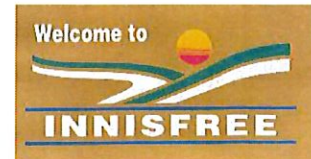


**Village of Innisfree
Regular Council Meeting
December 20, 2022 @ 5:00 p.m.
Village of Innisfree Council Chambers**



- 1. Call to Order**
- 2. Agenda**
 - a. Deletions/Additions
 - b. Adoption of Agenda
- 3. Delegation**
- 4. Adoption of Minutes**
 - a. November 15, 2022, Regular Council Meeting Minutes
- 5. Business Arising from the Minutes**
 - a. Notification to residents for Recycling fee
- 6. Policies & Bylaws**
 - a. Traffic Bylaw 670-22 Schedule A amendment - RFD
 - b. Salary and Wage Payment Policy – RFD
- 7. New Business**
 - a. Regional Economic Development Framework from County of Minburn - RFD
 - b. Ukrainian Dancers request for donation
 - c. Offer to Purchase Green Bin – RFD
 - d. Development Permit 2022-06 - RFD
 - e. Engineering Services – RFD
 - f. 2023 Operating Interim and 2023 Capital Interim Budgets to be approved
- 8. Councillor Reports**
 - a. M.D of Minburn Foundation (Nov. 24) – Clr. Johnson
 - b. M.D of Minburn Foundation (Dec. 12) – Clr. Johnson
 - c. NLLS (Northern Lights Library System) (Nov 25) – Clr. Johnson
 - d. Innisfree Library Board (Dec 7) – Clr. Johnson
 - e. Kayla Country Eco- Museum Trust (Nov 16) – Clr. McMann
- 9. Administration Reports**
 - a. Reports:
 - i. CAO Report – Period Ending November 30, 2022
 - ii. Action List - To be submitted
 - iii. Municipal Grants Report - To be submitted
 - b. Financials:
 - i. Monthly Financial Statement – Period Ending October 31, 2022
Monthly Financial Statement – Period Ending November 30, 2022
 - ii. Revenue & Expense (with comments) – November 30, 2022
 - c. Interim Public Works & Public Works Foreman Report – To be submitted
 - d. Rec Park Manager Report – (Not applicable - Seasonal Only)
 - e. Regional Fire Chief Report – To be submitted

10. Correspondence:

- a. Town of Ponoka letter to Minister Copping
- b. Municipal Affairs acceptance regarding MSP grant project change
- c. R7 Fact Sheet – Alberta
- d. MLA reply regarding Hwy 28

11. Closed Session

- a. Personnel / Legal
 - i. (FOIPP Sections 27) – Employment Concerns Update

12. Adjournment

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 15, 2022**

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

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:03 PM.

PRESENT

Attendance in-person

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

Terri Wiebe Interim Chief Administrative Officer
Brooke Magosse in an Advisory capacity

*APPROVAL OF
AGENDA
2022-11-15/01*

Moved by **Clr. Johnson** that the agenda be approved with the following additions:

New Business

7e – Christmas Light-up

Correspondence

10d – Fox Creek letter

10e – RCMP quarterly report

CARRIED

*OCTOBER 18, 2022,
ORGANIZATIONAL
MEETING MINUTES
2022-11-15/02*

Moved by **Clr. McMann** that the October 18, 2022, Organizational Meeting minutes be approved as presented.

CARRIED

*OCTOBER 18, 2022,
REGULAR COUNCIL
MEETING MINUTES
2022-11-15/03*

Moved by **Mayor Raycraft** that the October 18, 2022, Regular Council Meeting minutes be approved as presented.

CARRIED

*NOVEMBER 3, 2022,
SPECIAL COUNCIL
MEETING MINUTES
2022-11-15/04*

Moved by **Clr. McMann** that the November 3, 2022, Special Council Meeting minutes be approved as amended.

CARRIED

*ACCOUNTS
RECEIVABLE
POLICY 1300-05
2022-11-15/05*

Moved by **Clr. McMann** that the Overdue Accounts Receivable Policy 1300-05 be accepted as amended including a penalty increase to 2.5%

CARRIED

*INNISFREE
LIBRARY BOARD
APPOINTMENT
2022-11-15/06*

Moved by **Mayor Raycraft** to endorse the application of Kristina Brummer to join the Village of Innisfree Library Board for a three-year period from 2022-2025

CARRIED

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 15, 2022**

<p><i>INNISFREE LIBRARY BOARD 2023 DRAFT BUDGET</i> 2022-11-15/07</p>	<p>Moved by Mayor Raycraft to endorse the proposed Innisfree Library 2023 Operating Budget with Revenues totaling \$ 47,554.79 and Expenditures totaling \$ 46,700 <u>CARRIED</u></p>
<p><i>NORTHERN LIGHTS REGIONAL LIBRARY SYSTEM - 2023 BUDGET</i> 2022-11-15/08</p>	<p>Moved by Clr. McMann to endorse the 2023 Northern Lights Regional Library System Operating Budget and the accompanying Village of Innisfree NLLS Levy of \$ 1,168.20 <u>CARRIED</u></p>
<p><i>CHRISTMAS LIGHTUP</i> 2022-11-15/09</p>	<p>Moved by Clr. Johnson the Village of Innisfree have a Christmas Light-up on the first weekend in December with Mayor Raycraft heading up a committee to organize it. <u>CARRIED</u></p>
<p><i>COUNCILLOR REPORTS</i> 2022-11-15/10</p>	<p>Moved by Clr. Johnson the five items listed under “Councillor Reports” be received as information. <u>CARRIED</u></p>
<p><i>QUEST DISPOSAL</i> 2022-11-15/11</p>	<p>Moved by Clr. Johnson that administration goes ahead and contract with Quest Disposal for cardboard recycling at \$ 4.00/month on utility billings effective April 1st, 2023 <u>WITHDRAWN</u></p> <p>Moved by Clr. Johnson that administration research implementation and required notice to residents and bring information to the December Council meeting. <u>CARRIED</u></p>
<p><i>SAFESIDEWALKS</i> 2022-11-15/12</p>	<p>Moved by Clr. Johnson that administration proceeds with contracting Safe Sidewalks to do a Sidewalk Condition Assessment for \$ 3,000 to be paid in 2023 and funded from the FGTF/CCBF grant. <u>CARRIED</u></p>
<p><i>ADMINISTRATION REPORTS</i> 2022-11-15/13</p>	<p>Moved by Clr. Johnson that the items listed under “Administration Reports” be received as information. <u>CARRIED</u></p>
<p><i>CORRESPONDENCE</i> 2022-11-15/14</p>	<p>Moved by Clr. McMann that the items listed under “Correspondence” be received as information. <u>CARRIED</u></p>
<p><i>CLOSED SESSION ATTENDANCE</i></p>	<p>Mayor E. Raycraft Councillor J. Johnson Councillor D. McMann</p> <p>Terri Wiebe Interim Chief Administrative Officer Brooke Magosse</p>

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 15, 2022**

*ENTERING CLOSED
SESSION
2022-11-15/14*

Moved by **Clr. Johnson** that the meeting moves into closed session at 7:18 pm pursuant to FOIPP Section 27 to discuss some employment concerns.
CARRIED

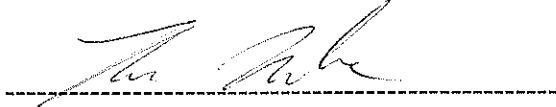
*EXITING CLOSED
SESSION
2022-11-15/15*

Moved by **Clr. McMann** that the meeting moves out of closed session at 7:33 pm.
CARRIED

*ADJOURNMENT
2022-11-15/16*

Moved by **Clr. McMann** that the meeting be adjourned at 7:34 pm.
CARRIED

Mayor, Evan Raycraft



Interim Chief Administrative Officer, T. Wiebe

Request for Decision (RFD)

Topic: Traffic Bylaw 670-22 Proposed Amendment Proposal

Initiated by: Administration

Attachments: Traffic Bylaw 670-22, Schedule A, TCD

Purpose(s):

1. To review Schedule A of Traffic Bylaw 670-22 and discuss proposed amendments thereto.

Background:

1. The Village approved Traffic Bylaw on May 17, 2022.
2. The Traffic Bylaw significantly updated the Traffic Control Devices (TCD) “signs” within the Village.

Key Issues/Concepts:

1. The TCD’s identified as School Zone 30 KPH is followed underneath by the TCD 8 AM – 5 PM, which are then followed underneath by a Playground TCD on the same post. This can be quite confusing to Drivers as they may believe the playground hours are only between 8 am and 5 pm.
2. The Playground Zone Regulation states that 30 KPH is in effect from 8:30 am to one hour after sundown, 7 days a week, while School Zone TCD in the Village Bylaw records the hours between 8 am – 5 pm, weekdays. The confusion for drivers is: *Which sign (playground or school) is the speed sign referring to, when all three (3) are installed on the same post?*
3. The Playground zone starts at 8:30, a half hour after the School Zone TCD’s 8 am time. However, the Playground Zone speed limit extends to one hour after sunset. While this is good in the warmer months, in the wintertime, sundown happens much earlier.
4. The legislation cited below states *without* a municipal bylaw, the School Zone speed reduction starts are 8 am, same as the TCD signage.
5. Additionally, the TCD’s were not installed in the proper order by the former PW Staff, with the signs being rearranged in a different order.
6. Under Alberta Traffic Act, Alberta Regulation 304/2002, with amendments to December 6, 2022, the following information is provided:

“Beginning and end of school or playground zone

4 A school zone or playground zone referred to in [section 107\(1\)](#) of the [Act](#) that is located on a highway

- (a) begins at the point where there is a traffic control device indicating the school zone or playground zone or the commencement of the school zone or playground zone, and
- (b) ends at the point where there is a traffic control device indicating a greater rate of speed or the end of the zone.

School zones

5 Subject to section 107(2) of the Act, or subject to a bylaw made by a municipality pursuant to section 107(3) of the Act, where a portion of a highway is identified as a school zone by a traffic control device, the speed limit that is established or prescribed for that school zone is in effect during the following periods of time on any day that school is held:

- (a) the period between 8:00 a.m. and 9:30 a.m.;
- (b) the period between 11:30 a.m. and 1:30 p.m.;
- (c) the period between 3:00 p.m. and 4:30 p.m.

AR 304/2002 s5;105/2014

Playground zones

6 Subject to section 107(2) of the Act, or subject to a bylaw made by a municipality pursuant to section 107(5) of the Act, where a portion of a highway is identified as a playground zone by a traffic control device, the speed limit that is established or prescribed for that playground zone is in effect during the period of time commencing at 8:30 a.m. and terminating one hour after sunset 7 days a week.”

Options:

1. That Council direct Administration to draft an Amended Schedule A, citing the School Zone and related TCD's be recorded as one Device on a separate post and the Playground Sign be recorded as a TCD on a separate post.
 - a. Furthermore, that upon endorsement of the Bylaw Schedule changes, that the PWF be directed to perform the required changes.
 - b. Additionally, the PWF be instructed to rearrange the placement of the TCD's in the appropriate order.
2. That Council direct Administration in another manner regarding amendments to Schedule A of Traffic Bylaw 670-22.
3. That Council file the proposal for amendments to Traffic Bylaw 670-22, Schedule A, for information.

Financial Implications:

Costs include the installation of four additional posts (already have the posts in stock). Would have to contract a hydrovac vehicle. Estimate costs 1 – 2 hours @ \$200/hour.

Relevant Policy/Legislation:

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

Political/Public Implication(s):

Clarity to the TCD should be viewed positively by the Public, residents, and drivers.

Recommendation:

That Council direct Administration to draft an Amended Schedule A, citing the School Zone and related TCD's be recorded as one Device on a separate post and the Playground Sign to be recorded as a TCD on a separate post.

- a. Furthermore, that upon endorsement of the Bylaw Schedule changes, that the PWF be directed to perform the required changes.
- b. Additionally, the PWF be instructed to rearrange the placement of the TCD's in the appropriate order.

48 th Avenue at 53 rd Street (Hwy 870) facing east	STOP	27
LOCATION	TCD POSTED	ID#
48 th Avenue at 53 rd Street (Hwy 89) facing west	STOP	28
48 th Avenue at 52 nd Street facing west	YIELD	29
48 th Avenue at 51 st Street facing east	YIELD	30
48 th Avenue at 51 st Street facing west	YIELD	31
		32
OTHER TCD		
Highway 870 at Village North Corporate Limit	50 KPH	33
Highway 870 at Village South Corporate Limit	50 KPH	34
Highway 16A at Village East Corporate Limit	50 KPH	35
Highway 16A at Village West Corporate Limit	50 KPH	36
Highway 870 and 47 th Avenue facing north	SCHOOL ZONE 30 KPH	37
	8 AM – 5 PM	38
Highway 870 and 47 th Avenue facing north	Playground Zone	39
Highway 870 and 47 th Avenue facing south	School Zone & Playground Zone Ends	40/41
48 th Avenue & 54 th Street facing east	SCHOOL ZONE 30 KPH	42
	8 AM – 5 PM	43
48 th Avenue & 54 th Street facing east	Playground Zone	44
48 th Avenue & 54 th Street facing west	School Zone & Playground Zone Ends	45/46
4816 – 53 rd Street Boulevard facing south	SCHOOL ZONE 30 KPH	47
	8 AM – 5 PM	48
4816 – 53 rd Street Boulevard facing south	Playground Zone	49
4819 – 53 Street Boulevard facing north	School Zone & Playground Zone Ends	50/51
48 th Avenue and 52 nd Street facing west	SCHOOL ZONE 30 KPH	52
	8 AM – 5 PM	53
48 th Avenue and 52 nd Street facing west	Playground Zone	54
48 th Avenue and 52 nd Street facing east	School Zone & Playground Zone Ends	54/55
Against 4724 – 53 Street (Highway 870) Pull Out	Handicapped Loading/Unloading Zone Only	56
44 th Ave. & 53 rd Street (on Highway 870) facing north	50 KPH	57
5038 – 50 Street Boulevard facing north?	SLOW: Children Playing	58
At Back Alley behind 5204 – 50 Avenue & behind STOP SIGN (Post Office) facing south	NO Parking from 7 PM – 7 AM	59
Alongside 5116–50 Ave. on 52 nd Street facing north	Handicapped Parking Only	60

Request for Decision (RFD)

Topic: Salary & Wage Payment Policy 1900-05 Amendment Proposals
Initiated by: Administration
Attachments: Salary & Wage Payment Policy 1900-05 – Amendment Recommendations

Purpose(s):

1. To review and endorse Salary & Wage Payment Policy 1900-05 as amended.

Background:

1. The Village originally approved Salary & Wage Payment Policy 1900-05 in November 2019.
2. It was brought to the Interim CAOs attention that clarification was needed.

Key Issues/Concepts:

1. A mid-month advance should not be more than what the gross salary less deductions are.
2. Both salaried and hourly employees are not paid on the 15th but are actually given an advance.

Options:

1. That Council endorse the amendments to Salary & Wage Payment Policy 1900-05 as presented.
2. That Council endorse Salary & Wage Payment Policy 1900-05 with amendments.
3. That Council direct Administration in another manner regarding Salary & Wage Payment Policy 1900-05.

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 amendments to Salary & Wage Payment Policy 1900-05 as presented.

Policy Statement:

The Village of Innisfree believes that it is in the best interests of its Employees, that the Employees understand the method and payment of wages and salaries.

Purpose:

To establish the method and timing for the payment of wages and salaries.

1. Principles:

1.1 TIMESHEETS:

- 1.1.1 All employees shall be paid based on the number of hours worked as reported on the Village timesheets and approved by the CAO.
- 1.1.2 The Employee shall complete and sign Village timesheets indicating:
 - 1.1.2.1 Dates and hours worked
 - 1.1.2.2 Nature of work performed
- 1.1.3 All timesheets shall be completed, approved, and submitted on a weekly basis to the CAO by the following Monday and prior to vacation starting.

2. Responsibilities:

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

3. Procedures:

- 3.1 All Employees in part time permanent positions shall be paid on an hourly basis.
- 3.2 Mid-month advances shall not exceed 40% of the NET estimated monthly salary.
- 3.3 The calculation for payment of hourly paid employee wages shall be:
Hourly Wage times number of hours per day less deductions
- 3.4 The calculation for payment of salaried employee' wages shall be:
Annual Salary divided by 12 months less deductions
- 3.5 At the end of each quarter (March 31, June 30, Sept.30 and Dec.31 annually) the salaried Employees' wages will be reduced by the hours not worked within the previous three-month period.

Request for Decision (RFD)

Topic: Regional Economic Development Framework grant application

Initiated by: Administration

Attachments: Minburn Regional Economic Development Initiative
County of Minburn Council Resolution

Purpose(s):

1. To endorse a partnership with the surrounding municipalities in applying for an ACP Grant for Regional Economic Development.

Background:

1. The County of Minburn would like to partner with the Village of Innisfree, as well as the Village of Mannville and the Town of Vegreville in the application of an ACP grant for Regional Economic Development.

Key Issues/Concepts:

1. The Village of Innisfree is interested in Economic Development.
2. The Village of Innisfree cannot afford to hire additional employees for Economic Development.
3. Having someone working part-time on behalf of the Village of Innisfree would be beneficial.

Options:

1. That Council agree to participate in the ACP grant application for Regional Economic Development.
2. That Council decline to participate in the ACP grant application for Regional Economic Development.
3. That Council direct Administration in another manner regarding this ACP grant application.

Financial Implications:

1. There would be no cost to the Village of Innisfree during the first 3 years of this partnership.
2. After the 3 years, the municipalities have the option of continuing or modifying the partnership.

Relevant Policy/Legislation:

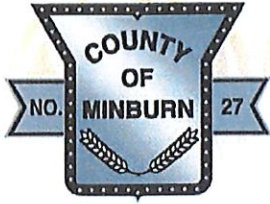
1. *MGA, s. 142(1) "Each municipality is governed by a council."*

Political/Public Implication(s):

1. This would be great for Economic Development.

Recommendation:

That Council agree to participate in the ACP grant application for Regional Economic Development.



COUNTY OF MINBURN NO. 27

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OFFICE OF THE REEVE

COUNCIL RESOLUTION

Alberta Community Partnership Program Application Regional Economic Development Framework

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with Town of Vegreville, Village of Innisfree, and Village of Mannville participate in the application of the 2022-2023 Alberta Community Partnership (ACP) Grant for the Project Titled: 'Regional Economic Development Framework' under the "Intermunicipal Collaboration" (IC) Component Grant;

Further, that the County of Minburn No. 27 act as the managing partner; and

Further, that the County of Minburn agrees to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

Roger Konieczny, Reeve

Pat Vincent, Interim CAO

Approved this 21st day of November 2022.



Outlook

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and consulting

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To: Davin Gegolick
From: Mark Baxter
Date: November 17, 2022
Re: Minburn Regional Economic Development Framework – *Scoping Document*

1. Introduction

Situational Understanding

- The County of Minburn is just finishing their Economic Development Strategy (EDS) project. One of the recommendations is greater EDO capacity, but a full time EDO in the County may not be a justifiable expense.
- Vegreville is in-between EDOs, and Mannville and Innisfree do not have an EDO. It is proposed that this is good timing to explore the creating of a Regional Economic Development Office, shared by the four municipalities.
- The ACP grant is presently open and may be able to fund a project that explores a framework for delivering economic development services on a regional basis.
- Another recommendation of the EDS is undertaking a Business Retention Expansion (BRE) study as the foundational Goal of the first Strategic Priority of the EDS: Maximizing Business Development.

Objectives

1. Develop a framework for delivering economic development services on a regional basis.
2. Undertake a BRE study to provide a new EDO with business and stakeholder-driven guidance for identifying and acting on opportunities for business retention, expansion and new investment.
3. Set up supporting plans, information, governance, and tools for a new EDO to successfully undertake regional economic development.
4. Hire a new Regional EDO on a contract basis.

Methodology Benefits

- The project may be funded by funded by ACP.
- The Initiative will be designed to create a largely self-sustained, long term regional economic development effort building on past projects like the Minburn EDS and a long history of

economic development projects in Vegreville. Each step will be built on previous work to maximize resources and save time.

- If the Initiative is not successful, (i.e., the Partnership decides the economic development effort is not working by Dec 31, 2024), the website and marketing collateral can be shut down and there will be no legacy costs to the partners. This is a trial run with no legacy costs
- Building immediately on the EDS business and stakeholder engagement greatly improves the chances of future success.
- It is easier for a **regional economic development organization** to procure grant dollars and therefore be close to self-sufficient in the best-case scenario. Smaller communities like Mannville and Innisfree are often not big enough to support and EDO by themselves. Partnership takes work and compromise, but the regional approach to economic development has many benefits and efficiencies.

Outlook Market Research Background

OMR has been developed over the past 26 years as a full service rural economic development consulting firm. Mark Baxter has managed over 200 rural economic development projects, most with a heavy focus on marketing, strategic planning, and opportunity analyses. Specifically, to this project:

- OMR has worked in the region continuously since 2008. Past and ongoing clients include Alberta HUB, EATC, County of Minburn, Town of Vegreville.
- OMR team includes Greg Dandewich of GDAN Solutions who has 32 years' experience in the field of economic development as the former Senior VP of Economic Development Winnipeg Inc.
- OMR has extensive experience helping set up several economic development operations – including a highly similar, successful pilot project in the County of St. Paul. (St. Paul Elk Point Economic Development Alliance - STEP). Experience includes capacity building, strategic planning, operational planning, marketing and communications, governance models, funding models, staffing, and technology.

2. Overview

Regional Economic Development Framework

- Client: County of Minburn, Town of Vegreville, Village of Innisfree, Village of Mannville (termed: The Partnership)
- Amount: \$42,000
- Funding: ACP
- Timing: April 2023 – October 2023
- Work Plan: 1) Strategic & Tactical Plan: a brief highly actional document leveraging the Minburn EDS and other partner planning 2) Governance Plan: recommendations in setting up the Committee; navigating issues of proportional representation, naming conventions, funding, etc. 3) Communications Plan: branding, microsite, and marketing collateral to provide the EDO a corporate identity and information platform; 4) EDO Recruitment Support: guidance in best practices and recommendations to hiring the EDO

Regional BRE Project

- Client: County of Minburn, Town of Vegreville, Village of Innisfree, Village of Mannville
- Amount: \$70,000

- Funding: ACP
- Timing: April 2023 – Dec 31, 2023
- Work Plan: Conduct primary research with the region’s business community to complete the first round of an ongoing Regional Business Retention & Expansion Initiative. **The expansion component of BRE includes new business ‘Attraction’.** The primary research will be built on the Minburn EDS to avoid respondent fatigue and help build business community engagement. The BRE data will be used to 1) Guide the business development and investment attraction activities of the new Minburn Regional EDO starting January 1, 2024; 2) Create a set of economic development ‘Projects’ that the Committee and its partners can consider pursuing in 2024 and beyond; 3) Guide the organizational planning of regional stakeholders like the four municipal governments, secondary and post-secondary educational institutions, and businesses.

Regional EDO

- Client: County of Minburn, Town of Vegreville, Village of Innisfree, Village of Mannville
- Amount: \$75,000
- Funding: ACP
- Timing: Jan 2024 – Dec 2024
- Work Plan: Carry out the Strategic & Tactical Plan and the Projects informed by the BRE on a contractual basis for 1 year, ending in an assessment of the initiative by the Partnership.

3. Regional Economic Development Framework

3.1 OBJECTIVE

The Objective of the Framework is to pilot a regional economic development initiative, ending in the hiring of a Regional EDO. We recommend four set-up steps as the EDO is recruited. In our experience, hiring an EDO to design their own strategy and work plan can be very problematic. The strategy, work plan, and capacity (marketing and technical) should be built first by the Partnership to guide the EDO. This creates accountability and ensures that the agreed upon goals of the Partnership are the goalposts for success.

3.2 SHARED ECONOMIC DEVELOPMENT OFFICER – SET UP PHASE

Step 1: Strategic & Tactical Plan

OMR would build a draft Strategic & Tactical Plan for review and approval by the Partnership. It will be built using the Minburn EDS and other supporting planning documents from the Town of Vegreville, Village of Innisfree, Village of Mannville.

Step 2: Governance Plan

OMR can provide a wide array of highly detailed governance options, including Shareholder Agreements and Bylaws. But we do not recommend this path. Striking a temporary Regional Economic Development Committee to guide the EDO’s activities is straight-forward governance model for an effort that funded through a limited contract. And as this economic development effort may simply prove a test case for

the Partnership, the **committee-model** can easily be formed and disbanded, if necessary, with no legacy costs or lasting time commitment.

The Committee should be guided by a simple Memorandum of Understanding (**MOU**) that sets out rules for decision making, procurement, and grant management. The MOU should largely be guided by the rules set out in the grant, and the procurement and contactor management policies of the County of Minburn as the grant administrator.

Step 3: Communications Plan

The EDO will likely not have an office, will have no organizational track record, and represent a regional Partnership that no audience is aware of. The EDO will need a **corporate identity** and an **informational platform** regarding economic development in the region.

The cornerstone of the Communications Plan be the development of a limited, perhaps temporary website. Development and maintenance of a website can be viewed with some trepidation by communities. And a large-scale web development project can be costly and time consuming. This would be a small-scale **microsite** with very limited costs, designed with future expansion in mind if the regional economic development initiative is deemed successful by the partners.

Supported by a brand image, the website is a **necessity**, as it provides an identity (i.e., legitimacy) to the EDO and their efforts, a platform to host economic development and site selector information, an explanation of the nature of the Partnership, and a conduit to the websites and communication tools of the four partners.

Here is the communications plan:

1. Branding

Naming the Partnership is a mandatory step in the communications process. The EDO must have a corporate identity. This is not an in-depth branding process. The consulting team would propose a few organizational names. Once approved by the Committee, a set of images would be developed for approval. There would be no tagline included as that requires a brand research phase (more stakeholder engagement) that is unnecessary at this point.

The brand is vital to the effort, as it not only provide an identity for the EDO and their work, but also can help save significant money by simplifying the website strategy. See #2:

2. Website Strategy – ‘The Microsite’

The microsite must be maintained using as little resources as possible. The idea being that after 12-18 months, if the Committee is not interested in pursuing the regional economic development Partnership further, a switch is flicked and the microsite is offline removing the corporate identity, information platform, etc. There are no legacy costs, communications confusion, or lasting impacts. And it will be linked back into the Partner web sites to promote the initiative and provide multiple entry points into the microsite.

3. Microsite Target Market and Content

The microsite will largely be designed as a conduit to the websites, data and marketing materials already developed by the four Partners, regional organizations like Alberta HUB, and government data tools like the Regional Dashboard and Statistics Canada.

The target market(s) for the microsite and the communications effort for the EDO will be guided by the Strategic and Tactical Plan, as approved by the Committee. It is assumed that potential investors will be the primary target. In terms of content, investors will need information about:

- The Partnership, its structure, and purpose
- Information about the region and the 4 partner communities
- Economic development data, regional assets, and opportunities
- Contact information

Clear information about the Partnership and its purpose will be important, and this will provide the EDO with an identity to gain local business, stakeholder, and investor support.

4. *Microsite Development*

The microsite will be developed in WordPress. A WordPress template will be chosen that suits the information architecture and brand. The microsite will be beta tested and presented to the Partnership for approval.

5. *Marketing Collateral*

The EDO will need some additional communications and marketing capacity. The branding stage will provide the EDO with a full suite of logos for a variety of uses. Standard files like envelop corners, letterhead and business card templates will be provided. In addition, OMR would provide a Fact Sheet Template and Newsletter/Communications Template designed in Word that the EDO can easily manipulate for whatever purposes arise throughout their contract.

Step 4: Hiring an EDO

This is listed as Step 4, but it can happen **concurrently** with Steps 1-3. Hiring the right candidate is the most challenging and important task in this process. Having worked with many dozens of EDOs in the past 26 years, OMR has a keen understanding of the type of candidates and skill sets best suited to economic development roles in rural regional partnerships. We have also advised organizations in the EDO recruitment process.

The right candidate is largely governed by the agreed-upon strategy and tactics of the regional Partnership. The candidate requires a well-defined set of expectations and operational parameters in order to succeed. This is what letting the EDO develop their own strategy and tactics can be a critical mistake in the set up of an economic development Partnership. *The Partnership must ultimately be responsible for the strategy and tactics – the EDO is responsible for successfully carrying out the strategy and tactics.*

3.3 SHARED ECONOMIC DEVELOPMENT OFFICER – OPERATIONAL PHASE

The contractual duties of the EDO will be guided by the Strategic & Tactical Plan and governed by the Committee. Before that Plan is developed and approved by the Committee, the precise duties of the EDO will be undefined. But a few likely elements of their contract will be:

Stakeholder Engagement

The most important role of the EDO will be gaining an understanding of the needs, desires, and capabilities of local stakeholders to create a shared regional vision for economic development. Regional stakeholders are mostly businesses and entrepreneurs that become the first investors in new or expanded local ventures creating employment. The EDO cannot sit behind a desk – they must be out in the community building relationships and acquiring information.

Opportunity Development

If the EDO is successful, actionable opportunities will be identified and well understood for a possible next phase in the Regional Partnership. The opportunity (s), regional players, actual or perspective funding, and go-forward steps should be in place by the end of the contract. The foundation for this work will be the BRE project, the Minburn EDS, past Vegreville economic development initiatives, and other sources such as the Alberta HUB Opportunity Identification/Lead Generation Report.

Project Development

The EDO should fully scope a set of recommended projects and resources for regional economic development. Typical projects for economic development organizations in their infancy include Business Expansion & Retention (BRE) projects, Labour Market Development projects, Regional Promotions, Regional Economic Development Advocacy projects, and Local Shopping projects.

Grant Acquisition

While the partnership will pay the contract of the EDO, it is recommended that procuring provincial and federal funding for 'projects' be a key competency of the EDO.

Partnerships

Developing partnerships with regional and provincial economic development groups, business groups, post secondaries, not for profits, etc. will be core to the EDO function. The EDO must also develop communication protocols and maintaining relationships with organizations that are already in place to support the partner communities like Invest Alberta and Alberta HUB.

Reporting

A consistent and informative reporting regime must be developed. The EDO position is largely and experiment in regional economic development. The Committee should be provided reliable progress reporting and opportunities for input.

4. Regional BRE Project

4.1 OBJECTIVE

The objective of the Regional BRE Project is to:

- Conduct a business engagement effort that will supply the Partnership and EDO with data in the areas of: business demographics, markets, suppliers, customers, labour (some info from the WD research), technology, community strengths and weaknesses, and policy recommendations.
- Conduct a business engagement effort that will supply the Partnership and EDO with new or expanded relationships with the business community that will help facilitate economic development efforts going forward.
- Create a set of suggested economic development-related 'Projects' for the EDO, policy makers and other stakeholders to consider in their operational planning.

4.2 WORK PLAN:

STEP 1. Logistics

This preliminary step is a planning phase for all sections of the project. We will further refine timelines, consultant schedules, stakeholder schedules, prospective respondent availability, and research facility availability. This procedure will be based on in-person, phone or video **Project Initiation Meetings** with the Partnership. This step is important in a project, as we foresee a number of ways to make the survey and interview process more efficient and effective.

Champions: A part of the Logistics step will be trying to build a coalition of BRE Champions or BRE Backers. These will be 5-10 business that will advocate and inform the regional business community about the BRE project and the overall Regional Economic Development Initiative.

STEP 2. Questionnaire Design

Proper questionnaire design is key to the survey's success. The questionnaire will be long for a BRE survey, but it must be as compact as possible. It is tempting to ask as much as possible, but if the survey is too long respondents tend to put less thought into answers, or just quit. The questionnaire will also be designed with ease of analysis in mind.

STEP 3. Sampling

In our years of experience with this type of BRE work a sample of 75 to 100 in a region the size of the County of St. Minburn is usually adequate for a BRE study, especially when the questionnaire instrument is so detailed. Conversely...a higher sample can create greater business engagement helping the BRE process overall. This is a balancing act between resources, and results. It is a discussion we would welcome in the Project Initiation Meetings.

Developing a good contact list will be vital to the project. The businesses will be informed about the project, when the survey starts, how to access the survey, and eventually the results. Partnering with local **chamber of commerce** should be strongly considered as well.

It is planned that **business engagement** will be bolstered by 1. Leveraging the Champions' connection; 2. Noting that part of this process related to Covid recovery; and 3. Emphasizing that their participation is vital to arm a new EDO with the information he/she need to help retain and expand local businesses.

STEP 4. Implementation

The survey will be done using an online survey platform, Survey Monkey – supported by in-depth interviews and business roundtables. After consulting with the Partnership during Project Initiation Meetings, we will program the BRE survey into the platform and use the many services we pay for to collect, analyze and report on the data.

A set of email and phone reminders will take place throughout the survey. In addition, the consultants will use the WD Interviews and a chance to get the BRE survey filled in or encourage survey participation.

We will monitor and direct Red Flag Issues that result from the survey. We will have access to daily results and will able to flag worrying trends, questionnaire challenges, sagging response rates, poor stratification across the sample, etc.

STEP 5. Prepare Survey Research Report

OMR will compile, analyze, and report findings and overarching themes from primary and secondary research (survey, WD interviews). We will provide full and summary reporting, full data sets, and our analysis of the data.

A discussion of respondent and data privacy should take place before the report. Confidentiality guarantees can increase response rates, but in some projects, they are not necessary. Often our reporting will include sector information but not reveal the specific company or contact interviewed. The Partnership would have access to that raw data, but the report, especially if public, may hide the company or contact.

STEP 6. Facilitate Research Review Meeting

We will facilitate discussions with the a set of stakeholders to be decided by the Partnership in order to assess the Survey Research Report to provide further advisement and identify potential solutions / projects to be incorporated into the report, creating a final report to be presented at a date TBD. The stakeholders should be members of the Partnership, major businesses, the BRE backers, post-secondary intuitions, etc. This meeting should build real momentum in the community for economic development.

STEP 7. Prepare Final BRE Report

This data will be used to 1) Guide the business development and investment attraction activities of the new Regional Economic Development Committee starting January 1, 2024; 2) Create a set of Economic Development and 'Projects' that the Partnership can consider.

5. Proposed Budget and Timeline

The following budget totals a \$187,000 grant request from ACP. If ACP funding is not approved, the budget below provides each component's cost separately so that one or more of the partners can consider alternate funding paths:

ECONOMIC DEVELOPMENT FRAMEWORK	Cost	Timeline
Set up & Strategic & Tactical Plan	\$12,000	March – June 2023
Governance Planning	\$4,800	July
Communications Plan & Tools	\$18,000	July-October
EDO Recruitment Support	\$3,600	November-December
Consulting Support – Monthly Partner Meetings	\$3,600	January 2023 – December 2024
Total (Exclusive of Taxes)	\$42,000	

Funding: County's ACP grant

REGIONAL BRE PROJECT	Cost	Timeline
BRE Logistics & Survey Set-Up	\$10,000	April-May 2023
BRE Survey Implementation and Data Collection	\$35,000	June-September
Analysis and Reporting	\$20,000	October - November
BRE Results Communications	\$5,000	December
Total (Exclusive of Taxes)	\$70,000	

Funding: County's ACP grant

ECONOMIC DEVELOPMENT OFFICER	Cost	Timeline
Contract	\$75,000	January 2024-December 2024
Expenses TBD		
Total (Exclusive of Taxes)	\$75,000	

1st Year Contract Funding: ACP Grant;

Expenses: Partnership

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THE CHUDOVYI UKRAINIAN DANCERS OF INNISFREE

Dine & Dance

Innisfree, AB January 21, 2023

Greetings, Bitaeemo!

The Chudovyi Ukrainian Dancers of Innisfree will be hosting our fifth Ukrainian Celebration on Saturday, January 21, 2023.

The Innisfree Ukrainian Dance Club has been an important part of our community for 41 years. We feel that Ukrainian dance offers the youth of the community a positive experience, skills and an attachment to culture and tradition.

We strive to offer the best possible experience for our dancers and through events such as this we can continue to offer our best.

Our evening will include an authentic Ukrainian supper, dance performances by our club and a dance featuring the popular Ukrainian band MILLENIA!

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

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

Sincerely,
The Chudovyi Ukrainian Dancers of Innisfree

Auction item commitment required by Jan 6, 2023, thank you

Please contact: Lisa Anderson 780 632-5526



Request for Decision (RFD)

Topic: Offer to Purchase – Green Bin
Initiated by: Note received by Cory Hlus
Attachments: Note received from Cory Hlus

Purpose(s):

1. To review the offer to purchase, submitted by Mr. Cory Hlus, for the green bin located next to the Public Works Building.

Background:

1. The information I garnered is that the green bin was acquired by the Village of Innisfree from EMW in Two Hills approximately 15-20 years ago. Size is 16’ long 6’ wide and 7’ high.
2. I could not find any documentation as to what the original cost was for the Village to acquire the bin so I contacted EMW for an estimated replacement cost and am waiting for a reply.
3. The party has expressed interest in the green bin.
4. Neighbours have expressed concern of where the bin might be relocated.
5. The Public and County residents have been putting cardboard and garbage into the bin necessitating its removal by our Public Works staff, then transferring the contents to the waste transfer station.
6. The Village has received an offer, in writing, to purchase the green bin (see note attached).
7. Village has not determined any other viable use for the bin without spending funds to retrofit it somehow.

Key Issues/Concepts:

1. Removal of unnecessary equipment to allow room for Public Works items.
2. Revenue to be used towards other Public Works related projects.

Options:

1. As directed by Council.
2. That Council request Administration advertise the green bin for sale on our website and Facebook page for other potentially interested parties.
3. That Council accept the Offer to Purchase in the amount of \$600 (GST excluded), for the purchase of the Green Bin located next to the Public Works Shop.

Financial Implications:

1. Positive cash flow for Public Work purposes.

Relevant Policy/Legislation:

1. None.

Political/Public Implication(s):

1. The only perceived political or public implications identified is someone else may be interested in purchasing the bin.

Recommendation:

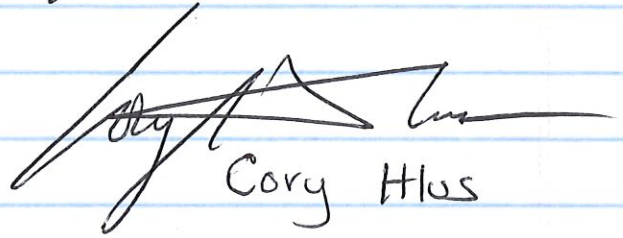
That Council accept the Offer to Purchase in the amount of \$600 (GST excluded), for the purchase of the Green Bin located next to the Public Works Shop.

RECEIVED

DEC - 6 2022

7c

I Cory Hlus offer \$600.00
for the green bin. I will remove
it with my loader.


Cory Hlus

780-632-1935

Request for Decision (RFD)

Topic: Notice of Decision – Development Permit No. 2022-06
Initiated by: Administration
Attachments: 1. Letter dated December 8, 2022
2. Notice of Decision – Development Permit Application No. 2022-06

Purpose(s):
To review the Notice of Decision - Development Permit Application No. 2022-06.

Background:

1. Development Permit Application No. 2022-06, for a Surveillance Suite, is listed as a Discretionary Use (Per C1 – Downtown Commercial District.) Therefore, the Development Authority is required to advertise the above-mentioned application, in accordance with Section 4.4 (4) of the Village’s Land Use Bylaw 628-17; the application is subject to a twenty-one (21) day appeal period.
2. Section 4.4 (4) of the Land Use Bylaw 628-17 states that the Development Authority must:
 - a. post a notice of the decision conspicuously on the property for which the application has been made; and/or
 - b. mail a notice in writing to all adjacent landowners who, in the sole opinion of the Development Authority, may be affected; and/or
 - c. publish a notice of the decision in a newspaper circulating in the Village, stating the location of the property for which the application has been made and the use approved.
3. The Village of Innisfree has two (2) parcels of land, that are directly adjacent to the proposed development.

Key Issues/Concepts:

1. Vacant structure located at the back of a Mainstreet commercial building will be used.
2. Increase population to the Village.

Financial Implication(s):

1. Should the Village of Innisfree Council wish to appeal the proposed development, a \$100.00 appeal fee will be applicable.

Option(s):

1. As directed by Council.
2. That this item be received as information.
3. That Council endorse a motion to appeal the Proposed Development Permit Application No. 2022-06 pursuant to Section 5.1 of the Village of Innisfree’s Land Use Bylaw 628-17.
4. That Council endorse a motion expressing the Village of Innisfree’s support to the proposed Development outlined in the Notice of Decision for Development Permit Application No. 2022-6.

Relevant Policy/Legislation:

1. MGA S. 640 (1) – Land Use Bylaw
2. MGA S. 642 (1) – Permitted & Discretionary Uses
3. MGA S. 686 (1) – Appeals
4. Land Use Bylaw 628-17
5. Strategic Plan Priority # 2; Safe, Healthy & Fun Community
6. Strategic Plan Priority # 3; Ensure Viability
7. Strategic Plan Priority # 5; Promotion of the Community

Political/Public Implication(s):

1. All adjacent landowners, directly affected by the proposed development, have been notified of the Proposed Development.
2. The approved development may generate more business interest within the community.

RECOMMENDATION(s):

That Council endorse a motion expressing the Village of Innisfree's support to the proposed Development outlined in the Notice of Decision for Development Permit Application No. 2022-06.



Village of Innisfree
Box 69, Innisfree, AB T0B 2G0
Phone: 780-592-3886
Email: cao@innisfree.ca
Web: www.innisfree.ca

December 8, 2022

Village of Innisfree
PO Box 69
Innisfree, AB
TOB 2G0

Sent Via:

[x] – Email: cao@innisfree.ca
[x] – Canada Post

Dear Village of Innisfree,

**RE: Development Permit Application No. 2022-06
Notice of Decision – Health Services and Hair Salon with Security Suite
Village of Innisfree Land Use Bylaw 628-17**

Please accept this letter as notification that the Development Permit No. 2022-01 has been deemed **APPROVED (with conditions)**, as of December 7, 2022, in accordance with the Village of Innisfree's Land Use Bylaw 628-17.

We have enclosed a copy of the "Notice of Decision" pertaining to Development Permit Application No. 2022-06 for your reference.

In accordance with Section 4.4(4) of the Village of Innisfree Land Use Bylaw, when a Development Permit, for the development of a Discretionary Use is approved, the Development Authority must mail a notice, in writing to all adjacent landowners who, in the sole opinion of the Development Authority, may be affected. The Development Authority has identified the land(s) located at **Plan 4175R, Block 5, Lot PT 19 & Plan 4175R, Block 7, Lot 4** as an adjacent landowner.

Any person(s) wishing to submit an appeal, may do so in writing to the attention of the Secretary of the Subdivision and Development Appeal Board, Box 69, Innisfree AB TOB 2G0 within twenty-one (21) days from the first of this notice letter giving reasons for the appeal. Such appeal shall be accompanied by a certified cheque or money order in the amount of one hundred (\$100.00) dollars. The statement shall include your full name and address and state any concerns with regards to the proposed development. Written submissions regarding the proposed development must be received by **December 28, 2022**, to be taken into consideration.



Village of Innisfree
Box 69, Innisfree, AB T0B 2G0
Phone: 780-592-3886
Email: cao@innisfree.ca
Web: www.innisfree.ca

Should you wish to obtain further information regarding this development permit, please contact the Village of Innisfree Administration Office at 780-592-3886 or via email cao@innisfree.ca to speak to the Development Authority.

Respectfully,

A handwritten signature in blue ink, appearing to read "Therese Wiebe".

Therese Wiebe, CLGM
Development Authority
Village of Innisfree

Encl.

Request for Decision (RFD)

Topic: Engineering Services

Initiated by: Council & Administration

Attachments: Two proposals received from Invitation to Tender (Bar Engineering & WSP)

Purpose(s):

1. To enter into a contract for Engineering Services for the Village of Innisfree

Background:

1. The Village of Innisfree contracted to get an Infrastructure Master Plan in 2016 which was paid through a grant. However, the document has not been used to the extent it should be when planning for major works.

Key Issues/Concepts:

1. The Village of Innisfree needs major infrastructure work to be done.
2. Much of the Village's grant funding for infrastructure needs to be used in 2023.
3. The 2016 Infrastructure Master Plan may need to be revised and/or updated.
4. Bar Engineering has been contracted by the Village in both 2019 & 2020 years, for the 5-year Capital Plan and other minor project engineering services.
5. Bar Engineering is a local company out of Lloydminster.
6. WSP is one of the world's leading engineering professional services firms.

Financial Implication(s):

1. The initial proposal costs are hard to compare as they are not "apples to apples" but more "apples to oranges".
2. Both submissions have similar hourly rates for the different staff levels that may be required.

Option(s):

1. That Council direct Administration to advertise for more Engineering Services submissions.
2. That Council direct Administration to get more detailed financial breakdown information from the two (2) applicants to make a better-informed decision.
3. That Council choose Bar Engineering for the Village's Engineering Services.
4. That Council choose WSP for the Village's Engineering Services.
5. That Council direct Administration in another manner.

Relevant Policy/Legislation:

None

Political/Public Implication(s):

While residents may deem one project to be more of a priority over another, the hiring of engineering services will enable the Village to have professional opinions on the condition of our infrastructure, the priority listing, and the reasons for the order of priorities.

RECOMMENDATION(s):

- That Council choose Bar Engineering for their Engineering Services, but not their proposal cost submission as these may change according to the scope the Village requires.

RECEIVED

NOV 24 2022

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: November 24, 2022 9:00 am

Attendees: Taneen Rudyk, Jerrold Lemko, Tara Kuzio, Marielle Brodziak, Rhonda Ewasiw, Jennifer Johnson, Carl Ogradnick

Discussion:

Organizational Meeting

- Jerrold Lemko Chair
- Carl Ogradnick Vice Chair
- Meeting date and time 2nd Thursday of each month or call of chair @10 am
- Mileage is changing to .61/km \$15 breakfast, \$20 lunch, \$30 supper

Board Meeting

- Waiting list 0 for lodge and 0 for cottage
- Vacancies for lodge NW wing 3, SW wing 4, NE wing 1 Cottage 1
- 1 move out for cottage unit to be cleaned
- No resident issues at this time
- Food manager out for medical was extended to 8 weeks due to carpal tunnel
- Staff have been busy prepping for Christmas
- Volunteers have been allowed back in
- Have been working on painting in the lodge to update the color scheme
- Vacancies for the Innisfree villa 0
- Vacancies for the Mannville villa 6
- Maintenance has been ongoing and on budget, maintenance man has been a huge asset
- Needs assessment is ongoing
- Went over the draft budget for 2023
- Agreed on a 6% wage increase for management and staff
- Agreed on a allowable pension rate of 3-7% for management and staff

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: December 12, 2022 (10 am to 11:28 am)

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

Discussion:

- Vacancies in lodge NW wing 3, SW wing 4, NE wing 1, Cottage 1.
- 1 move in, and 1 lady passed away so one move out.
- Food manager is still on STD (short term disability) until December 27, 2022.
- 6 vacancies in Mannville.
- Maintenance is ongoing and on schedule and on task.
- Hobart came in to hook up new dishwasher.
- Ordered another shower unit for future renovation project.
- Did a needs assessment inquiry from a Derek Weiss, and was informed it is going to cost approximately \$50,000 plus a buffer of \$10,000.
- Did an inquiry on another foundation in Vegreville, to find out they have a board but no one knows who is on it and supposedly there is going to be a board meeting coming up for them, they run 3 senior's centers in Vegreville, the reason for this inquiry is to see if they want to go in for a needs assessment in Vegreville to see what can be done for the seniors in relation to housing.
- MCSnet is going to be installing a hotspot access point in Mannville manor for free web access through GigAir at no cost for the upgrading of the equipment.

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: Northern Lights Library System

Meeting Date and Time: November 25, 2022 10 am – 12 pm

Attendees: 55 person(s) across the region

Discussion:

Chairperson’s report

- Glendon is the newest municipality to join
- Brought forward a board orientation package for use and review
- Per capita increase may be coming
- Considering a Cost of Living increase
- Hank Smith will be the liaison in talking to the public
- If we are to talk to the media the NLLS stance on the subject will be made available so please check with NLLS if there are questions we need to answer in regards to the Library
- Challenge went out to have all councillors in municipalities to have a library card
- There will be a bandwidth improvement for libraries, asking province to assist
- Province has agreed for a base of speeds of 20 Mbps it is looking to be done by the end of the month
- Going to adopt a stronger together approach for the next conference by inviting neighbouring library systems
- Changing executive meeting to every 2 months

Library Manager Council Report

- Looking at removing some e-resources and bringing in new ones
- Working with a new program to record numbers in the libraries, NLLS will pay for first year but most likely the individual libraries will need to pick up the cost if they want to continue using it at around \$69.00/year
- Next LMC meeting will be at the end of February via zoom

Alberta Library Trustee Association

- ALTA fee notice has gone out in November fees remain unchanged
- Next webinar will be “Policy” (23 minute video)

For Decision

- Motion was made to and accepted to allow Two Hills and Andrew to continue as board members after missing 3 meetings
- Went over the draft budget and was voted unanimously to accept as presented (presentation was well prepared and presented)

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: December 07, 2022 (6:37 – 8:37)

Attendees: Holly, Doris, Doreen, Elizabeth, Dale, Jennifer, Kristina

Discussion:

- 344 patrons, 74 website views, Overdrive 98, Hoopla 20, Cloud Library 57 total of 1733 circulations with those users.
- November’s theme was super heroes, only had kindergarten kids this time around so it was a smaller number, December theme will be Christmas trees asked the board to bring in some snacks for the kids.
- Created a survey to be mail dropped in the first week of January, was looked over and approved by the board.
- There has been problems getting parts for the photocopier so Ricoh suggested we get a new one, board went over some quotes and agreed to go ahead with a 66 month lease to get a new one at a cost of 173.35/month to replace existing photocopier and printer.
- Decided to close for December 23 2022 and reopen on January 4th of 2023 for the Christmas break.
- Front door has been jamming during the cold snap we had recently, some patrons thought we were closed due to not being able to open the door but the library was opened, the information was forwarded to the AG society to see if it can be addressed.
- NLLS came by for some tech support and suggested we get a lock box for our router for security purposes due to the fact someone can hack into it and access information that we do not want them to access at a cost of \$250 - \$400 for install.
- Reviewed and passed policy 3.1 (description of patrons) and 3.2 (Memberships) as presented, will be going over policy 3.3 (membership fees) and 3.4 (patron behaviour in the library) for next month.
- We had approximately 97 patrons for the Holiday in the Hallways.
- Agreed on a pay increase for both the librarian and the library assistant and the pay will be retro to July 2022.
- Christmas basket tickets are selling fast the draw is on December 16, 2022.
- Thank you’s went out to people who helped for the Holiday in the Hallway.
- Welcome went out to Kristina Brummer for being approved by the Village of Innisfree.
- Transportation has been arranged between the board members for bringing the giving tree stuff to Vegreville.

Submitted by: Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Kalya Country Ecomuseum Trust
Meeting Date & Time:	NOV. 16, 2022 7:00 - 9:00 p.m.
Attendees:	Louise Chomak, Jans Balan, Barry Campbell Sheila St. Clair, Deb Mc Mann
Discussion:	<ul style="list-style-type: none"> - Update of Connections with Members financial and casino experience - Discussion of Animated Film featuring Wm. Kereluk being developed now. - Using and updating Social Media
Actions:	<ul style="list-style-type: none"> - Recruitment of New Members - Contact with Previous Members
Future Items: Projects	<ul style="list-style-type: none"> - First Nations and Metis Tourism - Trails of Bygone years - Maps, etc - Connect with Travel Lakeland
Next meeting	Dec. 19, 2022 7:00 p.m.
Submitted By:	Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0



CAO Monthly Report

To: Council
From: Therese Wiebe, CAO
Re: November activities highlights

Another busy month with mainly Public Works issues taking up much of my time.

Administration

- attended LGAA Zone meeting (separate report)
- business cards for Mayor, Councillor and myself
- printed Informer newsletter Nov. and Dec. issues
- resolved issue with Survey Monkey to get results at decent price and not yearly subscription
- reviewed survey results, summarized for Council, and contest winner announced
- reading Viability Review
- Land Titles search on a property re: consolidation or subdivision
- receiving payments and answering inquiries when Thelma away and/or busy
- attended Quad CAO meeting
- wrote article for Innisfree Informer
- vault repair required so upgraded to punch code lock rather than spin dial
- mega emails – replies, sorting, and old emails for information, deletion, sorting, etc.

Assessment and Taxation

- Tax Arrears spreadsheet completed and letter sent to delinquent resident

Bylaw & Development

- checked into greenhouse development and Land Use Bylaw
- wrote up article regarding Development vs Building permits

Council

- Special Council meeting minutes
- Council agenda package worked on
- Council Regular meeting minutes
- worked on CAO Action List, draft agenda & additions for December meeting

Economic Development

- checked into VIC (Visitor Information Centre) accreditation
- Go East ad and article changes sent in

Financial

- reviewed old 2000 invoices as retention for TCA information
- draft 2023 Operating Budget worked on in Excel spreadsheets
- expense claims & resulting email to Council
- edited Muniware custom report for Council Revenue and Expense report
- Grant report for Council
- MCCAC workshop webinar
- Auditor inquires re: IT questions, bank statement, Interim contract
- LGFF webinar
- Grant for recycle plastic/metal bench approved 😊

Human Resources

- Interim Public Works contract written
- Legal issue research for background info
- Reviewed PW interview questions, contacted applicants and conducted interviews
- PW job offer letter & job description for candidate selected
- revised Salary/Wage Policy for Council review

Public Works

- printed and reviewed old Public Works reports for interim Public Works to do list

Other

- was in early a few days to let electrician in to work on office rewiring
- moved shelf unit so electrician could wire kitchen area
- sent Alberta Environment email regarding spill report from summer 2022

Meetings, conferences, seminars, etc.

- Nov 2nd – LGAA Zone meeting in Vegreville
- Nov 3rd – Special Council meeting (.5 hour)
- Nov 3rd – ACE meeting @ Seniors Centre (1 hour)
- Nov 15th - Regular Council meeting
- Nov 16th – online Climate Change workshop (2 hours)
- Nov 18th – TERRI DAY OFF
- Nov 24th – Quad CAO meeting in Vegreville
- Nov 24th – LGFF webinar (1.5 hours)
- Nov 28th – Municipal Affairs (MAATI) online training session (1 hour)
- Nov 29th – MAATI grant update webinar (1 hour)
- Nov 30th – HUB meeting in St. Paul

Upcoming:

Dec 2nd – MAATI webinar (1 hour)

Dec 3rd – Christmas Light-Up

Dec 13th – Special Budget meeting

Dec 20th – Council meeting

Dec 25th - Christmas Day

Dec 26th - Boxing Day

Dec 27th – Office CLOSED

Jan 1st – New Year's Day

Jan 2nd – Office CLOSED

Jan 17th – Regular Council meeting

End of Jan/early Feb – Terri OFF for 1 week vacation

Feb 13 – 17th – Auditor here

Feb 16th – Brownlee Emerging Trends

Feb 20th – Family Day

Feb 21st – Regular Council meeting

Feb 27th – Terri OFF for medical appt

March 21st – Regular Council Meeting

Last week of March – Mayor's Caucus in Edmonton

April 7th – Good Friday – Office CLOSED

April 9th – Easter Sunday

April 10th – Office CLOSED

April 18th – Regular Council meeting

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Village of Innisfree
Monthly Financial Reconciliation

October 31, 2022

As per Books				
	General Operating	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Previous Month Balance	375,460.30	484.86	493,844.64	223,972.57
Deposits	44,931.68	-	-	-
Interest Received	1,169.41	1.54	1,564.74	709.66
Sub-Total	421,561.39	486.40	495,409.38	224,682.23
Less Disbursements (A/P & P/R)	69,148.94			
ATB Monthly Fees	29.16			
ASFF quarterly	9,322.67			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	31.77			
Staples Supplies	253.94			
Interac CC Fees	125.95			
Moneris machine fees	32.20			
Liberty Security - Monthly Fee	76.64			
Liberty Security - Monthly Fee	156.45			
Liberty Security - Monthly Fee	50.91			
Liberty Security - Monthly Fee	45.66			
WCB - Oct	410.58			
AB LTO	10.00			
NSF Cheque	-			
	79,719.87			
Month End Balance	341,841.52	486.40	495,409.38	224,682.23

As Per Bank				
	General	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Month End Balance	372,659.32	486.40	495,409.38	224,682.23
Deposits in Transit	2,656.70			
Deposits in Transit				
Sub-Total	375,316.02	486.40	495,409.38	224,682.23
Less Outstanding Cheques	33,474.50			
Month End Balance	341,841.52	486.40	495,409.38	224,682.23

Outstanding Cheques						
	Chq #	Amount	Chq#	Amount	Chq#	Amount
	344	15.00	396	3,147.91	412	1.58
	402	30.00	399	310.00	413	609.00
	473	204.00	403	160.00	414	240.34
	608	30.00	404	1,314.64	415	9,211.27
	453	30.00	405	1,282.25	416	250.00
	463	82.00	406	315.00	417	113.46
	534	9.60	407	3,897.31	418	599.00
	141	242.50	408	2,630.96	419	364.24
	147	47.96	409	879.83		
	384	3,942.00	410	99.81		
	395	323.74	411	3,091.10		
					Total O/S Chqs.	33,474.50

Village of Innisfree
Monthly Financial Reconciliation

November 30, 2022

As per Books				
	General Operating	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Previous Month Balance	341,841.52	486.40	495,409.38	224,682.23
Deposits	101,279.37	-	32,380.00	-
Interest Received	1,284.63	1.66	1,660.15	726.67
Sub-Total	444,405.52	488.06	529,449.53	225,408.90
Less Disbursements (A/P & P/R)	94,924.38	-	49,775.00	23,282.30
ATB Monthly Fees	29.48			
ASFF quarterly	-			
TD Bank Monthly EFT Fee	25.00			
RBC Monthly EFT Fee	34.40			
Staples Supplies	419.21			
Interac CC Fees	37.99			
Moneris machine fees	32.88			
Liberty Security - Monthly Fee	-			
Liberty Security - Monthly Fee	-			
Liberty Security - Monthly Fee	50.91			
Liberty Security - Monthly Fee	45.66			
WCB -	-			
AB LTO	-			
NSF Cheque	-			
	95,599.91	-	49,775.00	23,282.30
Month End Balance	348,805.61	488.06	479,674.53	202,126.60

As Per Bank				
	General	Tax Recovery Account (2015)	Municipal Grants	Capital Reserves
Month End Balance	388,918.49	488.06	479,674.53	202,126.60
Deposits in Transit	-			
Deposits in Transit				
Sub-Total	388,918.49	488.06	479,674.53	202,126.60
Less Outstanding Cheques	40,025.16			
Month End Balance	348,893.33	488.06	479,674.53	202,126.60

Outstanding Cheques						
	Chq #	Amount	Chq#	Amount	Chq#	Amount
stale dated - to be cancelled	344	15.00	449	2,281.34	463	297.50
stale dated - to be cancelled	402	30.00	450	290.00	464	971.22
stale dated - to be cancelled	473	204.00	451	2,430.99	465	448.31
stale dated - to be cancelled	608	30.00	452	1,282.25	466	343.09
stale dated - to be cancelled	453	30.00	453	3,277.80	467	229.91
stale dated - to be cancelled	463	82.00	454	50.00	469	119.56
stale dated - to be cancelled	534	9.60	455	1,842.59		
	141	242.50	457	11,156.25		
	147	47.96	458	2,619.83		
	403	160.00	459	3,964.93		
	423	1,000.00	460	952.21		
	447	175.00	461	1,192.59		
	448	2,190.73	462	2,058.00		
					Total O/S Chqs.	40,025.16



Office of the Mayor

November 23, 2022

Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
health.minister@gov.ab.ca

Dear Minister Copping:

I am writing to you on behalf of our Ponoka Volunteer Fire Department. Actually, I think I could be writing on behalf of most volunteer fire departments in rural Alberta. However, right now I am very concerned for the volunteer fire fighters of my community who bravely step forward and protect us all.

My main concern is with the current state that we find our ambulance service in. This is something that isn't new. It has been brewing for a number of years now and I believe we are about to hit critical mass, which means we are not too far away from doing far more damage to all of our emergency services, simply because we cannot collectively get a handle on how to manage this situation.

On November 21, 2022, we had an incident in the Town of Ponoka, where a pedestrian was hit on one of our roads by a motor vehicle. The first responders on the scene were our volunteer fire fighters. They had an ambulance dispatched from Bashaw which is about 30 minutes away. Ten minutes after the dispatch it was rerouted to Red Deer. By this time the next dispatched ambulance was to come from Leduc, 42 minutes away. In the meantime, the patient was seizing and his heartbeat had dropped to 28 beats per minute. At that time rather than continue to wait for an ambulance and lose the patient, our firefighters made the decision to pack him into the box of one of their pickups, and with a police escort got him to our local hospital. This is a summation of the report I read, and the complete absurdity of this situation I find astounding.

Two months prior, on September 21, 2022, we had a shooting in our downtown. Once again, our volunteer fire fighters were first on the scene because an ambulance had to be dispatched out of Red Deer, about 45 minutes away. In the meantime, our volunteer fire department bandaged and stabilized the victim, and some of the members learned how to deal with a person who had their ear shot off.

Follow Town of Ponoka online at:
www.ponoka.ca



Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745

Honourable Jason Copping

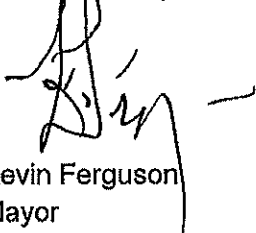
November 23, 2022

Page 2

In the last year our volunteer fire department has been the first to arrive on the scene of a medical event 18 times. They do this for the love of their community, and are not being paid-----I would say for them money is not the issue. What is the issue is that after they have been faced with the trauma of a catastrophic medical event, they then have to go back to their real jobs the following day. So I put it to you, that while we are trying to somehow figure our way around this ambulance crisis, we are doing it on the backs of our rural volunteer fire fighters. I represent a rural municipality, and I am telling you what I see is that my friends, neighbours, and fellow citizens are being put at risk on a daily basis because we can't figure this ambulance thing out.

We are running out of time and something needs to be done not only for our cities, but for our rural communities too.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Ferguson', with a horizontal line extending to the right.

Kevin Ferguson
Mayor

c: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Ron Orr, MLA – Lacombe/Ponoka
Mayors – Alberta Municipalities
Reeve Paul McLauchlin, Ponoka County
Donna Noble, Protective Services Coordinator – Ponoka County

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RECEIVED

NOV 28 2022



ALBERTA
MUNICIPAL AFFAIRS
*Office of the Minister
MLA, Calgary-Shaw*

AR109675

November 17, 2022

Mayor Jennifer Johnson
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

Dear Mayor Johnson:

Thank you for the Village of Innisfree's application of September 29, 2022, requesting to fund a new 2021 Asphalt Patching Repairs project in lieu of the previously approved 2021 Fire Department Rehabilitation Municipal Stimulus Program (MSP) project.

I have reviewed your application and am pleased to accept your 2021 Asphalt Patching Repairs project under the MSP program. I also recognize the need for a time extension for the completion of the new project. The MSP funding for this project must be expended by December 31, 2022, as further time extensions will not be granted. Project reporting will now also be required in 2023.

I look forward to learning of the successful completion of the project.

Should you have any other questions regarding the MSP program, please contact a Municipal Affairs grant advisor, toll-free by first dialing 310-0000, then 780-422-7125, or by email at ma.municipalstimulus@gov.ab.ca.

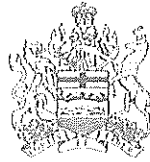
Thank you again for writing.

Sincerely,

Rebecca Schulz
Minister

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

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ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

December 1, 2022

AR 91816

His Worship Craig Copeland
Mayor
City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
mayor@coldlake.com

Dear Mayor Copeland:

Thank you for your November 8, 2022 letter to the Premier regarding the condition of Highway 28. As the Minister of Transportation and Economic Corridors, I am able to provide the following information.

Highway safety is a top priority for Transportation and Economic Corridors, and the department's goal is to balance funding challenges with the need for maintenance activities that relate to public safety while still providing an acceptable overall level of service.

In 2018, the department completed a Highway 28 corridor study from Edmonton to Cold Lake. The study recommended several improvements to the highway to be implemented as part of future rehabilitation projects. The improvements include intersection upgrades, grade widening, curve reconstruction, passing lanes, and safety rest areas. The intent of the recommendations was to improve the safety and performance of the highway corridor, while also prioritizing improvements in order to maximize the lifespan of the existing infrastructure.

Although portions of Highway 28 near Edmonton are already twinned, the portion of Highway 28 between Bonnyville and Cold Lake is nearing the threshold for twinning, and the department is monitoring and planning accordingly. Twinning will be considered for prioritization and funding along with similar projects from across the province.

The section of Highway 28 between Smoky Lake and Bonnyville is approaching the warrants for consideration of passing/climbing lanes, and the department is monitoring and planning accordingly for this section as well. Passing/climbing lane projects will be considered annually, along with all other projects from across the province for prioritization and funding.

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The department reviews several factors when evaluating pavement condition, including traffic volumes, pavement quality, roughness, existing structure, local information, visual inspections and surface distress. This data is used to determine when the road is expected to need rehabilitation. The data is also used to prioritize rehabilitation projects from across the province for inclusion in the Provincial Construction Program in order to ensure a fair process for all regions.

There has also been considerable investment in the Highway 28 corridor over the past several years. Projects that have been completed are as follows:

- intersection improvements at Highway 28 and Highway 892 at the Hamlet of Ardmore, intersection improvements at Highway 28 and Highway 657 at the Hamlet of Fort Kent, and signalization at Highway 28 and 54 Avenue in Bonnyville;
- construction of the roundabout at Highways 28 and 831;
- grade widening, including passing lanes, north of Highway 28A to Highway 651 (10 kilometres);
- reconstruction of three curves in the Redwater area;
- overlay of Highway 651 to west of Highway 827 (15 kilometres);
- overlay west of Highway 827 to Highway 829 (nine kilometres);
- overlay east of Highway 831 to west of Smoky Lake (eight kilometres);
- intersection improvements at Highways 28 and 855; and
- intersection improvements at the Highway 28/Smoky Lake access.

The Government of Alberta has placed a priority on creating jobs by moving forward with Alberta's Recovery Plan, and a large part of that is focused on developing and enhancing economic corridors throughout the province. As part of future planning, economic benefits will be an additional consideration going forward. As such, I can confirm that the condition of Highway 28 will be considered as part of the capital planning process. In the meantime, the highway maintenance contractors will continue to monitor the condition of Highway 28 to ensure safety-related issues, such as potholes and smaller pavement failures, are addressed in a timely manner.

We recognize the important role that Northeastern Alberta and Highway 28 plays in our provincial economy. Our government is committed to making the best use of our resources and striking a strategic balance between building for today and ensuring future sustainability. My department carefully considers a variety of factors when assessing and prioritizing provincial highway projects across the province. For highway projects, safety and technical factors like traffic type and volume, as well as the physical state of the highway are considered. Socio-economic factors, such as revenue generation and other provincial priorities also factor into funding allocations for highway projects.

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If you have any further questions, please contact Mr. Michael Botros, Regional Director. Mr. Botros can be reached toll-free at 310-0000, then 780-305-2405, or at michael.botros@gov.ab.ca.

Thank you for taking the time to share your support for provincial investment for Highway 28.

Sincerely,



Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Brian Jean, MLA for Fort McMurray-Lac La Biche
Honourable Jackie Armstrong-Homeniuk, MLA for Fort Saskatchewan-Vegreville
Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock
David Hanson, MLA for Bonnyville-Cold Lake-St. Paul
Garth Rowswell, MLA for Vermilion-Lloydminster-Wainwright
Michael Botros, Regional Director, Transportation and Economic Corridors