



Village of Innisfree  
Regular Council Meeting  
October 15, 2024 @ 4:30 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 – September 17, 2024, Regular Meeting Minutes
4. Business Arising from the Minutes – Regular Council Meeting
5. New Business
  - a. Christmas Light Up – RFD
  - b. Mannville Food Bank, Request for Donation – RFD
  - c. CAO Performance Review – RFD
6. Councillor Reports
  - a. Innisfree Library Report (Oct 2, 2024) – J. Johnson
  - b. M.D. of Minburn Foundation (Oct 11, 2024) - J. Johnson
  - c. Historical Society Meeting Report – E. Raycraft – to be provided
  - d. PAC Meeting Report – E. Raycraft – to be provided
  - e. AB Municipalities Convention Report – E. Raycraft – to be provided
  - f. NAAGO Meeting Report – E. Raycraft – to be provided
  - g. Crossroads Economic Meeting Report – E. Raycraft - to be provided
  - h. Kalyna Country Ecomuseum Trust Society (Sept 18, 2024) – D. McMann
  - i. Alberta Hub – (Oct 1, 2024) – D. McMann
7. Administration Reports
  - a. Reports:
    - i. CAO Report – Period Ending October 11, 2024
    - ii. CAO – Council Action List
    - iii. CAO Municipal Grants Report
  - b. Financials:
    - i. Monthly Financial Statement – Period Ending September 30, 2024 – to be provided
    - ii. Revenue & Expense – Period Ending September 30, 2024 – to be provided

- c. Public Works Foreman Report – Oct 11, 2024
- d. Recreation Park Manager Report – October 11, 2024
- e. Regional Fire Chief Report – not provided.

8. Correspondence - List attached

9. Adjournment

**VILLAGE OF INNISFREE**

**REGULAR COUNCIL MEETING MINUTES of September 17, 2024**

	<p>A <b>REGULAR</b> meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, September 17, 2024.</p>
<p><i>CALL TO ORDER</i></p>	<p>Mayor Raycraft called the Regular Council meeting to order at 4:01 PM.</p>
<p><i>PRESENT</i></p>	<p><b><u>Attendance in-person</u></b> Mayor Evan Raycraft Councillor Jennifer Johnson Councillor Deborah McMann</p>
<p><i>APPROVAL OF AGENDA</i> <b>2024-09-17/1</b></p>	<p>Kayla Paranych, Chief Administrative Officer Moved by J. Johnson that the agenda be accepted as presented with the following additions: <b>6.c.</b> Crossroads Economic Development Report <b>4.</b> Delegation St. Corey Buckingham</p> <p style="text-align: right;"><u>CARRIED</u></p>
<p><i>APPROVAL OF AUGUST 17, REGULAR MINUTES</i> <b>2024-09-17/2</b></p>	<p>Moved by Mayor Raycraft that the August 20, 2024, Regular Council Meeting minutes be approved.</p> <p style="text-align: right;"><u>CARRIED</u></p>
<p><i>DELEGATION – RCMP SGT. COREY BUCKINGHAM Q1 REPORT</i></p>	<p>Sgt. Corey Buckingham from the Vermilion RCMP Detachment entered the meeting at 4:06 PM.</p> <p>Sgt. Buckingham provided the First Quarter Report 2024/2025 on the actions, and statistics of the detachment in the Innisfree and area location. Discussion was held on the report.</p>
<p><i>Departure</i> <b>2024-09-17/3</b></p>	<p>Sgt. C. Buckingham departed at 4:20 PM.</p> <p>Moved by Clr. J. Johnson to accept the 1<sup>st</sup> Quarter Report from Delegation Sgt. C. Buckingham.</p> <p style="text-align: right;"><u>CARRIED</u></p>
<p><i>POLICY 1200-06 – VIDEO SURVEILLANCE POLICY</i> <b>2023-09-17/4</b></p>	<p>Moved by Mayor Raycraft that Council approve the Video Surveillance Policy 1200-06 as presented.</p> <p style="text-align: right;"><u>CARRIED.</u></p>
<p><i>RV STORAGE OFF-SEASON</i> <b>2024-09-17/5</b></p>	<p>Moved by Clr. J. Johnson that Council approve the RV off season storage at Birch Lake Campground.</p>
<p><i>MASTER RATES BYLAW 694-24 – 1<sup>st</sup></i> <b>2024-09-17/6</b></p>	<p>Moved by Mayor Raycraft that Council provide FIRST reading to Master Rates Bylaw 694-24 this 17<sup>th</sup> day of September 2024.</p> <p style="text-align: right;"><u>CARRIED</u></p>

**VILLAGE OF INNISFREE**

**REGULAR COUNCIL MEETING MINUTES of September 17, 2024**

<i>MASTER RATES BYLAW 694-24 – 2<sup>nd</sup> 2024-09-17/7</i>	Moved by Clr. D. McMann that Council provide SECOND reading to Master Rates Bylaw 694-24 this 17 <sup>th</sup> day of September 2024. <p style="text-align: right;"><u>CARRIED</u></p>
<i>MASTER RATES BYLAW 694-24 – 3<sup>rd</sup> 2024-09-17/8</i>	Moved by Clr. J. Johnson that Council provide THIRD reading to Master Rates Bylaw 694-24 this 17 <sup>th</sup> day of September 2024. <p style="text-align: right;"><u>CARRIED UNANIMOUSLY.</u></p>
<i>MASTER RATES BYLAW 694-24, 3<sup>rd</sup> &amp; F 2024-09-17/9</i>	Moved by Mayor Raycraft that Council provide THIRD and FINAL reading to Master Rates Bylaw 694-24 this 16 <sup>th</sup> day of July 2024. <p style="text-align: right;"><u>CARRIED.</u></p>
<i>REQUEST FOR DONATION 2024-09-17/6</i>	Moved by Mayor Raycraft that Council approves the donation to Innisfree Delnorte School for their annual awards night. <p style="text-align: right;"><u>CARRIED</u></p>
<i>CROSSROADS ECONOMIC DEVELOPMENT 2024-09-17/7</i>	Moved by Mayor Raycraft that Council accepts this as information. <p style="text-align: right;"><u>CARRIED</u></p>
<i>COUNCILLOR REPORTS 2024-09-17/8</i>	Moved by Mayor Raycraft that the items listed under Councillor Reports be accepted as presented. <p style="text-align: right;"><u>CARRIED.</u></p>
<i>ADMINISTRATION REPORTS 2024-09-17/9</i>	Moved by Mayor Raycraft that the items listed under Administration Reports be approved as presented. <p style="text-align: right;"><u>CARRIED.</u></p>
<i>CORRESPONDENCE 2024-08-20/10</i>	Moved by Clr. J. Johnson that the items listed under Correspondence be approved as presented. <p style="text-align: right;"><u>CARRIED.</u></p>
<i>ADJOURNMENT 2024-08-20/11</i>	Moved by Clr. D. McMann that the meeting be adjourned at 5:43 PM. <p style="text-align: right;"><u>CARRIED.</u></p>

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K. Paranych, C.A.O.

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E. Raycraft, Mayor

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## Request for Decision (RFD)

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**Topic:** 2024 Christmas Tree Lighting  
**Initiated by:** Council  
**Attachments:** N/A

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**Purpose(s):**

1. For Council to approve the 2024 Christmas Tree Lighting Event and provide administration with a date.

**Background:**

1. Last year, the Village of Innisfree Council initiated the Christmas Tree Lighting Event. During the event, a tree on Main Street was lit, December 15<sup>th</sup>, 2024. The Village provided hot dogs, coffee, and hot chocolate. The Village had a warm fire going for residents. The Wowk family provided Sleigh Rides for the community.

**Key Issues/Concepts:**

1. The annual event continued into 2024 with Council direction on events.
2. Encourages community and surrounding community involvement.
3. Encourages a social atmosphere for the Holidays.

**Options:**

1. As directed by Council.

**Financial Implications:**

1. Cost of supplies for hot chocolate, coffee, and perhaps hot dogs.
2. Donation towards Sleigh Rides.
3. Cost of Decorations

**Relevant Policy/Legislation:**

1. None identified.

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

1. In the past this has been positively viewed by the Public. The Village has brought out several residents and families to enjoy some Christmas Spirit.

**Recommendation:**

1. As directed by Council.

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## Request for Decision (RFD)

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**Topic:** Mannville Food Bank – Request for Donation  
**Initiated by:** Mannville Food Bank  
**Attachments:** Mannville Food Bank Letter of Request for Support

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**Purpose(s):**

To review a letter of request for donation to help sustain the Mannville Food Bank.

**Background:**

1. The Mannville Food Bank has served the communities of Mannville, Minburn and Innisfree for over 35 years, relying on volunteers to sustain.
2. There has been a significant increase in demand for the Food Banks services, providing food to families in need.
3. The Mannville Food Bank is dependent solely on the generosity of local businesses and community members and is requesting the Village of Innisfree’s consideration of donation to relive some of the increase in demand they are witnessing.

**Key Issues/Concepts:**

1. The Village of Innisfree could support the Mannville Food Bank as it serves our residents directly.

**Options:**

1. THAT Council approves a donation to the Mannville Food Bank.
2. THAT Council direct Administration in another manner regarding the Donation.
3. THAT Council files the Mannville Food Bank request for information.

**Financial Implications:**

1. The payment of the 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 Mannville Food Bank and serve the Village of Innisfree residents directly.

**Recommendation:**

THAT Council authorizes Administration to process a payment of Donation to the Mannville Food Bank.

# Mannville & District Food Bank

Box 157

Mannville, AB T0B 2W0

780-763-3502

September 26, 2024

**Village of Innisfree**

5116 - 50 Avenue

Innisfree, Alberta

T0B 2G0

Village of Innisfree,



Mannville & District Food Bank's mission is to support those in need, especially as living costs rise.

Mannville & District Food Bank has proudly served the communities of Mannville, Minburn, and Innisfree for over 35 years, relying entirely on volunteers. We certainly are seeing a significant increase in demand for our services, providing essential food to many families and individuals.

To sustain our efforts, we depend solely on the generosity of local businesses and community members. A cash donation from your organization would greatly enhance our ability to continue to purchase necessary food items.

We sincerely appreciate any support and can acknowledge your contribution on our website, social media, and annual report. If you prefer anonymity, we can accommodate that as well.

For questions or more information, please contact McQueen Memorial United Church at 780-763-3502 or email: [mcqueenmemorial@mcsnet.ca](mailto:mcqueenmemorial@mcsnet.ca) Thank you for considering this opportunity to make a positive impact in our community!

Sincerely Yours,

Joan Anderson  
Mannville & District Food Bank Secretary  
[joanyl49@yahoo.ca](mailto:joanyl49@yahoo.ca)  
780-853-7551

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## Request for Decision (RFD)

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**Topic:** Chief Administrative Officer Evaluation

**Initiated by:** Council

**Attachments:** N/A

**Purpose(s):**

1. To schedule and complete an annual Chief Administrative Officer Evaluation.

**Background:**

1. CAO K. Paranych commenced her contract with the Village March 1<sup>st</sup>, 2024.
2. A CAO performance is a valuable tool for Councils to use when assessing competencies and provides an opportunity to establish consistent and regular feedback for the CAO role.

**Key Issues/Concepts:**

1. The evaluation helps to maintain a good working relationship between a Municipal Council and their primary employee, the CAO.
2. The purpose of conducting the evaluation is to formally discuss the relationship between the Municipality and the CAO;
3. To relate performance to the role, responsibilities, authority and duties as defined by the *MGA*, the bylaws, policies, and the job description;
4. To set objectives and criteria for future evaluation;
5. To recognize strengths and weaknesses and reward or correct them.

**Options:**

1. Council advises CAO of schedule for completion of the Evaluation.

**Financial Implications:**

1. None foreseen

**Relevant Policy/Legislation:**

1. *MGA* Section 205.1 – Annual Written Performance Evaluation of the CAO

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

1. The relationship between the Municipal Council and CAO should be seen efficient and positive.

**Recommendation:**

1. THAT Council advises of schedule for completion of the CAO Performance Evaluation.



### Village of Innisfree Council Committee Report

**Committee Name:** Innisfree Library Board

**Meeting Date and Time:** October 2, 2024 (6:30 – 7:30)

**Attendees:** Gayle, Jennifer, Marilyn, Dale, Yvonne, Doris, Fraux, Evan, Linda, Holly

**Discussion:**

- will be open for Halloween, motion was made to purchase treats for up to \$50.00.
- October 11, 2024, will be a book club meeting.
- Code of conduct was signed by all board members.
- Governance project can not be covered by friends of the library, Kiana willing to do it so a motion was made to pay her \$620.00 to do it which converts to \$15.50/hour for 40 hours and was accepted
- Discussion was had to have people who are asked to bake for library events submit their receipts for repayment of supplies purchased
- 109 tickets were sold for basket bringing in \$218.00 and the winner was Paul Bosse out of Vegreville
- A recommendation will be submitted to the Village of Innisfree Council for their October 2024 organizational meeting with regards to the Northern Lights Library Representative recommendation.
- Library Manager 's REPORT PATRONS OCT 2024 621 WEBSITE VISITS 113 WIFI CONNECTIONS 616 PROGRAMMING ATTENDEES 170 MEMBERSHIPS Little Free Pantry - It was used by 4 people and had 3 people donate. 2 hampers were also delivered. Music Jam: Next music Jam will be on October 7. Conference: Gayle and Marilyn will be attending the stronger together conference Oct 3 & 4 in Edmonton. NLLS IT Visit: NLLS came on Tuesday, September 24 and completed the computer imaging to the circulation computer. Veggie Swap: Was very successful. We had 37 participants. 16 brought veggies. 21 took veggies. Only 3 of those also brought. Permanent Jewelry: We were full with 12 people getting jewelry. Some people got multiple pieces. It was really great to see several groups of families. We had great-Grandmas, Grandmas, Moms and daughters. It was a great family experience. Shaelyn at Studio 04 was very happy to be here, and was booked for a baby shower, a market and a home party at Christmas!

**Submitted by:** Jennifer Johnson

**Village of Innisfree Council Committee Report**

**Committee Name:** M.D. of Minburn Foundation

**Meeting Date and Time:** October 11, 2024 (9:30 am)

**Attendees:** Jim, Tara, Marielle, Jennifer, Carl, Jerrold, Taneen, Kim

**Discussion:**

- Waiting list Vegreville 1 cottage, with 9 tours, 15 vacancies of 60 occupancy 9 or unrentable, 1 move in and 4 move outs (either higher level of care or deaths)
- Staff subjected to verbal and physical abuse by resident, addressed with family and resident
- Innisfree 0 vacancies and 1 application on file
- Mannville 7 vacancies and 1 application on file, 5 tours completed and 3 move ins
- Tenant issue in community housing and the tenant has since been evicted.
- Tenant in Innisfree was parking on the grass and has been addressed with tenant apologizing.
- Mannville manor exterior was painted
- Building committee, plans have been sent in for vetting from the government, cost consultant looking at plans, reaching out to Derek Weiss for plan commitment, regardless on lodge development the boiler at lodge will need to be replaced as it is outlived it's day, on schedule and on budget, money will be asked for once the project gets accepted by the government from municipalities
- OHS policy was tabled
- Flooring replacement estimate will be approximately \$67,000
- Innisfree requisition was not received at the time of this meeting, Kayla has been notified by councillor Johnson
- Next meeting November 19, 24 @ 10 am

**Submitted by:** Jennifer Johnson

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT	
Committee Name:	Kalyna Country Ecomuseum Trust Society
Meeting Date & Time:	Sept 18, 2024 7:00 p.m.
Attendees:	Marianne Janke, Barry McDonald, Louise Chomlak, Elaine Kalynchuk, Jars Balan
Discussion:	<ul style="list-style-type: none"> <li>- Tracing Your Roots - Elaine Kalynchuk - lead of Ukraine Genealogy Group of Edmonton gave a lot of information about her project</li> <li>- Jars is working on a project of the history of naming of places and important elements of each place (including Innisfree)</li> </ul>
Actions:	<ul style="list-style-type: none"> <li>- Getting Quotes for signage along Victoria Trail</li> <li>- Getting Quotes for a new Kalyna Country map (with added Cree names of places)</li> </ul>
Future Items:	<ul style="list-style-type: none"> <li>- To follow up "Tracing Your Roots Brand Identity"</li> <li>- Travel AB is working on tourism in the Lakeland area - including assisting databases and growing social media presence</li> </ul>
Submitted By:	Debbie McMann PO Box 227 Innisfree AB T0B 2G0

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name: Alberta Hub

Meeting Date & Time: October 1, 2024

Attendees: MLA Jackie Armstrong - Homenick, MLA Cyr Bob Bezpalko, 30 + members  
Lisa Ford  
Lindsay Haag MLA-Garth Rowsell

Discussion: - Funding challenges of REDAS  
- AB Govt is basing funding on memberships and cutting back \$ over the next 3y ears

Project Summary  
1. Investment Attraction Asset Plan  
Land / Building Site Selection / website  
2. N.E. AB Sector Development Strategy - Marketing  
3. AB HUB Skyways - There are 10 airports in HUB area  
4. Eastern AB Trade Corridor - Hwy 36/41  
5. Biomass - Ecostrat - Vegreville has "A" Rating - Strawwheat

Actions: - do news releases to the "press" - Blow our own horn! example - Cold Lake, Skunk Creek - National news item  
- working Housing Initiatives - create a master agreement - Community available land - opportunities  
- Carbon Capture - Chipman has an opportunity

Future Items: - Complete HUB Survey  
- Per Capita Cost maybe increased - last increase was 2011!  
- Our opportunities: housing, restaurants, markets, etc.

Submitted By: Debbie McMann  
PO Box 227  
Innisfree AB T0B 2G0

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## CAO Monthly Report

To: Council  
From: Kayla Paranych  
Re: September 17, 2024 – October 11, 2024, activities/highlights

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### Administration

- Administration will attend virtual training with Alberta Municipal Affairs between Sept 16-Oct 31.
- Administration to complete emergency management training.
- Administration has started the conversations to begin the interim remote audit with Metrix group. Will be busy in the coming weeks.

### Development

- The Village has almost completed the 50<sup>th</sup> Street Watermain Upgrade. Landscaping finishes will be completed in the coming weeks before the snow flies.
- Pedestrian crossing at the Delnorte School crossing installed and ready for use!
- Foundation crack in the basement of the Village Office Building has been repaired for winter months. Will reassess in the Spring.

### Financial

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

### Other

- CAO attended the 2024 Fall Alberta Municipalities Conference with much to share.

The convention agenda was quite full and had many sessions for the CAO's available for attendance:

- CAO/CFO Session: Steering the Governance Ship through Election Waters
  - Discussion on healthy election processes
  - Governance check ins between Council/CAO
    - Quarterly?
  - CAO Evaluations (encouraged to complete these more than annually)
    - Recommend Bi-Yearly Evaluations
  - Candidate learning sessions (prior to election)
    - Mandatory session prior to running?
  - Post Election conversations
    - Council Meeting Process
    - Code of Conduct
    - Dynamics

- The Council-CAO Relationship: Ensuring Effective Governance through Respect and Collaboration
  - Developing a “CAO Covenant” to help the relationship between CAO and Council remain respectful and efficient
  - Discussed the Value and Ethics for the Public Sector and their role to play in serving their communities and the public interest under the direction of the elected Government
  
- CAO attended the Trade Show and met with many vendors.
  - Playground vendors; for future projects
  - Alberta Ombudsman; for any future questions or to seek resolutions if needed
  - Alberta Municipalities; for information on benefits and RRSP matching & new gas and electrical pricing
  - MCSNet; for information on public wifi hubs available for our Village
  - CN Rail; maintaining relationships
  - ATCO; maintaining relationships
  - Brownlee; maintaining relationships

During the last day of the convention Alberta Municipalities held their AGM and presented their Audit/Finance Report and CEO Report; followed by the election of Vice-Presidents.

Minster Dialogue – Questions and Answers finished off the day.

**Upcoming:**

- Crossroads Committee Meeting– Oct 30 @ 1:30 pm
- Remembrance Day – November 11, 2024
- Regular Council Meeting – November 19, 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.  <i>Admin to followed up with application to Purolator Aug 21, 2024 – no response, talked with Purolator delivery driver to ask on next steps</i>
2023-05-16	Check Public Works for old culverts to be used for outhouses at campground	Administration & Public Works	Council directed Admin to secure culverts & proceed with project.  <i>Village staff to reevaluate</i>
2024-09-17/5	Create storage agreement for RV Storage	Administration	Completed.
2024-09-17/6	Send letter and donation to Innisfree Delnorte School on behalf of the Village	Administration	Completed

**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:
<b>Birch Lake</b>					
<b>MSI CAPITAL (ACCEPTED APPLICATIONS)</b>					
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>		Completed	Approved  Work put on hold due to budget constraints
CAP-	50 <sup>th</sup> Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF		Engineered Tender posted on APC Feb.7. closed Feb 23.	Tender accepted. Contract signed with Border Paving.  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 <sup>th</sup> Street West upgrade of waterlines	\$ 400,000 total Partial MSI and CCBF		Engineered Tender posted on APC Feb.7	Tender Approved.
GTF-1196 <b>Motion # 2022-04-19/33 and # 2022-02-15/06</b>	Pedestrian Crossing Signs	\$50,000		Grant extended. \$ 3,300 Driver Feedback sign	Emcon installed pedestrian crosswalk poles with hydrovac, village staff completed installation Oct 10, 2024
<b>CANADA SUMMER JOBS (CSJ)</b>					
Project #19975697	Applied for 3 Positions for Administration, Public Works and Recreation.	\$3,937,50 x 3 = \$11,812.50		Announcement expected in April.	CSJ approved 2 positions for 8 weeks each. CSJ to complete Aug 30, 2024. <b>Completed.</b>

**SCHEDULE “B”  
Municipal Grants Report**

Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
<b>OTHER GRANT APPLICATIONS (otherwise funding from operating budget or reserves):</b>					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:

Birch Lake	Outhouse Rehabilitation	\$16,000			Group Camp outhouse inspected via camera. Concrete needs to be poured on the bottom before these can be used. AB Environment advised culverts within existing one is permitted.
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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 September 30, 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	117,628.50	Closed	1,579.60	19,810.63 200,000.00	43,067.03	375,820.77 - 200,000.00	233,998.29
Add Revenue:							
Deposits	171,963.56						
Interest Received	579.65	Closed	6.08	178.18	165.78	1,390.36	931.18
<b>Sub-Total</b>	<b>289,592.06</b>	-	<b>1,585.68</b>	<b>219,988.81</b>	<b>43,232.81</b>	<b>177,211.13</b>	<b>234,929.47</b>
Less Disbursements (A/P & P/R)	79,965.78						
ATB Monthly Fees	30.04						
TD Bank Monthly EFT Fee	25.00						
RBC Monthly EFT Fee	39.60						
Interac/Moneris DM Fees	69.78						
Mastercard CC Fees	9.22						
WCB Fees	372.10						
Visa CC Fees	5.74						
Land Titles	-						
<b>Sub-Total A/P</b>							
<b>Month End Balance</b>	<b>209,626.28</b>	-	-	-	-	-	-
		-	<b>1,585.68</b>	<b>219,988.81</b>	<b>43,232.81</b>	<b>177,211.13</b>	<b>234,929.47</b>

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	209,626.28	Closed	1,585.68	219,988.81	43,232.81	177,211.13	234,929.47
Deposits in Transit	-						
<b>Sub-Total</b>	<b>209,626.28</b>						
Less Outstanding Cheques		-	<b>1,585.68</b>	<b>219,988.81</b>	<b>43,232.81</b>	<b>177,211.13</b>	<b>234,929.47</b>
<b>Month End Balance</b>	<b>209,626.28</b>	-	<b>1,585.68</b>	<b>219,988.81</b>	<b>43,232.81</b>	<b>177,211.13</b>	<b>234,929.47</b>

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	363,228			363,228
(00)Gen. Admin: Tx Pens/Bk Int.	282,470	63,857	-		63,857
(11) Legislative	87,225		15,800	7,361	8,439
(12)Administration	25,000	74,458	277,410	223,999	53,411
(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	103,529	132,741
(37)Stormwater Dept.	42,443	4,232	7,000		7,000
(41)Water Dept.	5,012	171,668	203,332	89,595	113,737
(42)Sanitary Sewer Dept.	139,233	27,793	73,007	22,482	50,525
(43)Solid Waste Dept.	75,500	55,395	74,005	20,731	53,274
(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	31,850	73,564	24,669	48,895
(74)Cultural Dept.	49,300	581	17,875	13,224	4,651
	-				-
<b>TOTALS:</b>	<b>954,991</b>	<b>805,805</b>	<b>1,061,676</b>	<b>542,059</b>	<b>519,617</b>

**Roads:**

Cut up fallen tree that was blocking access to a whole back ally & moved all the stumps off the road for later clean  
 Checked the WTS for Steve to make sure the road wasn't too wet for him to get down.

Cut rebar sticking out reported by resident

**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:**

Picked up a big mess at the dump that a bear made, cleaned up all the garbage scattered everywhere.

Tried to turn on water for Lorna Pasieka's place

Located CC for Joe the new resident

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

Cleaned out flower bed and pots at the Village Office

Pulled flowers, weed whipped and cleaned perennials

Continued with large branch/twig/leaves pick up

Continued with grass cutting on village owned property

Weed whipped stop signs & hydrants

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

Went through whole generator & learned how it runs, how to test, checked the oil, need to deal with the flat tires.  
 Cut grass at lagoon and the waste transfer station with the tractor and cutter, weed whipped and cleaned the waste transfer station  
 Was assisted to get the loader running, loader was checked thoroughly, all fluids, and the flat tire was dealt with  
 Lloyd trip for concrete repair kit for village office and picked up RV antifreeze for campground  
 Spent time with Marshall at campground and he showed/assisted us how to do a proper shut down.

WTP Alarm/accident on the highway, dealt with low alarm

Met Gayle at campground for her to pick up library books & wait for Vac truck

Turned off water at potable station, cut and weed whipped and shut it down for the season. Wrapped up and marked hose.

Moved all the wood behind PW shop, sprayed weeds, totally cleaned, moved seacan, moved and cleaned piles of gravel etc & prepped the area for bins to be brought in.

Met with Bryson and got a tutorial on testing hydrants

Worked in the village office for part of the day answering phones and helping residents.

Met Doug & assisted with the parts he needed to dig out and put in new CC & also hauled out all the trees he had to cut down

Took bottles in to depot

Continued to do one day per week of picking up residents grass clippings and hauling to burn pile

Moved bins etc to basement of village office, had a rain day and kept sweeping water away to prevent further flooding at the village office

Delivered parcel to library

Organizing PW shop-ongoing, searched for hydrant key couldn't find, Mike Fundytus gave us one to keep.

Organizing a scheduled burn with the Fire Department for the Village's local burn pile

Started to log all chemicals in the shop and to create the SDS binder

Moved all the garbage bins from the dump to behind the PW shop

Had an office day, did all the filing & learned how to make the PW report for our wonderful Council!!

**Magazines/Publications:**

- Dekra-Lite Christmas light catalogue
- Blue Imp Playground equipment
- Award Interior design magazine

**Letters:**

- Grant applications October update from Zeta Hickey
- Canada Post Letter addressed to Mary Lou Lee
- AB Municipal Affairs Letter about carbon tax
- Innisfree expenditure claim Claim from Shannon for picture frames