



Village of Innisfree  
Regular Council Meeting  
December 23, 2024 @ 3:00 p.m.  
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
  - a. Deletions/Additions
    - i.
    - ii.
  - b. Adoption of Agenda
3. Adoption of Minutes – November 19, 2024, Regular Meeting Minutes
4. Business Arising from the Minutes – Regular Council Meeting
5. Policies & Bylaws:
6. New Business
  - a. GIS System MOU – RFD
  - b. Interim Operating Budget – RFD
  - c. Signing Authority – RFD
  - d. MD Foundation Lodge Expansion - RFD
7. Councillor Reports
  - a. Innisfree Library Report (December 4, 2024) – J. Johnson
  - b. M.D. Foundation – Lodge Development Project Update (December 10, 2024) - J. Johnson
  - c. AB Municipalities Fall Convention – E. Raycraft – to be provided
  - d. PAC Meeting (October 24) – E. Raycraft – to be provided
  - e. Crossroads Economic Development Meeting (October 30, 2024) – E. Raycraft – to be provided
  - f. PAC Meeting (November 28, 2024) – E. Raycraft - to be provided
  - g. ACE Regional Meeting (November 15, 2024) – E. Raycraft - to be provided
  - h. EC91 Meeting (December 4, 2024) – E. Raycraft - to be provided
  - i. Northern Lights Representative Report (December 17, 2024) – K. Brummer
8. Administration Reports
  - a. Reports:
    - i. CAO Report – Period Ending December 17, 2024
    - ii. CAO – Council Action List
    - iii. CAO Municipal Grants Report
  - b. Financials:
    - i. Monthly Financial Statement – Period Ending November 30, 2024 – to be provided

ii. Revenue & Expense – Period Ending November 30, 2024

c. Public Works Foreman Report – December 17, 2024

d. Regional Fire Chief Report – not provided.

9. Correspondence –

- Strategic Plan/Date
- 2024-25 Q2 Report Innisfree – RCMP

10. Closed Session - FOIP

11. Adjournment

**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of November 19, 2024**

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, November 19, 2024.

*CALL TO ORDER*

Deputy Mayor D. McMann called the Regular Council meeting to order at 4:08 PM.

*PRESENT*

**Attendance in-person**

Councillor Jennifer Johnson  
Councillor Deborah McMann

Kayla Paranych, Chief Administrative Officer

**Regrets**

Mayor Evan Raycraft

*APPROVAL OF  
AGENDA*

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

**2024-11-19/1**

Additions:

- 7.b – Northern Lights Library Report – K. Brummer
- 7.c – M.D. Foundation – J. Johnson

CARRIED

*APPROVAL OF  
OCTOBER 15, 2024  
REGULAR MINUTES*

Moved by Clr. J. Johnson that the October 15, 2024, Regular Council Meeting minutes be approved.

**2024-11-19/2**

CARRIED

*DELEGATION –  
LINDA PURVES*

Linda Purves from the Rural Mental Health Program entered the meeting via virtual YouTube presentation at 4: 10 PM.

*Departure*

Linda Purves virtual presentation completed at 4:14 PM.

**2024-11-19/3**

Moved by Clr. D. McMann to accept the Report from Delegation Linda Purves as information.

CARRIED

*LIBRARY BOARD  
APPOINTMENTS*

Moved by Clr. D. McMann to appoint the following individuals to the Village of Innisfree Library Board for the specified terms:

**2024-11-19/4**

- Gayle Foyster – term expiry date May 21, 2027
- Kristina Brummer – term expiry date November 15, 2025
- Evan Raycraft – term expiry date May 21, 2027
- Yvonne Parasynchuk – term expiry date March 15, 2025
- Dale Cates – term expiry date May 21, 2025
- Jennifer Johnson – term expiry date October 25, 2025

**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of November 19, 2024**

- Linda Purves - – term expiry date April 16, 2027
- Fro Young – term expiry date May 21, 2027”

CARRIED

*BUDGET REVIEW*  
**2024-11-19/5**

Moved by Clr. D. McMann to approve the 2025 Library Board Draft Budget.

CARRIED

*MEMBERSHIP  
RENEWALS*  
**2024-11-19/6**

Moved by Clr. J. Johnson that Council approve the membership renewals for GO EAST and the Northwest Watershed Alliance for the 2025 year.

CARRIED

*REVIEW STRATEGIC  
PLAN*  
**2024-11-19/7**

Moved by Clr. D. McMann that Council will set a date for the Strategic Plan Workshop prior to the end of April 2025.

CARRIED

*GARBAGE PICK UP*  
**2024-11-19/8**

Moved by Clr. J. Johnson that Council allow administration to continue the investigation of introducing roll out garbage carts to the municipality.

CARRIED

*COUNCILLOR  
REPORTS*  
**2024-11-19/9**

Moved by Clr. D. McMann that the items listed under Councillor Reports be accepted as presented.

CARRIED.

*ADMINISTRATION  
REPORTS*  
**2024-11-19/10**

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

CARRIED.

*CORRESPONDENCE*  
**2024-11-19/11**

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

CARRIED.

*REVIEW  
ORGANIZATIONAL  
MEETING MINUTES*  
**2024-11-19/12**

Moved by Clr. J. Johnson that the October 15, 2024, Council Organizational Meeting Minutes be approved.

CARRIED.

*ADJOURMENT*  
**2024-11-19/13**

Moved by Clr. J. Johnson that the meeting be adjourned at 5:35 PM.

CARRIED.

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K. Paranych, C.A.O.

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E. Raycraft, Mayor

Mayor

C.A.O.

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## Request for Decision (RFD)

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**Topic:** County of Minburn GIS Proposal

**Initiated by:** Administration

**Attachments:** MOU for GIS Services

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**Purpose(s):**

1. To review and reply to the County of Minburn GIS Proposal.

**Background:**

1. The Village of Innisfree currently has no digital mapping in place.
2. The County of Minburn has been working diligently on operating a licensed third-party GIS system.
3. This system consists of multiple data including:
  - Monthly Landowner Updates through Atlalis
  - Monthly pipeline data updates through AbaData
  - Electrical utility updates through ATCO Electric
  - Assets: cc valves, hydrants, signs, manholes, replaced/updated roads
  - Custom Mapping at the cost of \$50/hr (billed by County)
  - MRF on-demand data loading tasks charged at \$85/hr (billed by MRF)
4. The Village of Innisfree would benefit from this system as the Village needs access to quick map services to provide accurate locations when requested for Village owned infrastructure.
5. These services can be applied to emergency situations as the Village would have access to mapping promptly making the Villages response time more efficient.

**Key Issues/Concepts:**

1. Upgrading the Village's mapping system would help the Public Works team, administration, the emergency team, and all future Council/staff.

**Options:**

1. THAT Council agrees to the terms of the MOU set by the County of Minburn for GIS services.
2. THAT Council directs administration in another manner.
3. THAT Council accepts this as information.

**Financial Implications:**

1. The initial set up fees of \$5,265.00.
2. The Annual Fees of \$3, 186.00 to be included in the budget.

**Relevant Policy/Legislation:**

1. MGA s. 615.1 Emergency Management Act
2. MGS s. 616 Planning and Development

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

1. None foreseen.

**Recommendation:**

1. THAT Council agrees to the terms of the MOU set by the County of Minburn for GIS services.

**THIS AGREEMENT** entered into effective the \_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**COUNTY OF MINBURN NO. 27,**  
("the County"),

**OF THE FIRST PART,**

and

**VILLAGE OF INNISFREE,**  
("Village"),

**OF THE SECOND PART,**

**WHEREAS** the Village of Innisfree is interested in obtaining spatial data for its municipality and using this data within an GIS system; and

**WHEREAS** the County currently operates a licensed third party GIS system and sees the benefit of collaborating with the Village to address their spatial data needs for the mutual benefit of both parties;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the Parties hereto, in consideration of the mutual covenants and agreements hereinafter set forth, covenant and agree, except as otherwise stated, with each other as follows:

- 1.** THAT the County will provide and grant the Village access to an operational GIS system for it to utilize for its own purposes, hereinafter referred to as "the services", and as outlined in the proposal dated September 3, 2024, attached hereto as "Schedule A".
- 2.** THAT both parties execute a Data License Agreement attached as "Schedule B" prior to the commencement of the services.
- 3.** THAT the County will operate and maintain the system and provide services in a timely and responsible manner based on a "best efforts" basis. The County does not guarantee the availability and uninterrupted use of the service.
- 4.** THAT the Village will pay for the services in a timely manner and in accordance with the fees outlined in "Schedule A", upon receipt of an invoice and as subsequently amended in future periods.
- 5.** THAT the service term of the agreement will begin on October 1, 2024 and continue for a period of thirty (30) months until April 30, 2028.
- 6.** THAT the County will continue to operate and maintain the required licenses for the GIS system for the duration of the term.

7. THAT the Village agrees to indemnify and save harmless the County for any liabilities, claim or actions that may arise as a result of any action or inaction of the part of the County in it's performance of this agreement. This would include any claims due to decisions made on incorrect information, and as well, the County will not be held responsible for any damages to the Village or users of the data except from negligence of wilful misconduct.
8. THAT the County is offering this service as a contractor to the Village and it shall be understood that any concerns of the Villages residents or individuals utilizing the Village's public GIS system shall be directed to the Village and not the County.
9. THAT the County will not share the Village's spatial data with any other party except the Licensor providing the County's GIS system and will keep the Village's data confidential to the extent that it is reasonably possible.
10. THAT this agreement may be terminated at any time by either party by giving sixty (60) days notice in writing to the other party. In the event such notice is given, the County and Village shall perform its respective duties required by the agreement up to and including the date of termination specified in the notice.

**IN WITNESS WHEREOF** the parties hereto have signed this Agreement on the day and year first above written.

**COUNTY OF MINBURN NO.  
27**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**VILLAGE OF INNISFREE**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

# Schedule "A"

September 3, 2024

## County of Minburn GIS Proposal

### Village of Innisfree

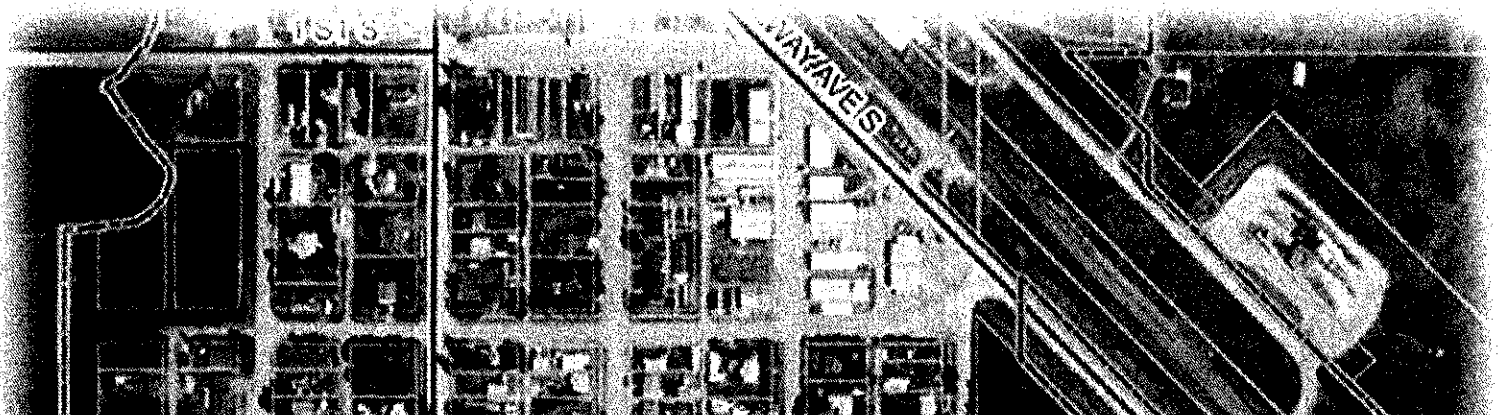
- Public site with Village of Innisfree logo
- Maximum 5 internal site users
- Financial system integration (will be quoted separately by MRF once they receive more details)
- Orthophotos updated every 5 years: 2003, 2008, 2013, 2018, 2023
- Monthly landowner information updates through Altalis
- Monthly pipeline data updates through AbaData
- Electrical utility updates through ATCO Electric (as requested)
- Assets: cc valves, hydrants, signs, manholes (Village is responsible for providing the County with asset updates (replaced/upgraded assets, roads, etc.)
- Custom maps at the cost of \$50/hr (billed by County)
- MRF on-demand data loading tasks charged at \$85/hr (billed by MRF)

#### **Annual Fees: \$3,186.75 plus GST**

- Annual MRF supporting fees - \$1,020
- MRF support hours - \$85/hr (billed by County)
- Annual Altalis subscription (Village must purchase Title Municipal Data direct from Altalis and provide to the County - billed by Altalis)
- Annual Abadata subscription - \$1,000 (\$3,000 split among 3 partners - billed by County)
- 2023 orthophotos/contours billed annually - \$1,166.75/year (billed by County starting in 2024)

#### **One-Time Setup Fees: \$5,625 plus GST**

- MRF development - \$5,100 (billed by County)
- MRF site setup - \$525 (10.5 hours at \$50/hr billed by County)
- Asset Collection (road network, utility lines, addresses, sidewalks, buildings, parks, etc.) - \$50/hr (billed by County)





**Schedule "B"**

**DATA ACCESS AGREEMENT**

On \_\_\_\_\_, 2024, the Village of Innisfree and the County of Minburn agree to the following:

1. County of Minburn will allow the Village of Innisfree to access the County of Minburn GIS website.
2. County of Minburn and its Licensors make no representations or warranties regarding the accuracy or completeness of any content or products on this website.
3. The County of Minburn and its Licensors disclaim all warranties in connection with the content or products and will not be liable for any damages or loss resulting from your use of the content or the products.

**COUNTY OF MINBURN NO.  
27**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**VILLAGE OF INNISFREE**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

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## Request for Decision (RFD)

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**Topic:** 2025 Interim Operating Budget  
**Initiated by:** MGA s. 242(2)  
**Attachments:** Proposed 2025 Interim Operating Budget

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**Purpose(s):**

1. To endorse the Village of Innisfree 2025 Interim Operating Budget.

**Background:**

1. The 2024 year is closing out and the 2024 Operating Budget will no longer be recognized after December 31, 2024.
2. Municipalities are required, pursuant to the *MGA*, to adopt Interim Operating budgets prior to the year's end in order to continue the business of the Municipality through the New Year.
3. Traditionally, the current year's operating budget is endorsed as the next year's interim operating budget.

**Key Issues/Concepts:**

1. A municipality is required to have an annual Operating Budget in place at all times; effective December 31<sup>st</sup>, 2024, the 2024 Operating Budget is no longer valid.
2. In order for the Village to continue paying bills, Council must approve the 2025 Interim Operating Budget.
3. *MGA*, Section 242(2) states that "A Council may adopt an interim operating budget for part of a calendar year."
4. The 2023 Approved Operating Budget is presented as the 2025 Interim Budget.

**Options:**

1. As directed by Council.
2. That pursuant to Section 242 of the *Municipal Government Act*, Council hereby endorses the 2025 Interim Operating Budget, with revenues of \$992,872 and Expenditures of \$813,738.

**Financial Implications:**

It is *MGA* requirement that each municipality must approve an operating budget.

**Relevant Policy/Legislation:**

1. *MGA*, s. 242 – Adoption of an Operating Budget.
2. *MGA*, s. 243 (1) – Contents of Operating Budget.

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

1. The Village must pass the interim budget to meet its expenditure obligations.

**Recommendation:**

That pursuant to Section 242 of the *Municipal Government Act*, Council hereby endorses the 2025 Interim Operating Budget, with revenues of \$922,872 and Expenditures of \$813,738.

Department	Revenue	Expenditures	Taxation Levy
(00)Requisitions	463,379	32,114	431,265
(11) Governance	25,000	15,800	9,200
(12) Administration/General	86,962	274,209	-187,247
(19) General	-	15,872	- 15,872
(21) Police	100	8,250	- 8,150
(23) Fire/Emergency	6,000	11,045	-5,045
(26) Bylaw Enforcement	1,865	1,700	165
(32) PW/Transportation	40,282	130,639	-90,357
(37) Storm Water	5,200	7,000	-1,800
(41) Water	192,002	130,012	61,990
(42) Sanitary Sewer	35,000	30,000	5,000
(43) Solid Waste/Recycling	69,082	77,180	-8,098
(51) Social Services	-	2,000	-2,000
(61) Land Services	30,000	2,600	27,400
(66) Planning	150	32,000	-31,850
(72) Recreation	37,850	28,099	9,751
(74) Culture	-	15,218	-15,218
<b>TOTALS</b>	<b>992,872</b>	<b>813,738</b>	<b>179,134</b>

NOTE: Excludes Amortization costs.

**Request for Decision (RFD)**

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**Topic:** Signing Authorities Appointment

**Initiated by:** Administration

**Attachments:** None

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**Purpose(s):**

1. To remove Mr D. Hickey as a signing authority for all financial instruments', effective Dec.17, 2024 and approve Ms. K Paranych, Chief Administrative Officer, and Ms. S. Tarapaski, Administrative Assistant, as Appointed signing authorities for the Village of Innisfree financial instruments.

**Background:**

1. The Village must amend the signing authorities of the Village in order to continue business.

**Key Issues/Concepts:**

1. As Council has not scheduled another Regular Meeting until January 2025, the signing authorities should be addressed in this meeting.
2. Shannon Tarapaski was hired as Administrative Assistant, effective December 1, 2024.

**Options:**

1. That pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Evan Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Chief Administrative Officer Ms. Kayla Paranych or Administrative Assistant Ms. S. Tarapaski Further that Administrative Assistant Mr. D. Hickey be removed as signing authority on all financial instruments for the Village of Innisfree.
2. That Council directs Administration in another manner.

**Financial Implications:** None identified.

**Relevant Policy/Legislation:**

1. *MGA*, s.213(4) Signing or Authorizing municipal documents.

**Political/Public Implication(s):** None identified.

**Recommendation:**

MOTION that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Evan Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Chief Administrative Officer Ms. K. Paranych or Administrative Assistant Ms. S. Tarapaski. Further that Administrative Assistant Mr. Dominic Hickey be removed as signing authority on all financial instruments for the Village of Innisfree.

**Request for Decision (RFD)**

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**Topic:** MD Foundation Expansion

**Initiated by:** Administration

**Attachments:** None

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**Purpose(s):**

1. To review the MD Minburn Foundation Homestead Lodge – Seniors Housing Project - Calculation for Municipal Share of Contribution.

**Background:**

1. The MD of Minburn Foundation has prepared to expand the Homestead Lodge with construction to begin in November 2025 and completed in August 2027.
2. This expansion will include significant impact to the overall quality of the lodge, with impact to the Suite area or Common Space such as Dining/Lounges.
3. The cost review included 2 scenarios for the Municipal share breakdown. The MD Foundation has stated that they would like to go forward with "Scenario B".
4. In "Scenario B" the Village of Innisfree's contribution as per the equalized assessment (0.7%) would total \$23,350.
5. Additionally, the Village of Innisfree would have to recognize that to support loan repayment and overall financial sustainability, that a change in ongoing requisitions levels, estimated at one hundred thousand dollars (\$100,000) above current levels is required. The Village of Innisfree would have to approve such future increases, as required, at the time operations of the Lodge Project come into effect. The Village of Innisfree's commitments are contingent of the Alberta Government and CMHC approval of their loans and contributions, that the project is fully funded and meets the parameters.

**Key Issues/Concepts:**

1. The Village of Innisfree will need to review and ensure this is obtainable in our 2025 budget.

**Options:**

1. THAT Council reviews the 2025 budget and agrees to endorse the motion to carry forward with the project and the MD Foundation.
2. THAT Council refuse the capital contribution for the Village of Innisfree due to budgetary constraints.

**Financial Implications:**

1. Budgetary constrictions for the Village of Innisfree to commit to a project of this size.

**Relevant Policy/Legislation:**

1. MGA S. 248.1 Annual Budgets

**Recommendation:**

1. THAT Council refuse the capital contribution for the Village of Innisfree due to budgetary constraints.

## MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

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MD of Minburn Foundation Homestead Lodge – Design Development Phase (25%)

2024-12-10

# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

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## Project Schedule

Phase 1: Delivery of Affordable Housing Partnership Program (AHPP) - March to September 2024

- Schematic Design March to July 2024 – Arrived at Option #7 (JMAA Presentation)
- Design Development to 25% - August to September 2024
- Costing Estimate (Class B) – September to November 2024
- Stakeholder meeting – December 10, 2024
- AHPP Intake until January 31, 2024



Phase 2: Construction Ready

- Develop Contract Ready Documents to September 2025 - (Adjust design as required)
- Tender September 2025 to October 2025

Phase 3: Construction and Occupancy

- Construction November 2025 to August 2027 (approximately 20 months)
- Occupancy September 2027
- Move in October 2027

2024-12-10



# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

## Cost Update

Description	Quantity	Rate	Amount
New Construction	6,741 m2	\$3,367.02	\$22,697,100
Site Development	5,700 m2	\$199.47	\$1,137,000
<b>Sub-total</b>			<b>\$23,834,100</b>
Location Factor <sup>Note 1</sup>	3.0%		\$715,000
General Requirements <sup>Note 1</sup>	9.0%		\$2,209,400
Contractors Fee <sup>Note 1</sup>	3.5%		\$936,500
<b>Sub-total</b>			<b>\$27,695,000</b>
Design & Pricing Allowance	4.0%		\$1,107,800
Escalation Allowance	Excluded		
<b>Total Construction Cost</b>	<b>6741 m2</b>	<b>4272.78</b>	<b>\$28,802,800</b>
Construction Allowance	5.0%		\$1,440,100
<b>Total + Construction Allowance</b>	<b>6741 m2</b>	<b>4,486.41</b>	<b>\$30,242,900</b>

### Cost Update

- Cost per ms/sf per market
- Cost of location \$715,000
- GC - General Requirements \$2.21m
- Contractors fee in addition \$936,500
- Design Allowance \$1.09m
- Construction Allowance \$1.44m





# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

## Cost Update

MD of Minburn Foundation, Homestead Lodge - Seniors Housing Project - Cost Tracking				
CODE	DESCRIPTION	BUDGET		ESTIMATE
		BASE BUDGET	REVISED BUDGET	Class B Estimate November 21, 2024
1000	PRE-DEVELOPMENT	0.00	0.00	0.00
2000	GENERAL PROJECT SOFT COSTS	650,000.00	650,000.00	650,000.00
3000	CONSULTANTS (Soft Costs)	2,128,000.00	2,128,000.00	2,128,000.00
3299	Budget Remaining - unallocated	853,755.00	853,755.00	853,755.00
3400	TESTING & INSPECTION	125,000.00	125,000.00	125,000.00
4000	REGULATORY APPROVALS	122,000.00	122,000.00	122,000.00
5000	CONSTRUCTION	26,275,000.00	26,275,000.00	29,936,400.00
5300	Construction (New Addition)	22,775,000.00	22,775,000.00	26,558,000.00
5302	Contingency (Inflation)	910,000.00	910,000.00	1,151,400.00
5303	Contingency (Design, Inflation, Construction)	1,090,000.00	1,090,000.00	1,090,000.00
5304	Site Improvements	500,000.00	500,000.00	1,137,000.00
5306	Energy Targets	1,000,000.00	1,000,000.00	Included above
6000	FURNITURE FIXTURES & EQUIPMENT/OWNER COSTS	700,000.00	700,000.00	650,000.00
7000	CONSTRUCTION CONTINGENCY	1,200,000.00	1,200,000.00	1,440,100.00
<b>TOTALS</b>				
	Sub-Total	31,200,000.00	31,200,000.00	35,051,500.00
	GST			
	Totals			

### Cost Review

- Over budget by \$3,851,500.00
- Estimate Cost per m2 = \$4,272.78
- Reduction of req area = 9017ms / 9700sf
- Significant impact to the overall quality
- Significant impact to Suite area or Common Space such as Dining / Lounges



# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

## Contribution Program Update



### Affordable Housing Partnership Program

#### What does it require?

- Meeting below market
- thresholds on 70% of units

#### What's the benefit?

- Direct contribution - the lesser of 1/3 funding or \$85,000 per unit\*

#### What's the catch?

- Competitive, requires financial commitments at the municipal level
- GOA will prioritize projects in communities with high housing need based on local needs assessments

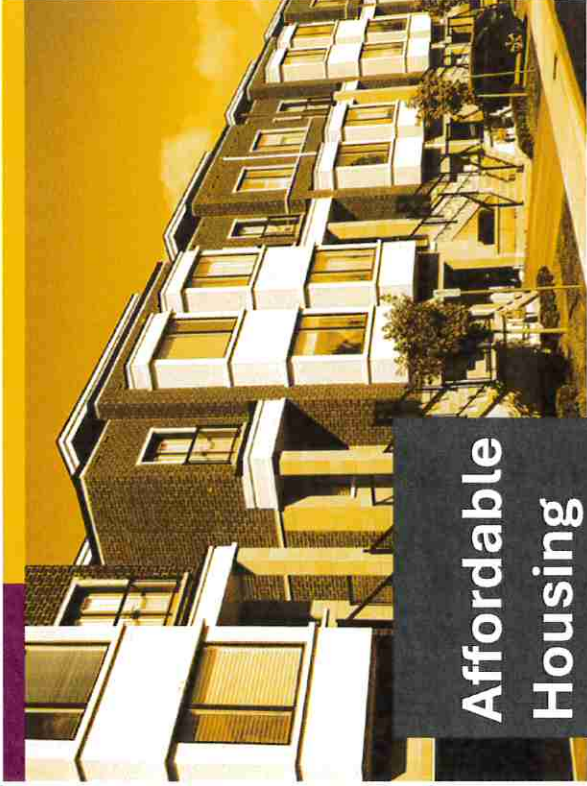
**Round 3 now open**  
No changes in program

**no changes in submission assumptions**

\*Awards for lodge projects have exceed this cap and proposal is based on 1/3<sup>rd</sup> of project value

# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

## Contribution Program Update



**Affordable  
Housing  
Fund**



**Major Program Revamp**  
November 2024  
**Higher contributions**  
**Higher targets**

### What does it require?

- Energy Efficient
- Accessible
- Affordable
- Higher level of oversight

### What's the benefit?

- Low Interest and Forgivable loans
- Up to 50-year Amortization
- Low Debt Coverage Ratio Accepted

### What's the catch?

- Minimum 25% equity contribution from partner(s)
- Requires greater due diligence to secure funding

\*Awards for lodge projects have exceed this cap and proposal is based on 1/3<sup>rd</sup> of project value



## MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

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### Financial Update and Contribution Assessment

#### Key Assumptions

**Interest test Rate:** 4.65%      1% above current indicative rate  
**Amortization:** 50 YRS  
**Vacancy/bad debt:** 3%

**Operating Costs:** Pro-rated on current operations

**Replacement Reserve:** \$150,000 per yr (4% revenue – CMHC requirement)

**Affordable Mixed Market Revenue Model**      Based on current tenancy  
and lodge affordability requirements



# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

## Financial Update and Contribution Assessment

### SCENARIO A: 'UP FRONT COMMITMENT'

Project Budget	
Soft costs	\$ 2,375,000
Construction	\$ 27,695,000
FFE	\$ 650,000
Contingencies	\$ 3,681,500
<b>Total</b>	<b>\$ 35,051,500</b>

Submission Scenario 'A'	
AHPP	\$ 5,610,000 <i>\$150,000 x 66 units alignment with other awards</i>
CMHC Contribution	\$ 10,500,000 <i>30% of budget maximum possible 'forgivable loan'</i>
CMHC Loan	\$ 13,641,500
Municipal Contribution	\$ 5,300,000 <i>Minimum 15% up front equity for AHPP met</i>
<b>Total</b>	<b>\$ 35,051,500</b>

### Annual Requisitions 'No change'

Assumes requisitions at \$400,000 and adjustment for inflation



# MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

## Financial Update and Contribution Assessment

### SCENARIO B: ‘UP FRONT AND ONGOING COMMITMENT’

Project Budget	
Soft costs	\$ 2,375,000
Construction	\$ 27,695,000
FFE	\$ 650,000
Contingencies	\$ 3,681,500
<b>Total</b>	<b>\$ 35,051,500</b>

Submission Scenario ‘B’	
AHPP	\$ 5,610,000 <i>\$150,000 x 66 units alignment with other awards</i>
CMHC Contribution	\$ 10,650,000 <i>30% of budget maximum possible ‘forgivable loan’</i>
CMHC Loan	\$ 15,591,500
Municipal Contribution	\$ 3,200,000 - Combined equity meets 25% requirement for CMHC - Minimum equity of 15% met with inclusion of ongoing commitment
<b>Total</b>	<b>\$ 35,051,500</b>

**Annual Requisitions** additional \$100,000 for debt servicing  
Assumes requisitions at \$500,000 and adjustment for inflation



## MD of Minburn Foundation Homestead Lodge – Seniors Housing Project

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### Financial Update and Contribution Assessment

#### Request

#### Conditional Commitment

- Based on Scenario A or Scenario B
- Specific values to be referenced for purposes of AHPP submission
- Conditional Commitment based on commitments from all municipalities and both AHPP and CMHC approvals achieved

Update may be required for CMHC submission

**MD of Minburn Foundation  
Homestead Senior Citizen's Lodge**

**Calculation for Municipal Share of Contribution for Homestead Lodge Expansion Proje**

	<b>Equalized Assessment</b>	<b>% of Total</b>	<b>Municipal Requisitions</b>
<b>Village of Innisfree</b>	\$ 13,795,778	0.7%	\$ 23,350
<b>Village of Mannville</b>	\$ 52,431,824	2.8%	\$ 88,742
<b>Town of Vegreville</b>	\$ 711,807,296	37.6%	\$ 1,204,748
<b>County of Minburn</b>	\$ 1,112,636,979	58.8%	\$ 1,883,160
<b>Total</b>	<b>\$ 1,890,671,877.00</b>	<b>100%</b>	<b>\$ 3,200,000.00</b>

Calculations as per Provincial 2025 Equalized Assessment Report  
Report Dated November 1, 2024



**Village of Innisfree Council Committee Report**

**Committee Name:** Innisfree Library Board

**Meeting Date and Time:** December 4, 2024 (6:30 – 8:30)

**Attendees:** Kristina, Gayle, Doris, Jennifer, Holly, Marilyn, Frauke, Linda P., Dale, Yvonne, regrets: Evan

**Discussion:**

- 806 patrons, 145 website visits, 319 programme attendees, 814 Wi-Fi connections, 360 memberships, early literacy 4 kids 1 parent, music jam 3, little free pantry: 5 people used and 3 donated, next music jam December 16 1:30 set up time, book club: 6 attended last meeting but now 7 members next meeting January 22, 2025 reading the Nightingale by Kristin Hannah, Early literacy: this will be Tracey's last month, Madison Isley will be taking over, so if anyone has shoeboxes with lids, air dry clay or any other materials (small rocks, toy trees etc., could they donate them the book in conjunction will be the 3 little pigs, Princh wireless printing: will be installed at the library so people can print off the library computer via an app from anywhere or from the library wirelessly, Winter reading program starting January 1 to February 28, and hoping to organize some programming to go along with it, part time position had 3 applicants and it was decided to go with Kiana Dafoe, 9 registered for the baking exchange on the 13<sup>th</sup> Mrs. Claus programming on the 14<sup>th</sup> and there will be a soup ampler some time in January or February.
- Absence for Evan was approved.
- Thank you went out to Frauke for November school break and holiday in the hallways for helping with the kid's as well as Dale and Yvonne. as well as to the Friends of the Library for hosting the Holiday in the Hallways, as well as a thank you went out to Marilyn for the work on prepping for the events.
- \$2454 was raised for all the groups who participated in the Holiday in the Hallways.
- Talked about creating an invoicing for friends to be able to pay for programming items that were printed, January 20<sup>th</sup>, 2025, will be next FILS meeting.
- Youth committee: Linda resigned, and Kristina will be acting chair until organizational meeting.
- Escape room had good feedback as to the style on how it was organized, clues were hidden all over the library and teams had to find them, no one was locked in a room and told to escape, 29 kids and 5 parents participated in the event, and it has been gaining traction, more programming to come including more escape rooms.
- Draw for Christmas basket will be on December 20<sup>th</sup> at 11 am.
- Giving tree cut off is December 14<sup>th</sup>.
- Remaining clothes from clothes swap was donated to the Be Brave Ranch.
- Library will be closed from December 22 to January 1<sup>st</sup>.
- The Mrs. Claus workshop entry will be an unwrapped toy item or a food bank donation.
- January 2<sup>nd</sup> all day will be a Boredom Buster event, anyone can come, bring a board game, and an escape room will be held.
- Motion was made for a \$50 max for a prize box (so there are prizes that can be given away if needed).
- Policy review for Board member absences was tabled to January meeting.
- For plan of service information is still being gathered.
- WIB (Women in Business) WIB participated in the Holiday in the Hallway and raised \$147 for the program, currently planning events for 2025, so will come back with areas needing support, looking at sharing the WIB page in the Informer with other library programming or perhaps FILS, next meeting December 11<sup>th</sup> at 7pm, Saturday drop in December 14<sup>th</sup> for 10 – 2.

**Submitted by:** Jennifer Johnson

Village of Innisfree Council Committee Report

Committee Name: Lodge Development Project Update

Meeting Date and Time: December 10m 2024 (6:30 – 8:30)

Attendees: Representation from Vegreville, M.D. of Minburn and Innisfree, regrets; Mannville

Discussion:

Marielle Brodziak provided an overview of the lodge development project, announcing the submission of a Class B estimate for funding through the Affordable Housing Partnership Program (AHPP). The project team, including Derek Weiss and Robert Major, outlined the funding timeline, with applications due by January 31, 2025, and decisions expected in early spring. Robert presented current cost estimates, indicating a total construction cost of approximately \$30.2 million, which exceeds the original budget. The team discussed the implications of potential design changes and the necessity of maintaining quality throughout the project, emphasizing careful management of contingencies.

Cory Leniuk detailed the design for a new building project that will add 66 units in a three-story structure with a U-shaped layout and a central courtyard. The design incorporates various amenities, including dining rooms, lounges, and staff areas, while ensuring accessibility with two elevators. The existing lodge is set to be demolished to meet current standards and future care needs. Derek Weiss raised concerns regarding demand analysis and the impact of removing the oldest section of the lodge, stressing the importance of addressing rising demand due to demographic shifts.

Derek Weiss discussed budget considerations for the renovation project, highlighting the need for a cost consultant to provide accurate estimates. The conversation revealed differences in cost estimates based on recent projects and location factors, particularly in relation to Alberta's government guidelines. Weiss also addressed construction materials for the seniors' accommodation project, confirming that a wood frame would be used for cost efficiency, while more expensive options like concrete precast were deemed unnecessary. The discussion included the financial aspects of municipal projects, focusing on the requisition per household and its implications for tax notices.

The meeting concluded with discussions on funding sources for affordable housing projects, emphasizing the competitive nature of the funding process and the importance of aligning projects with program requirements. Derek Weiss highlighted the need for municipalities to provide support letters by January 15 to facilitate application submissions for the upcoming funding rounds. Concerns were raised about project delays affecting budgeting and the necessity of revisiting financial estimates if timelines are extended. The group recognized the growing need for senior housing and the importance of collaboration among municipalities to navigate the complexities of the funding process.



**MD of Minburn Foundation Homestead Lodge – Seniors Housing Project**  
**Financial Update and Contribution Assessment**

**SCENARIO B: 'UP FRONT AND ONGOING COMMITMENT'**

Project Budget		Submission Scenario 'A'		
Soft costs	\$ 2,375,000	AHPP	\$ 5,610,000	\$150,000 x 66 units <i>alignment with other awards</i>
Construction	\$ 27,695,000	CMHC Contribution	\$ 10,650,000	30% of budget <i>maximum possible 'forgivable loan'</i>
FFE	\$ 650,000	CMHC Loan	\$ 15,591,500	
Contingencies	\$ 3,681,500	Municipal Contribution	\$ 3,200,000	- Combined equity meets 25% requirement for CMHC - Minimum equity of 15% met with inclusion of ongoing commitment
<b>Total</b>	<b>\$ 35,051,500</b>	<b>Total</b>	<b>\$ 35,051,500</b>	

**Annual Requisitions** additional \$100,000 for debt servicing  
 Assumes requisitions at \$500,000 and adjustment for inflation



2024.12.10



**MD of Minburn Foundation Homestead Lodge – Seniors Housing Project**  
**Financial Update and Contribution Assessment**

**SCENARIO A: 'UP FRONT COMMITMENT'**

Project Budget		Submission Scenario 'A'		
Soft costs	\$ 2,375,000	AHPP	\$ 5,610,000	\$150,000 x 66 units <i>alignment with other awards</i>
Construction	\$ 27,695,000	CMHC Contribution	\$ 10,500,000	30% of budget <i>maximum possible 'forgivable loan'</i>
FFE	\$ 650,000	CMHC Loan	\$ 13,641,500	
Contingencies	\$ 3,681,500	Municipal Contribution	\$ 5,300,000	Minimum 15% up front equity for AHPP met
<b>Total</b>	<b>\$ 35,051,500</b>	<b>Total</b>	<b>\$ 35,051,500</b>	

**Annual Requisitions** 'No change'  
 Assumes requisitions at \$400,000 and adjustment for inflation



2024.12.10

So, we would need to choose between scenario a and scenario b, we would need to give an answer before January 15<sup>th</sup>, also Derek will be sending a letter with a draft motion and a letter of recommendation.

Submitted by: Jennifer Johnson

**Village of Innisfree Council Committee Report**

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

**Meeting Date and Time:** December 13, 2024

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

**Discussion:**

Lodge stats.

SW (No Tub or Shower) 2 (converted: 1 First Aid/Outbreak)

Inside Room (No Exterior Window) 0

W (Renovated 2 to 1 Room) 1 (Pre-booked for December for a move-in)

SW (Shower) 0

NW (Shower) 0

NE (Tub) 1

SE (Tub) 1

H (SE) (Shower) 1

E (Tub) 1

IE (Shower) 0

Guest Rooms (NW-05/07 & SW-24) 3 (Pre-booked for December – No Tub/Shower x6 nights stay)

Cottages 0

- Covenant Health extended 2 room rentals for nursing employees to December 2024 with potential for year 2025 (leasing Inside East rooms that have no exterior window).

o Several additional nurse employees 2 - 3 approximately may need to stay in future and discussing key access and housekeeping services as potential additional costs.

Move ins 4, with anticipated 2 more in December.

Mannville / Innisfree report;

Mannville Seniors Manor 7 vacancies

Innisfree Birch Lake Villa 1 application on file

Resident Report

Mannville Seniors Manor Mannville Seniors Villa

- 0 move-in/out - 0 move-in/ out

Birch Lake Villas – Innisfree - 0 move-in/out

Tenant Issues

Tenant not abiding to vehicle access/parking rules. 1 verbal warning and 1 written warning issued.

For Innisfree bathtub/shower replacement maintenance ongoing

- Approved the 2025 budget
- Hada quote for \$11,778 for a camera system to be installed and the motion was passed and is going to proceed

**Submitted by:** Jennifer Johnson



**NLLS (Northern Lights Library System) Representative Report (Submitted by Kristina B.)**  
Village of Innisfree Council Meeting - December 17th, 2024

**Upcoming Events / Meetings**

- NLLS HQ will be closed between December 25 and January 1st.
- Next NLLS Board Meeting will be February 28th, 2025, online

**Financial / Funding**

- *NLLS Budget* - It was noted in the November financial report that 'several budget lines have exceeded 110% of their allocated amounts.' These include areas such as; Miscellaneous Sales Revenue, Interest Earned, OROS Expenses, LMC Meetings/Mileage, OPS Processing Supplies, Vehicle Expense, and Building Maintenance. It was further noted that 'These variances are in line with operational priorities and strategic decisions. Any remaining impacts on the overall budget will be addressed in the year-end financial summary.'

**Library Advocacy**

- NLLS welcomes Kehewin Cree Nation as they have received ministerial approval to join the Northern Lights Library System and form a local library board.
- NLLS has contracted with Art Smith Aviation Academy (Cold Lake) for cataloging, delivery, training, and library software services.
- The Stronger Together Conference met and exceeded goals for the year. Measurable Goals:
  - Increase sponsorship revenue from \$11,300 to \$67,500. Outcome was \$33,500
  - Increase registrations from 130 to 500. Outcome was 446 registrants
  - Achieve an overall satisfaction rating of 4 out of 5. Outcome was 4.25 average rating

**Policies / Legislation**

- Several policies were presented at the November NLLS Board for review and were voted on via an omnibus motion. In general the changes were to update grammar, and improve clarity of wording, and one IT related policy was deleted as it was amalgamated into the larger IT Policy.

**Feedback** - Please let me know of any specific areas of knowledge or advocacy that you would like reported on

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## CAO Monthly Report

To: Council

From: Kayla Paranych

Re: November 19, 2024 – December 17, 2024, activities/highlights

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### Administration

- Administration to complete emergency management training in the New Year with AEMA
- Administration has started the interim Audit with Metrix Group

### Development

- Administration received a report from Bar Engineering speaking to the drainage that will be rectified in the spring by Border Paving at no cost to the Village.
- Administration has secured upcoming sidewalk repairs. – Completed for the 2024 season.

### Financial

- Village administration has been working on the Grant Funding spend for 2024.- **ongoing**
- Administration is working on interim budget – **completed**
- Administration has begun the 2024 interim Audit. - **ongoing**

### Other

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

### Upcoming:

- Malanka – January 18, 2025
- Regular Council Meeting – January 21, 2025

**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.  <b><i>Admin to followed up with application to Purolator Aug 21, 2024 – Purolator contacted the Village for updated contact information to move this process forward</i></b>
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.  <b><i>Village staff to reevaluate</i></b>
2024-11-19/8	Investigate garbage options in the municipality	Administration	Administration is working with the County to review the current contract and the possibility to amend.

**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					
<b>MSI CAPITAL (ACCEPTED APPLICATIONS)</b>					
Project	Item Details	Budgeted	Actuals	Completed	Comments/Concerns:
CAP-15668	51 Avenue from 54 Street to 51 Street (water looping and road)	\$ 350,000 from MSI Capital <i>Project Total: \$ 800,000</i>			Approved 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	\$ 3,300 Driver Feedback sign	Grant extended.	Emcon installed pedestrian crosswalk poles with hydrovac, village staff completed installation Oct 10, 2024 <b>Awaiting final invoicing to determine overall cost of installation.</b>
<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>Village of Innisfree received the CSJ funding November 5, 2024.</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.

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 Novmeber 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	225,833.79	Closed	1,591.77	320,856.25	43,398.81	77,904.80	235,864.68
Add Revenue:							
Deposits	27,107.44						
Interest Received	583.84	Closed	5.43	1,094.43	148.03	275.33	833.60
<b>Sub-Total</b>	<b>252,941.23</b>	-	<b>1,597.20</b>	<b>321,950.68</b>	<b>43,546.84</b>	<b>78,180.13</b>	<b>236,698.28</b>
Less Disbursements (A/P & P/R)	79,255.45						
ATB Monthly Fees	28.84						
TD Bank Monthly EFT Fee	25.00						
RBC Monthly EFT Fee	33.22						
Interac/Moneris DM Fees	69.70						
Mastercard CC Fees	1.82						
WCB Fees							
Visa CC Fees	1.69						
Land Titles	-						
<b>Sub-Total A/P</b>							
<b>Month End Balance</b>	<b>173,685.78</b>	-	-	-	-	-	-
		-	<b>1,597.20</b>	<b>321,950.68</b>	<b>43,546.84</b>	<b>78,180.13</b>	<b>236,698.28</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	225,833.79	Closed	1,597.20	321,950.68	43,546.84	78,180.13	236,698.28
Deposits in Transit	-						
Less Outstanding Cheques		-	1,597.20	321,950.68	43,546.84	78,180.13	236,698.28
<b>Month End Balance</b>	<b>173,685.78</b>	-	<b>1,597.20</b>	<b>321,950.68</b>	<b>43,546.84</b>	<b>78,180.13</b>	<b>236,698.28</b>

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	77,621	-		77,621
(11) Legislative	87,225		15,800	8,513	7,287
(12)Administration	25,000	79,026	277,410	269,209	8,201
(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	130,639	105,631
(37)Stormwater Dept.	42,443	5,173	7,000		7,000
(41)Water Dept.	5,012	190,002	203,332	76,649	126,683
(42)Sanitary Sewer Dept.	139,233	34,025	73,007	24,301	48,706
(43)Solid Waste Dept.	75,500	68,082	74,005	27,355	46,650
(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
	-				-
<b>TOTALS:</b>	<b>954,991</b>	<b>875,833</b>	<b>1,061,676</b>	<b>615,392</b>	<b>446,284</b>

**Roads:**

Prepared Sander for the upcoming snow and ice season  
 Got loader ready for snow removal  
 Snow removal multiple times

**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  
 Cleaned road to WTP multiple times, shovelled the WTP plant and Ace building and also shovelled paths from building to building

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

Please see separate report

**Other:**

Picked up truck from Bauers multiple times as they had huge delay for our parts  
 Kept up oil changes, greasing and general maintenance on PW equipment  
 Christmas lights ongoing set up around the Village, Assisted by Mardar Electric with Bucket truck  
 Lots of prepping for the light up night.  
 Took bottles in  
 Organizing shop ongoing  
 Logging chemicals in SDS binder ongoing  
 Locating Water line at Petro  
 Utility readings

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

Checked campground

Garbage day was challenging this month between the broken truck and some snow delays worked an evening to get everything sanded in town

**Strategic Plan Update**

- Date/Time Schedule

**RCMP Provincial Policing Report - Q2 – 2024/2025 Report – St. Corey Buckingham**



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”*

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

## S.W.O.T. ANALYSIS - Workshop on May 2<sup>nd</sup>, 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 2<sup>nd</sup>, 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 50<sup>th</sup> street east.
7. Upgrade waterline on 50<sup>th</sup> 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 1<sup>st</sup> 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 50<sup>th</sup> 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 50<sup>th</sup> 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**

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**Email:** [admin@innisfree.ca](mailto:admin@innisfree.ca)

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2024-11-12

Mayor Evan Raycraft  
Innisfree, AB

Dear Mayor Raycraft,

Please find attached the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Vermilion Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWCs to each detachment will take approximately 12-18 months, I will reach out to inform you of when you are expected to receive it. Shortly before the deployment of BWCs in our communities, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office at [EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca](mailto:EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca)

I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

*Corey Buckingham*

Sergeant Corey Buckingham  
Chief of Police  
Vermilion Detachment





## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Vermilion

**Detachment Commander**

Sergeant Corey Buckingham

**Report Date**

November 12, 2024

**Fiscal Year**

2024-25

**Quarter**

Q2 (July - September)

### Community Priorities

**Priority #1: Crime Reduction - Property Crime****Updates and Comments:**

A total of 30 checks were completed in Q2 bringing the total to 66 out of the goal of 100. This initiative is on track.

**Priority #2: Police / Community Relations - Consultations and Connections****Updates and Comments:**

12 public communications were completed in Q1, not 15. 11 public communications were completed in Q2 bringing to total to 23/50. This initiative is on track

First town hall was completed on October 17th at 6pm in Derwent (Q3). This initiative is on track.

**Priority #3: Police / Community Relations - Police Visibility****Updates and Comments:**

144 documented traffic stops completed in Q2 bringing the total to 307 of the 360 goal. This initiative is on track.

2 checkstops were completed in Q2 bringing the total to 3/6. This initiative is on track.







## Community Consultations

### Consultation #1

<b>Date</b>	<b>Meeting Type</b>
September 10, 2024	Meeting with Elected Officials
<b>Topics Discussed</b>	
Regular Reporting/Information Sharing	
<b>Notes/Comments:</b>	
Detachment Commander attended County of Vermilion River to present Q1 report. Some discussion was had about Town Hall meetings and their effectiveness.	

### Consultation #2

<b>Date</b>	<b>Meeting Type</b>
September 17, 2024	Meeting with Elected Officials
<b>Topics Discussed</b>	
Regular Reporting/Information Sharing	
<b>Notes/Comments:</b>	
Detachment Commander met with Innisfree Council to present on Q1 report. Discussed that a Town Hall is still being planned in Innisfree this fiscal year.	

### Consultation #3

<b>Date</b>	<b>Meeting Type</b>
September 18, 2024	Meeting with Elected Officials
<b>Topics Discussed</b>	
Regular Reporting/Information Sharing	
<b>Notes/Comments:</b>	
Detachment Commander attended Village of Mannville to report on Q1 report. Council requested to be on the list for a Town Hall as it has been a few years.	



## Crime Statistics

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

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
<b>Total Criminal Code</b>	255	345	+ 35%	1,137	1,136	0%
Persons Crime	74	81	+ 9%	194	243	+ 25%
Property Crime	131	203	+ 55%	734	648	- 12%
Other Criminal Code	50	61	+ 22%	209	245	+ 17%
<b>Drugs Offences</b>	4	5	+ 25%	28	24	- 14%
<b>Total Federal Acts</b>	9	6	- 33%	35	35	- 100%
<b>Total Provincial Acts <sup>4</sup></b>	56	64	+ 14%	176	217	+ 23%
<b>Municipal By-Laws</b>	1	0	- 100%	12	7	- 42%
<b>Motor Vehicle Collisions</b>	71	52	- 27%	370	281	- 24%
<b>Total Traffic Offences</b>	448	380	- 15%	1,733	1,800	+ 4%
Provincial Code Traffic	423	359	- 15%	1,626	1,697	+ 4%
Criminal Code Traffic	25	19	- 24%	99	97	- 2%
Other Traffic	0	2	n/a	8	6	- 25%

### Notes:

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

### Trends / Points of Interest

Significant increase in property crime quarter over quarter. Year over year we are trending with the average.

Motor vehicle collisions continue to trend down.





## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	8	0	1
Detachment Support	3	3	0	0

**Notes:**

1. Data extracted on September 27, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments:**

Police Officers: Of the nine established positions, eight officers are currently working with none on special leave. There is an active staffing action in place to fill the hard vacancy, as well as an active staffing action for an outgoing member.

Detachment Support: Of the three support positions, three resources are currently working.



## Vermilion Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

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

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		4	7	5	3	4	0%	33%	-0.4
Drug Enforcement - Trafficking		5	1	2	0	1	-80%	N/A	-0.9
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>9</b>	<b>8</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>-44%</b>	<b>25%</b>	<b>-1.2</b>
Cannabis Enforcement		0	1	2	0	0	N/A	N/A	-0.1
Federal - General		3	2	2	5	1	-67%	-80%	-0.1
<b>TOTAL FEDERAL</b>		<b>12</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>6</b>	<b>-50%</b>	<b>-33%</b>	<b>-1.4</b>
Liquor Act		4	3	6	4	5	25%	25%	0.3
Cannabis Act		1	2	1	4	2	100%	-50%	0.4
Mental Health Act		9	13	11	12	24	167%	100%	2.9
Other Provincial Stats		37	41	25	36	33	-11%	-8%	-1.3
<b>Total Provincial Stats</b>		<b>51</b>	<b>59</b>	<b>43</b>	<b>56</b>	<b>64</b>	<b>25%</b>	<b>14%</b>	<b>2.3</b>
Municipal By-laws Traffic		0	0	5	0	0	N/A	N/A	0.0
Municipal By-laws		17	8	2	1	0	-100%	-100%	-4.1
<b>Total Municipal</b>		<b>17</b>	<b>8</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-4.1</b>
Fatals		1	0	0	0	1	0%	N/A	0.0
Injury MVC		3	8	6	10	9	200%	-10%	1.4
Property Damage MVC (Reportable)		43	60	63	57	38	-12%	-33%	-1.3
Property Damage MVC (Non Reportable)		10	7	3	4	4	-60%	0%	-1.5
<b>TOTAL MVC</b>		<b>57</b>	<b>75</b>	<b>72</b>	<b>71</b>	<b>52</b>	<b>-9%</b>	<b>-27%</b>	<b>-1.4</b>
Roadside Suspension - Alcohol (Prov)		0	8	11	10	6	N/A	-40%	1.4
Roadside Suspension - Drugs (Prov)		0	0	1	1	0	N/A	-100%	0.1
<b>Total Provincial Traffic</b>		<b>520</b>	<b>425</b>	<b>332</b>	<b>423</b>	<b>359</b>	<b>-31%</b>	<b>-15%</b>	<b>-32.4</b>
Other Traffic		5	28	3	0	2	-60%	N/A	-3.4
Criminal Code Traffic		36	23	31	25	19	-47%	-24%	-3.2
<b>Common Police Activities</b>									
False Alarms		21	19	18	21	16	-24%	-24%	-0.8
False/Abandoned 911 Call and 911 Act		18	22	19	13	28	56%	115%	1.1
Suspicious Person/Vehicle/Property		55	57	20	25	22	-60%	-12%	-9.8
Persons Reported Missing		4	1	4	1	8	100%	700%	0.8
Search Warrants		3	2	1	1	0	-100%	-100%	-0.7
Spousal Abuse - Survey Code (Reported)		28	23	31	41	41	46%	0%	4.4
Form 10 (MHA) (Reported)		1	4	0	1	2	100%	100%	-0.1



## Vermilion Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

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

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	2	0	0	N/A	N/A	0.0
Sexual Assaults		2	1	8	3	5	150%	67%	0.8
Other Sexual Offences		4	0	0	5	2	-50%	-60%	0.1
Assault		26	20	25	33	30	15%	-9%	2.1
Kidnapping/Hostage/Abduction		1	0	0	0	2	100%	N/A	0.2
Extortion		0	0	1	1	2	N/A	100%	0.5
Criminal Harassment		5	6	10	16	16	220%	0%	3.2
Uttering Threats		15	18	10	16	24	60%	50%	1.6
<b>TOTAL PERSONS</b>		53	45	56	74	81	53%	9%	8.5
Break & Enter		22	27	40	19	25	14%	32%	-0.2
Theft of Motor Vehicle		22	17	25	14	25	14%	79%	0.3
Theft Over \$5,000		1	3	9	5	6	500%	20%	1.2
Theft Under \$5,000		44	29	41	15	28	-36%	87%	-4.6
Possn Stn Goods		20	26	32	12	23	15%	92%	-0.8
Fraud		15	19	21	22	15	0%	-32%	0.3
Arson		2	0	2	1	1	-50%	0%	-0.1
Mischief - Damage To Property		19	24	25	24	39	105%	63%	4.0
Mischief - Other		14	12	31	19	41	193%	116%	6.1
<b>TOTAL PROPERTY</b>		159	157	226	131	203	28%	55%	6.2
Offensive Weapons		7	15	8	11	3	-57%	-73%	-1.2
Disturbing the peace		8	15	5	2	15	88%	650%	0.1
Fail to Comply & Breaches		37	44	22	27	34	-8%	26%	-2.3
<b>OTHER CRIMINAL CODE</b>		7	12	12	10	9	29%	-10%	0.2
<b>TOTAL OTHER CRIMINAL CODE</b>		59	86	47	50	61	3%	22%	-3.2
<b>TOTAL CRIMINAL CODE</b>		271	288	329	255	345	27%	35%	11.5



### Occurrence Stats (All Violations)

Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Unfounded	Actual	Clearance			Rate
				By Charge	Otherwise	Rate	
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	11	0	11	0	0	0.0%	
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	6	0	6	0	0	0.0%	
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	3	0	3	0	0	0.0%	
	20	0	20	0	0	0.0%	

Violation group - Provincial Statutes {except traffic}	Reported	Unfounded	Actual	Clearance			Rate
				By Charge	Otherwise	Rate	
8840 0311 Fire Prevention Act - Other Activities	0	0	0	0	1	0.0%	
8840 0336 Mental Health Act - Other Activities	3	0	3	0	0	0.0%	
8840 0341 911 Act - Other Activities	2	0	2	0	0	0.0%	
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	2	0	2	0	0	0.0%	
	7	0	7	0	1	14.3%	

Violation group - Other Criminal Code - Other Criminal Code	Reported	Unfounded	Actual	Clearance			Rate
				By Charge	Otherwise	Rate	
3410 0060 Failure to comply with order	2	0	2	2	0	100.0%	
	2	0	2	2	0	100.0%	

Violation group - National Survey Codes	Reported	Unfounded	Actual	Clearance			Rate
				By Charge	Otherwise	Rate	
8999 3058 Prisoners Escorted	1	0	1	0	0	0.0%	
8999 3065 Victim Services Offered - Accepted	2	0	2	0	0	0.0%	
8999 3066 Victim Services Offered - Declined	8	0	8	1	4	62.5%	
	11	0	11	1	4	45.5%	

Violation group - FES - Consumer Protection	Reported	Unfounded	Actual	Clearance			Rate
				By Charge	Otherwise	Rate	
6900 0520 Tobacco Act - Offences Only	0	0	0	0	1	0.0%	
	0	0	0	0	1	0.0%	

### Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Sexual Offences	Reported			Unfounded			Actual			Clearance		
	By Charge	Otherwise	Rate	By Charge	Otherwise	Rate	By Charge	Otherwise	Rate	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	1	0	0.0%	1	0	0.0%	1	0	0.0%	0	0	0.0%
<b>Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats</b>												
1625 0010 Criminal Harassment	1	0	0.0%	1	0	0.0%	1	0	0.0%	0	0	0.0%
1626 0040 Harassing communications	1	0	0.0%	1	0	0.0%	1	0	0.0%	0	0	0.0%
1627 0010 Uttering threats against a person	2	0	50.0%	2	0	50.0%	2	0	50.0%	0	1	50.0%
	4	0	25.0%	4	0	25.0%	4	0	25.0%	0	1	25.0%
<b>Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}</b>												
1430 0010 Assault	1	0	100.0%	1	0	100.0%	1	0	100.0%	1	0	100.0%
	1	0	100.0%	1	0	100.0%	1	0	100.0%	1	0	100.0%
<b>Violation group - Crimes Against Property - Theft over \$5000.00</b>												
2135 0100 Theft of car	1	0	0.0%	1	0	0.0%	1	0	0.0%	0	0	0.0%
	1	0	0.0%	1	0	0.0%	1	0	0.0%	0	0	0.0%
<b>Violation group - Crimes Against Property - Mischief</b>												
2170 0090 Mischief - Damage to property	2	0	100.0%	2	0	100.0%	2	0	100.0%	1	1	100.0%
2170 0100 Mischief - Obstruct enjoyment of property	2	0	50.0%	2	0	50.0%	2	0	50.0%	0	1	50.0%
	4	0	75.0%	4	0	75.0%	4	0	75.0%	1	2	75.0%
<b>Violation group - Crimes Against Property - Break and Enter</b>												
2120 0020 Break and Enter - Residence	2	0	150.0%	2	0	150.0%	2	0	150.0%	1	2	150.0%
	2	0	150.0%	2	0	150.0%	2	0	150.0%	1	2	150.0%

### Occurrence Stats (All Violations)

Violation group - Common Police Activities - Related Police Activities	Reported	Unfounded	Actual	Clearance		Rate
				By Charge	Otherwise	
8550 0050 False Alarms	1	0	1	0	0	0.0%
8550 0080 Person Reported Missing	2	0	2	0	0	0.0%
	3	0	3	0	0	0.0%
<b>Violation group - Common Police Activities - Assistance to General Public</b>						
8550 0190 Wellbeing Check	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
<b>Totals</b>	57	0	57	6	11	29.8%