



**Village of Innisfree
Organizational Council Meeting
Innisfree Council Chambers, Innisfree AB
October 17, 2023 @ 5:00 p.m.**

- 1. Call To Order**
- 2. Elections**
 - 2.1. Elections of Mayor
 - 2.2. Election of Deputy Mayor
- 3. Establishment of Regular Council Meeting Dates and Time**
- 4. Establishment of Membership Committees**
 - 4.1. M.D. of Minburn Foundation (Seniors Housing)
 - 4.2. Intermunicipal Development Plan
 - 4.3. Intermunicipal Collaboration Framework Committee
 - 4.4. Northeast Reeves, Mayors and Indigenous Leaders Caucus
 - 4.5. Innisfree Delnorte Parents Advisory Committee
 - 4.6. Innisfree Regional Assessment Review Board
 - 4.7. Innisfree Subdivision & Development Authority Appeal Board
 - 4.8. East Central 911 Call/Answer Society
 - 4.9. Innisfree Regional Emergency Advisory Committee
 - 4.10. TransCanada Yellowhead Highway Association
 - 4.11. AB Central East (ACE) Water Corporation
 - 4.12. East Regional Transfer Station/Joint Landfill
 - 4.13. Innisfree – Family & Community Support Services (MMI-FCSS)
 - 4.14. Northeast Alberta Information HUB (Alberta HUB)
 - 4.15. Crossroads Regional Economic Development Committee
 - 4.16. Kalyna Country Eco-Museum Trust Society (Regional Tourism)
 - 4.17. Innisfree Public Library Board
 - 4.18. Northern Lights Library System Board (Regional Library)
 - 4.19. Innisfree Prairie Bank of Commerce Historical Society
- 5. Establishment of Signing Authorities**
- 6. Council Remuneration**
 - 6.1. Mileage
 - 6.2. Regular Council Meetings
 - 6.3. Special Council Meetings
 - 6.4. Committee Meetings
- 7. Review of Upcoming Commitments**
- 8. Adjournment**

Council Committee Appointments

DEPT	Committee Name	Overview	Meeting Schedule	2022-2023 Representative	2023-2024
00	M.D. of Minburn Foundation (Seniors Housing)	The MD of Minburn Foundation is a member of the <i>Alberta Seniors & Community Housing Association</i> . The <i>Alberta Housing Act</i> gives local housing management bodies responsibility for the day-to-day operation of housing programs. Homestead Lodge in Vegreville is operated by the Foundation.	Meetings traditionally held 2nd Tuesday at 10 am at Homestead Lodge	Clr. Johnson	
11	Intermunicipal Development Plan		As required	All Council	
11	Intermunicipal Collaboration Framework Committee		As required	All Council	
11	Northeast Reeves, Mayors and Indigenous Leaders Caucus	The Northeast Mayors, Reeves, and Indigenous Leaders' Caucus is an initiative with the goal of encouraging Elected Officials from Northeastern Alberta to meet and discuss items of mutual concern.	Quarterly	Clr. Johnson	
11	Innisfree Delnorte Parents Advisory Committee	PAC is made up of students, parents, community & staff representatives.	AGM September. Meetings Sept-June, 4th Tuesday at 7 pm at the School	Mayor Raycraft	
12	Innisfree Regional Assessment Review board	The Villages of Innisfree & Mannville & the County of Minburn formed a Regional Assessment Review Board. Public members are required.	<i>Training required to sit on this board. Board meets as required upon receipt of an Assessment Appeal</i>	Clr. Johnson	
12	Innisfree Subdivision & Development Authority Appeal Board	The SDAAB is established to hear development & subdivision appeals. The Board to consist of 3 appointed members (maximum 1 Councillor)	Mandatory Training is required. Public members positions are vacant.	Clr. Johnson	
25	East Central 911 Call/Answer Society	A not-for-profit Society under the Alberta Societies Act; it is not an extension of a Fire Department. It is a stand-alone 9-1-1 Dispatch Centre comprised of 23 different municipalities located in east-central Alberta. Website: https://www.ec911.com/	Two meetings per year. A fall meeting with a second meeting held in early June.	Mayor Raycraft	
26	Innisfree Regional Emergency Advisory Committee	The Village of Innisfree partners with the County of Minburn, Town of Vegreville and the Village of Mannville for the provision of a Regional EMA for the direction & control of emergency response, as required under the <i>Emergency Management Act</i> .	As required	Clr. McMann (Alternate Clr. Johnson)	
32	TransCanada Yellowhead Highway Association	The Trans Canada Yellowhead Highway Association is a four (4) province, non profit association established in 1947 to promote the development, maintenance and use of the Yellowhead Corridor as vital to Canada's national transportation system and national unity. http://www.transcanadayellowhead.com/association.php	AGM in Spring	No representative appointed	
41	AB Central East (ACE) Water Corp.	A regional entity (owned by 12 member municipalities) that supply high quality potable water to the municipalities in the Counties of Minburn, Two Hills & Vermilion River	Call of Chair	Clr. McMann	
43	East Regional Transfer Station/Joint Landfill	The East Regional Transfer Station/Joint Landfill is a cooperative service offered to the County of Minburn and the Villages of Innisfree & Mannville. It's located 1.5 miles west of the Village of Mannville on RR# 92.	Call of Chair	Mayor Raycraft	
51	Innisfree - Family & Community Support Services (MMI – FCSS)	The Village is party to an agreement for Family & Community Support Services within the County of Minburn.	Meetings are held the 2 nd Tuesday Monthly at 9 am.	Clr. McMann	
61	Northeast Alberta Information HUB (Alberta HUB)	The Northeast Alberta HUB is an alliance of Communities, Colleges, Business and industry that conveys the region's best investment, career and lifestyle opportunities. https://www.albertahub.com/		Clr. McMann (Alternate Mayor Raycraft)	
61	Crossroads Regional Economic Development Committee	Created in 2023, the inaugural meeting will be on Friday, October 20, 2023.	To Be Determined	Mayor Raycraft	
74	Kalyna Country Eco-Museum Trust Society (Regional Tourism)	Kalyna Country is a "living" outdoor museum encompassing 20,000 sq. kms in rural East Central Alberta. http://www.kalynacountry.com/	AGM March 31 st annually. All other meetings at the call of the chair; meetings must be held at least every 3 months.	Clr. McMann	
74	Innisfree Public Library Board	The Village of Innisfree Public Library was granted official status by a Village of Innisfree Bylaw. https://www.innisfreelibrary.ca	Meetings are the 1 st Wednesday of each month at 6:30 pm	Clr. Johnson	
74	Northern Lights Library System Board (Regional Library)	The Village is a member of the Northern Lights Library System which provides enriched services to the local Library. Website: https://www.nils.ab.ca/	Every odd-numbered month	Clr. Johnson	
75	Innisfree Prairie Bank of Commerce Historical Society	The Village of Innisfree registered the purchase of the former Canadian Bank of Commerce in 1997. In 2001 it received official designation as a Provincial Historical Resource. The Village funds the utilities. A volunteer Board manages the operations.	Unknown	Mayor Raycraft	

Request for Decision (RFD)

Topic: 2023-2024 Council Remuneration
Initiated by: MGA
Attachments: None

Purpose(s):

1. To review and endorse the Council Remunerations for the period October 17, 2023, through the Council meeting in October 2024.
2. To develop Policy to address Governance Accountability and Transparency.

Background:

1. Village Council endorsed the following remunerations in the October 18th, 2022, Organizational Council meeting:

Council Compensation

Item	Rate
Regular Council Meetings Only	\$130
Per diem <i>Hourly</i> Rate (less than or equal to two (2) hours)	\$15
Per diem <i>Half Day</i> (equal to or less than (4) hours)	\$60
Per diem <i>Full Date</i> (>4 hours in a single day)	\$120

Mileage Rates	As per CRA Rates
Meals (not including gratuity)	
Breakfast	\$20
Lunch	\$30
Dinner	\$40
Maximum Gratuity	15%

Key Issues/Concepts:

1. The MGA and the Village of Innisfree Council Procedural Bylaw 656 mandates that Council Remuneration shall be addressed at the annual Organizational meeting.
2. The current rates are recorded above.
3. The Village of Innisfree approved Compensation and Expenditures Policy 1100-09 Policy for the payment of expenses.

Options:

1. That Council approve a motion to maintain the existing Village of Innisfree Remuneration Rates.
2. That Council approve a decrease to the existing Village of Innisfree Remuneration Rates.
3. That Council approve an increase to the exiting Village of Innisfree Remuneration Rates.

Financial Implications:

1. None indicated.

Relevant Policy/Legislation:

1. *Bylaw 656* – Council Procedural Bylaw – Section 7
2. Compensation and Expenditures Policy 1100-09.

Political/Public Implication(s):

Providing clear and concise policy and guidelines for public information demonstrates Governance accountability and transparency.

Recommendation:

That Council approves a motion to maintain the existing Village of Innisfree Remuneration Rates.

2023/2024 Various Council Remuneration & Expenses:

Village of Innisfree

Item	Rate
Regular Council Meetings Only	\$130
Per diem <i>Hourly Rate</i> (less than or equal to two (2) hours)	\$15
Per diem <i>Half Day</i> (equal to or less than (4) hours)	\$60
Per diem <i>Full Date</i> (>4 hours in a single day)	\$120

Mileage Rates	As per CRA Rates
Meals (not including gratuity)	
Breakfast	\$20
Lunch	\$30
Dinner	\$40
Maximum Gratuity	15%

Village of Myrnam

Item	Rate
Regular Council Meetings	\$250
Special Council Meetings (3 hours or Less)	\$150
Special Council Meetings (3 Hours or More)	\$250

Mileage Rates	\$0.50 / km
Meals (not including gratuity)	
Breakfast	\$15
Lunch	\$20
Dinner	\$35

Village of Marwayne

Item	Rate
Per Meeting Attended	\$100
Commitments over 4 hours	\$200
Speaking / Special Events	\$50
Annual Bonus (Mayor Only)	\$250

Mileage Rates	\$0.61 / km
Meals (not including gratuity)	\$75 / day

2023/2024 Various Council Remuneration & Expenses:

Village of Kitscoty

Mayor	\$750/Month
Deputy Mayor	\$675/Month
Councillors	\$550/Month
Mileage Rate (per km)	\$0.52 / km
Meals	\$55 /day

Request for Decision (RFD)

Topic: Signing Authorities & Council Committee Appointments - RFD
Initiated by: Local Authorities Election Act & MGA
Attachments: List of Council Committees

Purpose(s):

1. To review the signing authorities for the Village on annual basis, and
2. To review Council Committee appointments.

Background:

1. The Village has traditionally endorsed all Councillors as alternative signing authorities and the CAO.
2. The current signing authorities for the Village are recorded as: "pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Evan Raycraft, Councillor Deborah McMann or Councillor Jennifer Johnson and one appointed member being Interim Chief Administrative Officer Thelma Rogers or Interim Administrative Assistant Brooke Magosse."
3. The list of Council Committees is attached to this RFD and lists the current Council members' appointments for review.

Key Issues/Concepts:

1. The Auditors have previously expressed concerns regarding the limited separation of financial accounting duties with regards to the individual that creates the payment also signing those documents; wherever possible, these actions should be separate roles.
2. The Councillor Committee appointments are set out for Council review and consideration.

Options:

1. That Council endorse that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Jennifer Johnson, Councillor Deborah McMann or Councillor Evan Raycraft and one appointed member being Chief Administrative Officer Brooke Magosse or Administrative Assistant Thelma Rogers.
2. That Council endorse that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Jennifer Johnson, Councillor Deborah McMann or Councillor Evan Raycraft and Chief Administrative Officer Brooke Magosse.
3. That Council endorse that the following elected members be appointed to these committees (See attached list)

Financial Implications:

1. The proposed actions within this RFD have no financial implications.

Relevant Policy/Legislation:

1. *Municipal Government Act*
2. *Certified Chartered Accountants*

Political/Public Implication(s):

1. None identified.

Recommendation:

That Council endorse that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official and one appointed member being Interim Chief Administrative Officer Thelma Rogers or Interim Administrative Assistant Brooke Magosse.

Further, that Council endorses the appointment of the following Elected Officials on the list of Committees below: