

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY OCTOBER 8, 2019 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
3.	Minutes	2
3.1	Minutes of the Regular Meeting of Council September 23, 2019.....	3-5
4.	Public Hearings - None	
5.	Delegations	
5.1	EQUUS - Brian Hennings and Andy Metzger	6
6.	Bylaws - None	
7.	New and Unfinished Business	
7.1	Parkland Regional Library 2020 Proposed Budget	7-27
7.2	Damaged Sewer Line	28-32
7.3	Electric Distribution Franchise Fee for 2020.....	33-34
8.	Reports	
8.1	Department Reports	35
8.1.1	Chief Administrative Officer Report	36
8.1.2	Director of Finance – Accounts Payable Listing.....	37-38
8.2	Boards/Committee Reports	39
8.2.1	Rimoka Housing Foundation Board Meeting Minutes of June 19, 2019	40-42
9.	Correspondence - None	
10.	Open Forum (<u>Bylaw 939/18– Council Procedural Bylaw Part XXI 1.</u> The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.	
11.	Closed Session	
11.1	FOIP Section 24 (1)(c)(iii) Advice from Officials - Legal	
11.2	FOIP Section 17 (1) Disclosure harmful to personal privacy – Library Board Member Application	
11.3	FOIP Section 24 (1) (c)(iii) Advice from Officials - Legal	
12.	Adjournment	



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	October 8, 2019
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council September 23, 2019
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of September 23, 2019, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON MONDAY, SEPTEMBER 23, 2019 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 - 50 AVENUE, RIMBEY, ALBERTA.

1. Call to Order Mayor Pankiw called the meeting to order at 5:00 pm, with the following in attendance:

Mayor Pankiw
Councillor Curle
Councillor Payson
Councillor Rondel
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Recording Secretary – Kathy Blakely

Absent:
Councillor Coulthard

Public:

Dean Gillespie
0 member(s) of the public

2. Adoption of Agenda 2.1 September 23, 2019 Agenda

Motion 303/19

Moved by Councillor Payson to accept the Agenda for the September 23, 2019 Regular Council Meeting, as presented.

In Favor
Mayor Pankiw
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

3. Minutes 3.1. Minutes of Regular Council September 10, 2019

Motion 304/19

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of September 10, 2019, as presented.

In Favor
Mayor Pankiw
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

4. Public Hearings 4.1 Public Hearings – None

Motion 308/19

Moved by Councillor Curle to accept the reports of Council, as information.

In Favor
Mayor Pankiw
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

- 9. Correspondence 9.1 Correspondence – None
- 10. Open Forum 10.1 Open Forum - None
- 11. Closed Session 11.1 Closed Session - None
- 12. Adjournment 12.1 Adjournment

Motion 309/19

Moved by Councillor Curle to adjourn the meeting.

In Favor
Mayor Pankiw
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 5:35 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

Council Agenda Item	5.1
Council Meeting Date	October 8, 2019
Subject	Delegation – EQUUS – Brian Henning and Andy Metzger
For Public Agenda	Public Information
Background	Mr. Brian Henning and Andy Metzger, of EQUUS REA Ltd, have requested a delegation before Council regarding a recent decision of the Alberta Utilities Commission and to speak to a likely forthcoming request to enact a bylaw by FortisAlberta Inc.
Attachments	
Recommendation	Administration recommends Council accept the presentation from Brian Henning and Andy Metzger of EQUUS REA LTD, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date



REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	October 8, 2019
Subject	Parkland Regional Library Proposed Budget 2020
For Public Agenda	Public Information
Background	The Town of Rimbey became a member of the Parkland Regional Library in November of 1997. The Town of Rimbey pays a cost per capita to be a member.
Discussion	<p>The Parkland Regional Library is requesting approval of the 2020 increase to their requisition. The Town of Rimbey paid a per capita rate of \$8.25 in 2019 (2567 x \$8.25 = \$21,178). The per capita increase to the 2020 budget is proposed at \$8.55 which is a .30 cent per capita or 3.6%. (2567 x \$8.55 = \$21,948.) Total increase is \$769.</p> <p>In compliance with the Town of Rimbey's agreement with the Parkland Regional Library Board, they require Councils decision regarding the increase of the 2020 per capita requisition by November 1, 2019.</p>
Relevant Policy/Legislation	Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3
Financial Implications	2020 requisition estimated at \$21,948.
Attachments	Parkland Regional Library Proposed budget 2020
Recommendation	Administration recommends Council approve the Parkland Regional Library 2020 Proposed Budget estimated requisition for the Town of Rimbey at \$8.55 per capita, for a total of \$21,948.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date



Proposed BUDGET 2020

Proposed 2020 Budget
PARKLAND REGIONAL LIBRARY

Present
 Budget

		2019	2020
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	145,602
1.3	Membership Fees	1,801,371	1,868,987
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	35,000
TOTAL Income		3,357,564	3,469,158
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	247,637	247,916
2.3	Cataloguing Tools	3,800	3,000
2.4	Computer Maint. Agree. Software licenses	168,049	192,967
2.5	eContent Platform fees, Subscriptions	44,400	53,700
2.6	FN Provincial Grant expenses	59,357	78,839
2.7	Freight	6,500	6,500
2.8	Internet Connection Fees	10,800	14,400
2.9	Member Library Computers Allotment	65,504	65,580
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,100	1,100
2.12	Postage Reimbursement	7,000	4,000
2.13	Supplies purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	43,000	46,000
2.15	Workshop/Training expense	15,000	14,000
PRL Circulating Collections			
2.16	Audio Book	3,800	3,500
2.17	eContent	45,000	47,500
2.18	Large Print	10,000	10,000
2.19	Programming Kits	1,000	1,500
2.20	Reference	4,500	4,500
TOTAL Support Materials & Services Directly to Libraries		1,190,985	1,249,540
Cost of Services			
3.1	Audit	16,200	15,200
3.2	Bank expenses	1,500	2,000
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	17,000	18,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	17,200
3.9	Janitorial/Outdoor maintenance expense	34,500	32,500
3.10	Photocopy/Printing	7,000	7,000
3.11	Postage	5,500	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,566,669	1,599,769
3.14	Salaries - Employee Benefits	346,960	351,949
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	11,000	12,000
3.17	Travel	12,000	12,000
3.18	Trustee expense	22,000	32,000
3.19	Utilities	35,000	37,000
TOTAL Cost of Services		2,166,579	2,219,618
TOTAL Expenses (library materials & cost of service)		3,357,564	3,469,158
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.25	8.55

Notes for the Parkland Regional Library Budget 2020

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2020, the increase to the municipal per capita requisition is \$8.55.

PRL's budget projections for 2020 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2020, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue with a slight increase due to a population redistribution from PLSB. Using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2). PRL was assigned the Ermineskin Cree Nation on Maskwacis. This band was formerly allocated to the Yellowhead Regional Library system. This additional allocation provided nearly \$36,000 in additional income but also a corresponding expense (see line 2.6).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent Platform fees, Subscriptions (line 2.5) has been increased due to adding Niche Academy, increases for Novelist Plus, Bibliotheca's CloudLinking service, and the TAL Core. This line also now includes Audio Cine and Survey Monkey moved from periodicals.
- The eContent line (line 2.17) has been increased slightly.
- The Audit expense line (3.1) has been reduced slightly due to Parkland switching its auditor after an RFP process this spring.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Trustee expenses have increased by \$10,000 to accommodate Advocacy Committee meetings (line 3.18).
- Provincial grants amount to approximately 45.5% of PRL's total income.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$225,000. One other anticipated reserve fund transfer for 2020 is for the purchase of two new cargo vehicles. Lastly, we also have the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2020

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Increased to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and reduced slightly from the 2019 amount
 - 2.4 Line increased to account for the new Polaris Integrated Library system maintenance agreement. Also, to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to adding Niche Academy and increases for Novelist Plus and the TAL core. Covers eResources subscriptions and includes Survey Monkey and the Audio Cine fees moved from periodicals
 - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2020 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
 - 2.7 Held at 2019 level as based on actual costs
 - 2.8 Increased amount due to need for more internet bandwidth
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Held at \$1,100
 - 2.12 Reduced due to Polaris change to borrow by mail function and new policy
 - 2.13 Held at 2019 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Increased to \$46,000 due to operating three cargo vans and two consulting vehicles - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
 - 2.15 Reduced slightly to \$14,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2020

- 2.17 Line reflects materials allotment for the purchase of eContent, increased slightly in 2020
- 2.18 Held at 2019 amount
- 2.19 Increased to \$1,500 for updating existing kits and building new kits
- 2.20 Held at 2019 amount

COST OF SERVICES

- 3.1 The fee for 2020 is slightly down with our new audit company as we completed our latest Request for Proposal. This line also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Increased slightly to \$2,000 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Increased slightly to \$18,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2019 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Increased to cover the additional vehicles to insure and the addition of cyber insurance, with the rest based on a 5 year review of actual costs
- 3.9 Reduced slightly from 2019 to \$32,500 - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Held at 2019 amount of \$7,000 based on usage over last three years
- 3.11 Held at 2019 amount of \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 - based on a five-year review
- 3.16 Increased slightly to \$12,000 - based on actual costs
- 3.17 Held at 2019 amount of \$12,000 - based on a five-year review
- 3.18 Increased significantly in 2020 to \$32,000 to include an advocacy committee, executive committee meetings and to support trustee activities
- 3.19 Based on five-year averages – increased slightly to \$37,000

Complete Notes to the 2020 Budget

Proposed 2020 Budget

PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2019	2020
Income		
1.1 Provincial Grants	990,831	990,831
1.2 First Nations Grant	109,624	145,602
1.3 Membership Fees	1,801,371	1,868,987
1.4 Alberta Rural Library Services Grant	428,738	428,738
1.5 Interest Income	27,000	35,000
TOTAL Income	3,357,564	3,469,158

Income – line details

- 1.1 Provincial Grants:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.
- 1.2 First Nations Grant:* the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6. This grant amount has increased due to the GOA's decision to allocate the population of the Ermineskin Cree Nation to Parkland.
- 1.3 Membership Fees:* \$8.55 per capita – requisition to municipalities to balance the budget. This is an increase of 3.6%.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

Support Materials & Services Directly to Libraries		2019	2020
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	247,637	247,916
2.3	Cataloguing Tools	3,800	3,000
2.4	Computer Maintenance Agreement Software licenses	168,049	193,959
2.5	eContent Platform fees, Subscriptions	44,400	53,700
2.6	FN Provincial Grant expenses	59,357	78,839
2.7	Freight	6,500	6,500
2.8	Internet Connection Fees	10,800	14,400
2.9	Member Library Computers Allotment	65,504	65,580
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,100	1,100
2.12	Postage Reimbursement	7,000	4,000
2.13	Supplies purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	43,000	46,000
2.15	Workshop/Training expense	15,000	14,000
PRL Circulating Collections			
2.16	Audio Book	3,800	3,500
2.17	eContent	45,000	47,500
2.18	Large Print	10,000	10,000
2.19	Programming Kits	1,000	1,500
2.20	Reference	4,500	4,500
TOTAL Support Materials & Services Directly to Libraries		1,190,985	1,249,540

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Polaris integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 eContent Platform fees and Subscription fees:* to pay for platform fees for CloudLibrary ebooks, and Novelist, Novelist Select subscriptions, Niche Academy, now includes Audio Cine and Survey Monkey fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium)
- 2.6 FN Provincial Grant Expense:* line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services. This grant amount has increased due to the GOA’s decision to allocate the population of the Ermineskin Cree Nation to Parkland.
- 2.7 Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at the 2019 level.
- 2.8 Internet Connection Fees:* for internet service provision to member libraries and HQ – increased for extra bandwidth required.

- 2.9 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 2.10 Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
- 2.11 Periodicals:* held at 2019 level, includes professional development publications and library journals.
- 2.12 Postage Reimbursement:* reduced to account for a change in the borrow by mail service – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
- 2.13 Supplies purchased Cataloguing/Mylar:* held at 2019 level, line for purchasing library materials processing such as pre-cut "mylar" book covers, cataloguing records, and multimedia cases.
- 2.14 Vehicle Expense:* includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the use of three cargo vans and two staff consulting vehicles.
- 2.15 Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – reduced slightly to \$14,000.

PRL Circulating Collections

- 2.16. Audiobook Materials:* reduced – used to support the physical audio collection.
- 2.17 eContent:* increased slightly – includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

- 2.18. Large Print Books:* held at 2019 level.
- 2.19 Programming Boxes:* increased to \$1,500 - to refresh and build new programming kits for programming in member libraries.
- 2.20 Reference Materials:* held at 2019 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2019	2020
3.1	Audit	16,200	15,200
3.2	Bank expenses	1,500	2,000
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	17,000	18,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	17,200
3.9	Janitorial/Outdoor maintenance expense	34,500	32,500
3.10	Photocopy/Printing	7,000	7,000
3.11	Postage	5,500	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,566,669	1,599,769
3.14	Salaries - Employee Benefits	346,960	351,949
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	11,000	12,000
3.17	Travel	12,000	12,000
3.18	Trustee expense	22,000	32,000
3.19	Utilities	35,000	37,000
TOTAL Cost of Services		2,166,579	2,219,618

Cost of Services – line details

- 3.1 Audit:* Reduced. Based on a drop in cost due to switching to a new auditor – includes costs for an annual letter from PRL's lawyer required for the audit process.
- 3.2 Bank Expenses:* increased slightly - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2019 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – increased slightly to \$18,000 – costs are based on five-year averages.

- 3.5 Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2019 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators’ Council (APLAC); and The Alberta Library (TAL). Held at 2019 level.
- 3.8 Insurance:* this line has increased to account for an extra staff vehicle and the addition of cyber insurance. It includes the building, HQ’s contents, PRL’s outlet libraries contents, vehicles, general liability, bond and crime - based on a review of actual historical costs.
- 3.9 Janitorial Expense:* reduced slightly to \$32,500 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* held at 2019 amount – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if an outside source is used for publications.
- 3.11 Postage:* held at 2019 level - based on actual costs.
- 3.12 Promotion/Trade Shows/ Publicity:* held at 2019 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for the Alberta Library Conference (ALC), the trade shows for the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus

gifts/donations, flowers for libraries' anniversaries, and promotional items.

- 3.13 Salaries:* estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2020.
- 3.14 Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
- 3.15 Supplies/Stationery/ Building:* held at 2019 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.
- 3.16 Telephone:* includes line charges, toll free number, mobile telephones, and long distance costs – increased slightly to \$12,000.
- 3.17 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, held at \$12,000.
- 3.18 Trustee Expense:* increased significantly to account for the advocacy committee meetings – along with costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).
- 3.19 Utilities:* based on five-year averages – increased slightly to \$37,000.

**Proposed 2020 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2019	Proposed Budget 2020
TOTAL Income	3,357,564	3,469,158
TOTAL Support Materials & Services Directly to Libraries	1,190,985	1,249,540
TOTAL Cost of Services	2,166,579	2,219,618
TOTAL Expenses (library materials & cost of service)	3,357,564	3,469,158
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.25	8.55

Budget Supplement

Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing two delivery vans in 2020. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve. The old delivery vans will be sold and the money received from the sale of the retired vans will be added to the Vehicle Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds - 2020

Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2020
Amortization Reserve	
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$32,287 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$70,000 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRL assets - 2020, \$69,400 -B)</i>	\$225,500 B
	<hr/> \$327,787
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$8,000 C
	<hr/> \$8,000
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$97,580 B
Vehicle Reserve	
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$8,000 C

Technology Reserve

Budgeted for member library computers \$65,504

\$171,084

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets \$41,820 **B**

(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated from years (Jan 2009 forward) \$32,287 **A**

(actual amount will be affected by asset disposals during the year)

\$74,107

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008 \$16,646

(actual amounts will be based on exact disposals amounts in the year)

Council Agenda Item	7.2
Council Meeting Date	October 8, 2019
Subject	Damaged Sewer Line
For Public Agenda	Public Information
Background	<p>On July 3, 1978 the Town of Rimbey entered into an agreement to purchase the east twenty feet of Plan 506 H.W., Block 15, Lot 1 (4602 – 51 Avenue) for the purpose of obtaining a road allowance. The Town agreed to purchase the land and move the existing house twenty feet to the west.</p> <p>The Town also agreed to pay the expenses for a new foundation, connections for water, sewer, gas, electricity and telephone.</p> <p>A copy of the agreement is attached.</p> <p>Please note the agreement dated July 3, 1978 states in part: <i>No representation warranty or condition exists other than as expressed herein.</i></p> <p>The new service to the house was installed approximately 41 years ago and there are no notes in the property file to indicate that there were any problems with the sewer pipes, connections or the installation work until recently.</p> <p>There is an issue with the sewer line inside the property line. Mr. Dean Gillespie, on behalf of the homeowner attended the Regular Meeting of Council held September 23, 2019 to request the Town pay for the necessary repairs.</p> <p>By way of Motion 305/19, Council tabled further discussion to the October 8, 2019 Regular Meeting of Council to allow for more information from Public Works. Council requested information on where the connections are normally placed.</p>
Discussion	<p>Sewer connections are normally placed at the property line. The Town is responsible for maintenance outside of the property line and the homeowner is responsible for any maintenance/repairs on the inside of the property line.</p> <p>A few years ago Public Works received a call about this sewer line being plugged. The homeowner contracted a plumber to attempt to clear the line. The plumber cleared the line and then used a camera to see where this issue was. The camera could go no further than six feet inside of the property line. It was discussed with Mr. Gillespie that the repair looked like it would be at the property owner's costs as the issue was inside the property line. Nothing further was done by the property owner at that time.</p>



REQUEST FOR DECISION

	<p>If, when the repairs are made, it turns out the blockage is on the Town side of the property line, the Town will pay for the repairs as per Bylaw 776/05 and Policy 3207. If there are issues on both sides of the property line, the cost will be split. Otherwise, according to Bylaw 776/05 and Policy 3207 if the blockage is on the homeowner side of the property line, it will be their responsibility to pay for the repairs.</p>
Relevant Policy/Legislation	<p>Bylaw 776/05 Section 4.06 states in part:</p> <p><i>The Town shall maintain the building sewer from the main to the property line at the expense of the Town, from this point to the building connection shall be maintained by the property owner at his expense.</i></p> <p>Town of Rimbey Policy 3207 – Blockages and Breaks on Water and Sewer Lines states in part:</p> <p><i>4. Owners of property shall be responsible for <u>all</u> repairs inside the property line. 5. The Town of Rimbey will be responsible for repairs outside the property line.</i></p>
Options/Consequences	<ol style="list-style-type: none"> Deny the request of Mr. Dean Gillespie to pay for the sewer repairs to the property at 4602 51 Street as the homeowner is responsible to pay for all repairs inside the property line as per Bylaw 776/05 and Policy 3207. Grant the request of Mr. Dean Gillespie and pay for the sewer repairs to the property at 4602 51 Street.
Financial Implications	Unknown at this time.
Attachments	Email from Dean Gillespie Copy of Offer to Purchase and Interim Agreement
Recommendation	Council deny the request of Mr. Dean Gillespie to pay for the sewer repairs to the property at 4602 51 Street as the homeowner is responsible to pay for all repairs inside the property line as per Bylaw 776/05 and Policy 3207.
Prepared By:	<p><u>Lori Hillis</u> _____ <u>Oct 11 19</u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>
Endorsed By:	<p><u>Lori Hillis</u> _____ <u>Oct 11 19</u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>

From: Dean Gillespie FOIA 17(C)
Sent: September 10, 2019 6:50 PM
To: Rick Pankiw
Subject: Damaged Sewer Line

Hello Rick,

My name is Dean Gillespie. I have spoken to you a couple of times about a faulty sewer line on my FOIA 17(C) property at 4602-51st Avenue.

As you are aware this house was relocated in the 1970's by the Town of Rimbey to make way for a road allowance with all work being performed by the town. As you are also aware there is an issue with the connection to the town line which is approximately two feet inside of property line. Because of the fact that all of the work including the connection of the sewer lines was performed by the town I would like to stand before town council as a representative for FOIA 17(C) and plead my case to have the town make the necessary repairs.

Thank you for your time and I look forward to hearing from you.

Regards,

Dean Gillespie |
FOIA 17(C)

OFFER TO PURCHASE AND INTERIM AGREEMENT

11610
328/78

The Town of Rimbey hereby offers and agrees to purchase the following property:

R.M.
The ~~West~~^{EAST} Twenty Feet of Plan 506 H.W., Block 15, Lot 1, Rimbey

from Rose M. Andrews of the Town of Rimbey.

The total purchase price shall be the sum of \$3,000.00 (\$150 per foot x 20 feet) payable as follows:

The sum of \$3,000.00 shall be paid on July 8, 1978

This offer is subject to the following conditions:

Town of Rimbey agrees to move the existing house on the lot, twenty feet to the west of its present location.

Town of Rimbey further agrees to pay the expenses for

1. a new foundation (not a basement)
2. connections for
 - a) water
 - b) sewer
 - c) gas
 - d) electricity
 - e) telephone
3. to move the existing lilac bushes twenty feet to the west on the lot
4. to pay \$20.00 for any lilac bush that has been moved by the Town which dies or to replace the lilac bushes which die after being moved by the Town. The option of paying the \$20.00 or replacing the bush to be the Town's option.
5. to move the existing shed or to replace it with a metal one at the option of the Town, floor included.
6. to pay all legal fees, building permits and registration fees connected with this agreement
7. to pay for or to repair anything damaged as a result of the move of the house
8. to pay the living expenses (lodging and food) of the Vendor which are incurred during the period of moving the house
9. to clean up and level and grass the site when the move of the house has been completed.
10. to have all the necessary documents prepared
11. to provide storage space for breakables owned by

R.M.
R.A.

- 12. the Vendor during the move to provide adequate storage for the Vendor's deep freeze to prevent thawing of materials in the deep freeze.

The Vendor agrees to sign any and all necessary documents relating to this sub division and transfer.

All adjustments of taxes, interest and rents to be made as at 12:00 o'clock noon on the 8th day of July, 1978, and possession shall be given on the 8th day of July, 1978 subject to the terms hereof being complied with.

All previous arrangements, if any, are rendered null and void by this offer.

No representation warranty or condition exists other than as expressed herein.

The Purchaser shall be responsible for all charges and expenses connected with the sub division and transfer.

On acceptance this offer shall be deemed to be a binding Agreement of Purchase and Sale.

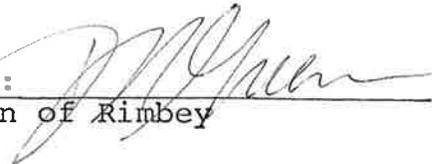
Time shall be deemed to be of the essence.

IN WITNESS WHEREOF WE have set our hands and seals this 3 day of July, 1978 at the Town of Rimbey, in the Province of Alberta.

SIGNED, SEALED AND DELIVERED)
in the presence of)


Witness

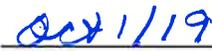

Vendor

per: 
Town of Rimbey

Council Agenda Item	7.3
Council Meeting Date	October 8, 2019
Subject	Electric Distribution Franchise Fee for 2020
For Public Agenda	Public Information
Background	<p>The Town of Rimbey has an Electrical Distribution Franchise Agreement with Fortis Alberta Inc., which is Schedule A of Town of Rimbey Bylaw 883/13. The Agreement became effective July 1, 2013 with an initial term of ten (10) years and may be renewed for a further period of five (5) years.</p> <p>Fortis Alberta agrees to collect from Consumers and pay to the Town a franchise fee calculated as a percentage of Fortis Alberta's total revenue in that year derived from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.</p> <p>The franchise fee may be adjusted annually at the option of the Municipality and cannot exceed 20%.</p> <p>Historical percentages collected by the Town of Rimbey are as follows:</p> <ul style="list-style-type: none"> 2013 – 7% 2014 – 7% 2015 – 14% 2016 – 14% 2017 – 14% 2018 – 15% 2019 – 16%
Discussion	<p>Fortis Alberta Inc. has estimated our 2020 franchise revenue will be approximately \$313,325 at the current rate of 16%.</p> <p>An increase of 1% from 16% to 17% will generate revenue of \$332,908 for the Town of Rimbey. An overall increase of \$26,415. For the average residential customer using 640 kWh's per month, an increase of 1% will cost an additional \$7.73 per year. (additional \$.65 per month)</p> <p>An increase of 2% from 16% to 18% will generate revenue of \$335,490 for the Town of Rimbey. An overall increase of \$45,998. For the average residential customer using 640 kWh's per month, an increase of 2% will cost an additional \$15.49 per year. (additional \$1.29. per month)</p> <p>Advertisement for two weeks in the local newspaper is required if there is any change to the franchise fee rate.</p>



REQUEST FOR DECISION

Relevant Policy/Legislation	Bylaw 883/13
Options/Consequences	<ol style="list-style-type: none">1. Council may choose to increase the Fortis Alberta Franchise Fee2. Council may choose to decrease the Fortis Alberta Franchise Fee.3. Council may choose to leave the Fortis Alberta Franchise Fee at 16%.
Financial Implications	As previously noted.
Recommendation	Council determine if they wish to change the Fortis Alberta Inc. Franchise fee for the 2020 budget year.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	October 8, 2019
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.
Attachments	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report – Accounts Payable Listing
Recommendation	Motion by Council to accept the report from the Chief Administrative Officer and the Director of Finance – Accounts Payable Listing, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

Highlights

Capital Projects:

- 2019 Street Improvement project: Paving is complete other than a few areas which need to be fixed. Concrete work will continue in the next few weeks.
- NE Lagoon drainage ditch project is almost complete. Plains Midstream has lowered their pipeline and completed the remainder of the sloping and landscaping at the site.
- Hydrant and valve replacement project is nearing completion. Urban Dirtworks will be back in Town to lower some of the hydrants. Patching of the curb and gutter in these areas as well as some areas of water/sewer line repairs will still be done this fall, weather permitting.

Demolition/Infill Policy

- We have reached out to several communities to see if they have any policies relating to demolition incentives. We contacted 11 communities and received notification from 2 of these. No smaller communities have any policies relating to demolition incentives. We are reviewing Edmonton and Calgary policies however these are written for large cities.

Peace Officer Appointment

- We are still working with the Solicitor General's Office on the Peace Officer Appointment.

Gibson Energy

- Received notification from Gibson Energy that they are reviewing our application for naming rights to the Aquatic Center. We should hear back within 3 to 5 weeks.

Responsible Pet Ownership Bylaw

- We have received and are currently reviewing the draft of the Responsible Pet Ownership Bylaw from Animal Control Services.

Well 15

- We finally received our license for the new water well from Environment.

Lori Hillis
Chief Administrative Officer

Town of Rimbey 2019

Accounts Payable Cheque List

From: 16-Sep-2019 To: 01-Oct-2019

Vendor Name	Purpose	Cheque	Date	Amount
Telus Communications Inc.		PAW	18-Sep-2019	1977.87
Workers' Compensation Board -...	WCB - Sept.06/19	PAW5231	17-Sep-2019	1785.00
LAPP	LAPP - Sept.20/19 biweekly (Sept1-14/19)	PAW5232	17-Sep-2019	9359.33
Canada Revenue Agency	CRA - deductions	PAW5233	17-Sep-2019	15523.44
Waste Management	Waste Management - recycle	PAW5234	17-Sep-2019	1946.20
Telus Mobility Inc.	cell	PAW5235	17-Sep-2019	156.42
Eastlink	cable - fitness centre	PAW5236	17-Sep-2019	86.31
Alberta Municipal Services...	gas/power	PAW5237	17-Sep-2019	34125.47
LAPP	LAPP - FCSS - Sept.11/19 (biweekly Aug 19-...	PAW5238	17-Sep-2019	1382.27
Servus Credit Union	Servus M/C - L.Hillis - Aug.31/19	PAW5239	17-Sep-2019	2415.00
Servus Credit Union	Servus M/C - Aug.31/19 - W.Stoddart	PAW5240	17-Sep-2019	2603.21
Servus Credit Union	Servus M/C - C.Bowie - Aug.31/19	PAW5241	17-Sep-2019	87.83
Servus Credit Union	Servus M/C - R.Schmit - Aug.31/19	PAW5242	17-Sep-2019	3765.05
Telus Communications Inc.	phone	PAW5244	19-Sep-2019	69.86
Telus Communications Inc.	internet	PAW5245	19-Sep-2019	154.35
Telus Communications Inc.	Sept.10./19 - phone	PAW5246	19-Sep-2019	69.58
Telus Communications Inc.	phone	PAW5247	19-Sep-2019	69.58
Alberta Education	3rd quarter req - school	PAW5248	19-Sep-2019	223766.02
Advanced Fire & Safety...		45032	17-Sep-2019	1207.50
AlSCO		45033	17-Sep-2019	1550.63
AN Adventure Distribution &...		45034	17-Sep-2019	130.57
Anderson Service		45035	17-Sep-2019	509.78
Animal Control Services		45036	17-Sep-2019	1428.00
Bath, Devon		45037	17-Sep-2019	25.00
Bearcom Canada Corp.		45038	17-Sep-2019	21841.98
Black Press Group Ltd.		45039	17-Sep-2019	473.98
Border Paving Ltd.		45040	17-Sep-2019	308375.89
Cast-A-Waste Inc.		45041	17-Sep-2019	9397.50
City Of Red Deer		45042	17-Sep-2019	1502.50
Dolman, Dianna		45043	17-Sep-2019	1529.90
Douglas, Craig		45044	17-Sep-2019	165.38
Filewych, Ethan		45045	17-Sep-2019	25.00
Hach Sales & Services Canada...		45046	17-Sep-2019	48.51
Hi-Way 9 Express Ltd.		45047	17-Sep-2019	96.22
High Pressure Flushing		45048	17-Sep-2019	14878.50
Imperial Esso Service (1971)		45049	17-Sep-2019	201.00
Jackson, Parker		45050	17-Sep-2019	25.00
Johnson, Nahani		45051	17-Sep-2019	25.00
Lacombe Sign Masters		45052	17-Sep-2019	285.00
Lawes, Jenny		45053	17-Sep-2019	35.00
Longhurst Consulting		45054	17-Sep-2019	2053.51
Marks, Lindsay		45055	17-Sep-2019	650.00
Matthews Canada Ltd.		45056	17-Sep-2019	170.12
Michael's Studio		45057	17-Sep-2019	257.93
MLA Benefits Inc.		45058	17-Sep-2019	1523.35
NAPA Auto Parts - Rimbey		45059	17-Sep-2019	810.99
Pankiw, Rick		45060	17-Sep-2019	113.68
PitneyWorks		45061	17-Sep-2019	6300.00
Rimbey Express		45062	17-Sep-2019	157.00

Town of Rimbey 2019
Accounts Payable Cheque List
From: 16-Sep-2019 To: 01-Oct-2019

Vendor Name	Purpose	Cheque	Date	Amount
Rimbey Implements Ltd.		45063	17-Sep-2019	139.17
Rondeel, Gayle		45064	17-Sep-2019	47.25
Rural Municipalities of Alberta		45065	17-Sep-2019	3924.03
Scratchin' The Surface		45066	17-Sep-2019	47.25
Stationery Stories & Sounds...		45067	17-Sep-2019	1638.00
Superior Safety Codes Inc.		45068	17-Sep-2019	372.09
TAXervice	Cancelled	45069	17-Sep-2019	297.85 *
Town of Ponoka		45070	17-Sep-2019	30.00
Town Of Rimbey		45071	17-Sep-2019	1084.13
Waste-Co Disposal Systems		45072	17-Sep-2019	85.31
Canadian Red Cross Society		45073	18-Sep-2019	50.00
Cimco Refrigeration		45074	18-Sep-2019	40866.00
Digitex Inc.		45075	18-Sep-2019	31.50
Lindsey, Dayton		45076	18-Sep-2019	25.00
Pyrotec Alarms Inc.		45077	18-Sep-2019	299.67
TAXervice		45078	18-Sep-2019	210.00
Uni First Canada Ltd.		45079	18-Sep-2019	87.85
Alberta One-Call Corporation		45080	19-Sep-2019	59.85
Border Paving Ltd.		45081	19-Sep-2019	1050.93
Ed's Auto Rescue		45082	19-Sep-2019	78.75
Evergreen Co-operative...		45083	19-Sep-2019	2291.44
Hi-Way 9 Express Ltd.		45084	19-Sep-2019	224.03
New Can Truck Parts		45085	19-Sep-2019	262.50
Parkland Regional Library		45086	19-Sep-2019	5559.15
Rimbey Municipal Library		45087	19-Sep-2019	25308.33
True Way Tire Ltd.		45088	19-Sep-2019	199.94
Uni First Canada Ltd.		45089	19-Sep-2019	55.72
Wolseley Industrial Canada INC		45090	19-Sep-2019	484.84
			77 cheques for	\$759,649.94



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	October 8, 2019
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Attachments	8.2.1 Rimoka Housing Foundation Board Meeting Minutes of June 19, 2019
Recommendation	Motion by Council to accept the Rimoka Housing Foundation Board Meeting Minutes of June 19, 2019, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Oct 11/19

Date



BOARD MEETING
Wednesday, June 19, 2019
9:00 am
Valley View Manor, Rimbey

PRESENT: B. Liddle, Board Chair T. Dillon L. Curle S. Lyon
R. Pankiw P. Hall, CAO W. Sheppard, Recorder
ABSENT: D. MacPherson P. McLaughlin

1. CALL TO ORDER

T. Dillon, Board Vice-Chair called the meeting to order at 8:59 a.m.

2. ADOPTION OF AGENDA

R. Pankiw requested the addition of item 7.3 Town of Rimbey Land Purchase to the agenda.

MOVED by S. Lyon that the Board meeting agenda be adopted with the addition. (RHF 19-06-01) Carried

3. APPROVAL OF MINUTES

MOVED by S. Lyon the Board accept the minutes of the May 22, 2019 Board meeting. (RHF 19-06-02) Carried

MOVED by L. Curle the Board accept the minutes of the June 5, 2019 email motion. (RHF 19-06-03) Carried

4. FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the five months ending May 31, 2019.

MOVED by R. Pankiw that the Board accept for the five months ending May 31, 2019 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank report
- and the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 19-06-04) Carried

5. CAO REPORT

P. Hall provided an overview of occupancy at all the buildings.

Michelle Nielsen has accepted the Lodge Manager position in Ponoka.

B. Liddle joined the meeting at 9:20 a.m.

The request for the substitution of the nurse call system at Valley View Manor continues with government. However, the paving of Rimstone Drive is moving forward which will be appreciated by the residents when completed.

MOVED by B. Liddle the Board accept the CAO report as information. (RHF 19-06-05)

Carried

6.	STANDING AGENDA ITEMS
----	-----------------------

SAFETY

Nothing to report.

MOVED by B. Liddle that the Board accept the Safety report as information. (RHF 19-06-06)

Carried

HOUSING FIRST

The report will be discussed with the Business Plan in item 7.2.

MOVED by L. Curle that the Board accept the Housing First report as information. (RHF 19-06-07)

Carried

7.	NEW BUSINESS & CORRESPONDENCE
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POLICY CS-18 MINIMUM RENT FOR LODGE UNITS

The policy was developed to address low income lodge residents and is currently being reviewed by our Housing Advisor to ensure it does adhere to government regulations and parameters.

MOVED by R. Pankiw that the Board table policy CS-18 – Minimum Rent for Lodge Units. (RHF 19-06-08)

Carried

2019 -2021 BUSINESS PLAN

P. Hall presented the 2019-2021 Business Plan for the Rimoka Housing Foundation. The focus of the Business Plan is on capital maintenance and renewal projects. Through the tremendous information compiled by B. Buss, the Foundation has created a path and plan moving forward.

MOVED by S. Lyon that the Board accept the 2019-2021 Business Plan. (RHF 19-06-09)

Carried

TOWN OF RIMBEY LAND PURCHASE

R. Pankiw advised the Board of a recent land purchase by the Town of Rimbey.

8.	NEXT MEETING
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MOVED by R. Pankiw that due to work commitments, the Board will accept P. McLauchlin's absence from the previous two Board meetings. (RHF 19-06-10)

Carried

The next meeting will be scheduled for September 18, 2019 at Legacy Place in Ponoka at 9:00 a.m.

MOVED by L. Curle the meeting adjourn at 10:16 a.m.. (RHF 19-06-11)



Bryce Liddle, Board Chair

Sep 18/2019
Date Signed



Peter Hall, CAO

Sep 18/2019
Date Signed