



Village of Innisfree
Public Hearing & Regular Council Meeting
November 21, 2023 @ 5:00 p.m.
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. Delegation – None
4. Adoption of Minutes - Nov.21, 2023 Regular Meeting Minutes
5. Business Arising from the Minutes – Regular Council Meeting
6. Policies & Bylaws
7. New Business
 - a. Signing Authorities - RFD
 - b. Office Hours Amendment – RFD
 - c. Mannville Landfill Reclamation Project – Shared Costs - RFD
 - d. 2023 Write-offs – Accounts Receivable - RFD
 - e. 2022 Tax Write-offs – RFD
 - f. MD Foundation – Lodge Re-Development Proposal – RFD
 - g.
8. Councillor Reports
 - a. Northern Lights Library System – Nov.24 – Clr. J. Johnson
9. Administration Reports
 - a. Reports:
 - i. Interim CAO Report – Period Ending December 12, 2023
 - ii. Interim CAO – Council Action List
 - iii. Interim CAO Municipal Grants Report
 - b. Financials:
 - i. Monthly Bank Reconciliation Statement – Period Ending November 30, 2023
 - ii. Revenue & Expense – Period Ending November 30, 2023
 - c. Public Works Foreman Report – December 12, 2023

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 21, 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, November 21, 2023.

CALL TO ORDER

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

PRESENT

Attendance in-person

Mayor Even Raycraft
Councillor Jennifer Johnson
Councillor Deborah McMann

Thelma Rogers, Interim Chief Administrative Officer

*APPROVAL OF
AGENDA*

2023-11-01

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

Add: 10.d. Christmas Greetings on Country 106.9

CARRIED.

*DELEGATION:
INNISFREE ENERGY
PARK*

Mr. P. Chesterson addressed Council regarding ideas on developments on the Village-owned lands near Birch Lake Park.

Mr. P. Chesterton departed at 5:21 PM.

*APPROVAL OF
OCTOBER 17, 2023,
ORGANIZATIONAL
MINUTES*

2023-11-02

Moved by Mayor E. Raycraft that the October 17th, 2023, Organizational Council Meeting minutes be approved as presented.

CARRIED.

*APPROVAL OF
OCTOBER 17, 2023
REGULAR MINUTES*

2023-11-03

Moved by Clr. J. Johnson that the October 17th, 2023, Regular Council Meeting minutes be approved with the following amendment:

Attendance in-person: change "Even" to "Evan."

CARRIED.

*RESIDENTIAL IN-FILL
TAX INCENTIVE
POLICY 3900-02*

2023-11-04

That Council approves Residential In-Fill Incentive Policy 6900-02 with amendments.

CARRIED.

*2024 GO-EAST
MEMBERSHIP &
ADVERTISING*

2023-11-05

Moved by Clr. J. Johnson that Council endorses the renewal of the GoEast of Edmonton Tourism membership for 2024 at a cost of \$200 and advertising at \$425.00.

CARRIED.

*MANAGED IT
SERVICES*

2023-11-06

Moved by Clr. D. McMann that Council accepts the Administration Report on securing IT Security Services for the Village.

CARRIED.

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 21, 2023

*TAX FORFEITURE
 PROPERTIES FOR
 SALE*
 2023-11-07

Moved by Clr. J. Johnson that Council direct Administration to publicly advertise the following properties for sale:

- a. Lot 1, Block 19, Plan 3340HW
- b. Lot West PT 38, Block 1, Plan 4175R & Lot East PT 38, Block 1, Plan 4175R (recommending it as 1 parcel with allowance to re-consolidate all of Lot 38.)

Furthermore, that Council direct Administration to advertise the requirement of a Re-Development Caveat, for all properties. CARRIED.

*2022 TAX SALE &
 PUBLIC AUCTION*
 2023-11-08

Moved by Mayor E. Raycraft that the Council of the Village of Innisfree, having considered the report of the Chief Administrative Officer regarding unpaid tax arrears, hereby approves proceeding with the Tax Sale pursuant to the provisions of the *Municipal Government Act* for the following properties subject to the conditions described below:

| LINC Number | Legal Description | Title Number | Reserve Bid |
|-------------------------|-------------------|----------------|-------------|
| 0023617988 | SW11-51-11-W4M | 082 468 901 | \$2,500 |
| 0018368266 / 0018368274 | 4175R; 6; 4-6 | 992 155 299 | \$15,000 |
| 0026518663 | 8621236; 22; 2 | 952 260 994 +2 | \$ 8,000 |
| 0010902500 | 8621236; 22; 3 | 902 047 092 +1 | \$ 5,000 |

- a. The Tax Sale shall proceed by auction at the Village of Innisfree Office, 5116 – 50 Ave, Innisfree, Alberta on January 25, 2024, at 5:00 PM.
- b. The properties shall be offered for sale on an "as is, where is" basis and the Village of Innisfree makes no representation and gives no warranty whatsoever including as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence, or presence of environmental contamination, or the developability of the subject land for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Village of Innisfree. CARRIED

*WRITE-OFF TAX
 ARREARS*
 2023-11-09

Moved by Clr. D. McMann that Council approve the Write Off of Taxes on Tax Roll 1510 in the amount of \$10,285.26 and Tax Roll 1980 in the amount of \$10,549.90. CARRIED.

*VILLAGE PROPERTY
 SALE SCHEDULE*
 2023-11-10

Moved by Mayor E. Raycraft that Council endorses the Village Property Sale Schedule as amended. CARRIED.

*DECEMBER
 MEETING DATE*
 2023-11-11

Moved by Clr. J. Johnson that Council endorses the recommendation to reschedule the December Regular Council meeting from December 19th to December 12th, 2023. CARRIED

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 21, 2023

*2023 CHRISTMAS
TREE LIGHTING
2023-11-12*

Moved by Clr. J. Johnson that Council schedules the 2023 Christmas Light up for Friday, December 15, 2023, at 6 PM. CARRIED.

*DONATIONS TO
INNISFREE PRAIRIE
BANK OF
COMMERCE
HISTORICAL SOCIETY
2023-11-13*

Moved by Mayor E. Raycraft that Council approves the donation of the listed documents to the Innisfree Prairie Bank of Commerce Historical Society. CARRIED.

*2024 INTERIM
OPERATING BUDGET
2023-11-14*

Moved by Clr. D. McMann, that pursuant to Section 242 of the *Municipal Government Act*, Council endorses the 2024 Interim Operating Budget, with revenues of \$920,839 and Expenditures of \$852,936. CARRIED.

*2024 VILLAGE OF
INNISFREE PUBLIC
LIBRARY BUDGET
2023-11-15*

Moved by Mayor E. Raycraft that Council endorses the proposed Village of Innisfree Library 2024 Operating Budget with revenues estimated at \$55,254 and expenses estimated at \$57,500. CARRIED.

*MASTER RATES
BYLAW -691-23 1ST
READING
2023-11-16*

Moved by Mayor E. Raycraft that Master Rates Bylaw 691-23 receive FIRST Reading. CARRIED.

*MASTER RATES
BYLAW -691-23 2ND
READING
2023-11-17*

Moved by Clr. J. Johnson that Master Rates Bylaw 691-23 receive SECOND Reading. CARRIED.

*MASTER RATES
BYLAW - 691-23
AUTHORIZATION
FOR 3RD & FINAL
READING
2023-11-18*

Moved by Clr. J. Johnson that Master Rates Bylaw 691-23 proceeds to THIRD and FINAL Reading. CARRIED UNANIMOUSLY.

*MASTER RATES
BYLAW -691-23 3RD &
FINAL READING
2023-11-19*

Moved by Clr. J. Johnson that Master Rates Bylaw 691-23 receive THIRD and FINAL Reading. CARRIED.

*COUNCIL REPORTS
2023-11-20*

Moved by Mayor E. Raycraft that the items listed under Councillor Reports be accepted as presented. CARRIED.

*ADMINISTRATION
REPORTS
2023-11-21*

Moved by Clr. J. Johnson that the items listed under Administration Reports be approved as presented. CARRIED.

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of November 21, 2023**

*CORRESPONDENCE
TCYHA 2024
CONTRIBUTION
2023-11-22* Moved by Clr. D. McMann that Council approves the 2024 contribution of \$39.27 to the Trans Canada Yellowhead Highway Association. CARRIED.

*TOWN OF
VERMILION –
REGIONALIZATION
OF AIRPORT
2023-11-23* Moved by Mayor E. Raycraft that the Village of Innisfree supports the Town of Vermilion project, in principle, to regionalize the Vermilion Airport as it would play a pivotal role in shaping the future and foster development in region’s various sectors. CARRIED.

*CORRESPONDENCE
2023-11-24* Moved by Clr. D. McMann that the remaining items listed under Correspondence be received as information. CARRIED.

*EXTENSION OF
COUNCIL MEETING
2023-11-25* Moved by Mayor E. Raycraft to continue the Council meeting past 8:00 PM. CARRIED.

*CLOSED SESSION
ATTENDANCE
2023-11-26* Mayor E. Raycraft
Councillor J. Johnson
Councillor D. McMann

Thelma Rogers, Interim Chief Administrative Officer

*ENTERING CLOSED
SESSION
2023-11-27* Moved by Clr. J. Johnson that the meeting enters a Closed Session at 7:49 PM to discuss Labour per FOIP Section(s) 17 & 40. CARRIED.

*EXIT CLOSED
SESSION
2023-11-28* Moved by Clr. D. McMann, that the meeting exits the Closed Session at 8:44 PM. CARRIED.

*2023 HONORARIUM
2023-11-29* Moved by Mayor E. Raycraft that Council approves a \$1,000 Honorarium to Interim CAO T. Rogers for 2023 services. CARRIED.

*LAPP
ENROLLMENT
2023-11-30* Moved by Clr. J. Johnson that Council directs Administration to seek enrollment with the Local Authorities Pension Plan for the Chief Administration Position. CARRIED.

ADJOURNMENT Mayor E. Raycraft adjourned the meeting at 8:45 PM.



T. Rogers, Interim CAO

E. Raycraft, Mayor

Request for Decision (RFD)

Topic: Signing Authorities Appointment

Initiated by: Administration

Attachments: None

Purpose(s):

1. To remove Ms. B. Magosse as a signing authority for all financial instruments', effective Dec.12, 2023 and approve Ms. T. Rogers, Interim Chief Administrative Officer, and Ms. K. Paranych, Administrative Assistant, as Appointed signing authorities for the Village of Innisfree financial instruments.

Background:

1. With the upcoming resignation date of December 31, 2023, of Ms. B. Magosse, the Village must amend the signing authorities of the Village in order to continue business.

Key Issues/Concepts:

1. Council received a resignation from Ms. B. Magosse, that is effective Dec. 31, 2023.
2. As Council has not scheduled another Regular Meeting until January 2024, the signing authorities should be addressed in this meeting.
3. Council hired Ms. K. Paranych as Administrative Assistant, effective December 1, 2023.

Options:

1. That pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Even Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Interim Chief Administrative Officer Ms. Thelma Rogers or Administrative Assistant Ms. Kayla Paranych. Further that Interim Administrative Assistant Ms. Brooke Magosse be removed as signing authority on all financial instruments for the Village of Innisfree.
2. That Council directs Administration in another manner.

Financial Implications: None identified.

Relevant Policy/Legislation:

1. *MGA*, s.213(4) Signing or Authorizing municipal documents.

Political/Public Implication(s): None identified.

Recommendation:

MOTION that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Even Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Interim Chief Administrative Officer Ms. T. Rogers or Administrative Assistant Ms. Kayla Paranych. Further that Interim Administrative Assistant Ms. Brooke Magosse be removed as signing authority on all financial instruments for the Village of Innisfree.

Request for Decision (RFD)

Topic: Office Hours Amendment - RFD

Initiated by: Administration

Attachments: N/A

Purpose(s):

1. To address a discussion regarding re-arranging the work hours for the Administration Office for the Village of Innisfree

Background:

1. The Village Administration office hours are currently: 9 am – 12 noon & 1 – 5 pm.
2. Public Works work hours are 8 am – 12 noon & 1 – 5 pm.
3. The Innisfree ATB Agency hours are 10 am – 4 pm.
4. While the *M.G.A.* cites under section 204, the Council must name a place as its municipal office, it does not specify the hours of operation. Hours of operation are more of an administrative role.

Key Issues/Concepts:

1. With the Innisfree ATB Agency in place within the Village Administration office, that closes at 4 pm, the Village often must turn individuals away who are inquiring about access banking.
2. Proposal to amend Administration Hours to: 8:30 – 12 noon & 12:30 – 4:00 pm.
3. These hours will also provide staff improved time management for family.
4. The number of hours remain the same; the hours are a half hour earlier, a shorter lunch break and departure 1 hour earlier.

Options:

1. That Council endorse the amendment to the Village Administration hours to open at 8:30 am to 12 noon and 12:30 to 4:00 pm daily.
2. That Council endorse a different amendment to the Village Administration hours.
3. That Council files the office hours RFD for information.

Financial Implications: None observed

Relevant Policy/Legislation:

1. *Strategic Plan: MISSION: Values: best use of our Resources.*

Political/Public Implication(s): None observed

Recommendation:

That Council endorse the amendment to the Village Administration hours to open at 8:30 am to 12 noon and 12:30 to 4:00 pm daily.

Request for Decision (RFD)

Topic: Mannville Landfill Reclamation Project
Initiated by: County of Minburn
Attachments: N/A

Purpose(s):

1. To review information received from the County of Minburn, Municipal Finance Officer J. Warawa, regarding the Village’s cost share of the Mannville Landfill Reclamation Project and to determine accounting processes.

Background:

1. The original costs for the reclamation were estimated at nearly \$1M with Innisfree share at 9.8%, costs were estimated at \$100K.
2. The County understood that the Village had requested to pay the outstanding amount over a 10-year period (with the notice of \$100K estimated costs.)

Key Issues/Concepts:

1. A County review of the costs to date, demonstrated that the entire project costs are just under \$350K. It is believed there will be one final billing from the Engineer, to close out the project.
2. The County expressed, that given the project came significantly under the previous estimates, it is hoped that the Village could accelerate payments to some degree.
3. The County would appreciate receipt of information on the Village’s repayment plan on the estimated \$35K cost-share invoice.
4. At the end of 2022, the Village audit demonstrated that \$56,002.25 in Municipal Reserves had been set aside in the Village Reserve Account for the Post-Closure costs; 2023 budgeted Reserves are \$18,000 = \$74,000+/- for Post Closure costs.
5. Total Municipal Reserves were \$218,000+ at the end of November 2023; allocating an estimated \$35K to the Project would leave \$183,000, plus the 2023 Budgeted Reserves of \$59,104, less Transfers from Reserves of \$11,789 = \$266,085+/- remaining in Municipal Reserves at the beginning of December, 2023.
6. The 2023 Operating Budget also included \$10,000 for the estimated cost share of the Mannville Landfill Reclamation Project.
7. These are the 2023 completed Reserve Transfers, effective Dec.5, 2023:

| 2023 Transfer from Reserves | | |
|-----------------------------|----------|---------------|
| Policing Costs | 1-12-765 | 5,789 |
| Fire Requisition | 1-23-765 | 6,000 |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | | 11,789 |

| 2023 Transfer to Reserves | | |
|---------------------------|----------|---------------|
| Admin-Equip/General | 2-12-765 | 11,150 |
| PW Equipment | 2-32-762 | 3,500 |
| Storm Water Reserve | 2-37-762 | 5,000 |
| ACE Capital Contrib. | 2-41-762 | 15,454 |
| Sanitary Sewer General | 2-42-762 | 2,500 |
| Solid Waste General | 2-43-762 | 1,500 |
| Regional SWM Project | 2-43-763 | 18,000 |
| Recreation General | 2-72-762 | 2,000 |
| TOTALS | | 59,104 |

Options:

1. That Council authorize the payment for the Mannville Landfill Reclamation Project, estimated at \$35,000+/- to be paid in full from the Post-Closure Reserves.
2. That Council authorize the payment of the Mannville Landfill Reclamation Project costs, estimated at \$35,000+/- to be paid over two years from the Post Closure Reserves.
3. That Council authorize the payment of the Mannville Landfill Reclamation Project costs, estimated at \$35,000+/- to be paid over three years from the Post Closure Reserves.
4. That Council authorize the payment for the Mannville Landfill Reclamation Project, estimated at \$35,000+/- to be paid over a different term.

Financial Implications:

As the Village has reserved the funds for this Project, there are no financial implications observed.

Relevant Policy/Legislation:

1. *MGA*, s.242 – Operating Budgets

Political/Public Implication(s):

1. None observed.

Recommendation:

That Council authorize the payment for the Mannville Landfill Reclamation Project, estimated at \$35,000+/- to be paid in full from the Post-Closure Reserves.

Request for Decision (RFD)

Topic: Overdue Accounts Receivable Accounts – Doubtful Accounts
Initiated by: Administration
Attachments: Overdue Accounts Receivable Policy 1300-05

Purpose(s):

To review and consider writing off inactive and/or outstanding Accounts Receivable Accounts from previous years.

Background:

1. Upon reviewing a list of overdue Accounts Receivable Accounts, it was determined there are a number of inactive and/or overdue accounts that remain outstanding and may not be recoverable.
2. A List of overdue accounts (amounts included) are as follows:
 - Account No. 227 = \$188.34
 - Account No. 109 = \$98.94
 - Account No. 110 = \$26.26
 - Account No. 39 = \$26.26
 - Account No. 183 = \$38.10
3. Monthly statements showing the outstanding amounts have been forwarded to the respective account holders with no response.

Key Issues/Concepts:

1. Clearing out of the Account Receivable System and removing unrecoverable accounts clarifies the collectible amounts due to the municipality and reduces the uncertainty of the collection of same.
2. Would reduce Administration oversight, cost of paper, copying and postage fees.
3. Write-off actions are sanctioned by the MGA and the Village Auditors.

Financial Implication(s):

Minimal loss of revenue

Option(s):

1. As directed by Council.
2. That this item be received as information.
3. That Council direct Administration to write off the following inactive/unrecoverable accounts:
 - Account No. 227 = \$188.34
 - Account No. 109 = \$98.94
 - Account No. 110 = \$26.26
 - Account No. 39 = \$26.26
 - Account No. 183 = \$38.10

Relevant Policy/Legislation:

1. **Policy No. 1300-05** – Overdue Accounts Receivable Policy
2. **MGA** -Part 8 – Financial Administration

RECOMMENDATION(s):

That Council direct Administration to write-off the following inactive/unrecoverable amounts:

- Account No. 227 = \$188.34
- Account No. 109 = \$98.94
- Account No. 110 = \$26.26
- Account No. 39 = \$26.26
- Account No. 183 = \$38.10

Request for Decision (RFD)

Topic: Request to Write Off Tax Account (Transfer from AR)
Initiated by: Administration
Attachments: None.

Purpose(s):

1. To review and consider writing off an outstanding Tax amount, due to a transfer from Accounts Receivable.

Background:

- On October 31, 2023, Administration transferred an outstanding Accounts Receivable balance of \$54.60 from August 30, 2022 to Tax Roll #400, in accordance with *Municipal Government Act* and *Overdue Accounts Receivable Policy 1300-05*.
- The Property was privately sold to a new individual, prior to the transfer of balance. However, Administration did not have that information at the time of transfer.

Key Issues/Concepts:

1. Clearing up the Tax system and removing inactive and outstanding accounts.

Financial Implication(s):

- Loss of revenue

Option(s):

1. As directed by Council.
2. That this item be received as information.
3. That Council direct Administration to write off \$54.60 for Tax Roll # 400.

Relevant Policy/Legislation:

- *Overdue Accounts Receivable Policy 1300-05*.

RECOMMENDATION(s):

- That Council direct Administration to write off \$54.60 for Tax Roll # 400.

Request for Decision (RFD)

Topic: MD FOUNDATION – Lodge Re-Development Proposal
Initiated by: MD Foundation
Attachments: 1. MUNICIPAL PARTNER PRESENTATION – 44 pages
2. 2023 MD Foundation Requisition Calculation

Purpose(s):

To address the MD of Minburn Foundation Lodge Re-Development Assessment and actions arising from that publication.

Background/Key Issues:

1. From Marielle Brodziak, Director of Minburn Foundation: Re: MD of Minburn Foundation Lodge Re-Development Assessment: “Following the November 29, 2023 Municipal Partner Presentation, a request was made to forward the presentation to Councils for review/discussion. Please find the attached document...”

Please refer to page 44 of the document for specific information that Board members are requesting from your municipal councils.

Are Member Municipalities ready to support the Minburn Foundation?

- Does the Municipality agree with the framework presented by the Foundation?
 - Would the Municipality provide condition support in writing for partner funding applications in June 2024 if the Board delivers Phase 1 as presented?
 - Which Option?
 - Are there roadblocks? What are they?
 - How would you address them – knowing the current landscape and objective?
 - How can we help you?
2. MD of Minburn Foundation Board members are requesting ‘conditional approval’ from municipalities asap (early January) to move forward with this project.
 3. Municipal equity financial commitments are identified as **Option 1 & Option 2 on pages 36-37**.
 4. Following conditional approval, preparation for AHPP submission by early June 2024 comes with an expense to the Foundation of approximately \$500,000.
 5. Project timeline objectives for Q1 and Q2 2024 is found on page 43.
 6. Equity contributions from municipalities for this project would be required in 2025-2026.
 7. Questions/comments may be directed to your respective board representatives for MD of Minburn Foundation or to myself.

Options:

1. That Council endorses the MD of Minburn Foundation recommendation to retain the 2000 lodge addition to meet forecast demand relative to current service levels for Lodge Improvements. Further, Council endorses the MD of Minburn Foundation plans for Phase 1. And further, that Council provides a letter of conditional support for Phase 1.
2. As per Council direction.

Financial Implications:

1. Option 1 - \$37,600 – one-time assessment cost for Capital
2. Option 2 - \$56,800 – one-time assessment cost for Capital

Relevant Policy/Legislation:

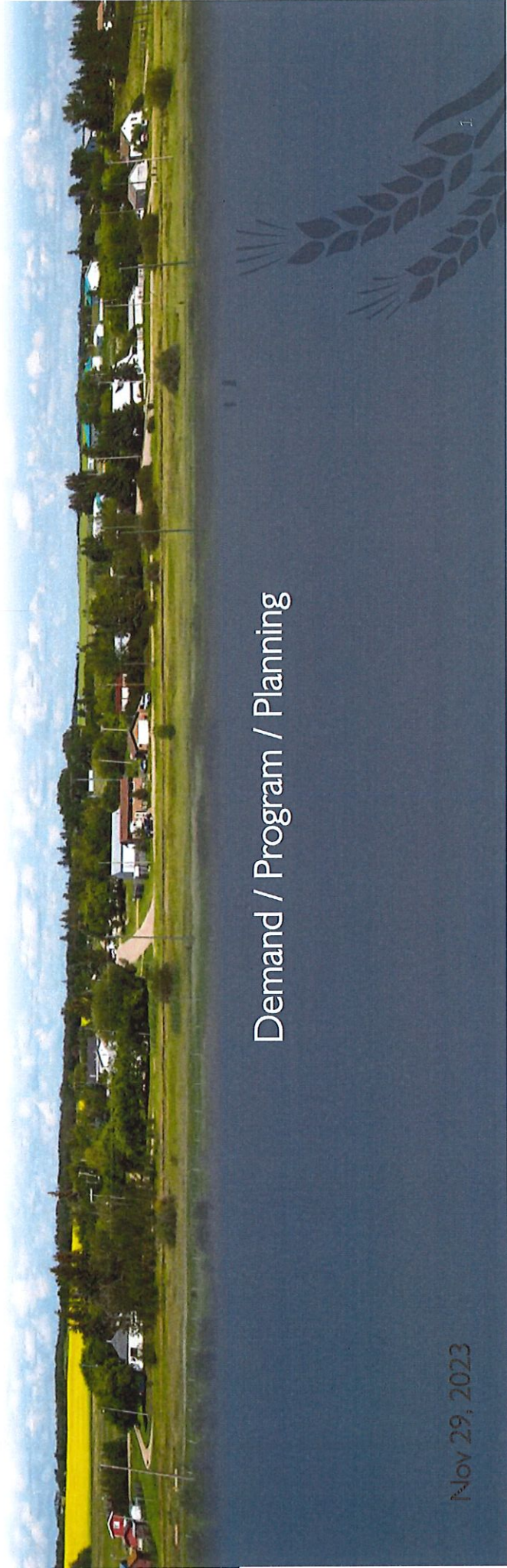
1. *Alberta Housing Act*
2. *MGA, s. 3 – Municipal Purposes*

Political/Public Implication(s): Unknown

Recommendation:

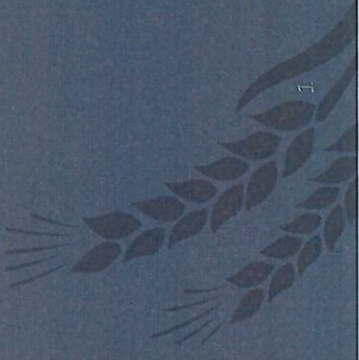
As per Council direction.

Minburn Foundation



Demand / Program / Planning

Nov 29, 2023



Agenda

Crash Course - Seniors Lodge
- Funding and Financing Programs

Homestead Lodge - Current State

Demand Management

Proposed Plan

Community Affordable Model

Performance Assessment and Requirements

Next Steps

Crash Course – Seniors Lodges

Governance and operations

The Minburn Foundation is Governed by Ministerial Order.
The responsibility of operations is that of the named Member Municipalities.

Within that order, the Foundation is empowered to requisition funds to off-set annual operating expenditures that exceed that of revenues.

The original intent of the Lodge program is to serve low-income seniors, and with the agreement, Lodge operations are subject to a regulatory environment.

Crash Course – Seniors Lodges

Services and Rates

Lodges are housing, not healthcare.

The Lodge program provides rooms, meals, light housekeeping services and recreational opportunities for seniors who do not require care in a specialized health care facility.

Each local housing provider sets their own lodge rates, and these rates vary between regions. Regardless of the monthly lodge rate, each resident must be left with at least \$342 in monthly disposable income.

Crash Course – Seniors Lodges

Services and Rates

The Government of Alberta manages the Lodge Assistance Program (LAP). Residents that have an income of less than \$30,000 qualify for the program. Currently the program pays \$13.23 per day to offset the impact of discounted services and lodge service costs.

Current average rent : \$ 1,645

Operational break-even: \$ 2,100

| Income | Threshold rent (\$342 remaining) |
|-----------------|-------------------------------------|
| \$15,000 | \$908 |
| \$20,000 | \$1,325 |
| \$25,000 | \$1,741 |
| \$30,000 | \$2,158 |
| \$30,864 | \$2,230 |
| \$35,000 | \$2,575 |
| \$40,000 | \$2,991 |
| \$45,000 | \$3,408 |
| \$50,000 | \$3,825 |

Crash Course – Seniors Lodges

Future of Lodges

The province has embarked on a 10-year program to revise how affordable housing is managed, including the Lodge program.

The objective of the province is to shift away from direct ownership and update the approach to regulations and support.

This fundamental shift allows the Lodges to re-focus on needs of the community, not just low income.

The Affordable Housing Partnership Program was announced Dec 7, 2022

- Round 2 funding is underway, and over 60 projects are currently in review.
- A third round of funding has been stated to be available in 2024.

Government of Alberta

Affordable Housing Partnership Program

Affordable Housing Partnership Program

Public, non-profit, and private-sector housing providers can apply for funding for innovative and sustainable affordable housing projects.

What does it require?

- 70% of units meet affordability definition

What's the benefit?

- Up to 1/3 Contribution

What does it promote?

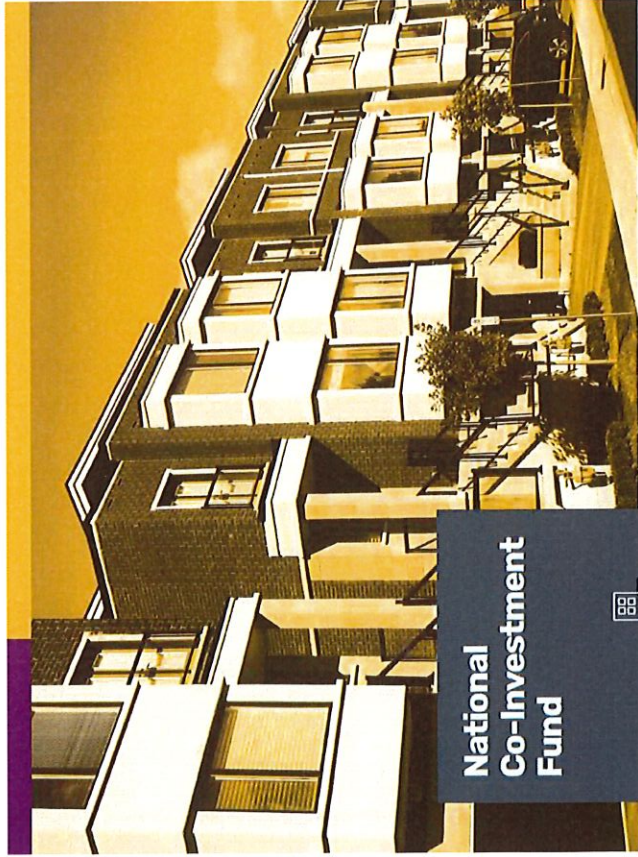
- Mixed affordable rental/service bands
- Fund Stacking

Critical Date - Program Intake

- Spring/Summer 2024

Government of Canada

CMHC - National Co-Investment Funding



National
Co-Investment
Fund



Canada

What does it require?

- Energy Efficient
- Accessible
- Affordable
- Higher level of oversight

What's the benefit?

- Low Interest Rates (current indicative rate 3.5%)
- Forgivable loan portion \$25 - \$50,000 per unit
- Up to 50-year Amortization
- Low Debt Coverage Ratio Accepted

What's the requirement?

- Minimum 30% of units 20% below market
- Minimum 25% equity contribution from partner



Crash Course – Seniors Lodges

Discussion

- Municipal Responsibility for Lodges
- Operating Model
- Federal and Provincial Programs

Context

History, Current State and Standards

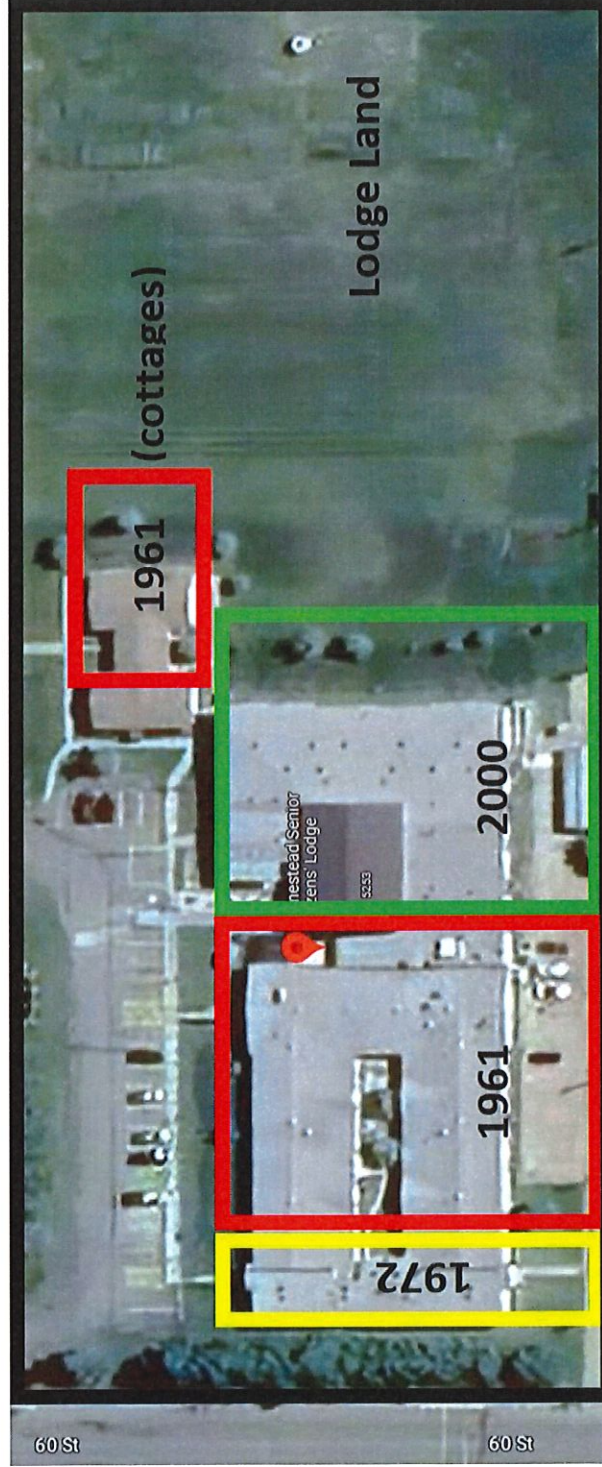
Context - History



| Lodge History | Year | Unit Count | Comments |
|-----------------------|------|------------|-------------------------------------|
| Original construction | 1961 | 28 | unit count excludes cottages |
| Addition | 1972 | 38 | 12 units added & support rooms |
| Renovations | 1995 | 38 | Various |
| Addition | 2000 | 62 | 24-unit addition, multipurpose hall |
| Renovations | 2007 | 62 | Enlargement of interior rooms |

2027 ?

Current State - History



Context – Current State / Standards

- The original lodge is built to a lower standard than the additions
- The commercial kitchen is undersized and would not accommodate expansion.
- Rooms do not meet current standards with rooms requiring to be a minimum of 350 sq feet to address universal design and washrooms do not meet basic accessibility requirements.
- Building mechanical systems and issues to be addressed such as air conditioning.
- Corridors in the original resident wings do not meet minimum standards to allow residents with wheelchairs or walkers to pass in opposing directions.
- Addressing shortfalls in back of house, staff and administrative space.
- Operational costs relative to maintaining existing structures.

Lodge condition notwithstanding, it does not meet current housing or building standards and can not be physically modified to meet future community needs.

It is not recommend modernizing the original 1961 lodge portion as the costs would likely be equivalent to new construction.

Context – Current State

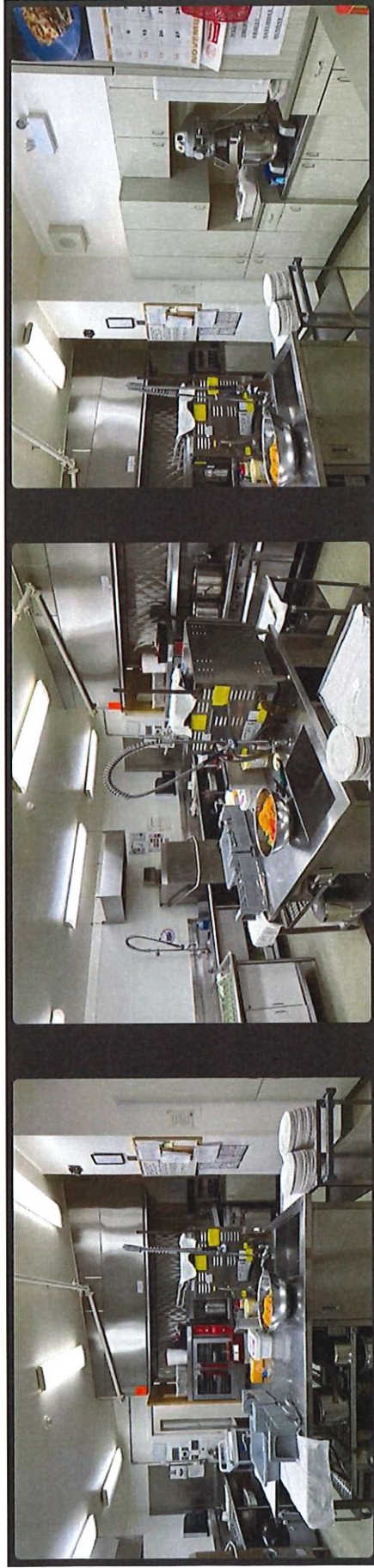


Minimum building standards not met



Non-accessible 1/2 bath

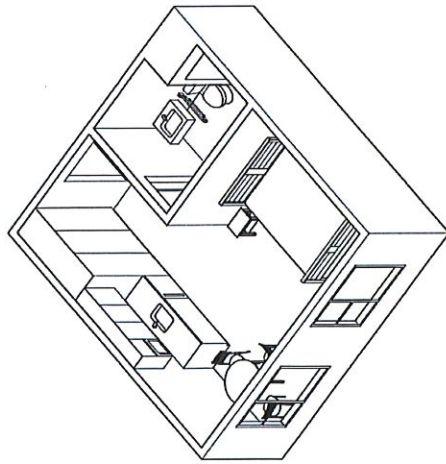
Context – Current State



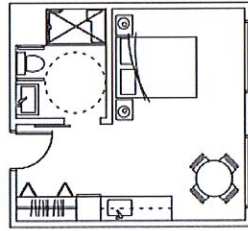
Original kitchen intended to serve 28 residents

New Standard

GOA Standard Room Plan



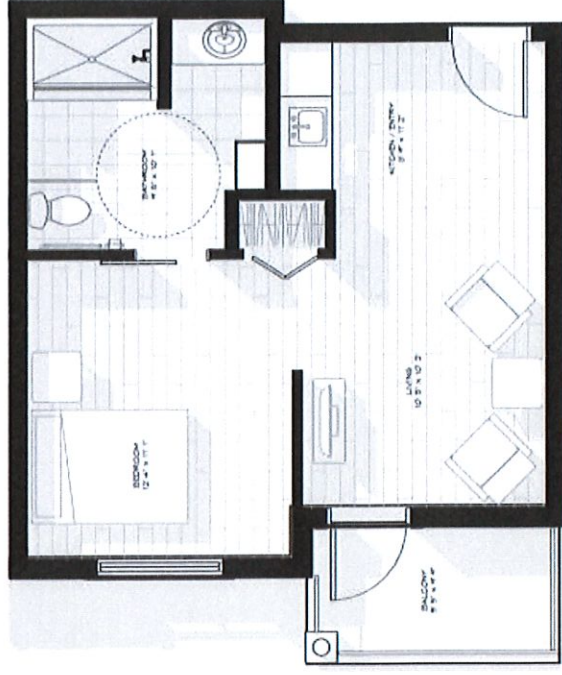
Bachelor (Kichenetta)
Axiometric



Bachelor (Kichenetta) Representative
Floor Plan



Architect Rendering
(similar project)



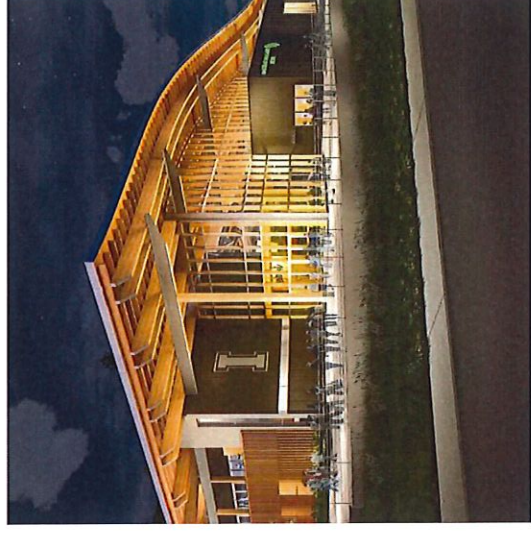
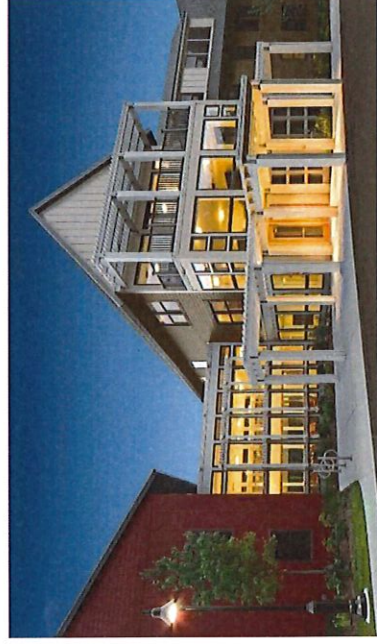
Current State and Standards

Discussion

- Operating Condition
- Lifespan
- Minimum Standards

Demand Management

Who /what/when/where/why?



Your Growth Rate

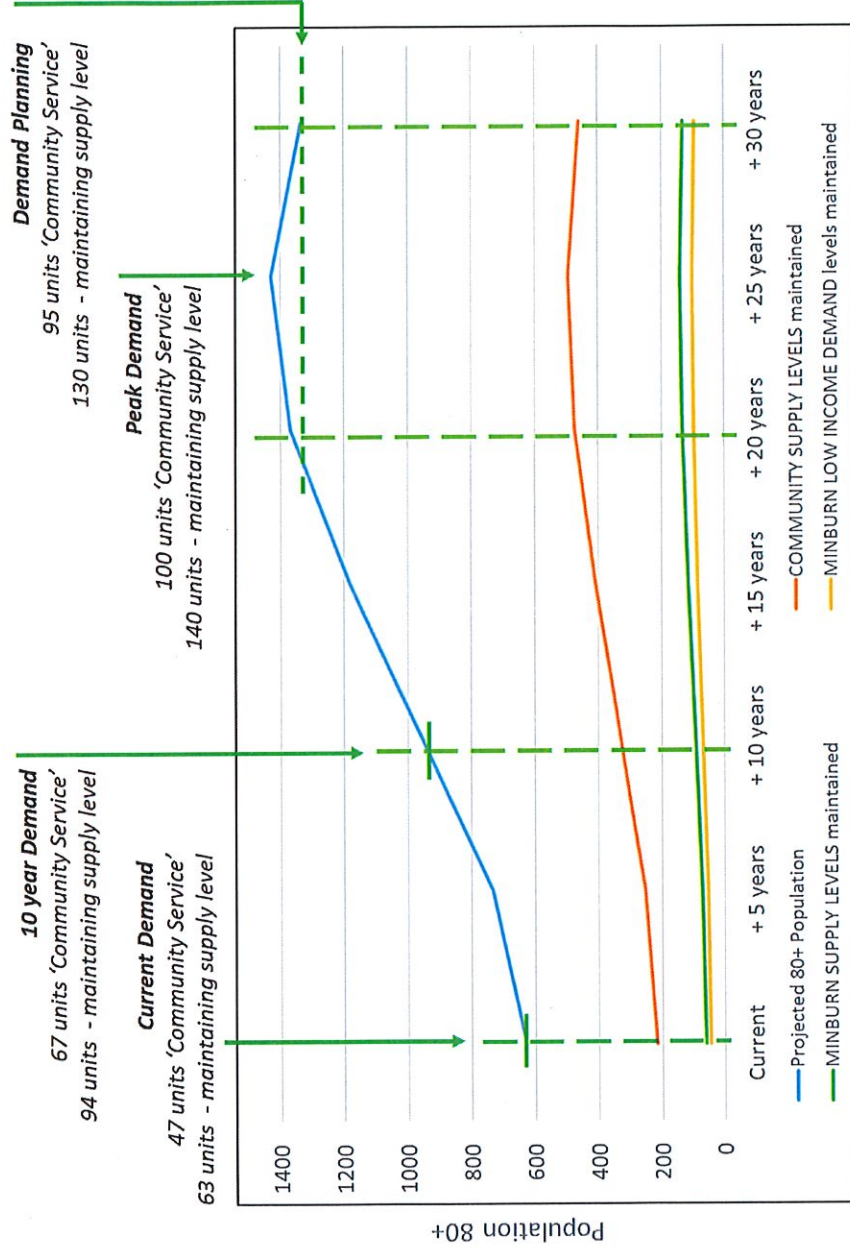
Key demographic served by Lodge

| | 0 - 4 years | 5 - 9 years | 10 - 14 years | 15 - 19 years | 20 - 24 years | 25-29 years | 30-34 years | 35-39 years | 40-44 years | 45-49 years | 50-54 years | 55-59 years | 60-64 years | 65-69 years | 70 - 74 years | 75-79 years | 80-84 years | 85-89 years | 90-94 years | 95+ years |
|------------|-------------|-------------|---------------|---------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|-------------|-------------|-------------|-------------|-----------|
| Population | 295 | 305 | 330 | 300 | 290 | 335 | 340 | 320 | 315 | 340 | 345 | 415 | 405 | 345 | 300 | 265 | 195 | 145 | 85 | 40 |
| Vegreville | 195 | 210 | 200 | 140 | 115 | 125 | 170 | 190 | 145 | 135 | 195 | 245 | 275 | 260 | 190 | 110 | 55 | 35 | 10 | 5 |
| MD Minbrun | 10 | 10 | 10 | 10 | 5 | 10 | 5 | 5 | 5 | 15 | 10 | 15 | 20 | 15 | 20 | 5 | 5 | 5 | 0 | 0 |
| Innisfree | 35 | 45 | 45 | 45 | 30 | 35 | 35 | 60 | 45 | 50 | 45 | 55 | 55 | 50 | 60 | 25 | 20 | 15 | 10 | 5 |
| Mannville | 535 | 570 | 585 | 495 | 440 | 505 | 550 | 575 | 510 | 540 | 595 | 730 | 755 | 670 | 570 | 405 | 275 | 200 | 105 | 50 |
| Per yr avg | 0.2 | 0.2 | 0.1 | 0.1 | 0.3 | 0.6 | 0.7 | 0.8 | 1.0 | 1.3 | 1.9 | 3.0 | 4.7 | 7.3 | 11.2 | 17.5 | 28.9 | 50.5 | 191.0 | 200.0 |
| 5 years | 1.0 | 1.0 | 0.5 | 0.5 | 1.7 | 2.8 | 3.6 | 4.2 | 5.0 | 6.4 | 9.5 | 15.0 | 23.3 | 36.3 | 55.8 | 87.7 | 144.7 | 252.3 | 955.2 | 1,000 |
| Current | 535 | 570 | 585 | 495 | 440 | 505 | 550 | 575 | 510 | 540 | 595 | 730 | 755 | 670 | 570 | 405 | 275 | 200 | 105 | 50 |
| + 5 years | | | | | | | 504 | 548 | 573 | 507 | 537 | 589 | 719 | 737 | 646 | 538 | 369 | 235 | 150 | 5 |
| + 10 years | | | | | | | | 502 | 546 | 570 | 504 | 531 | 581 | 702 | 711 | 610 | 491 | 316 | 176 | 7 |
| + 15 years | | | | | | | | | 500 | 543 | 566 | 499 | 523 | 567 | 677 | 671 | 556 | 420 | 236 | 8 |
| + 20 years | | | | | | | | | | 497 | 540 | 561 | 492 | 511 | 546 | 639 | 612 | 476 | 314 | 11 |
| + 25 years | | | | | | | | | | | 494 | 534 | 552 | 480 | 493 | 516 | 583 | 524 | 356 | 14 |
| + 30 years | | | | | | | | | | | | 489 | 526 | 539 | 463 | 465 | 471 | 499 | 391 | 16 |

Study Period and population entering age bracket 65+

Meeting demand

Peak Demand Management



Maintaining service levels

| |
|---------------------|
| Independent Seniors |
| Other 20% |
| Minburn '10% |

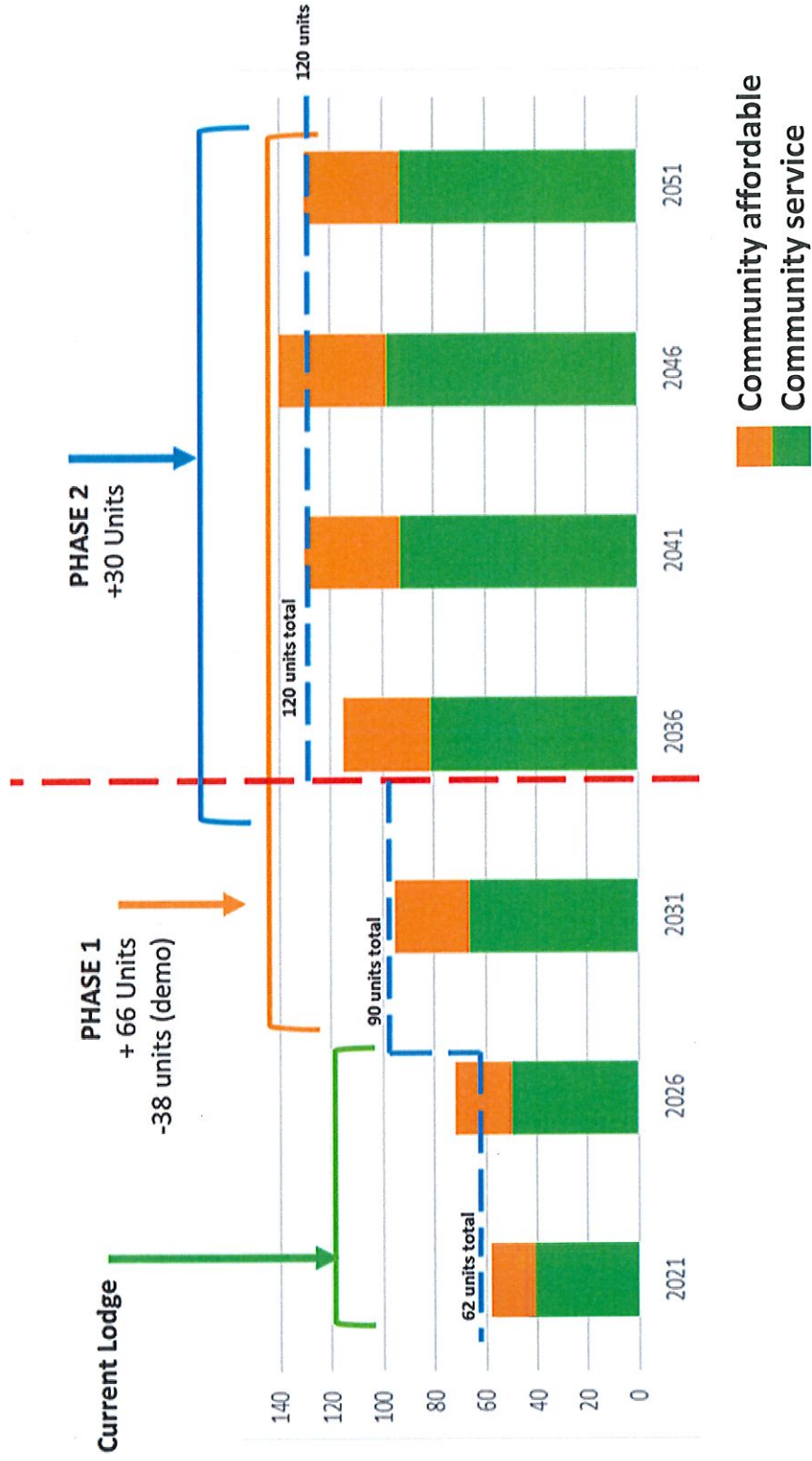
Project Refinement

Five Different Scenarios were explored

1. Do nothing
2. Replace lodge, meet forecast demand relative to current service levels.
3. Replace lodge, meet forecast demand relative to community service levels only.
4. Remove original 1960 lodge, retain 2000 addition and new construction to meet forecast demand relative to current service levels.
5. Retain 2000 addition and phased lodge addition to meet forecast demand relative to current service levels.

Planning Ahead

Peak Demand Management – Expansion Plans



Demand Management

Discussion

- Demand projections
- Community service
- Community Affordable and lodge role
- Phased development planning

Proposed Plan

Project Refinement

Phasing and Deliverables

| PHASE 1 | |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Existing Lodge | |
| 2000 Building Retained | <ul style="list-style-type: none"> • 24 units • Common Area |
| 1960 Building Demolished (original lodge) | |
| 1972 Addition Demolished | |
| New Construction | |
| 66 Unit Addition, including: | <ul style="list-style-type: none"> • Kitchen / Dining • Administrative Offices |

Community affordable supply adjustment and core service replacement

| PHASE 2 | |
|-------------------------|----------------------------------|
| New Construction | |
| 30 Unit Addition | +15 years +/- (master plan only) |

Community Service supply adjustment

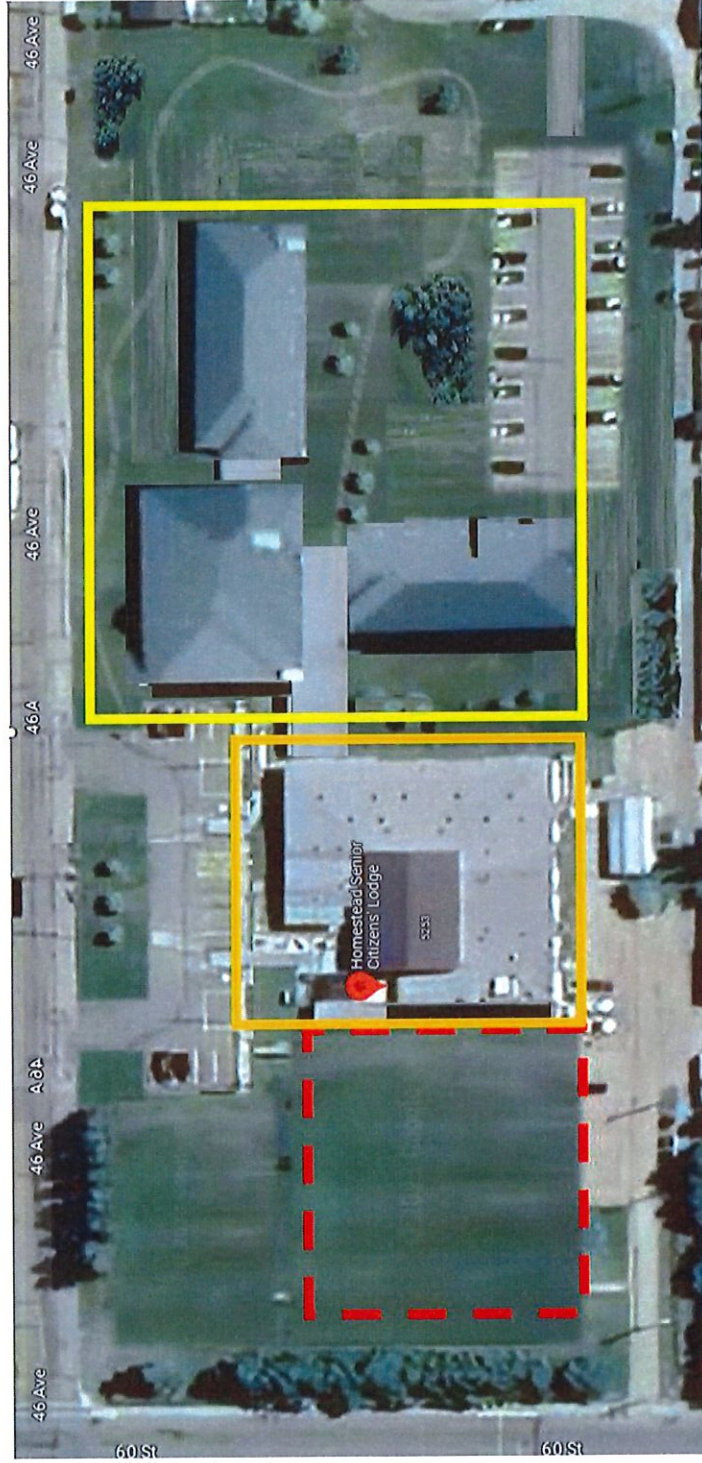
Project Refinement

Phasing and Deliverables



Project Refinement

Phasing and Deliverables



- 1961 original lodge removed.
- 2000 addition rooms and atrium retained.
- 66 new units and common service area. (phase 1)

Proposed Plan

Discussion

- Replacement / Refurbishment
- Phasing and Continued Assessment
- Owned Asset

'Community Affordable' Model

Community Affordable

Lodge – 2022 Income Levels

| Income | < 30 k | 30 – 40 K | 40 – 50 K | 50K + |
|---------|--------|-----------|-----------|-------|
| # Units | 43 | 6 | 4 | 9 |
| % Units | 70% | 10% | 7% | 13% |

62 Units
'Current'

Community Service

Community Affordable

New build

up-shift will be experienced

Average Income = 23,848

Average allowable rent = \$1,645

Average Income \$ 65,520

Average allowable rent = \$5,000

Operational break even = \$2,100*

*not including debt servicing



Community Affordable

Rents and Services

Alberta average \$2855
*Batchelor/Private Rooms
 with Meals included*

| Room | Designation | Service Package | Unit Rent | Service package (meals / housekeeping / recreation) | | Total Cost * | RGI Discount Applicable | LAP APPLICABLE |
|-----------------|-------------|-----------------|-----------|-----------------------------------------------------|---------|--------------|-------------------------|----------------|
| | | | | Daily | Monthly | | | |
| Studio | SL2 - SL4 | Required | \$550 | \$51.00 | \$1,550 | \$2,200 | Yes | Yes |
| Enhanced Studio | SL2 | Required | \$900 | \$52.50 | \$1,600 | \$2,500 | No | Yes |
| One Bedroom | SL2 | Required | \$1,250 | \$54.25 | \$1,650 | \$2,900 | No | No |
| Two Bedroom | SL2 | Required | \$1,500 | \$56.00 | \$1,700 | \$3,200 | No | Possible |

\$2100 per unit 'base rent' representative of true operating cost

| Maximum Supportable Rent | | | |
|--------------------------|------------------|--------------|-----------------|
| Test Income | Supportable Rent | LAP Recovery | Maximum Revenue |
| \$20,000 | \$1,345 | \$422 | \$1,767 |
| \$25,000 | \$1,761 | \$422 | \$2,183 |
| \$30,000 | \$2,178 | \$422 | \$2,600 |
| \$35,000 | \$2,595 | 0 | \$2,595 |
| \$40,000 | \$3,011 | 0 | \$3,011 |

Existing Supply

Phase 1 Build

Average years of occupancy



*Note – how to determine affordability for unit rent to align with funding programs may require adjustment of unit rent vs service costs

Community Affordable Model

Discussion

- Historical Role of Lodge
- Lodge Re-positioning

Performance assessment and requirements

Performance Assessment

Budget

| Project Characteristics | | 49,500 |
|-------------------------------------------------------|--|----------------------|
| Total sq feet (Gross Floor Area estimated) | | |
| Proportion of total | | 100% |
| Number of Residential Units | | 66 |
| 1. Project budget | | |
| Land cost (must be supported) | | \$ - |
| Hard costs (must be supported by Class C or D budget) | | \$ 22,775,000 |
| Soft costs | | \$ 2,400,000 |
| Financing costs | | \$ 100,000 |
| GST/HST (Net of Rebate, if any) | | \$ - |
| Contingency | | \$ 48,484.85 |
| Kitchen and dining FFE | | \$ 15,151.52 |
| Energy target addition | | \$ 15,151.52 |
| Relocation and other internal costs | | \$ 3,030.30 |
| Site improvements / parking/landscaping | | \$ 7,575.76 |
| Total Budget (Uses) (C) | | \$ 31,175,000 |
| | | \$ 472,348 |

Municipal Equity Assessment

Project Resources

| | | |
|--------------------------------|-------------------------|-------------------|
| | | ROM Budget |
| CMHC Loan | 10 year fixed | |
| CMHC Loan 'forgivable' | \$50,000 per unit* | |
| Provincial Contribution 'AHPP' | 1/3 contribution** | |
| Municipal Equity | (self financed portion) | |

Based on:
 50-year amortization
 4.5% interest test rate (current indicative rate 3.5%)
 DCR of 1.1

*estimated based on meeting various conditions
 **of eligible costs

| Option 1 | Option 2 |
|------------------------------|-------------------------------------|
| Meet AHPP equity requirement | Annual requisitions remain constant |
| \$ 13,200,000 | \$ 10,800,000 |
| \$ 3,300,000 | \$ 3,300,000 |
| \$ 10,000,000 | \$ 10,000,000 |
| \$ 4,700,000 | \$ 7,100,000 |
| \$ 31,200,000 | \$ 31,200,000 |

| | |
|-----------------------------|------------|
| Annual Requisitions: | |
| | \$ 500,000 |

| | |
|-----------------------------|------------|
| Annual Requisitions: | |
| | \$ 650,000 |



Municipal Requisitions

Equalized Assessment – For Capital and Future Operations

| Project Capital | |
|----------------------|--------|
| County of Minburn | 54.0 % |
| Town of Vegreville | 42.0 % |
| Village of Mannville | 3.2 % |
| Village of Innisfree | 42.0 % |
| ROM Budget | |

| Option 1 |
|---------------------------------|
| One time Assessment for capital |
| \$ 2,538,000 |
| \$ 1,974,000 |
| \$ 150,400 |
| \$ 37,600 |
| \$ 4,700,000 |

| Option 2 |
|---------------------------------|
| One time Assessment for capital |
| \$ 3,834,000 |
| \$ 2,982,000 |
| \$ 227,200 |
| \$ 56,800 |
| \$ 7,100,000 |

Operations: What is the ratepayer difference between \$500,000 and \$650,000?

\$100,000 property assessment value = +\$9 municipal tax (residential average)

Risk and Benefit

| Opportunity | Benefit | Risk |
|-------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------|
| Higher Grade Solutions | Affordable community choice | Community Affordable Rents Not Accepted |
| Higher average revenues on a per unit basis | Shift in requestions from operational sustainability to debt servicing | Change in interest decreases overall debt capacity |
| Future Requisitions remain stable | Community Affordable units do not require supporting requisitions | Future expenses higher than projected |
| Lower Operating Costs on a per unit basis anticipated | Improved financial performance | Cost reductions do not materialize or offset by inflation |
| AHPP contributions | 1/3 of eligible costs | Competition for funding |
| CMHC Co-investment | Financing and contributions | Program cancellation |

Municipal Requisitions

What about other communities?

| 2021 Municipal Requisitions – by unit | | | |
|---------------------------------------|---------------------|---------------------|--------------------|
| Units | Average Requisition | Highest Requisition | Lowest Requisition |
| 0-100 | 10,600 | 54,732 | 1,173 |
| 101-200 | 8,592 | 22,334 | 684 |
| 201-300 | 6,068 | 13,164 | 2,275 |
| 301 and above | 6,264 | 11,106 | 3,483 |

Minburn Foundation: \$7,661 per unit

Other lodge projects advancing utilizing similar model

Municipal Approvals/AHPP Submission:

- Strathmore
- St. Paul
- Vulcan

AHPP Approved, advancing to co-investment:

- Stony Plain

Open & waiting lists:

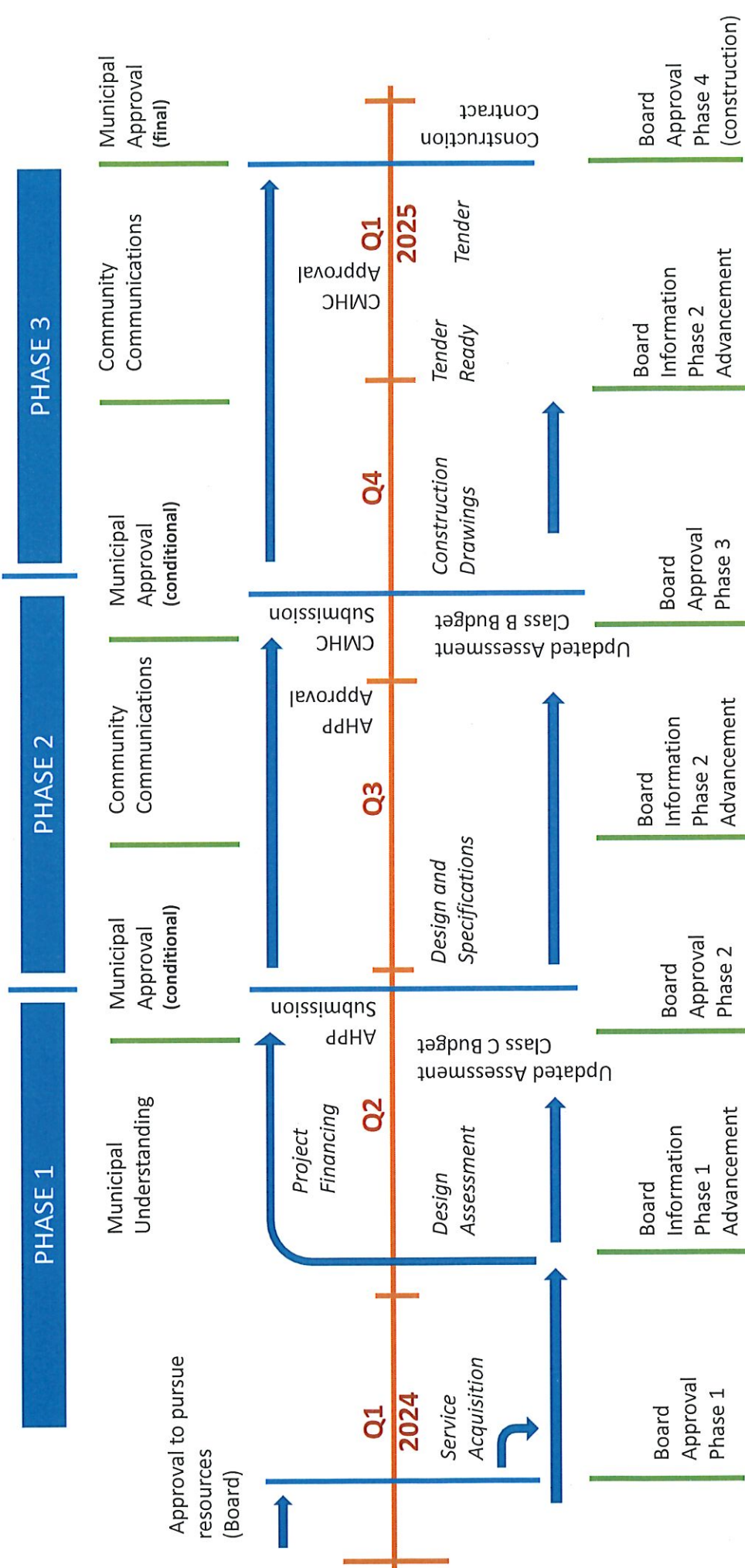
- Hinton



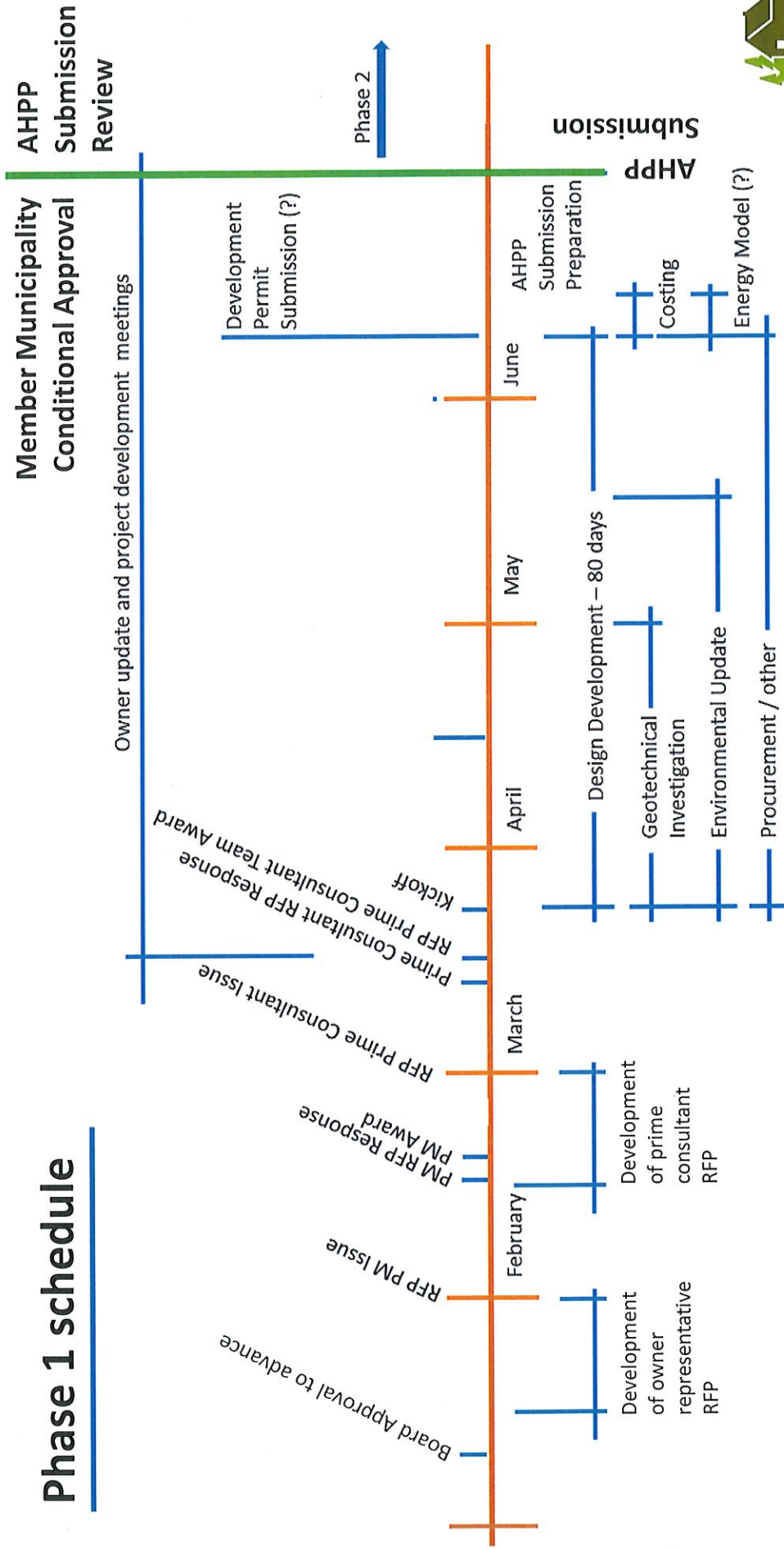
Performance Assessment and Requirements

Discussion

- Project Budget
- Community Affordable Revenue Model
- Cost Sharing and Debt Financing
- Equalized Assessment
- Other Communities



Phase 1 schedule



Member Municipality
Conditional Approval

AHPP
Submission
Review

Ready to advance

Minburn Foundation next steps:

- Schematic design development, costing and application readiness for partner funding (Phase 1)

Are Member Municipalities ready to support the Minburn Foundation?

- a) Do you agree with the framework presented by the Foundation?
- b) Would you be able to provide **conditional support in writing** for partner funding applications in June 2 2024 if the board delivers Phase 1 as presented?
 - Which Option?
 - Are there roadblocks? / What are they?
 - How would you address them - knowing the current landscape and objective?
 - How can we help you?

Vegreville Office
5253-46 Ave
Vegreville, AB
T9C 1P9
Phone 780-632-6211 Fax 780-632-6231
Email director@minburnfoundation.ca



Mannville Office
5032-49 St.
Mannville, AB
T0B 2W0
780-763-0041

February 7, 2023

Village of Innisfree
Box 69
Innisfree, AB
T0B 2G0

RE: MD of Minburn Foundation - 2023 Requisition

This letter will serve to advise the MD of Minburn Foundation Board members have approved the 2023 Lodge Requisition as per Section 7 Alberta Housing Act in the amount of \$475,000.00. Attached is a copy of the requisition calculation based on the Provincial 2023 Equalized Assessment Report dated October 28, 2022.

Village of Innisfree - 2023 Requisition amount -- \$ 3,898

MD of Minburn Foundation Board Members acknowledge the continued support for seniors in your community.

Sincerely,

A handwritten signature in blue ink that reads 'Marielle Brodziak'. The signature is written in a cursive, flowing style.

Marielle Brodziak
Executive Director
MD of Minburn Foundation

| | | | | |
|-----------------------------------------------------------------|-----------|-----------------------------|-------------------|----------------------|
| MD of Minburn Foundation | | | | |
| Homestead Senior Citizen's Lodge | | | | |
| 2023 Requisition Calculation | | | | |
| | | | | Municipal |
| | | Equalized Assessment | % of Total | Requisitions |
| Village of Innisfree | \$ | 12,917,521 | 0.8% | \$ 3,898 |
| Village of Mannville | \$ | 49,847,790 | 3.2% | \$ 15,041 |
| Town of Vegreville | \$ | 661,907,905 | 42.0% | \$ 199,718 |
| County of Minburn | \$ | 849,575,368 | 54.0% | \$ 256,343 |
| Total | \$ | 1,574,248,584.00 | 100% | \$ 475,000.00 |
| Calculations as per Provincial 2023 Equalized Assessment Report | | | | |
| Report Dated October 28, 2022 | | | | |

Village of Innisfree Council Committee Report

Committee Name: Northern Lights Library System

Meeting Date and Time: November 24, 2023 (10 am – 11:30 am)

Attendees: Multiple delegations across the NLLS system

Discussion:

- Omnibus motion made to accept policy changes which was passed
- Policy statements policy motion made to delete as it was a duplicate and was made redundant which was passed
- Budget was presented to be accepted, which was passed in principal at the August meeting motion was made and it was passed after being opened to questions, and is available for viewing
- Plan of service was presented and a motion was made to accept it as presented and was carried, a copy is available to anyone who wants to view it
- Implementation plan was presented and is available to anyone who wants to view it and the motion was carried
- Motion was made to accept the ALTA report, the Library manager's report, and the financial reports and it was carried, the reports are available for viewing as well
- Next meetings are as follows; February 23 at 10 am (online), May 24 at 10 am (online or in person), August 23 at 10 am (online or in person), November 30 at 10 am (online
- Next executive meeting is on December 8, 2023

Submitted by: Jennifer Johnson

Interim CAO Monthly Report

To: Council
From: Thelma Rogers
Re: November 22 – December 12, 2023, activities/highlights

Administration

- Received new Admin computers on Monday, November 27th and *finally* had them *mostly* installed on Friday, December 1st, after many ‘Hiccups.’
- Met with the new IT/Cyber Security Team on Wednesday, December 6th; formatting and setting up of files and recommendations for best practises will be shared with the Village over the next couple months. Longhurst Consulting now has access and control of the IT and Cyber Security for the Village of Innisfree Administration computer systems.
- Met with ATCO Electricity Land Agent Gordon Tellefson to sign a Temporary Workspace Agreement for upgrades and a laydown yard for the 100 kms of new electrical services being upgraded from Vegreville and Vermilion. The laydown yard will be on Municipal land on the northeast side of SH870, across from the Birch Lake Park & Campground, so there will be very minimal interference with the Campground. January 4 – 7th, 2024 are the expected start dates for these construction activities. May 31, 2024 is the in-service date for the project. ATCO Electric will pay the Village \$1,087 for the laydown area.
- Administration met with Metrix Auditor Danny On in a Zoom meeting to gain improved understanding on the legal requirements to record the Village’s Asset Retirement Obligations on the 2023 Audit.

Development

- Premier Fire & Flood Restoration & other contractors attended the Village Administration office on November 17th and advised the detailed quotes for the revised Scope of Work will be provided on Monday or Tuesday, the week of December 12th.

Financial

- The County provided an update to the Mannville Landfill Reclamation Project that demonstrated the costs are significantly less than the anticipated costs. See the RFD on Mannville Landfill Reclamation Project.
- A significant portion of the Municipal Grant Savings and Municipal Reserves Savings were transferred to the AMSC - High Interest Savings Account, with the transfer applications sent on Dec. 8, 2023.

Human Resources

- Interim Administrative Assistant B. Magosse returned to full-time work in the Village office on December 5th until her departure on December 29th.

Public Works

- On Dec. 4, 2023 @ 4 pm the PWF discovered the main North Lift Station was on alarm; the pumps were not activating. PWF attempted to manually turn the pumps on, but they repeatedly shutdown after 3 seconds. After many discussions with the pump and the electronic components Installers/Contractors, an emergency call was made to have the lift station pumped out, which was performed around 6 pm; another attempt to manually turn the pumps on failed. On the evening of Dec.4th, a septic truck was secured and emptied out the lift station vault. It is believed that the cleaning out of the lift station vault cleaned off the pump sensors and righted the problems; the lift station is up and operating.

Other

- MacKay Waterworks representative will be over-seeing the installation of a 2" water meter at the Delnorte School. Buffalo Trails School Division Board has agreed to pay 50% of the meter costs: (\$2,001/2 = \$1,001.)
- The November Utility billings demonstrated that the Village has attained 80% of the consumption through its billings; the new Water Meter installs have been improving the recovery.

Upcoming:

- Office Closures: Dec.22nd & Dec.29 at Noon; Closed Dec.25-26 & Jan.1, 2024.
- Garbage Collection rescheduled from Dec.26 to Dec.27th; notification posted on Website and on the back of the November Utility Invoices.
- Council meeting – January 16, 2024
- Public Tax Auction – January 25, 2024

SCHEDULE “A”
Council Minutes Action List

| MOTION # | TITLE | DEPARTMENT | Details: |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2022-07-19/07 | Water Services – Water Meter Rehabilitation Project | Admin | Meters and Meter-reading 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. |
| 2022-09-27/23 | MSI CAP-14314 Administration Building Rehabilitation Project | Admin | <i>The Village will be readdressing more of this during the remediation of the building.</i> |
| 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. |
| 2023-03-21 | Disposal of hospital bed and items in PW mezzanine | Admin and Public Works | Bed Recycled |
| 2023-04-18 | Develop Policy for catching animals as per Animal Bylaw | Administration | |
| 2023-04-18 | Sign up for the Travel-ING app | Administration | Sign up done by T. Wiebe. Have not progressed on this action to date. |
| 2023-05-16 | Fix corner of Admin building where siding is coming off. | Administration & Public Works | <i>To be addressed during Building remediation.</i> |
| 2023-05-16 | Check Public Works for old culverts to be used for outhouses at campground | Administration & Public Works | Council directed Admin to secure culverts & proceed with project. Not completed. |
| 2023-10-17/08 | AMSC Insurance – Contact AMSC re: accept Premier Fire & Flood Restoration Inc. Quote. Seek quotes from Premier for Village additional Scope of Work. | Administration | Met with Contractor on Friday, Nov.17 th . Premier Fire & Flood advised new quotes to be provided on Monday or Tuesday of the Dec.11 th week. |
| 2023-10-17/09 | Museum Nat. Gas & Power – invoice Society for 50% of May to date Services and continue to do so until December 2024. | Administration | Not completed. |

SCHEDULE “A”
Council Minutes Action List

| | | | |
|---------------|------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023-11-04 | <i>RESIDENTIAL IN-FILL TAX INCENTIVE POLICY 3900-02</i> | Administration | Amended Policy & create Application form publicize, print copies for all Cllrs. & Policy Binder; address Website COMPLETED |
| 2023-11-05 | <i>2024 GO-EAST MEMBERSHIP & ADVERTISING</i> | Administration | Contact GoEast Rep & advise on Council decision for 2024 COMPLETED |
| 2023-11-07 | <i>TAX FORFEITURE PROPERTIES FOR SALE</i> | Administration | COMPLETED |
| 2023-11-08 | <i>2022 TAX SALE & PUBLIC AUCTION</i> | Administration | Advertise in QP & write letters to property owners; COMPLETED |
| 2023-11-09 | <i>WRITE-OFF TAX ARREARS</i> | Administration | Perform Adjustments to TR#1510 & TR#1980 per Council motion COMPLETED |
| 2023-11-10 | <i>VILLAGE PROPERTY SALE SCHEDULE</i> | Administration | Create publication for social media and in-person inquiries demonstrating properties for sale. Include info on the 2 Incentive policies. COMPLETED |
| 2023-11-11 | <i>DECEMBER MEETING DATE</i> | Administration | Advertise changed Council Meeting date on Social media, in the Informer & UT Newsletter COMPLETED , |
| 2023-11-12 | <i>2023 CHRISTMAS TREE LIGHTING</i> | Administration | Organize supplies, tree, lights, events for Dec.15 & advertising of same. COMPLETED |
| 2023-11-13 | <i>INNISFREE PRAIRIE BANK OF COMMERCE HISTORICAL SOCIETY DONATIONS</i> | Administration | COMPLETED |
| 2023-11-14 | <i>2024 INTERIM OPERATING BUDGET</i> | Administration | COMPLETED |
| 2023-11-15 | <i>2024 VILLAGE OF INNISFREE PUBLIC LIBRARY BUDGET</i> | Administration | COMPLETED (Letter picked up! |
| 2023-11-16-19 | <i>MASTER RATES BYLAW 691-23</i> | Mayor/ Administration | Printed Master Rates Bylaw 691-23 – COMPLETED |

SCHEDULE “A”

Council Minutes Action List

| | | | |
|------------|---------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------|
| 2023-11-22 | <i>TCYHA 2024 CONTRIBUTION \$39.27</i> | Administration | Letter to Trans Canada Yellowhead Assoc. with payment/Dec |
| 2023-11-23 | <i>TOWN OF VERMILION – REGIONALIZATION OF AIRPORT</i> | Administration/ Mayor | Letter of Support to Vermilion – COMPLETED |
| 2023-11-30 | <i>LAPP ENROLLMENT</i> | Administration | Seek enrollment process for CAO only with LAPP – RESEARCH ONGOING |

November 30, 2023

| As per Books | | | | | |
|--------------------------------|-------------------|-----------------------------|-----------------------------|-------------------|-------------------|
| | General Operating | Tax Recovery Account (2009) | Tax Recovery Account (2022) | Municipal Grants | Capital Reserves |
| Previous Month Balance | 204,110.65 | 511.11 | 1,506.90 | 910,167.55 | 217,803.89 |
| Deposits | 33,162.55 | | | | |
| Interest Received | 961.34 | 2.27 | 6.71 | 4,039.65 | 966.69 |
| Outstanding Deposit | 102.82 | | | | |
| Penny Rounding (Outage) | 0.03 | | | | |
| Sub-Total | 238,337.39 | 513.38 | 1,513.61 | 914,207.20 | 218,770.58 |
| Less Disbursements (A/P & P/R) | 90,661.16 | | | | |
| ATB Monthly Fees | 29.80 | | | | |
| ASFF quarterly | - | | | | |
| TD Bank Monthly EFT Fee | 25.00 | | | | |
| RBC Monthly EFT Fee | 35.72 | | | | |
| Interac CC Fees | 0.73 | | | | |
| Moneris machine fees | 32.20 | | | | |
| Mastercard CC Fees | 9.08 | | | | |
| Visa Fees | 1.73 | | | | |
| Fee Bank Confirmation Fee | - | | | | |
| WCB | 357.02 | | | | |
| MCAP Mortgage Bank Fee | - | | | | |
| LTO | - | | | | |
| Sub-Total A/P | 91,152.44 | - | - | - | - |
| Month End Balance | 147,184.95 | 513.38 | 1,513.61 | 914,207.20 | 218,770.58 |

As Per Bank

| | General | Tax Recovery Account (2009) | Tax Recovery Account (2022) | Municipal Grants | Capital Reserves |
|--------------------------|-------------------|-----------------------------|-----------------------------|-------------------|-------------------|
| Month End Balance | 215,296.66 | 513.38 | 1,513.61 | 914,207.20 | 218,770.58 |
| Deposit in Transit | 316.83 | | | | |
| Deposit in Transit | 120.17 | | | | |
| Deposit in Transit | 949.31 | | | | |
| Deposit in Transit | 132.90 | | | | |
| Deposit in Transit | 119.71 | | | | |
| Deposit in Transit | 245.18 | | | | |
| Sub-Total | 217,180.76 | 513.38 | 1,513.61 | 914,207.20 | 218,770.58 |
| Less Outstanding Cheques | 69,995.81 | | | - | - |
| Month End Balance | 147,184.95 | 513.38 | 1,513.61 | 914,207.20 | 218,770.58 |

Outstanding Cheques

| Chq # | Amount | Chq# | Amount | Chq# | Amount |
|-------|----------|------|-----------|-----------------|-----------|
| 145 | 323.75 | 531 | 112.31 | | |
| 407 | 4,821.60 | 532 | 5,297.68 | | |
| 491 | 35.00 | 533 | 50.00 | | |
| 513 | 1,200.00 | 534 | 1,270.55 | | |
| 516 | 1,942.50 | 535 | 27,416.02 | | |
| 524 | 357.02 | 536 | 420.00 | | |
| 525 | 514.15 | 537 | 125.80 | | |
| 526 | 4,176.53 | 538 | 120.00 | | |
| 527 | 1,918.46 | 539 | 97.60 | | |
| 528 | 295.00 | 540 | 15,750.00 | | |
| 529 | 1,653.57 | 541 | 620.55 | | |
| 530 | 1,477.72 | | | Total O/S Chqs. | 69,995.81 |

| DEPARTMENT | 2023 Revenue Budget | 2023 YTD Revenues | 2023 Expenditures Budget | 2023 YTD Expenditures | 2023 YTD Surplus/ Deficit |
|---------------------------------|---------------------|-------------------|--------------------------|-----------------------|---------------------------|
| (00) Requisitions | 41,520 | 41,250 | 41,610 | 32,114 | 9,136 |
| (00)Gen.Legislative (Taxes) | 282,470 | 282,205 | | | 282,205 |
| (00)Gen. Admin: Tx Pens/Bk Int. | 87,225 | 110,844 | - | - | 110,844 |
| (11) Legislative | 25,000 | - | 15,800 | 13,371 | - 13,371 |
| (12)Administration | 86,962 | 90,985 | 235,800 | 239,617 | - 148,632 |
| (19) General Exp (Insurance) | | | 6,500 | 13,722 | - 13,722 |
| (21)Federal Fines | 100 | 122 | - | - | 122 |
| (23)Fire Services | 6,000 | 11,789 | 7,005 | 6,962 | 4,827 |
| (25)Emergency Dept. | - | - | 8,250 | 7,050 | - 7,050 |
| (26)Bylaw Enforcement | 1,865 | 2,840 | 14,000 | 5,254 | - 2,414 |
| (32)Public Works | 42,443 | 42,443 | 193,880 | 185,708 | - 143,265 |
| (37)Stormwater Dept. | 5,012 | 4,843 | 7,000 | 5,000 | - 157 |
| (41)Water Dept. | 139,233 | 227,824 | 213,354 | 185,743 | 42,081 |
| (42)Sanitary Sewer Dept. | 75,500 | 33,944 | 66,225 | 23,373 | 10,571 |
| (43)Solid Waste Dept. | 73,034 | 66,856 | 86,300 | 57,811 | 9,045 |
| (51)Social Services | - | - | 1,840 | 1,901 | - 1,901 |
| (61)Land Dept. | 30,000 | 6,000 | 32,000 | 20,835 | - 14,835 |
| (66)Planning Dept. | 150 | 125 | 2,600 | 1,639 | - 1,514 |
| (72)Recreation Dept. | 49,300 | 29,175 | 68,600 | 69,435 | - 40,260 |
| (74)Cultural Dept. | - | 4,790 | 14,418 | 13,552 | - 8,762 |
| TOTALS: | 945,814 | 956,034 | 1,015,182 | 883,087 | 72,947 |

Roads:

Filled potholes.

Graded water plant road best I could with the bucket.

Sanded intersections

Environmental Services: (Water, Sanitary Sewer, Solid Waste, Recycling, Stormwater)

Issues with North Lift Station pumps not working. Contractor pumped out the lift station and fresh water flushed the system out. Pumps worked properly afterwards.

Recreation: (Park/Campground):

Weekly checks

| MOTION # | TITLE | DEPARTMENT | Details: |
|------------|----------------------------------------------------------------------------|-------------------------------|----------------|
| 2023-05-16 | Check Public Works for old culverts to be used for outhouses at campground | Administration & Public Works | <i>Pending</i> |



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: Dec 8 2023

Call Summary

| Call Type | Date | Details |
|-----------|--------|-----------------|
| Medical | Nov 20 | Village Medical |

Other

3 new members have joined the department bringing the total number of people on the MCFD Innisfree station roster to 13.

Due to staffing shortages during work week daytime hours at our Mannville station, Innisfree station will be responded as mutual aid to assist the Mannville station

Magazines/Publications:

- **Alberta Heavy** Quarter 4 2023 (& 2024 Calendar)
- **Western Canada Water** Volume 75/Issue No.4
- **Award, Architecture** December 2023

Cards:

- The Loop Team "Merry Christmas"
- Alberta RCMP "Christmas Card"