



Village of Innisfree
Regular Council Meeting
February 20, 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. Delegations –
 - a. Women In Business - K. Brummer – 4:05 pm
 - b. Crossroads EDC – K. Dmytriw – 4:20 pm
4. Adoption of Minutes – Jan.24, 2024 Regular Meeting Minutes
5. Business Arising from the Minutes – Regular Council Meeting
6. Policies & Bylaws:
 - a. Temporary Borrowing Bylaw 693-24
 - b. Local Authorities Pension Plan Policy 1900-16
7. New Business
 - a. 2024 Master Rates Bylaw Review – Environmental Fees – RFD
 - b. Appointment of CAO - RFD
 - c. Signing Authorities - RFD
8. Councillor Reports
 - a. MMI-FCSS – Feb.12/24 – Clr. D. McMann
9. Administration Reports
 - a. Reports:
 - i. Interim CAO Report – Period Ending February 20, 2024
 - ii. Interim CAO – Council Action List
 - iii. Interim CAO Municipal Grants Report
 - b. Financials:
 - i. Monthly Bank Reconciliation Statement – Period Ending December 31, 2024
 - ii. Revenue & Expense – Period Ending January 31, 2024
 - c. Public Works Foreman Report – February 20, 2024
 - d. Regional Fire Chief Report – February 15, 2024

10. Correspondence

- a. Municipal Affairs - New Alberta Codes Legislation
- b. AB Munis – Spring Caucus Meeting – Mar.14-15
- c. AB Munis – 2024 Fall Convention Resolutions Deadline – May 31, 2024
- d.

List of correspondence attached.

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: Women in Business Program
Contact Name /Person making presentation: Kristina Bruunonen and Marilyn Nelson
Issue to be discussed:

Sharing about our program and the desire to collaborate with the Village of Innisfree to build our economic development presence through supporting mutual interests, networking and special projects

Request of Council:
To review our program details and to consider where we can partner and support each other to foster our community's economic development

Date of Council Meeting:
Delegation Time: Feb 20 @ 4:05 pm
If there is additional information, please attach () yes () no
Delegations are limited to 10 minutes.

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

Effective Date: Oct 22/14 Amendments: Effective Date _____ Resolution No. _____
Resolution No. 2014-10-21/31 Effective Date _____ Resolution No. _____

Village of Innisfree

Procedure No: 1100-02 Delegation Policy

Effective Date: Oct.22/14 Amendments: Effective Date _____ Resolution No. _____

Resolution No. 2014-10-21/31 Effective Date _____ Resolution No. _____

Delegation Request for Presentation to Council

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Name of Delegation: Crossroads Economic Development Alliance

Contact Name /Person making presentation:

Kathy Dmytriw

Issue to be discussed:

Introduction to council and updating information on Crossroads Economic Development.

Asking if council has any questions or requests.

Request of Council:

Date of Council Meeting:

Delegation Time: _4:20pm_____

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

Delegations are limited to 10 minutes.

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VILLAGE OF INNISFREE
 REGULAR COUNCIL MEETING MINUTES of January 24, 2024

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 Wednesday, January 24, 2024.

CALL TO ORDER

Mayor Raycraft called the Regular Council meeting to order at 4:00 PM.

PRESENT

Attendance in-person

Mayor Evan Raycraft
 Councillor Jennifer Johnson
 Councillor Deborah McMann

Kayla Paranych, Interim Administrative Assistant

REGRETS

Thelma Rogers, Interim Chief Administrative Officer

*APPROVAL OF
 AGENDA
 2024-01-24/01*

Moved by Clr. J. Johnson that the agenda be accepted as presented with amendments:
 - Amend "Dec. 19, 2023" to "Dec 12, 2023"

CARRIED.

*APPROVAL OF
 DECEMBER 12, 2023,
 REGULAR MINUTES
 2024-01-24/02*

Moved by Clr. D. McMann that the December 12, 2023, Regular Council Meeting minutes be approved with the following amendment:

- Amending "Even" to "Evan" under "Present".
- Remove Clr. D. McMann from "Attendance in-person"
- Add Clr. D. McMann to "Attendance via phone"
- Amend Account number "277" to "227" on motion #2023-12-12/07.

CARRIED.

*DELEGATION –
 RCMP SGT. COREY
 BUCKINGHAM
 Q3 REPORT*

Sgt. Corey Buckingham from the Vermilion RCMP Detachment entered the meeting at 4:01 PM.

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

Sgt. C. Buckingham departed at 4:11 PM.

*Departure
 2024-01-24/03*

Moved by Clr. J. Johnson to accept the Third Quarter Report from Delegation Sgt. C. Buckingham.

CARRIED

*MASTER RATES
 BYLAW 692-24
 2024-01-24/04*

Moved by Mayor Raycraft that Council provide FIRST reading to Master Rates Bylaw 692-24 this 24th day of January 2024.

CARRIED.

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of January 24, 2024**

*MASTER RATES
BYLAW 692-24
2024-01-24/05*

Moved by Clr. J. Johnson that Council provide SECOND reading to Master Rates Bylaw 692-24 this 24th day of January 2024.

CARRIED.

*MASTER RATES
BYLAW 692-24
2024-01-24/06*

Moved by Clr. D. McMann that Council proceed to THIRD reading to Master Rates Bylaw 692-24 this 24th day of January 2024.

CARRIED ANIMOUSLY.

*MASTER RATES
BYLAW 692-24
2024-01-24/07*

Moved by Mayor Raycraft that Council provide THIRD and FINAL reading to Master Rates Bylaw 692-24 this 24th day of January 2024.

CARRIED.

*VILLAGE OF
MANNVILLE
INVITATION
2024-01-24/08*

Moved by Clr. D. McMann that Council accepts the invitation to the Workshop February 8th, 2024. Further that Council directs Administration to allocate \$100 per attendee to be paid to the Village of Mannville.

CARRIED.

*REALLOCATION OF
2009 TAX RECOVERY
RESERVES
2024-01-24/09*

Moved by Mayor Raycraft that Council direct Administration to reallocate the 2009 Tax Recovery Reserves to the Village General Operating Account pursuant to *MGA* s.428.

CARRIED.

*RECESS
2024-01-24/10*

Moved by Clr. J. Johnson to go into Recess at 5:04 PM.

CARRIED.

*RECONVENCE
2024-01-24/11*

Moved by Clr J. Johnson to come out of Recess at 5:09PM.

CARRIED.

*REQUEST FOR
COMPENSATION
2024-01-24/12*

Moved by Clr. D. McMann that Council directs Administration to send a letter to the Resident requesting compensation outlining the Municipality's legal liability pursuant to *MGA* s.527.2 and s.528.

CARRIED.

*UTILITY CREDIT
BALANCES
2024-01-24/13*

Moved by Clr. D. McMann that Council direct Administration to reallocate the following unclaimed Utility Credit Balances to the General Operating Account.

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

Furthermore, that Council direct Administration to refund the credit on the Registered Occupant for Utility Account 1120001 in the amount of \$50.47

CARRIED.



**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of January 24, 2024**

*M.D. FOUNDATION
LODGE
REDEVELOPMENT
PROPOSAL
2024-01-24/14*

Moved by Mayor Raycraft that Council direct Administration to provide a letter of support for Option #1, to the M.D. Foundation for the Lodge Redevelopment Proposal. CARRIED.

*WATER LEAK
DETECTION –
ENVIROTRACE
2024-01-24/15*

Moved by Clr. J. Johnson that Council approve the EnviroTRACE contract to conduct a water leak detection report to a maximum expenditure of \$9,821. CARRIED.

*ADMINISTRATIVE
ITEMS
2024-01-24/16*

Moved by Mayor Raycraft that Council 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. CARRIED.

2024-01-24/17

Moved by Mayor Raycraft that Council schedule Special Budget Meetings for the 4th Tuesday at 4 pm to conclude at 6:30 pm for the months of March and April 2024. CARRIED.

*COUNCILLOR
REPORTS
2024-01-24/18*

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

*ADMINISTRATION
REPORTS
2024-01-24/19*

Moved by Clr. D. McMann that the items listed under Administration Grants Report be approved as presented with amendments:

- Amend account “277” to “227”

CARRIED.

*CORRESPONDENCE
2024-01-24/20*

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

*CLOSED SESSION
2024-01-24/21*

Moved by Mayor Raycraft that Council enter into closed session at 6:16 PM.

2024-01-24/22

Moved by Clr. D. McMann that Council move out of closed session at 6:44 PM.

*ADJOURNMENT
2024-01-24/23*

Moved by Clr. J. Johnson that the meeting be adjourned at 6:45 PM.



T. Rogers, Interim C.A.O.

E. Raycraft, Mayor

Request for Decision (RFD)

Topic: Annual ATB LOC Renewal – Temporary Borrowing Bylaw 693-24
Initiated by: Administration
Attachments: Temporary Borrowing Bylaw 693-24

Purpose(s):

1. To review and endorse Temporary Borrowing Bylaw 693-24.

Background:

1. The Village has a revolving Line of Credit (LOC) in the amount of \$120,000 with ATB Financial.

Key Issues/Concepts:

1. Per Section 251(1) of the *Municipal Government Act*, a Municipality may only make a borrowing if the borrowing is authorized by a Borrowing Bylaw.
2. The revolving LOC was established in 2012 to assist and temporarily fund municipal operations. The LOC has not been used in the past 12 years, as the Village now has sufficient funds to finance its operations.
3. ATB Financial has indicated that in order to continue the LOC, the Village must provide a copy of a valid Borrowing Bylaw.

Options:

1. That Council provide three readings to Temporary Borrowing Bylaw 693-24.
2. That Council decline to provide three readings to Temporary Borrowing Bylaw 693-24. Further that Council direct Administration to close the Line of Credit account with ATB Financial.

Financial Implications:

The Village has not accessed the LOC, therefore no service fees are being charged to the Village.

Relevant Policy/Legislation:

MGA s. 251(1) – Borrowing Bylaw

Political/Public Implication(s):

None identified.

Recommendation:

That Council provide three readings to Temporary Borrowing Bylaw 693-24.

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE TEMPORARY BANK BORROWING FROM ATB FINANCIAL IN THE TOWN OF VEGREVILLE, ALBERTA FOR 2024.

WHEREAS the Council of the VILLAGE OF INNISFREE (hereafter called the “Corporation”) in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures of the Corporation for a portion of its financial year commencing March 1st, 2024.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation do borrow from the Province of Alberta ATB Financial (hereafter called “ATB Financial”) sums of money from time to time in the said financial year as required to meet current expenditures of the Corporation in the said financial year, provided that the total principal amount owned to ATB Financial at any one time hereunder shall not exceed the sum of one hundred and twenty thousand dollars (\$120,000.00).
2. The Elected Officials with signing authority for the Corporation and, the Chief Administrative Officer be, and are hereby authorized, for and on behalf of the Corporation:
 - a) to apply to ATB Financial for the aforesaid loan to the Corporation, and
 - b) to obtain advance of monies from ATB Financial in the said financial year by way of an overdraft on the Corporation’s account at a ATB Financial branch or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB Financial, and
 - c) to execute on behalf of the Corporation such bills, debentures, promissory notes or similar forms of obligation as ATB Financial may require as evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Corporation according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing the limitations on their authority as set for in this Bylaw.

3. Notwithstanding the foregoing, the Elected Officials with signing authority and the Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Corporation such that all amounts borrowed and outstanding by the Corporation at any one time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of the taxes levied or estimated to be levied by the Corporation for the said financial year.
4. The Corporation is hereby authorized to borrow from ATB Financial (“ATB”) up to the principal sum of One Hundred and Twenty Thousand Dollars (\$120,000.00) repayable on demand at a rate of interest per annum from time to time established by ATB, not to exceed

ten percent (10%), and such interest will be calculated daily and due and payable in the last day of each and every month.

5. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31st of the said financial year, unless hereafter extended by authority of the Council of the Corporation.
6. As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favour of ATB Financial the whole of the taxes levied or to be levied by the Corporation, requisitions made or to be made by the Corporation and other money due or accruing due to the Corporation and the Elected Officials with signing authority for the Corporation and the Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to ATB Financial such security documents as ATB Financial may require in collateral to the obligation of the Corporation to repay with interest all sums borrowed from ATB Financial and ATB Financial shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Corporation.
7. In the event the Council of the Corporation decides to extend the said loan and ATB Financial is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligation executed by the officers designated in paragraph two (2) hereof and delivered to ATB Financial shall be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligation, and ATB Financial shall not be bound to inquire into the authority of such officers to execute and delivery any such renewal or extension document.
8. Each separate provision of this Bylaw shall be deemed independent of all other provisions and,
 - a) 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 may remain valid and enforceable.
9. This By-Law shall come into effect upon final passing thereof.
10. All previous Temporary Borrowing Bylaws are hereby rescinded.
Read a First Time this 20th of February 2024.
Read a Second Time this 20th of February 2024.
Read a Third Time by Unanimous consent of Council, and finally passed this 20th of February 2024.

Mayor E Raycraft

Interim CAO Thelma Rogers

Request for Decision (RFD)

Topic: Local Authorities Pension Plan
Initiated by: Council
Attachments: Local Authorities Pension Plan Policy 1900-16

Purpose(s):

1. To establish policy and procedures on how the Local Authorities Pension Plan Policy (LAPP) will be calculated for the specified Village Employee(s).

Background:

1. Council reviewed retention strategies to improve Administrative personnel for the Village of Innisfree.
2. Council recognized the existing benefits provided:
 - a. 5% Holiday Pay in first 3 years and additional higher rates in ensuing years, versus *Alberta Labour's* regulated standard rate of 4%;
 - b. excellent support of Health Benefits via the Alberta Municipalities' business arm AMSC;
 - c. Sick Leave and Personal Day Leave Policies.
3. A review of like-sized small municipalities, revealed the provision of either a RRSP Savings Plan or a Pension Plan.

Key Issues/Concepts:

1. Council determined the Local Authorities Pension Plan (LAPP) would be the selected additional benefit for the incoming Chief Administrative Officer.
2. Council directed the Interim CAO to investigate and bring forward the LAPP documentation required to participate in the LAPP.
3. There are several steps required to enable the Village's sole employee participation in the LAPP:
 - a. In the 1990's LAPP removed the Employer's option to appointment a single individual by their status/position; the only method by which the municipality may facilitate that process is to have all other employees on a "contract" with set timelines; contracted positions with an "end date" are "optional" for participation in the LAPP.
 - i. E.g., the Administrative Assistant and Public Works Foreman will be required to sign contracts each year, which would be enabled/continued by an annual Performance Review, in order to comply with the LAPP regulations;
 - b. an application to LAPP for participation was the next requirement and was submitted on February 9, 2024;
 - c. and finally, the approval of a LAPP Personnel Policy, specifying the Village's rules, in alignment with the LAPP Regulations is required.

Options:

1. That Council approve Local Authorities Pension Plan 1900-16 as presented.
2. That Council approve Local Authorities Pension Plan 1900-16, with amendments.
3. That Council file the information on Local Authorities Pension Plan 1900-16.

Financial Implications:

1. 2024 Employer LAPP Contribution Rate: 8.65% of Employee's Salary:
 - a. E.g., \$50,000 = \$4,325.00

Relevant Policy/Legislation:

1. *MGA* – s.3 – Municipal Purposes
2. *Strategic Plan* – 2024 Objective: Succession Planning for Administration

Political/Public Implication(s): None identified

Recommendation:

That Council approve Local Authorities Pension Plan 1900-16 as presented.

Policy:

The Village of Innisfree Council has determined that the Local Authorities Pension Plan shall be provided for the Chief Administrative Officer effective March 1, 2024.

Purpose

To establish policy and procedures on how the Local Authorities Pension Plan Policy will be calculated for the specified Village Employee.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding pension plan provisions.

1.0 Definitions:

- 1.1 **"CAO"** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **"Employee"** means the Chief Administrative Officer.
- 1.3 **"Employer"** means the Village of Innisfree.
- 1.4 **"Temporary Employees"** means an Employee working on a short-term contract, not permanent.

2.0 Responsibilities:

- 2.1 The CAO is responsible for ensuring awareness and compliance with this Policy.

3.0 Participation/Membership:

- 3.1 This Policy shall apply to the Village of Innisfree Chief Administrative Officer.
- 3.2 This Policy does not apply to Temporary employees or an Interim Chief Administrative Officer role.
- 3.3 In the event an Employee, who is qualified on the basis of their employment status, is on a probationary period, said LAPP shall not be applicable until the probationary period has concluded.
- 3.4 Notwithstanding the above sub-sections, participation is available on the first day of employment if the Employee is continuing from a previous employment at which the Employee was enrolled in the Local Authorities Pension Plan.
- 3.5 The following Employees are not eligible to participate in the Local Authorities Pension Plan:
 - 3.5.1 Employees in a contracted role.
 - 3.5.2 Employees aged 71 and older.
 - 3.5.3 Employees receiving a monthly LAPP pension based on previous participation in the Plan.
 - 3.5.4 Employees who work less than 30 hours per week.

4.0 Pensionable Salary:

- 4.1 Regular Gross Pay shall be included as pensionable salary.
- 4.2 Holiday pay will be included as pensionable salary when paid on a monthly basis but will not be included when paid as a lump sum.
- 4.3 Over-time and on-call pay shall be excluded as pensionable salary.
- 4.4 There shall be no automobile allowance for personal use provisions included as pensionable salary.
- 4.5 The Local Authorities Pension Plan will determine the amount of the Employee and the Employer's contributions to the Pension Plan.

5.0 Leave Without Salary:

- 5.1 An Employee on Leave Without Salary may continue paying contributions (contributory leave) or defer the payments until the leave ends (noncontributory leave). In either case, if the Employee chooses to make LAPP payments the Village will continue to make the Employer payments to the extent of the leave limits.

6.0 Pensionable Service

6.1 Base Unit:

- 6.1.1 Administration: 1820 hours/annum = 1.0000 Service to be reported
- 6.1.2 Pensionable Service shall be calculated pursuant to the policies and regulations of the Local Authorities Pension Plan.

6.2 Contributions

- 6.2.1 The Employee's contribution shall be deducted from the Employee's month end pay cheque.
- 6.2.2 The Employer's contribution shall be contributed at the end of each monthly pay period.
- 6.2.3 Contributions shall be calculated and remitted pursuant to the policies and regulations of the Local Authorities Pension Plan.
- 6.2.4 The Village of Innisfree shall not contribute towards any terminated or retired Employee's Pension Plan.

7.0 End of Procedure

Request for Decision (RFD)

Topic: 2024 Master Rates Bylaw – Utility & Reserves Review
Initiated by: Administration
Attachments: DRAFT Master Rates Bylaw 694-24

Purpose(s):

1. To address Utility Rates for the remaining 10 months of 2024.
2. To address Master Rates’ Reserve Fees for 2024
3. To address surplus Reserve Fund allocations previous to 2024, post audit.

Background:

1. The Environmental Utility Rates, (aside from the Water Rate that was changed from \$4.12/m³ to \$4.57/m³ on Feb.1, 2024, per ACE Corporation increased fees) have remain unchanged since 2017! See estimated calcs:

Village m ³ 2023	Village @ \$4.57/m ³	ACE m ³ Charged 2023	ACE @ \$3.10/m ³
890	4,069.17	1,062	3,292.20
955	4,362.07	1,215	3,766.50
1,051	4,803.57	1,345	4,169.50
1,315	6,007.77	1,554	4,817.40
1,041	4,755.50	1,709	5,297.90
840	3,839.30	1,587	4,919.70
2,140	9,781.17	1,294	4,011.40
997	4,556.29	1,722	5,338.20
919	4,201.66	1,722	5,338.20
1,218	5,564.84	1,433	4,442.30
880	4,020.69	218	675.80
941	4,299.91	1,168	3,620.80
13,186.42	60,261.94	16,029.00	49,689.90

2. A Cost-of-Living Calculator displays that the cost for services from 2017 to the end of 2023 increased by **21.02%**.
3. A comparison of several neighbouring Municipalities demonstrates the various charges attributed to different levels of Utility services is attached.
4. Several Reserve Fees in the Master Rates Bylaw are no longer applicable.

Key Issues/Concepts:

1. The Joint Mannville Landfill Remediation Project was completed 2023. The Village cost share, originally estimated at approximately \$100,000, was only **\$37,356**. The Village had set aside reserves, per the 2022 Audit totaling **\$42,050** plus 2023 Budgeted amounts of **\$18,000**, plus the 2024 January & February Utility billings of **\$3,238**, totals **\$63,288**. Therefore, the *estimated* surplus funds of **\$25,932** are no longer required for the Joint Landfill Project and will require reallocation by Council, post audit.
2. The ACE Regional Capital infrastructure costs were paid out in 2023; the Village share was **\$8,883** and the Village was advised by the ACE Corporation that *no more contributions would be required*. The Village ACE Capital identified reserves in 2023 totaled **\$25,605** plus 2024 funds of **\$4,545** equal **\$30,150**. (Previous years’ reserve allocations must have been allocated to unrestricted reserves, per the Audit Report.) Therefore, the identified surplus funds of **\$21,267** are no longer required for the ACE Capital Project and will require reallocation by Council post audit.

3. Administration recommends that Council consider the implementation of a single Environmental Infrastructure Reserve in the Master Rates that would encompass all of the Environmental Services (Water, Wastewater, (Sanitary Sewer,) Solid Waste Management, Stormwater Management and Recycling etc., and would therefore, not restrict the Reserve. This would simplify Administration and management of the reserves that could then be used for any environmental infrastructure reparation, without having to address reallocations (such as those being addressed tonight.)
4. The implementation of a single Environmental Infrastructure Reserve can be clearly supported by the infrastructure upgrades that will be ongoing, supported by the engineering reports and the 2016 Infrastructure Study Report.
5. Addressing utility rates on an annual basis would ensure that the Village is maintaining the utility rates in conjunction with the cost of servicing, so there would not be significant increases.

6. FEES REVIEW:

b. **Section 40 – Non-Metered Fees:**

- i. Residential \$33 per Village of Mannville - **\$75 to encourage water metering implementation**
- ii. Commercial \$44 per Village of Mannville - **\$75 to encourage water metering implementation**
- iii. Non-Profit \$25 per Village of Mannville - **\$75 to encourage water metering implementation**

b.i. There are 13 Utility Accounts currently paying the Non-Metered Fee of \$33 = \$429/month. None of the other fees are activated.

If the Non-Metered Fee was changed to \$75 x 13 = **\$975.00/month** until the meters are installed.

Non-metered Water Fees are proposed to be increased to encourage the installation of water meters, as well as to ensure water expenditures do not affect the Mill Rate, i.e., the Property Taxes.

c. **Section 40 -Base Water Fees:**

	<u>Current Fees</u>
1. Residential Base	\$13
2. Small Commercial Base	\$25
3. School & Petro-Can	\$45

****Recommend the Base Water Fee be simplified and applicable to all accounts: \$25/month***

c.i. Currently the Village monthly levies: 116 accts x \$13 = \$1,508
 15 accts x \$25 = \$375
 2 accts x \$45 = \$90 TOTAL: **\$1,973/month, \$23,676/Annum**

Proposed: 133 accts x \$25 - \$2,900/month x 12 = **\$34,800**

With the new Water Rate estimated to recover \$60,200 + Non-metered Properties estimated at \$975 and the Base Water Fees’ revenues estimated \$34,800 provides total Revenues of \$95,975. The 2023 Water Dept. costs at \$109,247 (less Waterline breaks/repairs \$38,616 & Engineering Fees \$28,660) results an estimated deficit of **\$13,272.**

Base Fees are proposed to be increased to eliminate any Water Department deficit, and to ensure water expenditures will not affect the Mill Rate, i.e., Property Taxes.

d. **Section 40 -Solid Waste Management Fees:**

1. Residential	\$29.25
2. Small Non. Res	\$34
3. Large Non. Res.	\$47

4. Petro-Can Complex	\$425
5. Institutional	\$225
6. Four-Plex Units	\$115
7. Community Organizations	\$17.45

Recommend the SW Management Fees be simplified as:

1. Residential	\$27
2. Sm. Non-Residential	\$35
3. Large Non-Residential	\$75
4. Institutional	\$250
5. Bin Rental	\$425

d.i. Currently the Village levies:	Res 115 = \$3,071.25	Proposed: \$3,105
	Sm. NR 10 = \$340	Proposed: \$ 350
	Lrg. NR 0	Proposed:
	Petro \$425	Proposed: \$ 425
	Instit. \$225	Proposed: \$ 250
	4-Plex 2 = \$230	Proposed: \$ 500 (Instit.x2)
	Comm. Orgs: \$17.25 = 33.50	Proposed: \$ 54
	TOTAL/MON: \$4,099.75	\$4,684 x 10 = \$46,840 + \$8,200
		TOTAL: \$55,040

There are also two properties on seasonal disconnect and several more properties that are on disconnect almost permanently (vacant, abandoned properties.)

NOTE: The 2023 Solid Waste Costs were \$67,157. SW Costs have been between \$32,650 & \$69,560 annually. Having a revenue estimated base of \$55,040 should mitigate implications to the Municipal Tax Rate.

Solid Waste fees are proposed to help eliminate any Solid Waste Department deficit and ensure Solid Waste fees do not impact the Tax roll (Municipal Tax Rate.)

e. <u>Sanitary Sewer Fees</u>	<u>Current</u>	<u>Proposed</u>
a. Residential	\$21.50	\$21.75
b. Commercial	\$34.25	\$35
c. Four-Plex	\$88	\$175
d. Institutional	\$145	\$175
e. Restaurants	\$77	\$80
f. Comm. Orgs	\$17	\$21.75

e.i. Currently the Village SS levies:		
Residential	109 = \$2,343.50	Proposed: \$2,370.75
Comm.	5 = \$171.25	Proposed: \$ 175 (Non-Res)
Four Plex	2 = \$176	Proposed: \$ 350 (Lrg. Non. Res.)
Institutional	1 - \$145	Proposed: \$ 175
Restaurants	0 * \$80	Proposed: = (Classify as Non. Res.)
Comm. Orgs	5 = \$85	Proposed: \$107.25 (Classify as Res.)
TOTAL/MON	\$2,920.75	\$3,178 x 10 = \$31,780 (x 12 = \$38,136)

NOTE: SS Expenditures (excluding Amortization) were \$27,879 in 2023 (pre-audit) and in 2022 was \$32,567. With estimated Revenues of \$31,780 + Jan/Feb-24 (\$5,842) = \$37,622 SS Revenues for 2024.

f. <u>Infrastructure Renewal Fees;</u>		
a. Remove Regional Landfill Remediation Fees: \$7.50 - \$20		Annually: \$18,560
b. Remove ACE Regional Water Fee: \$15		Annually: \$24,200

- c. Remove Stormwater Infrastructure Renewal Fee: \$3.39 Annually: \$ 4,500
 TOTAL CURRENT RESERVE FEES COLLECTED: Annually: \$47,260
- d. Note: Village retained only **\$4,500** of the Reserve Fees; the balance went to fund ACE & the County.
- e. **ADD:** Environment Infrastructure Renewal Fee (EIRF) to ALL accounts: **\$23.00**
- f. THIS Fee result in the following *estimated* Reserves Amount: \$23 x 133 x 10 months = **\$30,590/annum**
- g. Example of a Residential & a Non-Residential Monthly Utility Invoice per proposed rates:

	<i>Residential</i>		<i>Non. Res.</i>	
	Current	Proposed	Current	Proposed
Water 5m ³ @ 4.57	22.85	22.85	22.85	22.85
Water Base Fee	13.00	27.00	25.00	25.00
Solid Waste	29.25	27.00	34.00	35.00
Sanitary Sewer	21.50	21.75	34.25	35.00
Recycling	2.50	2.50	2.50	2.50
ACE Regional Fee	15.00	-	15.00	-
Regional Landfill	12.00	-	15.00	-
Stormwater Fee	3.39	-	3.39	-
Environmental Fee		23.00		23.00
MONTHLY FEES	119.49	124.10	151.99	143.35
\$\$ Difference		4.61		-8.64
% Difference		3.86%		-5.68%

- g. The balance of the Master Rates Fees in the Bylaw were reviewed, including the Innisfree Birch Lake Camping Fees, and were considered up-to-date and applicable to the current revenues and expenditures.

Options:

1. That Council endorse all readings to proposed Master Rates Bylaw 694-24 as presented.
2. That Council endorse all readings to the Master Rates Bylaw 694-24 as amended.
3. That Council direct Administration in another manner regarding the Master Rates Bylaw 694-24.

Financial Implications:

1. The proposed Environmental Master Rates are set up to ensure:
 - a. The environmental servicing costs are offset by the Utility Rates; User Pay.
 - b. Ensuring the “User Pay” principle is in place, will ensure Occupants (not always the Property Owner) are wholly responsible for the servicing costs.
 - c. That the Municipal Tax Rate is not impacted by the Environmental Servicing Costs.
 - d. That Municipal Environmental Infrastructure Reserves are set up for future infrastructure remediations.

Relevant Policy/Legislation:

1. **MGA**, s.3 – Municipal Purposes
2. **Strategic Plan – Priority #3** – Ensure Viability

Political/Public Implication(s):

The maintenance of the Environmental Services Rates after 7 years, with minimal changes, should be viewed positively.

Recommendation:

That Council endorse all readings to proposed Master Rates Bylaw 694-24 as presented.

Examples of a Monthly Bill using 5m³ Consumption

1 Month Res. Utilities (5m ³)	Innisfree	Myrnarn	Mannville	Kitscoty
Water Consumption	22.85	24.50	22.50	18.00
Water Base	13.00	31.35	22.50	25.00
ACE Fees	15.00		15.00	17.50
Solid Waste	29.25	7.90	22.50	24.00
Sanitary Sewer	21.50	4.00	22.50	15.00
Recycling	2.50		5.00	1.50
Storm Water Infra Fee	3.39			
Various Infra Fees	12.00	11.20	14.00	17.50
	119.49	78.95	124.00	118.50

1 Month NR (5m ³)	Innisfree	Myrnarn	Mannville	Kitscoty
Water Consumption	22.85	24.50	22.50	18.00
Water Base	25.00	31.35	22.50	35.00
ACE Fees	15.00	-	15.00	17.50
Solid Waste	34.00	15.80	22.50	40.00
Sanitary Sewer	34.25	8.00	22.50	35.00
Recycling	2.50	-	10.00	1.50
Storm Water Infra Fee	3.39	92.50		
Various Infra Fees	15.00		14.00	17.50
	151.99	172.15	129.00	164.50

Municipality/Bylaw Date:	Innisfree (2017/24)	Myrnam (2024)	Mannville (2023)	Kitscoty (2023)
Water Rate/m ³	4.57	4.90	0-5m ³ = \$22.50 5-15m ³ = \$4.35 >15m ³ = \$4.40	3.60
Res. Non-Metered Water	33.00	-	75.00	-
Non Res. Non- Metered Water	44.00	-	75.00	-
Res. Base H2O Fee	13.00	31.35	22.50	25.00
Non Res. H2O Base Fee	25.00	31.35	22.50	35.00
Large Commercial Base	45.00	91.60	-	40.00
Res. Sanitary Sewer	21.50	4.00	22.50	15.00
Non Res. SS	34.25	8.00	22.50	20.00
Lg Commercial	88.00			35.00
Schools	145.00			67.50
Res. Solid Waste	29.25	7.90	22.50	24.00
Sm Commercial SW	34.00	15.80	22.50	40.00
Lg Commercial SW				50.00
Recycling	2.50		5.00	\$1.50/cart
Commercial Recycling	2.50		10.00	
ACE Fee	15.00	-	15.00	17.50
Res. Infrastructure Fee	-	11.20	-	17.50
Commercial Infra Fee	-	92.50	-	17.50
Flood/Storm Drainage	3.39	-	-	-
SW Capital Reserve			9.00	
SS Capital Reserve			5.00	

Master Rates Bylaw 694-24



MASTER RATES BYLAW 694-24

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 on March 1, 2024.
5. Master Rates Bylaw 692-24 is hereby rescinded.

Read a **FIRST** time this ____ day of February 2024.

Read A **SECOND** time this ____ day of February 2024.

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

Mayor E. Raycraft

Interim CAO T. Rogers

Master Rates Bylaw 694-24

SECTION 12 - ADMINISTRATION AND GENERAL SERVICES

FEE	SERVICE/GOODS	GST CHARGED Y/N
1.00	Color Photocopy per page - single sided	Y
0.25	B&W Photocopy per page - single-sided	Y
3.00	Facsimile – Flat Fee – No page limit	Y
40.00	NSF Cheque Fee – Returned Non-sufficient Funds	N
Per CRA	Kilometrage Rate for Municipal Travel	Y
25.00	Admin Fee – Transfer of O/S UT to Tax Roll	N
Per FOIP Act	Information Request pursuant to FOIP Act	N

SECTION 20 - PROTECTIVE SERVICES

FEE	SERVICE/GOODS	GST? Y/N
Billed at Cost Recovery +\$10/day + 10% Admin Fee	Impoundment Fee – Vehicle Stored by Village	Y
Per Contractor Fee	Animal Impoundment Fee (per day/per animal)	Y
15.00	License - Annual Spayed/Neutered Canine (6 months+) on or before January 1 st .	N
20.00	License - Annual Non-spayed/Non-Neutered Canine (6 months &+) on or before January 1 st	N
30.00	Annual Canine License Purchased <u>after</u> January 1 st	N
15.00	License - Annual Spayed/Neutered Feline (8 months+) on or before January 1 st	N
20.00	License - Annual Non-Spayed Feline (8 weeks+) on or before January 1 st	N
30.00	Annual Feline License (8 weeks+) <u>after</u> January 1 st	N
10.00	Replacement Tag for Canine or Feline	N
25.00	Chicken Annual License Fee	N
10.00	Transfer License/Tag of Canine or Feline	N
25.00	Annual Business License – Resident	N
40.00	Annual Business License – Non-Resident	N
100.00	Annual Peddler License	N
50.00	Monthly Peddler License	N
25.00	Weekly Peddler License	N

SECTION 30 - EQUIPMENT AND PUBLIC WORKS SERVICES

Note: All fees have a one-hour Minimum charge for Operator & Equipment during normal working hours.

FEE	SERVICE/GOODS	GST Y/N
175/hr.	Large Loader	Y
75/hr.	Skid Steer/Bobcat	Y
50/hr.	Ride-on Mower	Y
75/hr.	Bush Mower	Y
50/day	Dump Trailer	Y

Master Rates Bylaw 694-24

SECTION 40 - ENVIRONMENTAL SERVICES

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

FEE	SERVICE/GOODS
75.00	Non-Metered Water Fee
4.57/m ³	Water Metered Consumption Fee
25.00	Base Water Fee (All Accounts)
27.00	Solid Waste – Residential
35.00	Solid Waste – Small Non-Residential
75.00	Solid Waste – Large Non-Residential
425.00	Solid Waste – Bin Rental
250.00	Solid Waste – Institutional
2.50	Solid Waste – Cardboard Recycling – All Utility Accounts
21.75	Sanitary Sewer – Residential
35.00	Sanitary Sewer – Small Non-Residential
100.00	Sanitary Sewer – Large Non-Residential
175.00	Sanitary Sewer – Institutional
23.00	Environmental 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

Master Rates Bylaw 694-24

SECTION 60 - PLANNING, SUBDIVISION AND DEVELOPMENT & ASSESSMENT APPEAL

NOTE: **All Planning, Subdivision and Development & Assessment Appeal costs are GST Exempt, unless otherwise stated**

FEE	SERVICE/GOODS
50.00	Development Permit - Residential
75.00	Development Permit – Non-Residential/Commercial
varies	Development Permit – Institutional/Public Service
25.00	Development Permit – Demolition
25.00	Development Permit – Decks & Sheds
25.00	Land Titles & SPIN Search – per each title search
25.00	Village of Innisfree Land Use Bylaw (Hard Copy)
35.00	Tax Certificate
100.00	Compliance Certificate
150.00	Land Use Bylaw Amendment
Per Invoice	Land Use Bylaw Amendment - Advertising (<i>GST applies</i>)
100.00	Subdivision Application (per lot)
Per Invoice	Subdivision Application – Advertising (<i>GST applies</i>)
50.00	Subdivision Endorsement (per lot)
100.00	Subdivision or Development Appeal (non-refundable)
50.00	Assessment Review Board – Residential Complaint Fee
650.00	Assessment Review Board – Composite Complaint Fee

SECTION 70 - PARKS AND RECREATION

NOTE: *All campground prices include GST.*

FEE	SERVICE/GOODS
25.00	Daily – Non-Powered Campsite
100.00	Weekly – Non-Powered Campsite
250.00	Monthly – Non-Powered Campsite
30.00	Daily – Powered Campsite
150.00	Weekly – Powered Campsite
500.00	Monthly – Powered Campsite
1,800.00	Powered Campsite from Park Open to Close (4 months)
100.00	Group Camp Deposit (payable upon reservation)
225.00	Daily - Group Camp Area
100.00	Daily – Group Camp Area for Non-Profit Groups
200.00	Daily – Ball Park (3 Diamonds)
4.00	Shower – Non-Campers
10.00	Firewood Bundle
Per Costs	Septic Removal Services
50% of Fee	Deposit for Reservations required for more than 2 Campsites. (Reservations held until 6 pm on day of scheduled arrival)

Master Rates Bylaw 692-24



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 24th day of January 2024.

And with UNANIMOUS CONSENT of Council, read a THIRD time and FINALLY passed this 24th day of January, 2024.

Handwritten signature of Mayor E. Raycraft in black ink.

Mayor E. Raycraft

Handwritten signature of Interim CAO T. Rogers in black ink.

Interim CAO T. Rogers

Master Rates Bylaw 692-24

SECTION 12 - ADMINISTRATION AND GENERAL SERVICES

FEE	SERVICE/GOODS	GST CHARGED Y/N
1.00	Color Photocopy per page - single sided	Y
0.25	B&W Photocopy per page - single-sided	Y
3.00	Facsimile – Flat Fee – No page limit	Y
40.00	NSF Cheque Fee – Returned Non-sufficient Funds	N
Per CRA	Kilometrage Rate for Municipal Travel	Y
25.00	Admin Fee – Transfer of O/S UT to Tax Roll	N
Per FOIP Act	Information Request pursuant to FOIP Act	N

SECTION 20 - PROTECTIVE SERVICES

FEE	SERVICE/GOODS	GST? Y/N
Billed at Cost Recovery +\$10/day + 10% Admin Fee	Impoundment Fee – Vehicle Stored by Village	Y
Per Contractor Fee	Animal Impoundment Fee (per day/per animal)	Y
15.00	License - Annual Spayed/Neutered Canine (6 months+) on or before January 1 st .	N
20.00	License - Annual Non-spayed/Non-Neutered Canine (6 months &+) on or before January 1 st	N
30.00	Annual Canine License Purchased <u>after</u> January 1 st	N
15.00	License - Annual Spayed/Neutered Feline (8 months+) on or before January 1 st	N
20.00	License - Annual Non-Spayed Feline (8 weeks+) on or before January 1 st	N
30.00	Annual Feline License (8 weeks+) <u>after</u> January 1 st	N
10.00	Replacement Tag for Canine or Feline	N
25.00	Chicken Annual License Fee	N
10.00	Transfer License/Tag of Canine or Feline	N
25.00	Annual Business License – Resident	N
40.00	Annual Business License – Non-Resident	N
100.00	Annual Peddler License	N
50.00	Monthly Peddler License	N
25.00	Weekly Peddler License	N

SECTION 30 - EQUIPMENT AND PUBLIC WORKS SERVICES

Note: All fees have a one-hour Minimum charge for Operator & Equipment during normal working hours.

FEE	SERVICE/GOODS	GST Y/N
175/hr.	Large Loader	Y
75/hr.	Skid Steer/Bobcat	Y
50/hr.	Ride-on Mower	Y
75/hr.	Bush Mower	Y
50/day	Dump Trailer	Y

Master Rates Bylaw 692-24

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

Master Rates Bylaw 692-24

SECTION 60 - PLANNING, SUBDIVISION AND DEVELOPMENT & ASSESSMENT APPEAL

NOTE: *All Planning, Subdivision and Development & Assessment Appeal costs are GST Exempt, unless otherwise stated*

FEE	SERVICE/GOODS
50.00	Development Permit - Residential
75.00	Development Permit – Non-Residential/Commercial
varies	Development Permit – Institutional/Public Service
25.00	Development Permit – Demolition
25.00	Development Permit – Decks & Sheds
25.00	Land Titles & SPIN Search – per each title search
25.00	Village of Innisfree Land Use Bylaw (Hard Copy)
35.00	Tax Certificate
100.00	Compliance Certificate
150.00	Land Use Bylaw Amendment
Per Invoice	Land Use Bylaw Amendment - Advertising (<i>GST applies</i>)
100.00	Subdivision Application (per lot)
Per Invoice	Subdivision Application – Advertising (<i>GST applies</i>)
50.00	Subdivision Endorsement (per lot)
100.00	Subdivision or Development Appeal (non-refundable)
50.00	Assessment Review Board – Residential Complaint Fee
650.00	Assessment Review Board – Composite Complaint Fee

SECTION 70 - PARKS AND RECREATION

NOTE: All campground prices include GST.

FEE	SERVICE/GOODS
25.00	Daily – Non-Powered Campsite
100.00	Weekly – Non-Powered Campsite
250.00	Monthly – Non-Powered Campsite
30.00	Daily – Powered Campsite
150.00	Weekly – Powered Campsite
500.00	Monthly – Powered Campsite
1,800.00	Powered Campsite from Park Open to Close (4 months)
100.00	Group Camp Deposit (payable upon reservation)
225.00	Daily - Group Camp Area
100.00	Daily – Group Camp Area for Non-Profit Groups
200.00	Daily – Ball Park (3 Diamonds)
4.00	Shower – Non-Campers
10.00	Firewood Bundle
Per Costs	Septic Removal Services
50% of Fee	Deposit for Reservations required for more than 2 Campsites. (Reservations held until 6 pm on day of scheduled arrival)

Request for Decision (RFD)

Topic: Appointment of New Chief Administrative Officer

Initiated by: Council

Attachments:

Purpose(s):

1. To appoint the new Chief Administrative Officer to commence as of March 1, 2024.

Background:

1. Interim Chief Administrative Officer, T. Rogers', announced her retirement in November 2023.
2. Following T. Rogers' retirement announcement, Council approached K. Paranych to offer full-time employment with the Village of Innisfree.

Key Issues/Concepts:

1. Pursuant to the MGA Council must appoint a new CAO prior to ensure that all business continues to carry on after February 29, 2024.
2. Council and K. Paranych agreed to the terms of a CAO contract.

Options:

Council appoints K. Paranych as the new Chief Administrative Officer effective March 1, 2024.

Financial Implications:

None foreseen

Relevant Policy/Legislation:

1. Pursuant to *MGA* Section 205
 - (1) Every Council must establish by bylaw a position of chief administrative officer
 - (2) Every Council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer.

Political/Public Implication(s): None observed

Recommendation:

Council appoints K. Paranych as the new Chief Administrative Officer effective March 1, 2024.

Request for Decision (RFD)

Topic: Signing Authorities Appointment

Initiated by: Administration

Attachments:

Purpose(s):

To appoint incoming CAO Kayla Paranych, effective March 1, 2024, as a signing Authority for the Village of Innisfree financial instruments, pursuant to *MGA*, Section 213(4.)

Background:

1. With the retirement of Interim CAO T. Rogers, and the appointment of Ms. K. Paranych as CAO, the Village must amend the signing authorities of the Village in order to continue business.

Key Issues/Concepts:

1. The Village must ensure that signers of official municipal documents have the authority to sign pursuant to the *MGA* and pursuant to any regulations with regards to financial records, banking, etc.
2. Council has appointed Interim CAO T. Wiebe effective this meeting.

Options:

1. That pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Even Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Chief Administrative Officer K. Paranych. Further that Interim Chief Administrative Officer T. Rogers be removed as signing authority on all financial instruments for the Village of Innisfree.
2. That Council directs Administration in another manner.

Financial Implications: None identified.

Relevant Policy/Legislation:

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

Political/Public Implication(s): None identified.

Recommendation:

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

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	M - M - 1 FCSS
Meeting Date & Time:	Feb 12, 2024 9:00 a.m.
Attendees:	Jannette Riedel, Carla Cavanagh, Mike Mykovich, Jocelyne Lanovaz, Joey Nafziger, Deb McMann
Discussion:	<p>Finances - As a New Year Begins - Loss of outmeasures funding Mannville - Recruiting for Fire Dept. Innisfree School Program - Workforce Solutions & When I grow up Service Canada Meeting in Mannville - Feb 22</p> <p>East Central FCSS meeting in Killam May 28, 2024</p>
Actions:	<p>Applied for 2 Canada Summer Jobs persons Volunteer Appreciation Week - April 14-20 Seniors Week June 2-8</p>
Future Items:	<p>Suggestion - 1st Aid Course / 1st Aid Mental Health It Can't Happen to Me - in the Spring Innisfree, Last Monday of the Month - Innisfree Seniors Coffee and Open Office in 4th Thursday in library</p>
Submitted By:	Ms. Debbie McMann

Interim CAO Monthly Report

To: Council
From: Thelma Rogers
Re: January 25 – February 20, 2024, activities/highlights

Administration

- Administrative Assistant K. Paranych managed the Administration office during Interim CAO T. Rogers' two-week medical leave absence in January! A big Thank You to her!
- The Village Lease with the existing RICOH printer expired in February 2024. Administration secured another 66-month lease for a new SHARP Copier at the same lease rate as the previous one and for 2024 secured copying fees at 50% of the previous contract.

Development

- The Village received a 'two-line quote' for the Administration Office Reparation from a single Vendor in early February and requested a more detailed quote. On Feb.13th, 2024 Administration met with Michael O'Mara, Regional Manager, Northeast Alberta for Alberta Municipalities. Administration discussed the difficulties the Village has incurred working with the Insurance Adjuster assigned to the Village's Reparation. Administration was given direction to contact the Alberta Municipalities' Insurance Advisor to discuss the situation. On Feb.14th the Insurance Adjuster contacted the Village office and swiftly agreed to address all of the issues the Village had raised!

Financial

- The Village Administration has been updating all of the Vendors, EFT depositors, all Government of Alberta Departments for direct deposits, and various miscellaneous vendors that direct debit the Village ATB Financial Bank (Liberty Security, WCB, Alberta Land Titles, etc.) to update the banking information.
- Ms. K. Paranych has been recorded for and provided access to several of the Village's important online programs: Municipal Affairs – Grant Portal; the Alberta Purchasing Connection (APC), Banking Apps and several other applications.

Human Resources

- Administration welcomed new Administrative Assistant Mr. D. Hickey to the Administration Team on Tuesday, Feb.13, 2024.
- Interim CAO T. Rogers retires February 29, 2024!

Other

- Bar Engineering posted the tender for the 50th Street Water Main Replacement Project, on the Alberta Purchasing Connection (APC) on February 7th and it will close on February 23rd; sidewalks along 50th Street were added as a provisional item, to secure a price on a block of sidewalk. The contract period is stated to begin by May 27th and the job completion must be September 30th. Bar Engineering will receive and address all inquiries regarding the Project, and will record the bidders, and assess the bids. They will provide the Village a detailed report on the bidders with a recommendation on the best option, per their in-depth review, for the March Council meeting.

-
- Bar Engineering advised receipt of the Geotechnical report of the soil type under the CN Tracks for the North Water Looping Project. There is only a one-metre-thick layer of clay under the tracks with sand both above and below that strip. CN Regulations advise that any pipes going under a railway must be encase in steel casing, which would be very risky to get pushed through under the tracks with the thin layer of clay. Barr Engineering is developing an appeal to CN, with engineering documents, with regards to this casing requirement. In the meantime, discussion was held that the North Water Looping Project could be posted on APC for tenders with a provision that the tender was subject to CN Regulations/approval. If CN does not allow the variance, then the tender could be dismissed, and additional plans could be made. The benefit to tendering the Project would be the provision of unit costs for the work, for information going forward. (There is no costs associated with posting on APC.)
 - In August 2023, the Village and CN Railway received an order from Transport Canada to remedy the approved Pedestrian Crossing in the Village of Innisfree. Despite several attempts to schedule the work, (CN would not allow the Village to perform any work without their presence) CN cancelled three scheduled times. On Feb. 13th, Transport Canada official contacted Administration; Administration shared their frustration with the situation and detailed the correspondence between the Village and CN Railway. Less than 15 minutes the CN Railway individual contacted the office and advised they would be mitigating the Pedestrian Crossing at Innisfree that afternoon. Furthermore, they advised that the Village should not complete their portion (gravel up to each side of the rail) until springtime, after the snow has receded.

Upcoming:

SCHEDULE “A”
 Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2022-07-19/07	Water Services – Water Meter Rehabilitation Project	Admin	COMPLETED
2022-09-27/23	MSI CAP-14314 Administration Building Rehabilitation Project	Admin	<i>The Village will be readdressing more of this during the remediation of the building.</i>
2022-12-20	Sign up to become a Purolator Quick Stop Agent	Admin	Spoke with Calgary and need to complete application form and send pictures to them; <i>Put on hold until Building remediation is completed.</i>
2023-01-23	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. Will be in the schedule for 2024.
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	<i>To be addressed during Building remediation.</i>
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	Council directed Admin to secure culverts & proceed with project. Not completed.
2023-10-17/08	AMSC Insurance – Contact AMSC re: accept Premier Fire & Flood Restoration Inc. Quote. Seek quotes from Premier for Village additional Scope of Work.	Administration	Received info from AB Munis Regional Manager re: Senior Ins. Advisor, re: Claims Adjuster service.
2023-11-30	LAPP ENROLLMENT Seek enrollment process for CAO only with LAPP	Administration	See Feb.20, 2024 Agenda
2023-12-12/11	WATER LEAK DETECTION – ENVIROTRACE QUOTE – to be tabled to the January 16, 2024, Regular Council meeting for further discussion.	Administration	COMPLETED
2024-01-24/07	MASTER RATES BYLAW 692-24 – Amend Bylaw water rates from \$4.12/m ³ to \$4.57/m ³	Administration	Water Rate changed for billing of Utilities effective Feb.1 st , 2024. COMPLETED

SCHEDULE “A”
Council Minutes Action List

2024-01-24/08	<i>VILLAGE OF MANNVILLE WORKSHOP</i> Accept invitation, allocate \$100 per attendee payable to The Village of Mannville	Administration	Council + 1 Admin Staff attended. AP Cheque sent to V of Mannville Feb.12, 2024. COMPLETED
2024-01-24/09	<i>REALLOCATION OF 2009 TAX RECOVERY RESERVES</i> Reallocate funds, close account with ATB	Administration	2009 Tax Recovery Reserves & Interest reallocated to new general account. COMPLETED
2024-01-24/12	<i>REQUEST FOR COMPENSATION –</i> Send letter of decision to Resident	Council denied request for compensation as per MGA act. Council requested Administration to send a letter of decision citing the legislation pertaining to the residents ask.	Letter Sent COMPLETED
2024-01-24/13	<i>UTILITY CREDIT BALANCES –</i> Reallocate credit balances, refund credit on one account	Administration	To be completed
2024-01-24/14	<i>M.D. FOUNDATION LODGE REDEVELOPMENT PROPOSAL</i> -Letter of Support	Administration to send letter of support for Option #1	
2024-01-24/15	<i>WATER LEAK DETECTION – ENVIROTRACE QUOTE</i> Administration to contact EnviroTRACE to accept quote to the maximum amount of \$9,821. Book water leak detection report on Village of Innisfree	Administration	Tentatively scheduled for April 10 & 11, 2024
2023-01-24/16	<i>ADMINISTRATIVE ITEMS –</i> Amend regular council meetings to begin at 4:00 pm	Administration	Updated on Social media, in office posters, on January Utility Newsletters. COMPLETED

SCHEDULE “A”

Council Minutes Action List

2023-01-24-17	<i>SCHEDULE BUDGET MEETINGS</i> Schedule budget meetings 4 th Tuesday of March and April – 4:00 – to maximum of 6:30 pm	Council	Updated on Social media. COMPLETED
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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) \$8,440 (2023) \$73,890 Total	2021 - Yes 2022 – Yes 2023 - Yes	Project COMPLETED
CAP-13446	Community Garden Project	\$10,000	Topsoil, etc \$ 912 (2022) Posts/Hardware \$ 417.47 (2022)	2022 \$ 1,329	2022 – Railings and supplies secured. Property set up for Commercial sale.
CAP-13414	Village Administration Office Renovations	\$50,000	Topsoil \$ 480 (2023)	2023 \$ 0.00	Electrical & plumbing upgrades. Completed
<i>Motion: 2022-09-27/23 For Electrical and Flooring contractors</i>			Floors \$11,981 \$ 2,325 moving the vault/safe \$50,000 - \$24,931= \$25,069	Completed Completed	Flooring Completed Exterior & new Scope of work to be addressed during Office remediation. \$25,069 Balance for Renos.

SCHEDULE “B”

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-14033	Fire Hydrants	\$20,000	Completed	Completed	Completed.
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		Engineered Tender posted on APC Feb.7.	Tender results expected for the March Council Meeting.
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	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.
<i>Motion: 2022-07-20/07</i>					Approved.
CCBF-2303	54 Street and 51 Ave complete upgrade (S. Water looping & road)	\$400,000 from CCBF <i>Project Total: \$ 800,000</i>			

SCHEDULE “B”

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF		Engineered Tender posted on APC Feb.7	Quotes expected for the March Council Meeting.
CANADA SUMMER JOBS (CSJ)					
Project #19975697	Applied for 3 Positions for Administration, Public Works and Recreation.	\$3,937,50 x 3 = \$11,812.50	Announcement expected in April.		CSJ combined 3 Projects (Applications) into a single one.
OTHER GRANT APPLICATIONS (otherwise funding from operating budget or reserves):					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake	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.

Village of Innisfree
 Monthly Financial Report for the period ending December 31, 2023

As per Books							
	General Operating	ATB Tax Recovery Account (2009)	ATB Tax Recovery Account (2022)	ATB Municipal Grants	ATB Municipal Reserves	HISA (Municipal Grants)	HISA (Municipal Reserves)
Previous Month Balance	147,184.95	513.38	1,518.05	914,207.20	218,770.58	-	-
Add Revenue:							
Deposits	54,320.01						
Interest Received	966.41	2.35	6.96	1,519.52	493.31	2,280.82	684.25
Transfers from Reserves to Op.	11,789.00				11,789.00		
Transfers from Op. to Reserves	-59,104.00				59,104.00		
Transfers from Res. to HISA (Res.)	-				225,000.00		225,000.00
Transfers from Grants to Operating	85,910.95			85,910.95			
Transfer from Grants to HISA (Grants)	-			750,000.00		750,000.00	
Reverse Chq#20230524	357.02						
Sub-Total	241,424.34	515.73	1,525.01	79,815.77	41,578.89	752,280.82	225,684.25
Less Disbursements (A/P & P/R)	53,718.12						
ATB Monthly Fees	30.12						
ASFF - 4th Quarter Req.	8,490.50						
TD Bank Monthly EFT Fee	25.00						
RBC Monthly EFT Fee	33.09						
Interac CC Fees	0.80						
Moneris Debit Machine Fees	32.20						
Mastercard CC Fees	-						
Visa CC Fees	1.82						
Land Titles Office Fees	20.00						
Fraudulant Cheques (3)	8,550.00						
Sub-Total A/P	70,901.65	-	-	-	-	-	-
Month End Balance	170,522.69	515.73	1,525.01	79,815.77	41,578.89	752,280.82	225,684.25

As Per Bank							
	General	Tax Recovery Account (2009)	Tax Recovery Account (2022)	ATB Municipal Grants	ATB Capital Reserves	HISA (Municipal Grants)	HISA (Capital Reserves)
Month End Balance	199,978.59	515.73	1,525.01	79,815.77	41,578.89	752,280.82	225,684.25
Deposit in Transit	128.36						
Sub-Total	200,106.95	515.73	1,525.01	79,815.77	41,578.89	752,280.82	225,684.25
Less Outstanding Cheques	29,584.26						
Month End Balance	170,522.69	515.73	1,525.01	79,815.77	41,578.89	752,280.82	225,684.25

Outstanding Cheques (General Operating)					
Chq #	Amount	Chq#	Amount	Chq#	Amount
20230145	323.75	20230570	998.84	20230585	2,411.49
20230516	1,942.50	20230571	334.69	20230587	145.74
20230538	120.00	20230572	141.44	20230588	4,016.25
20230558	265.00	20230573	1,220.37	20230590	29.95
20230559	4,214.63	20230574	528.84		
20230562	365.00	20230576	141.89		
20230563	2,123.21	20230578	561.13		
20230564	1,902.06	20230579	310.58		
20230566	336.37	20230581	272.50		
20230567	735.00	20230582	199.48		
20230568	5,155.20	20230583	418.95		
20230569	54.40	20230584	315.00	Total O/S Chqs.	29,584.26

Village of Innisfree
 Monthly Financial Report for the period ending January 31, 2024

As per Books							
	General Operating	ATB Tax Recovery Account (2009)	ATB Tax Recovery Account (2022)	ATB Municipal Grants	ATB Municipal Reserves	HISA (Municipal Grants)	HISA (Municipal Reserves)
Previous Month Balance	170,522.69	515.73	1,525.01	79,815.77	41,578.89	752,280.82	225,684.25
Add Revenue:							
Deposits	48,757.23						
Interest Received	783.93	2.29	6.99	366.06	190.69	3,546.03	1,063.81
Transfers from 2009 Tax Recovery to Op.	515.73	515.73					
Bank Fraud Chqs Refunded	8,500.00						
Sub-Total	229,079.58	2.29	1,532.00	80,181.83	41,769.58	755,826.85	226,748.06
Less Disbursements (A/P & P/R)	131,406.18						
ATB Monthly Fees	26.76						
WCB	357.02						
TD Bank Monthly EFT Fee	25.00						
RBC Monthly EFT Fee	33.15						
Interac/Moneris DM Fees	32.86						
Mastercard CC Fees	6.41						
Visa CC Fees	4.31						
Unknown Outage Manual JE	475.24						
Sub-Total A/P	132,366.93	-	-	-	-	-	-
Month End Balance	96,712.65	2.29	1,532.00	80,181.83	41,769.58	755,826.85	226,748.06

As Per Bank							
	General	Tax Recovery Account (2009)	Tax Recovery Account (2022)	ATB Municipal Grants	ATB Capital Reserves	HISA (Municipal Grants)	HISA (Capital Reserves)
Month End Balance	109,005.20	2.29	1,532.00	80,181.83	41,769.58	755,826.85	226,748.06
Deposits in Transit	529.69						
Sub-Total	109,534.89	2.29	1,532.00	80,181.83	41,769.58	755,826.85	226,748.06
Less Outstanding Cheques	12,822.24						
Month End Balance	96,712.65	2.29	1,532.00	80,181.83	41,769.58	755,826.85	226,748.06

Outstanding Cheques (General Operating)			
Cheque #	Amount	Cheque #	Amount
20230145	323.75	20240028	1,050.00
20230538	120.00	20240035	130.00
20230562	365.00	20240037	160.00
20230572	141.44	20240038	1,732.32
20230588	4,016.25	20240039	2,281.38
20240011	1937.25	20240041	94.45
20240021	200.00		
202422	115.00		
20240023	155.40		
		Total O/S Chqs.	12,822.24

DEPARTMENT	2024 Interim Revenue Budget	2024 YTD Revenues	2024 Expenditures Interim Budget	2024 YTD Expenditures	2024 YTD Surplus/ Deficit
(00) Requisitions			41,610		-
(00) Gen. Legislative (Taxes)	41,520	21,652			21,652
(00) Gen. Admin: Tx Pens/Bk Int.	282,470	5,232	-		5,232
(11) Legislative	87,225		15,800	590	590
(12) Administration	25,000	2,847	235,800	17,339	14,492
(19) General Exp (Insurance)	86,962		6,500	6,000	6,000
(21) Federal Fines			-		-
(23) Fire Services	100		7,005	5,000	5,000
(25) Emergency Dept.	6,000		8,250	1,128	1,128
(26) Bylaw Enforcement	-	305	14,000		305
(32) Public Works	1,865		193,880	16,041	16,041
(37) Stormwater Dept.	42,443	471	7,000		471
(41) Water Dept.	5,012	9,392	213,354	42,124	32,732
(42) Sanitary Sewer Dept.	139,233	3,045	66,225	13,031	9,987
(43) Solid Waste Dept.	75,500	6,119	86,300	11,005	4,886
(51) Social Services	73,034		1,840	1,920	1,920
(61) Land Dept.	-	2,512	32,000		2,512
(66) Planning Dept.	30,000		2,600		-
(72) Recreation Dept.	150		68,600	768	768
(74) Cultural Dept.	49,300	582	14,418	2,431	1,849
TOTALS:	945,814	52,157	1,015,182	117,377	65,220

Roads:

Snow removal/sanding. Had to order more winter sand.

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

Water meter changes are still on-going. School meter was changed out by Buffalo Trail plumber.

Recreation: (Park/Campground):

Park checks for heating

MOTION #	TITLE	DEPARTMENT	Details:
5/16/2023	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	<i>Pending</i>



Protective Services Monthly Report

Prepared by: Mike Fundytus

Date: Feb 15, 2024

Call Summary

Call Type	Date	Details
Medical	Jan 9	Village Medical
False Alarm	Jan 14	False alarm 4804 51 st
Medical	Jan 28	Village Medical

Other

Tender out for Innisfree Fire hall renovation. Turning the cold storage area into finished fire hall.

Notice

New Alberta codes editions

National Building Code – 2023 Alberta Edition (NBC(AE))

National Fire Code – 2023 Alberta Edition (NFC(AE))

National Energy Code of Canada for Buildings 2020 (NECB)

Coming into Force

The National Building Code - 2023 Alberta Edition, National Fire Code - 2023 Alberta Edition and the National Energy Code of Canada for Buildings 2020 will **come into force on May 1, 2024**.

The National Building Code - 2023 Alberta Edition and the National Fire Code - 2023 Alberta Edition are now available online and in downloadable form for free from the National Research Council [here](#). Paper copies will also be available soon for order at a reduced price from the National Research Council's [Virtual Store](#). The National Energy Code of Canada for Buildings 2020 was previously made available for free online and downloadable from the same site.

Alberta has jurisdiction over safety codes, as do all Canadian provinces and territories. The Alberta government worked closely with industry, municipal associations and technical experts across the province to determine if Alberta needed to modify anything from the 2020 national code publications. The government also works with Alberta's Safety Codes Council to review safety codes and standards proposed for adoption and receives input and advice from the Council to help ensure the codes are appropriate for Alberta.

While Alberta is a signatory to the Construction Codes Reconciliation Agreement to reduce barriers to trade and support harmonized codes across Canada, the provincially focused review ensured the upcoming changes to Alberta code editions best support the needs of Albertans.

Key changes to the Alberta editions of the building, fire and energy codes

- Farm buildings will continue to be exempt from Alberta's editions of the building, energy efficiency and fire codes.
- Alberta is adopting tier 1 as the minimum province-wide standard for building energy efficiency for housing and small buildings under Part 9 of the Alberta edition of the National Building Code and tier 1 for energy efficiency for other buildings in the National Energy Code for Buildings 2020. These codes allow provinces and territories to choose from five tiers or levels for energy efficiency performance at a pace best suited for their jurisdiction and in recognition of their specific sources of energy.

[Fire codes and standards | Alberta.ca](#)

[Building codes and standards | Alberta.ca](#)

Transition Period

Municipal Affairs recognizes that municipalities require flexibility to appropriately manage the transition period for the administration of new code requirements. Industry also benefits from additional time to become familiar with the new code changes. There is a transition period to allow municipalities and other authorities having jurisdiction the time to prepare for the new code changes and allow construction in progress with a valid permit to continue under the previous code edition. For this code transition period, Municipal Affairs has provided additional flexibility and time for when building projects can continue under the previous codes prior to the May 1, 2024 coming into force date.

Municipalities and other authorities having jurisdiction may restrict building permit applications to the National Building Code – 2019 Alberta Edition, National Fire Code – 2019 Alberta Edition and National Energy Code for Buildings 2017 and other administration activities until May 1, 2024.

After May 1, 2024, the following transition conditions apply:

1. If building construction is in progress with a valid permit issued under the 2019 building and fire code editions, the NECB 2017 or previous codes by the authority having jurisdiction, construction is allowed to proceed under the code in force at the time of construction. Unless an unsafe condition exists in the opinion of the authority having jurisdiction, construction in progress is not required to be updated to the 2023 building and fire code provisions or to the NECB 2020.
2. Construction may continue under the 2019 building and fire code editions and the NECB 2017 for work for which a building permit application is made to the authority having jurisdiction prior to May 1, 2024. A person may choose to construct to the 2023 building and fire code editions and the NECB 2020 earlier if the authority having jurisdiction allows. Under the *Safety Codes Act*, municipalities have the authority to carry out their powers and duties as an accredited municipality including the administration of their permit system. Check with your local accredited municipality respecting permit review and approval during the transition period.
3. The project may continue under the 2019 building code edition and the NECB 2017 if the authority having jurisdiction is satisfied the preparation of plans and specifications was substantially completed prior to May 1, 2024.
4. For factory-built buildings (modular homes) which are under a certification process administered by an organization accredited by the Standards Council of Canada, construction may continue under the 2019 building code edition and the NECB 2017 where construction started prior to May 1, 2024.

The builder will be required to provide the homeowner and permit issuer with appropriate documentation proving the construction start date occurred prior to May 1, 2024. In cases where the home is not substantially completed in the manufacturer's facility, the manufacturer's record of start date will be used.

In the coming months, Municipal Affairs and the Safety Codes Council will provide additional information and education sessions related to applications of the codes including key changes from the previous codes and differences between the national and Alberta editions.

For further information contact Municipal Affairs

Email: safety.services@gov.ab.ca Phone: 1-866-421-6929

To sign up for our List Subscription Service go to: http://municipalaffairs.gov.ab.ca/am_list_subscription_services

[Fire codes and standards | Alberta.ca](#)

[Building codes and standards | Alberta.ca](#)

2024



Registration for 2024 Spring MLC now open

Join us for the 2024 Spring Municipal Leaders' Caucus (MLC) at the Westin Edmonton on March 14 and 15. This important event will cover key, top-of-mind issues facing your communities, and give you a chance to hear from government leaders.

Municipal Leaders' Caucus is only open to elected officials and senior administrators representing a municipality within Alberta. For more details, including event pricing, registration, and hotel accommodations, please visit the Event page on AB munis' website.

Ticket pricing:

Municipal Leaders' Caucus In-person - \$250

Municipal Leaders' Caucus Virtual - \$125*

Virtual attendees will have access to participate in all sessions taking place in the main ballroom. However, due to technical restrictions, virtual participants will not have the ability to choose the breakout session they would like to attend. All virtual participants will automatically remain in the main ballroom, regardless of municipality size.

Dear Mayors, Councillors, and CAOs:

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2024 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members.

Alberta Municipalities' members are now invited to submit resolutions that will be debated at our 2024 Convention in Red Deer on September 25-27, 2024. If your municipal council is interested in sponsoring a resolution, please visit our [Resolutions page](#) to access all the details including our Resolution Tips sheet, Resolution Template, and Resolutions Policy.

Change for 2024

Beginning this year, the mover municipality and the seconder municipality must represent at least two of the following population categories:

- Less than 2,500 population
- 2,500 to 10,000 population
- Greater than 10,000 population

For example, if the moving municipality has a population of 7,000, then the seconder municipality must be less than 2,500 population or greater than 10,000 population. The purpose of this change is to increase the likelihood that each resolution is applicable to most municipalities.

Deadline for 2024 Resolutions

This year, the deadline for submitting a resolution is May 31, 2024. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

Have a more urgent issue?

If your municipality has a pressing issue that cannot wait until the resolution session at our September Convention, then your municipality can present a request for decision (RFD) for consideration at ABmunis' Spring Municipal Leaders Caucus on March 14-15, 2024. The deadline to [submit an RFD](#) is February 23, 2024.

If you have questions about resolutions or RFDs, please contact our Policy & Advocacy team at advocacy@abmunis.ca. Also, make sure that you are registered to attend our [Spring Municipal Leaders Caucus](#) to discuss the resolutions process, action on adopted resolutions from recent years, and connect with municipalities that may be interested in co-sponsoring a resolution with you.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



Northeast Alberta Information HUB

January 17, 2024 Board/Membership Meeting Minutes

Pomeroy Hotel, Vermilion, Alberta

Attending: Gerald Aalbers/Lloydminster, Tim MacPhee/Vegreville, Lindsay Haag/EMW, Bill Parker/Cold Lake, Ross Krekoski/St. Paul County, Sonny Rajoo/Two Hills, Jocelyne Lanovaz/Mannville, Sebastian Dutrisac/County of Two Hills, Lorin Tkachuk/Lac La Biche, Harold Bylan/Buffalo Lake Metis Settlement, Alice Wainwright Stewart/Lakeland College, Phyllis Forsyth/Bruderheim, Karl Hauch/Bruderheim, Lorne Halisky/County of Smoky Lake, Murray Phillips/Two Hills County, Linda Sallstrom/STEP, Raman Sahota/Smoky Lake, Warren Griffin/Boyle Don Slipchuk/M.D. Bonnyville, Nancy Broadbent/Portage College, Al Harvey/Lamont Jason Boorse/Elk Point, Treena Lane/Redwater, Leslie Cusack/County Vermilion River, Heather Stromquist/LLB County, Marylee Prior/Vermilion, Paul Miranda/Vilna, Daniel Warawa/Lamont County, Rob Olsen/Redwater, Camille Wallach/Athabasca County, Dave Hunka/Fortis, Alan Parkin/County of Vermilion River, Daru Pretorius/Cold Lake, Jennifer Hodel/Mannville, Kayla Blanchette/Bonnyville, Phil Kushnir/Bonnyville, Bob Ross/Two Hills, Joanne Metchooyech/Portage College Jamieson Brown/Vegreville, Kathy Dmytriw/Crossroads, Scott Kovatch/M.D. B.V., Karyann Boychuk/JET, Lisa Ford/JET, Bob Bezpalko/Alberta HUB, Dennis Roth/Kitscoty, Scott Kovatch/M.D. Bonnyville, Kevin Lucas/Vermilion, Shannon Harrower/Marwayne, Trudy Smith/Chipman, Shane Olson/Lamont County, Mervin Haight/Andrew, Parrish Tung/Elk Point, Daniel Warawa/Lamont County, Calvin Steinhauer/Goodfish Lake, Angela Mouly/MLA Rowswell office.

Regrets: Rob Pulyk/Vermilion Clifton Cross/Frog Lake First Nations,
Dan Juhlin/Aerium Analytics,

Guests;

MLA Scott Cyr

MLA Shane Getson Parliamentary Secretary Economic Corridors

MLA Tany Yao Parliamentary Secretary Business Supports, Northern Development

Julianne Threlfall - CN's public & government affairs manager for Alberta & NWT

- 1.0 Chair Gerald Aalbers called the meeting to order at 10:05am
Roundtable introductions
MLA Scott Cyr brought opening remarks for the Premier.
- 2.0 Chair Aalbers asked for a motion to approve the agenda.
Jocelyne Lanovaz moved the approval of the agenda. **Carried**
- 3.0 Chair Aalbers asked for a motion to approve the December 31,, 2023
board/membership meeting minutes.
Tim MacPhee moved to approve the October 26, 2023, **Carried**



- 4.0 Financial Statement as of December 31, 2023, 2023 – Jocelyne Lanovaz
Bob Bezpalko
Lindsay Haag moved to approve the December 31, 2023, financials as presented.
- 5.0 Canadian Exporters & Manufacturers / Deputy Ministers Meeting
Lindsay Haag EMW, Mayor Tim MacPhee Vegreville (For info Purposes)
Lindsay and Mayor MacPhee gave a positive summary of the meeting.
- 6.0 Executive Director report – Bob Bezpalko provided an update on projects:
CECI Application / NRED Application – Regional Investment Readiness
ACP application – N.E. Alta. Commercial-Industrial Attraction Asset Plan Project
EATC presentation – Wild Horse Port of Entry Federal Jurisdiction
- 7.0 Small Community Opportunity Program – N.E. Alta. UAV/AAM Project
Bob provided an update on the project and board approval
Electronic Motion Dated December 11, 2023... for information purposes
Alice Wainwright Stewart moved to approve the application to the Small Community Opportunity Program (SCOP) to execute Alberta HUB's UAV/AAM Project for \$90,000 with the Northeast Alberta Information HUB (Alberta HUB) contributing \$10,000 which is 10% required for the SCOP application, total project cost \$100,000. Carried
- 8.0 Housing Initiative – Bob Bezpalko detailed the project and potential results
- 9.0 Next Alberta HUB meeting is scheduled for March 26, 2024.... Location to be determined

Noon - Lunch Break.....

1pm – Mayor Aalbers called the meeting to order and invited MLA Getson to speak to Economic Corridors.

MLA Getson presentation: Delivering Economic Corridors

MLA Tany Yao spoke to Business supports and asked for any and all input.

A major discussion took place regarding highways, rail and airports.....

The presentations from MLA Getson and the EATC will be sent out to the membership.

Chair Aalbers thanked everyone for attending and thanked MLA Cry, MLA Getson, MLA Yao, and Julianne Threlfall for their information.

Adjourned at 2:40pm.

Gerald Aalbers
Chair
Northeast Alberta Information HUB

Jocelyne Lanovaz
Secretary/Treasurer
Northeast Alberta Information HUB



Northeast Alberta Information HUB

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Gerald Aalbers
Chair
Northeast Alberta Information HUB

Jocelyne Lanovaz
Secretary/Treasurer
Northeast Alberta Information HUB



ALBERTA

JOBS, ECONOMY AND TRADE

Office of the Minister
MLA, Calgary-South East

AR 85105

January 19, 2024

His Worship Gerald Aalbers
Mayor, City of Lloydminster
Chair, Northeast Alberta Information Hub
mayor@lloydminster.ca

Mr. Bob Bezpalko
Executive Director, Northeast Alberta Information Hub
bobbezpalko@albertahub.com

Dear Mayor Aalbers and Mr. Bezpalko:

Thank you for your August 2, 2023, letter outlining a proposed funding approach for Regional Economic Development Alliances (REDA) and for meeting with me and your fellow REDAs on September 26, 2023. As Minister of Jobs, Economy and Trade, I appreciate the work that your organization does on behalf of your membership. By working together, communities can seize opportunities and pursue a shared economic vision.

Alberta's government is committed to regional economic development and values the work of many stakeholders involved in this important work, including REDAs. To help optimize the use of provincial and local resources and create more targeted investments, my ministry is shifting to competitive, project-based economic development initiatives that recognize all actors in the regional economic development ecosystem. In the future, impactful projects delivered by collaborative partnerships will be a key aspect of our approach.

In recognition of the valued historical relationship with Northeast Alberta Information Hub, my ministry is offering a funding approach that will support your transition to becoming operationally self-sustaining. Over the next three fiscal years, transitional funding will be available to your organization for predictability, stability and support.

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Mayor Gerald Aalbers
Mr. Bob Bezpalko

AR 85105

The funding will have the following conditions to ensure prudent use of public funds:

- for fiscal years 2024/2025 to 2026/2027, your organization may receive up to \$125,000 per year;
- annual funding will be based on membership revenues raised by your organization;
- for 2024/2025, funding will be based on the peak membership revenue collected by your organization in any of 2020/2021, 2021/2022 and 2022/2023 fiscal years for your organization to receive the maximum potential funding;
- funding will match membership revenues using a ratio of grant funding to membership revenue of 2:1 in 2024/2025, 1.5:1 in 2025/2026 and 1:1 in 2026/2027; and
- the proportion of annual grant funds used for project-based activities must represent at a minimum 25 per cent in 2025/2026 and 50 per cent in 2026/2027. There are no restrictions on use of the funds in 2024/2025.

In addition to this funding, an independent consultant will be available to work with your organization to help you plan and prepare for this transition away from operational support. Your organization may continue to apply for funding through available regional economic development initiatives or other Alberta government grant programs; however, further operational or direct funding to REDAs will not be available at the end of this three-year funding agreement.

Department staff will be in contact with you shortly to schedule a meeting that provides additional information on how to apply for this funding and access the consultant services. If you have questions in the meantime, please contact Ms. Merry Turtiak, Executive Director, Regional and Northern Economic Development, at 780-619-8311.

On behalf of Alberta's government, thank you for your important work. I wish you all the best in your future economic development efforts and continued success in supporting regional collaboration.

Sincerely,



Honourable Matt Jones
Minister of Jobs, Economy and Trade

cc: Chris McPherson, Deputy Minister., Jobs, Economy and Trade
Sylvia Lepki, Assistant Deputy Minister, Economic Development and Business Supports
Merry Turtiak, Executive Director, Regional and Northern Economic Development
Tammy Powell, Director, Regional Economic Development Services