
Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: July 7, 2023 (6:37 – 8:31)

Attendees: Debbie McMann, Doris Christensen, Doreen Nott, Holly Cependa, Jennifer Johnson, Dale Cates

Discussion:

- 319 patrons in June, 62 website visits, 35 eResource checkouts, 385 Wi-Fi connections
- June early literacy theme was playgrounds, it wasn't nice enough to go outside so set up games in the dance room for the kids, there will be no more early literacy until September.
- Programming, Author visit 29, Adult paint night 9, Personal Directives 10, Elvis Movie 6, Sing a long 5, Elvis take home 6, Kids paint night 11, early literacy 6 kids and one baby with 2 parents.
- Summer reading program (feast for knowledge) July 12, 13, 14. So far we only have 2 kids signed up. Mary Lambert is coming July 12 at 10:30 am and will take up most of the day 1, Alicia will be here to combine programs on one of the other days(waiting to confirm what day, and the Bear on Wheels story walk arrived for an activity on the last day
- Canada Summer Jobs – Cara has been working hard
- Will be getting the popcorn machine for the fair day, board members will be picking up candy for the fair parades
- 3 computers have been ordered and should be here within a few weeks to a month
- Women in Business – planning an invite open house for September after harvest is finished
- Thank you's went out to Doris for planting the flowers outside the library
- Father's day basket 200 tickets were sold and the winner was Murray Armitage
- A request was put out to the FILS for \$2,000 for book allotment
- Information was submitted for a new author showcased at Found Goods and the librarian will reach out to them
- Will be putting together a memorial plaque for Doug Foyster and board member will be bringing out a meat tray to bring to them
- Next meeting August 2, 2023

Submitted by: Jennifer Johnson

Village of Innisfree

Interim CAO Monthly Report

To: Council

From: Thelma Rogers

Re: June 28 – July 18, 2023, activities/highlights

Administration

- June 29th afternoon, 1:00 to 6:30 pm – with the welcomed assistance of Mannville CAO, J. Hodel:
 - the Assessment Roll was corrected and balanced to the Assessor's Report
 - The Assessment Appeal Information sheet was formatted, with the appropriate dates, as well as the new Assessor's contact information.
 - The combined Assessment/Taxation Notices were printed with the correct mailing and assessment Notice dates and the Assessment Appeal period.
- June 30th – the Assessment Appeal Information was copied onto the back of the Combined Assessment/Taxation Notices printed the evening before. (The annual deadline pursuant to the *MGA*, to send out Assessment notices is June 30th.)
 - The Seasonal Administrative Clerk assisted with the folding, sealing, and mailing of the notices and the notices were mailed at 4:30 pm.

July 13th :

- Attended break-in at the Village office at 2:45 am. Contacted PWF MacKay and worked with him to clear the exterior area so the broken window could be covered with plywood; worked in the interior area to clear a path to the office. The main server was righted, the monitor was found unharmed, and the system was started up & it worked!
- contacted Mastercard in the early hours and cancelled the two Village credit cards that were in the stolen safe. We departed the office at 4:45 am.
- returned to the office at 8:00 am & cleaned up the kitchenette area, to reclaim most of the office supplies that had been on a shelf beside the safe.
- Janitor D. McEwen came in mid-morning and dusted and vacuumed; she returned in the afternoon and damp mopped the floor to further reduce the dust.
- The HVAC and the hot water tank were re-connected shortly after lunch.
- An assessment of the safe contents was addressed:
 - Post-dated cheques – individuals were contacted.
 - 2023 Payroll files – employees were all notified.
 - Password Book – key passwords were changed.
 - Security codes for all municipal facilities were changed.
 - Keys – determined that the Village facilities' keys were not recovered – contacted a locksmith who changed the Village office & shop door keys on Thursday and completed the WTP, ACE Building and the Birch Lake Park/Campground keys on Friday, July 14th, morning.
 - Village Blank cheques & Micro-Hi, cheque writing toner – contacted ATB Financial Account Relationship Manager D. Erickson and it was determined that the Village Banking was secure but recommended the Village open new accounts in the future; increased security was placed on the accounts' access.

- Village Bylaws & Minutes – will contact Municipal Affairs to determine actions.

July 14th – as directed by the on-scene Constable:

- attended the Vermilion RCMP Detachment to file a statement; photos of the scene were also emailed to the RCMP Detachment, and then,
- Attended the ATB Financial Branch (in Vermilion) and completed the July mid-month Payroll processing.

Bylaw

- working with Bylaw Enforcement Officer (BEO) K. Dafoe.
- Lots of organizing and setting up of standard operation protocols (SOP) for the performance of the BEO's position
- Received feedback from BEO Dafoe regarding the Unsightly Premises Bylaw; several components for bylaw enforcement were missing; draft Unsightly Premises Bylaw 686-23 on the Agenda for Council consideration.
- BEO observed maintenance of several unsightly properties being completed before enforcement was required. (The BEO had photographed several of the sites but had not submitted the files to Administration for processing.)

Development

- Assisting a local property owner with a Demolition Permit.
- Assisting a local property owner with a non-fee Development Permit for the application of a Building Permit for the development of a deck.

Recreation/Campground

- July 1st was a great success with the campers; some excellent sponsors supported the Campers' Breakfast
- Exciting news about the archeological searches at Birch Lake
- Camp Manager is working with the RCMP to mitigate the damages the ATV's are generating along the Lake and across the Campground & former golf course area.
 - The protected area of the Piper Clover has been destroyed by ATV's and there have been no Piping Clover birds have been seen this year.
- The presence of bears in the campsite has been very unsettling for visitors and workers alike; a steel, bear proof lid was ordered for a 4m³ bin; the vin from the Curling Rink (members were advised of the off/alternate season sharing;)

Economic Development

- Updated the Birch Lake Park & Campground brochure with new Facebook & Instagram contact information & new visitor reviews.
- Developing a new Village informational Brochure

Financial

- Interim Administrative Assistant B. Magoose worked at balancing the May 31st & June 30th Financial Statements for presentation to Council; however, more work is required to balance the June 30th statement.

- The insurance claim for the July 13th robbery was submitted on that day. The claim submission authorized expenditures to secure the building, and to address the security and privacy issues.
 - “ballpark” figures, without knowing the extent of structural or additional damage, were approaching \$75,000 as of Friday, July 14th.
- Through an arrangement with ATB Financial, on July 14th, the mid month Payroll was completed with the utilization of bank drafts; the Interim CAO deposited the payroll into the individuals’ bank accounts while in Vermilion, as the Innisfree ATB Agency had removed their safe contents and closed on Thursday.
- Working on an arrangement with the Innisfree ATB Agency staff for the possible delivery of Village bank deposits to the Vegreville main ATB office.
- Working on facilitating the payment of Accounts Payable items that are due or overdue, until the new printer, cheque writer and blank cheques can be received.

Human Resources

- The Public Works and Recreation Departments are sharing one staff member, so there is very limited assistance for either department.
- Have received one application from a mature individual; was planning on an interview on Thursday, July 13th afternoon with Camp Manager C. Threadgould; realignment of staff would be conducted upon a positive interview.
- Held a Staff/Safety meeting on July 12th with all employees (8) including the BEO.

Public Works

- Arranged with Innisfree 4H Club to provide the club room to decorate & store their float in the PW Shop on August 8 until the Innisfree Fair parade on August 9th.

Other

- Discussing the implementation of Direct Deposit for Payroll service with the Village software company, Muniware
 - requires Council approval and development of a possible policy/procedure.
- Dealt with resident with sanitary sewer backup early Monday, July 17th am; PWF viewed downstream sanitary sewer main flow and determined there was no Village blockage issues; plumbing company contacts were provided.
 - Update: Resident successfully dealt with a plumber to remove tree roots from her service line on this day; minimum damage was incurred, the resident advised.

Upcoming:

July 26th – Host Quad CAO meeting

August 8th – meet at PW Shop to decorate for Innisfree Parade

August 9th – Innisfree & District Agricultural Parade & Fair

August 15th - Regular Council meeting

August 7th – Office CLOSED for stat.

Sep 27 – 29th – Alberta Municipalities conference in Edmonton (Council)