repair Shipping Winter Gloves Air Compressor Training Program 50/50 split IFD Shoulder Crests Jobshirts	1,700.33 316.60 7.00 145.00 10.00 337.43 193.32 1,248.75 266.67 766.33	4,991.43
20190735	2019-12-31	Digital Connection Inc.	2-12-00-221	235593	PAYMENT OFFICE PRINTER	432.13	432.13
20190736	2019-12-31	McEwen, Darlene	2-12-00-250	December2019	PAYMENT DECEMBER 2019 CLEANING SERVIC	170.00	170.00
20190737	2019-12-31	McMann, Deborah	2-11-00-211	December2019	PAYMENT DECEMBER 2019 MILEAGE	34.80	34.80
20190738	2019-12-31	MCSNET	2-23-00-215	Dec15,2019	PAYMENT FIREHALL INTERNET	104.95	104.95

Total 67,065.87

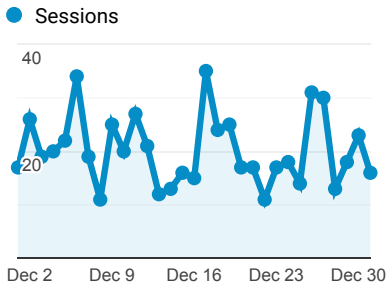
*** End of Report ***

Village of Innisfree Monthly Stats

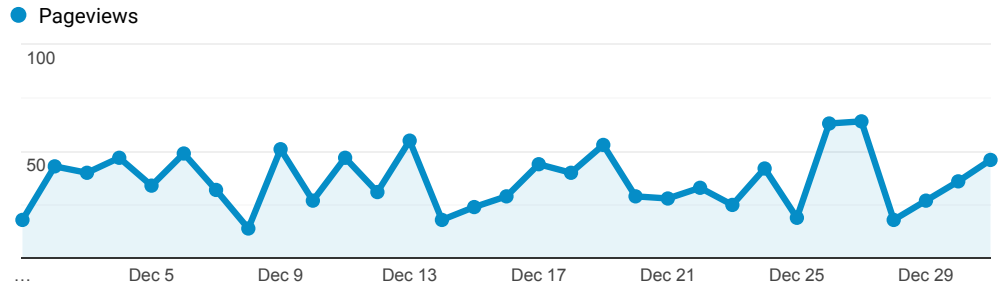
Dec 1, 2019 - Dec 31, 2019

All Users
100.00% Sessions

Visits



Pageviews



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

Source / Medium	Sessions	Pages / Session
google / organic	277	2.29
(direct) / (none)	270	1.35
m.facebook.com / referral	35	1.23
bing / organic	19	2.21
en.m.wikipedia.org / referral	5	3.60
ca.search.yahoo.com / referral	4	1.00
facebook.com / referral	3	1.67
carezi.com / referral	2	1.00
en.wikipedia.org / referral	2	1.50
l.facebook.com / referral	2	2.00

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Greg-s-Truck-Stop-Cafe_12462	7	7
/places/Innisfree-Hotel_12463	6	6
/places/Innisfree-Recreation-Centre_12449	6	5
/places/Ice-Arena--Agriplex_12445	3	3
/places/Innisfree-Petro-Canada_12461	3	3
/places/Hiway-16-News_12548	2	2
/places/The-Cutting-Edge_12460	2	2
/places/ATB-Financial-Agency_12457	1	1
/places/Canada-Post--Innisfree-_12459	1	1
/places/HughesNet--Innisfree-_12455	1	1

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	447	395
/115/businesses	51	28
/Employment	48	42
/page/contact/422	35	25
/About-Innisfree	31	25
/blogs/show_entry/13009/Holiday-Hours-Administration-Public-Works	25	24
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	23	18
/galleries/show?site=422	22	16
/Village-Council	18	14
/calendars/table/422	14	11

Map Overlay

Country	Sessions	Pages / Session
Canada	495	1.92
United States	61	1.30
South Korea	17	1.06
Philippines	5	1.20
Australia	4	1.00
China	4	1.25
Vietnam	4	1.00
Hong Kong	3	1.33

Visits and Pages/Visit by Browser

Browser	Sessions	Pages / Session
---------	----------	-----------------

Japan	3	1.00
(not set)	3	1.00

Chrome	263	1.94
Safari	222	1.63
Internet Explorer	46	2.07
Safari (in-app)	33	1.18
Samsung Internet	20	1.70
Edge	16	2.00
Firefox	11	3.36
Android Webview	6	1.50
Opera	4	1.25
(not set)	1	1.00

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
Yes	329	1.82
No	297	1.77

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	40	52

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	499	1.79
Returning Visitor	127	1.85

Visits by Keyword

Keyword	Sessions
(not provided)	277
innisfree canada	3
innisfree ab	2
canada post innisfree	1
https://www.innisfree.ca	1
innisfree	1
Innisfree alberta	1
Innisfree Alberta	1
innisfree assessment	1
innisfree delnorte school update	1

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	184	1.52
Apple iPad	16	3.06
Samsung SM-G950F Galaxy S8	8	2.12
Samsung SM-G960W Galaxy S9	8	1.12
LG LG-M703 Q6	6	7.67
Samsung SM-G955W Galaxy S8+	6	1.17
Apple iPhone 8	5	1.40
Apple iPhone XR	5	1.20
OnePlus A5000 5	5	1.20
Samsung SM-A520W Galaxy A5 (2017)	5	1.60

December 13, 2019

DELIVERED BY Canada Post to:

Village of Innisfree (Local Authority)

Box 69

INNISFREE, AB T0B 2G0

Attention: Laurie Moody

Subject: Cancellation of Alberta Capital Finance Authority Shares and issuance of value

Pursuant to amendments to the *Alberta Capital Finance Authority Act* made by way of the *Reform of Agencies, Boards and Commissions and Government Enterprises Act, 2019*, effective November 22, 2019, all shares of the Alberta Capital Finance Authority (Corporation) have been cancelled and are to be exchanged for the issued value of \$10.00 per share.

According to the Corporation's shareholder registry, as of December 6, 2019, the Local Authority acquired:

<u>Number of Shares</u>	<u>Certificate Numbers</u>
1	0113

In view of the above information, the Local Authority is entitled to the total value of \$10 for its shares.

The Corporation confirms the above value will be electronically transferred to the account of the Local Authority before the Corporation dissolves.

If you have any questions or concerns, please do not hesitate to contact the writer.

Regards,



Bernadiene Hsie
Vice-President, Senior Financial Officer

RECEIVED

DEC 24 2019

Seniors Week 2020

Expression
of Interest -
Seeking Co-Host

Seniors' Week 2020 Expression of Interest
Published by Alberta Seniors and Housing
January 2020

© 2020 Government of Alberta.

This publication is issued under the Open Government Licence – Alberta (<http://open.alberta.ca/licence>).

Table of Contents

Introduction	4
Background	4
Selection Process	4
Timelines	4
Co-Host Criteria	5
Roles and Responsibilities	5
Alberta Seniors and Housing.....	5
Community or Organization.....	5
Contact Information.....	6
Written Submission	6
Submission Deadline	6

Introduction

Each year, the Government of Alberta joins with Albertans across the province to celebrate seniors and their contributions to our communities. Seniors' Week is held annually during the first full week of June, which is June 1 to 7, 2020. To learn more about Seniors' Week please visit <https://www.alberta.ca/seniors-week.aspx>.

IS YOUR COMMUNITY OR ORGANIZATION HOSTING A COMMUNITY EVENT OR CELEBRATING A SPECIAL MILESTONE ON JUNE 1, 2020?

IF SO, THIS MY BE A GREAT OPPORTUNITY!

Alberta Seniors and Housing is offering an opportunity for your community or organization to partner with us to co-host the Seniors' Week Provincial Launch event on Monday, June 1, 2020. Organizations and/or communities interested in co-hosting the launch event are encouraged to submit a proposal.

Co-hosting the launch event will increase your community/organization's profile, and give you an opportunity to collaborate with government, and local organizations.

Background

Seniors' Week has been recognized in Alberta for more than 30 years. Approximately 350 to 500 people typically attend the Seniors' Week Provincial Launch event.

Seniors and Housing will provide a grant up to \$5,000 to the successful applicant to help offset the cost of co-hosting the Seniors' Week Provincial Launch event.

Selection Process

Proposals will be reviewed to ensure all criteria are met. Organizations being considered may be interviewed in person or by telephone.

Timelines

Call for Expression of Interest	January 6, 2020
Deadline for submissions	February 5, 2020
Co-host notification	March 2020

Co-Host Criteria

Priority will be given to an organization or community that:

- Can demonstrate available time and resources to actively participate in the planning of the event;
- Has demonstrated a commitment to seniors;
- Has demonstrated a history of strong community relationships and partnerships;
- Is able to offer a range of activities during the event, including food and refreshments (e.g., pancake breakfast, barbecue lunch, coffee and tea, intergenerational activities, information fair); and
- Has an accessible location with adequate parking and/or alternate transportation available.

Roles and Responsibilities

Alberta Seniors and Housing

- Provides a grant to the co-host of up to \$5,000 to offset the cost of the event; and
- Participates in all aspects of event planning, including overseeing the creation of promotional and public relations materials, creating an agenda, and providing assistance at the event.

Community or Organization

- Plans the event with Alberta Seniors and Housing;
- Promotes the event locally to ensure its success;
- Obtains community support and sponsorship;
- Obtains volunteers as needed;
- Liaises with community organizations and municipal staff;
- Coordinates activities and services; and
- Provides a report summary that includes:
 - Approximate number of attendees;
 - Recommendations for improvements to future events; and
 - Summary of costs.

Please complete the Expression of Interest Written Submission on the following page.

Contact Information

Organization name	
Contact person and title	
Email	
Phone number	
Website	
Number of paid staff	
Number of regular volunteers	

Written Submission

Explain why you believe your organization is well positioned to co-host the Seniors' Week Provincial Launch event on Monday, June 1, 2020. Along with your written submission, please provide the following:

- A proposed itinerary, including information about the venue or facility where you would like to host the event;
- Letters of commitment from organizations confirming they will support the event (e.g., municipal government, other community-based organizations); and
- Letter from a senior official of your organization (e.g., board president, mayor, chief or senior municipal official) confirming support for the event.

Submission Deadline

February 5, 2020, 4:30 p.m. (MST)

Organizations will receive a confirmation when their proposal has been received.

The successful applicant will be notified in March 2020.

Please direct all questions and submit your completed submission to:

Email: seniorsinformation@gov.ab.ca
Mail: Alberta Seniors and Housing, Community Initiatives
Seniors' Week Launch
6th Floor, Standard Life Centre
10405 Jasper Avenue
Edmonton AB T5J 4R7