



Village of Innisfree
Regular Council Meeting
June 18, 2024 @ 4:00 p.m.
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
 - a. Deletions/Additions
 - i. MD. Foundation Report – J. Johnson
 - b. Adoption of Agenda
3. Delegation –
 - a. Z. Hickey – Mental Health Aid Proposal
4. Adoption of Minutes – May 21, 2024, Regular Meeting Minutes
5. Business Arising from the Minutes – Regular Council Meeting
6. Policies & Bylaws: Green Light Bylaw, Tax Rate Bylaw
7. New Business
 - a. Crossroads Funding Model - RFD
 - b. Signing Authority – RFD
 - c. Campground Rates - RFD
 - d. Library Board Appointments – RFD
8. Councillor Reports
 - a. Innisfree Library Report (June 5, 2024) – J. Johnson
 - b. Northern Lights Library System Report (May 22, 2024) – J. Johnson
 - c. Kalyna County Ecomuseum Trust Report (May 22, 2024) – D. McMann
 - d. Md. Foundation Report (June 13, 2024) – J. Johnson
9. Administration Reports
 - a. Reports:
 - i. CAO Report – Period Ending June 17, 2024
 - ii. CAO – Council Action List
 - iii. CAO Municipal Grants Report – to be provided.
 - b. Financials:
 - i. Monthly Financial Statement – Period Ending May 31, 2024 – to be provided.
 - ii. Revenue & Expense – Period Ending May 31, 2024 – to be provided.
 - c. Public Works Foreman Report – June 18, 2024

- d. Recreation Park Manager Report – June 18, 2024
- e. Regional Fire Chief Report – not provided.

10. Correspondence

11. Adjournment

Policy

The Village of Innisfree recognizes the need to provide clear direction to delegations wishing to address Council to ensure both parties are prepared for the discussion with adequate information to hold a meaningful discussion.

Purpose

The purpose of this policy is to set guidelines for delegation attendance to council meetings and to ensure that both parties receive adequate notice and information.

1.0 DEFINITIONS

- 1.1 **Agenda** is the formal agenda document developed and provided to Council five (5) calendar days prior to the council meeting date.
- 1.2 **Delegation** is an individual or group who want to be included on the Council meeting agenda to address Council
- 1.3 **Delegation Form** is the document that Delegations must complete.

2.0 PROCEDURES

- 2.1 This policy applies all individuals, groups or organizations who want to be included on a Council Meeting Agenda.
- 2.2 Delegation requests for presentation to council must be received at the Village Office seven calendar (7) days prior to the council meeting date.
- 2.3 Delegations must submit a written report.
- 2.4 The report must provide sufficient information that outlines the Delegation's presentation that is understandable and what result the delegation is seeking.
- 2.5 Delegations are limited to ten (10) minutes.

3.0 End of Procedure.

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: Zeta Hickey Mental Health Animator

Contact Name /Person making presentation: Zeta Hickey

Issue to be discussed:
Proposal to set up a simple partnership with Mannville to put on events/classes between the 2 villages to help with peoples mental health.

Request of

I'm hoping to set up the Minburn County Mind Project to promote connectivity and mental well-being through free community activities. I do currently have 50 hours of time available paid for by the Canadian Mental Health Association. I am seeking approval from Innisfree Village council to have you as my local backbone organisation in association with Mannville. I am eligible to apply for CMHA grants and plan to seek out other financial support to enable me to develop and provide local events and classes in line with my community mental well-being goals. I would like to work cooperatively on events the villages plan to offer to the community as well. I do have extensive experience in community work and was awarded a Millennium Fellowship by the British Government for my extensive charity work.

Date of Council Meeting: Tues June 18/24

Delegation Time: 4pm 4:05pm

If there is additional information, please attach () yes (X) 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**

Resolution No. **2014-10-21/31**

Amendments: Effective Date _____ Resolution No. _____

Effective Date _____ Resolution No. _____

Canadian Rural Mental Health Network

Zeta Hickey has just completed her training with the Canadian Mental Health Association (CMHA) to become an animator. This is their wording for a mental health well-being advocate for the rural mental health network. Zeta has also been an adjudicator for the CMHA helping them decide how \$500,000 in grants will be spent in 2024 throughout rural Alberta. Zeta has encouraged other local residents to take part in the animator training. Linda Purves, a music teacher, from Innisfree will soon be starting her training and Marilyn Newton, Innisfree's librarian and a Minburn village resident also plans to undertake the training.

Zeta now requires a backbone organisation to work with to process her compensation from the CMHA so she can provide activities and workshops to support mental health in the community in 2024/2025. Zeta proposes that a new program is developed to support mental health. She hopes that Mannville village office and Innisfree village office jointly recognise the project as part of each village's action to support mental health in the county. The working title could be Minburn County Mind Project, the area covered could be Mannville, Innisfree and Minburn. This would involve a small amount of paperwork and processing of animators' compensation for training and work undertaken. The project will also be eligible to apply for grant money ranging between \$5,000 and \$25,000 each year from the CMHA.

Zeta proposes that Dominic acts as the administrator for the project under Kayla's direction with the agreement of Jennifer from the Mannville village office. Dominic in time could also undertake the training to become an animator himself. Joining the animator program also provides additional free training opportunities in subjects like grant writing, prevention of suicide and training specific to rural areas like a recent course which related to depression amongst farmers.

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of May 21, 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 Tuesday, May 21, 2024.
<i>CALL TO ORDER</i>	Mayor Raycraft called the Regular Council meeting to order at 4:01 PM.
<i>PRESENT</i>	<u>Attendance in-person</u> Mayor Evan Raycraft Councillor Jennifer Johnson Councillor Deborah McMann Kayla Paranych, Chief Administrative Officer
<i>APPROVAL OF AGENDA</i> 2024-05-21/1	Moved by Clr. J. Johnson that the agenda be accepted as presented with the following additions: Councillor Reports: 8.c – ACE Shareholder Meeting Report – D. McMann <p style="text-align: right;"><u>CARRIED</u></p>
<i>APPROVAL OF APRIL 16, 2024, REGULAR MINUTES</i> 2024-05-21/2	Moved by Clr. J. Johnson that the April 16, 2024, Regular Council Meeting minutes be approved as presented. <p style="text-align: right;"><u>CARRIED</u></p>
<i>DELEGATION – RCMP SGT. COREY BUCKINGHAM Q3/Q4 REPORT</i>	Sgt. Corey Buckingham from the Vermilion RCMP Detachment entered the meeting at 4:02 PM. Sgt. Buckingham provided the Third and Fourth Quarter Report on the actions, and statistics of the detachment in the Innisfree and area location. Discussion was held on the report.
<i>Departure</i> 2024-05-21/3	Sgt. C. Buckingham departed at 4:19 PM. Moved by Mayor Raycraft to accept the Third/Fourth Quarter Report from Delegation Sgt. C. Buckingham. <p style="text-align: right;"><u>CARRIED</u></p>
<i>ATB LEASE AGREEMENT</i> 2024-05-21-4	Moved by Mayor Raycraft that Council enters into a new lease agreement commencing June 1, 2024, with new owners of the ATB Branch. <p style="text-align: right;"><u>CARRIED</u></p>
<i>GREEN LIGHT BYLAW</i> 2024-05-21/05	Moved by Clr. J. Johnson that Council direct administration to create/adopt a new Green Light Bylaw to align with the County of Minburn. <p style="text-align: right;"><u>CARRIED</u></p>

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of May 21, 2024**

<p><i>2024 Master Rates Bylaw 694-24 – 1st 2024-05-21/06</i></p>	<p>Moved by Mayor Raycraft that Council provide FIRST reading to Master Rates Bylaw 694-24 this 21st day of May 2024. <u>CARRIED.</u></p>
<p><i>2024 Master Rates Bylaw 694-24 – 2ND 2024-05-21/07</i></p>	<p>Moved by Clr. J. Johnson that Council provide SECOND reading to Master Rates Bylaw 694-24 this 21st day of May 2024. <u>CARRIED.</u></p>
<p><i>2024 Master Rates Bylaw 694-24 – 3RD 2024-05-21/08</i></p>	<p>Moved by Clr. D. McMann that Council proceeds to THIRD reading to Master Rates Bylaw 694-24 this 21st day of May 2024. <u>CARRIED UNANIMOUSLY.</u></p>
<p><i>2024 Master Rates Bylaw 694-24 – 3RD & F 2024-05-21/09</i></p>	<p>Moved by Mayor Raycraft that Council provide THIRD reading to Master Rates Bylaw 694-24 this 21st day of May 2024. <u>CARRIED.</u></p>
<p><i>Library Board Appointments 2024-05-21/10</i></p>	<p>Moved by Clr. J. Johnson that Council appoints 4 new board members to the Library Board. <u>CARRIED.</u></p>
<p><i>COUNCILLOR REPORTS 2024-05-21/11</i></p>	<p>Moved by Mayor Raycraft that the items listed under Councillor Reports be accepted as presented. <u>CARRIED.</u></p>
<p><i>ADMINISTRATION REPORTS 2024-05-21/12</i></p>	<p>Moved by Mayor Raycraft that the items listed under Administration Grants Report be approved as presented. <u>CARRIED.</u></p>
<p><i>CLOSED SESSION 2024-05-21/19</i></p>	<p>Moved by Clr. J. Johnson that Council enters into a closed session at 5:31 PM. <u>CARRIED.</u></p>
<p><i>2024-05-21/20</i></p>	<p>Moved by Clr. J. Johnson that Council moves out of closed the session at 5:44 PM. <u>CARRIED.</u></p>
<p><i>BAR ENGINEERING TENDER APPROVAL 2024-05-21/21</i></p>	<p>Moved by Mayor Raycraft that Council direct administration to provide notice of decision to Bar Engineering stating the Village of Innisfree will not accept the tender for the North Main Water Looping Project. <u>CARRIED.</u></p>
<p><i>ADJOURNMENT 2024-05-21/22</i></p>	<p>Moved by Mayor Raycraft that the meeting be adjourned at 5:44 PM. <u>CARRIED.</u></p>

K. Paranych, C.A.O.

E. Raycraft, Mayor

Green Light Bylaw 695-24



GREEN LIGHT BYLAW 695-24

A BYLAW OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE FIREFIGHTERS TO USE FLASHING GREEN LIGHTS IN THEIR VEHICLES.

WHEREAS the Traffic Safety Act authorizes the use of flashing green lights by authorized firefighters in private vehicles when used in response to a fire or other emergency.

AND WHEREAS Section 28 being Alberta Regulation 122/2009, the Vehicle Equipment Regulation of the Traffic Safety Act, authorizes municipalities the power to pass a bylaw allowing authorized firefighters to use flashing green lights in their vehicles as a means of identification when responding to a fire or other emergency.

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

1. TITLE

- a. This Bylaw shall be cited as the "Green Light Bylaw"

2. PROVISIONS

- a. Any active Minburn County Fire Department may carry on or in a vehicle other than an emergency vehicle, a lamp that produces intermittent flashes of green light, and may operate the same in the County of Minburn if the vehicle is proceeding to the Fire Station for an emergency call.
- b. No person other than an active Minburn County Fire Department member shall operate a lamp that produces intermittent flashes of green light while operating a motor vehicle.
- c. Nothing in this bylaw shall be construed so as to permit an active Minburn County Fire Department member to operate a vehicle in contravention of the Traffic Safety Act, the regulations under the Traffic Safety Act, any other provincial legislation or regulation, or any bylaw of the County of Minburn.

3. SEVERABILITY

- a. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed valid.

Read a First Time this 18^h of June 2024.

Read a Second Time this 18^h of June 2024.

Read a Third Time by Unanimous consent of Council, and finally passed this 18th of June 2024.

Mayor, E. Raycraft

Chief Administrative Officer, K. Paranych

Request for Decision (RFD)

Topic: Crossroads Funding Model

Initiated by: Economic Development Alliance Board

Attachments: Funding Model Options

Purpose(s):

1. The Crossroads Economic Alliance Board met on May 28, 2024, to discuss next steps of the Alliance Board and funding options.

Background:

1. Funding breakdown was discussed as the marketing costs can be absorbed through the contract with OMR, there are no funds available this year for sponsorships. Moving forward, Crossroads will need to include a budget item for sponsorships and events for cost sharing between the partners
2. Recommendation was to use Local Government Fiscal Framework model set by the Province. Funding breakdown options to be discussed with each municipality at their next respective Council meeting for approval.

Key Issues/Concepts:

1. Funding model breakdown approval to assist with sponsorships and events in the communities.

Options:

1. Council to approve one of the funding cost models for the economic development alliance

Financial Implications:

1. See attached, Schedule "A"

Relevant Policy/Legislation:

1. MGAs. 708.28 Intermunicipal Collaboration
2. Alberta Economic Development Authority Act

Political/Public Implication(s):

1. None foreseen.

Recommendation:

1. As directed by Council

Schedule "A"

Funding Model Options

Crossroads Cost Breakdown - Based on LGFF Model

	2024 LGFF	% of Total	Municipal Portion
Village of Innisfree	\$ 210,978.00	7.3%	\$ 7,285.42
Village of Mannville	\$ 358,484.00	12.4%	\$ 12,379.05
Town of Vegreville	\$ 944,849.00	32.6%	\$ 32,627.21
County of Minburn	\$ 1,381,582.00	47.7%	\$ 47,708.32
Total	\$ 2,895,893.00	100.0%	\$ 100,000.00

*Calculations as per 2024 Local Government Fiscal Framework model as set by the Province.

Crossroads Cost Breakdown - Based on Equalized Assessment

	Equalized Assessment*	% of Total	Municipal Portion
Village of Innisfree	\$ 12,827,955.00	0.8%	\$ 784.03
Village of Mannville	\$ 51,156,999.00	3.1%	\$ 3,126.66
Town of Vegreville	\$ 689,904,984.00	42.2%	\$ 42,166.18
County of Minburn	\$ 882,267,082.00	53.9%	\$ 53,923.13
Total	\$ 1,636,157,020.00	100.0%	\$ 100,000.00

*Calculations as per Provincial 2024 Equalized Assessment Report Dated October 23, 2023

Crossroads Cost Breakdown - Based on Per Capita

	Population*	% of Total	Municipal Portion
Village of Innisfree	187	1.9%	\$ 1,936.82
Village of Mannville	765	7.9%	\$ 7,923.36
Town of Vegreville	5689	58.9%	\$ 58,922.84
County of Minburn	3014	31.2%	\$ 31,216.99
Total	9655	100.0%	\$ 100,000.00

*2021 Federal Census

Crossroads Cost Breakdown - Equal Split

	% of Total	Municipal Portion
Village of Innisfree	25.0%	\$ 25,000.00
Village of Mannville	25.0%	\$ 25,000.00
Town of Vegreville	25.0%	\$ 25,000.00
County of Minburn	25.0%	\$ 25,000.00
Total	100%	\$ 100,000.00

Request for Decision (RFD)

Topic: Signing Authorities Appointment
Initiated by: Administration
Attachments:

Purpose(s):

To appoint administrative assistant D. Hickey, effective June 18, 2024, as a signing Authority for the Village of Innisfree financial instruments, pursuant to *MGA*, Section 213(4.)

Background:

1. Currently the Village of Innisfree has only one signing authority, CAO, K. Paranych, in the administration office.
2. The Village of Innisfree requires two signatures on all financial documents.
3. Administrative Assistant D. Hickey has successfully completed his 3-month probationary period on May 13, 2024. Upon completion of his probationary period, D. Hickey is able to be appointed signing authoring.

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.

Options:

1. 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 Johnson and Chief Administrative Officer K. Paranych or Administrative Assistant D. Hickey.
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 Evan Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Chief Administrative Officer K. Paranych or Administrative Assistant D. Hickey.

Request for Decision (RFD)

Topic: Master Rates Bylaw – Campground Rates

Initiated by: Administration

Attachments: Master Rates Bylaw

Purpose(s):

1. To review the current rates of the group camp site.

Background:

1. The campground is currently offering daily powered campsites at \$35.00 as per the approved Master Rates Bylaw.
2. Due to the increase of the daily powered sites, the group camp site should align with those prices.
3. Currently the group camp is priced at \$225.00 daily with 10 powered sites.
4. With the increase of the daily powered sites to \$35.00, that equal a total of \$350.00 daily for 10 sites in the group camp.

Key Issues/Concepts:

1. Small increases in rates will help the Village and the Recreation Park remain sustainable

Options:

1. That Council moves to accept the change in rates for the daily powered campground sites and firewood recommended by Administration, as per the Master Rates Bylaw.
2. That Council direct Administration otherwise.
3. That Council accept this as information.

Financial Implications:

1. Rate review annually will help the Village sustain all services currently provided.

Relevant Policy/Legislation:

1. *MGA s.63(1)* – Revising Bylaws

Political/Public Implication(s):

1. Rates are not increasing by a significant amount, only by the amount to cover the costs per the Village. This should be seen as positive by the public.

Recommendation:

1. That Council moves to accept the change in rates as per the Master Rates Bylaw.

Request for Decision (RFD)

Topic: Library Board Appointments

Initiated by: Library Board

Attachments: New Board Appointments Summary

Purpose(s):

1. To review the application for a new Board Member and appoint new member.

Background:

1. The Village of Innisfree Library Board is seeking Council appointment of a new board member.

Key Issues/Concepts:

1. Appointment of new Library Board members will strengthen the current board.

Options:

1. Council direct administration of the appointment of new board members for the Library board

Financial Implications:

1. None foreseen.

Relevant Policy/Legislation:

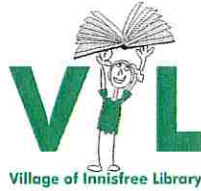
1. Library Act

Political/Public Implication(s):

1. None foreseen.

Recommendation:

1. As directed by Council.



Village of Innisfree Council Meeting
Tuesday, June 18th at 4pm

Re: New Board Member Application

Introduction

The purpose of this report is to provide information on our current Village of Innisfree Library Board members and introduce a new application for board appointment for your consideration.

Current Board Members

Name	Position	Term End Date
Gayle Foyster	Chair	May 21st, 2027
Kristina Brummer	Vice Chair	Nov 15th, 2025
Evan Raycraft	Treasurer	May 21st, 2027
Dale Cates	Member at Large	May 21st, 2027
Doreen Nott	Member at Large	Sept 2nd, 2025
Yvonne Parasynchuk	Member at Large	Mar 15th, 2025
Linda Purves	Member at Large	Apr 16th, 2027
Fro (Frauke) Young	Member at Large	May 21st, 2027

Skills We are Looking For

Our library supports a diverse community that encompasses a wide range of demographics including; culture, socioeconomic status, age/generation, language, ability, gender and sexual orientation, religion and citizenship. This diversity creates a vibrant community that has varying needs for support, access, programming, and resources to support their interests and lives.

We feel that the goal of our library board is to represent this diversity by ensuring that library services, programs and resources are inclusive, accessible and responsive to these needs.

With the above in mind, these are general skills that we are looking for in future Board Members, which include;

- collaborative leadership
- strategic planning
- community knowledge and connection

- a history of volunteerism
- inclusivity
- financial acumen
- grant and proposal writing
- community engagement
- communication
- strategic networking
- cultural and diversity competence
- technology
- committee/board and governance experience
- advocacy experience with regards to programs, societies and policymakers

Application for New Board Appointment

Based on our current members and their respective term end dates, we would like to recommend the applicant below with a proposed term to run through to October 20th, 2025, as an appointee to the Library Board.

1. **Jennifer Johnson** - Skill Set: Council mayoral experience, volunteer work with library, Museum and community events.

Conclusion | Recommendation

Thank you for taking the time to review this report. We appreciate the opportunity to provide our thoughts and feedback to support building a strong and effective Library Board for our community.

Village of Innisfree Council Committee Report

Committee Name: Innisfree Library Board

Meeting Date and Time: June 05, 2024 (6 – 9:30)

Attendees: Gayle, Doris, Evan, Dale, Yvonne, Holly, Fraux, Jennifer, Linda, Marilyn, Kristina, Regret: Doreen

Discussion:

- Approved the absence of Doreen

Organizational Meeting

- Motion was made to allow (ratify) the motions made by Jennifer Johnson to stand as technically was not a board member and was accepted
- Motion was made to have the library manager act as a recording secretary and to adjust her hours accordingly and was carried.
- Chair - Gayle Foyster
- Vice Chair – Kristina Brummer
- Treasurer – Evan Raycraft
- Finance committee – Evan, Doris, Kristina, Gayle
- Personal Committee -Marilyn, Gayle, Kristina, Dale
- Youth committee – Linda (chair), Fraux, Marilyn, Yvonne motion was made to create a youth committee and was carried.
- Meetings to be held 1st Wednesday of each month at 6:30, next AGM March 5, 2025, at 6:00pm

Meeting

- April 3 and May 1st minutes were approved as presented
- Library orientation to be held June 19 @ 6:30pm
- Lots of books were pulled and still a lot around they will be kept until June 30th then will be donated to places, kid's books will go to interval homes in Lloyd, Fraux will make calls to donation locations
- \$580.00 was raised for the Mother's Day basket
- Motion was made to purchase 4 cement pads for drop box at approximately \$80.00, Marilyn and Jason will pick up the drop box.
- Craft session was at the senior's drop on June 5th and a sing along will be on June 7th.
- Have not heard anything about the grant for the music program may hear more by July or August
- Propose a \$1000 scholarship from the Innisfree Library board, motion was made to establish and was carried
- Letter regarding using space in the millennium building will be drafted
- 2 quotes for cabling in the library, there will be a site visit by NLLS IT department on September 13, 2024, references will be checked for cabling quotes and will be brought back to the board, motion was made to purchase a backup hard drive for approx. \$225.00
- Library conference is going to be October 3-4, 2024
- No update to library expansion
- Library newsletter was put out as a mail out, looking at making it as an attachment of the informer so everyone will get it, it will be added in July and September so every 2 months,
- Went over the 2024 draft budget, motion was made to approve as amended and was carried.
- Hired one CSJ applicant start date not set yet.
- Fall and Christmas basket up to \$100.00 per basket with 300 tickets was motioned and carried
- Motion was made to get Edie Whitten flowers as a thank you for supporting the library through ticket sales while at the bank and was carried.

- Library donated 5 ukeleles to the school for a future music program at the school, they have 3 qualified music teachers.
- Proposed an afternoon teal for outgoing and past board members at a future date
- Honorarium was proposed for Marie Gourda for her work on May 8 and June 5 and was table to July meeting.
- Consultants visit for June 19th, 2024, at 10 am until around 3:30 – 4 PM
- Through the Canadian Mental Health Association Marilyn and Linda went through a Rural Mental Health Program Course and are working to get a program established here in Innisfree.
- 518 patrons, 88 web site visits, 26 programme attendees, 413 e-resource circulations, 482 WiFi connections, 8 early literacy participants next early lit is June 13, 5 music jam participants
- Little free pantry is fully stocked for residents and used by them
- Women in business continues to grow and new members are joining each month
- Music jam sing a long will be on June 7th 1-3 at the millennium building
- Library team meetings are going to be focusing on the revamping of the early literacy program and to freshen it up
- Tracy has resigned as a back up for the librarian
- CSJ had 6 applicants, 2 got other jobs and hired Kiana Dafoe.

Submitted by: Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: Northern Lights Library System

Meeting Date and Time: May 22, 2024 (10:00 – 11:30)

Attendees: Multiple persons from across the NLLS region

Discussion:

- Showed a presentation of the golibrary.ca site, which is live right now, at this time it caters to the settlements and reserves, in the future they are hoping to include municipalities.
- Went over the 2025 – 2027 draft budget, they are still going forward with a 1.5% increase year over year.
- Omnibus motion was presented to accept policies and was carried
- Maxine Fodness was elected for zone 2, Leslie Cusack was elected for zone 4 (ours), Curtis Schoepp was elected as an officer at large, Barb Smith was elected as an officer at large, Vicky Lefebvre was elected to the policy committee
- Next meeting will be August 23 or September 5th, 2024, an e-mail poll will be sent out to board members at a later date.

Submitted by: Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	Kalyna Country Ecomuseum Trust
Meeting Date & Time:	May 22, 2024
Attendees:	Marianne Janke, Barry Macdonald, Jars Balan, Louise Chomlak, Sheila Stclair, Deb McMann, Michelle Wright
Discussion:	<ul style="list-style-type: none"> - Memorandum of Understanding between Kalyna Country and Heart of the Lakeland Marketing Association - Victoria Trail Signage has been removed and Kalyna will get quotes for new signage.
Actions:	<ul style="list-style-type: none"> - Working shifts at Pysanka Festival July 5-7 - Travel Lakeland - see signature - Pictures - Kalyna Country web site is now active ecomuseum.com
Future Items:	Next meeting June 19, 2024
Submitted By:	Ms. Debbie McMann

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn Foundation

Meeting Date and Time: June 13, 24

Attendees: Carl, Taneen, Jerrold, Jim, Jennifer, Tara, Marielle, Kim (site manager)

Discussion:

- Vacancies wings; NW 2, SW 4, W 2, SW 4, NW 2.
- 1 move in and 3 move outs
- May 17, 2024, there was a vehicle break in with significant damage.
- 1 Night shift worker on disability expected return date June 14
- Open house on June 14 from 1 – 3 pm fathers day event as well.
- Applications on file; Mannville manor 1, Innisfree Villa 3
- Mannville vacancies manor 5, villa 4
- Innisfree vacancies 1
- Allowed 120,000 for installing showers in villas for Mannville and Innisfree (government grant)
- Met on the 12th with the architect and project manager, showed drawings they will be reshaped when closer to completion they will be brought to the board, façade will be upgraded, on the 27th there will be a tour of a Red Deer facility, everything is on schedule for government deadline.
- Application for CMHC funding was denied, there was a ask if we want to keep our name in or withdraw as there was an overwhelming interest in the funding at the federal level, the foundation may be asking the municipalities for more funding money due to being denied funding.

Submitted by: Jennifer Johnson

Interim CAO Monthly Report

To: Council
From: Kayla Paranych
Re: May 21, 2024 – June 18, 2024, activities/highlights

Administration

- Administration completed the 2024 operating budget, was passed by Council at budget meeting June 14, 2024.
- Administration has been working on more training in the office with Admin Assistant.

Development

- The Village completed the large item pick up and 25,000 pounds of garbage was loaded and taken out of the Village.
- New planters completed and placed throughout the Village. The Village office has heard very nice reviews.
- The Village is currently under construction on the 50th street water main. Some residents will be placed on temporary water for a couple of weeks.

Financial

- Village of Innisfree has successfully passed the 2024 Operating Budget.
- Village administration has been working through the available grant funds to complete more projects in 2024.

Human Resources

- Village of Innisfree will have summer students starting as early as next week to complete safety training.

Other

- Campground renovations currently in progress to refresh the bathrooms and office.

Upcoming:

- July 1, 2024 – 2024 Tax Rate Deadline
- July 16, 2024 – Regular Council Meeting

SCHEDULE “A”
Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
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? LOOK UP MOTION “Moved by Clr. Johnson that Animal Control Bylaw 680-23 receive THIRD and FINAL reading with changes this 18 th day of April 2023.”
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	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. <i>Campground manager reassessing project.</i>
2024-01-24/13	<i>UTILITY CREDIT BALANCES</i> – Reallocate credit balances, refund credit on one account	Administration	To be completed
2024-05-21/05	<i>GREEN LIGHT BYLAW</i>	Admin	Administration to create green light bylaw COMPLETED
2024-05-21/21	<i>BAR ENGINEERING TENDER</i>	Admin	Administraiton to provide letter to BAR regarding the north water looping project. Completed.

**SCHEDULE “B”
Municipal Grants Report**

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
MUNICIPAL STIMULUS PROGRAM:					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake					
MSI CAPITAL (ACCEPTED APPLICATIONS)					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
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. closed Feb 23.	Tender accepted. Contract signed with Border Paving. Project in progress currently.
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		Sidewalks scheduled for repair in summer 2024.
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			Bar Engineering to address this area in 2024 work.
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:
CCBF-	50 th Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF		Engineered Tender posted on APC Feb.7	Tender Approved.
GTF-1196 <i>Motion # 2022-04-19/33 and # 2022-02-15/06</i>	Pedestrian Crossing Signs	\$50,000	\$ 3,300 Driver Feedback sign	Grant extended.	Work to commence in 2024.
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 approved 2 positions for 8 weeks each.
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 May 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	190,458.47	Closed	1,545.63	144,902.99	42,328.22	766,217.53 - 200,000.00	229,865.27
Add Revenue:							
Deposits	-						
Interest Received	-	Closed	6.86	938.32	194.13	2,973.09	1,083.52
Transfer of operating funds from grants	-			200,000.00			
				27,821.41			
				57,519.83			
				2,120.25			
Sub-Total	190,458.47	-	1,552.49	262,620.32	42,522.35	569,190.62	230,948.79
Less Disbursements (A/P & P/R)							
ATB Monthly Fees	29.64						
TD Bank Monthly EFT Fee	25.00						
RBC Monthly EFT Fee	34.40						
Interac/Moneris DM Fees	32.63						
Mastercard CC Fees	7.04						
WCB Fees	372.10						
Visa CC Fees	2.55						
Land Titles	-						
ASFF School Taxes	-						
Sub-Total A/P							
Month End Balance	190,458.47	-	-	-	-	-	-
		-	1,552.49	262,620.32	42,522.35	569,190.62	230,948.79

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	202,556.34	Closed	1,552.49	262,620.32	42,522.35	569,190.62	230,948.79
Deposits in Transit	-						
Sub-Total	202,556.34						
Less Outstanding Cheques		-	1,552.49	262,620.32	42,522.35	569,190.62	230,948.79
Month End Balance	202,556.34	-	1,552.49	262,620.32	42,522.35	569,190.62	230,948.79

Outstanding Cheques (General Operating)

Cheque #	Amount	Cheque #	Amount
20240041	94.45		
20240061	175.38	20240169	2,209.95
20240127	45.00	20240170	1,682.72
20240148	210.00		
20240161	1,687.50		
20240162	1250		
20240166	152.50		
20240167	160.00		
20240168	2,804.24		
Total O/S Chqs.			10,471.74

DEPARTMENT	2024 Interim Revenue Budget	2024 YTD Revenues	2024 Expenditures Interim Budget	2024 YTD Expenditures	2024 YTD Surplus/ Deficit
(00) Requisitions	9,177	- 9,176	41,610		- 9,176
(00)Gen.Legislative (Taxes)	41,520	46,823			46,823
(00)Gen. Admin: Tx Pens/Bk Int.	282,470	16,875	-		16,875
(11) Legislative	87,225		15,800	4,371	- 4,371
(12)Administration	25,000	68,739	235,800	138,735	- 69,995
(19) General Exp (Insurance)	86,962		6,500	15,872	- 15,872
(21)Federal Fines			-		-
(23)Fire Services	100		7,005	5,945	- 5,945
(25)Emergency Dept.	6,000		8,250	11,045	- 11,045
(26)Bylaw Enforcement	-	735	14,000	1,688	- 953
(32)Public Works	1,865		193,880	59,821	- 59,821
(37)Stormwater Dept.	42,443	2,355	7,000		2,355
(41)Water Dept.	5,012	47,229	213,354	176,340	- 129,112
(42)Sanitary Sewer Dept.	139,233	15,408	66,225	21,658	- 6,250
(43)Solid Waste Dept.	75,500	30,712	86,300	20,125	10,588
(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	150	2,600		150
(72)Recreation Dept.	150	150	68,600	9,171	- 9,021
(74)Cultural Dept.	49,300	581	14,418	9,513	- 8,932
	-				
TOTALS:	954,991	223,094	1,015,182	476,204	- 253,110

Roads:

Filled 2 more holes in asphalt with gravel
 Liased with Telus about a downed line outside of the library, line is now repaired.

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

Water chlorine level daily checks at 2 venues in the village
 Monthly Bac T check on water supply – result was good
 Did bi-weekly gel tests at the water treatment plant
 Met with contractor to fix the communication issue at north lift station, he spoke with manufacturer of the equipment and is awaiting on new modem to be in stock.

Recreation: (Park/Campground):

Returned some large equipment to PW shop from campground (tractor etc)

Other:

Did a branch/leaf/twigs pick up at several homes, removed items to the burn pile at the WTS
 Removed large tree branch from 1 home that had come down in the storm
 Removed full tree from library area, again had come down in the storm
 Started grass cutting on village owned property
 Did large item village pick up, 3 truck and trailer loads taken to Mannville WTS
 Had PW shop lock issues to deal with, looks like someone was possibly trying to force the lock
 Organizing PW shop - ongoing

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

Recreation: (Park/Campground):

This month I have been completing the washroom renovations, the floors were redone with an Epoxy garage floor paint to improve durability in this high traffic area. The Epoxy has better stain resistantency and is easier to clean.

The walls in the shower have also been painted in 2 contrasting shades of blue and but do need to be sealed with a sealant coat, also the floor was done the same as the main area.

New stain resistant shower curtains were also added as well as new shower caddies to help reduce mess on the shower floor.

The washroom doors are due to be painted with a metal paint in a titanium colour.

The benches were tricky to remove and I am due to paint those soon as well as the hardware.

Some small items were purchased to enhance the new office look and will of course be removed at the end of the season into a storage area.

The renovations in the office has been completed, I welcome everyone to come take a look.

The concession will be open within the next couple of weeks.

Grass maintenance has proved difficult because of the wet weather but when possible I am concentrating on the higher traffic areas.

Camp reservations are low at the moment because of the poor weather but we will see a rise in the coming months, hopefully even through September.

I do have plans to rototill the playground area as well.

I am still waiting to have the doors looked into for the ball diamonds as the current ones are no longer repairable.

The outhouses are in need of repairs to the screens and also require repainting on the inside.

The outhouses have also had motion sensor lights installed and I am working on new interior lights.
