

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON
TUESDAY DECEMBER 10, 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 Regular Council November 26, 2019	3-7
4.	Public Hearings - None	
5.	Delegations - None	
6.	Bylaws - None	
7.	New and Unfinished Business	
	7.1 Policies	8-18
8.	Reports	
	8.1 Department Reports	19
	8.1.1 Chief Administrative Officer Report	20
	8.1.2 Director of Finance – Accounts Payable Listing	21-23
	8.2 Boards/Committee Reports	24
	8.2.1 Tagish Engineering Project Status Update of November 21, 2019	25-26
	8.2.2 Rimoka Housing Foundation Minutes of October 23 and November 6, 2019	27-30
9.	Correspondence	31
	9.1 Community Safety Net	32-35
	9.2 Boys and Girls Clubs of Wolf Creek – Rimbey	36
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	
12.	Adjournment	



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	December 10, 2019
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council November 26, 2019
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of November 26, 2019, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Dec 5/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Dec 5/19

Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, NOVEMBER 26, 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 Coulthard
Councillor Curle via telephone
Councillor Payson
Councillor Rondeel
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Director of Public Works – Rick Schmidt
Recording Secretary – Kathy Blakely

Absent:

Public:

3 member(s) of the public

2. Adoption of Agenda 2.1 November 26, 2019 Agenda
7.5 Exterior Lights at Town of Rimbey Administration Office (addition)

Motion 358/19

Moved by Councillor Coulthard to accept the Agenda for the November 26, 2019 Regular Council Meeting, as amended.

In Favor
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

3. Minutes 3.1. Minutes of Regular Council Meeting November 12, 2019

Motion 359/19

Moved by Councillor Payson to accept the Minutes of the Regular Council Meeting of November 12, 2019, as presented.

In Favor
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

4. Public Hearings 4.1 Public Hearings – None
5. Delegations 5.1 Delegations - None
6. Bylaws 6.1 Bylaws - None

7. New and
Unfinished
Business7.1 2020 Interim Operating Budget and Three Year Financial PlanMotion 360/19

Moved by Councillor Payson to adopt the 2020 Interim Operating Budget and Three Year Financial Plan as presented with a 2% cost of living increase as of January 1, 2020, and which is attached to and forms part of these Minutes.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.2 Transfer from ReservesMotion 361/19

Moved by Councillor Coulthard to approve the transfer of \$70,000 from Water Reserves to the 2019 Operating Budget to cover the shortfall from the higher than expected water main/line breaks during the year.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.3 6605 Demolition PolicyMotion 362/19

Moved by Councillor Rondeel to approve 6605 Demolition Policy, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Motion 363/19

Moved by Councillor Payson to have the 6605 Demolition Policy funding paid from unrestricted surplus for the 2019 demolition applications.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.4 3005 Purchasing Work Boots Policy

Motion 364/19

Moved by Councillor Coulthard to approve 3005 Purchasing Work Boots Policy, as presented.

In Favor
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.5 Exterior Lights at Town of Rimbey Administration Office (addition)

Motion 365/19

Moved by Councillor Rondeel to authorize the purchase of exterior lights to be installed on the Town Office Administration Building from Rimbey Electric at a maximum cost of \$525, funding to come from the yard waste goods budget.

In Favor
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Director of Finance Report
- 8.1.3 Director of Public Works Report
- 8.1.4 Director of Community Services Report
- 8.1.5 Planning and Development Officer Report

Motion 366/19

Moved by Councillor Coulthard to accept the department reports, as information.

In Favor
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports8.2.1 Tagish Engineering Project Status Report November 8, 2019Motion 367/19

Moved by Councillor Payson to accept the Tagish Engineering Project Status Report of November 8, 2019, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Coulthard's Report
- 8.3.3 Councillor Curle's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Rondeel's Report

Motion 368/19

Moved by Mayor Pankiw to accept the reports of Council, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

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

Motion 369/19

Moved by Councillor Coulthard to adjourn the meeting.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 6:16 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	7.1
Council Meeting Date	December 10, 2019
Subject	Policies
For Public Agenda	Public Information
Background	Occupational Health and Safety requires the Town of Rimbey to have policies regarding the health and safety of our employees
Discussion	<p>Administration has brought for the following policies for Council's consideration.</p> <p>1123 Health and Safety Policy Management is committed to providing its employees with the safest and healthiest work environment possible. The purpose and goal of the health and safety program is to provide a positive working environment and an injury free workplace for all employees</p> <p>1124 Formal Workplace Inspections Policy To protect employees in the workplace, formal inspections are to be carried out regularly in all areas of operation.</p> <p>1125 Field Level Hazard Assessment Policy It is the policy of this municipality that Field Level Hazard Assessments are conducted on a daily basis on all temporary work sites as well as work sites where conditions are regularly changing.</p> <p>1126 Incident Policy All incidents are investigated so the causes can be determined and corrective actions implemented to prevent similar types of incidents from occurring in the future.</p> <p>1127 Emergency Response Policy A major emergency is regarded as a sudden unforeseen occurrence, which may endanger the safety of personnel or the environment. Written emergency procedures should be in place to address specific emergency situations. The following due diligence responsibilities outline the necessary training for all staff in their respective divisions.</p>
Relevant Policy/Legislation	Occupation Health and Safety Act



Town of Rimbey Policy Manual

Title: Health and Safety	Policy No: 1123
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Date Approved:	Resolution No:
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Date Effective:

Purpose:	Management is committed to providing its employees with the safest and healthiest work environment possible. The purpose and goal of the health and safety program is to provide a positive working environment and an injury free workplace for all employees
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Managers and Supervisors are responsible for:

Ensuring hazards are identified and appropriately controlled;

1. Creating an environment that promotes active employee participation in health and safety-related activities;
2. Ensuring that health and safety-related initiatives are adequately resourced.

Workers are responsible for:

Working safely;

1. Ensuring their co-workers are protected and work safely;
2. Assisting in the identification of health and safety issues and concerns;
3. Participating in activities or programs initiated by the municipality that enhance health and safety.

Contractors are responsible for:

Working safely;

1. Complying with all municipal policies regarding contract instructors;
2. Assisting in the identification of health and safety issues and concerns;
3. Participating in activities or programs initiated by the municipality that enhance health and safety.

The **Town of Rimbey** is committed to complying with all pertinent legislation including the Alberta Occupational Health and Safety Act, Regulation and Code.

Initial Policy Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Formal Workplace Inspections

Policy No: 1124

Date Approved:

Resolution No:

Date Effective:

Purpose:

To protect employees in the workplace, formal inspections are to be carried out regularly in all areas of operation.

Formal inspections are conducted to:

1. Ensure that methods used to protect staff from health and safety hazards are effective;
2. Ensure any other hazards are identified and controlled.

Formal inspections are to be conducted by the supervisor of each area, with assistance from a member of his or her staff (this is a rotating position);

Managers are to participate in at least one formal inspection in each area they are responsible for every six months;

The CAO will participate in at least one formal inspection in each department every year;

Formal inspections are to be conducted, at a minimum, as follows:

1. Public works shops and grounds (quarterly);
2. Short-term projects (start of project, weekly or more often if needed);
3. Arena, recreation centre (quarterly);
4. Parks and recreation projects (start of project, weekly as needed)
5. Administration building (quarterly);
6. R.C.M.P building (quarterly);
7. Reservoir 1 and 2 (quarterly);
8. North and South lagoon building (quarterly);
9. Recycle facility buildings (quarterly);
10. Nesting place R.V park buildings (quarterly);

All jobs whereby contractors are working on behalf of the municipality – at the start and finish of the contract.

Operations should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident;

All supervisors, managers and Joint Health and Safety Committee (JHSC) members must have training in formal inspections

Initial Policy Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Field Level Hazard Assessment

Policy No: 1125

Date Approved:

Resolution No:

Date Effective:

Purpose:

It is the policy of this municipality that Field Level Hazard Assessments are conducted on a daily basis on all temporary work sites as well as work sites where conditions are regularly changing

Field Level Hazard Assessments are conducted to:

1. Identify hazards;
2. Control hazards;
3. Review existing hazards;
4. Ensure current controls in place are effective.

Field Level Hazard Assessments are to be conducted by the supervisor of each area with the assistance from a member of their staff (this should be a rotating position)

Managers are expected to participate in at least one Field Level Hazard Assessment in each area every six months

The municipal manager will participate in at least one Field Level Hazard Assessment in each department every year

All managers, supervisors and Joint Health and Safety Committee (JHSC) members must have training on conducting Field Level Hazard Assessments

All information gathered from Field Level Hazard Assessments conducted must be provided for all affected employees

Procedure

Occupational Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved to **determine the level of significance** of the hazard both actual and potential. Controls must then be developed to eliminate, isolate or minimise the associated risks of harm/ injury to employees and volunteers or others.

Identify Hazards

To help find all actual and potential hazards, the job shall be broken down into activities, which follow the sequence or construction. These activities are included in the Field Hazard Assessment, which is a list of job procedures and other work-related practices provided to the employee/Volunteer/Contractor. For each of the work activities and associated job steps identified.

The Supervisor in conjunction with the employee and/or contractor shall identify potential hazards.

To assist this process, resources such as the following shall be used:

1. OSH Service Guidelines and trade based Codes of Practice and other publications e.g. safety alerts; and Approved Codes of Practice;
2. Hazard Profiles for specific trade groups;
3. Workplace experience; and
4. Consultation (e.g. Safety & Security Trainings) with workers/ employees and volunteers experience in the task to be undertaken.

Assess Risk

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The Hazard Identification, Assessment and Control Worksheet shall be used to determine the requirement for management of the risks identified.

Class A (High Risk)

1. Does the hazard have the potential to kill, or permanently disable you?
(Serious Harm)

Class B (medium Risk)

2. Does the hazard have the potential to cause a serious injury, or illness,
which will temporarily disable you or result in a Lost Time Injury (LTI)?
(Serious Harm)

Selection and Use

Where identified, all Class **(A & B) Significant Hazards** and associated risk shall be recorded on a detailed Hazard Assessment Form. The employee or manager is to ensure that all hazards introduced or created by them are communicated to the Safety Officer. Class C risks shall be minimised as far as possible and recorded in the current hazard register.

A risk Class shall be used to determine the level of controls required to eliminate, isolate or minimise a potential hazard.

The higher the Risk Class the more extensive the controls to be provided.

Control – take all practicable steps to eliminate the hazard if unable to do that, take all practicable steps to isolate before considering minimising the risk of injury.

FIELD Hazard Assessments are also to be completed.

Initial Policy Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Incident Policy

Policy No: 1126

Date Approved:

Resolution No:

Date Effective:

Purpose:

All incidents are investigated so the causes can be determined and corrective actions implemented to prevent similar types of incidents from occurring in the future.

Incidents which must be reported include:

Internal Reporting Requirements:

1. An injury that results in an injury requiring medical aid;
2. All incidents resulting in an injury that requires time off;
3. All incidents that cause property damage or equipment damage or a interruption to operations;
4. All incidents that, under slightly different circumstances, could have resulted in injury or loss;
5. Any other incidents that an employee believes requires attention.

Legal Requirements for Reporting:

1. An injury or accident that results in death;
2. An injury or accident that results in a worker being hospitalized for more than 2 days;
3. An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or that has the potential for causing serious injury;
4. The collapse or upset of a crane, derrick or hoist;
5. The collapse or failure of any component of a building or structure necessary for the structural integrity of the building structure.

Responsibilities for reporting:

Management must review the reports and either approve them or make amendments;

Supervisors are responsible to investigate, determine immediate and underlying causes, and make recommendations for corrective actions. This is to be documented on the municipality's incident investigation report form. Supervisors are also responsible to ensure that the corrective actions are implemented in their area and follow-up to ensure that the actions are effective in a reasonable time frame. Supervisors are responsible to share the results of the investigation with their staff;

Every municipal **employee** is responsible to verbally report incidents to their supervisor immediately after the incident

Initial Policy Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Emergency Response		Policy No: 1127	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	<p>A major emergency is regarded as a sudden unforeseen occurrence, which may endanger the safety of personnel or the environment. Written emergency procedures should be in place to address specific emergency situations. The following due diligence responsibilities outline the necessary training for all staff in their respective divisions.</p>		
<p>Each location should be responsible for the following:</p> <ol style="list-style-type: none"> 1. Determine possible emergency situations, which may include fire, bomb, flood, tornado, spills, or acts of violence. 2. Develop procedures to address such events: evacuation, emergency phone numbers, need for personal protective equipment, clean-up, training, hazard identification and reporting instructions. <p>Train personnel in actions to take in an emergency situation:</p> <ol style="list-style-type: none"> 1. All emergency procedures are found behind the policy in the Rimbey Health and Safety Manual. Each procedure will outline and identify the proper practices for each emergency and how to apply the procedure and training accordingly. 2. All management and supervisors will be responsible for the implementation of these procedures to ensure all staff members know and understand what to do in the event of an emergency. 3. The Municipality will work hand-in-hand with its employees, along with its clients, to ensure all staff members are protected to the best of its ability. 			
Initial Policy Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	December 10, 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, CPA, CA
Chief Administrative Officer

Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

Date

Highlights

Tax Arrears Notices

- A notice to Rimbey Ratepayers regarding Tax Arrears was placed in the December 2019 newsletter and in the Town of Rimbey section in the Rimbey Review for the week of December 10-16, 2019 and will be advertised separately in the Rimbey Review the weeks of Dec 17-23, 2019 and Dec 24-30, 2019.

Snow Removal

- Met with representatives from Alberta Transportation and Mainroad Contracting regarding options for cost sharing the snow removal of Highway 53 through downtown. Discussed the possibility of Mainroad Contracting supplying equipment when they are able.

Lori Hillis
Chief Administrative Officer

Town of Rimbey 2019
Accounts Payable Cheque List
From: 22-Nov-2019 To: 05-Dec-2019

Vendor Name	Purpose	Cheque	Date	Amount
Victor Canada	Dec. 2019 - Victor Benefits	PAW5295	27-Nov-2019	9751.45
LAPP	LAPP - Nov.29/19 - biweekly payroll (Nov.10-...	PAW5296	27-Nov-2019	7754.87
Canada Revenue Agency	CRA - RP1/2 - (Nov.10-23/19) Nov.29/19	PAW5297	27-Nov-2019	14292.46
Telus Communications Inc.	Telus - Nov.2019	PAW5298	27-Nov-2019	2301.84
LAPP	LAPP - Nov.2019 - Library	PAW5299	27-Nov-2019	745.36
Alberta One-Call Corporation		45284	27-Nov-2019	85.05
AN Adventure Distribution &...		45285	27-Nov-2019	115.50
Boys & Girls Club of Wolf Creek		45286	27-Nov-2019	10000.00
Bubble Up Marketing		45287	27-Nov-2019	315.00
Canadian Leak Detection of...		45288	27-Nov-2019	1120.77
Canadian Pacific Railway...		45289	27-Nov-2019	296.00
City Of Red Deer		45290	27-Nov-2019	1715.40
Digitex Inc.		45291	27-Nov-2019	704.97
J. Branco and Sons		45292	27-Nov-2019	8234.88
Kendrew, Keith		45293	27-Nov-2019	200.00
Lyster, Stuart		45294	27-Nov-2019	150.00
Municipal Property Consultants...		45295	27-Nov-2019	3583.13
Nikirk Bros. Contracting Ltd.		45296	27-Nov-2019	960.75
Oke, Terry		45297	27-Nov-2019	75.00
Pankiw, Rick		45298	27-Nov-2019	834.02
Rimbey Electric		45299	27-Nov-2019	819.00
Rimbey Fas Gas o/a 1662899...		45300	27-Nov-2019	17.85
Rimbey Implements Ltd.		45301	27-Nov-2019	30.43
Rural Municipalities of Alberta		45302	27-Nov-2019	2125.84
Scratchin' The Surface		45303	27-Nov-2019	75.60
Smith, Dawna		45304	27-Nov-2019	75.00
Stationery Stories & Sounds...		45305	27-Nov-2019	17.54
True Way Tire Ltd.		45306	27-Nov-2019	514.51
Uni First Canada Ltd.		45307	27-Nov-2019	115.90
Waldron, Holly	Cancelled	45308	27-Nov-2019	150.00 *
Wolseley Industrial Canada INC		45309	27-Nov-2019	989.97
AMSC Insurance Services Ltd.		45310	02-Dec-2019	78.08
AN Adventure Distribution &...		45311	02-Dec-2019	171.99
Campbell, Duncan		45312	02-Dec-2019	117.59
Donohue, Kayla		45313	02-Dec-2019	25.00
Hach Sales & Services Canada...		45314	02-Dec-2019	426.20
Hi-Way 9 Express Ltd.		45315	02-Dec-2019	50.62
Hunter Hydrovac Inc.		45316	02-Dec-2019	1407.00
McGhee, Raili		45317	02-Dec-2019	25.00
Milne, Marci		45318	02-Dec-2019	25.00
Outlaw Electric Ltd.		45319	02-Dec-2019	728.07
Rural Municipalities of Alberta		45320	02-Dec-2019	385.53
Stamp, Debbie		45321	02-Dec-2019	25.00
Superior Safety Codes Inc.		45322	02-Dec-2019	6992.48
Uni First Canada Ltd.		45323	02-Dec-2019	55.72
United Farmers Of Alberta		45324	02-Dec-2019	393.80
West Country Glass		45325	02-Dec-2019	477.75

Council Board Report



Supplier : 1020405 to ZIM1598
 Fund : 1 GENERAL FUND
 Include all Payment Types : No

Date Range: All
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Stationery Stories & Sounds (2005)	45751	03-Dec-2019	chq order - 2000	403.20
Vadim Computer Management Group Bank of America N.A	45752	03-Dec-2019	2020 Annual Maintenance Fee	7,304.65
Vicinia Planning & Engagement Inc.	45753	03-Dec-2019	Nov. 2019 - Monthly Invoice	3,185.32
Total:				10,893.17



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	December 10, 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 Tagish Engineering Project Status Update November 21, 2019 8.2.2 Rimoka Housing Foundation Minutes of October 23 and November 6, 2019
Recommendation	Motion by Council to accept the Tagish Engineering Project Status Update of November 21, 2019 and the Rimoka Housing Foundation Minutes of October 23 and November 6, 2019, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Dec 5/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Dec 15/19

Date

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.19 RB00 - 2019 General Engineering		
October 10, 2019	Matichuk, Gerald	Three (3) RFQ quotations were received for the work to complete the 2019 - Flushing & Video Inspection program. C.P. Sewer Pipe Inspection LTD. of St. Albert, price quotation was within the budget allocation. C.P. Sewer Pipe Inspection LTD. was issued a "Notice to Proceed". The Contractor is scheduled to start work this week with the final report completed by October 31, 2019.
October 24, 2019	Matichuk, Gerald	C.P. Sewer Pipe Inspection LTD. started the flushing and video inspection program on October 18 and have indicated the final report should be completed by October 31, 2019.
November 6, 2019	Matichuk, Gerald	C.P. Sewer Pipe Inspection LTD. has completed the flushing and video inspection program and have indicated the completed report will be delivered to Tagish office by November 8, 2019.
November 21, 2019	Matichuk, Gerald	Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program and will advise staff with recommendations for necessary repairs.
		Tagish is working with Public works staff to complete the Replacement Disposition Licence of Occupation for the stormwater outfall at the Blindman River.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
October 10, 2019	Quartly, Debi	Tagish is working to provide a budget estimate to connect Well PW (17-15) to the Town's distribution system.
October 24, 2019	Matichuk, Gerald	Project is basically complete and the construction of a water supply line from Well PW(17-15) to the Town's distribution system will be addressed in a new project.
November 6, 2019	Matichuk, Gerald	Project is completed there will be no further reporting after November 7, 2019. The construction of a water supply line from Well PW (17-15) to the Town's distribution system will be addressed in a new project.
Project: RBYM00133.00 RB133 - NE Lagoon Outlet Ditch Upgrade		
October 10, 2019	Matichuk, Gerald	Tagish is working with SmithIron to finalize all quantities and preparing a progress payment for the project. Public works is working towards discharging the NE Lagoon starting October 15, 2019.
October 24, 2019	Matichuk, Gerald	Tagish is waiting to receive final documentation from SmithIron Earthworks prior to preparing the final progress payment for the project. Public works is discharging the NE Lagoon.
November 6, 2019	Matichuk, Gerald	SmithIron Earthworks will be on site later this week and will be rebuilding the remainder of the right-of-way fence adjacent to the Outlet Ditch. Public works has completed the NE Lagoon fall discharge.
November 21, 2019	Matichuk, Gerald	SmithIron Earthworks fencing crew is working at replacing R/W fence adjacent to the Outlet Ditch. Fencing crew are scheduled to complete all fencing by end of November 2019.
Project: RBYM00135.00 RB135 - Standby Generator Comm Centre		
November 21, 2019	Matichuk, Gerald	Highline Electrical Constructors Ltd. has received shipment of the Transfer Switch. The Contractor will install the Transfer Switch this year with the final connections to be completed in the spring or 2020.
Project: RBYM00136.00 RB136 - 2019 Street Improvements		
October 10, 2019	Matichuk, Gerald	J Branco & Sons Concrete Services are on site completing the concrete repairs related to 2019 Utilities Upgrade program. Concrete replacements have been affected by cold weather and break down of the local concrete ready mix plant.
October 24, 2019	Matichuk, Gerald	Border Paving Ltd. has indicated that due to the low air temperature the concrete work on 50 Ave. should be delayed until the weather improves. Border Paving is scheduled to complete the patch paving by October 31, 2019.
November 6, 2019	Matichuk, Gerald	Border Paving Ltd. has completed the patch paving with the exception of the patch on 52 St and 52 Ave. Tagish is working on a progress payment for work completed.
November 21, 2019	Matichuk, Gerald	Work on the project is complete for the 2019 season. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.

Project: RBYM00138.00 RB138 - 51st Street Engineering

October 10, 2019	Solberg, Lloyd	Tagish is working on finalizing conceptual designs and preparing a information package for an open house for business owners and the public. Tagish anticipates getting the information package ready within 2 weeks.
October 24, 2019	Solberg, Lloyd	Tagish is working on finalizing conceptual designs and preparing a information package for an open house for business owners and the public. Tagish anticipates getting the information package ready by the end of next week.
November 6, 2019	Solberg, Lloyd	Tagish is finalizing information for Public Open House. Tagish will touch base with the Town to co-ordinate and set up dates for the Public Open House.
November 21, 2019	Solberg, Lloyd	(Nov. 21) No change.

Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply

October 10, 2019	Matichuk, Gerald	Tagish is working on preparing a budget estimate to connect Well PW (17-15) to the distribution system.
October 24, 2019	Matichuk, Gerald	Tagish is preparing a water model to determine the pipeline sizing and pump requirements to connect Well PW (17-15) to the distribution system.
November 6, 2019	Matichuk, Gerald	Tagish has modeled the water supply system and has determined that a 150mm main will be required from Well PW (17-15) to the reservoir. Tagish is working on completing the budget estimate to complete this project.
November 21, 2019	Matichuk, Gerald	November 21, 2019 Tagish will be completing a preliminary survey for the construction of a raw water supply line from Well PW (17-15). Access Land is working to establish R/W agreement that will be required prior to construction.



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

1. CALL TO ORDER

P. Hall, CAO called the meeting to order at 9:03 a.m.

2. ADOPTION OF AGENDA

MOVED by R. Pankiw that the Board meeting agenda be adopted. (RHF 19-10-01)

Carried

3. ORGANIZATIONAL SESSION

The CAO called for nominations for the position of Board Chair

MOVED by R. Pankiw that B. Liddle be nominated for Board Chair. (RHF 19-10-02)

B. Liddle accepts the nomination.

MOVED by T. Dillon that nominations cease. (RHF 19-10-03)

B. Liddle was declared Board Chair.

The CAO called for nominations for the position of Board Vice-Chair.

MOVED by D. MacPherson that R. Pankiw be nominated for Board Vice-Chair. (RHF 19-10-04)

R. Pankiw accepts the nomination.

MOVED by S. Lyon that nominations cease. (RHF 19-10-05)

R. Pankiw was declared Board Vice-Chair.

B. Liddle assumed the Chair to continue the meeting.

4. APPROVAL OF MINUTES

MOVED by S. Lyon the Board accept the minutes of the September 18, 2019 Board meeting. (RHF 19-10-06)

Carried

5. FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the nine months ending September 30, 2019.

MOVED by R. Pankiw that the Board accept for the nine months ending September 30, 2019 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers;
- and the 2019 expenditures from the endowment accounts for July, August and September. (RHF 19-10-07)

Carried

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

The final warranty issues at Valley View Manor are being reviewed. The nurse call system has been replaced by Priority Communications Systems at 100% cost to the Alberta government and a few landscaping items are being addressed with Shunda Construction.

Our annual government licensing reviews have been completed and both lodges.

P. Hall requested the creation of a five step salary grid for the CAO position and provided salary information from other management bodies and the ASCHA wage survey.

MOVED by D. Weir the Board set the salary range for the CAO at \$94,000 to \$116,000. (RHF 19-10-08)

Carried

MOVED by S. Lyon the Board accept the CAO report as information. (RHF 19-10-09)

Carried

7.	STANDING AGENDA ITEMS
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SAFETY

Formal safety meetings at both sites will resume in the fall.

HOUSING FIRST

The HUB meetings in Ponoka have resumed and continue to make a difference in the community.

8.	NEW BUSINESS & CORRESPONDENCE
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CAO RESUMES & CORRESPONDENCE

D. Weir excused himself from the meeting at 10:08 a.m.

The Board took a short recess.

MOVED by T. Dillon the Board move in to a closed session at 10:19 a.m. (RHF 19-10-10)

Carried

MOVED by S. Lyon the Board move out of a closed session at 11:16 a.m. (RHF 19-10-11)

Carried

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

MOVED by L. Curle the meeting adjourn at 11:18 a.m.. (RHF 19-10-12)

Carried



Bryce Liddle, Board Chair

Nov 18/2019
Date Signed



Peter Hall, CAO

Nov 20/2019
Date Signed



BOARD MEETING
Wednesday, November 6, 2019
11:48 a.m.
Legacy Place, Ponoka

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

B. Liddle, Board Chair called the meeting to order at 11:48 a.m.

MOVED by R. Pankiw that the Board offer Jonathan Weir the position of CAO with the agreed starting salary, four weeks vacation, and all other management terms and conditions applied for a six month probation period. (RHF 19-11-01)

Carried

D. MacPherson adjourned the meeting at 11:53 a.m.



Bryce Liddle, Board Chair

Nov 18/2019
Date Signed



Peter Hall, CAO

Nov 20/2019
Date Signed



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	9.0
Council Meeting Date	December 10, 2019
Subject	Correspondence
For Public Agenda	Public Information
Attachments	9.1 Community Safety Net 9.2 Boys & Girls Clubs of Wolf Creek - Rimbey
Recommendation	Administration recommends Council accept the correspondence from the Community Safety Net and the Boys and Girls Clubs of Wolf Creek - Rimbey, as information.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Dec 5/19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Dec 5/19
Date

From: Ken Dyck [<mailto:kdyck@CommunitySafetyNet.Com>]
Sent: November 27, 2019 3:25 PM
To: Rick Pankiw
Subject: Help kids now in Rimbey

Hi Rick,

Community Safety Net is conducting an important safety initiative for kids in Rimbey. This involves the whole community and is made possible with the help of local supporters, like you.

The investment is only \$15 per child and you can support as few or as many children as you wish. Click on the link below to learn how you can help kids now in Rimbey.

www.helpkidsnow.com/books/community-safety-net-rimbey/support

Previous "Partners in Safety"

Alpen Dental Rimbey
Anderson's Service
Bonavista Energy Corporation
Rimbey Pharmasave
Sisters Roadside Treasures

Thank you for your consideration.

Yours in Safety,
Ken Dyck
1-800-665-6167

Community Safety Net
1.800.665.6167 toll-free

www.communitysafetynet.com

Protecting kids for **LIFE!**

DRUG SAFETY FOR KIDS!

Community Safety Net

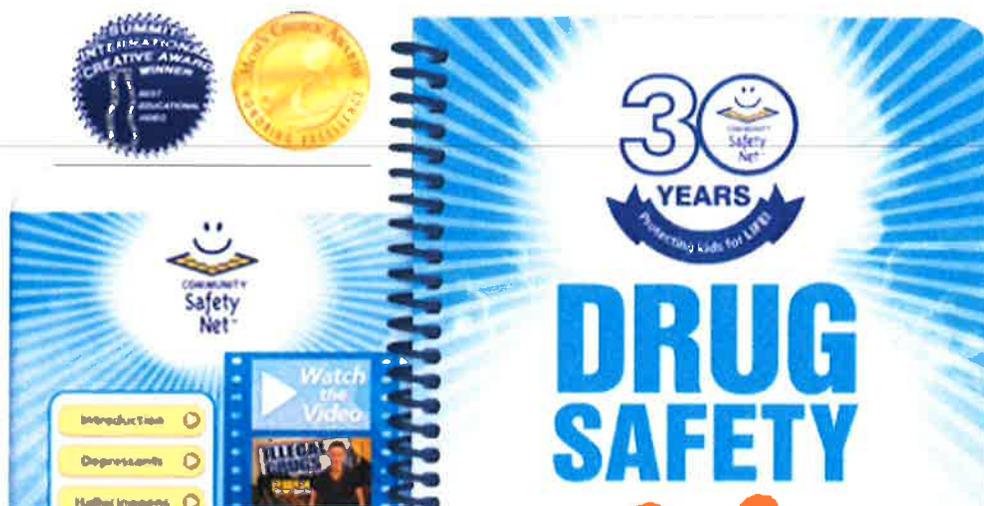
Protecting kids in Rimbeey!

Each Child Protected Will Receive...

DRUG SAFETY

Smart choices for LIFE

- Loaded with practical information on alcohol, tobacco, ecstasy, marijuana, and other illicit drugs.
- Drug related tips, facts, and quizzes.
- An informative parents' section that draws attention to the warning signs of drug use.
- Strategies & tips for staying drug-free.
- Ages 10-13





: 800-665-6167 :
To Reach A Safety Coordinator



I'd Like To Help Children!

Only \$15 Per Child

I'd Like To Help*

15 Children

[Or, I'd like to contribute a set dollar amount of...](#)

First Name*

Last Name*

Company Name*

E-Mail Address*

Submit

Copyright © Community Safety Net
Toll Free Phone: 1.800.665.6167 Toll Free Fax: 1.866.913.6537
Email: info@communitysafetynet.com



Boys & Girls Clubs of Wolf Creek

RIMBEY

November 29, 2019

Dear Rimbeey Town Council,

I would like to take this opportunity to thank the Rimbeey Town Council for their donation to the Boy and Girls Club of Rimbeey program in 2019. Due to your generosity, the programs experienced substantial community use and growth this year. In July, this year, we had the opportunity to move our program to a permanent location at the Rimbeey Nazarene Church. This change was pivotal to our program. There were several great benefits to this move.

- It gave the club members a real sense of ownership to the program space.
- It created a sense of permanency that made the program more trusted to families.
- It enabled us to provide supervised walks from the school which affords supervision and safety that parents desired.
- It created financial efficiencies by there not be wasted staff time in the daily set-up and take-down of program space.

These benefits have resulted in great growth in the program.

Unfortunately, this change also incurred a cost as the rental for the space is \$200.00 a month. We know that in 2019 the Town Council had budgeted for \$16,000.00 of in-kind donation for space to the Boys and Girls Club of Rimbeey program. Due to the fact that we used very little of this donation, we would like to request that the Rimbeey Town Council graciously consider helping us pay for the rental cost incurred from July-December of 2019, as this was an additional cost that we had not counted on. We would like to request a donation of \$1200.00 (\$200/month for 6 months).

Due to the loss of funding from the Rimbeey Town Council in 2019, we are experiencing a significant deficit at the end of 2019 and this would be a great help as we come to the end of our year.

Thank you for considering our request.

We will be presenting to you in January regarding our 2021 request.

Sincerely,

A handwritten signature in black ink, appearing to be 'BR' with a flourish.

Beth Reitz
Executive Director

4907 49St.
PO Box 1671
Rimbeey, AB
T0C2J0

Program Director:
403-843-1066
rimbeey@ponokayouthcentre.com

Executive Director:
403-783-3112
beth@ponokayouthcentre.com