



Village of Innisfree
Regular Council Meeting
November 19, 2024 @ 4:00 p.m.
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
 - a. Deletions/Additions
 - i. Northern Lights Library Board Report – K. Brummer
 - ii. M.D. Foundation Report – J. Johnson
 - b. Adoption of Agenda
3. Delegation – Linda Purves
4. Adoption of Minutes – October 15, 2024, Regular Meeting Minutes
5. Business Arising from the Minutes – Regular Council Meeting
6. New Business
 - a. Library Board Appointments and 2025 Draft Budget Review – RFD
 - b. Membership Renewals – RFD
 - c. Review Strategic Plan – RFD
 - d. Garbage Pick Up - RFD
7. Councillor Reports
 - a. MMIFCSS Report (November 7, 2024) – J. Johnson
 - b. Northern Lights Library Report – K. Brummer
 - c. M.D. Foundation - J. Johnson
8. Administration Reports
 - a. Reports:
 - i. CAO Report – Period Ending November 15, 2024
 - ii. CAO – Council Action List
 - iii. CAO Municipal Grants Report
 - b. Financials:
 - i. Monthly Financial Statement – Period Ending October 31, 2024 – to be provided
 - ii. Revenue & Expense – Period Ending October 31, 2024
 - c. Public Works Foreman Report – Nov 15, 2024
 - d. Regional Fire Chief Report – not provided.
9. Correspondence - List attached
10. Adjournment

Delegation Request for Presentation to Council

Council invites delegations to make presentations at Village Council Meetings. To provide Council with clear, concise information, Delegations are requested to submit a written report outlining the issues being brought before Council, at 12 noon, at least **seven calendar (7)** days before the scheduled Council meeting.

Name of Delegation: Rural Mental Health Animator

Contact Name /Person making presentation: Linda Purves

Issue to be discussed:

Rural Mental Health Program Overview
and invite to December 6th "Christmas
Community Wish List" event.

Request of Council:

Date of Council Meeting: November 19, 2024

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. _____

Dear

As your Alberta Rural Mental Health Network Animators for Minburn and Innisfree, we are preparing to write grant applications in January 2025 and we need your input to meet the application criterion and qualify for up to \$25,000 in grant funding for community activities that will enhance and promote mental well-being for our citizens.

Inspired by the African Proverb "it takes a Village to raise a child," we believe that it takes every member of our Hamlet and Village to consciously contribute to raising community spirit and bring vitality back to Minburn and Innisfree.

We would like to invite you to participate in our "*Christmas Community Wish List Party*" on Friday, December 6 from 7 - 9 pm to discuss your thoughts and suggestions for community activities that will promote discussion about mental well-being and stimulate community support for citizens who are affected by challenges that impact their ability to engage with others in a safe and compassionate environment.

Prior to this gathering, if at all possible, we would value an opportunity to attend your next meeting or gathering and present a 10-15 minute outline of what the Alberta Rural Mental Health Network is all about and what our role as Animators is in facilitating community programs. We would also use this opportunity to stimulate your thoughts on what we plan to discuss at our "*Christmas Community Wish List Party*".

Please let us know by return email if there would be an opportunity to meet with you prior to December 6th. We will send out a separate Invitation with an RSVP request for the "*Christmas Community Wish List Party*" itself closer to the date.

Thank you for your consideration,

Marilyn Newton, RMH Animator for Minburn
Linda Purves, RMH Animator for Innisfree

Alberta Rural Mental Health GRANT FUNDING for Community Wellbeing



Contribute to our
CHRISTMAS
"WISH LIST"

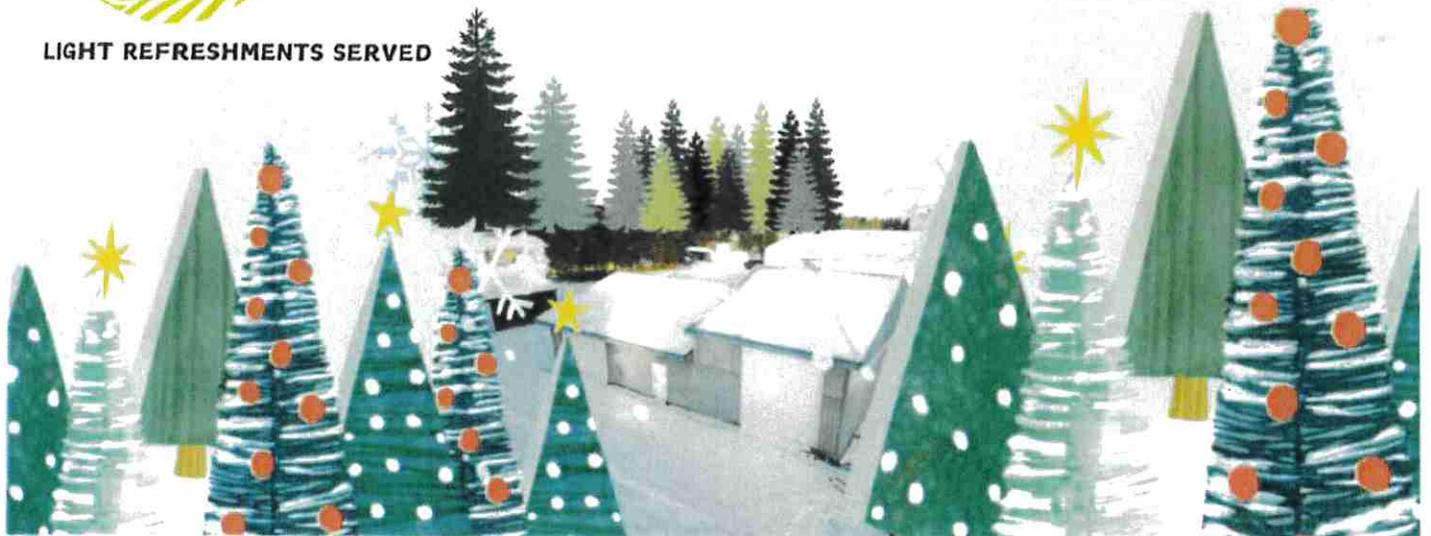
FOR THE COMMUNITIES OF INNISFREE & MINBURN

Friday December 6th, 7 - 9 pm, Innisfree Millennium Building



Open to everyone 16 and older who
lives or works in the communities of
Innisfree & Minburn.

LIGHT REFRESHMENTS SERVED



Request for Decision (RFD)

Topic: Library Board Appointments/ Library Board 2025 Draft Budget Review

Initiated by: Library Board

Attachments: 2025 Draft Budget

Purpose(s):

1. To appoint Library Board Members with end of term dates and to review the Library Board 2025 Draft Budget.

Background:

1. The Public Library Services Branch of Alberta has requested a motion from Council to appoint all Library Board Members, including their end of term date.
2. The Library Board has provided the 2025 Draft budget to be reviewed and approved by Council.

Key Issues/Concepts:

1. Library Board Appointments should be passed by motion by Council with end of term dates as per the Libraries Act.
2. The Library Board Draft Budget requires Council to review and approve by motion.

Options:

1. To pass a motion of appointment of board members with end of term dates.
2. To review the 2025 Draft Budget.

Financial Implications:

1. None foreseen

Relevant Policy/Legislation:

1. *Libraries Act – Part 2, Subsection 12 (a) Appointment*
2. *Libraries Act – Part 1, Division 2, Subsection 12.2 - Budget*

Political/Public Implication(s):

1. N/A

Recommendation:

1. To pass motion of appointment of board members with end of term dates.
2. To review Budget and advise the Library Board how to proceed.

2025 Budget

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2025
Projected cash balance at beginning of year, January 1		
1	Cash on hand	\$0.00
2	Total in current bank accounts	\$35,946.00
3	Total in savings accounts	\$0.00
4	Term deposits	\$50,325.00
5	Other committed funds (e.g. trust funds and bequests)	\$0.00
6 TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)		\$86,271.00
Government contributions		
7	Local appropriation (Cash transfer from your municipality for operations)	\$3,500.00
8	Provincial library operating grant (Do not combine with other provincial funding)	\$10,250.00
Other government contributions		
9	Cash transfer(s) from neighbouring municipality(ies)	\$0.00
10	Cash transfer from neighbouring municipality's library board	\$0.00
11	Cash transfer from library system (e.g. Library Services Grant)	\$1,955.00
12	Cash transfer from improvement district/summer village	\$0.00
13	Cash transfer from school board, FCSS	\$0.00
14	Employment programs (e.g. Canada Summer Jobs)	\$1,800.00
15	Other grants (e.g. recreation board, CFEP, CIP) please list	\$0.00
15a	County	\$18,146.00
15b		
15c		
Other revenue		
16	Fundraising and donations (e.g. book sales, bequests)	\$6,000.00
17	Friends group donations	\$3,000.00
18	Fees and fines	\$0.00
18a	Card fees (incl. non-resident fees)	\$0.00
18b	Fines (incl. overdues, lost/damaged book reimbursements)	\$200.00
19	Program revenue	\$6,000.00
20	Room rentals	\$0.00
21	Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	\$500.00
22	GST refund	\$0.00
23	Interest and dividends	\$1,000.00
24	Transfers from reserve accounts	\$0.00
25	Other income (please list)	\$0.00
25a		\$0.00
25b		
25c		
26 TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)		\$52,351.00
27 TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)		\$138,622.00

ESTIMATE OF EXPENDITURE		Budget 2025
Staff		
28	Salaries, wages and benefits (incl. WCB, etc.)	\$43,000.00
29	Honoraria (library volunteers)	\$750.00
30	Staff professional development (incl. travel and hospitality)	\$3,000.00
31 TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 30)		\$46,750.00
Library resources		
32	Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 56)	\$500.00
33	Digital resources (i.e., e-content)	\$0.00
34 TOTAL PROJECTED LIBRARY RESOURCES (add lines 32 and 33)		\$500.00
Administration		
35	Audit and/or annual financial review	\$250.00
36	Board expenses (incl. honoraria, travel, course and conference fees)	\$2,000.00
37	Equipment rentals and maintenance	\$2,000.00
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	\$1,200.00
39	Bank charges	\$200.00
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$700.00
41	Association memberships (e.g. ALTA, LAA, AALT)	\$150.00
42	Postage and box rental	\$150.00
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$3,000.00
44	Fundraising	\$500.00
45	Telephone and internet	\$900.00
46	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	\$0.00
47	GST	\$0.00
48	Other expenses (please list)	
48a	Admin Gifts	\$300.00
48b	Community Participation (i.e. Fair, Halloween...)	\$200.00
49 TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 35 to 48)		\$11,550.00
Building costs		
50	Insurance	\$2,500.00
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$250.00
52	Utilities	\$0.00
53	Occupancy costs (e.g. the board's share of utilities/janitorial in joint-use buildings)	\$0.00
54	Rent	\$200.00
55 TOTAL PROJECTED BUILDING EXPENSES (add lines 50 to 54)		\$2,950.00
ESTIMATE OF EXPENDITURE (cont'd)		Budget 2025
Transfer payments		
56	Transfer to other library boards (please specify boards: may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other library system charges)	\$0.00
56a	NLLS	\$1,900.00
57	Contract payments to library societies (please list)	\$0.00
57a		\$0.00
58 TOTAL PROJECTED TRANSFER PAYMENTS (add lines 56 and 57)		\$1,900.00
59 TOTAL PROJECTED OPERATING EXPENDITURE (add lines 31, 34, 49, 55, 58)		\$63,650.00
60	Loan interest and payments	\$0.00
61	Transfer to other accounts (e.g. capital, operating reserves)	\$0.00
Capital expenditures		
62	Building repairs and renovations (e.g. roof, carpet, partitions)	\$200.00
63	Furniture and equipment	\$200.00
64	Computer hardware (e.g. desktop computers, printers)	\$0.00
65	Other (please list)	\$0.00

65a		\$0.00	
65b		\$0.00	
66	TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 62 to 65)	\$400.00	
67	TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 59, 60, 61, 66)	\$64,050.00	
Projected cash balance at end of reporting year			
68	Cash on hand		
69	Total in current bank accounts	\$22,572.00	
70	Total in savings accounts		
71	Term deposits	\$52,000.00	
72	Other committed funds (e.g. trusts and bequests, reserves, capital)	\$0.00	
73	TOTAL PROJECTED CASH ON HAND (add lines 68 to 72)	\$74,572.00	
74	TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 67 and 73)	\$138,622.00	

Request for Decision (RFD)

Topic: Membership Collaboration

Initiated by: Administration

Attachments: Go East Success Report/ NSW Council Letter

Purpose(s):

1. To review the requests to Council for membership renewals.

Background:

1. In the past the Village has collaborated and made contributions to both organizations to enhance our relationships.
2. Go East has been a past marketing collaborator for the Village of Innisfree's' summer tourism.
3. North Saskatchewan Watershed Alliance (NSWA) has brought together municipalities, government bodies, and experts to address complex water challenges. Last year Innisfree was one of the 47 municipalities that joined to support the essential work of NSWA.

Key Issues/Concepts:

1. Collaborating and maintaining relationships is essential to the Village of Innisfree's sustainability.

Options:

1. That Council renews both memberships for the 2025 year.
2. That Council receives this as information.

Financial Implications:

1. Cost of membership renewal.

Relevant Policy/Legislation:

1. N/A

Political/Public Implication(s):

1. None foreseen.

Recommendation:

1. That Council renews the Go East and NSWA memberships for the coming year.

Current Annual Reach and Benefits - based on the results in 2024.

Leads to Partners

- **1000+** referrals from phone calls, emails and messaging
- **30,000+** click thru from the Website to partners pages
- **200,000+** Facebook, Instagram, Twitter, E-News, engagements on content. (Clicks, comments, and shares creates leads to partners).
- **200,000+** Google, Youtube (Clicks and interactions on ad content, creates leads to partners).



Google Organic Search

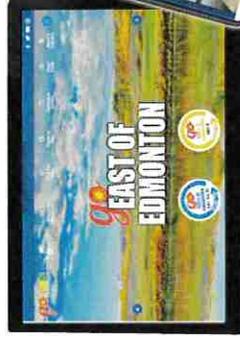
The Go East of Edmonton website appeared over **10 Million** times (impressions) from google searches in the past year, resulting in over **200,000 clicks** to partners pages and content on GoEastofEdmonton.com

Travel Guide in Print & Online

It's the #1 most popular travel guide in the region and at Visitor Centres!



Regional Tourism Website



The #1 highest traffic and most comprehensive tourism website in the region.

Year Round Ad Campaigns

- **Google, Facebook & Instagram Ads** - Reached over **5 Million** ad impressions annually!
- **Roadtrip Adventure Game Ads** reached over **100,000** views
- **Roadtrip Video Ads** reached over **100,000** views
- **Billboard Ads** seen **100,000** times all over the Edmonton area
- **Radio Ads** on **7 Stations** (Edmonton & East area)

Total Users

of Go East Website, Travel Guide, and Social Media

500,000+ people annually!!!

Print Guide

- **67,000** copies printed
- 160 pages in 2024
- 200,000+ readership
- 1 Million+ pageviews

Online Guide

- **200,000+** pageviews annually

Website

- **550,000+** pageviews
- 250,000+ users, 330,000+ sessions
- 2000+ webpages of Content

Social Media & E-News



- **56,000+** combined followers
- Reaching **1.5 Million+** people annually

Another Summer of Tourism Success



Hello all Tourism Partners,

We are pleased to provide this report on our Summer Marketing activities. Once again we are seeing consistent growth for summer tourism marketing and the work we are doing benefits all of the region.

Go East of Edmonton is creating an Economic Impact in every community.

This report highlights the very successful efforts of the Go East of Edmonton Team in attracting visitors who are not only spending money but also exploring communities they might not have otherwise visited.

Key Takeaways in this Document:

Grants - Over \$100,000 from Grants in 2024 for marketing and development.

Travel Guide- another successful year with incredible demand and readership.

Website- Traffic continues to soar with over 550,000 pageviews over the past year.

Social Media- grew to over 56,000 followers reaching over 1 million annually.

Digital Marketing- highly effective again this summer on Google and Meta Ads.

New Content Created- Driving Traffic to Major Attractions and events all summer long.

Roadtrip Adventure Game- more successful with 40% increased travellers and expenditures into the region.

NRED Tourism Development Project -successful projects plus training and support to local businesses.

Invitation for New Board Members- positions are available to join our leadership team.

Go East of Edmonton AGM – Nov 20, more details coming soon.

Grants from Travel Alberta...

New Milestone reached- for 4 years in a row we have earned \$50,000 or more in grant funds from Travel Alberta. In 2023 we are pleased to say that once again Travel Alberta entrusted us as the DMO to promote the whole region for summer tourism events and activities. **Travel Alberta staff commented how strong our results were from Marketing** and provided the funding for 2024 for our Summer and Roadtrip promotion.

Travel Guide is another great success in 2024!

A Success Year after Year – The 2024 Travel Guide saw the redesigned and enhanced Outdoor Adventures, Great Attractions and Eat-Drink-Shop sections with a complete rewrite of all editorial in the guide, plus the ever popular Roadtrip Adventure Game section.

Testimonials continue to come in about the guide, its great content, and numerous operators have stated the positive return on investment received from it. The travel guide receives the majority of all our testimonials that come in, and is the **#1 reason people say they learned about roadtrips into the region.**

Weekly calls came in starting April through to July asking how and where they can get a copy- this was the highest demand we have ever seen for the Travel Guide!

In 2024, we distributed to over 50 outlets in Calgary+Red Deer, over 350 in Edmonton area plus key locations and visitor centres around Alberta, in addition to complete distribution in our local area. With 67,000 copies printed it was running out early in August in key locations.

Year after year, the Travel Guide has proven itself as an effective unique marketing tool- many have said it is the Best and most popular Travel Guide in Alberta!

Website Traffic continues to Soar through the Summer of 2024!

Over 550,000 pageviews reached again- *for the Go East of Edmonton website.*

Across all our regions of East Central Alberta and Northeast Lakeland, no tourism website even comes close to achieving this high of Traffic!

For the period of May 1 to September 15 from Google Analytics: these results are comparable to 2023!

Leads to Partners- click thrus to partners content is over 23,000!

Total Users is again over 255,000 people! Website Sessions (Visits) is over 330,000.

Google Search Reports that the Go East of Edmonton Website appeared in over 11 Million searches (Impressions) in the past year and resulting in 200,000 clicks to Partners pages and content on the website!!! (1 Million more impressions/searches in 2024)

60% increase in pageviews to the Roadtrip Adventure Game is a huge increase over last year!

For the first time our overall website traffic is slightly higher or the same/similar as it was in 2023 for: Outdoor Adventures, Attractions, Events Calendar, Camping, Golfing, Things to do, and Travel guide.

These numbers also do not include the Annual online version of the printed travel guide. For the past year once again we consistently reached 200,000 pageviews for the annual online travel guide!

Total Pageviews for the website and Online Guide is consistently over 700,000 annually!

Go East of Edmonton Website is where your content, events and activities need to be. Be sure to send us your events and updates every month to info@goeastofedmonton.com!

Social Media Success...now over 56,000 followers!

New Milestones reached – *we have surpassed well over 56,000 total followers from all social channels. As of Sept 30, we have reached over 38,000 followers on Facebook and over 10,000 subscribers to our e-newsletter! Instagram and our new Tik Tok page continue to grow as well.*

Interesting and Impressive facts:

- We are on social media every day 7 days per week!
- Dozens of new people follow us every day. In the summer, up to 1000 people may follow us in one month.
- And Wow...**we once again reached over 1 Million** (From June, July August) *summer reach from Facebook and Instagram combined.*

Once again In 2024 so far we have reached over 1.5 million people combined from Facebook and Instagram.

Be sure to always Tag us [@goeastofedmonton](https://www.facebook.com/goeastofedmonton), or [#goeastofedmonton](https://www.instagram.com/goeastofedmonton)

Did you see us on Global TV?

On Thursday June 13, we were live on the Global TV morning show to promote the region, Roadtrip Adventure Game and the 2024 Travel Guide. **It was another great interview.** See it here...

<https://goeastofedmonton.com/videos/>

We also ran Ads on the Global TV morning show starting in June till early July.

Other Digital Marketing Results... (From May till September 15)

1. Facebook/Instagram Ads and Google Display, Search and Retargeting Ads
 - Impressions have reached nearly **5.5 Million**.

There are 50 videos on our Youtube Channel for Go East Roadtrip Videos with total views of **over 1 Million views** since all videos have been launched!!

Pattison Edmonton Digital Billboards- Rotating Ads ran from May to June in targeted locations with nearly **100,000 plays** reaching over 2.5 Million total vehicle traffic.

Radio Station promotion – every week we continue to do a talk show on Country 106- Vegreville east central area, and we do a monthly Talk show on Country 99- Lakeland area. We ran ads on CFCW and 5 other area radio stations to promote summer travel into the region.

Its clear that Go East of Edmonton is the #1 promoter of this region with a strong impact for tourism and economic development.

New Content Created in 2024...

8 Great Attractions is our new feature section (In the Travel Guide and on the website) including Metis Crossing, Ukrainian Village and our top attractions.

<https://goeastofedmonton.com/things-to-do/8-great-attractions/>

Antique Week and **Expanding Open Farm Days** promotions were new successful projects.

Monthly Blogs promote all the top events and things to do all summer long.

<https://goeastofedmonton.com/itineraries-roadtrips/trip-ideas/>

Plus, we have updated Trip Ideas, articles and Destination pages including **Indigenous Experiences** from across the region to help drive traffic and more visitation. We also continued **Roadtrip Influencer Campaigns** in the summer of 2024.

Roadtrip Adventure Game in 2024 resulted in a huge increase of Roadtrippers!

We have some **great successes to share** for 2024. This is still *A One-of-a-kind Promotion in Alberta!*

- Nearly 2000 people to date have signed up for the Roadtrip Adventure Game on the website.
- Hundreds of Families played the game and spent money across the region. We tracked over 530 different people who played the game and/or scanned to win in 2024.
- All Age Groups played the Game from kids with Parents to Millennials, Boomers and Seniors!
- Prizes contributed from the partners and sponsors actually topped over \$10,000.00
- The Game ended early September with announcements of winners coming soon in late October.
- Many thanks go to sponsors MCSNET Internet services, CFCW Radio and Canalta Hotels, as well as the participating communities. Learn more at <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>
- Every community has been promoted through our social media channels. and <https://www.facebook.com/GoEastofEdmonton> with a total reach of over 200,000 views!

- **The amount of people that went to every Community – all 46 locations increased by 40% over last year.** This is a very significant amount of increased roadtripping and expenditures projected across the region.
- **New Special Events in 2024 - we partnered with the Ukrainian Village in June to promote to schools at Childrens day.** We also attended events around the region in June and early July to promote the game launch! This was successful as people told us they found out at our display at events.

40% Increased Travellers and 30% More Stickers Given away in 2024!

Some sticker stations reported to double the amount of stickers given away, while some others had **significant increases**. The vast majority of sticker stations reported more stickers given away in 2024 as compared to 2023. Unofficial results are that: **30% more stickers given away to a total of over 11,000 stickers across the region and over 1000 entries submitted from all prize categories.** Entries in most prize categories increased between 30 to 40% this year. Repeat players doubled over last year and overall it's an increase of 40% of players/roadtrippers in 2024.

Roadtrip Scan to Win more than doubled in 2024.

In the 2nd year of the Scan to Win feature we received **over 2300 scans from travellers** this summer for Bonus prizes. This is an opportunity for travellers to enter for bonus prizes, at the sticker stations as well as local businesses. This was more than double the amount from last year. **One roadtripper visited and scanned at 75 locations and Businesses in the region!**

Google Map Guides...reach over 4x as many views as last year!

- As part of the QR code scan, travellers could access Google maps that were specific to the roadtrip route they were on. It had events, things to do, local businesses from all the communities.
- Between spring till now our **Google map guides had reached over 85,000 views.** The maps were also placed on the Community pages all over the website to continue to promote the region throughout the summer.
- You can see one of our map guides on <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>

Top 5 ranked in order- How did they find out about the Game?

1. Go East Travel Guide
2. Played before
3. Friends/Family word of mouth
4. Social Media
5. Store/event

Top 5 where did the Roadtrippers/players come from?

1. 48% Edmonton metro area
2. 44% Local East Areas
4. 4% Other Alberta
5. 4% BC/SK

A Success Year after Year...our last survey results from Game Roadtrippers

Over 400 Room nights booked of Hotels, Camping and B&B-Unique Accommodations.

Over 80% stated they ate and shopped locally and 75% visited attractions.

Some Roadtrippers spent over \$2000 on their roadtrip, while approx. 75% spent under \$1000, and approx. 25% spent over 1000.

75% said they will come back to take another roadtrip in our region.

Amazing Visitor Testimonials Include:

- I love this so much! Not only fantastic sights but great people. Highly recommend this roadtrip to all!
- I love the Go East Roadtrip Game, this year was my 4th time, looking forward to next year!
- We love the Roadtrip Adventures with the Go East Guide and tell everyone about it!
- Numerous comments from people that they Loved this town or place they visited.
- Many people said they would not have come here if not for the Go East Roadtrip Game!

We asked Sticker Station Managers and staff for **Feedback, and received these Great Comments...**

- A lot of people came and said they loved it and they will be back to visit the community again!
- More people came through this year. Increased traffic, and many large families travelling this year. A lot of Bikers playing this year. Everyone seemed to be having a lot of fun.
- Most stations (where applicable) said that travellers made purchases at the station and around the town. Some came specifically to make purchases. As much as 25% to 50%, 75% or more made purchases at a station!
- We love being a sticker station. Not only does it increase traffic but we get to meet so many people!
- This game is fantastic and we look forward to being a part of it next year!

It is our recommendation to continue the Game across the region for 2025!

We are estimating once again that the ROI and spending generated from the Roadtrip Adventure Game is over \$200,000 in 2024. Considering inflation in 2024, this is a great achievement in a tourism promotion!

Amazing Grand Total...

Over \$700,000 spent in the region by Go East of Edmonton Game Roadtrippers since 2021!!

New Tourism Development Underway – NRED Program Funding...

In 2024 the **NRED Grant for Tourism Development and Industry Support**, continued for new project work and training programs to support the tourism Industry. A new Go East of Edmonton Industry Hub will be ready by 2025. Funds will continue till early 2025 so if you have tourism businesses that are new or needing support or have a Tourism Development project- contact us for assistance.

Invitation for new Board Members to Join us...

We want to invite partner organizations to consider putting forward name(s) for board member positions that are available. As the most active and effective DMO promoting the region we look forward to receiving your input and working with all communities to grow tourism. Contact us for details.

Announcing AGM for Go East of Edmonton Regional Tourism.

Plan to attend our upcoming In-person Meeting for our AGM and presentations. Save the date of November 20, 2024. Watch for the Invitation coming in a separate email. Looking forward to seeing everyone soon!

Sincerely from, Kevin Kisilevich on behalf of the Go East of Edmonton Team Members.



202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA

October 15, 2024

*Mayor Raycraft and Council,
Village of Innisfree*

RE: Partnering for Innisfree's Sustainable Water Future

I hope this message finds you well. I'm writing on behalf of the North Saskatchewan Watershed Alliance (NSWA) to thank you for your past contributions and to request your continued support in 2024. Your ongoing partnership is crucial to maintaining the environmental health of the Village of Innisfree and the entire watershed.

Water management is central to the Village of Innisfree's well-being. Clean drinking water, protection from floods and droughts, and effective stormwater systems are vital to your community's prosperity. The wetlands, streams, and lakes in and around Innisfree are all connected to the larger North Saskatchewan watershed, meaning water issues can't be managed in isolation. **What happens upstream affects you, and your actions affect your neighbors downstream.** That's why regional cooperation through the NSWA is so essential.

For 25 years, the NSWA has been at the forefront of water management in our region, bringing together municipalities, government bodies, and experts to address complex water challenges. Last year, the Village of Innisfree was one of 47 municipalities that joined forces to support this essential work.

This year, we ask for your continued collaboration and a contribution of **\$ 123.00** to sustain these efforts. Your support enables:

- **Practical, science-driven water management** tools to inform local decision-making;
- **Collaborative solutions** for water quality, flood risks, and drought preparedness;
- **Cutting-edge projects** like the State of the Watershed update, using the global-standard Freshwater Health Index, will offer a comprehensive view of the North Saskatchewan River's health. This will help Beaver County set priorities and provide tools to communicate water health to residents. Your contribution makes this possible."

We invite you to explore our [latest Annual Report](#) or visit www.nswa.ab.ca for more information. If you'd like further details, I'm happy to meet with you, and our Executive Director, Scott Millar (scott.millar@nswa.ab.ca), is also available for presentations or questions.

We sincerely appreciate your ongoing commitment to water stewardship and look forward to continuing our partnership into 2025.

Warm regards,

Steph Neufeld

Chair, North Saskatchewan Watershed Alliance

HIGHLIGHTS FROM 2023-2024

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan.

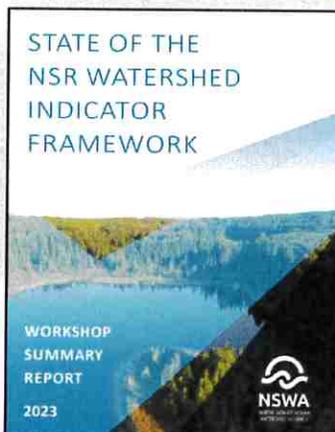
Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



River Reaches of the North Saskatchewan River

STATE OF THE WATERSHED ASSESSMENT

The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



The State of the Watershed will make use of an internationally recognized methodology called the Freshwater Health Index (FHI), developed by Conservation International and adapted for its first use in North America by the NSWA.

Throughout the last year, NSWA has hosted workshops, launched a Governance and Engagement survey, and convened subject matter experts from many different sectors to validate the evaluations used in the FHI.

YOUTH WATER COUNCIL

The NSWA launched the inaugural session of the Youth Water Council in February 2024 with nine students from grades 10, 11, and 12 who live in the central portion of the North Saskatchewan watershed.

The first of its kind for the NSWA, the Council is a youth-led initiative that aims to provide education on local watershed issues and empowering Council members with the opportunity to act.



RIPARIAN HEALTH ACTION PLAN

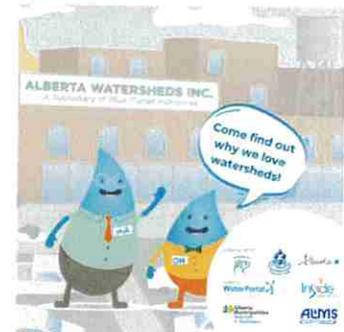
The NSWA continues to promote practices and policies that support riparian health. Over the summer of 2023, the NSWA engaged with over 60 people to hear their riparian policy concerns and innovations.

Additionally, the NSWA published the report Legal Foundations for Municipal Riparian Management (2023) that discusses municipal roles and responsibilities, liabilities and tools enabled through provincial and federal legislation.

WATERSHED MOMENTS ANIMATED SERIES

NSWA developed a 4-part animated video series starring the dynamic water droplet duo, H₂ and O, from Alberta Watersheds Inc. These characters go on an educational adventure that promotes watershed literacy and highlights the importance of watersheds.

The videos were released at the 2024 World Water Day event on March 22. Be sure to find them on NSWA's YouTube Channel Playlist called Watershed Moments.



STAY CONNECTED TO NSWA

Email us at water@nswa.ab.ca to join our newsletter and event mailing list.

Visit us at www.nswa.ab.ca to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.

Request for Decision (RFD)

Topic: Review of 2023 – 2025 strategic plan and schedule a strategic plan workshop

Initiated by: Administration

Attachments: 2023-2025 strategic plan

Purpose(s):

1. To review the 2023-2025 strategic plan and schedule a strategic plan workshop to create a 2025-2028 strategic plan

Background:

1. The village council met in May of 2023 to create the strategic plan for 2023-2025.

Key Issues/Concepts:

1. That council revisit the strategic plan with administration to refocus and plan for the next 3 years.
2. Review what has been completed, ongoing and not complete.

Options:

1. That council schedule a Strategic Plan workshop before the spring of 2025 to update the strategic plan.

Financial Implications:

1. None foreseen

Relevant Policy/Legislation:

1. 1100-07 Strategic Framework Policy

Political/Public Implication(s):

1. Supporting this workshop will give council and administration a clear directive on a list of priorities & future goals.

Recommendation:

1. That council set the date for the strategic plan workshop.

VILLAGE OF INNISFREE
2023 - 2025
STRATEGIC PLAN



Approved on: June 20, 2023

Motion No.: 2023-06-20/10

OVERVIEW

- ▶ Executive Summary / Introduction
- ▶ Vision / Mission / Values
- ▶ S.W.O.T Analysis
- ▶ Strategic Priorities & Objectives
- ▶ Objectives by Year
- ▶ Action Plan
- ▶ Budgeting

Executive Summary

In May of 2023, the Interim CAO facilitated a workshop with Council and a few residents to review the Village of Innisfree’s Strategic Plan and the direction they wished to take for the next few years.

Innisfree’s Vision / Mission / Values stayed the same.

Previous strategic plans were done annually. It was recommended that plans be completed for a 3-year cycle with annual review. A Strategic Plan is a living document and should be reviewed annually prior to the annual Budget cycle to ensure greater success. When staff and Council go through the budgeting process, a Strategic Plan helps to ensure they keep in line with their overall goals.

Note - Some of the priorities in this document may be accomplished earlier than anticipated, cancelled, or delayed depending on changing circumstances.

INTRODUCTION

Innisfree is a friendly, community driven Village, nestled in the heart of Kalyna Country. Innisfree is sometimes called “The Hidden Village”, as it is tucked away on the side of a ridge, north of the Yellowhead Highway (Highway 16). Located 1 hour, 15 minutes east of Edmonton and 1 hour west of Lloydminster, Innisfree is perfect for a daytrip or weekend retreat, a leisurely break while enroute on the yellowhead Highway or a memorable holiday in a distinctive part of the Canadian Prairies. 100 years strong, Innisfree is a community rich with history and pride. Innisfree has a rural district population of 1250, a Village population of 187 and economic activity that revolves around the agriculture and oil and gas industries.

VISION

“Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles.”

MISSION

“Innisfree, a progressive community supported by local partnerships – committed to better living”

VALUES			
<p>TRUST <i>is our mutual goal.</i></p>	<p>EFFICIENCY <i>is the best use of our resources.</i></p>	<p>COLLABORATION <i>is working together for a common goal.</i></p>	<p>INTEGRITY <i>is acting with honesty.</i></p>

S.W.O.T. ANALYSIS - Workshop on May 2nd, 2023, results as follows:

STRENGTHS

- Ability to react quickly to issues
- Active seniors club
- Active & strong community groups
- Campground (great location & good sites)
- Close to other town centers
- Curling rink
- Friendly community / people
- High Speed internet
- Housing availability
- Mature trees
- Library
- Millennial Building
- Museum
- Post Office
- Recreation Centre
- School (K-12)
- Small town feel / sense of community
- Transportation core (rail & near Hwy 16)
- Walkability of village

WEAKNESSES

- Aging Infrastructure
- Dwindling population
- Feral cats
- Low or No Employment opportunities
- No shopping available for essential items
- Public perception of Village
- Vacant / abandoned buildings
- Few residents interested in Council position
- Small population
- Few serviced lots / usable commercial
- Lack of businesses
- High property taxes (not affordable)
- No downtown or Village “personality”
- No medical or health practitioners
- Unsightly properties
- Lack of resident knowledge / communication
- No Fibre Optic internet

OPPORTUNITIES

- Business development possible along main transportation hub (Highway 16 access)
- Promote to new residents the housing and small village but close to town ideas
- Improve village aesthetic and resident communication
- Leverage our campground & our village as a destination
- Volunteer programs to support individuals
- Property access for playground besides school
- Low cost of housing
- Dog walking park
- Add more services in campground
- Grow our population
- Improved internet coming
- Community Outreach

THREATS

- Possible school closure
- Viability Review (Minister prompted)
- Decreasing government grant funding
- Aging infrastructure
- High property taxes leaving homes vacant
- Negative public attitude / same repeat complainants
- Aging population
- Loss of residents (death and leaving)
- Youth retention
- Apathy

Strategic Priorities

The workshop on May 2nd, 2023 used various methods (goals, projects and issues) to identify the top priorities and some strategies to implement them.

Strategic Priority #1 – Economic Development / Signage / Promotion of the Community

1. Develop a “welcome” package / pamphlet for newcomers. Welcome Bags should have more information rather than promotional items.
2. Update or move current signage at Village entrance to draw visitors into downtown area. Additional / new signage in Village and along Highway 16.
3. Further development and improvements of Community Garden
4. Add new and regular community events (Farmer’s Market) to draw people in from other areas.
5. Attract families to Innisfree. Appeal to “city” transplants.
6. Attract new businesses into the Village. i.e. coffee shop
7. Help current businesses to succeed. Promote local businesses by getting residents to buy / shop locally.
8. Develop Economic Development programs. Business Incentive Program.
9. Revitalize downtown area. Tear down old grocery store. Seasonal pole banners for downtown area.
10. Village beautification.

Strategic Priority #2 - Enforcement of Bylaws

1. Unsightly properties cleaned up, including Village owned properties.
2. Animal Control. Catch and remove feral cats. Dogs barking all hours throughout the Village. Dogs running at large.
3. Get a dedicated Bylaw Officer to enforce especially above Bylaws.

Strategic Priority #3 – Communications

1. Bring back an outdoor bulletin board to post community events.
2. Enhance / Broaden resident’s knowledge.
3. Community bulletin board.
4. Let the public know about major projects being planned within the community.
5. For emergency situations, have a plan in place to let residents know what is happening immediately.

Strategic Priority #4 – Infrastructure

1. Utilize grants for more capital projects.
2. Repaving of problem spots in the Village.
3. Waterline looping project.
4. Add new and repair old fire hydrants.
5. Add new and repair old sidewalks.
6. Paving of 50th street east.
7. Upgrade waterline on 50th street west.

Other Strategic Priorities identified in 2023:

- Resident engagement
- Safety
- Lower Property Taxes

plus many more.

- offer incentives for residents to improve their neighbourhood
- water barrel program
- encourage solar incentives, etc.
- camera surveillance
- encourage more public participation
- community activities for youth
- more police presence
- Lakeland College partnering
- increase community services to families
- dog walking park
- weeds

Prior years' Strategic Priorities reviewed and extended

1. Partnerships and Collaboration

- Continue partnership with regional partners including the County of Minburn #27, Town of Vegreville and Village of Mannville.
- Collaborate and show support for local organizations within the community (Ag Society, Ukrainian Dance, Library, Etc.)
- Continue to collaborate with our Local FCSS for events and activities.

2. Safe, Healthy and Fun Community

- Appeal for more patrols and better visibility in Innisfree by the RCMP.
- Council to host events that promote the Village, but also involve the community (Canada Day, Pizza Nights, Etc.)
- Promote use of the Community Garden and get it fenced.
- Council to continue to be an active member of the Yellowhead Health Advisory Council.

3. Ensure Viability

- Update Municipal Viability Review reports including:
 - the 10-30 Year Capital Plan that outlines Infrastructure remediation requirements (as per the 2016 AMEC/Foster Infrastructure Audit); and
 - continue to follow up with Municipal Affairs on June 1st of each year, (2019 – 2023), to report task status per the timeline set out in Ministerial Order No. MSL:095/18 (attached).
- Seek and secure Trading Programs/Partners that will minimize/reduce Capital & Operating Expenditures for the Municipality (i.e. RMA, County of Minburn, Etc.) for purchases, capital projects and service delivery.
- Install new water meters for better control of water sale revenues.
- Succession planning for Village staff.

4. Resident Communication and Engagement

- Hold at least one Public Meeting annually (preferably in June or November) to coincide with the previous year's annual audit.
- Ensure all social media is current and up to date (i.e. Website and Facebook)
- Promote monthly Council meeting highlights in the monthly Innisfree Informer Newsletter, Monthly Utility Newsletter as well as all social media sources in recognition of the Village's Public Participation and Public Engagement Policies.
- Welcome Bags should have more information rather than promotional items.
- Let the public know about major projects being planned within the community.
- For emergency situations, have a plan in place to let residents know what is happening immediately.

5. Promotion of the Community

- Ensure the Birch Lake Campground & Innisfree Recreation Park has adequately trained staff in place to properly maintain the site and to ensure it remains a viable resource for our community and is welcoming to tourists.
 - Ensure Tax Forfeiture Properties are advertised and offered for sale, to improve the Village of Innisfree's property assessment values and to encourage future economic development.
 - Cooperate and coordinate with business development and promote the Village's Business Incentive Policy which is not being utilized.
 - To ensure Innisfree Museum is properly maintained to ensure it remains a viable resource for our community and is welcoming to tourists.
-

OBJECTIVES BY YEAR

2023

- Economic Development **brochure** promoting Village of Innisfree as part of marketing plan.
- Install new water meters. Grant funding.
- Create a plan for emergency situations to let residents know what is happening immediately.
- Improve sidewalks as part of street improvements (ongoing). Paid by FGTF/ CCBF grant.
- Fence the community garden. Paid by MSI grant. Add dirt every year.
- **Waterline upgrade on 50th street west**
- Get street banner hardware for poles along main street and banners with first theme chosen by Council (Canada Day??). This is to make the main street / downtown more attractive. Operating budget annually.
- Get a dedicated Bylaw Officer to enforce especially the Unsightly & Animal Control Bylaws.
- **Get an outdoor bulletin board to post community events.**
- Repave problem spots in the Village. (ongoing annually)
- Street sweeping / roadside cleanup (ongoing annually)
- Land development – recreational, commercial & residential. Village owned unsightly properties cleaned up and/or demolition of unsafe properties. (ongoing)
- **Attend Trade Shows to promote community** (ongoing)
- Business Attraction (ongoing)

2024

- Economic Development marketing plan
- Pamphlet for newcomers.
- **Succession Planning for Administration positions**
- Get additional street banner hardware for more poles on main street and banners for second theme chosen by Council (Village Logo??).
- **Update or move current signage at Village entrance to draw visitors into downtown area. Additional / new signage in Village and along Highway 16.**
- Signage for the community garden. Paid by MSI grant. Add dirt every year.
- Repave problem spots in the Village. (ongoing annually)
- Street sweeping / roadside cleanup (ongoing annually)
- Land development – recreational, commercial & residential. Village owned unsightly properties cleaned up and/or demolition of unsafe properties. (ongoing)
- **Paving of 50th street east of tracks. Grant funding.**
- Attend Trade Shows to promote community (ongoing)
- Business Attraction (ongoing)

2025

- Get more street banners for third theme chosen by Council (Remembrance Day??).
- Repave problem spots in the Village. (ongoing annually)
- Street sweeping / roadside cleanup (ongoing annually)
- Land development – recreational, commercial & residential. Village owned unsightly properties cleaned up and/or demolition of unsafe properties. (ongoing)
- Attend Trade Shows to promote community (ongoing)
- Business Attraction (ongoing)

ACTION PLAN

The projects and/or capital purchases identified in the Strategic Plan are a first priority. They are to be incorporated into both the Operating and Capital budgets. Changes for future years can be made as new information or funding is received. In an emergency situation, it may be necessary to get a project or purchase completed sooner than originally planned.

► Planning Phase

- Research details for capital purchase as to probable brand, model, size, etc.
- Get estimated costs for projects and/or capital purchases.
- As required for large construction projects, get engineering involved.
- Decide on preferred timelines for project and/or capital purchases.

(This may change subject to funding or emergencies)

- Discuss projects and/or capital purchases with applicable department staff.

► Funding

- Identify appropriate funding sources for projects and/or capital purchases.
- Find new grants if possible.
- Apply for grants after getting Council approval to proceed.
- Get Council approval if necessary for other sources of funding such as reserves.
- Look into sponsorship as an alternative source of money.

► Implementation

- Tender out project and/or capital purchase if necessary.
- Alternatively, get quotes from three sources.
- When possible, try to get lower bids than currently paying for annual projects.

► **Get purchase or project done!!**

See attached:

Schedule “A” – Tactical Plan

Schedule “B” – Ministerial Order

Schedule “C” – 2023 Operating and 2024-2027 Budget Forecast

Schedule “D” – 2023 Capital Budget

Schedule “E” - 2022 Financial Statements



Village of Innisfree

5016 – 50 Avenue

Box 69

Innisfree, AB

T0B 2G0

Phone: (780) 592-3886

Email: admin@innisfree.ca

Website: www.innisfree.ca

Request for Decision (RFD)

Topic: Solid Waste Pick Up

Initiated by: Administration/ Public Works

Attachments: Two Hills Regional Waste Management Commission Quote

Purpose(s):

1. To review our current method of solid waste collection and the possibility of enhancement.

Background:

1. The current method of garbage collection is completed manually by the Public Works department.
2. The current garbage collection proves to be time consuming, inefficient, labor-intensive, and hazardous.

Key Issues/Concepts:

1. Increased efficiency: mechanized collection is significantly faster than manual labor, reducing labor costs and improving productivity.
2. The frequent breakdowns of our collection truck leads to delayed pickups and overflowing bins which isn't efficient or hygienic.
3. Professional services (Two Hills Regional Landfill) would significantly improve efficiency with regular and timely pickups.
4. Two Hills Regional Landfill also has automated trucks, to streamline the process and reduce manual labor.
5. Two Hills Regional Landfill would be responsible for proper disposal, minimizing environmental impact.
6. Professional collection services will reduce risk of injury to staff manually handling heavy garbage bags.
7. Mechanized systems can maintain a cleaner and more hygienic environment and eliminate the unsightly old bins.
8. There is potential for more efficient waste management and recycling practices.
9. Improper disposal of garbage can have negative environmental consequences, such as pet litter, attracting pests and rodents. This is not sanitary and is difficult to handle when bags are loaded with maggots, mice etc.
10. Manual collection can negatively impact the residents especially in the warmer months, leading to unpleasant odors and pest/ bug infestations, and attracts wildlife to the large bins.
11. Roll out carts would allow each household to receive the same size cart, ensuring equal disposal capacity for all residents.
12. Roll out carts can contribute to a cleaner and more aesthetically pleasing neighborhood.

Options:

1. That Council allows administration to continue investigation into purchasing the roll out carts and amending our current garbage collection contract and present the final costing/contract to Council when completed.
2. That Council receives this as information.

Financial Implications:

1. Change in budgeting. Quoted at approx. \$19, 500 per calendar year. This would be covered by the garbage surplus received from utility billing. The portion of the Public Works salary covered by the garbage budget would be reallocated.
2. Initial purchase of bins (approx. \$13,000). Researching if we may obtain a grant to cover this cost.

Relevant Policy/Legislation:

1. MGA s. 45.1 *Public Utilities, Waste Management*

Political/Public Implication(s):

1. Supporting this initiative will enhance Councils continuous effective governance and the community's well-being.

Recommendation:

1. That Council allow administration to continue the investigation of introducing roll out carts to the Municipality.

Two Hills Regional Waste Management Commission
- Office of the Manager -

Box 490
Two Hills, Alberta, Canada
Phone number (780) 657 3524
Fax number (780) 657 2515

October 4, 2024

Innisfree Rollout Carts

The Two Hills Regional Waste Management Commission will need to get the Contract with the County of Minburn modified in order to pickup rollout carts in the Town of Innisfree.

Also; it is noted that the time to pickup the Rollout carts will cause a change in schedule with what the THRWMC already has in place due to time restrictions. In the current pickup schedule, Innisfree sideload bins take $\frac{3}{4}$ of an hour to pick up. The Rollout carts will increase the time 2.5 hours plus the $\frac{3}{4}$ of an hour, estimated. (This includes drive time to and from Innisfree). The THRWMC might charge a truck hauling rate of \$150.00 or more an hour. This would result in an increased cost of \$375.00 extra per week or \$19500.00 extra per year.

Any questions, you can contact the Two Hills Landfill Manager,
Ph#780 657 3524.

Thankyou;



Working Operations Manager
THRWMC

Village of Innisfree Council Committee Report

Committee Name: MMIFCSS

Meeting Date and Time: November 7, 2024 (9:10 am – 10:20 am)

Attendees: Jocelyn, Jennifer, Jannette, Carla

Discussion:

- Will be tight financially until the end of the year
- Update on November 7 for the region survey at the chamber of commerce in Mannville, 100 businesses in the region participated, summary should be released in January.
- County has invited FCSS to make a presentation on the December 12 meeting
- Alicia is doing the Roots of Empathy program, using a 2 – 4-month-old child as a teaching aide for students
- Working in Innisfree school for the 10 – 12 classes in careers, it has been going well.
- Mental Health First Aide program in Mannville has been getting out in the community.
- December calendar is being put out and if there are any community groups with items, they want to add they are welcome to contact
- FCSS will be meeting with the animators for the county, Innisfree, and Mannville for the Rural Mental Health.
- Blue Cross - \$1000 application for program enhancement, mental health awareness, transportation services for senior's, expand community engagement opportunities, increase advertising and marketing.
- Canada Summer Jobs Application process opens: November 18, 2024, and will close on December 19, 2024, and the process has changed on the application process.
- Remembrance Day ceremony in Mannville and November 11 -15 no school
- It is flue shot season with AHS
- November 12 and 13 camp Whitney comes to Mannville
- There will be a community Impact tool coming out soon that will help find help and services in the area, it will be a good advocacy tool
- FCSS newsletter <http://fcssaa.org/latestnews/>
- Conference is full with a waiting list Carla and Jeannette are going for November 13 – 15 2024.
- If anyone knows of any rentals, please let FCSS know as there are a lot of people who come in who are looking for a place to live.

Submitted by: Jennifer Johnson



NLLS (Northern Lights Library System) Representative Report (Submitted by Kristina B.)
Village of Innisfree Council Meeting - November 19th, 2024

Upcoming Events / Meetings

- The Village of Innisfree Library has been asked to host an Executive Meeting of the NLLS Board in 2025. This is being coordinated by the Library Manager.
- The NLLS Purdy's fundraising program deadline is November 20th
- Next NLLS Board Meeting will be held virtually on November 29th

Financial / Funding

- The *2025 Approved budget* with projections through 2027 is available on their website.
- *Member Levies:* will have a 1.5% increase to membership levies going forward
- *Grant Opportunity:* The Ministries of Agriculture & Irrigation and Municipal Affairs grant application closes Friday, November 29, 2024. At the time of this report the VILB (Village of Innisfree Library Board) is anticipating submitting a grant application.

Library Advocacy

- NLLS Executive Director, James MacDonald is working to coordinate a visit to the Village of Innisfree Council. Date at the time of this report is to be confirmed.
- The VILB is working with Member Library Services Manager, Jessie Morris with regards to Board Governance and best practices, to ensure compliance and consistency for 2025

Policies / Legislation

- *Legislative change:* 'An implied requirement for a municipality that is a member of a library system to appoint an individual to the system board has been removed. Your municipality may choose not to appoint a Board member.'
- There are several policies that have been presented to the NLLS Board for review prior to the November NLLS Board meeting. The changes will be voted on via an omnibus motion. In general the changes are to update grammar, and improve clarity of wording. One IT related policy will be deleted as it has been amalgamated into the larger IT Policy.

Village of Innisfree Council Committee Report

Committee Name: M.D. of Minburn foundation

Meeting Date and Time: November 19, 2024

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

Discussion:

Organizational

- Chairperson - Jerrold
- Vice Chairperson – Carl
- Recording Secretary – Marielle
- Policy Committee – All of Board
- Meets 2nd Thursday of the month or call of chair at 10:00 am, per diem rates remain unchanged except for mileage it has been increased to .71 / km

Meeting

- 12 tours for the lodge, 13 vacancies of 56 units available due to no tub or shower or conversion to storage / first aid rooms, covenant health renting 2 interior rooms for nursing staff who work at the hospital, 2 move in and 1 move out, staff has been subjected to verbal harassment and it has been addressed, 3 on short term disability, 1 temp worker extended month to month, looking for a cook for the homestead, October 9th was an evacuation drill it took 6:22 in length to complete, December 8th at 1 pm is the resident Christmas party.
- Innisfree 0 vacancies with 1 application on file, bathroom renovations should be started before the new year.
- Mannville 7 vacancies, 1 move in and 1 move out.
- Maintenance at all locations ongoing and on schedule.
- Building committee has been stalled as the cost has exceeded the 32 million, the cost is being looked at and reworked to possibly accommodate, as the revenues with the province not being as high as expected there is a chance in my opinion that it may not proceed but time will tell, the next meeting is going to be at the end of November.
- Started working on policies for the foundations as there are not really any existing, the first one being looked at is an OHS policy.
- Budget flooring has tendered a quote of 67,393.94 to replace the floor in the lodge, it has been accepted as information, there will be a request for more quotes before possibly going forward.
- Went over the 2025 draft budget, there were some minor changes made including a 3% COLA and it will be coming back to the December meeting.

Submitted by: Jennifer Johnson

CAO Monthly Report

To: Council
From: Kayla Paranych
Re: October 15, 2024 – November 18, 2024, activities/highlights

Administration

- Administration to complete emergency management training.
- Administration has started the interim Audit with Metrix Group

Development

- The Village has almost completed the 50th Street Watermain Upgrade. CAO met with a senior Engineer to review the South corner of 50th street and the remaining issues to be addressed. Awaiting report from Bar Engineering to move forward.
- Administration has secured upcoming sidewalk repairs.
- Pedestrian crossing at the Delnorte School crossing installed and featured in the Vegreville News Advertiser!

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**
- Administration has begun the 2024 interim Audit. - **ongoing**

Other

- Administration and public works staff working to host our Annual Christmas Tree Light up
- Administration working on Economic Development with Crossroads and reviewing Strategic Planning for the coming years.

Upcoming:

- Innisfree Annual Christmas Light Up – November 29, 2024 – 5-7 pm
- Regular Council Meeting – December 17, 2024

CAO Monthly Report

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Other

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- Administration working on Economic Development with Crossroads and reviewing Strategic Planning for the coming years.

Upcoming:

- Innisfree Annual Christmas Light Up – November 29, 2024 – 5-7 pm
- Regular Council Meeting – December 17, 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>
2024-10-15/3	Administration to promote and advertise the Christmas Tree Light Up – Nov 29, 2024	Admin	Completed. Posted on website, social and Innisfree Informer
2024-10-15/4	Administration to send letter and cheque to the Mannville Food Bank for the \$1000 donation	Admin	Completed.
2024-10-15/5	Administration to provide Council with the CAO Evaluation Form to complete before year end.	Admin	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:
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.	Emcon installed pedestrian crosswalk poles with hydrovac, village staff completed installation Oct 10, 2024 Awaiting final invoicing to determine overall cost of 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. Village of Innisfree received the CSJ funding November 5, 2024.

SCHEDULE “B”

Municipal Grants Report

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

Birch Lake					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
	Outhouse Rehabilitation	\$16,000			Group Camp outhouse inspected via camera. Concrete needs to be poured on the bottom before these can be used. AB Environment advised culverts within existing one is permitted.

Old 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 October 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	209,626.28	Closed	1,585.68	219,988.81 100,000.00	43,232.81	177,211.13 - 100,000.00	234,929.47
Add Revenue:							
Deposits	121,713.78						
Interest Received	657.41	Closed	6.09	867.44	166.00	693.67	935.21
Sub-Total	331,340.06	-	1,591.77	320,856.25	43,398.81	77,904.80	235,864.68
Less Disbursements (A/P & P/R)	105,506.27						
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	-						
Sub-Total A/P							
Month End Balance	225,833.79	-	-	-	-	-	-
		-	1,591.77	320,856.25	43,398.81	77,904.80	235,864.68

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	225,833.79	Closed	1,591.77	320,856.25	43,398.81	77,904.80
Deposits in Transit	-						
Sub-Total	225,833.79						
Less Outstanding Cheques		-	1,591.77	320,856.25	43,398.81	77,904.80	235,864.68
Month End Balance	225,833.79	-	1,591.77	320,856.25	43,398.81	77,904.80	235,864.68

DEPARTMENT	2024 Interim Revenue Budget	2024 YTD Revenues	2024 Expenditures Interim Budget	2024 YTD Expenditures	2024 YTD Surplus/ Deficit
(00) Requisitions	9,177	13,293	40,618		13,293
(00)Gen.Legislative (Taxes)	41,520	372,465			372,465
(00)Gen. Admin: Tx Pens/Bk Int.	282,470	66,549	-		66,549
(11) Legislative	87,225		15,800	8,181	7,619
(12)Administration	25,000	77,907	277,410	251,105	26,305
(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	-	905	14,000	1,688	12,313
(32)Public Works	1,865	50	236,270	124,951	111,319
(37)Stormwater Dept.	42,443	4,702	7,000		7,000
(41)Water Dept.	5,012	180,987	203,332	89,595	113,737
(42)Sanitary Sewer Dept.	139,233	30,915	73,007	24,301	48,706
(43)Solid Waste Dept.	75,500	61,583	74,005	27,163	46,842
(51)Social Services	73,034		2,000	1,920	80
(61)Land Dept.	-	2,512	-		-
(66)Planning Dept.	30,000	250	2,600		2,600
(72)Recreation Dept.	150	31,850	73,564	28,099	45,465
(74)Cultural Dept.	49,300	581	17,875	14,157	3,718
	-				-
TOTALS:	954,991	844,549	1,061,676	604,021	457,655

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!

2025 Audit Planning Report

Metrix Group

Letters:

- **LGFF Capital Allocations** **Minister McIver**