



Village of Innisfree
Regular Council Meeting
September 17, 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. Adoption of Minutes – August 20, 2024, Regular Meeting Minutes
4. Delegation – St. Corey Buckingham - addition
5. Business Arising from the Minutes – Regular Council Meeting
6. Policies & Bylaws: Video Surveillance Policy
7. New Business
 - a. Campground Off-Season RV Storage – RFD
 - b. Innisfree Delnorte School, Request for Donation – RFD
 - c. Crossroads Economic Development Report – addition
8. Councillor Reports
 - a. Manville-Minburn-Innisfree FCSS Report (Sept 5, 2024) – D. McMann
 - b. Kalyna Country Ecomuseum Report (August 28, 2024) – D. McMann
 - c. Northern Lights Library System (September 11, 2024) – J. Johnson
 - d. Innisfree Library Board (September 4, 2024) – E. Raycraft
9. Administration Reports
 - a. Reports:
 - i. CAO Report – Period Ending September 17, 2024
 - ii. CAO – Council Action List
 - iii. CAO Municipal Grants Report
 - b. Financials:
 - i. Monthly Financial Statement – Period Ending August 31, 2024 – to be provided
 - ii. Revenue & Expense – Period Ending August 31, 2024 – to be provided
 - c. Public Works Foreman Report – September 17, 2024
 - d. Recreation Park Manager Report – September 17, 2024
 - e. Regional Fire Chief Report – not provided.

10. Correspondence - List attached

11. Adjournment

**VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of August 20, 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, August 20, 2024.

CALL TO ORDER

Mayor Raycraft called the Regular Council meeting to order at 4:03 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:

2024-08-20/1

5.c. Alberta Municipalities Conference - RFD

CARRIED

*APPROVAL OF JULY
16,
REGULAR MINUTES*

Moved by Mayor Raycraft that the July 16, 2024, Regular Council Meeting minutes be approved.

2024-08-20/2

CARRIED

*CAMPGROUND –
EXTENSION/BANK
ACCOUNT*

Moved by Mayor Raycraft that Council approves the 2024 Campground season extension to September 22, 2024, and the creation of the Campground Bank be tabled until 2025 season.

2024-08-20/3

CARRIED

*RCMP LEADERSHIP
MEETING*

Council accepts as information and requests administration to contact RCMP for more information on the meeting, and to inquire in the possibility of a future Town Hall in Innisfree.

2024-08-20/4

CARRIED

*AB MUNIS
CONFERENCE*

Moved by Mayor Raycraft that 2 representatives from the Village attend the Alberta Municipalities Fall Conference.

2024-08-20/5

CARRIED

*COUNCILLOR
REPORTS*

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

2024-08-20/6

CARRIED.

*ADMINISTRATION
REPORTS*

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

2024-08-20/7

CARRIED.

CORRESPONDENCE

Moved by Mayor Raycraft that the items listed under Correspondence be approved as presented.

2024-08-20/8

CARRIED.

VILLAGE OF INNISFREE
REGULAR COUNCIL MEETING MINUTES of August 20, 2024

ADJOURMENT
2024-08-20/9

Moved by Clr. J. Johnson that the meeting be adjourned at 5:13 PM.

CARRIED.

K. Paranych, C.A.O.

E. Raycraft, Mayor

Mayor

C.A.O.

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: RCMP

Contact Name /Person making presentation: St. Corey Buckingham
Issue to be discussed:

Q1 Report Presentation

Request of Council:

Date of Council Meeting:

Delegation Time: 4:05pm

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

Amendments: Effective Date _____ Resolution No. _____
Effective Date _____ Resolution No. _____

RCMP



ROYAL CANADIAN MOUNTED POLICE

2024-07-30

Mayor Evan Raycraft
Innisfree, AB

Dear Mayor Raycraft,

Please find attached the quarterly Community Policing Report for the period from April 1st to June 30th, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Vermilion Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Corey Buckingham

Sergeant Corey Buckingham
Chief of Police
Vermilion Detachment



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada



RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Vermilion

Name of Detachment Commander

Sgt. Corey Buckingham

Quarter

Q1

Date of Report (yyyy-mm-dd)

2024-07-30

FTE Utilization Plan

2024/25

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-04-17

Meeting Type

Community Connection

Topics Discussed

Rural Crime

Notes /Comments

Detachment Commander attended County of Vermilion River Rural Crime Watch meeting in Kitscoty. Various topics discussed.

Consultation No. 2

Date (yyyy-mm-dd)

2024-04-19

Meeting Type

Meeting with Elected Officials

Topics Discussed

Rural Crime

Notes /Comments

Detachment Commander met with elected official from County of Two Hills to discuss various topics.

Consultation No. 3

Date (yyyy-mm-dd)

2024-05-07

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Vermilion Fair / Emergency Response

Notes /Comments

Detachment Commander met with Vermilion Ag Society representatives to discuss/prepare for the 2024 Vermilion Fair.

Consultation No. 4

Date (yyyy-mm-dd)

2024-05-14

Meeting Type

Meeting with Elected Officials

Topics Discussed

Vermilion Detachment / Resource levels

Notes /Comments

Detachment Commander met with Vermilion Council to discuss the Vermilion Detachment and resource levels.



Consultation No. 5

Date (yyyy-mm-dd) Meeting Type
2024-05-14 Meeting with Elected Officials

Topics Discussed

Regular reporting information sharing, Annual planning

Notes /Comments

Detachment Commander attended County of Vermilion River Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

Consultation No. 6

Date (yyyy-mm-dd) Meeting Type
2024-05-21 Meeting with Elected Officials

Topics Discussed

Regular reporting information sharing, Annual planning

Notes /Comments

Detachment Commander attended Innisfree Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

Consultation No. 7

Date (yyyy-mm-dd) Meeting Type
2024-05-21 Meeting with Elected Officials

Topics Discussed

Regular reporting information sharing, Annual planning

Notes /Comments

Detachment Commander attended Vermilion Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

Consultation No. 8

Date (yyyy-mm-dd) Meeting Type
2024-05-21 Meeting with Elected Officials

Topics Discussed

Regular reporting information sharing, Annual planning

Notes /Comments

Detachment Commander attended Mannville Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

Consultation No. 9

Date (yyyy-mm-dd) Meeting Type
2024-06-12 Meeting with Elected Officials

Topics Discussed

Regular reporting information sharing, Annual planning

RCMP



ROYAL CANADIAN MOUNTED POLICE

Notes /Comments

Detachment Commander attended County of Minburn Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.



Community Priorities

Priority No. 1

Priority

Crime Reduction - Property Crime

Current Status and Results

36 curfew checks were completed during Q1. During this time, the detachment went from 7 offenders on conditions in April to 5 by the end of June. This initiative is on track to meet the annual target of 100 checks.

Priority No. 2

Priority

Police / Community Relations - Consultations and Connections

Current Status and Results

12 public communications were completed through Q1. This initiative is on track of the annual target of 50.

0 of 2 Town Hall meetings have been completed during Q1.

Priority No. 3

Priority

Police / Community Relations - Police Visibility

Current Status and Results

163 documented vehicle stops were completed during Q1. This initiative is ahead of the annual target of 360.

1 checkstop was completed during Q1. The annual target is 6 checkstops.



Crime Statistics¹

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

Category	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	63	57	-9.52 %	194	243	25 %
Property Crime	195	157	-19.5 %	734	648	-12 %
Other Criminal Code	89	59	-33.7 %	209	245	17 %
Total Criminal Code	347	273	-21.3 %	1,137	1,136	0 %
Drugs Offences	12	7	-41.7 %	28	24	-14 %
Total Federal Acts	14	15	7.1 %	35	35	0 %
Total Provincial Acts	56	68	21.4 %	176	217	23 %
Municipal By-Laws	3	2	-33.3 %	12	7	-42 %
Motor Vehicle Collisions	60	42	-30 %	370	281	-24 %
Provincial Code Traffic	465	375	-19.4 %	1,626	1,697	4 %
Other Traffic	1	2	100 %	8	6	-25 %
Criminal Code Traffic	26	24	-7.7 %	99	97	-2 %
Total Traffic Offences	492	401	-18.5 %	1,733	1,800	4 %

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

Trend / Points of Interest

All criminal code areas are trending down compared to Q1 2023.



Provincial Service Composition²

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

2. Data extracted on June 30, 2024 and is subject to change.

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

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

Comments

Police Officers: Of the nine established positions, eight officers are currently working with one hard vacancy. There is an officer slated to arrive in Vermilion soon, along with another officer that will be transferring out.

Detachment Support: Of the three established positions, two resources are currently working. There is one hard vacancy, however, a staffing action has concluded and the process is now awaiting security clearance to proceed.



Vermilion Provincial Detachment Crime Statistics (Actual) April – June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	2	1	N/A	-50%	0.4
Sexual Assaults		1	3	2	6	3	200%	-50%	0.7
Other Sexual Offences		1	5	2	0	1	0%	N/A	-0.5
Assault		19	20	18	33	25	32%	-24%	2.5
Kidnapping/Hostage/Abduction		1	0	0	1	2	100%	100%	0.3
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		12	8	14	5	13	8%	160%	-0.1
Uttering Threats		6	10	10	15	11	83%	-27%	1.5
TOTAL PERSONS		40	46	46	63	57	43%	-10%	5.1
Break & Enter		26	15	13	18	33	27%	83%	1.7
Theft of Motor Vehicle		16	6	15	22	15	-6%	-32%	1.4
Theft Over \$5,000		2	2	4	6	12	500%	100%	2.4
Theft Under \$5,000		37	21	43	44	25	-32%	-43%	-0.1
Possn Strn Goods		14	6	13	23	12	-14%	-48%	1.3
Fraud		14	12	23	29	12	-14%	-59%	1.3
Arson		1	1	1	3	5	400%	67%	1.0
Mischief - Damage To Property		26	25	17	27	25	-4%	-7%	0.0
Mischief - Other		24	14	25	23	18	-25%	-22%	-0.3
TOTAL PROPERTY		160	102	154	195	157	-2%	-19%	8.7
Offensive Weapons		5	6	7	17	5	0%	-71%	1.1
Disturbing the peace		4	14	8	12	18	350%	50%	2.6
Fall to Comply & Breaches		20	35	31	49	29	45%	-41%	3.2
OTHER CRIMINAL CODE		7	12	12	11	7	0%	-36%	-0.1
TOTAL OTHER CRIMINAL CODE		36	67	58	89	59	64%	-34%	6.8
TOTAL CRIMINAL CODE		236	215	258	347	273	16%	-21%	20.6



Vermilion Provincial Detachment Crime Statistics (Actual) April – June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	4	5	7	6	100%	-14%	0.9
Drug Enforcement - Trafficking		1	2	5	5	1	0%	-80%	0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		4	6	10	12	7	75%	-42%	1.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	1	2	8	700%	300%	1.6
TOTAL FEDERAL		5	6	11	14	15	200%	7%	2.8
Liquor Act		5	2	0	3	6	20%	100%	0.3
Cannabis Act		3	3	2	2	3	0%	50%	-0.1
Mental Health Act		16	19	22	20	28	75%	40%	2.5
Other Provincial Stats		27	36	27	31	31	15%	0%	0.3
Total Provincial Stats		51	60	51	56	68	33%	21%	3.0
Municipal By-laws Traffic		0	0	0	1	1	N/A	0%	0.3
Municipal By-laws		8	8	1	2	1	-88%	-50%	-2.0
Total Municipal		8	8	1	3	2	-75%	-33%	-1.7
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		11	5	5	5	6	-45%	20%	-1.0
Property Damage MVC (Reportable)		44	48	57	52	33	-25%	-37%	-1.8
Property Damage MVC (Non Reportable)		4	4	5	3	3	-25%	0%	-0.3
TOTAL MVC		59	57	68	60	42	-29%	-30%	-3.1
Roadside Suspension - Alcohol (Prov)		0	10	6	8	9	N/A	13%	1.6
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		241	493	626	465	375	56%	-19%	24.0
Other Traffic		6	37	3	1	2	-67%	100%	-4.4
Criminal Code Traffic		16	19	33	26	24	50%	-8%	2.3
Common Police Activities									
False Alarms		20	23	11	10	17	-15%	70%	-1.9
False/Abandoned 911 Call and 911 Act		13	25	25	13	11	-15%	-15%	-1.6
Suspicious Person/Vehicle/Property		46	24	15	32	32	-30%	0%	-2.0
Persons Reported Missing		2	3	3	7	3	50%	-57%	0.6
Search Warrants		1	1	0	1	0	-100%	-100%	-0.2
Spousal Abuse - Survey Code (Reported)		11	29	20	36	24	118%	-33%	3.3
Form 10 (MHA) (Reported)		2	3	5	1	0	-100%	-100%	-0.6

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	5	0	5	0	0	0.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	4	0	4	0	0	0.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	5	0	5	1	3	80.0%
	14	0	14	1	3	28.6%
Violation group - Provincial Statutes (except traffic)						
8840 0336 Mental Health Act - Other Activities	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Other Criminal Code - Other Criminal Code						
3540 0010 Uttering Threats Against Property or an Animal	1	0	1	0	1	100.0%
	1	0	1	0	1	100.0%
Violation group - National Survey Codes						
8999 3066 Victim Services Offered - Declined	4	0	4	0	1	25.0%
	4	0	4	0	1	25.0%
Violation group - FES - Consumer Protection						
6900 0520 Tobacco Act - Offences Only	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats						
1627 0010 Uttering threats against a person	1	1	0	0	0	0.0%
	1	1	0	0	0	0.0%

Occurrence Stats (All Violations)

	Reported		Unfounded		Actual		Clearance		
	By Charge	Otherwise	By Charge	Otherwise	By Charge	Otherwise	Rate	By Charge	Otherwise
Violation group - Crimes Against Property - Theft under \$5000.00	2	0	2	0	2	0	0.0%	0	0
2140 0011 Other theft under \$5000	2	0	2	0	2	0	0.0%	0	0
Violation group - Crimes Against Property - Theft over \$5000.00	1	0	1	0	1	0	0.0%	0	0
2135 0101 Theft of truck	1	0	1	0	1	0	0.0%	0	0
Violation group - Crimes Against Property - Mischief	1	0	1	0	1	0	0.0%	0	0
2170 0090 Mischief - Damage to property	1	0	1	0	1	0	0.0%	0	0
2170 0100 Mischief - Obstruct enjoyment of property	1	0	1	0	1	0	0.0%	0	0
2	0	2	0	0	2	0	0.0%	0	0
Violation group - Crimes Against Property - Break and Enter	3	0	3	0	3	0	0.0%	0	0
2120 0010 Break and Enter - Business	3	0	3	0	3	0	0.0%	0	0
2120 0020 Break and Enter - Residence	2	0	2	0	2	0	0.0%	0	0
5	0	5	0	0	5	0	0.0%	0	0
Violation group - Crimes Against Property - Arson (excluding offences related to death)	1	0	1	0	1	0	0.0%	0	0
2110 0010 Arson - damage to property	1	0	1	0	1	0	0.0%	0	0
Violation group - Common Police Activities - Related Police Activities	2	0	2	0	2	0	0.0%	0	0
8550 0030 Suspicious Person/ Vehicle/ Property	2	0	2	0	2	0	0.0%	0	0
8550 0060 Items Lost/Found - except passports	2	0	2	0	2	0	0.0%	0	0
4	0	4	0	0	4	0	0.0%	0	0

Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public	Reported		Unfounded		Actual		Clearance			Rate
	By Charge	Otherwise	By Charge	Otherwise	By Charge	Otherwise	By Charge	Otherwise	Rate	
8550 0190 Wellbeing Check	1	0	1	0	1	0	0	0	0	0.0%
	1	0	1	0	1	0	0	0	0	0.0%

Totals	Reported		Unfounded		Actual		Clearance			Rate
	By Charge	Otherwise	By Charge	Otherwise	By Charge	Otherwise	By Charge	Otherwise	Rate	
	38	1	37	1	37	1	5	5	16.2%	



**Village of Innisfree
Procedure No: 1200-06
Video Surveillance Policy**

Policy

The Village of Innisfree recognizes the need to balance an individual's right to protection of privacy against the Village's duty to promote a safe environment to all citizens and to protect Village property. The objective of video surveillance in public areas is to apprehend those who are committing more serious crimes against both persons and property, as well as to discourage those who may consider committing crimes.

Purpose

To develop a video surveillance system policy that complies with the *Freedom of Information and Protection of Privacy Act* thereby ensuring consistency of surveillance measures.

This policy may apply to interior or exterior areas of all Village owned facilities/property subject to a determination by the Chief Administrative Officer (CAO) to install video surveillance equipment.

These guidelines do not apply to covert or overt surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation.

DEFINITIONS:

- a) ***Authorized Person*** refers to the **CAO** or their designated representative
- b) ***Chief Administrative Officer*** also known as the **CAO** means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for the Village of Innisfree;
- c) ***Covert Surveillance*** refers to the secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals;
- d) ***Council*** means the Mayor and Council Members duly elected in the Village of Innisfree and who continue to hold office;
- e) ***Disclosure*** refers to the release of relevant information. Disclosure includes viewing a recording as well as making a copy of a recording;
- f) ***Freedom of Information and Protection of Privacy Act*** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as *FOIP*;
- g) ***Overt Surveillance*** refers to the non-secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals;



**Village of Innisfree
Procedure No: 1200-06
Video Surveillance Policy**

- h) **Person** includes an individual, partnership, association, corporation, trustee, executor, administrator, or legal representative;
- i) **Personal Information** is defined in Section 1(1)(n) of *FOIP* as recorded information about an identifiable individual. It includes the individual's race, colour, nation, ethnic origin; the individual's age and sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics listed in that section;
- j) **Reception Equipment** refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a videomonitor;
- k) **Storage Device** refers to a videotape, computer disk or drive, CD ROM or computer chip, etc, used to store the recorded visual images captured by a surveillance system;
- l) **Video Surveillance System** refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces, public buildings or public transportation.
- m) **Village** refers to the Village of Innisfree.

1. RESPONSIBILITIES:

- 1.1** The Chief Administrative Officer is responsible for ensuring the requirements of this Policy are adhered to.
- 1.2** Employees and contractors are responsible to review and comply with this policy in performing their duties and functions related to the operation and maintenance of a video surveillance system. If a contractor fails to comply with this policy or *FOIP*, it will be considered a breach of contract. Employees who breach this policy may be subject to disciplinary action.

2. PROCEDURES:

2.1 Designing and installing surveillance equipment

- a) Reception equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity;
- b) Cameras shall not be directed or aimed into areas where people have a heightened expectation of privacy, i.e. through windows or adjacent buildings, showers, washrooms.etc.;
- c) Only authorized persons shall have access to the video surveillance system's controls and reception equipment;

**Village of Innisfree
Procedure No: 1200-06
Video Surveillance Policy**



- d) Reception equipment shall only be in a controlled access area.
- e) The public shall be notified that they will be under video surveillance through clearly written signs prominently displayed at the perimeter of video surveillance areas;
- f) The following sign will be displayed at the perimeter of the surveillance areas:
Notice - Security Cameras in Use

2.2 Use, disclosure and retention of personal information:

- a) All storage devices shall be stored securely in a receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.
- b) Access to the storage devices shall only be by authorized personnel.
- c) All images that are captured will be kept for a maximum of twelve months, unless requisitioned by an individual under the *FOIP* or by a police/peace officer as part of a criminal investigation;
- d) If the images noted above are disclosed to a police/peace officer, they shall be retained for a minimum of three years pursuant to s.16(b) of the Peace Officer (Ministerial) Regulation AR 312/2006.;
- e) An individual who is the subject of the information has a right of access to his or her recorded information. Access may be granted in full or in part depending upon whether any of the exceptions in *FOIP* apply and whether the excepted information can reasonably be severed from the record;
- f) All access requests shall be made in writing to the Village's *FOIP* Coordinator, who will consider the request;
- g) Old storage devices or recorded images kept for the maximum time period must be securely disposed of by shredding, burning or magnetically erasing the information;
- h) The Law Enforcement Disclosure Form (Schedule A) shall be completed before any storage device is disclosed for Law Enforcement purposes. This personal information/ images will be disclosed to Law Enforcement Authorities and the individual who is subject of the information and only for Law Enforcement purposes.

CONFIDENTIALITY:

The use and interpretation of this Village Policy and schedules will comply with all aspects of the *Freedom of Information and Protection of Privacy Act*. Any breaches of the *FOIP Act* will be subject to disciplinary action.

**Village of Innisfree
Procedure No: 1200-06
Video Surveillance Policy**



RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Village of Innisfree's Records and Retention Management Policy and will comply with the *Municipal Government Act, Freedom of Information & Protection of Privacy Act* and any other applicable legislation, regulation, or act.

NON- COMPLIANCE:

The consequences of non-compliance of this Policy will be at the discretion of the CAO or their designate and may include disciplinary action up to and including termination.

ATTACHMENTS:

- Schedule A – FOIP Law Enforcement Disclosure Form
- Schedule B – Display Notice sign

END OF PROCEDURE

Schedule A



Law Enforcement Disclosure
Request for Disclosure under Section 40(1)(q) of the
Freedom of Information and Protection of Privacy Act

Date

In accordance with section 40(1)(q) of the Freedom of Information and Protection of Privacy Act, the

Name of Public Body

requests disclosure of personal information pertaining to

Name of Individual or Other Identifier

which may be generally described as:

General Description of Information Requested

This information is required by this public body to assist in an investigation pursuant to:

Reference to a Federal or Provincial Statute or Local Public Body Bylaw by Section or Description of Purpose

Requesting Official

Name Title
Signature Badge Number (if applicable)

I, [Name of Disclosing Official] [] consent to, or [] refuse this disclosure of personal information.

If disclosure has been authorized, the personal information bank(s) is:

Name(s) of Personal Information Bank(s)

Authorized Disclosing Official

Name Title
Signature Name of Public Body

NOTE: This completed record may qualify for exception to disclosure under section 20 of the Freedom of Information and Protection of Privacy Act.



Front

White Back

Request for Decision (RFD)

Topic: Campground RV Storage

Initiated by: Administration

Attachments: Email regarding insurance implications

Purpose(s):

1. To review the possibility of providing RV storage at the campground during the off-season months.

Background:

1. The Village administration staff was approached by multiple individuals that inquired if the Village provides RV storage during the off-season months.
2. Currently, the Village does not provide this service.

Key Issues/Concepts:

1. The Village administration staff took this information and inquired about insurance.
2. Administration was assured by our Alberta Municipalities Insurance Advisor that the Village insurance premium would not be affected by this change.
3. The Village administration would need to create a "Storage Agreement" and submit that to insurance for approval.
4. The Village administration would enter into a "Storage Agreement" with any individual requesting this service.
5. Storage could be charged at a monthly rate decided by Council.
6. Administration recommends charging \$350.00 for a seasonal 7-month period (Oct – April). This would equal \$50.00 per month.

Options:

1. That Council moves to provide RV Storage at the Campground for off-season storage at a fee of \$350.00/7 Months (\$50.00/m).
2. That Council direct Administration otherwise.
3. That Council accept this as information.

Financial Implications:

1. Added surplus to recreation funding.

Relevant Policy/Legislation:

1. MGA s.63(1) – Revising Bylaws
2. MGA s.635 – Parks and Recreation

Political/Public Implication(s):

1. Added amenities to the Public will be seen as positive. Residents are limited to space within the Village to store their RV's.

Recommendation:

1. That Council moves to provide RV Storage at the Campground for off-season storage at a fee of \$350.00/7 Months (\$50.00/m) and amend the Master Rates Bylaw.

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 20th day of February 2024.

Read A SECOND time this 20th day of February 2024.

And with UNANIMOUS CONSENT of Council, read a THIRD time and FINALLY passed this 20th 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 1st	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

Master Rates Bylaw 694-24

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

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
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 (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
350.00	Seasonal Off-season RV Storage
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: Innisfree Delnorte School – Request for Donation
Initiated by: Innisfree Delnorte School
Attachments: Innisfree Delnorte Letter of Request for Support

Purpose(s):

To review a request for support from the Innisfree Delnorte School for the annual awards presentations.

Background:

1. Innisfree Delnorte School is holding their annual awards presentations on October 25, 2024, at 2:00 pm in the school gym.
2. In the past, the Village of Innisfree has donated \$100.00 for the annual awards presentation.

Key Issues/Concepts:

1. The Village of Innisfree could support the annual awards presentations.

Options:

1. THAT Council approves the \$100.00 donation to the Innisfree Delnorte School.
2. THAT Council direct Administration in another manner regarding the Donation.
3. THAT Council files the Innisfree Delnorte School Donation request for information.

Financial Implications:

1. The payment of the \$100 Donation fee.

Relevant Policy/Legislation:

1. MGA Section 248(1)(a) *Expenditure of money*
2. 1300-02 - *Donation Policy*

Political/Public Implication(s):

This action would show action with respect to the donation policy; financially assist the Innisfree Delnorte School and exhibit a positive public implication.

Recommendation:

THAT Council authorizes Administration to process a payment of the Donation of \$100.00 to the Innisfree Delnorte School.



1041 - 10A Street
Wainwright, AB T9W 2R4

T: 780.842.6144
F: 780.842.3255
www.btps.ca

Delnorte School
Box 189, Innisfree, AB T0B 2G0

T: 780.592.3963
F: 780.592.3870

September 6, 2024

Village of Innisfree
Mayor & Council
Innisfree, Ab.
T0B 2G0

Dear Mayor & Council:

The Innisfree School is again holding their annual Awards presentations on October 25, 2024 at 2:00 p.m. in the school gym. We greatly appreciated your donation in the past.

Again, we would appreciate your continuous support. Please contact us with your decision as soon as possible. Thank you in advance.

Yours truly,

A handwritten signature in black ink that reads "Nadia Melnyk". The signature is fluid and cursive.

Mrs. Nadia Melnyk
Awards Committee



Outlook

market research
and consulting

1455 Toshack Road West St. Paul, Manitoba R4A 8A6

Phone: 204-229-8190 • Fax: 204-896-4606

Email: outlook@outlookmarketresearch.com

www.outlookmarketresearch.com

To: Davin Gegolick and Crossroads Committee
From: Mark Baxter
Date: September 18, 2024
Re: Minburn Economic Development Framework – Update

BUSINESS RETENTION EXPANSION (BRE) STUDY

BRE Research

- We stand at 106 interviews and 77 survey completions.
- This is a tremendous number of interviews as we usually only do 30 to 40. But the surveys are lacking as we would like to have over 100. We are not worried about overall data collection as the interviews tend to be more useful than the surveys in the end.
- The interview process is complete, and the survey will likely be closed after the meeting, pending discussion with the committee. We have been hesitant to close the survey because results are trickling in still.

BRE and Regional Economic Development Framework Results

- We have developed a preliminary Consultation Report to encapsulate the findings of the Interviews.
- This will be followed by adding the results of the BRE survey, then the community survey, and then finally the full Regional Economic Development Framework report in December that will include all Go Forward Recommendations for the Crossroads initiative in 2025 and beyond.
- Go Forward Recommendations will include Strategic Priorities and suggested Projects for Crossroads to consider. These items will be driven by the BRE results.

Possible Project Areas from BRE Interviews for Discussion

- Lack of Housing – Conduct a housing needs assessment and advocate together with local municipalities and the regional alliance.
- Labour Shortage – Understand labour gaps and how to fill these areas through education, promotion, immigration, and advocacy.
- Marketing – Crossroads and municipalities to promote the region and its communities as a place to live, work, and open businesses. Should include regional signage improvements.

- Communications - Improvement in communication between businesses and municipal leaders/administration. Continue working towards inclusivity and better communication; share knowledge on courses and grant funding
- Health Care - Advocate for the needs of our region through Recruitment and Retention.
- Childcare – Continue discussions with group for Co-op Daycare. Promote satellite daycare within the region.
- Infrastructure – Identify gaps and resources and advocate with the Government of Alberta.
- Police - Work with the local police to address the concerns and advocate for better policing.

GRANTS

SCOP

- Crossroads has secured the SCOP grant that will be used for the Economic Development Communications Project, which will partially fund Kathy's position through December 2025.

Alberta Community Partnership (ACP):

- Intake ends October 1, 2024.
- ACP is funding the ongoing 2023-2024 Minburn Regional Economic Development Framework project.
- It is 100% funding up to \$200k. Grant starts April 1, 2025, and the project can run 2 years.
- The Managing Partner and project participants must confirm their project involvement through council resolutions or motions.
- A possible question is how Municipal Affairs will receive another economic development grant on the tail of this ACP project being funded to Dec 2024.
- Possible overarching project titles from ACP: "Eligible Projects"
 - "Develop a regional communication strategy and materials."
 - "Develop a regional growth plan."
 - "Regional service needs or gaps assessment."

Northern and Regional Economic Development Program (NRED)

- Designed to promote sustainable economic growth and diversification by supporting projects across Alberta.
- Intake is September 16 to December 6, 2024.
- It is highly applicable to a regional economic development organization like Crossroads and funds many projects within your scope. But...
- It is a 50% contribution, and we can not use SCOP or ACP funds as they are Provincial.

CanExport Community Investments (CECI)

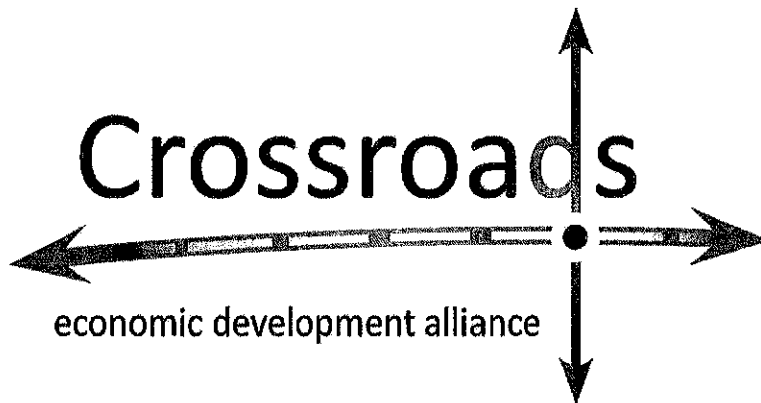
- The CanExport Community Investments program provides financial support to communities and non-profit organizations to help them attract, retain and expand their foreign direct investment (FDI) activities.
- Intake is November 4 to 29, 2024.
- As an investment attraction grant it matches the organization's mission. And importantly SCOP funds can be used to match as this is a federal program.
- A straightforward project is a Regional FDI Strategy which can have various marketing and project management components.
- Drawback is that a region the size of Crossroads likely will not get more than \$40k-\$60k funding.

Recommendation:

- ACP: Have Mannville or Innisfree act as Managing Partner and submit an ACP application that works a next step the ongoing ACP-funded Minburn Regional Economic Development Framework. The key is to use an overarching project or initiative that can be at least partially handled by Kathy as the EDC. Perhaps a “Minburn Regional Growth Plan”. The application will be worded so that it can include some of the project(s) being recommended in the final full Regional Economic Development Framework report in December. Ask \$150k to \$200k.
- CECI: Apply to undertake a Regional FDI Strategy. This can have multiple components including strategy and marketing work. Ask \$40k-\$60k, matching against SCOP for a total project of \$80k to \$120k.

Business Retention Expansion (BRE) Study
Interview Consultation Report

For



September 18, 2024



Outlook

market research
and consulting

1455 Toshack Road West St. Paul, Manitoba R4A 8A6
Phone: 204-229-8190 • Fax: 204-896-4606
Email: outlook@outlookmarketresearch.com
www.outlookmarketresearch.com

To: Davin Gegolick, Planning and Development Officer
From: Mark Baxter
Date: September 18, 2024
Re: Crossroads BRE – Interview Consultation Report

Dear Davin,

Outlook Market Research & Consulting is pleased to present the consultation report for the Crossroads Business Retention Expansion (BRE) study. This document is designed as a summary of the in-depth interviews conducted between January 2024 and August 2024. This report is intended for the **internal** use of the Crossroads Economic Development Alliance.

Thank you for your willingness to accept our report.

Sincerely,

Mark Baxter
Outlook Market Research & Consulting Ltd

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1. Introduction

The following is a summary of the consultations conducted as part of the Crossroads Business Retention Expansion (BRE) study).

- In-depth interviews were conducted with business leaders and government officials located within the County of Minburn, Town of Vegreville, Village of Innisfree and Village of Mannville who are highly familiar with the economic landscape of the region. An interview script was developed to investigate the key underpinnings of economic development. The script, provided within this report, consisted of several structured questions asked of each participant. However, discussions with respondents were also free flowing in nature and yielded more information than originally envisioned.
- In addition, an on-line survey was developed and delivered simultaneously with the in-depth interviews.

1.1 Interview Participation

Kathy met with 106 businesses and completed the interviews as of the date of this report having started the interviews in January 2024. Most businesses were welcoming, and some were very forward with their thoughts. The common concerns and needs within the region were very similar, and it proves that a regional alliance is needed. The consensus is Crossroads (Economic Development Alliance) can support economic opportunities throughout this region for individuals, families, business and industry working together for the betterment of everyone.

The businesses interviewed were interested to see that there is a new alliance within the region and were willing to participate in the interview process. Most businesses contacted stated that they are willing to complete the Business Retention and Expansion survey and are waiting to see the outcomes of the survey. The overall belief is Economic Development is an important pillar of any municipality.

All businesses interviewed are within the region and most have been in business for a minimum of 3-5 years. It also included an interview with 4 municipal leaders, and it should be noted that all are familiar with business operations and business needs.

Interest in developing efficient communication, information and economic development resources is at an all-time high and most are willing to continue to build relationships at this point but there are concerns as to whether it will continue.

1.2 Interview Reporting Methodology

The following report is an internal summary of the 106 interviews conducted. A few important notes:

- The quotes presented are almost verbatim accounts of responses but edited slightly for grammar and readability. The quotes are taken directly and, as such, required some editing for ease of dissemination.
- To increase participation rates and to help ensure the research team was gathering honest, frank responses, each participant was informed that their responses would be held in confidentiality with only the content and not the source being made known to those outside the interview itself.
- The quotes herein provide a representative sample of the themes and salient responses the research team heard throughout the consultation process.
- This report presents relatively raw data designed to provide the reader with an overview of the consultations and an insight into the thoughts and opinions of key community stakeholders as they relate to economic development issues in the County of Minburn.

1.3 Survey Participation

The survey reached 77 completions from February to August 2022. Securing completions was sometimes a challenge, but the consistent effort put forward throughout the project made the survey a success. Incentives were offered to individual respondents (the Vegreville News Advertiser, VM Systems, and County 106 kindly provided an advertising and IT Support package valued at \$3,935.)

1.4 Survey Summary Reporting Methodology

Little analysis of the survey data has occurred to date, as some surveys are still coming in. However, the data was reviewed in relation to section 2. Interviews - Regional SWOT Assessment. Full survey data will be presented before the next Crossroads committee meeting.

2. Interviews - Regional SWOT Assessment

All community participants were asked what they felt were the strengths, weaknesses, opportunities and threats of the community and region. Following are the examples of the responses provided by businesses throughout the region of County of Minburn, Village of Mannville, Village of Innisfree and Town of Vegreville.

Responses are almost verbatim, adjusted only for grammar and presentation.

2.1 Strengths - Greatest Economic Assets

Location

A number of respondents mentioned the location of the communities in Crossroads as a major economic asset. This is a well-known strength of the region, and of course was a factor in the very naming of the organization. The crossing of high load corridors and access trail along with the proximity to the Capital Region makes the crossroads area ideal for all sorts of industrial and commercial opportunities.

Highway 16 is a major east-west corridor, linking the County to the Port of Prince Rupert. Highway 36 is a High Load Corridor with access to vast oil sands development areas. The intersection of Highways 16 and 36 has been identified by the province as a future interchange location. At this strategic location, approximately 1,500 acres of land has been identified for future industrial development and commercial uses. Land availability was mentioned by respondents as well.

- *"We are located on both a major railroad and a major highway. This is something that we should be able to capitalize on.*
- *In our community we are 45 minutes from anywhere. I believe that is what can draw newcomers to our town.*
- *The county has ample opportunity for growth. I have seen the marketing attempts in the hamlets they took over.*
- *I am happy to see that the county and other towns are finally working together to promote our area and hope they will focus on value added products due to our rail and highway.*
- *We have industrial land available for new industry to move here."*

People Supporting Local

The people of the region were often seen as one of the biggest strengths for retaining and attracting business. As stated in the EDS study, *"The residents in the County want to succeed. They fight hard for everything they can get. The people here want to back local businesses. It is*

like the businesses and the community want to work to make the County stronger. There is a feeling and a will to support one another.” This sentiment carries through to the BRE interviews and survey.

- *This region is very friendly.*
- *People support local businesses throughout the region, and we appreciate that.*
- *There are plenty of opportunities for jobs with businesses.*
- *Employers seem to be more flexible.*
- *Business owners are willing to think outside the box for new endeavors which allows employees to grow within the company*
- *We have growth potential within our region which will provide more employment opportunities*
- *The shop local mentality is very strong in this region compared to larger urban centers. The Chamber of Commerce promotes local businesses and drives a “shop local” promotion*
- *Locals are a large factor in supporting businesses through word of mouth and that can be better than any radio or news paper*
- *Our region basically covers every basic need and has the potential for growth in industry*

Agriculture

This is a strength in our region. Most of the interviews completed showed recognition for our agricultural strength and ability for diversity. Businesses understand how fortunate this region is to have both agriculture and energy to rely on.

- *This region has the Alberta Innotech and Alberta research center. I wonder if they can help us to expand our agriculture industry*
- *There is capability for value added agricultural*
- *We are rich with quality agriculture land and should take the commodities that we grow and value through processing to create new industries with a sustainable feed stock.*
- *Our region received an A Grading as a straw basin for alternative fuels. This shows a potential for protein products all of which will create jobs in new industry...Smart Ag.*
- *We grow sustainable and renewable products in this region, and we need to capitalize on this.*
- *Smart Ag is happening all around the world...why can't we do this?*
- *Why aren't we doing more for Agri-tourism?*
- *As a cattle farmer I want it noted that hemp is not what we need. We need our local farmers to continue to supply the grains to keep our cattle fed.*

2.2 Weaknesses - Gaps

Governance

While there is a recognition of the positive moves being made by the municipalities in terms of economic development, there are of course some frustrations as well. Red tape is always a concern of business owners. But some of the issues related to government responsiveness in the EDS project have been mitigated by the municipalities' commitment to Crossroads and the visibility of this BRE project.

- *As a business owner I feel we lack industry, plain and simple. We need to build on this utilizing economic development and relationships with the regional municipalities.*
- *There needs to be unity with everyone. What happens if there is no more funding for economic development?*
- *Our councillors are out of touch with the business sector in the county and the region.*
- *I have said it before, and I will say it again. We need to make things easier for businesses. We need to allow business to grow rather than stopping them with red tape.*
- *Lack of signage for businesses affects walk in traffic. We need to get them off the highway.*
- *The reputation for doing new business in the community needs to be improved. There has been a lot of red tape and policies restrictive to business growth in the past (fees and permitting, primarily) that have kept people from looking at Minburn County as a place to go.*
- *Our provincial and federal government has a lack of understanding for rural Alberta and what our needs are. Our councils need to advocate better on our behalf.*
- *The council needs to rezone the business store front for family living. This would attract women, young entrepreneurs and small families to the rural area.*

Lack of Communication/Advertising & Promotion

There is a need for marketing strategies in some municipalities. Most businesses feel that there could be more diversity within the agriculture industry, but promotion is the main focus. A consideration for businesses may be through their local Chamber of Commerce. In addition, interviews showed there is a gap in signage whether it is on highway or within municipal boundaries.

- *There needs to be marketing strategies put in place to promote what we have in our region. Agriculture tourism could be very successful if we just market it better.*
- *In this region, we need more dedication to developing business opportunities*
- *People need to know about what is going on here in the region*
- *Communication and collaboration are lacking and with new strategies, everyone must be willing to give and take.*
- *Our municipalities should promote everything we do and what we provide.*

- *Why are we not capitalizing on Agri tourism?*

More Infrastructure Needed

Lack of infrastructure was a regional concern in the interviews. Each community has its own issues that are likely best dealt with individually. But there is a possibility that Crossroads could engage in a regional infrastructure strategy or act in an advocacy and informational role.

- *Can not draw younger families due to poor infrastructure and lack of programs for youth.*
- *Services are not readily available for new business.*
- *Infrastructure is weak. We are not prepared for anything, and we must get there first. Build it/clean it up and they will come type of idea. Vegreville is doing this, and I hope we all will see the benefits from it and maybe follow in their footsteps.*
- *We need to start by reinvigorating our communities. Clean things up, promote what we have to offer and encourage our councils to create better incentives.*

Lack of Housing

Lack of housing, especially affordable housing is a concern across Canada, especially in rural areas. A detailed regional housing study maybe in order to understand and quantify the specific gaps and then produce a strategy to help fill these gaps.

- *Housing is nonexistent and we need builders to come to this region. Our municipal government needs to band together and get the resources needed to build residential housing.*
- *Housing is a concern for all of us. I realize it is everywhere but why can't we get the builders to come?*
- *I need my employees to move to town but there is a lack of adequate housing*
- *The lack of suitable and affordable housing to attract workers for industry is a problem*
- *I think housing is the biggest need in our community, but I guess it is for the whole region as well*
- *We need to attract builders*
- *You can't have industry without housing...you can't have one without the other*
- *Our municipality is moving forward trying to address the housing issue by providing incentives to builders to come to our community.*
- *Housing that is affordable is not worth living in.*
- *There aren't very many houses that I would consider suitable for living in. How can we expect people to move here if that is all they have to choose from*

2.3 Opportunities - Potential for Business Development

Municipal Partnership for Economic Development

During interviews with the businesses, the overall attitude was positive regarding administration. They are pleased to hear that there is change happening and that their requests have been heard. Others shared that they are interested to see what the Crossroads Economic Development Alliance will lead to, and they are willing to work with us in whatever capacity it takes to move forward.

There are many who don't understand economic development and how it can help the community/region but are willing to work with Crossroads to build relations and promote the region. Crossroads has the opportunity to work towards a vision that this region is resilient, innovative and prosperous. Respondents believe we can sustain economic opportunities throughout this region for individuals, families, business and industry working together for the betterment of everyone. Many businesses are excited about this endeavor and hope it will continue to benefit everyone.

- *It is good to hear that the county is listening to their taxpayers. We asked for more partnerships with the town. There needs to be more collaboration and now we are getting it.*
- *It is about time the municipalities supported businesses growth throughout the region.*
- *Our municipal government and administration are doing their best to collaborate and build this region.*
- *Our Economic Development is an important part of our future, and I hope Councils will take it seriously and continue funding it. It will pay off in the long run.*
- *This alliance can market the region as a whole and be the middleman to keep communication open.*
- *Economic development can build relationships*
- *We have good council, but they can only work with what they have. This alliance can help everyone.*
- *There is plenty of opportunity for growth in this region.*
- *Economic Development can build partnerships with businesses and sharing services will tie everyone together.*

Lifestyle

Like many rural communities the municipalities in the Crossroads partnership have much to offer in terms of quality of life. Lower housing and living costs, safety, and strong sense of community. The Crossroads municipalities also have the benefit of being close to the Capital Region and the services offered there.

- *I'm In full belief that this is a very friendly region. The residents of the county are always willing to help each other.*
- *We need to show the public and businesses that they can grow here and become members of the community.*
- *There is an opportunity for business to grow and have a good work/life balance.*
- *We need to look at re-invigorating our communities. Clean things up, promote family living and keep residents informed.*
- *Cheaper housing options are what drew me here. My stress level has changed dramatically.*
- *Travel time to work and home has been the biggest change.*
- *I am happy to be part of a community that shows support to everyone*
- *Having the option of what school my children go to means a lot to us. The extra curricular programs are very successful in the Catholic and public schools and the curriculum is similar, so we let our kids decide*
- *We appreciate that there is a swimming pool in Vegreville but wish it had less down time due to repairs.*
- *It would be nice to see a new arena and swimming pool in town. Sports are important to our family, and we are willing to pay more taxes for better facilities if that's what needs to happen*
- *Would love to see an indoor soccer facility. Maybe it could offer other space for other activities such as pickle ball?*
- *It would be nice if the region worked together to build proper recreational facilities for everyone to use*

Business Opportunities

- *There is a potential for Smart Ag due to the region receiving an A GRADING as a straw basin which will create jobs in new industry.*
- *Vegreville has built an industrial park and is industry ready.*
- *County of Minburn is prepared for site selectors.*
- *This region is capable of many business opportunities if we could market it better. I know Vegreville and the County are doing their best but there needs to be more. Whatever that looks like.*
- *Anything to do with the hemp industry should be a good fit. There are lots of things that can be done: straw blocks, insulating blocks, sheet boards - there is a lot of spin-offs from the hemp industry that can be taken advantage of.*

2.4 Threats – Economic Challenges

General Concerns

There are a number of general concerns that contribute to challenges in the local economy that are common across a lot of rural communities. Lack of services and labour are core to a lot of these challenges.

- *Being 45 minutes from anywhere. People commute to work here but don't live here.*
- *Our community needs daycare facilities and staff. Without daycare, we are losing families to the larger urban centres, and this affects business for employee purposes as well as new business coming to town.*
- *With our economy issues, low-income families and lack of apathy, our communities are in danger of theft and vandalism.*
- *Healthcare facilities are overburdened and lack the ability to care for the residents in the region.*
- *People are sometimes not very considerate to newcomers and especially immigrants. They are the old school thinkers in some communities.*
- *Police are short staffed and can't respond to all the issues our region is having.*
- *Base assessments are not the same in rural as opposed to large urban centers.*
- *Trying to raise financing in rural communities based on evaluation is lower than in urban areas.*
- *Skilled workforce is an external pressure due competing with urban opportunities*
- *Broadband is not reliable throughout the region. This poses as a real problem for businesses as well as residents and home-based businesses.*
- *The energy sector is heavily swinging away from oil and gas. Concern for the environment and the political push away from oil is not going away. We need to keep working on things not related to oil since we will not be able to count on it soon.*

Land and Buildings

Currently, the County of Minburn and Town of Vegreville are promoting commercial and industrial land with Invest Alberta, social media promotions, etc. This is a positive reflection of our municipal leaders acting on the needs of this region. But there are still a few concerns about lack of land and buildings or buildings being in poor shape.

- *Our municipal leaders need to develop a plan like other communities. Investors will not wait, and we need to be ready.*
- *Old decrepit buildings throughout the region need to be torn down/cleaned up. They are unsightly and detract from new business.*
- *Development of commercial property needs to be a priority. Municipal leaders need to work together in this region to help each other grow.*

- *Our government must act on those businesses that have abandoned contaminated (brownfield) lots. Some of these lots are prime real estate.*
- *Vegreville needs to get the industrial park running with industry. This will help us regionally.*

3. Potential Project Areas

Based on the BRE interviews, here are the most common issues/concerns within the region and associated preliminary project constructs:

- **Lack of Housing** – Conduct a housing needs assessment and advocate together with local municipalities and the regional alliance.
- **Labour Shortage** – Understand labour gaps and how to fill these areas through education, promotion, immigration, and advocacy.
- **Marketing** – Crossroads and municipalities to promote the region and its communities as a place to live, work, and open businesses. Should include regional signage improvements.
- **Communications** - Improvement in communication between businesses and municipal leaders/administration. Continue working towards inclusivity and better communication; share knowledge on courses and grant funding
- **Health Care** - Advocate for the needs of our region through recruitment and retention.
- **Childcare** – Continue discussions with group for Co-op Daycare. Promote satellite daycare within the region.
- **Infrastructure** – Identify gaps and resources and advocate with the Government of Alberta.
- **Police** - Work with the local police to address the concerns and advocate for better policing.

Appendix 1 Interview Introduction and Scripts

Crossroads Economic Development Alliance BRE Introduction and Scripts

EMAIL INTRODUCTION

Dear _____

Crossroads Economic Development Alliance is a new regional economic development partnership comprised of the Village of Innisfree, the Village of Mannville, the County of Minburn, and the Town of Vegreville that is undertaking a Business Retention & Expansion (BRE) project.

We kindly request your input through a 20-30-minute phone or in-person interview to help gather information for the project. We are interested in your perspective on issues related to business retention, expansion, and attraction, as well as local government policies, regional economic gaps, new business opportunities, and intermunicipal cooperation. We want to ask your views on how the Crossroads can best foster economic development in the region.

All interview responses will be held in strict confidence by the research team. Responses used in project reporting will not be attributable to any individual.

If you have any questions, feel free to contact me at _____

Kathy Dmytriw
Crossroad Economic Development Consultant

BUSINESS

1. What community do you live in and how long have you lived there?
2. How long has your business been operating?
3. What is the greatest strength (economic asset) of your community or the region?
4. What is the greatest weakness (gap) of your community or the region?

5. What is the greatest opportunity (potential new business) in your community or the region?
6. What is the greatest threat (economic challenge) to your community or the region?
7. Do you see new opportunities for your business to profit or expand?
8. What is the greatest challenge to your business' success?
9. What do you think the **strategic economic development priority(s)** of Crossroads should be in the next 1 to 3 years?
10. Are there any specific **economic development projects or initiatives** you would like to see the Crossroads or the 4 partner municipalities to undertake in the next 3 to 5 years?
11. If you were tasked with promoting the region to a prospective business, what are the primary reason(s) you would give to invest in your community or the region?
12. Do you have any other comments or suggestions regarding economic development in the region?

POLICY/ADMINISTRATION

1. What community do you live in and how long have you lived there?
2. What is the greatest strength (economic asset) of the region?
3. What is the greatest weakness (gap) of the region?
4. What is the greatest opportunity (potential new business) in the region?
5. What is the greatest threat (economic challenge) to the region?
6. What do you think the **strategic economic development priority(s)** of the Crossroads should be in the next 1 to 3 years?
7. Are there any specific **economic development projects or initiatives** you would like to see the Crossroads or the 4 partner municipalities to undertake in the next 3 to 5 years?

8. If you were tasked with promoting the region to a prospective business, what are the primary reason(s) you would give to invest in the region?
9. Do you have any other comments or suggestions regarding economic development in the region?

Appendix 2 Survey Promo Sheet

WHERE
OPPORTUNITIES
INTERSECT

Crossroads

economic development alliance

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

Crossroads Economic Development Alliance
is engaging in a Business Retention Expansion
(BRE) project in the first half of 2024.



We need regional businesses and organizations to fill in this BRE survey at:
www.surveymonkey.com/r/MinburnBRE?gf_id

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

Your survey responses will help create a list of suggested 'projects' for Crossroads to consider.

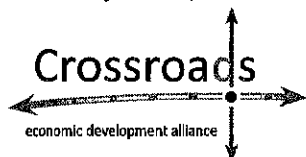
These economic development projects may be implemented by Crossroads, local chambers of commerce, partner municipalities, educational institutions, the Government of Alberta, or various regional stakeholders.

The results of this project will be shared with you.

All individual responses will be held in strict confidence. Your participation is vital to the success of this project and growth of the region and your input is greatly appreciated. We will be doing a **PRIZE DRAW** at the end of the survey.



For more information, contact:



Kathy Dmytriw
Economic Development Consultant
kathy@crossroadsdevelopment.ca
Phone: (780) 632-1738

The following businesses have generously donated the following prizes:

VEGREVILLE NEWS Advertiser

VEGREVILLE NEWS ADVERTISER

8 - 12 week
advertising campaign

\$2600 VALUE

• 8 - 12 week advertising campaign co-developed with the business to promote the business goals towards a specific target.

4 week
advertising package

\$560 VALUE

• 4 weeks of consecutive advertising with a common theme.



VM SYSTEMS

IT Systems and
Security Services

\$250 VALUE

• IT review and consulting based on the needs of the business. Remote or on-site.



COUNTY 106

Advertising Package
\$525 VALUE

• 42 spots giving maximum exposure over a targeted amount of time. Usable before December 31, 2024.

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	Mannville - Minburn - Innisfree FCSS
Meeting Date & Time:	Sept. 5, 2024 9:00 - 10:30 a.m.
Attendees:	Jannette Riedel, Carla Cavanagh, Jocelyn Lanovaz, Joey Natziger, Mike Mykhovich, Alica Rutt
Discussion:	Mannville Fitness Centre - Some issues with the door locks - will contact Mannville Ag. Society Mannville is looking to Housing & Child Care Mannville has been financial scams directed at Seniors County web page was hacked - New Web Page is being developed. County is looking to help Service groups to foster wellness and assist with Grant funding
Actions:	Most activities are being organized as Sept is so busy. No dates for any Innisfree Activities have been set. Rural Mental Health Animator are being set up Innisfree Candidates - Marilyn Newton & Linda Purves
Future Items:	Roots of Empathy looks promising as a baby of correct age is being contacted to participate MMI FCSS - website has been improved and has a New logo
Submitted By:	Ms Debbie McMann PO Box 227 Innisfree AB T0B 2G0

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	Kalyna Country Ecomuseum
Meeting Date & Time:	August 28, 2024 7:00-8:30
Attendees:	Louise Chomlak, Jans Balan Barry McDonald, Sheila St. Clair, Marianne Janke
Discussion:	<ul style="list-style-type: none"> - Casino funds and next casino - Vegreville Pysanka Days Booth was well received - Ukrainian Village - Ukrainian Days were good - Developing a Strategic Plan
Actions:	<ul style="list-style-type: none"> - Next meeting Sept 18, 2024 - Support Harvey Spak Presentation in Mundare in October as sponsor
Future Items:	<ul style="list-style-type: none"> - Brand Identity Review - Setting up a display at the Smoky Lake Pumpkin Festival - October 5 - Signage on the Iron Horse Trail
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

Village of Innisfree Council Committee Report

Committee Name: Northern Lights Library System

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

Attendees: Multiple persons from across the NLLS region

Discussion:

- Previous meeting minutes were approved, Agenda was approved, AGM minutes were approved.
- Board chair (Jennifer Anheliger) gave her managers report verbally and James McDonald gave the financial report both were accepted for information.
- The financial report shows vehicle expenses was over as well as processing supplies due o prices going up and finally building maintenance went up.
- Ryley and Lamont fees are overdue and may affect eligibility to the board (Lamont said the cheques is in the mail)
- Omnibus motion was made to accept all motions that were updated and deleted and was accepted.
- Went over the 2025 draft budget, still using the 1.5% increase model I downloaded it if anyone wants to view it.
- Brining in a wireless printing program where you can print remotely from you phone or device via a web browser, it is going to cost \$16,000 to implement and NLLS is accounting for it in the 2025 budget.
- Looking at doing a "shelf ready" materials processing to help reduce the cost of making items available.
- To try not to increase levy from 1.5% after 2026 they are focusing on recruitment, achieve operational efficiencies through pilot projects, and advocating the provincial government for better municipal funding.
- Over the next 3 years they aim to effectively utilize the \$790,000 in overfunded reserves to ensure levy increases remain modest and predictable.
- Motion was put forward to making in one in person meeting from two, as it cost \$6,000 per in person meeting in mileage and it was approved, the next in person meeting will be in May 2025
- Draft budget was approved as presented.

Submitted by: Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	Village of Innisfree Library Board
Meeting Date & Time:	September 4, 2024
Attendees:	Gayle F, Kristina B, Doris C, Linda P, Yvonne P, Dale C, Holly C, Fro Y, Evan R Approved Absence, Jennifer J
Discussion:	<p>In addition to the items on this report we discussed; Doreen Nott has resigned from the board Lots of upcoming programming. Women and Business is going to host another convention with focus on Wellness.</p> <p>Upcoming Northern Lights meeting will be the same day as the managers meeting and Kristina is going to attend. It was brought up about the possible selection of a different member to attend these meetings in person to network. This is a council decision but something that should be considered. Financial needs of the Library. We discussed that we are short on operating funds until we receive grants.</p>
Actions:	
Future Items:	
Submitted By:	Evan Raycraft

Library Manager's REPORT

SEPT 2024



August

529



PATRONS

Last Year: 376

122

WEBSITE
VISITS

Last Year: 43

156

PROGRAMMING
ATTENDEES

Last Year: 40

22

E-RESOURCE
CIRCULATIONS

Last Year: 54

604

WIFI CONNECTIONS

Last Year: 357

MEMBERSHIPS

349

UP FROM 314 IN DEC
2023

EARLY LIT - NEXT DATE

DATE: SEPTEMBER 26TH

WELCOME BACK TO NEW
BEGINNINGS

CURRENT
PROGRAMMING



MUSIC JAM

4

PARTICIPANTS

- **Fair Day** - We had a very busy day from right after the parade to the end of the potluck! Some stats: Popcorn - 145, Computers - 23, VR - 24, Kits - 16, StoryWalk - 9 & Potluck - 38. Donations of \$41.70. Approximately 219 people throughout the day.
- **Little Free Pantry** - It was used by 6 people and had 2 people donate. 2 hampers were also delivered in August. Thank you to Joan for delivering them.
- **Canada Summer Jobs:** Kiana has completed all of her hours.
- **Events Calendar:** Working on creating an events calendar. Have to meet with Rachel to schedule events with the school and with FCSS to determine if we can partner on anything. The youth committee and WIB will also be a part of the calendar, as is the music jam. I am trying to find times to coordinate with possible guests. September Events: clothing collection for an October clothing Swap; Permanent Jewelry Pop-Up Shop, Harvest Garden Share, Virtual Reality.
- **Music Jam:** Next music Jam will be on September 9.
- **Library Managers Meeting (LMC):** I will be attending the LMC in Elk Point on Wednesday, September 11.
- **NLLS IT Visit:** I purchased an external hard drive to back up the circ. computer. An IT person will be here Friday, Sept 13 to complete the computer imaging.



FINANCIAL

The following bills / invoices are being submitted;

455.02

- Marilyn Newton: \$495.77, Mileage, Hard drive, Office Supplies & Book

CORRESPONDENCE



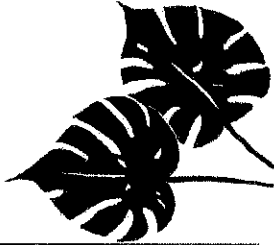
September

WIB: Selling Online, Drop in Saturday
Early Literacy: Welcome Back to New Beginnings
School Project: Virtual Reality
Community: Clothing Collection, Harvest Share;
Permanent Jewelry, Music Jam



November

WIB: Wednesday Gathering, Drop in Saturday
Early Literacy: Remember November
School Project: Escape Rooms during week off
Community: Holiday in the Hallway, Music Jam



October

WIB: Using AI & Women's Wellness Conference
Early Literacy: Mad Scientist
School Project: Halloween Activity, Halloween Escape
Community: Music Jam, Clothing Swap, Paint Night

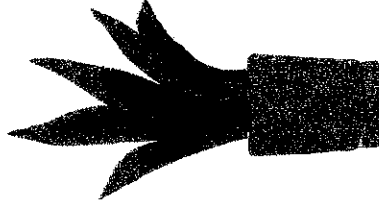
December

WIB: Wednesday Gathering, Saturday Drop-In
Early Literacy: Decoration December
School Project: Christmas Escape Room
Community: Baking & Recipe Exchange, Music Jam

*Good
Vibes*

February

WIB: Wednesday Gathering, Saturday Drop-In
Early Literacy: Fun with Food
School Project:
Community: Taco Tuesday with Mama K's Salsa, Music
Jam, WRP



January

WIB: Wednesday Gathering, Drop-In Saturday
Early Literacy: Jammin' January
School Project:
Community: Music Jam, WRP



March

WIB: Wednesday Gathering, Saturday Drop-In
Early Literacy: Volcano Building
School Project: Career Fair
Community: Music Jam, Mini Market



Events Planner

CAO Monthly Report

To: Council

From: Kayla Paranych

Re: August 20, 2024 – September 17, 2024, activities/highlights

Administration

- Administration is preparing for interim budget – ongoing.
- Administration will attend virtual training with Alberta Municipal Affairs between Sept 16-Oct 31.
- Administration to complete emergency management training.

Development

- The Village is currently under construction on the 50th street water main. Border Paving has been on site the last few weeks completing grade for asphalt replacement.
- Village administration has scheduled Emcon to repair the roads from the water main breaks mid September. – **Completed.**
- Administration has received the Pedestrian Crosswalk, and Quote to install. Scheduling with Emcon currently for installation. – **awaiting One Call approval for installation, and updated quote. Scheduled for installation within September.**

Financial

- Village administration has been working on the Grant Funding spend for 2024.
- Administration is working on campground financials and reconciling the expenditures/revenues. – **ongoing**

Human Resources

- The Village summer students have completed their weeks with the Village and will be greatly missed.

Other

- CAO to attend upcoming fall conference – will report back with valuable information taken from the workshops.

Upcoming:

- Crossroads Economic Development Meeting – Sept 18 @ 10:00 am
- Alberta Municipalities Conference – Sept 24-27
- Organizational Meeting – TBD (October 2024)

SCHEDULE “A”
 Council Minutes Action List

MOTION #	TITLE	DEPARTMENT	Details:
2022-12-20	Sign up to become a Purolator Quick Stop Agent	Admin	Request has been submitted to Purolator. Admin to followed up with application to Purolator Aug 21, 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.” Motion was made to amalgamate Dog/Cat/Chicken Bylaws into one Bylaw.
2023-04-18	Sign up for the Travel-ING app	Administration	Signed up by T. Wiebe. Have not actioned this to date. Admin reviewed app and the price does not seem worth the value it would bring
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. Village staff to reevaluate
	Check/fix doors at the baseball diamond outhouses	Public Works	Completed
2024-07-16/7	Emcon Quote Approval - Road repairs – Administration to schedule with Emcon	Admin/Public Works	Repairs Complete
2024-07-16/11	Employee Benefits – change package	Administration	Completed for Sept billing.

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					
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 Work put on hold due to budget constraints
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		Sidewalk repair project ongoing.
GTF-1437	Manhole Repair/Rehabilitation	\$25,000			Administration took the foreman from Emcon to review this matter, awaiting quote.

SCHEDULE “B”

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CCBF-2303	54 Street and 51 Ave complete upgrade (S. Water looping & road)	\$400,000 from CCBF	<i>Project Total: \$ 800,000</i>		Approved.
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 Motion # 2022-04-19/33 and # 2022-02-15/06	Pedestrian Crossing Signs	\$50,000	\$ 3,300 Driver Feedback sign	Grant extended.	Work in progress for installation.
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. CSJ to complete Aug 30, 2024. Completed.
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.

SCHEDULE “B”

Municipal Grants Report

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
					AB Environment advised culverts within existing one is permitted.

Old 2023 and prior grant information for completed projects are deleted from this listing.
 New 2024 grant amounts and projects are added to this report.

Village of Innisfree
 Monthly Financial Report for the period ending August 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	90,429.49	Closed	1,573.05	205,023.58	42,888.54	374,215.74	232,998.95
Add Revenue:				- 185,592.80			
Deposits	281,212.25						
Interest Received	567.41	Closed	6.55	379.85	178.49	1,605.03	999.34
Sub-Total	371,641.74	-	1,579.60	19,810.63	43,067.03	375,820.77	233,998.29
Less Disbursements (A/P & P/R)	254,013.24						
ATB Monthly Fees	28.92						
TD Bank Monthly EFT Fee	25.00						
RBC Monthly EFT Fee	35.65						
Interac/Moneris DM Fees	44.93						
Mastercard CC Fees	6.78						
WCB Fees	372.10						
Visa CC Fees	1.90						
Land Titles	-						
Sub-Total A/P							
Month End Balance	117,628.50	-	-	-	-	-	-
		-	1,579.60	19,810.63	43,067.03	375,820.77	233,998.29

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	117,628.50	Closed	1,579.60	19,810.63	43,067.03	375,820.77	233,998.29
Deposits in Transit	-						
Sub-Total	117,628.50						
Less Outstanding Cheques		-	1,579.60	19,810.63	43,067.03	375,820.77	233,998.29
Month End Balance	117,628.50	-	1,579.60	19,810.63	43,067.03	375,820.77	233,998.29

Outstanding Cheques (General Operating)			
Cheque #	Amount	Cheque #	Amount
20240041	94.45	20240169	2,209.95
20240061	175.38	20240170	1,682.72
20240127	45.00		
20240148	210.00		
20240166	152.50		
20240167	160.00		
20240168	2,804.24		
Total O/S Chqs.		7,534.24	

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	40,618		9,176
(00)Gen.Legislative (Taxes)	41,520	372,335			372,335
(00)Gen. Admin: Tx Pens/Bk Int.	282,470	59,703	-		59,703
(11) Legislative	87,225		15,800	6,423	9,377
(12)Administration	25,000	73,399	277,410	209,230	68,180
(19) General Exp (Insurance)	86,962		6,995	15,872	8,877
(21)Federal Fines			-		-
(23)Fire Services	100		6,000	5,945	55
(25)Emergency Dept.	6,000		11,200	11,045	156
(26)Bylaw Enforcement	-	880	14,000	1,688	12,313
(32)Public Works	1,865		236,270	82,441	153,829
(37)Stormwater Dept.	42,443	3,764	7,000		7,000
(41)Water Dept.	5,012	162,409	203,332	63,424	139,908
(42)Sanitary Sewer Dept.	139,233	24,705	73,007	22,206	50,801
(43)Solid Waste Dept.	75,500	49,265	74,005	20,593	53,412
(51)Social Services	73,034		2,000	1,920	80
(61)Land Dept.	-	2,512	-		-
(66)Planning Dept.	30,000	175	2,600		2,600
(72)Recreation Dept.	150	30,850	73,564	23,488	50,076
(74)Cultural Dept.	49,300	581	17,875	13,224	4,651
	-				-
TOTALS:	954,991	789,754	1,061,676	477,499	584,177

Roads:

Added gravel to the WTP road

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 still on hold, taking daily reads and recording

Recreation: (Park/Campground):

Please see separate report

Other:

Built & organized Fair Day float & tractor

Removed several fallen large tree branches from the village

Fixed on several occasions the PW truck, still in need of 1 part arriving

Kept up oil changes, greasing and general maintenance on PW equipment

Fixed skid steer door that had never closed properly

Organized back room of PW shop

Continued with large branch/twig/leaves pick up

Continued with grass cutting on village owned property

Borrowed and delivered picnic table to Nutrien

Cut grass at lagoon and the waste transfer station with the tractor and cutter, weed whipped and cleaned the waste transfer station

Pounded sign in at Potable water station and also a yield sign in town

Charged batteries multiple times for dump trailer & tractor

Mannville trip to unload the dump trailer

Repaired dump trailer lights

Cleaned and did some minor repairs up in the WTP building

Hauled and set out barricades for summer student painting crosswalk and curbs around town

Cleaned and did some minor repairs up in the WTP building

Moved and loaded old safe behind public works shop, also did some major cleaning of "things" accumulated back there

Pushed burn pile in at the Waste transfer station

Took batteries to Jard for warranty

Hung security cameras in office & PW shop

Took bottles in to depot

Continued to do one day per week of picking up residents grass clippings and hauling to burn pile
Assisted ATCO getting into several buildings in town to change meters
Assisted the road crew and lent our CC key
Removed fallen tree that was brought to our attn by a resident
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	<i>Pending</i>

Recreation: (Park/Campground):

- The wedding that took place was well attended and went off without any issues
- Both washroom doors and boiler room door have had murals added to the outside
- Baseball diamond washroom doors were repaired and hung in time for the wedding taking place
- The concession had to buy 2 more wood deliveries and bottled water is selling well (this was an addition to the concession)
- Paint peeling off the floors in the showers - hopefully the last week of Sept this will be attended to
- Hiking trails still need some work to clear them
- Option of Grad class of 2025 clearing trails in the Spring in return for a small monetary donation to their graduation
- Considering offering a Trail Blazers Weekend, option of a free weekend of camping in return for helping clear trails
- Option for day use building to have a mural painted on the inside by Norah, Zeta as a mentor, next Spring with the theme of Indigenous & Ukranian women
- Grass maintenance is kept on top of



Magazines/Publications:

- Western Canada Water Volume 76 | Issue No. 3

Letters:

- AB Municipal Affairs Letter about 2025 Fire Services Training Program Grant
- AB Municipal Affairs Administration and Elected official upcoming training