Village of Innisfree Regular Council Meeting February 15, 2022 @ 5:00 p.m. Village of Innisfree Council Chambers



1. Call to Order

2. Agenda

- a. Deletions/Additions
- b. Adoption of Agenda

3. Delegation

a. 5:15 - Jeff Alliston, Partner Metrix Group LLP
 2021 Financial Statement – Village of Innisfree Page 3-26
 2021 Financial Information Return – Village of Innisfree Page 27-39

4. Closed Session

- a. Personnel (FOIP Sections 24, 26 & 27)
 - i. 2021 Audit Findings Report Metrix Group LLP

5. Adoption of Minutes

- a. February 15, 2022, Regular Council Minutes Page 40-43
- b. February 28, 2022, Council of the Whole Minutes Page 44

6. Business Arising from the Minutes

7. Policies & Bylaws

- a. Procurement & Expenditures Policy 1200-04 Page 45-49
- b. Traffic Bylaw 670-22 Page 50-69
- c. Amending Bylaw 650-20 Address Administrative Error Page 70-71

8. New Business

- a. Draft 2022 Strategic Plan Page 72-78
- b. Tax Recovery Properties for Sale Commercial & Residential 79-88
- c. Innisfree Delnorte School Financial Society Request for Funding 89-93
- d. Electric Vehicle Charging Program MCCAC 94-97
- e. Communications Tower Plan 8776S, Block 12, Lot 15 98-101
- f. Utility Penalty Accruals Forgiveness Request 102-103
- g. Innisfree Library Board Appointment 104

9. Councillor Reports

- a. Innisfree Library Board Report Mayor Johnson 105-111
- b. Northern Lights Library System Report Mayor Johnson 112
- Parent Advisory Committee Report Clr. Raycraft 113-114

10. Administration Reports

- a. CAO Report, Action List, Municipal Grants Report & 2022 Budget Survey Results 115-131
- b. Financials:
 - i. Monthly Financial Statement Period Ending February 28, 2022 132
 - ii. Revenue & Expense 133-139
 - iii. Tax Trial Balance 140
 - iv. Utility Trial Balance 141
 - v. Accounts Payable Cheque List 142-143
- c. Public Works Report Period Ending March 15, 2022 144-145
- d. Innisfree Fire Services Report Period Ending March 8, 2022 146

11. Correspondence: -

- a. Innisfree School Sustainability Committee Letter March 8, 2022 Presentation on Challenges for Rural Schools 147
- b. Alberta Municipal Affairs Letter February 24, 2022 2022 Budget 148-149

List of Correspondence – Period Ending March 15, 2022 150

11. Adjournment

VILLAGE OF INNISFREE
Financial Statements
For The Year Ended December 31, 2021



MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibility for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

The elected Mayor and Council of the Village of Innisfree are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council have the responsibility of meeting with management and the external auditors to discuss the internal controls over the financial reporting process, auditing matters, and financial reporting issues. The Mayor and Council are also responsible for the appointment of the Village's external auditors.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Village's Council to express an opinion on the Village's financial statements and report directly to them. The external auditors have full and free access to and meet periodically and separately with both the Mayor and Council and management to discuss their audit findings.

Ms. Brooke Magosse Chief Administrative Officer

Innisfree, Alberta March 15, 2022



INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Village of Innisfree

Opinion

We have audited the financial statements of Village of Innisfree (the "Village"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation 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.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' 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.

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:



Independent Auditors' Report to the Councillors of Village of Innisfree (continued)

- 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.
- 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 Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Chartered Professional Accountants

Edmonton, Alberta March 15, 2022

VILLAGE OF INNISFREE Statement of Financial Position As at December 31, 2021

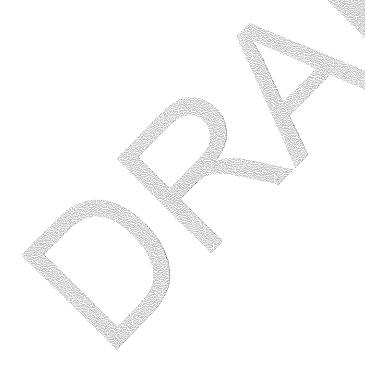
		2021		2020 Restated) (Note 16)
FINANCIAL ASSETS				
Cash	\$	1,049,361	\$	718,188
Taxes and grants in place of taxes receivable (Note 2)		121,811		144,739
Trade and other receivables		35,122		39,250
Due from other governments (Note 3)		407,379		390,898
Other financial assets	- 25	<u>/ 20</u>		20
	4	1,613,693		1,293,095
LIABILITIES				
Accounts payable and accrued liabilities (Note 5)		40,777		45,748
Deferred revenue (Note 6)	æ.	865,350		622,625
Landfill closure and post-closure costs (Note 7)		99,208		99,208
		1,005,335		767,581
NET FINANCIAL ASSETS		608,358	··-	525,514
NON-FINANCIAL ASSETS				
Tangible capital assets (Schedule 3)		3,120,555		3,270,020
ACCUMULATED SURPLUS (Noté 9)	\$	3,728,913	\$	3,795,534
CONTINGENT LIABILITY (Note 11)				
CONTRACTUAL OBLIGATIONS (Note 12)				
SUBSEQUENT EVENT (Note 18)				
ON BEHALF OF COUNCIL				
Mayor				
Councillor				

VILLAGE OF INNISFREE Statement of Operations and Accumulated Surplus For the Year Ended December 31, 2021

	2021 (Budget) Note 13)		2021 (Actual)	2020 Restated) Note 17)
REVENUES Net municipal taxes (Schedule 1) Sales and user charges Government transfers for operating (Schedule 2) Franchise and concession contracts (Note 10) Penalties and costs on taxes Other Rentals Investment income	\$ 273,016 223,150 43,550 36,565 30,000 10,810 9,500 2,500	\$	273,990 222,446 77,231 35,205 23,893 9,618 9,344 1,454	\$ 242,629 196,548 106,852 36,550 29,033 26,700 9,012 2,200 649,524
EXPENSES Water supply and distribution Administration Transportation Waste water treatment and disposal Recreation Waste management Protective services Culture Legislative Family and community support Planning and development	200,894 173,928 174,629 52,469 49,991 55,414 43,995 14,391 4,410 1,850 1,275	<i>^</i>	205,545 204,870 139,139 58,714 56,398 46,650 42,902 16,399 8,860 1,838	176,504 205,913 210,310 50,358 15,330 52,804 46,937 9,497 6,818 1,838 767
ANNUAL DEFICIT BEFORE OTHER INCOME	(144,155)		(128,134)	(127,552)
OTHER INCOME Government transfers for capital (Schedule 2)	_		61,513	 80,149
ANNUAL DEFICIT	(144,155)		(66,621)	 (47,403)
ACCUMULATED SURPLUS - BEGINNING OF YEAR, AS PREVIOUSLY STATED	3,795,534		3,795,534	3,776,372
Restatement (Note 17)	-		-	66,565
ACCUMULATED SURPLUS - BEGINNING OF YEAR, AS RESTATED	3,795,534		3,795,534	3,842,937
ACCUMULATED SURPLUS - END OF YEAR (Note 9)	\$ 3,651,379	\$	3,728,913	\$ 3,795,534

VILLAGE OF INNISFREE Statement of Changes in Net Financial Assets For the Year Ended December 31, 2021

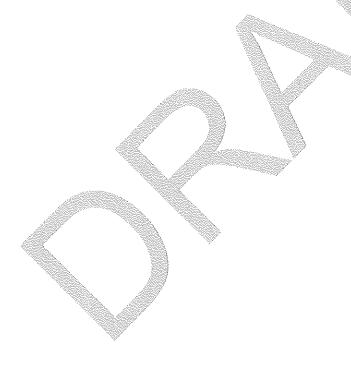
		2021 (Budget) Note 13)	(2021 (Actual)	(Re	020 stated) ote 17)
ANNUAL DEFICIT	\$	(144,155)	\$	(66,621)	\$	(47,403)
Amortization of tangible capital assets Purchase of tangible capital assets		155,793 -		155,565 (6,100)		155,756 (54,649)
Talonado of tangisto capital access		155,793		149,465		101,107
Use of prepaid expenses						565
INCREASE IN NET FINANCIAL ASSETS		11,638		82,844		54,269
NET FINANCIAL ASSETS - BEGINNING OF YEAR		525,514		525,514		471,245
NET FINANCIAL ASSETS - END OF YEAR	<u>\$</u>	53 <u>7,</u> 152	\$	608,358	\$	525,514



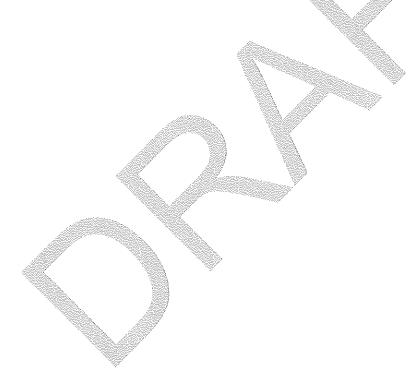
VILLAGE OF INNISFREE Statement of Cash Flows For the Year Ended December 31, 2021

		2021	2020
OPERATING ACTIVITIES			
Annual deficit	\$	(66,621) \$	(47,403)
Item not affecting cash:			
Amortization of tangible capital assets		155,565	<u> 155,756</u>
		88,944	108,353
Changes in non-cash working capital:		00.000	10.046
Taxes and grants in place of taxes receivable	Á	22,928	10,946 24,225
Trade and other receivables		4,128 (16,481)	24,223
Due from other governments		(10,401)	565
Prepaid expenses Accounts payable and accrued liabilities	7	(4,971)	(11,674)
Deferred revenue		242,725	120,515
Landfill closure and post-closure costs		, _	1,659
Editam orosaro ana processor servici	4	*	
	8 <u>2</u>	248,329	391,509
		337,273	499,862
INVESTING ACTIVITY Purchase of tangible capital assets		(6,100)	(54,649)
INCREASE IN CASH FLOWS		331,173	445,213
CASH - BEGINNING OF YEAR	_	718,188	272,975
CASH - END OF YEAR	\$	1,049,361 \$	718,188

	2020 (Budget) Note 13)	ı	2021 (Actual)	2020 (Actual)
TAXATION				
Real property taxes	\$ 286,379	\$	285,076	\$ 255,061
Linear property taxes	27,974		27,974	25,268
Government grants in place of property taxes	 1,056		1,056	 892
	 315,409		314,106	 281,221
REQUISITIONS		A		
Alberta school foundation	39,477		37,291	36,667
M.D. of Minburn foundation	2,825		2,825	1,842
Designated industrial properties	91,		.	 83
	42 ,393		40,116	38,592
NET MUNICIPAL TAXES	\$ 273,016	\$	273,990	\$ 242,629



	2021 Budget) Note 13)	(2021 Actual)	2020 (Actual)
TRANSFER FOR OPERATING Provincial government Local governments Federal government	\$ 2,000 35,250 6,300	\$	40,768 30,714 5,749	\$ 64,641 33,811 8,400
TRANSFER FOR CAPITAL	43,550		77,231	106,852 80,149
Provincial government TOTAL GOVERNMENT TRANSFERS	 \$ 43.550	: \$	61,513 138,744	\$ 187,001



The accompanying notes are an integral part of these financial statements.

PAGE 13

		Land	ייי	Buildings	ΣШ	Machinery & Equipment	Vehicles	ш	Engineered Structures	S in	Construction in Progress		2021		2020
Cost Balance, beginning of year Additions Disposals Transfers	₩.	113,628	ıs	680,488	€9	340,555 6,100	\$ 131,700	₩	5,842,157	. 65	t t 1	φ.	7,108,528 6,100 -	€7	7,053,879 54,649
Balance, end of year	⊌	113,628	€9	680,488	₩	346,655	\$ 131,700	€9	5,842,157	()	ŧ	€9	\$ 7,114,628	ь	\$ 7,108,528
Accumulated Amortization Balance, beginning of year Amortization	↔	t 1	↔	239,154 14,507	69	247,685 19,626	\$ 72,069 7,488	6	3,279,600 113,944	↔	1 1	€9	3,838,508 155,565	69	3,682,752 155,756
Disposals Impairment		1 1		1 1	100	• •	1		3 1		1 1		1 1		, (
Balance, end of year	ь	7	(253,661	சு	267,311	\$ 79,557	65	3,393,544	(s)	-	69	3,994,073	€\$	3,838,508
Not Book Value	er:	113 628	69	426 827	69	79.344	\$ 52,143		\$ 2,448,613	6 9	·	69	\$ 3,120,555	43	\$ 3,270,020

(Schedule 3)

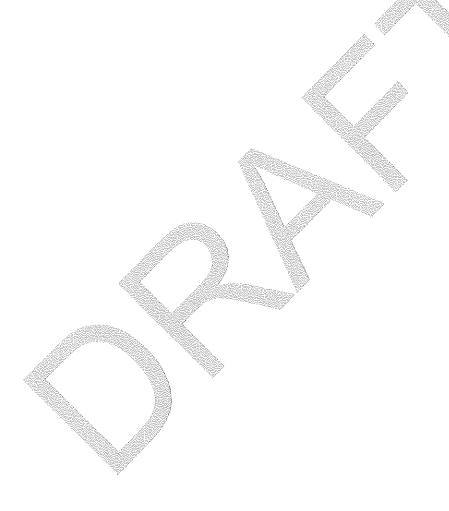
Schedule of Tangible Capital Assets For the Year Ended December 31, 2021

VILLAGE OF INNISFREE

VILLAGE OF INNISFREE Schedule of Equity in Tangible Capital Assets For the Year Ended December 31, 2021

(Schedule 4)

		2021	 2020
BALANCE, BEGINNING OF YEAR Amortization of tangible capital assets Acquisition of tangible capital assets Net book value of tangible capital assets disposed of	\$	3,270,020 (155,565) 6,100	\$ 3,371,127 (155,756) 54,649
BALANCE, END OF YEAR	\$	3,120,555	\$ 3,270,020
Equity in tangible capital assets is comprised of the following: Tangible capital assets (net book value)	<u>\$</u>	3,120,555	\$ 3,270,020



The accompanying notes are an integral part of these financial statements.

	General	Protective Services	Transportation	Public Utilities	Planning & Development and Public Health	Recreation & Culture	2021		2020
REVENUE	\$ 273.990	•	- -	700 (1992). Tale (1992).	ι છ	· •	\$ 273,990	↔	242,629
Sales and user charges Government transfers		30,714	6,130 2,993	7 193,530 37,400	, ,	21,555 2,757	222,446 138,744		196,548 187,001
Franchise and concession contracts	35,205 21 118	ı •	1 1	2,775	ú ,	1 1	25,205 23,893		29,033 29,033
Tenanes and costs on taxes Other revenues Rentals	7,179	1,432	^- 840	1	1,007		9,618		26,700 9,012
Investment income	1,454	1	L	1	t	1	1,454		2,200
	413,561	32,146	6 963	233,705	1,007	24,312	714,694		729,673
(a. () a m + 1 / 1									
EXPENSES Materials, goods and supplies	11,086	16,986	67,240	78,985	ι	28,675	202,972		242,923
Contracted services	85,538	7,380	5,933	57,078		72,785	181,/14		1,0,408
Salaries, wages and benefits	88,748	15,625	28,232	34,036		3,6/5	915,011		101,101
Transfers to local boards, agencies and other organizations	12,000	1,204	.4	37,400	1,838	4,666	57,108		8,081
Provision for allowance	11,891 <u>,</u>	1: 1		1 3	1	Ł I	11,891		1,575
	211,012	41,195	101,405	207,499	1,838	62,801	625,750	_	621,320
OTUED INCOME				:					
Amortization of tangible capital assets	(2,718)	(1,707)	(37,734)	(103,410)	ı	(966'6)	(155,565)	œ	(155,756)
tangiple capital assets	•	-		-	\$	L			1
	(2,718)	(1,707)	(37,734)	(103,410)		(9:6)	(155,565)	(6	(155,756)
ANNIAI SUBPLUS (DEFICIT)	\$ 199,831	\$ (10,756)	\$ (129,176)	\$ (77,204)	\$ (831)	\$ (48,485)	\$ (66,621)	\$	(47,403)

(Schedule 5)

Schedule of Segmented Disclosure For the Year Ended December 31, 2021

VILLAGE OF INNISFREE

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Village of Innisfree (the "Village") are the representation of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Village are as follows.

(a) Reporting entity .

The financial statements reflect the assets, liabilities, revenues and expenses, changes in net financial position and cash flow of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Village and are, therefore, accountable to Village Council for the administration of their financial affairs and resources.

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

(b) Basis of accounting

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

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

(c) Tax revenue

Property tax revenue is based on market value of assessments determined in accordance with the *Municipal Government Act*. Tax rates are established annually. Taxation revenues are recorded at the time tax notices are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property assessments during the period of the related borrowing. These levies are collectible from property owners for work performed by the Village. Under the accrual basis of accounting, revenues to be received from local improvement assessments are recognized in full in the period the local improvement project costs are incurred and the passing of the related imposition by-law.

(d) Requisition over-levies and under-levies

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Government transfers

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

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

(f) Landfill closure and post-closure liability

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

The annual provision is reported as an operating expense in solid waste services and the liability is reported as a liability of the Statement of Financial Position.

(g) Non-financial assets

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

(h) Tangible capital assets

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

25 - 50 Years
5 - 20 Years
3 - 20 Years
35 - 75 Years
35 - 75 Years
15 - 40 Years

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

Assets under construction are not amortized until the asset is available for productive use.

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Use of estimates

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

Accounts receivable are stated after evaluation as to their collectibility and an appropriate allowance for doubtful accounts is provided where considered necessary. The amounts recorded for valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets, landfill closure and post-closure costs, and contingent liabilities are areas where management makes significant estimates and assumptions in determining the amounts to be recorded in the financial statements

(j) Future changes in significant accounting policies

The following summarizes upcoming changes to the Canadian public sector accounting standards. The Village will continue to assess the impact and prepare for the adoption of these standards

(i) Financial Statement Presentation

PS 1201, Financial Statement Presentation, requires a new statement of re-measurement gains and losses separate from the statement of operations. Included in this new statement are the unrealized gains and losses arising form the re-measurement of financial instruments and items denominated in foreign currencies, as well as the government's proportionate share of other comprehensive income that arises when a government includes the results of government business enterprises and partnerships. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(ii) Foreign Currency Translation

PS 2601, Foreign Currency Translation, requires that monetary assets and liabilities denominated in a foreign currency be adjusted to reflect the exchange rates in effect at the financial statement dates. Unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard must be adopted in conjunction with PS 2601 and PS 3450 and is applicable for fiscal years beginning on or after April 1, 2022.

(iii) Portfolio Investments

PS 3041, Portfolio Investments, has removed the distinction between temporary and portfolio investments and amended to to conform to PS 3405. This standard must be adopted in conjunction with PS 1201, PS 2601, and PS 3450 and is applicable for fiscal years beginning on or after April 1, 2022.

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Future changes in significant accounting policies (continued)

(iv) Financial Instruments

PS 3450, Financial Instruments, established recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. The standard requires fair value measurement of derivative and equity instruments; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of re-measurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(v) Asset Retirement Obligations

PS 3280, Asset Retirement Obligations, establishes standards on how to account and report for legal obligations associated with the retirement of certain tangible capital assets including solid waste landfill sites. As a result, PS 3270, Solid Waste Landfill Closure and Post-Closure Liability has been withdrawn but will remain in effect until the adoption of PS 3280. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(vi) Public Private Partnerships

PS 3160, Public Private Partnerships, establishes standards on how to account for public private partnership arrangements (recognition of infrastructure assets and the corresponding liability to the private partnership) along with the disclosure and presentation requirements. This standard is applicable to fiscal years beginning on or after April 1, 2023.

(vii) Revenue

PS 3400, Revenue, establishes standards on how to account for and report revenue differentiating between revenue arising from transactions that include performance obligations and transactions that do not. This standard is applicable to fiscal years beginning on or after April 1, 2023.

2. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE

		 2021	 2020
	Current receivables Receivables in arrears	\$ 49,585 109,255	\$ 62,892 117,810
	Allowance for doubtful accounts	 158,840 (37,029)	 180,702 (35,963)
		\$ 121,811	\$ 144,739
3.	DUE FROM OTHER GOVERNMENTS	 2021	2020
	Due from other governments Goods and Services Tax recoverable	\$ 400,241 7,138	\$ 352,745 38,153

390,898

407,379

4. OPERATING LINE OF CREDIT

The Village has access to a credit facility with ATB Financial, which includes an approved revolving operating line, (Overdraft Facility #2), that can be drawn upon to a maximum of \$120,000, which bears interest at the prime rate plus 1.00% and is secured by all assets of the Village at large. As at December 31, 2021, the Village had not drawn on the operating line (2020 - \$NIL).

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2021	2020
Trade and other accounts payable Source deductions Payable to other governments	\$ 29,213 - 11,564	\$ 38,306 810 6,632
•	\$ 40,777	\$ 45,748

6. DEFERRED REVENUE

Deferred revenue is comprised of the following amounts, which have been received from various third parties and are restricted to the eligible operating and capital projects as approved in the funding agreements for a specified purpose. Additions are composed of both contributions and interest earned during the year. These amounts are recognized as revenue in the period in which the related costs are incurred.

	2020 (Restated) (Note 17)		Funds Received	 evenue cognized	2021
Canada Community Building Fund \$ Municipal Sustainability Initiative	282,961 319,141	\$	101,661 155,159	\$ - 45.494	\$ 384,622 428,806
Municipal Stimulus Program Other	5,000 15,523)	45,000 9.571	15,331 7.841	34,669 17,253
Other	10,020		-	-	 -
\$	622,625	\$	311,391	\$ 68,666	\$ 865,350

7. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

The Village has an operating agreement with other local municipalities in the operation of Manville landfill site. The Village is liable for 9.8% of the closure and post-closure costs of the transfer station's facilities. The landfill site has been closed and is inactive from accepting further waste.

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

The estimated total liability is based on the sum of the discounted future cash flows for closure and post-closure activities for 25 years after closure using a discount rate of 3.46% (2020 - 2.41%) and assuming an annual inflation of 2.00% (2020 - 2.00%).

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. At December 31, 2021, the landfill capacity has been fully utilized (2020 - 100%).

	2021	2020
Estimated closure costs Estimated post-closure costs	88,728 \$ 10,480	88,728 10,480
Estimated total liability	99,208	99,208
Percentage of liability accrued by the Village Amount accrued by the Village	100 % 99,208	100 % 99,208
Estimated liability still to be accrued \$	- \$	

8. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by *Alberta Regulation 255/2000*, for the Village be disclosed as follows:

		2021	 2020
Total debt limit Total debt	\$	979,772 -	\$ 974,286
Amount of debt limit unused	<u>\$</u>	979,772	\$ 974,286
Debt servicing limit Debt servicing	\$	163,295 -	\$ 162,381
Amount of service on debt limit unused	\$	163,295	\$ 162,381

The debt limit is calculated at 1.5 times revenue of the Village (as defined in *Alberta Regulation* 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Village. Rather, the financial statements must be interpreted as a whole.

9. ACCUMULATED SURPLUS

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

		2021	2020 Restated) Note 17)
Unrestricted surplus	\$	376,675	\$ 304,014
Reserves Sewer system General capital Public works Recreation Fire Solid waste capital Water system General Stormwater capital	<i>\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ </i>	48,500 46,500 45,370 26,000 25,500 22,950 7,500 5,000 4,775 232,095	51,000 51,500 53,000 30,000 26,000 - 5,000 5,000
Equity in tangible capital assets		3,120,555	 3,270,020
	\$	3,729,325	\$ 3,795,534

10. FRANCHISE AND CONCESSION CONTRACTS

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	2021		2020	
ATCO Gas and Pipelines Ltd. ATGO Electric Ltd.	\$	21,550 13,655	\$ 22,588 13,962	
	\$	35,205	\$ 36,550	

11. CONTINGENT LIABILITY

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

12. CONTRACTUAL OBLIGATIONS

The Village is a partner in the Alberta Central East Water Corporation regional water system project to design and construct a water transfer and pump station, three fill stations, a truck fill station, and 246 kilometres of pipeline. The Government of Alberta is committed to fund approximately 90% of the estimated project costs as part of the Alberta Water for Life Program. The remaining 10% of costs will be distributed between the municipal partners. As of December 31, 2021, the Village's share of the remaining construction cost was estimated at \$28,993.

As the regional water system is not a Village owned asset, none of the related liabilities, funding, or expenditures are reflected in the Village's financial statement except for the Village's portion and consumption costs.

13. BUDGET

Budget figures presented in these financial statements are based on the 2021 operating budget adopted by Council on June 15, 2021. The Village compiles a budget on a modified accrual basis. The reconciliation below adjusts annual surplus (deficit) to algin with the budget process. It should not be used as a replacement for the Statement of Operations and Accumulated Surplus. Users should note that this information may not be appropriate for their purposes.

	4500-	2021	2021	2020
		Budget	Actual	 Actual
Annual deficit	\$	(144,155)	\$ (66,621)	\$ (47,403)
Amortization	\	155,793	155,565	155,756
Transfers to reserves		27,130	27,130	-
Transfer from reserves	**	(37,725)	(37,725)	 47,000
Results of operations as budgeted	\$	1,043	\$ 78,349	\$ 155,353

14. FINANCIAL INSTRUMENTS

The Village's financial instruments consist of cash, taxes and grants in place of taxes receivable, trade and other receivables, due from other governments, and accounts payable and accrued liabilities. It is management's opinion that the Village is not exposed to significant market, liquidity and currency risk arising from these financial instruments.

The Village is exposed to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Village provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

The Village is exposed to interest rate risk with respect to the operating line of credit. Interest rate risk arises from interest rate fluctuations through its variable interest line of credit. As at December 31, 2021, no balance was drawn on the operating line of credit.

Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

15. SEGMENTED DISCLOSURE

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

(a) General Government

General Government is comprised of Village Council, the Office of the Chief Administrative Officer, and Corporate Services. Corporate Services is comprised of Financial Services and Human Resources.

Council makes decisions regarding service delivery and service levels on behalf of the Village in order to balance the needs and wants of Village residents in a financial responsible manager.

(b) Protective Services

Protective Services is comprised of Fire and Municipal Enforcement Services. Fire Services is responsible to provide fire suppression services; fire prevention programs; training and education related to fire prevention; and the detection and/or extinguishments of fires. Municipal Enforcement Services provide bylaw enforcement that ranges from community standards, to traffic safety, to animal control as well as provincial statue enforcement with authorities granted by the Solicitor General of Alberta.

(c) Transportation

Transportation is comprised of Common Services and the Public Works area. They are responsible for the maintenance of the roadway and storm systems of the Village.

(d) Public Utilities

Public Utilities are comprised of water, waste water, and waste management services. They are responsible for providing a water supply, a sanitary sewage collection and disposal system, and a waste disposal service.

(e) Public Health

Public Health provides services mandated by Family and Community Support Services Alberta through a shared funding model between the Province of Alberta and the Village.

(f) Planning and Development

Planning and Development is responsible for the planning and development of the Village's infrastructure system and work with developers in planning the growth of the Village is a sustainable manner.

(g) Recreation and Culture

Recreation and Culture provide recreational and cultural services and activities which promote the well-being of its citizens. These areas are responsible for the parks, playgrounds, facilities, and green spaces of the Village. This area also acts as a liaison between community groups and providing grant funding.

15. SEGMENTED DISCLOSURE (continued)

Certain allocation methodologies are employed in the preparation of segmented financial information. Net municipal taxes are unallocated to segments and are presented under General Revenue. Sales and user charges have been allocated to the segment based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. For additional information see the Schedule of Segmented Disclosure (Schedule 5).

16. APPROVAL OF THE FINANCIAL STATEMENTS

Council and management have approved these financial statements on March 15, 2022.

17. RESTATEMENT

The Village had incurred expenditures in 2019 utilizing grant funding. No revenue had been recorded to match the expenses incurred.

The effect on the financial statements has been as follows:

- Decrease to opening deferred revenue by \$66,201.
- Increase to opening accumulated surplus by \$66,201.

Some of the comparative figures have been reclassified to conform to the current year's presentation.

18. SUBSEQUENT EVENTS

On January 1, 2022, the Village reached an agreement for the provision of fire protection services from the County of Minburn (the "County"). As part of the agreement, the Village will provide the County annual payments of \$5,000 until 2026. In addition, the Village will transferred all owned and joint owned fire department related tangible capital assets to the County. As at December 31, 2021, the net book value of the tangible capital assets amounted to \$29,885.

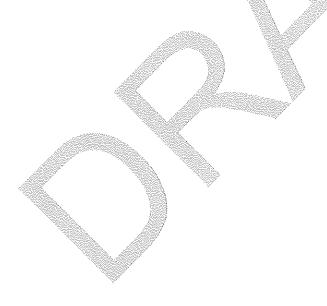
19. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Village officials, the Chief Administrative Officer and designated officers are required by *Alberta Regulation 313/2000*, is as follows:

	S	alary (1)	В	enefits (2)	2	2021	2020
Mayor J. Johnson Mayor / Councillor D. McMann Councillor A. Cannan	\$	863 2,558 1,435	\$	- - -	\$	863 2,558 1,435	\$ - 2,295 1,605
Councillor W. Oudshoorn	<u></u>	1,853 6,709	\$	-	•	1,853 6,709	\$ 1,845 5,745
Chief administrative officer Designated officer (contract)	\$	52,476 4,600	\$	- 4	\$	52,476 4,600	\$ 51,125 4,580
•	\$	57,076	\$, , , , , , , , , , , , , , , , , , ,	\$	57,076	\$ 55,705

⁽¹⁾ Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

⁽²⁾ Employer's share of all employee benefits and contributions or payments made on behalf of employees including health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition's.



MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2021

Million	icipa	litv/	Nan	١Δ٠
mun	IVIDA	HILY	11011	10.

Village of Innisfree

CERTIFICATION

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.

Brooke Magosse	March 15, 2022
Print Name	Date

The number of potential errors on Page 13 of this form:

1

		Total
Assets	0010	1
Cash and Temporary Investments	0020	1,049,361
Taxes and Grants in Place of Taxes Receivable	0030	
Current	0040	49,585
. Arrears	0050	109,255
. Allowance	0060	-37,029
Receivable From Other Governments	0070	407,379
Loans Receivable	0800	0
Trade and Other Receivables	0090	35,122
Debt Charges Recoverable	0095	0
Inventories Held for Resale	0130	
. Land	0140	0
. Other	0150	0
Long Term Investments	0170	
, Federal Government	0180	0
. Provincial Government	0190	0
Local Governments	0200	0
. Other	0210	0
Other Current Assets	0230	0
Other Long Term Assets	0240	20
	0250	
Total Financial Assets	0260	1,613,693
Liabilities	0270	
Temporary Loans Payable	0280	o
Payable To Other Governments	0290	11,564
Accounts Payable & Accrued Liabilities	0300	29,213
Deposit Liabilities	0310	0
Deferred Revenue	0340	865,350
Long Term Debt	0350	0
Other Current Liabilities	0360	0
Asset Retirement Obligations	0365	0
Other Long Term Liabilities	0370	99,208
上記。1919年1月2日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日	0380	
Total Liabilities	0390	1,005,335
Net Financial Assets (Net Debt)	0395	608,358
N. 51 A. 44	4	
Non Financial Assets Tangible Capital Assets	0400	3,120,555
Inventory for Consumption	0410	0,120,000
Prepaid Expenses	0420	0
Other	0430	0
	<u>-</u>	
Total Non-Financial Assets	0440	3,120,555
Accumulated Surplus	0450	3,728,913

CHANGE IN OPERATING ACCUMULATED SURPLUS

Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Operating Surplus - Beginning of Year	0500	237,449	221,500	3,270,020	3,728,969
Net Revenue (Expense)	0505	-66,621			-66,621
Funds Designated For Future Use	0511	-37,725	37,725		10.0
Restricted Funds - Used for Operations	0512	27,130	-27,130		200 S
Restricted Funds - Used for TCA	0513				
Current Year Funds Used for TCA	0514	-6,100		6,100	(i) (ii) (ii) (ii) (ii) (ii) (ii) (ii)
Donated and Contributed TCA	0516	0		0	
Disposals of TCA	0517	0	0	0	
Annual Amortization Expense	0518	155,565		-155,565	
Long Term Debt - Issued	0519				0
Long Term Debt - Repaid	0521	0			22/00/03
Capital Debt - Used for TCA	0522				0
·	0523				
Other Adjustments	0524	66,565	0	0	66,565
Accumulated Operating Surplus - End of Year	0525	376,263	232,095	3,120,555	3,728,913

FINANCIAL ACTIVITIES BY FUNCTION

	Revenue		Expense
	0700	244.545	2
Total General	0700	344,545	1150
Function	0710		1160
General Government	0720	Service and an experience of	1170 8,860
Council and Other Legislative	0730	04.400	1180 204,870
General Administration	0740	81,462	1190
Other General Government	0750	Construit Agent De Weight	1200
Protective Services	0760		1210
Police	0770	04.044	1220 41,698
Fire	0780	21,044	1230 0
Disaster and Emergency Measures	0790		1240 1,204
Ambulance and First Aid	0800	4 420	1250 0
Bylaws Enforcement	0810	1,432	1260 0
Other Protective Services	0820	ACTOR CONTRACTOR OF SECTION	1270
Transportation	0830		1280 0
Common and Equipment Pool	0840		,200
Roads, Streets, Walks, Lighting	0850	5,302	
Airport	0860		1000
Public Transit	0870		
Storm Sewers and Drainage	0880	4,660	.020
Other Transportation	0890		1330 0
Environmental Use and Protection	0900		1340
Water Supply and Distribution	0910	94,292	1350 205,545
Wastewater Treatment and Disposal	0920	72,436	1360 58,714
Waste Management	0930	64,202	1370 46,650
Other Environmental Use and Protection	0940		1380 0
Public Health and Welfare	0950		1390
Family and Community Support	0960		1400 1,838
Day Care	0970		1410 0
Cemeteries and Crematoriums	0980		1420 0
Other Public Health and Welfare	0990	A second for a second side of the second	1430 0
Planning and Development	1000		1440
Land Use Planning, Zoning and Development	1010		1450 0
Economic/Agricultural Development	1020		1460 0
Subdivision Land and Development	1030		1470 0
Public Housing Operations	1040		1480 0
Land, Housing and Building Rentals	1050		1490 0
Other Planning and Development	1060		1500 0
Recreation and Culture	1070		1510
Recreation Boards	1080		1520 0
Parks and Recreation	1090		1530 56,398
Culture: Libraries, Museums, Halls	1100)	1540 16,399
Convention Centres	1110	` <u> </u>	1550 0
Other Recreation and Culture	1120		1560
Other Utilities	1125		1565
Gas	1126		1566
Electric	1127	7	1567
		建筑的建筑的	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
Other	1130	0	1570
Total Revenue/Expense	114	0 714,694	1580 781,315
Net Revenue/Expense			1590 -66,62

FINANCIAL ACTIVITIES BY TYPE / OBJECT

	Total		
	1700	1 Server (1985)	
Revenues Taxation and Grants in Place	1710		
Property (net municipal, excluding requisitions)	1720	273,990	
Business	1730	0	
Business Revitalization Zone	1740	0	
Special	1750	0	
. Well Drilling	1760		
. Local Improvement	1770	0	
Sales To Other Governments	1790	0	
Sales and User Charges	1800	222,446	
Penalties and Costs on Taxes	1810	23,893	
Licenses and Permits	1820	2,439	
Fines	1830	7,179	
Franchise and Concession Contracts	1840	35,205	
	1850	1,454	
Returns on Investments (incl. Portfolio Investments)	1860	9,344	
Rentals	1870	0	
Insurance Proceeds	1880	0	
Net Gain on Sale of Tangible Capital Assets	1885	Ö	
Contributed and Donated Assets	1890	0	
Federal Government Unconditional Transfers	1900	5,749	
Federal Government Conditional Transfers	1910	36,768	
Provincial Government Unconditional Transfers	1920	65,513	
Provincial Government Conditional Transfers	1930	30,714	
Local Government Transfers		30,714	
Transfers From Local Boards and Agencies	1940		
Developer Agreements	1960		
Offsite Levies	1962		
Other Revenues	1970		
Total Revenue	1980	714,694	
Expenses	1990		
Salaries, Wages, and Benefits	2000	170,316	
Contracted and General Services	2010	181,714	
Purchases from Other Governments	2020	0	
Materials, Goods, Supplies, and Utilities	2030	202,972	
Provision For Allowances	2040	11,891	
Transfers to Other Governments	2050	0	
Transfers to Local Boards and Agencies	2060	19,708	
Transfers to Individuals and Organizations	2070	37,400	
Bank Charges and Short Term Interest	2080	1,749	
Interest on Operating Long Term Debt	2090	0	
Interest on Operating Long Term Debt	2100	0	
Accretion of Asset Retirement Obligations	2105	0	
	2110	155,565	
Amortization of Tangible Capital Assets	2110	0	
Net Loss on Sale of Tangible Capital Assets	2127	0	
Write Down of Tangible Capital Assets	2130	0	
Other Expenditures	£ 100 L		
Total Expenses	2140	781,315	
Net Revenue (Expense)	2150	-66,621	

Accumulated remeasurement gains (losses) at beginning of the year	2171
Gains	2172
Losses	2174
Amounts reclassified to Statement of Operations	2176
Net Remeasurement gains (losses) for the year	2178 0
Accumulated remeasurement gains (losses) at end of year	2180

Municipal Affairs - Municipal Financial Information Return PAGE 32 of 13

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

		Revenue		Expenses	
	***************************************	Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
)t 0	2200	1 40,000,000,000,000,000	2	3 \$46,765,555,555,555,555	4
Seneral Government	2210		The state of the s	<u> </u>	3454 54 5 5 7
Council and Other Legislative	2220	1,231		2,718	
General Administration		1,231		2,710	
Other General Government	2230				
rotective Services	2240	ja as keella Prahagaa			
Police	2250		2 600	1 707	
Fire	2260		3,699	1,707	····
Disaster and Emergency Measures	2270				
Ambulance and First Aid	2280				
Bylaws Enforcement	2290				
Other Protective Services	2300				
ransportation	2310				
Common and Equipment Pool	2320				<u></u>
Roads, Streets, Walks, Lighting	2330	1,469	8,653	37,734	
Airport	2340				V
Public Transit	2350				
Storm Sewers and Drainage	2360	4,661			
Other Transportation	2370				
nvironmental Use and Protection	2380				
Water Supply and Distribution	2390	94,292	37,400	68,111	
Wastewater Treatment and Disposal	2400	35,036		33,134	
Waste Management	2410	64,202		2,164	
Other Environmental Use and Protection	2420				
ublic Health and Welfare	2430				
Family and Community Support	2440		· · · · · · · · · · · · · · · · · · ·	·	
Day Care	2450				
Cemeteries and Crematoriums	2460				
Other Public Health and Welfare	2470				
	2480				
Planning and Development	2490	and All traffiching and an arrange			
Land Use Planning, Zoning and Development	2500				
Economic/Agricultural Development	2510				
Subdivision Land and Development					
Public Housing Operations	2520				
Land, Housing and Building Rentals	2530				***
Other Planning and Development	2540	Britan Chile II. College College			
Recreation and Culture	2550	minimaliy sata milipina saminint			agaa. Axaa aagagaga, aa aa
Recreation Boards	2560		11 - 21	^ ^~	
Parks and Recreation	2570	21,555	11,761	9,997	
Culture: Libraries, Museums, Halls	2580				
Convention Centres	2590				
Other Recreation and Culture	2600				
Other Utilities	2605				
Gas	2606				
Electric	2607	·····			<u> </u>
Other	2610				<u> </u>
Land to the state of the state	2620	222,446.00	61,513.00	155,565.00	0

		Tangible Capital Assets		Capital Long Term Debt		
	_	Donated or		Principal	Principal	
		Purchased	Contributed	Additions	Reductions	
		1	2	3	4	
eneral Government	2700					
Council and Other Legislative						
General Administration						
Other General Government	2730	L				
otective Services	2740					
Police	2750					
Fire	2760					
Disaster and Emergency Measures	2770					
Ambulance and First Aid	2780			:		
Bylaws Enforcement	2790				****	
Other Protective Services	2800					
ansportation	2810					
Common and Equipment Pool	2820					
Roads, Streets, Walks, Lighting	F	6,10	0			
Airport						
Public Transit						
Storm Sewers and Drainage						
Other Transportation						
nvironmental Use and Protection	2880					
Water Supply and Distribution	2890					
Wastewater Treatment and Disposal						
Waste Management						
Other Environmental Use and Protection						
ublic Health and Welfare	2930					
Family and Community Support			T			
Day Care						
Cemeteries and Crematoriums			****			
Other Public Health and Welfare					****	
Planning and Development	2980					
				T		
Land Use Planning, Zoning and Development Economic/Agricultural Development						
	3010					
Subdivision Land and Development						
Public Housing Operations						
Land, Housing and Building Rentals						
Other Planning and Development	3050					
Recreation and Culture		The state of the s		The state of the s	AND THE STREET OF THE STREET, STREET	
Recreation Boards						
Parks and Recreation						
Culture: Libraries, Museums, Halls	0000					
Convention Centres						
Other Recreation and Culture						
Other Utilities	3105	r	yagada talah sayar katabah me		mineral agreement agreement for the	
Gas	3106					
Electric	3107					
Other	3110					
Total	3120	6,100.	0.0	0.0	0.	

CHANGE IN TANGIBLE CAPITAL ASSETS

		Balance at Seginning of Year	Additions	Reductions	Balance at End of Year
		1	2	3	4
Tangible Capital Assets - Cost		n en en avene en en en avene de avene en e	rau u ku sun sidikir digiri tarah salah siri kali k		
Engineered Structures	3200				
Roadway Systems	3201	984,258			984,258
Light Rail Transit Systems	3202				0 100 000
Water Systems	3203	3,192,266			3,192,266
Wastewater Systems	3204	1,665,633			1,665,633
Storm Systems	3205				<u> </u>
Fibre Optics	3206				<u> </u>
Electricity Systems	3207				0
Gas Distribution Systems	3208				0
Total Engineered Structures	3210	5,842,157	0	0	5,842,157
Construction In Progress	3219	0			0
Buildings	3220	680,488			680,488
Machinery and Equipment	3230	340,555	6,100		346,655
Land	3240	113,628			113,628
Land Improvements	3245				0
Vehicles	3250	131,700			131,700
	844				
Total Capital Property Cost Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	701,070	13,364		714,434
Light Rail Transit Systems	3272	0			0
Water Systems	3273	1,622,556	67,446		1,690,002
Wastewater Systems	3274	955,974	33,134		989,108
Storm Systems	3275				0
Fibre Optics	3276				0
Electricity Systems	3277				0
Gas Distribution Systems	3278				0
Engineered Structures	3280	3,279,600	113,944	0	3,393,544
Buildings	3290	239,154	14,507		253,661
Machinery and Equipment	3300	247,685	19,626		267,311
Land	3310				0
Land Improvements	3315				0
Vehicles	3320	72,069	7,488		79,557
Total Accumulated Amortization	3330	3,838,508.00	155,565.00	0.00	3,994,073.00
Net Book Value of Capital Property	3340	3,270,020			3,120,555
Capital Long Term Debt (Net)	3350				
The state of the s	3400	3,270,020.00			3,120,555.00
Equity in Tangible Capital Assets	3400[3,210,020.00	indicated and an experience of the second state of the fig.	er in a christian fer fer financia (1995)	0,120,000.00

LONG TERM DEBT SUPPORT

		Operating Purposes	Capital Purposes	Total
		1	2	3
Long Term Debt Support	3405			
Supported by General Tax Levies	3410			0
Supported by Special Levies	3420			0
Supported by Utility Rates	3430			0
Other	3440			0
	_			
Total Long Term Debt Principal Balance	3450	0.00	0.00	0.00

LONG TERM DEBT SOURCES

Schedule 9I

		Operating Purposes	Capital Purposes	Total
		1	2	3
Alberta Capital Finance Authority	3500			0
Canada Mortgage and Housing Corporation	3520			0
Mortgage Borrowing	3600			0
Other	3610			0
Total Long Term Debt Principal Balance	3620	0.00	0.00	0.00

FUTURE LONG TERM DEBT REPAYMEN			Schedule 9J	
		Operating Purposes	Capital Purposes	Total
		1	2	3
Principal Repayments by Year	3700			
Current + 1	3710			0
Current + 2	3720			0
Current + 3	3730			0
Current + 4	3740			0
Current + 5	3750			0
Thereafter	3760			0
Thereafter Total Principal	3770	0.00	0.00	0.00
Interest by Year	3780			
Current + 1	3790			0
Current + 2	3800			0
Current + 3	3810			0
Current + 4	3820		***************************************	0
Current + 5	3830			0
Thereafter	3840			0
Total Interest	3850	0.00	0.00	0.00

PROPERTY TAXES AND GRANTS IN PLACE

Schedule 9K

		Property Taxes	Grants - in Place	Total
		1	2	3
Municipal Property Taxes	3900			
Residential Land and Improvements	140			
Total	3910	174,839		174,839
Non-Residential	3920			
Land and Improvements (Excluding M & E)	3935	64,055	1,199	65,254
Machinery and Equipment	3950	4,838		4,838
Linear Property	3960	29,059		29,059
Small Business Tax	3965			0
Farm Land	3980			0
Adjustments to Property Taxes	3990			0]
Total Municipal Property Taxes and Grants In Place	4000	272,791	1,199	273,990
Provincial and Seniors Foundation Requisitions			4010	
Education				
Residential/Farm Land		*******	4031	26,117
Non-Residential			4035	11,173
Seniors Lodges			4090	2,825
Designated Industrial Property			4099	
Other			4100	
Adjustments to Requisition Transfers			4110	
Total Requisition Transfers			4120	40,115

GRANTS IN PLACE OF TAXES

Schedule 9L

		Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government	4200	1,199			1,199
Provincial Government	4210				0
Local Government	4220				0
Other	4230				0
	_				
Total	4240	1,199	0	0	1,199

Debt Limit	5700
Total Debt	5710
Debt Service Limit	5720
Total Debt Service Costs	5730
Total Dept Gervice Costs	3730
Enter prior year Line 3450 Column 2 balance here:	
GRANT AND DEFERRED GRANT REVENUE SCHEDULE	Schedule 9P
Cash and Temporary Investments	8820 1,049,361
Restricted Cash by Grant	
Municipal Sustainability Initiative Capital	8825 128,565
Municipal Sustainability Initiative Operating	8826
Federal Gas Tax Fund	8827 284,638
Alberta Community Partnership- Intermunicipal Collaboration	8828
Alberta Community Partnership- Municipal Restructuring	8829
Alberta Community Partnership- Mediation and Cooperative Processes	8830
Alberta Community Partnership- Municipal Internship	8831
Alberta Community Partnership- Local Land Use Planning	8832
Alberta Community Partnership- Strategic Initiative	8833
Alberta Community Partnership- Regional Collaboration Program	8834
Other Grants	8835 34,668
Total Restricted Cash	8865 447,871
Unrestricted Cash	8870 601,490
Accounts Receivable - Grants	8872 400,241
Deferred Revenue	8875 865,35 0
Deferred Revenue by Grant	
Municipal Sustainability Initiative Capital	8880 428,806
Municipal Sustainability Initiative Operating	8881
Federal Gas Tax Fund	8882 384,638
Alberta Community Partnership- Intermunicipal Collaboration	8883
Alberta Community Partnership- Municipal Restructuring	8884
Alberta Community Partnership- Mediation and Cooperative Processes	8885
Alberta Community Partnership- Municipal Internship	8886
Alberta Community Partnership- Local Land Use Planning	8887
Alberta Community Partnership- Strategic Initiative	8888
Alberta Community Partnership- Regional Collaboration Program	8889
Other Grants	8890 34,668
Total Deferred Revenue by Grant	8898 848,112
Other Deferred Revenue	8899 17,238

EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW

Please ensure the Small Business tax has been recorded under Line 3965

Classification: Protected A

Municipal Affairs - Municipal Financial Information Return PAGE 39 13 of 13

VILLAGE OF INNISFREE - REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 15, 2022

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, February 15, 2022.

CALL TO ORDER

Mayor Johnson called the meeting to order at 5:05 P.M.

OATH OF OFFICE / COUNCILLOR CODE OF CONDUCT OATH

Evan Raycraft was sworn in as a member of Council by Mayor Johnson.

Clr. Raycraft acknowledged and signed the Councillor Code of Conduct Oath.

PRESENT

Attendance in-person

Jennifer Johnson

Mayor

Deborah McMann

Councillor

Evan Raycraft

Councillor

Brooke Magosse

Chief Administrative Officer

Sgt. Mike Dunsmore Vermilion RCMP Detachment (Via Electronic Means)

APPROVAL OF AGENDA 2022-02-15/01

Moved by Clr. McMann that the agenda be approved presented.

CARRIED

APPROVAL OF REGULAR COUNCIL MINUTES 2022-02-15/02

Moved by Clr. McMann that the January 18, 2022, Regular Council Meeting minutes be approved presented.

CARRIED

PAYMENT ACCEPTANCE POLICY 1200-03 2022-02-15/03

Moved by Mayor Johnson that Council endorses Payment Acceptance Policy 1200-03 with the following amendments:

1. Under "Policy" - replacing the word "certain" with "industry";

2. Deleting Section 2.3 (a)-(c); and

3. Amending Section 2.7 to read as follows: "Foreign Currency will only be accepted at the Innisfree Recreation Park/Birch Lake Campground."

CARRIED

DELEGATION 2022-02-15/04

Sgt. Mike Dunsmore from the Vermilion RCMP Detachment, virtually presented the 3rd Quarter County of Minburn #27 - Vermilion Detachment Crime Statistics report to Council.

Sgt. Mike Dunsmore departed the meeting at 5:39 PM.

Moved by Mayor Johnson that the delegation of Sgt. Dunsmore and the 3rd Quarter crime statistics report be received as information.

CARRIED

PROCUREMENT & **EXPENDITURES POLICY** 1200-04 2022-02-15/05

Moved by Mayor Johnson that the Procurement & Expenditure Policy 1200-04 be tabled to the March 15, 2022, Regular Council Meeting.

CARRIED

TRAFFIC BYLAW 670-22 2022-02-15/06

Moved by Mayor Johnson that the Traffic Bylaw 670-22 be tabled to the March 15, 2022, Regular Council Meeting.

Furthermore, that a Council of the Whole Committee Meeting be scheduled for February 28, 2022, at 4:00 PM to review and discuss proposed Traffic Bylaw 670-22.

CARRIED

VILLAGE OF INNISFREE - REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 15, 2022

SIGNING AUTHORITY & COUNCIL COMMITTEE APPOINTMENTS 2022-02-15/07

Moved by Mayor Johnson that Council endorse, that pursuant to Section 213(4) of the Municipal Government Act, financial instruments' signing authorities shall be one elected official being Mayor Jennifer Johnson, Councillor Deborah McMann or Councillor Evan Raycraft and one appointed member being Chief Administrative Officer Brooke Magosse or Administrative Assistant Thelma Rogers.

Further, that Council endorses the appointment of the following Elected Officials on the list of Committees below:

Alberta Central East (ACE) Water Corp
Delnorte School-Parents' Advisory Council (PAC)
East Central 911 Call/Answer Society
East Regional Transfer Station/Joint Landfill
Innisfree Prairie Bank of Commerce Historical Society

Innisfree Public Library Board

Innisfree Regional Assessment Review Board Innisfree Regional Emergency Advisory Committee Innisfree Subdivision & Development Appeal Board Kalyna Country Eco-Museum Trust Society

MMI-FCSS

M.D. of Minburn Foundation (Seniors Housing)
Northeast Alberta Information HUB (Alberta HUB)
Northern Lights Library System Board

Clr. McMann Clr. Raycraft Clr. McMann Clr. Raycraft Clr. Raycraft

Mayor Johnson Mayor Johnson

Cir. McMann (Alt: Mayor Johnson)

Mayor Johnson Cir. McMann Cir. McMann

Mayor Johnson (Alt: Clr. Raycraft) Clr. McMann (Alt: Clr. Raycraft)

Mayor Johnson

CARRIED.

NORTHERN LIGHTS LIBRARY SYSTEM – 2022 BUDGET 2022-02-15/08

JOINT FIRE QMP AGREEMENT 2022-02-15/09

4TH QUARTER STRATEGIC PLAN UPDATE **2022-02-15/10**

DRIVER FEEDBACK SIGN – ALBERTA TRANSPORTATION UPDATE (GTF-1196) 2022-02-15/11

COUNCILLOR REPORTS 2022-02-15/12

Moved by Clr. Raycraft that the Village of Innisfree Council endorse the 2022 Northern Lights Library System Budget as presented.

CARRIED

Moved by Clr. Raycraft that Council endorses the County of Minburn No. 27, Village of Mannville and Village of Innisfree Joint Fire Quality Management Plan as presented.

CARRIED

Moved by Mayor Johnson that Council approve the 4th quarter update of the 2021 Strategic Plan with the following amendments:

Section 1.2 – Add "Discussion with Innisfree Delnorte School, Buffalo Trails and Parent Advisory Committee regarding Traffic Control Devices and signage"

Section 2.2 - Add "Village of Innisfree held a Christmas Tree Light-up on December 10, 2021."

<u>CARRED</u>

Moved by Clr. Raycraft that Council approve the purchase of a Driver Feedback Sign. Further, that Administration be directed to collect quotes for the purchasing of a Driver Feedback Signs to be permanently installed along Secondary Highway 870 (adjacent to Innisfree Delnorte School) for Council's review and approval, at the next regular scheduled council meeting. Furthermore, that the funding be allocated from Federal Gas Tax Fund (GTF-1196).

CARRIED

Moved by Clr. McMann that the items listed under "Councillor Reports" be received as information.

CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 15, 2022

LOCAL GOVERNMENT AUTHORITY ASSOCIATION (LGAA) CONVENTION -APRIL 6-8, 2022 2022-02-15/13

ADMINISTRATION REPORTS 2022-02-15/14

SPRING 2022 MUNICIPAL LEADERS' CAUCUS CONVENTION - MARCH 9 & 10, 2022 2022-02-15/15

ECONOMIC DEVELOPMENT WEEK PROCLAMATION -MAY 9-13, 2022 2022-02-15/16

Moved by Clr. McMann that Council endorse a motion to approve the attendance of Chief Administrative Officer Brooke Magosse to the annual Local Government Authority Association Convention to be held on April 6-8, 2022, in Red Deer, Alberta.

CARRIED

Moved by Clr. McMann that the items listed under "Administration Reports" be received as information.

CARRIED

Moved by Mayor Johnson that Council endorse a motion to approve the attendance of Mayor Johnson, Clr. McMann and Clr. Raycraft to the Spring 2022 Municipal Leaders' Caucus Convention on March 9 & 10, 2022, in Edmonton, Alberta.

CARRIED

Moved by Clr. McMann that Council endorse the following motion in recognition of 2022 Economic Development Week:

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, for almost 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development, and networking opportunities; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurism in order to help establish the next generation of new businesses, which is the hallmark of Alberta's economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the Village of Innisfree; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor does hereby recognize May 9-13, 2022, as "Economic Development Week" in Innisfree, and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to transmit an appropriate copy of this resolution to Economic Developers Alberta in support of these provincial celebrations. **CARRIED**

VILLAGE OF INNISFREE - REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 15, 2022

CORRESPONDENCE 2022-02-15/17	Moved by Clr. Raycraft that the items listed under "	'Correspondence'' be received as information. <u>CARRIED</u>
ADJOURNMENT	Mayor Johnson adjourned the meeting at 8:05 PM.	
		Mayor, J. Johnson Chief Administrative Officer, B. Magosse

VILLAGE OF INNISFREE -COUNCIL OF THE WHOLE COMMITTEE MEETING MINUTES OF FEBRUARY 28, 2022

	A Council of the Whole Committee meeting was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Monday, February 28, 2022.
CALL TO ORDER	Mayor Johnson called the meeting to order at 4:10 P.M.
PRESENT	Attendance in-person Jennifer Johnson Mayor Deborah McMann Councillor Evan Raycraft Councillor
	Brooke Magosse Chief Administrative Officer
APPROVAL OF AGENDA	Moved by Councillor McMann that the agenda be approved presented.
	CARRIED
PROPOSED TRAFFIC	Moved by Mayor Johnson that Traffic Bylaw 670-22 be amended as per Council discussion
BYLAW 670-22 2022-02-28/01	and tabled to the March 15, 2022, Regular Council Meeting for final reading. <u>CARRIED</u>
ADJOURNMENT	Mayor Johnson adjourned the meeting at 6.05 PM.
	Mayor, J. Johnson
	Chief Administrative Officer, B. Magosse

Request for Decision (RFD)

Topic:

Procurement & Expenditure Policy 1200-04 - RFD

Initiated by:

Administration

Attachments:

Procurement & Expenditure Policy 1200-04

Purpose(s):

1. To review a Draft and Amended Procurement & Expenditure Acceptance Policy.

Background:

1. The Village currently does not have a defined purchasing method for the municipality.

- Administration nor the Public Works Department have a "road map' that clearly lays out the procurement and expenditure
 practises of the Municipality; currently services and equipment purchases are often delayed, due to lack of authoritative
 direction on purchases.
- 3. Federal & Provincial regulations regulate the processes for specific purchase types and amounts of those purchases; the processes of those procurements must meet the specified Regulation.
- 4. February 15, 2022, Mayor and Council endorsed a motion to amend the Procurement and Expenditures Policy 1200-04 (see amendments in red).
- 5. Administration would like Council to be aware, by increasing the percentage of the "best valued bid" from 5% to 10%, under the NWTA restrictions (\$75,000 \$100,000) and greater than \$100,000 the cost would escalate exponentially. I.e. on \$100,000 bid, the Village would accept \$110,000 bid, due to this clause. Furthermore, the grant agreements contain clauses regarding seeking the lowest value bid as a condition of the program.

Key Issues/Concepts:

- 1. The Policy provides guidelines that address:
 - a. expenditures, at levels below the Provincial & Federal regulated procurement values and,
 - b. those expenditures included in the annual budget; the process complies with the Municipal Government Act.
- 2. The Policy provides clear procurement guidelines with regards to the various methods to be used for purchasing goods and services for the Village, both below and over the Provincial & Federal regulated procurement values.
- The Policy recognizes the processes to be utilized for procurement and expenditures pursuant to the Federal and Provincial regulations, (NWFTA, TILMA and the Alberta Purchasing Connection – APC.)
- 4. The Policy also provides award considerations that permits the Village to consider a wide range of factors in determining the successful bidder for any project or purchase consideration. This provides the Village the legal right to select a proponent who may not be the lowest bidder, which is usually a requirement of most provincial and federal government grant programs/agreements.
- 5. The Policy contains a section on Conflict of Interest that addresses purchasing by those employees who may be in an actual or perceived conflict of interest.

Options:

- 1. That Council endorses Procurement & Expenditures Policy 1200-04 as presented.
- 2. That Council endorses Procurement & Expenditures Policy 1200-04 as amended.
- 3. That Council directs Administration in another manner regarding Procurement & Expenditures Policy 1200-04.

Financial Implications:

The proposed Policy clarifies the purchasing roles and limits for municipal expenditures, should reduce Municipal liabilities regarding purchasing practices and should enhance the purchasing practices of the Village Administration and Public Works Departments.

Relevant Policy/Legislation:

- 1. Municipal Government Act
- 2. New West Partnership Agreement (NWPTA) Regulation
- Trade, Investment and Labor Mobility Agreement (TILMA) Regulation

Political/Public Implication(s):

Providing clear guidelines and parameters on the Village procurement and expenditures should improve and clarify the purchasing abilities and capabilities of the municipality, resulting in excellent communication to the public.

Recommendation:

Policy

The Village of Innisfree Strategic Plan Core Values includes "Efficiency – the best use of resources." The Village is committed to providing for the long-term viability of our local community, by supporting local business opportunities while ensuring the Village is accountable for the responsible use of its financial resources.

Purpose

To ensure accountability to the Strategic Plan and the annual budget and, in compliance with the *Municipal Government Act* and to provide for a uniform and transparent purchasing process pursuant to legislative requirements.

Scope

This policy applies to all Village employees and all payments Expenditures received by the Village.

1.0 RESPONSIBILITIES

- 1.1 The Chief Administrative Officer or Designate has the authority to adjust the transaction limits as required, and Council be notified at the next scheduled Council Meeting.
- 1.2 The CAO and all Designated employees are responsible for adherence to this policy and shall be familiar with Village of Innisfree Policy 1200-02 Documents and Data Security.
- **1.3** Administration is responsible for implementation of and adherence of this Policy regarding payments received at the Village Office.
- 1.4 The CAO is responsible for updating this Policy and auditing the adherence of this policy.

2.0 EXPENDITURE GUIDELINES

- 2.1 After the annual operating and capital budgets have been approved, the guidelines will be followed:
 - 2.1.1 Items within the approved budget that have received an indication of political sensitivity or are over the amount of \$2,500 will be approved by the CAO.
 - 2.1.2 Items between \$1,000 and \$2,500 will be approved by the CAO prior to procurement and prior to purchase within the limits of the operating budget.
 - 2.1.3 The CAO can approve an increase or reduction in budget items within the same line item; ensuring expenses do not exceed the line-item budget.
 - 2.1.4 The CAO can approve an increase or reduction in budget items within the department budget; ensuring expenses do not exceed the department budget.
 - 2.1.5 Any transfer of budget items between departments must be approved by Council.
- 2.2 Expenditures that are not included in the budget shall be authorized and verified by specific resolution of Council.

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Procurement and Expenditures Policy

2.3 Emergency expenditures will be approved pursuant to the Unbudgeted Expenditures Policy 1300-01, as amended from time to time.

3.0 PROCUREMENT GUIDELINES

As an Alberta municipality, the Village of Innisfree must comply with the terms of the Canadian Free Trade Agreement (CFTA), the Trade, Investment and Labor Mobility Agreement (TILMA) and the New West Partnership Agreement (NWPTA.)

This requires that the Village advertise all procurements with a value of \$75,000 (goods and services and \$200,000 (construction) on the Alberta Purchasing Connection (APC) website (www.purchasingconnection.ca)

- 3.1 **Competitive Methods**: Competitive method means an open, invitational, or limited competition to provide goods or services to the Village of Innisfree, as follows:
 - a. Request for Information (RFI) This process is used to conduct market research and gather information to determine availability of products or services to help make a decision on the next steps that should be taken by the Village.
 - b. Request for Proposal (RFP) This format is used for more complex deliverables where the expertise of the vendor community it being sought to recommend an approach or solution to address a need.
 - c. <u>Invitation to Tender (ITT)</u> Also know as the "Call for Tender," is a format used when the specifications or requirements are well-defined, including "what," "why," "when," and "how" the work/project/product will be provided or completed, and the terms of the contract are clear.
 - d. Request for Pre-Qualification (Q) This process is used to select a vendor based on qualifications rather than price.
- 3.2 **Non-competitive methods:** Non-competitive method means a procurement process where a vendor is selected without conducting a competitive process.

a. Negotiated methods:

- i. <u>Telephone solicitation</u> this process is used to call potential vendor(s) to obtain a verbal quote for goods and/or services.
- ii. <u>Written quote</u> this process is used to obtain a written quote from potential vendor(s) for goods and/or services.
- b. **Selective method** (sole-source): In some cases the Village may procure certain goods and services through one company, without obtaining prices from several sources based on the following:
 - i. <u>Technological Continuity</u>: When technology has been created or updated specifically for the Village and is not available from another supplier.
 - ii. <u>Ongoing Service Contracts</u>: When it is most cost effective to continue to acquire legal, accounting, management, engineering, or other consulting services from a single source to avoid expensive learning curves or duplication of work, or to avoid

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Procurement and Expenditures Policy

costly errors due to miscommunication or misinterpretation resulting from a lack of historical information or background

Periodically, the Village will review these arrangements to ensure quality standards are maintained and pricing remains competitive.

4.0 PROCUREMENT PROCESS

Types of Purchase	Value of	Procurement Method
	Goods/Services	
Operating	Below \$500	 Non-Competitive – Negotiated method – telephone solicitation
Operating	Below \$10,000	 Non-Competitive – Negotiated method – written quote(s) only
Operating and Capital	\$10,000 and up to \$24,999	 Non-Competitive – Negotiated method – written quote(s) only
Operating and Capital	Over \$10,000 and up to \$75,000 \$25,000 and up to \$74,999	 Competitive method; or Non-Competitive – Selective method Non-Competitive – Negotiated method – written quote(s) only
Operating and Capital	Over \$75,000 and up to \$100,000 \$99,999	 Competitive method; or Non-competitive – Negotiated Method *must comply with the exceptions of the New West Partnership Trade Agreement*
Operating and Capital	Over Greater than \$100,000	Competitive method

- **4.1** All applicable legislation is to be observed, including, but not limited to the *Municipal Government Act*, the *Freedom of Information and Privacy Act*, the Agreement for Internal Trade (AIT), the New West Partnership Trade Agreement (NWPTA) and advertising through the Alberta Purchasing Connection.
- **4.2** The NWPTA applies to all government procurement. It requires open and non-discriminatory procedures where the anticipated costs are at, or above the following thresholds:
 - \$75,000 or greater for goods
 - \$75,000 or greater for services
 - \$200,000 or greater for construction
- 4.3 If it is determined to be the best business decision, the Village will utilize the Rural Municipalities of Alberta (RMA) Cooperative trade program through the Canoe Procurement Group of Canada. Canoe is an initiative of the RMA to expand cooperative procurement for municipalities across Canada. By collaborating with like-minded associations throughout the country, Canoe is a unified national presence that helps create efficiencies, expand offerings,

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Procurement and Expenditures Policy

and establish better pricing for members. This program complies with trade agreement requirements.

4.4 Payments for goods or services will be made when the Village is satisfied that the goods or services provided meet the specification.

5.0 AWARD CONSIDERATIONS

In addition to price, consideration may be given to the following factors in determining the successful bidder/proponent:

- 1. The ability and skill of the bidder/proponent to provide the goods/services requested.
- 2. The ability of the bidder/proponent to perform the contract or provide the services promptly or at a time specified without delay or interference.
- 3. The character, integrity, reputation, judgement, experience, and efficiency of the bidder/proponent.
- 4. The quality and performance of previous contracts, goods or services provided by the bidder/proponent.
- 5. The sufficiency of the financial resources and the ability of the bidder/proponent to perform the contract or provide the goods or services (this includes reviewing the bidder's/proponent's payment history with the Village if necessary.)
- 6. The quality, availability and adaptability of the goods or contractual services to the particular required, and ability to best meet the Village's operational needs.
- 7. The ability of the bidder/proponent to provide future maintenance and services for the items required.
- 8. The number and scope of conditions attached to the bid/proposal.
- 9. Any litigation between the bidder/proponent and affiliated individuals and corporations and the Village whether pending, past, threatened or suggested.
- 10. The total acquisition cost of the goods and/or services covered by the bid or proposal.
- 11. The Village may give preference to local businesses that can provide the desired goods and services under the trade agreement thresholds if they are within $\frac{5\%}{10\%}$ of the best value bid.
- 12. All contractors, vendors or other service providers wishing to conduct business with the Village of Innisfree or provide other services must meet all insurance requirements. These requirements will be specified per project or purchase of goods and/or services within a tender package.

6.0 CONFLICT OF INTEREST

If a purchase or contract for goods or services is to be placed with:

- An employee of the Village
- Any company in which an employee of the Village has an interest, or
- A relative of an employee of the Village,

the employee shall declare an interest and that employee shall not be placed in a position to approve the purchase or provide any oversight or direction on the project.

7.0 END OF PROCEDURE

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Request for Decision (RFD)

Topic:

Proposed Traffic Bylaw 670

Initiated by:

Council

Attachments: Proposed Traffic Bylaw 670-22

Purpose(s):

To address Proposed Traffic Bylaw 670-22

Background:

- 1. At the January 18, 2022, Council Meeting, Council approved first reading of the proposed Traffic Safety Bylaw 670-22 with amendments.
- 2. Proposed Traffic Bylaw 670-22 presented for Council review has been revised to incorporate all aspects of Transportation, including pedestrians, different types of Vehicles, the public roads and places, parking, snow removal and obstructions on Highways.
- 3. Furthermore, Mayor and Council reviewed the Traffic Safety Bylaw at the February 15, 2022, and endorsed a motion that a Council of the Whole Committee meeting be set for February 28, 2022 to allow Council and Administration to review the Draft Traffic Bylaw 670-22, as well as suggest amendments.
- 4. Per the February 28, 2022, Council of the Whole Committee meeting, Administration applied the amendments, for presentation in the March 15 Council Meeting.

Key Issues/Concepts:

- Council has reviewed proposed Traffic Bylaw 670-22 on three occasions; significant amendments have been implemented, per Council review.
- As directed by Council, Administration has reviewed proposed Traffic Bylaw 670-22 to ensure plain 2. language is used throughout the document to ensure the Bylaw is easy to read and understand.

Financial Implication(s):

- Signage costs (Quotes between \$2,100 \$2,500)
- 2. Signage will be ordered upon Council's approval of the Bylaw.

Options:

- 1. That Council provide final readings to Traffic Bylaw 670-22 as amended.
- 2. That Council direct Administration in another manner regarding Traffic Bylaw 670-22.
- 3. That the Traffic Bylaw 670-22 be tabled to the April 19, 2022, Regular Council Meeting for final readings.

Relevant Policy/Legislation:

- 1. Municipal Government Act, R.S.A 2000, c-M-26
- 2. Alberta Traffic Safety Act, R.S.A. 2000 c.T-6
- 3. Provincial Offences Procedures Act, R.S.A. 2000, c-P34

Political/Public Implication(s):

1. There is strong public support from the Innisfree Delnorte School parents.

RECOMMENDATION(s):

1. That Council provide final readings to Traffic Bylaw 670-22 as amended.

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE OPERATION, THE PARKING AND THE USE OF THE HIGHWAYS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF INNISFREE

WHEREAS pursuant to Section 7 of the *Municipal Government Act* (MGA), Revised Statutes of Alberta, 2000, Chapter M-26, the Council of a Municipality may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property and, for municipal purposes respecting transport and transportation systems; Section 18(1) states that the Municipality has the direction, control, and management of all roads within the Municipality.

AND WHEREAS, pursuant to Section 13 of the *Traffic Safety Act*, Revised Statutes of Alberta, 2000, Chapter T-6, the Council of a Municipality may, with respect to a Highway under its direction, control and management, pass Bylaws not inconsistent with the *Traffic Safety Act* respecting matters enumerated therein.

AND WHEREAS pursuant to Section 14 of the *Traffic Safety Act*, Revised Statutes of Alberta, 2000, Chapter T-6, the Council of a Municipality may pass Bylaws prescribing speed limits that are different from the speed limits established in the *Act*.

NOW THEREFORE, the Council of the Village of Innisfree in the Province of Alberta, duly assembled and pursuant to the authority conferred upon it by the *Traffic Safety Act* and the *Municipal Government Act* enacts as follows:

Part 1: Short Title and Definitions

Section 1: SHORT TITLE:

1.0 This Bylaw may be sited as the "The Village of Innisfree Traffic Bylaw".

Section 2: DEFINITIONS:

- 2.0 In this Bylaw, unless the context requires otherwise, all terms defined in the current *Traffic Safety Act*, including associated Regulations, shall apply. For clarification:
 - 2.1 "Alley" means a narrow highway intended chiefly to give access to the rear of the building and parcels of land;
 - 2.2 "Bicycle" includes any manner of cycle propelled by human power on which a person may ride regardless of the number of wheels it may have;
 - 2.3 "Boulevard" means that part of a Highway that is not a roadway and includes a ditch that forms part of a Highway;
 - 2.4 "Chief Administrative Officer" means the Person appointed by Council in accordance with the *MGA* and is referred to in this Bylaw as "CAO," or a Person designated to act on the CAO's behalf;

- 2.5 "Commercial Vehicle" means a Commercial Vehicle as defined by the *Traffic Safety Act*, and includes any Vehicle from which sales are made of goods, wares, merchandise or commodities, or a Vehicle by which delivery is made of people, goods, wares, services, merchandise or commodities to a purchaser or consignee thereof;
- 2.6 "Council" means the Municipal Council of the Village of Innisfree;
- 2.7 'Corporate Limits' shall mean all the lands within the Corporate Limits of the Village of Innisfree.
- 2.8 "Crossing" means that area used for, or constructed to provide, access to Private Property from any Highway and shall be all that area from the Curb to the Private Property line;
- 2.9 "Curb" means the actual curb if there is one and, if there is no actual curb in existence, shall mean the division point of Highway between that part thereof intended for the use of Vehicles and that part thereof intended for the use of pedestrians;
- 2.10 "Dangerous Goods" means any product, substance or organism specified or included by its nature in any of the classes listed in the Regulations under the *Dangerous Goods*Transportation and Handling Act, R.S.A. 2000, c. D-4, as amended or repealed and replaced from time to time;
- 2.11 "Disabled Person Vehicle" means a vehicle identified as such by either an Alberta license plate starting with the letter "A" or an Identification Placard, clearly displayed in the Vehicle bearing the international symbol of the disabled, provided through Alberta Registries;
- 2.12 "Emergency Vehicle" means:
 - a. A Vehicle operated by a Police force, a firefighting or other type of Vehicle operated by a fire protection service
 - b. An ambulance operated by a Person or an Organization providing ambulance services
 - c. A Vehicle operated as a gas disconnection unit of the public utilities
 - d. A Vehicle designated as an emergency response unit pursuant to the regulations under the *Traffic Safety Act*.
- 2.13 "Fire or Emergency Lane" means all that portion of a Highway used to provide access to buildings, and so marked by signs stating: "Fire or Emergency Lane."
- 2.14 "Hazard" means a risk or danger, or to expose to a risk, danger, or peril;
- 2.15 "Heavy Vehicle" means a Vehicle, with or without load, exceeding any one of the following:
 - a. 11 metres in length, or
 - b. Maximum allowable weight of 7,200 kilograms; or
 - c. Tractor units which form by attaching as power to semi-trailers;

Heavy vehicles do not include Holiday Trailers.

- 2.16 "Highway" means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way or any other place, or any part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - a. Secondary Highway 870;
 - b. Secondary Highway 16A (Railway Avenue South);
 - c. a sidewalk, including a Boulevard adjacent to the sidewalk;
 - d. the ditch, if any, lying adjacent to, and parallel with, the roadway, and;
 - e. if the Highway right of way is contained between fences or between a fence and one side of the Roadway, all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case made be,

 But does not include a place declared by Regulation not to be a Highway.
- 2.17 "Highway Right of Way" means all the land between the property line on one side of the Highway and the property line on the other side of the Highway for the entire length of that Highway.
- 2.18 "Holiday Trailer" means a Vehicle designed to provide temporary living accommodation for travel, vacation, or recreation cause, and to be driven, towed, or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday Trailer, camper, tent Trailer, personal watercraft, boats and any bus or truck converted to provide temporary living accommodations;
- 2.19 "Identification Placard" means a placard issued by the Provincial Government for the purpose of identifying a Vehicle as operated or used by a disabled Person;
- 2.20 'Motor Vehicle' shall mean a vehicle, trailer, semi-trailer ascribed as such in the Highway Traffic Act propelled by any power other than muscular power or a moped but does not include a bicycle, an aircraft, an implement of husbandry, or a motor vehicle that runs only on rails.
- 2.21 "Municipal Government Act" or "MGA" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time;
- 2.22 "Municipal Tag" means a tag or similar document issued by the Village pursuant to the *Municipal Government Act* that alleges a Bylaw offence and provides the Person the opportunity to pay an amount to the Village in lieu of prosecution;
- 2.23 "Occupy" means to reside in or to be on;
- 2.24 "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:
 - a. 4-wheel drive Vehicles;
 - b. Low pressure tire Vehicles;
 - c. Motorcycles and related 2-wheel Vehicles;
 - d. Amphibious machines;
 - e. All-terrain Vehicles;

- f. Miniature Motor Vehicles;
- g. Snow Vehicles;
- h. Minibikes, zip bikes, pocket bikes, mobility aides; and
- i. Any other Vehicle exempted from being an Off-Highway Vehicle by Regulation;
- 2.25 "Operator" means the Registered Owner thereof or if not the Registered Owner, the Person driving or in the position of control over the Vehicle;
- 2.26 "Owner" with respect to a Vehicle means:
 - a. the Person whose name the Vehicle is registered under the provision of the *Traffic Safety Act*, or
 - b. any Person renting a Vehicle or having the exclusive use of it under a lease or otherwise for a period of more than thirty (30) days;
 - c. and with respect to any other form of property, means the Person registered as Owner, the Person shown on the assessment roll for the Property, or the Person in lawful possession or otherwise exercising control over that property;
- 2.27 "Park," "Parked" OR "Parking" or any word or expression of similar connotation or impart shall mean a Vehicle remaining stationary in one place, whether occupied or not, to remain standing in one place except:
 - a. while actually engaging in loading or unloading passengers, or;
 - b. in compliance with a Traffic Control Device or the direction of a Peace Officer;
- 2.28 'Peace Officer' means
 - a. any member of the Royal Canadian Mounted Police;
 - b. any member of a Municipal Police Service;
 - c. any Special Constable;
 - d. any Bylaw Enforcement Officer; the Chief Administrative Officer or their Designated Officer.
 - 2.29 "Permit" means an authorization issued by the CAO pursuant to this or any other Bylaw of the Village;
 - 2.30 "Person" means any of the following:
 - a. an individual;
 - b. a legal entity, including a corporation, firm, partnership, association, society, or registered company, and;
 - c. a trustee, executor, administrator, agent or employee of either a. or b.
 - 2.31 "Playground Zone" means that portion of a Highway within the Village identified as a Playground Zone by a Traffic Control Device;
 - 2.32 "Posted" means to erect, place or mark with Traffic Control Devices;
 - 2.33 'Power Turns' means to maneuver a vehicle in such a manner as to cause part of the vehicle to depart from its ordinary line of progress by the sudden use of acceleration and/or braking.

- 2.34 "Private Property" means any property within the Village not owned by or occupied by the Government of Canada, the Government of Alberta or by the Village except as otherwise indicated by express provisions of this Bylaw;
- 2.35 "Provincial Offences Procedures Act" means the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended or appealed and replaced from time to time.
- 2.36 "Public Place" means any Highway, Park, Land, recreation area, public bridge, road, footway, square, court. Alley, passageway, whether a thoroughfare or not, and includes but is not limited to any open space which the public has or may have access to, owned by or under the direction, control, and management of the Village of Innisfree.
- 2.37 "Roadway" means that part of a Highway intended for use by vehicular traffic;
- 2.38 "Street Furniture" means every Curb, sidewalk, pole, traffic sign, waste receptacle, bench, tree, plant, grass, hydrant. Fence, utility, utility service or any Property belonging to the Municipality capable of being marked, defaced, or damaged;
- 2.39 "School Zone" means that portion of a Highway with the Village, marking the portion of Highway as a School zone;
- 2.40 "Speed Zone" means any portion of highway within the Village of Innisfree as designated therein and identified by a sign erected and maintained at each end therein, indicating the maximum speed and applicable thereto.
- 2.41 "Stop" when prohibited, means to allow a Vehicle (whether occupied or not) to stop, to load or unload, passengers, freight, or goods;
- 2.42 'Stunting' means, whether as a pedestrian, passenger, or driver and whether or not with the use or aid of any vehicle or other thing, performing or engaging in any stunt or other activity on a highway that is likely to distract, startle or interfere with other users of the highway.
- 2.43 "Traffic Control Device" means any authorized sign, signal, marking, or device placed, marked, or erected for the purpose of regulating, warning, or guiding traffic or pedestrian movement;
- 2.44 "Traffic Safety Act" means the Traffic Safety Act, R.S.A. 2000, c.T-6, as amended or repealed and replaced from time to time;
- 2.45 "Trailer" means a Vehicle so designed that it:
 - a. may be attached to or drawn by a motor Vehicle or tractor, and,
 - b. is intended to transport property or Persons; and includes any Vehicle defined by Regulation as a Trailer but does not include machinery or equipment solely used in the construction or maintenance of Highways;
- 2.46 "Transit Vehicle" means a Vehicle used for public transportation including school buses;

- 2.47 "Vehicle" means any device in or on which a Person or thing may be transported or drawn on a Highway, including a combination of Vehicles, but excludes a mobility aide being used to facilitate the transport in a normal seated orientation of a Person with a physical disability;
- 2.48 "Village" means the municipal corporation of the Village of Innisfree, in the Province of Alberta and includes the geographical area within the boundaries of the Village of Innisfree where the context so requires;
- 2.49 "Violation Ticket" means a Tag or similar documents issued pursuant to Part II and Part III of the *Provincial Offences Procedure Act* and the Regulations thereunder;
- 2.50 "Work Zone" means an area designated by Traffic Control Devices as a Work Zone for the purpose of maintenance, construction, or repairs on or near a Highway.

Part 2 - Control of Highways

3.0 Section 3 – Operations of Vehicles

- 3.1 Every Person shall obey the instructions of all Traffic Control Devices authorized under this or any other Bylaw, unless directed by a Peace Officer.
- 3.2 No person shall deface, damage, destroy or remove any sign or marker pursuant to this Bylaw.

 Note: carried forward from current bylaw.
- 3.3 Where temporary Traffic Control Devices, including the use of signs and #Flag Persons, have been placed in accordance with this or any other Bylaw, Statute or Regulation, every Person shall obey the instructions of those temporary Traffic Control Devices for the period during which those temporary Traffic Control Devices are in place, unless directed by a Peace Officer.
- 3.4 Notwithstanding Section 3.2 3.3, where the obstruction caused by a Vehicle is unavoidable due to mechanical failure, a Person shall not be in breach of Section 3.2 3.3, provided the Person promptly takes measures to remove the Vehicle from the Highway and does so within 72 hours.
- 3.5 The operator of a vehicle will not perform "power turns" or participate in any "stunting" on any highway within the municipality.Note: carried forward from current bylaw.
- 3.6 No Person shall drive, pull, or haul upon any Highway a Vehicle, with or without a load, without first having properly cleaned and removed all loose material from the Vehicle body, Vehicle box, hitch, and trailer.
- 3.7 Loads of loose material shall not be hauled on any Highway within the Village unless the load is covered in its entirety by a secure tarpaulin or similar device.

- 3.8 No Person shall drive or pull upon a Highway, any Vehicle containing a load unless that load has been secured in such a manner as to prevent the load from falling onto a Highway or any land adjacent thereto, or otherwise to prevent shifting of the load within the Vehicle.
- 3.9 No Person shall operate a Heavy Vehicle on any Highway, other than a Highway designated and properly marked as a Truck Route, as set out in Schedule 'A' attached to and forming part of this Bylaw.
- 3.10 A Heavy Vehicle will not be deemed to be operating in contravention of Section 3.7 if the Heavy Vehicle is on a direct route to/from a construction site. The Heavy Vehicle shall use Truck Routes if the route allows.

4.0 Section 4: SPEED

- 4.1 No person shall be permitted to operate a vehicle on any highway within the municipality at a speed greater than 50 km per hour unless otherwise posted.Note: carried forward from current bylaw.
- 4.2 Notwithstanding any speed limit prescribed by or pursuant to this Bylaw, or any other Act, no Driver shall drive at any rate of speed that is unreasonable, having regard to all of the prevailing circumstances and conditions, including, without restrictions the generality of the foregoing:
 - a. the nature, condition, and use of the Highway;
 - b. the atmosphere, weather or other conditions that may impede the visibility of the Driver or control of the Vehicle;
 - c. the amount of Traffic presently on the Highway, or that a Person in similar circumstances would reasonably expect to be upon the Highway; and
 - d. no mechanical condition, construction or other limitations of the Vehicle or any equipment of the Vehicle.
- 4.3 No Person shall operate a Vehicle on any alley within the Village at a speed in excess of Twenty (20) kilometers per hour.
- 4.4 On any day on which school is held, no Person shall operate a Vehicle within a School Zone (locations specified in Schedule 'A') at greater Speed than thirty (30) kilometers per hour during the following period:
 - a. from 8:00 am to 5:30 pm.
- 4.5 No Person shall operate a Vehicle within a Playground Zone at any rate of speed greater than thirty (30) kilometers per hour during the period of time commencing at 8:30 am and terminating one hour after sunset. (Locations specified in Schedule A.)

5.0 Section 5 – CYCLISTS, INLINE SKATES, SKATEBOARDING, OFF-HIGHWAY VEHICLES

5.1 No Person shall ride an Off-Highway Vehicle on any Highway within the Village unless in accordance with the Off-Highway Vehicle Bylaw 596-15, and subsequent amendments or replacements thereto.

- ______
 - 5.2 Every Person using a bicycle, a skateboard, a sled, roller skates, inline skates, ice skates, a toy vehicle, or other similar modes of transportation on any Highway, in accordance with the provisions of the Bylaw shall:
 - a. yield the right of way to pedestrians;
 - b. when passing a pedestrians use all due care, attention and control required to ensure the safety of the pedestrian;
 - c. give an audible signal before overtaking a pedestrian, produced in a reasonable time prior to the overtaking, by voice, bell or other warning audible to the pedestrian.
 - 5.3 No person travelling on a bicycle, a skateboard, a sled, roller skates, inline skates, ice skates, a toy vehicle, or similar device shall cling to or attach him or herself or the device to a Vehicle on a Highway.
 - No Person shall drive or operate a Vehicle on a Highway having in tow any of the devices referred to in Section 6.125.2
 - 5.5 No Person shall conduct a rally or race involving any bicycle, roller skates, inline skates, skateboard devices noted as per Section 5.3, or any other similar device upon any highway or sidewalk unless authorized by the CAO or their designate. The rally or race shall be conducted in accordance with Council Policy and if required, in accordance with RCMP approval.

6.0 Section 6: PARKING

- 6.1 Except as otherwise provided herein, the parking of vehicles is permitted on all highways within the municipality.
 - a. to the provisions of subsection 6.1(b) no person shall park a vehicle in any lane or in any street to obstruct the entrance to any lane, to a driveway or an approach leading to private premises;
 - b. notwithstanding the provisions of subsection 6.1(a) a vehicle may be parked on any lane for the purpose of taking on or discharging cargo, provided no such vehicle shall be parked for a period exceeding sixty (60) minutes at any one time, unless written permission has first been obtained from the administrator or a special constable for the municipality for an extension of such time limit.
 - c. No person shall park a vehicle in any "No Parking" area at any time where such areas are marked on the curb or signs are erected indicating the restriction of parking at such a location.
 - d. No person shall park any vehicle in excess of 4.5 tonnes on any residential street within the municipality unless written permission has been obtained from the administrator.
 - e. upon a Highway or roadway within three (3) metres of a fire hydrant. Note: carried forward from current bylaw (excluding item e).
- 6.2 No Person shall Park a Vehicle on any portion of a Highway marked by a "No Parking Sign."

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- 6.3 No Person shall park a Vehicle in an alley, unless a sign permits Parking, but alleys other than a designated Fire or Emergency Lane may be used for:
 - a. the loading or unloading of goods or passengers from a Vehicle other than a Commercial Vehicle for a period of time not exceeding one (1) hour sixty (60) minutes and/or as permitted by the CAO.
- No Person shall Park, or Stop, or permit a Vehicle to be Parked, or Stopped, in a designated Fire or Emergency Lane.
- 6.5 Unless otherwise designated by Traffic Control Devices:
 - a. No Person shall Park a Vehicle upon any Highway in any manner except parallel to the curb or edge of the Highway, with exceptions as noted in Section 6.5c. below.
 - b. Notwithstanding Section 7.8.a. 6.5.a no Person shall Park a Vehicle upon any Highway in such a manner that any part of the Vehicle is within three (3) metres of the center line of the Highway where the portion thereof intended for vehicular traffic is ten (10) metres or more in width.
 - c. Without restricting the generality of subsection (a), the Driver of a Vehicle shall angle Park on the following Highways:
 - i. both sides of the Street from 50th Avenue from 16A (Railway Avenue South) to 53rd Street and 51st Street from Highway 16A to 49th Avenue.
 - ii. as designated in subsection "f" below.
 - d. Parking to be restricted to Emergency Vehicles only between signs and doors of the "Curling rink" entrance and in front of the Innisfree Fire Hall on 49 Avenue between 51 Street and 50 Street.

Parking of Holiday Trailers or Trailers Trailers or Holiday Trailers:

- No Person shall occupy, or suffer, or permit any other Person to occupy a Trailer, Holiday

 Trailer upon a Highway or Village-owned Property which has not been designated for a Trailer or Holiday Trailer Parking unless for a special occasion and then no longer than 48 hours or a longer time is granted.
- 6.7 Notwithstanding the provisions of 6.6, a Person may Park and occupy a Trailer or Holiday Trailer upon Village-Owned Property provided that written permission has been obtained from the CAO or their designate.
- 6.8 Notwithstanding Section 7.17, An Owner or Operator of a Vehicle and attached Trailer or Holiday Trailer shall not park the Vehicle and attached Trailer or Holiday Trailer on a Highway or Roadway for more than forty-eight (48) consecutive hours.
- 6.9 Notwithstanding Section 7.21, An Owner or Operator of a Vehicle and Trailer, or Trailer or Holiday Trailer shall not Park the Vehicle and Trailer, or Trailer or Holiday Trailer or any part thereof on a Roadway, Highway or Highway right-of-way if, in the opinion of a Peace Officer, it the Vehicle and Trailer, or Trailer or Holiday Trailer constitutes an obstruction, presents a safety concern or otherwise impedes the progress of other uses of the sidewalk, pathway, Roadway, Highway or Highway right-of-way.

Commercial Vehicles

- Any provisions of Sections 6.11 below shall not prohibit Commercial Vehicle from Parking on any Highway within the Village for the purpose of loading or unloading goods to or from the premises abutting such Highway provided that the Commercial Vehicle, or Commercial Vehicle attached shall have all front and rear hazard lights illuminated at all times and they are not blocking Vehicle or Pedestrian Traffic and are not use for the conveyance of Dangerous Goods.
- 6.11 No Person shall Park a Commercial or farm Vehicle over 3 tonnes in any residential district unless the Owner of said Commercial Vehicle has received written authorization from the CAO or their designate.

Parking of Dangerous Goods

- 6.12 Notwithstanding Section 7.146.10; no Person shall Park a Vehicle or Trailer used for the conveyance of Dangerous Goods except in an industrial area and,
 - a. a minimum of Twenty (20) metres from any building.
- 6.13 Parking for all Vehicles transporting Dangerous Goods is solely permitted at the Petro-Can Highway Truck Stop Parking Lot (at 4705 53 Street.)

Disabled Person Parking

No Person shall Park a Vehicle in a Parking space designed designated for the exclusive use of Disabled Persons Vehicle unless such Vehicle has clearly displayed an Identification Placard Issued by the Provincial Government or bears a license plate designating it a Disabled Person Transport Vehicle and is at the time operated by, or transporting the Person to whom the Identification Placard has been issued.

Exemption for Parking Provisions

- 6.15 Notwithstanding anything appearing elsewhere in this Bylaw, the provisions relating to Parking of Vehicles do not apply to:
 - a. Emergency Vehicles;
 - b. Vehicles use in conjunction with the servicing of Highways, trails, Parks and public utilities, including water and sewer systems, telephone systems, electrical systems and communication systems;
 - c. Funeral cars operated by a funeral director, during a funeral;
 - d. Towing services Vehicles,

while any such Vehicle is being used in work requiring that it be Stopped or Parked.

Removal of Vehicles

6.16 The CAO or Peace Officer is hereby authorized to remove and impound, or cause to be removed and impounded any Vehicle Parking in contravention of any provision of this Bylaw.

7.0 Section 7 – OBSTRUCTIONS AND WORK ON HIGHWAYS

- 7.1 No Person shall make, place, or allow an obstruction of any kind in, upon or above any Highways or Public Place unless authority has been granted by the CAO or their designate pursuant to a Permit.
- 7.2 Every person who fails to obtain or to comply with the provisions of a permit pursuant to Subsection 9.0 7.1 shall be guilty of an offence and shall, in addition to any other Penalty, cause the removal of the obstruction within twenty-four (24) hours after being notified to do so by the CAO or their designate. After the expiration of the said twenty-four (24) hours, the CAO or their designate may cause the removal of the obstruction and such removal shall be at the expense of the Person causing, placing, or permitting the obstruction on the Highway. or Public Place.
- 7.3 Every Person making or placing an obstruction of any kind in, upon, or above Highways or Public Place shall produce the Permit granted pursuant to Subsection 9.0 7.1 for inspection upon the request of a Peace Officer or a representative of the CAO or their designate.
- 7.4 Where an obstruction or any kind exists in, upon or above any highway or Public Place and, in the opinion of the CAO or their designate it creates an unsafe condition, the CAO or their designate shall be entitled to take such measures as are required for the protection of life or property.
- 7.5 The Village assumes no responsibility for damage to property abutting Village property when work is being done pursuant to Sections 9.1 or 9.3-7.1 or 7.3.
- 7.6 No Owner or Occupant of any Premises shall allow a gate of such Premises to swing or project over a Highway. or Public Place.
- 7.7 No Person shall, except as otherwise provided herein or by any other Bylaw, erect or maintain any awning, signpost, or sign, which shall in any way extend over a Highway or Public Place unless allowed by an Encroachment Agreement.
- 7.8 No Person shall, unless they have first obtained a Permit for the CAO or their designate, perform construction and maintenance on any Highway or Public Place if the work involves:
 - a. Excavation of Roadways, sidewalks, or boulevards.
- 7.9 Pursuant to Section 9.8 7.8, the CAO or their designate may revoke a Permit and require the Highway or Public Place to be made passable to the satisfaction of the CAO or their designate.
- 7.10 In addition to the penalty specified in Schedule "B," all work performed without a Permit is subject to immediate stoppage and all costs incurred in making the Highway or Public Place passable may be recovered from the Person responsible for the work.
- 7.11 No Person shall, unless they have obtained a Permit, and a Business License, if required, sell, or display goods or place any temporary or permanent structure related to the selling or displaying of such goods on any Highway or Public Place, unless during a special event as

approved by the CAO or their designate.

- 7.12 The size, form, design of structures and location of any structure erected pursuant to Subsection 9.11 7.11 must be approved by the CAO or their designate.
- 7.13 No Person shall allow trees, hedges, or shrubs on Private Property within five (5) metres of a Highway intersection, whether planted before or after the date of the passing of this Bylaw, to grow to such a height that good visibility for safe Traffic flow is thereby interfered with.
- 7.14 The CAO or their designate may require compliance with the provisions of Subsection 9.13
 7.13 hereof within ten (10) days of being notified to do so. If a Person fails to comply with such a notice the CAO or their designate may direct employees or agents of the Village to enter upon the Private Property to carry out the necessary, work and may charge the cost of so doing against the Person in default.

8.0 Section 8 – AUTHORITY OF PEACE OFFICERS AND ENFORCEMENT

- 8.1 The CAO or any Peace officer is hereby authorized to enforce the provisions of this Bylaw.
- 8.2 A Peace Officer is hereby authorized to remove and impound or cause to be removed and impounded, any Vehicle or Trailer:
 - a. parked in contravention of this Bylaw; or
 - b. where emergency conditions required that the Vehicle or Trailer be removed.
- 8.3 Any Vehicle removed pursuant to Section 12.2 8.2 may be moved to:
 - a. A nearby highway; or
 - b. a place designated by the Village where it will remain impounded until claimed by its Driver/Owner.
- No impounded Vehicle shall be released to its Owner or their agent until the removal and impound charges have been paid.
- 8.5 All charges for removal and impounding shall be in addition to any fine or penalty imposed in respect of any such Violation or, to any payment made in lieu of prosecution, as provided for in this Bylaw.
- 8.6 Where a Vehicle is impounded or stored pursuant to Section 12.2 8.2 and is not claimed within thirty (30) days of its removal, it may be disposed of in accordance with the provisions of the *Traffic Safety Act* and the Regulations.
- 8.7 In order to determine the time over which a Vehicle has been Parked in a location where Parking is restricted to a specific allotment of time, a Peace officer may place a chalk mark on the tread face of the tire of a Parked or Stopped Vehicle without the Peace Officer or the Village incurring any liability relating thereto.
- 8.8 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Person whom the Peace Officer has reasonable grounds to believe has contravened any portion of this Bylaw.

- 8.9 A Violation Tag may be issued to such Person:
 - a. either personally; or
 - b. by attaching it to the Vehicle in respect to which an offense is alleged to have been committed; or
 - c. by mailing a copy to such Person at their last known post office address.
- 8.10 Where a Violation Tag has been attached to a Vehicle, no Person, other than the Owner or Operator of that Vehicle shall remove the Violation Tag so affixed to the Vehicle.
- 8.11 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and shall state:
 - a. the name of the Person or Vehicle description and license number
 - b. the offence;
 - c. the appropriate Penalty for the offence and specified in Schedule "B" of this Bylaw;
 - d. time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and
 - e. any other information as may be required by the Municipal Manger.
- 8.12 Where a Violation Tag (attached as Schedule "C") has been issued pursuant to this Bylaw, the Person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the village the penalty specified on the Violation Tag.
- 8.13 Nothing in this Bylaw shall prevent an authorized Peace Officer from immediately issuing a Violation Ticket.
- 8.14 In those cases where a Violation Tag has been issued, and if the penalty is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 8.15 Notwithstanding Section 12.7 8.8 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

9.0 Section 9-PENALTIES

9.1 Any person who contravenes any of the provisions of this Bylaw is guilty of an offense and liable on summary conviction to the penalties provided in Schedule "A" of this Bylaw.

10.0	Section	10 -	MISCEL	LANEOUS
EULU	Section	10 -	MINOCEL	

- 10.1 Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed, and the remaining Bylaw shall be maintained.
- 10.2 Traffic Bylaw 586-14 shall hereby be repealed.
- 10.3 This bylaw shall come into force upon receiving third and final reading and having been signed by the Mayor and CAO.

day of 2022.		
Read a First Time this day of	2022.	
Read a Second Time this day of	, 2022.	
Read a Third Time and finally passed this	day of	2022.
	$\overline{\overline{\mathbf{M}}}$	layor

SCHEDULE "A" PENALTIES

FOR VIOLATION OF ALL SECTIONS OF THIS BYLAW EXCLUDING SECTIONS 7.5 & 4.4:

PENALTIES FOR FIRST OFFENCE	\$ 75
PENALTIES FOR SECOND OFFENCE	\$ 150
PENALTIES FOR SUBSEQUENT OFFENCES	\$ 300

FOR VIOLATION OF SECTION 4.4 OF THIS BYLAW:

PENALTIES FOR A FIRST OFFENCE	\$	300
PENALTIES FOR A SECOND OFFENCE	\$	500
ON A SUBSEQUENT OFFENCE	\$2	,500

FOR VIOLATION OF SECTION 7.5 OF THIS BYLAW:

PENALTIES FOR FIRST OFFENCE	\$	175
PENALTIES FOR SECOND OFFENCE	\$	400
PENALTIES FOR SUBSEQUENT OFFENCES	\$1	.000

SCHEDULE "B" TRAFFIC CONTROL DEVICES

LOCATION	TCD POSTED	ID#
51st Avenue (Hwy 870) at 50th Street facing	STOP	
East		1
51st Street at 51st Avenue facing North	STOP	2
51st Avenue at Highway 870 facing West	YIELD	3
50 th Street at Railway Avenue North facing	YIELD	4
South		
51st Street at Railway Avenue North facing	YIELD	5
South		
Railway Avenue North exiting onto 51	STOP	6
Avenue facing West		
51st Avenue at Railway Avenue South	STOP	7
(Hwy 16A) facing South		
51st Avenue at 53rd Street (Hwy 870)	STOP	8
facing east		2001
53 rd Street at Railway Avenue South (Hwy	STOP	9
16A) facing north		
52 nd Street at Railway Avenue South (Hwy	STOP	10
16A) facing north		0.22
51st Street at Railway Avenue South (Hwy	STOP	11
16A) facing north		
50 th Street at Railway Avenue South (Hwy	STOP	12
16A) facing north		
54 th Street at 50 th Avenue facing South	STOP	13
54 th Street at 49 th Avenue facing South	YIELD	14
54 th Street at 48 th Avenue facing South	YIELD	15
54 th Street at 50 th Avenue facing North	STOP	16
49th Avenue at 54th Avenue facing west	YIELD	17
50 th Avenue at 53 rd Street (Hwy 870)	STOP	18
facing west		3
50 th Avenue at 53 rd Street (Hwy 870)	STOP	19
facing east		20
52 nd Street at 50 th Avenue facing south	STOP	20
52 nd Street at 50 th Avenue facing north	STOP	20
49 th Avenue at 53 rd Street (Hwy 870)	STOP	21
facing east		
49th Avenue at 53 Street (Hwy 870) facing	STOP	22
west		200.00000
52 nd Street at 49 th Avenue facing south	STOP	23
52 nd Street at 49 th Avenue facing north	STOP	24
49 th Avenue at 51 st Street facing east	STOP	25
49 th Avenue at 51 st Street facing west	STOP	26

48 th Avenue at 53 rd Street (Hwy 870)	STOP	27
facing east		ļ
LOCATION	TCD POSTED	ID#
48 th Avenue at 53 rd Street (Hwy 89) facing west	STOP	28
48 th Avenue at 52 nd Street facing west	YIELD	29
48 th Avenue at 51 st Street facing east	YIELD	30
48 th Avenue at 51 st Street facing west	YIELD	31
OTHER TCD		32
Highway 870 at Village North Corporate Limit	50 KPH	
Highway 870 at Village South Corporate Limit	50 KPH	34
Highway 16A at Village East Corporate Limit	50 KPH	
Highway 16A at Village West Corporate Limit	50 KPH	
Highway 870 and 47 th Avenue facing north	SCHOOL ZONE 30 KPH	37
	8 AM – 5 PM	38
Highway 870 and 47 th Avenue facing north	Playground Zone	39
Highway 870 and 47 th Avenue facing south	School Zone & Playground Zone Ends	40/41
48 th Avenue & 54 th Street facing east	SCHOOL ZONE 30 KPH 8 AM – 5 PM	
48 th Avenue & 54 th Street facing east	Playground Zone	44
48 th Avenue & 54 th Street facing west	School Zone & Playground Zone Ends	
4816 – 53 rd Street Boulevard facing south		
4816 – 53 rd Street Boulevard facing south	Playground Zone	49
4819 – 53 Street Boulevard facing north	School Zone & Playground Zone Ends	
48 th Avenue and 52 nd Street facing west	SCHOOL ZONE 30 KPH	50/51 52
-	8 AM – 5 PM	53
48 th Avenue and 52 nd Street facing west	Playground Zone	
48 th Avenue and 52 nd Street facing east	School Zone & Playground Zone Ends	
Against 4724 – 53 Street (Highway 870) Pull Out	Handicapped Loading/Unloading Zone Only	
44 th Ave. & 53 rd Street (on Highway 870) facing north	50 KPH	
5038 – 50 Street Boulevard facing north?	SLOW: Children Playing	
At Back Alley behind 5204 – 50 Avenue & behind STOP SIGN (Post Office) facing south	NO Parking from 7 PM – 7 AM	
Alongside 5116–50 Ave. on 52 nd Street facing north	Handicapped Parking Only	60

VILLAGE OF INNISFREE

Alongside 5116-50 Ave on 52nd Street **Handicapped Access** 61 facing north TRUCK/HEAVY VEHICLE ROUTES Highway 870 north from Highway 16, as it crosses Highway 16A, along 51st Avenue to 50th 62 Street and then continue north along Highway 870 and in the reverse direction of travel 63 Highway 16A from the Village East Corporate Limit to the West Corporate Limit 64 Highway 16A from the Village West Corporate Limit to the East Corporate Limit 65 50th Street from the Village North Corporate Limit to Railway Avenue South to 5007 -66 Railway Avenue North (Elevator) and #10 Railway Avenue North (Innisfree Seed Cleaning Plant) and in the reverse direction of travel 67 TRUCK/HEAVY VEHICLE PARKING Along 16A (Railway Avenue South) on north side of the Highway, east of Highway 870 (No Dangerous Goods) 4705 – 53 Street (Petro-Can Truck Stop) **DANGEROUS GOODS ROUTES** Highway 870 exiting Highway 16, as it crosses Highway 16A, along 51st Avenue to 50th 68 Street and then continue north along Highway 870 and the reverse direction of travel. 69 Highway 16A from the Village East Corporate Limits to the Village West Corporate Limits 70 Highway 16A from the Village West Corporate Limits to the Village East Corporate Limits 71 DANGEROUS GOODS PARKING 4705 – 53 Street (Petro-Can Truck Stop)

SCHEDULE "C"

VILLAGE OF INNISFREE VIOLATION TAG

BYLAW 670-21

DATE:	TIME:	AM/PM
NAME OF OFFENDER:	MARKET L.	**************************************
ADDRESS OF OFFENDER:_	TANAGA MA	r=841000000000000000000000000000000000000
VEHICLE LICENCE #	TOTAL PARTY OF THE	
VEHICLE DESCRIPTION:		
		.,
This Tag is issued for breach of	Bylaw No. <u>670/21</u>	
Offence:		
Section:		
Penalty:		
Penalty Due Date:		_
ISSUER:		ate
Signature		
Print Name		

Please make payments to the Village of Innisfree.

Address: Village of Innisfree, Box 69, Innisfree, AB T0B 2G0

Contact Number: 780-592-3886

Collection and use of personal information: This personal information is being collected in accordance with the Municipal Government Act, R.S.A. 2000, c.M-26, (MGA) and is protected by the privacy provisions of the Freedom of Information and Privacy Act, R.S.A. 2000, c.F25 (FOIP), unless disclosures are authorized under the MGA. This information will be used to address the request above. If you have any questions about the collection and use of your information, contact the Village of Innisfree at 780-592-3886.

Request for Decision (RFD)

Topic:

To Address Administrative Error to Amending Bylaw 650-20

Initiated by:

Administration

Attachments: Amendment Bylaw 650-20;

Water & Wastewater Services Bylaw 618-16

Purpose(s):

1. To address Administrative errors in Water & Wastewater Services Bylaw 650-20.

2. To discuss Amending Bylaw 650-20 strategy going forward.

Background:

- 1. Bylaw 650-20, that allows utility services to be turned off for seasonal shut off, longer term vacated premises, with no further costs to be applied to the account.
- 2. Unfortunately, the Bylaw referred to an amendment to Bylaw 605-15, which was the rescinded bylaw for Water & Sanitary Sewer Services; the effective bylaw number for Water & Wastewater Services was Bylaw 618-16.

Key Issues/Concepts:

- 1. There was an Administrative error recently recognized on Amending Bylaw 650-20.
- 2. The amending bylaw clause creates financial planning uncertainty with regards to confirmation of specified revenues for water and wastewater services.
- 3. The recent Public Participation Survey results (See CAO Report) revealed that residents supported that all properties, including vacant properties should contribute to the Infrastructure fees.
- 4. If Council chooses to rescind 650-20, current utility owners that are on seasonal or vacant disconnect pursuant to the conditions set out in Bylaw 650-20 would remain in effect until their connection status changed.

Options:

- 1. As per Council direction.
- 2. That Council rescinds Bylaw 650-20, recognizing the administrative error.
- 3. That Council amends Bylaw 650-20 to correct the reference and provides First Reading.
- 4. That Council directs Administration in another manner.

Financial Implications:

1. Maintaining the certainty of utility services revenues, ensures improved fiscal planning practices.

Relevant Policy/Legislation:

- 1. M.G.A.
- 2. Strategic Plan

Political/Public Implication(s):

1. Pursuant to the Public Participation Survey results, residents prefer that all properties support the infrastructure year-round.

Recommendation:

1. As per Council direction.

Village of Innisfree BYLAW NO. 650-20

A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 605-15 (WATER AND SANITARY SEWER BYLAW).

WHEREAS the Council of the Village of Innisfree has enacted Bylaw 605-15 being the Water and Sanitary Sewer Bylaw for the Village, and

WHEREAS the Council of the Village of Innisfree has deemed it appropriate to amend Bylaw 605-15.

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

 Add the following: Service and Servicing

5.19

- a) Should the user request that the utility services be turned off for seasonal shut off, longer term vacated premises and/or for their own purposes, a final meter reading will be recorded on the last day of inhabitation or possession, a final bill will be issued to the user and the account will then be closed with no further charges to be applied to that account, provided all service charges and outstanding amounts are paid to the Village in full.
- b) a written request must be submitted five (5) business days prior for all requests pertaining to section 5.19 (a) in order to discontinue utility services.

Read a **FIRST** time this 19th day of May, 2020.

Read a **SECOND** time this 19th day of May, 2020.

UNANIMOUS consent given this 19th day of May, 2020.

Read a **THIRD** time and **FINALLY** passed this 19th day of May, 2020.

Mayor

Chief Administrative Officer

Page 1 of 1

PAGE 71

Request for Decision (RFD)

Topic:

Draft 2022 Strategic Plan

Initiated by: Administration

Attachments: Draft 2022 Strategic Plan

Purpose(s):

1. To provide Council an updated Strategic Plan, outlining key objectives that help guide a municipality forward in 2022.

Background:

- 1. The Village of Innisfree Draft 2022 Strategic Plan guides the Municipality along a path and provides focus and purpose to all that it does. It is the Municipality's most important plan as it shapes the organization, the municipal programs, and services that it provides to the citizens of Innisfree.
- 2. The CAO is responsible to follow and maintain the Strategic Plan.

Key Issues/Concepts:

1. The Strategic Plan is a cornerstone document that guides the municipality forward. It includes the Village Mission statement: "Innisfree, a progressive community supported by local partnerships - committed to better living."

Financial Implication(s):

1. None currently.

Option(s):

- As directed by Council.
- 2. That Council approve the Draft Strategic Plan as presented.
- 3. That Council approve the Draft Strategic Plan as amended.

Relevant Policy/Legislation:

- 1. Municipal Government Act Planning & Development
- 2. Municipal Viability Review Recommendation No. 1

Political/Public Implication(s):

1. The 2022 Strategic Plan will provide important information to the public.

RECOMMENDATION(s):

1. That Council approve the Draft Strategic Plan as presented.

VILLAGE OF INNISFREE 2022 STRATEGIC PLAN



INTRODUCTION

Innisfree is a friendly, community driven Village, nestled in the heart of Kalyna Country. Innisfree is sometimes called "The Hidden Village", as it is tucked away on the side of a ridge, north of the Yellowhead Highway (Highway 16). Located 1 hour, 15 minutes east of Edmonton and 1 hour west of Lloydminster, Innisfree is perfect for a day-trip or weekend retreat, a leisurely break wile enroute on the yellowhead Highway or a memorable holiday in a distinctive part of the Canadian Prairies. 100 years strong, Innisfree is a community rich with history and pride. Innisfree has a rural district population of 1250, a Village population of 220 and economic activity that revolves around the agriculture and oil and gas industries.

VISION

"Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles."

MISSION

"Innisfree, a progressive community supported by local partnerships – committed to better living"

TRUST is our mutual goal. EFFICIENCY is the best use of our resources. COLLABORATION INTEGRITY is acting with honesty.	VAL	UES	
	is the best use of our	is working together	is acting with

Strategic Priority #1 – Partnerships and Collaboration

Key Objectives:

- 1. Continue partnership with Regional partners including the County of Minburn #27, Town of Vegreville and Village of Mannville.
 - o Brought forward from previous year.
- 2. Collaborate and show support for local organizations with the community (Ag Society, Ukrainian Dance, Library, Etc.)
 - o Brought forward from previous year.
- 3. Continue to collaborate with our Local FCSS.
 - o Brought forward from previous year.

Strategic Priority #2 - Safe, Healthy and Fun Community

Key Objectives:

- 1. Support and advocate for local RCMP.
 - o Brought forward from previous year, and
 - o Collaborate with RCMP to ensure safety and enforcement services remain available in our community, to support local priorities (i.e. traffic control, bylaw enforcement).
- 2. Council to host events that promote the Village, but also involve the community (Canada Day, Pizza Nights, Etc.) (*keeping in mind any COVID-19 restrictions and regulations.*)
 - o Encourages a safe, healthy and fun community.
- 3. Promote use of the Community Garden.
 - o Promote healthy living, social outing, beautification of community, self reliance for food provisions. Encouraging residents to learn the benefits of gardening (i.e. stress-relief, relaxation method, etc.)

Strategic Priority #3 - Ensure Viability

Key Objectives:

- 1. Update Municipal Viability Review reports including:
 - a. the 10-30 Year Capital Plan that outlines Infrastructure remediation requirements (as per the 2016 AMEC/Foster Infrastructure Audit); and

- b. continue to follow up with Municipal Affairs on June 1st of each year, (2019 – 2023), to report task status per the timeline set out in Ministerial Order No. MSL:095/18 (attached).
 - o Requirement per Ministerial Order MSL:095/18 (Viability Review)
- 2. Seek and secure Trading Programs/Partners that will minimize/reduce Capital & Operating Expenditures for the Municipality (i.e. RMA, County of Minburn, Etc.)
 - The Village has tightened expenditure controls by approving expenditure related policies, etc. and by signing trade membership agreement (RMA), improving staff training to mitigate liability, which will reduce future expenditures.

Strategic Priority #4 - Resident Communication and Engagement

Key Objectives:

- 1. Hold at least one Public Meeting annually (preferably in June or November) to concert with the previous year's annual audit.
 - o Promote public awareness, engagement, and communication.
- 2. Ensure all social media is current and up to date (i.e. Website and Facebook)
 - o Promotes public input and engagement per policies, and
 - Demonstrates council accountability to public.
- 3. Promote monthly Council meeting highlights in the monthly Innisfree Informer Newsletter, Monthly Utility Newsletter as well as all social media sources in recognition of the Village's Public Participation and Public Engagement Policies.
 - o Demonstrates council's accountability to public, and
 - o Promotes public information and awareness.

Strategic Priority #5 - Promotion of the Community

Key Objectives:

- 1. Ensure the Birch Lake Campground & Innisfree Recreation Park has adequately trained staff in place to properly maintain the site and to ensure it remains a viable resource for our community and is welcoming to tourists.
 - Promote healthy and safe recreational service to encourage the viability of the Recreation Park/Campground.

- **2.** Ensure Tax Forfeiture Properties are advertised and offered for sale, to improve the Village of Innisfree's property assessment values and to encourage future economic development.
 - o Improve the neighbourhood, and
 - Promote safe and welcoming community, by enhancing the lifestyle of the community with the improvements of abandoned buildings.
- **3.** Cooperate and coordinate with business development and to promote the Village's Business Incentive Policy.
 - Improvements to Commercial properties (including those abandoned) with Business Development in the community to create a more viable community.

.....

See attached:

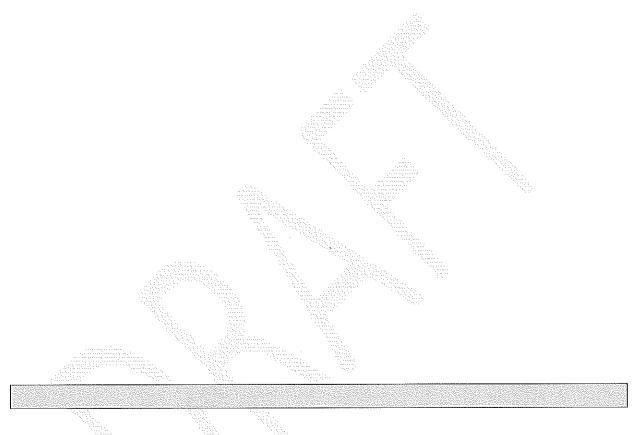
Schedule "A" - Tactical Plan

Schedule "B" - Ministerial Order

Schedule "C" - 2022 Operating/Capital Budget and 2023-2026 Budget Forecast

Schedule "D" – 2021 Financial Statement (Pending)

NOTE: Upon approval of the 2022 Strategic Plan, the First Quarter update will be presented at the April 19, 2022 Regular Council meeting.



Village of Innisfree

5016 – 50 Avenue Box 69 Innisfree, AB T0B 2G0

Phone: (780) 592-3886

Email: admin@innisfree.ca

Website: www.innisfree.ca

Request for Decision (RFD)

Topic:

Tax Recovery Properties - Commercial & Residential

Initiated by:

Administration

Attachments: REMAX Realty Property Evaluation & Comparable

Assessment Summary Reports

Purpose(s):

- 1. Council to review and endorse a motion to list the following properties for sale:
 - a. 4915 53 Street (4175R; 6; 12)
 - **b.** 4824 52 Street (4175R; 8; 14)
 - c. 4923 51 Street (4175R;1; W PT 38) / 5015 Railway Avenue S (4175R; 1; E PT 38)
- 2. Administration requests direction from Council regarding the draft of an agreement for the removal of personal items from the former owners' properties.

Background:

- 1. The Village is responsible for the maintenance and upkeep of the above-mentioned properties.
- 2. Plan 4175R, Block 1, Lot 38, (both West & East portions) along with the others, were offered for sale, via Public Auction, on December 12, 2019. The Village then took over this property as Tax Forfeiture in early 2020 (Per MGA s. 412 (1)-(3), 418 (1)-(4) and 412(1)-(4.))
- 3. Section 425 (1)-(4) of the Municipal Government Act states that a municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel:
 - a. by selling it at a price that is as close as reasonably possible to the market value of the parcel, or
 - b. by depositing in the account referred to in Section 427 (1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a).

NOTE: The Municipality may also grant a lease, license, or permit in respect of the parcel.

- 4. Administration contacted the local REMAX Realty realtor, to provide the Village of Innisfree with a Comparative Market Analysis on properties that the Village currently maintains due to Tax Forfeiture, that would allow the Village to determine a reasonable Market Value.
- 5. Currently, one of the three properties listed above, have belongings from a previous owner onsite. Administration reviewed previous legal advice received by Brownlee LLP (pertaining to Tax Forfeiture Properties). As per the Municipal Government Act, a municipality must:
 - a. Section 610 (1) Lost or unclaimed property coming into the possession of a municipality must be retained for at least 30 days from the date it comes into possession of the municipality unless it is unsafe, unsanitary, or perishable, in which case it may be disposed of at any time.
 - b. (2) if property is not claimed within 30 days, it becomes the property of the municipality, and the municipality may dispose of the property by public auction or as the Council directs.
 - c. (3) The purchaser of lost or unclaimed property is the absolute owner of it.
 - d. (4) A prior owner of lost or unclaimed property is entitled to the proceeds of the sale less all expenses incurred by the municipality if the prior owner makes a claim to the municipality within 90 days after the date of the sale.
 - e. (5) if the sale proceeds are not claimed within 90 days from the date of sale, the rights of any prior owner to the sale proceeds are extinguished and the sale proceeds belong to the municipality.
- 6. It is Administration's understanding that the previous owner of Plan 4175R, Block 1, Lot 38 (both East & West portions) has spoken with a member of Council and stated that they're willing to remove all the belongings from the property, if they were granted access. Administration has not received this information in writing.
- 7. If Council wishes to consider Key Issue 6 below, Administration recommends having an agreement in place, that will clarify that all belongings removed from the premises must be re-located outside of the municipality.

Key Issues/Concepts:

- 1. Administration received notice that there may be a party interested in purchasing one of the properties: Plan 4175R, Block 1, Lot 38, (both West & East portions) which was listed on the 2017 Tax Arrears list.
- 2. By selling the above-mentioned properties, the Village may use the funds towards the outstanding taxes and penalties incurred on each title.
- 3. Pursuant to the Strategic Plan Vision Statement the Village would like to improve and encourage new development within the Community.
- 4. Due to the unsightly condition of the properties, Administration recommends a caveat to the removal of the personal belongings at this late state, in that the belongings must be relocated outside of the municipal boundary so as to not recreate another Unsafe/Unsightly Premises.
- 5. Administration recommends listing the above-noted properties with REMAX Realty (Reasoning: Advertising and promotion capabilities; REMAX has a wide-range of promotion, will do the legwork and sales documentation will all be handled by REMAX Realty). Realtor fees would be a set commission of \$3,000 per commercial building and \$1,500 per residential building.

Financial Implication(s):

- 1. If sold, would eliminate the costs of remediation and possible demolition costs.
- 2. If sold, would eliminate the ongoing cost of insurance for the buildings and employees' time to maintain said properties.
- 3. Sale of the properties would clear the Tax Arrears and fund the Village Tax Forfeiture costs. It would also replace the costs of the Alberta Education Foundation requisitions and M.D. Foundation requisitions for Senior Housing that the Village paid on behalf of the property owners.

Option(s):

- 1. As directed by Council.
- 2. That Council endorse a motion to set the reserve bids, as close as reasonably possible to Market Value, of the following properties, per REMAX Realty's Comparative Market Analysis:
 - a. 4915 53 Street (4175R; 6; 12)
 - **b.** 4824 52 Street (4175R; 8; 14)
 - c. 4923 51 Street (4175R;1; W PT 38) / 5015 Railway Avenue S (4175R; 1; E PT 38)

Further that Administration be directed to contact the previous landowners of the above-noted properties and enter into an agreement with any interested parties, for the removal of the personal belongings from the premises and that all landowners to be directed to relocate the personal belongings outside the municipal boundary.

Furthermore, that REMAX Realty be approved as the listing agent for the above-noted properties.

Relevant Policy/Legislation:

- 1. Municipal Government Act
- 2. Strategic & Tactical Plan

Political/Public Implication(s):

Successful sales would (hopefully) generate new owner pride, clean up the neighbourhood, return the properties to an assessable state for taxation and improve the overall assessment base of the municipality – all positive political and public implications.

RECOMMENDATION(s):

That Council endorse a motion to set the reserve bids, as close as reasonably possible to Market Value, of the following properties, per REMAX Realty's Comparative Market Analysis:

- a. 4915 53 Street (4175R; 6; 12)
- **b.** 4824 52 Street (4175R; 8; 14)
- c. 4923 51 Street (4175R;1; W PT 38) / 5015 Railway Avenue S (4175R; 1; E PT 38)

Further that Administration be directed to contact the previous landowners of the abovenoted properties and enter into an agreement with any interested parties for the removal of the personal belongings from the premises and that all landowners to be directed to relocate the personal belongings outside the municipal boundary.

Furthermore, that REMAX Realty be approved as the listing agent for the above-noted properties.

RE/MAX®

Prairie Realty

Re: Innisfree, AB Property Evaluations

March 3, 2022

This evaluation is based on information acquired by a visual inspection of the property's exterior March 2, a review of comparable properties in the Village of Innisfree, and an analysis of current market conditions.

Residential:

4915 – 53 St - Lot value of \$750-1500 List price of \$2500

4824 – 52 St - Suggested value \$10-12,000 – List price of \$13,500

Commercial 4923-51 St - Suggested value \$20-30,000 - List price \$35,000

Attached are the comparable properties that I based my evaluation on.

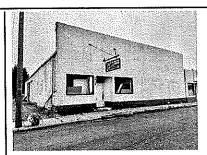
Thank you for entrusting me to provide you with this evaluation. In the event you should require any further assistance or would like to discuss this property further, please contact me directly at (780)853-7753.

Charlotte Smith

RE/MAX Prairie Realty

#101, 5208-46 Ave.

Vermilion, AB T9X 1X8



4916 51 Street

A1143888

Active

Innisfree

Innisfree

Industrial

1940

0 SF/0.0 SM

MLS®#
Status
Subdivision
City
Type
Style
Fi Area
Year Built
Bedrooms
Full Baths
Half Baths

Construction Foundation Basement

Roof Parking

Fpl Flooring

Exterior Int Features

Lot Size SF

Lot Dim Info
Pending Date
Sold Date
List Price
Sold Price
ListPr/SqFt
Sold Pr/SqFt
SP/LP Ratio
DOM

Metal

Concrete, Mixed, Stucco

Poured Concrete

18,750.00

\$85,900

181



5119 50 Avenue

A1082829 Sold Innisfree Innisfree Business

0 SF/0.0 SM 1934

Stucco, Wood Frame Poured Concrete

Metal

7,800.00

04/28/2021 \$50,000 \$43,750

0.88 40



5111 50 Avenue

A1082117 Active Innisfree Innisfree Business

0 SF/0.0 SM 1936

Mixed, Stucco

Metal

7,800.00

\$43,500

349



5023 54 Street

A1112487 MLS®# Sold Status Innisfree Subdivision Innisfree City Detached Type Bungalow Style FI Area 1950 Year Built

Bedrooms 1 # Full Baths 0 # Half Baths 0 #Fpl Linoleum Flooring

Construction Foundation Basement

Roof Parking

Exterior Int Features

Lot Size SF Lot Dim Info

Pending Date Sold Date **List Price** Sold Price ListPr/SqFt Sold Pr/SqFt SP/LP Ratio DOM

643 SF/59.7 SM

Wood Frame Perimeter Wall Crawl Space, Partial

Asphalt Shingle

Off Street, RV Access/Parking

Other See Remarks

12,500.00

09/23/2021 \$29,000 \$23,000 \$45.10 \$35.77 0.79 119



5032 50 Street

A1104132 Sold Innisfree innisfree Detached Bungalow 727 SF/67.5 SM 1944 0

Hardwood, Linoleum

Stucco, Unknown Poured Concrete See Remarks

Asphalt Shingle None, Off Street

Open Floorplan, See Remarks

6,585.00

09/09/2021 \$29,900 \$14,302 \$41.13 \$19.67 0.48 125



As of: 02-15-2022

072167674

042201433

339%

Vacant

Vacant

Roll: 550

Alt. Key: 550

Legal: 4175R 1 PT38

Description:

03-23-2007

05-20-2004

Address: 4923 - 51 STREET

Zoning: NO LAND USE

Actual Use: Primary: R00000

Market Loc: 100 SERVICED-MAIN

Econ.Zone: Econ Zone 1 Assbi.Party: I Individual

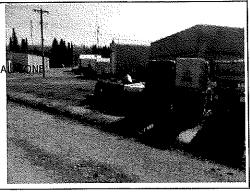
Owner: THE VILLAGE OF INNISFREE.

\$3,760

\$3,760

Subdivision: INNISFREE AUDIT & EQUA

Assbi. Land Area: 1,800 Sq. Feet



Market Va LandID	<i>lue Land</i> Base Code	!		S	ite Area	Services Lo	cation Adj.		Asmt Code		Value
321009789	0 NO LA	ND USE		1,80	0 Sq. Feet	100%	100%		900 100%		3,760
Assessme	nt Totals										
Tax Status	Code	Description				Lan	d Impr	ovement	Otl	ner As	sessment
E	1 000	Municinal Ow	ned - Res Zor	ned		3,76	0	0		0	3,760
Ŀ	500	Tarricipal O VI	100 100 20.		Totals:	3,760		0		0	3,760
Inspections											
20% Inspection	n Cycle	04-09-2	019 SEMOTI	UK, Dale	N/C, Lot	Is Used For Sto	orage				
20% Inspectio	n Cycle	03-17-2	015 SEMOT	UK, Dale	N/C, 20%	6 Inspection					
20% Inspectio	n Cycle	04-08-2	010 CREWS	, Ray							
Sales											
Date	Asmt	Price	Adj. Price	Sale Code			Type		Ratio	CofT	
01-20-2020	\$3,760	\$1,120	\$1,150	8009 Sale of	Tax Recover	y Property	Vacant		327%	202013855	

\$1,110 8002 Non Arms Length

\$0 8010 Sale By Municipality

The data contained in this report is only as accurate as the last inspection of the property and could be inaccurate due to errors or omissions. This data was collected by Municipal Assessment Services Group for the sole use of creating property assessments for the municipality in which the property is located. Any use of this data for other purposes is prohibited.

\$950

\$1



As of: 02-15-2022

Roll: 560

Alt. Key: 560

Legal: 4175R 1 PT38

Description:

Address: 5015 RAILWAY AVE. S.

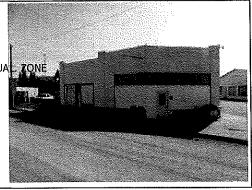
Zoning: NO LAND USE Actual Use: Primary: R10100 Market Loc: 100 SERVICED-MAIN

Econ.Zone: Econ Zone 1 Assbl.Party: I Individual

Owner: THE VILLAGE OF INNISFREE.

Subdivision: INNISFREE AUDIT & EQUAL ZONE

Assbl. Land Area: 3,600 Sq. Feet



<u>Market V</u>	alue Land													
LandID	Base Cod	le			Site	Area	Service	s Loc	ation /	Adj.	Asmt	Code		Value
321009790	0 NO L	AND USE			3,600 S	q. Feet	100	%	100	%	901	100%		4,240
Improver	nents	Area	Eff.				Dep	reciati	on					
ImprID	MT- Qu- St	(Ft2)	Year	RCN	BYM	BYRCN	Phys	Func	Loc	Mrkt	Asmt	Code		Value
321011763	001-00-01	2,917	1936	81,054	2.5697	208,284	20%	48%	100%	81%	901	100%		16,200
Assessm	ent Totals													
Tax Status	Code	Description						Land		Improvement		Othe	er As	sessment
E	901	Municipal Ow	ned - Com	7oned				4,240		16,200			0	20,440
_		· · · · · · · · · · · · · · · · · · ·			Grand To	tals:	4	1,240		16,200			0	20,440
Inspections														
20% Inspecti	ion Cycle	04-09-2	019 SEMC	TIUK, Da						Residential Use				
20% Inspecti	ion Cycle	03-17-2	015 SEMC	TIUK, Da	ale	Adjusted T No Indicat				uilding Seems To se	Be Use	d As A R	esidence, (L	ived In),
Annual Inspe	ction	12-20-2	012 CREV	/S, Ray		Seems resi	idential	use.						
Revisions														
PR		02-07-2	.007 YEAR	END PR	OCESS	Assessmer	nt Chan	ge						
<u>Sales</u>														
Date	Asmt	Price	Adj. Pric	e Sale (Code				Ту	pe	1	Ratio	CofT	
01-20-2020	\$20,440	\$17,700	\$18,14	0 8009	Sale of Tax	Recovery	Proper	ty	Im	proved		113%	202013854	
08-24-2012	\$20,440	\$15,000	\$17,39	0 8000	Not Verified	1			Im	proved		118%	122278507	
						-				proved		171%	072011519	

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As of: 02-15-2022

Roll: 1510

Alt. Key: 1510

Legal: 4175R 6 12

Description:

Address: 4915 - 53 STREET

Zoning: NO LAND USE

Actual Use: Primary: R10100

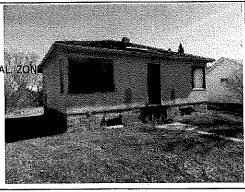
Market Loc: 100 SERVICED-MAIN

Econ.Zone: Econ Zone 1 Assbl.Party: I Individual

Owner: THE VILLAGE OF INNISFREE.

Subdivision: INNISFREE AUDIT & EQUAL, ZON

Assbl. Land Area: 6,250 Sq. Feet



Market V	alue Land Base Cod	le			Site	Area	Service	s Loc	ation	Adj.	Asmt	Code	Value
321009628	0 NO L	AND USE		······································	6,250 S	q. Feet	100°	%	100	%	900	100%	4,960
Improven ImprID	<i>nents</i> MT-Qu-St	Area (Ft2)	Eff. Year	RCN	ВҮМ	BYRCN		reciation Func		Mrkt	Asmt	Code	Value
321011621	001-02-00	672	1941	43,348	2.5697	111,391	20%	5%	75%	90%	900	100%	750
Assessme Tax Status	ent Totals Code							Land		Improvement		Other	Assessment
E	900) Municipal Ow	ned - Re	es Zoned	Grand To	itals:	4	4,960 1,960		750 750		0 0	5,710 5,710

				Granu Fotais:	4,900	/30			
Inspections									
20% Inspection	n Cycle	04-09-2	019 SEMOTIUK,	Dale Applied 75 Back Doors	% Functional C s Are Removed	bsolescence; The Res Plus One Side Window	s. Is Now Aban w Is Also Remo	doned (The F ved)	ront &
20% Inspection	n Cycle	10-02-2	018 CREWS, Ra						
20% Inspection	n Cycle	03-17-2	015 SEMOTIUK,	Dale N/C, Res.	Remains In Poo	or Condition & Is Not L	ived In		
<u>Sales</u>									
Date	Asmt	Price	Adj. Price Sal	e Code		Туре	Ratio	CofT	
01-20-2020	\$5,710	\$17,210	\$17,630 800	9 Sale of Tax Recovery	Property	Improved	32%	202013857	•
05-12-2000	\$5,710	\$8,500	\$8,500 800			Improved	67%	002127591	•

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As of: 02-15-2022

Roll: 1980

Alt. Key: 1980

Legal: 4175R 8 14

Description:

Address: 4824 - 52 STREET

Zoning: NO LAND USE

Actual Use: Primary: R10100

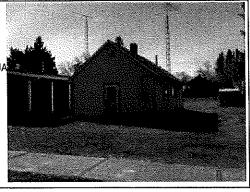
Market Loc: 100 SERVICED-MAIN

Econ.Zone: Econ Zone 1 Assbl.Party: M Municipal

Owner: THE VILLAGE OF INNISPREE.

Subdivision: INNISFREE AUDIT & EQUA

Assbl. Land Area: 6,250 Sq. Feet



<i>Market Vi</i> LandID	Base Cod	le			Site i	Area	Services	Loca	tion #	Adj.	Asmt	Code	Value
321009659	0 NO L	AND USE			6,250 Sc	ı. Feet	100%	D	1009	%	900	100%	4,96
Improven	nents	Area	Eff.				Depr	eciation	۱				
ImprID	MT- Qu- St	(Ft2)	Year	RCN	BYM	BYRCN	Phys	Func	Loc	Mrkt	Asmt	Code	Value
321011565	001-01-01	444	1936	23,859	2.5697	61,310	35% 1	00% 10	00%	43.2	900	100%	9,270
Assessme	ent Totals												
Tax Status	Code	Description						Land		Improvement		Other	Assessment
E	900	Municipal Ow	ned - Re	s Zoned				4,960		9,270		0	14,230
_		•			Grand To	tals:	4	,960		9,270		0	14,230

1 <u>E</u>	900 Municipal Owned	- Res Zoneu		7,300	3,470	
			d Totals:	4,960	9,270	
Inspections						
20% Inspection Cycle	04-09-2019	SEMOTIUK, Dale	N/C, Res.	Is Not Presently Live	ed In	
Historical Data	03-05-2018	CREWS, Ray	Made Exer	npt.		
20% Inspection Cycle	03-17-2015	SEMOTIUK, Dale	N/C, 20%	Inspection		
Revisions						
PR	03-05-2018	YEAR END PROCESS	S Assessmer	nt Change		
Sales			•			

Sales				·			
Date	Asmt	Price	Adj. Price	Sale Code	Туре	Ratio	Coff
02-20-2018	\$14,230	\$12,500	\$12,320	8009 Sale of Tax Recovery Property	Improved	116%	182043615
05-11-2010	\$14,230	\$2,965	\$10,960	8000 Not Verified	Improved	130%	102158071
01-26-2009	\$14,230			8000 Not Verified	Improved		092025659

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Request for Decision (RFD)

Topic:

Innisfree Delnorte School Financial Society Funding Request- RFD

Initiated by:

Administration

Attachments:

Letter from Innisfree Delnorte School Financial Society

Purpose(s):

1. To review a request from the Innisfree Delnorte School Financial Society regarding funding support for a community project to develop a multi-purpose sport area behind the Delnorte School

Background:

- 1. The letter advises the funding request is for the purpose of resurfacing and re-purposing the existing tennis courts located behind the Delnorte School on the Buffalo Trails Public School Division (BTPS)
- 2. Contractor quotes have been clarified by the Innisfree Delnorte SFS President for the project to include demolition of existing site, new asphalt pad, appropriate fencing and the court painting and equipment (i.e. nets for pickleball and basketball hoops. Current estimated costs are \$170,000.
- **3.** "BTPS voted unanimously in in favour to provide our council with funding to make this project a reality." Re: "BTPS has committed \$40,000..."
- 4. The Innisfree Delnorte SFS has applied for a Cooperative Community Spaces grant; expected notification date is mid-late June.
- 5. The Innisfree Delnorte SFS is requesting a "significant" financial contribution from the Village.
- 6. They advise that they would be available to discuss this project in more detail with Council.

Key Issues/Concepts:

- 1. The Innisfree & District Fish & Game Association built the courts in 1998. The Innisfree Delnorte SF Society has approached the Fish & Game, County of Minburn and Innisfree & District Ag Society for financial support.
- 2. The Village will be receiving copies of the contractor quotations and plans to verify the renewal/reconstruction plans are within engineering design guidelines.
- 3. The Village would require confirmation of the total funding available received/confirmed in order to set any specific contribution to the project.
- 4. Village Capital/Operating Grant Funds are not permitted to be utilized for the construction of projects on non-municipally owned property.
- 5. Administration has sent inquiries to the FGTF Program to inquire if funds may be allocated towards this type of project.
- 6. The Village financial surplus, if any, and if it has not been allocated to Village priorities, may be considered for a contribution to this project.

Options:

- 1. That Council endorse a motion to support the Innisfree Delnorte School Financial Society proposal of resurfacing and repurposing the existing tennis courts located at the Innisfree Delnorte School location, in principle.
 - a. Further that Council direct Administration to invite Innisfree Delnorte School Council President Ms. Cassian to a future Council meeting to discuss this proposal further.
- 2. That Council endorses a motion to advise the Innisfree Delnorte School Financial Society that the Village is unfortunately unable to commit financially to this project at this time.
- 3. That Council directs Administration in another manner regarding the Innisfree Delnorte School Financial Society proposal for the resurfacing and repurposing the existing tennis courts located at the Innisfree Delnorte School location.

Financial Implications:

- 1. The proposed project's financial contribution request has not been clarified at this point.
- 2. The Village currently has very limited financial capacity/knowledge to commit financially to the project.

Relevant Policy/Legislation:

- 1. M.G.A.
- 2. Strategic & Tactical Plan

Political/Public Implication(s):

The Strategic & Tactical Plan is a key document that guides the Municipality along a path and provides focus and purpose to all that it does. It is the Municipality's most important plan as it shapes the organization, the municipal programs, and services that it provides to the citizens of Innisfree.

Citing the capabilities of the municipality, pursuant to the Strategic Plan, should provide clear direction on any Council decision to the residents.

Recommendation:

- 3. That Council endorses a motion to support the Innisfree Delnorte School Financial Society proposal of resurfacing and repurposing the existing tennis courts into a multi-purpose sport area, located at the Innisfree Delnorte School location, in principle.
 - a. That Council direct Administration to invite Innisfree Delnorte School Council President Ms. Cassian to a future Council meeting to discuss this proposal further.

Innisfree Delnorte School Financial Society
c/o Carmen Kassian
Box 275
Innisfree, AB T0B 2G0

March 1, 2022

Village of Innisfree 5116 50 Avenue Innisfree, AB T0B 2G0

Mayor Johnson and Village Council,

As president of the Innisfree Delnorte School Council and an involved community member, I am writing to you to respectfully request funding for the purpose of resurfacing and repurposing the existing tennis courts located at Delnorte School. These courts were built in 1998 by the Innisfree & District Fish and Game Association. While the courts sit on Buffalo Trail Public School property, they are intended for community use. They are currently in a state of abandonment and disrepair and are unsafe for use. The courts have not been maintained by BTPS as was the original intention of the Fish and Game Association.

I was made aware at our school council meeting on February 22, 2022, that Buffalo Trail Public School Division voted unanimously in favour to provide our council with funding to make this project a reality. The fact that our school division sees a future for our school and is willing to invest in a public use area in our community is encouraging to me.

As a small, rural community I believe it is important to work together to achieve our goals. This project is mutually beneficial to the Village and the school. I, along with many others, realize that if we do not support the school, we will loose one of our community's greatest assets. We all know what happens to a small village when the school closes.

A reoccurring complaint that I hear from people in our community is that there are few opportunities in our village for recreation and that there is nothing for them to do. This project could help change that. We are proposing that the tennis courts be turned into a multi purpose sport area with three pickleball courts along the west side and one basketball court along the east side with an option to play street hockey in the same area. A pickleball court is the same size as a badminton court, giving opportunities for another game option. I have attached a site plan for your reference.

Pickleball is the fastest growing sport in North America. It is a low impact, less stressful game than tennis, played on a smaller court. Hence the ability to incorporate three pickleball courts on one half of our existing area. This game appeals to people of all ages. School council purchased pickleball equipment three years ago and students can play inside the gym. Having access to outdoor courts at recess, after school and on weekends would encourage physical activity with our youth and their families. To my knowledge there is not another outdoor pickleball court in our area. Perhaps a pickleball tournament or a basketball or street hockey competition held in conjunction with our annual Agricultural Fair would be a possibility. This revitalized area would give visitors to our community recreation opportunities. In fact, until recently the village website advertised the tennis courts as a recreation opportunity.

A major concern of school council is the upkeep of the courts. It is imperative that this area not be allowed to deteriorate over time again. This has been discussed with the facilities manager at BTPS who has agreed that the school division will be responsible for the day-to-day upkeep of the facility along with the school grounds. The estimated life span of the court surface is estimated at 20 years if well maintained.

New asphalt is required, along with a coloured sport surface that marks court lines, cross fencing, and nets. Contractor quotes have been obtained with an overall estimated cost of \$170,000. BTPS has committed \$40,000 with the balance to come from community fundraising and grants, I have already applied for one grant and am awaiting a response. We would like to start with this project as early as June 2022.

In conclusion, the Innisfree School Council is requesting a significant financial contribution from the Village of Innisfree towards this multi sport court revitalization project. As with past projects in our community, groups have come together along with the village, to make a positive impact and provide opportunities for our area. I would welcome the opportunity to further discuss this matter with council. Please reach out to me with any further questions you may have.

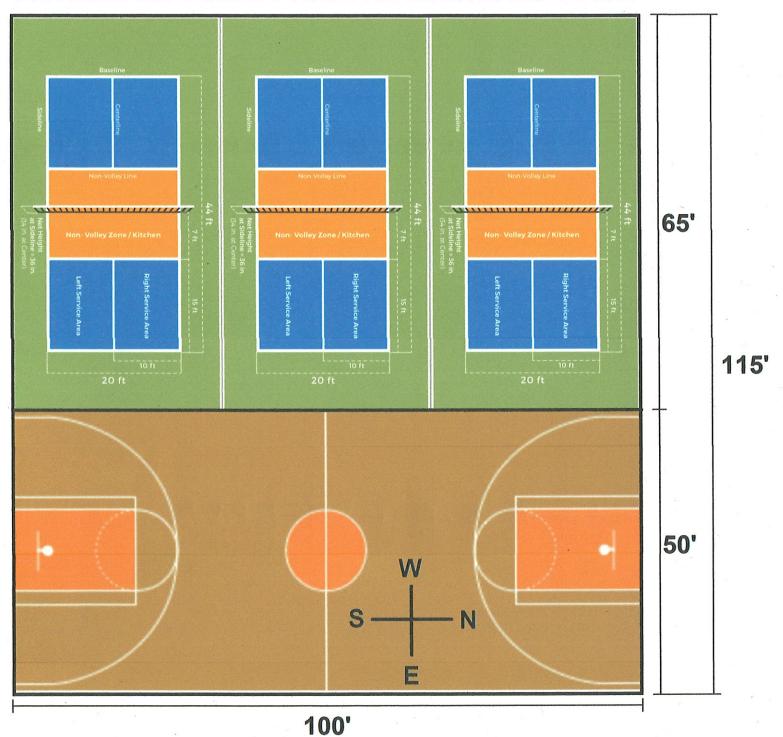
Sincerely,

Carmen Kassian

President, Innisfree Delnorte School Council

cc: Rachel Miller, Principal, Innisfree Delnorte School Randy Huxley, Director of Facility Services, BTPS

INNISFREE TENNIS COURTS CONVERTED INTO PICKLEBALL COURTS AND A BASKETBALL COURT



Request for Decision (RFD)

Topic: Electric Vehicle Charging Program - MCCAC

Initiated by: Administration

Attachments: Electric Vehicle Charging Program Fact Sheet

Purpose(s):

1. That Council review information regarding Electric Vehicle Charging Program through MCCAC program.

Background:

- 1. Administration received information from Municipal Climate Change Action Centre (MCCAC) regarding a funding opportunity for Electric Charging Stations.
- 2. The Electric Charging Program supports municipalities that install new EV charging stations in public places, on-street locations, municipal property and for municipal vehicle fleets.
- 3. The Village of Innisfree must submit an Expression of Interest, to show the municipality's intent to participate. A representative will then be in touch, within five (5) business days to guide the municipality through the application process, including:
 - a. Researching installation location, the type of charger, signage, and other considerations.
 - b. Securing itemized quotes for the purchase and installation of each charging station.
- **4.** Administration has passed this information along to Petro Canada, as Administration believes they would benefit more on this type of project.

Key Issues/Concepts:

- 1. Maintenance/up-keep costs.
- 2. Security of the charging stations. (Including financial data)
- 3. Location: The Village of Innisfree currently does not have an ideal location for a Charging Station.
- 4. Up to 100% of the purchasing and installation costs for a new charging station can be rebated: Up to \$10,000 for each Level 2 Charger (for charging over several hours), and up to \$150,000 for each Fast Charger (for charging up in 30 minutes).
- 5. Municipalities have the option of moving towards Electric Charging Fleet Vehicles in the distant future.

Options:

- 1. As directed by Council.
- 2. That Council receive this item as information.
- 3. That Council direct Administration to submit an Expression of Interest, through the Electric Vehicle Charging Program. Furthermore, that this item be brought to the April 19, 2022, Regular Council meeting.

Financial Implications:

1. Cost of daily/weekly/monthly or annual maintenance, is unknown.

Relevant Policy/Legislation:

1. Strategic Plan - Safe, Healthy and Fun Community

Political/Public Implication(s):

- 1. Converting to electric vehicles demonstrate our municipality's commitment to cleaner skies and a healthier climate.
- 2. Adding a fast-charging station to the map will attract electric vehicle owners to shop, eat and stay in our community.

Recommendation:

1. That Council direct Administration to submit an Expression of Interest Application, through the Electric Vehicle Charging Program. Furthermore, that this item be brought to the April 19, 20 12 A Expression of Interest Application, through the Electric Vehicle Charging Program. Furthermore, that this item be brought to the April 19, 20 12 A Expression of Interest Application, through the Electric Vehicle Charging Program. Furthermore, that this item be brought to the April 19, 20 12 A Expression of Interest Application, through the Electric Vehicle Charging Program.

Electric Vehicle Charging Program

Funding Programs

PUT YOUR COMMUNITY ON THE MAP FOR ELECTRIC VEHICLE DRIVERS.

The Government of Canada, with matching funding from the Government of Alberta, is providing millions to support investments in electric vehicle (EV) charging stations. As one of Alberta's local partners, the Action Centre is offering \$3.4 million in rebates for municipalities to build charging infrastructure.

Now is the time to put your community on the map—with the program covering up to 100% of costs!

REBATES FOR MUNICIPALITIES

The Electric Vehicle Charging Program supports municipalities installing new EV charging stations in public places, on-street locations, municipal property and for municipal vehicle fleets. Our team can help guide you purchase the right charging station for your community's needs.

What's more, **up to 100% of the costs** of purchasing and installing a new charging station can be rebated, so you can participate without worrying about the impact on your taxpayers. This represents a savings of:

- Up to \$10,000 for each Level 2 Charger (for charging over several hours)
- Up to \$150,000 for each Fast Charger (for charging up in 30 minutes)

Over \$3 million is available to Alberta municipalities and non-profit community-related organizations located on municipally-owned land. Apply as soon as possible to secure your charging stations.

HOW TO APPLY

Applying to the program is straightforward, and our team provides one-on-one support so you can easily maneuver the application and purchasing process.

Step 1: Start by <u>submitting an Expression of Interest</u> (EOI) to show your municipality's intent to participate.

- We will be in touch within five business days to guide you through the application process, including:
 - Researching installation location, the type of charger, signage, and other considerations.
 - Securing itemized quotes for the purchase and installation of each charging station.

Step 2: Submit a complete application to contact@mccac.ca.

Step 3: When approved, sign the funding agreement.

Step 4: Purchase and install charging stations.

Step 5: Submit project verification documents and receive your rebate.





WHAT CAN A CHARGING STATION BRING YOUR COMMUNITY?

Electrify local tourism: With growing consumer demand for electric vehicles, forward-thinking municipalities are looking for ways to welcome EV drivers. Adding a fast charging station to the map will attract electric vehicle owners to shop, eat and stay in your community.

Future-proof your fleet: Municipal vehicle fleets will be increasingly reliant on EVs as Canada moves toward 100% zero-emission vehicle sales by 2035. Get your municipal vehicle fleet ready for an electric future with a grant-funded EV charging station. While you're getting one for public works, why not get another for the public's use on your main street?

Demonstrate your commitment to future growth: Around 12% of Canada's climate pollution comes from cars and trucks burning fossil fuels. Switching to electric vehicles demonstrates your community's commitment to cleaner skies and a healthier climate.

Take the first step to apply. Submit an Expression of Interest today.

WANT TO LEARN MORE ABOUT EVS?

Download our **EV Knowledge Guide** to learn about the electric vehicle market, regulatory environment, technological offerings, and more.



Tip: Access funding for electric vehicles for your municipal fleet with the <u>Electric Vehicles for Municipalities Program.</u>

Get started

- Submit an Expression of Interest
- Application Form
- EV Charging Program Guidebook (pdf)
- EV Knowledge Guide (pdf)
- Watch the webinar

The Municipal Climate Change Action Centre helps municipalities across Alberta lower energy costs, reduce greenhouse gas emissions and improve community resilience. Improve your community's overall energy efficiency and save money for years to come.

Municipal Climate Change Action Centre Alberta Municipalities #300 8616 51 Ave Edmonton, Alberta T6E 6E6 Contact Us 780-433-4431 310-2862 (Toll Free)

A partnership of

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Request for Decision (RFD)

Topic:

Village Communication Tower - RFD

Initiated by: Attachments: Letter from C. Laforest Letter from C. Laforest

Copy of 2016 MOU

Purpose(s):

- 1. To review a request from Ms. Laforest regarding the donation of the former Persona Communications tower back to the Village.
- 2. To address the condition of the Tower as a liability issue to the Village.

Background:

- 1. The letter advises that Mr. & Mrs. Laforest, "owners" of the telecommunications tower, wish to donate the tower back to the Village.
- 2. Pursuant to Section VII of the MOU, the Laforest's ownership of the tower terminated on May 31, 2016.
- 3. In addition to item 2, and Per section V (2) of the MOU, an extension may have been granted beyond July 31, 2016 for weather related delaying issues.

Key Issues/Concepts:

- 1. The tower is in poor condition and some parts of the structure are failing, creating a liability situation for the municipality.
- 2. Due to the size/height of the Tower, it will require a contractor, experienced in the deconstruction of tower-like structures.

Options:

- 1. That Council direct Administration to advertise Expressions of Interest (EOI) for the deconstruction of the communication tower.
 - a. Further, that Council directs Administration to send a letter to Mr. & Mrs. Laforest, outlining the conditions of the MOU.
- 2. That Council directs Administration in another manner regarding the communication tower.

Financial Implications:

- 1. The liability to the Village for the poor condition of the tower should be outweighed by mitigating the situation with the removal of the tower.
- 2. Costs to remove the tower.

Relevant Policy/Legislation:

- 1. *M.G.A*.
- 2. Strategic & Tactical Plan

Political/Public Implication(s):

No perceived political nor public implications identified.

Recommendation:

That Council endorses a motion to direct Administration to advertise Expressions of Interest (EOI) for the deconstruction of the communication tower.

Further, that Council directs Administration to send a letter to Mr. & Mrs. Laforest, outlining the conditions of the MOU.

March 1st, 2022

Jacques & Chantal Laforest

Box 169

Innisfree Alberta TOB 2G0

To Whom it May Concern: Village of Innisfree AB TOB 2G0

RE: Communications Tower located at Plan 87765 Block12, Lot 15 Village of Innisfree.

We, Jacques and Chantal Laforest the owners of the above Communications Tower, at the above land locations, wish to donate the tower back to the Village of Innisfree, to do with it as they wish.

Sincerely

Jacques and Chantal Laforest.

MEMORANDUM OF UNDERSTANDING (MOU) between

Village of Innisfree ["Party A"]

and

Jacques & Chantal Laforest. ["Party B"]

This is an agreement between "Party A", hereinafter called Village of Innisfree and "Party B", hereinafter called Jacques & Chantal Laforest.

PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the removal of a communication tower located on Lot 15, Block 12, Plan 8776S in the Village of Innisfree.

In particular, this MOU is intended to:

- Recognize that the Jacques and Chantal Laforest have submitted an offer to purchase and Village Council has accepted that offer for the removal of a communications tower.
- The project includes the removal of a communication tower located on Lot 15, Block 12, Plan 8776S in the Village of Innisfree.
- The removal and sale of the communications tower will allow the Village to increase municipal revenues in 2016 and clean up the tower site.

II. BACKGROUND

The Communications Tower was formerly owned by Persona Communications who leased the land from the Village of Innisfree. Persona ceased operation in late 2013 and removed their communications equipment from the Tower. The Village agreed to take ownership of the Tower at that time. The sale and removal of this Communications Tower is the primary goal of this MOU.

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

- Accept the offer from Jacques & Chantal Laforest who shall remove the Communications Tower located on Lot 15, Block 12, Plan 8776S in the Village of Innisfree.
- The Village will provide Jacques & Chantal Laforest access to the location to perform the project.
- The Village will retain ownership of the land upon removal of the tower.

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

- Removal of the Communications Tower located on Lot 15, Block 12, Plan 8776S in the Village of Innisfree.
- Provide Public Liability Insurance coverage for the Project and save the Village and its Employees
 harmless from liability, for injury or death of Jacques & Chantal Laforest or anyone else employed on
 the work site while performing the work and, any damage to equipment or machinery owned or
 operated by Jacques & Chantal Laforest.
- Be responsible for any damages incurred during the removal of the Tower, to any adjoining properties.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- 1. Jacques & Chantal Laforest will pay the Village of Innisfree the sum of \$600.00
- 2. Jacques & Chantal Laforest will perform the work as described above by July 31, 2016.
- 2. That this Project can be extended beyond July 31, 2016 for weather-related delaying issues.

VI. FUNDING

This MOU includes the reimbursement of funds between the two parties.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from April 29, 2016 to May 31, 2016

Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

Village of Innisfree	Chantal Laforest	
A STATE OF THE STA		_
Date	Date	

Request for Decision (RFD)

Topic:

Utility Account Penalty Accrual - Requests for Forgiveness - RFD

Initiated by:

Utility Account Owner(s)

Attachments: None

othicy Account o

Purpose(s):

1. To review a request from a resident and an organization for the forgiveness of the monthly penalty fees on overdue Utility Account balances.

2. To review past Council motions in this regard and the legislative requirements.

Background:

- 1. The monthly utility invoices are sent out the first week of each month and are due on the last banking day of the month, thereby providing at least three (3) weeks or more, for the payment of the monthly invoice.
- 2. Pursuant to the Water & Wastewater Bylaw 618:
 - "Payment of a Utility Bill is due on the last business day of the billing month. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner and to a User of the Property receiving the Utility Services, as the case may be. In the event of non-payment:
 - a) A Utility Bill not paid by the Due Date will be considered in arrears and subject to late penalty charges, by way of a 2.5% of the unpaid Utility Bill. A further penalty of 2.5% will be applied upon the unpaid Utility Bill and Penalties accrued after 30 days."
- 3. The residential property owner's utility account has been paid late (after the due date) in each of the previous months (Sept-Dec. of 2021 & Jan/Feb. of 2022) and incurred penalties totaling \$17.40.
- 4. The organization's utility account remained unpaid from <u>July 2021 until late December 2021</u> and <u>has not been paid in 2022</u>. It has accrued penalties totaling **\$46.72** to date. (There are no other Organizations incurring penalties on Utility arrears.)
- 5. <u>Further background information</u>: during a prior Village Administration and prior to the use of Muniware Software, the previous CAO invoiced organizations utility invoices via an Accounts Payable system (not the Utility System) on an annual basis.
 - a. Upon the implementation of the new Muniware System in 2019 and, pursuant to the Auditor's concerns regarding accounting procedures and standards, all utility accounts, including local organizations were transitioned into the monthly Utility Billing System and invoiced in compliance with Water & Wastewater Bylaw 618.
- 6. In February 2020, several organizations requested the billing for non-profit be changed back to an annual billing process and to be declared exempt from late payment penalties.
 - a. Council approved Motion# 2020-02-18/10 on February 18, 2020, "That Council direct Administration to continue billing not-for-profit organizations monthly for water, sewer, and garbage services. Further, that not-for-profit organization to be exempted from receiving monthly penalties for late payments."

Key issues/Concepts:

- 1. Pursuant to the MGA, the only method by which changes may be made to the stated Bylaw requirements is by an amendment to the Bylaw.
- 2. The clause regarding penalties in the Bylaw regulates all utility accounts within the municipality and provides consistency and equality of services to all utility account holders.

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3. The February 18, 2020, Council motion is invalid pursuant to the MGA.

Options:

1. That Council direct Administration to file the request as information and advise the utility account holders of same.

Further, that Council rescinds Motion 2020-02-18/10 and directs Administration that from this meeting forward, all utility accounts shall be processed pursuant to Water & Wastewater Bylaw 618.

2. That Council directs Administration in another manner regarding the request for penalty forgiveness.

Financial Implications:

None identified.

Relevant Policy/Legislation:

- 1. M.G.A.
- 2. Water & Wastewater Bylaw 618

Political/Public Implication(s):

Preferential treatment for individual account holders will not provide a positive political nor public implication; fair/equal treatment of all utility account holders should provide positive political/public perceptions.

Recommendation:

That Council endorse a motion to direct Administration to file the request as information and advise the account holders of same.

Further, that Council rescinds Motion 2020-02-18/10 and direct Administration, that from this meeting forward, all utility accounts shall be processed pursuant to Water & Wastewater Bylaw 618.

Request for Decision (RFD)

Topic: Application for Membership to Village of Innisfree Library Board

Initiated by: Village of Innisfree Public Library Board

Attachments: None

Purpose(s):

1. To endorse membership applications to the Village of Innisfree Library Board.

Background:

- 1. The Village of Innisfree Library Board has received two applications to the Library Board:
 - a. Yvonne Parasynchuk
 - b. Eliza Johnson
- 2. Board memberships of members at large, shall be held no more than three (3) years.

Key Issues/Concepts:

- 1. The Village Council is responsible to approve memberships to the Library Board.
- 2. The Library Board presents the application(s) for Council endorsement, pursuant to Bylaw 592-14 and the *Libraries Act.*

Financial Implication(s):

1. None recognized.

Option(s):

- 1. That Council endorse the application of Yvonne Parasynchuk and Eliza Johnson to join the Village of Innisfree Library Board for a three-year period (2022 2025.)
- 2. That Council decline to endorse the application of Yvonne Parasynchuk and Eliza Johnson to join the Village of Innisfree Library Board for a three-year period (2022 2025.)

Relevant Policy/Legislation:

- 1. MGA s. 153(f) 'General Duties of Councillors'
- 2. *Libraries Act*, c.L-11, RSA, 2000
- 3. Bylaw 592-14 Village of Innisfree Library Board

Political/Public Implication(s):

None observed.

RECOMMENDATION(s):

1. That Council endorse the applications of Yvonne Parasynchuk and Eliza Johnson for membership on the Village of Innisfree Library Board for a three-year period (2022 – 2025.)

Committee Name:	Innistree Library Board
Meeting Date & Time:	Poris Christon March 03/22
Attendees:	Doris Christenson, Jennifer Jonwon, Elizabeth Harrison, Deb McMann, Dale cates, Holly Cependa
Discussion:	240 patrons, 93 website -March theme music -Family day tent bags was a hit
	- March 17 boy's program for ages 7-12 (marbe I hour hoping for 24 patrons, will be a author who writes mysteries. -annual report is available - moving to a one tenant system with microsoft (all libraries) together for problems etc. e-mails will
Actions:	- summer reading program (once upon a time them - moving to a new website (due to difficult
	may 27 there will be an in person conference -same fonding as last year from province -submitting for information and goldance hosolving issues with Library Board Appointments
Future Items:	Chairperson. Layle F. Vice Chair - Elizabeth H.
	Sceretary - Holly C. Treasurer - Doris C. Directors - Dale C., Deb M., Jennifer J.
Submittted By:	

Resolving Issues with Library Board Appointments

A Guide for Municipal Library Boards and Municipalities

Introduction

Municipal library boards are independent corporation sestablished and governed under the *Libraries Act*. In order for a board to carry out its business legally, and uphold its responsibilities as a corporation, it is crucial that all board members be appointed in accordance with legislation.

Improper appointments pose a significant legal risk to the library board, the individuals serving on the board, and the establishing municipality; therefore, it is necessary to correct any issues as soon as they become apparent. This resource will guide you through the process of ensuring your municipal library board is legally appointed now and in the future.

Appointment basics

As per the *Libraries Act*, section 4, a municipal library board shall consist of 5 to 10 members appointed by municipal council. Of those members, *up to* 2 (i.e. 0, 1 or 2 members) may be councillors of the municipality that established the board. Council must appoint *all* members of the board, not just those members who are also councillors.

All members are appointed for a term of up to 3 years and an individual may be re-appointed for up to 2 additional consecutive terms. Should council wish to re-appoint an individual beyond 3 consecutive terms, a special resolution is required to authorize the re-appointment.

It is also important to note that the authority to appoint members to a municipal library board rests solely with the council of the municipality that established the board.

The council of a neighbouring municipality cannot ap joint to a library board they did not have a formal legislated role in establishing, regardless of any other agreements that may be in place. A neighbouring municipality may recommend an individual to serve of the board but the appointment of that individual must be made by the council of the establishing municipality.

Similarly, a library board cannot appoint members on its own. The board may play a significant role in recruiting prospective members but no individual is legally a member of the board until appointed by council. Furthermore, an individual's term on the board is always based on the term as appointed by council and not their board elected term as chair (or any other officer position).

For more general information on appointments, please consult the Public Library Services Branch (PLSB) fact sheet *Appointments to the Municipal Library Board*.



Resolving appointment issues

When a potential issue with library board appointments is identified, it is important that it be addressed as soon as possible. Municipal library boards and their municipalities can work together through the following steps to ensure all board members are legally appointed.

1. Verify appointment status of current board members

The first step is to verify the appointment status of all current board members. Some or all of the individuals serving on the board may have already been properly appointed. At this stage, the goal is to confirm whether or not there is an issue to resolve and, if so, the extent of that issue.

In order for an individual to have been properly appointed, there must be record of a motion to appoint made by the council of the municipality that established the board. The motions must also appoint the individual for a term that has not yet expired. You will likely need to look back through council meeting minutes to find record of appointment motions for each board member.

If you do find evidence of board appointments in council meeting minutes, verify that the motions include the necessary components. If a motion to appoint an individual is unclear or incomplete, then the appointment is invalid and will need to be resolved. At a minimum, the motion should:

- Include the first and last name of the individual being appointed
- Use the legal name of the library board as per the Libraries Act, section 3, the legal name of a municipal library board is always the "[Name of municipality] Library Board"
- Use the word appoint language like approve, confirm, etc., is unclear and suggests an entity other than council has made the appointme, t
- Include a term length or term expiry date

The elements of a valid appointment apply to all individuals appointed to the municipal library board, including those individuals who are also councillors. While councillors will often be appointed to the board at council's annual organizational meeting, it is important to note that the library board is not a committee of council and has its own appointment requirements defined by the *Libraries Act*.

If you are unsure whether or not a motion to appoint is satisfactory, please consult with Public Library Services Branch.

If you are able to locate motions appointing all individuals currently serving on the board, and all terms are current (i.e. not expired), then there is no issue to resolve and you can proceed to step 4.

If you are unable to locate motions appointing some or all individuals currently serving on the board, or the motions are unclear, incomplete, or have expired terms, proceed to step 2.

2. Prepare a list of individuals to be appointed

The next step is to compile a list of all individuals who are currently serving on the board but have not been properly appointed as identified in step 1. This list will help municipal administration prepare a request for council to make the appointments.

The list only needs to include names of the individuals to be appointed but you may also wish to include their desired term expiry dates. This can be helpful in ensuring that the eventual appointments align with the expectations of the individual board members and minimize disruption to board operations.



Council has full discretion as to who is appointed and for what length of term. Input from the board is ultimately a recommendation and there is no guarantee that it will be followed entirely or at all.

3. Present a request for council decision

With a list of individuals to be appointed, work can begin on preparing a request for a council decision. How the request is prepared will depend on local practice; however, it is likely that municipal administration will draft the motion(s) and compile background information for council.

When drafting the motion(s), consider the following:

- Appointments can be made in a single motion or separate motions for each individual
- Motions should include the minimum required components as described in step 1
- Motions should not include the assignment of ε β officer positions (e.g. chair, treasurer) as per the Libraries Act, section 32, it is the board that elects a chair and any other officers
- It is not necessary for appointments to be back 'ated or otherwise made retroactive

Special consideration should be given to the appointment term. While suggested term expiry dates may have been provided by the board, municipal administration and council may wish to strategically assign terms to achieve various outcomes.

For example, there may be a desire to have library board appointments always expire in the same month to streamline the annual appointment process. Similarly, there may be an opportunity to stagger expiry years to promote board continuity and avoid a situations of a mass turnover.

Whatever is decided in regards to term length, it is recommended that the term be expressed in the motion with an expiry date that includes the month, day, and year. Alternatively, the term length can be expressed simply as X years (e.g. 3 years). In the latter scenario, the expiry date would be interpreted as X years from the date of the council meeting. In all cases, a term cannot exceed 3 years.

Here is a sample motion that includes all the required components and best practices:

Motion to appoint the following individuals to the Village of Mountain Library Board for the specified terms:

Linda Black – term expiry date October 31, 2022

Doug Murray – term expiry date October 31, 2022

Mark Smith – term expiry date October 31, 2023

Jane White – term expiry date October 31, 2023

Barbara Wilson – term expiry date October 31, 2024

If the motion or motions meet all requirements, and are successfully passed by council, you can consider the appointment issues resolved.

4. Follow up to confirm legal appointments

Once legal appointments have been confirmed—i.e., there is record of valid appointment motions for all board members—ensure the board has been notified. Both the board and municipality should note the motion number(s) and term expiry dates to assist in tracking when re-appointments or new appointments will be needed. Depending on the circumstances, you may also wish to inform other stakeholders (e.g. neighbouring municipality, PLSB) of the successful appointments.

Improving the appointment process



Ensuring your municipal library board is properly appointed is an ongoing process. Below are some further considerations to help municipalities and their library boards improve the appointment process.

Collaborate on recruitment

While appointments may only be made by municipal council, it is best practice for municipalities to collaborate with their library board on recruitment.

Library boards can offer a unique perspective on the appointment process that municipalities should seek and value. For example, the library board will likely know best what characteristics, qualifications, and skills will benefit its work. The board is also more likely to have direct contact with community members who are interested in volunteering and can recommend those individuals for appointment.

Although the input of the board is always valuable, it is recommended that municipalities still play an active role in the process rather than simply rubber-stamping appointments. The authority to appoint is one of the primary ways a municipality ensures accountability from its library board so the responsibility should not be taken lightly.

Municipalities can consider getting more involved by assisting with the development of a recruitment strategy, advertising openings through municipal channels, and/or participating in the vetting process.

Work with neighbouring municipalities

Municipal library boards often service an area that extends beyond their municipal boundaries. Residents of a rural municipality, for example, may access public library service in a neighbouring town or village. In such cases, there may be a desire \hat{p} participation from that neighbouring municipality.

While the council of a neighbouring municipality cannot appoint to the library board, they can make a recommendation and forward the name of the individual (or individuals) they would like to see appointed. The details of such an arrangement can be worked out between the municipalities as long as all board members are appointed by the council of the establishing municipality.

Track and communicate appointment terms

Both boards and municipalities should keep up-to-date records on the status of all library board appointments. Consider using or adapting the tracking template attached to this guide.

When an appointment is made, it's a good practice for the municipality to send a letter to both the board and individual board member informing them of the appointment and its terms. You will find a sample letter attached to this guide.

Finally, arrangements for re-appointments and new appointments should be made in advance of the current members' term expiry dates. This ensures no lapse in term for continuing members and helps avoid a situation where a board is operating with fewer members than intended for any period of time.

Support and resources

If you have questions, please contact Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first) or by email at libraries.ca. Information is also available at www.albertalibraries.ca



Appendix 1 – Appointment Tracking Template

<The (Name of Municipality) Library Board>

Name of board member	Date of initial appointment	Current term ends	Number of felins served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term
				Motion#98765f – appointed for a 3 year term
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Appendix 2 – Sample Appointment Letter

MUNICIPALITY LETTERHEAD

<Recipient> Street Address City, AB A1B 2C3

Date

Dear < Recipient>,

On behalf of the <name of municipality>, we would like to thank you for putting your name forward to sit as a library board member on the <legal name of library board>.

At the Meeting of Council held on <date>, Council made the following motion:

<motion #> <motion appointing the individual>

This appointment is for <1, 2, or 3> year(s) and will be reviewed at the <20XX Organizational meeting, etc.>. As a library board member, you are part of a governing board tasked with delivering comprehensive and efficient public library service as per the *Libraries Act* and *Libraries Regulation*.

To answer any further questions you may have, and for more information about the library board, please contact < library board chair and/or library manager, with contact info>.

We would like to express our appreciation for your willingness to serve your community.

Sincerely,

Your Name, position

cc: library manager>, <name of library>

library board chair>, <legal name of library board>

Committee Name:	Northern lights librar System
Meeting Date & Time:	March 04/22 10am - 11:30pm
Attendees:	31 Attendees
Discussion:	-Auditor report is available if needed -Auditors reported a deficit of excess of 21,931 it will beaddressed in 2022 budget
	- summer reading program theme is enchanted myths and legends information will be available by end of may -fees are dre, NLLS will reach out to libraries as required -spark and ignite theme conference will be held -spark and ignite theme conference will be held
	May 28 for board members with meeting, will be look at possible hybrid model but mainly in person
Actions:	-working on all libraries to access data easier
	drones) so libraries have access to thom. -working on options for little libraries, return boxes -working on establishing wifi services to have outside
Future Items:	-dddressing delivery routes for more efficiency -looking at ways to cross train staff to cover sick leave etcconsolidating microsoft office tenants from 49 to I nelp manage information
Submittted By:	- working on network chhancment to help connectivit

Committee Name:	Innisfree Delnorte Parent Student Council
Meeting Date & Time:	February 22 2022
Attendees:	Deb McMann, Krystin Cannan, Kara Jackson, Vanessa Fundytus, Naomi Melnyk, Carmen Kassian, Rachell Miller, Marilyn, Lori Feschuk, Lisa Anderson, Amberlyn Myshaniuk, Marilyn Newton, Evan Raycraft
Discussion:	Grad - May 6th Buss Not Running Due to Road Conditions or Poor Weather Policy was discusses Mental Wellness provided by FCSS in the School - She will be hosting a parent power hour every second visit. Parents can contact with concerns or requests for resources during this time. Learning Disruption - benchmarking with grade 1-3 students in math and language arts. Tiffany T. Will do some targeted reading recovery work that grade 2/3 students. Science of Reeding is also being studied being implemented. Once dollars come for grade 1 students there will be programing for them. Grade 4-6/7-8 students have been combined in order to do group play. There was lots of discussion as parents feel that the grade 7/8 are being held back. Total of 3018 students In the School Division, Current Delnorte Enrollment is 50 BTPS Board decided to support a motion to fund up to \$40,000 for referbshment of the Tennis Court/Multiuse area, Additional Funding will be required. Ski Trip - March 2nd, Bussing Provided by School Council March - Swimming Lessons for Grades 1-6 School Council will again pay for bussing. I shared the Village Motion on the Driver Feedback sign with School Council. BTPS Engagement Session - Multiple dates available for Parents and School Council Members to attend Boston Pizza Receipts are still being collected at The Village Office, Library and at the School.
Actions:	Funding Required for Multiuse Area, Grants applications are being put together.

Future Items:	
	Next Meeting is March 22nd Prairie Principal - Mr. Kevin Van Lagen Coming on April 14th 7:00pm, I would encourage Mayor, Council and Administration to attend.
Submitted By:	Evan Raycraft - Councillor March 8, 2022

February 15, 2022 – March 15, 2022

11 - Council

- o Elected Official Training:
 - Munis-101

Administration contacted Elected Officials Education Program, regarding 2022 Munis-101 Training. Administration was advised that there is currently no training being offered until November 2022. If there are quite a few By-Elections that take place in early 2022, EOEP may consider holding a training session in late Spring.

Municipal Elected Official (MEO) – AEMA *Mandatory*

Administration reviewed the AEMA Training Calendar for 2022. Upon review, no MEO Courses are being offered at this time. Administration forwarded an email to AEMA in this regard. Administration awaits their response.

• Emergency Management Orientation:

Date and Duration: April 6, 2022 (9:00 AM – 3:00 PM)

Location: Town of Vegreville Council Chambers

Participants: ICP Personnel, AEMA Field Officer and CN.

Elected Officials - Elected Officials do not need to attend orientation session

Emergency Management Workshop:

Date and Duration: April 7, 2022 (9:00 AM – 4:00 PM)

Location: Town of Vegreville Council Chambers

Participants: ICP Personnel, AEMA Field Officer and CN.

*We do not require all elected officials to attend – Ms. Danielson suggests maybe those members of the Regional Advisory Committee attend? *Clr. McMann (Mayor Johnson Alternate)*

Please let Administration know which Councillors wish to attend the workshop on April 7, 2022. Please do so, no later that Thursday, March 17, 2022.

<u>12 – Administration</u>

- o Finances
 - 2021 Municipal Audit:
 - Financial Statements have been drafted and are being presented at the March 15, 2022 Regular Council Meeting.

Council, please select a date to hold a 2022 Annual Public Meeting.

- 2022 Operating/Capital Budget:
 - Administration continues to work on the 2022 Operating Budget, Capital Budget(s) and other documents.

Council, please select a date to hold a Budget Meeting (to allow Council and Administration to review the 2022 Proposed Budget before bringing forward to the April 19, 2022 Council Meeting).

- Public Participation Survey:
 - See Schedule "C"

February 15, 2022 – March 15, 2022

- Council Minute Action List:
 - See Schedule "A"
- Municipal Grants Report:
 - See schedule "B"
- o Health & Safety:
 - Safety Meeting:
 - Administration and Public Works held a Staff Safety Meeting on March 3, 2022.
 - Next Meeting:
 - Administration and Public Works will be conducting monthly Safety
 Meetings pursuant to the Occupational Health and Safety Act; next meeting
 has been set for April 12, 2022.
- o Strategic & Tactical Plan
 - Administration has brought forward a draft 2022 Strategic for Councils review.
- Other:
 - Administration submitted the 2021 WCB Annual Report on February 14, 2022.
 - Due to a scheduling conflict, Administration has cancelled the LGAA Conference April 6-8, 2022 (Red Deer, Alberta).

Alternatively, Administration has registered for the Municipal Administration Leadership Workshop (Kananaskis, Alberta) from May 10-13, 2022. The conference draws senior and junior level CAOs from Urban and Rural, large and small jurisdictions who value the opportunity to learn from each other as well as from experts in the field.

The CAO has applied for the Larry Majeski Bursary through the Society of Local Government Managers, that could cover the entire conference expense.

<u>23 – Fire</u>

- o Fire Chief Report:
 - See attached Agenda Item 10D

25 – Emergency Service

- NG-9-1-1 Webinar & GIS Telus
 - Administration has forwarded an email to East Central 911 to discuss the future changes to the NG-9-1-1 system and how these changes will affect our Community moving forward.

February 15, 2022 – March 15, 2022

<u>26 – Bylaw Enforcement</u>

- o Updates:
 - Bylaw Enforcement Officer will continue to monitor and enforce applicable bylaws.

32, 41, 42 & 43 – Public Works/Water/Sewer/Waste

- o Public Works Foreman's Report:
 - See attached Agenda Item 10C

61 – Planning & Development

- o GIS System County of Minburn
 - No further correspondence has been reviewed.

66 - Land

- o 2021 Tax Sale/Public Auction & 2022 Tax Arrears List Deadline
 - The 2022 Tax Arrears List Deadline is March 31, 2022.
 - Administration continues to notify the landowners of the parcels that have been added to the 2021 Tax Recovery Arrears List, to encourage payment of Tax Arrears before March 31, 2022.
 - Administration has also notified landowners that are to be added to the 2022 Tax Recovery Arrears List, to encourage payment of Tax Arrears before March 31, 2022.
 - Administration will bring forward tentative dates for the 2021 Tax Sale/Public Auction after March 31, 2021. *Administration plans to conduct the Tax Sale/Public Auction in late spring or early summer of 2022.*

72 - Recreation

- Birch Lake Campground & Recreation Park:
 - Application deadline for the Park Manager is March 10, 2022. Once interviews are completed, Administration will arrange for training for the successful candidate.
 - Administration will provide a Public Welcome to the new Park Manager, to promote the Recreation Park and introduce the new management for 2022.
- o Pennecon Update:
 - No further correspondence has been received.

74 – Culture

- o Registering for 211:
 - Administration is registering the Village of Innisfree on the 211 Non-Emergency Number that connects Albertans to a full range of Community, Government, Social and Health Services. 211 became available Province wide

February 15, 2022 – March 15, 2022

in the fall of 2021. You can call, text, live chat, search or visit ab.211.ca to find free, non-emergent and confidential information 24/7 and is offered in more than 170 different languages.

o Innisfree Library:

• Library has many events scheduled for 2022. For more details, visiting the Innisfree Library website: https://www.innisfreelibrary.ca/

o MMI-FCSS:

• MMI-FCSS has many events scheduled for 2022 (i.e. Community Volunteer Income Tax Program: April 1, 2022, Friendly Phone Visiting Program, etc.) For more details on any of the programs/events, please visit MMI FCSS Website: https://mmifcss.wixsite.com/mmifcss

Reminder: Volunteers are needed! If you know someone who may be interested in Volunteering, please contact the MMI FCSS Department.

Important Dates:

- O March 22, 2022 Joint Landfill/Transfer Station Meeting (1PM-5PM) Innisfree Senior Drop-In Centre
- O April 6, 2022 Region of Minburn Workshop: Regional Emergency Management Committee (Council, CAO & Staff)
- April 7, 2022 Region of Minburn Exercise: Regional Emergency Management Committee (Council, CAO & Staff)
- O April 14, 2022 Innisfree Delnorte Sustainability Committee Presentation
- o April 15, 2022 Good Friday Village Office/ PW Department Closed
- O April 18, 2022 Easter Monday Village Office/PW Department Closed
- O April 19, 2022 Regular Council Meeting

SCHEDULE "A"

Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2021-09-21/07 & 2021-10- 07/02	2021 Asphalt Rehabilitation Quotes — Request for Decision / 2021 Asphalt Rehabilitation Revised Quote/Asphalt Disposal	Admin	Work has been postponed until Spring 2022. A Letter of Understanding has been signed by the contractor to maintain the 2021 project contract in 2022.
2021-11-16/06 2022-01-18/04 2022-02-15/06 2022-02-28/01	Del Norte School Lighting – Innisfree Parent Council Request	Admin	Initial draft of the Traffic Safety Bylaw was presented to Mayor and Council on January 18, 2022, February 15, 2022 and February 28, 2022. Amendments have been brought to the March 15, 2022 for approval.
2021-11-16/07	Driver Feedback Signage	Admin	Administration will provide quotes and a recommendation for Council, at the April 2022 Council Meeting.
2021-12/14/18	MSP Projects	Admin	Fire Hall -Installation of wash/sanitation station was completed on February 14, 2022
2021-12-14/22	CAO Report: MSP Project Proposal	Admin	Administration has requested quotes from multiple companies regarding Ball Diamond Shale. Administration has received two of four quotes for 40m³ of shale. 1. \$7,402 (pick-up). \$8,442 (Incl. Delivery) 2. \$7,020 (Pick-up) Quote for delivery not received to date. Awaiting two additional quotes.

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2022-02-15/03	Payment Acceptance Policy 1200-03	Admin	Policy has been amended, per Council motion. Policy has been uploaded on website and copies have been provided to Council and staff.
2022-02-15/05	Procurement & Expenditures Policy 1200-04	Admin	Amended Policy on March 15, 2022 Agenda for Council approval.
2022-02-15/07	Signing Authority & Council Committee Appointments	Admin	Signing Authority has been successfully updated with the Village's financial institution. Letters have been forwarded to the respective committees regarding the newly appointed members.
2022-02-15/08	Northern Lights Library System – 2022 Budget	Admin	Letter and payment have been forwarded to Northern Lights Library System per Council motion.
2022-02-15/09	Joint Fire QMP Agreement	Admin/Council	Mayor and CAO have signed the Joint Fire QMP Agreement and have forwarded the signed document to the County of Minburn.
2022-02-15/10	4 th Quarter Strategic Plan Update	Admin	The amended 4 th Quarter Strategic & Tactical Plan has been uploaded to the Village website.
2022-02-15/11	Driver Feedback Sign – Alberta Transportation Update (GTF-1196)	Admin	Administration has sent out requests for Driver Feedback Sign Quotes. However, has not received all quotes to date. Administration will prepare a detailed proposal, for Council's review at the April 2022 Council meeting.

2022-02-15/15	Spring 2022 Municipal Leaders' Caucus Convention – March 9-10, 2022	Council	Council has virtually attended the Spring 2022 Municipal Leaders Caucus Convention, due to inclement weather conditions. Reports to be provided by Mayor Johnson and Clr. Raycraft.
2022-02-15/16	Economic Development Week Proclamation – May 9-13, 2022	Admin	Council has declared May 9- 13, 2022 as EDW, per Council motion. Proclamation has been forwarded to Economic Developers Alberta, to be uploaded to their website. Administration will update the Village website, as well.

SCHEDULE "B" Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Completed Comments/Concerns:
MUNICIPAL S	STIMULUS PROGRAM: AMO	OUNT REMAINING	OUNT REMAINING = \$32,984 (DEADLINE: DECEMBER 31, 2022)	CEMBER 31,	2022)
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake				-	
	Ball Diamond Shale	\$7,000	24 Yards (delivery		Administration has
			included): \$4,838		received 2 of 4 quotes.
					See Schedule "A" for
					details on quote
					amounts.
	Flectrical Upgrades	\$5.000			Administration has
					touched base with Local
					Electrician regarding
			10		electrical upgrades at the
					campground. Further
					information to be
					provided.
	Picnic Tables & Fire Pits	\$5,000			Administration has
		88			received one quote for
					lumber for the
					construction of picnic
	3		19		tables. Administration
	,	٠			has sent out additional
					quotes for comparison,
					for Council review at a
					future budget meeting.
					PW will inspect Fire Pits
					0+ +bo Compagning once
					snow melts.
	Outhouse Rehabilitation	\$16,000			Administration has sent
					out a request for quotes
				-	and will have a proposal
					prepared for Council

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The second of th	Comments/Concerns:
	Completed
Municipal Grants Report	Actuals
Municipal G	Budgeted Ac

Item Details

Project

review at a future budget meeting.	Motion # 2021-03-26/04	Motion # 2021-06-15/12		Motion: 2021-12-14/18	The state of the s	Motion: 2021-12-14/15	17 THE TOOK TO THE THE	Motion: 2021-12-14/10
	Yes	Yes		Yes.		Yes.	>	S S
	\$8,763	\$2,998		\$573.85 (2021)	\$2/2 (7777)	Quote: \$3,897.08 Actual: \$3,125.48	ā	Flumbing Quote: \$ 600 2021 Sink: \$330 2022 Actual: \$650
		***************************************		\$6,000		\$1,500		\$1,000
	Tinning of Administration Office Roof	Repairs to Side by Side		Replace Overhead Doors		LED Lighting		Install Sink/Washing Station
			Fire Hall					

SCHEDULE "B"

	Comments/Concerns:
	Completed
unicipal Grants Report	Actuals
Municipa	Budgeted
	Item Details

Project

Project	Project Item Details Bu	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13636	2021-2023 ACE Water	\$74,333.00	\$37,400.00 (2021)		2022: \$24,140
CAP-12135	Bobcat/Skid Steer Accessories	\$4,381.00	Portable Salt/Sander: \$1,619 (2020)		Project completed.
CAP-13446	Community Garden Project	\$10,000		r.	Administration and Public Works will obtain quotes for dirt, fencing materials, signage and other additions that may be deemed appropriate for the Community Garden.
CAP-13638	Lawn Equipment & Accessories	\$1,500	Lawn Equipment: \$2,248.04 Motion # 2021-04-20/17		Jard Industrial quote provided includes: - 3 Trimmers = \$1,344 - 3 Blowers (included) - 3 Batteries = \$807 Totaled = \$2,151
CAP-13414	Village Administration Office Renovations	\$50,000			Administration to advertise an RFQ for the removal and installation of flooring, and improvements to front counter/desk & exterior of building, and required electrical & plumbing upgrades
CAP-12594	Replacement of Zero Turn Lawn Mower	000'6\$	\$6,405.00 Motion # 2021-04-20/12	Yes.	Project completed.
CAP-14033	Fire Hydrants	\$20,000			Install Fire Hydrants at 54 St (Rec Hall) & 53 St.

SCHEDULE "B" Municipal Grants Report Budgeted Actuals

Item Details

Project

Completed Comments/Concerns:

and 49 Ave to increase	coverage.	Infrastructure/Capital	Plan Item #4.01.	Tabled until	Spring/Summer 2022	Administration met with	contractor and will	provide quotes for a	future budget meeting.	Administration applied	for MSI Funding to	ensure funding was	available. Administration	has not actioned this	item.	Administration has sent	out a RFQ on a trade in	and purchase deal.	PW will obtain quotes for	the replacement of the	skid-steer, for inclusion	in the 2022 Capital	Budget.	Reason: hours on skid-	steer are at obtimum	value for trade-in.
				-															ŧ							
Anna and the property of the state of the st										\$15,000									1							
Tomas of the state										Side by Side Purchase	•								Trade-in Bobcat/Skid-	Steer						
										CAP-14018									-					•		

SCHEDULE "B"

Municipal Grants Report

Budgeted

Item Details

Project

Completed Comments/Concerns:

Dangelea #10 000	٥١٥١١٥١	Completed	Commonte/Concorne.
420,000	Actuals	paradillo	2022-02-15/06
			Administration has sent
			out RFQs for Driver
			Feedback Signs, to be
			presented at a future budget meeting.
\$75,000	2022 *Est* SFE:		Paving to be completed
(Kemaining Funds – 27,472)	 Flooding/Culvert Installation: \$4,800 *Paving Cost* 		iii Spinig 2022.
\$217,650			Rehabilitation will
			per application.
000			Infractructure audit
9			recommended 6
			Manholes need
	9		immediate repairs.
			PW to identify priority
	0	-	areas, to present at a
	\$75,000 (Remaining Funds – 27,472) \$217,650	472)	472)

The Village of Innisfree, through its Public Participation Policy, is invited residents (residential, commercial and industrial) to provide their input into the 2022 budget process by providing answers to the following questions about current levels of service and priorities of capital projects. A summary of the results are as follows:

Question	Options	Results
Q 1 – Do you reside in the Village of Innisfree:	a. Full-time b. Part-time c. Seasonally	0 + 0
Q 2 – Would you consider yourself	a. A young adult (18-40) b. A middle-aged adult (41-65) c. A senior (66+)	ი 4 ო
Q 3 - Do you have school-aged children (K-12)?	 a. No, I do not have any school-aged children b. Yes, I do have school-aged children and they attend Delnorte School c. Yes, I do have school-aged children and they are home-schooled d. Yes, I do have school-aged children and they go to a school in a different community 	7-00
Q 4 - What is your knowledge of the municipal budgeting process?	a. More than average b. Average c. Less than average	4 0 0
Q 5 – Is your property connected to the municipal water and sewer system?	 a. Yes, my property is connected to the municipal water and sewer system, and I use the services b. Yes, my property is connected to the municipal water and sewer system, however my property is vacant c. No, my property is not connected to the municipal water and sewer system and my property is adjacent to the water and sewer main lines d. No, my water is not connected to the municipal water and sewer system and my property is not adjacent to the water and sewer main lines 	

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0 0 - 4 w	ro α α ←	0 1 7 0 0
a. Strongly agree b. Agree c. Neither agree nor disagree d. Disagree e. Strongly disagree	a. Strongly agree b. Agree c. Neither agree nor disagree d. Disagree e. Strongly disagree	a. Strongly agree b. Agree c. Neither agree nor disagree d. Disagree e. Strongly disagree
Q 6 - Last year, a residential property avalued at \$150,000 would have paid \$2,580.60 in property taxes; a commercial property valued at \$150,000 do paid \$3,912.65, excluding the requisitions for Education and Seniors' Housing. Overall, do you feel that you receive good value for your tax dollars?	Q 7 - A Minimum Municipal Tax can encourage development of derelict properties. If a property in disrepair was taxed on assessment only, there would be no incentive to improve the property. The implementation of the Minimum Tax Levy is meant to ensure vacant/derelict properties pay a comparable share of the Village's operating costs. Last year, the Minimum Municipal Tax was set at \$725 for both residential and commercial properties (equivalent to \$60.42/month). Overall, do you feel this levy is fair and that taxpayers receive good value for their tax dollars?	Q 8 - Innisfree provides water, sanitary sewer, stormwater, door-to-door garbage by pick-up and landfill services, which are primarily funded by Utility Fees and Charges. Overall, do you feel that you receive good value for your fees and charges?

	4	ω	m & O	0 0	· · · · · · · · · · · · · · · · · · ·	
Odillially of results	a. Yes, vacant properties that are connected to water/sewer services do not need to	 b. No, vacant properties that are connected to water/sewer services should be required to contribute to current and future costs 	a. Above average b. Average c. Below average	 a. Yes, it would be a great value-added service to Taxpayers b. No, Taxpayers/residents should be responsible for the sidewalks adjacent to their own properties 	a. Road Maintenance (summer and winter) b. Recreation Park c. Infrastructure Replacement and Investment d. Community Events e. Garbage Pick-up f. Recycling/Composting g. Population and business and/or tourism growth h. Housing for low-income families i. Housing for seniors j. Policing k. Other (please specify): - Energy efficiency (solar power)	
	Q 9 - Innisfree does NOT charge	properties that are connected to Utility Services. Do you feel that this is fair?	Q 10 - The Public Works Department removes snow from municipal roads after a snowfall pursuant to the Village of Innisfree's Snow Removal Policy. Overall, how do you feel the level of service being provided for snow removal is?	Q 11 - In the Village there are many senior residents, snow-birds and vacant landowners. Should the Village provide snow removal services as a value-added service to property owners?	Q 12 - What service or priorities should the Village put more focus on? (Choose up to three): BA A BA A BA A BA BA A BA B	Q

	4	80874	- 4 ω -	
Odillial y of 100 dile	 a. Sewer Infrastructure b. Water Infrastructure c. Roadways d. Recreation/Tourism (Campground, Museum, etc.) e. Other (please specify): 	a. Sewer Infrastructure b. Water Infrastructure c. Roadways d. Recreation/Tourism (Campground, Museum, etc.) e. Other (please specify): - Housing for seniors/low income - Extra staff to do the job that one person can do Residents & their need/safety	 a. Attend a special budget meeting b. At an annual village meeting c. Fill out surveys or questionnaires d. Other (please specify): - Website/Social media documents 	
	Q 13 - In 2018, the Village of Innisfree underwent a Municipal Viability Review. As a result of the Viability Review, the Minister of Municipal Affairs provided directives which the Village of Innisfree is required to implement and follow. One of the directives was the development of a 10-, 20- and 30-Year Capital Plan (based on a 2016 Infrastructure Audit) outlining key infrastructure items that are ranked Low, Medium, and High priority. In your opinion, what high priority Capital project should that Village focus on in 2022?	Q 14 - In addition to question 14, what service or priorities should the Village focus less on? Choose up to three:	Q 15 – How would you like to provide input in the annual budgeting process?	

	was unable	
 Coffee shop of a store in town for residents and to attract people to come into town. Lown. We need it to encourage people to come into town. Council and administration should be more frugal with their spending, as our village residents cannot afford the taxes we are forced to pay now, not to mention the idea of an increase again. The 12% increase this past year was totally inappropriate. 	comments: Many residents/taxpayers who filled out the survey by hand, did not answer certain questions as stated. Therefore, administration was unable to include those answers.	
Q 16 – Additional Comments	Notes/Comments: - Many residents/taxpayers who fillecto include those answers.	

Village of Innisfree Monthly Financial Reconciliation February 28, 2022

	General Operating	Tax Recovery Account	Municipal Grants	Capital Reserves
Previous Month Balance	289,595.36	478.90	535,211.59	232,440.30
Deposits	28,400.57			
Deposits in Transit	-			
Interest Received	118.15	0.24	266.87	34.13
Sub-Total	318,114.08	479.14	535,478.46	232,474.43
Less Disbursements (A/P & PR)	83,593.96			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	28.95			
Monthly Interac Fee(s)	61.54			
Staples Supplies	204.75			
ATB EFT Fees	29.88			
Alberta Land Titles	20.00			
Liberty Security - Monthly Fee	91.33			
Month End Balance	234,058.67	479.14	535,478.46	232,474.43

Month End Balance	234,058.67	479.14	535,478.46	232,474.43
Less Outstanding Cheques	37,852.31			
Sub-Total	271,910.98	479.14	535,478.46	232,474.43
Deposits in Transit				
Month End Balance	271,910.98	479.14	535,478.46	232,474.43
	General	Tax Recovery Account	Municipal Grants	Capital Reserves

Outstanding Cheques					
Chq #	Amount	Chq#	Amount		
344	15.00	49	17,992.46		
402	30.00	50	1,245.03		
473	204.00	51	1,237.17		
608	30.00	52	50.00		
10407	30.00	53	1,837.75		
10453	30.00	54	682.50		
10463	82.00	56	1,150.60		
10504	52.00	57	708.75		
10534	9.60	60	1,094.19		
10545	30.00	61	36.42		
10578	55.00	66	160.00		
10579	15.00	67	393.83		
37	367.50	68	160.00		
46	4,241.70	69	1,648.85		
48	2,149.53	70	2,113.43	Total O/S Chq's	37,852.3



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General Ledger	Description	2021 Actual	2022 Actual
IOITAXAT	V		
1-00-00-110	Taxes Residential	166,348.76	0.00
1-00-00-110	Taxes Non-Residential	46,719.48	0.00
1-00-00-111	Taxes M & E	4,341.49	0.00
1-00-00-112	Taxes SP Levy	0.00	0.00
1-00-00-190	Taxes Linear	27,882.89	0.00
1-00-00-230	Taxes Federal GIL	1,056.16	0.00
1-00-00-240	Taxes Provincial GIL	0.00	0.00
1-00-00-250	Taxes Minimum Levy	25,643.83	0.00
1-00-00-321	ASFF Residential Levy	27,436.04	0.00
1-00-00-322	ASFF Non-Residential Levy	11,781.88	0.00
1-00-00-330	Seniors Housing Levy	2,804.36	0.00
1-00-00-260	Taxes - Designated Industrial Property	90.77	0.00
* TOTAL TA	XATION	314,105.66	0.00
REQUISI"	rions		
	Designated Industrial Property Req	0.00	0.00
2-00-00-260	ASFF Requsition Residential	26,117.36	0.00
2-00-00-321 2-00-00-322	ASFF Requisition Non-Residential	11,173.33	0.00
2-00-00-328	ASFF Prior Year Levy Adj Residential	0.00	0.00
2-00-00-329	ASFF Prior Year Adj Non-Residential	0.00	0.00
2-00-00-329	Seniors Foundation Requisition	2,825.00	3,811.00
2-00-00-330	Seniors Foundation-Req	0.00	0.00
	EQUISITIONS	40,115.69	3,811.00
**P TOTAL T	AX AVAILABLE FOR MUNICI	273,989.97	(3,811.00)
GENERA	L REVENUE		•
		21,117.75	18,722.74
1-00-00-510	Penalties Taxes Franchise Fees - Natural Gas	23,719.84	4,024.88
1-00-00-540 1-00-00-541	Franchise Fees - Electricity	14,910.04	1,465.28
1-00-00-550	Bank Interest (General Operating)	2,676.59	262.30
1-00-00-551	Bank Interest - Grants	818.09	562.17
1-00-00-552	Bank Interest - Reserves	307.08	71.91
1-00-00-553	Bank Interest - Tax Recovery '09 (TBill)	0.98	0.50
1-01-00-590	Other Revenue Own Sources Invest	595.00	0.00
1-01-00-790	Sale of Assets Gain/Loss	0.00	0.00
1-11-00-765	Transfer from Reserves General	5,000.00	0.00
** TOTAL G	ENERAL REVENUE	69,145.37	25,109.78
ADMIN F	REVENUE		
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	0.00
1-12-00-135	Election (Senate/Referendum)	4,000.00	0.00
1-12-00-290	Sales Photocopies, Faxes, Services	1,231.18	279.04
1-12-00-401	Bank Fees Collected	0.00	64.00
1-12-00-560	Rental Revenue Adm	8,503.60	1,465.71
1-12-00-590	Other Revenue Own Sources Adm	6,409.75	312.59
1-12-00-841	Provincial Grant Capital	27,168.00	0.00
** TOTAL	ADMIN REVENUE	47,312.53	^{2,121,34} PAGE 133



SEWER REVENUE

1-42-00-410

1-42-00-510

Billings Sewer

Sanitary Sewer Penalties

Village of Innisfree

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Revenue & Expense Report

General	
Ledger	

Description

2021 Actual

2022 Actual

^{5,964.10} PAGE 134

35,035.58

0.00

1-21-00-530	ENUE Fines Police	100.00	0.00
	,		
* TOTAL FIN	IE REVENUE	100.00	0.00
FIRE REV	ENUE		
1-23-00-410	Fees Fire Fighting	9,669.91	187.50
1-23-00-850	Joint Fire Services Agreement	21,044.26	0.00
1-23-00-990	Proceeds of Capital Disposal Fire	0.00	0.00
1-23-00-765	Transfer from Reserves Fire	2,000.00	0.00
** TOTAL FII	RE REVENUE	32,714.17	187.50
BYLAW F	EVENUE		
1-26-00-522	License Animal	957.00	985.00
1-26-00-523	Business Licenses	375.00	445.00
1-26-00-590	Fines Bylaw	0.00	0.00
** TOTAL B	LAW REVENUE	1,332.00	1,430.00
PUBLIC \	VORKS REVENUE		
1-32-00-560	PW Rental Revenue	840.48	675.00
1-32-00-430	Sales Service (Grass, Snow)	1,469.05	0.00
1-32-00-765	Transfer From Operating Reserves PW	10,130.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	2,992.50	0.00
1-32-00-840	Grants Provincial - Operating	0.00	0.00
1-32-00-841	Grants Infrastructure Provincial PW	0.00	0.00
1-32-00-850	FEDERAL GRANTS	0.00	0.00
1-32-00-990	Proceeds of Capital Disposal PW	0.00	0.00
** TOTAL P	JBLIC WORKS REVENUE	15,432.03	675.00
STORMV	ATER REVENUE		
1-37-00-000	Grants - Provincial Capital	0.00	0.00
1-37-00-410	Stormwater Infrastructure Renewal	4,660.85	793.81
1-37-00-510	Penalties-Stormwater	0.00	0.00
1-37-00-850	Grant - Federal Capital	0.00	0.00
** TOTAL S	FORMWATER REVENUE	4,660.85	793.81
WATER I	REVENUE		
1-41-00-410	Water Consumption	43,583.39	6,547.13
1-41-00-411	Regional Water Fund	22,873.74	3,902.50
1-41-00-412	Water Base Fee	24,449.54	4,855.35
1-41-00-510	Penalties Water	2,775.08	587.95
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00
1-41-00-765	Transfer from Reserves Water	0.00	0.00
1-41-00-841	Provincial Grant Capital	37,400.00	0.00
** TOTAL V	ATER REVENUE	131,081.75	15,892.9



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General Ledger	Description	2021 Actual	2022 Actual	
1-42-00-765	Transfer from Reserves Sewer	5,000.00	0.00	
** TOTAL SE	WER REVENUE	40,035.58	5,964.10	
SOLID W	ASTE			
1-43-00-410	Billings Garbage	46,662.62	7,939.40	
1-43-00-411	Regional SWM Infrastructure Fee	17,539.74	3,015.40	
1-43-00-510	Penalties - Solid Waste	0.00	0.00	
1-43-00-511	Penalties SWM Fee	0.00	0.00	
1-43-00-764	Transfer from Contributed Reserve Garbag	0.00	0.00	
	DLID WASTE	64,202.36	10,954.80	
	VENUE			
LAND RE	VENUE Sale of Land	857.14	0.00	
1-61-00-410 1-61-00-522	Permits (Development, Subdivision)	150.00	0.00	
		1,007.14	0.00	
** TOTAL LA	AND REVENUE	1,001.14	0.00	
RECREA [*]	TION REVENUE			
1-72-00-590	Fees Park Grounds	20,175.14	0.00	
1-72-00-591	Fees Park Concession	0.00	0.00	
1-72-00-592	Fees Park Firewood	1,380.00	0.00	
1-72-00-760	Disposition Proceeds	0.00	0.00	
1-72-00-764	Transfer to Operating Reserves	0.00	0.00 0.00	
1-72-00-765	Transfer from Reserves Recreation	5,000.00	0.00	
1-72-00-830	Federal Conditional Grants	2,756.50 0.00	0.00	
1-72-00-841	PROVINCIAL GRANT - CAPITAL			
** TOTAL RI	ECREATION REVENUE	29,311.64	0.00	
CULTUR	AL REVENUE			
1-74-00-400	Van Revenue (Community)	0.00	0.00	
1-74-00-415	Museum Donations	0.00	0.00	
1-74-00-557	Museum Cost Recovery	0.00	0.00	
1-74-00-591	Revenue Own Sources Culture	0.00	0.00	
1-74-00-830	Grants Conditional Federeal Cultural	0.00	0.00	
1-74-00-840	Grants Conditional Provincial Cultural	0.00	0.00	
1-74-00-860	Other Revenue Own Sources Library	0.00	0.00	
1-74-00-900	Recoveries Insurance Cultural	0.00	0.00	
** TOTAL C	ULTURAL REVENUE	0.00	0.00	
*** TOTAL R	REVENUE	710,325.39	59,318.26	
COUNCI	L EXPENSE			
2-11-00-130	Employer Cont Source Dec=ductions	10.58	12.34	
2-11-00-135	WCB Council	0.00	0.00	
2-11-00-151	Fees Council	6,407.50	1,467.50	
2-11-00-211	Travel/Subsistence Council	716.87	129.55 0.00	
2-11-00-212	Conventions/Seminars Council	1,725.01	0.00	
2-11-00-274	Council Insurance	0.00		
** TOTAL C	COUNCIL EXPENSE	8,859.96	1,609.39	

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General Ledger	Description	2021 Actual	2022 Actual
2-19-00-274	General Insurance	5,128.41	6,355.01
** TOTAL GEN	NERAL EXPENSE	5,128.41	6,355.01
ADMIN EX	PENSE		
2-12-00-110	Salaries & Wages Adm	67,562.54	14,823.01
2-12-00-111	Honorarium (Admin)	600.00	0.00
2-12-00-115	Salaries & Wages Assistant Adm	0.00	0.00
-12-00-120	Salaries & Wages Casual	0.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,916.72	1,063.19
2-12-00-131	Employer Benefits Adm	7,711.24	2,209.86
2-12-00-135	Workers Compensation ADM	2,138.99	243.20
2-12-00-211	Travel/Subsistence Adm	79.48	0.00
2-12-00-212	Education Adm	0.00	0.00
2-12-00-213	Health & Safety Training - Adm	0.00	0.00
2-12-00-215	Telecommunications	3,343.63	642.65
2-12-00-216	Postage & Freight	590.82	103.90
2-12-00-217	Website Costs	1,175.00	0.00
2-12-00-220	Membership Dues Adm	1,243.99	1,471.03
2-12-00-221	Advertising/Printing/Subscriptions Adm	4,809.10	0.00
2-12-00-230	Audit/Assessor Fees Adm	24,600.00	1,150.00
2-12-00-250	Contracted Services Adm	17,285.05	1,031.99
2-12-00-274	Insurance Adm	959.07	1,026.21
2-12-00-290	Election/Census Expense Adm	2,601.55	328.77
2-12-00-510	Goods, Materials & Supplies Adm	10,574.44	679.00
2-12-00-540	Utilities Heat Adm	1,463.29	175.01
2-12-00-541	Utilities Power Adm	3,151.55	29.56
2-12-00-543	Utilities Water&Sewer Adm	0.00	0.00
2-12-00-650	Provision Doubtful Accounts	9,085.09	1,809.71
2-12-00-762	Transfer to Capital Adm	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	0.00	0.00
2-12-00-810	Bank Charges Adm	1,748.91	561.43
2-12-00-830	Bank Interest/Overdraft Fees Adm	0.00	0.00
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00
2-12-00-910	Land Title Charges	620.00	10.00
2-12-00-911	Legal Expenses	12,850.10	0.00
2-12-00-990	Grants to Organizations Adm	12,000.00	0.00
** TOTAL AD	MIN EXPENSE	191,110.56	27,358.52
FIRE EXP	ENSE		
2-23-00-120	Salaries & Wages Fire	15,625.20	0.00
2-23-00-125	WCB Fire	0.00	0.00
2-23-00-133	Travel & Subsistence Fire	0.00	0.00
2-23-00-211	Telecommunications Fire	3,257.92	99.96
2-23-00-217	Freight & Postage Fire	723.27	0.92
2-23-00-217	Advertising/Printing/Subscriptions Fire	250.00	0.00
2-23-00-221	Training Fire	950.00	0.00
2-23-00-250	Contracted Services Fire	592.93	1,115.00
2-23-00-274	Insurance Fire	1,605.55	1,880.27
2-23-00-274	Supplies, Goods & Equipment Fire	11,885.09	1,225.00
2-23-00-510	Fuel & Oil Fire	327.30	0.00
	Utilities Heat Fire	3,146.94	(166.47)
2-23-00-540 2-23-00-541	Utilities Power Fire	2,334.02	(282.65)
2-23-00-541	Utilities Water & Sewer Fire	0.00	0.00 PAGE 136

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General Ledger	Description	2021 Actual	2022 Actual
2-23-00-770	Grants to Organizations Fire	0.00	0.00
2-23-00-840	Operational Grant Local Government Fire	0.00	0.00
* TOTAL FIR	E EXPENSE	42,198.22	3,872.03
EMGEREN	ICY SERVICE EXPENSE		
2-25-00-300	Ambulance Requisition	0.00	0.00
2-25-00-310	911 Requisition	1,204.20	0.00
* TOTAL EM	GERENCY SERVICE EXPENS	1,204.20	0.00
BYLAW E	XPENSE		
2-26-00-216	Postage & Freight - Bylaw	0.00	0.00
2-26-00-221	Bylaw Advertising	0.00	20.63
2-26-00-222	Bylaw Enforcement Costs	0.00	264.96
2-26-00-510	Bylaw Enforcement Goods & Materials	0.00	336.14
** TOTAL BY	/LAW EXPENSE	0.00	621.73
PUBLIC V	VORKS EXPENSE		
2-32-00-110	Salaries & Wages PW	20,559.24	3,256.73
2-32-00-110 2-32-00-111	Honorarium (PW)	450.00	0.00
2-32-00-117	Salaries & Wages Casual PW	3,990.00	0.00
2-32-00-110	Employer Contributions Source PW	1,755.58	207.29
2-32-00-131	Employer Benefits PW	1,660.74	347.95
2-32-00-135	WCB	0.00	0.00
2-32-00-211	Travel & Subsistence PW	0.00	0.00
2-32-00-213	Health & Safety Training - PW	0.00	0.00
2-32-00-215	Telecommunications PW	2,413.72	445.60
2-32-00-217	Freight & Postage PW	47.00	0.92
2-32-00-221	Advertising/Printing/Subscriptions PW	0.00	0.00
2-32-00-250	Contracted Services PW	575.88	45.99
2-32-00-270	CN Services PW	130.00	0.00
2-32-00-274	Insurance PW	2,766.29	1,707.65
2-32-00-510	Goods, Supplies & Materials PW	10,430.57	2,415.96
2-32-00-521	Fuel & Oil PW	5,889.35	1,084.86
2-32-00-540	Utilities Heat PW	2,078.09	484.32
2-32-00-541	Utilities Power (Street/Shop) PW	54,566.37	264.65
2-32-00-543	Utilities Water/Sewer PW	0.00	0.00
2-32-00-762	Transfer to Capital PW	2,500.00	0.00
** TOTAL P	JBLIC WORKS EXPENSE	109,812.83	10,261.92
STORM	DRAINAGE EXPENSE		
2-37-00-250	Contracted Services - Storm Drainage	0.00	0.00
2-37-00-510	Goods & Equipment Repairs - Storm Draina	0.00	0.00
2-37-00-762	Contribution to Capital - Storm Drainage	4,775.00	0.00
** TOTAL S	TORM DRAINAGE EXPENSE	4,775.00	0.00
WATER I	EXPENSES		
2-41-00-110	Salaries & Wages Water	8,337.59	1,395.74
2-41-00-110	Salaries & Wages Casual Water	0.00	0.00
2-41-00-130	Employer Contributions Source Water	581.37	88.84
~	Employer Benefits Water	691.08	149.11 PAGE 137

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Revenue & Expense Report

General	Description	2021 Actual	2022 Actual	
_edger				
2-41-00-211	Travel & Subsistence Water	0.00	160.00	
2-41-00-215	Telecommunications - Water	1,783.16	311.44	
2-41-00-217	Freight & Postage - Water	108.70	118.99	
2-41-00-250	Contracted Services Water	12,749.35	712.46	
2-41-00-270	Licenses & Permits Water	0.00	0.00	
2-41-00-274	Insurance Water	2,166.66	2,318.34	
2-41-00-350	ACE Regional Water Purchase	55,734.80	4,241.70	
2-41-00-510	Goods, Supplies & Materials Water	9,578.71	203.55	
2-41-00-540	Utilities Heat Water Plant	2,086.95	87.81	
2-41-00-541	Utilities Power Water Plant	7,000.58	62.12	
2-41-00-762	Transfer to Capital Water	2,500.00	0.00	
2-41-00-830	Debenture Interest Water	0.00	0.00	
2-41-00-831	Debenture Principal Water	0.00	0.00	
2-41-00-840	750-Capital ACE Water Contribution	37,400.00	0.00	
* TOTAL WAT	TER EXPENSES	140,718.95	9,850.10	
SEWER EX	(PENSE			
2-42-00-110	Salaries & Wages Sewer	5,846.00	1,382.82	
2-42-00-130	Employer Contributions Source Sewer	412.54	88.84	
2-42-00-131	Employer Benefits Sewer	239.80	149.11	
2-42-00-215	Freight/Phone/Postage Sewer	0.00	27.91	
2-42-00-250	Contracted Services Sewer	0.00	0.00	
2-42-00-274	Insurance Sewer	1,439.63	1,540.42	
2-42-00-510	Goods, Supplies & Materials Sewer	11,237.50	0.00	
2-42-00-541	Utilities Power Sewer Lift Stations	6,981.92	148.85	
2-42-00-762	Transfer to Capital Sewer	2,500.00	0.00	
** TOTAL SEV	VER EXPENSE	28,657.39	3,337.95	
GARBAGE	EXPENSE			
	Salaries & Wages Garbage	16,132.26	3,269.67	
2-43-00-110	Salaries & Wages Garbage Salaries & Wages Casual Garbage	0.00	0.00	
2-43-00-120	Employer Contributions Source Garbage	1,131.41	256.63	
2-43-00-130 2-43-00-131	Employer Benefits Garbage	1,010.70	426.69	
2-43-00-151	Contracted Services Garbage	26,185.45	998.41	
2-43-00-274	Insurance Garbage	0.00	0.00	
2-43-00-510	Goods, Supplies & Materials Garbage	209.14	28.82	
2-43-00-510	Fuel & Oil Garbage	0.00	0.00	
2-43-00-760	Capital Purchase Garbage	0.00	0.00	•
2-43-00-762	Transfer to Capital Garbage	5,000.00	0.00	
2-43-00-762	Transfer to Capital Carbago Transfer to Reserves - Regional SWM	17,950.00	0.00	
2-43-00-703	Contrib. to Local Government	0.00	0.00	
2-43-00-770	MSI Cap-Garbage	0.00	0.00	
** TOTAL GA	RBAGE EXPENSE	67,618.96	4,980.22	
FCSS EXF	PENSE			
2-51-00-351	FCSS Requisition	1,837.75	1,837.75	
	SS EXPENSE	1,837.75	1,837.75	
** TOTAL FC	00 EX 2.102			
	G EXPENSE			
		0.00	0.00	

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General Ledger	Description	2021 Actual	2022 Actual
** TOTAL PL	ANNING EXPENSE	0.00	0.00
LAND PU	RCHASES EXPENSE		
2-66-00-710	Land Purchase	0.00	0.00
2-66-00-911	Land Title Costs	0.00	0.00
	ND PURCHASES EXPENSE	0.00	0.00
RECREAT	ION E XPENSES		
2-72-00-111	Honorarium (Recreation Park)	0.00	0.00
2-72-00-111	Salaries & Wages Casual Recreation	3,675.00	0.00
2-72-00-130	Employer Contributions Source Recreation	0.00	0.00
2-72-00-131	Employer Benefits Recreation	0.00	0.00
2-72-00-131	WCB Rec Park	0.00	0.00
2-72-00-103	Health & Safety Training - Rec	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	1,646.61	180.41
2-72-00-221	Printing/Advertising/Subscriptions	0.00	400.00
2-72-00-234	Training Recreation	0.00	0.00
2-72-00-250	Contracted Services Recreation	11,136.40	0.00
2-72-00-255	Maintenance Sports Grounds	0.00	0.00
2-72-00-274	Insurance Recreation	2,355.45	1,266.56
2-72-00-510	Goods, Materials & Supplies Recreation	16,082.43	0.00
2-72-00-521	Fuel and Oil Park	842.42	0.00
2-72-00-540	Utilities Heat Park Building	1,194.28	32.84
2-72-00-541	Utilities Power Park Grounds	4,582.45	6.93
2-72-00-543	Water/Sewer/Gas Hall	0.00	0.00
2-72-00-591	Concessions Park Grounds	0.00	0.00
2-72-00-592	Firewood - Recreation Park	2,728.57	0.00
2-72-00-760	Contirbution to Capital	0.00	0.00
2-72-00-762	Transfer to Capital Recreation	1,000.00	0.00
2-72-00-764	Transfer to Operation Reserves Recreatio	0.00	0.00
2-72-00-770	Donations Recreation	0.00	0.00
** TOTAL RE	ECREATION E XPENSES	45,243.61	1,886.74
CULTURI	E EXPENSES		
2-74-00-110	Honorairums (Library/Museum)	0.00	0.00
2-74-00-120	Wages- Museum & Library	0.00	0.00
2-74-00-250	Contracted Services Library/Museum	0.00	0.00
2-74-00-274	Insurance Cultural Organization	4,870.86	1,898.00
2-74-00-300	Regional Library Requisition	1,166.29	1,150.60
2-74-00-350	Local Municipal Library Grant	3,500.00	0.00
2-74-00-510	Goods & Materials Library/Museum/Culture	0.00	0.00
2-74-00-415	Donations - Museum	0.00	0.00
2-74-00-540	Utilities Heat Museum	4,100.23	322.99
2-74-00-541	Uttilities Power Museum	1,853.77	19.33
2-74-00-221	Printing/Advertising/Subscriptions	1,338.52	74.07
** CULTUR	E EXPENSES	16,829.67	3,464.99
*** TOTAL E	XPENSES	663,995.51	75,436.35
**** (SHPI II	S)/DEFICIT	(46,329.88)	16,118.09

2022-Mar-9 12:25:34PM

Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2022-03-09

2 Years 3 Years Over 3 1 Year Out. Penalty Outstanding Current Accum. Penalty Tax Levy **Title Holder**

lax revy Fenany		I charly cucumian.	
Tax Levy Additional Tax Levy	314,105.66	Local Improvement Levy Accumulated Penalty Outstanding Penalty	0.00 18,722.74 18,196.01
Sub Ledger	ler .	General Ledger	ger
Current 1 Year 2 Years 3 Years Over 3	9,094.43 42,831.60 31,563.86 26,939.79 48,011.32	3-00-00-211 3-00-00-212 Totals	9,102.11 149,338.89 158,441.00
Outstanding	130,44		
		Total GL	158,441.00
		Total SL Proof	158,441.00

*** End of Report ***



Roll #



Utilities Trial Balance (All Balances)

Trial Balance As Of 2022-03-09

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Account # Name

Account Active Amount Outstanding

Current

Overdue1

Overdue2

Overdue3 C

Overdue4

Sub Ledger		General Ledger		
Current	11,731.49		47 447 46	
Overdue 1	2,102.05	3-00-00-274	17,447.15	
Overdue 2	1,478.41			
Overdue 3	1,252.47			
Overdue 4	882.73			
—— Outstanding	17,447.15	Totals	17,447.15	
		Total GL	17,447.15	
		Total SL	17,447.15	
		Proof	0.00	

^{***} End of Report ***



Cheque Listing For Council

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Cheque #	Cheque # Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
	2022-02-23	ACE	2-41-00-350		PAYMENT JANUARY 2022 CONSUMPTION	4,241.70	4,241.70
20220047	2022 02 23	Alberta Municipal Services Cor			PAYMENT		9,591.24
20220047	2022-02-23		2-32-00-540		PW GAS	437.13	-,-
			2-41-00-540		WTP GAS	359.39	
			2-74-00-540		MUSEUM GAS	809.31	
			2-23-00-540		FIRE HALL GAS	292.57	
			2-12-00-540		VILLAGE OFFICE GAS	241.13	
			2-32-00-541		PW POWER	397.27	
			2-41-00-541		WTP POWER	761.19	
		·	2-74-00-541		MUSEUM POWER	174.03	
			2-23-00-541	22-1041952	FIRE HALL POWER	23.73	
			2-12-00-541	22-1041952	VILLAGE POWER	248.16	
			2-42-00-541	22-1041952	LS POWER	310.37	
			2-42-00-541		LS POWER	225.98	
			2-42-00-541		LS POWER	228.85	
			2-72-00-541		REC PARK POWER	169.69	
			2-32-00-541		STREET LIGHTS	4,749.75	
			2-12-00-810	22-1041952	PAST DUE FEES	162.69	
20220048	2022-02-23	Alberta Municipalities			PAYMENT		2,149.53
			4-00-00-239	0732-47963	MARCH 2022 EMPLOYEE BENEF	2,149.53	
20220049	2022-02-23	AMSC Insurance Services			PAYMENT		17,992.46
20220049	2022-02-23		2-12-00-274	40129	ADMIN INSURANCE	1,026.21	•
			2-23-00-274	40129	FIRE HALL/EQUIPMENT INSURAL	1,880.27	
			2-32-00-274	40129	PW SHOP/EQUIPMENT & TOOLS	1,707.65	
			2-41-00-274	40129	WTP / PUMP INSURANCES	2,318.34	
			2-42-00-274	40129	LIFT STATION INSURANCE	1,540.42	
			2-72-00-274	40129	REC PARK INSURANCE	1,266.56	
			2-74-00-274	40129	MUSEUM INSURANCE	1,898.00	
			2-19-00-274	40129	MISCELLANEOUS	6,355.01	
					PAYMENT		1,245.03
20220050	2022-02-23	County of Minburn	2 72 00 224	33264	RURAL ADDRESS SIGN - CAMPG	52.50	1,2 (0.00
			2-72-00-221		JANUARY 2022 DIESEL FUEL	194.12	
			2-32-00-521 2-43-00-250		JANUARY HAULING & TIPPAGE	998.41	
			2-40-00-200	0/1/10/11(1 20/12			1,237.17
20220051	2022-02-23	EMCON SERVICES INC.	0.00.00.540	00044 00507	PAYMENT SUPPLY & HAUL SAND 10.020 TC	578,40	1,201.11
			2-32-00-510 2-32-00-510	S2214-32597 S2214-32764	SUPPLY & HAUL SAND 10.020 TC SUPPLY & HAUL SAND 11.880 TO	658.77	
	****				PAYMENT		50.00
20220052	2022-02-23	Innisfree-Minburn 4-H Beef Clu		2400	BEAR TRACKS ICE MELT	25.00	55.55
			2-32-00-510	2400	BEAR TRACKS ICE MELT	25.00	
			2-12-00-510	2400	BEAR TRACKS TOE WILL	25.00	
20220053	2022-02-23	M.M.I. F.C.S.S.			PAYMENT	4 000 75	1,837.75
			2-51-00-351	2022	Q1 - FCSS MUNICIPAL CONTRIBL	1,837.75	
20220054	2022-02-23	Martin Plumbing & Heating Ltd	l		PAYMENT		682.50
			2-23-00-510	1094	MSP GRANT PROJECT - FIRE HA	682.50	
20220055	2022-02-23	Minco Gas Co-op Ltd.			PAYMENT		34.50
20220055	2022-02-23	Milico Gas Co-op Etd.	2-72-00-540	JANUARY 2022	JANUARY 2022 REC PARK HEAT	34.50	
							1,150.60
20220056	2022-02-23	Northern Lights Library Systen		0064	PAYMENT 2022 MUNICIPAL CONTRIBUTION	1,150.60	1,100.0
			2-74-00-300	9961	ZOZZ MONION AL CONTRIBOTION	1,100.00	
20220057	2022-02-23	Ron's Auto & AG Inc		00010	PAYMENT	708.75	708.7
			2-32-00-510	02612	INSPECT/REPAIR TO LOADER &	706.75	
20220058	2022-02-23	Suncor Energy Products Partr			PAYMENT	676 00	676.0
			2-32-00-521	JANUARY 2022	2 JANUARY 2022 PW FUEL	676.02	
20220059	2022-02-23	Telus Mobility			PAYMENT		176.5
-0			2-12-00-215	FEB 2-MAR 1	CAO/PW CELL PHONE	71.95	
			2-32-00-215	FEB 2-MAR 1	CAO/PW CELL PHONE	104.61	
00000000	2022 62 63	Town of Vegenville			PAYMENT		1,094.1
20220060	2022-02-23	3 Town of Vegreville	2-41-00-510	IVC62499	PAYMENT INNOTECH AB - WATER SERVICE	213.73	1,094.1



Cheque Listing For Council

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Cheque a	Cheque # Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220060			2-41-00-250 2-41-00-211		JANUARY 2022 WTP SUPERVISIC JANUARY 2022 MILEAGE - WTP S	712.46 168.00	1,094.19
20220061	2022-02-23	Veg Auto & Industrial Supply 2	2-32-00-510	1040180	PAYMENT BEARING INSERT STANDARD	36.42	36.42
20220062	2022-02-23		2-74-00-540 2-32-00-540 2-12-00-540	MUSEUM PW SHOP VILLAGE OFFIC	PAYMENT JANUARY 2022 MUSEUM WATER JANUARY 2022 WATER/SEWER/G JANUARY 2022 WATER/SEWER/G	112.78 347.62 115.25	575.65
20220072	2022-03-02		2-12-00-290 2-12-00-216 2-26-00-221 2-23-00-217 2-32-00-217 2-41-00-217 2-43-00-510 2-12-00-510 2-32-00-215 2-23-00-215	JAN 13 - FEB 4 JAN 13 - FEB 4	WT POSTAGE GARBAGE POSTAGE ADOBE SUBSCRIPTION (JAN 202	30.21 40.40 21.66 0.97 0.97 95.63 0.97 20.99 104.95	421.70
20220073	2022-03-02	CANADA REVENUE AGENCY	4-00-00-237	FEBRUARY 202	PAYMENT FEBRUARY 2022 SOURCE DEDU	3,313.91	3,313.91
20220074	2022-03-02	McEwen, Darlene	2-12-00-250	FEBRUARY 202	PAYMENT FEBRUARY 2022 CLEANING SER	200.00	200.00
20220075	2022-03-02	TreeCare	2-32-00-510	FEBRUARY 202	PAYMENT CHRISTMAS LIGHTING INSTALL#	420.00	420.00
20220076	2022-03-02	VM Systems	2-12-00-510	CW7783	PAYMENT SERVICE - ADMIN COMPUTER BA	66.94	66.94
20220077	2022-03-02	Wells Fargo Equipment Fin Co	2-12-00-250	5018983290	PAYMENT RICOH LEASE INSTALLMENT # 1	620.55	620.55
20220078	2022-03-02	VeraNova Properties	3-00-00-211	202203021	PAYMENT CREDIT BALANCE PAID	91.00	91.00

Total 48,614.17

*** End of Report ***

PUBLIC WORKS REPORT

Village of Innisfree

February 15, 2022 - March 15, 2022

Public Works Department

- Inspection & maintenance of PW Equipment is ongoing
- Preparing for 2022 Budget; re: researching quotes for repair of the PW Truck; as directed by Administration, seeking quotes for a snow bucket & replacement of the Bobcat Skid Steer (2014 model with 600+ hours; better ROI for replacement)
- Removed Christmas Lighting

Transportation:

- Continuing ++snow removal pursuant to the Village Snow Removal Policy
- Chains on the Hyundai Loader improved traction.

Water Department:

- Water tests are performed daily at the Water Reservoir as well at several random addresses within the Village.
- Performing monthly manual readings for several commercial accounts

Sanitary Sewer Department:

• Experience problems at the West Lift Station; with contractor assistance, a frozen manhole was steamed, the line was flushed, and the Lift station regained its operational status

Solid Waste Management

- Weekly garbage collection is ongoing (every Tuesday).
- Encountering several residences withholding their garbage for several weeks and then setting out 10-12 bags at one time.

Public Works "On-g	oing" Project List:			
Project	Description	To be Completed by:	Status	Deadline:
Trimming of Tree's	Ensuring back- alleys/sidewalks are clear of overhanging trees.	Public Works	Ongoing	Re-occurring
West Concrete Pile	Removal of concrete on the west end.	Public Works/Contractor	Ongoing	Summer 2022
Seniors Drop-In CC Valve Replacement	Replace cc valve at the Seniors Citizens' Centre.	Contractor	Ongoing. CC Valve will need to be replaced. However, CC Valve is not a valve the Village carries in stock. Will replace in Spring/Summer 2022 as tree removal may be necessary to access CC Valve. Administration will order appropriate parts to ensure items are in stock.	Spring/Summer 2022

Submitted by:

Robert Dobler Public Works Foreman March 8, 2022



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: March 8, 2022

Call Summary

Call Type	Date	Details
Fire	Feb 9	Innisfree Library Vehicle on fire in parking lot
Medical	Feb 16	Village Medical
MVC	Feb 17	MVC Hwy 16 RR 104
Fire	Feb 23	Mutual for tractor fire
False Alarm	Feb 27	48054 Street
False Alarm	Mar 1	4724 53 street
False Alarm	Mar 1	4724 53 street
Medical	Mar 4	Village Medical
Mutual Aid	Mar 6	15417 Twp 510
Medical	Mar 7	County Medical
MVC	Mar 7	MVC hwy 16 RR 114
MVC	Mar 7	MVC Hwy 16 RR 102
Medical	Mar 7	Village Medical

Stats Year to Date

Calls 19 Training Sessions 4 Equipment Checks 2

Average Chute Time 6 Minutes 10 Seconds

Firefighters on Roster 1

<u>Other</u>

County is actively recruiting more firefighters with a Facebook campaign and word of mouth. Any way the village could assist would be greatly appreciated.

Village of Innisfree Council,

The Innisfree School Sustainability Committee was formed to look at ways to increase enrollment & prevent our school from closing. We have recognized that over the past few years our enrollment numbers have been steadily declining, where students are going to other schools due to a lack of options within our school. Our school is a very important part of our community, it holds this community together, without it we don't think this village would survive. Rural communities & schools are struggling with families moving to bigger centers or commuting as the community doesn't have what they need.

The Sustainability committee wants to change our school community to one that is more involved with the students & community. We recently toured The New Myrnam School & the C Tec building. The C Tec building was a collaboration between the Village of Myrnam & the school. The village of Myrnam owns the C Tec building & all the belongings inside. The students use this facility as part of their learning & curriculum. The community also has access to this building for events or meeting. Some of the project's students are working on are as follows: Solar power golf carts, hydroponic gardens, Net Zero tiny house (convert an old bus) mobile chicken coops. There is also various wood working tools so students can learn how to build stuff, it's a wonderful program that has had great success for their students & community. This program & building has increased enrollment, has given students more confidence, has increased attendance & involvement. Its really an amazing program that is very successful. The committee wants to investigate this more & are planning to meet with the village of Mrynam's council.

On April 14, 2022, at 7:00pm we have invited The Prairie Principal Kevin VanLegan to come & talk to our community about rural schools & the challenges rural schools face. He is the principal of Altario & Consort school, which are very small rural communities. He has been a strong advocate for rural education & why its so important to support the school within the rural community. Altario school is very similar to Innifree as they have approximately 60 students. The students have formed the Altario Agriculture Academy, where an actual farm is located on school grounds. The students are responsible for taking care of the cows, pigs, sheep, chickens, turkeys, garden & bees that are on school grounds. The students recently opened a school store where they sell beef, pork, eggs, chicken, turkey's & honey. This allows the students to learn skills that cannot be taught in a textbook or school. The community also helps with this project when needed. Kevin has really transformed the school that was in danger of closing & has caught the attention of many rural communities. He motivates the school & the community to think outside the box & look at how important a school is to the village & rural community. We ask that all the Village of Innisfree Council & admin attend this presentation, as we want to see as many community people as possible that evening.

We are also requesting that the Village of Innisfree sponsor coffee & donuts for after the presentation. Our school council has sponsored the speaker & we are just looking for another community organization to sponsor the refreshments afterwards.

If you have any questions or concerns, please give our committee chair Lisa Anderson a call at (780)632-5526

Sincerely,

Innisfree School Sustainability Committee



February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about Budget 2022, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the Local Government Fiscal Framework (LGFF) Act, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website here.

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website here.

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Classification: Protected A

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

Ric McIver
Minister

March 15, 2022 - Council Meeting - Correspondence List

Letters:

None

Magazines/Newsletters:

Lifeline Connections

Alberta Heavy

Winter 2022

Quarter 1, 2022

Other Correspondence:

MP SHANNON STUBBS

Winter 2022