



Village of Innisfree
Regular Council Meeting
Innisfree Council Chambers, Innisfree AB
December 17, 2019 @ 5:00 p.m.

1. Call to Order
2. Agenda
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. Delegations
4. Adoption of Minutes
 - a. [November 19, 2019 Regular Council Minutes](#) (Page 3-6)
5. Business Arising from the Minutes
6. Policies & Bylaws
 - a. [645/19 – Amendment to Tax Rate Bylaw 637/19](#) (Page 7)
7. New Business
 - a. [2020 Travel Lakeland Activity Guide](#) (Page 8-14)
 - b. [106.5 Country Christmas Advertising Packages](#) (Page 15-16)
 - c. [ATB Financial – Loan Renewal Agreement](#) (Page 17-19)
 - d. [Tax Forgiveness – Plan 4175R, Block 8, Lot 14](#) (Page 20-22)
 - e. [Alberta Municipal Affairs Letter December 4, 2019 – Municipal Accountability Program Review 2020](#) (Page 23-24)
 - f. [Federation of Canadian Municipalities Membership 2020-2021](#) (Page 25-26)
 - g. [Trans Canada Yellowhead Highway Association – Municipal Membership](#) (Page 27-29)
 - h. [Notice of Hearing – Alberta Utilities Commission – Transmission Line 7L65 Rebuild Project](#) (Page 30-33)
 - i. [Northern Lights Library System – 2020 Levy](#) (Page 34)
 - j. [Metrix Group LLP - Engagement Letter & Audit Planning Report](#) (Page 35-62)
8. Councillor Reports
 - a. [MMI FCSS Report – Deborah McMann](#) (Page 63)
 - b. [Innisfree School Council Meeting – Deborah McMann](#) (Page 64)
9. Administration Reports
 - a. [CAO Report & Action List](#) (Page 65-68)
 - b. Financials
 - i. [Tax Trial Balance – November 30, 2019](#) (Page 69)
 - ii. [Utility Trial Balance – November 30, 2019](#) (Page 70)
 - iii. [Accounts Payable – Cheque Listing – November, 2019](#) (Page 71-72)
 - iv. [Revenue & Expenses – November, 2019](#) (Page 73-78)
 - c. [Website Report](#) (Page 79-80)
10. Correspondence

- a. [Alberta Municipal Affairs -Changes to ICF & IDP Requirements](#) (Page 81-88)
- b. [Alberta HUB Board Membership Meeting Draft Minutes – November 18, 2019](#) (Page 89-92)
- c. [Alberta Environment and Parks Letter November 25, 2019 – Lead MAC for Drinking Water](#) (Page 93-94)
- d. [Alberta Municipal Affairs Letter December 4, 2019 - 2020 MSI Approved Funding](#) (Page 95-97)

11. Closed Session Items

12. Adjournment

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 November 19, 2019.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:04 PM.

PRESENT

Deborah McMann	Mayor
Will Oudshoorn	Deputy Mayor

ALSO PRESENT

Brooke Magosse	Chief Administrative Officer
Public	

ABSENT WITH NOTICE

Aaron Cannan	Councillor
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**AGENDA
2019-11-19/01**

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

New Business

7 I – Innisfree Library Board 2020 Draft Budget
7 J – Rescind Motion No. 2019-10-15/18 – Public Auction/Tax Sale
7 K – Offer to Purchase – John Deer Mower
7 L – Quik Pick Email November 18, 2019 – Cardboard Recycle Containers

CARRIED.

**DELEGATION – SGT.
JANE BOEHR – 4TH
QUARTER
REPORT/STATISTICS
2019-11-19/02**

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

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

CARRIED.

Sgt. Jane Boehr left the meeting at 5:30 PM.

**APPROVAL OF
MEETING MINUTES
2019-11-19/03**

Moved by Deputy Oudshoorn that the October 15, 2019 Organizational Minutes be approved as presented.

CARRIED.

**APPROVAL OF
MEETING MINUTES
2019-11-19/04**

Moved by Mayor McMann that the October 15, 2019 Regular Council minutes be approved as presented.

CARRIED.

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF NOVEMBER 19, 2019.

**TRAINING – INNISFREE
FIRE DEPARTMENT
2019-11-19/05**

Moved by Mayor McMann that Council allow and encourage Justin Fleming to proceed with his professional firefighter designation course, to take place in 2020, at an estimated cost of \$4000.00 to be split 50/50 with the County of Minburn.

CARRIED.

**REQUEST TO WAIVE
OUTSTANDING TAXES
AND PENALTIES –
8667S;12;13-14
2019-11-19/06**

Moved by Deputy Mayor McMann that the request to waive outstanding taxes and penalties on Tax Roll No. 2860 (8776S;12;13-14) be denied. Further that Council direct administration to send a letter in this regard.

CARRIED.

**INNISFREE/MINBURN
FIRE DEPARTMENT –
AGREEMENT
ANALYSIS
2019-11-19/07**

Moved by Deputy Mayor Oudshoorn that Council support the County of Minburn's ACP Grant to engage a consultant to study the possibility of establishing a regional partnership for disaster services while updating the mutual aid agreements between the County of Minburn, Town of Vegreville, Village of Mannville and Village of Innisfree. Furthermore that the Village allow the County of Minburn to assume responsibility for the Fire Department operations from the Village of Innisfree.

CARRIED.

**2020 INTERIM BUDGET,
2021-2024 BUDGET
FORECAST, 2020
CAPITAL BUDGET AND
5 YEAR CAPITAL PLAN
2019-11-19/08**

Moved by Mayor McMann that the 2020 Interim Budget, 2021-2024 Budget Forecast, 2020 Capital Budget and 5 Year Capital Plan be approved as amended.

CARRIED.

**4th QUARTER UPDATE –
STRATEGIC AND
TACTICAL PLAN
2019-11-19/09**

Moved by Deputy Mayor Oudshoorn that the 4th Quarter Update for the Strategic and Tactical Plan be approved as amended.

CARRIED.

**COMMUNITY VAN –
TENDERING
2019-11-19/10**

Moved by Deputy Mayor Oudshoorn that the Community Van be tendered out. Further that Administration bring this item forward to the December 17, 2019 Council meeting to select a successful bid.

CARRIED.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
NOVEMBER 19, 2019.**

**NORTHERN LIGHTS
LIBRARY SYSTEMS –
2019 CHAIR LETTER
2019-11-19/11**

Moved by Mayor McMann that Council approve a 1.5% per capita fee increase for the Northern Lights Library Systems. Further that Council direct Administration to send a letter to the Northern Lights Library System in this regard.

CARRIED.

**SERVICE ALBERTA
LETTER DATED
OCTOBER 31, 2019 –
BROADBAND
INTERNET
2019-11-19/12**

Moved by Deputy Mayor Oudshoorn that Council direct Administration to send a letter to Service Alberta regarding the important issues of Broadband Internet and the pressing need for improved access to high-speed broadband and the challenges that rural and remote communities are facing in its absence.

CARRIED.

**INNISFREE LIBRARY
BOARD – 2020 DRAFT
BUDGET
2019-11-19/13**

Moved by Mayor McMann that the Innisfree Library Board 2020 Draft Budget be approved as presented.

CARRIED.

**RESCIND OF MOTION
NO. 2019-10-15/18 –
PUBLIC AUCTION/TAX
SALE
2019-11-19/14**

Moved by Deputy Mayor Oudshoorn that Motion No. 2019-10-15/18 be rescinded.

CARRIED.

**PUBLIC AUCTION/TAX
SALE
2019-11-19/15**

Moved by Mayor McMann that Council set the Public Auction/Tax Sake to take place on Thursday, December 12, 2019 at 5:00 PM at the Village Administration Office (5116 50 Avenue). Further that the Village appoint the Chief Administrative Officer, Brooke Magosse, to run/conduct the Public Auction.

CARRIED.

**OFFER TO PURCHASE –
JOHN DEER MOWER
2019-11-19/16**

Moved by Deputy Mayor Oudshoorn that Council receive this item as information.

CARRIED.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
NOVEMBER 19, 2019.**

QUIK PICK EMAIL
NOVEMBER 18, 2019 –
CARDBOARD RECYCLE
CONTAINERS
2019-11-19/17

Moved by Mayor McMann that Council direct Administration to send a letter to all business owners within the Village of Innisfree advising that the Public Works Department will no longer be accepting cardboard of any sorts effective December 1, 2019. Further that adjustments be made to the businesses utility billing to reflect this change.

CARRIED.

APPROVAL OF
LIBRARY BOARD
MEMBER
2019-11-19/18

Moved by Deputy Mayor Oudshoorn that Council approve William Kosterwa's application to be a member of the Innisfree Library Board as presented.

CARRIED.

COUNCILLOR REPORTS
2019-11-19/19

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

CARRIED.

ADMINISTRATION
REPORTS
2019-11-19/20

Moved by Mayor McMann that the Administration Report be approved as presented.

CARRIED.

CORRESPONDENCE
2019-11-19/21

Moved by Deputy Mayor Oudshoorn that the following correspondence and information be received as information.

CARRIED.

ADJOURNMENT

Mayor McMann adjourned the meeting at 8:15 PM.

Mayor

Chief Administrative Officer

Village of Innisfree
BYLAW NO. 645-19

**A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO
AMEND BYLAW NO. 637-19 (TAX RATE BYLAW).**

WHEREAS the Council of the Village of Innisfree has enacted Bylaw 637-19 being the Tax Rate Bylaw for the Village, and

WHEREAS the Council of the Village of Innisfree has deemed it appropriate to amend Bylaw 637-19.

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

1. Remove:

- a. *"WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Village of Innisfree for 2019 total \$416,331.00, and"*
- b. *"WHEREAS the estimated municipal revenue and transfers from all sources other than taxation is estimated at \$664,895.00 (...)"*

2. Replace:

- a. *"WHEREAS the estimated municipal expenditure and transfers set out in the budget for the Village of Innisfree for 2019 total \$664,895.00, and"*
- b. *"WHEREAS the estimated municipal revenue and transfer from all sources other than taxation is estimated at \$416,331.00 (...)"*

Read a FIRST time this _____ day of _____, 20__.

Read a SECOND time this _____ day of _____, 20__.

UNANIMOUS consent given this _____ day of _____, 20__.

Read a THIRD time and FINALLY passed this _____ day of _____, 20__.

Mayor

Chief Administrative Officer

Travel Lakeland Activity Guide

Rate Card for 2020 Issue (Save up to 55%!)

<i>Ad Size</i>	<i>2020 Early Bird Price</i>	<i>2020 Regular Price</i>
<i>1/8 Page: 3½w X 2¼h"</i>	284.83 142.41	149.53
<i>*NEW 1/6 Page Advertorial: 5.17w X 1.41h"</i>	196.88	206.73
<i>1/4 Page: 3½w X 4¾h" or 7¼w X 2¼h"</i>	474.73 295.32	310.09
<i>*NEW 1/3 Page Advertorial: 5.17w X 2.91h"</i>	393.75	413.44
<i>1/2 Page: 7¼w X 4¾h" or 3½w X 9¾h"</i>	851.89 590.63	620.17
<i>Full Page: 8.375w X 10.875h"</i>	1,325.30 1,125.00	1,181.25
<i>Inside Front/Back Cover: 8.375w X 10.875h"</i>	1,857.99 1,500.00	1,575.00
<i>Outside Back Cover: 8.375w X 10.875h"</i>	2,415.39 1,500.00	1,575.00

- **Early bird pricing ends November 30, 2019**
- **Ad booking deadline December 15, 2019**
- **Copy, Artwork, Electronic Files deadline is January 15, 2020**
- **Please add 5% GST to above prices.**

Ad Specifications

1. Publication-Prepared Ads

Rates are for space only: **custom artwork, photography, scans, and ad design will be charged at publisher's cost. Quotes are available upon request.**

- **1/3 page advertorial:** max 150 words + 1 website or social handle + 1 phone number (must provide 1 high-quality photo and logo (logo is optional))
- **1/6 page advertorial:** max 65 words + 1 website or social handle + 1 phone number (must provide 1 high-quality photo and logo (logo is optional))

2. Sizing

The trim (finish) size of the guide is 8.375"wide x 10.875"high.

The bleed size is a 1/4" more all around.

3. Formats

We accept tiffs or eps formats or high-resolution printable PDF's. These formats are considered flat and must not require any changes to content or size.

4. Fonts

All fonts and font-derivative families related to the job must be included.

5. Images

Images must be 300 resolution, CMYK or greyscale.

6. Advertising Proofs

Proofs will be sent for approval on request except where digital files are supplied. If proof is not returned within time specified, the publisher will assume the advertisement is satisfactory for publication and will proceed accordingly.

Travel Lakeland 2020 Activity Guide
Booking Form

Name of Business _____

Contact Person _____

Address _____ City _____, AB. Postal Code _____

Phone _____ Email _____

NOTES:

Customer's Signature: _____ Date: _____

Please check the appropriate box(s) below:

Book my ad space for: ☐ 1/8 page ☐ 1/6 page advertorial ☐ 1/4 page ☐ 1/3 page advertorial ☐ 1/2 page ☐ Full page

<input type="checkbox"/>	My ad is attached as per the required specifications
<input type="checkbox"/>	My ad will be sent before January 15, 2020
<input type="checkbox"/>	Call me to discuss my ad

Ads will be invoiced in January 2020

Welcome to the



OUTDOORS

SWIM
TRAILS
TUBING

PICNIC
PAINTBALL
WAGON RIDES
KAYAK
MOTOCROSS
TOBOGGAN

FISH

WATER ACTIVITIES

CAMPFIRES
SLEIGH RIDES
TUBING
WATER SKI
CROSS COUNTRY SKI
BERRY PICKING
BEACH
SNOWMOBILING

SKATEBOARD
MINI GOLF
GEOCACHE
WATER PARK
SNOWBOARD
LAKE TOUR
CYCLE
SNOWSHOE

SAIL
ICE FISHING
QUAD
GOLF
CANOE
BIRD WATCHING
BOAT
HUNT



Camping

IMAGINE...

- ✓ Set amidst breathtaking locations; boreal forest, lakeshore, aspen forest and spectacular valleys
- ✓ A variety of amenities for families, including spray parks, white sand beaches, boat launches, bike and hiking trails
- ✓ Rent canoes, kayaks, boats, SUPs and other watersport equipment
- ✓ Full service with wifi sites to rustic off-the-grid sites
- ✓ Alternative campground accommodations including cabins, tipis and trapper's cabins

There are so many hidden gems in the Lakeland and we invite you to come #LiveAdventurefully

OUR TOP PICKS



SIR WINSTON CHURCHILL PROVINCIAL PARK

A beautiful island campground, year-round cabins and tipi camping. Trails allow you to bike or hike to all the sandy beaches. Rent canoes, kayaks, SUPs and discover the waters of Lac La Biche Lake. Spend the day on your boat playing, water skiing and cruising the lake. Go fishing for northern pike, walleye or yellow perch.



JUBILEE REGIONAL CAMPGROUND

North of Marwayne is a jewel nestled in the valley under the big open prairie skies where the Vermilion and North Saskatchewan rivers meet. Home to the Lea Park Rodeo and the Raven nine-hole golf course.

Cabin rentals available, huge playground, on-site trapper's cabin museum and antique machinery display. Hike, fish, relax and enjoy life.



ROCKY MEADOWS COUNTRY GET-AWAY

Situated in a charming rural setting near the Beaver River. The large inflatable playground and unique farmyard mini golf make it the perfect spot for families. Hiking trails bring you to the river's edge. Bring your floaties and the whole family can drift the river, then stop by the onsite cafe for pies & treats! Seasonal sites and RV rentals upon request.

WHILE YOU'RE HERE ...



L & D MARINE RENTALS

Your first stop for local boat and watercraft rentals

We specialize in seadoos, pontoon boats and fishing boats. Whether it is your first-time using watercraft or you are experienced, safety is our number one priority. We make sure you are comfortable with the equipment before you take to the water. Our shop is open for repairs and maintenance of marine and small engine equipment and we carry a variety of parts in stock.

Everything you need to make your summer in the Lakeland the best ever
Tent Sites Available



"We rented a Sea doo for the day and the service was outstanding! Darwin made us feel that we were part of his family and made sure our safety was his priority."

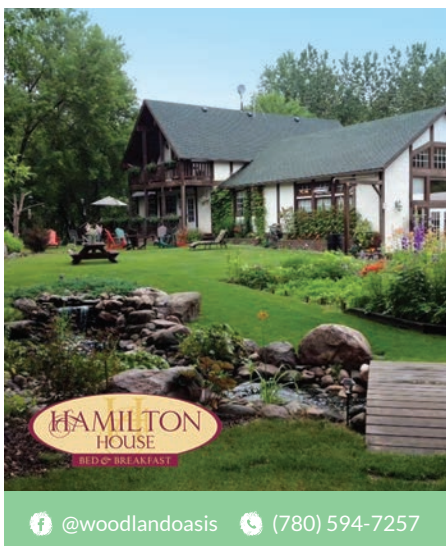


SMOKY LAKE GOLF CLUB

This 9 hole course will test all the shots in your arsenal but here is what really sets the Smoky Lake Golf Course apart!

- ✓ The Clubhouse overlooks the White Earth Creek Valley for an **amazing view**.
- ✓ The Club RV Park offers 14 full-service sites and you can take advantage of the weekday and weekend **Stay & Play specials**.
- ✓ **Mouthwatering** meals created by Chef Noel that has made this a regular must-stop for golfers and non-golfers alike.
- ✓ Access route to **Alberta's Iron Horse Trail** right from the RV Park. Bring your ATV and spend some time exploring.

Close to National and Provincial Historic sites and Garner Lake Provincial Park.



HAMILTON HOUSE B & B

This woodland oasis is an exceptional family run B & B in a beautiful country setting. Open lawns, cultured flower gardens and surrounded by boreal woodlands it is no wonder it has a 5-star rating on Trip Advisor. Your hosts, Brian and Debbie make you feel like family and spoil you with homemade cookies and other delicious dishes. Amenities and activities include hiking and biking trails, bird watching and canoeing a private lake. In the evening, enjoy the quiet outdoors and the spectacular night sky and northern lights.

You are also within easy access to a variety of other recreational areas and facilities. In the winter, groomed cross country ski trails and a warm crackling fireplace make for a perfect day. For those looking for some adventure, book a fishing charter and Brian will hook you up with some of the famous Lake Trout in Cold Lake.

WHILE YOU'RE HERE ...



Downtown Vermilion

CRAIG'S CORNERSTONE

Made from local bricks, this 1918 building provides a unique shopping experience with **chic boutiques** and locally owned shops in an open-air market atmosphere, only indoors.

Ladies and men's wear, clothing for children, shoes and jewelry are just some of the offerings.

Near the Vermilion Provincial Park



www.capnronncharters.com (780) 812-8895

CAP'N RONN CHARTERS

Cap'n Ronn Charters offers scenic cruises of Cold Lake for up to eight guests aboard a Princecraft SVX 25 pontoon boat at reasonable rates.

- ✓ Scenic view of Cold Lake and Kinosoo Beach
- ✓ Lake tour, sunset cruise and secluded beach for shore picnic
- ✓ Birdwatching; pelicans, cormorants and many more



@LDRentals (780) 201-0154

LAKELAND EXPEDITIONS

Enjoy the water and get out on it!

Lakeland Expeditions can hook you up with **fishing boat and canoe** rentals – even camping gear! They are experts when it comes to tackling Alberta's only back country canoe circuit and will be happy to guide you in the right direction.

Outfitted **ice fishing cabins** are available for rent and you'll be all set up for your overnight adventure.



YE OLDE MACLEAN HOBBY FARM

Bottle feed kid goats, walk mini horses and help milk the goats. Wagon and miniature train rides for everyone!

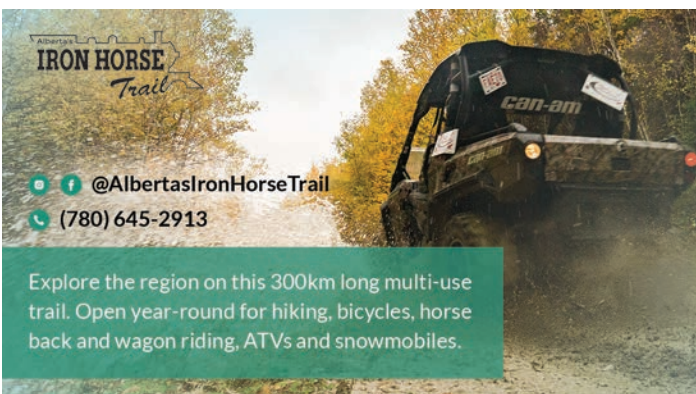
@YeOldeMacLeanHobbyFarm (780) 826-4723



KINOSOO RIDGE SNOW RESORT

@skikinosooridge (780) 594-5564

Over 40 acres of skiable terrain, 3 terrain parks, tube park, bag jump and 5 lifts. The resort is suitable for all levels of experience and offers alpine and night skiing.



@AlbertaIronHorseTrail
 (780) 645-2913

Explore the region on this 300km long multi-use trail. Open year-round for hiking, bicycles, horse back and wagon riding, ATVs and snowmobiles.



LAKE2LAND LIFESTYLE
| STAND-UP PADDLE - YOGA - FITNESS |

Learn to Stand Up Paddle, join a Fitness/Yoga class or book a private event.

A great way to exercise and have fun on the water!

@Lake2LandLifestyle
 (780) 868-6168

County of St. Paul

LAKESIDE CAMPING AT ITS BEST



CONTACT US

- www.county.stpaul.ab.ca
- 780-645-3301
- countysp@county.stpaul.ab.ca
- 5015-49 Ave. St. Paul, AB T0A 3A4

- ✓ North Saskatchewan River:
- ✓ Heinsburg Watertower Campground
- ✓ Elk Point River Park
- ✓ Stoney Lake ~ Lac Bellevue
- ✓ Floatingstone Lake ~ Westcove

Sandy beaches and swimming areas for those long, hot summer days plus spray parks and playgrounds. Along with spacious, well treed sites, these campgrounds are ideal for your family get-away. The Parks provide lots of amenities so you can be as active or inactive as you choose. Boating, fishing and hiking, or just lazing in the sun.

[Visit our online reservation system.](#)



Blacksmith Shop at Haying In The 30's



Pony rides at Haying In The 30's

WHITNEY LAKES PROVINCIAL PARK:

[Whitney Lake](#)

[Ross Lake](#)

[Laurier Lake \(Day use only\)](#)

[Borden Lake \(Non-motorized\)](#)

Interpretive programming throughout the summer, guided hikes and drop-in family activities.

The Park is open year-round so you can enjoy winter activities like cross country skiing, snowshoeing and ice fishing.

Natural sand beaches and nestled amongst the jack pine and aspen trees. Spend long days boating, paddling, fishing, birding or hike/bike the more than 30km of trails that link the lakes in the Park. Watch for wildlife as the Park is home to moose, deer, black bears, beavers and more.

[Visit our online reservation system.](#)

EVENTS

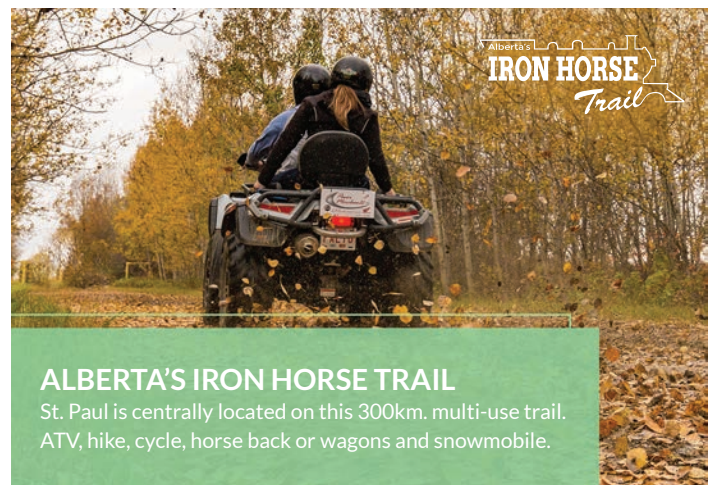
The County of St. Paul is home to a variety of events from rodeos to music jamborees and country fairs to bran bag tournaments.

Our signature event, Haying In The 30's, takes place the August long weekend and attracts over 5,000 people; many who camp onsite. Step back in time as you walk the wooden board walks, visit the shops and watch as they harvest the crops.

- ✓ Stoney Lake Stampede
- ✓ Ashmont Heritage Days
- ✓ Heinsburg Trail Ride
- ✓ Boscombe Hillbilly Jam
- ✓ 2nd Chance Trail Ride
- ✓ Iron Horse Ultra 100
- ✓ Mallaig Cabrini Park Challenge Cup
- ✓ Antique Tractor Show

FORE! HIT THE LINKS

- ✓ The St. Paul Golf Club is a highly rated 18 hole, challenging course
- ✓ Elk Point Golf & Country Club offers a play and stay package at their 9 hole course
- ✓ Mann Lakes Golf Course is a 9 hole that also offers FootGolf



ALBERTA'S IRON HORSE TRAIL

St. Paul is centrally located on this 300km. multi-use trail. ATV, hike, cycle, horse back or wagons and snowmobile.



CHRISTMAS PACKAGES



1. **Christmas 'Drive Safe' Message Sponsorship:** Remind our listeners to be smart and stay safe during the Holiday Season. This "Don't Drink & Drive" reminder message is provided by the RCMP. Package includes:

- 84 Business Morning Liners
- 84 Ten Second Liners

Value of package = \$615
Holiday Special Price = \$299

***Savings of \$316!**

2. **Christmas Greetings:** Send your customers a wish for a wonderful Christmas Season!

- 20 Fifteen second greetings: Value = \$174 / Cost = \$99
- 50 Fifteen Second greetings: Value = \$435 / Cost = \$250

**Save up
to \$185!**

3. **Holiday Hysteria:** You receive 60 fifteen second commercials to advertise your business this Holiday shopping season at a drastically reduced price.

- 60 fifteen second commercials, works out to 3 commercials per day for 4 weeks (or other schedule based on your needs)

Value of Package = \$530
Holiday Special Price = \$300

***Savings of \$230!**

4. **Christmas "Live on Location" Package:** Buy the 30 second OES package and get 2 hours "Live on Location" at no additional charge! This is perfect for retail locations who want to bring the customers in to do their Christmas shopping.

- 42 thirty-second commercials
- 2 hour Live on Location, which equates to 6 sixty-second cut ins from your location

Value of Package = \$1,025
Holiday Special Price = \$525

***Savings of \$500!**

5. Santa's Workshop Package: Get your marketing dollars working for you twofold! This package includes both commercials on Country 106 and online marketing at country106.ca.

- **42 thirty-second commercials**
- **Prime ad space on home page at country106.ca**, which includes a link to your website. We've had more than **three quarters of a million** page views since our launch in Jan. 2016!

Value of Package = \$1,025

Holiday Special Price = \$525

(limited to 3 businesses)

***Savings of \$500!**

6. Giftwrapped Bundle: Interested in multiple packages? This bundled package includes parts from multiple packages at an even more discounted rate.

- **50 Fifteen Second Christmas Greetings**
- **42 Thirty-second commercials**
- **2 Hour Live on Location**
- **Prime ad space at country106.ca**

Value of Package = \$1910

Holiday Special Price = \$1200

(limited to 2 businesses)

***Savings of \$710**

7. Gift of Christmas: This is the perfect feel good show for the holidays. A great mixture of traditional and new music with heartwarming and humorous reminiscences. With such artist as Brad Paisley, Toby Keith, Lorrie Morgan, Kenny Chesney, Trisha Yearwood, Brooks & Dunn, Alan Jackson, Dolly Parton and many others. The winners will receive:

- **Minimum of 140 Business Name mentions** on opening and closing credits as well as throughout the feature
- **Minimum of 40 television interviews** with opening & closing credits
- **Minimum of 80 Business Name mentions** on promo's Nov 26th-Dec 23rd

- **42 thirty-second commercials**

Value of Package = \$1,500

Holiday Special Price = \$1,200

(exclusive sponsorship)

***Savings of \$300!**



Michelle Gladys ♦ Marketing Consultant ♦ Cab-K Broadcasting Ltd

#170, 5341-50 Avenue ♦ Vegreville, AB ♦ T9C 0A9

Phone 632-6644 ♦ Fax 632-6630 ♦ email: mgladys@cabk.ca

Loan Renewal Agreement

December 2, 2019

Village of Innisfree
5116 50th Avenue
Innisfree, Alberta
T0B 2G0

Dear Brooke Magosse:

Reference is made to the Credit Agreement or Commitment Letter dated December 2, 2019.

ATB Financial has approved and is pleased to renew the credit facilities listed below based on the terms we discussed, as outlined below. The renewal terms for each such credit facility will become effective the day immediately after the applicable Current Maturity Date or as otherwise agreed to by ATB Financial. The Balance referred to below means, if applicable, the outstanding principal balance as of the date of this Loan Renewal Agreement listed above; to find out the balance as of the maturity date or as of any other date, please see your statement or call me at the number indicated below. The Limit referred to below means, if applicable, the Maximum Limit for your credit facility as indicated in your Express Loan Credit Agreement and/or Business Loan Credit Agreement or the maximum principal amount available for drawdown for any credit facility that is not a term loan.

Loan Number:	101970066600	Current Maturity Date	Dec 31, 2018
Loan Type		New Maturity Date	Dec 31, 2019
Revolving Line of Credit		Balance / Limit	\$120,000
Interest Rate		Payment Frequency	Payment Type
Variable Rate	Prime less 0.25%	Monthly	Interest Only
			\$Interest Only

Please refer to www.atb.com for ATB Financial's current Prime Rate or visit your local branch.

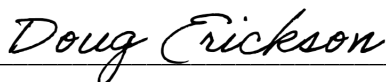
In connection with the renewal of the credit facilities, a review fee of \$0 has or will be debited from account # n/a.

A fee of \$0 per month will be debited from account # n/a as a loan administration fee for your operating loan.

If you wish to renew these credit facilities on the terms indicated above, please have all parties sign and date this form below and return all pages to your ATB Financial branch as soon as possible. The renewal terms, for each such credit facility will become effective the day immediately after the applicable Current Maturity Date or as otherwise agreed to by ATB Financial.

If you have any questions, please contact me at the phone number below. On behalf of ATB Financial, I thank you for your continued business.

Your friends at ATB Financial,



**Per ATB
Doug Erickson
Relationship Manager
ATB Financial Business Solutions**

Office/Mobile 780-868-1898

derickson2@atb.com

You and the Guarantor, if any, agree to the terms and conditions of this Loan Renewal Agreement as indicated above as well as the applicable terms and conditions outlined in Appendix A attached hereto and agree to pay all amounts now or hereafter owing under the Credit Agreement or Commitment Letter and the credit facilities and secured by any security granted under such contracts (as these contracts may be herein or hereafter amended or renewed) and to observe and perform all of the covenants and agreements contained in these contracts (as may be amended or renewed herein). This Loan Renewal Agreement may be executed electronically; this Loan Renewal Agreement maybe delivered by email, facsimile or other functionally-equivalent electronic means.

Borrower

Per

_____ Date Accepted

Per

_____ Date Accepted

Appendix A

The Borrower agrees that it may exercise any of the options as set out below applicable to each credit facility with the prior approval of ATB Financial unless otherwise indicated.

When the Borrower exercises any of the following options, the Borrower and any Guarantor agrees to execute any documents required by ATB Financial and to pay any and all associated costs.

For the purposes of this Appendix A and the applicable Credit Agreement or Commitment Letter, "**Interest Rate Differential**" or "**IRD**" means ATB Financial's lost potential interest earnings on the credit facility calculated by taking the lost earnings rate and multiplying it by the amount that the Borrower prepays. The **lost earnings rate** is the difference between: (a) the interest rate that the Borrower is being charged at the time of prepayment (the "**Borrower's Rate**") and (b) the sum of: (i) ATB Financial's interest rate loan funding cost at the time of prepayment as determined by ATB Financial; and (ii) the **margin rate**, where the margin rate is equal to the difference between (A) the Borrower's Rate, and (B) ATB Financial's interest rate loan funding cost at the later of the granting of the credit facility and the latest renewal of the credit facility.

Prepayment Options

- For a fixed rate Independent Business loan, Express Term Loan or Term Loan each designated as Business, unless any credit facility with ATB Financial has been demanded upon, the Borrower may not prepay the whole or any part of the Balance of any of these credit facilities without ATB Financial's prior written approval, which may be conditional on, among other things, paying a prepayment charge equal to 3 months' interest on the amount prepaid or the Interest Rate Differential, whichever is greater.
- For Agri-Term loans, Express Term Loan or other Term Loans designated as Agriculture, if your credit facility is secured by real property or to a corporate Borrower and if no loan you have with ATB Financial has been demanded upon, then the Borrower may:
 - (a) By lump sum amount(s), prepay within each calendar year up to 20% of the balance as of the end of the last calendar year; and,
 - (b) In addition to (a), prepay within each calendar year in the first five years of the term, any amount above 20% of the balance as of the end of the last calendar year, subject to payment of a prepayment charge equal to 3 months' interest on the amount prepaid or the Interest Rate Differential, whichever is greater.
 - (c) Prepay any amount of the Balance, where your credit facility has a term of greater than 5 years and the time you are prepaying is beyond the first 5 years of the term, subject to payment of a prepayment charge equal to 3 months' interest on the amount prepaid.This privilege is non-cumulative.

Rate Conversion Options

- For Term Loans and for each advance drawn under an Evergreen Line of credit facility, the Borrower may apply, in writing, at any time to ATB Financial to change the applicable interest rate from a fixed rate credit facility to a variable rate credit facility. If approval is granted, the Borrower shall pay: (a) all out-of-pocket expenses incurred by ATB Financial; (b) a fee of 3 months' interest on the principal balance outstanding as at the date of conversion or the Interest Rate Differential, whichever is greater; and (c) all accrued interest up to the conversion date.

For a variable rate Independent Business Loan, Express Term Loan, Business Term Loan, Agriculture Term Loans, Term Loans designated as Agriculture or Agri-Plan Loan-Variable Rate Advance, unless any credit facility the Borrower has with ATB Financial has been demanded upon, the Borrower may apply, in writing, at any time to ATB Financial to change the applicable interest rate from a variable rate to a fixed rate. If approval is granted, the Borrower agrees that, on the date of the conversion, the Borrower will pay:

- (a) An administration fee of
 - (i) \$500 for a credit facility with an outstanding balance of less than \$100,000;
 - (ii) \$750 for a credit facility with an outstanding balance of \$100,000 up to and including \$500,000;
 - (iii) \$1000 for a credit facility with an outstanding balance greater than \$500,000;
- (b) All out-of-pocket expenses incurred by ATB Financial; and
- (c) All accrued interest up to the conversion date.

Request for Decision (RFD)

Topic: Tax Forgiveness – Plan 4175R, Block 8, Lot 14

Initiated by: Administration

Attachments: Copy of Land Title and Reminder Letter Regarding Outstanding Taxes

Purpose(s):

1. To review and consider waiving the 2018 and 2019 Municipal Taxes that have been applied to this property that the Village took over due to Tax Recovery.

Background:

- The Village had taken over the property in February 2018 due to Tax Recovery.
- Property should have been exempt from Taxes in 2018 and 2019, however it has been charged taxes for 2018 and 2019.
- We cannot remove the taxes beyond 2018 as it is a Tax Recovery Property. Balance has to remain outstanding for 10 years, or unless this property is purchased from the Village.
- However, the village is allowed to remove the taxes that were applied to this property in error in 2018 and 2019.

Key Issues/Concepts:

1. Additional charges being added to roll number in error.

Option(s):

1. As directed by Council.
2. That this item be received as information
3. That Council direct Administration to waive the additional taxes applied to Roll No. 1980 (Plan 4175R, Block 8, Lot 14) in the amount of \$1577.31.

Financial Implication(s):

- None at this time.

Relevant Policy/Legislation:

RECOMMENDATION(s):

- That Council direct Administration to waive the additional taxes applied to Roll No. 1980 (Plan 4175R, Block 8, Lot 14) in the amount of \$1577.31.

Preview

S
LINC SHORT LEGAL TITLE NUMBER
0018 374 587 4175R;8;14 182 043 615

LEGAL DESCRIPTION
PLAN 4175R
BLOCK 8
LOT 14
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;11;51

MUNICIPALITY: VILLAGE OF INNISFREE

REFERENCE NUMBER: 102 158 071

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION

182 043 615	20/02/2018	NOTIFICATION OF MUNICIPAL ACQUISITION	\$12,500	TAX FORFEITURE

OWNERS

THE VILLAGE OF INNISFREE.
OF BOX 69, INNISFREE
ALBERTA T0B 2G0

[Close](#)



Village of Innisfree

Box 69 5116 - 50 Avenue
INNISFREE AB T0B 2G0
(780) 592-3886

December 04, 2019

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

DEAR Village of Innisfree

RE: Reminder - Outstanding Tax Account

ROLL NUMBER
1980

SUITE	2019- CURRENT	706.64
	2018 - ONE YEAR 2018	870.67
HOUSE	TWO YEARS	1,358.96
4824	THREE YEARS	1,218.15
STREET	OVER THREE YEARS	2,440.80
52 St	TOTAL OUTSTANDING	6,595.22

TOTAL (CURRENT + ONE YEAR + TWO YEARS + THREE YEARS + OVER THREE YEARS) IS \$ 6,595.22

Please note that your Property Taxes for your property located in Innisfree AB, are currently outstanding and are now due and payable to the Village of Innisfree.

A summary of your tax arrears has been listed above.

To avoid further penalties and/or action, please give this letter your immediate attention.

Please be advised that pursuant to Tax Payments Bylaw 598-15, a Taxpayer may enter into an agreement to pay taxes on a monthly basis, if desired.

Please feel free to contact the Village Office to arrange for payment of your tax arrears.

Respectfully,

Brooke Magosse
Chief Administrative Officer

Deputy Minister

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

AR98385

December 4, 2019

Ms. Brooke Magosse
Chief Administrative Officer
Village of Innisfree
PO Box 69
Innisfree Alberta T0B 2G0

Dear Ms. Magosse:

I am pleased to advise that your municipality has been selected to participate in a Municipal Accountability Program (MAP) review in 2020. A summary of the program is attached.

The MAP review will include an on-site visit to your municipal office and will consist of:

- a review of municipal documents; and
- discussions with you and, where applicable, your staff regarding policies, procedures, and processes.

To improve program efficiencies, observance of a council meeting will no longer be included in the program as of January 2020.

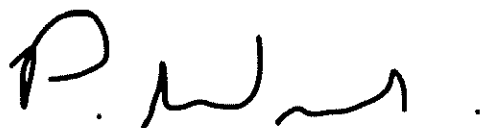
A report identifying areas of compliance and any legislative gaps that may exist will be provided to you. In order to assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each matter identified. It is my expectation the report generated as a result of the MAP review will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program as well as discuss requirements and scheduling of the MAP review. Scheduling will take into consideration your workload and availability, as well as the council meeting schedule.

.../2

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs toll-free at 310-0000, then 780-427-2225.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Wynnyk', followed by a period.

Paul Wynnyk
Deputy Minister

Attachment: MAP Program Summary



A message from the CEO



It's time to renew your FCM membership

Dear Jennifer Hodel,

FCM continues to secure unprecedented tools and influence for rural, remote and northern communities. From a dedicated infrastructure fund with higher federal contributions to significant investments in universal broadband Internet, we're helping communities like yours build better lives.

It's time for the Village of Innisfree to renew its FCM membership. Enclosed you'll find your member invoice for 2020-2021, as well as important information on what FCM achieves for members.

Canada now looks to FCM members to deliver local solutions to big national challenges—from economic growth to extreme weather. As municipal responsibilities grow and as emerging federal issues impact our communities, a strong municipal voice in Ottawa is more important than ever.

So this September, FCM's elected Board of Directors unanimously adopted a revised member dues structure. It includes a one-time increase—up from \$0.15 to \$0.19 per capita—with a 3.5 percent annual escalator to keep pace going forward.

This modest revision—our first in 10 years—sets us up for continued success. It ensures FCM can continue delivering historic results through unparalleled government relations and policy analysis, as well as through tools like the Legal Defense Fund and Special Advocacy Fund (which will no longer require separate contributions).

FCM's success is your success, and I'm so proud of what we've accomplished together. With your ongoing support, we can continue to build strong rural, remote and northern communities. And we can build the country Canadians deserve.

Sincerely,

Brock Carlton
Chief Executive Officer
Federation of Canadian Municipalities

Learn more about what FCM can do for you. Visit fcm.ca/membership



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Membership Invoice 2020-2021 Facture d'adhésion

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Jennifer Hodel
Village of Innisfree
PO Box 69
Innisfree, AB, T0B 2G0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-20044-G0L1C6
DATE: 10/28/2019
ACCOUNT / COMPTE: 37268
DUE DATE / DATE LIMITE: 04/01/2020

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$80.00	\$80.00	\$4.00	\$84.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	193	\$0.1905	\$36.77	\$1.84	\$38.61
TOTAL			\$116.77	\$5.84	\$122.61

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$122.61

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer / Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006
(New) Acct Number/(Nouveau) No. de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 37268

To ensure FCM can continue delivering unprecedented results
our Board of Directors has unanimously adopted a revised
dues structure—the first in 10 years. For more information,
visit fcm.ca/strongerfoundation.

Turn this page over to see how FCM helps your community.

#3, 9343 - 50 STREET, EDMONTON, ALBERTA, T6B 2L5

RECEIVED

INVOICE

*Please make cheques payable to: Trans Canada Yellowhead Highway Association.
Please note any changes to your billing information when returning payment.*



RECEIVED

NOV 25 2019

Valued Member – with the recent change in our Federal landscape, your renewal with the Trans Canada Yellowhead Highway Association (TCYHA) is of paramount importance. Now is the time when a truly collective voice of municipalities along the Yellowhead Corridors can ensure that our Western Canadian perspectives and objectives will be heard and acted upon. Your TCYHA has over 70 years of success in helping grow our economies; from movement of resources to market to promoting the unique Canadian traveling experience for tourists.

With your support we will continue making a difference!

A handwritten signature in blue ink, appearing to read "Paul Smith".

Paul Smith, President TCYHA
(Councillor, Strathcona County AB)



~ The preferred route ... ~



Trans Canada Yellowhead Highway Association



Municipal Membership Information Confirmation

MUNICIPALITY NAME:			
DESIGNATED REPRESENTATIVE(s) - carries voting privileges; *see schedule below: *Pop'n: 1-1000 = 1 Rep 1001-5,000 = 2 Reps 5001-15,000 = 3 Reps 15,001+ = 4 Reps			
Primary Voting Representative 1:			
POSITION/TITLE:			
E-MAIL *:			
* NOTE: To comply with CASL please see below: <input type="checkbox"/> By checking this box you agree to receiving electronic messages from TCYHA			
Voting Representative 2 (if applicable):			
Voting Representative 3 (if applicable):			
Voting Representative 4 (if applicable):			
BILLING CONTACT NAME (if different from above):			
POSITION/TITLE:			
E-MAIL*:			
* NOTE: To comply with CASL please see below: <input type="checkbox"/> By checking this box you agree to receiving electronic messages from TCYHA			
ADDRESS:			
CITY/TOWN/VILLAGE:			
PROVINCE:		POSTAL CODE:	
TELEPHONE:		FAX:	
WEB SITE:			
Most Recent Population count:			
~ Return completed form with payment or scan & email to address noted below* ~			

DATE _____

SIGNATURE _____

Thank you

Should you have any questions, please feel free to contact us at admin@goyellowhead.com*



TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION
#3, 9343- 50 STREET N.W. EDMONTON, AB, T6B 2L5
PH: (780) 761-3800 ~ EMAIL: ADMIN@GOYELLOWHEAD.COM
www.transcanadayellowhead.com ~ www.goyellowhead.com

Notice of hearing Amended applications for the Transmission Line 7L65 Rebuild Project have been received

**Proceeding 24102
Applications 24102-A001 to 24102-A004**

The Alberta Utilities Commission (AUC), the independent utilities regulator, will be holding a hearing to review the applications and submissions received to consider the electric transmission development applications in Proceeding 24102.

Written evidence in response to the amendments is due December 19, 2019.

ATCO Electric Ltd. has applied, under the *Hydro and Electric Energy Act*, to rebuild the existing 144-kilovolt Transmission Line 7L65 to allow the facility to operate at full thermal capacity. Transmission Line 7L65 is located between the existing Vegreville 709S Substation and the existing Vermilion 710S Substation. The Commission issued a notice of the applications on January 31, 2019, and a notice of hearing on May 2, 2019. The Commission cancelled the hearing and placed the applications in abeyance on July 5, 2019, in response to a request from ATCO Electric to allow it additional time to consult with stakeholders and consider recently proposed route adjustments.

ATCO Electric applied to amend its applied-for routes and proposed an alteration to the preferred route and a new alternative route for Transmission Line 7L65. Application amendments were submitted by ATCO Electric on November 1, 2019, and review of the applications in Proceeding 24102 has now resumed.

The attached map identifies the amended preferred route and alternative route segments for Transmission Line 7L65 and Transmission Line 7L134. The Commission may approve the preferred route, the alternative route, or a combination of the preferred route and one or more alternative route segments.

Hearing

Pomeroy Inn & Suites
6539 Highway 16A W, Vegreville, Alberta
February 4, 2020, at 9 a.m.

If you intend to present written evidence at the hearing, you must be present at the commencement of the hearing and submit written evidence by December 19, 2019.

For more information about participating in this proceeding contact:
Trevor Richards at 403-592-4469 or email your questions to trevor.richards@auc.ab.ca.

Additional information about the applications

The applications and any associated documents are publicly available and can be accessed from the eFiling System on the AUC website www.auc.ab.ca. Basic information about the ATCO Electric 7L65 Line Rebuild Project can be found on the AUC website under Projects - Featured project summaries. Alternatively, for more information about what is being applied for, or for a copy of the applications, please contact:

ATCO Electric Ltd.
Nathan Jones
Phone: 1-855-420-5775
Email: facilityapp@atcoelectric.com

Submissions

If you wish to participate in this proceeding and have not already filed a submission, please visit our website and log in to the eFiling System, go to Proceeding 24102, and register to participate under the “registered parties” tab. Alternatively, please contact us at 310-4AUC or info@auc.ab.ca for more information or assistance with filing your submission.

Submissions must include your name, address, phone number, legal land location, description of your land in relation to the proposed development and a description of your interest in the land, your business, or your activities which may be affected by the proposed project. Please also briefly describe the issues you would like the AUC to consider when making its decision.

Privacy

To support an open and transparent process, information you send to the AUC will be publicly available to anyone registered in this proceeding. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

Participating in the hearing

If you intend to present written evidence at the hearing, you must be present at the commencement of the hearing and submit written evidence by December 19, 2019. Your written evidence should include a statement about your intended level of participation. Please include whether you or your representative will:

- File supporting evidence.
- Attend the hearing.
- Cross-examine any of the applicant’s witness panels.

Written evidence can be reports prepared by experts or written information (including maps, charts, photographs and narrative statements) prepared by an intervener personally, and clearly identified as such. Any report that was prepared by an expert, and which is being filed in support of an intervener’s position, must clearly state the qualifications of the expert and the name of the intervener who directed that the report was to be prepared. Please be aware that the author of any report or other written evidence that an intervener expects the Commission to rely upon must be available to be cross-examined at the hearing.

If you previously filed evidence in this proceeding, you only need to submit new evidence that relates to the route amendments proposed by ATCO Electric.

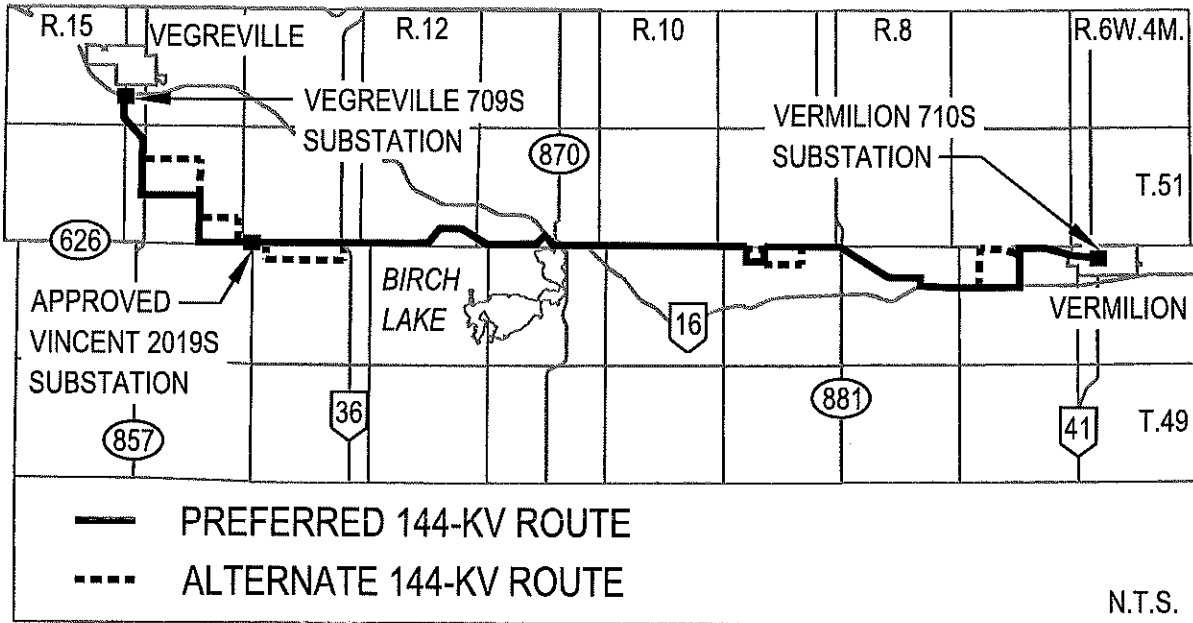
Summarized process schedule

The Commission has established the following process to consider the applications:

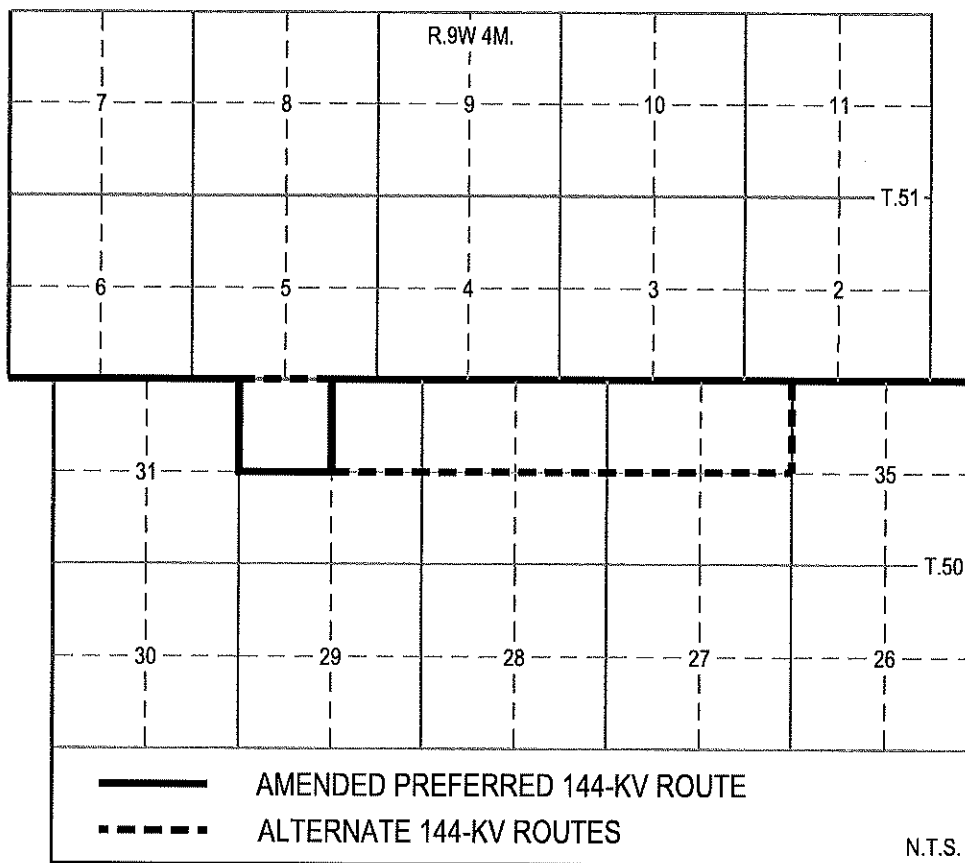
Process step	Date
Participation deadline	December 6, 2019
Interveners' new/supplemental evidence deadline	December 19, 2019
Information requests to interveners about intervener evidence	January 8, 2020
Interveners' deadline to respond to information requests	January 20, 2020
Applicant's reply evidence deadline	January 27, 2020
Commencement of hearing	February 4, 2020, 9 a.m.

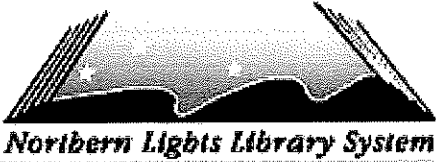
Issued on November 15, 2019.

Alberta Utilities Commission
Douglas A. Larder, QC, General Counsel



Map of Amended Portion of Route





5616 – 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2596 info@nlls.ab.ca

December 2, 2019

Ms. Brooke Magosse
Village of Innisfree
PO Box 69
Innisfree, AB
T0B 2G0
innisfree@telus.net

Dear Mrs. Magosse,

At the Nov 23, 2019 meeting, the Northern Lights Library System Board approved the 2020 budget. The budget includes 1.5% levy increase for Municipalities and/or their Library Boards. Levies will be based on the 2018 population as per the Alberta Government website.

2020 Levies:

\$5.23 per capita	Municipality
\$10.46 per capita	Municipality without Library Board

The total levy for 2020 equals **\$1,166.29** from the Village of Innisfree. (223 x \$5.23)
(2019 was \$1,148.45 an increase of \$17.84)

Please send above required correspondence back to NLLS by Dec 31, 2019.

If you have any questions, you may contact your Northern Lights Library Board member representative. A copy of the budget is available from your Northern Lights Library Board member representative. Invoice to follow.

Regards,

Vicky Lefebvre
Chairman
Northern Lights Library System Board

Julie Walker
Executive Director
Northern Lights Library System



Village of Innisfree

Audit Planning Report For the year ended December 31, 2019

December 17, 2019



The contacts at Metrix Group LLP in connection with this report are:

Engagement Partner

Jeff Alliston, CPA, CA

T: 780.489.9606 Ext. 125

E: jalliston@metrixgroup.ca

Manager

Danny On, CPA

T: 780.489.9606 Ext. 116

E: dannyon@metrixgroup.ca

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

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Executive Summary

We are pleased to provide you with our audit planning report for the Village of Innisfree (the “Village”) for the year ended December 31, 2019.

The objectives of this report are as follows:

1. To communicate clearly with Council members (“Council”) our responsibilities in relation to the financial statement audit and provide an overview of the planned scope and timing of the audit;
2. To obtain from Council information relevant to the audit;
3. To promote effective two-way communication between the auditor and Council.

Commitment to communication

Clear, two-way communication between the auditor and those charged with governance is an integral part of every audit. After reviewing this report, please advise us whether there are additional areas of concerns to Council which we should consider.

Services to be provided

As per our previous agreement, we have been engaged to perform the following services:

Audit services

- Audit of the Village financial statements;
- Preparation of the financial statements; and
- Preparation and certification of the Municipal Financial Information Return (“FIR”).

Independence

At the core of the provision of external audit services is the concept of the independence. Canadian generally accepted auditing standards require us to communicate to Council, at least annually, all relationships between our Firm and the Village that—in our professional judgement—may reasonably be thought to bear on our independence.

We will confirm our independence up to the date of our auditor report at the conclusion of the audit.

Materiality

In planning our audit, we have concluded that a planning materiality level of 2% of budgeted operating expenses is appropriate and have set our materiality threshold at \$13,000 (please refer to page 6).

Auditors' responsibilities

It is important for Council to understand the responsibilities that rest with the Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Village's financial statements will be performed in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly in all material respects, the financial position, the results of operations and cash flows of the Village in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements.

Canadian generally accepted auditing standards does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

Responsibilities of management and those charged with governance

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

Those charged with governance, Council, is responsible for overseeing the Village's financial reporting process.

Audit approach

In gathering our audit evidence, we will utilize a combined audit approach that allows us to issue an audit opinion on the financial statements in the most cost- effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

Based on our knowledge of the Village, we are planning on utilizing a combination of tests of internal control that are relevant to the audit and substantive procedures (this is the same approach we have used in the past). This approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining assurance through tests of controls, we are able to place reliance on the control environment and reduce the amount of substantive procedures required.

Audit fees

We understand that the Village demands value and we strive to provide the highest quality services while working with the Village to control costs.

In our audit quote dated July 23, 2019, we estimated our audit fees for 2019 fiscal year to be \$10,350 (including financial statement preparation). This amount does not include Goods and Services Tax.

The above fee estimate, which does not include out-of-pocket expenses, is based on the assumption the Village will provide all necessary supporting working papers, and that minimal adjusting journal entries will be required.

Planned Scope and Timing of the Audit

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statement, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the “user”), would be changed or influenced by such misstatements or the aggregate of all misstatements. The materiality decision ultimately is based on our professional judgement taking into consideration quantitative and qualitative factors.

Materiality	Comments	Amount
Benchmark	We have concluded that the use of budgeted operating expenses is an appropriate benchmark for calculating materiality.	
Planning materiality	2% of the relevant benchmark has been determined to be appropriate.	\$13,000
Performance materiality	60% of planning materiality, used primarily to determine the nature, timing and extent of audit procedures.	\$7,800
Trivial threshold	We have set the trivial threshold at 1% of materiality used to accumulate misstatements identified during the audit.	\$130

At the conclusion of the engagement, we will inform Council of all uncorrected misstatements greater than the trivial threshold.

Risk assessment

To assess risk correctly, we will require a clear understanding of the Village's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff. We welcome any insights Council would like to provide us on what you perceive to be risky.

Significant accounts and disclosures

Areas of Focus	Why it Matters	Our Response
Management override of controls	<ul style="list-style-type: none"> - Under Canadian Auditing Standards ("CAS"), there is a presumed fraud risk due to the potential of management override of controls through manual journal entries. <p>We have not identified any indicators of additional risks with respect to management override of internal controls.</p>	<ul style="list-style-type: none"> - We will identify a sample of journal entries and other adjustments and assess the business rationale of the entries recorded.
Revenue recognition	<ul style="list-style-type: none"> - There is risk of premature revenue recognition of funding amounts received with external restrictions attached to them (e.g. Government of Alberta, federal government, ...etc.). 	<ul style="list-style-type: none"> - We will obtain an understanding of the processes and controls in place regarding revenues received; - We will review the recognition of amounts subject to external restrictions to ensure they are correctly recognized; - We will examine related agreements and other source documentation containing guidance for the purpose and use of the restricted funds; and - Where possible, we will coordinate with procedures performed over deferred revenue.

Areas of Focus	Why it Matters	Our Response
Tax revenues	<ul style="list-style-type: none"> - There is a risk that the property assessments or the tax rates applied are not appropriate; and - Moreover, there exists the risk that the tax revenue is over / under levied. 	<ul style="list-style-type: none"> - We will obtain third-party evidence substantiating the assessment value and recalculate tax revenues using the approved mill rates; and - We will determine the amounts of tax revenues that has been over / under levied, if any.
Operating expenses (Materials, goods and supplies; and Contracted and general services)	<ul style="list-style-type: none"> - There is an inherent risk with fraudulent expenses being recorded. 	<ul style="list-style-type: none"> - We will obtain an understanding of the processes and controls in place regarding procurement and payment; - We will select a sample of expenditures recorded and agree the amounts to supporting documentation.
Salaries, wages and benefits	<ul style="list-style-type: none"> - There is the risk that fraudulent (ghost) employees have been created; and - Moreover, there exists that employees are paid at a rate inconsistent with their employment contract. 	<ul style="list-style-type: none"> - We will perform substantive analytical procedures over salaries, wages and benefits; and - Where required, we will design and perform additional substantive procedures to address any additional risk factors that we may identify.
Cash	<ul style="list-style-type: none"> - There is an inherent risk of fraud related to cash; - Cash is a material balance to the Village. 	<ul style="list-style-type: none"> - We will obtain an understanding of the processes and controls implemented for cash; - We will obtain third-party audit evidence to test the accuracy of the cash balance; and - We will test the accuracy and existence of significant reconciling items.

Areas of Focus	Why it Matters	Our Response
Receivable balances (Taxes, Trade, Other Governments, and Loans receivable)	<ul style="list-style-type: none"> - There exists the risk that the amounts outstanding will not be collectible; - There exists the risk that receivables have been overstated; and - There exists the risk that receivables outstanding at year-end have not been accrued for. 	<ul style="list-style-type: none"> - We will update our understanding regarding the Village's policies regarding collections and provisions; - We will test the subsequent receipt of receivable balances outstanding as at year-end; - Where required; we will perform additional substantive procedures to obtain appropriate audit evidence; and - Where possible, we will coordinate with our work performed over revenues and deferred revenue.
Tangible capital assets ("TCA")	<ul style="list-style-type: none"> - There exists the risk that TCA has been expensed rather than capitalized or have been recorded incorrectly; - Conversely, there exists the risk that expenditures that are not capital in nature have been capitalized; and - The valuation of TCA is subject to management's estimates which may be complex and subject to change. 	<ul style="list-style-type: none"> - We will review the amortization policy; - We will inquire with management regarding any indicators of impairment. Where required, we will perform an impairment assessment; - We will perform substantive tests of details over additions and disposals; - We will re-calculate amortization expense and any gains / losses on the disposal of TCA; - Where possible, we will coordinate with procedures performed over deferred revenue.

Areas of Focus	Why it Matters	Our Response
Accounts payable, accrued liabilities	<ul style="list-style-type: none"> - There is the risk that expenses have not been recorded in the appropriate reporting period. That is, expenses have been prematurely recorded (cut-off); and - Conversely, there is the risk that expenses related to the reporting period have not been fully accrued. 	<ul style="list-style-type: none"> - We perform a search for unrecorded liabilities; - We will examine accrued liabilities for accuracy and completeness. - We will inquire with management and review subsequent Council minutes.
Landfill closure and post-closure costs	<ul style="list-style-type: none"> - There exists the risk that the estimated post-closure cost is understated. 	<ul style="list-style-type: none"> - We will assess the reasonability of the estimated calculation.

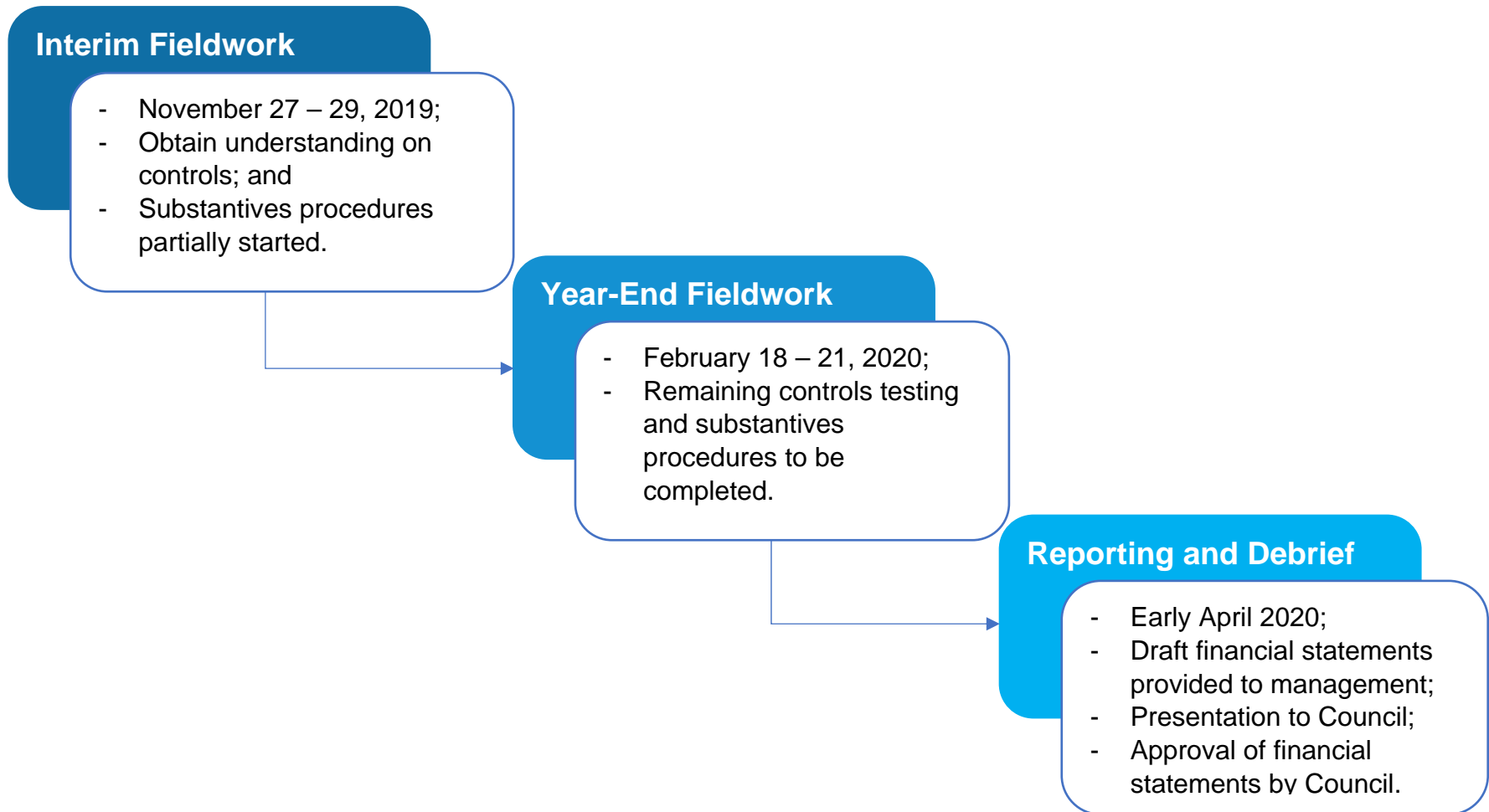
Requests of Council

In performing your duties as Council, you may become aware of additional areas of concern from an audit perspective that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Auditors are required to inquire whether Council has knowledge of any actual, suspected or alleged fraud affecting the Village. Therefore, should Council be aware of any of these matters we request that you these to us prior to the commencement of our year-end audit work.

Timing of the audit

We have proposed the following timeline for the audit completion. The proposed timeline has been reviewed by management and is consistent with prior year.



Audit Team

The Village expect skilled professionals who have experience working on municipal audits. We will provide the following team:

Team member	Role	Experience
Jeff Alliston, CPA, CA Engagement Partner	<p>As the engagement partner, Jeff will have the responsibility of leading our audit and will be responsible for the quality and timeliness of the audit.</p> <p>Jeff will also be available throughout the audit process and will attend the Council meeting with management and present the financial statements.</p>	<p>Jeff holds over 10 years of public sector auditing experience. He has also delivered many presentations on public sector topics and is also a member of the Emerging Issues Task Force as administered by the Government Finance Officers Association – Alberta Chapter.</p>
Danny On, CPA Manager	<p>Danny joined the Village audit in 2019 and will lead the team as the engagement manager.</p> <p>Danny will be responsible for planning, executing and reporting the audit.</p>	<p>Danny holds over four years of providing assurance services to clients. Prior to joining Metrix in 2019, Danny completed his auditing experience with a national firm and has spent a year as an internal auditor with a federally regulated financial institution.</p>
Tristan Lasquety Staff Accountant	<p>Tristan will be responsible for assisting Danny in the execution of our audit procedures.</p>	<p>Tristan joined Metrix in 2018 as he pursues his Chartered Professional Accountant designation. Tristan was part of the 2018 Village audit team and is familiar with the Village's processes controls.</p>

Required Communication

Engagement letter

The Engagement Letter will document the objective and scope of the audit; define the responsibilities required of Metrix and management; and establish the terms and conditions of the engagement. Please refer to Appendix 1.

Management representation

Management's representations are integral to the audit evidence we will gather. Prior to the release of our independent audits' report, we will require managements' representations in writing to support the content of our report.

Communication of results

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to Council under Canadian generally accepted auditing standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Village's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matter arising from the audit that, in our professional judgement are important and relevant to Council; and,
- Any other matters previously agreed with you to be communicated to Council.

Appendix 1: Engagement Letter

December 17, 2019

DELIVERED VIA EMAIL

Village of Innisfree
5116 50 Avenue
Innisfree AB T0B 2G0

Attention: Ms. Deborah McMann, Mayor

Dear Ms. McMann:

Re: Engagement letter

The Objective and Scope of the Audit

Metrix Group LLP are pleased to serve as auditor's for the Village of Innisfree for the fiscal year ending December 31, 2019. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of the Village of Innisfree, which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information. Jeff Alliston, CPA, CA will be responsible for the services that Metrix Group LLP performs for the Village of Innisfree. He will, as considered necessary, call upon individuals with specialized knowledge at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

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

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Village of Innisfree from whom we determine it necessary to obtain audit evidence.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Village of Innisfree unless:

- a. We have been specifically authorized with prior consent;

- b. We have been ordered or expressly required by law or by the *Alberta Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Village of Innisfree and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Village of Innisfree.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Village of Innisfree) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that management will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our Firm, constitute our confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our Firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare your corporate returns as agreed upon. Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of GST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Village of Innisfree of its obligations.

Estimated Fees

We estimate that our fees for these services will be \$10,350 (per our proposal dated July 23, 2019) for the audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Village of Innisfree shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Village.

Yours truly,

METRIX GROUP LLP

METRIX GROUP LLP

Acknowledged and agreed to on behalf of Village of Innisfree by:

Ms. Deborah McMann, Mayor


Date signed

Appendix 2: New and Revised Accounting Standards


The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Village's accounting staff to review these to determine the potential impact to the Village.

Standard	Summary	Effective Date
PS 1201 Financial Statement Presentation	- This Section establishes general reporting principles and standards for the disclosure of information in government financial statements.	Fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
PS 2601 Foreign Currency Translation	- This Section establishes standards on how to account for and report transactions that are denominated in a foreign currency in government financial statements.	Fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
PS 3041 Portfolio Investments	- This Section establishes standards on how to account for and report portfolio investments in government financial statements.	Fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
PS 3450 Financial Instruments	- This Sections establishes standards on how to account for and report all types of financial instruments including derivatives.	Fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
PS 3280 Asset Retirement Obligations	- This Section establishes standards on how to account for and report legal obligations associated with the retirement of certain tangible capital assets and solid waste landfill sites.	Fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
PS 3400 Revenue	- This Section will be updated to provide additional guidance regarding the timing of revenue recognition along with additional disclosure requirements. -	Fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	M-M-1 FCSS
Meeting Date & Time:	Dec 3, 2019
Attendees:	Mike Mykhovich, Jannette Riedel, Val Mytz, Doreen Okerman, Alicia Rutt
Discussion:	<p>FCSSAA Conference Highlights</p> <ul style="list-style-type: none"> - Minister is very supportive - good sections - Finding the Spark in Children - Become More Neighborly <p>Prov. Gov't - end funding for Parent Link</p> <p>FCSS looking to collaborate with other areas</p> <p>Ladies Night Out in Nov, good turnout</p> <p>Home Alone - for Children to make them aware of dangers</p>
Actions:	<p>Red Silhouette / Family Violence Prevention - Nov.</p> <p>Mannville Office has the contract for overdose of oxy.</p> <p>FCSS Appreciation Luncheon - Dec 4</p>
Future Items:	<p>Let's Talk Ageism - March</p> <p>Encourage Random Acts of Kindness, Snow Angels,</p> <p>Each One, Teach One - Financial Education in the Schools</p> <p>Inspire + You Presentation (for girls) great program</p>
Submitted By:	 Ms. Debbie McMan PO Box 227 Innisfree AB T0B 2G0

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree School Council Meeting
Meeting Date & Time:	NOV. 26, 2019
Attendees:	Manilyn Newton, Tina Lindballe, Stacy Barker, Bob Allen, April Pentelichuk, Bobbi Bouchier, Krystan Cannan, Tracy Rudolf, Tiffany Tomlinson, Carmen Kassan, Vanessa Gendyhus, Lisa Anderson, ^{ambelyn myskamuk} Lou Feschuk, ^{melnyk} Moni Elisi Nott
Discussion:	<p>Superintendent - Bob Allen - Prov. Budget - a number of Grants ^{have} were disappeared, i.e. - grant for mental health therapist is gone! A agreement made between teachers assoc & Prov. Govt was not funded either.</p> <p>This year rec'd transition funding = 4 million short \$40,000. short \$213,000 cut in Bob Allen's office 630,000 627,000 cut in all schools</p> <p>Buffalo Trails insured - property insurance increased \$904,000. (deductible is \$50,000.)</p> <p>Cut 5-7 positions at central office</p>
Actions:	<p>* Go and complete "Choice in Education" Survey</p> <p>Collecting Boston Pizza Receipts</p> <p>Fundraising - Jerky Sales</p>
Future Items:	<p>School Budget = \$10,891.00</p> <p>download app - Flip Give - shop online funding to Innisfree Delnoite School</p> <p>School Supper & Concert Dec. 19, 2019</p>
Submitted By:	<div style="text-align: center;">  <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p> </div>

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

November 19, 2019 – December 17, 2019

Administration & Public Works

Public Works Foreman

The new Public Works Foreman, Justin Fleming, started on November 4, 2019. He has been doing excellent work and catching on very quick.

Completed projects:

1. CC Valve Repair/Replacements
2. Prep for Christmas Tree Lighting

Ongoing Projects:

1. Locating/Mapping Manholes and Main Valves.
2. Winterizing machinery and preparing for snow removal.
3. Clearing deadfall from Recreation Park.
4. Refurbishing/building picnic tables

Thank you:

Administration would like to thank the Innisfree Fish and Game, Mannville Cornerstone Coop, Hiway 16 News, Seniors and Santa Claus for their support and contributions to our Christmas Tree Lighting.

Christmas Party:

Thank you to all who attended the Staff Christmas Party.

Final Audit – February 18-21, 2020

Community Events:

None at this time.

UPCOMING EVENTS:

- December 24, 2019 – Half Day / Christmas Eve
- December 25-26, 2019 – Christmas/Boxing Day / Office Closed
- December 31, 2019 – New Years Eve / Half Day

- January 1, 2019 – New Years / Office Closed
- January 15, 2019 – IDP Open House

ACTION LIST

- 1. Please see page 3-4.**

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
2019-10-15/19	Public Auction/Tax Sale	Admin	X	
2019-11-19/05	Training – Innisfree Fire Department	Admin		X
2019-11-19/06	Request To Waive Outstanding Taxes And Penalties – 8667s;12;13-14	Admin		X
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin		X
2019-11-19/08	2020 Interim Budget, 2021- 2024 Budget Forecast, 2020 Capital Budget And 5 Year Capital Plan	Admin		X
2019-11-19/09	4 th Quarter Update – Strategic And Tactical Plan	Admin		X
2019-11-19/10	Community Van – Tendering	Admin	X	
2019-11-19/11	Northern Lights Library Systems – 2019 Chair Letter	Admin		X

2019-11-19/12	Service Alberta Letter Dated October 31, 2019 – Broadband Internet	Admin		X
2019-11-19/17	Quik Pick Email November 18, 2019 – Cardboard Recycle Containers	Admin		X



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2019-11-30

Page 1 of 1

2019-Dec-11

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Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3																																																																													
<table><tr><td>Tax Levy</td><td>284,706.07</td><td>Local Improvement Levy</td><td>0.00</td><td colspan="7"></td></tr><tr><td>Additional Tax Levy</td><td>0.00</td><td>Accumulated Penalty</td><td>27,422.89</td><td colspan="7"></td></tr><tr><td></td><td></td><td>Outstanding Penalty</td><td>23,294.73</td><td colspan="7"></td></tr></table>											Tax Levy	284,706.07	Local Improvement Levy	0.00								Additional Tax Levy	0.00	Accumulated Penalty	27,422.89										Outstanding Penalty	23,294.73																																																			
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Additional Tax Levy	0.00	Accumulated Penalty	27,422.89																																																																																				
		Outstanding Penalty	23,294.73																																																																																				
<table><tr><td colspan="4">Sub Ledger</td><td colspan="7">General Ledger</td></tr><tr><td>Current</td><td>70,912.66</td><td colspan="9"></td></tr><tr><td>1 Year</td><td>53,559.92</td><td colspan="9">3-00-00-211 146,504.28</td></tr><tr><td>2 Years</td><td>30,821.29</td><td colspan="9">3-00-00-212 39,336.47</td></tr><tr><td>3 Years</td><td>18,405.46</td><td colspan="9">Totals 185,840.75</td></tr><tr><td>Over 3</td><td>11,783.19</td><td colspan="9"></td></tr><tr><td>Outstanding</td><td>185,482.52</td><td colspan="9"></td></tr></table>											Sub Ledger				General Ledger							Current	70,912.66										1 Year	53,559.92	3-00-00-211 146,504.28									2 Years	30,821.29	3-00-00-212 39,336.47									3 Years	18,405.46	Totals 185,840.75									Over 3	11,783.19										Outstanding	185,482.52									
Sub Ledger				General Ledger																																																																																			
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<table><tr><td colspan="6">Total GL</td><td>185,840.75</td><td colspan="3"></td></tr><tr><td colspan="6">Total SL</td><td>185,482.52</td><td colspan="3"></td></tr><tr><td colspan="6">Proof</td><td>358.23</td><td colspan="3"></td></tr></table>											Total GL						185,840.75				Total SL						185,482.52				Proof						358.23																																																		
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*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
Trial Balance As Of 2019-11-30

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Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	631.57	3-00-00-274	14,058.91
Overdue 1	3,754.15		
Overdue 2	2,383.22		
Overdue 3	1,880.60		
Overdue 4	5,409.37		
Outstanding	14,058.91	Totals	14,058.91
		Total GL	14,058.91
		Total SL	14,058.91
		Proof	0.00

*** End of Report ***



Village of Innisfree

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Cheque Listing For Council

2019-Dec-11
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Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190631	2019-11-12	ACE	2-41-00-350	INN-10312019	PAYMENT OCTOBER 2019 WATER CONSUMPT	3,202.94	3,202.94
20190632	2019-11-12	Cannan, Aaron	2-32-00-250	October2019	PAYMENT OCTOBER CONTRACTED SERVICES	950.00	950.00
20190633	2019-11-12	Desjardins Card Services	2-12-00-510 2-12-00-510	November2019-01 November2019-01	PAYMENT Coffee Supplies, card holders Report Covers	64.74 146.98	211.72
20190634	2019-11-12	Municipal Information Systems Inc	2-12-00-250	20191688	PAYMENT Software Installation Plan 13/36	1,534.49	1,534.49
20190635	2019-11-12	Suncor Energy Products Partnersl	2-32-00-521	November2019	PAYMENT PW FUEL	223.03	223.03
20190636	2019-11-12	Telus Communications Company	2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-23-00-215 2-12-00-215	November2019 November2019-01 November2019-01 November2019-01 November2019-01 November2019-01 November2019-01	PAYMENT PHONE CHARGES FOR 592-2041 592-2010 592-2414 592-3729 592-3886 592-3939 Cable Mileage	105.15 73.73 94.78 160.41 120.98 73.73 45.82	674.60
20190657	2019-11-22	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 2-12-00-541 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541 2-32-00-541	19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117 19-1031117	PAYMENT NPW Shop - Gas WTP - Gas Musuem - Gas Fire Hall - Gas Village Office - Gas Sentinel Lights NPW Shop - Power WTP - Power PW Shop - Power Museum - Power Fire Hall - Power Village Office - Power LS - Power LS - Power LS - Power Rec Park - Power Christmas lights Streetlights	94.03 89.57 218.14 180.61 81.11 44.29 217.46 591.57 21.00 120.46 150.39 246.96 167.22 114.03 162.76 285.85 21.00 4,503.90	7,310.35
20190658	2019-11-22	AMSC Insurance Services	2-11-00-152 2-32-00-131 2-32-00-131 2-12-00-131 2-12-00-131	0732-7 0732-7 0732-7 0732-7 0732-7	PAYMENT OCTOBER EMPLOYEE BENEFITS OCTOBER EMPLOYEE BENEFITS OCTOBER EMPLOYEE BENEFITS OCTOBER EMPLOYEE BENEFITS OCTOBER EMPLOYEE BENEFITS	177.24 592.92 124.52 124.52 308.60	1,327.80
20190659	2019-11-22	Brownlee LLP	2-12-00-995 2-12-00-995	488304 488390	PAYMENT GRANT BERGMAN - TAX BYLAW CH/ FURNACE REPAIRS (TERRY CAESA)	1,347.67 126.71	1,474.38
20190660	2019-11-22	County of Minburn	2-43-00-250	28083	PAYMENT Q3 JUL 1 - NOV4/ 19 MANN WTS CO	5,381.33	5,381.33
20190661	2019-11-22	Fleming, Justin	2-12-00-510	November15/19	PAYMENT CHRISTMAS TREE BULBS	26.69	26.69
20190662	2019-11-22	Hiway 16 News	2-12-00-221 2-12-00-221 2-12-00-221 2-12-00-221	3441 3441 3441 3441	PAYMENT Public Works Foreman B&W October 2 ATCO Gas Ad B&W October 9 Fire prevention Ad. October 9 Remeberance day Ad. Nov 13	315.00 157.50 52.50 52.50	577.50
20190663	2019-11-22	Magosse, Brooke	2-12-00-510	November13/19	PAYMENT CHRISTMAS LIGHT UP SUPPLIES	17.06	17.06



Village of Innisfree

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Cheque Listing For Council

2019-Dec-11

1:04:07PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20190664	2019-11-22	Martin Plumbing & Heating Ltd	2-23-00-250	5490	PAYMENT UNIT HEATERS IN FIRE HALL	5,040.00	5,040.00
20190665	2019-11-22	MCSNET	2-23-00-215	Nov15,2019	PAYMENT FIREHALL INTERNET	104.95	104.95
20190666	2019-11-22	Municipal Information Systems Inc	2-12-00-250	20191919	PAYMENT SOFTWARE INSTALLATION PLAN 15	1,416.78	1,416.78
20190667	2019-11-22	Telus Mobility	2-12-00-215 2-32-00-215	November2019 November2019	PAYMENT ADMIN CELL PHONE PUBLIC WORKS CELL PHONE	104.41 93.91	198.32
20190668	2019-11-22	UFA Co-Operative Limited	2-72-00-510	October1-31/19	PAYMENT 50 PACK OF SCREWS	71.38	71.38
20190669	2019-11-22	Vegreville Electrical Services (199	2-32-00-250	37998	PAYMENT WTP PUMP ELECTRICAL WORK	1,972.06	1,972.06
20190670	2019-11-29	ATB Financial MasterCard	2-12-00-510 2-12-00-221 2-32-00-215 2-12-00-510 2-12-00-510	Oct11-Nov13 Oct11-Nov13 Oct11-Nov13 Oct11-Nov13 Oct11-Nov13	PAYMENT PWForeman Interviews - Dinner CAO/A Canada Post - Mail MCSNet Alberta Craft Tours -Xmas Party Adobe PDF Viewer	26.00 290.61 104.95 252.00 21.54	695.10
20190671	2019-11-29	CANADA REVENUE AGENCY	4-00-00-237	November2019-01	PAYMENT NOVEMBER 2019 PAYROLL DEDUCT	3,008.71	3,008.71
20190672	2019-11-29	County of Minburn	2-43-00-250 2-32-00-521	28113 28126	PAYMENT TIPPAGE AND TRUCKING LOADER FUEL	1,040.97 199.99	1,240.96
20190673	2019-11-29	Kostynuk, Eldon	2-23-00-215	November2019	PAYMENT NOVEMBER PHONE EXPENSES	50.00	50.00
20190674	2019-11-29	McEwen, Darlene	2-12-00-250	November2019	PAYMENT NOVEMBER CLEANING SERVICES	170.00	170.00
20190675	2019-11-29	McMann, Deborah	2-11-00-211	November2019	PAYMENT NOVEMBER MILEAGE - NOV 9 KALYI	18.56	18.56
20190676	2019-11-29	Minco Gas Co-op Ltd.	2-72-00-540	November2019	PAYMENT REC PARK GAS	29.97	29.97
20190677	2019-11-29	Town of Vegreville	2-41-00-250	IVC55064	PAYMENT WTP Supervision October 2019	646.70	646.70

Total 37,575.38

*** End of Report ***



Village of Innisfree

Revenue & Expense Report

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General Ledger	Description	2019 Actual	2020 Budget	2021 Budget
TAXATION				
1-00-00-110	Taxes Residential	173,837.39	175,000.00	175,000.00
1-00-00-111	Taxes Non-Residential	47,790.64	50,000.00	50,000.00
1-00-00-112	Taxes M & E	1,793.65	1,800.00	1,800.00
1-00-00-190	Taxes Linear	15,361.18	15,500.00	15,500.00
1-00-00-230	Taxes Federal GIL	881.03	900.00	900.00
1-00-00-250	Taxes Minimum Levy	(1,400.00)	0.00	0.00
1-00-00-321	ASFF Residential Levy	25,389.82	26,500.00	27,000.00
1-00-00-322	ASFF Non-Residential Levy	10,343.89	11,000.00	11,500.00
1-00-00-330	Seniors Housing Levy	1,890.86	1,950.00	1,950.00
* TOTAL TAXATION		275,888.46	282,650.00	283,650.00
REQUISITIONS				
2-00-00-321	ASFF Requisition Residential	27,817.07	26,500.00	26,500.00
2-00-00-330	Seniors Foundation Requisition	1,889.00	1,950.00	1,950.00
* TOTAL REQUISITIONS		29,706.07	28,450.00	28,450.00
**P TOTAL TAX AVAILABLE FOR MUNICI		246,182.39	254,200.00	255,200.00
GENERAL REVENUE				
1-00-00-510	Penalties Taxes	25,869.53	24,500.00	24,500.00
1-00-00-540	Franchise Fees - Natural Gas	20,294.49	24,750.00	24,750.00
1-00-00-541	Franchise Fees - Electricity	19,398.83	24,750.00	24,750.00
1-00-00-550	Bank Interest	3,378.20	3,500.00	3,500.00
1-01-00-590	Other Revenue Own Sources Invest	80.00	100.00	100.00
1-11-00-152	Council Health Benefit Cost Recovery	2,296.10	2,300.00	2,300.00
** TOTAL GENERAL REVENUE		71,317.15	79,900.00	79,900.00
ADMIN REVENUE				
1-12-00-401	Sales Photocopies, Faxes, Services	687.00	750.00	750.00
1-12-00-402	Flower Pots	(63.33)	300.00	300.00
1-12-00-430	Sales Hats, Pins, Promotional	3.26	25.00	25.00
1-12-00-511	Wild Pink Yonder Revenues	(960.00)	0.00	0.00
1-12-00-560	Rental Revenue Adm	8,215.50	5,550.00	5,550.00
1-12-00-590	Other Revenue Own Sources Adm	5,627.35	5,600.00	5,600.00
1-12-00-840	Grants Conditional Provincial Adm	0.00	169,209.00	169,209.00
1-12-00-911	LTO Cost Recovery	115.00	250.00	250.00
** TOTAL ADMIN REVENUE		13,624.78	181,684.00	181,684.00
FINE REVENUE				
** TOTAL FINE REVENUE		0.00	0.00	0.00
FIRE REVENUE				
1-23-00-410	Fees Fire Fighting	13,837.07	20,000.00	20,000.00
1-23-00-415	Fire Dept Donations	225.00	300.00	300.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,425.60	20,500.00	20,500.00
** TOTAL FIRE REVENUE		34,487.67	40,800.00	40,800.00



Village of Innisfree

Revenue & Expense Report

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General Ledger	Description	2019 Actual	2020 Budget	2021 Budget
BYLAW REVENUE				
1-26-00-522	License Animal	380.00	380.00	380.00
1-26-00-523	Business Licenses	340.00	350.00	350.00
1-26-00-590	Fines Bylaw	(550.00)	150.00	150.00
**	TOTAL BYLAW REVENUE	170.00	880.00	880.00
PUBLIC WORKS REVENUE				
1-32-00-430	Sales Service (Grass,Snow)	1,450.00	1,450.00	1,450.00
1-32-00-560	PW Rental Revenue	(300.00)	200.00	200.00
1-32-00-830	Grants Federal (CSJ) PW	2,100.00	2,100.00	2,100.00
**	TOTAL PUBLIC WORKS REVENUE	3,250.00	3,750.00	3,750.00
STORMWATER REVENUE				
1-37-00-410	Stormwater Infrastructure Renewal	4,503.39	4,600.00	4,600.00
**	TOTAL STORMWATER REVENUE	4,503.39	4,600.00	4,600.00
WATER REVENUE				
1-41-00-410	Water Consumption	33,800.04	30,000.00	30,000.00
1-41-00-411	Regional Water Fund	20,916.50	20,000.00	20,000.00
1-41-00-412	Water Base Fee	28,092.73	25,000.00	25,000.00
1-41-00-510	Penalties Water	2,199.66	1,800.00	1,800.00
**	TOTAL WATER REVENUE	85,008.93	76,800.00	76,800.00
SEWER REVENUE				
1-42-00-410	Billings Sewer	31,174.32	25,600.00	25,600.00
**	TOTAL SEWER REVENUE	31,174.32	25,600.00	25,600.00
SOLID WASTE				
1-43-00-410	Billings Garbage	45,624.93	38,500.00	38,500.00
1-43-00-411	Regional SWM Infrastructure Fee	16,282.70	14,500.00	14,500.00
**	TOTAL SOLID WASTE	61,907.63	53,000.00	53,000.00
COMMUNITY REVENUE				
**	TOTAL COMMUNITY REVENUE	0.00	0.00	0.00
LAND REVENUE				
1-61-00-522	Permits (Development, Subdivision)	125.00	125.00	125.00
1-61-00-840	Grants - Provincial	20,000.00	10,000.00	0.00
**	TOTAL LAND REVENUE	20,125.00	10,125.00	125.00
RECREATION REVENUE				
1-72-00-590	Fees Park Grounds	22,317.27	23,500.00	23,500.00
1-72-00-591	Fees Park Concession	1,853.95	2,000.00	2,000.00
1-72-00-830	Federal Conditional Grants	1,915.00	1,915.00	1,915.00
**	TOTAL RECREATION REVENUE	26,086.22	27,415.00	27,415.00



Village of Innisfree

Revenue & Expense Report

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General Ledger	Description	2019 Actual	2020 Budget	2021 Budget
CULTURAL REVENUE				
**	TOTAL CULTURAL REVENUE	0.00	0.00	0.00
***	TOTAL REVENUE	597,837.48	758,754.00	749,754.00
COUNCIL EXPENSE				
2-11-00-151	Fees Council	6,780.00	10,880.00	10,880.00
2-11-00-152	Benefits Council	1,964.60	2,050.00	2,050.00
2-11-00-211	Travel/Subsistence Council	948.74	3,000.00	3,000.00
2-11-00-212	Conventions/Seminars Council	704.88	3,500.00	3,500.00
2-11-00-274	Council Insurance	2,000.00	2,000.00	2,000.00
**	TOTAL COUNCIL EXPENSE	12,398.22	21,430.00	21,430.00
ADMIN EXPENSE				
2-12-00-110	Salaries & Wages Adm	55,085.62	68,500.00	69,000.00
2-12-00-111	Honorarium (Admin)	500.00	750.00	750.00
2-12-00-130	Employer Contributions Source Adm	358.44	4,450.00	4,340.00
2-12-00-131	Employer Benefits Adm	10,432.20	10,000.00	10,000.00
2-12-00-135	Workers Compensation ADM	1,641.33	1,200.00	1,200.00
2-12-00-211	Travel/Subsistence Adm	1,043.72	1,300.00	1,300.00
2-12-00-212	Education Adm	614.25	1,000.00	1,000.00
2-12-00-215	Telecommunications	5,300.30	5,000.00	5,000.00
2-12-00-216	Postage & Freight	2,313.11	2,000.00	2,000.00
2-12-00-220	Membership Dues Adm	1,133.71	1,750.00	1,750.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	19,757.93	10,000.00	10,000.00
2-12-00-230	Audit/Assessor Fees Adm	16,070.00	15,250.00	15,500.00
2-12-00-250	Contracted Services Adm	22,211.33	21,000.00	21,000.00
2-12-00-274	Insurance Adm	3,264.32	3,400.00	3,500.00
2-12-00-290	Election/Census Expense Adm	0.00	0.00	1,500.00
2-12-00-510	Goods & Services Adm	14,461.10	14,000.00	14,000.00
2-12-00-540	Utilities Heat Adm	1,104.31	1,200.00	1,200.00
2-12-00-541	Utilities Power Adm	2,215.68	2,500.00	2,500.00
2-12-00-810	Bank Charges Adm	1,425.08	1,500.00	1,500.00
2-12-00-911	Land Title Charges	731.00	750.00	750.00
2-12-00-995	Legal Expenses	27,115.36	25,000.00	20,000.00
2-12-00-770	Grants to Organizations Adm	140.00	250.00	250.00
2-12-00-790	Amortization Expense Adm	0.00	600.00	600.00
**	TOTAL ADMIN EXPENSE	186,918.79	191,400.00	188,640.00
FIRE EXPENSE				
2-23-00-120	Salaries & Wages Fire	19,920.73	20,000.00	20,000.00
2-23-00-211	Travel & Subsistence Fire	0.00	500.00	500.00
2-23-00-215	Telecommunications Fire	2,679.18	2,900.00	2,900.00
2-23-00-234	Training Fire	567.00	6,000.00	6,000.00
2-23-00-250	Contracted Services Fire	9,253.95	5,000.00	1,800.00
2-23-00-274	Insurance Fire	1,906.50	2,000.00	2,000.00
2-23-00-510	Supplies & Equipment Fire	4,913.25	5,500.00	5,500.00
2-23-00-521	Fuel & Oil Fire	553.56	0.00	0.00
2-23-00-540	Utilities Heat Fire	1,859.66	2,000.00	2,000.00
2-23-00-541	Utilities Power Fire	1,534.58	1,500.00	1,500.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00	4,000.00
2-23-00-790	Amortization Expense Fire	0.00	2,525.00	2,525.00



Village of Innisfree

Revenue & Expense Report

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General Ledger	Description	2019 Actual	2020 Budget	2021 Budget
** TOTAL FIRE EXPENSE		43,188.41	51,925.00	48,725.00
EMGERENCY SERVICE EXPENSE				
2-25-00-310	911 Requisition	1,427.20	1,550.00	1,550.00
** TOTAL EMGERENCY SERVICE EXPENS		1,427.20	1,550.00	1,550.00
BYLAW EXPENSE				
2-26-00-221	Bylaw Advertising	0.00	150.00	150.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	500.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00	250.00
** TOTAL BYLAW EXPENSE		0.00	900.00	900.00
PUBLIC WORKS EXPENSE				
2-32-00-110	Salaries & Wages PW	21,225.36	22,950.00	22,950.00
2-32-00-111	Honorarium (PW)	500.00	750.00	750.00
2-32-00-130	Employer Contributions Source PW	3,118.17	3,000.00	3,000.00
2-32-00-131	Employer Benefits PW	7,367.46	5,000.00	5,000.00
2-32-00-211	Travel & Subsistence PW	34.40	100.00	100.00
2-32-00-215	Telecommunications PW	2,377.73	2,650.00	2,650.00
2-32-00-250	Contracted Services PW	106,014.69	50,000.00	50,000.00
2-32-00-270	CN Services PW	130.00	130.00	130.00
2-32-00-274	Insurance PW	5,204.58	5,200.00	5,200.00
2-32-00-510	Goods & Services PW	14,701.10	15,000.00	15,000.00
2-32-00-521	Fuel & Oil PW	6,954.45	10,000.00	10,000.00
2-32-00-540	Utilities Heat PW	1,348.68	2,000.00	2,000.00
2-32-00-541	Utilities Power (Street/Shop) PW	45,337.34	62,000.00	62,000.00
2-32-00-762	Transfer to Capital PW	0.00	9,500.00	9,500.00
2-32-00-790	Amortization Expense PW	0.00	12,500.00	12,500.00
** TOTAL PUBLIC WORKS EXPENSE		214,313.96	200,780.00	200,780.00
STORM DRAINAGE EXPENSE				
2-37-00-510	Goods & Equipment Repairs - Storm Draina	0.00	750.00	750.00
** TOTAL STORM DRAINAGE EXPENSE		0.00	750.00	750.00
WATER EXPENSES				
2-41-00-110	Salaries & Wages Water	7,450.92	8,000.00	8,000.00
2-41-00-130	Employer Contributions Source Water	1,227.83	1,200.00	1,200.00
2-41-00-131	Employer Benefits Water	141.26	850.00	850.00
2-41-00-215	Telecommunications - Water	587.18	500.00	500.00
2-41-00-250	Contracted Services Water	6,834.19	10,000.00	10,000.00
2-41-00-274	Insurance Water	3,400.00	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	51,411.12	52,000.00	52,000.00
2-41-00-510	Goods & Services Water	853.21	2,500.00	2,500.00
2-41-00-540	Utilities Heat Water Plant	1,232.70	2,000.00	2,000.00
2-41-00-541	Utilities Power Water Plant	4,880.52	6,700.00	6,700.00
2-41-00-840	750-Capital ACE Water Contribution	0.00	24,140.00	24,140.00
2-41-00-790	Amortization Expense Water	0.00	66,900.00	66,900.00
** TOTAL WATER EXPENSES		78,018.93	178,190.00	178,190.00



Village of Innisfree

Revenue & Expense Report

Page 5 of 6
2019-Dec-11
1:00:28PM

General Ledger	Description	2019 Actual	2020 Budget	2021 Budget
SEWER EXPENSE				
2-42-00-110	Salaries & Wages Sewer	6,290.67	7,600.00	7,600.00
2-42-00-130	Employer Contributions Source Sewer	1,095.30	1,000.00	1,000.00
2-42-00-131	Employer Benefits Sewer	0.00	850.00	850.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	50.00
2-42-00-250	Contracted Services Sewer	1,693.71	4,500.00	4,000.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	1,275.00
2-42-00-510	Goods & Services Sewer	4,533.11	7,600.00	7,700.00
2-42-00-541	Utilities Power Sewer Lift Stations	4,253.79	6,000.00	6,000.00
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00	10,000.00
2-42-00-790	Amortization Expense Sewer	0.00	26,000.00	26,000.00
** TOTAL SEWER EXPENSE		19,141.58	64,875.00	64,475.00
GARBAGE EXPENSE				
2-43-00-110	Salaries & Wages Garbage	15,838.35	18,500.00	18,500.00
2-43-00-130	Employer Contributions Source Garbage	2,688.30	2,500.00	2,500.00
2-43-00-131	Employer Benefits Garbage	141.30	2,000.00	2,000.00
2-43-00-250	Contracted Services Garbage	23,433.15	19,000.00	19,000.00
2-43-00-274	Insurance Garbage	360.00	360.00	360.00
2-43-00-510	Goods & Services Garbage	0.00	500.00	500.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00	18,500.00
2-43-00-790	Amorization Expense Garbage	0.00	2,165.00	2,165.00
** TOTAL GARBAGE EXPENSE		42,461.10	63,525.00	63,525.00
FCSS EXPENSE				
2-51-00-351	FCSS Requisition	1,837.75	2,100.00	2,100.00
** TOTAL FCSS EXPENSE		1,837.75	2,100.00	2,100.00
PLANNING EXPENSE				
2-61-00-510	General Goods & Services	0.00	500.00	500.00
2-61-00-250	Contracted Services	5,579.51	5,500.00	5,500.00
2-61-00-840	Grants - Provincial	10,000.00	10,000.00	10,000.00
** TOTAL PLANNING EXPENSE		15,579.51	16,000.00	16,000.00
LAND PURCHASES EXPENSE				
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00	0.00
RECREATION E XPENSES				
2-72-00-130	Employer Contributions Source Recreation	102.31	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	643.89	550.00	550.00
2-72-00-221	Printing/Advertising/Subscriptions	395.00	500.00	500.00
2-72-00-250	Contracted Services Recreation	12,271.25	10,000.00	10,000.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	750.00
2-72-00-274	Insurance Recreation	3,000.00	3,000.00	3,000.00
2-72-00-510	Goods & Services Recreation	6,057.07	6,000.00	6,000.00
2-72-00-511	Rec Park Float	0.00	100.00	100.00
2-72-00-521	Fuel and Oil Park	0.00	500.00	500.00
2-72-00-540	Utilities Heat Park Building	644.47	775.00	775.00
2-72-00-541	Utilities Power Park Grounds	5,494.45	5,500.00	5,500.00



Village of Innisfree

Revenue & Expense Report

Page 6 of 6
2019-Dec-11
1:00:28PM

General Ledger	Description	2019 Actual	2020 Budget	2021 Budget
2-72-00-591	Concessions Park Grounds	0.00	850.00	850.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00	5,000.00
2-72-00-790	Amortization Expense Recreation	0.00	8,450.00	8,450.00
** TOTAL RECREATION E XPENSES		28,608.44	41,975.00	41,975.00
CULTURE EXPENSES				
2-74-00-250	Contracted Services Library/Museum	93.11	100.00	100.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	1,700.00
2-74-00-300	Regional Library Requisition	1,148.45	1,200.00	1,225.00
2-74-00-350	Local Municipal Library Grant	7,000.00	3,500.00	3,500.00
2-74-00-540	Utilities Heat Museum	2,053.16	2,000.00	2,000.00
2-74-00-541	Utilities Power Museum	1,106.38	1,200.00	1,200.00
** CULTURE EXPENSES		11,401.10	9,600.00	9,725.00
*** TOTAL EXPENSES		655,294.99	845,000.00	838,765.00
**** (SUPLUS)/DEFICIT		57,457.51	86,246.00	89,011.00

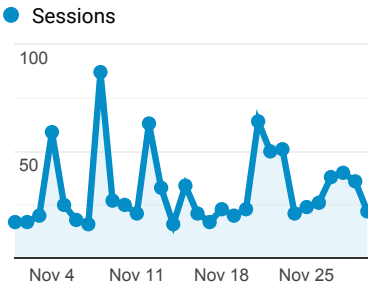
*** End of Report ***

Village of Innisfree Monthly Stats

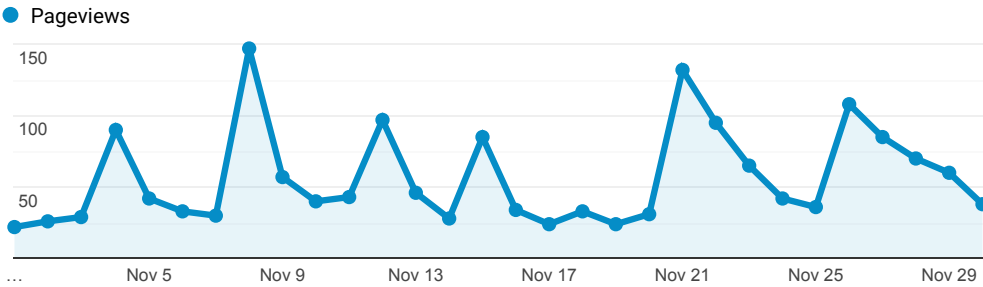
Nov 1, 2019 - Nov 30, 2019

All Users
100.00% Sessions

Visits



Pageviews



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

Source / Medium	Sessions	Pages / Session
google / organic	305	2.28
(direct) / (none)	281	1.44
m.facebook.com / referral	263	1.44
facebook.com / referral	28	1.36
bing / organic	27	2.11
t.co / referral	15	1.07
ca.search.yahoo.com / referral	9	2.33
yahoo / organic	6	2.17
duckduckgo / organic	5	1.80
townlife.com / referral	4	2.25

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Hiway-16-News_12548	7	6
/places/Greg-s-Truck-Stop-Cafe_12462	5	5
/places/Innisfree-Petro-Canada_12461	5	3
/places/Innisfree-Hotel_12463	4	4
/places/Prairie-Rose-Veterinary-Clinic_12599	4	4
/places/Innisfree-Recreation-Centre_12449	3	3
/places/ATB-Financial-Agency_12457	1	1
/places/Minco-Gas_12466	1	1
/places/Roadrunner-Water-Hauling-Ltd_12464	1	1
/places/Service-Alberta---Utilities-Consumer-Advocate_12469	1	1

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	488	408
/blogs/show_entry/12852/Innisfree-Christmas-Tree-Lighting-and-Decorating-Contest	106	91
/blogs/show_entry/12901/Notice-of-Tender-Community-Van	96	86
/Employment	73	59
/blogs/show_entry/12778/Notice-of-Public-Auction-December-12-2019	64	58
/blogs/show_entry/12862/NOTICE-TO-RESIDENTS-Garbage-Pick-Up	45	41
/page/contact/422	45	30
/115/businesses	40	22
/document/library/402/category/2587/Council-Minutes	37	19
/galleries/show_photo/691186	34	30

Map Overlay

Country	Sessions	Pages / Session
Canada	751	1.88
United States	102	1.30
India	10	1.20
South Korea	9	1.00
China	7	1.57
Australia	6	1.50
Hong Kong	6	1.17
Japan	6	1.17
Malaysia	6	2.50

Visits and Pages/Visit by Browser

Philippine s	5	1.00
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Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
Yes	558	1.67
No	396	1.91

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	293	428
Twitter	15	16

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	675	1.66
Returning Visitor	279	2.05

Visits by Keyword

Keyword	Sessions
(not provided)	317
(not set)	5
innisfree	4
inisfree	2
innisfree canada	2
https://www.innisfree.ca/15/12447/business/Innisfree-Recreational-Park	1
innisfree alberta	1
innisfree and utility services	1
innisfree class of 2020	1
innisfree highway 16	1

Browser	Sessions	Pages / Session
Chrome	321	1.95
Safari	248	1.72
Safari (in-app)	195	1.46
Android Webview	51	1.51
Internet Explorer	36	3.06
'Mozilla	26	1.00
Edge	24	2.04
Firefox	20	2.00
Samsung Internet	20	2.05
UC Browser	4	1.00

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	205	1.57
Apple iPhone XR	34	1.59
Apple iPhone 8	33	1.39
Samsung SM-G960W Galaxy S9	26	1.65
Apple iPhone 7	25	1.40
Apple iPad	24	2.62
Apple iPhone 6s	11	1.36
Apple iPhone SE	10	1.80
Apple iPad 6th gen	9	1.11
Samsung SM-G950F Galaxy S8	9	1.22



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR99186

To Mayors and Reeves,

Since my appointment as Minister of Municipal Affairs last spring, I have had the opportunity to travel to many communities within Alberta, to hear about your priorities and perspectives. I am very grateful for the way in which you have welcomed me into your communities and shared your thoughts with me. I have also had the pleasure of meeting with many of you during the fall conventions of the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) and, again, I thank you for the gift of your time and wisdom.

One of the consistent messages I have heard over the past several months is concern regarding Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) - both in terms of the challenges you are facing in building these frameworks and plans, and the challenges posed by the legislated deadline for completion of April 1, 2020.

Intermunicipal collaboration is a priority for me, and for the Government of Alberta; all Albertans benefit when our communities collaborate to share services, create efficiencies, and reduce overall costs for their residents. Therefore, my government colleagues and I agree that it is important to maintain the overall requirements for ICFs and IDPs.

We very much appreciate the work that many of you have done to date, but we also recognize that the current legislative requirements are overly complex and onerous. Based on your feedback, I am proposing important changes to the ICF process as well as IDP requirements. These changes will streamline and clarify the process for building ICFs and IDPs, and I believe will make it much easier for all of you to complete the process by April 1, 2020.

.../2

Earlier this week, these changes were introduced to the Legislative Assembly as part of Bill 25, the *Red Tape Reduction Implementation Act*. The bill contains various amendments to reduce red tape affecting municipalities, with the most substantive changes focused on streamlining and clarifying the ICF/IDP requirements. In particular, I am proposing the following important changes:

- Simplifying reporting to the province;
- Enabling municipalities to adopt ICFs by resolution (or bylaw), to recognize the way in which many municipalities typically adopt cost-sharing agreements;
- Simplifying the process of developing an ICF, so municipalities can focus on discussing and reaching agreement on how to share services that benefit residents in both municipalities, instead of spending too much time on meeting specific process requirements that overcomplicate their discussions;
- Streamlining and clarifying the arbitration process, to more closely align ICF arbitrations with the standard provisions of the *Arbitration Act*, and to very clearly limit the scope of an arbitrator's authority; and
- Enabling municipalities to be exempted from the requirement to develop an IDP, where both municipalities agree that one is not necessary.

None of the proposed amendments will require municipalities to go back and make changes to already completed ICFs and IDPs. For those requiring further work, the proposed legislative changes will make it easier to get this work done. As you move forward, I would like to take this opportunity to remind you of a few key points in relation to ICFs:

1. The deadline of April 1, 2020 remains in place. I am expecting all municipalities to meet this deadline. I am prepared to consider short-term extensions of the deadline in exceptional circumstances, or where municipalities simply need an additional one to two months to be able to complete the process. However, beyond these exceptions, I do not intend to provide time extensions; I encourage all municipalities to act accordingly in order to avoid arbitration and retain local control of ICF content.
2. ICFs are about the cost sharing of services that benefit residents in more than one municipality. They are not about revenue sharing, and I do not support any attempt to leverage the ICF negotiations in an effort to extract a revenue sharing agreement.
3. I do expect municipalities to negotiate in good faith, and to make decisions based on concrete facts. If municipal residents utilize a service in meaningful numbers and/or account for a meaningful proportion of those service costs, I would expect the municipality to compensate the municipality providing those services accordingly.
4. Municipal Affairs will not be evaluating individual ICFs to determine whether they are "a good deal" or not. As Minister, my interest is that you have conversations with your neighbours about shared services, and reach an agreement that makes sense at the local level.

.../3



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

-3-

I am optimistic that the legislative changes I am proposing will help ease the way for you to fulfill your legislated obligations to complete ICFs by April 1, 2020. However, the success of these negotiations depends on each of you, and your willingness to engage with your municipal neighbours respectfully and with an openness to reasonable compromise. A locally developed solution is always best, so I encourage all of you to take this opportunity to shape these agreements for yourselves, and for the overall betterment of your regions.

Yours very truly,

Kaycee Madu
Minister

Attachment: Changes to the ICF and IDP requirements

cc: Alberta Urban Municipalities Association
Rural Municipalities of Alberta
Paul Wynnyk, Deputy Minister

Summary of Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements, and Q&A Reference

Recently announced changes to ICF and IDP legislation will streamline and simplify the requirements. This summary is intended to provide information about the changes and how the requirements will apply going forward. The information is intended to describe the general nature of the most significant changes, but municipalities should refer to the *Municipal Government Act (MGA)* as amended for complete specifics.

The changes will simplify reporting to the province, allow municipalities to adopt an ICF by council resolution, simplify the ICF content requirements, streamline the *MGA*-prescribed arbitration process that applies when municipalities cannot reach agreement, limit the scope of arbitration to issues of disagreement, and exempt municipalities from the IDP requirement where both municipalities agree.

Comparative Summary of the Changes

Requirement / Process	Previously	Now
Municipal neighbours that must adopt an IDP	<p>An IDP exemption was available to municipalities with boundaries composed of crown land by mutual agreement.</p> <p>Agreement was to be made by council resolution, and copies of the resolutions were to be filed with the Minister.</p>	<p>An IDP exemption is now available to all municipalities by mutual agreement.</p> <p>There is no requirement to file copies of the council resolutions with the Minister.</p> <p>Any municipality can revoke its agreement by written notice, in which case the municipalities are required to adopt an IDP within one year.</p>

Summary of Changes to ICF and IDP Requirements

Requirement / Process	Previously	Now
Contents of an ICF	ICFs were previously required to list all services provided by each municipality; identify how each of those services were best provided, delivered, funded, or discontinued; and set time frames for implementation.	<p>The ICF must now describe the services that benefit residents in more than one of the municipalities.</p> <p>The ICF must identify which municipality is responsible for providing these services and how the service will be delivered and funded.</p> <p>Other services that do not benefit residents in more than one of the municipalities do not have to be listed or addressed in the ICF.</p>
Listed services to be addressed in an ICF	ICFs were required to address a specific list of services which included transportation, water and wastewater, solid waste, emergency services, and recreation.	There is now no requirement to address listed services; just the general requirement above to describe services that benefit residents in more than one of the municipalities.
Method of creating an ICF	ICFs were required to be adopted by bylaw.	ICFs can now be adopted by bylaw or resolution.
Relationship of ICF to IDP	An ICF was not complete until an IDP was also adopted.	The completion of an ICF is now independent of the IDP process. An ICF can be completed before an IDP is completed, or in the absence of an IDP.
Filing an ICF and IDP with the Minister	A copy of the ICF and IDP was required to be filed with the Minister.	There is now no requirement to file copies of the ICF or IDP with the Minister. However, the Minister must be notified that the ICF is completed.
Arbitration process for ICFs	<p>The <i>MGA</i> and ICF Regulation previously set out a detailed arbitration process that applied where municipalities are not able to create a framework or where a dispute is not resolved within one year.</p> <p>The <i>Arbitration Act</i> did not apply to these arbitrations.</p>	Arbitration still applies where municipalities are not able to create a framework or where a dispute is not resolved within one year. However, the <i>Arbitration Act</i> now applies to the arbitration, except as modified by the <i>MGA</i> .

Summary of Changes to ICF and IDP Requirements

Requirement / Process	Previously	Now
Arbitration process for IDPs	The ICF arbitration process applied to IDPs.	Where municipalities are not able to agree on an IDP by the due date, the Minister will now refer the matter to the Municipal Government Board for recommendations. The Minister may subsequently order the municipalities to establish an IDP in accordance with the Minister's order.
Role of the arbitrator	The arbitrator was required to create the ICF.	The arbitrator is now required to make an award that resolves the issues in dispute. The municipal parties will have the responsibility to create and adopt the ICF in accordance with the arbitrator's award.

Questions and Answers

Why were the requirements for ICFs changed?

- The original ICF content requirements were very prescriptive; the changes simplify the process and allow municipalities to focus on results that will benefit residents and businesses.
- The original ICF rules set out a complete arbitration process, even though the province already has an established process in the *Arbitration Act*. To be consistent and avoid duplication, ICF arbitrations will follow the *Arbitration Act* process except as modified by the *MGA*.

Are the ICF requirements still mandatory for all municipalities?

- Municipalities are still required to complete ICFs.
- It is in the best interest of municipalities across the province to work together to reduce duplication of services and infrastructure by creating ICFs.

What will happen to ICFs that have been completed, or that are almost completed, using the old rules?

- No new requirements have been added, so ICFs that have been completed following the previous rules will meet the requirements under the new rules.
- Municipalities that are still in the process of negotiating their ICFs should continue on as scheduled, since any results that meet the current requirements will more than meet the new requirements.

Do ICFs address revenue sharing?

- ICFs are only required to address the sharing of costs for services that are intermunicipally delivered or that are provided by one municipality and utilized by the residents of one or more other municipalities.
- ICFs are to be negotiated in good faith based on sharing of costs.
- Municipalities have the autonomy to negotiate revenue sharing agreements on a voluntary basis, but these agreements are not part of the ICF process.

Under the revised requirements, when do we have to complete our ICFs?

- The April 1, 2020 deadline to complete ICFs remains in effect.
- This reflects the priority the Government of Alberta places on intermunicipal cooperation, as a means of ensuring that all Albertans benefit from the efficient delivery of local services.
- Changes to the ICF requirements will streamline the process, which may support earlier completion.
- A one-year extension continues to be available for ICFs between municipal districts and improvement districts; between growth management board members; and between a municipality that is a growth management board member and a municipality within its boundary. This extension is available on the condition that all parties agree by resolution and file copies of the resolutions with the Minister within 90 days of passage.
- The Minister of Municipal Affairs has the authority to authorize additional time extensions; however, the Minister has been very clear that he does not intend to approve extensions except in exceptional circumstances.

What happens if we can't come to an agreement with our municipal neighbour on our ICF?

- If the ICF is not completed by the required date, the municipalities involved must refer the matter to an arbitrator.
- A list of private sector arbitrators is available at <https://www.alberta.ca/mediator-and-arbitrator-rosters.aspx> . The roster is not a certification of competency or a credentialing process. It is intended to provide municipalities with a list of arbitrators who have relevant training and experience and who have expressed an interest in intermunicipal arbitration.
- The arbitrator has one year to make an award that resolves the issues in dispute.
- The municipal parties are bound by the arbitrator's award, and must adopt an ICF in accordance with the award.

Where can we get more information or resources to assist with the changes?

- For more information,

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Fax:	780-420-1016
Email:	lgsmail@gov.ab.ca

Northeast Alberta Information HUB Board/Membership Meeting Minutes Portage College, St. Paul, Alberta November 18, 2019

- Attending:** Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Soren Odegard/County of Two Hills, Jocelyne Lanovas/Mannville, Greg Sparklingeyes/Whitefish Lake First Nation, Dan Hobson/Lloydminster, Bev Lockett/Portage College, Lorin Tkachuk/Lac La Biche, Tim MacPhee/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, Steve Upham/St. Paul County, Jody Quickstad/Mannville, Cheryle Eikland/Marwayne, Terri Hampson/Elk Point, Judy Schuler/Bruderheim, Judy Koschade/Bruderheim, Lonnie Wolgien/County of Vermilion River, Rob Pulyk/Vermilion, Ben Fadeyiw/M.D. Bonnyville, Lorne Halisky/Smoky Lake County, Jana Rowe/Lac La Biche County, Gary Ward/St. Paul, Ross Whitelaw/Smoky Lake, Brian McEvoy/Bonnyville, Heather Perryman/Kitscoty, Laurant Amyotte/County of St. Paul, Jody Fowls/Lamont, James Kowal/Mundare, Michelle Wright/Smoky Lake Region, Ed Sosnowski/Myrnam, Willie Babiuk/Two Hills, Gerren Saskiw/Two Hills, Leonard Ewanishen/Two Hills, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB
- Regrets:** Lindsay Haag/EMW, Mike Tartkowski/Two Hills
John Andersen/Thorhild County, Diane Jenkinson/M.D. Bonnyville

Steve Upham called the meeting to order at 10:15am

Steve welcomed everyone for attending and acknowledged that today's meeting is taking place on Treaty 6 territory and the homeland of The Metis People. In the spirit of reconciliation, we recognize the traditional Indigenous territories within which our communities and the Alberta HUB region is located.

Roundtable introductions took place

- 1.0 Adoption of the Agenda – Steve asked for a review of the agenda and a motion for approval.....
Caroline McAuley moved adoption of the agenda. Carried
- 2.0 Adoption of July 23, 2019 Board/Membership meeting minutes – Steve asked for a motion to approve the minutes of June 27, 2019.....
Tim MacPhee moved the approval of the July 23, 2019 Board Meeting minutes. Carried
- 3.0 Steve asked Jennifer Leroux to present the Financial report as of October 31, 2019
Steve asked if there was any discussion or questions concerning the financial report.
Hearing no further discussion Steve asked for a motion to approve.
Caroline McAuley moved the approval of the October 31, 2019 financial report as presented. Carried

4.0 **Alberta HUB operations as of April 1, 2020 – Steve Upham**

Core Funding – Government of Alberta EDT&T

Steve advised the membership that the GOA has not decided if they will fund Alberta HUB (REDA Program) and that all indications a decision will take place in spring.

Steve advised that Minister Fir is planning to meet with the 9 REDA chairs prior to Christmas.

A roundtable discussion took place.....

Lorin Halisky (Smoky Lake County) suggested that each member send in a letter to the Minister of EDT&T stating the value of Alberta HUB and the need for the GOA to continue to fund our regional economic development alliance.

It was suggested that a letter be written detailing the outcomes Alberta HUB has delivered to the membership and each member sign it.

It was also mentioned that any member can still send a letter to the Minister should it so choose.

Hearing no further discussion.....

Steve Upham moved that Alberta HUB create a letter detailing the valuable work Alberta HUB has delivered to its members and all members sign it.

This letter would be sent to Minister Fir.

Carried

It was noted that this letter will be copied to the 5 MLAs representing the Alberta HUB region.

4.0a **Alberta HUB to fund/replace 100k**

Bob spoke to the financial status of Alberta HUB which is strong and that should EDT&T not provide funding as of April 1, 2020 that Alberta HUB can continue operations delivering value to its members.

Bob provided a copy of the draft business plan strategy (2020-21) detailing planned activities under the Investment Attraction/Expansion/Retention, Business Support/Entrepreneurship and Regional/Community Capacity Building.

Specific industry sectors identified were AT&D UAV, Agriculture (Hemp/valu – ad/Plastics)
Tourism and Energy (oil/gas)

Bob then provided 3 draft budget scenarios detailing resource funding and expenses for the membership to review. Once the GOA (EDT&T) decides if they will fund Alberta HUB (REDA Program) the Alberta HUB membership will then determine the budget moving into the operating year beginning April 1, 2020.

Bob spoke to the CARES funding options (in 2 of the budget scenarios) that can assist in delivering outcomes for each member.

Option 1 Alberta HUB applies for CARES funding providing 50% matching dollars for a 2 year Project beginning April 1, 2020 ending March 31, 2022

Option 2 Should an Aboriginal community member be the lead applicant applying for CARES on behalf of Alberta HUB matching dollars are reduced to 25% matching dollars.

Stan Delorme, chairman of Buffalo Lake Metis Settlement asked Bob to attend their council meeting on November 19, 2019 to present to council to discuss this opportunity.

Bob will attend.

Bob will move forward with a 2-year CARES application based on the options provided.

To Start : April 1, 2020 To End March 31, 2022

The matching funds will depend on the Lead applicant.....

Aboriginal community (as lead) 25% matching / Alberta HUB (as lead) 50% matching

Total amount \$200,000 with Alberta HUB matching either \$100,000 or \$50,000

Project will focus on investment in Tourism/Agriculture (hemp/valu-add/AT&D UAV).

Once the details are confirmed the final application will be brought to the membership/board
For approval.

Please note that this application can be withdrawn at any time.

5.0 **RABC update – Steve Upham/ Bob Bezpalko**

Due to the uncertainty of GOA funding the RABC “paused” operations as of October 31, 2019.

Bob advised the membership that Lisa Ford has been very dedicated to the RABC and the Members of Alberta HUB in providing business support services.

Due to the uncertainty of funding Lisa decided to accept the manager’s position for Community Futures for Bonnyville/Cold Lake.

With regret Bob advised the membership/board that the RABC program has ended as the CF offices throughout the Alberta HUB region do a great job in offering these services.

6.0 **Membership Update – Bob Bezpalko**

Bob advised the membership that in the current fiscal environment his intent is to attract additional members in the business and industry categories.

Bob advised that he met with McsNet and invited them to join as a business member.

7.0 **Eastern Alberta Trade Corridor – update Bob Bezpalko**

Alberta HUB and PEP continue to support this initiative leveraging dollars and resources highlighting investment in the corridor/Alberta HUB.

8.0 EATC will be attending the CHTA conference November 26 to 28th and providing investment Information to 400 delegates. Lorin Tkachuk and Bob Bezpalko will be attending on behalf of Alberta HUB.

Planning continues for the Local to Global forum.

9.0 **Broadband Update – Bob Bezpalko**

Bob spoke to the fact communities are receiving letters from Service Alberta asking about Broadband projects (on-going/planned) and who their contact is. Some Alberta HUB communities Have advised Service Alberta that I am (Alberta HUB) is their contact.

LUNCH Steve paused the meeting for lunch.

1pm Steve called the meeting back to order.

Broadband Presentation: Regional Approach

Steve introduced Brian Krest and Keith Ponton from the IBI Group a global engineering Company with offices in Edmonton and Fort McMurray.

- IBI has an extensive Understanding of Municipal Broadband Strategies and Networks
- Global and Local Experts in Municipal Broadband and Intelligent Communities

Brian and Keith spoke to the need of broadband in economic development. IBI was involved in The SWIFT project in Ontario where 18 counties worked together in addressing their broadband issues. Other examples that were highlighted: Canmore, High River, St. Albert.

Keith/Brian spoke to the steps needed to address the broadband issue from a regional perspective and how it leverages resources.

Steve thanked Brian and Steve for their presentation.

**The next Alberta HUB meeting is scheduled for Monday March 16,2020 .
Please note a February meeting may be called depending on the release of the GOA budget
or information concerning REDA funding for 2020.**

Steve adjourned the meeting at 1:45pm

Steve Upham
Chair

Lorin Tkachuk
Sec/Treasurer

November 25, 2019

File No.: 00332101-00-02
Application No. 003 00332101

To: VILLAGE OF INNISFREE
inisphere@telus.net

Environmental Protection and Enhancement Act Registration No. 00332101-00-00

**RE: Notice - Revised Lead MAC for Drinking Water Systems – INNISFREE
WATERWORKS SYSTEM**

Alberta Environment and Parks (AEP) is implementing the new lower maximum acceptable concentration (MAC) for lead of 0.005 mg/L (5 µg/L) as published by Health Canada under its *Guidelines for Canadian Drinking Water Quality* in March of 2019. The point of compliance for lead in drinking water systems is now at the customers tap within buildings. This is a significant change for regulatory compliance for water providers in Alberta, and elsewhere in Canada.

Alberta will adopt and begin to implement the new MAC for lead as a drinking water quality limit for AEP regulated waterworks. Starting January 1, 2020, waterworks systems with *Environmental Protection and Enhancement Act* Approval and Registration authorizations will have five (5) years to develop and implement a required lead management program.

The *AEP Guidance Document for Managing Lead in Municipal Drinking Water Systems in Alberta: Phase 1 tools for utilities to plan, assess and implement lead management plans for 2020-2024* (as amended) at <https://open.alberta.ca/publications/guidance-document-for-managing-lead-in-municipal-drinking-water-systems> provides requirements and recommended practices for waterworks systems to develop and implement lead management plans. Pursuant to Section 17 of the *Potable Water Regulation*, the approval/registration holder shall have completed their system assessment sample collection and testing programs for customer taps by September 30, 2021. It is a requirement to submit lead results in an electronic format of the Excel spreadsheet attached to the Guidance Document. This provides the information required to enable planning activities for mitigation actions.

The approval/registration holder must identify lead service lines in their waterworks systems as part of their mitigation action plan to reduce lead exposure in tap water. AEP recognizes that some customer taps will continue to have lead concentrations above 5 µg/L; regulatory compliance is to be based on a program assessment of the lead management plan and not numeric metrics of how many customer taps have lead concentrations exceeding the MAC. Exceedance of 5 µg/L at the tap using a Lead Guidance document sampling protocol will not have to be reported. The lead management program shall be developed and implemented on or before December 31, 2024.

Starting in 2020, pursuant to Section 16(1)(b) of the *Potable Water Regulation* the approval/registration holder shall submit their annual lead management plan updates for meeting the MAC for lead and the lead sampling results in Excel format as part of their annual report in addition to updated plans in their Operations Program, and Drinking Water Safety Plans.

If you have any questions regarding this Notice, please contact Fengqin Wang at 780-644-4814.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. Habib', with a stylized flourish at the end.

Mohammad Habib, P. Eng.
Approvals Manager
Red Deer-North Saskatchewan Region
(Designated Director under the Act)

cc: Regulatory Approvals Centre, AEP
Cathie Browning, AEP



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

RECEIVED

DEC 10 2019

AR98902

December 4, 2019

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

Dear Mayor Cannan,

In August, our government provided \$597 million in interim Municipal Sustainability Initiative (MSI) funding to help municipalities and Metis Settlements move forward with their local priorities.

I am pleased to confirm the additional \$74 million in MSI capital funding announced as part of Budget 2019. Combined with the interim funding, municipalities and Metis Settlements will have access to \$671 million in MSI funding, \$641 million under the capital component and \$30 million under the operating component.

For the Village of Innisfree, the additional MSI capital funding is \$2,953; \$1,176 under the MSI component and \$1,777 under the Basic Municipal Transportation Grant (BMTG) component. When added to the MSI capital funding of \$127,129 committed through the Interim Supply in August 2019, your municipality's total capital funding for program year 2019 is \$130,082. Your municipality's MSI operating funding for 2019 remains unchanged at \$39,127.

The Future of MSI

Our government committed to helping municipalities meet their infrastructure needs with predictable, long-term funding, and Budget 2019 fulfills this commitment.

In 2020, capital funding will be \$963 million (including MSI Capital and BMTG). This represents a 9 per cent reduction from the previous provincial budget. In 2021, capital funding will be \$897 million (including MSI Capital and BMTG). This represents a 14 per cent reduction from the previous provincial budget. In both years, MSI Operating will be \$30 million.

Allocation estimates for 2020 and 2021 are now available online at open.alberta.ca/publications/municipal-sustainability-initiative-allocation-estimates-2020-2021.

In 2022 and beyond, funding amounts will be determined by the Local Government Fiscal Framework.

.../2

Local Government Fiscal Framework

The Local Government Fiscal Framework replaces the MSI program (including BMTG) beginning in 2022. It includes new legislation passed as part of this year's budget, which determines how much capital funding the province must provide to municipalities every year. The framework also includes \$30 million in annual operating funding, though this is not legislated.

In 2022, municipalities will receive \$860 million in capital funding. Calgary and Edmonton will share \$455 million, and other municipalities will share \$405 million.

In following years capital funding will change depending on changes in provincial revenue, which means that municipalities will share in the success of the province. The funding amount will be published two years in advance. For example, the province is legally required to publish the funding amount for 2023 on or before September 30, 2021. Predictable funding will make it easier for municipalities to plan for the future and fulfill planning requirements.

Our government is proud to support municipalities through the Local Government Fiscal Framework, and I will be seeking municipal support in the next steps of this important work. This will include developing a formula to distribute the funding among municipalities, and determining the administrative elements of the program including project eligibility, and application and reporting requirements.

I understand that provincial support is critical for Albertans to receive the infrastructure and services they expect. Working together, as partners, we can ensure these needs are met and set the course for a prosperous future.

Yours very truly,



Kaycee Madu
Minister

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

Municipality	Capital Funding			Operating Funding	Total MSI Funding
	MSI Capital Component	BMTG Component	Sub-Total		
INNISFREE	\$129,662	\$15,433	\$145,095	\$35,302	\$180,397
IRMA	\$166,718	\$31,260	\$197,978	\$40,173	\$238,151
KITSCOTY	\$227,124	\$58,560	\$285,684	\$41,515	\$327,199
LINDEN	\$205,382	\$49,680	\$255,062	\$54,979	\$310,041
LOMOND	\$123,661	\$13,533	\$137,194	\$30,184	\$167,377
LONGVIEW	\$150,622	\$18,420	\$169,042	\$17,297	\$186,339
LOUGHEED	\$134,644	\$16,532	\$151,176	\$38,334	\$189,510
MANNVILLE	\$198,938	\$49,680	\$248,618	\$89,881	\$338,499
MARWAYNE	\$176,140	\$36,360	\$212,500	\$69,973	\$282,473
MILO	\$118,117	\$11,033	\$129,150	\$14,879	\$144,029
MORRIN	\$131,690	\$15,999	\$147,689	\$36,839	\$184,528
MUNSON	\$129,494	\$14,399	\$143,893	\$24,498	\$168,391
MYRNAM	\$141,749	\$20,340	\$162,089	\$45,712	\$207,802
NAMPA	\$156,972	\$21,840	\$178,812	\$17,585	\$196,397
PARADISE VALLEY	\$124,437	\$13,966	\$138,403	\$31,324	\$169,727
ROCKYFORD	\$144,594	\$18,960	\$163,554	\$30,455	\$194,008
ROSALIND	\$127,111	\$14,266	\$141,377	\$32,211	\$173,588
ROSEMARY	\$147,806	\$23,760	\$171,566	\$50,833	\$222,399
RYCROFT	\$180,265	\$36,720	\$216,985	\$44,657	\$261,641
RILEY	\$162,511	\$28,980	\$191,491	\$58,897	\$250,389
SPRING LAKE	\$211,411	\$41,940	\$253,351	\$20,058	\$273,410
STANDARD	\$153,037	\$21,180	\$174,217	\$17,406	\$191,623
STIRLING	\$247,164	\$76,140	\$323,304	\$129,562	\$452,866
VETERAN	\$130,164	\$15,933	\$146,097	\$36,600	\$182,697
VILNA	\$135,812	\$17,666	\$153,478	\$41,277	\$194,755
WABAMUN	\$199,070	\$40,920	\$239,990	\$19,498	\$259,488
WARBURG	\$194,148	\$45,960	\$240,108	\$84,393	\$324,500
WARNER	\$147,565	\$22,380	\$169,945	\$48,867	\$218,812
WASKATENAU	\$131,611	\$15,566	\$147,177	\$26,082	\$173,258
YOUNGSTOWN	\$122,227	\$13,133	\$135,360	\$29,099	\$164,459
Summer Villages					
ARGENTIA BEACH	\$87,154	\$8,900	\$96,054	\$5,371	\$101,425
BETULA BEACH	\$66,111	\$8,533	\$74,644	\$3,840	\$78,483
BIRCH COVE	\$63,609	\$9,500	\$73,109	\$5,242	\$78,351
BIRCHCLIFF	\$123,741	\$11,900	\$135,641	\$10,848	\$146,490
BONDISS	\$82,936	\$11,666	\$94,602	\$8,995	\$103,597
BONNYVILLE BEACH	\$72,319	\$10,800	\$83,119	\$7,676	\$90,795
BURNSTICK LAKE	\$67,071	\$8,500	\$75,571	\$3,831	\$79,401
CASTLE ISLAND	\$62,430	\$8,333	\$70,763	\$3,359	\$74,122
CRYSTAL SPRINGS	\$85,296	\$9,700	\$94,996	\$6,541	\$101,537
GHOST LAKE	\$78,613	\$10,733	\$89,346	\$7,857	\$97,203
GOLDEN DAYS	\$108,220	\$13,333	\$121,553	\$10,143	\$131,697
GRANDVIEW	\$94,285	\$11,800	\$106,085	\$9,510	\$115,595
GULL LAKE	\$99,738	\$13,866	\$113,604	\$9,758	\$123,362
HALF MOON BAY	\$73,471	\$9,400	\$82,871	\$5,533	\$88,404
HORSESHOE BAY	\$66,764	\$10,433	\$77,197	\$6,849	\$84,046
ISLAND LAKE	\$107,924	\$15,599	\$123,523	\$10,130	\$133,653
ISLAND LAKE SOUTH	\$68,337	\$10,033	\$78,370	\$6,293	\$84,663
ITASKA BEACH	\$71,182	\$8,767	\$79,949	\$4,436	\$84,385
JARVIS BAY	\$127,183	\$15,099	\$142,282	\$11,005	\$153,286
KAPASIWIN	\$67,924	\$8,333	\$76,257	\$3,608	\$79,865
LAKEVIEW	\$64,070	\$9,000	\$73,070	\$4,479	\$77,549
LARKSPUR	\$71,688	\$9,467	\$81,155	\$5,557	\$86,711
MA-ME-O BEACH	\$94,758	\$11,666	\$106,424	\$9,532	\$115,956
MEWATHA BEACH	\$80,492	\$11,000	\$91,492	\$8,361	\$99,853
NAKAMUN PARK	\$73,274	\$11,200	\$84,474	\$8,347	\$92,821
NORGLENWOLD	\$148,122	\$17,099	\$165,221	\$11,956	\$177,177
NORRIS BEACH	\$69,488	\$9,267	\$78,755	\$5,143	\$83,898
PARKLAND BEACH	\$93,624	\$13,099	\$106,723	\$9,480	\$116,203
PELICAN NARROWS	\$89,608	\$13,033	\$102,641	\$9,298	\$111,938
POINT ALISON	\$65,870	\$8,333	\$74,203	\$3,515	\$77,718
POPLAR BAY	\$93,932	\$11,433	\$105,365	\$9,494	\$114,859
ROCHON SANDS	\$83,416	\$10,866	\$94,282	\$8,285	\$102,566