



Village of Innisfree
Regular Council Meeting
January 24, 2024 @ 4:00 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 – Vermilion RCMP – Sgt. C. Buckingham – Q3 Report - 4:05 PM Pgs 2-11
4. Adoption of Minutes – Dec.19, 2023 Regular Meeting Minutes Pgs.12-14
5. Business Arising from the Minutes – Regular Council Meeting
6. Policies & Bylaws
 - a. Master Rates Bylaw 692-24 (Rescinds Master Rates Bylaw 691-23) Pgs. 15-20
7. New Business
 - a. Elected Officials/Admin - Village of Mannville Invitation- RFD Pgs. 21-22
 - b. Reallocation of 2009 Tax Recovery Reserves – RFD Pg. 23
 - c. Resident – Request for Compensation – RFD Pgs. 24-26
 - d. Utility Credit Balances – Adjustments - RFD Pg.27
 - e. M.D. Foundation - Lodge Re-development Proposal - RFD Pgs.28-29
 - f. Waterline Leak Detection Program - EnviroTRACE – RFD Pgs.30-40
 - g. Administrative Items - RFD Pgs. 41-42
8. Councillor Reports
 - a. Village of Innisfree Library Board – Clr. J. Johnson – Jan.3/24 Pg.43
 - b. MD of Minburn Foundation - Clr. J. Johnson – Jan.18/24 Pg.44
9. Administration Reports
 - a. Reports:
 - i. Interim CAO Report – Period Ending January 24, 2024 Pgs.45-49
 - ii. Interim CAO – Council Action List Pgs.50-51
 - iii. Interim CAO Municipal Grants Report Pgs.52-54
 - b. Financials:
 - i. Monthly Bank Reconciliation Statement – Period Ending December 31, 2023 (To be Provided)
 - ii. Revenue & Expense – Period Ending December 31, 2023 Pg. 55
 - c. Public Works Foreman Report – January 24, 2024 Pg.56
 - d. Regional Fire Chief Report – No Report

10. Correspondence

a. Canadian Taxpayers Fund –Petition for Bill C-234 –Farmers’ Relief **Pgs. 57-58**

b. NAAGO –Membership Proposal for 2024 **Pg.59**

List of Correspondence attached. **Pg.60**

11. Closed Session

a. Labour – FOIPP, s. 17 & 40.

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: Sgt. Corey Buckingham

Contact Name /Person making presentation: Sgt. Corey Buckingham

Issue to be discussed: RCMP quarterly report

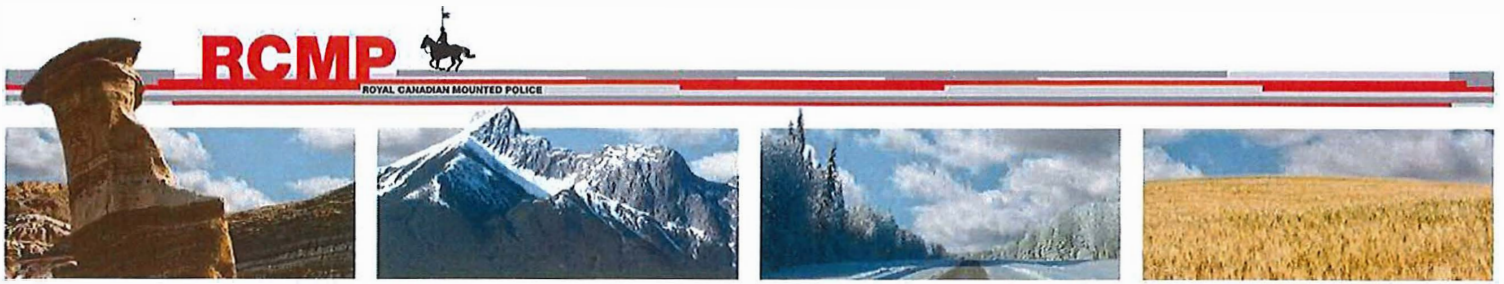
Request of Council:

Date of Council Meeting: 2024-01-²⁴16
Delegation Time: 4:05 (Confirmed)
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. _____



2023-11-13

Sergeant Corey Buckingham
Detachment Commander
Vermilion, Alberta

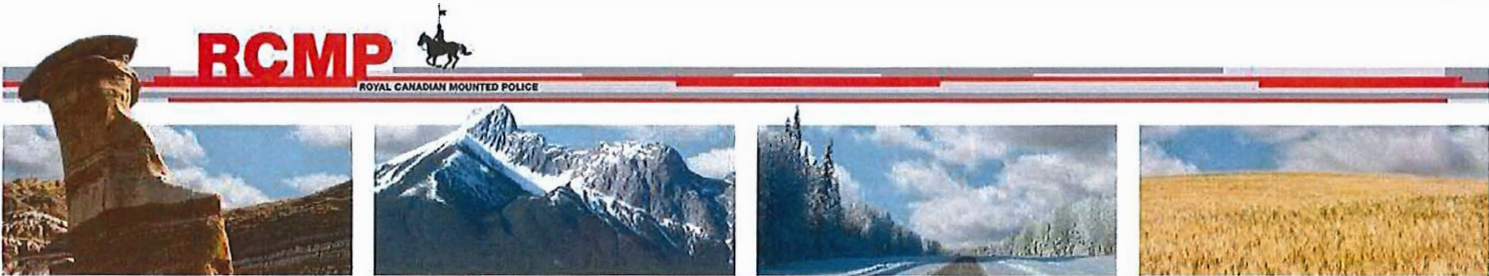
Dear Mayor Raycraft,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sergeant Corey Buckingham
Detachment Commander
Vermilion Detachment



RCMP Provincial Policing Report

Detachment	Vermilion
Detachment Commander	Sgt. Corey Buckingham
Quarter	Q2
Date of Report	2023-11-13

Community Consultations

Date	2023-08-16
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended County of Minburn regular council meeting to present quarterly report.

Date	2023-09-12
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended County of Vermilion River regular council meeting to present quarterly report. Discussed various topics including rural crime and a town hall to be held.

Date	2023-09-19
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended Village of Innisfree regular council meeting to present quarterly report. Discussed potential speeding issues in town and potential for a Town Hall in the Minburn area.

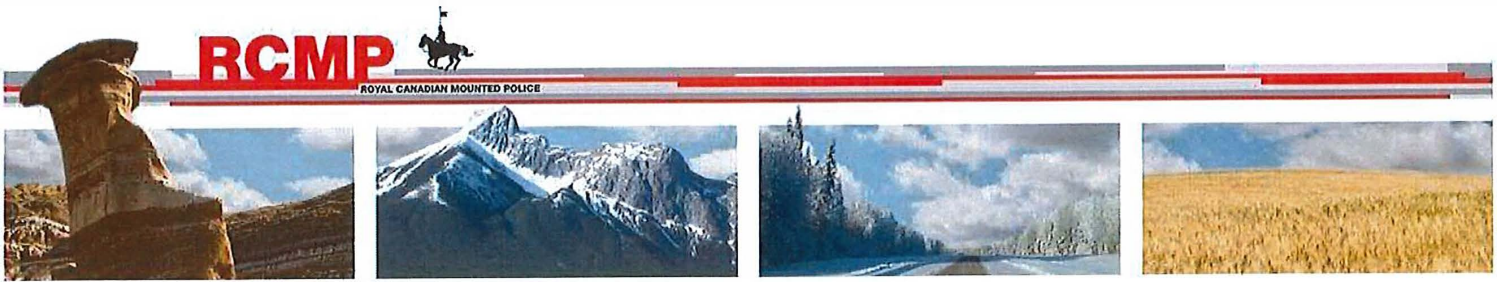


Date	2023-09-20
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended Village of Mannville regular council meeting to present quarterly report.



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>44 documented curfew checks completed this quarter. Several of those resulted in breach charges being laid. Target is met, but members will continue to put effort into this initiative.</p> <p>52/40 curfew checks.</p>
<p>Priority 2</p>	<p>Communicate effectively</p>
<p>Current Status & Results</p>	<p>Three media releases were completed along with eight Voyent/Rave alerts (Detachment updates and suspicious vehicles, etc.). No town halls have been completed yet but the first one has been Scheduled for November 14 in Minburn. Second Town Hall TBD. Initiative is on track.</p> <p>0/2 Town Halls 23/40 Public Communications</p>
<p>Priority 3</p>	<p>Enhance Road Safety / Improve police visibility</p>
<p>Current Status & Results</p>	<p>During Q2, 87 documented vehicle stops were completed. This includes 49 tickets and 38 warnings. We are on track to achieve this objective.</p> <p>148/220 Documented Vehicle Stops</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

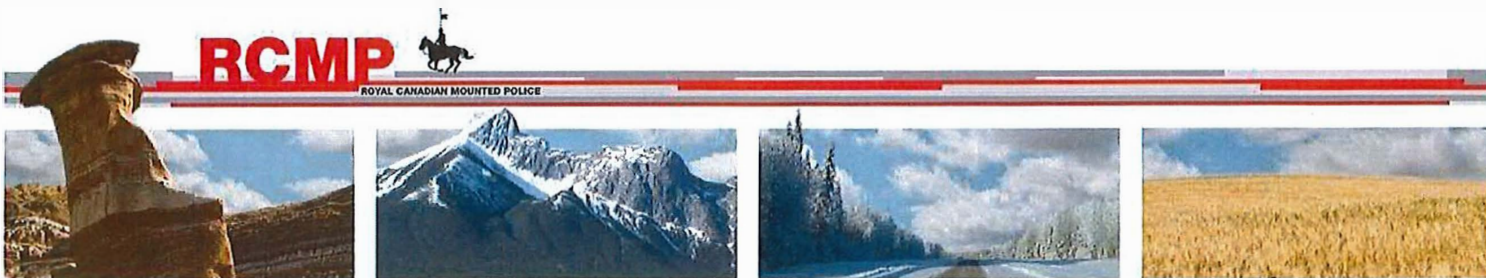
Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	329	244	-26%	935	1,107	18%
<i>Persons Crime</i>	56	73	30%	166	185	11%
<i>Property Crime</i>	226	130	-42%	513	719	40%
<i>Other Criminal Code</i>	47	41	-13%	256	203	-21%
Traffic Offences						
<i>Criminal Code Traffic</i>	32	24	-25%	71	92	30%
<i>Provincial Code Traffic</i>	332	416	25%	1,786	1,603	-10%
<i>Other Traffic</i>	3	0	-100%	91	16	-82%
CDSA Offences	7	4	-43%	29	25	-14%
Other Federal Acts	11	11	0%	35	31	-11%
Other Provincial Acts	43	60	40%	199	172	-14%
Municipal By-Laws	7	1	-86%	26	12	-54%
Motor Vehicle Collisions	72	68	-6%	291	366	26%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Overall Criminal Code is offenses are down 26% with property crime down 42% quarter over quarter from 2022. Persons offenses have seen a significant increase and are up 30%.

Year over year, property crime is down 24%.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	8	1	0
Detachment Support	3	2	1	0

² Data extracted on September 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the nine established positions, eight officers are currently working. There is one officer on special leave (One Parental leave). There are no hard vacancies at this time.

Detachment Support: Of the three established positions, two resources are currently working. There is one resource on special leave (One Leave without Pay). There are no hard vacancies at this time.

Quarterly Financial Drivers

No significant financial drivers this quarter.



Vermilion Provincial Detachment
 Crime Statistics (Actual)
 Q2: July to September 2019 - 2023

October 10, 2023

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	0	2	0	N/A	-100%	0.2
Sexual Assaults		0	2	1	8	3	N/A	-63%	1.2
Other Sexual Offences		1	4	0	0	4	300%	N/A	0.2
Assault		19	26	20	25	35	84%	40%	3.1
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		5	5	6	10	15	200%	50%	2.5
Uttering Threats		11	15	18	10	15	36%	50%	0.3
TOTAL PERSONS		37	53	45	56	73	97%	30%	7.5
Break & Enter		49	22	27	40	20	-59%	-50%	-4.0
Theft of Motor Vehicle		31	22	17	25	16	-48%	-36%	-2.7
Theft Over \$5,000		10	1	3	9	5	-50%	-44%	-0.2
Theft Under \$5,000		92	44	29	41	16	-83%	-61%	-15.5
Possn Stn Goods		30	20	26	32	11	-63%	-66%	-2.6
Fraud		18	15	19	21	19	6%	-10%	0.8
Arson		4	2	0	2	1	-75%	-50%	-0.6
Mischief - Damage To Property		17	19	24	25	22	29%	-12%	1.6
Mischief - Other		49	14	12	31	20	-59%	-35%	-4.1
TOTAL PROPERTY		300	159	157	226	130	-57%	-42%	-27.3
Offensive Weapons		7	7	15	8	8	14%	0%	0.3
Disturbing the peace			8	15	5	1	-90%	-80%	-2.1
Fail to Comply & Breaches		29	37	44	22	25	-14%	14%	-2.3
OTHER CRIMINAL CODE		11	7	12	12	7	-36%	-42%	-0.3
TOTAL OTHER CRIMINAL CODE		57	59	86	47	41	-28%	-13%	-4.4
TOTAL CRIMINAL CODE		394	271	288	329	244	-38%	-26%	-24.2



Vermilion Provincial Detachment Crime Statistics (Actual)

Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Possession		8	4	7	5	3	-63%	-40%	-0.9
Drug Enforcement - Trafficking		7	5	1	2	0	-100%	-100%	-1.7
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		15	9	8	7	4	-73%	-43%	-2.4
Cannabis Enforcement		0	0	1	2	0	N/A	-100%	0.2
Federal - General		0	3	2	2	7	N/A	250%	1.3
TOTAL FEDERAL		15	12	11	11	11	-27%	0%	-0.9
Liquor Act		6	4	3	6	4	-33%	-33%	-0.2
Cannabis Act		2	1	2	1	4	100%	300%	0.4
Mental Health Act		13	9	13	11	10	-23%	-9%	-0.4
Other Provincial Stats		20	37	41	25	42	110%	68%	3.2
Total Provincial Stats		41	51	59	43	60	46%	40%	3.0
Municipal By-laws Traffic		0	0	0	5	0	N/A	-100%	0.5
Municipal By-laws		6	17	8	2	1	-83%	-50%	-2.5
Total Municipal		6	17	8	7	1	-83%	-86%	-2.0
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		7	3	8	6	10	43%	67%	0.9
Property Damage MVC (Reportable)		59	43	60	63	55	-7%	-13%	1.2
Property Damage MVC (Non Reportable)		2	10	7	3	3	50%	0%	-0.5
TOTAL MVC		68	57	75	72	68	0%	-6%	1.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	10	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Total Provincial Traffic		352	520	425	332	416	18%	25%	-6.0
Other Traffic		3	5	28	3	0	-100%	-100%	-0.8
Criminal Code Traffic		26	36	23	32	24	-8%	-25%	-0.8
Common Police Activities									
False Alarms		25	21	19	18	21	-16%	17%	-1.1
False/Abandoned 911 Call and 911 Act		2	18	22	19	13	550%	-32%	2.3
Suspicious Person/Vehicle/Property		31	55	57	20	27	-13%	35%	-4.3
Persons Reported Missing		5	4	1	4	1	-80%	-75%	-0.8
Search Warrants		2	3	2	1	0	-100%	-100%	-0.6
Spousal Abuse - Survey Code (Reported)		22	28	23	31	38	73%	23%	3.5
Form 10 (MHA) (Reported)		0	1	4	0	1	N/A	N/A	0.1

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of December 12, 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, December 12, 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

Brooke Magosse, Interim Administrative Assistant

REGRETS

Thelma Rogers, Interim Chief Administrative Officer

*APPROVAL OF
AGENDA*

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

2023-12-12/01

Agenda Revisions:

- Amend the date November 21, 2023, to December 12, 2023.
- Remove item: “Business Arising from the Minutes – Regular Council Meeting”.
- Move “Administration Reports” to be discussed before “New Business”.
- Remove item: “Closed Session – Labour – FOIPP, s. 17 & 40”.

Additions:

- Add under “New Business”:
 - Water Leak Detection
- Add under “Councillor Reports”:
 - Crossroads Economic Development Committee – Nov 21, 2023 – Mayor E. Raycraft
 - Innisfree Delnorte Parent Student Council – Dec. 5, 2023 – Mayor E. Raycraft
 - Crossroads Economic Development Committee – Dec. 12, 2023 – Mayor E. Raycraft
 - Innisfree Library Board – Dec. 6, 2023 – Clr. Johnson
- Add under “Correspondence”:
 - FCM 2024 Membership Renewal

CARRIED.

*APPROVAL OF
NOVEMBER 21, 2023
REGULAR MINUTES
2023-12-12/02*

Moved by Clr. D. McMann that the November 21, 2023, Regular Council Meeting minutes be approved with the following amendment:

- Adding numbers to Council Motions.
- Insert Mayor E. Raycraft to motion #2023-11-21/04.
- Amending “Even” to “Evan” under “Present”.

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of December 12, 2023

- Replacing “Clr. J. Johnson” with “Clr. D. McMann” on motion # 2023-11-21/18.
- Replacing “Clr. J. Johnson” with “Mayor E. Raycraft” on motion # 2023-11-21/19.

CARRIED.

ADMINISTRATION
REPORTS
2023-12-12/03

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

CARRIED.

SIGNING
AUTHORITIES
2023-12-12/04

Moved by Clr. J. Johnson that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments’ signing authorities shall be one elected official being Mayor Evan Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnsons 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.

CARRIED.

OFFICE HOURS
AMENDMENT
2023-12-12/05

Moved by Clr. J. Johnson that Council endorses the amendment to the Village Administration hours to open at 8:30 AM to 12 Noon and 12:30 PM to 4:00 PM daily effective January 2, 2024.

CARRIED.

MANNVILLE
LANDFILL
RECLAMATION
PROJECT – SHARED
COSTS
2023-12-12/06

Moved by Mayor E. Raycraft that Council authorizes the payment for the Mannville Landfill Reclamation Project, estimated at \$35,000 +/- to be paid in full for the Post-Closure Reserves.

CARRIED.

2023 WRITE-OFFS –
ACCOUNTS
RECEIVABLE
2023-12-12/07

Moved by Clr. D. McMann that Council direct Administration to write-off the following inactive/unrecoverable amounts:

- Account No. 277 = \$188.34
- Account No. 109 = \$98.94
- Account No. 110 = \$26.26
- Account No. 39 = \$26.26
- Account No. 183 = \$38.10

CARRIED.

2022 TAX WRITE-
OFFS
2023-12-12/08

Moved by Mayor E. Raycraft that Council direct Administration to write-off \$54.60 for Tax Roll #400.

CARRIED.

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of December 12, 2023

*MD FOUNDATION –
LODGE RE-
DEVELOPMENT
PROPOSAL
2023-12-12/09*

Moved by Mayor E. Raycraft that the M.D. Foundation – Lodge Re-Development Proposal be tabled to the January 16, 2024, Regular Council Meeting for further discussion. Furthermore, Administration be directed to contact the M.D. Foundation regarding the “Municipal Requisition” calculations.

CARRIED.

*WATER LEAK
DETECTION –
ENVIROTRACE
QUOTE – SEPT. 13/23
2023-12-12/10*

Moved by Clr. J. Johnson that Council approve EnviroTRACE Quote dated September 13, 2023, in the amount of \$9,821 (GST included) to conduct Water Leak Detection for the Village of Innisfree. Further, that the expense be allocated from Water Goods, Supplies and Materials 2-41-510.

DEFEATED.

*WATER LEAK
DETECTION –
ENVIROTRACE
QUOTE – SEPT. 13/23
2023-12-12/11*

Moved by Mayor E. Raycraft that the Water Leak Detection – EnviroTRACE Quote Sept. 13/23 be tabled to the January 16, 2024, Regular Council meeting for further discussion.

CARRIED.

EXIT

Clr. J. Johnson exited the Council Chambers at 5:54 PM.

RETURN

Clr. J. Johnson returned to the Council Chambers at 5:55 PM.

*COUNCILLOR
REPORTS
2023-12-12/12*

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

CARRIED.

*2024 FCM
MEMBERSHIP
RENEWAL
2023-12-12/13*

Moved by Clr. J. Johnson that the Village renew the 2024 FCM Membership per the invoice dated November 14, 2023.

CARRIED.


*CORRESPONDENCE
2023-12-12/14*

Moved by Mayor E. Raycraft that the items listed under Correspondence be received as information.

CARRIED.

ADJOURMENT

Moved by Clr. J. Johnson that the meeting be adjourned at 6:03 PM.



T. Rogers, Interim C.A.O.

E. Raycraft, Mayor

Request for Decision (RFD)

Topic: Proposed Master Rates Bylaw 692-24
Initiated by: Administration – Per Budget
Attachments: Draft Master Rates Bylaw 692-24
2023 Water Consumption Review

Purpose(s):

1. To review a proposed amendment to the Water Rate in Draft Master Rates Bylaw 692-24.
2. To endorse Master Rates Bylaw 692-24

Background:

1. The Village annual budget is reviewed and endorsed by Council each year.
2. The Master Rates Bylaw should be reviewed annually to:
 - a. Address changes in services and fee costs
 - b. Evaluate amending costs for services
 - c. Per Alberta Environment – review the Environmental Service Departments to ensure User Fees do not impact the Tax roll.
 - d. To address Climate Change demands.
3. The Province has recommended for several decades, that municipalities need to base their Utility Rates on the “User Pay” Principle. That Utility costs should not have an impact on Tax Rates. The costs to operate the utilities should be recovered through the Utility System by setting rates that maintain that balance.
4. Rental Properties are especially impacted by this User Pay practice as their property taxes would not be affected by the cost of utilities (when the renter is paying the costs.)

Key Issues/Concepts:

1. On January 1, 2024, the ACE Regional Water Fee increased, from \$2.80/m³ to \$3.10/m³.
2. This new rate represents a 10.72% increase.
3. To maintain the revenue stream to meet previous years’ revenues *that were attempted to be generated*, the water rate would have to be increased from \$4.12/m³ to \$4.57/m³ (= 10.72% increase.)
4. The Water Meter Project installation is currently at approximately 60% completion. There are several properties that are not being charged the standard rates nor metered for water consumption; these include:
 - a. Innisfree & District Agricultural Society – x 4 Properties (Curling Club, Ice Arena, Millennium Building & Rec Hall
 - b. Innisfree Seniors Citizens Association
5. The attached 2023 review of the water consumed in the Village per ACE demonstrates that the Village did not collect water fees for 2,842.58m³, (625,367.6 gallons) of water. That is equivalent to a revenue loss of **\$11,711.43**.
6. The Province has issued an early warning to Municipalities, citing the ongoing drought situation will result in water restrictions in 2024. Municipalities have been asked to:
 - a. Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
 - b. Begin a review of the terms of the municipality’s water license to ensure officials are aware of any conditions that may limit the community’s ability to withdraw water during a drought.
 - c. Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within municipal water licenses need to be triggered.
 - d. Develop a municipal water shortage plan so the community is ready to respond if water availability decreases.

7. Review of all municipal Master Rates should be completed in the February Council meeting in order to implement the fees on March 1st, or for 10 months of the year, versus 12 months.

Financial Implication(s):

1. Should the water consumption stay at the same volume for 2024 with the revised ACE Water Rate, and the meters do not record all of the volumes, the estimated revenue loss could be \$16,350.
2. Proposal: $13,186.42\text{m}^3 \times \$4.57\text{m}^3 = \$60,261.94$; which could still result in a revenue loss of approximately \$5,800.
3. Completion of the water metering project should ease some of the financial losses, however non-metering of several properties will continue to prevent accurate metering/billing/revenue collections.

Option(s):

1. That Council review proposed Master Rates Bylaw 692-24 for February 1, 2024, rates and provide amendments thereto and endorse final readings to the Bylaw.
2. That Council review proposed Master Rates Bylaw 692-24 and endorse 3 readings for enactment for February 1, 2024.

Relevant Policy/Legislation:

1. *Municipal Government Act.*

Political/Public Implication(s):

1. The Governance adjustment to a User Pay System for Environmental Services versus including costs on the Tax roll, which results in an increased the Mill Rate, should generate public interest.
2. Managing and ensuring this review process is maintained, will eliminate un-necessary negative feedback in the future.
3. The Village of Innisfree has had one of the highest Tax Rates of like-sized municipalities in the entire province; the User Pay Principle process will provide greater flexibility in setting the Tax Rate.

RECOMMENDATION(s):

That Council review proposed Master Rates Bylaw 692-24 and endorse 3 readings for enactment for February 1, 2024.

2023	Village m ³	ACE m ³ Charged	Village @ \$4.12/m ³	ACE @ \$2.80/m ³	Village Profit (Loss)	Village @ \$4.12m ³ SHB per ACE m ³	Village Profit (Loss) per ACE m ³
January	890	1,062	3,668.49	2,973.60	694.89	4,375.44	-706.95
February	955	1,215	3,932.54	3,402.00	530.54	5,005.80	-1,073.26
March	1,051	1,345	4,330.57	3,766.00	564.57	5,541.40	-1,210.83
April	1,315	1,554	5,416.19	4,351.20	1,064.99	6,402.48	-986.29
May	1,041	1,709	4,287.23	4,785.20	-497.97	7,041.08	-2,753.85
June	840	1,587	3,461.25	4,443.60	-982.35	6,538.44	-3,077.19
July	2,140	1,294	8,818.04	3,623.20	5,194.84	5,331.28	3,486.76
August	997	1,722	4,107.64	4,821.60	-713.96	7,094.64	-2,987.00
September	919	1,722	3,787.93	4,821.60	-1,033.67	7,094.64	-3,306.71
October	1,218	1,433	5,016.88	4,012.40	1,004.48	5,903.96	-887.08
November	880	218	3,624.78	610.40	3,014.38	898.16	2,726.62
December	941	1,168	3,876.51	3,270.40	606.11	4,812.16	-935.65
2023 TOTALS:	13,186.42	16,029.00	54,328.05	44,881.20	9,446.85	66,039.48	-11,711.43

(ACE Adjustment to Sept m³ billed)

m³ Water Not Billed -2,842.58
 m³ Converted to gallons: -625,367.60

Municipality	M ³	Rate/m ³
Village of Mannville	0 - 5 m ³	\$20.00
	5 - 15 m ³	\$4.20
	>16 m ³	\$4.25
Village of Myrnam	All	\$4.60
Town of Vermilion	All	\$4.09
Town of Vegreville	All	\$3.41

plus Flat Fee \$43/month



MASTER RATES BYLAW 692-24

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR 2024 MASTER RATES – FEES AND CHARGES.

WHEREAS the Council of the Village of Innisfree, in the Province of Alberta considers it necessary to establish one reference for fees and charges for activities and services provided by the municipality.

AND WHEREAS under the provisions of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, and amendments thereto, the Council of the Village of Innisfree may pass Bylaws and may make provisions that it deems necessary to carry out the purposes of the Bylaw;

AND WHEREAS the addition or amendment of any section of this Master Rates Bylaw shall only affect that particular rate and all other rates shall remain in full force and effect. Should there be an inconsistency between this bylaw and another bylaw adopted on another date, the rates referenced in this bylaw shall supersede.

NOW THEREFORE, be it resolved that the Council of the Village of Innisfree, in the Province of Alberta, does hereby adopt this 2024 Master Rates – Fees and Charges Bylaw for the Village of Innisfree.

1. Each separate provision of this Bylaw shall be deemed independent of all other provisions and,
2. Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed, and all other provisions of this Bylaw remain valid and enforceable,
3. All sections attached to this bylaw shall form part of this bylaw.
4. This bylaw shall come into full force and have effect, upon the third and final reading thereof.
5. Master Rates Bylaw 690-23 is hereby rescinded.

Read a **FIRST** time this 24th day of **January 2024**.

Read A **SECOND** time this ___ day of _____ **2024**.

And with **UNANIMOUS CONSENT** of Council, read a **THIRD** time and **FINALLY** passed this ___ day of _____, **2024**.

Mayor E. Raycraft

Interim CAO T. Rogers

50/day	Dump Trailer	Y
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SECTION 40 - ENVIRONMENTAL SERVICES

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

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

	(Reservations held until 6 pm on day of scheduled arrival)
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DRAFT

Request for Decision (RFD)

Topic: Village of Mannville Invitation to Elected Officials/Administrative Staff Workshop
Initiated by: Village of Mannville
Attachments: N/A

Purpose(s):

1. To review an invitation from the Village of Mannville to attend an Elected Officials & Administrative Staff workshop at no cost.
2. To discuss compensation to Mannville for said workshop.

Background:

1. Pursuant to *MGA*, section 201.1(1), a “municipality *must* in accordance with the regulations, offer orientation training to each council...”
2. Section 202 cites what *must* be addressed; the Mannville one-day workshop will provide a refresher to the Orientation training that was provided within the 90 days after Councillors took the oath for office.
3. New Municipal Staff Member K. Paranych would find this information very valuable.

Key Issues/Concepts/Information:

1. *“The Village of Mannville Council would like to extend an invitation to your administration and the Village of Innisfree Council to attend an elected officials training session on February 8, facilitated by noted Parliamentarian, Todd Brand. The main topics of discussion will be:*

Morning

Council Roles & Responsibilities

- interactive session on the purpose of Council
- defining an effective Council
- defining roles
- Council's key responsibilities
- blending community input and desire with decision-making
- techniques for staying in the right sandbox; how to maintain focus.
- what Council needs from Admin.
- what Admin needs from Council.

Afternoon

Effective Meetings & Procedure

- what makes a Council meeting effective?
- effective Chairs and Council members
- role of Admin and working together
- tips and tools for better meetings
- how procedure helps meetings achieve key goals of
 - focus, order, efficiency, decorum, fairness
- key parliamentary tools and how to use them.

These sessions will be a blend of presentation and group/individual activities. Lunch will be served to attendees.

The Village of Mannville is not charging its municipal partners to attend this session but will gratefully accept any contribution you may wish to make.

Please advise as to how many will be attending from your municipality at your earliest convenience.”

Jennifer Hodel

Chief Administrative Officer

Financial Implications:

1. While the Village of Mannville has not set a fee for this workshop, their organization of the workshop, their invite for local municipalities to attend, and their provision of lunch, have value.
2. The provision of and, renewal of, the Roles & Responsibilities Roles orientation should also help improve the operations of the Village.

Options:

1. That Council directs Administration to advise that ___ Councillors and one Administration Staff will attend the February 8th Official Training Workshop in Mannville.
 - a. Furthermore, Council directs Administration to allocate \$100 per attendee to be paid to the Village of Mannville for the Official Training Workshop on February 8, 2024.
2. That Council directs Administration to advise that ___ Councillors and one Administration Staff will attend the February 8th Official Training Workshop in Mannville.
 - a. Furthermore, Council directs Administration to allocate \$150 per attendee to be paid to the Village of Mannville for the Official Training Workshop on February 8, 2024
3. That Council files this invitation for information.

Relevant Policy/Legislation:

1. *MGA*, s. 201.1(1) – (2) Orientation training

Political/Public Implication(s):

1. The training of elected officials and administration staff should be viewed positively by the public.

RECOMMENDATION(s):

That Council directs Administration to advise that ___ Councillors and one Administration Staff will attend the February 8th Official Training Workshop in Mannville.

- a. Furthermore, Council directs Administration to allocate \$150 per attendee to be paid to the Village of Mannville for the Official Training Workshop on February 8, 2024.

Request for Decision (RFD)

Topic: Reallocation of 2009 Tax Recovery Reserves
Initiated by: Administration
Attachments: N/A

Purpose(s):

1. To reallocate the 2009 Tax Recovery Reserves, and all interest accrued, to the General Operating Fund of the Village.

Background:

1. The amount of \$515.73 remains in the 2009 Tax Recovery Reserve account, in the Village ATB Financial funds.
2. Pursuant to the *MGA*; the money paid for a parcel of land at a public auction, or pursuant to *MGA section 425*, must be deposited by the Municipality into a separate account solely established for sale proceeds.
3. Pursuant to the *MGA, section 428.1*; If no application is made by the previous owner, under *section 428* within the 10-year period, the Municipality may, for any purpose, use the money deposited in accordance with *section 427* that remains undistributed.
4. Pursuant to the *MGA; section 428.2*; the Tax Forfeiture is removed and the Land Titles Office issues a certificate of title in the municipality's name.

Key Issues/Concepts:

1. Transferring the funds and closing the 2009 Tax Recovery account will allow Administration to clean up some of the historical accounting for the municipality.

Options:

1. As directed by Council.
2. That this item be received as information.
3. Council directs Administration to transfer the 2009 Tax Recovery Reserves, and all interest accrued, to the Village Operating Account and close the 2009 Tax Recovery Account.

Financial Implications:

1. None that can be foreseen.

Relevant Policy/Legislation:

1. *MGA section: 428.2*; Transfer to Municipality after 15 years.

Political/Public Implication(s):

1. None that can be foreseen.

Recommendation:

1. That Council approves a motion to transfer the 2009 Tax Recovery Reserves, and all interest accrued, to the Village Operating Account and close the 2009 Tax Recovery Account.

Request for Decision (RFD)

Topic: Resident Request for Compensation
Initiated by: Resident
Attachments: Letter from Resident & Invoice

Purpose(s):

1. To review a request for Compensation for Loss by a resident for a recent cc valve problem.

Background:

1. The Resident moved into their property in mid-November and found their main shutoff valve to the house was inoperable.
2. In order to change out their water heater, they required the water to be shutoff to the property. As the Resident could not manage that by shutting off their main shutoff valve, the Village office was contacted.
3. Public Works attended and attempted to shut off the water cc valve, and discovered it was non-operable.
4. Administration advised the Resident could hire a plumber to “freeze” the interior line and provided the Resident with Doug’s Bobcat & Backhoe Services’ contact number.

Key Issues/Concepts:

1. It is not usual, to request the water cc valve to be shut off for the change out of a water heater.
2. The **Municipal Government Act** is very clear on the Liability of Municipalities under sections 527.2 and 528:
 - a. s.527.2: “Subject to this and any other enactment, a municipality is not liable for damage caused by anything done or not done by the municipality in accordance with the authority of this, or any other enactment unless the cause of the action is negligence or any other tort.”
 - b. s.528: “A municipality is not liable in an action based on nuisance, or any other tort that does not require a finding of intention or negligence, if the damage arise from directly or indirectly, from roads or from the operation or non-operation of
 - a. a public utility...”
3. The Village’s infrastructure reviews have demonstrated that many of the components of the Utility System are in poor, or worse than poor, condition due to its age; there are many
4. The Village had no intention, nor knowledge that the water cc valve would not be operational.

Options:

1. That Council directs Administration to send a letter to the Resident outlining the Municipality’s legal liability.
2. That Council direct Administration in another manner.
3. That Council file this Request for Decision for information.

Financial Implications: None identified.

Relevant Policy/Legislation:

1. **MGA**, s.527.2 – “Acting in accordance with statutory authority”
2. **MGA**, s.528 – “Non-negligence actions”

Political/Public Implication(s): Non identified

Recommendation:

That Council directs Administration to send a letter to the Resident outlining the Municipality’s legal liability.

DEC 22-23

PLEASE PAY THIS BILL.

I NEEDED WATER SHUT OFF TO
HOUSE - TOWN EMPLOYEE HAD TROUBLE
LOCATING WATER VALVE - FOUND
VALVE TO BE SWEZED, TOWN OFFICE
GOT HOLD OF DOUG, TO COME
AND FREEZE LINE - JOB GOT DONE
THIS SHOULD BE PAID BY VILLAGE

THANK YOU

ED GUSHKOWSKI
Gushkowski
4816-54 ST.

DEC 22 2023

DEC 27 2023
km

Page 25

780-603-0597

Doug's Bobcat & Backhoe Services



Cell. - 780-787-7500
 Res. - 780-763-3581
 Box 166, Mannville, AB
 T0B 2W0

INVOICE NUMBER 8342

DATE Nov 15 / 2023
 SOLD TO Ed Gushnowski
 ADDRESS Box 26
Innisfree, AB. T0B-2G0

WCB # 303521/8

LOC # _____

AFE # _____

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Freeze Waterline		220 ⁰⁰

NET 30 DAYS. TERMS: 2% PER MONTH ON OVERDUE ACCOUNTS.
 WHITE - ORIGINAL - YELLOW - CUSTOMER COPY - PINK - OFFICE COPY

SUB TOTAL	220 ⁰⁰
GST # 881830566	11 ⁰⁰
TOTAL #	231 ⁰⁰

Request for Decision (RFD)

Topic: Utility Credit Balances – Adjustments
Initiated by: Administration

Purpose(s):

To review and consider reallocation of several Utility Credit amounts and to refund identifiable Utility Account Credit recipients.

Background:

1. Upon review of a list of Utility Account balances, it was determined that there were several inactive accounts that had credit balances for extended timelines.
2. A List of Utility Credit Accounts (amounts included) for individuals who have no forwarding address are as follows:
 - Account No. 2150000 = - \$1.43 (Since 2018)
 - Account No. 236000 = - \$.01 (Since 2018)
 - Account No. 290000 = - \$3.60 (Since 2013)
 - Account No. 216000 = - \$2.48 (Since 2018)
 - Account No. 440001 = - \$7.36 (Since 2015) TOTAL CREDIT: **\$14.88**
3. Utility Account 112001, is for a local individual, with a significant credit balance of **\$50.47** since 2017.

Key Issues/Concepts:

1. Clearing out of the Utility System and removing credit amounts clarifies the actual collectible amounts due to the municipality.
2. Will reduce Administration oversight and provide the Village with a small fund for general revenues.
3. And it will provide a refund to one former utility customer, as their credit balance has been held by the Village for quite some time.

Financial Implication(s): None identified.

Option(s):

1. As directed by Council.
2. That this item be received as information.
3. That Council direct Administration to allocate the following unclaimed Utility Credit Balances to General Operating Revenues:
 - a. Account No. 2150000 = - \$1.43
 - b. Account No. 236000 = - \$.01
 - c. Account No. 290000 = - \$3.60
 - d. Account No. 216000 = - \$2.48
 - e. Account No. 440001 = - \$7.36

And furthermore, direct Administration to refund the credit to the registered Occupant for Utility Account 1120001 in the amount of **\$50.47**.

Relevant Policy/Legislation:

1. **MGA** -Part 8 – Financial Administration

RECOMMENDATION(s):

That Council direct Administration to allocate the following unclaimed Utility Credit Balances to General Operating Revenues:

- f. Account No. 2150000 = -\$1.43
- g. Account No. 236000 = -\$.01
- h. Account No. 290000 = - \$3.60
- i. Account No. 216000 = -\$2.48 (Since 2018)
- j. Account No. 440001 = - \$7.36 (Since 2015)

And furthermore, direct Administration to refund the credit on the registered Occupant for Utility Account 1120001 in the amount of \$50.47.

Request for Decision (RFD)

Topic: MD FOUNDATION – Lodge Re-Development Proposal

Initiated by: MD Foundation

Attachments: 1. MUNICIPAL PARTNER PRESENTATION – 44 pages (Provided on Dec.16/23 Meeting)
2. 2023 MD Foundation Requisition Calculation (Provided at Dec.16/23 Meeting)

Purpose(s):

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

Background:

1. The County of Minburn and the Village of Mannville have advised that they have provided a letter of conditional support to the MD Foundation for Option 1.

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.
 8. **NOTE:** The Requisition Estimates quoting Innisfree at 42% was a typo. The correct amount was .8%, which is what the requisition amounts have been calculated by; the amounts are calculated correctly.

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.

Request for Decision (RFD)

Topic: Water Leak Detection
Initiated by: Administration
Attachments: EnviroTRACE Quotation
Provincial Government Announcement – Water Restrictions

Purpose(s):

1. To review and approve quote from EnviroTRACE for Water Line Leak detection.

Background:

1. In recent months, the Vegreville Water Department has advised the Village staff that the Village is utilizing a lot of water each month, which may indicate water line leakage.
2. Administration was advised by the Public Works Department that there is a significant “dip” in the road at the intersection of 51 Street and 48 Avenue. Public Works brought in a contractor to camera the sewer line; the video indicated there was no breakage in the sanitary sewer line.
3. Administration was approached by EnviroTRACE in the fall of 2023. EnviroTRACE offers FIDO Artificial Intelligence Cloud Correlation to detect and locate all water line leaks by size and location. This is a proactive and non-intrusive, cost-effective method of leak detection.
4. This technology will locate any water leaks within a millimeter, as well as provide the volume of water being released.
5. EnviroTRACE has worked with various Alberta municipalities along with a few BC municipalities. They have several scheduled projects in the spring, including working with Hinton to complete assessment of all their domestic water lines. They completed a pilot project in Athabasca resulting in them wanting EnviroTRACE to review all their remaining water network again in spring as well. They completed a project with the Town of Olds with the municipality wanting EnviroTRACE to complete the remaining water lines in town. They completed projects with the Towns of Bashaw, and Hardisty and both were extremely happy with the results. EnviroTRACE had scheduled to do a large section of Entwistle for Parkland County however this has been postponed until spring when weather is better.
They recently finished a project in Surrey, BC and have to other municipalities in BC in the next month. They are awaiting budget approval for the Villages of Mannville & Kitscoty & the Town of Vermilion.
6. EnviroTRACE provided a link to a video describing their process: <https://youtu.be/UPzUz-rZlrc>

Key Issues/Concepts:

1. The Village of Innisfree is currently invoicing approx. 70% of water consumption used in the Village monthly to utility ratepayers; (comparing the volume of water billed versus the amount of water that the ACE Corporation bills the Village.) This indicates that the Village has a 30% loss of water consumption monthly that is not being billed (nor collected.)
2. New water meters are being installed; there are several utility accounts being charged high “Non-Metered” fees, as they do not have a working meter.
3. Per the Village’s Infrastructure Audit performed during the Viability Review, the Village does not know the status of the aging water main infrastructure; sanitary sewer was audited; however, the water system was not.
4. By contracting EnviroTRACE, to identify within millimeters, of where a water loss is occurring, the Village would accumulate detailed knowledge on existing water-line issues. The Village would benefit from this knowledge for future planning.

-
5. Detecting water line leakage volumes, will ensure that a trouble spot can be addressed immediately, without digging up the street to try and locate the leak; the Leak Detection Report will provide a precise location. The ability to precisely identify where a leak is and remedy it swiftly, will eliminate excess water consumption; increase the Village revenues and decrease the expenditures.
 6. Past water systems repairs have cost:
 - a. Dec.22-28, 2022 - Water Main Break - \$18,153 for Thawing & fixing the break after searching for the break in 3 different locations. Bottled water was supplied to residents: \$865, plus loss of water. Total Costs: \$19,018 (GST excluded.)
 - b. Aug.17-18, 2023 - Water Main Gate Valve Repair - \$6,190 (Contractor) & 6" Gate Valve - \$1,399.27, plus water loss. Total Costs: \$7,589 (GST excluded.)
 7. The Provincial Government has issued a warning to municipalities that water rationing and reductions will have to be employed in 2024 due to the continuing drought; the water for municipalities may be impacted by the long-standing drought situation.
 8. The more informed the Village is on its water infrastructure, and any prospective water losses, the better the Village can prepare for the impending 2024 water restrictions to municipalities.

Options:

1. As directed by Council.
2. That Council receive this item as information.
3. That Council approve EnviroTRACE Leak Detection services, to a maximum amount of \$9,821 to conduct a Water Leak Detection report for the Village of Innisfree. Further, that the expense be allocated from Water Goods, Supplies and Materials 2-41-510.

Financial Implications:

1. EnviroTrace estimated costs for the entire municipality is approximately \$10,000, that will enable the location of any water leaks within a centimetre, thereby removing the unnecessary digging and contractor costs trying to find a watermain break.
2. Eliminating existing water leaks would increase the Village's Water Revenue and decrease the Water Expenditures.
3. EnviroTRACE is actively offering services to other local municipalities, which would provide an opportunity to share the demobilization costs between the local entities and thereby decrease Village overall costs.

Relevant Policy/Legislation:

1. Strategic Priority # 4 – Aging Infrastructure

Political/Public Implication(s):

1. This Program should be viewed positively by ratepayers and the municipality, as lower water consumption costs would decrease expenses for the Village, therefore allowing extra revenue to be allocated to other projects.
2. This program can improve the state of the current aging infrastructure and it provides access to technology that can identify future water breaks.

Recommendation:

1. That Council approve EnviroTRACE Leak Detection services, to a maximum amount of \$9,821 to conduct a Water Leak Detection report for the Village of Innisfree. Further, that the expense be allocated from Water Goods, Supplies and Materials 2-41-510.

**ALBERTA MUNICIPALITIES: WATER CONSERVATION:
DROUGHT PREPARATIONS UNDERWAY FOR 2024:**

The prospect of Alberta experiencing large-scale drought and water scarcity in 2024 is looming large as the new year begins.

Environment and Protected Areas Minister Rebecca Schulz sent a letter to all elected municipal leaders in late December 2023 stressing the importance of preparing for severe drought in 2024.

Alberta currently sits at Stage 4 on the provincial government's five-stage water shortage management scale, signifying that the province is experiencing a large-scale water shortage. So far, the winter has been milder than usual with below average amounts of precipitation.

The provincial government has created a Drought Command Team and drafted a 2024 Drought Emergency Plan. Minister Schulz has asked municipalities for help. Specifically, every municipality is asked to:

- Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- Begin a review of the terms of the municipality's water licence to ensure officials are aware of any conditions that may limit the community's ability to withdraw water during a drought.
- Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within municipal water licences need to be triggered.
- Develop a municipal water shortage plan so the community is ready to respond if water availability decreases.

Minister Schulz's letter and additional information can be found on the [Government of Alberta's website](#).

Questions can be directed to epa.drought@gov.ab.ca or to [Kris Samraj](#), Policy Analyst, at Alberta Municipalities.

ALBERTA MUNICIPALITIES: WATER CONSERVATION:

Alberta Municipalities has been working on water-related issues for more than a decade. We are currently reviewing all water policies and have prioritized updating our water conservation targets to encourage further water conservation. Click [here](#) to learn more about ABMunis' ongoing water management efforts.

Minister Schulz's letter and additional information can be found on the [Government of Alberta's website](#).

Questions can be directed to epa.drought@gov.ab.ca or to [Kris Samraj](#), Policy Analyst, at Alberta Municipalities.

The sustainability of water supplies is becoming a significant issue for many municipalities. In some areas, demand for water is already exceeding supply, supplies are not as reliable as they once were, and new sources of water are not readily available. Even in communities where water is more plentiful, increasing demand for water is requiring the construction of new and expensive infrastructure in order to provide residents and customers with a safe, secure and reliable water supply.

Growing appreciation of the limited availability of water supplies, increasing concern about the potential impacts of the changing climate, acknowledgement of the importance of keeping water in the natural environment, and recognition of the escalating cost of treating, pumping, storing, and delivering ever-increasing volumes of water to consumers are driving a movement to better manage the demand and use of water at a municipal level. The adoption of water conservation tools and practices is one of the most effective means of managing demand within existing available supplies and contributing to long-term municipal sustainability.

Municipal tools and practices for water conservation

Municipalities have access to a wide range of tools and practices that can assist in managing water demand and ensure long-term municipal sustainability. The following resource guide includes examples and tools that you can select from and adapt depending on the needs of your municipality.

As water supply and demand can vary from municipality to municipality, the approach each municipality takes to conservation will also be unique. Therefore, we recommend ensuring you develop an understanding of how water is used, when it is used, and how much is being lost in your community. We have included tools below such as conducting a water audit to help know your system. Once you have a solid conception of your water system's strengths and weaknesses, you can employ other tools ranging from leak detection and control to water use bylaws, to conservation-friendly water pricing.

Choose one of the accordions below to learn more about the different tools and practices you can implement:

- **Operations and Management Tools**

After getting a firm grasp on water use in your community, a good next step is to look at how water is administered and delivered. Changes to water operations and management can often have the greatest impact on improving water conservation. Included below are several initiatives that your municipality may want to implement:

- **Water Audits**

A vital first step to conserving water in your community is to collect data on the state of your current system. Given the wide range of conservation options available to municipalities, it is important to understand how water is used and what parts of your system need improvement before investing time and financial resources in implementing other initiatives.

A great method of getting the full, detailed picture of water use in your community is a water audit. Water audits assess real versus apparent losses, deliver a detailed water management sustainability plan, and provide system performance indicators.

Examples:

Water Audit Case Studies – The Alliance for Water Efficiency provides case studies from agencies that have taken a leading role in implementing utility water loss reduction programs.

- **Loss Control Programs**

According to the Federation of Canadian Municipalities, the amount of unaccounted water can vary from less than 10 percent in new, well-managed systems to more than 50 percent in older systems suffering from poor maintenance. Environment Canada estimates that an average of 13 percent of municipal water is unaccounted for. Performing a water audit will pinpoint where your municipality is losing water and how much you are losing. Once you have that information established, loss control programs can be instituted to remedy leaks.

A variety of actions, such as annual leak surveys and replacement of aging water infrastructure, can result in a significant reduction of water losses.

- **Metering**

According to a 2009 survey, Canadian households with meters on volume-based water pricing schemes used 73% less water than unmetered households on flat-rate water pricing schemes. The use of accurate meters allows utilities to closely monitor water within their system and quickly identify breaks/leaks and have them repaired, resulting in a reduction of lost resources and promoting a more sustainable system (Environment Canada, 2011) Metering allows consumption-based billing, which provides a strong incentive for water efficiency and helps the municipality recover costs, especially when combined with full cost pricing.

See the Planning and Funding section for more information on full-cost pricing.

The City of Edmonton has been metered since 1903. EPCOR has an ongoing Meter Maintenance Program to ensure reliability of approximately 239,000 water meters. More than 90% of the meters can be read remotely which increases the efficiency of meter data collection, as well as the convenience for customers. Retail complexes are often sub-metered so each business can be charged for its actual consumption. This encourages conservation of water. EPCOR has also created an online resource that explains water metering to customers, including lessons on meter reader safety, instructions on reading meters, and other general information about the technology.

- **Water, Conservation, Efficiency and Productivity Plan**

Alberta's Water for Life strategy support the use of Conservation, Efficiency and Productivity (CEP) Plans to improve water efficiency and productivity. Municipal CEP planning helps communities assess their current water use, its impact on aquatic environments and municipal infrastructure, and identify opportunities to provide for a more sustainable water future. CEP plans generally include a water use profile for the community, a target for future use, a summary of CEP efforts to date, and evaluation of proposed actions, an action plan, and a monitoring and evaluation plan.

While drafting a CEP plan is not strictly necessary to implement any of the other tools on this site, they can be valuable to help structure your efforts towards improving water conservation, efficiency and productivity. More information on CEP plans can be found [here](#).

- **Water Recovery, Reclamation, Reuse and Recycling**

According to the [Polis Project for Ecological Governance](#), more than two thirds of municipal water use does not require drinking quality water. Reusing or recycling water for uses like flushing toilets, outdoor irrigation, or industrial use can provide savings of up to 50 percent of water use. Even more significant savings can be achieved with system-wide reuse programs.

There are many examples of how municipalities in Alberta have undertaken action to reduce their water use footprint. The City of Calgary Fire Department's training program utilizes water from man-made wetlands. Afterwards, the water is recaptured, treated, and then reused again. Strathcona County has launched an app for seasonal work crews that allows them to easily update information and perform better water management for spring checks, valves, hydrant painting, and fall checks. This GIS technology results in more efficient work crews, less waste, less water flowing, and less duplication of already completed work.

The Government of Alberta provides guidelines and regulatory requirements on rainwater harvesting and reclaimed wastewater [here](#).

- **Legal Tools**

The enactment of municipal bylaws imposing water conservation or efficiency measures is common and can be an effective way to conserve water. There are a number of legal restrictions and requirements that municipalities can implement, ranging from very specific, targeted programs that restrict lawn watering to certain days of the week, to broad restrictions that require all residential, commercial, and industrial water users to prevent any wasting of water.

- **Water scarcity bylaws:**

Regardless of whether water supply is currently an issue for a municipality, a bylaw that gives the municipality powers to control water usage during times of scarcity can be beneficial. These bylaws generally outline different stages, granting the municipality increased powers to ban water usage dependent on the level of drought. Stage 1 often features restrictions on types of water use or specifying certain times of day that it is permissible to water the lawn, while the final stage is usually an outright ban on all outdoor water use. Municipalities typically advertise the restrictions/ban to their residents through local media and roadside signs or billboards. By passing a bylaw like this, your municipality is better prepared in the event of drought and will not need to scramble to deal with the situation.

Programs like outdoor water use restrictions can be useful for municipalities that see water usage peak to unsustainable rates in the summer but may not be useful if water consumption remains relatively constant throughout the year. Bylaws which promote or encourage water efficiency can reduce year-round demand. Examples of efficiency bylaws include mandating the use of high-efficiency fixtures, requiring homes to be connected to a water meter, or banning excessive water use. However, many consumers in Alberta are already purchasing high-efficiency fixtures and taking action to reduce their water use whether water efficiency bylaws exist. It is important to fully understand the scope of water usage in your community before moving ahead with time and resource-consuming work to develop bylaws.

Economic and Financial Tools

After maximizing your water operations and management and establishing legal tools, you may wish to employ economic and financial tools to help conserve more. Where legal tools directly restrict water usage and require people to conserve water, economic and financial tools incent them to conserve water. Some of these tools can be implemented in a way that helps the municipality conserve financial resources along with water.

Water & wastewater rate review:

A rate review is comprised of reviewing current and future costs associated with the provision of water and wastewater utility services. The benefits of a review are numerous: they provide a better understanding of the real cost of service delivery that facilitates better decision making, information to better explain costs to rate payers, cost breakdowns for users outside the municipality. Visit the section page on Full Cost Accounting of municipal water supply systems to learn more about how to do this.

Conservation pricing and rebates:

Economic and financial tools come in two major forms: *conservation pricing and rebates*.

Conservation pricing involves setting the cost of water in a way that incents users to use less. For instance, some municipalities scale the cost of water to how much the consumer is using: the more they use, the higher their rate is. Conservation pricing can also help the municipality recover more of the costs of providing water, assisting in full cost accounting while still giving consumers the option to save money by using less. These actions are not restricted to large municipalities, in 2009 the Village of Mannville replaced or installed radio frequency (RF) water meters with data log capabilities in all residential, institutional, and commercial buildings and began charging consumption fees at a rate of \$1.50 per cubic meter on deep well water.

Rebates, on the other hand, provide a direct incentive to implement more efficient technology. These are especially helpful with technology like water-efficient fixtures. The large majority of people who renovate their homes or businesses already install these fixtures, so bylaws requiring them no longer have much of an effect. However, the people who don't renovate or build new structures may still have old, wasteful structures. Rebates make renovations more attractive to these home and business owners by lowering the cost of installing new fixtures. Numerous Alberta municipalities have instituted rebates on the purchase of low-flow toilets. Rebates can also incentivize consumers to adopt technologies like rain collection barrels or use water-conserving landscaping elements like mulch ground cover. Some centres have extended these rebates to businesses as well as residents.

The Federation of Canadian Municipalities has funding available through the Green Municipal Fund for projects that target end-use water consumption.

Education and Outreach Initiatives

Education and outreach initiatives that inform water users about water conservation programs are needed for a successful program. Even mandatory programs such as watering restrictions are rarely successful without promotion and outreach. The most effective education programs will increase public knowledge about the need for water conservation and the potential benefits of demand management. In addition, these programs should provide information to individuals on how to participate in local conservation initiatives.

A good water education and outreach program should:

- Instill conservation habits in water users.
- Heighten public awareness of the need to conserve water to the point where other initiatives, such as volume-based pricing and regulation, become acceptable and can be implemented.
- Continue awareness through regular public reminders of the need for conservation.
- Change values towards a lasting ‘water ethic.’

Examples of outreach include providing information on municipal websites or advertising in local media, sending staff or volunteers to community events or into local schools as outreach, or sending mailouts to local businesses. The City of Brooks has taken a multi-faceted approach to water conservation outreach which includes:

- **Water Wise Plant Tag Program** - to educate and encourage residents to purchase plants that aid in water conservation. Any plant that is native to the Brooks area, or requires little watering, will be marked with a special tag.
- **Water Use Scorecard** - The City provides residents with the opportunity to assess where and how they use water and their water use efficiency with a Water Use Scorecard. Citizens can then check out the City’s brochure, 100 Ways to Conserve Water, for ideas on how to improve their score.
- **Yellowfish Road Program** - The City’s Environmental Advisory Committee has partnered with Trout Unlimited Canada to bring the Yellowfish Road Program to Brooks. A variety of youth groups are encouraged to sign out painting kits and paint yellow fish on the storm drains throughout Brooks to remind residents of where the water and items that get washed down the storm drains end up.
- **Xeriscaping** - The City’s Environmental Advisory Committee and Parks Services Department recently partnered with local Girl Guides to design and plant two flower beds in a City Park with natural and water wise plants. The Xeriscaping Demo Bed is in a highly visible area and residents are encouraged to look at the bed to understand how easy xeriscaping can be, and how much water we can be saved.

Date: September 13, 2023

ATTN: Thelma Rogers
CAO Village of Innisfree
5116-50 Ave,
Innisfree, AB
T0B2G0
Ph: (780)581-3380 (Cell)

Village of Innisfree

Budgetary Estimate

EnviroTRACE, has been working with municipalities and prominent private sector companies utilizing FIDO Artificial Intelligence cloud correlation to detect and locate all water line leaks by size and location. This is a proactive, non-intrusive, cost-effective method of leak detection.

EnviroTRACE Ltd. is pleased to provide the following budgetary estimate for advanced leak detection services to the Village of Innisfree.

Customer supplied information and requirements:

- Provide maps/GIS and valve placement.
- Pipe diameter- To be verified.
- Pipe Material – to be confirmed.
- Area of concern- entire town
- Pressure PSI: to be confirmed.

- Maps of other utilities
- Provide access to valves.
- Valves free and clear of debris and/or water.
- Traffic control if required.

Scope of work

Preparation and Planning:

- Conduct a tailgate meeting with the Client to discuss the project, objectives, and access points.

Review safety procedures and site requirements.

Daily Task list:

Day 1:

- Travel to site.
- Deployment of up to 25 FIDO AI Sensors onto the water main valves, fire hydrants for overnight testing during lowest levels of usage.

Day 2:

- Upload the sensors and analyze the data to determine and identify general points of interest by size: tight, small, medium, or large.
- Project estimate is based on 2 Field Technicians for 2 days.
- Correlation to identify leak location will be based upon additional mans days and mobilization/subsistence if required.

The Following Budgetary Estimate is based upon customer provided information and is subject to change upon site inspection.

Leak Detection	\$8,925.00
Mobilization/Subsistence	<u>\$896.00</u>
Subtotal (Excluding GST)	<u>\$9,821.00</u>

Additional Sensors (increments of 10): \$1,000.00

Correlation and/or Additional man days (if required): \$1,250.00 per man/ per day.

Adding additional sensors may incur additional man days and subsistence.

Should you require clarification or have questions please contact us.

Regards,

Greg Lindgren

EnviroTRACE Ltd.

780-418-0882

Request for Decision (RFD)

Topic: Administrative Items
Initiated by: Administration
Attachments: n/a

Purpose(s):

1. To address the following administrative items:
 - a. Regular Meeting Scheduled Time
 - b. 2024 Budget Meetings - Schedule

Background:

1. Office hours have been rearranged since January 2, 2024; staff is done work at 4 pm. The Council meetings, aside from this rescheduled meeting, are set to begin at 5 pm.
2. The Administrative Staff would like to schedule several 2024 Budget (only) meetings. There will be new staff in place for the 2024, who would like time, set aside to adequately address the budget.

Key Issues/Concepts:

1. Scheduled Time: Administration is completed work at 4 pm, which provides an earlier hour to hold a Council meeting.
2. Council must set the specified dates, time, and places for regular meetings, pursuant to *MGA*, s.193(1).
3. Budget Meetings: Administration staff will be very busy until the 2023 Audit is completed. Therefore, the months of March & April would be the most time available for Administration to hold both a Regular and a Budget meeting within one month.
4. It is hoped that scheduling Special Budget meetings will help get the budget finalized by the May 21st Regular meeting, that would include the 2024 Tax Rate Bylaw. Thereby, the Combined Assessment & Tax Notices could be sent out on May 31st!
5. Another part of the 2024 Taxation processes will be to address the tax deadline and bring it more into line with other municipalities; E.g. July 31st.

Options:

1. That Council endorse a motion to amend Motion #2023-10-17/03ORG that pursuant to Section 193 of the *Municipal Government Act*, the Village of Innisfree Regular Council Meeting dates shall be the 3rd Tuesday of every month at 4:00 PM.
2. That Council endorse a motion to amend Motion #2023-10-17/03ORG in another manner.
3. That Council endorse a motion to schedule Special Budget Meetings for the 4th Tuesday at 4 pm during the months of March and April 2024.
4. That Council endorse a motion to schedule Special Budget Meetings at another time.

Financial Implications:

1. Additional Council meetings – an increase Legislative budget

Relevant Policy/Legislation:

1. *MGA*. s.192(1) - Regular Council Meetings
2. *MGA*. s.195 – Council Committee Meetings

Political/Public Implication(s): None identified

Recommendations:

1. That Council endorse a motion to amend Motion #2023-10-17/03ORG that pursuant to Section 193 of the *Municipal Government Act*, the Village of Innisfree Regular Council Meeting dates shall be the 3rd Tuesday of every month at 4:00 PM.
2. That Council endorse a motion to schedule Special Budget Meetings for the 4th Tuesday at 4 pm during the months of March and April 2024.

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: January 3, 2024

Attendees: Gayle, Holly, Yvonne, Doris, Debbie, Doreen, Kristina, Jennifer

Discussion:

- We had a total of 4982 patrons in 2023. For comparison we had 3,656 patrons in 2022. An increase of 1,326 people! The highest month – November: 824 Lowest – January: 281, working on CSJ application which deadline is on January 10, 2024, theme for winter reading program for January and February is “reading takes you everywhere, there is also a pen pal program and read 15 contests again, working on annual report for the government just waiting on the report from NLLS, and the infographs should be available for next month’s meeting
- Extra giving tree items will be brought to the food bank.
- Motion was made and accepted to get \$50.00 for cut flowers and a thank you card for Sue Bergman
- AG society was approached to anchor a drop box at Millenium building, it is going to be brought up at the next meeting.
- AG society was approached about the chairs and the filing cabinets, the chairs are going to be used in Agri plex and the filing cabinets belong to the 4H
- Moving forward on the library expansion has been tables until letters of support are completed from other occupants of the building.
- Was brought up asking if the Village could sand the parking lot and the board was informed to contact the village office.
- Next FILS meeting is on January 15, 2024, at 7pm
- Went over the draft 2024 calendar and 2024 goals as well as went over the 2023 highlights.
- Valentins basket is still being worked on and should be ready next week.
- WIB (women in business) completed the wellness webinar series with 3-5 members attending all sessions, working on an economic development project partnership with the village of Innisfree and the AG society, ideas for the junior entrepreneur program with the Innisfree Delorme school, next general gathering will be on January 9, 2024, Saturday drop ins January 13, and 27th 10 am to 2 pm, February 1st conference will be in Lloydminster, budget used to date \$5506.15

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: January 18, 2024 (10 am)

Attendees: Tara, Jim, Carl, Taneen, Gerrold, Jennifer

Discussion:

- Lodge vacancies west 1, NW 5, SW 9, SE 2, NE 2, 1 move out.
- Currently in outbreak for COVID-19 tentative lift date January 27, 2024, 7 residents with covid and 1 with influenza
- Mannville vacancies manor 3, Villa 4, 1 move in for manor, 0 vacancies in Innisfree with 1 application on file.
- Maintenance ongoing and on schedule
- Letter of support has come in from Mannville, Vegreville and County of Minburn, just waiting on Innisfree, a motion was made to go forward on the expansion project and was passed. Was stated that since Innisfree was such a small piece of the pie, they felt they could move forward even without a letter of support. (Tara Kuzio)
- Went over the financials.

Submitted by: Jennifer Johnson

Interim CAO Monthly Report

To: Council
From: Thelma Rogers
Re: December 13, 2023 – January 24, 2024, activities/highlights

Administration

- Interim AA B. Magosse and AA K. Paranych managed the Administration office during Interim CAO T. Rogers' two-week absence in December; a big Thank You to them.
- Administration is working on the 2023 Audit.
- Government of Alberta requested the municipality respond to an Information Request to provide a listing of Municipal/Federal Agreements that was sent on Jan.16th. See attached Information Sheet.

Development

- The revised Premier Fire & Flood Restoration quotation was well above the Village budget. Mayor Raycraft assisted Administration to submit the scope of work to several local vendors; two of the six vendors approached have responded and should be providing quotes this week.

Financial

- Former Interim AA B. Magosse completed the pre-2023 year-end procedures on the Village software before her departure on December 29th.
- The December Utility Invoices were issued on Friday, January 5th, 2024.
- Administration Staff performed the Year-End rollover on all the pertinent software departments, so 2024 work could continue.
- The end of December, three fraudulent cheques were discovered and processed on the Village General Operating account. The Village bank account was immediately frozen, and a listing of all cheques issued have been provided to the Bank Fraud Team, who have been manually processing each cheque, per the Village's list. On January 5, 2024, the ATB redeposited the fraudulent cheque amounts in the General Operating Account.
- On January 15, 2024, new a new account for the general operating fund was set up by ATB for the Village. The old bank account will not be closed until all known cheques have cleared and debits and credits are all notified of the change. ATB will contact all of the other banks that Payees use to electronically pay their Village invoices, so the bank information can be updated to those entities. And until all known direct deposits and direct debits from the account have been notified by Administration the account will remain open.
- Administration has been redacting the signatures on all online municipal documents (minutes, and bylaws posted on the website.)

Human Resources

- Administration scheduled interviews for the Administrative Assistant position for January 24 & 25th.
- Negotiations are underway for the 2024 Bylaw Enforcement Officer position.
- Interim CAO T. Rogers retirement is scheduled for February 29, 2024.
- The Dec.15, 2023 CPI Rate was 3.4%. Pursuant COLA Policy 1900-15, Employees will receive 75% of the CPI, equivalent to an increase of 2.55% on January payroll.

Other

- Attended the Crossroads Economic Development Alliance Committee meeting at the County office in Vegreville on January 9th with Mannville CAO J. Hodel. (Mayor Raycraft was unable to attend.)
 - Kathy Dmytiw was introduced as the new Economic Development Officer for the Crossroads EDA. Business cards and office location were discussed; the County of Minburn agreed to accept mail for the CEDA.
 - Discussed the format and content for the new www.crossroadsdevelopment.ca website, with a target date of the first of February to bring it on live.
 - Reviewed the Business Retention Expansion survey; discussion on securing “buy in” for businesses to complete the extensive survey:
 - EDO K. Dmytiw to seek support from local radio for a promotional package, as a prize for businesses completing the survey, as well as local newspaper advertising.
 - Discussed how the BRE project would proceed.
 - First, the EDO will complete the surveys of local councillors and Administration.
 - Secondly, she will interview businesses and use that time to encourage them to complete the survey.
 - Finally, a Community Survey will be conducted over the summer.
 - The importance of all CEDA members providing the same information was discussed. A introduction sheet to the Crossroads EDA will be provided to all CEDA members to promote the CEDA in their community. (See attached sheet.) A standardized letter from the municipality to their local businesses, to introduce CEDA and encourage participation in the BRE Project was discussed as another positive method.
 - Town of Vegreville Mayor T. McPhee advised the Town of Vegreville would “give up” their Monday Morning 15 minutes on radio for the EDO to promote the CEDA.
 - The County of Minburn is submitting a Small Community Opportunity Program for \$150,000, that can hopefully be utilized to support the EDO Salary going forward after 2024.
- Bar Engineering is prepared, upon Administration review of the document, to post for a tender on the Alberta Purchasing Connection (APC), for the 50th Street Water Main Replacement Project. Bar Engineering will post the opportunity on APC and take all calls, record the bidders, and assess the bidders. They will provide the Village a detailed report on the bidders with a recommendation on the best option, per their review.
- Bar Engineering has advised of a delay in receipt of the Geographical reports for the new investigations into the soil type under the CN Tracks for the North Water Looping Project. Dependent on what the report states, will determine if additional engineering and costs will be required or not. Unfortunately, both projects cannot be tendered at the same time.

Upcoming:

- Public Tax Auction – January 25, 2024
- Mannville Workshop – February 8, 2024
- Regular Council Meeting – February 20, 2024



Information Request: Municipal-Federal Agreements

Natural person powers granted by *the Municipal Government Act* allow municipalities to enter into contracts. These contracts may be with other public entities, such as the federal government.

The Government of Alberta is working to understand the different agreements and contracts in place between Alberta's municipalities and the federal government. Examples may include:

- building leases for the RCMP K-Division;
- maintenance of federal properties provided by municipalities;
- mutual aid agreements between First Nations and municipalities;
- funding by Heritage Canada for national celebrations, such as Canada Day; and
- community mailboxes for Canada Post.

Municipal Affairs is requesting municipalities provide an overview of the agreements they hold with the federal government by January 31, 2024. Specifically, the ministry is collecting the: name, value, purpose, date, and duration of agreements signed or in effect between January 1, 2022, and December 31, 2022.

Why is Municipal Affairs collecting this information?

The Government of Alberta is creating an inventory of municipal-federal agreements to understand the scope and scale of these agreements. This will help the province continue to advocate for equitable funding from the federal government.

How is a municipal-federal agreement defined?

A municipal body includes a municipality, group of municipalities, entity that receives 50 per cent or more of funding from municipalities, or an entity where a majority of members or boards are appointed by a municipality.

A federal body includes the Crown (Canada), federal agencies, entities required to report to Federal Parliament, entities that receive 50 per cent of funding from federal public funds, or entities where a majority of members are appointed by Canada's public sector.

Are you collecting information for all agreements with federal funding?

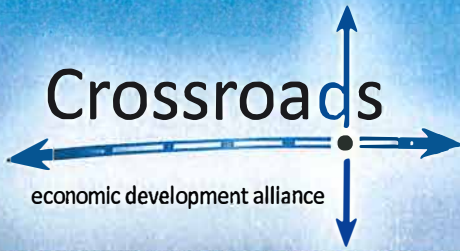
No. Agreements that are already coordinated through the Government of Alberta, such as the Building Canada Fund and Canada Community Building Fund, are not included.

If you are uncertain if your agreement is already coordinated through the Government of Alberta, please include it in the template.

What time period are you collecting information for?

Only agreements signed or in effect between January 1, 2022, and December 31, 2022, will be included.

If you have questions, or require support, please email ma_engagement@gov.ab.ca for assistance.

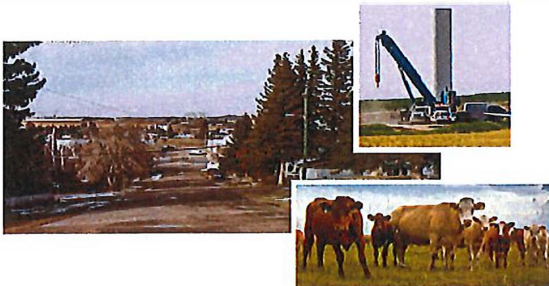


WHERE OPPORTUNITIES INTERSECT

YOUR OPINION MATTERS... FILL IN OUR ON-LINE SURVEY!

WHAT IS CROSSROADS?

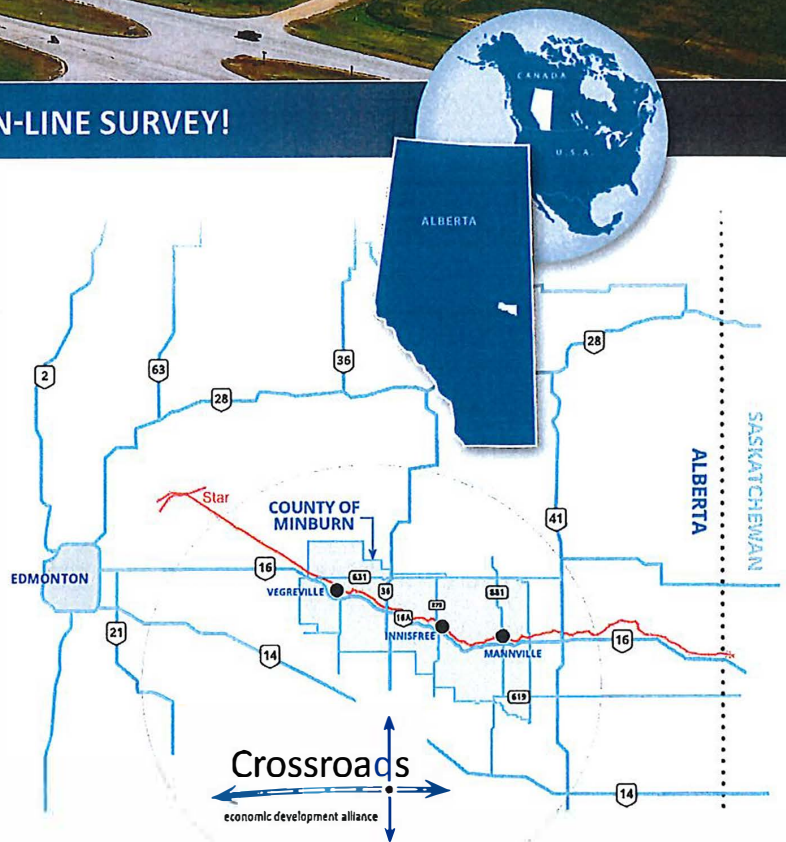
The Crossroads Economic Development Alliance is headed by a committee that was formed to explore a regional economic development partnership. It is comprised of the County of Minburn, Town of Vegreville, Village of Mannville, and Village of Innisfree; supported by the Northwest Alberta Information HUB.



WHAT IS CROSSROADS PURPOSE?

Crossroads is managing the 2023 Regional Economic Development Framework project, a Business Retention Expansion project, and has recently contracted a full time Regional Economic Development Consultant (EDC). If the regional economic development partnership managed by the EDC is deemed successful, Crossroads will:

- **DEVELOP** a long-term operational strategy for 2025 and beyond
- **DELIVER** economic development services on a regional basis
- **SUPPORT** business retention, expansion, and attraction
- **ENCOURAGE** regional economic development through partnerships and advocacy



PROJECTS CROSSROADS IS WORKING ON RIGHT NOW?

- Regional Economic Development Framework:
- Business Retention Expansion Project
- Economic Development Marketing and Communications Platforms

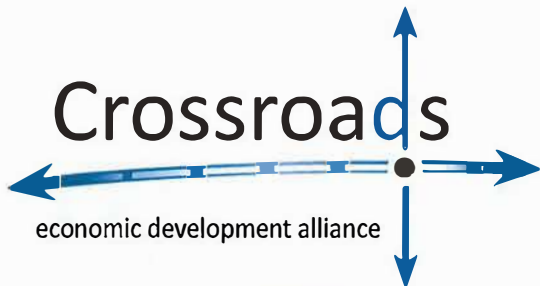
HOW IS CROSSROADS FUNDED?

Crossroads is funded through the Government of Alberta grant programs: The Alberta Community Partnership program (ACP). This program has eliminated the need for immediate municipal funding, allowing Crossroads to explore the viability and potential of this regional economy development partnership while putting very little onus on municipal taxpayers. Crossroads will be seeking more grant funding in the near future.

WHAT WAS CROSSROADS FORMED TO ACCOMPLISH?

Beyond exploring the viability and potential of this regional economy development partnership, Crossroads wants to identify, plan, and manage or advocate projects and initiatives that will:

- Retain local businesses and workers*
- Attract new businesses and workers*
- Help businesses and workers*
- Help create a long-term relationship between businesses, government, educational institutions, workers, and stakeholders to foster regional economic development*



Kathy Dmytiw
kathy@crossroadsdevelopment.ca
Phone: (780) 646-2975



WHAT CAN YOU DO TO HELP?

Crossroads is engaging in a Business Retention Expansion (BRE) project in the first half of 2024. We need regional businesses and organizations to fill in this BRE survey at:

Survey: www.surveymonkey.com/r/MinburnBRE?gf_id

The purpose of the survey is to help Crossroads Partnership create new economic development and workforce development opportunities in the region by understanding the needs and desires of businesses.

Your survey responses will help create a list of suggested 'projects' for the Crossroads Economic Development Alliance to consider. This economic development and workforce development projects may be implemented by Crossroads, local chambers of commerce, partner municipalities, educational institutions, the Government of Alberta, or various regional stakeholders.

The results of this project will be shared with you. All individual responses will be held in strict confidence. Your participation is vital to the success of this project and growth of the region and your input is greatly appreciated.



SCHEDULE “A”
Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2022-07-19/07	Water Services – Water Meter Rehabilitation Project	Admin	The Commercial meter for installation at the Delnorte School has been received
2022-09-27/23	MSI CAP-14314 Administration Building Rehabilitation Project	Admin	The Village will be readdressing more of this during the remediation of the building.
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; Put on hold until Building remediation is completed.
2023-01-23	Send in grant application for free trees with desired trees and locations.	Admin	Done. Received phone call that we have been approved. Company ran out of funding to complete 2023 plantings.
2023-04-18	Develop Policy for catching animals as per Animal Bylaw	Administration	Rescind Motion?
2023-04-18	Sign up for the Travel-ING app	Administration	Signed up by T. Wiebe. Have not actioned this to date.
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	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	Premier Fire ++\$\$\$. Seeking quotes from local contractors.
2023-11-30	LAPP ENROLLMENT Seek enrollment process for CAO only with LAPP	Administration	See Agenda
2023-12-12/07	Administration to write-off the following inactive/unrecoverable amounts: <ul style="list-style-type: none"> • Account No. 277 = \$188.34 • Account No. 109 = \$98.94 • Account No. 110 = \$26.26 	Administration	COMPLETED

SCHEDULE “A”
 Council Minutes Action List

	<ul style="list-style-type: none"> • Account No. 39 = \$26.26 • Account No. 183 = \$38.10 		
2023-12-12/08	<i>2022 TAX WRITE-OFFS</i> \$54.60 for Tax Roll #400	Administration	COMPLETED
2023-12-12/11	<i>WATER LEAK DETECTION – ENVIROTRACE QUOTE –</i> to be tabled to the January 16, 2024, Regular Council meeting for further discussion.	Administration	See Agenda

SCHEDULE “B” Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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MUNICIPAL STIMULUS PROGRAM:					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake					
	Picnic Tables & Fire Pits	\$5,000	\$ 4,010	YES regarding eligible expense deadlines	Completed summer 2023
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)	2022 \$ 1,329 2023 \$ 0.00	2022 - Railings and supplies secured.
CAP-13414 <i>Motion: 2022-09-27/23 For Electrical and Flooring contractors</i>	Village Administration Office Renovations	\$50,000	Electrical \$10,625 Floors \$11,981 \$ 2,325 moving the vault/safe	Completed Completed	Electrical & plumbing upgrades. Completed Flooring Completed Exterior & new Scope of work to be addressed during Office remediation.
CAP-14033	Fire Hydrants	\$20,000	Completed	Completed	Completed.

SCHEDULE “B” Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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CAP-15668	51 Avenue from 54 Street to 51 Street (water looping and road)	\$ 350,000 from MSI Capital <i>Project Total: \$ 800,000</i>			Approved
CAP-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			Approved

FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
GTF-1187	Sidewalk Replacement and Rehabilitation	\$217,650	Sidewalk assessment done in spring 2023 for \$3,000. 300’ of Sidewalk Remediation done in Sept.2023 for \$15,000		
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			Bar Engineering to address this area in 2024 work.
CCBF-2036 <i>Motion: 2022-07-20/07</i>	Water Meter Rehabilitation Project	\$47,000	\$ 1,108 (2022) \$ 33,874 (2023) for meters \$ 5,300 for laptop (2023)	Ongoing.	McKay Waterworks meters & computer rec’vd March/23 Amendment to apply for funding under CCBF-2036 was approved. Installations proceeding.
CCBF-2303	54 Street and 51 Ave complete upgrade (S. Water looping & road)	\$400,000 from CCBF <i>Project Total: \$ 800,000</i>			Approved.

SCHEDULE “B” Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF			Approved
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OTHER GRANT APPLICATIONS (otherwise funding from operating budget or reserves):

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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Birch Lake					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
	Outhouse Rehabilitation	\$16,000			Group Camp outhouse inspected via camera. Concrete needs to be poured on the bottom before these can be used. AB Environment advised culverts within existing one is permitted.

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.

DEPARTMENT	2023 Revenue Budget	2023 YTD Revenues	2023 Expenditures Budget	2023 YTD Expenditures	2023 YTD Surplus/ Deficit
(00) Requisitions	41,520	41,570	41,610	40,605	965
(00)Gen.Legislative (Taxes)	282,470	282,296			282,296
(00)Gen. Admin: Tx Pens/Bk Int.	87,225	119,847	-	-	119,847
(11) Legislative	25,000	-	15,800	14,710	- 14,710
(12)Administration	86,962	108,025	235,800	278,299	- 170,274
(19) General Exp (Insurance)			6,500	10,722	- 10,722
(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	2,678	14,000	5,661	- 2,983
(32)Public Works	42,443	22,373	193,880	198,202	- 175,829
(37)Stormwater Dept.	5,012	5,321	7,000	5,000	321
(41)Water Dept.	139,233	237,076	213,354	201,407	35,669
(42)Sanitary Sewer Dept.	75,500	37,050	66,225	27,879	9,171
(43)Solid Waste Dept.	73,034	72,875	86,300	97,347	- 24,472
(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	1,641	- 1,516
(72)Recreation Dept.	49,300	29,188	68,600	69,840	- 40,652
(74)Cultural Dept.	-	5,800	14,418	14,308	- 8,507
TOTALS:	945,814	982,136	1,015,182	1,002,368	- 20,232

Roads:

Sanding roads. Sander chain jamming (stretched beyond tightening), contractor ordered and replaced the chain. Started moving snow from the roads.

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

Issues with North Lift station, on Dec.20th; called in a contractor to steam clean North and West lift stations.

Recreation: (Park/Campground):

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>

Village of Innisfree (CAO)

From: Gage Haubrich - CTF Director <updates@taxpayer.com>
Sent: January 15, 2024 8:59 PM
To: Village of Innisfree (CAO)
Subject: PETITION: Relief for farmers

Hi Terri,

You have another chance to get farmers some much-needed carbon tax relief.

Bill C-234 is a bill that would remove the carbon tax from natural gas and propane used on farms. Farmers use these fuels to dry grain and heat barns.

Recently, the bill passed through the Senate with amendments that gut the bill and reduce the relief.

But now the House of Commons gets a shot at the bill again. So, now the fight is on to reject these amendments and pass the original bill to get farmers full relief.

To win this fight we are building up an army of supporters that can step up to the plate to fight for farmers at a moment's notice.

You can join that army by signing the online PETITION: <https://www.taxpayer.com/petitions/take-carbon-taxes-off-all-farm-fuels>

You know that farmers work long hours so the rest of us can look forward to three square meals a day. It's time to repay that hard work.

Members of Parliament head back to Ottawa soon, and last time this bill was in the House, it was unanimously supported by the Conservatives, NDP, Bloc and Greens. Even three Liberals voted for it.

That needs to happen again.

Please sign the PETITION to get farmers carbon tax relief: <https://www.taxpayer.com/petitions/take-carbon-taxes-off-all-farm-fuels>

You know we need to completely scrap the carbon tax. But passing Bill C-234 puts another chink in the carbon tax's armour.

I'll be updating you every time we have a chance to notch up the pressure on these politicians. My family back home on the farm won't let me forget about this fight.

Sincerely,

Gage Haubrich
Prairie Director for the Canadian Taxpayers Federation

PS: It only takes a minute to sign the PETITION and step up and fight for farmers:

<https://www.taxpayer.com/petitions/take-carbon-taxes-off-all-farm-fuels>



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To update your contact information [click here](#)

Administration email: admin@taxpayer.com

Did you get this email sent to you from a friend? If you want to add your email address to our list please click this link: [Taxpayer.com/join](https://www.taxpayer.com/join)

Our mailing address is: Canadian Taxpayers Federation · 501 - 2201 11 Ave · Regina, SK S4P 0J8 · Canada

To unsubscribe cao@innisfree.ca from our list [click here](#)

10.6

From: Amy Cherniwchan
To: NAAGO
Subject: Proposed Membership Increase
Date: January 11, 2024 3:43:07 PM
Attachments: [image.png](#)
[Outlook-Adobe Syst.png](#)

Hello NAAGO members,

Happy New Year!

The budget subcommittee has put together a rough budget and would like to increase the membership slightly to meet our goals and initiatives. I have included the new chart and the budget will be discussed in detail at the next meeting on February 7, 2024. If we could get some feedback before the next meeting on member's thoughts that would be appreciated. The majority would be for lobbying efforts and a very small portion would be for hosting.

Metis Settlements / First Nations	1	\$	300.00	\$	300.00
villages	3	\$	300.00	\$	900.00
Towns Under 2k	7	\$	1,000.00	\$	7,000.00
Towns over 2k	3	\$	1,400.00	\$	4,200.00
Citys	2	\$	2,200.00	\$	4,400.00
County's / M.D.	8	\$	2,200.00	\$	17,600.00
	24			\$	34,400.00



Amy Cherniwchan
Mayor

C: 780-656-0386 | P: 780-656-3674 | E: amy@smokylake.ca
www.smokylake.ca | Box 460 56 Wheatland Ave. Smoky Lake AB T0A 3C0

You're receiving this message because you're a member of the NAAGO group from Town of Smoky Lake. To take part in this conversation, reply all to this message.

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Company Christmas Cards:

ATCO

2024 Remax Prairie Realty - Yearbook x 3

Canada Post – discounted lightweight shipping

Letter:

From: Alberta Municipal Affairs

To: Chief Elected Officials;

Announcement of the launch of Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.