



Village of Innisfree  
Regular Council Meeting  
July 16, 2024 @ 4:00 p.m.  
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
  - a. Deletions/Additions
  - b. Adoption of Agenda
3. Delegation – N/A
4. Adoption of Minutes – June 18, 2024, Regular Meeting Minutes
5. Business Arising from the Minutes – Regular Council Meeting
6. Policies & Bylaws: Master Rates Bylaw to be reviewed with RFD
7. New Business
  - a. Campground Rates - RFD
  - b. Pavement Repairs – RFD
8. Councillor Reports
  - a.
9. Administration Reports
  - a. Reports:
    - i. CAO Report – Period Ending July 16, 2024
    - ii. CAO – Council Action List
    - iii. CAO Municipal Grants Report
  - b. Financials:
    - i. Monthly Financial Statement – Period Ending June 30, 2024 – to be provided
    - ii. Revenue & Expense – Period Ending June 30, 2024 – to be provided
  - c. Public Works Foreman Report – July 16, 2024
  - d. Recreation Park Manager Report – July 16, 2024
  - e. Regional Fire Chief Report – not provided.
10. Correspondence
11. Closed Session: FOIP; Labour
12. Adjournment

**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of June 18, 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, June 18, 2024.

*CALL TO ORDER*

Mayor Raycraft called the Regular Council meeting to order at 4:01 PM.

*PRESENT*

**Attendance in-person**

Mayor Evan Raycraft  
Councillor Jennifer Johnson  
Councillor Deborah McMann

Kayla Paranych, Chief Administrative Officer

*APPROVAL OF  
AGENDA*

Moved by Clr. J. Johnson that the agenda be accepted as presented with the following additions:

**2024-06-18/1**

1. M.D. Foundation – Clr. J. Johnson – June 13, 2024

CARRIED

*DELEGATION – Z.  
HICKEY*

Z. Hickey entered the meeting at 4:02 PM.

*Mental Health  
Proposal*

Z. Hickey presented her proposal for the Mental Health Advocate in the Innisfree area as well as her time to assist the Village with grants.

**2024-06-18/2**

Moved by Mayor Raycraft to accept the proposal presented by Z. Hickey by having the Village of Innisfree support her advocacy.

*Departure*

Z. Hickey departed at 4:16 PM.

CARRIED

*APPROVAL OF APRIL  
16, 2024, REGULAR  
MINUTES*

Moved by Clr. J. Johnson that the May 21, 2024, Regular Council Meeting minutes be approved as presented.

**2024-06-18/3**

CARRIED

*GREEN LIGHT BYLAW  
695-24 – 1<sup>st</sup>*

Moved by Mayor Raycraft that Council provide FIRST reading to Green Light Bylaw 695-24 this 18<sup>th</sup> day of June 2024.

**2024-06-18/4**

CARRIED

*GREEN LIGHT BYLAW  
695-24 – 2<sup>nd</sup>*

Moved by Clr J. Johnson that Council provide SECOND reading to Green Light Bylaw 695-24 this 18<sup>th</sup> day of June 2024.

**2024-06-18/5**

CARRIED

*GREEN LIGHT BYLAW  
695-24 – 3<sup>rd</sup>*

Moved by Cle D. McMann that Council provide THIRD reading to Green Light Bylaw 695-24 this 18<sup>th</sup> day of June 2024.

**2024-06-18/6**

CARRIED UNANIMOUSLY.

*GREEN LIGHT BYLAW  
695-24 – 3<sup>rd</sup> & F*

Moved by Mayor Raycraft that Council provide THIRD and FINAL reading to Green Light Bylaw 695-24 this 18<sup>th</sup> day of June 2024.

**2024-06-18/7**

CARRIED.

**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of June 18, 2024**

*TAX RATE BYLAW*  
*683-24 – 1<sup>st</sup>*  
**2024-06-18/8**

Moved by Mayor Raycraft that Council provide FIRST reading to Tax Rate Bylaw 683-24 this 18<sup>th</sup> day of June 2024.

CARRIED

*TAX RATE BYLAW*  
*683-24- 2<sup>nd</sup>*  
**2024-06-18/9**

Moved by Clr J. Johnson that Council provide SECOND reading to Tax Rate Bylaw 683-24 this 18<sup>th</sup> day of June 2024.

CARRIED

*TAX RATE BYLAW*  
*683-24- 3<sup>rd</sup>*  
**2024-06-18/10**

Moved by Clr D. McMann that Council provide THIRD reading to Tax Rate Bylaw 683-24 this 18<sup>th</sup> day of June 2024.

CARRIED UNANIMOUSLY.

*TAX RATE BYLAW*  
*683-24- 3<sup>rd</sup> & F*  
**2024-06-18/11**

Moved by Mayor Raycraft that Council provide THIRD and FINAL reading to Tax Rate Bylaw 683-24 this 18<sup>th</sup> day of June 2024.

CARRIED

*CROSSROADS  
FUNDING MODEL*  
**2024-06-18/12**

Moved by Clr J. Johnson that Council approves the funding model based on LGFF.

CARRIED.

*SIGNING AUTHORITY*  
**2024-06-18/13**

Moved by Clr D. McMann that Council approves the second signing authority, D. Hickey, this 18<sup>th</sup> day of June 2024.

CARRIED.

*CAMPGROUND  
RATES*  
**2024-06-18/14**

Moved by Clr J. Johnson that Council table the changes to the campground group camp rates until the next Regular Council Meeting.

CARRIED.

*LIBRARY  
APPOINTMENTS*  
**2024-06-18/15**

Moved by Mayor Raycraft that Council accepts the applicant to the Library Board until the end of term Oct 25, 2025.

CARRIED.

*COUNCILLOR  
REPORTS*  
**2024-06-18/16**

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

CARRIED.

*ADMINISTRATION  
REPORTS*  
**2024-06-18/17**

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

CARRIED.

*ADJOURNMENT*  
**2024-06-18/18**

Moved by Mayor Raycraft that the meeting be adjourned at 5:19 PM.

CARRIED.

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K. Paranych, C.A.O.

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E. Raycraft, Mayor

Mayor

C.A.O.

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## Request for Decision (RFD)

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**Topic:** Master Rates Bylaw – Campground Rates

**Initiated by:** Administration

**Attachments:** Master Rates Bylaw

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**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 equals a total of \$350.00 daily for 10 sites in the group camp.
5. Reviewing the Master Rates, it was noted that the weekly, monthly and seasonal pricing are fairly underpriced as well.
6. Currently we have our weekly powered campsites at \$150.00 per week, this would mean the daily powered rate would amount to \$21.43.
7. Monthly powered sites are priced currently at \$500 a month. This would make the daily rate \$16.67.
8. Seasonal pricing is currently set at \$1800/4 months. This would make the daily rate \$15.00.

**Key Issues/Concepts:**

1. Small increases in rates will help the Village and the Recreation Park remain sustainable
2. Power increases to the Village billing costs require increases in pricing.

**Options:**

1. That Council moves to accept the change in rates for the group site, weekly, monthly and seasonal powered sites 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 as this will help sustain the Village's Recreation Park.

**Recommendation:**

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

**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 20<sup>th</sup> day of February 2024.**

**Read A SECOND time this 20<sup>th</sup> day of February 2024.**

**And with UNANIMOUS CONSENT of Council, read a THIRD time and FINALLY passed this 20<sup>th</sup> day of February 2024.**

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Mayor E. Raycraft

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Interim CAO T. Rogers

**SECTION 12 - ADMINISTRATION AND GENERAL SERVICES**

**Master Rates Bylaw 694-24**

<b>FEE</b>	<b>SERVICE/GOODS</b>	<b>GST CHARGED Y/N</b>
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**

<b>FEE</b>	<b>SERVICE/GOODS</b>	<b>GST? Y/N</b>
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 <sup>st</sup> .	N
20.00	License - Annual Non-spayed/Non-Neutered Canine (6 months &+) on or before January 1st	N
30.00	Annual Canine License Purchased <u>after</u> January 1 <sup>st</sup>	N
15.00	License - Annual Spayed/Neutered Feline (8 months+) on or before January 1 <sup>st</sup>	N
20.00	License - Annual Non-Spayed Feline (8 weeks+) on or before January 1 <sup>st</sup>	N
30.00	Annual Feline License (8 weeks+) <u>after</u> January 1 <sup>st</sup>	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.*

**Master Rates Bylaw 694-24**

<b>FEE</b>	<b>SERVICE/GOODS</b>	<b>GST Y/N</b>
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

**SECTION 40 - ENVIRONMENTAL SERVICES**

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

<b>FEE</b>	<b>SERVICE/GOODS</b>
75.00	Non-Metered Water Fee
4.57/m <sup>3</sup>	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
20.40	Environmental Infrastructure Renewal Fee – Residential
30.00	Environmental Infrastructure Renewal Fee – Non-Residential
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 ( <i>GST Applies</i> )
Per Costs	Water Meter Change-out Request if meter tests as accurate ( <i>GST Applies</i> )
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

**SECTION 60 - PLANNING, SUBDIVISION AND DEVELOPMENT & ASSESSMENT APPEAL**

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

**Master Rates Bylaw 694-24**

<b>FEE</b>	<b>SERVICE/GOODS</b>
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.

<b>FEE</b>	<b>SERVICE/GOODS</b>
25.00	Daily – Non-Powered Campsite
100.00	Weekly – Non-Powered Campsite
250.00	Monthly – Non-Powered Campsite
35.00	Daily – Powered Campsite
150.00	Weekly – Powered Campsite (35 x 7 = 245) Change rate to \$200
500.00	Monthly – Powered Campsite (35 x 30 = 1050) Change rate to \$850
1,800.00	Powered Campsite from Park Open to Close (4 months) Change rate to \$3000
100.00	Group Camp Deposit (payable upon reservation)
225.00	Daily - Group Camp Area (10 x 35 = 350) Change rate to \$325
100.00	Daily – Group Camp Area for Non-Profit Groups (locals only)
200.00	Daily – Ball Park (3 Diamonds)
4.00	Shower – Non-Campers
12.00	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)



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## Request for Decision (RFD)

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**Topic:** Water Main Break – Paving Repairs

**Initiated by:** Administration

**Attachments:** Quotes from Border Paving & Emcon

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**Purpose(s):**

1. To review the quotes provided from both contractors and approve to move forward with the road paving fixes due to the multiple water main breaks.

**Background:**

1. The Village of Innisfree has had multiple watermain breaks in the past during the winter months.
2. As the water main breaks happened during the winter months, the Village was unable to contact a contractor to patch the payment.
3. The roads remain patched up with gravel, however, the ground often sinks in those areas and causes large potholes on our main highway through the Village.
4. The Village administration has asked for two different quotes from two different contractors to have these repaved this summer.

**Key Issues/Concepts:**

1. Road maintenance
2. Infrastructure maintenance

**Options:**

1. That Council moves to accept one of the contracted quotes.
2. That Council direct Administration otherwise.
3. That Council accepts this as information.

**Financial Implications:**

1. The Village administration has budgeted these improvements to ensure no financial strain.

**Relevant Policy/Legislation:**

1. MGA s.592(1) – Roads

**Political/Public Implication(s):**

1. None foreseen

**Recommendation:**

1. That Council moves to accept one of the provided quotes from administration.



**BORDER  
PAVING LTD**

*Working Safely with the Community!*

**FAX QUOTATION**

<b>Quote #:</b> <u>2024-1100 F</u>	<b>W.O. #:</b> _____
<b>Month/Day:</b> <u>July 5</u>	<b>Year:</b> <u>2024</u>
<b>Customer:</b> <u>Village of Innisfree</u>	<b>Contact:</b> <u>Kayla Paranych</u>
<b>Address:</b> <u>5116-50 Avenue</u> <u>Innisfree, AB</u>	<b>Phone #:</b> <u>780-592-3886</u>
<b>Email:</b> <u>cao@innisfree.ca</u>	<b>Postal Code:</b> <u>T0B 2G0</u>
<b>P.O. #:</b> _____	<b>Invoice</b> _____

**Re: Miscellaneous Asphalt Patching – 2024**

As requested, our prices to complete the miscellaneous asphalt patching at the three valve replacement locations on SH 870 in the Village of Innisfree are as follows:

**Base Price (up to 95 square metres): \$ 16,750.00**  
**Additional Areas (if required): \$ 158.00/m<sup>2</sup>**

The work to be performed will include:

1. Saw-cut existing asphalt.
2. Excavate and dispose of up to 125 mm gravel base or existing asphalt structure at a dumpsite provided within the village limits.
3. Supply, place, and compact 125 mm Hot Mix Asphalt.

No allowances have been made for any of the following:

- base repairs
- line markings
- dump fees
- the G.S.T.

Prices are valid for work performed in conjunction with the paving on the water main replacement project.

Thank you for the opportunity to quote on this work.

*Direct Inquires To:*

- Red Deer**  
Ph: (403) 343-1177  
Fax: (403) 346-9690
  - Camrose**  
Ph: (780) 672-3389  
Fax: (780) 672-6930
  - Stony Plain**  
Ph: (780) 967-3330  
Fax: (780) 967-3333
  - Hinton**  
Ph: (780) 865-7568  
Fax: (780) 865-1506
- 1-888-8-HOT MIX**  
**1-888-846-8649**

**BORDER PAVING LTD. Per N. Christenson**

The conditions printed on the following sheet are a part of this quotation and no other terms and conditions or obligations will govern unless specifically accepted by us.  
 Having authorized the above work, I/we hereby acknowledge my/our indebtedness to Border Paving Ltd. in the sum of \$ \_\_\_\_\_ plus G.S.T., being all or the balance of the account for the said work.  
 Please sign and return via fax if you wish to accept this quotation and have us proceed with the work.

**NAME OF COMPANY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_



Sent July 3/24

Quotation Only



Extra-Work-Report

EW # \_\_\_\_\_

Bill To: town of Innisfree

Address: \_\_\_\_\_

Shop: \_\_\_\_\_ Client Name: \_\_\_\_\_

W.O. # \_\_\_\_\_ P.O. # \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location of Work: hwy 870 in town Work Date(s): \_\_\_\_\_

Description of Work: paving 870 in town

Labour - Employee Name:	Description	Hrs	Rate	Amount
	prep three sites gravel removal	3	124.00	372.00
	pave three sites = 31.0 tonnes of asphalt	31	259.00	8029.00
	haul of asphalt	31	29.95	928.45
	traffic control included in price			
	three sites = north of rail way at back ally on 53 st 49 ave and 53 st			

Equipment Information	Unit #	Model	Hrs	Rate	Amount
<i>removed by</i>					
[Redacted]					

Supplies & Materials	QTY	UM	Price	Amount
<i>July 3/24</i>				

owed By:	Surcharge:	Percent	On	Amount
				0.00

Owner or Representative (Sign & Print)		Invoicing to Follow	
Foreman or Superintendent		SUBTOTAL 9329.45	
Worksheet or Inv #		GST 466.47	
Date	Billed By	TOTAL 9795.92	
GST No. R119409811			

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## CAO Monthly Report

To: Council  
From: Kayla Paranych  
Re: June 18, 2024 – July 16, 2024, activities/highlights

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### Administration

- Administration completed and mailed the 2024 Tax Notices and Assessments.
- Administration received the 2023 Municipal Indicator Results and can proudly mention that the Village of Innisfree did not have any indicators to report. Municipal Affairs will upload the results to the Municipal Indicator Dashboard. Refer to the attached email document for further information.

### Development

- The Village is currently under construction on the 50<sup>th</sup> street water main. HCL is wrapping up their portion of the project and Border Paving will commence their portion over the next couple of weeks.
- The Village administration is working with contractors to fix the payment where the previous water main breaks have happened.

### 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 has had two summer students join them and begin working in Public Works and the Rec Park.
- Birch Lake Campground is currently being managed by Village staff.

### Other

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### Upcoming:

- Aug 14, 2024 – Innisfree Fair
- Aug 20, 2024 – Regular Council Meeting

Kayla Paranych  
Village of Innisfree

Dear Kayla,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

Your municipality did not meet the threshold for one or more indicators for the 2023 financial year.

The benchmarks established by Municipal Affairs for each indicator provide a general indication of acceptable risks. However, a municipality may have unique circumstances or alternative strategies that justify a different result. Therefore, we ask you to complete the [online submission form](#) to provide your feedback or any explanatory information about your performance on the identified indicator(s).

Upon submission, your responses will be included in the [Municipal Indicator Dashboard](#).

If you require assistance completing the feedback form please call, toll-free at 310-0000, then 780-427-2225, and ask to speak to a member of the Information Services Team or email [ma.updates@gov.ab.ca](mailto:ma.updates@gov.ab.ca).

Thank you,

Information Services  
[ma.updates@gov.ab.ca](mailto:ma.updates@gov.ab.ca)

**SCHEDULE “A”**  
Council Minutes Action List

<b>MOTION #</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>Details:</b>
2022-12-20	Sign up to become a Purolator Quick Stop Agent	Admin	Request has been submitted to Purolator.
2023-04-18	Develop Policy for catching animals as per Animal Bylaw	Administration	<p><b>Rescind Motion?</b> <b>LOOK UP MOTION</b></p> <p>“Moved by Clr. Johnson that Animal Control Bylaw 680-23 receive THIRD and FINAL reading with changes this 18<sup>th</sup> day of April 2023.”</p>
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	<p>Council directed Admin to secure culverts &amp; proceed with project.</p> <p><b>Campground manager reassessing project. Project on pause, Village staff to reevaluate</b></p>
2024-01-24/13	<i>UTILITY CREDIT BALANCES</i> – Reallocate credit balances, refund credit on one account	Administration	Completed.

**SCHEDULE “B”**  
Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>MUNICIPAL STIMULUS PROGRAM:</b>					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
Birch Lake					
<b>MSI CAPITAL (ACCEPTED APPLICATIONS)</b>					
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 <sup>th</sup> 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. <b>Project in progress currently.</b>
<b>FEDERAL GAS TAX FUND (ACCEPTED APPLICATION):</b>					
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		Sidewalk repair project ongoing.
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 <sup>th</sup> 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.
<b>CANADA SUMMER JOBS (CSJ)</b>					
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.
<b>OTHER GRANT APPLICATIONS (otherwise funding from operating budget or reserves):</b>					
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.



**Roads:**

Topped up 3 holes with gravel getting ready for asphalt from Emcon

**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

Lift station communication error project with contractor put on hold because of cost, will be addressed another time

**Recreation: (Park/Campground):**

Please see sparate report

**Other:**

Continued with large branch/twig/leaves pick up

Did grass cut & trim on Veronava owned property opposite school, invoiced to Veronova

Weed whipped around ALL fire hydrants in the village as well as Petro Can dump station

Continued with grass cutting on village owned property

Did another large item village pick up, 1 truck and trailer load taken to Mannville WTS

Cut all sign posts, culverts, drain ditches

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):**

2 rubber mats were added inside the mens showers

New LED light bulbs were added to various places in the shower block

Executed a July 1st celebration with hot dogs & drinks, this was well attended.

At the July 1st celebration we had to deal with a sewer back up in the shower block, a contractor came out to alleviate the situation.

On Sat July 6th had to deal with a sewer back up at camp dump station near the Petro Can, same contractor came to deal with it.

The concession is open and has been upgraded to offer a wider selection of products.

Camp reservations have increased including the confirmation of a large wedding party at the end of August.

Grass maintenance is well under way.

The outhouses have been power washed out and are clean for the use of the campers.

Baseball diamond washrooms are still in need of repair with the doors.

Some flower containers and hanging baskets were added to the camp area near the office.

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