



Village of Innisfree
Public Hearing & Regular Council Meeting
October 17, 2023 @ 5:30 p.m.
Village of Innisfree Council Chambers

1. Public Hearing – Rescinding Bylaw (1911 – 2005) 688-23
2. Regular Council Meeting - Call to Order
3. Agenda
 - a. Deletions/Additions
 - b. Adoption of Agenda
4. a. Delegation – P. Chesterson – 5:30 PM – “Energy Park” Proposal
5. Adoption of Minutes
 - a. Sept.19, 2023, Regular Council Meeting Minutes
6. Business Arising from the Minutes
 - a.
7. Policies & Bylaws
 - a. Bylaw 688-23 – Rescinding Bylaw (1911 – 2005) Final Readings
 - b. Bylaw 689-23 – Civic Addressing – Final Reading
8. New Business
 - a. ACP Managing Partner – Regional Water Services Reservoir Infrastructure Assessment
 - b. Village IT Services & Cyber Security – Contract(s) for services.
 - c. AMSC Insurance – Insurance Options & Building Remediation
 - d. Innisfree Prairie Bank of Commerce Historical Society – Funding Support Request
 - e.
9. Councillor Reports
 - a. Village of Innisfree Public Library - Cllr Johnson – Oct.4, 2023
10. Administration Reports
 - a. Reports:
 - i. Interim CAO Report – Period Ending October 17, 2023
 - ii. Interim CAO – Council Action List
 - iii. Interim CAO Municipal Grants Report

- b. Financials:
 - i. Monthly Bank Reconciliation Statement – Period Ending September 30, 2023
 - ii. Revenue & Expense (with comments) – Period Ending September 30, 2023
- c. Public Works Foreman Report – October 17, 2023
- d. Regional Fire Chief Reports – October 17, 2023

11. Correspondence

- a. List of correspondence attached.

11. Closed Session

- a. Land Bids – FOIPP, s. 16 & 29
 - RE: Section 16 – Disclosure Harmful to business interests of a third party
 - RE: Section 29 – Information that is or will be available to the public.

12. Adjournment

Delegation Request for Presentation to Council

Council invites delegations to make presentations at Village Council Meetings. To provide Council with clear, concise information, Delegations are requested to submit a written report outlining the issues being brought before Council, at 12 noon, at least seven calendar (7) days before the scheduled Council meeting.

Name of Delegation:

Contact Name /Person making presentation: PAUL CHESTERTON (587-341-7789)
Issue to be discussed:

"ENERGY PARK" former GOLF COURSE By ~~WASPIS~~ BIRCH LAKE

Request of Council:

I wish to head up Efforts to turn this property into an exciting "ENERGY" laden park that includes as many activities for all. Such as walking/running trails, mini golf, Disc golf, Yoga, kayaking, dog park, picnic areas; ENDLESS ACTIVITIES
I wish to find funding both government and business sponsorship.

OLYMPIC SPORTS
PARA OLYMPIC SPORTS

Date of Council Meeting:

Delegation Time: Oct 17/2023 @ 5:30 pm.

If there is additional information, please attach () yes () no

Delegations are limited to 10 minutes.

FOIP STATEMENT: This Information is being collected Pursuant to the *Municipal Government Act, R.S.A. 2000, C-M-26* and will be used for the Village of Innisfree Council Meeting Agenda Packages as outlined in the *Freedom of Information & Protection of Privacy Act*.

Note: all Council Meetings are open to the public.

Effective Date: Oct.22/14

Amendments: Effective Date _____ Resolution No. _____

Resolution No. 2014-10-21/31

Effective Date _____ Resolution No. _____

County Roll # 410700

Map Title - Subtitle



**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of September 19, 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, September 19, 2023.

CALL TO ORDER

Mayor E. Raycraft called the Council meeting to order at 5:02 PM.

PRESENT

Attendance in-person

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

Thelma Rogers, Interim Chief Administrative Officer

*APPROVAL OF
AGENDA
2023-09-19/01*

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

Under Section 10. Correspondence:

- d. Innisfree Senior Citizens Association – Thank you note.
- e. Innisfree Prairie Bank of Commerce Society – Thank you note.

CARRIED.

*DELEGATION –
RCMP SGT. COREY
BUCKINGHAM
Q1 REPORT*

Sgt. Corey Buckingham from the Vermilion RCMP Detachment entered the meeting at 5:05 pm

Sgt. Buckingham provided the first Quarter Report on the actions, and statistics of the detachment in the Innisfree and area location. Discussion was held on the report.

Departure

Sgt. Buckingham departed at 5:26 pm.

2023-09-19/02

Moved by Mayor E. Raycraft to accept the First Quarter Report from delegation Sgt. C. Buckingham.

CARRIED.

*APPROVAL OF
AUGUST 15, 2023,
MINUTES
2023-09-19/03*

Moved by Clr. D. McMann that the August 15, 2023, Regular Council Meeting minutes be approved as presented.

CARRIED

*BYLAW 688-23
RESCINDING
BYLAW (1911-2005)
FIRST READING
2023-09-19/04*

Moved by Mayor E. Raycraft that Council provide FIRST reading to Rescinding Bylaw (1911 – 2005) 688-23 this 19th day of September 2023. Furthermore, that Council schedule a Public Hearing on Rescinding Bylaw (1911-2005) 688-23 for October 17, 2023, at 5:30 PM in the Village Administration Office at 5116 – 50 Avenue, Innisfree AB.

CARRIED.

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of September 19, 2023**

*BYLAW 689-23 –
CIVIC ADDRESS
FIRST READING
2023-09-19/05*

Moved by Clr. J. Johnson that Civic Address Bylaw 689-23 receive FIRST reading this 19th day of September 2023. CARRIED.

*SECOND READING
2023-09-19/06*

Moved by Mayor E. Raycraft that Civic Address Bylaw 689-23 receive SECOND reading this 19th day of September 2023. CARRIED.

*AUTHORIZE THIRD
READING*

Moved by Mayor E. Raycraft that Council authorize THIRD reading on Civic Address Bylaw 689-23 this 19th day of September 2023. DEFEATED.

*POLICY 1300-03 –
TCA POLICY
2023-09-19/07*

Moved by Clr. D. McMann that Council approve the revised Tangible Capital Asset Policy 1300-03 as presented. CARRIED.

*POLICY 1300-07 –
ASSET
RETIREMENT
OBLIGATION
2023-09-19/08*

Moved by Clr. J. Johnson that Council approve the Asset Retirement Obligation Policy 1300-07 as presented. CARRIED.

*POLICY 1300-08 –
ASSET
MANAGEMENT
2023-09-19/09*

Moved by Mayor E. Raycraft that Council approve the Asset Management Policy as presented. CARRIED.

*BYLAW 690-23 –
MASTER RATES -
FIRST READING
2023-09-19/10*

Moved by Mayor E. Raycraft that Revised Master Rates Bylaw 690-23 be approved as presented and given FIRST reading this 19th day of September 2023. CARRIED.

*SECOND READING
2023-09-19/11*

Moved by Clr. J. Johnson that Master Rates Bylaw 690-23 receive SECOND reading this 19th day of September 2023. CARRIED.

*AUTHORIZE THIRD
READING
2023-09-19/12*

Moved by Clr. D. McMann that Council authorize THIRD reading on Master Rates Bylaw 690-23 this 19th day of September 2023. CARRIED UNANIMOUSLY.

*FINAL READING
2023-09-19/13*

Moved by Clr. J. Johnson that Master Rates Bylaw 690-23 receive THIRD and FINAL reading this 19th day of September 2023. CARRIED.

VILLAGE OF INNISFREE

REGULAR COUNCIL MEETING MINUTES of September 19, 2023

*ATCO ELECTRIC –
2024 FF RATE
ANNUAL REVIEW*

Moved by Clr. J. Johnson that Council approve a decrease to the ATCO Electric Franchise Fee to 4.5% of Distribution Revenues for 2024.

DEFEATED.

2023-09-19/14

Moved by Clr. D. McMann that Council maintains the existing ATCO Electric Franchise Fee at 5.0% of Distribution Revenues for 2024.

CARRIED

*ATCO GAS – 2024
FF RATE ANNUAL
REVIEW*

Moved by Mayor E. Raycraft that the Village of Innisfree maintain the existing ATCO Natural Gas Franchise Fee at 25% of Distribution Revenues for 2024.

CARRIED.

2023-09-19/15

*DONATION TO
INNISFREE PRAIRIE
BANK OF
COMMERCE
HISTORICAL SOC.*

Moved by Mayor E. Raycraft that Council approves the donation of the listed artifacts, letters, and documents to the Innisfree Bank of Commerce Historical Society.

CARRIED.

2023-09-19/16

*COMPLAINT – LOSS
OF BUSINESS
INCOME
COMPENSATION*

Moved by Mayor E. Raycraft that Council direct Administration to send a letter to the Business Owner outlining the Municipality’s legal liability coverage under the *Municipal Government Act* and advise on Business Interruption Insurance.

CARRIED.

2023-09-19/17

*WATER METER
INSTALLATION
PROJECT*

Moved by Clr. J. Johnson that Council endorses the Meter Installation Program to promote the completion of the Water Meter Installment Project.

CARRIED.

2023-09-19/18

*COUNCILLOR
REPORTS*

Moved by Clr. D. McMann that the items listed under Councillor Reports be approved as presented.

CARRIED.

2023-09-19/19

*ADMINISTRATION
REPORTS*

Moved by Mayor E. Raycraft that the items listed under Administration Reports be approved as presented.

CARRIED.

2023-09-19/20

*MEETING
EXTENSION*

Moved by Mayor E. Raycraft to extend the meeting past 8:00 pm.

CARRIED.

2023-09-19/21

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of September 19, 2023

*MINBURN XMAS
MARKET/PARTY
2023-09-19/22*

Moved by Clr. D. McMann that the Village of Innisfree donate one weekend of camping at the Birch Lake Park & Campground to the Minburn Christmas Market & Family Party. CARRIED.

*INNISFREE
DELNORTE
SCHOOL AWARDS –
FUND REQUEST
2023-09-19/23*

Moved by Clr. J. Johnson that the Village of Innisfree donates \$100 to the Innisfree Delnorte School for their annual Awards Night on October 27, 2023. CARRIED.

*CORRESPONDENCE
2023-09-19/24*

Moved by Clr. J. Johnson that the items listed under Correspondence be received as information. CARRIED.

ADJOURNMENT

Clr. D. McMann adjourned the meeting at 8:07 PM.

Mayor Evan Raycraft



Interim CAO Thelma Rogers

Request for Decision (RFD)

Topic: Rescinding Bylaw (1911-2004) 688-23
Initiated by: Administration
Attachments: Rescinding Bylaw (1911-2004) 688-23

Purpose(s):

1. Following the Public Hearing, Council to review and decided to provide additional readings to Rescinding Bylaw (1911-2004) 688-23.

Background:

1. This Bylaw was created to have Council consider passing Rescinding Bylaw (1911-2004) 688-23 that would rescind all bylaws that are old, obsolete, or irrelevant.
2. On July 13, 2023, the Village Administration Office was broken into and the Village safe, containing Bylaws, Minutes, and other municipal related documentation, were stolen; the items contained inside the safe were not retrieved. As a result of the B&E, the Village does not have access to Bylaws that were approved and signed prior to 2005.
3. The Village Administration contacted Municipal Affairs Advisors to address the absence/loss of the municipal Bylaws that were determined, were not available in the Village electronic files.
4. Municipal Advisors advised Administration that a Rescinding Bylaw could be used in this instance but advised Administration to secure a legal opinion on the situation.
5. Administration contacted Legal Counsel who provided a clear guideline on how to proceed and advised that the Bylaw option presented very low risk to the Municipality.
6. Legal Counsel advised that there could have been previous bylaws that required a Public Hearing before passing; in order to rescind such bylaws, the rescinding bylaw should be passed in the same manner. Therefore, to further reduce any risk to the Municipality, Legal Counsel advised the holding of a Public Hearing before the second and third reading was a good practice.

Options:

1. As directed by Council.
2. That Council provides final Readings to Rescinding Bylaw (1911-2004) 688-23.

Financial Implications: None identified.

Relevant Policy/Legislation:

1. *Municipal Government Act Section 191 (1)-(3)*

Political/Public Implication(s): None identified.

Recommendation:

That Council provide Final Readings to Rescinding Bylaw (1911-2004) 688-23.



BY-LAW 688-23, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF RESCINDING OUTDATED AND IRRELEVANT BYLAWS FROM 1911-2004, FOR THE VILLAGE OF INNISFREE

WHEREAS, under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, the Council has been granted the authority to pass bylaws for municipal purposes; and

WHEREAS several bylaws have become irrelevant in nature, updated, or replaced over time, without the old bylaws being properly rescinded, specifically for the period of 1911-2004; and

NOW THEREFORE, the Village of Innisfree Council, duly assembles, enacts as follows:

PART 1 – PURPOSE, SHORT TITLE & DEFINITIONS:

Purpose

1. The purpose of this Bylaw is to rescind outdated and irrelevant bylaws for the period of 1911-2004.

Short Title

2. This Bylaw may be cited as RESCINDING BYLAW (1911-2004).

Definitions

3. Words used in this Bylaw have the same meaning as defined in the *Municipal Government Act*, with the following changes or additions:
 - a. "Bylaw" means Bylaw 688-23 also known as the RESCINDING BYLAW (1911-2004).
 - b. "Council" means the governing body of the Village;
 - c. "Chief Administrative Officer" means the Chief Administrative Officer for the Village or his or her delegate;
 - d. "Village" means the municipal corporation of the Village of Innisfree.

PART II – INTERPRETATION, APPLICATION AND EFFECTIVE DATE

Interpretation

4. References in this Bylaw to a statute, regulation or other bylaw refer to the current laws at the time of this Bylaw enactment and as they are amended from time to time, including successor legislation.
5. Headings and sub-headings in this Bylaw are included for convenience only and shall not be considered in interpreting the substantive content of this Bylaw.



- 6. The preamble paragraphs that precede the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.
- 7. Every provision of this Bylaw is independent of all provisions, and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Application

- 8. This Bylaw applies to outdated and irrelevant bylaws from the years 1911-2004.

Effective Date

- 9. This Bylaw comes into effect when it is passed by Council.

READ for a first time this 19th day of September 2023 A.D.

E. Raycraft – Mayor

T. Rogers, Interim CAO

A Public Hearing was held on October 17, 2023.

READ for a second time this ____ day of _____ 2023 A.D.

READ for a third time and passed this ____ day of _____ 2023 A.D.

E. Raycraft - Mayor

T. Rogers – Interim CAO

Request for Decision (RFD)

Topic: Civic Addressing Bylaw 689-23
Initiated by: Administration
Attachments: Civic Addressing Bylaw 689-23

Purpose(s):

1. To review and endorse third Reading to Civic Addressing Bylaw 689-23 as presented.

Background:

1. The purpose of this Bylaw is to establish a civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.
2. The Village of Innisfree does not have civic addressing and street naming system in place.
3. Council approved first and second reading to Civic Addressing Bylaw 689-23 at the September 19, 2023, Council meeting.

Key Issues/Concepts:

1. The provision of standardized civic addressing within the municipality will enable emergency, utility services and municipal services personnel to swiftly identify a property and provide prompt service.
2. The endorsement of the Bylaw provides legitimacy to the Civic Address process.

Options:

1. As directed by Council.
2. That Council endorses third reading on Civic Addressing Bylaw 689-23.
3. That Council direct Administration in another manner.

Financial Implications: None identified.

Relevant Policy/Legislation:

1. *Municipal Government Act*
2. Land Use Bylaw 628-17

Political/Public Implication(s):

Creating a standardized recording of civic addressing, to enable the safe and reliable delivery of services to property owners and to minimize confusion for Village employees and residents should be viewed very positively.

Recommendation:

1. That Council endorses third reading on Civic Addressing Bylaw 689-23.

BY-LAW 689-23, OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA, FOR THE ORDERLY NUMBERING OF PARCELS OF LAND AND BUILDINGS FOR THE VILLAGE OF INNISFREE

WHEREAS, the *Municipal Government Act*, RSA 2000, Chapter M-26.1, as amended grants a municipality the authority to assign a means of identification to buildings or parcels of land and to require an Owner or occupant of a building or a parcel of land to display the identification in a certain manner.

WHEREAS, the *Municipal Government Act*, RSA 2000, Chapter M-26.1, as amended, grants a municipality the authority to assign a means of identification to buildings or parcels of land and to require an Owner or occupant of a building or a parcel of land to display the identification in a certain manner.

AND, in accordance with the act, Council desires to maintain a civic address system to identify properties and to assist emergency response vehicles in locating the appropriate address.

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

1. BYLAW TITLE

- 1.1. That the Bylaw shall be known as the "Civic Addressing Bylaw".

2. DEFINITIONS

- 2.1. "Address Number" – the number of a property designed by the Planning and Development Departments of the Village of Innisfree, which may include a combination of numbers and/or words.
- 2.2. "Construction Site" – means development of a new primary building and includes exterior renovations to an existing building if the exterior renovations exceed 30 days.
- 2.3. "Council" – means the Council of the Village of Innisfree.
- 2.4. "Lane" – means a public thoroughfare for vehicles and provides a secondary means of access to a parcel or parcels or as defined as an alley in the Highway Traffic Act.
- 2.5. "Owner" – with respect to a property, the person who is registered under the Land Titles Act as owner of the property.
- 2.6. "Peace Officer" – refers to a member of the Royal Canadian Mounted Police or the Village's designated Bylaw Enforcement Officer or Peace Officer.
- 2.7. "Property" – a parcel of land, on which a structure has been erected, and may include a building on the parcel or a unit within a building if two separate address numbers have been assigned.
- 2.8. "Structure" – means any building or improvement capable of being occupied by one or more persons.
- 2.9. "Village" – the Municipal Corporation of the Village of Innisfree or, where the context so requires, means the area contained within the legal identified boundaries of the Village of Innisfree.



3. APPLICATIONS

- 3.1. Every legally registered parcel of land within the Village that is bordered by identifiable roads, shall be designated an Address Number by the Village as soon as possible.
- 3.2. The Owner of a property shall cause the Address Number assigned to the property to be displayed, at all times, at a location plainly visible from the roadway to which the property is addressed.
- 3.3. The Owner of a property which has access to a lane shall, in addition to complying with subsection 3, cause a rear address to be displayed when the property has a rear garage, or shed, or fence within 15 metres of the back lane. The rear address number shall meet the same display requirements as the front address number.
- 3.4. The Owner of a property located in an industrial district as designated under the Village's Land Use Bylaw, shall cause the Address Number assigned to the property be displayed, at all times, at the front of the front property line adjacent to the main entrance of the property.
- 3.5. The Address Number in rural areas shall be affixed in a conspicuous place, either:
 - 3.5.1. On a sign adjacent to the driveway at property line; or
 - 3.5.2. On the main or paper delivery box.
- 3.6. All Address Numbers required to be displayed pursuant to this Bylaw shall be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.
- 3.7. The Owner of a property shall maintain the Address Number in good condition and shall not cause, allow, or permit the visibility, as required pursuant to this Bylaw, to be obscured.
- 3.8. The Address Number required to be displayed pursuant to this Bylaw shall be on a contrasting background. The minimum size of the characters shall be as follows:

Distance of Building from Adjacent Curb Line	Minimum Character Size
0-15 m (0-49.2 ft)	10 cm (4 inches)
15-20 m (49.2-65.6 ft)	15 cm (6 inches)
Greater than 20 m (65.6 ft)	20 cm (8 inches)

- 3.8.1. Address Number signs shall have a surface area of no more than 0.3 square meters (3.30 square feet).
- 3.8.2. For Multi-dwellings, one Address Number sign not exceeding 1 square meter (10.76 square feet) in area shall be allowed on each property.
- 3.9. No person shall display or permit the displaying of any Address Number on a property other than the number assigned by the Village.
- 3.10. No person shall remove, deface, obliterate, or destroy the Address Number placed upon or affixed to any property in accordance with this Bylaw, except during the demolition or exterior renovation of a building.

EP JR

3.11. The Owner of a parcel of land which is a construction site, and for which a structure is being erected shall ensure that a temporary Address Number displayed at all times in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be. The Address Number must be displayed at least two months prior to completion of construction.

4. PENALTIES

4.1. Any person who contravenes any provision of this Bylaw is guilty of an offense and is liable on a summary conviction to a fine not exceeding Five Hundred Dollars (\$500.00).

4.2. A person charged with an offense under this Bylaw may, in lieu of prosecution, pay the voluntary fine identified in Schedule "A" within thirty (30) days of the date of issue of the offense ticket.

4.3. Where a contravention of this Bylaw is of a continuing nature, the offender is liable on summary conviction of a minimum fine of fifty dollars (\$50.00) per day, exclusive of costs, for each day the contravention continues.

4.4. Wherever this Bylaw it is directed that the Owner shall do any matter or thing, then in default of it being done, the same may be done by the Village at the expense of the owner and that Village may recover the expenses, with costs, as a charge against the property taxes due and owing in respect of that property.


4.4.1. Prior to the Village undertaking work when an Owner is in default of it being done, written notice must be served in accordance with Section 545 of the *Municipal Government Act*.

5. ENACTMENT

5.1. This bylaw shall come into full force and effect upon the date of the third and final reading.

READ for a first time this 19th day of September 2023 A.D.

READ for a second time this 19th day of September 2023 A.D.


E. Raycraft - Mayor


T. Rogers - Interim CAO

READ for a third time this ____ day of _____ 2023 A.D.

E. Raycraft - Mayor

T. Rogers - Interim CAO

SCHEDULE 'A'

Bylaw Section	Offence	Voluntary Fine
Part 3.2	Address Number location not plainly visible from the roadway.	\$75
Part 3.3	Address Number not displayed, at all times, at a location plainly visible from the lane.	\$50
Part 3.4	Address Number not displayed, at all times, at the front property line, adjacent to the main entrance	\$50
Part 3.5	Address Number in rural areas not affixed in a conspicuous place.	\$50
Part 3.6	Address Number not plainly visible from the adjacent roadway or lane.	\$50
Part 3.7	Address Number not maintained in good condition or visibility obscured.	\$25
Part 3.8	Address Number not on a contrasting background or not in compliance with minimum character size.	\$25
Part 3.9	Displaying of an Address Number on a property other than the number currently assigned by the Village.	\$75
Part 3.10	Removing, defacing, obliterating, or destroying the Address Number.	\$75
Part 3.11	Address not displayed at construction site.	\$50

Request for Decision (RFD)

Topic: ACP Managing Partner – Regional Water Services Reservoir Infrastructure Assessment

Initiated by: ACE Regional Water Corporation/County of Minburn

Attachments: Copy of ACP Application

Purpose(s):

1. To complete an assessment of the reservoir capacities for future planning for water resources to ensure a continuous safe water supply for the region's residents and in support of regional growth and emergency response.

Background:

1. The County of Minburn, Town of Vegreville, and Village of Mannville are all currently managing an Alberta Community Partnership Grant; a municipality can only manage a single ACP grant at a time.
2. The ACE Engineers (MPE) contacted the Village office on September 28th to inquire if the Village would manage an ACP application for the above-noted project. The time commitment for the Village was estimated at 4 – 6 hours. Interim CAO Rogers contacted Council at the Alberta Municipalities' convention and received verbal approval from Council to proceed.
3. The application was submitted on October 3, 2023.

Key Issues/Concepts:

1. The application for the ACP grant requires a recorded motion from the Managing Partner Council.
2. The purpose of the project will benefit the Village of Innisfree and residents, as well the region.

Options:

That Council endorse the Village of Innisfree as the Managing Partner for a 2023/2024 Alberta Community Partnership Grant for a Regional Water Services Reservoir Assessment Project for the Alberta Central East Regional Water Corporation.

Financial Implications:

Time commitment of 4 – 6 hours.

Relevant Policy/Legislation:

1. *M.G.A.* S.708.26 – 708.52 Intermunicipal Collaboration
2. Bylaw 669-20 – Intermunicipal Collaboration Bylaw

Political/Public Implication(s):

1. The intermunicipal collaboration to address the future of the water resources to ensure there is a continuous supply and will support regional growth and emergency services that may be required, to be funded by a provincial grant system, should be viewed positively by the public.

Recommendation:

That Council endorse the Village of Innisfree as the Managing Partner for a 2023/2024 Alberta Community Partnership Grant for a Regional Water Services Reservoir Assessment Project for the Alberta Central East Regional Water Corporation.

Alberta Central East (ACE) Water Corporation – Water Supply Project

Alberta Community Partnership (ACP)

The Intermunicipal Collaboration (IC) component of the ACP supports the development of regional plans, service delivery frameworks and regional service delivery efficiencies.

- This includes regional water services and supply studies and regional water feasibility studies that provide critical water storage, pumping, and distribution system model information and recommendations that will inform proactive water management strategies for the corporation.
- Studies generated under the ACP are often used to inform and strengthen Water for Life (W4L) and Alberta Municipal Water/Wastewater Partnership (AMWWP) applications.
- 2023 IC component overview:
 - Application deadline is October 2, 2023.
 - Maximum grant available is \$200,000 per project application; no cost-share requirement.
 - Upon approval, project costs incurred retroactive to April 1, 2023 can be attributed to the grant.
 - Two or more municipal members of ACE with contiguous boundaries would have to submit the application on behalf of the partnership as ACE is an ineligible applicant.
 - Municipal members of ACE have an opportunity to leverage multiple ACP applications in support of their regional water project, provided the projects are stand-alone with distinct outcomes.
 - Capital expenditures are ineligible under ACP.
- Eligible IC projects in support of preliminary planning and pre-engineering for a water supply or water feasibility study includes:
 - Engineering analysis to determine feasibility of a regional water supply system expansion, water allocation and licensing capacity, cost effectiveness, and scaling.
 - Comparative analysis of regional water supply alternatives, develop an evaluation matrix, and review regulatory approval requirements.
 - Development of a regional water system expansion conceptual plan including an infrastructure assessment and options.
 - Development of regional water supply treatment facility conceptual design options and recommendations to facilitate a sustainable water supply.
 - Condition assessment of existing water systems to evaluate condition and design capacity and determine required upgrades.
 - Regional water recommendations to update multi-year capital and fiscal plans.

MPE Grant Services

MPE is able to support the partnership with application preparation and sample council resolutions. There is no charge for this service for our clients.

- For ACP, the managing partner submits the application through ACP Online (ACPO).
 - MPE will prepare the application responses on a word.doc that can be cut and pasted into ACPO once the partnership is comfortable with the drafted content.

8.a.1

- With just 6 weeks until the ACP application deadline, we would need to have project specifics by early September.
- For W4L or AMWWP, an application package is submitted to Alberta Transportation and Economic Corridors.
 - MPE will prepare the package that includes a project plan, implementation schedule and detailed cost estimates.
 - With a November 30, 2023 deadline, we would need to have project specifics by early November.

Request for Decision (RFD)

Topic: Village IT & Cyber Security Considerations

Initiated by: Administration

Attachments: IT & Cyber Security Companies

Purpose(s):

1. To review the information and concerns regarding the Village protection from cyber-attacks and IT management.
2. To direct Administration regarding the IT & Cyber-Security Protection Services

Background:

1. On Friday, September 29, the CAO email account was affected by a scammer; the CAO was unable to send email and received several hundred of “Undeliverable” messages. VM Systems Ltd. accessed the computer on Tuesday, Oct.3rd and advised that the computer was virus free & that a scammer had simply accessed the email and scammed the Microsoft 352 account. VM sent out an IT Tech on Oct. 4th and were able to disable the scammer and reset the CAO email. VM also provided several recommendations for going forward that Administration is researching and will provide Council updates upon receipt.
2. The Village currently does not have a dedicated IT Service provider; VM Systems Ltd. is a fee-for-service provider that does not make the Village files a priority.
3. VM Systems Ltd. said that it was a wonder that the Village had not incurred these types of IT problems before this event. It is not if, it is when, it will happen again. The reason enhanced virus protection is really required, is because the threat landscape is very different than it was 5 years ago and no one can afford to be “good enough” any longer.
4. Even though the Village is a small office, because it is a municipality, it is a target.

Key Issues/Concepts:

1. Working more closely with a dedicated Service Provider would improve the health of the IT environment. It would also provide the Village with better insights having a dedicated Service Provider and would be a resource for planning.
2. Administration has researched what other local municipalities are utilizing for their Cyber Security and IT Service Provider.
3. Key points:
 - a. the Village should have a dedicated “team” so that immediate response for events, are available.
 - b. Some of the items required for improvement will only require an investment of time and a commitment to improving the security posture of the Village’s IT.
4. Noted: the Village already contracts several services from Alberta Municipalities’ business arm, AMSC, including Health Benefits, Power & Natural Gas Services, and Insurance. Administration discovered that AMSC also offers an entire suite of Cyber Security & IT Services. Administration also researched the Towns of Vegreville and Vermilion and County of Minburn services utilized and they are also attached.

Options:

1. That Council direct Administration to secure confirmed Cyber Security and IT Services comparative contracts for Council review.
2. That Council directs Administration to secure Cyber Security and IT Services for the Village of Innisfree and report progress to Council.
3. That Council files this topic for information.

Financial Implications:

Cyber Security and IT Services are modern-day requirements. Contract costs are unknown. This will be a new annual budget item going forward.

Relevant Policy/Legislation:

1. *M.G.A.* – s. 3 – Municipal purposes
2. *Strategic Plan* – “Mission: *Efficiency is the best use of our Resources*”

Political/Public Implication(s):

Securing the Village online presence should provide greater public confidence.

Recommendation:

That Council directs Administration to secure Cyber Security and IT Services for the Village of Innisfree and report progress to Council.



Shineatek IT Services

5021 – 50 St, Vegreville, AB

780-603-7789

8:00am – 4:30pm with emergency after hours available

Other Municipalities that use Shineatek – County of Minburn & Town of Vegreville

Consists of a 4-Person IT Team

“Who we Serve” – Municipalities, Professional Services, Accounting Firms, Businesses

Services:

Cybersecurity

- Reviewing & managing security in all areas of IT
- Hardware/servers and desktops fully patched to securing network equipment.
- Implementing multiple layers of security software and hardware necessary to keep clients safe.

Managed IT

- IT expertise to cover all areas of technology.
- Provide guidance on creating value from your technology investments and train on best practices.
- How to use most efficiently
- Ticketing system for day-to-day

Managed Data Backup

- Onsite and off site to prevent data loss or in the event of a breach or attack.

Server & Network Administration

- Rebuild existing infrastructure as necessary.
- Procure new builds as necessary.

Help Desk & IT Support

- Help desk services and support quickly addressing urgent issues.
- Investigating root causes to prevent continuous issues.

Business Continuity & Disaster Recovery

- Development plans created with businesses to ensure critical areas are addressed in the event of a disaster or emergency.
- Short/long term IT business planning and strategy



Alberta Municipalities offers IT Services as well as Cybersecurity, they have partnered with the companies below:

WBM Technologies Inc.

Managed IT Services – Western Canada

- 24 x 7 x 365 Virtual Security Operations Center
- WBM Virtual Security Operation Center delivers real time intrusion and malicious activity detections.
- Live on demand customer access
- WBM award winning Modern Workplace specialists are available live on Teams, providing ability to join and get assistance in real time, in a personal easy to use experience.

Dedicated Support Pods

- Dedicated support team works with a focused group of clients, ensuring agility and familiarity with employees and their systems with on demand access to local resources.

Managed Modern Meeting Rooms

- Ensure organizations are productive in a hybrid working environment.
- Supported room systems provide ability to meet in person, remotely or both while accessing, sharing and collaborating.

Workflow Automations

- Discovery approach to identify repetitive task and tedious workflows that can be streamlined or automated completely.
- WBM workflow automations are accelerating work to drive efficiency and increased profitability.



Stratejm

Cybersecurity

- Stratejm's Enhanced Managed Detection and Response Services (e-MDR) is an extension of the Security-as-a-service.
- New modern and innovative approach to cyber security.
- Attackers are getting more sophisticated every day, and not using the latest automation tools in every attempt to breach your defences.
- Collect millions of events in real-time, where they are parsed, analyzed and investigated in real time using Machine Learning (ML) and Artificial Intelligence (AI)
- ML & AI are leveraged to rapidly detect any malicious activity or Indicators of Compromise (IOCs)
- Stratejm's e-MDR service implies automated response as to rapidly mitigate risk by shutting down attacks before they take hold.
- Once detection is made, action is taken automatically.
- Automated Detection Response – 24x7x365

Request for Decision (RFD)

Topic: Insurance Claim – Insurance Options & Building Remediation
Initiated by: ClaimsPro Adjuster Chris Keeler
Attachments: Premier Fire & Floods Quote
Schedule for Contractors Developed by Administration Staff

Purpose(s):

1. To direct Administration on insurance coverages and building reparation

Background:

1. The Village incurred the break-in on July 13, 2023.
2. AMSC Insurance Adjuster, Chris Keeler of ClaimsPro has been providing the insurance coverage information to the Village.
3. In August, ClaimsPro advised Administration that the estimates received from the Edmonton-based contractor Premier Fire & Flood could be used as the estimate for insurance, however, the “travel-time” would be eliminated, resulting in insurance claim costs of only \$24,983.03 less \$1,000 deductible equals a payout of \$23,983.03.
4. Administration questioned Mr. Keeler on the insurance coverage for contractors that the Village may hire; that those contractors may be 30 – 60 minutes away from the job as well; what about their travel costs?

Key Issues/Concepts:

1. Mr. Keller provided the Village with three options for the building remediation insurance coverage:
 - a. Proceed with Premier Fire & Flood’s estimate (\$40,827.97)
 - b. Get a quote from another contractor of your choice if it’s less than Premier’s then AMSC can proceed and pay the Contractor directly.
 - c. Take a cash settlement for the reduced amount (\$23,983.03.)
2. The Village can hire someone local and as long as their estimate is less than Premier Fire & Flood, it can proceed. Any travel would be included and AMSC would look to pay the contractor directly for their work. Alternatively, the Village could look to try and proceed with the estimate that has already been provided by Premier Fire & Flood.
3. Administration staff developed a breakdown of the work desired by each discipline type and by exterior and interior work. Administration is seeking guidance, with regards tendering the work out. Concern is expressed with the timelines to proceed with this work, especially the exterior.

Options:

1. That Council directs Administration to advise AMSC that the Village will secure quotes from “local” Contractors and seek payment for same, via AMSC direct. And furthermore, that Administration be directed to send out Request For Quotes (to contractors provided by Council.)
2. That Council directs Administration to contract the building repair with Premier Fire & Flood and advise AMSC on same.
3. As per Council direction.

Financial Implications:

1. The Village has set aside \$25,065 in Municipal Stimulus Initiative (MSI) Capital funds for building remediation.
2. AMSC will fund up to \$40,827.97.
3. Total funding available: \$65,892.97

Relevant Policy/Legislation:

1. *M.G.A.*, s.3. Municipal purposes
2. Strategic Plan

Political/Public Implication(s):

A clean, safe, and inviting Municipal office should be viewed positively.

Recommendation:

As per Council direction.



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
14608 134 Avenue NW
Edmonton, AB T5L 4T4
Office: 780-455-5881 Fax: 780-455-5884

Insured: Village of Innisfree
Property: 5116 50 street
Innisfree, AB T0B 2G0

E-mail: Cao@innisfree.ca

Claim Rep.: Chris Keeler
Company: ClaimsPro
Business: Suite 200, 8560 Roper Rd NW
Edmonton, AB

Business: (780) 930-5102
E-mail: chris.keeler@scm.ca

Estimator: Cam Toma
Company: Premier Fire and Flood Restoration Inc.
Billing: 14608 134 Avenue NW
Edmonton, AB T5L 4T4

Cellular: (780) 289-5082
E-mail: cam@pffr.ca

Reference:
Company: ClaimsPro
Business: #200, 8560 Roper Road NW
Edmonton, AB T6E 6V4

Business: (866) 820-6100

Contractor:
Company: Premier Fire and Flood Restoration Inc.
Business: 14608 134 Avenue
Edmonton, AB T5L 4T4

Business: (780) 455-5881

Claim Number: 47210-165400

Policy Number: MNX001

Type of Loss: Theft

Date Contacted: 7/20/2023 10:10 AM

Date of Loss: 7/13/2023 10:09 AM

Date Inspected: 7/21/2023 10:10 AM

Date Received: 7/19/2023 10:09 AM

Date Entered: 7/26/2023 10:04 AM

Price List: ABED8X_JUL23
Restoration/Service/Remodel

Estimate: INNISFREE



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
14608 134 Avenue NW
Edmonton, AB T5L 4T4
Office: 780-455-5881 Fax: 780-455-5884

Hello,

The following estimate is for the reconstruction services required for the above noted claim due to THEFT that occurred on 7/13/2023.

If you have any questions or concerns, please do not hesitate to call or write anytime.

Thank you,

Cam Toma
Premier Fire and Flood Restoration Inc.
14608 134 Avenue
Edmonton, AB, T5L 4T4
P: (780) 455-5881
F: (780) 455-5884
C: (780) 289-5082
E: cam@pffr.ca



Premier Fire and Flood Restoration Inc.

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**INNISFREE
 Main Level**

Main Level

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA @	790.00 =	790.00
2. Job-site cargo/storage container - 20' long (per month)	1.00 MO @	139.14 =	139.14
3. Job-site cargo container - pick up/del. (each way) 16'-40'	2.00 EA @	143.34 =	286.68
4. Final cleaning - construction - Residential	1,185.46 SF @	0.37 =	438.62

Travel

- Travel to site is 1.5 hours and 150km per direction. Deduction of 30 mins, and 50km per direction for service area. There is a remaining 2 hours, and 200 km per round trip.

5. General Demolition - per hour - 2 staff x 1 trip to complete remaining demo.	4.00 HR @	65.54 =	262.16
6. Drywall Installer / Finisher - per hour - 1 drywaller x 4 trips to site	8.00 HR @	105.29 =	842.32
7. Wallpaper Hanger - per hour - 2 wallpaper hangers x 1 trip to site.	4.00 HR @	75.36 =	301.44
8. Plumber - per hour - 1 plumber x 2 trips to site, one for disconnects, 1 for reconnections.	4.00 HR @	116.89 =	467.56
9. Finish Carpenter - per hour - 2 finish carpenters x 5 trips to site to complete all paneling and trim repairs.	20.00 HR @	93.19 =	1,863.80
10. Painter - per hour - 2 painter x 4 trips to site to complete all staining and finishing.	16.00 HR @	67.81 =	1,084.96
11. Window Installer - per hour - 2 window installers to attend to complete full measurements, and 2 window installers to go back and install new window.	8.00 HR @	82.90 =	663.20
12. Inventory, Packing, Boxing, and Moving charge - per hour - 2 staff x 2 trips to move content out and reset after flooring.	8.00 HR @	51.54 =	412.32
13. Cleaning Technician - per hour - 2 cleaners x 1 trip to complete post construction final cleaning.	4.00 HR @	56.74 =	226.96
14. Additional driving charge - per kilometre	5,000.00 EA @	0.68 =	3,400.00

Office Area

Height: 8'

Missing Wall

13' 3" X 8'

Opens into RECEPTION

DESCRIPTION	QTY	UNIT PRICE	TOTAL
15. R&R T & G paneling - cedar paneling (unfinished)	274.50 SF @	8.07 =	2,215.22
16. Trim board - 1" x 4" - installed (cedar)	54.00 LF @	4.62 =	249.48
17. Stain & finish wood siding	274.50 SF @	2.39 =	656.06
18. Detach & Reset Exit sign - wired in	2.00 EA @	69.57 =	139.14



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CONTINUED - Office Area

DESCRIPTION	QTY	UNIT PRICE	TOTAL
19. R&R Vinyl plank flooring	492.63 SF @	8.04 =	3,960.74
20. Add for glued down vinyl plank appl. over wood substrate	492.63 SF @	4.70 =	2,315.36

Bank Area

Height: 8'

Subroom: Reception (1)

Height: 8'

Missing Wall - Goes to Floor	7' 11" X 6' 8"	Opens into BANK_AREA
Missing Wall	13' 3" X 8'	Opens into OFFICE_AREA
Missing Wall - Goes to Floor	5' 6" X 6' 8"	Opens into ENTRY_FOYER

DESCRIPTION	QTY	UNIT PRICE	TOTAL
21. Siding - 2x log - Cedar	320.00 SF @	11.01 =	3,523.20
22. Stain & finish wood siding	320.00 SF @	2.39 =	764.80
23. R&R Trim board - 1" x 4" - installed (cedar)	90.00 LF @	5.19 =	467.10
24. R&R Wood window - picture (fixed), 24-32 sf	1.00 EA @	1,348.64 =	1,348.64
25. Add. charge for a retrofit window, 12-23 sf - difficult	1.00 EA @	254.35 =	254.35
26. R&R Vinyl plank flooring	447.15 SF @	8.04 =	3,595.08
27. Add for glued down vinyl plank appl. over wood substrate	447.15 SF @	4.70 =	2,101.60

Back Room

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
28. R&R Stud wall - 2" x 4" - 12" oc - Adjustment and reframe wall that safe went through.	121.50 SF @	3.56 =	432.55
29. 1/2" drywall - hung, taped, floated, ready for paint	157.50 SF @	3.15 =	496.13
30. Wallpaper	157.50 SF @	2.82 =	444.15
31. Paneling	70.00 SF @	4.16 =	291.20
32. Baseboard - 2 1/4" hardwood	47.00 LF @	4.65 =	218.55
33. Mask and prep for paint - tape only (per LF)	47.00 LF @	0.63 =	29.61
34. Stain & finish baseboard	47.00 LF @	1.63 =	76.61
35. Trim board - 1" x 4" - installed (cedar)	17.00 LF @	4.62 =	78.54
36. Door jamb per LF - interior - hardwood - 4 9/16"	34.00 LF @	9.14 =	310.76



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CONTINUED - Back Room

DESCRIPTION	QTY	UNIT PRICE	TOTAL
37. Stain & finish door/window trim & jamb - Large (per side)	4.00 EA @	50.15 =	200.60
38. Detach & Reset Cabinetry - lower (base) units	3.00 LF @	84.28 =	252.84
39. Detach & Reset Cabinetry - upper (wall) units	3.00 LF @	72.08 =	216.24
40. Backsplash - flat laid plastic laminate - Detach & reset	3.00 LF @	4.83 =	14.49
41. Detach & Reset Kitchen Sink - single basin	1.00 EA @	156.55 =	156.55
42. R&R P-trap assembly - ABS (plastic)	1.00 EA @	74.84 =	74.84
43. Plumbing fixture supply line	2.00 EA @	21.11 =	42.22
44. Contents - move out then reset	1.00 EA @	75.64 =	75.64
45. Detach & Reset Mercury vapor security light	1.00 EA @	98.40 =	98.40
46. Remove Fire alarm - Horn/Bell	1.00 EA @	27.12 =	27.12
47. Install Fire alarm - Horn/Bell	1.00 EA @	139.15 =	139.15
48. R&R Vinyl plank flooring	105.00 SF @	8.04 =	844.20
49. Add for glued down vinyl plank appl. over wood substrate	105.00 SF @	4.70 =	493.50

Entry/Foyer

Height: 8'

Missing Wall - Goes to Floor

5' 6" X 6' 8"

Opens into RECEPTION

DESCRIPTION	QTY	UNIT PRICE	TOTAL
50. R&R Vinyl plank flooring	77.00 SF @	8.04 =	619.08
51. Add for glued down vinyl plank appl. over wood substrate	77.00 SF @	4.70 =	361.90

Exterior

DESCRIPTION	QTY	UNIT PRICE	TOTAL
52. Siding - 2x log - Cedar	15.00 SF @	11.01 =	165.15
- Remove and replace affected logs. Seal and paint entire front elevation.			
53. R&R Trim board - 1" x 4" - installed (cedar)	90.00 LF @	5.19 =	467.10
54. Seal & paint wood siding	391.00 SF @	2.04 =	797.64
55. Carpenter - General Framer - per hour	8.00 HR @	79.16 =	633.28
- 1 carpenter x 8 hours to reframe and replace required damaged window frame, and wall.			



Premier Fire and Flood Restoration Inc.

Premier Fire and Flood Restoration Inc.
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Office: 780-455-5881 Fax: 780-455-5884

Grand Total Areas:

2,389.17 SF Walls	1,185.46 SF Ceiling	3,574.62 SF Walls and Ceiling
1,185.46 SF Floor	131.72 SY Flooring	294.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	321.01 LF Ceil. Perimeter
1,185.46 Floor Area	1,263.21 Total Area	2,389.17 Interior Wall Area
1,279.50 Exterior Wall Area	142.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Premier Fire and Flood Restoration Inc.

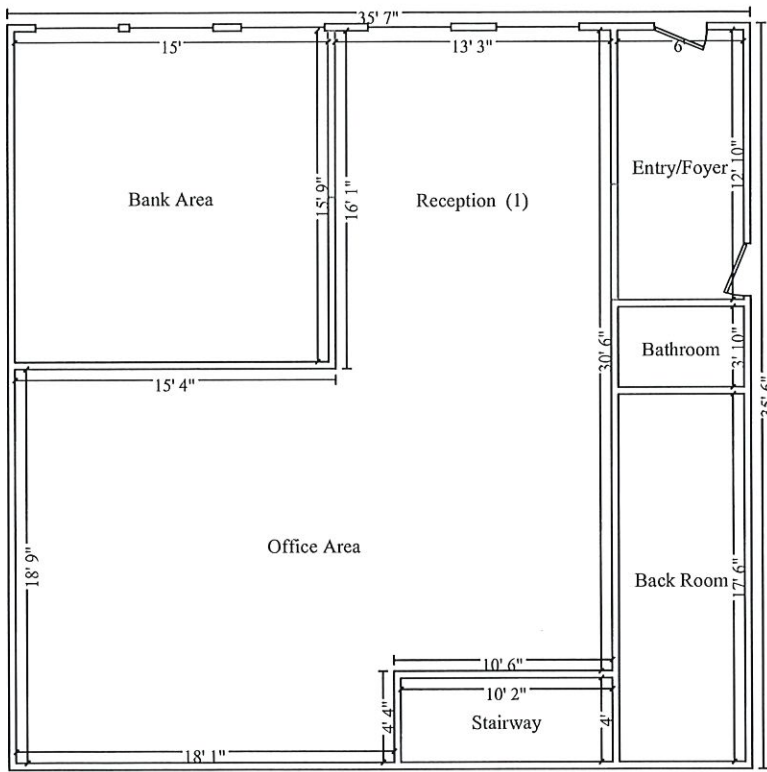
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Edmonton, AB T5L 4T4
Office: 780-455-5881 Fax: 780-455-5884

Summary for Dwelling

Line Item Total	40,827.97
Overhead	4,082.82
Profit	4,082.82
GST	2,449.73
	<hr/>
Replacement Cost Value	\$51,443.34
Net Claim	\$51,443.34
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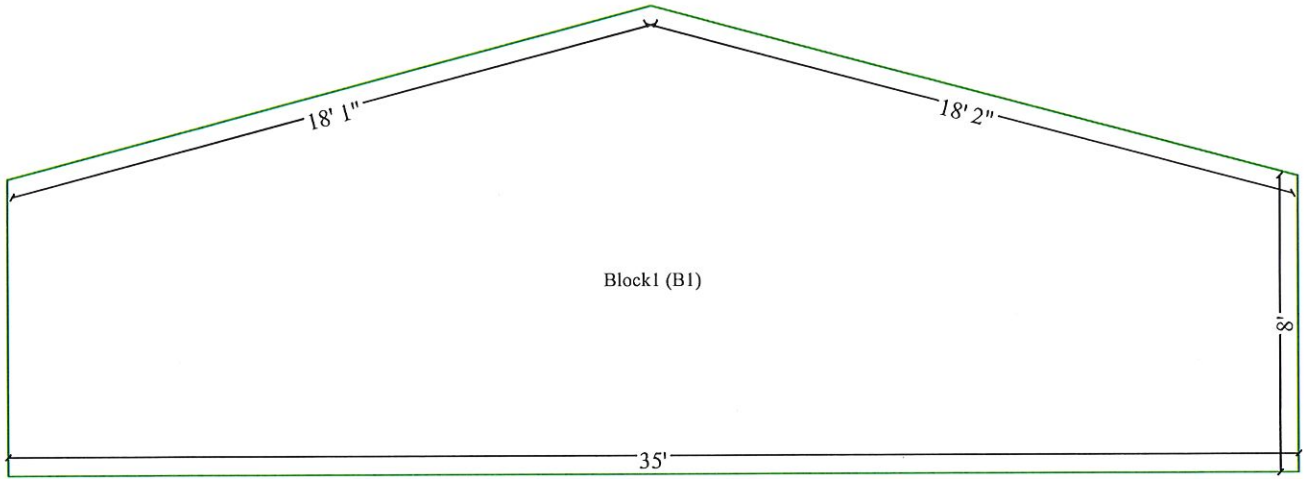
Cam Toma

Main Level



Main Level

Exterior



Exterior

Village Office Renovation Scope of Work

Interior Scope of Work

Carpentry of Bank area

- Install interior bank walls (framing) and insulate (sound barrier)
- Extend walls to roof line on existing bank wall and insulate.
- Installation of door to enter into the new bank area.

Carpentry of Village admin area

- Construct a "Pony wall" 8' high to separate admin area from lobby with rectangular 12" inserts (plexi- glass) across the top for extra lighting.
- Construct a "wicket window" to open and close access to the admin area that is lockable.
- Install security door to enter into the Village office area as a component of the wall.
- Install a new steel exit door on the east side of the Admin office.

Carpentry Kitchenette/Storage Area

- Reconstruct interior wall and add a barn door closure to basement.
- Install new access door to the bathroom.
- Install standard base cabinets in kitchenette area and shelves above plus installation of countertop (will have sink insert)

Plumbing/HVAC

- Bathroom reconfiguration (sink location)
- Removal of existing kitchenette area
- Plumbing to new kitchenette area
- Investigation of HVAC compatibility and floor plan as bank will be closed off from the main building.

Electrical

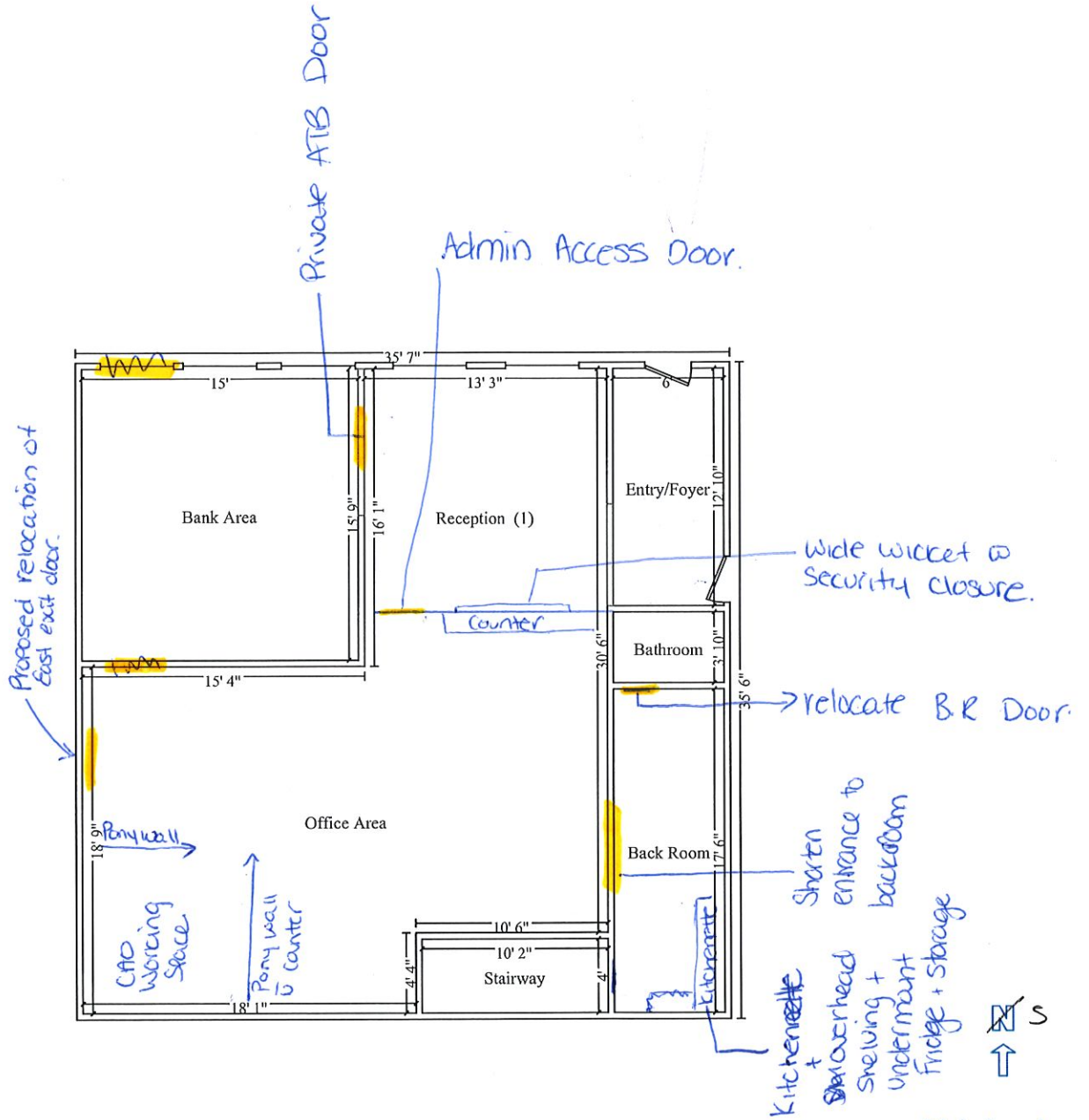
- Change electrical on floor in the admin area to exist in the walls.
- Move electrical in the old kitchenette to new kitchenette area.
- Repair electrical set up on interior wall to the kitchenette area.

Drywaller

- Will need to hire a drywaller and painter after all the carpentry/plumbing and electrical is completed.

Exterior Scope of Work

- Reduce the number of large windows, remove the upper windows, and install new windows on the south wall.
- Frame and insulate new exterior south facing wall.
- Reside the exterior of renovated building with vinyl siding.
- Handicap access ramp repair
- Removal of west steel door (frame, insulate, side)
- Stairs to new door on East wall



Main Level

Request for Decision (RFD)

Topic: Request for Support
Initiated by: Innisfree Prairie Bank of Commerce Historical Society
Attachments: June 16, 2023, Letter from Society
Financial Report – from the Society

Purpose(s):

1. To address the request from the Innisfree Prairie Bank of Commerce Historical Society for financial support over the next three years.

Background:

1. In June 2023, Clr. McMann submitted a letter requesting financial support for the Innisfree Prairie Bank of Commerce Historical Society. The request was not addressed after that date due to Administrative staff changes.
2. The Society paid for the natural gas and power costs up to the end of May 2023 totaling \$5,094.86
3. The Village funded the Museum municipal utilities; January to September 30 totaling \$1,201.40; the water is not metered at the building. Total annual municipal utilities funded are \$1,563.32.
4. The Village has funded the Natural Gas & Power fees since May, totaling \$579.50 for Gas and \$305.08 for a total of \$884.58.
5. In 2022 the Natural Gas Fees were \$4,071.74 and the power costs were \$1,680 for a total of \$5,751.74 plus Municipal Utilities of \$1,276.56 = \$7,028.30.

Key Issues/Concepts:

1. In April of 2023 the Federal Carbon Levy on Natural Gas increased from \$2.629/Gj to \$3.327/Gj; this will increase natural gas prices, excluding any natural gas price changes, by \$.698/Gj.
2. The Historical Society does not expect another Casino funding opportunity until 2026.
3. The utility costs from June 2023 to mid-2026 (x 3) are estimated at:
 - a. Municipal Utilities: \$1,565/annum x 3 = **\$4,690**
 - b. Natural Gas: Est. \$4,500/annum x 3 = **\$13,500**
 - c. Power: Est. at \$1,750/annum x 3 = **\$4,500.**
 - d. Per Annum Estimated Total: **\$ 7,815**
 - e. Per 3-Year Estimated Totals: **\$23,445**
4. The provided Financial Report demonstrates a deficit of (\$4,112.89,) date unknown.
5. The current financial capacity of the Society appears fairly poor.

Options:

1. That Council direct Administration to allocate the Prairie Bank of Commerce Museum Natural Gas and Power costs to cultural expenses in the Village General Ledger for the period June 2023 to June 2026. Furthermore, the Village continues to support the municipal utility costs for the Museum.
2. That Council direct Administration to allocate 50% of the Prairie Bank of Commerce Museum Natural Gas and Power costs to cultural expenses and invoice the Innisfree Prairie Bank of Commerce Historical Society for the remaining 50% for the period June 2023 to June 2026. Furthermore, the Village continues to support the municipal utility costs for the Museum.
3. As per Council direction.

Financial Implications

1. Per Option 1, the Village Ratepayers would fund the estimated annual costs of \$7,815 over three years for a total estimated cost of \$23,445.
2. Per Option 2, the Village Ratepayers would fund the estimated annual costs of \$3,907 over three years for a total estimated cost of \$11,722.

Relevant Policy/Legislation:

1. *Historical Resources Act*, c.H-9, RSA 2000
2. *MGA*, c.M-26, RSA 2000

Political/Public Implication(s): Unknown.

Recommendation:

As per Council direction.

Innisfree Prairie Bank of Commerce Historical Society

June 16, 2023

TO: Village of Innisfree Council

At the Annual Meeting of the Prairie Bank of Commerce Historical Society Meeting June 14, 2023, the financial affairs of the Society were discussed.

The Society has paid the Village \$5089.86 in Power and Natural Gas costs this year. The Society has a Canada Summer Jobs Student for the summer. We have dropped the hours for this student to help maintain our financial resources. We will also have to pay our student before the Canada Summer Jobs funds will be received.

We have relied upon our casino processes for many of our expenses, but we have been notified that our next casino proceeds will not be received until about August 2026.

With this information, we come to Village Council asking for consideration of forgiveness of some of our utility charges going forward or possibly a donation toward our Society to allow for continuing of our activities in the future.

Thank you for considering our request.

Yours sincerely,

The Innisfree Prairie Bank of Commerce Historical Society

Dev McManis

D McManis

Sec-Treasurer

Innisfree Prairie Bank of Commerce Historic Society

2023

unaudited

INCOME

Canada Summer Jobs	\$ 3,150.00
Donations	\$ 830.13
Innisfree Fair	\$ 200.00
Raffle Proceeds	\$ 2,976.00
Bake Sale & Canada Day Tea	\$ 151.00
Labour Day Breakfast	\$ 827.60
TOTAL	\$ 8,134.73

EXPENSES

Canada Summer Job Student	\$ 3,166.69
Rev. Canada	\$ 376.63
Raffle Winner	\$ 1,488.00
Breakfast Expenses	\$ 300.28
Boiler & Lift Registration	\$ 787.10
Tourism Membership	\$ 150.00
Cleaning	\$ 120.00
Repairs	\$ 368.73
Raffle Expenses	\$ 195.83
Printed Cheques	\$ 199.50
Utilities	\$ 5,094.86
TOTAL	\$ 12,247.62

The last casino was in 2022, therefore we expect the next will be 2026.

Bank Balances as of Oct 1, 2023 / Sept 30, 2023

Casino \$ 13,447.76
General \$ 10,331.74

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: October 04, 2023 (6:30 – 8:30)

Attendees: Kristina Brummer, Gayle Foyster, Jennifer Johnson, Holly Cependa, Debbie McMann, Doris Christensen, Dale Cates, Yvonne Parasynchuk

Discussion:

- 382 patrons, 106 website views, 342 Wi-Fi connections
- Commercial sized popcorn machine was purchased by Joan Anderson and Genevive Weder, Mannville Minor Hockey donated \$450.00 to the VILB
- All old computers are at NLLS and being wiped, the laptop is done and should be here next week, the other should be completed in about 2 weeks' time; 5 applications were submitted for the old computers and 3 applicants were chosen.
- Had 5 kids attend the early literacy program; theme was farm animals this month's id Jack-O-Lanterns to be held on October 26th
- Gayle will be discussing with Marilyn about a pay raise as well as changing the hours the library is open and if it is doable
- Moved suggestions for the Holiday in the Hallways until the November meeting
- Talked about the Giving tree and who to give to this year and will be decided at the November meeting
- Proposal was given to replace the 2 staff chairs and the 4 computer task chairs; it was made in to a motion and passed
- Women in Business took place to welcome program members took place on September 26th and had 3 members attend. At the event questionnaires were handed out to canvas members for what they would like to see. October Innisfree Informer article was submitted, and Shannon Tarapaski was showcased. What is being worked on is sending out a digital version of questionnaire for new members; next WIB meeting is on October 11 at 7pm; subsequent meetings will be the 2nd Wednesday of each month, creating a member database to assist members, building on a resource library.
- Gayle was asking if, and when, the hospital bed is going to be removed; she stated she would like to see it gone.

Submitted by: Jennifer Johnson

Village of Innisfree
Interim CAO Monthly Report

To: Council
From: Thelma Rogers
Re: September 20 – October 17, 2023, activities/highlights

Administration

- On Friday, September 29, the CAO Email was affected by a scammer; the CAO was unable to send any email and received hundreds of “Undeliverable” messages. VM Systems accessed the computer Tuesday, Oct.3rd and advised that the computer was virus free & that a scammer had simply accessed the email and scammed the Microsoft 352 account. VM finally sent out an IT Tech on Wednesday & were able to disable the scammer and reset the CAO email. VM also provided several recommendations for going forward that Administration is researching and will provide Council updates.
- Innisfree Delnorte School – Water meter – it was determined that a 1” water meter would not work; that the site would require a 2” water meter due to the toilet setup. McKay Waterworks advised a 2” water meter was \$2,001. Buffalo Trails School Division has advised that, as they would benefit from accurate readings, that the Division would pay 50% of the costs to change out the meter.
- ACE Regional Water Corporation - Alberta Community Partnership (ACP) Grant - Regional Water Services Reservoir Infrastructure Assessment – submitted the application on October 2nd.
- Trees Canada Grant update – Contacted the Executive Advisor and he advised that the program, operates with corporate and private donations, and had ran out of funds last year. The Village’s approved application will go onto the 2023-2024 projects as approved.

Bylaw

- Since the last report to Council, Unsightly Premises Bylaw enforcement has been enacted for 6 properties with 1 property being issued the 48 hours’ extension with a Bylaw Fine.
- Contacted Lloydminster SPCA (now known as Border Paws Animal Shelter) regarding the process for captured felines. Previously, before Border Paws took over the Lloydminster SPCA, the Village had a contract for the acceptance of stray animals from the Village at no cost. Border Paws is not currently offering contracts. Their rates per animal intake is \$250/animal. This allows them to provide a wellness check, any medical treatment required, all vaccinations, and the spaying/neutering of said animal prior to being adopted out.

Development

- Multiple Innisfree properties have exchanged hands in the past 6 weeks; the “Welcome to Innisfree” and the “Development/Building Information” brochures have been very welcomed.
- ATB Financial has proposed some new signage to promote the presence of the Agency on the doors and the exterior of the Village Office. Administration reviewed the exterior signage and advised ATB Financial that the signage proposed was far too large (5’11” x 4’.) Additional discussion was held with the ATB Development Coordinator, and she indicated that she would seek a reduced sign of 2.5” x 2” approximately. The Development application, Land Use Bylaw and fees were provided.
****Administration recommends that the Village consider the placement of the Village Logo on the Village Office to demonstrate clearly that the Village Office was also in this location.***

Financial

- The Alberta Municipalities’ business “Arm”, Alberta Municipal Service Corporation (AMSC,) offer many programs to municipalities. Per Council direction, the High Interest Savings Account has been accessed and is the process of being developed. Administration requested a six-month comparison of the HISA interest earnings compared to the current investment situation; there is an approximate 30% gain on earnings via the HISA. Grants and Reserves will be dedicated to separate investment accounts to enable the tracking and reporting of the interest earnings on the grants.

Human Resources

- The final report was set for the Canada Summer Job Grant program for the two Summer Students the Village employed; The CSJ Program has confirmed a refund of \$4,200.

Public Works

- Continuing to seek a solid waste company’s disposal of the wrecked Village safe!
- Innisfree Delnorte began the woodworking and small engines repair class at the PW Shop on October 4th.
- Sign Contractor E. Kostynuk noticed the east-facing sign/logo on the Public Works Shop was deteriorated; he advised it was under warranty. After discussion, updating the existing signage on the shop could be completed at the same time. The cost was estimated at \$300 for the north-facing signage. The new logo was sent to Mr. Kostynuk for the development of the new signage.

Other

- Sidewalks Canada MOU for October 2023 work has been signed in the amount of \$15,000. The plan is to remediate unlevel sidewalks starting in the Business district and radiating out from there. (Sidewalks remediation have been approved under Project Approval# GTF-1187, up to \$217,650.) Work will begin the week of October 23rd.
- Bar Engineering – contracted Administration regarding the North Water Looping Project. The plan is proposing to push the waterline across the tracks to avoid open trenching. The geological test performed in the spring/summer were completed outside of the CN Rail setbacks; on one side the soil showed a one metre width seam of clay; the other side showed sand; which cannot be utilized to push waterline through due to the ‘settling” effect of sand. Engineer Kelly advised that they were attempting to get approval to test within the railroad parameters but were having trouble making contact. Bar Engineering recommended and Administration approved the re-testing of the lands close to the rail line.
- Liberty Security – Birch Lake Park Campground concession video had not saved any videos at the Park since September 25th. Between the 2023 Campground Manager and Interim CAO T. Rogers, the cameras were adjusted, with Liberty Security guidance. A discussion was also held on why the Village did not receive any notifications regarding the outage of the boiler in the spring, that resulted in over \$7,000 in damages. An onsite review of the 2022 placement of the cold temperature sensor, demonstrated that the Liberty Security technician located it at the top of the wall; the worst position for it to be in. The sensor was relocated; passwords and access to all park-related security points were changed for Administration, Public Works’, and Birch Lake Manager individual accesses. Liberty Security advised the cold temperature sensors have a permanent, long-term battery; for greater insurance, and at no cost to the Village, Liberty is sending out 2 more back-up temperature monitors to be installed, as well.

Upcoming:

Oct. 20th – Crossroads Economic Development Committee Meeting

Oct.31st – Hallowe'en

Nov.21st – Regular Council Meeting

Nov.23rd – Innisfree Prairie Bank of Commerce Historical Society Meeting

Dec. 4th – Interim CAO & Interim Administrative Assistant change roles!

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. Completed.
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. The Village will be readdressing this during the remediation of the building.
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. Requests for Demolition Services to be sent out. Commercial Building Inspector to be contacted. Contents to be photographed & offered for sale
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; <i>Put on hold until Building remediation is completed.</i>
2023-01-23 2023-04-18	Send in grant application for free trees with desired trees and locations	Admin	Done. Received phone call that we have been approved. Company ran out of funding to complete 2023 plantings.

SCHEDULE “A”
Council Minutes Action List

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. Project#1 amended & was addressed Aug.15. See CAO Report
2023-03-21	Disposal of hospital bed and items in PW mezzanine	Admin and Public Works	Bed to be recycled for metal recovery.
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.
2023-05-16	Fix corner of Admin building where siding is coming off.	Administration & Public Works	To be addressed during Building remediation
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	<i>The culverts we have are not the correct size. Contacted the County for purchasing contact. Aug.15/23-Council directed CAO to secure correct sized culverts from Vendors & proceed with project. Size of culverts to be determined.</i>
2023-06-20/07	Library Board Members’ Terms of Appointment recorded.	Administration	Completed
2023-06-20/12	HISTORICAL SOCIETY REQUEST	Administration	Request from the Museum for forgiveness of Power & Natural Gas Costs; See New Business on Agenda.
2023-08-15-09	Policy 3200-03 – PW-TCD to be updated with Motion#, copies to all staff & Council; scanned & placed on website. New Handicapped parking sign required front of Museum.	Administration Public Works	Policy Completed New Handicapped Parking sign received. Sign installed.

SCHEDULE “A”
Council Minutes Action List

2023-08-15/10	TODS Sign for Museum to be applied for from Alberta Transportation	Administration	To be completed.
2023-08-15/17	Notify AB Municipalities’ Insurance Adjuster acceptance of office reparation	Administration	Insurance coverage options changing
2023-08-15/18	Contact Team Auctions re: sale of Tax Recovery properties: Plan 4175R; Block 6; Lot 12 and Plan 4175R; Block 8, Lot 14.	Administration	See In Camera Session on Agenda; tender docs for properties.
2023-08-15/19	Change WTP Road Access Gate with two 10-foot gates.	Administration Public Works	Gates received; awaiting contractor to drive posts in ground.
2023-09-19/04	Rescinding Bylaw (1911-2004) 688-23 –Sign & Seal 1 st Reading. Promote Public Hearing	Administration	Bylaw Signed & Sealed. Advertising set up on Website/FB & in Informer
2023-09-19/05-06	Civic Addressing Bylaw 689-23 Received 2 nd Reading- Sign & Seal Second Reading & Promote on Website, FB & Informer	Administration	Publicized in 3 locations; recorded on Oct.17, 2023 Agenda.
2023-09-19/07	Tangible Capital Asset Policy 1300-03; update Resolution Number; print copies for Council & Staff, update website & Policy Book List of Contents	Administration	Copies provided to all parties and added to the Village Policy Handbook; and advertised x 3.
2023-09-19/08	Asset Retirement Obligation Policy 1300-07; update Resolution Number; print copies for Council & Staff, update website & Policy Book List of Contents	Administration	Copies provided to all parties and added to the Village Policy Handbook; and advertised x 3.
2023-09-19/09	Assessment Management Policy 1300-08; update Resolution Number; print copies for Council & Staff, update website & Policy Book List of Contents	Administration	Copies provided to all parties and added to the Village Policy Handbook; and advertised x 3.
2023-09-19/10-13	Revised Master Rates Bylaw 690-23; to be signed & sealed; update Bylaw Resolution	Administration	Copies provided to all parties and was added to the Village

SCHEDULE “A”
Council Minutes Action List

	Index; scan copy of signed Bylaw & save; update website and provide copy to Council’s		Bylaw Index and advertised x 3.
2023-09-19/14	ATCO Electric Franchise Fee at remain 5.0%; Email JM.Ares@atco.com	Administration	Sent email to ATCO Electric
2023-09-19/15	ATCO Natural Gas Franchise Fee remain at 25%; Email: Blair.Bishop@atco.com	Administration	Sent email to ATCO Electric
2023-09-19/16	Donation to Innisfree Bank of Commerce Historical Society. Complete Donation Paperwork & send to Museum	Administration	Completed on Sept.21/23
2023-09-19/17	Loss of Business Request – send letter to Business Owner per Council motion	Administration	Completed on Sept.21/23
2023-09-20/18	Water Meter Installation Project – Create Publication document to promote the project	Administration	Created & publicized x 3; Innisfree Informer; Website & FB
2023-09-19/22	Minburn Christmas Market & Family Party - donate one weekend of camping at the Birch Lake Campground - letter & Certificate	Administration	Completed Sep.21/23
2023-09-19/23	Innisfree Delnorte School – Donate \$100 towards Awards Night	Administration	Sent end of September

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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 2022 Operating Budget 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.

SCHEDULE "B"

Municipal Grants Report

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-advertised for exterior and plumbing.
<i>Motion: 2022-09-27/23 For Electrical and Flooring contractors</i>					
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.	
<i>Motion # 2022-04-19/33 and # 2022-02-15/06</i>					

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1187	Sidewalk Replacement and Rehabilitation	\$217,650			Partial (\$50,000) will be used under 54 Street and 51 Ave complete upgrades. Large portion for 48 Ave Work to begin week of Oct. 23rd
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			Partial will be used under 54 Street and 51 Ave complete upgrade for the manhole on 51 Avenue
CCBF-2036 <i>Motion: 2022-07-20/07</i>	Water Meter Rehabilitation Project	\$47,000		Ongoing.	Meters were ordered through McKay Water Works. Meters arrived in March as well as computer. Water Meter Rehab Project was not eligible under MSP. Amendment to apply for funding under CCBF-2036 was approved. Installations proceeding
CCBF-2303	54 Street and 51 Ave complete upgrade (Water looping & road)	\$800,000 total \$400,000 from CCBF			Approved.

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			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. 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 camera. However the septic contents have not been removed.
	Outhouse Rehabilitation	\$16,000			

SCHEDULE "B"

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
2023 Operating Budget (pending Council approval)	2023 Asphalt Patching Repairs	\$10,000			<p>The outhouses were hydro-vacced; culverts were rusted and bottoms were 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</p> <p>NEW—will apply for grant funding but cannot be guaranteed</p>

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.

For Period Ending Sept.30, 2023

As per Books					
	General Operating	Tax Recovery Account (2009)	Tax Recovery Account (2022)	Municipal Grants	Capital Reserves
Previous Month Balance	199,939.83	506.53	-	902,008.86	215,851.51
Deposits	166,487.95		1,500.00		
Deposits in Transit	2,936.09				
Interest Received	1,090.59	2.25		4,003.44	958.03
Sub-Total	370,454.46	508.78	1,500.00	906,012.30	216,809.54
Less Disbursements (A/P & P/R)	58,678.70				
ATB Monthly Fees	30.76				
ASFF quarterly	9,405.44				
TD Bank Monthly EFT Fee	25.00				
RBC Monthly EFT Fee	33.15				
Interac CC Fees	1.09				
Moneris machine fees	32.20				
Mastercard CC Fees	39.69				
WCB	357.02				
MCAP Mortgage Bank Fee	15.00				
Transfer to Tax Recovery	1,500.00				
Sub-Total A/P	70,118.05	-	-	-	-
Month End Balance	300,336.41	508.78	1,500.00	906,012.30	216,809.54

As Per Bank

	General	Tax Recovery Account (2009)	Tax Recovery Account (2022)	Municipal Grants	Capital Reserves
Month End Balance	312,019.20	508.78	1,500.00	906,012.30	216,809.54
Deposit in Transit	2,936.09				
Sub-Total	314,955.29	508.78	1,500.00	906,012.30	216,809.54
Less Outstanding Cheques	14,618.88			-	-
Month End Balance	300,336.41	508.78	1,500.00	906,012.30	216,809.54

Outstanding Cheques

Chq #	Amount	Chq#	Amount	Chq#	Amount
145	323.75				
350	1,000.13				
407	4,821.60				
415	62.96				
432	167.50				
434	1,990.63				
435	145.00				
436	275.00				
437	1,525.53				
438	1,221.26				
433	3,085.52				
				Total O/S Chqs.	14,618.88

DEPARTMENT	2023 Revenue Budget	2023 YTD Revenues	2023 Expenditures Budget	2023 YTD Expenditures	2023 YTD Surplus/ Deficit
Legislative	-	-	15,800	10,833	- 10,833
General Legislative	282,290	291,752	6,500	9,196	282,556
Requisitions	41,610	41,570	41,610	32,114	9,456
General Administration	112,225	87,376	-	-	87,376
Administration	86,962	84,779	235,800	188,979	- 104,200
Federal Fines	100	122	-	-	122
Fire Services	6,000	-	7,005	6,962	- 6,962
Emergency Dept.	-	-	8,250	7,050	- 7,050
Bylaw Enforcement	1,865	2,695	14,000	4,945	- 2,250
Public Works	42,443	2,026	193,880	154,912	- 152,886
Stormwater Dept.	5,012	3,425	7,000	2,515	910
Water Dept.	139,233	130,755	213,354	147,301	- 16,546
Sanitary Sewer Dept.	75,500	24,624	66,225	19,525	5,099
Solid Waste Dept.	73,034	48,110	86,300	27,524	20,586
Social Services	-	-	1,840	1,901	- 1,901
Land Dept.	30,000	-	-	-	-
Planning Dept.	150	75	32,000	-	75
Recreation Dept.	49,300	23,453	68,600	49,653	- 26,200
Cultural Dept.	-	5,642	14,418	7,928	- 2,286
TOTALS:	945,724	746,404	996,782	660,505	85,899

Roads:	N/A
Parks:	Removed blue garbage bin from Birch Lake campground and placed it at the Curling Club. All parks equipment, excluding golf cart, have been secured at the PW Shop.
Environmental Services: (Water, Sanitary Sewer, Stormwater)	Coordinated with Top Gun Pipe Inspections Services to flush sewer lines, storm culverts and lift stations. Sewer main line at the bottom of the sanitary manhole, just north of the tracks needs repair (Hole in the channel needs new cement.) Awaiting confirmation on time from Top Gun to do the repair. Storm culverts at 52 Street and 49 Avenue have separated and are causing flooding of sidewalks during heavy rains; need replacing. Called out for storm grate that fell into the storm pit. Lifted out and reset it in place. Called out for sewer backup. Lifted manhole covers and everything was clear. Called a contractor to come out to come and scope it out the next day. Issue was discovered to be on the resident's property. Issues with low chlorine levels during testing; did extra checks to monitor levels. ACE was aware and said the chlorine levels coming down the line were higher; levels increased by Oct 4th. NOTED: Remediation/replacement of storm culverts are required; 2024 Budget item for consideration
Other:	Winterized lawn mowers and placed in storage. New Holland Tractor was taken to ice rink for winter; Innisfree Agricultural Society notified. Loader was returned but it had a large oil leak and one battery was dead. Studebakers fixed oil leak and the battery was replaced. Cleaned Public Works shop to make room & dedicate an area for Innisfree Delnorte students to start their woodworking classes. Addressed several requests for access to the burn pit at the Innisfree Transfer Site.

MOTION #	TITLE	DEPARTMENT	Details:
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	<i>The culverts we have, are not the correct size. Contacted the County for purchasing contact. Aug.15/23- Council directed CAO to secure correct sized culverts from Vendors & proceed with project. Park Manager to provide dimensions. Not Completed</i>
2023-08-15/19	Change out WTP Road Access Gate with two 10-foot gates.	Administration & Public Works	Gates received; awaiting contractor to drive posts in ground.

Submitted by: Wayne Mackay
Public Works Foreman



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: Oct 12, 2023

Call Summary

Call Type	Date	Details
Gas Leak	Oct 5	4705 53 Street. No lead detected shut off gas and advised owner to wait for ATCO.

Other

Kindergarten visit to Fire Hall Oct 12.

Still short of paid on call firefighters. Any recruitment assistance would be appreciated.

Attachments:



County of Minburn No. 27

2023 Regional Fire

Financial Report for the Quarter Ending September 30/2023

	2023 Budget	Q3 2023 YTD	% Budget Used
REGIONAL FIRE PROTECTIVE SERVICES-REVENUES			
SALE OF FIXED ASSETS	-	(20,000)	100%
INDUSTRY GRANTS	(49,923)	(7,500)	15%
TRANSFER FROM OTHER LOCAL GOVT'S	(22,000)	(17,500)	80%
TRANSFER FROM PROVINCIAL GOVT'S	(87,100)	-	0%
TRANSFER FROM RESERVES	(218,671)	-	0%
FIRE CALL OUTS	(80,000)	(382,136)	478%
TOTAL: FIRE SERVICES - REVENUE	\$ (457,694)	\$ (427,136)	93%
REGIONAL FIRE PROTECTIVE SERVICES-EXPENDITURES			
SALARIES & BENEFITS	164,022	76,082	46%
TRAINING	22,000	9,182	42%
ADMINISTRATIVE	26,000	23,322	90%
INSURANCE	15,000	13,636	91%
SERVICE CONTRACTS	15,000	4,329	29%
FUEL & VEHICLE REPAIRS & MAINT	40,000	35,433	89%
GOODS/COMMODITIES PURCHASED	81,000	42,107	52%
TRANSFER TO RESERVE	190,000	-	0%
FIRE FIGHTER WAGES	73,000	131,914	181%
TELEPHONES	1,900	1,349	71%
FIRE HALL REPAIR & MAINTENANCE	7,000	35	0%
FIRE HALL UTILITIES	11,000	6,612	60%
TOTAL: FIRE SERVICES EXPENDITURES	\$ 645,922	\$ 344,000	53%
REGIONAL FIRE PROTECTIVE SERVICES-CAPITAL (See Below)			
CAPITAL EXPENDITURES FOR PROJECTS	263,593	238,073	90%
TOTAL: FIRE CAPITAL EXPENDITURES	\$ 263,593	\$ 238,073	90%

Decision Papers - Capital

Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Mannville & Innisfree Fire Hall Repairs						\$ 20,000	\$ -	Project has been awarded; may carry over into 2024
SCBA Purchase						\$ 212,593	\$ 211,133	Equipment purchased and in use
DJI M30T Drone Purchase						\$ 20,000	\$ 18,695	Equipment purchased and in use
Unit #912 Portable Tank						\$ 11,000	\$ 8,245	Equipment purchased and in use

Council Meeting – October 17, 2023, List of Correspondence

County of Minburn 2023 Mannville Waste Transfer Station Financial Report – September 30, 2023

Received financial report from the County of Minburn regarding the Waste Transfer Station quarter ending September 30, 2023.

TC Energy – October 3, 2023

Attention: CAO, Village of Innisfree Council or Executive Assistant

Letters containing important safety information for pipelines in the Villages' jurisdiction.

UFA – October 11, 2023

Received information regarding the upgrades to the card lock card readers at UFA Petroleum Agencies.

Magazines

Award - September 2023 Issue

Alberta Heavy – Quarter 3, 2023

Brochures:

Conx Wireless – Assest Management for Government

- c. Public Works Foreman Report – October 17, 2023 ✓
- d. Regional Fire Chief Reports – October 17, 2023 ✓

11. Correspondence

- a. List of correspondence attached. ✓

11. Closed Session

- a. **Land Bids** – FOIPP, s. 16 & 29
 - Section 16 – Disclosure Harmful to business interests of a third party
 - Section 29 – Information that is or will be available to the public.

12. Adjournment