

**Schedule “A”  
2022 Tactical Plan  
3<sup>rd</sup> Quarter Update**

**Approved On:** October 18, 2022  
**Motion No.:**2022.10.18/09

**Strategic Priority #1 – Partnerships and Collaboration**

<b>1.1 Continue partnership with regional partners including the County of Minburn # 27, Town of Vegreville and Village of Mannville.</b>
1 <sup>st</sup> Quarter Update (Jan-Mar): <ul style="list-style-type: none"><li>• County grader operators assisted the Village with snow &amp; ice removal.</li><li>• Regional ICP Orientation and workshop held on April 6 &amp; 7, with all regional partners.</li><li>• Village will continue to collaborate with Regional Partners in the future.</li></ul>
2 <sup>nd</sup> Quarter Update (April-June): <ul style="list-style-type: none"><li>• CAO met with the Village of Mannville, Town of Vegreville and County of Minburn No. 27 regarding the proposed reclamation of the Mannville Landfill (tentatively set for 2023).</li><li>• CAO attended a Director of Emergency Management Meeting on June 16, 2022. Item discussed were: 1) Planning of future ICP Workshops for 2023; 2) appointment of Chair and Vice Chairman; 3) reviewing plans prior to Council approval, and much more.</li><li>• County of Minburn No. 27 sprayed noxious weeds at multiple locations throughout the Village (i.e., West Lift Station, Transfer Station, etc.) pursuant to the Weed Control Act.</li><li>• County of Minburn No. 27 has been asked to assist the Village with grading of gravel roads in multiple locations (I.e., Transfer Station, WTP, Nutrien Road). Village has also ordered gravel from the County of Minburn to fix back-alleys that are washed away.</li><li>• CAO had a brief discussion with the County of Minburn No. 27 CAO regarding the County of Minburn’s GIS System and the potential of entering into a Regional Agreement for GIS Services with the Village of Mannville.</li></ul>
3 <sup>rd</sup> Quarter Update (July – Sept): <ul style="list-style-type: none"><li>• Innisfree CAO met with County of Minburn CAO on October 3, 2022.</li><li>• CAO completed the County of Minburn’s Economic Development Strategy Interview on September 29, 2022.</li><li>• Mannville CAO graciously offered and accepted the Director of Emergency Management position for the Village of Innisfree during CAO Magosse’s Maternity Leave.</li></ul>
4 <sup>th</sup> Quarter Update (Oct – Dec):

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## 2022 Tactical Plan

### 3<sup>rd</sup> Quarter Update

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#### Strategic Priority #1 – Partnerships and Collaboration

##### **1.2 Collaborate and show support for local organizations with the community (Ag Society, Ukrainian Dance, Library, Etc.)**

###### 1<sup>st</sup> Quarter Update (Jan-Mar):

- Mayor, Council and Senior Staff will attend the Innisfree Delnorte School Sustainability Committee's event on April 14, 2022 to show support to our local school.
- Village received a letter requesting financial support towards to rehabilitation of the Tennis Courts located behind the school. Administration will support the Innisfree Delnorte School Financial Society as much as possible.
- Village of Innisfree will continue to collaborate and show support to the local organizations within the community.
- Annual AGM for the Innisfree Fish & Game Association will be held on April 13, 2022.
- Seniors Coffee is back on – Monday Mornings (9:00 AM).
- Monday Night Bingo held at the Innisfree Recreation Centre.
- Seniors Fun Bingo held on Wednesday Nights at the Seniors Drop-In Centre.

###### 2<sup>nd</sup> Quarter Update (April-June):

- Innisfree & District Fish & Game Association approached the Village of Innisfree regarding the placement of a garbage bin out at the Fishpond. Administration contacted Environmental Metal Works in Two Hill, AB and purchased a bin per the Fish & Game request. The bin will be ready early-mid August; Fish & Game are purchasing the bin.
- The Village of Innisfree donated \$75 to the Innisfree Delnorte School Financial Society, to be used towards to purchase of a Development Permit.
- Thank you to the Innisfree & District Agricultural Society, Innisfree & District Fish & Game Society, County of Minburn No. 27, Minco Gas Innisfree, and MMI-FCSS for their donations towards the 2022 Canada Day Festivities.
- CAO and Innisfree Delnorte School Principal and OH&S Supervision are scheduled to meet in August/September to review the Innisfree Public Works Shop for a proposed woodworking program.
- Promoted the Village of Innisfree Library 10<sup>th</sup> Anniversary on July 7<sup>th</sup> celebration via social media.

###### 3<sup>rd</sup> Quarter Update (July – Sept):

- Donation of \$ 1,647.52 to Innisfree Seniors Citizens Association and Innisfree Delnorte School Financial Society.
- Donation of \$100 to the Innisfree Delnorte School Awards Night.
- Innisfree CAO and Innisfree Delnorte School Principal met on September 9, 2022, and conducted an onsite review of the Public Works Shop for the provision of the Woodworking Program.
- Two (2) Work Experience Students from Innisfree Delnorte School were placed at the Village Office until January.
- Received a safe from Innisfree Cemetery Committee to store records in the Village Office.

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<ul style="list-style-type: none"><li>• MMI-FCSS held a Youth Pizza Night at the Innisfree Pizza oven on Main Street (50<sup>th</sup> Avenue)</li></ul>
4 <sup>th</sup> Quarter Update (Oct – Dec):

**Strategic Priority #1 – Partnerships and Collaboration**

<b>1.3 Continue to collaborate with our Local FCSS.</b>
1 <sup>st</sup> Quarter Update (Jan-Mar): <ul style="list-style-type: none"><li>• MMI-FCSS Staff members attended the Regional ICP Orientation &amp; Workshop held on April 6 &amp; 7, 2022.</li><li>• Village will ensure MMI-FCSS events are advertised on all social media platforms.</li><li>• Village will continue to collaborate and advocate for the Local MMI-FCSS Department.</li></ul>
2 <sup>nd</sup> Quarter Update (April-June): <ul style="list-style-type: none"><li>• MMI-FCSS lent the Village of Innisfree a face paint kit for the 2022 Canada Day festivities.</li><li>• Administration continues to advertise for all MMI-FCSS Events (i.e., Coffee Connections, etc.)</li><li>• Administration worked with MMI-FCSS regarding the use of the Pizza Oven for this summer.</li></ul>
3 <sup>rd</sup> Quarter Update (July – Sept): <ul style="list-style-type: none"><li>• Administration coordinated with the Village to paint “Sidewalk Games” in several locations in Innisfree.</li><li>• Administration working with MMI-FCSS to develop the 2022-2023 Newcomers’ Welcome Kits.</li></ul>
4 <sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #2 –Safe, Healthy and Fun Community**

**2.1 Support and advocate for local RCMP**

1<sup>st</sup> Quarter Update (Jan-Mar):

- Local Crime Stats to be presented to Mayor and Council on a quarterly basis.
- The Village of Innisfree will continue to seek support from our Local RCMP Detachment for various tasks (i.e. bylaw enforcement, attendance to events, parades, etc.)

2<sup>nd</sup> Quarter Update (April-June):

- RCMP Presented 4<sup>th</sup> Quarter Crime Statistics to Village Council on June 21, 2022.
- Invitation was extended to Vermilion RCMP for Innisfree Canada Day festivities.
- The Village of Innisfree will continue to seek support from our Local RCMP Detachment for various tasks (i.e., bylaw enforcement, attendance to events, parades, etc.)
- Council and CAO thanked Vermilion RCMP for assisting with several incidents that took place in Innisfree in June.

3<sup>rd</sup> Quarter Update (July – Sept):

- RCMP presented 1<sup>st</sup> Quarter Crime Statistics to Village Council on September 27, 2022.
- RCMP hosted an open house on September 29, 2022 in Innisfree.
- The Village of Innisfree will continue to seek support from our Local RCMP Detachment for various tasks (i.e., bylaw enforcement, attendance to events, parades, etc.)

4<sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #2 –Safe, Healthy and Fun Community**

**2.2 Council to host events that promote the Village, but also involve the community (Canada Day, Pizza Nights. Etc.)** *(Keeping in mind any Public Health restrictions and regulations.)*

**1<sup>st</sup> Quarter Update (Jan-Mar):**

- No events were hosted in this quarter due to public health restrictions.
- Administration will continue to brainstorm ideas, for Councils consideration, for the second quarter (I.e., Canada Day Festivities, Pizza Night, etc.)

**2<sup>nd</sup> Quarter Update (April-June):**

- Public Meeting/Open house took place on June 22, 2022, with a free BBQ for attendees/ratepayers.
- Multiple activities/events planned for July 1 (Canada Day).
- Future Pizza Nights to be planned by FCSS, during the summer months.
- Innisfree Fair is scheduled for August 10, 2022. Administration will offer assistance to the Innisfree & District Agricultural Society if and where needed.
- Future Public Meeting may be considered in fall, prior to Interim Budget.
- Neighbourhood block party planned for July 23, 2022.

**3<sup>rd</sup> Quarter Update (July – Sept):**

- Hosted Canada Day Events on July 1, 2022.
- Participated in the Innisfree Fair Day events (i.e., hosted pancake breakfast at Rec Centre and entered parade float).
- Participated in the Mannville Parade
- Council discussed the possibility of hosting another Public Meeting/Open House in October or November 2022.
- Future Budget Meeting and Strategic Planning Session to be planned for November or December 2022.

**4<sup>th</sup> Quarter Update (Oct – Dec):**

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**Strategic Priority #2 –Safe, Healthy and Fun Community**

**2.3 Promote use of the Community Garden.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- Advertisement for the Community Garden submitted in the March 2022 Issue of the Informer.
- Administration will gather quotes for future additions to the Community Garden.

2<sup>nd</sup> Quarter Update (April-June):

- Community garden readied for planting.
- Only two residents applied for the garden; therefore, two plots were set up.
- Due to low/lack of interested, administration proposes that the community garden area be seeded to grass in the fall and used as a park area/gazebo.

3<sup>rd</sup> Quarter Update (July – Sept):

- Council endorsed a motion to extend the Community Garden for a period of three (3) years.
- Additional work to be conducted (fencing, dirt/manure, etc) to enhance the area.
- Administration will ensure early promotion/advertising of the garden (January/February 2022).

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**Strategic Priority #2 –Safe, Healthy and Fun Community**

<b>2.4 Council to continue to be an active member of the Yellowhead Health Advisory Council.</b>
1 <sup>st</sup> Quarter Update (Jan-Mar): <ul style="list-style-type: none"><li>• Village of Innisfree is currently an active member of the Yellowhead Health Advisory Council.</li></ul>
2 <sup>nd</sup> Quarter Update (April-June): <ul style="list-style-type: none"><li>• No updates to report at this time.</li><li>• Clr. McMann attended the Alberta Health Services Spring Conference in May 2022.</li></ul>
3 <sup>rd</sup> Quarter Update (July – Sept): <ul style="list-style-type: none"><li>• Clr. McMann attended the Yellowhead Advisory Council meeting on September 29, 2022.</li></ul>
4 <sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #3 – Ensure Viability**

**3.1 Update the Municipal Viability Review reports including: a) 10–30-year Capital Plan that outlines Infrastructure remediation requirements, and b) follow-up with Municipal Affairs on June 1<sup>st</sup> of each year, (2019-2023), to report task status per the timeline set out in Ministerial Order No. MSL:095/18.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- Administration to prepare documentation, for Council’s approval at the May 2022 Council Meeting.

2<sup>nd</sup> Quarter Update (April-June):

- Administration submitted documents to Alberta Municipal Affairs on May 25, 2022.
- Administration received a letter from the Minister of Municipal Affairs approving the 2022 Viability Review submission.

3<sup>rd</sup> Quarter Update (July – Sept):

- No updates at this time.

4<sup>th</sup> Quarter Update (Oct – Dec):



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**Strategic Priority #3 – Ensure Viability**

<b>3.2 Seek and secure Trading Programs/partners that will minimize/reduce Capital and Operating Expenditures for the Municipality (i.e. RMA, County of Minburn, Etc.)</b>
1 <sup>st</sup> Quarter Update (Jan-Mar): <ul style="list-style-type: none"><li>• Active member of RMA.</li><li>• A lot of cooperation with County of Minburn Public Works Department.</li></ul>
2 <sup>nd</sup> Quarter Update (April-June): <ul style="list-style-type: none"><li>• Continues to be an active member of RMA.</li><li>• Assistance from County of Minburn Administration and Public Works Departments.</li><li>• Working with Innisfree Delnorte School Financial Society to coordinate paving costs with Spectre Systems (to save on costs).</li><li>• Working with County of Minburn No. 27 to secure Service Agreements to clarify roles/services the County of Minburn provides to the Village of Innisfree (i.e., snow/ice removal, gravel &amp; grading, weed control, etc.)</li></ul>
3 <sup>rd</sup> Quarter Update (July – Sept): <ul style="list-style-type: none"><li>• Continues to be an active member of RMA to utilize discounts and offers where applicable.</li><li>• Continues to receive assistance from the County of Minburn Administration and Public Works Department.</li><li>• Working with County of Minburn No. 27 to secure Service Agreements to clarify roles/services the County of Minburn provides to the Village of Innisfree (i.e., snow/ice removal, gravel &amp; grading, weed control, garbage removal, etc.)</li></ul>
4 <sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #4 – Resident Communication and Engagement**

**4.1 Hold at least one Public Meeting annually (preferably in June or November) in concert with the previous year's annual audit.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- No updates in this quarter.
- 2021 Audit is complete. Council to set a date for Public Meeting in second quarter.

2<sup>nd</sup> Quarter Update (April-June):

- Annual Public Meeting held on June 22, 2022.
- Potential for another Public Meeting to be held prior to approval of 2023 Interim Budget.

3<sup>rd</sup> Quarter Update (July – Sept):

- No public meetings were held in this quarter.

4<sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #4 – Resident Communication and Engagement**

<b>4.2 Ensure all social media is current and up to date (i.e. Website, Facebook Page, etc.)</b>
1 <sup>st</sup> Quarter Update (Jan-Mar): <ul style="list-style-type: none"><li>All social media platforms remain current and up to date.</li></ul>
2 <sup>nd</sup> Quarter Update (April-June): <ul style="list-style-type: none"><li>All social media platforms remain current and up to date.</li></ul>
3 <sup>rd</sup> Quarter Update (July – Sept): <ul style="list-style-type: none"><li>All social media platforms remain current and up to date.</li><li>Enhancements to website are continuous. Administration recently added a new "Economic Development" page.</li><li>Park Manager is interested in creating/managing a Birch Lake Campground Facebook Page to promote the Innisfree Campground and Recreation Park.</li></ul>
4 <sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #4 – Resident Communication and Engagement**

**4.3 Promote monthly Council meeting highlights in the monthly Innisfree Informer Newsletter, Monthly Utility Newsletter as well as all social media sources in recognition of the Village’s Public Participation and Public Engagement Policies.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- Administration will continue to promote monthly Council meeting highlights, as well as all Village related events, in the monthly Innisfree Informer, Monthly Utility Newsletters and on all social media sources per the Village’s Public Participation and Public Engagement Policies.

2<sup>nd</sup> Quarter Update (April-June):

- No further updates at this time. Administration continues to promote monthly Council meeting highlights, as well as all Village related events, in the monthly Innisfree Informer, Monthly Utility Newsletters and on all social media sources per the Village’s Public Participation and Public Engagement Policies.

3<sup>rd</sup> Quarter Update (July – Sept):

- No further updates at this time. Administration continues to promote monthly Council meeting highlights, as well as all Village related events, in the monthly Innisfree Informer, Monthly Utility Newsletters and on all social media sources per the Village’s Public Participation and Public Engagement Policies.

4<sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #5 – Promotion of the Community**

**5.1 – Ensure Birch Lake Campground & Innisfree Recreation Park has adequately trained staff in place to properly maintain the site and to ensure it remains a viable resource for our community and is welcoming to tourists.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- Interviews for the Recreation Park Manager were conducted. A Park Manager has been selected and will start May 1, 2022.
- Health and safety related training will be offered, as well as training on the Camp Reservation Campground will be offered as well.
- Carbon Copy receipt books have been ordered and will be used for "walk-in" type transactions.
- Quotes for Firewood have been received in preparation for opening day.

2<sup>nd</sup> Quarter Update (April-June):

- Campground Park manager started May 1, 2022 and completed required OH&S Training.
- Bundled firewood purchased through vendor; Carbon Copy receipt books ordered and used for Cash Transactions.
- Concession Purchasing System set up through CRCA System; receipts issued for all cash transactions per Auditors recommendations.
- Google Maps updated to include the work "Campground"; the park has received several new campers who found the location, due to the name update; Campground has several seasonal campers this year.
- Council and Administration may consider entering into a discussion regarding the potential of entering into an agreement with Park Manager for the 2023 camping season prior to end of 3<sup>rd</sup> quarter.

3<sup>rd</sup> Quarter Update (July – Sept):

- Council endorsed a motion to extend the opening of the Campground (for seasonal use only) to October 31, 2022, and Administration was directed to bring forward to the September Council Meeting for Council to re-address. Park Manager's contract was extended until October 31, 2022 but was changed to Sept. 30 due to lack of campers. Council endorsed an additional motion to close the campground effective Sept. 30 in this regard.
- Administration offered the current Park Manager the 2023 Park Manager Position; the Park Manager happily accepted; Letter of Intent was issued to the Park Manager.
- Park Manager created a checklist, inventory list, etc. for items/processes down at the campground. This can be utilized by Administration, Public Works and future staff.
- Council endorsed a motion to install a security system down at the Campground. Installation will be completed in the 4<sup>th</sup> Quarter (scheduled to be installed on October 14, 2022).

4<sup>th</sup> Quarter Update (Oct – Dec):

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**Strategic Priority #5 – Promotion of the Community**

**5.2 – Ensure Tax Forfeiture Properties are advertised and offered for sale, to improve the Village of Innisfree’s property assessment values and to encourage future economic development.**

**1<sup>st</sup> Quarter Update (Jan-Mar):**

- Walk through of Tax Forfeiture properties conducted on March 22, 2022.
- Administration has contacted a local realtor and will ensure Tax Forfeiture properties are listed and offered for sale.

**2<sup>nd</sup> Quarter Update (April-June):**

- Administration contacted Safety Codes Council to seek assistance from a Building Inspector on properties taken over due to Tax Forfeiture. Unfortunately, they were not able to offer assistance.
- Three properties are in an unsafe state and will need to be demolished. Realtor was reluctant to list properties due to their current state.
- Administration will seek legal advice on how a municipality may determine if a property is to be demolished.
- Administration and Public Works will schedule time in late July or early August to take pictures of items in Tax Forfeiture Buildings to advertise for tender.

**3<sup>rd</sup> Quarter Update (July – Sept):**

- Tax Auction was held on August 25, 2022; two properties remained unsold at the Tax Auction.
- Council endorsed a motion that the Village of Innisfree request Alberta Land Titles to cancel the existing certificate of title for Lot 6, Block 16, Plan 8776S and issue a certificate of title in the name of the Village of Innisfree.  
Further, the Village acquire Lot 6, Block 16, Plan 8776S by depositing an amount equal to the reserve bid (market value - \$1,500) into an account established solely for the purpose of depositing money from the sale or disposition of land pursuant to MGA s. 425 (1)(b) and 427 (1)(a).  
Furthermore, that the Village of Innisfree request Alberta Land Titles to cancel the existing certificate of title for Lot 1, Block 19, Plan 3340HW and issue a certificate of title in the name of the Village of Innisfree marked "Tax Forfeiture" pursuant to MGA s. 424 (1)-(4).
- Additionally, Mayor and Council directed Administration to seek quotes on Appraisal companies for the three (3) Tax Forfeiture Properties.

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**Strategic Priority #5 – Promotion of the Community**

**5.3 – Cooperate and coordinate with business development and to promote the Village’s Business Incentive Policy.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- Village of Innisfree will continue to cooperate and coordinate with business development and promote the Village’s Business Incentive Policy.
- Development Permit Received on March 28, 2022; The Policy was provided to this applicant.

2<sup>nd</sup> Quarter Update (April-June):

- Council & CAO responding to the County of Minburn’s Economic Development Strategy.
- Individual inquired regarding a Development Permit for the installation of ground mounted solar panels.

3<sup>rd</sup> Quarter Update (July – Sept):

- Development Permit obtained for construction of sheds.
- CAO promoting the Development of an Economic Development Committee (EDC), being a Committee of the Whole.
- Administration has researched several different incentive policies for consideration of the EDC.

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**Strategic Priority #5 – Promotion of the Community**

**5.4 – To ensure Innisfree Museum is properly maintained to ensure it remains a viable resource for our community and is welcoming to tourists.**

1<sup>st</sup> Quarter Update (Jan-Mar):

- The Village of Innisfree will continue to ensure the Museum is properly maintained to ensure it remains a viable resource for our community.

2<sup>nd</sup> Quarter Update (April-June):

- Sewer line was repaired and is now in working condition.
- Promoted the Innisfree Prairie Bank of Commerce Grand Opening on May 21, 2022, via social media.
- Promoted the Innisfree Prairie Bank of Commerce July 1<sup>st</sup> (Canada Day) Tea Part via social media and Public Notice.
- Administration provided copies of the Go East Tourism Brochure to the Museum worker and arranged with Go East to deliver more copies.

3<sup>rd</sup> Quarter Update (July – Sept):

- Several historical items were donated to the Innisfree Museum by the Village of Innisfree.
- Administration issued invoices for the Power and Gas Services (effective July 2022) per Council's direction.

4<sup>th</sup> Quarter Update (Oct – Dec):