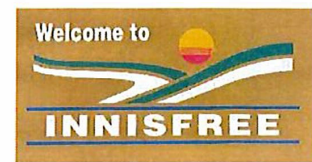


**Village of Innisfree  
Regular Council Meeting  
November 15, 2022 @ 5:00 p.m.  
Village of Innisfree Council Chambers**



- 1. Call to Order**
- 2. Agenda**
  - a. Deletions/Additions
  - b. Adoption of Agenda
- 3. Delegation**
- 4. Adoption of Minutes**
  - a. October 18, 2022, Organizational Meeting Minutes
  - b. October 18, 2022, Regular Council Meeting Minutes
  - c. November 3, 2022, Special Council Meeting Minutes
- 5. Business Arising from the Minutes**
- 6. Policies & Bylaws**
  - a. Accounts Receivable Policy 1300-05 – Amendments - RFD
- 7. New Business**
  - a. Innisfree Library Board Appointment - RFD
  - b. Innisfree Library Board 2023 Draft Budget – RFD
  - c. Northern Lights Regional Library System – 2023 Budget – RFD
  - d. Budget Special Meeting date
- 8. Councillor Reports**
  - a. NE Regional Mayors', Reeves', and Indigenous Leaders' Caucus (Oct. 14) – Clr. Johnson
  - b. M.D of Minburn Foundation (Oct 20) – Clr. Johnson
  - c. Innisfree Library Board (Nov. 2) – Clr. Johnson
  - d. MMI FCSS (Nov. 8) – Clr. McMann
  - e. Innisfree Delnorte Parent School Council (to be distributed at meeting) – Mayor Raycraft
- 9. Administration Reports**
  - a. CAO Report, Action List & Municipal Grants Report
  - b. Financials:
    - i. Monthly Financial Statement – Period Ending October 31, 2022 (Tabled to Dec. Meeting)
    - ii. Revenue & Expense (with comments) – October 31, 2022
    - iii. Tax Trial Balance – Last time (see below & Internal Control changes)
    - iv. Utility Trial Balance – Last time (see below & Internal Control changes)
    - v. Accounts Payable Cheque List – No longer applicable  
(see attached inspection recommendations)
  - c. Interim Public Works Foreman Report – Period Ending November 10, 2022 (pending)
  - d. Rec Park Manager Report – (Not applicable - Seasonal Only)
  - e. Regional Fire Chief Report – Period Ending November 9, 2022
- 10. Correspondence:**
  - a. Highway 28 Call to Action from NE Mayors, Reeves and Indigenous Leaders' Caucus
  - b. ATCO Franchise Fee Revised Forecast Update
  - c. AMA – Introductory Letter from new Minister of Municipal Affairs (Hon. MLA R. Schultz)List of Correspondence – Period Ending November 10, 2022
- 11. Closed Session**
  - a. Personnel / Legal
    - i. (FOIPP Sections 27) – Employment Concerns
- 12. Adjournment**

VILLAGE OF INNISFREE – COUNCIL ORGANIZATIONAL MEETING – OCTOBER 18, 2022

An ORGANIZATIONAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, October 18, 2022.

CALL TO ORDER

CAO Magosse called the meeting to order at 5:01 PM.

PRESENT

Councillor Deborah McMann  
Councillor Jennifer Johnson  
Councillor Evan Raycraft

Brooke Magosse Chief Administrative Officer

CALL FOR NOMINATIONS - MAYOR

CAO Brooke Magosse called for nominations for Mayor.

Clr. Jennifer Johnson nominated Clr. Evan Raycraft.

CAO Brooke Magosse, called twice more for nominations for Mayor.

APPOINTMENT OF MAYOR  
ORG-2022-10-18/01

Moved by Clr. Johnson that nominations cease.

CARRIED.

Clr. Evan Raycraft was declared the Mayor and was sworn in pursuant to the *Notaries and Commissioners Act*.

Mayor Raycraft assumed the chair.

CALL FOR NOMINATIONS - MAYOR

Mayor Raycraft called for nominations for Deputy Mayor.

Clr. Jennifer Johnson nominated Clr. Deborah McMann.

Mayor Raycraft, called twice more for nominations for Deputy Mayor.

APPOINTMENT OF DEPUTY MAYOR  
ORG-2022-10-18/02

Moved by Mayor Raycraft that nominations cease.

CARRIED.

Clr. Deborah McMann was declared the Deputy Mayor and was sworn in pursuant to the *Notaries and Commissioners Act*.

Clr. Jennifer Johnson was sworn in pursuant to the *Notaries and Commissioners Act*.

REGULAR MEETING DATES  
ORG-2022-10-18/03

Moved by Clr. Johnson that pursuant to Section 193 of the *Municipal Government Act*, the Village of Innisfree Regular Council Meeting dates shall be the 3<sup>rd</sup> Tuesday of every month at 5:00 PM.

CARRIED.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

**COMMITTEES**  
**ORG-2022-10-18/04**

Moved by **Clr. Johnson** that the appointments to Council Committees are as follows:

**Alberta Central East Regional Water Corporation**

1. Clr. McMann

**M.D. of Minburn Foundation**

1. Clr. Johnson

**MMI-FCSS**

1. Clr. McMann

**Library Board**

1. Clr. Johnson

**Northern Lights Library Systems**

1. Clr. Johnson

**East Central 911 Call Answer Society**

1. Mayor Raycraft

**Parents Advisory Council**

1. Mayor Raycraft

**Northeast Alberta Information Hub**

1. Clr. McMann (Alternate: Mayor Raycraft)

**East Regional Transfer Station/Joint Landfill**

1. Mayor Raycraft

**Regional Assessment Review Board**

1. Clr. Johnson

**Kalyna Country Regional Tourism**

1. Clr. McMann

**Intermunicipal Collaboration Framework**

1. All Council

**Intermunicipal Development Plan**

1. All Council

**Regional Emergency Management Advisory Committee**

1. Clr. McMann (Alternate: Clr. Johnson)

**Innisfree Prairie Bank of Commerce Historical Society**

1. Mayor Raycraft

**Subdivision and Development Appeal Board**

- 1. Clr. Johnson

**TransCanada Yellowhead Highway Association**

- 1. Clr. Johnson

**Northeast Reeves, Mayor, and Indigenous Leaders Caucus**

- 1. Mayor Raycraft

**Yellowhead Advisory Council**

- 1. *No Village representation was appointed at this time.*

CARRIED

SIGNING  
AUTHORITY  
ORG-2022-10-18/05

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

CARRIED.

REMUNERATION  
ORG-2022-10-18/06

Moved by **Clr. McMann** that Council approve a motion to maintain the existing Village of Innisfree Remuneration Rates pursuant to Compensation and Expense Policy 1100-09.

CARRIED.

UPCOMING  
COMMITMENTS

Council reviewed upcoming commitments.

ADJOURNMENT

Moved by **Clr. Johnson** that, as there was no further business to discuss, the meeting be adjourned at 5:21 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF OCTOBER 18, 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, October 18, 2022

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:21 P.M.

PRESENT

Attendance in-person

Mayor Evan Raycraft  
Councillor Deborah McMann  
Councillor Jennifer Johnson

Brooke Magosse Chief Administrative Officer

APPROVAL OF AGENDA  
2022-10-18/01

Moved by **Clr. McMann** that the agenda be approved with the following amendments:

**New Business**

7C – Rate Increase – Janitorial Services

7D – Innisfree Senior’s Citizen Association – Lease Agreement/ Request for Letter of Support

CARRIED

APPROVAL OF REGULAR  
COUNCIL MINUTES  
2022-10-18/02

Moved by **Clr. Johnson** that the September 27, 2022, Regular Council Meeting minutes be approved as presented.

CARRIED

CARDBOARD RECYCLING  
PROGRAM – UPDATE  
2022-10-18/03

Moved by **Clr. Johnson** that Council direct Administration to conduct a public survey for public input on cardboard services in the Village of Innisfree. Further that Administration be directed to promote a \$50.00 gift card as an added incentive for completion of the public survey. Furthermore, that Administration brings this item to the November 15, 2022 Regular Council meeting for decision.

CARRIED

TAX FORFEITURE:  
HAZARDOUS/UNSAFE  
PROPERTIES  
2022-10-18/04

Moved by **Clr. Johnson** that Council direct Administration to seek demolition quotes for the two (2) derelict properties located at Lot 12, Block 6, Plan 4175R and Lot 14, Block 8, Plan 4175R, that the Village of Innisfree currently holds under Tax Forfeiture Title. Further, that Council direct Administration to obtain a Building Inspection on the Commercial Property located at Plan 4175R, Block I, Plan PT 38, currently held under Tax Forfeiture Title by the Village of Innisfree.

CARRIED

678-22 ELECTRONIC  
COMMUNICATIONS  
BYLAW  
FIRST READING  
2022-10-18/05

Moved by **Clr. McMann** that Electronic Communications Bylaw 678-22 be approved as presented. Further that Electronic Communications Bylaw 678-22 receive FIRST reading this 18<sup>th</sup> day of October, 2022.

CARRIED

678-22 ELECTRONIC  
COMMUNICATIONS  
BYLAW  
SECOND READING  
2022-10-18/06

Moved by **Clr. Johnson** that Electronic Communications Bylaw 678-22 receive SECOND reading this 18<sup>th</sup> day of October, 2022

CARRIED

678-22 ELECTRONIC  
COMMUNICATIONS  
BYLAW  
AUTHORIZE THIRD  
READING  
2022-10-18/07

Moved by **Clr. Johnson** that Electronic Communications Bylaw 678-22 be authorized to receive THIRD reading this 18<sup>th</sup> day of October, 2022.

UNANIMOUSLY CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF OCTOBER 18, 2022

678-22 ELECTRONIC COMMUNICATIONS BYLAW  
THIRD & FINAL READING  
2022-10-18/08

Moved by **Clr. McMann** that Electronic Communications Bylaw 678-22 receive THIRD and FINAL reading this 18<sup>th</sup> day of October, 2022.

CARRIED

3<sup>RD</sup> QUARTER STRATEGIC PLAN UPDATE  
2022-10-18/09

Moved by **Clr. McMann** that Council approve the 3<sup>rd</sup> Quarter Report of the Strategic Plan with the following amendments:

Section 1.3 – Add “MMI-FCSS Held a Pizza Night on August 3, 2022”

Section 2.4 – Add “Clr. McMann attended the September 29, 2022 Yellowhead Advisory Council Meeting”.

CARRIED

REQUEST TO HARBOUR ADDITIONAL CANINE’S – CANINE BYLAW 601-15  
2022-10-18/10

Moved by **Mayor Raycraft** that Council direct Administration to receive the Request to Harbour Additional Canine’s as information and to include this topic in the public survey for public input. Further, that Administration be directed to research and amend the Feline Bylaw 607-15 and Canine Bylaw 601-15 pursuant to the results of the public survey. Furthermore, that Administration be directed to bring forward this item to the November 15, 2022 Regular Council Meeting for discussion.

CARRIED

RECESS

Moved by **Mayor Raycraft** that a recess be called at 6:05 PM.

CARRIED.

RECONVENE

Moved by **Mayor Raycraft** reconvened the meeting at 6:09 PM.

CARRIED.

RATE INCREASE – JANITORIAL SERVICES  
2022-10-18/11

Moved by **Clr. Johnson** that Council endorse a motion to increase the Cleaning Services Rate for Dolphin Cleaning from \$20/hr to \$35/hr as presented to be in effect as of November 1, 2022.

CARRIED

SENIOR’S CITIZEN ASSOCIATION – LEASE AGREEMENT / REQUEST FOR LETTER OF SUPPORT  
2022-10-18/12

Moved by **Clr. Johnson** that Council direct Administration to develop a Lease Agreement between the Innisfree Senior’s Citizens Association and the Village of Innisfree for the usage and utilization of the Innisfree Senior’s Drop-In Centre. Further, that Council provides the Innisfree Senior’s Citizen Association a Letter of Support for the rehabilitation of the concrete pad located at the south facing entrance of the Innisfree Senior’s Drop-In Centre, to be included with the CFEP Grant Application.

CARRIED

PLAYGROUND/SPLASH PARK/SKATE PARK PROJECT  
2022-10-18/13

Moved by **Clr. Johnson** that Council direct Administration to include the proposed Playground/Splash Park/Skate Park project in the public survey for public input.

DEFEATED.

COUNCILLOR REPORTS  
2022-10-18/14

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

CARRIED

ADMINISTRATION REPORTS  
2022-10-18/15

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

CARRIED

VILLAGE OF INNISFREE – REGULAR COUNCIL MEETING MINUTES OF OCTOBER 18, 2022

2023 NSWA CONTRIBUTION  
2022-10-18/16

Moved by **Clr. Johnson** that Council approve the 2023 North Saskatchewan Watershed Alliance contribution as presented.

CARRIED

CORRESPONDENCE  
2022-10-18/17

Moved by **Mayor Raycraft** that the items listed under “Correspondence” be received as information.

CARRIED

ADJOURNMENT

Moved by **Clr. Johnson** that the meeting be adjourned at 7:04 PM.

-----  
Mayor, E. Raycraft

-----  
Chief Administrative Officer, B. Magosse

VILLAGE OF INNISFREE  
SPECIAL COUNCIL MEETING MINUTES of November 3, 2022

A SPECIAL meeting  
of the Council of the Village of Innisfree was held in the  
Council Chambers of the Innisfree Village Office, Innisfree, Alberta  
on Wednesday, November 3, 2022.

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:15 PM.

PRESENT

Attendance in-person

Mayor E. Raycraft  
Councillor J. Johnson  
Councillor D. McMann

Terri Wiebe Interim Chief Administrative Officer  
Brooke Magosse Chief Administrative Officer

In accordance with Section 205(2) and 213(4) of the Municipal Government Act, RSA 2000 c.M-26, the nature of business to be discussed is the:

- Appointment of Interim Chief Administrative Officer
- Establishing Signing Authorities

APPROVAL OF AGENDA  
2022-11-03/01

Moved by **Clr. McMann** that, in accordance with Section 194 (5) of the *Municipal Government Act*, the agenda be approved as presented.

CARRIED

APPOINTMENT OF  
INTERIM CHIEF  
ADMINISTRATIVE  
OFFICER  
2022-11-03/02

Moved by **Clr. Johnson** to appoint Therese Wiebe as Interim Chief Administrative Officer (CAO) for the Village of Innisfree effective November 3, 2022 in accordance with Section 205(2) of the Municipal Government Act (MGA) and Section (2.2.4) of the Village of Innisfree CAO Bylaw No. 670-21

CARRIED


Establishing Signing  
Authorities  
2022-11-03/03

Moved by **Mayor Raycraft** that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Evan Raycraft or Councillor Jennifer Johnson or Councillor Deborah McMann and Interim Chief Administrative Officer T. Wiebe or Administrative Assistant T. Rogers. Further that Chief Administrative Officer B. Magosse be removed as a signing authority on all financial instruments for the Village of Innisfree.

ADJOURNMENT

Moved by **Clr. McMann** for adjournment at 5:20 PM.

-----  
Mayor, Evan Raycraft

  
-----  
Interim Chief Administrative Officer, T. Wiebe



---

## Request for Decision (RFD)

---

**Topic:** Overdue Accounts Receivable Policy 1300-05 Amendment Proposal  
**Initiated by:** Administration  
**Attachments:** Overdue Accounts Receivable Policy 1300-05  
 Overdue Accounts Receivable Policy 1300-05 – Amendment Draft

---

**Purpose(s):**

1. To review and endorse Overdue Accounts Receivable Policy 1300-05 as amended.

**Background:**

1. The Village approved the existing Overdue Accounts Receivable Policy 1300-05 on September 23, 2019.
2. The Village Water & Wastewater Bylaw 618-16 addresses the payment due dates as follows:
  - a. Section 8.7 states: "Payment of a Utility Bill is due on the last business day of the billing month.
  - b. Section 8.7.a states: "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."

**Key Issues/Concepts:**

1. The current policy permits an A/R balance to be outstanding over 60 days before a penalty at the rate of 1.5% is levied. That equates to 90 days before an account in arrears, is levied any penalty due to non-payment(s.)
2. Most local governments, billing on a monthly basis, provide 30 days to pay an invoice. After the due date, the following interest rates are applied by various local government entities:
 

a. Mannville	after due date, 2% (allow 30 days for payment; Utilities & General AR)
b. Mundare	after due date, 5% (the day after Invoice is due; on Utilities & General AR.)
c. Myrnam	after due date, 2% (day after Invoices are due.)
d. Vermilion	after due date, 2.5% (day after any type of invoice is due)
3. The lowest penalty rate is 2% on all the examples above.
4. Recommend that the policy be amended to state a 2.0% penalty will be levied after the due date.
5. Additionally, the current policy had no Policy Statement, nor Purpose; those clauses have been added to the Policy.

**Options:**

1. That Council endorse the Overdue Accounts Policy 1300-05 as presented.
2. That Council endorse Overdue Accounts Policy 1300-05 with amendments.
3. That Council direct Administration in another manner regarding Overdue Accounts Policy 1300-05.

**Financial Implications:**

None identified

**Relevant Policy/Legislation:**

1. *MGA, s. 142(1) "Each municipality is governed by a council."*

**Political/Public Implication(s):**

None identified.

**Recommendation:**

That Council endorse the Overdue Accounts Policy 1300-05 as presented.

Policy Statement:

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**Village of Innisfree  
Policy No: 1300-05****Overdue Accounts Receivable Policy*****Policy Statement***

The Village of Innisfree is a corporation that engages in many businesses, including sales of miscellaneous services (grass cutting, snow removal, solid waste removal, as well as Bylaw Enforcement Penalties and fines) that are invoiced through an Accounts Receivable program. To facilitate timely business processes within and for the municipality, the Village of Innisfree will set standards and procedures to ensure timely receipt of payments to clear up the Accounts Receivable balances and keep the Village's financial records up to date.

***Purpose***

The key objective of this Policy is to ensure that Municipal Accounts Receivable procedures are transparent and provided in a fair and equitable manner.

**Procedures:**

1. The Accounts Receivable Clerk will print an Aged Accounts Receivable Report on a monthly basis that will show what Accounts Receivable Invoices are outstanding – 30, 60, 90 and over 90 days.
2. Penalties will be calculated for outstanding invoices **unpaid at due date**, at a rate of **2.0% per month**.
3. Monthly statements are generated and sent to customers who have outstanding accounts, including the amount of the original invoice, plus accumulated penalties except fire calls.
4. After being overdue for 60 days, the Accounts Receivable Clerk will send a letter to the customer/resident indicated that all Village services will be suspended if payment is not received.
5. If an invoice is outstanding **past 60 days overdue** and **can be legally transferred** to the tax roll as per Section 553.1 of the *Municipal Government Act*, then it will be added to the tax roll and **shall be deemed** to be a tax imposed from the date it is added to the Tax Roll.
6. If Accounts are still overdue following **90 days (3 months)**, **(those that could not be legally transferred to an individual's tax roll,)** Administration will forward details of the outstanding invoice to an Agency hired for the collection of overdue accounts.
7. At year end, Administration will review all outstanding accounts and present recommendations for the writing-off of any accounts deemed uncollectable **for Council approval**.

---

## Request for Decision (RFD)

---

**Topic:** Application for Membership to Village of Innisfree Library Board  
**Initiated by:** Village of Innisfree Public Library Board  
**Attachments:** Library Application from Kristina Brummer

---

**Purpose(s):**

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

**Background:**

1. The Village of Innisfree Library Board has received one application to the Library Board:
  - a. Kristina Brummer
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 Kristina Brummer to join the Village of Innisfree Library Board for a three-year period (2022 – 2025.)
2. That Council decline to endorse the application of Kristina Brummer 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):**

That Council endorse the application of Kristina Brummer to join the Village of Innisfree Library Board for a three-year period (2022 – 2025.)

# INNISFREE LIBRARY BOARD APPLICATION FORM

Thank you for your interest in the Library Board. Please take the time to fill out this application form and we will get back to you ASAP. Please fill out the application as accurately as possible. We will be in touch as soon as we can meet and discuss your application.

**NAME** Kristina Brummer  
**PHONE:** 604-315-5770  
**ADDRESS:** 4912, 52 ST, Innisfree, AB T0B 2G0  
**EMAIL:** [kmbrummer@yahoo.ca](mailto:kmbrummer@yahoo.ca)

**Experience and/or related employment experience (attach a resume if desired).**

- Assistant Corporate Secretary for the BC Hydro Board of Directors
- Executive Assistant & Board Admin for Fraser Valley Aboriginal Children & Family Services Society (FVACSS)
- Board Member for Ellmu Girls | Non-profit organization | <https://elimugirls.com/>

**Please share your interest in why you would be a valuable member to our organization as a Board Trustee.**

- As a book lover, published author, small business entrepreneur and literacy advocate I would be honoured to support the work of the Innisfree Library and its Board.
- As a new member of the Innisfree community I look forward to the opportunity to connect with others in our community and support the resources available to our Village and surrounding residents.

**Please share any areas of expertise / contributions you could make.**

- Board governance training and experience supporting a Board. Including preparing full cycle board materials and minutes, records management and completing government and regulatory body paperwork.
- Strong professional, technical and human resources skills through my corporate career and current entrepreneurship;
  - Founder and CEO of The Spectacular Middle Virtual Support Services
  - Manager of a large Administrative Department across 8 physical locations (FVACFSS)
  - Training Coordinator creating a learning system and maintaining a learning calendar and database for staff, foster parents, Board members and community partners (FVACFSS)
  - Human Resources diploma

**Do you have past volunteering experience?**

- Dress for Success | Big Brothers | Job's Daughters

**You may be requested to provide a Police Check.**

- I agree to this if needed.

WE HAVE A GREAT GROUP OF VOLUNTEERS AND WOULD LOVE TO HAVE MORE PEOPLE TO JOIN OUR GROUP.

---

## Request for Decision (RFD)

---

**Topic:** Village of Innisfree Library 2023 Operating Budget  
**Initiated by:** Administration  
**Attachments:** Proposed Village of Innisfree Library 2023 Operating Budget

---

**Purpose(s):**

1. To address the proposed 2023 Village of Innisfree Library Operating Budget.

**Background:**

1. The Treasurer of the Village of Innisfree Library Board has submitted the proposed Village of Innisfree Library Budget for review and Council approval.

**Key Issues/Concepts:**

1. The Village of Innisfree Library's annual budget **must** be approved by the Village Council pursuant to Section 8 of the *Libraries Act*, RSA 2000, Chapter L-11.
2. The Village of Innisfree Library Board has submitted a proposed 2023 operating budget with Revenues estimated at \$47,554.79 and Expenditures estimated at \$46,700. The Library Board demonstrates the existence of sufficient financial resources to offset any deficit.

**Financial Implication(s):**

1. The annual per capita fee for the Village remains the same as 2022 at \$3,500.

**Option(s):**

1. That Council endorse the proposed Village of Innisfree Library 2023 Operating Budget with Revenues totaling \$47,554.79 and Expenditures totaling \$46,700.
2. That Council decline to endorse the proposed Village of Innisfree Library 2023 Operating Budget with Revenues totaling \$47,554.79 and Expenditures totaling \$46,700.

**Relevant Policy/Legislation:**

1. *Libraries Act*, s. 8 – Budget
2. Bylaw 592-14 – Establish a Municipal Library Board

**Political/Public Implication(s):**

The Village of Innisfree Library Board has demonstrated their prudence and fiscal responsibility. It may be perceived as Council lacking trust in the Board should the Council not approve the budget.

**RECOMMENDATION(s):**

That Council endorse the proposed Village of Innisfree Library 2023 Operating Budget with revenues estimated at \$47,554 and expenses estimated at \$46,700.

ESTIMATED RECEIPTS FOR THE YEAR		Draft	Budget 2023
<b>Projected cash balance at beginning of year, January 1</b>			
01	Cash on hand		\$42,234.50
02	Total in current bank accounts		
03	Total in savings accounts		
04	Term deposits		\$62,825.42
05	Other committed funds (e.g. trust funds and bequests)		
<b>06</b>	<b>TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)</b>		<b>\$105,059.92</b>
<b>Government contributions</b>			
07	Local appropriation (Cash transfer from <b>your municipality</b> for <b>operations</b> )		\$3,500.00
08	Provincial library operating grant (do not combine with other provincial funding)		\$6,600.00
<b>Other government contributions</b>			
09	Cash transfer from <u>neighbouring municipality</u>		\$18,146.00
10	Cash transfer from <u>another municipal or intermunicipal library board</u>		
11	Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)		\$1,858.79
12	Cash transfer from Improvement District/Summer Village		
13	Cash transfer from School board, FCSS		
14	Employment programs (e.g. Canada Summer Jobs)		\$4,500.00
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list		
15a			
15b			
15c			
<b>Other revenue</b>			
16	Book sales		\$500.00
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)		\$3,500.00
18	Fees and fines (card fees, fines, non-resident deposits)		
18a	Fees		
18b	Fines		\$200.00
19	Program revenue		\$2,500.00
20	Room rentals		
21	Other service revenue (e.g. photocopying, faxing, contracts)		\$250.00
22	GST refund		
23	Interest		\$1,000.00
24	Transfers from reserve accounts		
25	Other income (please list)		
25a	<u>FILS Casino Funds</u>		\$5,000.00
25b			
25c			
<b>26</b>	<b>TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)</b>		<b>\$47,554.79</b>
<b>27</b>	<b>TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)</b>		<b>\$152,614.71</b>



ESTIMATE OF EXPENDITURE		DRAFT Budget 2023
<b>Staff</b>		
28	Salaries, wages and benefits	\$30,000.00
29	Honoraria (volunteers)	\$300.00
30	Moving expenses	
31	Course or conference fees	\$1,000.00
32	Travel and hospitality (staff)	
<b>33</b>	<b>TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)</b>	<b>\$31,300.00</b>
<b>Library resources</b>		
34	Books (include freight and purchased cataloguing; <b>do not</b> include money you transfer to your library system for book purchases, that info goes on line 59)	\$3,000.00
35	Periodicals and newspapers	\$100.00
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
<b>38</b>	<b>TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)</b>	<b>\$3,100.00</b>
<b>Administration</b>		
39	Audit and/or annual financial review	\$200.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	\$2,000.00
42	Contracts for services (e.g. bookkeeping, IT services)	\$1,000.00
43	Legal fees, bank charges, refunds and deposits	\$100.00
44	Library supplies (incl. binding & repair)	\$500.00
45	Association memberships ( <b>Do not include payments to a regional library system, that info goes on line 59</b> )	\$150.00
46	Postage and box rental	\$200.00
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$1,000.00
48	General office supplies (incl. stationery, printing and copier supplies)	\$900.00
49	Telephone and telecommunications (incl. internet connections)	\$800.00
50	Other materials and supplies	\$100.00
51	Other expenses	\$100.00
<b>52</b>	<b>TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)</b>	<b>\$7,050.00</b>
<b>Building costs</b>		
53	Insurance	\$2,000.00
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$500.00
55	Utilities	
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	\$200.00
57	Rent	
<b>58</b>	<b>TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)</b>	<b>\$2,700.00</b>



ESTIMATE OF EXPENDITURE (cont'd)		<i>Draft</i> Budget 2023
<b>Transfer payments</b>		
59	Transfer to other library boards ( <b>please specify boards:</b> may include municipal or library system boards for membership fees, etc.)	\$1,800.00
59a	NLLS	
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
<b>61</b>	<b>TOTAL PROJECTED TRANSFER PAYMENTS</b> (add lines 59 and 60)	<b>\$1,800.00</b>
<b>62</b>	<b>TOTAL PROJECTED OPERATING EXPENDITURE</b> (add lines 33, 38, 52, 58, and 61)	<b>\$45,950.00</b>
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
<b>Capital expenditures</b>		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	\$500.00
66	Furniture and equipment (incl. computer hardware)	\$250.00
67	Other (please list)	
67a		
67b		
<b>68</b>	<b>TOTAL PROJECTED CAPITAL EXPENDITURE</b> (add lines 65 to 67)	<b>\$750.00</b>
<b>69</b>	<b>TOTAL PROJECTED ESTIMATE OF EXPENDITURE</b> (add lines 62, 63, 64, 68)	<b>\$46,700.00</b>

Projected cash balance at end of reporting year		
70	Cash on hand	\$415.98
71	Total in current bank accounts	\$57,673.31
72	Total in savings accounts	
73	Term deposits	\$47,825.42
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
<b>75</b>	<b>TOTAL PROJECTED CASH ON HAND</b> (add lines 70 to 74)	<b>\$105,914.71</b>
<b>76</b>	<b>TOTAL PROJECTED CASH ACCOUNTED FOR</b> (add lines 69 and 75)	<b>\$152,614.71</b>

If it is anticipated that the municipality will be paying operating costs on behalf of the library board, please have the Municipal Administrator complete the Direct Payments form on the next page.

---

## Request for Decision (RFD)

---

**Topic:** NLLS 2023 Budget & Levy  
**Initiated by:** Northern Lights Library System  
**Attachment(s):** NLLS 2023 Proposed Levy

---

**Purpose(s):**

1. To review the Northern Lights Library Regional System proposed 2023 Levy.
2. To approve the 2023 NLLS Annual Levy.

**Background:**

1. At the last NLLS Board meeting, the Board addressed a draft budget increase for 2023, which is scheduled for approval at the November 25, 2022, Board meeting.
2. The NLLS budget has not increased over the previous three years.
3. The 2023 NLLS Budget proposes a 1.5% levy increase over 2022; (from \$5.23 to \$5.31/resident.)

**Key Issues/Concepts:**

1. The Village of Innisfree's 2022 Northern Lights Library system annual levy calculated to increase from \$1,150.60 to \$1,168.20; a negligible increase of \$17.60.
2. The Village of Innisfree Library is dependent on the NLLS for the provision of significant resources and services that would otherwise be inaccessible and would not be financially feasible for the Village to provide.

**Option(s):**

1. That Council endorse the 2023 NLLS Budget;
  - a. Further, that Council approve the Village of Innisfree 2023 NLLS Levy calculated at \$1,168.20.
2. That Council approve a different response regarding the 2023 NLLS Budget and Village of Innisfree calculated levy.

**Relevant Policy/Legislation:**

1. Village of Innisfree Bylaw 592-14 (Library Bylaw)

**Financial Implications:**

The NLLS Levy estimated at \$1,168.20 must be included in the Village of Innisfree 2023 operating budget.

**Political/Public Implication(s):**

A significant amount of time, energy and financial resources have been dedicated by the residents of Innisfree and area to open, operate, and maintain the Village of Innisfree Library; the ability to expand library resources via the membership and contribution to the NLLS provides a vast array of options for Village & area residents.

**RECOMMENDATION(s):**

That the Village of Innisfree Council endorse the 2023 Northern Lights Regional Library System Budget. Furthermore, that Council approve the Village of Innisfree 2023 NLLS Levy calculated at \$1,168.20.

## Village of Innisfree (CAO)

---

**From:** James MacDonald <jmacdonald@nlls.ab.ca>  
**Sent:** October 19, 2022 9:10 AM  
**To:** NLLS Board; Municipalities; Library Board Chairs; NLLS Libraries  
**Cc:** Terri Hampson  
**Subject:** System Levy

Good day Board members and CAOs,

At the last Northern Lights Library Board meeting we covered our draft budget for 2023 with projections through 2026. The draft budget was passed in principle for final vote to take place at our November 25<sup>th</sup> Board meeting. We want to ensure that municipal councils have all the information they need for budgeting purposes. The big take aways are:

1. The province will continue to use 2016 population numbers in 2023. (we sent an email to reps on June 14<sup>th</sup> confirming this).
2. The budget proposes a 1.5% levy increase for 2023. (this would move us from \$5.23 to \$5.31/resident or \$10.62 combined board and municipality)

We have begun receiving letters from municipalities approving the 1.5% levy increase proposed at the last Board meeting. We appreciate your pre-approval. Official levy letters will not be sent until after the budget has been voted on at the November 25<sup>th</sup> meeting. For complete clarity, I include here a chart of potential levy payments based on the rate of \$5.31 for municipalities with boards and \$10.62 for municipalities without a library board.

It has been 3 years since a levy increase from Northern Lights Library System. The Board has worked tirelessly to reduce system costs without significant losses in service. We appreciate your continued support of library service in your community. The letters sent by many of our municipalities in support of our letter to Minister McIver seeking provincial funding are also appreciated. We recognize that financial pressures are real and volatile. It is in times like these that the value of libraries is truly manifest. Should you have questions or concerns I am available and so are your Zone representatives. Their contact information is available at the bottom of every weekly report.

Municipality	Population	Levy amount
Andrew	379	\$2,012.49
Athabasca	2990	\$15,876.90
Athabasca County	7662	\$40,685.22
Beaver County (NB)	5689	\$60,417.18
Bon Accord	1488	\$7,901.28
Bondiss S.V. (NB)	106	\$1,125.72
Bonnyville	6921	\$36,750.51
Bonnyville No. 87, M.D.	13233	\$140,534.46
Boyle	948	\$5,033.88
Bruderheim	1348	\$7,157.88
Chauvin	345	\$1,831.95
Cold Lake	15736	\$83,558.16
Edgerton	401	\$2,129.31
Elk Point	1646	\$8,740.26
Frog Lake	2021	\$10,731.51
Fishing Lake	491	\$5,214.42

Gibbons	3030	\$16,089.30
Holden	381	\$2,023.11
Innisfree	220	\$1,168.20
Irma	457	\$2,426.67
Island Lake S.V. (NB)	243	\$2,580.66
Island Lake South S.V. (NB)	72	\$764.64
Kitscoty	976	\$5,182.56
Lac La Biche County	9531	\$50,609.61
Lamont	1753	\$9,308.43
Lamont County	3872	\$20,560.32
Mannville	803	\$4,263.93
Marwayne	667	\$3,541.77
Mewatha Beach S.V. (NB)	79	\$838.98
Minburn No. 27, County of	3383	\$35,927.46
Morinville	9893	\$52,531.83
Mundare	855	\$4,540.05
Myrnam (NB)	370	\$3,929.40
Paradise Valley	174	\$923.94
Pelican Narrows S.V. (NB)	162	\$1,720.44
Redwater	2116	\$11,235.96
Ryley	497	\$2,639.07
Smoky Lake	1022	\$5,426.82
Smoky Lake County (NB)	2459	\$26,114.58
St. Paul	6004	\$31,881.24
St. Paul No. 19, County of	6168	\$32,752.08
Sturgeon County (NB)	19578	\$207,918.36
Sunset Beach S.V. (NB)	44	\$467.28
Thorhild County	3417	\$18,144.27
Tofield	2182	\$11,586.42
Two Hills	1431	\$7,598.61
Two Hills No. 21, County of	3435	\$36,479.70
Vegreville	5758	\$30,574.98
Vermilion	4545	\$24,133.95
Vermilion River, County of	8317	\$88,326.54
Viking	1041	\$5,527.71
Vilna	290	\$1,539.90
Wainwright	6289	\$33,394.59
Wainwright No. 61, M.D. of	4138	\$43,945.56
Waskatenau	255	\$1,354.05
West Baptiste S.V. (NB)	52	\$552.24
Whispering Hills S.V. (NB)	108	\$1,146.96

**James MacDonald** MLIS, DAS  
Executive Director | Northern Lights Library System  
E [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca) | [www.nlls.ab.ca](http://www.nlls.ab.ca)  
P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

## Village of Innisfree Council Committee Report

**Committee Name:** NE Regional Mayors, Reeves, and Indigenous Leader's Caucus

**Meeting Date and Time:** October 14, 2022

**Attendees:** Multiple Municipalities and Metis Settlements across the NE Region

### Discussion:

#### Alberta Games

- Lac la Biche wants to open an Aquatic Center by 2025 and wants to host summer games by 2026, will reach out to different municipalities for support.

#### Health Care

- Lac la Biche has been going through doctor shortage and has been aggressively recruiting.
- Kikino - a department of highways employee has been covering up the highway signs for their health care center for some reason it is their policy when Lac la Biche hospital has been closed due to shortage.
- Boyle has the doctor's but not the staff so care center only open during daytime hours.
- Two hills were down to 2 physicians and had to close the ER.
- Sage unit has been officially closed due to not having an OT (Occupational Therapist).
- The current program for recruitment is not working, the foreign doctor's should be offered the same deal as med school graduates
- Vegreville has invited a non-profit to see what is needed to support a non-emergent transport from vermillion
- Will need to lobby government but also offer solutions to get things done

#### Items to be brought forward.

- Decentralize the AHS
- Red tape reduction
- Transportation of non-emergent patients
- Started a committee to task these items.

#### Highway 28 and 881

- Bob from Alberta Hub came to speak about the Highway.
- 2017 did a transportation study focused on highways in HUB area
- Recommended to attach a dollar figure to any report given to a minister.
- Alberta HUB can give information to help lobby or approach MLA's
- Transportation is an issue and covers all highways.
- Sending a letter to MLA's and transport minister to try to address the issues with Highway 28 and will list all the municipalities in support and have one person sign on behalf of everyone.
- Request \$500 million over 5 years to go to the highways in the NE region for maintenance.
- **Asking to support the letter to minister for Highway 28.**

#### Policing

- Provincial policing will probably happen whether we like it or now, so it is time to try to be on the ground floor for support and ideas.
- Justice department is more of a federal issue as need to approach accordingly.
- Contract is coming up for renewal for RCMP and we may not have a choice but to use the RCMP regardless of what the province wants to do but most likely will get the provincial police force.

#### MSI

- Premier Smith mentioned that the school tax should go to the municipality instead of the province.
- Nobody know what the new formula will be yet as the government has not released that information.

- Request to bring the MSI back to where it was due the surplus and other factors.
- We need to know what we are getting so we can enact our 3 and 5 year plans so it needs to be predictable and timely.

Next meeting will be in Cold Lake on either January 13<sup>th</sup> or 20<sup>th</sup> of 2023 depending on what days the premier or some MLA's can attend.

**Submitted by:** Jennifer Johnson

## Village of Innisfree Council Committee Report

**Committee Name:** M.D. of Minburn Foundation

**Meeting Date and Time:** October 20, 2022, 10 am to 11:45 am

**Attendees:** Taneen Rudyk, Jim Jackson, Jerrold Lemko, Tara Kuzio, Marielle Brodziak, Rhonda Ewasiw, Jennifer Johnson

**Delegations:** Jaquie Fenske, Trevor Horne and Mary McGuire

### **Discussion:**

- 1 on waiting list for lodge, 8 room vacancies in total, 2 move in and 2 move out due to needing higher level of care.
- Flu and COVID booster were done on Oct 13, 2022.
- Hired a casual for the dining room.
- Food manager/head cook is on STD for 4 weeks (short term disability).
- As of November 1, 2022 Innisfree villa will be full
- 1 empty in the Mannville villa
- Maintenance is on-going and on schedule.
- Winter maintenance going on schedule.
- Trevor Horne and Mary McGuire spoke to us on behalf of Rural Development Network to inform us of 2 grant programs we can access that can assist us in our needs (New Horizons and 2022 small project enabling fund), as in expansion and development of the lodge facility.
- Jaquie Fenske talked to us about services she can offer like Alberta rural development network and she can perform community input sessions.
- Chose to stay with Synergy for our auditing needs for 3 years
- Discussed the sidewalk for the Innisfree villa and will send correspondence back.
- Next meeting November 24, 2022 at 9 am

**Submitted by:** Jennifer Johnson



## Village of Innisfree Council Committee Report

**Committee Name:** Innisfree Library Board

**Meeting Date and Time:** November 2, 2022 6:30pm – 8:40pm

**Attendees:** Holly Cependa, Gayle Foyster, Jennifer Johnson, Kristina Brummer, Doris Christenson, Yvonne Parasynchuk, Dale Cates, Debbie McMann

### **Discussion:**

- 386 patrons, 48 website views, 84 e-Resource uses.
- 4 e-resources are being discontinued, tumble books sept 30, hobbies and crafts Dec 31, small engine repair Dec 31, home improvement Dec 31.
- October theme was witches, had 13 kids attend along with 3 babies and 4 parents, the take home bags all went and sue will continue to make them as needed, November's theme is Super heroes, Gayle will pick up snacks forecasting to have approximately 15 kids.
- Van run has been on Tuesdays and it seems to be working out well.
- There will be a mail drop for Holiday in the Hallways.
- Shannon Tarapaski won the vision credit unions photo contest and she donated the \$250.00 prize to the library.
- AG society members were asked to see if there is going to be someone to clear the snow and a young man James was mentioned for the job (he lives across from the library).
- Sheila Whitmore was chosen for the Queen's Platinum Jubilee Medal and she may want someone to receive it in her name as she is currently in the United States.
- Christmas baskets are ready to go and they will be brought to the Innisfree Bingo on Monday.
- Policy 2.6 (financial management) was reviewed and changes were made and it will be brought to the December meeting.
- Policy 2.7 (Board member recognition) was reviewed and accepted.
- Policies 3.1 and 3.2 to be reviewed for the December meeting.
- Yvonne will be doing a sweet tray, Doris and Kristina will be doing a savoury tray for Holiday in the Hallways.
- Went over the draft budget it should be able to present to the Innisfree Council meeting in December.

**Submitted by:** Jennifer Johnson

RECEIVED  
NOV 1 2022

### VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	M-M-1 F.C.SS.
Meeting Date & Time:	NOV. 8, 2022 9:00am Zoom
Attendees:	mike mykhovich, Jannette Riedel, Carla Cavanagh, Deb McMann
Discussion:	<ul style="list-style-type: none"><li>- New Board Member from County of Winkburn Joey Nafziger</li><li>- Family Resource Network = 6 summer Programs with great turnouts. Working with Innisfree Library and Ramfury Play Group</li><li>- New Minister is making some changes</li><li>- Coffee Connections continuing with small turnouts</li><li>- Meals on Wheels continues - for Innisfree made connections to Heart to Home Meals</li></ul>
Actions:	<ul style="list-style-type: none"><li>- November - Present - Family Violence - red silowettes placed in Village Office</li><li>- Community Calendars are being placed</li><li>- Roots of Empathy is presented in Innisfree School - Grades 1-3</li></ul>
Future Items:	<ul style="list-style-type: none"><li>- looking for \$1000 Grant to develop a tracking system for Volunteers in the Schools and community</li></ul> <p>Next meeting Feb. 7, 2023</p>
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

## Interim CAO Monthly Report

To: Council  
From: Therese Wiebe, Interim CAO  
Re: October activities highlights (does not include November)

---

It was a busy partial month with the transition from Brooke to me. Brooke concentrated on completing the auditor requests and letting me know what projects were in the works while I tried to work on all the new things coming in.

### Administration

- went over Interim CAO binder with Brooke for basic duties & responsibilities
- started looking at files on computer
- review Admin Policies
- going over old emails for information, deletion, sorting, etc.
- went through some old documents for retention/disposal with student re: TCA
- numerous government website access requests
- registered for Municipal Affairs online sessions
- newsletter article for back of utility invoices

### Assessment and Taxation

- created new Tax Arrears spreadsheet template with more options for shorter term payments

### Bylaw & Development

- see below in Public Works re: tree branches

### Council

- spoke with the Council members re: various issues

### Economic Development

- toured Birch Lake Campground with Cat
- looked into a new grant for planting fruit trees in the Community

### Financial

- looked at Bank Rec spreadsheet
- completed Grant application for park bench
- looked at current grant projects on government sites

↓ *Innisfree*

### Human Resources & Training

- completed employment forms for payroll

### **Public Works**

- revised engineering Invitation for Tender
- review Infrastructure Plan
- posted the ITT engineering services on APC
- email regarding SafeSidewalks
- review of MGA and Innisfree Bylaws re: tree branches
- crosswalk research and email
- emails with County re: road snowplowing

### **Other**

- issue with Purolator package
- day to day operations with in-person, phone calls and emails

### **Meetings, conferences, seminars, etc.**

Oct 28<sup>th</sup> – started free AEMA course (1.5 hour)

### **Upcoming:**

- Nov 2<sup>nd</sup> – LGAA Zone meeting in Vegreville
- Nov 3<sup>rd</sup> – Special Council meeting (.5 hour)
- Nov 3<sup>rd</sup> – ACE meeting @ Seniors Centre (1 hour)
- Nov 15<sup>th</sup> – Regular Council meeting
- Nov 16<sup>th</sup> – Online Climate Change workshop (a few hours)
- Nov 18<sup>th</sup> – TERRI DAY OFF
- Nov 24<sup>th</sup> – Quad CAO meeting
- Nov 28<sup>th</sup> – Municipal Affairs online training (1 hour)
- Nov 30<sup>th</sup> – HUB meeting
  
- Dec 20<sup>th</sup> – Regular Council meeting
- Dec 25<sup>th</sup> – Christmas Day
- Dec 26<sup>th</sup> – Boxing Day
- Dec 27<sup>th</sup> – Office CLOSED
  
- Jan 1<sup>st</sup> – New Year's Day
- Jan 2<sup>nd</sup> – Office CLOSED
- Jan 17<sup>th</sup> – Regular Council meeting

## SCHEDULE "A"

### Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2022-07-19/07	Water Services – Water Meter Rehabilitation Project	Admin	Administration ordered the bulk Water Meters in early August per Council direction. Continuing to await delivery of meters.
2022-09-27/15	Village Donation – ATCO: 1947-2022: An Epic Legacy	Admin	Administration to speak with Museum to acquire donation documentation.
2022-09-27/16	Birch Lake Park/Campground – Liberty Security	Admin/Park	Security Services were installed on October 14, 2022.
2022-09-27/19	2021 Tax Sale & Public Auction	Admin	Administration submitted documents to AB LTO regarding the August 25, 2022, 2021 Tax Sale & Public Auction.
2022-09-27/23	MSI CAP-14314 Administration Building Rehabilitation Project	Admin	Electrical contract completed on November 10 <sup>th</sup> . Flooring contractor schedule to be determined. No additional contractors have contacted the Village.
2022-09-27/28	Frank Nykolaychuk Memorial	Admin	Dominion Precast has confirmed completion of the table. <b><u>Quote for Purchase &amp; Delivery attached.</u></b>
2022-09-27/32	North Lift Station – Replacement of Gateway Control Receptor & Cellular Modem Kit	Admin	On Oct. 19 <sup>th</sup> Town of Veg & Veg IT discovered the N. Lift Station was simply dirty; no replacements required. Xylem agreed to keep the kit. AMSC Insurance Claim cancelled.
2022-09-27/33	Innisfree WTP Alarm Dialer	Admin	The wiring changes at the Water Treatment Plant completed Oct. 19 <sup>th</sup> .
2022-09-27/35	Queen Elizabeth's II Platinum Jubilee Medals	Admin	Received confirmation that Ms. Whitmore will be awarded the medal.
2022-10-18/10	REQUEST TO HARBOUR ADDITIONAL CANINE'S – CANINE BYLAW 601-15	Admin	Online Survey concludes on Nov. 14 <sup>th</sup> . Verbal Report to be provided.
2022-10-18/03	CARDBOARD RECYCLING PROGRAM – UPDATE	Admin	Online Survey concludes on Nov. 14 <sup>th</sup> . Verbal Report to be provided.
2022-10-18/04	TAX FORFEITURE: HAZARDOUS/UNSAFE PROPERTIES	Admin	Requests for Demolition Services to be sent out. Commercial Building Inspector to be contacted.

Bridge Vault & Dominion Precast

# Invoice

(Divs. of 794754 Alberta Ltd.)  
 152 Donaldson Ave,  
 PO Box 143  
 Shaughnessy, AB T0K 2A0

Date	Invoice #
04/10/2022	2539

Invoice To
Village of Innisfree 5116 15 Ave Innisfree, AB T0B 2G0

Ship To
Village of Innisfree 5116 15 Ave Innisfree, AB T0B 2G0 attn: Brooke Magoose 780-592-3886

P.O. No.	Terms	Rep	Ship	Via	F.O.B.	Project
	Prior to Shipping		15/11/2022			

Quantity	Item	Description	Price Each	Amount
1	UCPICT-PG	Urban Commando Picnic Table - Polished W Exp. Agg Trim/Grey	1,295.00	1,295.00
1	Discount Municipal Plaque-BG-3x8	5% Municipal Discount 3" x 8" LASER ETCHED BLACK GRANITE (2 weeks lead time)	-64.75 225.00	-64.75 225.00
1	Anchor Bracket-Park...	Optional Anchor Bracket Set-Park Bench (To fasten bench to slab)	50.00	50.00
1	Palletize	Palletize for shipping per Pallet	50.00	50.00
1	Delivery	Deliver 1 skid 32x74x36 @ 2000 LBS to the Transport company Edmonton Dock for pick up.	418.16	418.16
Dominion Precast cannot accept responsibility for: -Damage to, or injury by, the product (s) during unloading and assembly. -Damaged merchandise if not inspected and reported immediately at time of delivery.  NOTE: ASSEMBLY IS REQUIRED ON MOST TABLES AND BENCHES On site assembly and or site placement is not included in this quotation unless stated herein. THIS QUOTE VALID FOR 30 DAYS				

**Sales Tax Summary**

GST@5.0%	98.67
Total Tax	98.67

<b>Total</b>			\$2,072.08
--------------	--	--	------------



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
<b>TAXATION</b>					
1-00-00-110	Taxes Residential	167,796.62	166,348.76	166,000.00	165,982.99
1-00-00-111	Taxes Non-Residential	46,938.72	46,719.48	49,832.00	49,831.59
1-00-00-112	Taxes M & E	1,817.35	4,341.49	2,224.00	2,224.30
1-00-00-120	Taxes SP Levy	0.00	0.00	0.00	0.00
1-00-00-190	Taxes Linear	25,184.67	27,882.89	28,486.00	28,485.85
1-00-00-230	Taxes Federal GIL	892.31	1,056.16	1,208.00	1,208.27
1-00-00-240	Taxes Provincial GIL	0.00	0.00	0.00	0.00
1-00-00-250	Taxes Minimum Levy	0.00	25,643.83	26,405.00	26,405.65
1-00-00-321	ASFF Residential Levy	25,977.89	27,436.04	25,843.00	27,158.85
1-00-00-322	ASFF Non-Residential Levy	10,688.79	11,781.88	11,779.00	12,387.27
1-00-00-330	Seniors Housing Levy	1,841.98	2,804.36	3,811.00	3,810.74
1-00-00-260	Taxes - Designated Industrial Property	83.04	90.77	87.00	87.07
1-00-00-328	ASFF Residential (Over/Under) Levy	0.00	0.00	1,319.00	0.00
1-00-00-329	ASFF Non-Residential (Over/Under) Levy	0.00	0.00	608.00	0.00
<b>*</b>	<b>TOTAL TAXATION</b>	<b>281,221.37</b>	<b>314,105.66</b>	<b>317,602.00</b>	<b>317,582.58</b>
<b>REQUISITIONS</b>					
2-00-00-260	Designated Industrial Property Req	0.00	0.00	87.00	0.00
2-00-00-321	ASFF Requisition Residential	36,666.58	26,117.36	27,162.00	19,588.02
2-00-00-322	ASFF Requisition Non-Residential	0.00	11,173.33	12,387.00	8,380.00
2-00-00-328	ASFF Prior Year Levy Adj Residential	0.00	0.00	0.00	0.00
2-00-00-329	ASFF Prior Year Adj Non-Residential	0.00	0.00	0.00	0.00
2-00-00-330	Seniors Foundation Requisition	1,842.00	2,825.00	3,811.00	3,811.00
2-01-00-754	Seniors Foundation-Req	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL REQUISITIONS</b>	<b>38,508.58</b>	<b>40,115.69</b>	<b>43,447.00</b>	<b>31,779.02</b>
<b>**P</b>	<b>TOTAL TAX AVAILABLE FOR MUNICI</b>	<b>242,712.79</b>	<b>273,989.97</b>	<b>274,155.00</b>	<b>285,803.56</b>
<b>GENERAL REVENUE</b>					
1-00-00-510	Penalties Taxes	26,629.99	21,117.75	27,000.00	23,823.17
1-00-00-540	Franchise Fees - Natural Gas	22,587.73	21,550.23	28,025.00	20,339.00
1-00-00-541	Franchise Fees - Electricity	13,962.09	13,654.52	15,200.00	12,265.80
1-00-00-550	Bank Interest (General Operating)	2,199.58	328.12	1,500.00	4,234.62
1-01-00-590	Other Revenue Own Sources Invest	385.00	183.04	550.00	490.00

*right on budget 😊*

*last qtr to be paid in Dec  
" " " " " "*

*2 months = \$1,000 so shortfall  
3 " = \$8,000 of \$2,000  
3 " = \$4,000 so on budget  
2 " = \$2,000 " " 😊*



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual	
1-01-00-790	Sale of Assets Gain/Loss	0.00	0.00	0.00	0.00	
1-11-00-765	Transfer from Reserves General	0.00	5,000.00	25,000.00	0.00	Year end entry
1-00-00-551	Bank Interest - Grants	0.00	818.09	2,500.00	5,901.82	2 months - over budget
1-00-00-552	Bank Interest - Reserves	0.00	307.08	300.00	3,116.91	2 " - " "
1-00-00-553	Bank Interest - Tax Recovery '09 (TBill)	0.00	0.98	2.00	6.38	
<b>**</b>	<b>TOTAL GENERAL REVENUE</b>	<b>65,764.39</b>	<b>62,959.81</b>	<b>100,077.00</b>	<b>70,177.70</b>	→ estimate \$8,000 over budget
<b>ADMIN REVENUE</b>						
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	0.00	0.00	0.00	
1-12-00-290	Election (Senate/Referendum)	0.00	4,000.00	0.00	0.00	
1-12-00-401	Sales Photocopies, Faxes, Services	1,130.79	1,231.18	1,350.00	1,479.52	
1-12-00-402	Bank Fees Collected	0.00	0.00	150.00	359.00	
1-12-00-560	Rental Revenue Adm	9,011.79	8,503.60	8,500.00	5,939.84	2 more months but might be short
1-12-00-590	Other Revenue Own Sources Adm	24,339.81	6,845.76	1,750.00	12,823.12	huge increase 😊
1-12-00-765	Transfer from Reserves - Admin	0.00	0.00	5,620.00	5,620.00	
1-12-00-840	Grants Conditional Provincial Adm	64,641.00	36,768.00	0.00	36,768.00	MSI operating grant
1-12-00-841	Provincial Grant Capital	80,148.87	24,113.37	50,000.00	0.00	←
1-12-00-415	Donations - Admin	0.00	150.00	0.00	3,226.00	😊
1-12-00-830	Grants Federal (CSJ) Adm	0.00	0.00	0.00	0.00	
<b>**</b>	<b>TOTAL ADMIN REVENUE</b>	<b>179,272.26</b>	<b>81,611.91</b>	<b>67,370.00</b>	<b>66,215.48</b>	will be over budget 😊
<b>FINE REVENUE</b>						
1-21-00-530	Fines Police	500.00	100.00	100.00	0.00	
<b>**</b>	<b>TOTAL FINE REVENUE</b>	<b>500.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	
<b>FIRE REVENUE</b>						
1-23-00-410	Fees Fire Fighting	13,081.07	9,669.91	500.00	187.50	
1-23-00-765	Transfer from Reserves Fire	0.00	2,000.00	5,000.00	5,000.00	
1-23-00-841	Provincial Grants - Fire	0.00	0.00	1,225.00	1,225.00	
1-23-00-850	Joint Fire Services Agreement	20,730.03	21,044.26	0.00	0.00	
1-23-00-990	Proceeds of Capital Disposal Fire	0.00	0.00	0.00	0.00	
<b>**</b>	<b>TOTAL FIRE REVENUE</b>	<b>33,811.10</b>	<b>32,714.17</b>	<b>6,725.00</b>	<b>6,412.50</b>	
<b>BYLAW REVENUE</b>						
1-26-00-522	License Animal	600.00	957.00	1,100.00	1,225.00	
1-26-00-523	Business Licenses	350.00	375.00	500.00	585.00	





# Village of Innisfree

## Revenue & Expense Report

For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
1-26-00-590	Fines Bylaw	425.00	0.00	0.00	900.00
**	TOTAL BYLAW REVENUE	1,375.00	1,332.00	1,600.00	2,710.00
<b>PUBLIC WORKS REVENUE</b>					
1-32-00-560	PW Rental Revenue	0.00	840.48	2,500.00	2,075.00
1-32-00-430	Sales Service (Grass, Snow)	1,063.10	1,469.05	0.00	75.00
1-32-00-765	Transfer From Operating Reserves PW	0.00	10,130.00	19,775.00	19,775.00
1-32-00-830	Grants Federal (CSJ) PW	8,400.00	2,992.50	2,100.00	0.00
1-32-00-840	Grants Provincial - Operating	0.00	0.00	0.00	0.00
1-32-00-841	Grants Infrastructure Provincial PW	0.00	0.00	30,000.00	11,552.57
1-32-00-850	FEDERAL GRANTS	0.00	0.00	4,800.00	0.00
1-32-00-990	Proceeds of Capital Disposal PW	0.00	0.00	0.00	0.00
**	TOTAL PUBLIC WORKS REVENUE	9,463.10	15,432.03	59,175.00	33,477.57
<b>STORMWATER REVENUE</b>					
1-37-00-000	Grants - Provincial Capital	0.00	0.00	0.00	0.00
1-37-00-410	Stormwater Infrastructure Renewal	4,770.84	4,660.85	4,780.00	4,055.99
1-37-00-510	Penalties-Stormwater	0.00	0.00	0.00	0.00
1-37-00-850	Grant - Federal Capital	0.00	0.00	0.00	0.00
**	TOTAL STORMWATER REVENUE	4,770.84	4,660.85	4,780.00	4,055.99
<b>WATER REVENUE</b>					
1-41-00-410	Water Consumption	38,242.73	43,583.39	42,500.00	38,608.15
1-41-00-411	Regional Water Fund	23,300.00	22,873.74	23,450.00	19,897.00
1-41-00-412	Water Base Fee	28,089.39	27,834.99	29,150.00	25,415.95
1-41-00-510	Penalties Water	2,402.73	2,775.08	2,950.00	1,892.72
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00	0.00	0.00
1-41-00-765	Transfer from Reserves Water	0.00	0.00	0.00	0.00
1-41-00-841	Provincial Grant Capital	0.00	37,400.00	48,050.00	30,402.49
**	TOTAL WATER REVENUE	92,034.85	134,467.20	146,100.00	116,216.31
<b>SEWER REVENUE</b>					
1-42-00-410	Billings Sewer	35,061.96	35,035.58	35,850.00	30,430.05
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00	0.00	0.00
1-42-00-765	Transfer from Reserves Sewer	0.00	5,000.00	0.00	0.00
1-42-00-840	Grants Conditional Provincial Sewer	0.00	0.00	40,500.00	0.00

MSI

*\$10,000 for 3 months = over budget 😊  
\$6,000 " " = " "  
\$6,000 " " = " "  
less than budget 😞*

MSI

*3 months \$9,000 over budget*



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
**	TOTAL SEWER REVENUE	35,061.96	40,035.58	76,350.00	30,430.05
<b>SOLID WASTE</b>					
1-43-00-410	Billings Garbage	46,935.63	46,662.62	47,680.00	40,456.47
1-43-00-411	Regional SWM Infrastructure Fee	17,953.30	17,539.74	18,100.00	15,371.00
1-43-00-510	Penalties - Solid Waste	0.00	0.00	0.00	0.00
1-43-00-511	Penalties SWM Fee	0.00	0.00	0.00	0.00
1-43-00-764	Transfer from Contributed Reserve Garbag	0.00	0.00	0.00	0.00
**	TOTAL SOLID WASTE	64,888.93	64,202.36	65,780.00	55,827.47
<b>LAND REVENUE</b>					
1-61-00-410	Sale of Land	0.00	857.14	0.00	0.00
1-61-00-522	Permits (Development, Subdivision)	0.00	150.00	0.00	0.00
1-61-00-765	Transfer from Reserves - Land	0.00	0.00	30,000.00	30,000.00
**	TOTAL LAND REVENUE	0.00	1,007.14	30,000.00	30,000.00
<b>PLANNING REVENUE</b>					
1-66-00-522	Permits (Development and/or Subdivision)	0.00	0.00	150.00	200.00
**	TOTAL PLANNING	0.00	0.00	150.00	200.00
<b>RECREATION REVENUE</b>					
1-72-00-590	Fees Park Grounds	0.00	20,175.14	22,000.00	39,609.53
1-72-00-591	Fees Park Concession	0.00	0.00	1,500.00	582.92
1-72-00-592	Fees Park Firewood	0.00	1,380.00	1,500.00	1,133.28
1-72-00-760	Disposition Proceeds	0.00	0.00	0.00	0.00
1-72-00-764	Transfer to Operating Reserves	0.00	0.00	0.00	0.00
1-72-00-765	Transfer from Reserves Recreation	0.00	5,000.00	0.00	0.00
1-72-00-830	Federal Conditional Grants	0.00	2,756.50	2,100.00	2,100.00
1-72-00-415	Rec Park Donations	0.00	0.00	1,000.00	1,025.00
1-72-00-841	PROVINCIAL GRANT - CAPITAL	0.00	0.00	21,000.00	26,410.45
**	TOTAL RECREATION REVENUE	0.00	29,311.64	49,100.00	70,861.18
<b>CULTURAL REVENUE</b>					
1-74-00-400	Van Revenue (Community)	0.00	0.00	0.00	0.00
1-74-00-557	Museum Cost Recovery	0.00	0.00	0.00	527.30

*3 months \$12,000 over budget  
" " \$4,000 " " \$1*

*way over budget 😊*



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
1-74-00-591	Revenue Own Sources Culture	0.00	0.00	0.00	0.00
1-74-00-830	Grants Conditional Federeal Cultural	0.00	0.00	0.00	0.00
1-74-00-840	Grants Conditional Provincial Cultural	0.00	0.00	0.00	0.00
1-74-00-860	Other Revenue Own Sources Library	0.00	0.00	0.00	0.00
1-74-00-900	Recoveries Insurance Cultural	0.00	0.00	0.00	0.00
1-74-00-415	Museum Donations	100.00	0.00	0.00	0.00
1-74-00-790	Sale of Asset Gain/Loss	0.00	0.00	0.00	0.00
<b>**</b>	<b>TOTAL CULTURAL REVENUE</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>527.30</b>
<b>***</b>	<b>TOTAL REVENUE</b>	<b>729,755.22</b>	<b>741,824.66</b>	<b>881,462.00</b>	<b>772,915.11</b>

*Overall revenues will be over budget YAY!!*

#### COUNCIL EXPENSE

2-11-00-130	Employer Cont Source Dec=ductions	2.80	10.58	200.00	38.35
2-11-00-135	WCB Council	0.00	0.00	145.00	1,147.28
2-11-00-151	Fees Council	5,745.00	6,407.50	8,000.00	7,680.00
2-11-00-211	Travel/Subsistence Council	357.14	716.87	2	5,675.65
2-11-00-212	Conventions/Seminars Council	98.75	1,725.01	2,500.00	3,454.56
2-11-00-274	Council Insurance	614.46	0.00	0.00	0.00
<b>**</b>	<b>TOTAL COUNCIL EXPENSE</b>	<b>6,818.15</b>	<b>8,859.96</b>	<b>13,345.00</b>	<b>17,995.84</b>

*2 months so will be over budget " " " " even with change " " " "*

*likely due to convention mainly*

#### GENERAL EXPENSE

2-19-00-274	General Insurance	0.00	5,128.41	6,355.00	6,355.01
<b>**</b>	<b>TOTAL GENERAL EXPENSE</b>	<b>0.00</b>	<b>5,128.41</b>	<b>6,355.00</b>	<b>6,355.01</b>

#### ADMIN EXPENSE

2-12-00-110	Salaries & Wages Adm	61,045.86	67,562.54	53,360.00	50,858.66
2-12-00-111	Honorarium (Admin)	0.00	600.00	1,000.00	0.00
2-12-00-115	Salaries & Wages Assistant Adm	0.00	0.00	31,180.00	26,289.35
2-12-00-120	Salaries & Wages Casual	0.00	0.00	0.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,380.71	4,317.02	4,470.00	5,459.73
2-12-00-131	Employer Benefits Adm	13,046.68	7,711.24	13,250.00	11,045.40
2-12-00-135	Workers Compensation ADM	2,297.55	2,138.99	1,420.00	1,143.24
2-12-00-211	Travel/Subsistence Adm	0.00	79.48	1,500.00	4,106.61
2-12-00-215	Telecommunications	6,225.54	3,343.63	3,550.00	3,161.03
2-12-00-216	Postage & Freight	923.72	590.82	600.00	715.47
2-12-00-212	Education Adm	260.00	0.00	0.00	0.00
2-12-00-213	Health & Safety Training - Adm	0.00	0.00	530.00	99.98

*2 months left + 1 month overlap so will be over budget should be on budget should be on budget due to convention likely and CLGM*



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
2-12-00-217	Website Costs	0.00	1,175.00	1,270.00	11.05
2-12-00-220	Membership Dues Adm	1,347.51	1,243.99	1,850.00	1,677.03
2-12-00-221	Advertising/Printing/Subscriptions Adm	7,191.76	4,809.10	5,000.00	1,538.93
2-12-00-230	Audit/Assessor Fees Adm	24,655.00	24,250.00	25,000.00	22,600.00
2-12-00-250	Contracted Services Adm	23,595.86	21,703.30	10,000.00	8,772.85
2-12-00-274	Insurance Adm	2,525.00	959.07	1,026.00	1,026.21
2-12-00-290	Election/Census Expense Adm	0.00	2,601.55	750.00	328.77
2-12-00-510	Goods, Materials & Supplies Adm	8,171.59	10,574.44	60,575.00	8,905.30
2-12-00-540	Utilities Heat Adm	1,594.73	1,313.47	1,700.00	1,006.71
2-12-00-541	Utilities Power Adm	2,647.97	2,940.08	2,500.00	1,861.50
2-12-00-543	Utilities Water&Sewer Adm	0.00	0.00	1,380.00	1,097.24
2-12-00-650	Provision Doubtful Accounts	12,371.24	11,890.92	<u>30,000.00</u>	1,809.71
2-12-00-762	Transfer to Capital Adm	0.00	0.00	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	0.00	0.00	1,500.00	1,500.00
2-12-00-810	Bank Charges Adm	1,575.45	1,748.91	2,500.00	(746.09)
2-12-00-830	Bank Interest/Overdraft Fees Adm	0.00	0.00	0.00	0.00
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00	0.00	(0.01)
2-12-00-911	Land Title Charges	810.00	620.00	250.00	160.00
2-12-00-920	Tax Adjustments Council Adm	0.00	0.00	0.00	750.00
2-12-00-995	Legal Expenses	31,669.48	12,850.10	5,000.00	3,309.16
2-12-00-770	Grants to Organizations Adm	0.00	12,000.00	0.00	0.00
2-12-00-415	Donations - Admin	50.00	0.00	0.00	1,822.52
2-12-00-790	Amortization Expense Adm	2,717.50	2,717.50	600.00	0.00
2-12-00-999	Penalties and Interest on Taxes	0.00	0.00	0.00	0.00
<b>** TOTAL ADMIN EXPENSE</b>		<b>209,103.15</b>	<b>199,741.15</b>	<b>261,761.00</b>	<b>160,110.35</b>

doing online → FB + website 😊

→ probably includes capital project

why so high?

#### FIRE EXPENSE

2-23-00-120	Salaries & Wages Fire	16,196.00	15,625.20	0.00	0.00
2-23-00-135	WCB Fire	0.00	0.00	0.00	0.00
2-23-00-211	Travel & Subsistence Fire	2,109.53	0.00	0.00	0.00
2-23-00-215	Telecommunications Fire	3,252.38	3,257.92	950.00	947.62
2-23-00-217	Freight & Postage Fire	26.90	723.27	10.00	0.92
2-23-00-221	Advertising/Printing/Subscriptions Fire	0.00	250.00	0.00	0.00
2-23-00-234	Training Fire	2,333.19	950.00	0.00	0.00
2-23-00-250	Contracted Services Fire	607.86	592.93	0.00	0.00
2-23-00-274	Insurance Fire	2,400.34	1,605.55	0.00	1,880.27
2-23-00-510	Supplies, Goods & Equipment Fire	13,895.76	11,885.09	1,225.00	1,225.00
2-23-00-521	Fuel & Oil Fire	0.00	327.30	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,565.37	2,854.42	0.00	(216.82)



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
2-23-00-541	Utilities Power Fire	1,787.42	1,918.81	0.00	(270.24)
2-23-00-543	Utilities Water & Sewer Fire	0.00	0.00	0.00	0.00
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	1,500.00	0.00	0.00
2-23-00-770	Grants to Organizations Fire	0.00	0.00	0.00	0.00
2-23-00-840	Operational Grant Local Government Fire	0.00	0.00	0.00	0.00
2-23-00-330	Fire Requisition - Joint F.S.A.	0.00	0.00	5,000.00	5,000.00
2-23-00-415	Donations - Fire Dept	0.00	0.00	0.00	0.00
2-23-00-790	Amortization Expense Fire	2,508.49	1,707.49	0.00	0.00
<b>**</b>	<b>TOTAL FIRE EXPENSE</b>	<b>51,683.24</b>	<b>43,197.98</b>	<b>7,185.00</b>	<b>8,566.75</b>
<b>EMGERENCY SERVICE EXPENSE</b>					
2-25-00-300	Ambulance Requisition	0.00	0.00	0.00	0.00
2-25-00-310	911 Requisition	1,427.20	1,204.20	1,205.00	1,115.00
2-25-00-330	Police Funding Model (Cost Share)	0.00	0.00	5,620.00	5,616.00
<b>**</b>	<b>TOTAL EMGERENCY SERVICE EXPENS</b>	<b>1,427.20</b>	<b>1,204.20</b>	<b>6,825.00</b>	<b>6,731.00</b>
<b>BYLAW EXPENSE</b>					
2-26-00-221	Bylaw Advertising	0.00	0.00	0.00	0.00
2-26-00-222	Bylaw Enforcement Costs	0.00	0.00	550.00	264.96
2-26-00-510	Bylaw Enforcement Goods & Materials	0.00	0.00	345.00	336.14
2-26-00-216	Postage & Freight - Bylaw	0.00	0.00	100.00	189.10
<b>**</b>	<b>TOTAL BYLAW EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>995.00</b>	<b>790.20</b>
<b>PUBLIC WORKS EXPENSE</b>					
2-32-00-110	Salaries & Wages PW	24,964.91	20,559.24	17,912.00	23,690.40
2-32-00-111	Honorarium (PW)	0.00	450.00	500.00	0.00
2-32-00-115	Salaries & Wages Casual PW	9,240.00	3,990.00	2,205.00	2,457.00
2-32-00-130	Employer Contributions Source PW	2,213.97	1,571.79	1,805.00	1,714.83
2-32-00-131	Employer Benefits PW	3,328.83	1,660.74	2,350.00	2,341.65
2-32-00-135	WCB	0.00	0.00	470.00	667.92
2-32-00-211	Travel & Subsistence PW	0.00	0.00	0.00	0.00
2-32-00-213	Health & Safety Training - PW	0.00	0.00	2,020.00	578.86
2-32-00-215	Telecommunications PW	2,516.61	2,413.72	2,675.00	2,083.93
2-32-00-217	Freight & Postage PW	405.97	47.00	75.00	650.40
2-32-00-221	Advertising/Printing/Subscriptions PW	0.00	0.00	0.00	0.00
2-32-00-250	Contracted Services PW	593.16	575.88	580.00	428.83
2-32-00-270	CN Services PW	130.00	130.00	130.00	130.00

*final pay included so higher than budget*



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual	
2-32-00-274	Insurance PW	5,502.50	2,766.29	1,710.00	1,707.65	
2-32-00-510	Goods, Supplies & Materials PW	57,767.39	10,321.57	64,575.00	44,541.58	<i>includes asphalt patching</i>
2-32-00-521	Fuel & Oil PW	5,852.51	5,889.35	7,500.00	5,603.36	
2-32-00-540	Utilities Heat PW	1,899.06	1,960.19	3,500.00	1,610.04	
2-32-00-541	Utilities Power (Street/Shop) PW	56,566.70	49,068.68	53,500.00	35,717.26	<i>\$15,000 for 3 months</i>
2-32-00-543	Utilities Water/Sewer PW	0.00	0.00	0.00	3,077.74	
2-32-00-762	Transfer to Capital PW	9,500.00	2,500.00	3,000.00	3,000.00	
2-32-00-790	Amortization Expense PW	37,124.31	37,734.24	12,500.00	0.00	<i>Year end entry</i>
<b>**</b>	<b>TOTAL PUBLIC WORKS EXPENSE</b>	<b>217,605.92</b>	<b>141,638.69</b>	<b>177,007.00</b>	<b>130,001.45</b>	
<b>STORM DRAINAGE EXPENSE</b>						
2-37-00-250	Contracted Services - Storm Drainage	0.00	0.00	0.00	0.00	
2-37-00-510	Goods & Equipment Repairs - Storm Drainage	1,200.00	0.00	3,500.00	1,280.00	
2-37-00-762	Contribution to Capital - Storm Drainage	0.00	4,775.00	4,780.00	4,780.00	
<b>**</b>	<b>TOTAL STORM DRAINAGE EXPENSE</b>	<b>1,200.00</b>	<b>4,775.00</b>	<b>8,280.00</b>	<b>6,060.00</b>	
<b>WATER EXPENSES</b>						
2-41-00-110	Salaries & Wages Water	10,660.52	8,337.59	7,680.00	5,239.47	
2-41-00-120	Salaries & Wages Casual Water	0.00	0.00	0.00	0.00	
2-41-00-130	Employer Contributions Source Water	768.04	499.68	545.00	414.42	
2-41-00-131	Employer Benefits Water	0.00	691.08	1,010.00	718.60	
2-41-00-211	Travel & Subsistence Water	0.00	0.00	1,920.00	1,600.00	
2-41-00-215	Telecommunications - Water	1,082.95	1,783.16	2,500.00	1,593.14	
2-41-00-217	Freight & Postage - Water	0.00	108.70	715.00	914.58	
2-41-00-250	Contracted Services Water	7,637.76	12,749.35	12,750.00	4,885.44	<i>water breaks</i>
2-41-00-270	Licenses & Permits Water	0.00	0.00	0.00	0.00	
2-41-00-274	Insurance Water	3,597.79	2,166.66	2,320.00	2,318.34	
2-41-00-350	ACE Regional Water Purchase	67,445.01	55,734.80	55,750.00	35,772.30	<i>way lower than budget 😊</i>
2-41-00-510	Goods, Supplies & Materials Water	9,055.87	9,578.71	25,500.00	15,487.33	<i>3 months \$12,000 under budget 😊</i>
2-41-00-540	Utilities Heat Water Plant	1,614.03	1,865.86	2,600.00	1,242.11	
2-41-00-541	Utilities Power Water Plant	6,221.85	6,518.22	7,000.00	4,203.01	
2-41-00-762	Transfer to Capital Water	0.00	2,500.00	2,500.00	0.00	
2-41-00-830	Debenture Interest Water	0.00	0.00	0.00	0.00	
2-41-00-831	Debenture Principal Water	0.00	0.00	0.00	0.00	
2-41-00-840	750-Capital ACE Water Contribution	0.00	37,400.00	28,050.00	28,050.00	
2-41-00-790	Amortization Expense Water	68,111.39	68,111.39	66,900.00	0.00	<i>year end entry</i>
<b>**</b>	<b>TOTAL WATER EXPENSES</b>	<b>176,195.21</b>	<b>208,045.20</b>	<b>217,740.00</b>	<b>102,438.74</b>	



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
----------------	-------------	-------------	-------------	-------------	-------------

**SEWER EXPENSE**

2-42-00-110	Salaries & Wages Sewer	6,222.81	5,846.00	7,680.00	5,226.55
2-42-00-130	Employer Contributions Source Sewer	444.90	330.85	545.00	414.43
2-42-00-131	Employer Benefits Sewer	0.00	239.80	1,010.00	730.32
2-42-00-215	Freight/Phone/Postage Sewer	0.00	0.00	75.00	27.91
2-42-00-250	Contracted Services Sewer	0.00	0.00	570.00	0.00
2-42-00-274	Insurance Sewer	1,349.17	1,439.63	1,550.00	1,540.42
2-42-00-510	Goods, Supplies & Materials Sewer	2,240.00	11,237.50	55,500.00	3,003.67
2-42-00-541	Utilities Power Sewer Lift Stations	5,915.23	6,486.88	7,000.00	4,404.90
2-42-00-762	Transfer to Capital Sewer	10,000.00	2,500.00	2,500.00	2,500.00
2-42-00-120	Salaries & Wages Casual Sewer	0.00	0.00	0.00	0.00
2-42-00-211	Travel & Subsistence Sewer	0.00	0.00	0.00	0.00
2-42-00-234	Training Sewer	0.00	0.00	0.00	0.00
2-42-00-764	Transfer to Operating Reserves Sewer	0.00	0.00	0.00	0.00
2-42-00-790	Amortization Expense Sewer	33,133.75	33,133.75	26,000.00	0.00
2-42-00-830	Debtenture Interest Sewer	0.00	0.00	0.00	0.00
2-42-00-831	Debtenture Principal Sewer	0.00	0.00	0.00	0.00
2-42-00-840	MSI Capital Grant Sewer	0.00	0.00	0.00	0.00
<b>** TOTAL SEWER EXPENSE</b>		<b>59,305.86</b>	<b>61,214.41</b>	<b>102,430.00</b>	<b>17,848.20</b>

*capital?*

*year end entry*

**GARBAGE EXPENSE**

2-43-00-110	Salaries & Wages Garbage	19,363.52	16,132.26	17,915.00	12,784.44
2-43-00-120	Salaries & Wages Casual Garbage	0.00	0.00	2,205.00	2,457.00
2-43-00-130	Employer Contributions Source Garbage	1,361.12	947.62	1,805.00	1,079.71
2-43-00-131	Employer Benefits Garbage	0.00	1,010.70	2,350.00	1,805.11
2-43-00-135	WCB Garbage	0.00	0.00	470.00	212.76
2-43-00-250	Contracted Services Garbage	27,050.73	26,185.45	26,500.00	19,553.32
2-43-00-274	Insurance Garbage	380.94	0.00	0.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	0.00	209.14	1,050.00	28.82
2-43-00-521	Fuel & Oil Garbage	0.00	0.00	0.00	0.00
2-43-00-760	Capital Purchase Garbage	0.00	0.00	0.00	0.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	5,000.00	1,000.00	0.00
2-43-00-770	Contrib. to Local Government	0.00	0.00	0.00	0.00
2-43-00-840	MSI Cap-Garbage	0.00	0.00	0.00	0.00
2-43-00-763	Transfer to Reserves - Regional SWM	0.00	17,950.00	18,100.00	19,100.00
2-43-00-790	Amorization Expense Garbage	2,164.43	2,164.43	2,165.00	0.00
<b>** TOTAL GARBAGE EXPENSE</b>		<b>68,820.74</b>	<b>69,599.60</b>	<b>73,560.00</b>	<b>57,021.16</b>

*2 months so should be under budget*

*year end entry*



# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
<b>FCSS EXPENSE</b>					
2-51-00-351	FCSS Requisition	1,837.75	1,837.75	1,840.00	1,837.75
**	<b>TOTAL FCSS EXPENSE</b>	<b>1,837.75</b>	<b>1,837.75</b>	<b>1,840.00</b>	<b>1,837.75</b>
<b>PLANNING EXPENSE</b>					
2-61-00-200	General Services Contracted	0.00	0.00	0.00	0.91
2-61-00-250	Contracted Services	767.00	0.00	0.00	0.00
2-61-00-510	General Goods, Supplies and Materials	0.00	0.00	30,000.00	0.00
**	<b>TOTAL PLANNING EXPENSE</b>	<b>767.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.91</b>
<b>LAND PURCHASES EXPENSE</b>					
2-66-00-510	General Goods, Supplies and Materials	0.00	0.00	2,500.00	0.00
2-66-00-710	Land Purchase	0.00	0.00	0.00	0.00
2-66-00-911	Land Title Costs	0.00	0.00	100.00	0.00
**	<b>TOTAL LAND PURCHASES EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>
<b>RECREATION EXPENSES</b>					
2-72-00-111	Honorarium (Recreation Park)	0.00	0.00	0.00	0.00
2-72-00-110	Salaries & Wages Recreation	0.00	0.00	0.00	0.00
2-72-00-115	Salaries & Wages Casual Recreation	0.00	3,675.00	4,410.00	4,914.00
2-72-00-130	Employer Contributions Source Recreation	0.00	0.00	1,270.00	431.97
2-72-00-131	Employer Benefits Recreation	0.00	0.00	0.00	0.00
2-72-00-135	WCB Rec Park	0.00	0.00	549.00	282.32
2-72-00-213	Health & Safety Training - Rec	0.00	0.00	1,515.00	946.71
2-72-00-215	Freight/Phone/Postage Recreation	811.90	1,646.61	1,650.00	1,756.67
2-72-00-221	Printing/Advertising/Subscriptions	380.00	0.00	550.00	795.00
2-72-00-234	Training Recreation	0.00	0.00	0.00	0.00
2-72-00-250	Contracted Services Recreation	0.00	11,136.40	10,000.00	9,678.88
2-72-00-251	CR.CA Fees	0.00	2,241.00	0.00	2,740.78
2-72-00-255	Maintenance Sports Grounds	0.00	0.00	0.00	0.00
2-72-00-274	Insurance Recreation	1,191.66	2,355.45	1,270.00	1,266.56
2-72-00-510	Goods, Materials & Supplies Recreation	0.00	16,082.43	28,000.00	35,451.16
2-72-00-521	Fuel and Oil Park	352.16	842.42	1,700.00	1,596.50
2-72-00-540	Utilities Heat Park Building	1,066.84	1,194.28	1,500.00	545.95
2-72-00-541	Utilities Power Park Grounds	1,530.30	4,499.81	4,600.00	5,020.21

*Includes capital items  
golf cart, picnic tables,  
etc. → will transfer  
@ year end*





# Village of Innisfree

## Revenue & Expense Report

### For the Period Ending October 31, 2022

General Ledger	Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
2-72-00-543	Water/Sewer/Gas Hall	0.00	0.00	0.00	0.00
2-72-00-591	Concessions Park Grounds	0.00	0.00	1,200.00	659.18
2-72-00-592	Firewood - Recreation Park	0.00	2,728.57	3,000.00	2,600.00
2-72-00-760	Contribution to Capital	0.00	0.00	0.00	0.00
2-72-00-762	Transfer to Capital Recreation	5,000.00	1,000.00	1,500.00	1,500.00
2-72-00-764	Transfer to Operation Reserves Recreation	0.00	0.00	0.00	0.00
2-72-00-770	Donations Recreation	0.00	0.00	1,000.00	0.00
2-72-00-790	Amortization Expense Recreation	9,996.31	9,996.31	8,450.00	0.00
<b>**</b>	<b>TOTAL RECREATION EXPENSES</b>	<b>20,329.17</b>	<b>57,398.28</b>	<b>72,164.00</b>	<b>70,185.89</b>
<b>CULTURE EXPENSES</b>					
2-74-00-110	Honorariums (Library/Museum)	0.00	0.00	0.00	0.00
2-74-00-120	Wages- Museum & Library	0.00	0.00	0.00	0.00
2-74-00-250	Contracted Services Library/Museum	0.00	0.00	0.00	0.00
2-74-00-274	Insurance Cultural Organization	0.00	4,870.86	1,900.00	1,898.00
2-74-00-300	Regional Library Requisition	1,166.29	1,166.29	1,150.00	1,150.60
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	3,500.00	3,500.00
2-74-00-510	Goods & Materials Library/Museum/Culture	75.00	0.00	0.00	254.55
2-74-00-415	Donations - Museum	100.00	0.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	3,116.16	3,839.08	5,125.00	2,352.39
2-74-00-541	Utilities Power Museum	1,539.91	1,684.16	1,855.00	1,226.86
2-74-00-221	Printing/Advertising/Subscriptions	0.00	1,338.52	150.00	195.77
2-74-00-543	Utilities (Water/Sewer/Garbage) Museum	0.00	0.00	0.00	1,045.90
2-74-00-770	Grants Library	0.00	0.00	0.00	0.00
<b>**</b>	<b>CULTURE EXPENSES</b>	<b>9,497.36</b>	<b>16,398.91</b>	<b>13,680.00</b>	<b>11,624.07</b>
<b>***</b>	<b>TOTAL EXPENSES</b>	<b>824,590.75</b>	<b>819,039.54</b>	<b>995,767.00</b>	<b>597,567.32</b>
<b>****</b>	<b>(SUPLUS)/DEFICIT</b>	<b>94,835.53</b>	<b>77,214.88</b>	<b>114,305.00</b>	<b>(175,347.79)</b>

*within budget 😊  
campground broke even  
which is rare !!  
Yahoo!!*

\*\*\* End of Report \*\*\*

*Overall budget to actual  
on target 😊*



# Village of Innisfree

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2022-11-01

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		<b>Tax Levy</b>	316,742.64		<b>Local Improvement Levy</b>					0.00
		<b>Additional Tax Levy</b>	0.00		<b>Accumulated Penalty</b>					23,235.72
					<b>Outstanding Penalty</b>					20,674.32
<b>Sub Ledger</b>						<b>General Ledger</b>				
		<b>Current</b>	59,921.71							
		<b>1 Year</b>	33,636.27				3-00-00-211	60,166.50		
		<b>2 Years</b>	28,385.07				3-00-00-212	132,370.15		
		<b>3 Years</b>	23,482.28				<b>Totals</b>	<u>192,536.65</u>		
		<b>Over 3</b>	47,111.32							
		<b>Outstanding</b>	<u>192,536.65</u>							
						<b>Total GL</b>		192,536.65		
						<b>Total SL</b>		192,536.65		
						<b>Proof</b>		<u>0.00</u>		

\*\*\* End of Report \*\*\*



**Village of Innisfree**  
**Utilities Trial Balance (All Balances)**  
 Trial Balance As Of 2022-11-01

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

Sub Ledger	Amount Outstanding	General Ledger	Amount
<b>Current</b>	2,879.32		
<b>Overdue 1</b>	1,697.34	3-00-00-274	6,266.26
<b>Overdue 2</b>	575.42		
<b>Overdue 3</b>	683.57		
<b>Overdue 4</b>	430.61		
<b>Outstanding</b>	6,266.26	<b>Totals</b>	6,266.26
		<b>Total GL</b>	6,266.26
		<b>Total SL</b>	6,266.26
		<b>Proof</b>	0.00

\*\*\* End of Report \*\*\*

## 6.5 Financial Reporting to Council

The MGA s. 268.1 requires the municipality to collect and deposit revenues, keep accurate financial records and that actual revenues and expenditures are compared to budget and reported to council as often as council directs. Financial reports to council should show sufficient departmental activity to provide enough information to understand the financial results of municipal operations. Council members should receive training on how to read and interpret financial statements at the beginning of each term.

Warner council acted in an irregular manner where they did not provide formal direction by policy or resolution to specify the frequency of financial reporting to council in accordance with the MGA s. 268.1(b). Council meeting agendas show that council did not receive regular revenue and expense reports with a comparison to budget in accordance with the MGA requirements. The CAO confirmed that monthly financial reporting to council did not include a revenue and expense report with a budget comparison.

Past agendas show that council typically received only a monthly bank reconciliation and cheque listing as financial reports. This low level of financial reporting lacks revenue and expense reports with a comparison to budget and is not sufficient for a municipal council to provide overall financial oversight or decision-making purposes. This low level of financial reporting to council focused on cheque details and did not align council's financial focus at a higher level, with big picture budget comparisons.

CAO Hood informed the inspector that although council did not provide direction on the type and frequency of financial reporting, he did provide financial reports to council *"several times a year through the budget process and as projects are completed and paid for."* He stated that a lot of the reporting was verbal, as questions came up during meetings, often about grant funding and the financial status of contracted projects compared to budget. CAO Hood stated that *"I think they [council] are all aware of the financial status of the village. They can follow the bank statements."* He also confirmed that the auditor comes in to present the annual financial statement to council, and that this financial information is shared with the broader community.

Longview also had the highest equalized assessment per capita in the comparison group, as shown in the chart below. Within the comparison group, Longview's tax rates were the lowest and the assessment was the highest. A larger assessment base enables the municipality to generate a larger amount of tax revenue to fund local services.

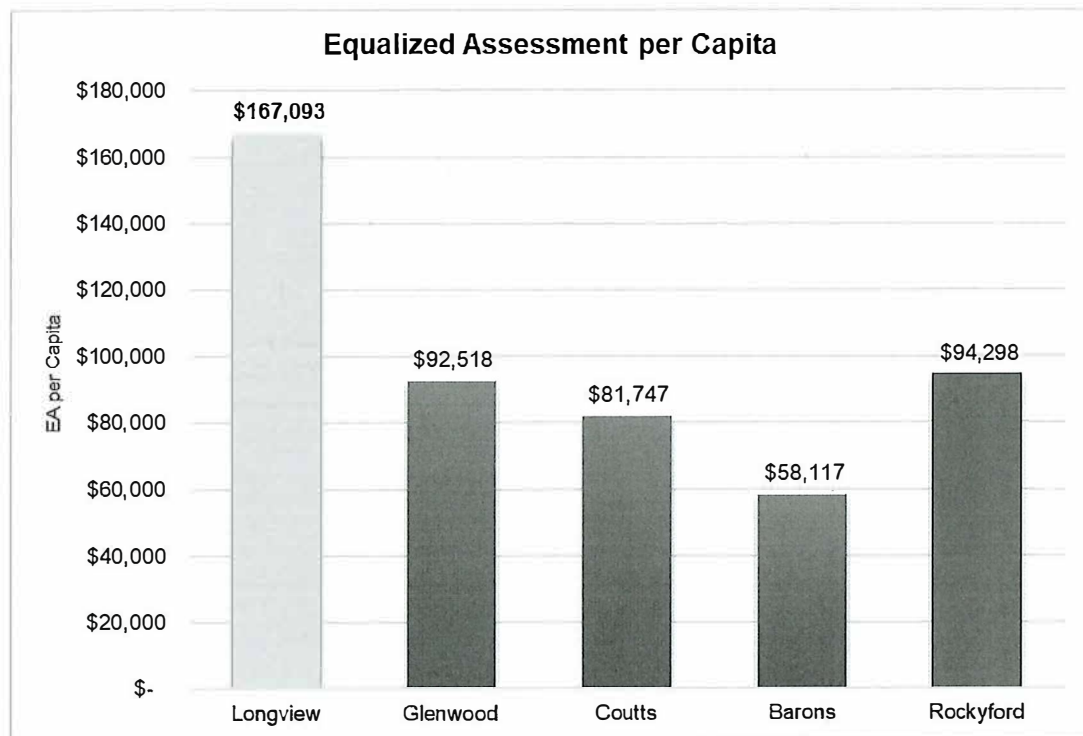


Figure 21 - Equalized Assessment Per Capita

### 6.3 Financial Reporting to Council

The MGA s. 268.1 requires the municipality to collect and deposit revenues, keep accurate financial records and that actual revenues and expenditures are compared to budget and reported to council as often as council directs. Financial reports to council should show sufficient departmental activity to provide enough information to understand the financial results of municipal operations. Council members should receive training on how to read and interpret financial statements at the beginning of each term.

Council meeting agendas show that council received regular revenue and expense reports with a comparison to budget in accordance with the MGA requirements. Council also received accounts payable reports and cheque listings which are an unnecessary level of detail for elected officials. X

Some past agendas show that council received only the monthly bank reconciliation and cheque listing as financial reports. This level of financial reporting to council does not align with best practices since council's financial focus should remain at a higher level, with big picture budget comparisons rather than the cheque details.

Council seemed reluctant to heed financial warnings from their CAO. The July 28, 2015 CAO report to council shows a concern with low funds available to cover accounts payable:

Now I am anxiously waiting for the taxes to start coming in and the FGTF money to come as the bank account has been almost drained. If I was to pay all the accounts payable then we wouldn't have enough to cover them.

The following borrowing bylaws were used to access funds and cover cash flow shortages:

- \$75,000 short-term Borrowing Bylaw No. 488-16, passed by council in January 2016.
- \$60,000 short-term Borrowing Bylaw No. 488-16, passed by council in May 2016.
- \$100,000 operating line of credit, established through Borrowing Bylaw No. 494-16 in December 2016.

Most of the short-term borrowing had been repaid by the end of 2016, with \$43,509 remaining.

The lack of council orientation and professional development likely contributed to council's lack of oversight and overly optimistic decisions to advance projects without confirming available funding. For example, after a very expensive 2015 year, council approved a restroom project on April 19, 2016. Staff confirmed that the restroom project was never completed and was "on hold" at the time of the municipal inspection. The related council Res. #504-16 contains excessive facility details but is silent on any reference to the project cost or how the project would be funded:

10.7  
RES 504-16

**REST ROOM PROJECT**

**Moved by Deputy Mayor Swelin**

"That the Village of Hughenden proceed with the construction of the Rest Room adjacent to the lift station at the end of McKenzie Avenue with the rest room being attached to the lift station and be 8 feet 8 inches wide by 16 feet long, restroom to include shower, toilet, urinal, baby change table, security camera and constructed on a engineered slab and footings with some of the work done by village personnel."

**CARRIED**



## 7.3 Financial Reporting

### 7.3.1 Financial Reporting to Council

The MGA s. 208 requires the CAO to collect and deposit revenues, keep accurate financial records and, among many other things, ensure that actual revenues and expenditures are compared to budget and reported to council, as follows:

*(k) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;*

Council meeting agendas show that council received periodic variance reports with a comparison to budget. The structure of recent financial reports to council were created in an Excel-based format rather than generated directly from the municipal financial software program. According to staff, the Excel-based report is more council friendly, easier to follow and allows for the ability to add comments. It is appropriate for council to periodically review financial reports generated directly from the municipal financial software system, in addition to the flexible Excel-based reports.

It did not appear that council provided clear direction on financial reporting in accordance with the MGA s. 208(k). Over the past several years the financial reporting to council included a supplier "accounts for payment" list, such as shown in R#217/15 below:

Accounts for  
Payment  
#217/15

**Councillor Don Savage** That the Accounts for Payment in the amount of \$ 581,496.91 be approved for payment.

Carried 7-0

Several council members stated that prior approval of the accounts payable list was one of the duties assigned to the deputy reeve. This is an improper matter since regular accounts payable approvals are part of the internal financial controls, and are far below the higher-level council policy realm. Council members can review invoices if they wish, but the process of "approving" payments is an administrative function, based on council's prior budget approval.

Financial:	a) <u>Accounts Payable – Village of Alix – March 17 &amp; 31, April 1 and May 1, 2016</u>
Resolution #096/16:	Moved by Councillor Peterson that the Accounts Payable for the Village of Alix dated March 17, 2016, cheques numbered 20160184 to 20160209 in the amount of \$80,439.11, cheques dated March 31, 2016 and numbered 20160222 to 20160242 in the amount of \$103,131.86, cheque dated April 1, 2016 and numbered 20160117 in the amount of \$11,565.75 and cheques dated May 1, 2016 and numbered 20160118 in the amount of \$11,565.75 be accepted as information. <p style="text-align: right;">CARRIED</p>
	b) <u>Accounts Payable – Moonwalkers – March 17, 2016</u>
Resolution #097/16:	Moved by Councillor Fehr that the Accounts Payable for Moonwalkers dated March 17, 2016, cheques numbered 20160066 to 20160076 in the amount of \$4,634.77 be accepted as information. <p style="text-align: right;">CARRIED</p>

Figure 35 - Excerpt from April 6, 2016 Council Meeting Minutes

The cheque listing does not need to be reviewed or approved by council since these expenses should have already been approved through the budget process and procurement practices. The expenses are recorded in the financial statements and are presented in a proper context with a budget comparison. Providing the cheque distribution listing to council is both redundant and an administrative function. Council does not need to spend time reviewing this level of financial detail.

**RECOMMENDATION FOR FINANCIAL REPORTING POLICY:** That the village review financial reporting practices and that council approve a financial reporting policy to specify the detail and frequency of financial reports to council in accordance with the MGA s. 208(k).

During the inspection process, it was noted that the Community Activity Centre (Moonwalkers) was leased by the Village of Alix from 1292800 Alberta Ltd. commencing 2013 for a term of twenty years. Based on interpretation of MGA sections 241 and 271, the lease that has been recorded by the village as an operating expense may qualify as capital borrowing.



- Summarized operating revenue and expenses showing actual to budget comparisons with variance dollar amounts and percentage
- Capital expenses showing actual to budget variance dollar amounts and percentage
- Capital project status updates from managers

Financial reports to council should show sufficient departmental activity to provide enough information to understand the financial results of municipal operations. Council members should receive training on how to read and interpret financial statements at the beginning of each term.

Council received regular cheque listing reports for information, as shown in the following excerpt from the December 20, 2016 regular council meeting minutes:

**MINUTES FOR THE REGULAR MEETING OF THE COUNCIL OF  
THE TOWN OF ATHABASCA HELD TUESDAY, DECEMBER 20, 2016**

**REPORTS:**

November Financial Reports: 16:594	Motion by Councillor Verhaeghe, "THAT COUNCIL ACCEPT THE NOVEMBER FINANCIAL REPORTS AS INFORMATION."	MOTION CARRIED
October Cheque Distribution: 16:595	Motion by Councillor Verhaeghe, "THAT COUNCIL ACCEPT THE OCTOBER CHEQUE DISTRIBUTION AS INFORMATION."	MOTION CARRIED
November Cheque Distribution: 16:596	Motion by Councillor Peckham, "THAT COUNCIL ACCEPT THE NOVEMBER CHEQUE DISTRIBUTION AS INFORMATION."	MOTION CARRIED

The cheque listing does not need to be reviewed or approved by council since these expenses should have already been approved through the budget process and procurement practices. The expenses are recorded in the financial statements and are presented in a proper context with a budget comparison. Providing the cheque distribution listing to council is redundant and council does not need to spend time reviewing this duplicate level of financial detail.

**RECOMMENDATION FOR FINANCIAL REPORTING POLICY:** That the municipality review financial reporting practices; and that council approve a financial reporting policy to specify the detail and frequency of financial reports to council in accordance with the MGA s. 208(k); and that monthly cheque distribution reports be discontinued to be provided to council where budgeted expenses are previously approved.



## Protective Services Monthly Report

---

**Prepared by:** Mike Fundytus

**Date:** Nov 9, 2022

---

### Call Summary

Call Type	Date	Details
Medical	Oct 29	Village Medical

### Stats Year to Date

Calls	63
Training Sessions	16
Equipment Checks	10
Average Chute Time	6 Minutes 35 Seconds
Firefighters on Roster	10

### Other

## Northeast Mayors, Reeves and Indigenous Leaders' Caucus

Contact: Craig Copeland | email: ccopeland@coldlake.com | Telephone: 780-594-4494

October 18, 2022

The Honourable Danielle Smith  
Premier of Alberta  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6  
Via email:

The Honourable Devin Dreesen  
Minister of Transportation  
127 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6  
Via email: transportation.minister@gov.ab.ca

**Re: Call for Action: Highway 28 and significant investment required immediately by the Alberta Government**

Dear Premier Smith and Minister Dreesen,

The Northeast Mayors, Reeves and Indigenous Leaders Caucus has identified the deterioration of Highway 28 from Edmonton to the City of Cold Lake as one of the most significant safety issues facing our region. Highway 28 is the only method of transportation for our residents. There is no commercial air service.

On Highway 28, one can travel almost 300 kilometers in significant traffic with only a few opportunities to safely pass using a second lane.

This highway is an important commercial and social link for our residents, businesses, and industry. Everyday, the highway is used by many people from Northeast Alberta to access life-saving healthcare services in Edmonton that are unavailable in our local hospitals. At the same time, goods and services travel this highway, farmers make use of it to access fields and, with a significant increase in our area's tourism sector, more campers and trailers can be seen travelling Highway 28's single lane of traffic on their way to the beautiful lakes and parks that Northeast Alberta has to offer.

We must not forget that amongst all of this traffic that Highway 28 also serves as a major transportation corridor for the oil and gas industry. Even today, oversized, modular units that are transported to the oil sands region out of the Nisku industrial yards are commonly met by our residents travelling to specialists in Edmonton, by families on their way to the airport, by visitors hauling campers to enjoy our parks, and by truckers working to supply our businesses. It is not uncommon to have 20 to 50 vehicles behind a heavy move as they wait for a safe opportunity to pass. When accidents do occur, our emergency service workers face significant hazards responding along the undivided, single-lane highway traffic.

One could be forgiven, however, for not knowing the importance of this roadway to so many people, given the conditions that have been allowed to persist from one end of Highway 28 to the other. These conditions are no secret: We have voiced these concerns for over a decade, only to see conditions deteriorate even further. Looking at the condition that Highway 28 is in, one could also be forgiven for not knowing that 30 per cent of the oil royalties that the Province receives each year come from the region which Highway 28 serves. For a highway that has helped create so much wealth, it finds itself in poor shape.

Since the time that elected officials in our region have first raised concerns on this issue, we have seen massive investment from the Province in transportation infrastructure for Calgary, Edmonton, Leduc, Red Deer, Airdrie and Wood Buffalo. While we do not debate the need for the investments made, we also cannot agree with government officials who state that the traffic and the populations served by Highway 28 do not warrant a place in the Province's plans for capital replacement. It is our opinion that the current state of the highway cannot safely manage the traffic it currently accommodates, and its condition is worsening with each passing year.

As elected officials, we are perplexed at the overall neglect when it comes to the capital and operational spend in our region, despite the fact that our area is a huge economic driver for this Province. We are asking you to have a serious look at investing in Highway 28 in the upcoming capital budget. The cosmetic investment that has occurred in 2022 provided little of value in terms of lasting improvement. Over the past years municipal officials have noted that secondary highways that feed off of Highway 28 have seen increased traffic as travellers are reluctant to stay on Highway 28. This has added pressure to more road networks that are themselves in need of upgrades.

Our group, at a minimum, is asking for passing lanes every 10 to 20 kilometres along Highway 28, as well as plans for the twinning of important sections in communities the highway travels through. These include Redwater, Waskatenau, Smoky Lake, Spedden, Vilna, Ashmont, and Bonnyville. All major intersections that cross Highway 28 should be upgraded and the province should also consider twinning the highway between Bonnyville and Cold Lake - especially when one considers the massive investment the federal government will be undertaking on 4 Wing Cold Lake. With preparations for the arrival of a new fighter jet, we will see over \$500 million in investment that will bring 500 to 700 construction workers, utilizing the highway as the primary means of travel for workers and material over an extended period of time.

We question Highway 28's ability to safely handle the current demand placed on it by our residents, businesses and industry, let alone the increase in traffic an investment of this size will bring.

We thank you for your attention and look forward to your reply addressing this urgent matter at your earliest convenience.

Sincerely,

---

Germalne Anderson, Chief of Beaver Lake Cree Nation

---

Curtis Monias, Chief of Heart Lake First Nation

---

Stanley Houle, Chief of Whitefish Lake First Nation

---

Kelsey Jacko, Chief of Cold Lake First Nation

---

Trevor John, Chief of Kehewin Cree Nation

---

Greg Desjarlals, Chief of Frog Lake First Nation

---

Terry Cardinal, Chief of Saddle Lake First Nation

---

James Cardinal, President of the Metis Nation of Alberta  
Region 1

---

Stanley Delorme, Chairman of Buffalo Lake Metis Settlement

---

Chad Cardinal, Chairman of Kikino Metis Settlement

Kathy Lepine, Chairperson of Elizabeth Metis Settlement	Reuben Gladue, Chairman of Fishing Lake Metis Settlement
Rex Smith, Mayor of the Village of Mannville	Gerald Aalbers, Mayor of the City of Lloydminster
Cheryl Clinoiu, Mayor of the Town of Mundare	Craig Copeland, Mayor of the City of Cold Lake
Amy Cherniwchan Mayor of the Town of Smoky Lake	Maureen Miller, Mayor of the Town of St. Paul
Leonard Ewanlsan, Mayor of the Town of Two Hills	Donna Rudolf, Mayor of the Village of Myrnam
Jennifer Johnson, Mayor of the Village of Innisfree	Timothy Paul MacPhee, Mayor of the Town of Vegreville
Morris Langevin, Mayor of the Village of Chipman	Kirk Perrin, Mayor of the Town of Lamont
Colin Derko, Mayor of the Village of Boyle	Robert Balay, Mayor of the Town of Athabasca
Barry Goertz, Mayor of the Village of Andrew	Leroy Kunyk, Mayor of the Village of Vilna
Joyce Pierce, Mayor of Thorhild County	Elisa Brosseau, Mayor of the Town of Bonnyville
Nicholas Werstiuk, Mayor of the Village of Glendon	Parrish Chi-kin Tung, Mayor of the Town of Elk Point
Gregory Thronson, Mayor of the Town of Vermillion	Christopher Neureuter, Mayor of the Town of Marwayne
Mary Arnold, Mayor of the Village of Paradise Valley	Lilian Bezovie, Mayor of Willingdon
Daryl Frank, Mayor of the Village of Kitscoty	Karl Hauch, Mayor of the Town of Bruderheim
Lorne Halisky, Reeve of Smoky Lake County	Glen Ockerman, Reeve of the County of St. Paul
Don Gulayec, Reeve of the County of Two Hills	Roger Konieczny, Reeve of the County of Minburn
Brian Hall, Reeve of Athabasca County	Stacey Hryciuk, Reeve of the County of Vermillion River
Barry Kalinski, Reeve of the M.D. of Bonnyville	Marcel D. Auger, Reeve of the M.D. of Opportunity

October 31, 2022

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

**Re: Distribution Revenue Forecast for 2023 Franchise Fee**

---

Dear Brooke Magosse,

On September 1, 2022, we provided you with the 2023 distribution revenue forecast. Since September 1, ATCO has filed a compliance filing for its 2023 Cost of Service application to the Alberta Utilities Commission. This has resulted in our estimated distribution revenue being slightly less than previously indicated. Due to this change, we are providing you with an updated forecast.

Current Fee Percentage	Distribution Revenue Previous calendar year	Estimated 2022 Distribution Revenue	Estimated 2023 Distribution Revenue	<b>UPDATED</b> Estimated 2023 Distribution Revenue
5% of distribution revenue	\$272,950	\$327,361 Estimated on first 6 months of data	\$315,904 Amortized (Inflation index)	\$304,773 Amortized (inflation index)

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

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 780-205-0842.

Yours truly,



JM Ares  
Customer Sales Representative  
ATCO Electric  
780-205-0842  
JM.Ares@atco.com



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca Schulz'.

Rebecca Schulz  
Minister of Municipal Affairs