



**Village of Innisfree
Regular Council Meeting
June 20, 2023 @ 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. May 16, 2023, Regular Council Meeting Minutes
 - b. May 31, 2023, Special Council Meeting Minutes
- 5. Business Arising from the Minutes**
 - a.
- 6. Policies & Bylaws**
 - a. Utilities Amendment Bylaw 684-23 – RFD
 - b. LUB amendment 685-23
- 7. New Business**
 - a. Library Board appointments - RFD
 - b. Trees on vacant Village lot - RFD
 - c. Proposed Historical Society donations – RFD
 - d. Strategic Plan 2023- 2025 - RFD
 - e.
- 8. Councillor Reports**
 - a. Kalyna Country (May 17) – Clr McMann
 - b. M.D. of Minburn Foundation (May 18) – Clr. Johnson
 - c. NLLS meeting (May 26) – Clr Johnson
 - d. MD of Minburn (June 1) – Clr Johnson
 - e. MMI FCSS (June 6) – Clr McMann
 - f. Innisfree Library Board (June 7) – Clr Johnson

9. Administration Reports

- a. Reports:
 - i. Interim CAO Report – Period Ending June 14, 2023
 - ii. Interim CAO Action List
 - iii. Interim CAO Municipal Grants Report
- b. Financials:
 - i. Monthly Bank Reconciliation Statement – Period Ending May 31, 2023
 - ii. Revenue & Expense (with comments) – May 31, 2023
- c. Public Works Foreman Report – Period ending June 14, 2023
- d. Regional Fire Chief Report
- e. Rec Park Manager Report (May 2023)

10. Correspondence:

- a. Letter inviting submissions to Minister’s Awards

11. Closed Session

- a. Personnel / Legal / Land
 - i. FOIPP Section 25 – Land
 - ii. FOIPP Section XX – Auditor Management Letter

12. Adjournment

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of May 16, 2023**

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, May 16, 2023.

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:00 PM.

PRESENT

Attendance in-person

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

Terri Wiebe, Interim Chief Administrative Officer

*APPROVAL OF
AGENDA
2023-05-16/01*

Moved by Clr. Johnson that the agenda be approved with two additions under New Business: 7.h – Set date for Public Meeting
7.i – Village credit card limit increase

CARRIED

*RCMP DELEGATION
& REPORT
2023-05-16/02*

Corey Buckingham, Sgt., NCO i/c Vermillion Detachment, Royal Canadian Mounted Police introduced himself and presented the quarterly Community Policing report to Mayor and Council.

Moved by Clr. McMann that the presentation be received as information.

CARRIED

*APRIL 18, 2023,
REGULAR COUNCIL
MEETING MINUTES
2023-05-16/03*

Moved by Clr. McMann that the April 18, 2023, Regular Council Meeting minutes be approved as presented.

CARRIED

*UTILITIES BYLAW
650-20
2023-05-16/04*

Moved by Clr. McMann that Utilities Bylaw 650-20 receive FIRST reading amended to identify the consumption services (water, sewer, garbage and recycling) to be turned off, but not the infrastructure costs.

CARRIED

*TAX PAYMENTS
BYLAW 682-23
2023-05-16/05*

Moved by Clr. Johnson that Tax Payments Bylaw 682-23 receive FIRST reading as amended with due date of property taxes remaining the last business day of September for the 2023 year.

CARRIED

*TAX PAYMENTS
BYLAW 682-23
2023-05-16/06*

Moved by Mayor Raycraft that Tax Payments Bylaw 682-23 receive SECOND reading.

CARRIED

*TAX PAYMENTS
BYLAW 682-23
2023-05-16/07*

Moved by Clr. McMann that Tax Payments Bylaw 682-23 proceed to THIRD reading.

CARRIED UNANIMOUSLY

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of May 16, 2023**

*TAX PAYMENTS
BYLAW 682-23
2023-05-16/08*

Moved by Clr. Johnson that Tax Payments Bylaw 682-23 receive THIRD and FINAL reading. CARRIED

*SOUTH WATERLINE
PROJECT 50th STREET
2023-05-16/09*

Moved by Clr Johnson that the 50th Street South waterline capital project be placed as Priority 1 for 2023 year. CARRIED

*SUMMER MUNICIPAL
LEADERS CAUCUS
2023-05-16/10*

Moved by Mayor Raycraft that Clr. McMann and CAO Terri Wiebe attend the Summer Municipal Leaders Caucus in St. Paul on June 21st, 2023. CARRIED

*TAX PAYMENT PLAN
REQUEST
2023-05-16/11*

Moved by Clr. McMann that Council approves the request from the property owner of Tax Roll # 2780 for access to a monthly Tax Payment Agreement Plan after having paid five months prepayment, pursuant to Bylaw 652-20. CARRIED

*LARGE ITEM PICKUP
2023-05-16/12*

Moved by Mayor Raycraft that the Village of Innisfree have a large item pickup in early July with the exact date to be decided by Administration and Public Works. CARRIED

*STRATEGIC PLAN
2023-05-16/13*

Moved by Clr. Johnson to accept the Strategic Plan for information as Council would like to review in more detail and send their comments to Administration by the end of next week. Current copy is to be sent to Municipal Affairs before June 1st as part of the Viability Review. Administration is to bring the Strategic Plan with any changes back to the next Council meeting for final approval. CARRIED

*2023 OPERATING
BUDGET
2023-05-16/14*

Moved by Mayor Raycraft that Council approve the 2023 Final Operating Budget as presented on May 4th with no changes. CARRIED

*2023 TAX LEVY
BYLAW 683-23
2023-05-16/15*

Moved Mayor Raycraft that the 2023 Tax Levy Bylaw 683-23 receive FIRST reading as presented. CARRIED

*2023 TAX LEVY
BYLAW 683-23
2023-05-16/16*

Moved Clr. McMann that the 2023 Tax Levy Bylaw 683-23 receive SECOND reading as presented. CARRIED

*2023 TAX LEVY
BYLAW 683-23
2023-05-16/17*

Moved Clr. Johnson that the 2023 Tax Levy Bylaw 683-23 proceed to THIRD reading as presented. CARRIED UNANIMOUSLY

*2023 TAX LEVY
BYLAW 683-23
2023-05-16/18*

Moved Mayor Raycraft that the 2023 Tax Levy Bylaw 683-23 receive THIRD and FINAL reading as presented. CARRIED

*PUBLIC MEETING
2023-05-16/19*

Moved by Clr. McMann that the Village of Innisfree host a Public Meeting for delivering information to residents on June 13th at the Public Works building from 5:30 pm - 7:00 pm CARRIED

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of May 16, 2023**

<p><i>CREDIT CARD LIMIT INCREASE</i> 2023-05-16/20</p>	<p>Moved by Clr Johnson to increase the ATB Credit Card limit by \$ 2,000 from \$ 5,000 to \$ 7,000 due to the increased number of monthly payments being made directly on the card. <u>CARRIED</u></p>
<p><i>COUNCILLOR REPORTS</i> 2023-05-16/21</p>	<p>Moved by Mayor Raycraft that the four (4) items listed under “Councillor Reports” be received as information. <u>CARRIED</u></p>
<p><i>RECESS (In)</i> 2023-05-16/22</p>	<p>Moved by Mayor Raycraft to go into recess at 7:27 pm. <u>CARRIED</u></p>
<p><i>RECESS (Out)</i> 2023-05-16/23</p>	<p>Moved by Mayor Raycraft to come out of recess at 7:31 pm. <u>CARRIED</u></p>
<p><i>MEETING TIME EXTENSION</i> 2023-05-16/24</p>	<p>Moved by Clr Johnson that the meeting be extended beyond the 3 hours as per the Council Procedural Bylaw. <u>CARRIED UNANIMOUSLY</u></p>
<p><i>ADMINISTRATION REPORTS</i> 2023-05-16/25</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> 2023-05-16/26</p>	<p>Moved by Clr McMann that the five (5) items listed under “Correspondence” be received as information. <u>CARRIED</u></p>
<p><i>ENTERING CLOSED SESSION</i> 2023-05-16/27</p>	<p>Moved by Mayor Raycraft that the meeting moves into closed session at 8:18 pm pursuant to FOIPP Sections 25 and 27 to update Council about employment legal concerns, human resource issue and potential land purchase. <u>CARRIED</u></p>
<p><i>EXITING CLOSED SESSION</i> 2023-05-16/28</p>	<p>Moved by Clr Johnson that the meeting moves out of closed session at 9:06 pm. <u>CARRIED</u></p>
<p><i>ADJOURNMENT</i> 2023-05-16/29</p>	<p>Moved by Mayor Raycraft that the meeting be adjourned at 9:07 pm. <u>CARRIED</u></p>

Mayor, Evan Raycraft

Interim Chief Administrative Officer, T. Wiebe

**VILLAGE OF INNISFREE
SPECIAL COUNCIL MEETING MINUTES of May 31, 2023**

A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Wednesday, May 31, 2023.

CALL TO ORDER

Mayor Raycraft called the meeting to order at 5:00 PM.

PRESENT

Attendance in-person

Mayor E. Raycraft
Councillor J. Johnson

Absent:

Councillor D. McMann

Terri Wiebe, Interim Chief Administrative Officer

*APPROVAL OF
AGENDA*

2023-05-31/01

Moved by Clr. Johnson that the agenda be approved as presented.

CARRIED

*DIRECTIVES
DOCUMENT*

2023-05-31/02

Moved by Mayor Raycraft that the Minister's Directives document prepared by Administration which has been reviewed and approved by Council, be sent to the Minister via the Municipal Viability Advisor.

CARRIED

*UPDATED BUDGET
DOCUMENTS*

2023-05-31/03

Moved by Clr. Johnson that the Capital projects (previous years updates, 10 yr., 20 yr. and 30 yr.) spreadsheet document prepared by Administration which has been reviewed and approved by Council, be sent to the Minister via the Municipal Viability Advisor.

CARRIED

*BYLAW OFFICER
APPOINTMENT*

2023-05-31/04

Moved by Clr Johnson that the Village of Innisfree hire a temporary Bylaw Officer in accordance with the Village of Innisfree Bylaws and Policies.

CARRIED

ADJOURNMENT

2023-05-31/05

Moved by Mayor Raycraft that the meeting be adjourned at 5:13 pm.

CARRIED

Mayor, Evan Raycraft

Interim Chief Administrative Officer, T. Wiebe

6.a

Village of Innisfree
BYLAW NO. 684-23

A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 618-16 (WATER AND SANITARY SEWER BYLAW).

WHEREAS the Council of the Village of Innisfree has enacted Bylaw 618-16 being the Water and Sanitary Sewer Bylaw for the Village, and

WHEREAS the Council of the Village of Innisfree has deemed it appropriate to amend Bylaw 618-16.

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

1. Add the following clause under:

Service and Servicing

5.20 Should a user request a seasonal shut off of utility services, and/or longer term vacated premises and/or for their own purposes, a final meter reading will be recorded on the last day of inhabitation or possession. A final consumption bill will be issued to the user and the account will then have the following services related to consumption suspended:

- Water consumption (both metered and non-metered)
- Sanitary Sewer
- Garbage, and
- Recycling

However, infrastructure fees will continue to be applied to the account. This includes:

- Regional Landfill Remediation fee,
- Stormwater Infrastructure Renewal fees,
- ACE Regional waterline fees, and
- Innisfree basic water fee for the waterlines.

2. This bylaw shall come into full force and have effect July 1, 2023, upon the third and final reading thereof.
3. Amending Bylaw 650-20 is hereby rescinded.

Read a **FIRST** time this 16th day of May, 2023.

Read a **SECOND** time this 20th day of June, 2023.

Read a **THIRD** time and **FINALLY** passed this 20th day of June, 2022.

Mayor

Interim Chief Administrative Officer

SECTION 40 - ENVIRONMENTAL SERVICES

NOTE: All Environmental Services Fees are Monthly; GST is not applicable unless otherwise stated.

FEE	SERVICE/GOODS
33.00	Non-Metered Water - Residential Fee
44.00	Non-Metered Water - Non-Residential/Commercial Fee
4.12/m ³	Water Metered Consumption Fee
13.00	Residential Base Water Fee (+ Consumption)
25.00	Non-Residential/Commercial Base Water Fee (+ Consumption)
45.00	Large Commercial (Petro-Can & Delnorte School) Base Water Fee (+ Consumption)
15.00	ACE Regional Water Fee – All Utility Accounts
29.25	Solid Waste – Residential
34.00	Solid Waste – Small Commercial/Non-Residential
47.00	Solid Waste – Large Commercial/Non-Residential
425.00	Solid Waste – Petro-Can Complex
225.00	Solid Waste – Institutional
115.00	Solid Waste – Four-Plex Units
17.45	Solid Waste – Community Organizations
2.50	Solid Waste – Cardboard Recycling – All Utility Accounts
12.00	Solid Waste – Regional Landfill Costs – Residential
15.00	Solid Waste – Regional Landfill Remediation – Small Commercial
20.00	Solid Waste - Regional Landfill Remediation – Large Commercial
7.50	Solid Waste – Regional Landfill Remediation – Community Organizations
21.50	Sanitary Sewer – Residential
34.25	Sanitary Sewer – Commercial
88.00	Sanitary Sewer – Four-Plex Units
145.00	Sanitary Sewer – Institutional
77.00	Sanitary Sewer – Restaurants
17.00	Sanitary Sewer – Community Organizations
3.39	Stormwater Infrastructure Renewal Fee – All Accounts
25.00	Water Data Log Report
25.00	Second Request for a Water Meter Validation test within a 12-month period.
Per Costs	Test Facility costs, (including S&H) if meter tests as accurate (GST Applies)
Per Costs	Water Meter Change-out Request if meter tests as accurate (GST Applies)
30.00	Connection Fee for New Owner
500.00	Connection Fee for New Construction

Village of Innisfree (CAO)

From: Ken Allan <Ken.Allan@gov.ab.ca>
Sent: May 31, 2023 3:41 PM
To: Village of Innisfree (CAO)
Cc: Admin
Subject: Library Board Appointments
Attachments: 2022.10_18_- Innisfree_Organizational_Meeting_Minutes-SIGNED_J Johnson appt.pdf; 2021.03_16 Innisfree_-_Regular_Council_Minutes_-_SIGNED_.pdf; 2022.11_15 Innisfree_Regular_Council_Minutes_SIGNED_Brummer appt.pdf; 2022.09_27_- Innisfree_Regular_Council_Minutes_- Nott appointment, E Johnson resignation.pdf; 2022.03_15_- Innisfree_Regular_Council_Minutes_- Parasynchuk and Eliza Johnson appts.pdf; Resolving Issues with Library Board Appointments.pdf

Hi Terry and Thelma,

My name is Ken Allan, and I'm one of the Library Legislative Advisors at Public Library Services Branch (PLSB) with Municipal Affairs. I spoke to Thelma earlier today, and this email is to follow up on that call. We are currently reviewing library board appointments as part of our preparations to pay out our annual operating grant to and I noticed a few issues with the Village of Innisfree council's appointments to the Village of Innisfree Library Board.

Library boards are automatically corporations when they are created by bylaw, as stated in section 3(4) of the *Libraries Act*. As corporations, library boards have various powers and responsibilities including the ability to hire staff, enter into contracts, and both sue and be sued. If board members are not appointed in a way that is clear and consistent with the *Libraries Act*, it is possible that if the board is ever sued board members who aren't appointed correctly could be held individually liable in the lawsuit.

Library board members can be appointed for a term of up to three years, as stated in section 4(5) of the *Libraries Act*. Because board members are part of a corporation with legal responsibilities, the date the appointment ends should be clear in the council motion, with a day month and year.

Based on the council minutes I've reviewed, the issues with Innisfree's library board appointments can be divided into two groups:

- Gayle Foyster, Elizabeth Harrison, Doris Christensen, Holly Cependa, Debbie McMann, and Dale Cates were all appointed at the March 16 2021 council meeting. There is no date attached to these appointments – the motion only states that appointments are being made “in accordance with Section 4 of the *Libraries Act*”. Section 4 allows Innisfree council to appoint members to the Village of Innisfree Library Board, but it's up to council to stipulate how long the appointment is for - it doesn't happen automatically.
- Doreen Nott was appointed at the September 27 2022 council meeting, Yvonne Parasynchuk was appointed at the March 15 2022 council meeting, and Kristina Brummer was appointed at the November 15 2022 council meeting. (Thelma, I had the minutes for the meeting where Kristina was appointed after all.) All these appointments have similar issues. All appointment motions both appoint them “for a three year period”. Since the motion doesn't say when this three year period begins, we assume that the appointments began on the dates of the council meetings when the appointment motions were made, though it would be better if the motion were more clear. Also, all these motions say some that council “approves” or “endorses” the board members. Board appointment motions should use the word “appoint”. The only body that can appoint or unappoint people to the Village of Innisfree Library Board is the Village of Innisfree council. The board cannot appoint or unappoint its own members, and the County of Minburn council cannot appoint members to the

Village of Innisfree Library Board either. Appointment motions should say "appoint", because council is the only body who can appoint or unappoint library board members.

There is one more board member I haven't mentioned yet. Jennifer Johnson is a councillor appointed to the board at council's October 18 2022 organizational meeting. Because she is a councillor appointed at an organizational meeting, we assume her term lasts one year ending on October 17 2023.

I've attached the council minutes I reviewed during this process. If there are any other more recent minutes showing new appointments for these board members, please email them to me. Otherwise, to resolve this council will have to reappoint Gayle Foyster, Elizabeth Harrison, Doris Christensen, Holly Cependa, Debbie McMann, and Dale Cates to new terms on the library board. I would suggest that board reappoint Doreen, Yvonne, Jennifer and Kristina as well.

I've also attached a document we've created on resolving library board appointments. It includes a sample motion on page 3 that meets all the requirements I've talked about here. I've adapted that motion below, with terms based on when these board members were originally appointed:

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

- Gayle Foster – term expiry date March 15 2024
- Elizabeth Harrison – term expiry date March 15 2024
- Doris Christensen – term expiry date March 15 2024
- Holly Cependa – term expiry date March 15 2024
- Debbie McMann – term expiry date March 15 2024
- Dale Cates – term expiry date March 15 2024
- Doreen Nott – term expiry date September 27 2025
- Jennifer Johnson – term expiry date October 17 2023
- Yvonne Parasynchuk – term expiry date March 14 2025
- Kristina Brummer – term expiry date November 15 2025"

I know this is a lot of information, especially for Terry, so please contact me if you have any questions. I can be reached at this email address, or by phone at 780-641-9363. Thanks very much to both of you for all your help with this and have a good afternoon.

Ken A

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Ken Allan (him/he)
Library Legislative Advisor
Public Library Services Branch
Government of Alberta

Tel 780-641-9363
Cell 780-292-2228
ken.allan@gov.ab.ca
www.albertalibraries.ca

I respectfully acknowledge that I work and live on Treaty 6 territory, traditional lands of First Nations and Métis people.

Classification: Protected A

Resolving Issues with Library Board Appointments

A Guide for Municipal Library Boards and Municipalities

Introduction

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

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

Appointment basics

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

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

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

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

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

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

Resolving appointment issues

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

1. Verify appointment status of current board members

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

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

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

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

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

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

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

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

2. Prepare a list of individuals to be appointed

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

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

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

3. Present a request for council decision

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

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

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

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

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

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

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

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

- Linda Black – term expiry date October 31, 2022*
- Doug Murray – term expiry date October 31, 2022*
- Mark Smith – term expiry date October 31, 2023*
- Jane White – term expiry date October 31, 2023*
- Barbara Wilson – term expiry date October 31, 2024*

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

4. Follow up to confirm legal appointments

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

Improving the appointment process

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

Collaborate on recruitment

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

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

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

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

Work with neighbouring municipalities

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

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

Track and communicate appointment terms

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

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

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

Support and resources

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

7.a

Appendix 2 – Sample Appointment Letter

MUNICIPALITY LETTERHEAD

<Recipient>
Street Address
City, AB A1B 2C3

Date

Dear <Recipient>,

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

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

<motion #> <motion appointing the individual>

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

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

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

Sincerely,

Your Name, position

cc: <library manager>, <name of library>
 <library board chair>, <legal name of library board>

Request for Decision (RFD)

Topic: Trees on Village of Innisfree Property
Initiated by: Administration
Attachments: letter from resident

Purpose(s):

1. Council to decide as to what will be done with tree(s) on a specific empty municipal property.

Background:

1. A resident has requested the removal of tree(s) growing on the boundary between their property and a vacant Village of Innisfree property on main street.
2. The Village of Innisfree acquired this property in 2006 under property tax arrears.
3. It is unknown who initially planted these tree(s) as they are well established.

Key Issues/Concepts:

1. The trees are growing against the foundation of the ratepayer's building and are creating a hazard to their structure.
2. Removal of the tree(s) would enable Public Works to better maintain this lot for lawnmowing.
3. Unknown if removal of the tree would be a plus or minus to the resale value of the property.

Options:

1. Council to direct administration to have these tree(s) removed.
2. Council to give permission to the ratepayer to remove these tree(s).
3. Council agrees to share the cost of removing these tree(s) with the ratepayer.
4. Council requests tree(s) be left untouched.
5. As Council directs.

Financial Implications:

1. Public Works wages and/or tree removal contractor expenses.

Relevant Policy/Legislation:

None

Political/Public Implication(s):

1. The ratepayer would be pleased if the tree(s) were removed.
2. Since these tree(s) are at the back of the property it should not impact the general public.

Recommendation:

1. Council to direct removal of tree(s) by ???

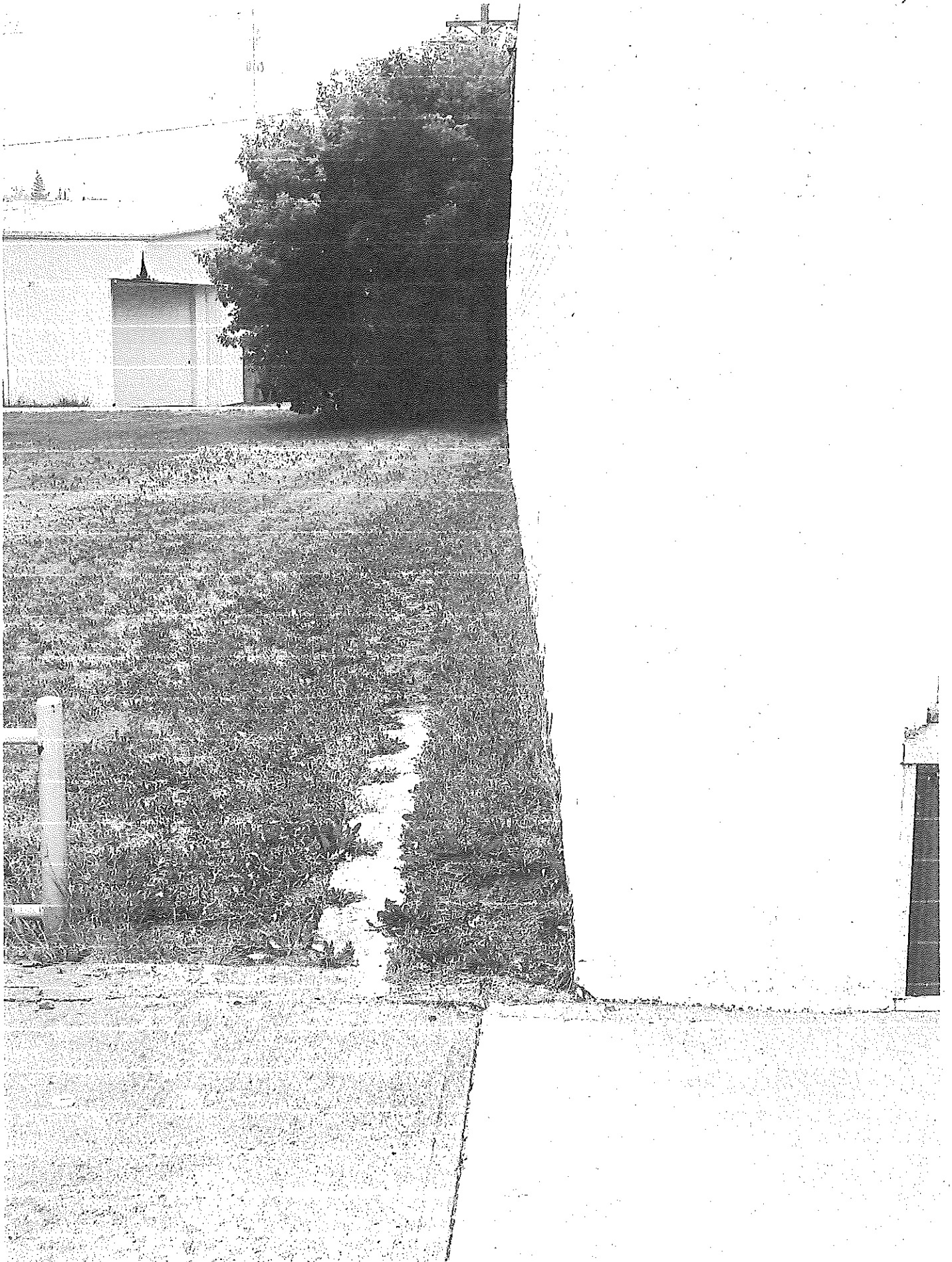
To whom it may concern,

My name is Curtis Serben and am the owner of Found Goods on lot 6 & 7 at 5111 50ave, and would like to request confirmation in regards to the trees located on the southeast corner of our property line which shares the property line with the empty lot #5. These trees appear to be mostly on the empty lot (lot 5) as indicated on the surveyors' line indicators and physical markers as placed by Meridian Surveys survey sketch which is included in this request. We would like to get clarification as to who is responsible for removing these trees as they pose a hazard to our structure being they are growing tight against the foundation and we must have them removed, either by ourselves or by the Villiage of Innisfree. Once determination is made please contact us as to whether the Village will cut them and remove them or if we will. It appears many of the trees are growing directly on the property line, so to avoid any question as to responsibility I am requesting that someone come and confirm who will cut and remove them, myself or the village.

Thankyou

I can be contacted at anytime at 780 909 0083.

7.6



7.6



Request for Decision (RFD)

Topic: Village Donations to the Innisfree Prairie Bank of Commerce Historical Society
Initiated by: Initiation of Bylaw 609-15 – Records Retention Bylaw
Attachments: List of Items for Donation

Purpose(s):

To seek Council approval to donate significant artifacts, letters & documents to the Innisfree Prairie Bank of Commerce Historical Society

Background:

1. In the fall of 2022, the Village accepted a Work Experience Student who was tasked to address the historical documents the Village stored and implement the conditions of Records Retention Bylaw 609-15.
2. The Village basement was buried under old documents that had expired many years ago; the student has compiled a significant pile of expired documents that must be shredded for privacy reasons. In the future, the Village will require professional shredders to attend the Village for the document shredding.
3. During the document review, the Student discovered several historical items that are being presented for Council endorsement for preservation at the Museum.

Key Issues/Concepts:

1. The donation of the items will assist in the Record Retention activities the Village is undertaking after over 100 years of operation!
2. The Innisfree Prairie Bank of Commerce Historical Society will preserve the historical documents and items for future generations.

Options:

1. That Council approves the donation of the listed artifacts, letters and documents to the Innisfree Prairie Bank of Commerce Historical Society.
2. That Council approves specific items for donation to the Innisfree Prairie Bank of Commerce Historical Society.
3. That Council files the request to donate items to the Innisfree Prairie Bank of Commerce Historical Society for information.
4. That Council tables the request to donate items to the Innisfree Prairie Bank of Commerce Historical Society to the July Council meeting.

Financial Implications:

1. No financial implications identified for this request.

Relevant Policy/Legislation:

1. Records Retention Bylaw 609-15

Political/Public Implication(s):

Preservation of these historical items should be viewed in a positive public/political manner.

Recommendation:

That Council approves the donation of the listed artifacts, letters and documents to the Innisfree Prairie Bank of Commerce Historical Society.

LIST OF ITEMS PROPOSED TO BE DONATED TO THE INNISFREE PRAIRIE BANK OF COMMERCE
HISTORICAL SOCIETY

7c

- Innisfree 80-years' Celebration Cap
- Congratulatory Certificate from Hon. Don Mazankowski on 80TH Anniversary of Innisfree
- Retro Polaroid Camera
- Northwestern Utilities Limited Emphasis Pointer
- Berol Klenzo Ink and Type Eraser
- Berol Klenzo Pencil Eraser
- Venus Drawing Pencils – in the original box
- 11x17 Laser Printed Color Aerial Photo of Innisfree
- Innisfree 75-years' Celebration Glass Miniature Mug
- Old Village of Innisfree Letterhead Paper
- Innisfree, Alberta Pins
- "Please Remit" Wooden Stamp
- Village of Innisfree Superior "Paid Stamp" with Changeable Date
- Rotating Stamp Holder (metal – Made in Germany)
- Minutes of Hillock Book
- Birch Lake Park Committee Minutes Book
- Old Empty Cardboard Box with Silver Cardboard Dividers
- Innisfree Fire Rescue - Glass Mug

More Recent items:

- Cardstock Poster Print of Her Majesty Queen Elizabeth II
- CN 100 Years Legacy Book

Request for Decision (RFD)

Topic: Strategic Plan 2023 - 2025
Initiated by: Administration
Attachments: DRAFT 2023 -2025 Strategic Plan was given to Council in May

Purpose(s):

1. To provide Council an updated Strategic Plan, outlining key objectives that help guide a municipality forward in 2023 - 2025.

Background:

1. A Strategic Planning session was held on May 2nd with Council, the CAO, and two residents in attendance.
2. Administration put together the Strategic Plan with the issues, objectives and projects brought forward at the planning session.
3. The Draft Strategic Plan was sent to the Minister as part of the Viability Review process as directed by Council in May.

Key Issues/Concepts:

1. The Strategic Plan is a cornerstone document that guides the municipality forward. The Village of Innisfree Draft 2023-2025 Strategic Plan guides the Municipality along a path and provides focus and purpose to all that it does. It is the Municipality's most important plan as it shapes the organization, the municipal programs, and services that it provides to the citizens of Innisfree.
2. The CAO is responsible for following and maintaining the Strategic Plan and a multi-year plan helps with both planning and budgeting.

Options:

1. Council approves the Strategic Plan 2023 - 2025 as presented.
2. Council approves the Strategic Plan 2023 - 2025 as amended.
3. As directed by Council

Financial Implications:

1. None until projects are implemented

Relevant Policy/Legislation:

1. *Municipal Government Act*

Political/Public Implication(s):

1. Provides the public with important information as to what the general plans for the community are for the next few years.

Recommendation:

1. Council approves the Strategic Plan 2023 - 2025 as presented.

RECEIVED

MAY 23 2023

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VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Kalyna Country Eco museum Trust Society
Meeting Date & Time:	May. 17, 2023 ^{zoom} 7:00pm. 9p.m.
Attendees:	Louise Chemlak, Barry Macdonald, Marianne Janke, Jans Balan, Kele Schole Sheila St. Clair, Clayton Didier
Discussion:	<ul style="list-style-type: none"> - Brand Identity and Feature Landing Web Page - Setting up display at Pysanka Days and scheduling hosts July 7-9 - Louise is working on Battleford Trail Maps - Brand Identity and Feature Landing Page Reviewed
Actions:	<ul style="list-style-type: none"> - Looking for Pictures of Communities and activities at in Kalyna Country. - Web Page is up and running - updates being added.
Future Items:	Branding to be reviewed Next meeting June 21 7:00 via Zoom
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: May 18, 2023

Attendees: Tara Kuzio, Jerrold Lemko, Marielle Brodziak, Jim Jackson, Jennifer Johnson, Len Bullock, Derek Weiss via zoom

Discussion:

- Lodge vacancies – SW wing 5, SE wing 1, NE wing 1
- 1 move in, 0 on waiting list
- Hired a part time dining room attendant from Ukraine
- Putting up a fence around the garbage bin
- Mannville/Innisfree vacancies – 8 in Mannville, 0 in Innisfree
- No tenant issues reported
- Ongoing maintenance on all properties
- Lost 1 tenant in Mannville to long term
- Went over the business plan with Derek Weiss more information will be brought forward to June 1 meeting
- Next meeting is on June 1 2023

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: NLLS (Northern Lights Library System)

Meeting Date and Time: May 26, 2023

Attendees: Multiple person(s) across the NLLS region

Discussion:

Library Manager's Report

- Most libraries' getting ready for summer reading program
- Pen pal program returning
- Manager's meeting was on Wednesday

ALTA report

- Was let stand as the ALTA rep was at the FCM convention

Financial Report

- Everything is on par with budget
- Everything is in for all requisitions
- Motion was made to accept the option to use the census numbers as presented in the budget (2016 numbers) and was carried.
- Next year NLLS will be using the 2019 population numbers
- Proceeded to use option 1 and to stay at 2016 population numbers and to keep the budget as is
- Motion was made to keep excess monies in the NLLS budget to help pay down deficit

General Meeting

- Omnibus bill was presented to accept all policy changes, as well as accept all deletion of outdated policy restricting use of outside computers within the NLLS
- Motion was made to accept Larry Tiedemann to able to serve 4 years instead of 2 was carried
- Jennifer Anheligher is new board chair
- Dwayne Spicer is new zone 3 representative
- For summer villages Larry Tiedemann is officer at large as well as Josh Crick
- Next meeting is August 25 2023 at 10 am online via zoom
- Meeting after is November 24, 2023 at 10 am and will be a hybrid online/in person meeting

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: M.D. of Foundation

Meeting Date and Time: June 01, 2023

Attendees: Taneen, Tara, Carl, Jerrold, Jim, Marielle, Rhonda, Jennifer, Derek Weiss via zoom

Discussion:

- Lodge would need to borrow or requisition a minimal of 2.5 million (10%) of 26.5 million, but chances are we will need 15% of the 26.5 million as 10% is best hope that we are able to come up with but most likely 15% will be the amount

The municipal breakdowns of contributions

Innisfree .8%

Mannville 3.2%

Vegreville 42%

C.O. of Minburn 54%

- Lodge vacancies SW wing 5, SE Wing 1, NE Wing 1 (have tubs and no exterior windows)
- 1 Move out and 1 Move in
- Fence has been built to hide garbage bins in back alley, residents are extremely happy.
- Mannville vacancies Manor 2, villa 6
- Innisfree vacancies 0, 2 people have made inquiries whom were under age
- Spring clean-up is being done.

Submitted by: Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	Mannville - Minburn - Innisfree FCSS
Meeting Date & Time:	June 6, 2023 9:00 a.m. - 10:00 a.m.
Attendees:	Janette Riedel, Jocelyne Lanovaz Deb McMann, Mike Myhovich Carla
Discussion:	<ul style="list-style-type: none"> - "It Can't Happen to Me" Event - Very successful - Next Project - is helping people to navigate the internet. - Community Calendar will continue
Actions:	<ul style="list-style-type: none"> - Alisha - working on intervals - painting a building. - FCSS Regional Meeting June 14
Future Items:	<ul style="list-style-type: none"> - Blanket Program in the schools in Sept. - ABC's of Summer - Working with Libraries for Summer Program. - Sept 5 - Next Meeting Date
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: June 7, 2023

Attendees: Dale, Doreen, Holly, Gayle, Jennifer

Discussion:

- 309 patrons in May, 43 website visits, 145 eResource visits, 118 eBooks, 27 audio books, 389 Wi-Fi connections.
- Our May theme was Pond Life, we had 8 kids, 2 babies & 3 parents in attendance. Our next program will be on June 15 in the afternoon with the theme being Playgrounds.
- NLLS will not be hosting their own conference anymore this year. They have decided to join the Stronger Together Conference, which also includes all the other Library systems in AB.
- Amberlyn Myshaniuks, Brother Dan Whiteside, came to the school to talk about his book and read a chapter from it to the kids. We had 29 people in attendance.
- We also had our Paint Night for adults the same night. We had 10 come and paint daisies in a jar. We would like to have another one in the fall.
- Yesterday we had our information session on Personal Directives, Power of Attorney, Wills and Green Sleeves. There were 10 that came. We had soup, sandwiches, donuts and 2 cakes for supper.
- Today, in conjunction with FCSS, we had 'An Afternoon with Elvis' movie showing. We had popcorn, refreshments and watched Viva Las Vegas. There were 6 in attendance. We also have 6 take home kits for people who couldn't attend in person. They include 3 movies, popcorn, napkins, photo props and a 'thank you' slip advertising Seniors Week. 3 are gone and 2 people coming to get tomorrow.
- Kids Paint Night: Next Friday, June 16 at 4:30pm. She has most of the supplies but may need to get a couple more canvases depending on how many we get. She will charge the \$25 per person again. We haven't normally charged the kids the full amount the board decided to charge the kids \$15 each. We have 3 registered already.
- Canada Summer Jobs - Our agreement has been amended to 180 hours with a contribution of \$1350 from the government. We had 4 interviews to conduct, and it was not an easy choice again this year, but we have decided to hire Cara Gizowski.
- We have had an application for the fill in position (formerly Sue's position), Tracey Daley applied.
- The board set up the 4H room for the sing a long for the following day.
- 252 tickets were sold for the Mother's day basket, Mercedes won
- For the women in business grant the logo is being designed, and coming up with a name, purchasing a computer for use, working on planning stage at the moment, working with Ken Allen with PLSB on set up, will be having an open house at a later date.
- FILS will be having their AGM on June 26, 2023

Submitted by: Jennifer Johnson

Village of Innisfree CAO Monthly Report

To: Council
From: Therese Wiebe, CAO
Re: May 11th – June 14th 2023 activities highlights

SUPER busy month with multiple deadlines – Property Tax Bylaw, Viability Review Documents, civic addressing map, weed control, various information documents for residents, etc

Administration

- updated Action task list from Council meeting and worked on task list items
- Strategic Planning final document worked on
- started set up of new Public Works laptop and got IT to complete
- multiple work on documents to be sent to the Minister regarding the Viability Review December 2022 Quarterly Tactical Plan, CAO Report Schedule B Grants (numerous months), New Strategic Plan, 2023 Operating Budget, 2022 Audited Financial Statements, multiple Capital Budgets (Draft 2023, previous years projects spreadsheet, 10 yr., 20 yr., and 30 yr.)
- sent articles to the Innisfree Informer
- Quad CAO meeting
- photocopied Innisfree Informer June issue
- IT worked to fix issues on both computers
- information sheet for residents regarding 50th Street waterline project
- information sheet for residents regarding Property Tax due date changes in 2024
- day to day operations with in-person, phone calls and emails; busier when Thelma is off and/or sick plus with her new shorter workweek for the summer

Assessment and Taxation

- entered mill rates into Muniware
- double checked assessments and reconciled
- Tax Trial Balance problem requiring Muniware to fix issue
- reviewed outstanding tax arrears
- made files for 12 Innisfree properties in the County of Minburn with County GIS and Land Titles info, Survey plans and Google earth pictures

Bylaw & Development

- Tax Payment Bylaw
- 2023 Tax Levy Bylaw
- reworded Utility Amendment Bylaw as per Council decision
- went to look at an RV on a lot and issued warning
- Bylaw Officer research

- map address additions to civic address map and reconciling with Muniware information, property land files, County GIS map online, and from Spin website for Plans and Titles
- development questions by two residents and emailed responses
- research regarding legal addressing map and info sent to MPS
- demolition information research due to possible contradicting Master Fees Bylaw and LUB
- more information sent to MPS regarding properties with no urban legal address but have a Land Title with description only
- reminder to RCMP regarding parking on highway
- update to RCMP regarding fire hydrant repair
- starting to deal with multiple complaints about unsightly properties
- started a Bylaw Officer job description

Campground

- conversations with campground manager regarding various work and upgrades

Council

- CAO reports (inc. financial, grants, tasks) for Council
- worked on various RFDs for Council meeting with applicable research
- May 16 agenda package for Council
- Councillors in for various conversations
- Council minutes for May meeting
- Agenda, minutes, etc. for Special meeting

Economic Development

- hand out campground brochures everywhere I go including Grande Prairie

Financial

- reviewed auditor Financial Statements
- went over CRCA deposits for campground
- reconciled auditor entries with Muniware with auditor himself due to double adjusting entry
- Muniware 2022 year closed
- Asset management session with Brooke and Clr McMann

Human Resources

- ongoing legal issue
- met with staff members regarding conflict issue
- problems with some of the summer staff hired not completing OH&S training on a timely basis. Then one decided to not work for the Village and the other one quit after 5 hours work.

Public Works

- weed control tour with Wayne and contractor and later sent info on Lagoon
- review fire hydrant info with Wayne and Thelma due to waterline locations error
- locate request from road builders but not within Village boundaries
- Telus rep met with me and we discussed the road in to the tower, weeds, and gate.

- met with MSCnet contractor regarding lines and locations
- dealt with many calls and emails regarding weed issue and spraying
- Weed Notice worked on to send with Utility billing
- in contact with Bar Engineering regarding updates on infrastructure projects
- quick review of Sidewalk Assessment received

Other

- yet another Municipal Affairs phone call re: Viability report due in June (final year)
- Fire Bans downgraded to Fire Restrictions affecting village and campground
- RCMP regarding Village property break in and attempted break in at PW shop
- Information session for residents with Council
- ACE meeting for CAOs and operators

Meetings, conferences, seminars, etc.

- May 16th – Regular Council meeting
- May 18th – weed tour with contractor
- May 22nd – Victoria Day – Office CLOSED
- May 25th – Quad CAO meeting
- May 25th - LGAA webinar (Tips for Procuring and Working with Engineering Consultants)
- May 25-28 - FCM's 2023 Conference in Toronto (just FYI)
- May 29th – Terri OFF
- June 8th – Asset Management Workshop
- June 12th – Terri OFF
- June 13th – Public information meeting
- June 14th – ACE meeting for CAOs in Mannville

Upcoming:

- June 20th – Quad CAO meeting in Vegreville
- June 20th - Regular Council meeting
- June 21st - Summer AB Munis Caucus in St. Paul (Clr. McMann)
- June 21st - Terri OFF
- June 22nd - Alberta HUB Annual General Meeting (Council)
- June 22nd – Summer AB Munis Caucus in Stony Plain (Terri)
- June 27-29th – LGAA conference in Canmore (just FYI)
- June 30th – Office CLOSED for July 1st stat on weekend

- July 1st – Canada Day - Office CLOSED
- July – Quad CAO meeting in Innisfree
- July 18th - Regular Council meeting
- August 7th – Office CLOSED for stat
- August 28th – Terri OFF
- Sep 27 – 29th – Alberta Municipalities (AUMA) conference in Edmonton

SCHEDULE "A"
Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2022-07-19/07	Water Services – Water Meter Rehabilitation Project	Admin	Meters and computer received in March. Public Works has started installing them with priority for residents with either NO meters or faulty ones. Commercial meters are an issue due to size and connections.
2022-09-27/15 2023-03-21	Village Donation – ATCO: 1947-2022: An Epic Legacy Take picture & send to ATCO	Admin	Administration to complete donation documentation for Museum to acquire items. Administration is working on this as per Council motions. This is progressing and some additional items have been found that administration believes should be sent to the Museum also.
2022-09-27/19	2021 Tax Sale & Public Auction	Admin	Administration submitted documents to AB LTO re: the August 25, 2022, 2021 Tax Sale & Public Auction.
2022-09-27/23	MSI CAP-14314 Administration Building Rehabilitation Project	Admin	Electrical contract completed. Flooring contract completed. No additional contractors have contacted the Village. Will re-advertise for windows, etc.
2022-09-27/28	Frank Nykolaychuk Memorial	Admin & Mayor & Campground Manager	Table has now been dropped off at campground. Assembly completed in May. Widow was notified when table was set up. Council to set up a photo op with Mrs. Nykolaychuk.
2022-09-27/29	Tax Forfeiture: Hazardous/Unsafe Properties	Admin	Appraisal received by Ray Archer (Archer Appraisals) for the two residential dwellings. Administration was in contact with Colliers Appraisal (Ryan Archer); Advised that it would be best to contact a Building Inspector to conduct an inspection of the property, to obtain a structural report, prior to obtaining an appraisal or demolition.

SCHEDULE "A"
Council Minutes Action List

			Requests for Demolition Services to be sent out. Commercial Building Inspector to be contacted.
2022-11-15	Paint lines on Hwy 870	Admin	Emcon contacted. They replied stating this is tentatively planned for August /September
2022-12-13	Look into Heritage Minister approval for Museum Building	Admin Museum	
2022-12-13	Contact another municipality regarding Bylaw Officer contract info	Admin	Contacted and got copy of agreement between municipalities from a Town up north. Town of Vegreville is working to create this document between Mannville, Innisfree and Minburn County. Added amount for Bylaw enforcement to budget as per Council. Sent email to CAO of Vegreville to ask for an update. Have received a resume for temporary assistance in Bylaw enforcement. Currently reviewing Policy 1200-04 which requires written quotes.
2022-12-13	Compare garbage billings with transfer site fees	Admin	
2022-12-13	Check Fire Agreement regarding expense split	Admin	<i>"The Village shall provide the County with an annual payment of \$ 5,000 for fire services until 2026. This payment is inclusive of all operating and capital obligations of the Village for fire services." and "The Village shall continue to pay the fire dispatch service fee provided by EC911 or its successor."</i>

SCHEDULE "A"
Council Minutes Action List

2022-12-20	Playground signs be put on separate posts	Public Works	During winter, the signs with just times were removed so default would be the Provincial regulations for playgrounds.
2022-12-20	Sign up to become a Purolator Quick Stop Agent	Admin	Spoke with Calgary and need to complete application form and send pictures to them AFTER office renovations are completed. Now that office is semi organized, we will proceed with taking pictures and sending in application.
2022-12-20	Contact Legal Counsel regarding ongoing matter	Admin	Administration is waiting for final documentation from Legal Counsel. Documentation received and signed. This is complete.
2023-01-23	Send in grant application for free trees with desired trees and locations	Admin	Done. Received phone call that we have been approved.
2023-04-18	Call regarding free trees we were supposed to get	Administration	
2023-01-23	Send in Strategic Plan – 4 th quarter to Provincial	Admin	Done March 15 th but still not “accepted” by new person regarding Ministerial Order and Directives.
2023-02-21	Request Bar Engineering to proceed with tender documents for the three (3) projects	Admin	Administration let Bar Engineering know. Surveyors out to get details for Project #1. Engineers are in contact with CN for crossing railway. Due to emerging problems, 50st street waterline project was added.
2023-02-21	Submit the five (5) capital projects approved by Council for grant applications	Admin	Finalized applications. Confirmed MSI funds that must be spent by end of 2023 are not applicable to us as funds are from after 2018.

SCHEDULE "A"
Council Minutes Action List

2023-02-21	Send letter to Curling Club regarding future sponsorship	Admin	
2023-02-21	Contact Brooke Magosse and ask if she can attend the Asset Management sessions on June 8 th in Vermilion.	Admin	Done and her response was yes, no problem. Brooke attended with CAO and Clr. McMann
2023-03-21	Bring Master Rates Bylaw to future Council meeting for review regarding eliminating the lower utility rates for Community Organizations	Admin and Council	Research completed and spreadsheet presented to Council showing estimated loss of income. Bylaw needs to be passed by Council.
2023-03-21	Disposal of hospital bed and items in PW mezzanine	Admin and Public Works	Pictures taken. Advertised on Facebook and website. Still no response so will proceed with disposal.
2023-03-21	Let Town of Vegreville know about Council's preferences for Bylaw Services	Admin	Done. Still waiting for progress as some communities have withdrawn.
2023-03-21	Check into year-round services at Birch Lake campground	Admin and campground manager	Will do further research into whether year-round services are feasible.
2023-04-18	Get information as to how many properties are affected by Bylaw 650-20	Administration	Research completed and spreadsheet presented to Council showing estimated loss of income. The new Bylaw has had First Reading.
2023-04-18	Develop Policy for catching animals as per Animal Bylaw	Administration	
2023-04-18	Sign up for the Travel-ING app	Administration	Done. Still finalizing paperwork before we go live.
2023-04-18	Go over old utility laptop to delete any information. And Word. Add printer drivers. Donate to Museum.	Administration Clr Johnson	Done
2023-04-18	Letter for FCM re RCMP costs	Administration	Done
2023-04-18	Canada Day pancake breakfast	Mayor	Mayor working on this. Administration sent 2022 list of supplies to Mayor.

SCHEDULE "A"
Council Minutes Action List

2023-04-18	Fair Day pancake breakfast	Mayor	Mayor working on this. Administration sent 2022 list of supplies to Mayor.
2023-04-18	Move dumpster from curling rink to Waste Transfer Station	Public Works	Moved to Recreation Centre
2023-05-16	Send email to RCMP regarding Council's priorities	Administration	Done
2023-05-16	Update Utility Rates on Master Rates Bylaw for Community Organizations / Groups	Administration	Council needs to pass Bylaw
2023-05-16	Register Clr. McMann and CAO for Summer Caucus	Administration	Done
2023-05-16	Set up Roll #2780 with monthly tax payment plan	Administration	Done
2023-05-16	Organize Large Item pickup for early July on a weekday. Items to be flagged. Drop off truck load to Mannville.	Administration & Public Works	Will work on details next week June 19-23 rd
2023-05-16	Add comments from Council and volunteers and update Strategic Plan if necessary	Administration	Done and sent to Minister
2023-05-16	Organize Public meeting on June 13 th – DRAFT Strategic Plan, Financial Statements, Campground brochure, info regarding change to Tax Deadline in 2024, Powerpoint regarding 50 th street south	Administration & Council & Public Works	Reminder sent to everyone a few days prior. Public Works got BBQ and cleaned up shop. Administration wrote up documents regarding 50 th Street and Tax Deadline 2024 change. Made 30 copies of all documents and had available for public. Mayor organized food. Only 10 people attended other than Council, staff and their families.
2023-05-16	Get credit card limit increased	Administration	Letter given to ATB
2023-05-16	Check into adding Policing costs as a Levy on Tax Notices	Administration	Contacted Municipal Affairs and several municipalities and waiting for responses

SCHEDULE "A"
Council Minutes Action List

2023-05-16	Contact property owner who may be donating land to the Village	Administration	Contacted but price too high. Realtor wants Council to put in an offer.
2023-05-16	CAO to bring old Office Word disk from personal home for museum to load onto laptop	Administration	
2023-05-16	Post hospital bed for sale	Administration	Done
2023-05-16	Cover rebar on road with plywood again. Contact Emcon about it again.	Administration & Public Works	Done
2023-05-16	Get dirt for community garden and get it rototilled.	Administration & Public Works	Dirt delivered. Difficulty getting someone to rototill but finally completed.
2023-05-16	Fix corner of Admin building where siding is coming off.	Administration & Public Works	Public Works has looked at it and wood is rotten. Still working on a solution
2023-05-16	Get dirt for flowers and get volunteers to plant flowers	Administration & Public Works	Dirt purchased. Advertised for volunteers but NONE showed up. Public Works completed with student.
2023-05-16	Pickup hornet/wasp spray	Public Works	Done
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	The culverts we have are not the correct size. Contacted the County for purchasing contact.
2023-05-16	Advertise that due date for property taxes will be changed to June 30 th or July 31 st in 2024 to be more in line with other urban municipalities	Administration	Will put on 2023 Tax Notices and on Facebook and on website and information flyer for June 13th. Can also put reminder in Informer next winter.
2023-05-16	Contact Telus for permission to put gate across water plant road which they own.	Administration & Public Works	Email sent and written permission received requiring multi pin lock for all the parties with rights to access. Public Works has purchased gate and contractor hired to put in posts. Locks will be purchased and distributed to the appropriate parties.
2023-06-20			

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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MUNICIPAL STIMULUS PROGRAM: AMOUNT REMAINING = \$34,669 (EXPENDITURE DEADLINE: DECEMBER 31, 2022)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake	Picnic Tables & Fire Pits	\$5,000	\$ 4,010	YES regarding eligible expense deadlines	Materials purchased but some tables still need to be assembled. Students staining and assembling as part of school project. Summer student now working on these.
MSI CAPITAL (ACCEPTED APPLICATIONS)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13636 <i>Motion # 2021-04-20/21</i> 2022 Operating Budget <i>Motion # 2022-05-17/11</i>	2021-2023 ACE Water Capital Contributions	\$74,333.00	\$37,400 (2021) \$28,050 (2022) 2023: \$8,440	2021 - Yes 2022 - Yes	Paid in March but due to lower costs, will be getting rebate.
CAP-13446	Community Garden Project	\$10,000	Topsoil, etc \$ 912 (2022) Posts/Hardware \$ 417.47 (2022) Topsoil \$ 480 (2023) Rototilling \$ (2023)	2022 \$ 1,329 2023 \$	Administration sought quotes from several lumber yards. Viking Home Hardware had the railings in stock & Peavy Mart Veg, the 8' posts. PW directed to pick up railings/posts. Upon receipt of railings, Administration will contact Contractor for the installation of the fence. Railings and supplies have been secured. Administration advertised availability for use this summer.

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SCHEDULE "B"

Municipal Grants Report

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Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-13414	Village Administration Office Renovations	\$50,000	Electrical \$10,625 Floors \$11,981 \$ 2,325 moving the vault/safe	Completed Completed Completed	Administration advertised for the removal & installation of flooring, and improvements to front counter/desk & building exterior and required electrical & plumbing upgrades. Administration to seek quotes of exterior and cabinet construction. To be re-advised for exterior and plumbing.
CAP-14033	Fire Hydrants	\$20,000	Contractor [Estimate] = \$7,500 Supplies [Actual] = \$3,127.91	Ongoing	Contractor fell through. Administration contacted others and got lower quotes. To be done in Spring 2023. Contractor will be reviewing installation this week.
CAP-15668	51 Avenue from 54 Street to 51 Street (water looping and road)	\$ 800,000 total \$ 350,000 from MSI Capital			NEW application submitted, not yet approved.
CAP-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			NEW application submitted, not yet approved.
FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1196	Pedestrian Crossing Signs	\$50,000	\$ 3,300 Driver Feedback sign	Yes.	
Motion # 2022-04-19/33 and # 2022-02-15/06					

SCHEDULE "B"

Municipal Grants Report

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Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1187	Sidewalk Replacement and Rehabilitation	\$217,650			<p>Partial (\$50,000) will be used under 54 Street and 51 Ave complete upgrade</p> <p>Large portion for 48 Ave</p> <p>Public Works and Administration are now reviewing document</p>
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			<p>Sidewalk assessment to be done spring 2023 for \$3,000</p> <p>Assessment completed and received report June 14th</p> <p>Partial will be used under 54 Street and 51 Ave complete upgrade for the manhole on 51 Avenue</p>
CCBF-2036 <i>Motion:</i> 2022-07-20/07	Water Meter Rehabilitation Project	\$47,000			<p>Meters were ordered through McKay Water Works. Meters arrived in March as well as computer.</p> <p>Water Meter Rehab Project was not eligible under MSP. Amendment to apply for funding under CCBF-2036 was approved.</p> <p>Installations proceeding</p>

SCHEDULE "B"

Municipal Grants Report

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Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CCBF-2303	54 Street and 51 Ave complete upgrade (Water looping & road)	\$800,000 total \$400,000 from CCBF			NEW application submitted, not yet approved.
CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			NEW application submitted, not yet approved.
OTHER GRANT APPLICATIONS (otherwise funding from operating budget or reserves):					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:

Birch Lake					
Cont'd from above	Picnic Tables & Fire Pits	XXXX			Under MSP grant materials for tables were purchased and students staining and assembling as part of school project.
	Outhouse Rehabilitation	\$16,000			Fire pit costs being researched. **Administration has not submitted this grant application** Administration found a vendor in Strathcona County, AB that builds standard Outhouses for \$1,850 (+ GST.) Doug's Backhoe inspected the Group Camp outhouse via

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
					camera. However the septic contents have not been removed. Therefore, the contractor could not confirm the viability of the interior septic. The outhouses have been hydrovac'ed and culverts are rusted and bottoms are dirt. Concrete needs to be poured on the bottom before these can be used. But Environment says we are allowed to use new culvert within existing one 😊 Waiting for sizes before ordering the new outhouses
2023 Operating Budget (pending Council approval)	2023 Asphalt Patching Repairs	\$10,000			NEW – will apply for grant funding but cannot be guaranteed

Old 2022 and prior grant information for completed projects are deleted from this listing.
New 2023 grant amounts and projects are added to this report.

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Public works report

Submitted by

May 16 – June

Wayne MacKay

Daily water tests.

Weekly garbage pick-ups. It is still taking longer to finish due to garden waste.

Tour with weed control company to identify problem areas.

Several "one calls" done.

Picked up flowers/potting soil for village.

Spread soil in community garden area. Tilled on June 3rd.

Potted flowers and twice daily watering.

On going grass cutting/trimming.

Called Doug about post holes for gate at water plant road, (waiting for written confirmation from TELUS to proceed).

Put new bench together at park.

Picked up BBQ from curling club.

I took the new plastic bench to the park.

Dropped off/picked up trailer rented to resident.

I took pictures of the hospital bed to be put up for sale.

Cleaned workshop.

I looked into operator certification as requested by Terri.



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: June 14, 2023

Call Summary

Call Type	Date	Details
Medical	May 19	Village Medical
Medical	May 30	Village Medical

Other

Assisted Innisfree Delnorte School for their school carnival.

MCFD has 1 tender unit with 2 members deployed in Edson, As well as 1 member assisting Vegreville Fire deployed in Edson with a brush truck.

Attachments:

Birch Lake Campground Report for May 1st to 30, 2023

Submitted by Cat Threadgould/ Park Manager

Beginning of May I opened the Park, clean up continues weather permitting.

I have Caleb Seban for a Summer Worker I am training him on the equipment, golf cart and JD Mower as well as the use of the Weed Whacker. I also have gone over all of the OHS protocols and paperwork he requires, he is still finishing his courses.

I will pick up a test kit from AHC in Vegreville to test the well as I had enough chlorine to shock the well, have notice less sediment due to flushing the Hot Water tank last fall, water is running clear and less well odor but it is still present due to it being well water. Will do another shock treatment in June.

New pipes for the showers making them hot and cold controlled by shower handles, pipes replaced on the hot water tank and several spots indicated with photos sent, all work wonderfully will put a notice up stating it has both hot and cold adjustment. The lines to the ball diamond and group are working need to change one tap in group as it leaks, will keep those main line shut off unless booked. Boiler tank and coil have been replaced along with a glycol circulation tank, in order for this system to work properly through out the winter month the Boiler must be check on 2 times a week not just the office, the new system will allow the glycol to circulate without the water on BUT the boiler needs to be running at all times in order for NO FREEZING to occur . with this new system in place a full flush along with all the new drain valves will insure the boiler to run properly though winter months.

Ball diamonds have a tournament coming up am still waiting to have the diamonds sprayed, UPDATE the spraying will occur JUNE 5th 2023, the grass will have to remain uncut for 2 weeks following spraying but shale will be harrowed heavily. I have obtained a rotor till to do the playground sand after it has been sprayed as well, I would also like to add a new boarder to the playground and new swings as well will look into this.

Equipment Maintained

The Toro is being fixed I had the belt replaced and tention spring but after 1 hour mowing the belt came off contacted the mechanic and we discovered that the bearing is snapped in half as well as the entire blade postings need replaced , waiting for replacement parts.

The holland tractor needs a new alternator and o ring and a full oil/transmission and hydraulic change, waiting for parts.

New Stone table has been place in park, some picnic tables have been placed, new garbage bins are being build by myself and Caleb they will be water proof and more bear resistant. New plywood doors are being made to replace ball field outhouse doors.

I purchased a register till for the store to upgrade the cash system to be able to do cash in and out and deposits for auditing. Am looking into purchasing a Square reader for debit as it takes to much time to enter information on the computer. Will keep CAO informed on progress.

AR110942

June 8, 2023

Dear Chief Elected Official or Library Board Chair:

In late April, the Minister of Municipal Affairs contacted you, inviting submissions to the 2023 Minister's Awards for Municipal and Public Library Excellence, with submissions being accepted until June 15, 2023. Since that time, communities across the province have been facing challenges due to wildfires, evacuations, and difficult weather conditions. As expected, the level of collaboration and support in managing these challenges has been extensive and once again demonstrates the strength and resilience of Albertans, our local governments, and library boards.

Recognizing that these challenges have required considerable time and attention, we are extending the deadline for submissions to the Minister's Awards program to **July 15, 2023**. Municipalities and library boards are encouraged to share their successes in the following categories:

- **Building Economic Strength (open to all municipalities)** – The award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – The award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – The award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.

.../2

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- **Public Library Services (open to library boards serving a population under 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – The award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – The award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – The award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available at www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx.

Municipalities can send their questions about the program to municipalexcellence@gov.ab.ca or reach a program advisor at 780-427-2225 (toll-free by first dialing 310-0000).

Library boards can send their questions about the program to libraries@gov.ab.ca or reach a program advisor at 780-427-4871 (toll free by first dialing 310-0000).

Again, the extended deadline for submission is **July 15, 2023**. I encourage you to share your success stories.

Sincerely,

Brandy Cox
Deputy Minister