



Village of Innisfree
Regular Council Meeting
May 20, 2025 @ 4:00 p.m.
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. Adoption of Minutes –
 - a. April 22, 2025, Regular Meeting Minutes
4. Business Arising from the Minutes –
 - a. Off-Highway Vehicles Bylaw 697-25 – THIRD READING
5. Policies & Bylaws:
 - a. Recreation Park & Campground Bylaw 698-25
 - b. Master Rates Bylaw 699-25
 - c. On-Call Compensation (Without Callouts) Policy 1900-17
 - d. Rescind 1900-16 LAPP Policy
6. New Business
 - a. CRASC – ARB & LARB Regional Approach – RFD
 - b. ISDAB – Intermunicipal Subdivision & Development Appeal Board – RFD
 - c. Annual Spring Clean-up & Other Annual Events – Scheduling, Promoting, etc.
 - d.
7. Councillor Reports
 - a. Village of Innisfree Public Library – May 7, 2025 – Cllr. Johnson
8. Administration Reports
 - a. Reports:
 - i. Interim CAO Report – Period Ending May 20, 2025
 - ii. Interim CAO – Council Action List – Period Ending May 20, 2025
 - iii. CAO - Municipal Grants Report – No Report – No Changes
 - b. Financials:
 - i. Monthly Financial Statement – Not Available
 - ii. Revenue & Expense – Not Available
 - c. Public Works Report – May 20, 2025
 - d. Regional Fire Chief Report – May 13, 2025
 - e. Recreation Manager Report – May 20, 2025

9. Correspondence

- a. 2025 Seniors Week Declaration
- b. Andrew School – Charter Announcement
- c. Alberta Counsel – April 2025 Legislative Summary
- d. ESS – New Framework Announcement & FAQ
- e. Alberta Counsel – Newsletter 2025
- f. AMA – 2025 LGFF Funding Letter
- g. Innisfree Delnorte School Parent Council - Funding Request for Speaker

List of Correspondence provided to Council.

10. Closed Session

11. Adjournment

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of April 22, 2025

	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, April 22, 2025
<i>CALL TO ORDER</i>	Mayor Raycraft called the Regular Council meeting to order at 4:03 PM.
<i>PRESENT</i>	<u>Attendance in-person</u> Mayor Evan Raycraft Councillor Jennifer Johnson Councillor Deborah McMann Thelma Rogers, Interim Chief Administrative Officer Shannon Tarapaski, Administrative Assistant
<i>APPROVAL OF AGENDA</i> 2025-04-22/01	Moved by Mayor Raycraft that the agenda be accepted as presented with the following amendments: Additions: 6.a. MASG Contract - RFD 7.d. Innisfree Prairie Bank of Commerce Historical Society Report Changes: 10. Closed Session – Pursuant to FOIPP. s.17&40 11. Adjournment <div style="text-align: right;"><u>CARRIED</u></div>
<i>APPROVAL OF MARCH 18, 2025, REGULAR MINUTES</i> 2025-04-22/02	Moved by Clr. D. McMann that the March 18, 2025, Regular Council Meeting minutes be approved with the following amendments: Motion#2025-03-18/02 Replace Mayor Raycraft with Clr. J. Johnson. <div style="text-align: right;"><u>CARRIED</u></div>
<i>APPROVAL OF APRIL 3, 2025, SPECIAL MINUTES</i> 2025-04-22/03	Moved by Clr. J. Johnson that the April 3, 2025, Special Council Meeting Minutes be approved. <div style="text-align: right;"><u>CARRIED</u></div>
<i>APPROVAL OF APRIL 11, 2025, SPECIAL COUNCIL MINUTES</i> 2025-04-22/04	Moved by Clr. D. McMann that the April 11, 2025, Special Council Meeting Minutes be approved. <div style="text-align: right;"><u>CARRIED</u></div>
<i>SOLID WASTE MANAGEMENT BYLAW 695-25</i> 2025-04-22/05	Moved by Mayor Raycraft that Council approve FIRST Reading to Solid Waste Management Bylaw 695-25 <div style="text-align: right;"><u>CARRIED</u></div>

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of April 22, 2025

*SOLID WASTE
MANAGEMENT
BYLAW 695-25*
2025-04-22/06

Moved by Clr. J. Johnson that Council approve SECOND Reading to Solid Waste Management Bylaw 695-25. CARRIED

*SOLID WASTE
MANAGEMENT
BYLAW 695-25*
2025-04-22/07

Moved by Clr. D. McMann that Council proceeds to THIRD Reading to Solid Waste Management Bylaw 695-25. CARRIED UNANIMOUSLY

*SOLID WASTE
MANAGEMENT
BYLAW 695-25*
2025-04-22/08

Moved by Mayor Raycraft that Council approve THIRD AND FINAL Reading to Solid Waste Management Bylaw 695-25. CARRIED.

*2025 MASTER
RATES BYLAW
696-25*
2025-04-22/09

Moved by Clr. J. Johnson that Council approve FIRST Reading to Master Rates Bylaw 696-25. CARRIED.

*2025 MASTER
RATES BYLAW
696-25*
2025-04-22/10

Moved by Mayor Raycraft that Council approve SECOND Reading to Master Rates Bylaw 696-25. CARRIED.

*2025 MASTER
RATES BYLAW
696-25*
2025-04-22/11

Moved by Clr. D. McMann that Council proceeds to THIRD Reading to Master Rates Bylaw 696-25. CARRIED UNANIMOUSLY

*2025 MASTER
RATES BYLAW
696-25*
2025-04-22/12

Moved by Clr. J. Johnson that Council approves THIRD AND FINAL Reading to Master Rates Bylaw 696-25. CARRIED.

*OFF-HIGHWAY
VEHCILES BYLAW
697-25*
2025-04-22/13

Moved by Mayor Raycraft for FIRST Reading to Off-Highway Vehicles Bylaw 697-25 as discussed by Council. CARRIED.

*OFF-HIGHWAY
VEHCILES BYLAW
697-25*
2025-04-22/14

Moved by Clr. J. Johnson for SECOND Reading to Off-Highway Vehicles Bylaw 697-25 CARRIED.

*OFF-HIGHWAY
VEHCILES BYLAW
697-25*
2025-04-22/15

Moved by Clr. D. McMann to proceed to THIRD AND FINAL Reading to Off-Highway Vehicles Bylaw 697-25 NOT CARRIED.

VILLAGE OF INNISFREE

REGULAR COUNCIL MEETING MINUTES of April 22, 2025

*MASG CONTRACT
RENEWAL*
2025-04-22/16

Moved by Mayor Raycraft that Council approves the renewal of a five-year contract for Assessment Services provided by Municipal Assessment Services Group, as presented. CARRIED.

*COUNCILLOR
REPORTS*
2025-04-22/17

Moved by Clr. J. Johnson that the items listed under Councillor Reports be accepted as presented. CARRIED.

*ADMINISTRATION
REPORTS*
2025-04-22/18

Moved by Clr. D. McMann that the items listed under the Administration Reports be accepted as presented. CARRIED.

CORRESPONDENCE
2025-04-22/19

Moved by Clr. J. Johnson that the items listed under Correspondence be received as information. CARRIED.

CLOSED MEETING
2025-04-22/20

Moved by Mayor E. Raycraft that the meeting go into a closed session at 5:46 pm pursuant to Sections 17 and 40 of *Aberta's Freedom of Information and Protection Act*. CARRIED

OPEN MEETING
2025-04-22/21

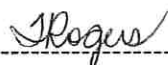
Moved by Mayor E. Raycraft that the meeting return to an open session at 6:22 pm. CARRIED

INTERIM CAO AD
2025-04-22/22

Moved by Mayor E. Raycraft to direct Administration to prepare an Interim CAO Job Post for Council Review.

ADJOURMENT

Moved by Clr. D. McMann that the meeting be adjourned at 6:23 PM.



Thelma Rogers, Interim C.A.O.

E. Raycraft, Mayor

Request for Decision (RFD)

Topic: Bylaw 697-25 Off-Highway Vehicle Bylaw
Initiated by: Council/Administration
Attachments: 1. Bylaw 697-25 OHV – with 1st & 2nd Readings

Purpose(s):

1. To address any amendments to OHV Bylaw 697-25 and to provide third reading.

Background:

1. At the Regular meeting of April 22, 2025, Administration referred to OHV Bylaw 596-15 as the last review of the OHV Bylaw.
2. Administration has since discovered that another OHV Bylaw from 2013 (Bylaw 588-13) was not rescinded with the passing of Bylaw 696-15.
3. It is understood that Rescinding Bylaw 688-23 (1911-2004) was passed to rescind all of the Bylaws lost during the July 2023 theft.

Key Issues/Concepts:

1. The OHV Bylaw was reviewed by the Regional Fire Chief, who provided the following information:

“Thank you for consideration for the bylaw for the FD for the UTV. I don’t foresee us utilizing it much in town but there maybe some instances in which we do.

For the bylaw here are some items:

Section: 3.13b

Prohibit employees or agents of the Village from operating an off-highway vehicle in the performance of their Village assigned duties, or Fire and Emergency Members, in the discharge of their Emergency duties subject to said employees or agents adhering to the following conditions;

- i. The operator of the vehicle is wearing a traffic vest and a CSA approved helmet.*
- ii. The vehicle is clearly marked as a Village of Innisfree vehicle or clearly marked as an agent of the Village or is clearly marked as an Emergency Services vehicle.*
- iii. The vehicle is not used at speeds greater than 30 km per hour.*
- iv. If used on a highway, the vehicle must utilize a rotating amber light signifying a Municipal Public Works or an Emergency Services vehicle.*

Traffic safety act off highway vehicle regulation allows for UTV’s to be operated without a helmet as long the operator is utilizing the seatbelt and the UTV has a roll over protection system. Also, we were not planning on equipping the UTV with flashing lights just our decals.” (Sent via email from Mike Fundytus)

Options:

1. That Council approve THIRD Reading to Off-Highway Vehicle Bylaw 697-25 as presented.
2. That Council approve THIRD Reading to Off-Highway Vehicle Bylaw 697-25 with amendments.
3. That Council table THIRD Reading to Off-Highway Vehicle Bylaw 697-25 to the June Council meeting.

Financial Implications:

1. No financial implications were identified.

Relevant Policy/Legislation:

1. *M.G.A. s.3. (b). "The purposes of a municipality are..." "... to provide services or facilities or other things that, in the operation of council, are necessary or desirable for all or a part of the municipality."*

Political/Public Implication(s):

1. The provision of permitting EMS OHV vehicles and parade participants to legally operate their legally registered and insured OHV within Village limits should be viewed positively.

Recommendations:

That Council consider several amendments to OHV Bylaw 697-25 before providing 3rd Reading:

Section 3.13 b) (i) Add at the end of the sentence: "or the operator is utilizing a seatbelt and has an UTV roll over protection, pursuant to the *Alberta Traffic Safety Act*."

Section 3.13 b) (iv) REMOVE the section

Section 7.3 Add before 596-15 "588-13 and"

Off-Highway Vehicles Bylaw No. 697-25

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO REGULATE AND CONTROL THE OPERATION OF OFF-HIGHWAY VEHICLES WITHIN THE CORPORATE LIMITS OF THE VILLAGE.

WHEREAS it is deemed necessary in the interest of public safety to control and regulate the use of off-highway vehicles within Village limits; and

WHEREAS Section 7 of the *Municipal Government Act, RSA 2000* provides that a municipal Council may pass bylaws respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS Section 120(5) of the *Traffic Safety Act, RSA 2000* provides that a municipal Council may, by Bylaw, with respect to highways under its direction and control, authorize persons to operate off-highway vehicles on any portion of any such highway of class of highway,

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

1. DEFINITIONS

- 1.1 **"Chief Administrative Officer" or "CAO"** means the Chief Administrative Officer for the Village of Innisfree appointed pursuant to the *Municipal Government Act, RSA 2000*, c M-26, or their delegate.
- 1.2 **"Council"** means the Council of the Village of Innisfree.
- 1.3 **"Highway"** means a highway as defined in the *Traffic Safety Act, RSA 2000*; c T-6.
- 1.4 **"Municipal Tag"** means a Municipal Violation notice or tag, allowing for the voluntary payment of a specified penalty being paid out of court to the Village of Innisfree in lieu of issuance of a Violation Ticket;
- 1.5 **"Off-Highway Vehicle"** means an off-highway vehicle as defined in the *Traffic Safety Act, RSA 2000*, c. T-6, as amended;
- 1.6 **"Operator"** means a Person who drives or is in physical control of an Off-Highway Vehicle;
- 1.7 **"Parkland"** shall mean every recreational area owned or controlled by the Village that lies within the limits of the Village whether such parkland is improved in whole or in part or remains in its natural state but shall include other neighborhood beautification areas and publicly maintained areas administered by the Village.
- 1.8 **"Peace Officer"** has the same meaning as in the *Provincial Offences Procedure Act, RSA 2000 c P-34* and means:
 - 1.8.1 Any member of the Royal Canadian Mounted Police;
 - 1.8.2 Any member of Municipal Police Service;
 - 1.8.3 Any Special Constable;
 - 1.8.4 Any Bylaw Enforcement Officer, the Chief Administrative Officer or their Designated Officer.

Off-Highway Vehicles Bylaw No. 697-25

- 1.9 ***"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;
- 1.10 ***"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;
- 1.11 ***"Violation Ticket"*** means a Tag or similar documents issued pursuant to the *Provincial Offences Procedures Act* and the Regulations thereunder;

2. PERMITTED AREAS

- 2.1 There shall be no permitted area whatsoever within the limits of the Village of Innisfree for the operation of an off-highway vehicle not withstanding legally licensed vehicles operating on public roadways.

3. REGULATIONS

- 3.1 That no person who is the owner or operator of an off-highway vehicle shall operate or permit any other person to operate an off-highway vehicle within the corporate limits of the Village of Innisfree, inclusive of all parkland areas, except as provided for in the *Traffic Safety Act, RSA 2000, c T-6* and this Bylaw.
- 3.2 A Person operating an Off-Highway Vehicle shall:
- a) Travel single file, in the same direction as the vehicles traveling on the Highway.
 - b) Travel at a maximum speed not exceeding 30 kilometers per hour or the posted speed limit, whichever is lower;
 - c) Exit and return to their residence using the Roadway by the most direct and safest route of travel within the Village of Innisfree.
- 3.3 No Person shall operate an Off-Highway Vehicle on a Highway or on Village land:
- a) Unless they are at least 16 years of age and the holder of a valid subsisting Class 5 or greater Operator's License;
 - b) Unless the Off-Highway vehicle is insured, registered and displays a valid license plate in accordance with the *Traffic Safety Act*;
 - c) Unless the Off-Highway Vehicle is equipped with headlamps, tail lamps, an exhaust muffler and other equipment as required by provision of the *Off Highway Vehicle Act* and Regulations thereunder;
 - d) Before 8:00 am and after 10:00 pm, Monday through Friday or before 9:00 am and after 10:00 pm on Saturday, Sunday or Statutory Holidays:
- 3.4 No Person shall operate or be a passenger on an Off-Highway Vehicle without wearing a Safety Helmet securely attached to their head.
- 3.5 No Person shall operate or be a passenger on an Off-Highway Vehicle where the number of Persons on the Off-Highway Vehicle exceeds the number of Persons that Off-Highway Vehicle is designed to carry.

Off-Highway Vehicles Bylaw No. 697-25

- 3.6 No person shall operate an Off-Highway Vehicle where the Village has placed signage prohibiting such operation or where Off-Highway Vehicle use is prohibited.
- 3.7 No Person shall operate an Off-Highway Vehicle within any Environmental Land or any school property.
- 3.8 No Person shall operate an Off-Highway Vehicle in a manner that constitutes a Nuisance as reasonably determined by a Peace Officer in their sole discretion.
- 3.9 No Person shall tow a trailer, sleigh or other vehicle behind an Off-Highway Vehicle in contravention of the *Traffic Safety Act* and Regulations thereto.
- 3.10 An Operator of an Off-Highway Vehicle shall immediately, on being signaled or requested to stop by a Peace Officer, bring their vehicle to a stop, and furnish any information respecting the driver or the vehicle and shall not start their vehicle until that are permitted to do so by the Peace Officer.
- 3.11 Unless the Village grants special permission, no rally or racing shall be permitted.
- 3.12 The Village will not restrict the operation of off-highway vehicles from participating in a Village of Innisfree parade, if the vehicle is insured for public liability insurance coverage,
- 3.13 The foregoing restrictions shall not apply so as to;
 - a) Prohibit any peace officer, bylaw officer or agent authorized by the Chief Administrative Officer from duly enforcing the provisions of this bylaw;
 - b) Prohibit employees or agents of the Village from operating an off-highway vehicle in the performance of their Village assigned duties, or Fire and Emergency Members, in the discharge of their Emergency duties subject to said employees or agents adhering to the following conditions;
 - i. The operator of the vehicle is wearing a traffic vest and a CSA approved helmet.
 - ii. The vehicle is clearly marked as a Village of Innisfree vehicle or clearly marked as an agent of the Village or is clearly marked as an Emergency Services vehicle.
 - iii. The vehicle is not used at speeds greater than 30 km per hour.
 - iv. If used on a highway, the vehicle must utilize a rotating amber light signifying a Municipal Public Works or an Emergency Services vehicle.

4. AUTHORITIES OF PEACE OFFICERS AND ENFORCEMENT:

- 4.1 The CAO or any Peace Officer is hereby authorized to enforce the provisions of this Bylaw.

Off-Highway Vehicles Bylaw No. 697-25

- 4.2 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.
- 4.3 A Violation Tag may be issued to such Person:
- i. Either personally; or,
 - ii. By attaching it to the Vehicle in respect to which offense is alleged to have been committed; or,
 - iii. By mailing a copy to such Person at their last known post office address.
- 4.4 Where a Violation Tax has been attached to a Vehicle, no Person, other than the Owner or Operator of that Vehicle shall remove the Violation Tax so affixed to the Vehicle.
- 4.5 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and shall state:
- i. The name of the Person or Vehicle description;
 - ii. The offence;
 - iii. The appropriate Penalty for the Offence and specified in Schedule "A" of this Bylaw;
 - iv. Time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence, and;
 - v. Any other information may be required by the CAO.
- 4.6 Where a Violation Tag, attached as Schedule "B," has been issued pursuant to this Bylaw, the Person to whom the Violation Tax has been issued may, in lieu of being prosecuted for the offence, pay the Village the penalty specified on the Violation Tag.
- 4.7 Nothing in this Bylaw will prevent an authorized Peace Officer from immediately issuing a Violation Ticket.
- 4.8 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 to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 4.9 Notwithstanding Section 4.4 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

5 PENALTIES

- 5.1 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."

Off-Highway Vehicles Bylaw No. 697-25

6 SEVERABILITY

6.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole Bylaw.

7 TRANSITIONAL PROVISIONS

7.1 Nothing in this Bylaw will operate to relieve any Person from complying with any Provincial, Federal or other Village law, order, regulation or Bylaw.

7.2 This Bylaw will come into force and effect after third reading and upon being signed.

7.3 This Bylaw, upon coming into force, shall repeal Off-Highway Vehicle Bylaw 596-15 of the Village of Innisfree.

8 EFFECTIVE DATE

This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this 22nd day of April 2025 A.D.

READ for a second time this 22nd day of April 2025 A.D.

E. Raycraft - Mayor

T. Rogers - Interim CAO

READ for a third time this ____ day of _____ 2025 A.D.

E. Raycraft - Mayor

T. Rogers - Interim CAO

Off-Highway Vehicles Bylaw No. 697-25

SCHEDULE "A"
PENALTIES

FOR VIOLATION OF ALL SECTIONS OF THIS BYLAW:

PENALTY FOR FIRST OFFENCE	\$150
PENALTY FOR SECOND OFFENCE	\$300
PENALTY FOR SUBSEQUENT OFFENCES	\$600

SCHEDULE "B"

Off-Highway Vehicles Bylaw No. 697-25

**VILLAGE OF INNISFREE
VIOLATION TAG**

BYLAW _____

DATE: _____ TIME _____ AM/PM

NAME OF OFFENDER _____

ADDRESS OF OFFENDER _____

VEHICLE LICENSE OR VIN# _____

VEHICLE DESCRIPTION _____

THIS TAG IS ISSUED FOR BREACH OF BYLAW _____

SECTION _____

PENALTY _____

PENALTY DUE DATE _____

ISSUER _____

DATE _____

Signature

Print Name

Please make payments to: "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 (MGA) and is protected by the provisions of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25 (FOIPP) as amended or repealed and replaced, 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: Recreation Park Bylaw
Initiated by: Administration & 2025 Park Manager
Attachments: 1. Current Recreation Bylaw 612-15
2. Draft of Revisions to Recreation Bylaw 612-15
3. Proposed Recreation Park Bylaw 698-25

Purpose(s):

1. To address revisions to the existing Recreation Park, which was last reviewed in 2015.

Background:

1. Bylaw has not been reviewed since 2015.

Key Issues/Concepts:

1. Legislation changes input.
2. Improved text in many sections and reorganized sections.
3. Updated actions and new provisions added.

Options:

1. That Council provide final readings to Recreation Park Bylaw 698-25.
2. That Council approves Recreation Bylaw 698-25 with amendments.
3. That Council tables readings of Recreation Bylaw 698-25

Financial Implications:

Some of the new activities at the Park are not included in the Bylaw and cannot be enforced.

Relevant Policy/Legislation:

1. *M.G.A. s.3* Purposes of local government...
- 2.

Political/Public Implication(s):

1. This Bylaw should be viewed positively that all the operations are laid out clearly for campers.

Recommendation:

That Council provides final readings to Recreation Park Bylaw 698-25.