



Village of Innisfree  
Regular Council Meeting  
June 17, 2025 @ 4:00 p.m.  
Village of Innisfree Council Chambers

1. Regular Council Meeting - Call to Order
2. Agenda
  - a. Deletions/Additions
  - b. Adoption of Agenda
3. Delegation – Vermilion RCMP Sgt. C. Buckingham – Q4 (Jan-Mar 2025) Report – 4:05 pm
4. PUBLIC HEARING (Personnel - CLOSED SESSION) 4:30 pm
5. Adoption of Minutes –
  - a. May 20, 2025, Regular Meeting Minutes
  - b. May 27, 2025, Special Meeting Minutes
  - c. June 10, 2025, Special Meeting Minutes
6. Business Arising from the Minutes –
7. Policies & Bylaws:
  - a. 1900-04 – Hours of Work – Amendment Proposals
8. New Business
  - a. 2025 Minimum Tax Proposals – RFD
  - b. 2025 Operating Budget (and 2026-2028 Budget Forecast) – RFD
  - c. 2025 Capital Budget – RFD (To be provided)
  - d. 2025 Tax Rate Bylaw
9. Councillor Reports
  - a. MMI FCSS – June 6, 2025, Meeting Notes – Clr. J. Johnson
  - b. MD of Minburn Foundation -
10. Administration Reports
  - a. Reports:
    - i. Interim CAO Report – Period Ending June 17, 2025
    - ii. Interim CAO – Council Action List – Period Ending June 17, 2025
    - iii. CAO - Municipal Grants Report – No Report – No Changes
  - b. Financials: Not Available
  - c. Public Works Report – June 17, 2025
  - d. Recreation Park Manager Report – June 17, 2025
  - e. Regional Fire Chief Report – June 17, 2025
11. Correspondence
  - a. Co. Minburn – 2024/25 ACP – IC Application Declined
12. 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: Vermilion RCMP

Contact Name /Person making presentation: Sgt. Buckingham, Cpl. Pegg  
Issue to be discussed:

Q4 Report

Request of Council:

N/A

Date of Council Meeting: June 17, 2025

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. \_\_\_\_\_



2025-05-20

Mayor Evan Raycraft  
Innisfree, AB

Dear Mayor Raycraft,

Please find attached the quarterly Community Policing Report covering the period from January 1<sup>st</sup> to March 31<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Vermilion Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

*Corey Buckingham*

Sergeant Corey Buckingham  
Chief of Police  
Vermilion Detachment





## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Vermilion

**Detachment Commander**

Sgt. Corey Buckingham

**Report Date**

May 20, 2025

**Fiscal Year**

2024-25

**Quarter**

Q4 (January - March)

### Community Priorities

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

56 curfew checks were completed this quarter, bringing the total to 200. Goal (100) was exceeded.

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

A second Town Hall was held on February 4, 2025, at Innisfree Seniors Drop-in Centre. Approximately 20 attendees. 2 of 2 Town Halls completed and the initiative was met.

32 public communications were completed, including media releases, Voyent/RAVE alerts, and Facebook posts. The Vermilion RCMP Facebook page went live on February 14, 2025. Total public communications for the year were 67 out of the goal of 50. Initiative was exceeded.

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

193 documented vehicle stops were completed during quarter 4, bringing the annual total to 614 (out of 360). This initiative was well exceeded.

2 checkstops were completed, bringing it to a total of 7 checkstops this year, exceeding the initiative.







## Community Consultations

### Consultation #1

Date	Meeting Type
February 5, 2025	Town Hall
<b>Topics Discussed</b>	
Information Sharing, Education Session, Property Crime	
<b>Notes/Comments:</b>	
Vermilion Detachment hosted a Town Hall meeting at Innisfree Seniors Drop-In Centre. The presentation touched on a variety of topics, followed by a Q&A session.	

### Consultation #2

Date	Meeting Type
February 25, 2025	Meeting with Elected Officials
<b>Topics Discussed</b>	
Information Sharing, Annual Planning	
<b>Notes/Comments:</b>	
Vermilion RCMP attended the regular council meeting with the County of Vermilion River to discuss the Q3 report and planning for the new fiscal year.	





## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	3	3	0	0

### Notes:

1. Data extracted on March 31, 2025 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, seven officers are currently working with none on special leave. There are two hard vacancies at this time, one of which has an identified backfill of an experienced member with a start date of early June, 2025.

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





**Vermilion Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2021 - 2025**

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

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025
Offences Related to Death		0	0	0	1	0	N/A
Robbery		2	0	0	0	0	-100%
Sexual Assaults		5	2	2	2	2	-60%
Other Sexual Offences		1	3	6	1	4	300%
Assault		10	15	19	23	31	210%
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A
Extortion		1	0	2	0	1	0%
Criminal Harassment		8	6	7	7	8	0%
Uttering Threats		7	13	12	9	9	29%
<b>TOTAL PERSONS</b>		<b>34</b>	<b>39</b>	<b>48</b>	<b>43</b>	<b>55</b>	<b>62%</b>
Break & Enter		18	11	30	26	16	-11%
Theft of Motor Vehicle		10	22	18	14	7	-30%
Theft Over \$5,000		5	2	4	7	3	-40%
Theft Under \$5,000		31	49	36	30	32	3%
Possn Stn Goods		14	27	37	18	6	-57%
Fraud		16	14	13	14	15	-6%
Arson		0	3	3	2	2	N/A
Mischief - Damage To Property		13	19	20	23	20	54%
Mischief - Other		15	13	21	10	25	67%
<b>TOTAL PROPERTY</b>		<b>122</b>	<b>160</b>	<b>182</b>	<b>144</b>	<b>126</b>	<b>3%</b>
Offensive Weapons		5	7	3	9	4	-20%



**Vermilion Provincial Detachment**  
**Crime Statistics (Actual)**  
**January to March: 2021 - 2025**

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

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025
Drug Enforcement - Production		0	0	0	0	0	N/A
Drug Enforcement - Possession		1	4	4	2	1	0%
Drug Enforcement - Trafficking		5	3	0	2	4	-20%
Drug Enforcement - Other		0	0	0	0	0	N/A
<b>Total Drugs</b>		6	7	4	4	5	-17%
Cannabis Enforcement		0	0	0	0	1	N/A
Federal - General		1	1	2	4	5	400%
<b>TOTAL FEDERAL</b>		7	8	6	8	11	57%
Liquor Act		1	1	3	1	0	-100%
Cannabis Act		1	0	4	0	2	100%
Mental Health Act		4	13	13	18	16	300%
Other Provincial Stats		30	15	16	22	39	30%
<b>Total Provincial Stats</b>		36	29	36	41	57	58%
Municipal By-laws Traffic		0	0	1	0	0	N/A
Municipal By-laws		7	1	1	0	2	-71%
<b>Total Municipal</b>		7	1	2	0	2	-71%
Fatals		0	0	0	0	0	N/A
Injury MVC		7	21	7	10	5	-29%
Property Damage MVC (Reportable)		42	67	58	44	36	-14%
Property Damage MVC (Non Reportable)		6	12	14	7	15	150%
<b>TOTAL MVC</b>		55	100	79	61	56	2%



## Occurrence Stats (All Violations)

Mayor's Report  
From 2025/01/01 to 2025/03/31

### Violation group - Traffic Offences - Provincial Traffic Offences

	Reported	Unfounded	Actual	Not cleared	Clearance		
					By Charge	Otherwise	Rate
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	14	0	14	14	0	0	0.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	7	0	7	5	0	0	0.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	1	0	1	0	0	0	0.0%
	22	0	22	19	0	0	0.0%

### Violation group - Traffic Offences - Other Traffic Related Duties

	Reported	Unfounded	Actual	Not cleared	Clearance		
					By Charge	Otherwise	Rate
9960 0020 Checkstop	1	0	1	0	0	0	0.0%
	1	0	1	0	0	0	0.0%

### Violation group - Provincial Statutes (except traffic)

	Reported	Unfounded	Actual	Not cleared	Clearance		
					By Charge	Otherwise	Rate
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	2	0	2	0	0	0	0.0%
	2	0	2	0	0	0	0.0%

### Violation group - Other Criminal Code - Other Criminal Code

	Reported	Unfounded	Actual	Not cleared	Clearance		
					By Charge	Otherwise	Rate
3420 0020 Counterfeit money: buy/possess/import	1	0	1	1	0	0	0.0%
	1	0	1	1	0	0	0.0%

### Violation group - National Survey Codes

	Reported	Unfounded	Actual	Not cleared	Clearance		
					By Charge	Otherwise	Rate
8999 3066 Victim Services Offered - Declined	2	0	2	0	0	1	50.0%
	2	0	2	0	0	1	50.0%

### Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats

	Reported	Unfounded	Actual	Not cleared	Clearance		
					By Charge	Otherwise	Rate
1827 0010 Uttering threats against a person	1	0	1	1	0	0	0.0%
	1	0	1	1	0	0	0.0%

## Occurrence Stats (All Violations)

Mayor's Report  
From 2025/01/01 to 2025/03/31

### Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}

1430 0010 Assault	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	0	0	0	0	1	0	0.0%
	0	0	0	0	1	0	0.0%

### Violation group - Crimes Against Property - Theft over \$5000.00

2135 0101 Theft of truck	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	1	0	1	1	0	0	0.0%
	1	0	1	1	0	0	0.0%

### Violation group - Crimes Against Property - Mischief

2170 0100 Mischief - Obstruct enjoyment of property	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	1	0	1	0	0	1	100.0%
	1	0	1	0	0	1	100.0%

### Violation group - Crimes Against Property - Break and Enter

2120 0010 Break and Enter - Business	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	0	0	0	0	1	0	0.0%
	0	0	0	0	1	0	0.0%

### Violation group - Common Police Activities - Related Police Activities

8550 0020 Abandoned Vehicles	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	1	0	1	0	0	0	0.0%
	1	0	1	0	0	0	0.0%

### Totals

	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	32	0	32	22	2	2	12.5%

VILLAGE OF INNISFREE

REGULAR COUNCIL MEETING MINUTES of May 20, 2025

	<p>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, May 20, 2025.</p>
<p>CALL TO ORDER</p>	<p>Mayor E. Raycraft called the Regular Council meeting to order at 4:06 PM.</p>
<p>PRESENT</p>	<p><u>Attendance in-person</u> Mayor Evan Raycraft Councillor Jennifer Johnson Councillor Deborah McMann</p> <p>Thelma Rogers, Interim Chief Administrative Officer Shannon Tarapaski, Administrative Assistant</p>
<p>APPROVAL OF AGENDA 2025-05-20/01</p>	<p>Moved by Clr. J. Johnson that the agenda be accepted as presented with the following amendments: Additions:</p> <ul style="list-style-type: none"><li>• 6.b. Municipal ATCO Electric Franchise Fee Agreement Extension</li><li>• 7.b. Council Report: Kalyna Country, May 14/25 – Clr. D. McMann</li></ul> <p><u>CARRIED</u></p>
<p>APPROVAL OF APRIL 22, 2025, REGULAR MINUTES 2025-05-20/02</p>	<p>Moved by Clr. D. McMann that the April 22, 2025, Regular Council Meeting minutes be approved with the following amendment:</p> <ul style="list-style-type: none"><li>• Motion 2025.04.22/22 – Add the word “CARRIED.”</li></ul> <p><u>CARRIED</u></p>
<p>OFF-HIGHWAY VEHICLES BYLAW 697-25 2025-05-22/03</p>	<p>Moved by Mayor E. Raycraft for THIRD Reading to Off-Highway Vehicles Bylaw 697-25 as amended.</p> <p><u>CARRIED.</u></p>
<p>RECREATION PARK BYLAW 698-25 1<sup>ST</sup> READING 2025-05-20/04</p>	<p>Moved by Clr. D. McMann for FIRST Reading to Recreation Park Bylaw 697-25</p> <p><u>CARRIED.</u></p>
<p>RECREATION PARK BYLAW 698-25 2<sup>ND</sup> READING 2025-05-20/05</p>	<p>Moved by Clr. J. Johnson for SECOND Reading to Recreation Park Bylaw 697-25.</p> <p><u>CARRIED</u></p>
<p>RECREATION PARK BYLAW 698-25 2025-05-20/06</p>	<p>Moved by Mayor E. Raycraft to proceed to THIRD Reading to Recreation Park Bylaw 697-25.</p> <p><u>CARRIED UNANIMOUSLY</u></p>

**VILLAGE OF INNISFREE**

**REGULAR COUNCIL MEETING MINUTES of May 20, 2025**

<i>RECREATION PARK BYLAW 698-25 3&amp; FINAL 2025-05-20/07</i>	Moved by Clr. D. McMann for THIRD & FINAL Reading to Recreation Park Bylaw 697-25.  <u>CARRIED</u>
<i>MASTER RATES BYLAW 699-25 1<sup>ST</sup> READING  2025-05-20/08 MASTER RATES BYLAW 699-25 2<sup>nd</sup> READING 2025-05-20/09</i>	Moved by Mayor E. Raycraft for FIRST Reading to Master Rates Bylaw 696-25. <u>CARRIED.</u>  Moved by Clr. J. Johnson for SECOND Reading to Master Rates Bylaw 696-25. <u>CARRIED</u>
<i>MASTER RATES BYLAW 699-25 3RD READING 2025-05-20/10</i>	Moved by Clr. D. McMann to proceed to THIRD Reading to Master Rates Bylaw 699-25.  <u>CARRIED UNANIMOUSLY</u>
<i>MASTER RATES BYLAW 699-25 3&amp; FINAL 2025-05-20/11</i>	Moved by Mayor E. Raycraft for THIRD & FINAL Reading to Master Rates Bylaw 699-25.  <u>CARRIED</u>
<i>LAPP POLICY RESCINDED 1200-16  2025-05-20/12</i>	Moved by Mayor E. Raycraft that LAPP Policy 1200-16 be rescinded.  <u>CARRIED.</u>
<i>ON-CALL COMPENSATION POLICY 1200-16 2025-05-20/13</i>	Moved by Clr. J. Johnson that On-Call Compensation Policy 1900-16 be approved as presented.  <u>CARRIED.</u>
<i>CRASC SERVICES 2025-05-20/14</i>	Moved by Mayor E. Raycraft that Council directs Administration to pursue a partnership with the Capital Regional Assessment Services Commission (CRASC) for the provision of assessment review board services for the Village of Innisfree.  <u>CARRIED.</u>
<i>IMSDAB 2025-05-20/15</i>	Moved by Clr. J. Johnson that the Council directs Administration to send a formal letter to Lamont County to pursue Intermunicipal Subdivision and Development Appeal Board Services.  <u>CARRIED.</u>
<i>2025 SPRING CLEAN UP/VILLAGE ACITIVITES</i>	Council addressed the 2025 Community activities the Village would provide and/or participate in: <ul style="list-style-type: none"><li>• Spring Clean-up – discussion on 2025 processes; Administration to promote the services</li></ul>



**VILLAGE OF INNISFREE  
REGULAR COUNCIL MEETING MINUTES of May 20, 2025**

- July 1<sup>st</sup>–Pancake Breakfast at the Innisfree Rec Centre (Hall) with the proceeds to be shared with the Innisfree Seniors. New Park Manager planning family-friendly activities at the Innisfree Birch Lake Campground
- Innisfree Agricultural & District Fair – Village Float. Organizationally, Village-wide clean-up/mowing etcetera before the Fair.

*ATCO ELECTRIC  
FRANCHISE  
AGREEMENT  
EXTENSION*  
**2025.05.20/16**

Moved by Clr. J. Johnson that the Village of Innisfree hereby agrees to extend the Electric Distribution System Franchise Agreement (the Agreement) between ATCO Electric Ltd. and the Village of Innisfree, in accordance with Section 3 of the Agreement, for a 5-year term which will become effective upon the January 19, 2026 expiry date of the initial term of the Agreement. CARRIED.

*COUNCILLOR  
REPORTS*  
**2025-05-20/17**

Moved by Clr. J. Johnson that the items listed under Councillor Reports be accepted as presented. CARRIED.

*ADMINISTRATION  
REPORTS*  
**2025-05-20/18**

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

*EXTEND MEETING  
TIME – BYLAW 656*  
**2025.05.20/19**

Move by Clr. J. Johnson at 6:06 pm, that pursuant to Bylaw 656-20 – Council Procedural Bylaw, Section 18.18.2, the meeting be extended past 6:06 pm.

CARRIED.

*CORRESPONDENCE  
2025 Seniors' Week*  
**2025.05.20/120**

Moved by Clr. D. McMann that in honor of the past, present and future contributions of the Seniors of this community and throughout Alberta, the Village hereby declares June 2 – 8, 2025 to be Seniors' Week in the Village of Innisfree. CARRIED

*DELNORTE PARENT  
COUNCIL  
EDUCATIONAL  
INITIATIVE*  
**2025.05.20/21**

Moved by Mayor E. Raycraft that the Village of Innisfree contribute \$250 to the Innisfree Delnorte Parent Council for the school and local community educational initiative.

CARRIED.

*CORRESPONDENCE*  
**2025-05-20/22**

Moved by Clr. J. Johnson that the items listed under Correspondence be received as information.

CARRIED.

*CLOSED MEETING*  
**2025.05.20/23**

Moved by Mayor E. Raycraft that the meeting go into a closed session at 6:32 pm pursuant to Sections 17 and 40 of *Aberta's Freedom of Information and Protection Act*, with all persons excluded except Council and the Interim CAO. CARRIED.

*OPEN MEETING*  
**2025.05.20/24**

Moved by Clr. D. McMann that the meeting return to an Open Session at 6:57 pm. CARRIED.

VILLAGE OF INNISFREE

REGULAR COUNCIL MEETING MINUTES of May 20, 2025

ADJOURMENT

Moved by Clr. Johnson that the meeting be adjourned at 6:59 PM.

Thelma Rogers  
Thelma Rogers, Interim C.A.O.

Evan Raycraft  
Evan Raycraft, Mayor

# VILLAGE OF INNISFREE

## SPECIAL COUNCIL MEETING MINUTES of May 27, 2025

	<p>A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, May 27, 2025.</p>
<i>CALL TO ORDER</i>	Mayor Raycraft called the meeting to order at 4:05 PM
<i>PRESENT</i>	<p><u>Attendance in-person</u> Mayor E. Raycraft. Councillor D. McMann Councillor J. Johnson</p> <p>T. Rogers, Interim CAO</p>
<i>AGENDA</i> <i>2025-05-27/01</i>	<p>MOVED by Clr. D. McMann that the agenda be approved with the following additions:</p> <ul style="list-style-type: none"><li>• 6.j. Bear Proof Garbage Bins – Rec Park</li><li>• 6.k. Park Clean Up &amp; Maintenance</li><li>• 6.l. Playground Area Project</li></ul> <p><u>CARRIED.</u></p>
<i>AGENDA ITEMS 6.A-C</i>	Council reviewed Agenda Items 6.a. through 6.c for background information for the 2025 Budget.
<i>SIDEWALKS CANADA PROJECT</i> <i>2025-05-27/02</i>	<p>MOVED by Clr. J. Johnson to approve the Sidewalks Canada 2025 Project to a maximum budget of \$10,000 with the provision of an additional \$5,000 budget, to a maximum of \$15,000 if demobilization costs are not a factor.</p> <p><u>CARRIED.</u></p>
<i>TOP GUN 2025 CONTRACT</i> <i>2025-05-27/03</i>	<p>Moved by Mayor Raycraft that the Village of Innisfree approves the 2025 Top Gun Sanitary Sewer Project for flushing and CCTV of the sanitary lines to a maximum budget of \$20,000.</p> <p><u>CARRIED.</u></p>
<i>BEAR PROOF GARBAGE</i> <i>2025-05-27/04</i>	<p>MOVED by Mayor E. Raycraft that Administration to direct the Recreation Manager to direct Campground and Park Users on a new policy on the safe retention and disposal of the garbage at the Innisfree Birch Lake Campground and Recreation Park.</p> <p>AND FURTHER, that Council will table the purchase of Bear Proof containers to a future discussion.</p> <p><u>CARRIED.</u></p>
<i>PARK MAINTENANCE</i> <i>2025-05-27/05</i>	<p>MOVED by Clr. J. Johnson to direct Administration to research mulching contractors within the area for the Innisfree Birch Lake Campground &amp; Recreation Park walking trails for maintenance costs to a maximum of \$5,000.</p> <p><u>CARRIED.</u></p>
<i>EQUIPMENT RENTAL</i> <i>2025-05-27/06</i>	<p>MOVED by Mayor E. Raycraft to pay the Innisfree Birch Lake Campground &amp; Recreation Park Manager \$250 per month for the use of personal equipment at the Park until the Village secures a suitable replacement.</p> <p><u>CARRIED.</u></p>

VILLAGE OF INNISFREE

SPECIAL COUNCIL MEETING MINUTES of May 27, 2025

2<sup>ND</sup> BUDGET  
MEETING

2025-05-27/07

ADJOURNMENT

2025-05-27/08

MOVED by Clr. D. McMann to schedule a second Special Budget meeting on Tuesday, June 10<sup>th</sup> at 4:00 pm.

CARRIED.

MOVED by Clr. D. McMann for adjournment at 5:50 pm.

\_\_\_\_\_  
Evan Raycraft, Mayor

\_\_\_\_\_  
*T. Rogers*  
T. Rogers, Interim CAO



**VILLAGE OF INNISFREE**

**SPECIAL COUNCIL MEETING MINUTES of June 10, 2025**

	<p>A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, June 10, 2025.</p>
<p>CALL TO ORDER</p>	<p>Mayor Raycraft called the meeting to order at 4:05 PM</p>
<p>PRESENT</p>	<p><u>Attendance in-person</u> Mayor E. Raycraft. Councillor J. Johnson</p> <p>T. Rogers, Interim CAO L. Han, CAO Assistant</p> <p><u>Regrets</u> Councillor D. McMann</p>
<p>AGENDA 2025-06-10/01</p>	<p>MOVED by Clr. J. Johnson that the agenda be approved with the following addition: 3. Closed Session – Pursuant to FOIP</p> <p><u>CARRIED.</u></p>
<p>2025 BUDGET</p>	<p>Council reviewed the revised Budget, pursuant to Council directives on May 27<sup>th</sup>, 2025.</p> <p>Administration to provide Council additional information, per discussion, for the June 10, 2025, Regular Meeting.</p>
<p>CLOSED SESSION 2025-06-10/02</p>	<p>MOVED by Mayor E. Raycraft that Council go into a Closed Session at 4:38 pm pursuant to Sections 17 and 40 of <i>Aberta's Freedom of Information and Protection Act</i>, with all persons excluded except Council, the Interim CAO and the CAO Assistant.</p> <p><u>CARRIED.</u></p>
<p>OPEN MEETING 2025-06-10/03</p>	<p>Moved by Mayor Raycraft that the meeting return to an Open Session at 5:21 pm.</p> <p><u>CARRIED.</u></p>
<p>ADJOURNMENT 2025-06-10/04</p>	<p>MOVED by Clr J. Johnson for adjournment at 5:22 pm.</p>
	<p>_____ Evan Raycraft, Mayor</p> <p>_____ <i>T. Rogers</i> T. Rogers, Interim CAO</p>

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## Request for Decision (RFD)

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**Topic:** Policy 1900-04 – Hours of Work

**Initiated by:** Administration

**Attachments:** 1. Current Policy 1900-04  
2. DRAFT Policy 1900-04

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**Purpose(s):**

1. To address changes to Policy 1900-04 with regard to Administration Office Hours, as well as Public Works.

**Background:**

1. The Village and the World incurred the COVID-19 Pandemic during which the parameters of Policy 1900-04 could not be met.
2. During the last 1 – 5 months, the Village Office hours have varied from the Policy

**Key Issues/Concepts:**

1. With the new staff complements and the learning curves in the office, Administration determined that closure of the Village Office on Mondays (while the ATB Agency was also closed) would provide staff with time to concentrate on their work, while mitigating the disruption of the Public, with no bank availability, either.
2. There are currently no Public Works staff employed with the Village. All employees, full-time and seasonal, are on a 35-hour work week; therefore, no one complies with the 40-hour work week stated in the Policy
3. Recommend the policy be updated to current models and when future changes be implemented, the policy be re-addressed at that time.

**Options:**

1. That Council approves Policy 1900-04 as presented.
2. That Council approves 1900-04 as discussed.

**Financial Implications:**

There are no financial implications recognized.

**Relevant Policy/Legislation:**

1. *MGA, s. 3*
2. **Village of Innisfree Strategic Plan – Vision: “Innisfree is a safe and healthy place...”**

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

**Recommendation:**

That Council approves Policy 1900-04 – Hours of Work.

**Policy:** The Village of Innisfree believes it is in the best interest of the Village and its employees that the employees understand clearly the hours of work that they are expected to work on a regular basis.

**Purpose**

The purpose of this policy is to determine the regular hours of work for the purposes of determining pay, benefits and overtime.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding regular hours of work for employees.

**1.0 Definitions**

- 1.1 **"CAO"** means Chief Administrative Officer per the *Municipal Government Act*.
- 1.2 **"Full Time Employees"** employees working more than 30 hours a week.
- 1.3 **"Part Time Employees"** employees working less than 30 hours a week.
- 1.4 **"Temporary Employees"** employees working on a short term contract, not permanent.

**2.0 Responsibilities:**

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

**3.0 Procedures - General**

- 3.1 An employee's pay shall be based on the number of hours worked.
- 3.2 Time spent on authorized travel on Village business shall be considered working hours.
- 3.3 Time spent travelling to and from the employee's usual place of work and his/her residence is not considered working hours.

**4.0 Procedure - Full Time Employees – Public Works:**

- 4.1 The regular hours of work for a Public Works employee in a full time permanent position in the Village of Innisfree shall be Forty (40) hours per week; this being comprised of eight (8) hours daily, five days per week, Monday through Friday, with one hour off for a meal break, excluding statutory holidays, unless otherwise approved by the CAO.

**5.0 Procedure – Full Time Employee – Administration:**

- 5.1 The regular hours of work for the Chief Administrative Officer shall be Thirty-five (35) hours per week; this being comprised of seven (7) hours daily, five days per week, Monday through Friday with one hour off for a meal break, excluding statutory holidays, unless otherwise approved by Village Council.

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- 5.2** Additionally, the CAO shall attend committee meetings as directed by Council, which shall be included in the duties of the CAO, without additional salary remuneration. Time spent by the CAO at Council Meetings may be taken off as time in lieu.
- 5.3** The CAO is responsible to ensure that the Village Office is open to the general public from 9:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, Monday through Friday, excluding statutory holidays.
- 6.0 Procedure - Part Time Employees:**
- 6.1** The regular hours of work for a Public Works, Recreation or Administrative part time employee shall be determined upon their date of hire.
- 7.0 Procedure - Temporary Employees:**
- 7.1** The regular hours of work for a temporary employee in a contract position shall be as required by that of the CAO. The regular days worked, and the start and finish time of a day's work shall also be at the discretion of the CAO.
- 8.0 Procedure – Rest Periods:**
- 8.1** Employees working more than six (6) hours per day shall be granted two (2) fifteen minute paid rest periods each day; one (1) rest period before the scheduled meal break and one (1) rest period after the meal break.
- 8.2** Employees working more than two (2) hours but less than six (6) hours per day shall be granted one (1) rest period.
- 8.3** Rest Periods shall be taken at the work site unless otherwise approved by the Supervisor.
- 8.4** The timing of the rest breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.
- 9.0 Procedure – Meal Breaks:**
- 9.1** Employees working more than four (4) hours per day shall be granted a meal break without pay of not less than one half (1/2) hour and not more than one and a half (1 ½) hours at approximately the midpoint of the work period.
- 9.2** The timing of meal breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.
- 10.0 End of Procedure**



## Regular Hours of Work Policy

**Policy:** The Village of Innisfree believes it is in the best interest of the Village and its employees that the employees understand clearly the hours of work that they are expected to work on a regular basis.

**Purpose**

The purpose of this policy is to determine the regular hours of work for the purposes of determining pay, benefits and overtime.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding regular hours of work for employees.

**1.0 Definitions**

- 1.1 **"CAO"** means Chief Administrative Officer per the *Municipal Government Act*.
- 1.2 **"Full Time Employees"** employees working more than 30 hours a week.
- 1.3 **"Part Time Employees"** employees working less than 30 hours a week.
- 1.4 **"Temporary Employees"** employees working on a short term contract, not permanent.

**2.0 Responsibilities:**

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

**3.0 Procedures - General**

- 3.1 An employee's pay shall be based on the number of hours worked.
- 3.2 Time spent on authorized travel on Village business shall be considered working hours.
- 3.3 Time spent travelling to and from the employee's usual place of work and his/her residence is not considered working hours.

**~~4.0 Procedure – Full Time Employees – Public Works:~~**

- ~~4.1 The regular hours of work for a Public Works employee in a full time permanent position in the Village of Innisfree shall be Forty (40) hours per week; this being comprised of eight (8) hours daily, five days per week, Monday through Friday, with one hour off for a meal break, excluding statutory holidays, unless otherwise approved by the CAO.~~

**4.0 Procedure – Full Time Employee – Administration:**

- 4.1 The regular hours of work for the Chief Administrative Officer and Support staff shall be Thirty-five (35) hours per week; this being comprised of seven (7) hours daily, five days per week,

**Regular Hours of Work Policy**

Monday through Friday. ~~with one hour off for a meal break, excluding statutory holidays, unless otherwise approved by Village Council.~~

4.2 Additionally, the CAO shall attend committee meetings as directed by Council, which shall be included in the duties of the CAO, without additional salary remuneration. Time spent by the CAO at Council Meetings may be taken off as time in lieu.

4.3 ~~The CAO is responsible to ensure that the Village Office is open to the general public from 9:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, Monday through Friday, excluding statutory holidays.~~

**5.0 Procedure - Part Time Employees:**

5.1 The regular hours of work for a Public Works, Recreation or Administrative part-time employee shall be determined upon their date of hire.

**6.0 Procedure - Temporary Employees:**

6.1 The regular hours of work for a temporary employee in a contract position shall be as required by that of the CAO. The regular days worked, and the start and finish time of a day's work shall also be at the discretion of the CAO.

**7.0 Procedure – Rest Periods:**

7.1 Employees working more than six (6) hours per day shall be granted two (2) fifteen-minute paid rest periods each day; one (1) rest period before the scheduled meal break and one (1) rest period after the meal break.

7.2 Employees working more than two (2) hours but less than six (6) hours per day shall be granted one (1) rest period.

7.3 Rest Periods shall be taken at the work site unless otherwise approved by the Supervisor.

7.4 The timing of the rest breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.

**8.0 Procedure – Meal Breaks:**

8.1 Employees working more than four (4) hours per day shall be granted a meal break without pay of not less than one half (1/2) hour and not more than one and a half (1 ½) hours at approximately the midpoint of the work period.

8.2 The timing of meal breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.

**9.0 End of Procedure**

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## Request for Decision (RFD)

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**Topic:** Minimum Tax Rates Scenarios

**Initiated by:** Per Council Direction

**Attachments:** Worksheets demonstrating the various Minimum Tax Rates for Contribution to Reserves

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**Purpose(s):**

1. To review the various Minimum Tax Rates and the effects on the 2025 Budget

**Background:**

1. The Village of Innisfree has had a Minimum Tax Rate in place since at least 2003:
  - a. 2003 – 2006 @ **\$500**
  - b. 2007 @ **\$550**
  - c. 2008 – 2014 @ **\$575**
  - d. 2015 – 2024 @ **\$750**
2. Per the Canadian Inflation Calculator:
  - a. **\$500** in 2003 equals **\$292.75** in 2024. (worth 58.55%)
  - b. **\$775** in 2015 equals **\$594.14** in 2025 (27.5% less)
3. The Minimum Tax was levied in 2025 for several local Municipalities:
  - a. Mannville - **\$1,100**
  - b. Two Hills - **\$1,000**
  - c. Mundare - **\$750**
  - d. Viking - **\$1,000**

**Key Issues/Concepts:**

1. The following five scenarios are provided to Council for consideration:
  - a. \$775 Minimum Tax – provides \$49,915 for additional reserves
  - b. \$800 Minimum Tax – provides \$51,630 for additional reserves
  - c. \$825 Minimum Tax – provides \$53,138 for additional reserves
  - d. \$850 Minimum Tax – provides \$54,692 for additional reserves
  - e. \$875 Minimum Tax - provides \$56,307 for additional reserves
2. The Minimum Tax has not been adjusted for inflation, nor other factors.
3. The 2025 Budget is still fairly “fluid” with regards to what staffing will be in place for the 2025 fiscal year. The Additional Reserves could be allocated by Council as Operating Reserves that could then be allocated to any additional operating costs.

**Options:**

1. That Council approves the input of a \$875 Minimum Tax in the 2025 Tax Rate Bylaw
2. That Council approves the input of a different Minimum Tax to be included in the 2025 Tax Rate Bylaw

**Financial Implications:**

The various Minimum Tax rate scenarios provide the information on the financial implications of the Council Decision.

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**Relevant Policy/Legislation:**

1. ***MGA, s. 3 – Municipal Purposes***
2. ***MGA, s.248.1 – Annual Budget***
3. **Village of Innisfree Strategic Plan – Values: “Efficiency is the best use of our resources.”**

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

The provision of sufficient services provided by the 2025 Tax Rate should provide positive feedback from the community.

**Recommendation:**

That Council approves the input of a \$875 Minimum Tax Rate in the 2025 Tax Rate Bylaw.



2025

Department Budget Summary

DEPARTMENT	REVENUE	EXPENDITURES	SURPLUS/ (DEFICIT)	NOTES:
(00) Requisition	45,822.00	45,822.00	-	Administration has reviewed the revenues and expenses from previous years, and has estimated all proposed Revenues and Expenses that will effect the 2025 Operations.
(11) Legislative Governance & (00) Taxation	-	15,506.20	- 15,506.20	
(12) Administration	123,177.35	342,145.00	- 218,967.65	
(19) General	194,255.00	16,636.00	177,619.00	
(21) Fines	100.00	-	100.00	
(23) Fire	-	7,069.25	- 7,069.25	
(25) Emergency Services	-	12,552.00	- 12,552.00	
(26) Bylaw Enforcement	1,025.00	5,200.00	- 4,175.00	
(32) Public Works/Transportation	22,100.00	210,600.90	- 188,500.90	
(37) Stormwater Services	-	7,700.00	- 7,700.00	
(41) Water Distribution & Supply	151,775.00	198,378.22	- 46,603.22	<div>2024 Requisitions:</div> <div>ASFF Non-Res: \$11,9443.6929</div> <div>ASFF Res: \$24,5672.3957</div> <div>MD Minburn: \$4,1160.304</div> <div>DIP: \$920.0773</div>
(42) Sanitary Sewer Dept.	37,860.00	98,204.57	- 60,344.57	
(43) Solid Waste Management	46,500.00	34,875.00	11,625.00	
(51) Social Services Dept.	-	1,920.00	- 1,920.00	
(61) Land	-	-	-	
(66) Municipal Planning Dept.	100.00	100.00	-	
(72) Recreational Services Dept.	36,000.00	80,075.00	- 44,075.00	
(74) Culture Dept - Museum, Library	4,100.00	15,743.23	- 11,643.23	
(97) Operational Contingency Reserve	-	-	-	

Tax Levy:	662,814.35	\$	1,092,527.36	(429,713.01)
Less Requisitions:	616,992.35	\$	1,046,705.36	

Municipal Costs	429,713
Less Amortization	160,915
Net 2025 Taxes	268,798

Surplus(-Deficit)

49,569.71

2024 Assessment for 2025 Taxation:		Assessment	Mill Rate	\$
Linear Non Res - Municipal		1,193,630	26.046	31,089.29
Non Res/Federal GIL/M&E - Municipal		3,005,910	26.046	78,291.93
Res/Farmland - Municipal		10,575,030	17.5069	186,071.51
Minimum Muni Tax \$775				22,914.99
Total Taxable Assessment:		14,774,570.00		318,368
DIP ASSESSMENT 1		1,193,630		

Requisitions:	Mill Rate
ASFF Non-Res: \$13,608	0.0032420
ASFF Res: \$28,116	0.0026587
MD Minburn: \$4,013	0.0002716
DIP \$83.67	0.0006960

2025

Department Budget Summary

DEPARTMENT	REVENUE	EXPENDITURES	SURPLUS/ (DEFICIT)	NOTES:
(00) Requisition	45,822.00	45,822.00	-	Administration has reviewed the revenues and expenses from previous years, and has estimated all proposed Revenues and Expenses that will effect the 2025 Operations.
(11) Legislative Governance & (00) Taxation	-	15,506.20	15,506.20	
(12) Administration	123,177.35	342,145.00	218,967.65	
(19) General	194,255.00	16,636.00	177,619.00	
(21) Fines	100.00	-	100.00	
(23) Fire	-	7,069.25	7,069.25	
(25) Emergency Services	-	12,552.00	12,552.00	
(26) Bylaw Enforcement	1,025.00	5,200.00	4,175.00	
(32) Public Works/Transportation	22,100.00	210,600.90	188,500.90	
(37) Stormwater Services	-	7,700.00	7,700.00	
(41) Water Distribution & Supply	151,775.00	198,378.22	46,603.22	<div>2024 Requisitions:</div> <div>ASFF Non-Res: \$11,944</div> <div>ASFF Res: \$24,567</div> <div>MD Minburn: \$4,116</div> <div>DIP: \$92</div> <div>2024 MR</div> <div>3,6929</div> <div>2,3957</div> <div>0,304</div> <div>0,0773</div>
(42) Sanitary Sewer Dept.	37,860.00	98,204.57	60,344.57	
(43) Solid Waste Management	46,500.00	34,875.00	11,625.00	
(51) Social Services Dept.	-	1,920.00	1,920.00	
(61) Land	-	-	-	
(66) Municipal Planning Dept.	100.00	100.00	-	
(72) Recreational Services Dept.	36,000.00	80,075.00	44,075.00	
(74) Culture Dept - Museum, Library	4,100.00	15,743.23	11,643.23	
(97) Operational Contingency Reserve	-	-	-	
<div>Tax Levy: 662,814.35 \$ 1,092,527.36 (429,713.01)</div> <div>Less Requisitions: 616,992.35 \$ 1,046,705.36</div>				
<div>Municipal Costs</div> <div>Less Amortization -</div> <div>Net 2025 Taxes</div>				<div>429,713</div> <div>160,915</div> <div>268,798</div>
<div>2024 Assessment for 2025 Taxation:</div> <div>Linear Non Res - Municipal</div> <div>Non Res/Federal GIL/M&amp;E - Municipal</div> <div>Res/Farmland - Municipal</div> <div>Minimum Muni Tax \$800</div> <div>Total Taxable Assessment:</div>				<div>Surplus(-Deficit)</div> <div>51,629.74</div> <div>Requisitions:</div> <div>ASFF Non-Res: \$13,608</div> <div>ASFF Res: \$28,116</div> <div>MD Minburn: \$4,013</div> <div>DIP \$83.67</div> <div>Mill Rate</div> <div>0.0032420</div> <div>0.0026587</div> <div>0.0002716</div> <div>0.0006960</div>
DIP ASSESSMENT 1	1,193,630		320,428	



2025

Department Budget Summary

DEPARTMENT	REVENUE	EXPENDITURES	SURPLUS/ (DEFICIT)	NOTES:
(00) Requisition	45,822.00	45,822.00	-	Administration has reviewed the revenues and expenses from previous years, and has estimated all proposed Revenues and Expenses that will effect the 2025 Operations.
(11) Legislative Governance & (00) Taxation	-	15,506.20	- 15,506.20	
(12) Administration	123,177.35	342,145.00	- 218,967.65	
(19) General	194,255.00	16,636.00	177,619.00	
(21) Fines	100.00	-	100.00	
(23) Fire	-	7,069.25	- 7,069.25	
(25) Emergency Services	-	12,552.00	- 12,552.00	
(26) Bylaw Enforcement	1,025.00	5,200.00	- 4,175.00	
(32) Public Works/Transportation	22,100.00	210,600.90	- 188,500.90	
(37) Stormwater Services	-	7,700.00	- 7,700.00	
(41) Water Distribution & Supply	151,775.00	198,378.22	- 46,603.22	2024 Requisitions: ASFF Non-Res: \$11,944 3.6929 ASFF Res: \$24,567 2.3957 MD Minburn: \$4,116 0.304 DIP: \$92 0.0773
(42) Sanitary Sewer Dept.	37,860.00	98,204.57	- 60,344.57	
(43) Solid Waste Management	46,500.00	34,875.00	11,625.00	
(51) Social Services Dept.	-	1,920.00	- 1,920.00	
(61) Land	-	-	-	
(66) Municipal Planning Dept.	100.00	100.00	-	
(72) Recreational Services Dept.	36,000.00	80,075.00	- 44,075.00	
(74) Culture Dept - Museum, Library	4,100.00	15,743.23	- 11,643.23	
(97) Operational Contingency Reserve	-	-	-	

Tax Levy:	662,814.35	\$	1,092,527.36	(429,713.01)
Less Requisitions:	616,992.35	\$	1,046,705.36	

Municipal Costs	429,713
Less Amortization	160,915
Net 2025 Taxes	268,798

Surplus(-Deficit) 53,137.52

2024 Assessment for 2025 Taxation:		Assessment	Mill Rate	\$ \$
Linear Non Res - Municipal		1,193,630	26.046	31,089.29
Non Res/Federal GIL/M&E - Municipal		3,005,910	26.046	78,291.93
Res/Farmland - Municipal		10,575,030	17.5069	186,071.51
Minimum Muni Tax \$825				26,482.80
Total Taxable Assessment:		14,774,570.00		321,936
DIP ASSESSMENT 1		1,193,630		

Requisitions:	ASFF Non-Res: \$13,608	Mill Rate
ASFF Res: \$28,116		0.0032420
MD Minburn: \$4,013		0.0026587
DIP \$83.67		0.0002716
		0.0006960

2025

Department Budget Summary

DEPARTMENT	REVENUE	EXPENDITURES	SURPLUS/ (DEFICIT)	NOTES:
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(61) Land	-	-	-	
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Requisitions:		
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MD Minburn: \$4,013 0.0002716		
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2025

Department Budget Summary

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<div>Municipal Costs429,713</div> <div>Less Amortization -160,915</div> <div>Net 2025 Taxes268,798</div>																												
<div>Surplus(-Deficit)56,306.61</div>																												
<div>2024 Assessment for 2025 Taxation:</div> <table><tr><td>Linear Non Res - Municipal</td><td>Assessment</td><td>Mill Rate</td><td>\$ \$</td></tr><tr><td>Non Res/Federal GIL/M&amp;E - Municipal</td><td>1,193,630</td><td>26.046</td><td>31,089.29</td></tr><tr><td>Res/Farmland - Municipal</td><td>3,005,910</td><td>26.046</td><td>78,291.93</td></tr><tr><td>Minimum Muni Tax \$875/</td><td>10,575,030</td><td>17.5069</td><td>186,071.51</td></tr><tr><td>Total Taxable Assessment:</td><td>14,774,570.00</td><td></td><td>29,651.89</td></tr><tr><td>DIP ASSESSMENT 1</td><td>1,193,630</td><td></td><td>325,105</td></tr></table>				Linear Non Res - Municipal	Assessment	Mill Rate	\$ \$	Non Res/Federal GIL/M&E - Municipal	1,193,630	26.046	31,089.29	Res/Farmland - Municipal	3,005,910	26.046	78,291.93	Minimum Muni Tax \$875/	10,575,030	17.5069	186,071.51	Total Taxable Assessment:	14,774,570.00		29,651.89	DIP ASSESSMENT 1	1,193,630		325,105	<div>Requisitions:</div> <div>ASFF Non-Res: \$13,6080.0032420</div> <div>ASFF Res: \$28,1160.0026587</div> <div>MD Minburn: \$4,0130.0002716</div> <div>DIP \$83.670.0006960</div>
Linear Non Res - Municipal	Assessment	Mill Rate	\$ \$																									
Non Res/Federal GIL/M&E - Municipal	1,193,630	26.046	31,089.29																									
Res/Farmland - Municipal	3,005,910	26.046	78,291.93																									
Minimum Muni Tax \$875/	10,575,030	17.5069	186,071.51																									
Total Taxable Assessment:	14,774,570.00		29,651.89																									
DIP ASSESSMENT 1	1,193,630		325,105																									

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## Request for Decision (RFD)

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**Topic:** 2025 Operating Budget (& Forecast for 2026-2028)  
**Initiated by:** Council  
**Attachments:** Draft #3 of 2025 Operating Budget & 2026 – 2028 Budget Forecasts

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**Purpose(s):**

1. To review and approve the 2025 Operating Budget.

**Background:**

1. The Village Council had 2025 Budget meetings on May 20 and June 10, 2025.
2. At the June 10<sup>th</sup> Special Meeting, Administration was directed to provide Council variations on the Minimum Tax Rate.

**Key Issues/Concepts:**

1. Council recognized the need for a new Administration Laptop and accepted Administration's recommendation to add a Transfer from Operating Reserves to offset the Administration Purchase of a new laptop.
2. No other changes were proposed in Draft #3 of the Budget.

**Options:**

1. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Expenditures estimated at \$935,360 for net Taxation 318,368 (\$775 Minimum Tax Rate)
2. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Expenditures estimated at \$937,419 for net Taxation of \$320,427 (\$800 Minimum Tax Rate)
3. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Expenditures estimated at \$938,928 for net Taxation of. \$321,936 (\$825 Minimum Tax Rate)
4. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Estimated Expenditures of \$940,482 for net Taxation of \$323,490 (\$850 Minimum Tax Rate)
5. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Estimated Expenditures of \$942,097 for net Taxation of. \$325,105 (\$875 Minimum Tax Rate)

**Financial Implications:**

The maintenance of the Mill Rate should be positively viewed by ratepayers. Recognizing the Minimum Tax to offset all Municipal services/expenditures should be provided to residents.

**Relevant Policy/Legislation:**

1. *MGA, s. 3.b.)*- Municipal Purposes
2. *MGA, s.248.1* – Annual Budget
3. **Village of Innisfree Strategic Plan** – Values: "Efficiency is the best use of our resources."

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

**Recommendation:**

That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Estimated Expenditures of \$942,097 with net Taxation at \$325,105.



Village of Innisfree

DRAFT #3

2025 Operating Budget

and 2026-2028 Budget Forecast - RFD

Final Approved on:

Motion #

General Ledger		Description		2022		2023		2024		2025		2026		2027		2028		2025 Notes:	
		Actual	Budget	Budget	Actual	Budget	Budget	Budget	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
		(unaudited)																	
TAXATION																			
1-00-00-110	Taxes Residential	165,982.99	166,000	171,000	170,836	180,557		0	0	0	0	0	0	0	0	0	0		
1-00-00-111	Taxes Non-Residential	49,831.59	49,832	51,327	50,985	53,241		0	0	0	0	0	0	0	0	0	0		
1-00-00-112	Taxes M & E	2,224.30	2,224	2,291	2,429	2,500		0	0	0	0	0	0	0	0	0	0		
1-00-00-120	Taxes SP Levy	0.00	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
1-00-00-190	Taxes Linear	28,485.85	28,486	29,341	30,786	31,000		0	0	0	0	0	0	0	0	0	0		
1-00-00-230	Taxes Federal GIL	1,208.27	1,208	1,244	1,244	1,300		200	1,360	1,401	1,443	ASFF Portion Only							
1-00-00-240	Taxes Provincial GIL	0.00	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
1-00-00-250	Taxes Minimum Levy	26,405.65	26,405	27,197	25,762	25,000		0	0	0	0	0	0	0	0	0	0		
1-00-00-260	Taxes - Designated Industrial Property	87.07	87	90	91	93		85	88	90	93								
1-00-00-321	ASFF Residential Levy	27,158.85	25,843	25,843	25,843	24,567		28,116	28,959	29,828	30,723	As per requisition							
1-00-00-322	ASFF Non-Residential Levy	12,387.27	11,779	11,779	11,814	11,944		13,408	13,810	14,225	14,651	As per requisition							
1-00-00-330	Seniors Housing Levy	3,810.74	3,811	3,898	3,912	4,015		4,013	4,133	4,257	4,385	As per requisition							
1-00-00-328	ASFF Prior Year Levy Adj Residential	0.00	1,319	0	0	0		0	0	0	0	0	0	0	0	0	0		
1-00-00-329	ASFF Prior Year Levy Adj Non-Residential	0.00	608	0	0	0		0	0	0	0	0	0	0	0	0	0		
* TOTAL TAXATION		317,582.58	317,602.00	324,009	323,702	334,216.00		45,822.00	48,350.66	49,801.18	51,295.22								
REQUISITIONS																			
2-00-00-260	Designated Industrial Property Req	0.00	87	90	0	92		85	88	90	93	As per requisition							
2-00-00-321	ASFF Requisition Residential	26,448.40	27,162	25,843	24,903	24,567		28,116	28,959	29,828	30,723	As per requisition							
2-00-00-322	ASFF Requisition Non-Residential	11,173.36	12,387	11,779	11,804	11,944		13,608	14,016	14,437	14,870	As per requisition							
2-00-00-328	ASFF Prior Year Levy Adj Residential	0.00	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
2-00-00-329	ASFF Prior Year Levy Adj Non-Residential	0.00	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
2-00-00-330	Seniors Foundation Requisition	3,811.00	3,811	3,898	3,898	4,015		4,013	4,133	4,257	4,385	As per requisition							
* TOTAL REQUISITIONS		41,432.76	43,447	41,609	40,605	40,618		45,822	47,197	48,613	50,071								
**P TOTAL TAX AVAILABLE FOR MUNICIPALITY																			
		276,149.82	274,155	282,400	283,097	283,598		0	1,154	1,189	1,224								
3% Increase 3% Increase 3% Increase																			
GENERAL REVENUE																			
1-00-00-510	Penalties Taxes	24,318.20	27,000	25,000	20,768	29,942		40,000	41,200	42,436	43,709								
1-00-00-540	Franchise Fees - Natural Gas	26,733.11	28,025	24,000	20,870	24,560		25,930	26,708	27,509	28,334	based on ATCO 2025 forecast provided							
1-00-00-541	Franchise Fees - Electricity	16,353.31	15,200	15,000	15,129	16,994		17,400	17,922	18,460	19,013	based on ATCO 2025 forecast provided							
1-00-00-550	Bank Interest (General Operating)	3,960.41	1,500	8,000	10,875	8,240		2,400	2,472	2,546	2,623	Per Current Bank Bal/ATB Interest							
1-00-00-551	Bank Interest - Grants	9,883.36	2,500	10,000	38,048	35,000		7,800	8,034	8,275	8,523	Per HISA Spreadsheet received							
1-00-00-552	Bank Interest - Reserves	6,193.82	300	5,000	10,471	10,000		500	515	530	546	Per HISA Spreadsheet received							
1-00-00-590	Bank Interest - Tax Recovery '09 (TBill)	11.30	2	15	26	15		15	15	15	15	Per YTD Estimates							
1-01-00-593	Other Revenue Own Sources Invest	630.00	550	210	670	210		210	210	210	210								
1-01-00-790	Sale of Assets Gain/Loss	0.00	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
1-11-00-152	Council Health Benefit Recovery	0.00	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
1-11-00-765	Transfer from Reserves General	0.00	25,000	25,000	0	0		100,000	0	0	0								
** TOTAL GENERAL REVENUE		88,083.51	100,077	112,225	116,857	124,961		194,255	97,076	99,981	102,974								

2022	2022	2023	2023	2024	2025	2026	2027	2028
Actual	Budget	Budget	Actual	Budget	Budget	Forecast	Forecast	Forecast
(unaudited)								

3% Increase 3% Increase 3% Increase 3% Increase 3% Increase

ADMIN REVENUE

1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	0.00	0	0	0	0	0	0	0
1-12-00-290	Election (Senate/Referendum)	0.00	0	0	0	0	0	0	1
1-12-00-401	Sales Photocopies, Faxes, Services	1,648.93	1,350	1,829	1,545	1,591	1,639	1,688	1,739
1-12-00-402	Bank Fees Collected	359.00	150	0	155	0	0	0	0
1-12-00-415	Donations	3,235.60	0	988	0	0	0	0	0
1-12-00-560	Rental Revenue Adm	8,668.41	8,500	8,755	8,397	10,350	10,661	10,980	11,310
1-12-00-590	Other Revenue Own Sources Adm	6,259.29	1,750	2,000	23,039	5,200	5,356	5,517	5,682
1-12-00-765	Transfer from Reserves - Adm	5,620.00	5,620	5,789	0	2,500	0	0	0
1-12-00-840	Grants Conditional Provincial Adm	36,768.00	0	36,768	73,535	73,535	75,742	78,014	80,355
1-12-00-841	Provincial Grant Capital	28,264.80	50,000	30,000	0	30,000	0	0	0
	CSJ Federal Grant		2,000	2,000	2,100	0	0	0	0
1-12-00-911	Recovery	0.00	0	0	60	0	0	0	0

**	TOTAL ADMIN REVENUE	90,823.83	67,370	86,962	109,848	116,159	123,177	93,398	96,200	99,087
								3% Increase	3% Increase	3% Increase

POLICE FINE REVENUE

1-21-00-530	Fines Police	0.00	100	100	122	100	100	100	103	106
**	TOTAL FINE REVENUE	0.00	100	100	122	100	100	100	103	106
								3% Increase	3% Increase	3% Increase

FIRE REVENUE

1-23-00-410	Fees Fire Fighting	187.50	500	0	0	0	0	0	0	0
1-23-00-765	Transfer from Reserves Fire	5,000.00	5,000	6,000	11,789	0	0	0	0	0
1-23-00-841	Provincial Grants - Fire	1,225.00	1,225	0	0	0	0	0	0	0
1-23-00-850	Joint Fire Services Agreement	0.00	0	0	0	0	0	0	0	0
1-23-00-990	Proceeds of Capital Disposal Fire	0.00	0	0	0	0	0	0	0	0
**	TOTAL FIRE REVENUE	6,412.50	6,725.00	6,000.00	11,789.00	0.00	0.00	0.00	0.00	0.00

BYLAW REVENUE

1-26-00-522	License Animal	1,225.00	1,100	1,262	583	580	567	583	601	601
1-26-00-523	Business Licenses	585.00	500	603	275	375	489	504	519	519
1-26-00-590	Fines Bylaw	900.00	0	0	1,820	1,800	0	0	0	1
**	TOTAL BYLAW REVENUE	2,710.00	1,600	1,864	2,678	2,755	1,056	1,087	1,121	1,121
								3% Increase	3% Increase	3% Increase

PUBLIC WORKS REVENUE

1-32-00-430	Sales Service (Grass,Snow)	75.00	0	77	701	80	0	0	0	0
1-32-00-560	PW Rental Revenue	2,200.00	2,500	2,266	1,573	500	0	0	0	0
1-32-00-765	Transfer From Operating Reserves PW	19,775.00	19,775	20,000	0	20,000	20,000	20,000	20,000	20,000
1-32-00-830	Grants Federal (CSJ) PW	0.00	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
1-32-00-840	Grants Provincial - Operating	0.00	0	0	0	0	0	0	0	0
1-32-00-841	Grants Infrastructure Provincial PW	16,548.84	30,000	18,000	18,000	0	0	0	0	0
1-32-00-850	FEDERAL GRANTS	0.00	4,800	0	0	0	0	0	0	1
1-32-00-990	Proceeds of Capital Disposal PW	0.00	0	0	0	0	0	0	0	0
**	TOTAL PUBLIC WORKS REVENUE	38,598.84	59,175	42,443	22,373	22,680	22,100	22,100	22,100	22,763



General Ledger	Description	2022 Actual (unaudited)	2022 Budget	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	2028 Forecast	2025 Notes:
				3% Increase		3% Increase		3% Increase	3% Increase	3% Increase	
<b>STORMWATER REVENUE</b>											
1-37-00-000	Grants - Provincial Capital	0.00	0	0	0	0	0	0	0	1	
1-37-00-410	Stormwater Infrastructure Renewal	4,866.20	4,780	5,012	5,321	5,163	0	0	0	0	Per-YTD-UT Billing Revenue Rates Bylaw Changed 2024
1-37-00-510	Penalties-Stormwater	0.00	0	0	0	0	0	0	0	0	
1-37-00-860	Grant - Federal Capital	0.00	0	0	0	0	0	0	0	0	
**	<b>TOTAL STORMWATER REVENUE</b>	<b>4,866.20</b>	<b>4,780</b>	<b>5,012</b>	<b>5,321</b>	<b>5,163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	
							3% Increase	3% Increase	3% Increase	3% Increase	
<b>WATER REVENUE</b>											
1-41-00-410	Water Consumption	48,379.34	42,500	49,831	51,425	51,326	64,500	66,435	68,428	70,481	Per YTD UT Billing Revenue Rates
1-41-00-411	Regional Water Fund	23,872.00	23,450	24,588	25,606	25,326	27,000	27,810	28,644	29,504	Per YTD UT Billing Revenue (\$2,250/mon)
1-41-00-412	Water Base Fee	30,463.45	29,150	31,377	30,679	36,300	31,875	32,831	33,816	34,831	Per YTD UT Billing Revenue (\$2,656/mon)
1-41-00-510	Penalties-Water	2,059.72	2,950	2,122	4,232	4,000	4,500	4,635	4,774	4,917	Dependent on Balancing of GL to Sub-Ledgers
1-41-00-511	Penalties-Regional Water Fund	0.00	0	0	0	0	0	0	0	0	Penalties all allocated to Penalties - Water GL
1-41-00-760	Transfer to Reserves - EIRF						23,900	24,617	25,356	26,116	Per Master Rates Bylaw :Feb 2024: SWIRF to Apr: \$1,900 + est. 8 x \$2,700 = \$22,000
1-41-00-765	Transfer from Reserves Water	0.00	0	0	0	0	0	0	0	0	
1-41-00-841	Provincial Grant Capital	30,402.49	48,050	31,315	125,134	0	0	0	0	0	
**	<b>TOTAL WATER REVENUE</b>	<b>136,177.00</b>	<b>146,100</b>	<b>139,232</b>	<b>237,076</b>	<b>116,951</b>	<b>161,775</b>	<b>156,328</b>	<b>161,018</b>	<b>165,849</b>	
							3% Increase	3% Increase	3% Increase	3% Increase	
<b>SEWER REVENUE</b>											
1-42-00-410	Billings Sewer	36,493.05	35,850	35,000	37,050	36,050	37,860	38,996	40,166	41,371	Per YTD UT Billing Revenue (\$3,155/mon)
1-42-00-510	Sanitary Sewer Penalties	0.00	0	0	0	0	0	0	0	0	Penalties all allocated to Penalties - Water GL
1-42-00-764	Transfer from Reserves Sewer	0.00	0	0	0	0	0	0	0	0	
1-42-00-840	Provincial Grants Capital	0.00	40,500	40,500	0	0	0	0	0	0	
**	<b>TOTAL SEWER REVENUE</b>	<b>36,493.05</b>	<b>76,350</b>	<b>75,500</b>	<b>37,050</b>	<b>36,050</b>	<b>37,860</b>	<b>38,996</b>	<b>40,166</b>	<b>41,371</b>	
							3% Increase	3% Increase	3% Increase	3% Increase	
<b>SOLID WASTE</b>											
1-43-00-410	Billings Garbage	48,626.97	47,680	50,086	50,451	51,588	41,110	42,343	43,614	44,922	Per YTD UT Billing Revenue (\$3,425/mon)
1-43-00-411	Regional SWM Infrastructure Fee	18,435.00	18,100	18,988	18,937	19,000	1,610	1,658	1,708	1,759	Discontinued Fees February 2025
1-43-00-412	Recycling (cardboard)	0.00	0	3,960	3,487	3,400	3,780	3,893	4,010	4,131	Per YTD UT Billing Revenue (\$315/mon)
1-43-00-510	Penalties - Solid Waste	0.00	0	0	0	0	0	0	0	0	Penalties all allocated to Penalties - Water GL
1-43-00-511	Penalties SWM Fee	0.00	0	0	0	0	0	0	0	0	Penalties all allocated to Penalties - Water GL
1-43-00-764	Transfer from Contributed Reserve Garbag	0.00	0	0	0	0	0	0	0	0	
**	<b>TOTAL SOLID WASTE</b>	<b>67,061.97</b>	<b>65,780</b>	<b>73,034</b>	<b>72,875</b>	<b>73,988</b>	<b>46,600</b>	<b>47,895</b>	<b>49,332</b>	<b>50,812</b>	
							3% Increase	3% Increase	3% Increase	3% Increase	
<b>LAND REVENUE</b>											
1-61-00-250	Sale of Land	0.00	0	0	0	0	0	0	0	0	
1-61-00-522	Permits	0.00	0	0	0	0	0	0	0	0	
1-61-00-765	Transfer from Reserves	30,000.00	30,000	30,000	0	0	0	0	0	0	
**	<b>TOTAL LAND REVENUE</b>	<b>30,000.00</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
							3% Increase	3% Increase	3% Increase	3% Increase	
<b>PLANNING REVENUE</b>											
1-66-00-522	Permits (Development Subdivision)	295.00	150	150	125	125	100	103	106	109	
**	<b>TOTAL LAND REVENUE</b>	<b>295.00</b>	<b>150</b>	<b>150</b>	<b>125</b>	<b>125</b>	<b>100</b>	<b>103</b>	<b>106</b>	<b>109</b>	
							3% Increase	3% Increase	3% Increase	3% Increase	

RECREATION REVENUE											
1-72-00-415	Rec Park Donations	1,055.00	1,000	0	344	0	100	103	106	109	Per YTD (Fuel Tank sale)
1-72-00-590	Fees Park Grounds	33,965.22	22,000	35,000	24,453	25,000	30,000	30,900	31,827	32,782	Increased: New seasonal Rates \$1,800 to \$3,000
1-72-00-591	Fees Park Concession	582.92	1,500	1,000	587	550	2,000	2,060	2,122	2,185	Increased: New Cash monitoring set up
1-72-00-592	Fees Park Firewood	1,133.28	1,500	1,200	1,705	1,700	1,800	1,854	1,910	1,967	
1-72-00-760	Disposition Proceeds	4,656.35	0	0	0	0	0	0	0	0	
1-72-00-764	Transfer to Operating Reserves	0.00	0	0	0	0	0	0	0	0	
1-72-00-765	Transfer from Reserves Recreation	0.00	0	0	0	0	0	0	0	0	
1-72-00-830	Federal Conditional Grants	2,100.00	2,100	2,100	2,100	2,100	2,100	2,163	2,228	2,295	2025 CSJ Grant Confirmed
1-72-00-841	PROVINCIAL GRANT - CAPITAL	26,410.45	21,000	10,000	0	0	0	0	0	1	
**	TOTAL RECREATION REVENUE	69,903.22	49,100	49,300	29,188	29,350	36,000	37,080	38,192	39,339	

CULTURAL REVENUE										
1-74-00-400	Van Revenue (Community)	0.00	0	0	0	0	0	0	0	0
1-74-00-415	Museum Donations	0.00	0	0	0	0	0	0	0	0
1-74-00-557	Museum Cost Recovery	2,021.45	0	0	5,800	4,000	4,100	0	0	0
1-74-00-591	Revenue Own Sources Culture	0.00	0	0	0	0	0	0	0	0
1-74-00-830	Grants Conditional Federal Cultural	0.00	0	0	0	0	0	0	0	0
1-74-00-840	Grants Conditional Provincial Cultural	0.00	0	0	0	0	0	0	0	0
1-74-00-860	Other Revenue Own Sources Library	0.00	0	0	0	0	0	0	0	0
1-74-00-900	Recoveries Insurance Cultural	0.00	0	0	0	0	0	0	0	0
**	TOTAL CULTURAL REVENUE	2,021.45	0	0	5,800	4,000	4,100	0	0	0

TOTAL REVENUE - Less requisitions	848,595.39	881,462.00	904,223	934,199	825,880	616,992	495,285	509,474	524,756	
TOTAL REVENUE	890,029.15	924,909.00	945,832	974,804	866,498	662,814	542,482	558,087	574,827	

COUNCIL EXPENSE										
2-11-00-130	Employer Cont Source Deductions	38.35	200	50	15	52	53	55	56	58
2-11-00-135	WCB Council	1,434.09	1,435	1,500	143	1,545	1,591	1,639	1,688	1,739
2-11-00-151	Fees Council	9,102.50	8,000	9,000	7,861	8,000	8,240	8,487	8,742	9,004
2-11-00-152	Benefits Council	0.00	0		0					
2-11-00-211	Travel/Subsistence Council	5,675.65	2,500	3,000	3,876	3,090	3,500	3,605	3,713	3,825
2-11-00-212	Conventions/Seminars Council	2,855.56	2,900	2,000	2,565	2,060	2,122	2,185	2,251	2,319
2-11-00-274	Council Insurance	0.00	0	250	0	258	0	0	0	0
2-11-00-415	Donations	0.00	0	0	0	0	0	0	0	0
2-11-00-510	Goods and Services	7.50	0	0	250	0	0	0	0	0
**	TOTAL COUNCIL EXPENSE	19,113.65	15,035	15,800	14,710	15,004	15,506	15,971	16,451	16,944

GENERAL EXPENSE											
2-19-00-274	General Insurance	6,355.01	6,355	6,500	10,722	6,695	16,636	6,500	6,695	6,896	Per 2025 Invoice + Possible 2025 Costs
**	TOTAL GENERAL EXPENSE	6,355.01	6,355	6,500	10,722	6,695	16,636	6,500	6,695	6,896	

3% Increase

3% Increase

3% Increase

ADMIN EXPENSE

2-12-00-110	Salaries & Wages Adm	53,360	60,000	61,845	68,459	100,000	85,000	87,550	90,177	Interim CAO salary + New + Xtra - AMENDED
2-12-00-111	Honorarium (Admin)	1,000	1,000	1,300	1,000	500	515	1,000	1,001	
2-12-00-115	Salaries & Wages Assistant Adm	31,180	34,000	59,975	60,115	60,530	62,346	64,216	66,143	Estimate for AA based on 4 month's Salary
2-12-00-120	Salaries & Wages Casual	0.00	0	20	0	0	0	0	0	
2-12-00-130	Employer Contributions Source Adm	4,470	7,500	9,273	9,300	11,500	11,845	12,200	12,566	Estimate based on 4 month's Salaries & CRA Rates
2-12-00-131	Employer Benefits Adm	13,250	14,000	11,803	12,000	12,000	12,360	12,731	13,113	Estimate based on CAO Scenarios
2-12-00-135	Workers Compensation ADM	1,420	1,500	970	1,500	3,730	3,842	3,957	4,076	Estimate based on Salaries with 2025 WCB Rate
2-12-00-211	Travel/Subsistence Adm	1,500	3,000	2,664	3,000	500	515	530	546	Estimated based on timeframes
2-12-00-212	Conventions/Education Adm	599.00	0	2,485	2,500	500	515	530	546	Small budget allowance
2-12-00-213	Health & Safety Training - Adm	99.98	530	0	250	250	258	265	273	Small budget allowance
2-12-00-215	Telecommunications	3,949.78	3,550	4,813	5,000	5,000	5,150	5,305	5,464	Est. with \$390/mon-Cell & Land line
2-12-00-216	Postage & Freight	768.94	600	604	650	700	721	743	765	Increased to recognized C, Post fees
2-12-00-217	Website Costs	406.62	1,270	0	500	500	515			LOOP Website 3/YR Agreement; (Nov. 2024-Nov 2027)
2-12-00-220	Membership Dues Adm	1,850	2,000	1,998	2,060	2,185	2,251	2,318	2,388	NE AB \$70.02; AB Munis \$1,178; TransCan#16337; N Sask River\$123, GFCM\$10;USP \$57;ATB MC \$35
2-12-00-221	Advertising/Printing/Subscriptions Adm	1,121.33	5,000	1,439	2,000	4,750	4,893	5,039	5,190	Copier Lease \$2,482; Copies: \$1700; Informer \$45/mon;.
2-12-00-230	Audit/Assessor Fees Adm	38,100.00	30,000	24,450	30,900	44,800	46,144	24,800	24,800	New Contract \$4,800 X 5 Years; Unknown Audit Fees: \$40K?
2-12-00-250	Contracted Services Adm	14,054.67	10,000	19,162	20,000	20,600	21,218	21,855	22,510	Longhurst IT: \$148/mon; Janitorial,\$47.5/mon; Liberty \$45/mon;Microsoft \$89/mon;Adobe \$26/mon = \$783/annum
2-12-00-274	Insurance Adm	1,026.21	1,450	1,490	2,500	2,575	2,652	2,732	2,814	Per 2025 Invoice
2-12-00-290	Election/Census Expense Adm	328.77	750	0	750	3,000	3,090	750	750	YTD: \$250
2-12-00-415	Donations	1,822.52	0	462	0	500	515	250	250	
2-12-00-510	Goods, Materials & Supplies Adm	11,341.64	12,000	18,113	19,000	17,500	18,025	14,000	14,000	Added back in Computer Laptop Purchase-\$2,500
2-12-00-540	Utilities Heat Adm	1,527.05	1,500	1,041	1,545	2,000	2,060	2,122	2,185	Optimistic that Carbon Levy's at \$0
2-12-00-541	Utilities Power Adm	2,657.42	2,500	2,403	2,575	3,000	3,090	3,183	3,278	
2-12-00-543	Utilities Water&Sewer Adm	1,425.45	1,380	1,999	2,000	1,200	1,236	1,273	1,311	Estimated at \$100/mon per new SS rates
2-12-00-650	Provision Doubtful Accounts	5,846.73	30,000	20,890	15,000	15,000	15,450	15,914	16,391	
2-12-00-762	Transfer to Capital Adm	0.00	0	0	0	0	0	0	0	
2-12-00-765	Transfer to Reserves Adm	1,500.00	1,500	11,150	2,500	3,000	3,090	3,183	3,278	
2-12-00-770	Grants to Organizations Adm	0.00	0	100			0	0	0	
2-12-00-790	Amortization Expense - Admin	3,307.78	600	0	3,000	3,500	3,605	3,713	3,825	2023 Amortization: \$3,300
2-12-00-810	Bank Charges Adm	2,149.04	2,500	1,975	2,500	2,575	2,652	2,732	2,814	
2-12-00-830	Bank Interest/Overdraft Fees Adm	0.00	0	0	0	0	0	0	0	
2-12-00-910	Outages/Account for Penny Loss	0.00	0	0	0	0	0	0	0	
2-12-00-911	Land Tile Charges	200.00	250	362	380	250	258	265	273	
2-12-00-920	Tax Adjustments Council Adm	750.00	0	0	0	0	0	0	0	
2-12-00-995	Legal Expenses	5,760.16	5,000	15,535	5,000	20,000	20,600	21,218	21,855	2025 Costs unknown; include Insurance Deductible
**	TOTAL ADMIN EXPENSE	220,488.95	261,761	278,319	275,984	342,145	334,409	314,374	322,582	



General  
Ledger

Description

2025 Notes:

FIRE EXPENSE

	2022 Actual (unaudited)	2022 Budget	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	2028 Forecast	
			3% Increase		3% Increase	3% Increase		3% Increase	3% Increase	
Salaries & Wages Fire	(406.00)	0	0	0	0	0	0	0	0	
WCB Fire	0.00	0	0	0	0	0	0	0	0	
Travel & Subsistence Fire	0.00	0	0	0	0	0	0	0	0	
Telecommunications Fire	947.62	950	950	905	950	950	945	950	950	Federal License. Per County contract expires Dec.31/26
Freight & Postage Fire	0.92	10	0	2	0	0	0	0	0	
Advertising/Printing/Subscriptions Fire	0.00	0	0	0	0	0	0	0	0	
Training Fire	0.00	0	0	0	0	0	0	0	0	
Contracted Services Fire	0.00	0	1,055	1,055	1,087	1,119	1,119	1,153	1,187	EC-911 Fee
Insurance Fire	1,880.27	0	0	0	0	0	0	0	0	
Fire Requisition - Joint F.S.A.	5,000.00	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	Per County Contract until Dec.31, 2026
Supplies, Goods & Equipment Fire	1,225.00	1,225	0	0	0	0	0	0	0	
Fuel & Oil Fire	0.00	0	0	0	0	0	0	0	0	
Utilities Heat Fire	(83.22)	0	0	0	0	0	0	0	0	
Utilities Power Fire	35.01	0	0	0	0	0	0	0	0	
Utilities Water & Sewer Fire	0.00	0	0	0	0	0	0	0	0	
Transfer to Capital Reserves Fire	0.00	0	0	0	0	0	0	0	0	
Grants to Organizations Fire	0.00	0	0	0	0	0	0	0	0	
Amortization	1,707.49	0	0	0	0	0	0	0	0	
Operational Grant Local Government Fire	0.00	0	0	0	0	0	0	0	0	
** TOTAL FIRE EXPENSE	10,307.09	7,185	7,005	6,962	7,037	7,069	7,064	7,103	7,137	

EMERGENCY SERVICE EXPENSE

2-25-00-300	Ambulance Requisition	0.00	0	0	0	0	0	0	1	
2-25-00-310	911 Requisition	1,115.00	1,200	0	1,200	1,552	1,552	1,599	1,547	Per 2025 Invoice
2-25-00-330	Police Funding Model (Cost Share)	6,485.25	5,620	7,050	10,000	11,000	11,330	11,670	12,020	Amended per May 27/25 Budget meeting
** TOTAL EMERGENCY SERVICE EXPENS		7,600.25	6,825	7,050	11,200	12,552	12,882	13,268	13,668	

BYLAW EXPENSE

2-26-00-250	Wages or Contracted Services	0.00	0	12,000	4,018	5,000	5,150	5,305	5,464	Amended per Council May 27/25
2-26-00-217	Postage & Freight - Bylaw	222.13	150	250	155	50	52	53	55	
2-26-00-221	Bylaw Advertising	0.00	0	1,000	0	0	0	0	1	
2-26-00-222	Bylaw Enforcement Costs	264.96	550	400	1,260	100	103	106	109	
2-26-00-510	Bylaw Enforcement Goods & Materials	336.14	345	350	228	50	52	53	55	
** TOTAL BYLAW EXPENSE		823.23	1,045	14,000	5,661	5,200	5,356	5,517	5,683	

General Ledger	Description	2022 Actual (unaudited)	2022 Budget	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	2028 Forecast	2025 Notes:
			3% Increase	3% Increase		3% Increase	3% Increase	3% Increase	3% Increase	3% Increase	
PUBLIC WORKS EXPENSE											
2-32-00-110	Salaries & Wages PW	21,127.45	17,912	20,000	19,426	20,600	0	0	0	0	
2-32-00-111	Honorarium (PW)	500.00	500	500	0	500	0	0	0	0	
2-32-00-115	Salaries & Wages Casual PW	2,457.00	2,205	5,000	3,961	5,000	5,530	5,880	6,056	6,238	CSJ Student. Grant Off-sets: \$2,100
2-32-00-130	Employer Contributions Source PW	1,774.83	1,805	2,400	1,548	2,000	490	825	850	875	CSJ Student.
2-32-00-131	Employer Benefits PW	1,978.83	2,350	2,500	887	2,500	0	0	0	0	
2-32-00-135	WCB	785.73	600	750	713	750	145	105	108	111	Per 2025 WCB Rate \$2.57/\$100
2-32-00-211	Travel & Subsistence PW	156.86	0	200	73	200	0	0	0	0	
2-32-00-213	Health & Safety Training - PW	631.34	2,020	2,000	2,455	2,500	755	755	778	801	Summer CSJ H&S Training
2-32-00-215	Telecommunications PW	2,173.95	2,675	2,400	3,486	3,500	1,200	1,200	1,236	1,273	Wifi & Phone Costs Disabled; 24/7 Cell Phone only
2-32-00-217	Freight & Postage PW	989.70	75	1,000	1,879	1,030	1,061	1,093	1,126	1,159	
2-32-00-221	Advertising/Printing/Subscriptions PW	0.00	0	0	0	0	0	0	0	1	
2-32-00-250	Contracted Services PW	7,917.17	580	3,000	57,744	40,000	50,000	45,000	46,350	47,741	Amended May/27/25 Re Truck Repairs +\$5,000
2-32-00-270	CN Services PW	130.00	130	130	130	130	140	145	149	154	
2-32-00-274	Insurance PW	1,707.65	1,710	3,000	2,810	3,000	1,820	1,875	1,931	1,989	Per 2025 Invoices
2-32-00-510	Goods, Supplies & Materials PW	43,597.73	64,575	40,000	31,741	40,000	30,000	30,000	30,900	31,827	Less costs - No PW
2-32-00-521	Fuel & Oil PW	8,688.24	7,500	8,000	6,473	8,000	8,500	8,500	8,755	9,018	Dependant on weather (for mowing)
2-32-00-540	Utilities Heat PW	2,502.05	3,500	2,500	1,792	2,500	4,000	4,000	4,120	4,244	
2-32-00-541	Utilities Power (Street/Shop) PW	53,526.40	53,500	52,000	52,820	53,560	55,250	55,250	56,908	58,615	PW Shop & Street Lites Average \$4,600/month
2-32-00-543	Utilities Water/Sewer PW	4,935.69	0	5,000	6,675	7,000	7,210	7,400	7,622	7,851	
2-32-00-762	Transfer to Capital PW	3,000.00	3,000	3,500	3,500	3,500	4,500	5,000	5,500	5,500	
2-32-00-790	Amortization	40,008.62	12,500	40,000	0	40,000	40,000	40,000	40,000	40,000	Per 2023 Audit
**	TOTAL PUBLIC WORKS EXPENSE	198,589.24	177,137	193,880	198,115	236,270	210,601	207,027	212,388	217,396	
STORM DRAINAGE EXPENSE											
2-37-00-250	Contracted Services - Storm Drainage	0.00	0	0	0	0	0	0	0	1	
2-37-00-510	Goods & Equipment Repair - Storm Drainage	1,280.00	3,500	2,000	0	2,000	2,060	2,122	2,185	2,251	
2-37-00-762	Contribution to Capital - Storm Drainage	4,780.00	4,780	5,000	5,000	5,000	5,840	5,809	5,983	6,163	
**	TOTAL STORM DRAINAGE EXPENSE	6,060.00	8,280	7,000	5,000	7,000	7,700	7,931	8,169	8,415	
WATER EXPENSES											
2-41-00-110	Salaries & Wages Water	8,186.67	7,680	8,000	8,326	8,240	0	0	0	0	
2-41-00-120	Salaries & Wages Casual Water	0.00	0	0	0	0	0	0	0	1	
2-41-00-130	Employer Contributions Source Water	508.83	545	600	660	618	0	0	0	0	
2-41-00-131	Employer Benefits Water	802.33	1,010	1,000	380	1,000	0	0	0	0	
2-41-00-211	Travel & Subsistence Water	1,910.86	1,920	2,400	1,858	2,200	2,266	2,100	2,163	2,228	Town of Veg - Kms
2-41-00-215	Telecommunications - Water	1,919.00	2,500	2,000	1,022	1,500	1,545	1,591	1,639	1,688	Telus \$168/month
2-41-00-217	Freight & Postage - Water	1,322.52	715	1,500	1,141	1,400	1,442	1,485	1,530	1,576	Recognize Canada Post +\$\$ for UT Mailing
2-41-00-250	Contracted Services Water	27,368.66	12,750	9,000	105,484	37,500	30,000	30,900	31,827	32,782	Lakeland Fire \$90/Town Veg \$485/month, Misc. Upgrades YTD \$1025 + Reservoir Cleaning Contract \$7,500
2-41-00-270	Licenses & Permits Water	0.00	0	0	57	60	62	0	0	1	
2-41-00-274	Insurance Water	2,318.34	2,320	4,700	4,702	4,800	4,944	5,092	5,245	5,402	2025 Invoice
2-41-00-350	ACE Regional Water Purchase	46,072.80	55,750	50,000	36,406	50,000	51,500	53,045	54,636	56,275	Per YTD expenses, Re: Wildfires
2-41-00-510	Goods, Supplies & Materials Water	12,536.42	25,500	15,000	10,004	11,000	11,330	11,670	12,020	12,381	Per YTD expenses
2-41-00-540	Utilities Heat Water Plant	2,091.01	2,600	2,000	1,916	2,060	2,122	2,185	2,251	2,319	Per YTD expenses
2-41-00-541	Utilities Power Water Plant	6,521.29	7,000	7,000	5,116	7,000	7,210	7,426	7,649	7,879	
2-41-00-762	Transfer to Reserves Water	0.00	2,500	15,454	15,454	15,454	15,918	16,395	16,887	17,394	
2-41-00-790	Amortization Expense - Water	68,111.39	66,900	68,000	0	68,000	70,040	72,141	74,305	76,535	Year end JE entry
2-41-00-830	Debtenture Interest Water	0.00	0	0	0	0	0	0	0	0	
2-41-00-831	Debtenture Principal Water	0.00	0	0	0	0	0	0	0	0	
2-41-00-840	750-Capital ACE Water Contribution	28,050.00	28,050	8,900	8,883	0	0	0	0	0	
**	TOTAL WATER EXPENSES	207,720.14	217,740	195,554	201,407	210,832	198,378	204,032	210,163	216,459	

General Ledger

Description

2025 Notes:

2022 Actual (unaudited)

2022 Budget

2023 Budget

2023 Actual

2024 Budget

2025 Budget

2026 Forecast

2027 Forecast

2028 Forecast

SEWER EXPENSE

2-42-00-110	Salaries & Wages Sewer	7,445.75	7,680	8,000	8,326	8,240	0	0	0	CLEARED ACCOUNTS
2-42-00-130	Employer Contributions Source Sewer	508.84	545	550	660	700	0	0	0	CLEARED ACCOUNTS
2-42-00-131	Employer Benefits Sewer	814.05	1,010	1,000	380	1,000	0	0	0	CLEARED ACCOUNTS
2-42-00-211	Travel / subsistence	47.62	0		0					
2-42-00-215	Freight/Phone/Postage Sewer	27.91	75	75	0	77	80	82	84	87
2-42-00-250	Contracted Services Sewer	10,093.28	570	500	2,379	12,000	30,900	31,827	32,782	Council approved \$20,000 (Annual SS Contract) \$10K for other expenses
2-42-00-274	Insurance Sewer	1,540.42	1,550	2,000	2,044	2,200	1,540	1,586	1,634	2025 Invoice
2-42-00-510	Goods, Supplies & Materials Sewer	3,003.67	55,500	12,000	5,128	5,300	22,800	14,000	14,001	Chemicals \$2,260;S Lift Sin Problems \$10K; Contingency \$10K
2-42-00-541	Utilities Power Sewer Lift Stations	6,236.13	7,000	7,000	6,230	7,000	7,426	7,649	7,879	
2-42-00-762	Transfer to Capital Sewer	2,500.00	2,500	2,500	2,500	2,500	2,575	2,732	2,814	
2-42-00-790	Amortization Expense - Sewer	33,483.75	26,000	33,000	0	33,990	35,020	36,071	37,153	
**	TOTAL SEWER EXPENSE	65,701.42	102,430	65,625	27,645	73,007	100,421	93,949	96,349	

GARBAGE EXPENSE

2-43-00-110	Salaries & Wages Garbage	22,373.67	17,915	18,000	19,426	19,000	0	0	0	
2-43-00-120	Salaries & Wages Casual Garbage	2,457.00	2,205	2,400	120	2,400	0	0	0	
2-43-00-130	Employer Contributions Source Garbage	1,384.32	1,805	1,500	1,545	1,545	0	0	0	
2-43-00-131	Employer Benefits Garbage	2,000.47	2,350	2,400	891	1,000	0	0	0	
2-43-00-135	WCB	283.68	470	500	35	500	0	0	0	
2-43-00-250	Contracted Services Garbage	(16,394.63)	26,500	27,000	17,811	25,000	29,000	29,870	30,766	County Fees 2024 \$26.625
	Cardboard recycling			3,000		3,000	2,000	2,060	2,122	Quest Recycling \$145/month;
2-43-00-274	Insurance Garbage	0.00	0	0	0	0	0	0	1	
2-43-00-510	Goods, Supplies & Materials Garbage	109.78	1,050	500	675	515	2,500	2,575	2,652	?Need Any bins replaced?
2-43-00-521	Fuel & Oil Garbage	0.00	0	0	0	0	0	0	0	
xxxxxx	Landfill closure	0.00	0	10,000	37,583	0	0	0	0	Landfill closure 2023 totalled 37583.20 - only monitoring costs to
2-43-00-760	Capital Purchase Garbage	0.00	0	0	0	0	0	0	0	
2-43-00-762	Transfer to Capital Garbage	0.00	1,000	1,500	39,083	1,500	0	0	0	
2-43-00-763	Transfer to Reserves - Regional SWM	19,100.00	18,100	18,000	18,000	18,000	0	0	0	MTS Closure completed in 2023
2-43-00-770	Contrib. to Local Government	0.00	0	0	0	0	0	0	0	
2-43-00-790	Amortization Expense - Garbage	1,335.83	2,165	1,500	0	1,545	1,375	1,390	1,432	Per 2023 Audit Entries
2-43-00-840	MSI Cap-Garbage	0.00	0	0	0	0	0	0	1	
**	TOTAL GARBAGE EXPENSE	32,650.12	73,560	86,300	135,170	74,005	34,875	34,890	35,937	37,017

FCSS EXPENSE

2-51-00-351	FCSS Requisition	1,837.75	1,840	1,840	1,901	2,000	1,920	1,978	2,037	Per 2025 Invoice
**	TOTAL FCSS EXPENSE	1,837.75	1,840	1,840	1,901	2,000	1,920	1,978	2,037	

PLANNING EXPENSE

2-61-00-250	General Services Contracted	0.91	0	2,000	0	0	0	0	0	
2-61-00-250	Contracted Services	0.00	0	30,000	0	0	0	0	0	
2-61-00-510	General Goods, Supplies and Materials	0.00	30,000	0	0	0	0	0	0	
**	TOTAL PLANNING EXPENSE	0.91	30,000	32,000	0	0	0	0	0	

LAND PURCHASES EXPENSE

2-66-00-510	Land's Goods, Supplies and Materials	0.00	2,500	2,500	1,539	2,500	0	0	0	
2-66-00-710	Land Purchase	0.00	0	0	0	0	0	0	0	
2-66-00-911	Land Title Costs	0.00	100	100	2	100	100	100	100	
**	TOTAL LAND PURCHASES EXPENSE	0.00	2,600	2,600	1,841	2,600	100	100	100	



2022 Actual (unaudited)

2022 Budget

2023 Budget

2023 Actual

2024 Budget

2025 Budget

2026 Forecast

2027 Forecast

2028 Forecast

2025 Notes:

RECREATION EXPENSES

2-72-00-111	Honorarium (Recreation Park)	0.00	0	0	200	200	0	0	1	
2-72-00-115	Salaries & Wages Casual Recreation	4,914.00	4,410	5,000	4,038	5,000	10,235	10,542	10,858	Per 2025 CSJ Pay May 1 - Aug 29)
2-72-00-130	Employer Contributions Source Recreation	431.97	1,270	500	92	500	875	901	928	CSJ Portion \$2,100
2-72-00-131	Employer Benefits Recreation	0.00	0	0	0	0	0	0	1	
2-72-00-135	WCB Rec Park	352.90	549	500	154	500	520	536	552	Per CSJ & Park Mgr Wages-WCB Rate \$2.57/\$100
2-72-00-213	Health & Safety Training - Rec	946.71	1,515	1,000	648	1,030	1,125	1,159	1,194	Per 2025 AHMSHA Training Costs
2-72-00-215	Freight/Phone/Postage Recreation	2,026.25	1,650	2,000	2,216	2,300	2,500	2,575	2,652	May change substantially in 2025, See attachments
2-72-00-221	Printing/Advertising/Subscriptions	795.00	550	500	395	500	500	200	212	Per 2025 GoEast Invoice & Campground Guide
2-72-00-234	Training Recreation	0.00	0	0	0	0	0	0	0	
2-72-00-250	Contracted Services Recreation	10,596.48	10,000	10,000	19,619	15,000	14,625	15,000	15,500	Per 2025: Mgr Contract, Liberty \$74/mon; Fire Ext Insp \$71
2-72-00-251	Campground Registration site fees	2,740.78	4,950	3,000	1,920	3,000	2,000	3,000	3,000	2025 now includes Moneris Fees & CampSpot Fees
2-72-00-255	Maintenance Sports Grounds	0.00	0	2,000	0	1,000	1,500	1,545	1,591	
2-72-00-274	Insurance Recreation	1,266.56	1,270	2,500	2,491	2,500	1,595	1,642	1,691	Per 2025 Inv.
2-72-00-510	Goods, Materials & Supplies Recreation	26,176.84	28,000	17,000	27,871	17,000	18,500	19,000	19,001	Golf Cart Damaged 2024-repairs/replacement? Doors
2-72-00-521	Fuel and Oil Park	1,596.50	1,700	1,800	1,423	1,854	2,000	2,060	2,122	
2-72-00-540	Utilities Heat Park Building	987.47	1,500	1,000	806	1,030	1,500	1,648	1,697	Per 2024 & 2025 YTD
2-72-00-541	Utilities Power Park Grounds	5,459.62	4,600	5,000	3,669	5,000	4,500	4,774	4,917	Per 2024 & 2025 YTD
2-72-00-543	Water / Sewer	118.14	0	150	0	150	0	0	0	
2-72-00-591	Concessions Park Grounds	659.18	1,200	1,000	599	1,000	1,500	1,545	1,591	
2-72-00-592	Firewood - Recreation Park	2,600.00	3,000	3,000	1,700	2,000	2,100	2,163	2,228	
2-72-00-760	Contribution to Capital	0.00	0	0	0	0	0	0	0	
2-72-00-762	Transfer to Capital Recreation	1,500.00	1,500	2,000	2,000	2,000	3,000	4,000	4,000	
2-72-00-764	Transfer to Operation Reserves Recreatio	0.00	0	0	0	0	0	0	0	
2-72-00-770	Donations Recreation	2,495.08	1,000	0	0	0	0	0	0	
2-72-00-790	Amortization Expense - Recreation	11,655.85	8,450	12,000	0	12,000	12,000	12,000	12,000	
**	TOTAL RECREATION E XPENSES	77,319.33	77,114	69,950	69,840	73,564	80,075	81,009	84,296	85,737

CULTURE EXPENSES

2-74-00-110	Honorairums (Library/Museum)	0.00	0	0	0	0	0	0	0	
2-74-00-120	Wages- Museum & Library	0.00	0	0	0	0	0	0	0	
2-74-00-221	Printing/Advertising/Subscriptions	195.77	150	200	1,235	1,500	0	0	0	
2-74-00-250	Contracted Services Library/Museum	0.00	0	0	0	0	0	0	1	
2-74-00-274	Insurance Cultural Organization	1,898.00	1,900	2,800	2,792	3,950	3,078	3,170	3,265	Per 2025 Invoice
2-74-00-300	Regional Library Requisition	1,150.60	1,168	1,168	1,168	1,202	1,220	1,257	1,294	1,333 Per 2025 Invoice
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500	3,500	3,500	3,500	3,500	3,500	3,500	
2-74-00-415	Donations - Museum	0.00	0	0	162	0	0	0	0	
2-74-00-510	Goods & Materials Library/Museum/Culture	254.55	255	250	0	258	265	273	281	
2-74-00-540	Utilities Heat Museum	4,071.74	5,125	4,000	3,019	4,120	5,100	5,253	5,411	Increased per 2024 Costs: \$5,045)
2-74-00-541	Utilities Power Museum	1,680.30	1,855	1,800	1,107	1,800	1,180	1,215	1,252	Decreased per 2024 costs
2-74-00-543	Utilities (water, sewer, garbage) Museum	1,276.96	0	1,500	1,325	1,545	1,400	1,442	1,485	Decreased per 2024 costs
**	CULTURE EXPENSES	14,027.52	13,953	15,218	14,308	17,875	15,743	16,111	16,489	16,880

\*\*\* TOTAL EXPENSES 868,594.61 1,002,859.59 958,322 978,450 1,026,102 1,046,705 1,000,733 990,928 1,016,282

\*\*\*\* SUPPLUS/(DEFICIT) (19,998.22) (121,398) (54,100) (44,251) (200,222) (429,713) (505,448) (481,454) (491,526)

2024 vs 2025 Exps: (20,603)

Amortization: \$ 153,259.61 \$ 113,850.00 \$ 153,000.00

2025

Department Budget Summary

DEPARTMENT	REVENUE	EXPENDITURES	SURPLUS/ (DEFICIT)	NOTES:
(00) Requisition	45,822.00	45,822.00	-	Administration has reviewed the revenues and expenses from previous years, and has estimated all proposed Revenues and Expenses that will effect the 2025 Operations.
(11) Legislative Governance & (00) Taxation	-	15,506.20	- 15,506.20	
(12) Administration	123,177.35	342,145.00	- 218,967.65	
(19) General	194,255.00	16,636.00	177,619.00	
(21) Fines	100.00	-	100.00	
(23) Fire	-	7,069.25	- 7,069.25	
(25) Emergency Services	-	12,552.00	- 12,552.00	
(26) Bylaw Enforcement	1,025.00	5,200.00	- 4,175.00	
(32) Public Works/Transportation	22,100.00	210,600.90	- 188,500.90	
(37) Stormwater Services	-	7,700.00	- 7,700.00	
(41) Water Distribution & Supply	151,775.00	198,378.22	- 46,603.22	<div>2024 Requisitions:</div> <div>ASFF Non-Res: \$11,9443.6929</div> <div>ASFF Res: \$24,5672.3957</div> <div>MD Minburn: \$4,1160.304</div> <div>DIP: \$920.0773</div>
(42) Sanitary Sewer Dept.	37,860.00	98,204.57	- 60,344.57	
(43) Solid Waste Management	46,500.00	34,875.00	11,625.00	
(51) Social Services Dept.	-	1,920.00	- 1,920.00	
(61) Land	-	-	-	
(66) Municipal Planning Dept.	100.00	100.00	-	
(72) Recreational Services Dept.	36,000.00	80,075.00	- 44,075.00	
(74) Culture Dept - Museum, Library	4,100.00	15,743.23	- 11,643.23	
(97) Operational Contingency Reserve	-	-	-	
<div>Tax Levy: 662,814.35 \$ 1,092,527.36 (429,713.01)</div> <div>Less Requisitions: 616,992.35 \$ 1,046,705.36</div>				
<div>Municipal Costs429,713</div> <div>Less Amortization -160,915</div> <div>Net 2025 Taxes268,798</div>				
Surplus(-Deficit)49,569.71				
<div>2024 Assessment for 2025 Taxation:</div> <div>Linear Non Res - Municipal31,089.29</div> <div>Non Res/Federal GIL/M&amp;E - Municipal78,291.93</div> <div>Res/Farmland - Municipal186,071.51</div> <div>Minimum Muni Tax \$77522,914.99</div> <div>Total Taxable Assessment:318,368</div> <div>DIP ASSESSMENT 11,193,630</div>				<div>Requisitions:</div> <div>ASFF Non-Res: \$13,6080.0032420</div> <div>ASFF Res: \$28,1160.0026587</div> <div>MD Minburn: \$4,0130.0002716</div> <div>DIP \$83.670.0006960</div>



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## Request for Decision (RFD)

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**Topic:** 2025 Capital Budget and 3-Year Capital Plan

**Initiated by:** Council

**Attachments:** 2025 Capital Budget and 3-Year Capital Plan

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**Purpose(s):**

1. To request Council's approval of the 2025 Capital Budget and 3-year capital plan.

**Background:**

1. The Village prepares an annual capital budget and 3-year capital plan in accordance with Section 245 and 283 of the Municipal Government Act (MGA), which requires Council to adopt a capital budget and minimum 3 years capital plan for each calendar year.
2. The proposed 2025 capital budget identifies priority projects, matched with available funding from MSI, CCBF (formerly FGTF), and LGFF.
3. This summary includes carryover funds from previous years and outlines the intended use of those funds for 2025 projects.

**Key Issues/Concepts:**

1. Council approves the use of available grant funding to move forward with 2025 capital projects.
2. Several projects are carried forward from prior years, including water looping project, sidewalk replacements, and office improvements.
3. Project costs and available grant funds have been matched as closely as possible

**Options:**

1. That Council approves the 2025 Capital Budget as presented, including the use of MSI, CCBF, and LGFF.
2. That Council requests revisions or further details before approval.
3. That Council defers the approval of the 2025 Capital Budget to a future meeting.

**Financial Implications:**

- The proposed projects for 2025 total \$647,637, with full funding covered by grants.
- No tax increases are required to fund these projects.
- Estimated grant balance at the end of 2025 is \$243,920.81, pending 2025 allocations.

**Relevant Policy/Legislation:**

1. *MGA Section 245: Council must adopt a capital budget for each calendar year.*
2. *MGA Section 283.1 (2): All municipalities must prepare a written 3-year capital plan annually.*
3. *MGA Section 248: Budgeted expenditures must not exceed revenues.*

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

1. Continued investment in critical infrastructure and safety (e.g., sidewalks, water system).
2. Responsible use of provincial and federal grant funding.

**Recommendation:**

That Council approves the 2025 Capital Budget and 3-year capital plan as presented.

## Village of Innisfree – 3-Year Capital Plan (2025–2027)

Prepared in accordance with Section 283.1(2) of the Municipal Government Act (MGA)

### 2025 Capital Projects (Planned / Tentative)

Project	Estimated Cost	Funding Source(s)	Notes
54 Street & 51 Ave Upgrade	\$578,005	CCBF, LGFF (carryover)	Carryover from 2023
Sidewalk Rehabilitation (48 Ave N)	\$15,000	CCBF	Remaining balance from 2023 project
Admin Office – Shelving Installation	\$46,132	MSI (carryover)	Carried over
Lift Station – Radio Replacement	\$4,500	CCBF	Per quote dated June 11, 2025
Water Valve Replacement (54 St & 50 Ave)	\$4,000	CCBF	Per quote dated June 17, 2025
<b>TOTAL (2025)</b>	<b>\$647,637</b>		

### 2026 Capital Projects (Planned / Tentative)

Project	Estimated Cost	Funding Source(s)	Notes
50 Street East of Railway Tracks	\$150,000	LGFF	Listed in 2023 capital draft
51 Avenue & 54 Street Intersection	\$100,000	LGFF	Listed in 2023 capital draft
Sidewalk Rehab Phase II	\$15,000	CCBF	Based on continuation of 2025 scope
Manhole Replacement	\$25,000	CCBF	Carryover from 2023
<b>TOTAL (2026)</b>	<b>\$290,000</b>		

### 2027 Capital Projects (Planned / Tentative)

Project	Estimated Cost	Funding Source(s)	Notes
Sidewalk Rehab Phase II	\$15,000	CCBF	Based on continuation of 2025 scope
Road Erosion – 49 Ave & 54 Street	\$150,000	LGFF	Listed in 2023 capital draft
New Phone System for Admin Office	\$25,000	LGFF	Listed in 2023 capital draft
<b>TOTAL (2027)</b>	<b>\$190,000</b>		

Village of Innisfree  
2025 Capital Budget

DETAILS			GRANTS / SAVINGS / RESERVES							
INFRASTRUCTURE AUDIT - ITEM NO.	PROJECT	DESCRIPTION	MSI CAPITAL \$	OTHER GRANTS	CANADA SUMMER	was FGTF - Now CCBF	RESERVES	LGFF Capital	OPERATING (CHEQUING)	TOTAL PROJECT COST
CCBF-2303	54 Street and 51 Ave complete upgrade	54 Street and 51 Ave complete upgrade				\$391,005		\$187,000		\$578,005
GTF-1187	Sidewalk Replacement Rehabilitation	1) Assessment in Spring 2023. 2) Sidewalk Connection to roadways, curb ramps, and sidewalk replacement along 48 Ave (N) 3) Trip				\$15,000				\$15,000
CAP-13414	Village Administration Office Renovation-Shelving	Shelving	\$46,132							\$46,132
CCBF	Lift Station -Radio for Master Panel	Replace the Radio for Master Panel				\$4,500				\$4,500
CCBF	Valve replacement	water valve replace-fire hydrant valve 54 st and 50 Ave				\$4,000				\$4,000
TBD	Manhole-Storm	Replace manhole								\$0
	WISHING LIST									
	New phone system	Current system outdated.								\$0
	51 Ave and 54 Street									
	50 street east of tracks									
	47 ave water looping									
	49 ave and 54 street erosion									
			\$46,132	\$0	\$0	\$414,505	\$0	\$187,000	\$0	\$647,637

GRANT SUMMARY

1. MSI (Municipal Sustainability Initiative)

Project	Grant ID	2024 Available	2024 Used	Remaining for 2025	Intended Use 2025	2025 Allocation	Est. Balance 2025
Village Admin Office Renovation	MSI-CAP-13414	\$46,132.00	\$0.00	\$46,132.00	\$46,132.00	\$0.00	\$0.00
51 Ave/54-51 St	MSI-CAP-15987	\$72,985.00	\$71,985.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
50 St South Waterline	MSI-CAP-15669	\$242,737.00	\$242,737.00	\$0.00	\$0.00	\$0.00	\$0.00
MSI Subtotal		\$361,854.00	\$314,722.00	\$47,132.00	\$46,132.00	\$0.00	\$1,000.00

2. CCBF (formerly Gas Tax Fund / Canada Community-Building Fund)

Project	Grant ID	2024 Approved	2024 Used	Remaining for 2025	Intended Use 2025	2025 Allocation	Est. Balance 2025
51 Ave/54-51 St	CCBF-2303	\$400,000.00	\$8,995.06	\$391,004.94	\$391,004.94		\$0.00
50 St South Waterline	CCBF-2442	\$150,000.00	\$138,507.04	\$11,492.96	\$0.00		\$11,492.96
Sidewalk Replacement	CCBF-1187	\$199,650.00	\$15,000.00	\$184,650.00	\$15,000.00		\$169,650.00
Pedestrian Crossing Sign	GTF-1196	\$46,649.00	\$17,853.27	\$28,795.73	0		\$28,795.73
Manhole Repair	GTF-1437	\$25,000.00	\$0.00	\$25,000.00	0		\$25,000.00
2025- Lift Station - Radio for Master Panel					\$4,500.00	\$4,500.00	\$0.00
2025-water valve replace-fire hydrant valve 54 st and 50 Ave					\$4,000.00	\$4,000.00	\$0.00
CCBF 2025 Allocation						\$52,394.00	\$52,394.00
Grant to be Received				-\$288,337.88			-\$288,337.88
CCBF Subtotal		\$821,299.00	\$180,355.37	\$352,605.75	\$414,504.94	\$60,894.00	-\$1,005.19

3. LGFF (Local Government Fiscal Framework)

Project	Grant ID	2024 Available	2024 Used	Remaining for 2025	Intended Use 2025	2025 Allocation	Est. Balance 2025
51 Ave/54-51 St	LGFF CAPITAL 2024/2025	\$210,978.00	\$0.00	\$210,978.00	\$187,000.00	\$219,948.00	\$243,926.00
LGFF Subtotal		\$210,978.00	\$0.00	\$210,978.00	\$187,000.00	\$219,948.00	\$243,926.00

4. ACP Grant

Project	Grant ID	2024 Available	2024 Used	Remaining for 2025	Intended Use 2025	2025 Allocation	Est. Balance 2025
2024-ACE Project	ACP	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00
LGFF Subtotal		\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Grand Summary

Category	2024 Available	2024 Used	Remaining 2025	Intended Use 2025	2025 Allocation	Est. Balance 2025
MSI	\$361,854.00	\$314,722.00	\$47,132.00	\$46,132.00	0	\$1,000.00
CCBF	\$532,961.12	\$180,355.37	\$352,605.75	\$414,504.94	\$60,894.00	-\$1,005.19
LGFF-Capital	\$210,978.00	\$0.00	\$430,926.00	\$187,000.00	\$219,948.00	\$243,926.00
ACP	\$150,000.00	\$150,000.00	\$0.00	0	\$0.00	\$0.00
TOTAL	\$1,255,793.12	\$645,077.37	\$830,663.75	\$647,636.94	\$280,842.00	\$243,920.81

Notes

2025-CCBF Allocation

Provided that the 2025 allocation matches the 2024 amount

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## Request for Decision (RFD)

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**Topic:** 2025 Tax Rate Bylaw 700-25

**Initiated by:** Council

**Attachments:** Tax Rate Bylaw 700-25 with Minimum Tax Rates at \$775, \$800, \$825, \$850 & \$857

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**Purpose(s):**

1. To approve the 2025 Tax Rate Operating Budget

**Background:**

1. The Village Council had 2025 Budget meetings on May 20 and June 10, 2025.
2. Administration was directed to provide Council variations on the Minimum Tax Rate.

**Key Issues/Concepts:**

1. The Village has a significant infrastructure deficit, and Municipal Grants cannot fund all needs; the municipality must ensure that sufficient Reserves are set in place to address urgent infrastructure expenditures that may or may not be supported by municipal grants.
2. Additionally, many of the Federal government grant programs that have been offered over the past 20 years require a percentage of the Project expenditures to be paid by Municipal \$\$.
3. Requiring a Minimum Tax Levy when the Assessment Values are lacking, is the only method Council has its disposal for raising funds. Implementing and maintaining that Minimum Tax per the prevailing costs, it also very important. If it is not maintained, the value of the dollar reduces and less and less can be accomplished as evidenced by the information provided in the Minimum Tax RFD.

**Options:**

1. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Expenditures estimated at \$862,883 for net Taxation \$318,368. (\$775 Minimum Tax Rate)
2. That Council approves the 2025 Budget with Revenues estimated at 616,992 and Expenditures estimated at 937,419 for net Taxation of \$320,428. (\$800 Minimum Tax Rate)
3. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Expenditures estimated at \$938,928 for net Taxation of \$321,936. (\$825 Minimum Tax Rate)
4. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Estimated Expenditures of \$940,752 for net Taxation of \$323,490. (\$850 Minimum Tax Rate)
5. That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Estimated Expenditures of \$942,097 for net Taxation of \$325,105. (\$875 Minimum Tax Rate)

**Financial Implications:**

The maintenance of the Mill Rate should be positively viewed by ratepayers. Recognizing the Minimum Tax is utilized to offset all Municipal services/expenditures and set the Village up for success, should be provided to residents.

**Relevant Policy/Legislation:**

1. **MGA, s. 3.b )-** Municipal Purposes
2. **MGA, s.248.1 – Annual Budget**
3. **Village of Innisfree Strategic Plan – Values: “Efficiency is the best use of our resources.”**

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

**Recommendation:**

That Council approves the 2025 Budget with Revenues estimated at \$616,992 and Estimated Expenditures of \$942,097 with net Taxation at \$325,105.

**A BYLAW OF THE VILLAGE OF INNIFREE TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF INNISFREE FOR THE 2025 TAXATION YEAR.**

**WHEREAS** the Village of Innisfree, Alberta, has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on June 17, 2025; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Village of Innisfree for 2025 total **\$935,360** and

**WHEREAS** the estimated municipal revenue and transfers from all sources other than taxation is estimated at **\$616,992** and the balance of **\$ 318,368** is to be raised by general municipal taxation; and

**WHEREAS** the requisitions are:

<u>Alberta School Foundation (ASFF)</u>	
Residential/Farmland	\$28,116
Non-Residential	\$13,608
	<b><u>\$41,724</u></b>
Seniors Foundation	<b>\$ 4,013</b>
D.I.P.	<b>\$ 84</b>

**WHEREAS** the Council of the Village of Innisfree is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS** Section 357(1) of the *Municipal Government Act* provides that the Municipal Tax Bylaw “may specify a minimum amount payable as property tax” and the Village of Innisfree has resolved to establish a minimum tax; Council of the Village of Innisfree hereby enacts, pursuant to Sections 353 and 354 of the *Municipal Government Act* the following:

Where the application of the tax rates established by the bylaw to the assessment of any property, would result in a total municipal levy payable of less than **\$775**, the minimum tax shall be assessed at **\$775** and deemed to be the minimum municipal tax payable, and,



**TAX RATE BYLAW 700-25**

**WHEREAS** the assessed value of all property in the Village of Innisfree as shown on the assessment roll is:

Assessment

Residential/Farmland	\$10,575,030
Non-residential	\$ 2,946,070
Machinery and Equipment	\$ 59,840
Linear	<u>\$ 1,193,630</u>

**TOTAL** **\$ 14,774,570**

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Innisfree duly assembled enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Innisfree, Alberta:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Mill Rate</b>
<b><u>General Municipal</u></b>			
Residential/Farmland	\$186,071	\$10,575,030	17.6079
Non-Residential & M&E	\$109,381	\$ 4,199,540	26.0460
Estimated Minimum Tax	\$ 22,915		
<b>Total Municipal Tax</b>	<b><u>\$318,368</u></b>	<b><u>\$14,774,750</u></b>	
<b><u>Alberta School Foundation Fund</u></b>			
Residential/Farmland	\$ 28,116	\$10,575,030	2.6587
Non-Residential & Linear	\$ 13,608	\$ 3,177,650	3.2420
<b>Total ASFF Levy</b>	<b><u>\$ 41,724</u></b>	<b><u>\$14,774,650</u></b>	
<b>MD of Minburn Foundation</b>	<b>\$ 4,013</b>	<b>\$14,774,650</b>	<b>0.2716</b>
<b>Designated Industrial Property (DIP)</b>	<b>\$ 84</b>	<b>\$ 1,193,630</b>	<b>0.06960</b>

2. Each separate provision of this Bylaw shall be deemed independent of all other provisions and should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of the Bylaw will remain valid and enforceable.
3. **THAT** this Bylaw shall take effect on the date of the third and final reading.

Read a FIRST time this \_\_\_ day of \_\_\_\_\_ 2025 A.D.

Read a SECOND time this \_\_\_ day of \_\_\_\_\_ 2025 A.D.

Given UNANIMOUS consent to go to third reading on this \_\_\_ day of \_\_\_\_\_ 2025 A.D.

Read a THIRD and FINAL time this \_\_\_\_\_ day of June 2025 A.D.

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Mayor Evan Raycraft

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Interim CAO, Thelma Rogers



**A BYLAW OF THE VILLAGE OF INNIFREE TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF INNISFREE FOR THE 2025 TAXATION YEAR.**

**WHEREAS** the Village of Innisfree, Alberta, has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on June 17, 2025; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Village of Innisfree for 2025 total **\$937,419** and

**WHEREAS** the estimated municipal revenue and transfers from all sources other than taxation is estimated at **\$616,992** and the balance of **\$ 320,427** is to be raised by general municipal taxation; and

**WHEREAS** the requisitions are:

<u>Alberta School Foundation (ASFF)</u>	
Residential/Farmland	\$28,116
Non-Residential	\$13,608
	<b><u>\$41,724</u></b>
Seniors Foundation	<b>\$ 4,013</b>
D.I.P.	<b>\$ 84</b>

**WHEREAS** the Council of the Village of Innisfree is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS** Section 357(1) of the *Municipal Government Act* provides that the Municipal Tax Bylaw “may specify a minimum amount payable as property tax” and the Village of Innisfree has resolved to establish a minimum tax; Council of the Village of Innisfree hereby enacts, pursuant to Sections 353 and 354 of the *Municipal Government Act* the following:

Where the application of the tax rates established by the bylaw to the assessment of any property, would result in a total municipal levy payable of less than **\$800**, the minimum tax shall be assessed at **\$800** and deemed to be the minimum municipal tax payable, and,

**WHEREAS** the assessed value of all property in the Village of Innisfree as shown on the assessment roll is:

Assessment

Residential/Farmland	\$10,575,030
Non-residential	\$ 2,946,070
Machinery and Equipment	\$ 59,840
Linear	<u>\$ 1,193,630</u>
<b>TOTAL</b>	<b>\$ 14,774,570</b>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Innisfree duly assembled enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Innisfree, Alberta:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Mill Rate</b>
<b><u>General Municipal</u></b>			
Residential/Farmland	\$186,071	\$10,575,030	17.6079
Non-Residential & M&E	\$109,381	\$ 4,199,540	26.0460
Estimated Minimum Tax	\$ 24,975		
<b>Total Municipal Tax</b>	<b><u>\$320,427</u></b>	<b><u>\$14,774,750</u></b>	
<b><u>Alberta School Foundation Fund</u></b>			
Residential/Farmland	\$ 28,116	\$10,575,030	2.6587
Non-Residential & Linear	\$ 13,608	\$ 3,177,650	3.2420
<b>Total ASFF Levy</b>	<b><u>\$ 41,724</u></b>	<b><u>\$14,774,650</u></b>	
<b>MD of Minburn Foundation</b>	<b>\$ 4,013</b>	<b>\$14,774,650</b>	<b>0.2716</b>
<b>Designated Industrial Property (DIP)</b>	<b>\$ 84</b>	<b>\$ 1,193,630</b>	<b>0.06960</b>

2. Each separate provision of this Bylaw shall be deemed independent of all other provisions and should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of the Bylaw will remain valid and enforceable.
3. **THAT** this Bylaw shall take effect on the date of the third and final reading.

Read a FIRST time this \_\_\_ day of \_\_\_\_\_ 2025 A.D.

Read a SECOND time this \_\_\_ day of \_\_\_\_\_ 2025 A.D.

Given UNANIMOUS consent to go to third reading on this \_\_\_ day of \_\_\_\_\_ 2025 A.D.

Read a THIRD and FINAL time this \_\_\_\_\_ day of June 2025 A.D.

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Mayor Evan Raycraft

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Interim CAO, Thelma Rogers

**A BYLAW OF THE VILLAGE OF INNIFREE TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF INNISFREE FOR THE 2025 TAXATION YEAR.**

**WHEREAS** the Village of Innisfree, Alberta, has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on June 17, 2025; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Village of Innisfree for 2025 total **\$938,928** and

**WHEREAS** the estimated municipal revenue and transfers from all sources other than taxation is estimated at **\$616,992** and the balance of **\$ 321,936** is to be raised by general municipal taxation; and

**WHEREAS** the requisitions are:

<u>Alberta School Foundation (ASFF)</u>	
Residential/Farmland	\$28,116
Non-Residential	\$13,608
	<b><u>\$41,724</u></b>
Seniors Foundation	<b>\$ 4,013</b>
D.I.P.	<b>\$ 84</b>

**WHEREAS** the Council of the Village of Innisfree is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS** Section 357(1) of the *Municipal Government Act* provides that the Municipal Tax Bylaw “may specify a minimum amount payable as property tax” and the Village of Innisfree has resolved to establish a minimum tax; Council of the Village of Innisfree hereby enacts, pursuant to Sections 353 and 354 of the *Municipal Government Act* the following:

Where the application of the tax rates established by the bylaw to the assessment of any property, would result in a total municipal levy payable of less than **\$825**, the minimum tax shall be assessed at **\$825** and deemed to be the minimum municipal tax payable, and,



**WHEREAS** the assessed value of all property in the Village of Innisfree as shown on the assessment roll is:

Assessment

Residential/Farmland	\$10,575,030
Non-residential	\$ 2,946,070
Machinery and Equipment	\$ 59,840
Linear	<u>\$ 1,193,630</u>
<b>TOTAL</b>	<b>\$ 14,774,570</b>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Innisfree duly assembled enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Innisfree, Alberta:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Mill Rate</b>
<b><u>General Municipal</u></b>			
Residential/Farmland	\$186,071	\$10,575,030	17.6079
Non-Residential & M&E	\$109,381	\$ 4,199,540	26.0460
Estimated Minimum Tax	\$ 26,484		
<b>Total Municipal Tax</b>	<b>\$321,936</b>	<b>\$14,774,750</b>	
<b><u>Alberta School Foundation Fund</u></b>			
Residential/Farmland	\$ 28,116	\$10,575,030	2.6587
Non-Residential & Linear	\$ 13,608	\$ 3,177,650	3.2420
<b>Total ASFF Levy</b>	<b>\$ 41,724</b>	<b>\$14,774,650</b>	
<b>MD of Minburn Foundation</b>	<b>\$ 4,013</b>	<b>\$14,774,650</b>	0.2716
<b>Designated Industrial Property (DIP)</b>	<b>\$ 84</b>	<b>\$ 1,193,630</b>	0.06960

**TAX RATE BYLAW 700-25**

2. Each separate provision of this Bylaw shall be deemed independent of all other provisions and should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of the Bylaw will remain valid and enforceable.
3. **THAT** this Bylaw shall take effect on the date of the third and final reading.

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Mayor Evan Raycraft

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Interim CAO, Thelma Rogers

**A BYLAW OF THE VILLAGE OF INNIFREE TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF INNISFREE FOR THE 2025 TAXATION YEAR.**

**WHEREAS** the Village of Innisfree, Alberta, has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on June 17, 2025; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Village of Innisfree for 2025 total **\$940,482** and

**WHEREAS** the estimated municipal revenue and transfers from all sources other than taxation is estimated at **\$616,992** and the balance of **\$ 323,490** is to be raised by general municipal taxation; and

**WHEREAS** the requisitions are:

<u>Alberta School Foundation (ASFF)</u>	
Residential/Farmland	\$28,116
Non-Residential	\$13,608
	<b><u>\$41,724</u></b>
Seniors Foundation	<b>\$ 4,013</b>
D.I.P.	<b>\$ 84</b>

**WHEREAS** the Council of the Village of Innisfree is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS** Section 357(1) of the *Municipal Government Act* provides that the Municipal Tax Bylaw “may specify a minimum amount payable as property tax” and the Village of Innisfree has resolved to establish a minimum tax; Council of the Village of Innisfree hereby enacts, pursuant to Sections 353 and 354 of the *Municipal Government Act* the following:

Where the application of the tax rates established by the bylaw to the assessment of any property, would result in a total municipal levy payable of less than **\$850**, the minimum tax shall be assessed at **\$850** and deemed to be the minimum municipal tax payable, and,



**WHEREAS** the assessed value of all property in the Village of Innisfree as shown on the assessment roll is:

Assessment

Residential/Farmland	\$10,575,030
Non-residential	\$ 2,946,070
Machinery and Equipment	\$ 59,840
Linear	<u>\$ 1,193,630</u>
<b>TOTAL</b>	<b>\$ 14,774,570</b>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Innisfree duly assembled enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Innisfree, Alberta:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Mill Rate</b>
<b><u>General Municipal</u></b>			
Residential/Farmland	\$186,071	\$10,575,030	17.6079
Non-Residential & M&E	\$109,381	\$ 4,199,540	26.0460
Estimated Minimum Tax	\$ 28,038		
<b>Total Municipal Tax</b>	<b><u>\$323,490</u></b>	<b><u>\$14,774,750</u></b>	
<b><u>Alberta School Foundation Fund</u></b>			
Residential/Farmland	\$ 28,116	\$10,575,030	2.6587
Non-Residential & Linear	\$ 13,608	\$ 3,177,650	3.2420
<b>Total ASFF Levy</b>	<b><u>\$ 41,724</u></b>	<b><u>\$14,774,650</u></b>	
<b>MD of Minburn Foundation</b>	<b>\$ 4,013</b>	<b>\$14,774,650</b>	<b>0.2716</b>
<b>Designated Industrial Property (DIP)</b>	<b>\$ 84</b>	<b>\$ 1,193,630</b>	<b>0.06960</b>

2. Each separate provision of this Bylaw shall be deemed independent of all other provisions and should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of the Bylaw will remain valid and enforceable.
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Mayor Evan Raycraft

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Interim CAO, Thelma Rogers

097

**A BYLAW OF THE VILLAGE OF INNIFREE TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF INNISFREE FOR THE 2025 TAXATION YEAR.**

**WHEREAS** the Village of Innisfree, Alberta, has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on June 17, 2025; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Village of Innisfree for 2025 total **\$942,097** and

**WHEREAS** the estimated municipal revenue and transfers from all sources other than taxation is estimated at **\$616,992** and the balance of **\$ 325,105** is to be raised by general municipal taxation; and

**WHEREAS** the requisitions are:

<u>Alberta School Foundation (ASFF)</u>	
Residential/Farmland	\$28,116
Non-Residential	\$13,608
	<b><u>\$41,724</u></b>
Seniors Foundation	<b>\$ 4,013</b>
D.I.P.	<b>\$ 84</b>

**WHEREAS** the Council of the Village of Innisfree is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

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Where the application of the tax rates established by the bylaw to the assessment of any property, would result in a total municipal levy payable of less than **\$875**, the minimum tax shall be assessed at **\$875** and deemed to be the minimum municipal tax payable, and,

**WHEREAS** the assessed value of all property in the Village of Innisfree as shown on the assessment roll is:

Assessment

Residential/Farmland	\$10,575,030
Non-residential	\$ 2,946,070
Machinery and Equipment	\$ 59,840
Linear	<u>\$ 1,193,630</u>
<b>TOTAL</b>	<b>\$ 14,774,570</b>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Innisfree duly assembled enacts as follows:

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	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Mill Rate</b>
<b><u>General Municipal</u></b>			
Residential/Farmland	\$186,071	\$10,575,030	17.6079
Non-Residential & M&E	\$109,381	\$ 4,199,540	26.0460
Estimated Minimum Tax	\$ 29,652		
<b>Total Municipal Tax</b>	<b><u>\$325,105</u></b>	<b><u>\$14,774,750</u></b>	
<b><u>Alberta School Foundation Fund</u></b>			
Residential/Farmland	\$ 28,116	\$10,575,030	2.6587
Non-Residential & Linear	\$ 13,608	\$ 3,177,650	3.2420
<b>Total ASFF Levy</b>	<b><u>\$ 41,724</u></b>	<b><u>\$14,774,650</u></b>	
<b>MD of Minburn Foundation</b>	<b>\$ 4,013</b>	<b>\$14,774,650</b>	<b>0.2716</b>
<b>Designated Industrial Property (DIP)</b>	<b>\$ 84</b>	<b>\$ 1,193,630</b>	<b>0.06960</b>

2. Each separate provision of this Bylaw shall be deemed independent of all other provisions and should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of the Bylaw will remain valid and enforceable.
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Mayor Evan Raycraft

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Interim CAO, Thelma Rogers



**Village of Innisfree Council Committee Report**

**Committee Name:** MMI-FCSS

**Meeting Date and Time:** June 06, 2025 (9:00 – 10:00)

**Attendees:** Jeanette, Joey, Jocelyne, Becky (Mannville School), Mike, Jennifer

**Discussion:**

- Continue to work on a tight budget, working on applying for grants to help (lots of grants available for different projects) and looking in to applying to work casino to help bring in funding.
- Talked to the RCMP to host fraud prevention workshops in the fall.
- Programs are to be advertised on FRN (Family Resource Network) and FCSS Facebook page over the summer.
- June 24 at 10 – 2 service Canada will be coming to Mannville (not passport workshop)
- June 19 will be freezer meals in Innisfree time to be advertised.
- Seniors' week coffee in Innisfree at museum on June 6
- It can't happen to me workshop is on hold until 3<sup>rd</sup> week of May 2026
- Got approved and hired 1 summer student.
- Deated.com Jeremy is coming to Innisfree school June 9 at 6pm
- June 17 and 18 Jaenette and Carla go for training

**Submitted by:** Jennifer Johnson

## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Minburn Foundation
Meeting Date & Time:	June 10, 2025 10:00 a.m.
Attendees:	Tara Kuzio, Jim Jackson, Taneen Rudyk, Marielle Brodziak, Kim DeSouza, Jerrold Lemko
Discussion:	Home Care are doing assessments 2 Nurses are Residing in Community Housing Innisfree has one empty unit Innisfree Yard Shed is being cleaned up and A new shed has been constructed Innisfree some tub removals-shower replacement has been completed Mannville units are being looked at to replace Some hot water tanks; estimates are being gathered
Actions:	Looking to hire Canada Summer Jobs person Outside stairs at the Homestead Lodge are unsafe, Plan to remove.
Future Items:	Lodge Redevelopment is on hold. New Flooring is being chosen for Homestead Lodge
Submitted By:	Ms Debbie McMann PO Box 227 Innisfree AB T0B 2G0



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## CAO Monthly Report

To: Council  
From: Interim CAO T. Rogers  
Re: May 21 – June 17, 2025, Administration activities/highlights  
Attachments: **Taber Solids Control (1988) Ltd. Report – June 10, 2025.**

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### Administration

- Administration secured C95 masks from the Canadian Red Cross, in cooperation with the Government of Canada the second week of June, to protect individuals from the environment effects of the wildfire situations across the country. Boxes of masks have been distributed to the Innisfree Seniors Centre and the ATB Agency. Availability of the masks have been promoted on the Village website and Facebook pages as well as a poster in the office.
- 2025 General Municipal Election page has 5 individuals who have submitted the “Intent to Run” forms.

### Development

- Administration sent letters to Tax Recovery Property Development individuals who entered into Development Agreements with the Village in October and November of 2023 to remind them of the Caveat requirements and to request a notification of the scheduled progress planned for the next several months before the Agreement expires.

### Financial

- Village Administration has re-developed several processes that will improve the documentation of various municipal actions and records.
- Village Administration contacted MSC Net to cancel the Wi-Fi at the Public Works shop; MSC Net requested permission to keep their equipment there in exchange for free Wi-fi at that location; Administration readily agreed (cost-savings: \$94/month).
- Village Administration was researching MSC Net Wi-fi for the Innisfree Birch Lake Campground and Recreation Park in May. Unfortunately, MCS Net was unable to provide services at the Park due to site lines required for their equipment. Two additional companies were contacted: 1.) I-Tel Networks would be able to provide satellite Wi-Fi services, but the monthly costs were exorbitant. 2.) Xplore Internet was much more amenable to the costs for the Village. Installation was completed on Monday, June 9<sup>th</sup>. The current Telus Hotspot Hub for low GBs of data downloads was \$250/month or \$3,000 per annum. Xplornet is a one-time installation fee of \$149 and then \$129 per month for 500 GBs of data equivalent to \$1,548/annum for a cost savings of approximately \$1,450 per annum.

### Environmental

- During May while contractors were working at the Petro-can, they tore up asphalt and broke the cc valve underneath. The Village did not asphalt the area of the cc valve; therefore, the costs to repair the cc valve should be the Contractors’.
- Per Council approval, Taber Solids Control performed an onsite inspection of the sludge in the Innisfree Lagoon on June 10<sup>th</sup>. A very good report was received (attached) that recommended the removal of shoreline vegetation to improved operation of the lagoon. Administration was advised that D. Gausvik performs that work locally, so his services will be sought to relieve this problem.

- The North Lift Station communication has not been working since approximately last November; no readings for the lift station have been recorded and alarms are not responsive. Contacted Sure Electric Ltd and was advised the problem had been assessed last November and it requires a new radio system (the Control Panel is okay!) Estimated costs are less than \$5,000. (See Capital Budget.)

**Other**

- Administration has been updating the website with Bylaws, Minutes, Agendas, etc.
- Atco Electric Distribution Franchise Agreement – 5-year Extension – The EUC provided approval for the Village of Innisfree & ATCO Electric to extend the existing Franchise Agreement from January 16, 2026, to January 16, 2031.

**Upcoming:**

- July 1<sup>st</sup> Festivities!
- July ? – Transition of CAO Position!
- Regular Council Meeting – July 15<sup>th</sup>

## **Lagoon Survey Report**

**Date:** June 10, 2025

**Survey Conducted by:** Taber Solids Control 1998 Ltd.

**Location:** Village of Innisfree

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### **1. Overview**

A site inspection and sludge depth survey was conducted on the lagoon system on the morning of June 10, 2025. The purpose of the assessment was to evaluate sludge accumulation, overall lagoon depth, and shoreline vegetation, and to make recommendations for maintaining and improving lagoon performance.

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### **2. Lagoon Measurements**

- **Total Depth (Water Surface to Clay Liner):** 6 feet (consistent throughout)
  - **Sludge Depth:**
    - **North End:** Approximately 1 foot
    - **South End:** Gradually increases to a maximum of 2 feet
  - **Water Column (Above Sludge):**
    - **North End:** 5 feet
    - **South End:** 4 feet
- 

### **3. Sludge Accumulation Analysis**

Sludge volume as a percentage of total lagoon depth:

<b>Location</b>	<b>Sludge Depth</b>	<b>Total Lagoon Depth</b>	<b>Sludge Percentage</b>
North End	1 foot	6 feet	16.7%
South End	2 feet	6 feet	33.3%

The gradual accumulation pattern indicates a higher organic or solids load toward the southern end, which may be influenced by flow direction, lagoon design, or deposition tendencies.

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#### 4. Vegetation and Shoreline Conditions

Moderate to heavy vegetation, including cattails, was observed around the shoreline perimeter. This vegetation may restrict oxygen transfer, reduce effective lagoon volume, and hinder maintenance access.

##### **Recommendation:**

We recommend hiring a local contractor with backhoe services to clear the shoreline vegetation, specifically the cattails. This action will:

- Improve lagoon capacity
  - Increase dissolved oxygen exchange
  - Enhance conditions for bioaugmentation
- 

#### 5. Bioaugmentation and Dredging Recommendations

- **Dredging:** Not recommended at this time due to relatively manageable sludge levels.
  - **Bioaugmentation:** Continued use of a bioaugmentation program is strongly recommended to:
    - Enhance sludge digestion
    - Improve overall lagoon health
    - Delay or eliminate the need for future dredging
- 

#### 6. Conclusion

The lagoon remains in functional condition with manageable sludge levels, particularly due to the lighter buildup on the northern end. While dredging is not immediately required, proactive steps—including shoreline vegetation removal and continued bioaugmentation—will support long-term lagoon efficiency and environmental compliance.



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

<b>MOTION #</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>Details:</b>
2025-03-18/02	Approval to seek quotes for cleaning of the potable reservoir in 2025 Budget	Administration	To be addressed
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>
2025-05-22/03-07	Recreation Park Bylaw 697 Passed	Administration	Bylaw printed, signed, sealed, copied, placed in Bylaw Binder, & on Website
2025.05.22/08-11	Master Rates Bylaw 699-25	Administration	Bylaw printed, signed, sealed, copied, placed in Bylaw Binder, & on Website
2025.05.22/13	On-Call Policy 1900-16	Administration	Copies have not been distributed
2025.05.20/14	CRASC Services	Administration	Letter written
2025.05.20/15	IMSAB Services	Administration	Letter written
2025.05.20/NIL	2025 Spring Clea up Notices & July 1 <sup>st</sup> Activities	Administration	Posters made & distributed to Innisfree Informer and will be placed on website
2025-05-27/02	SIDEWALKS CANADA Project Approved to Max of \$10K with provision of Addt'l \$5K with no demobilization costs	Administration	Contractor confirmed no demobilization costs; \$15K contract signed for 2025 Work
2025-05-27/03	TOP GUN 2025 contract approved for flushing & CCTV to max. budget of \$20K	Administration	Contractor contacted and work scheduled for end of June/first past of July.
2025.05-27/04	Direct Administration to advise Park Manager on safe retention & disposal of garbage.	Administration	Park Manager Advised
2025-06 – NIL	Administration directed to provide Council options on the Minimum Tax Rate for 2025.	Administration	See June 17 <sup>th</sup> Agenda!

**(32) Roads: Public Works****(37, 41-43) Environmental Services: (Stormwater, Water, Sanitary Sewer, Solid Waste & Recycling)**

1. Performed Daily Water chlorine level, checks at 2 venues in the village
2. Sent out Monthly Bacteria checks on the water supply – results all good
3. Completed bi-weekly gel tests at the water treatment plant
4. Checking south lift station daily and manually pumping until new pump is installed
5. Added new locks to south lift station, locked and reinforced panel door after it was broken and tampered with
6. Picking up weekly, garbage for some Seniors and persons with mobility issues
7. Lifting manhole - cover daily by south lift station

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

1. Checked that everything is running properly; cameras monitored on CAO phone will alarm capabilities
2. Repaired old push mower and Milwaukee pruner & delivered to campground

**Other:**

1. Performed pre-checks and required repairs and maintenance on riding mowers
2. Logging Sanitary chemicals in SDS binder ongoing
3. Repaired street sign corner of 50 Ave and 54 Street (with Summer Student)
4. Repaired driver's side seat belt on public works truck & is now fully functioning (Summer Student)
5. Diagnosed ice machine: repaired jammed float, cracked water purge connector, missing hoses and seals. Ice maker now works! (Summer Student)
6. Taber Solids Control came to inspect and test the lagoons and shared lots of information
7. Repaired garage door opener for the PW shop. (Summer Student)
8. Cleaned and organized work bench in PW shop with Summer Student.
9. Working on diagnosing and repairing faulty horn and accessory plugs in and on the Public Works truck
10. Performed assessment on various repairs needed around the Village
11. Located a resident's CC valve for future plumbing work
12. Turned on a resident's water (a seasonal reconnection.)
13. Assisted a contractor diagnosing issues at lagoon
14. Re-hung Village Informational sign at the former Waste transfer station gate
15. Assisted Town Of Vegreville water supervisor with diagnosing panel issues at the North lift station

**Birch Lake Campground – Monthly Operations Summary**  
**Prepared by: Angela Clennett, Campground Manager**  
**Reporting Period: May 1-31, 2025**

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Dear Councillors, Mayor, and Town Office,

I am pleased to present my first monthly report as the Manager of Birch Lake Campground. This package provides a transparent and detailed overview of operations, progress, and areas requiring attention during my initial month in this role.

Inside, you will find:

- A **daily operations summary** outlining routine tasks, challenges, and accomplishments
- A **financial snapshot**, including revenue from Campspot bookings and concession/store sales
- **Maintenance checklists** for lawn care, building upkeep, and campsite readiness
- **Before and after photos** highlighting completed improvements and ongoing maintenance needs
- A set of **newly developed procedure templates**, intended to establish consistent standards moving forward

Additionally, I'm very appreciative of the recent approval of the following items that will enhance both the safety and experience at Birch Lake Campground:

- **New wood border for the playground**, ensuring a safer and more inviting play area for children
- **Professional to clear deadfall and clean up trails**, improving both aesthetics and accessibility throughout the park
- Thankyou for discussing and considering the purchase of **Two new sets of bear-proof garbage/recycling bins** for the day use area and ball diamonds.

This report reflects not only the current status of the park but also sets a foundation for long-term organization, safety, and guest satisfaction. My approach has been hands-on and proactive, and I'm committed to ongoing improvements, clear communication, and fiscal responsibility.

**Mission:** To provide a safe, clean, and welcoming campground where families and visitors can relax, connect with nature, and create lasting memories.

**Vision:** To grow Birch Lake Campground into a well-loved rural destination that reflects community pride and sustainable stewardship.

**Values:** I lead with integrity, honesty, and accountability, grounded in strong rural roots, a love for nature, and a deep commitment to community.

Thank you for your continued support. I look forward to working together to ensure Birch Lake Campground remains a welcoming and well-maintained space for all who visit.

Sincerely,

**Angela Clennett**

**Campground Manager – Birch Lake Campground**

**780-853-7509 | [birchlakecampground@innisfree.ca](mailto:birchlakecampground@innisfree.ca)**



## Protective Services Monthly Report

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**Prepared by:** Mike Fundytus

**Date:** June 16, 2025

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### Call Summary

No calls in the village.

### Other

Minburn County Fire Department current staffing is 2 FT members 31 POC (Paid on Call) members. 2 members away on medical leave.

2 new members joined Innisfree station current roster size is 15.



AR117248

March 31, 2025

Pat Podoborozny  
Chief Administrative Officer  
County of Minburn No. 27  
PO Box 550  
4909 - 50 Street  
Vegreville AB T9C 1R6

Dear Pat Podoborozny:

**Subject: 2024/25 Alberta Community Partnership – Intermunicipal Collaboration Application**

Thank you for your grant application under the Intermunicipal Collaboration component of the 2024/25 Alberta Community Partnership (ACP) program.

Your application was reviewed and screened against publicly available criteria in accordance with program guidelines. On behalf of the Minister, I regret to advise the following application has been declined:

- 2025 Elected Official Orientation Training – \$17,000

The application did not adequately demonstrate alignment with criteria listed in Schedule 1A and 1B of the 2024/25 ACP Guidelines. Program staff will be in touch with you to provide further details on this decision.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Provincial Regional and Operating Programs, toll-free by first dialing 310-0000, then 780-422-8755, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership with you on other endeavours through our grant programs.

Sincerely,



Brandy Cox  
Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs