



AGENDA

Town Council

December 11, 2023 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, DECEMBER 11, 2023 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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10. OPEN FORUM

([Bylaw 939/18 - Council Procedural Bylaw Part XXI 1](#)). 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

Town Council
REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Bonnie Rybak, Executive Assistant
Subject: Minutes
Item For: Public Information -or- Closed Session

BACKGROUND:

Minutes of November 27, 2023, Regular Council Meeting.

RECOMMENDATION:

To accept the Minutes of November 27, 2023, Regular Council Meeting, as presented.

ATTACHMENTS:

[2023 11 27 Council Minutes](#)

PREPARED BY: Bonnie Rybak, Executive Assistant

December 7, 2023
Date

ENDORSED BY:

A handwritten signature in black ink, appearing to read "Gayle Rondeel".

Gayle Rondeel, Chairperson

December 7, 2023
Date



MINUTES

Town Council Meeting

Monday, November 27, 2023 - 5:00 PM
Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 P.M. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle - Via Conference Call
- Councillor Gayle Rondeel
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 185/2023

Moved by Councillor Clark to accept the Agenda for the November 27, 2023, Regular Council Meeting, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. MINUTES

3.1. Minutes of Organizational Meeting of October 23, 2023

Motion 186/2023

Moved by Councillor Coston to accept the Organizational Meeting Minutes of October 23, 2023, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3.2. Minutes of Regular Council Meeting of October 23, 2023

Motion 187/2023

Moved by Councillor Coston to accept the Regular Council Meeting Minutes of October 23, 2023, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. 2024 Interim Operating Budget

Motion 188/2023

Moved by Councillor Clark to adopt the 2024 Interim Operating Budget, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.2. Tagish Engineering - Map Book Update

Motion 189/2023

Moved by Councillor Curle to accept the proposal for as-built drawings set (map books) update with the funding of \$7,600 to come from Unrestricted Reserves.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.3. Christmas Hours 2023

Motion 190/2023

Moved by Councillor Coston to approve the closure of Operations for the Town for the entire day of Wednesday, December 27, 2023, with the employees of the Town of Rimbey paid for the entire day.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.4. Rimbey & District Attraction & Retention Committee

Motion 191/2023

Moved by Councillor Rondeel to direct Administration to donate 2 group gym memberships passes to the students of the Rimbey and Area Attention & Retention Committee.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.5. Chambers Policy

Motion 192/2023

Moved by Mayor Pankiw to direct Administration to revise the Council Chambers Policy to allow for government officials and any opposition party to use our Council Chamber for consultation with the public.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Opposed

CARRIED

8.

REPORTS

8.1. DEPARTMENT REPORTS

Motion 193/2023

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 194/2023

Moved by Councillor Clark to accept the board/committee reports, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 195/2023

Moved by Councillor Clark to direct Administration to proceed with a draft for land acquisition agreement for Rimoka Housing Foundation.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 196/2023

Moved by Councillor Coston to appoint Bronwen Jones to be a member on Rimbey Municipal Library Board Member for a three-year term, term ending October 31, 2026.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

9.

CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 197/2023

Moved by Councillor Curle to adjourn the meeting at 5:33 P.M.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Historical Society
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting on November 15, 2023, Bill Hval with the Rimbey Historical Administration presented a request to Council and the following motion was made:

Motion 054/2023 COW

Moved by Councillor Clark to bring forward the funding request from the Historical Society to the next Regular Council Meeting on December 11, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

RECOMMENDATION:

1. Administration recommends that Council decide if they wish to approve the financial request from Rimbey Historical Society.
2. Administration recommends that Council decide if they wish to determine the expected hours of operation for the pavillion and Pas-Ka- Poo Park.

ATTACHMENTS:

[Email Request from Rimbey Historical Society](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a large, stylized blue oval or loop.

Craig Douglas, Chief Administrative
Officer

December 7, 2023

Date

Council Agenda Item 7.1

> -----Original Message-----

> From: Bill Hval <[REDACTED]>

> Sent: Thursday, October 19, 2023 11:08 AM

> To: Craig Douglas <craig@rimbey.com>

> Cc: Rimbey Historical Society <paskapoo@telus.net>

> Subject: Financial Assistance

>

>

> The Rimbey Historical Board is seeking the Town's financial assistance in completing two outstanding projects that should be completed before "the snow flies".

>

> The first is the installation of a proper thermostatically controlled commercial electric heater in the pavilion. Each year two portable electric heaters have been used to prevent water freeze up. However, the units are not designed for 24hr/7-day a week operation. These units used in this fashion have been known to be fire hazards. The cost of this initiative is about \$1,300.

>

> The second project is to install a high output motion activated LED light on the west side of the museum, which will illuminate the gated area leading into the RV storage yard. We are hoping by having a lighting system such as mentioned, it will help to deter vandalism and break-and-enter of the area. Currently the Town is paying utility costs for an inefficient light that does not provide a good illumination of the area. By replacing the light with the LED system, it will help to conserve energy thus reducing operational costs. This project is estimated at \$1,200. Both quotes were provided by GJS Electric in Rimbey.

>

> We would cover the costs ourselves for the aforementioned, but unfortunately we spent more than anticipated carrying out the requisite repairs on the pavilion this past summer. So far the costs are sitting at around \$6,500 which was a large part of our capital expenditure program for 2023.

>

> 1. Can the Town help out the museum by paying for the projects directly, about \$2,500, or;

> 2. Is the Town in a position to reimburse the museum the amount we will incur by completing the two projects.

>

> Thank you for your consideration in this matter and I look forward to your earliest reply.

>

> Regards,

> - Bill -

Town Council REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Alberta Rural Renewal Stream
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Meeting held on November 15, 2023, Council discussed the Alberta Rural Renewal Stream program, and the following motion was made:

Motion 058/2023 COW

Moved by Councillor Curle Council to bring forward the discussion of the Alberta Rural Renewal Stream to the next Regular Council meeting held on December 11, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

RECOMMENDATION:

Administration recommends that Council determine if they wish to take part in the Alberta Rural Renewal Stream program.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

December 7, 2023
Date

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Cost of Living (COLA) Increase
Item For: Public Information -or- Closed Session

BACKGROUND:

For the past few years, Council has implemented cost of living increases for the staff of the Town of Rimbey as of January 1 of the following year. This cost-of-living increase has typically been based on the Alberta Consumer Price Index.

DISCUSSION:

The Alberta Consumer Price Index as posted on the Alberta Government Website indicates a current CPI as follows:

“On a year-over-year basis, Albertans paid 3.7% more in October 2023 for the goods and services that comprise the Consumer Price Index (CPI) than in the same month a year ago, while the national average CPI was up 4.2%. The most recent date in Alberta shows an increase of 9.9% to housing and a 4.7% increase to food costs.

Administration is requesting that a cost-of-living increase of 3.5% for all staff and Council be implemented effective January 1, 2024. Administration is also requesting any applicable merit increases be effective January 1, 2024, instead of waiting until the final budget is passed in Mar/April 2024 alleviating the need for retroactive lump sum payments.

FINANCIAL IMPLICATIONS:

2024 Operating budget with an increase to expenses of \$60,000 to reflect a 3.5% cost of living increase.

RECOMMENDATION:

To approve a 3.5% cost of living increase for Council and staff including any applicable merit increases to be effective January 1, 2024.

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

Town Council REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: 0112 Chambers Policy
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole Meeting held on November 27, 2023, Council made the following motion

Motion 192/2023

Moved by Mayor Pankiw to direct Administration to revise the 0112 Council Chambers Policy to allow for government officials and any opposition party to use our council chambers for consultation with the public.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Opposed

CARRIED

RECOMMENDATION:

Administration recommends that Council determine if they wish to accept the revised 0112 Council Chambers Policy.

ATTACHMENTS:

[0112 Council Chambers Revision Nov 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

December 7, 2023
Date

Craig Douglas, Chief Administrative Officer

		<h2 style="color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Council Chambers		Policy No: 0112	
Date Approved: December 11, 2023		Resolution No:	
Date Effective: December 11, 2023			
Purpose:		To Govern the use of Town of Rimbey Council Chambers	
<p>Policy Statement:</p> <p style="padding-left: 40px;">Council Chambers will be used for the following purposes:</p> <ol style="list-style-type: none"> 1. Council Chambers will be used by Council for Council Meetings. 2. Council Chambers may be used by Administration for the purposes of holding a meeting with clients. 3. Council Chambers may be used by government officials and any opposition party for consultation with the public. 			
Initial Policy Date:	April 10, 2018	Resolution No:	130/18
Revision Date:	December 11, 2023	Resolution No:	
Revision Date:		Resolution No.	
Revision Date			

Town Council
REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: 2024 Capital Budget Estimate - Tagish Engineering
Item For: Public Information -or- Closed Session

BACKGROUND:

Tagish Engineering 2024 Capital Budget Estimate includes various paving projects.

In the past, a local improvement tax levy bylaw has been implemented to raise revenue to pay for the local improvement.

As per MGA s397 (1) Council must pass a local improvement tax bylaw in order to impose such a tax. The local improvement tax bylaw enables council to impose a local improvement tax to raise revenue to pay for the local improvement.

RELEVANT POLICY/LEGISLATION:

MGA s397 (1)

RECOMMENDATION:

Administration recommends that Council decide if they wish to pursue a special tax levy (local improvement plan) for the paving in the following areas:

1. Project: 43 Street. Road Construction & Paving, 43 Street – from 50 Ave. to 54 Ave. – (\$752,353) or (\$890,298 If Provisional Pathway is included)
2. Project: 53 Avenue. Road Construction & Paving, 53 Avenue – from 42 St. to 43 St. – (\$205,398)
3. Project: 42 Street. Road Paving, 42 Street – from 53 Ave. to 54th Ave (Hwy. 20). – (\$176,365)
4. Project: 54 Av. Road Construction & Paving, 54 Ave – from 44 St. to Hwy 20 – (\$536,100)

ATTACHMENTS:

[RB00_20231120_LTR_2024_Capital_Plan_Draft](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a large, stylized blue oval or loop.

Craig Douglas, Chief Administrative
Officer

December 7, 2023

Date



November 20, 2023

File#: RB00
Sent by: Mail

Town of Rimbey
Box 350
Rimbey, Alberta
T0C 2J0

ATTENTION: Craig Douglas, CAO

Dear Sir;

RE: 2024 Capital Budget Estimate

Tagish Engineering has been requested to provide conceptual estimates for several projects for consideration in the Town's 2024 Capital Budget.

2024 – Capital Budget:

1. Project: Water Valve Replacement - (\$50,000.00)

This project includes the replacement of non-functioning water main valves. The valves that will be selected for this program are valves that leak through the packing and are unable to be operated. hydrants are in poor condition with replacement parts very expensive or not available at all.

2. Project: 43 Street. Road Construction & Paving, 43 Street – from 50 Ave. to 54 Ave. – (\$752,353) or (\$890,298 If Provisional Pathway is included)

Due to increased traffic within the commercial area, this project includes roadway upgrades to 43 Street from 50 Ave. to 54 Ave. Road construction includes an additional 150mm lift of crushed gravel with a 100mm lift of new asphalt over the existing gravel base. Existing approaches and driveways would be upgraded to tie into the new roadway surface. The project also includes some stormwater and drainage improvements to existing culverts and a clean out of the west ditch. As this is a newly created commercial area, the Town may want to consider adding an additional pathway for pedestrian traffic. This pathway is provisional and can be removed or completed as part of a future project if its not required.

3. Project: 53 Avenue. Road Construction & Paving, 53 Avenue – from 42 St. to 43 St. – (\$205,398)

This project includes roadway upgrades to 53 Avenue from 42 Street to 43 Street (Roadway between Jehovah's Witness Church and Dairy Queen). The existing roadway is quite narrow, so new road shoulders would be constructed to widen the existing road. Road construction includes an additional 150mm lift of crushed gravel with a 100mm lift of new asphalt over the existing gravel base. The project also includes the construction of a storm main within the south



ditch which help the existing ditch function better and provide better safety features in a commercial area.

4. Project: 42 Street. Road Paving, 42 Street – from 53 Ave. to 54th Ave (Hwy. 20). – (\$176,365)

The project includes reshaping the existing gravel base and adding a 100mm lift of asphaltic pavement for the service road off of Highway 20 into the Tim Horton's Commercial Area.

5. Project: 54 Av. Road Construction & Paving, 54 Ave – from 44 St. to Hwy 20 – (\$536,100)

The project includes the installation of storm mains, curb, gutter and asphaltic pavement to provide an all-weather surface from the newly constructed Hwy 20 intersection to 44 Street. Public Works has completed the gravel base construction in 2021.

Closing:

It is recognized that there are multiple projects listed above which may not all be able to be completed within the 2024 budget. Tagish Engineering has provided discussion comments for each to help assist the Town in selecting prospective projects for 2024 and subsequence years.

Projects estimates have been completed as stand alone projects with contingency and engineering. If multiple projects are to be completed as part of a program, contingency and engineering can be lowered.

We would ask that Capital Budget be approved as soon as possible. The quicker the turn around, the quicker we can get projects designed and tendered to get the Town the best possible prices.

Yours truly,
TAGISH ENGINEERING LTD.

Lloyd Solberg, P. Eng.
Project Manager

Town Council
REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Various Community Groups supply Minutes of their board meetings to Council for their information.

RECOMMENDATION:

Motion by Council to accept the board/committee reports, as information.

ATTACHMENTS:

- [FCSS & RCHHS Board Minutes October 2023](#)
- [PRLS Board Meeting Minutes November 16, 2023 - draft](#)
- [PRLS Board Talk - November 16, 2023](#)
- [Rimoka Housing Foundation Minutes Sept 20, 2023](#)
- [Rimoka Housing Foundation Minutes Oct 18, 2023](#)
- [Tagish Engineering Project Status Updates November 9 & 23, 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
October 26, 2023
10:00 a.m. Rimbey Provincial Building
Main conference Room

Don't wait for opportunity. Create it

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

Present: N. Hartford, Chairperson
D. Noble, Vice Chairperson
K. Maconochie, Recording Secretary
P. Makofka, Executive Director
F. Pilgrim, Board Member
M. Griffith, Operations Manager
R. Pankiw, Board Member
B. Coulthard, Board Member
R. Schaff, Board Member
S. Bell, Board Member
N. Stefanyk, Board Member

Regrets: G. Rondeel, Board Member

1. CALL TO ORDER

By: N. Hartford at 10:20 a.m.

2. APPROVAL OF AGENDA

23-10-01 MOTION: By: N. Stefanyk: That the agenda is adopted with the following changes.

Under 12 New Business: add 12.10 Oven in the Main Conference Room

Under 13 Correspondence: add 13.1 Two letters from the Town of Rimbey

CARRIED

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

13.1 done at this time – please see information under 13.1.

4. CONSENT AGENDA ITEMS

- 4.1 Quarterly Reports- 4.1 a) Client Safety Reports- 1/4ly
4.1 b) Big Brothers & Big Sisters-1/2ly The
name has changed to BGC – Boys and Girls Club
4.1 c) Catholic Social services- 1/4ly
- 4.2 Monthly Program Reports- 4.2 a) Directors Report
4.2 b) Operations Manager Report
4.2 c) Office Report
- 4.3 2023 Monthly Program statistics
4.4 AHS contracted HC & Private HS Client Stats combined
4.5 AHS (HC) & Private (HS) billing 2019-2023
4.6 AHS (HC) client totals & Hours 2019-2023
4.7 Private (HS) Client totals & Hours 2019-2023
4.8 Food Bank Hamper Stats 2019-2023

23-10-02 MOTION: By: F. Pilgrim: To accept all items on the Consent Agenda as information.

CARRIED

5. PREVIOUS MEETING MINUTES- September 14, 2023

Meeting minutes of September 14, 2023 were approved online – attached.

6. BUSINESS ARISING FROM THE MINUTES

7. OLD BUSINESS

7.1 Community Program Coordinator & Volunteer Coordinator Updates

Interviewed the 3 applicants for Community Program Coordinator and 2 for Volunteer Coordinator.

7.2 Healthy Aging Conference Update

We sent 2 FCSS staff for the entire conference. M. Griffith attended in person on the first day and was introduced to a few key individuals for Healthy Aging. Then M. Griffith and another staff member joined the conference online for the next two days. K. Maconochie and M. Griffith shared take aways from the conference.

7.3 FCSSAA Conference

Received confirmation of rooms – all are at Fantasyland Hotel. If plans change that the board members are unable to attend, please let M. Griffith know by November 17th. Board members will need to register with FCSSAA Conference if attending and check the pay by cheque option and then send the invoice to M. Griffith. One staff member and one Board member are unable to attend. M. Griffith would like to send the new Community Programs Coordinator and Volunteer Coordinator to take their place.

7.4 Food Bank Update

The Food Bank moved into its new location on October 12 and 13th. R. Schaff hired a moving company to move the fridges and freezers, which was a great help. Longhurst hooked up the wiring for the internet and Telus came in on October 18th to set it up. We may have to put in a phone line, as the cell reception is not very good, so they are working on a plan for this. The Lease Agreement with the town has been signed. The Town has indicated that they would possibly sell the building to us. Gert, from Leduc Food Bank joined the meeting on zoom at 11:05 – 11:40 a.m. The grant was submitted for the CFEP Funding in September – we have not heard anything about this grant. CO-OP told us to apply for the Community Investment Fund/Evergreen Co-op. M. Griffith will work with C. Brassard on this and submit it – this would be for renovations to the kitchen.

23-10-03 MOTION: B. Coulthard: To pursue the purchase of the Blindman Youth Action Society Building for the Food Bank.

SECONDED BY: D. Noble

R. Pankiw abstained from the vote.

CARRIED

7.5 AHS Contract

The AHS Contract was signed on September 29th, 2023. Now working on the REFOIQ for Adult Day Support proposal with AHS to increase our hours for the program. Looking into the logistics of an Overnight Program. Working on a transition plan for the Bentley Home Care clients as this is now part of our area. We have a 90 day transition period to work this out. We are scheduled to meet with AHS again at the end of November with our plan.

7.6 IT Update

M. Griffith spoke to AHS, and they provided the system requirements for any programs that they may have us use in the future. They gave her the requirements and it is nothing extra than what we currently use.

23-10-04 MOTION: By B. Coulthard: To proceed with IT update.

SECONDED BY: S. Bell

CARRIED

7.7 Additional Space for FCSS/RCHHS Update

We will be moving reception down to the reception area in the lobby. Longhurst has been in and completed wiring for the internet. This would give us enough space for now and allow us to look at a new space. M. Griffith has talked to Edon about moving upstairs and using the whole floor. We could do this, but some work would have to be done if we wanted to move up there. Our current funding for rent is covered until 2025.

23-10-05 MOTION: By: N. Stefanyk: That we move forward with expansion of office space to lobby desk.

SECONDED BY: R. Pankiw

CARRIED

8. FINANCE

8.1 October 26, 2023, meeting highlights.

23-10-06 MOTION: By: F. Pilgrim: That the highlights of the October 26, 2023 Finance Committee Meeting be accepted as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

9.1 Report from September 27, 2023

23-10-07 MOTION: By: F. Pilgrim: That the following revised policies:

FCSS-0145.14 Post Exposure Management of Blood/Body Fluids/Needle Stick/Sharp Injury,

FCSS-0044.01 Staff Safety/Working Alone,

FCSS-0047.03 After Hour Supervision Protocols

FCSS-0093.17 Dress Code

FCSS-0157.95 Rates Charged to Private Clients

FCSS-0147.14 Safe Bath/Shower Temperatures

FCSS-0138.01 Unexpected Death in the Home

FCSS-0034.98 Confidentiality

FCSS-0086.15 Personal Cell Phones In The Workplace

FCSS-0108.94 Hours of Work

be entered into FCSS/RCHHS Policy.

CARRIED

23-10-08 MOTION: By: N. Stefanyk: That the following policies:

- FCSS-0046.03 Health Care Aide Supervision (combined with FCSS-0047.03 After Hours Supervision Protocols)
- FCSS-0036.98 Tasks of Health Care Aide (on Job Description of a Health Care Aide)
- FCSS-0158.98 Tasks of Home Support (on Job Description of a Home Support Worker)
- FCSS-0041.11 Special Pay Rates (combined with FCSS-0028.97 HCA Pay Schedule)
- FCSS-0116.14 Vacation Pay (combined with FCSS-0028.97 HCA Pay Schedule)
- FCSS-0131.93.01 Personal Safety For FCSS/RCHHS Staff* (combined with FCSS-0044.01 Staff Safety/Working Alone)
- FCSS-0081.14 Use Of Electronic Equipment By Staff (combined with FCSS-0034.98 Confidentiality and FCSS-0086.15 Personal Cell Phones in The Workplace)
- FCSS-0231.22 Essential Care (Combine with FCSS-0108.94 Hours of Work)

be rescinded from FCSS/RCHHS Policy and placed in the FCSS/RCHHS Rescinded file.

CARRIED

9.2 Compassion Fund

Discussion regarding some terminology/questions on the intake form. To be taken to QIRM's next meeting.

Next meeting: January 17, 2024 at 10:00 a.m.

10. WORKPLACE HEALTH & SAFETY COMMITTEE

Worksite inspections were completed at the Food Bank, ADSP/OMA area and office area. Working on addressing the concerns. Fire drills have not been done at the Food Bank. K. Maconochie will arrange to do one in November, after they have settled into their new location. Quarterly incidents were reviewed, and we have started a spreadsheet for incidents from the office and Food Bank.

Next meeting: January 17, 2024 at 1:30 p.m.

11. SPECIAL EVENTS COMMITTEE

12. NEW BUSINESS

12.1 Executive Director Retirement Letter

Letters from P. Makofka were shared with the Board of Directors.

23-10-09 MOTION: By: D. Noble: To accept P. Makofka's resignation on January 1, 2024 as per her signed letter.

SECONDED BY: B. Coulthard

12.2 2024 Budget

The final draft will be ready for the November Board meeting.

12.3 December Hours

Office will be closed December 25, 26th (Monday and Tuesday) and January 1st, 2024 (Monday). There will be skeleton staffing on December 27 – 29, 2023.

12.4 Agency Credit Care Name Change

For information from Oct. 26, 2023 Finance meeting - The name will be changed on the Servus Credit Union Master Card to M. Griffith, from P, Makofka.

12.5 Hazard ID form

Hazard ID form reviewed and updated for 2023-2024.

12.6 Christmas Party

Presentation by C. Brassard at 12:05 to 12:15 p.m.

23-10-10 MOTION: By: F. Pilgrim: To have a combined catered Christmas Party at the Rimbey Curling Rink for all the FCSS team and Board Members. If spouses wish to attend, they will pay for their meal.

SECONDED BY: B. Coulthard

CARRIED

12.7 Christmas Hampers

M. Griffith has spoken with Alberta Infrastructure and Minister Nixon's office, and we will be able to use the large room upstairs for our toy hampers.

12.8 Square Machine

For information from Oct. 26, 2023 Finance meeting – office is going to purchase a Square Machine for financial transactions.

12.9 FCSSAA Board Highlights – TABLED

12.10 Oven in the main conference room

23-10-11 MOTION: By: N. Stefanyk: To pursue getting a range and countertop in the main conference room.

SECONDED BY: D. Noble

CARRIED

13. CORRESPONDENCE

13.1 Letters form the Town of Rimbey

Rick Pankiw is now on our Board of Directors for the Town of Rimbey, instead of G. Rondeel. B. Coulthard and F. Pilgrim have been reappointed to our Board of Directors.

14. ADJOURNMENT: Next meeting Dates: November 21, 2023, December 21, 2023 and January 25, 2024.

23-10-12 MOTION: By: N. Hartford: That the FCSS Board meeting adjourns at 12:36 p.m.

CARRIED

15. Board Sharing Time



PRLS Board Meeting Minutes

November 16, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 16, 2023 in the Combined Board Room, Lacombe.

Present: Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Alison Barker-Jevne

Absent: Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

Visitors: Jocelyn Baxter, Diane Elliott

Staff: Hailey Halberg, Kara Hamilton, Emma McPherson, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order
Meeting called to order at 10:05 a.m. by Barb Gilliat.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Alison Barker-Jevne from attendance at the board meeting on November 16, 2023 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 55/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 56/2023

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 14, 2023 minutes. There were none.

Motion by Joy-Anne Murphy to approve the minutes of the September 14, 2023 meeting as presented.

CARRIED
PRLS 57/2023

1.3. Business arising from the minutes of the September 14, 2023 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. Joy-Anne Murphy asked to put the Budget Update on the active agenda as she had some questions. It was put on the agenda as *Agenda Item 2.4. - Business Arising from the Consent Agenda*.

Murphy sought and received some clarification regarding some lines found under the *"Support materials and Services Directly to Libraries"* section of the Budget Update.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 58/2023

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Stephen Levy nominated Barb Gilliat, who allowed her name to stand. Shannon Wilcox nominated Bill Windsor, who also allowed his name to stand. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 59/2023

A Zoom poll was presented and the results were: Barb Gilliat 34/40, and Bill Windsor, 6/40.

Barb Gilliat accepted the position of Board Chair. Sheppard turned the meeting back to Barb Gilliat.



3.2 Election of Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Jordon Northcott entered the meeting at 10:29 a.m.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair - Barb Gilliat
- Seat 2 - Carlene Wetthuhn
- Seat 3 - Deb Coombes
- Seat 4 - Len Phillips
- Seat 5 - Jamie Coston
- Seat 6 - Sarah Fahey
- Seat 7 - Dana Kreil
- Seat 8 - Debra Smith
- Seat 9 - Shannon Wilcox
- Seat 10 - Janice Wing

Motion by Gord Lawlor to accept the Executive Committee as appointed.

CARRIED
PRLS 60/2023

3.3. Marketing and Advocacy Report

Gilliat turned the meeting over to Gord Lawlor, who gave a verbal report regarding Advocacy efforts since the last board meeting.

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

Since Parkland and Yellowhead were the primary forces behind the Systems Advocacy Committee, Yellowhead Board Chair Hank Smit sent an email to the Chairs of the other five library systems to see if they still believed collective advocacy was desired or needed. Smit received no responses to his email.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:



Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The PRL/YRL Advocacy Committee will invoice the other systems for material provided in the future
- The committee will pursue ongoing COLA for library grants. The committee will send any letters produced to other systems to sign in support
- Parkland Staff need to find and evaluate the trade show banners used by the systems to see if they need replacing
- For RMA in March 2024, Gord Lawlor and Stephen Levy will volunteer to work a systems booth at the trade show – other volunteers are needed from the board

The Advocacy Committee also discussed strategies to engage Parkland board members to be effective advocates for the system in particular, and libraries in general.

Hailey Halberg then gave the Marketing Report. Parkland's October marketing initiatives were very successful Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive** – There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. Halberg then showed the finished video to the board.



3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023/2024 are:

- Jul Bissell – Village of Elnora
- Teresa Cunningham – Town of Penhold
- Todd Dalke – Town of Sundre
- Elaine Fossen – Village of Forestburg
- Gord Lawlor – Town of Stetter
- Stephen Levy – Village of Sedgewick
- Jordon Northcott – Clearwater County
- Ray Reckseidler – Village of Delburne
- Deb Smith – Village of Loughheed
- Harvey Walsh – Town of Olds

Motion by Twyla Hale to appoint Jul Bissell, Teresa Cunningham, Todd Dalke, Elaine Fossen, Gord Lawlor, Stephen Levy, Jordon Northcott, Ray Reckseidler, Deb Smith, and Harvey Walsh to the Advocacy Committee.

CARRIED
PRLS 61/2023

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Gilliat and Twyla Hale volunteered.

Motion by Len Phillips to accept Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2023/2024.

CARRIED
PRLS 62/2023

3.6. Compensation Policy Working Group Report

Twyla Hale, who was on the Compensation Policy Working Group, gave a PowerPoint presentation to the board regarding the work of the committee and their recommendations for Parkland's new salary grid and Compensation Policy. As a result of the review, and over a year's worth of work, the board decided to implement a new nine step salary grid. Before this could be done, it was necessary to rescind a previous motion which called for the reduction of the grid to seven steps.

Motion by Ray Reckseidler to rescind motion *PRLS 35/2022*.

CARRIED
PRLS 63/2023



Motion by Janice Wing to approve the 9-step salary grid for Parkland as well as the grids' corresponding compensation policy both to take effect January 1, 2025.

CARRIED
PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m.
Comfort break from 11:37 to 11:45 a.m.

3.7. Population Figures used by Parkland to Invoice Municipalities

Gilliat reviewed. In September, the following motion was passed by the board:

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

After discussing the matter at length, Joy-Anne Murphy asked that this matter be brought back to the board in November to solicit input and assistance from board members to compile and present documents supporting amending the membership agreement. The idea would be to create a package to be presented to the board in February, which would allow the board to hear the pros and cons for opening the membership agreement. This request was supported by Smith who made the following motion which was passed by the Executive Committee:

Motion by Deb Smith to bring the issue of population figures for invoicing municipalities to the board for decision in February.

Deb Smith and Stephen Levy agreed to prepare documentation for supporting not opening the Parkland agreement for amendment. Shannon Wilcox, Carlene Wetthuhn, Todd Dalke, Bill Windsor, and Joy-Anne Murphy volunteered to present for opening the Parkland agreement for amendment.

Staff will assist all parties in document preparation, and will contact the volunteers so that presentations can be made to the board in February.

Joy-Anne Murphy left the meeting at 11:56 a.m.

3.8. Dates for 2024 Meetings

The board reviewed the dates for PRLS' 2024 board meetings.

February 22, 2024	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 16, 2024	10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented)
September 12, 2024	10:00 a.m. – 12:00 p.m. (Budget presentation)
November 14, 2024	10:00 a.m. – 12:00 p.m. (Organizational meeting)

The Executive Committee will select their 2024 meeting dates at their December meeting following the November organizational board meeting.



Janice Wing suggested that in the future, the proposed Board meeting dates be brought to the board at their September 2025 meeting, to make it easier for board members to plan.

Motion by Deb Smith to receive for information.

CARRIED
PRLS 65/ 2023

Cal David left the meeting at 12:06 p.m.

3.9. Board Meetings – Virtual or in-Person?

Sheppard reviewed. For 2023, the Parkland Board chose to hold two virtual meetings (February and November) and two in-person meetings (May and September).

At their October 19th meeting, the Parkland’s Executive Committee made the following motion recommending that for 2024 the board hold two virtual and two in-person meetings as in 2023.

Motion by Jamie Coston to recommend to the board that board meetings for 2024 remain with the May and September meetings being in-person and the February and November meetings being virtual.

CARRIED

There are advantages and disadvantages to both in-person and virtual board meetings. In addition, from a desire to enhance the transparency of board discussions and decisions, the Executive Committee made the following motion requiring that all board meetings be recorded.

Motion by Janice Wing to recommend to the board that all board meetings be recorded and posted publicly.

CARRIED

If the board chooses to hold in-person meetings, there would be an extra cost to recording the meetings, as staff would have to purchase equipment to do so. If meetings are entirely virtual, then there would be no additional cost since Zoom meeting are recorded already.

Since library board meetings are public meetings there is no expectation of privacy.

Parkland’s board meetings could be posted on our website just as many municipal councils do. Having Parkland’s meetings online would be an excellent way to counter misinformation.

Jas Payne left the meeting at 12:10 p.m.

Motion by Stephen Levy to hold two virtual and two in-person board meetings in 2024.

WITHDRAWN

Motion by Bill Windsor to hold all meetings in 2024 virtually.

CARRIED
PRLS 66/2023



3.10. Budget Approval Update

As of the date of the meeting, Parkland’s budget was approved by 68% of the municipalities representing 77% of the population. The Parkland budget for 2024 has been passed.

Also included in the package was a letter of request from the Mayor of the Town of Didsbury requesting that the Parkland Board amend the PRLS 2024 budget. The board took no action to this request.

Motion by Dana Kreil to receive the budget update for information.

CARRIED
PRLS 67/2023

Jamie Coston and Edna Coulter left the meeting at 12:13 p.m.

3.11.1. Director’s Report

3.11.2. I.T. Report

3.11.3. Library Services Report

3.11.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director’s Report, I.T. Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Stephen Levy to receive the Director’s Report, I.T. Report, Library Services Report, and Finance & Operations Report for information.

CARRIED
PRLS 68/2023

3.12. Parkland Community Update

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the Guinness Book of World records.

Janice Wing left at 12:15 p.m.

Jul Bissell left the meeting at 12:16 p.m.

The Sedgewick and District Municipal Library is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Jordon Northcott, the board representative from Clearwater County, asked about amalgamations and dissolutions of municipalities, particularly Caroline Municipal Library, and what the options were going forward for the municipality. Sheppard offered to meet with the Clearwater County council at a future date.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.



Castor Municipal Library has a table at the local farmer’s market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Elaine Fossen and Bill Windsor left the meeting at 12:21 p.m.

4. Adjournment

Motion by Gord Lawlor to adjourn the meeting at 12:23 p.m.

CARRIED
PRLS 69/2023

Chair

DRAFT



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 16, 2023

Organizational Meeting

Parkland’s board has approximately 15 new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Barb Gilliat!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

- Deb Coombes** – Town of Bowden
- Jamie Coston** – Town of Rimbey
- Sarah Fahey** Village of Clive
- Barb Gilliat** – Village of Alix (Committee Chair)
- Dana Kreil** – Lacombe County
- Len Phillips** – Town of Rocky Mtn. House
- Debra Smith** – Village of Lougheed
- Carlene Wetthuhn** – Camrose County
- Shannon Wilcox** – Town of Carstairs
- Janice Wing** – Town of Innisfail

Parkland 2024 Budget

The Parkland budget has been approved by 68% of the municipalities representing 77% of the population, with four municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2024 are:

- Jul Bissell** – Village of Elnora
- Teresa Cunningham** – Town of Penhold
- Todd Dalke** – Town of Sundre

- Elaine Fossen** – Village of Forestburg
- Barb Gilliat** – Village of Alix (ex-officio)
- Gord Lawlor** -Town of Stettler
- Stephen Levy** – Village of Sedgewick
- Jordon Northcott** – Clearwater County
- Ray Reckseidler** – Village of Delburne
- Debra Smith** – Village of Lougheed
- Harvey Walsh** – Town of Olds

Board Meeting Dates for 2024

Parkland will be holding board meetings virtually in 2024. Board meeting dates are subject to change, but are set as follows:

- **February 22** - Annual Report, Year in Review
- **May 16** - 2023 Financial Statements presented
- **September 12** - Budget presentation for 2025
- **November 14** - Organizational Meeting

Compensation Policy Working Group

The Compensation Policy Working Group presented the results of their hard work to the board. Working group member Twyla Hale gave a short PowerPoint presentation regarding their recommendations for Parkland’s new 9-step salary grid and Compensation Policy.

Website Refresh Project

Parkland’s new websites have launched! Check it out at [Parkland Regional Library System \(prl.ab.ca\)](http://Parkland Regional Library System (prl.ab.ca))

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Advocacy Report

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

One important note, at Parkland’s September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The committee will pursue ongoing inflationary adjustments for library grants. The committee will send any letters produced to other systems to sign in support.

Marketing Report

Parkland's October marketing initiatives were very successful. Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
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In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials.

<https://www.youtube.com/watch?v=3AD6Wqu5HGY&list=PLNh8ewjLSG3JhONRtyUo612NKABgvcBcu>

Committee News from Trustees

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Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the *Guinness Book of World Records*.

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Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Board Members Present

Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing **(Visitors)** Jocelyn Baxter, Diane Elliott

Regrets Alison Barker-Jevne

Absent Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



BOARD MEETING
Wednesday, September 20, 2023
10:00 am
Legacy Place, Ponoka

PRESENT: L. Curle T. Dillon S. Lyon D. MacPherson R. Pankiw
D. Weir L. Fundytus, CAO W. Sheppard, Recorder
ABSENT: N. Hartford

1. CALL TO ORDER

L. Curle, Board Chair called the meeting to order at 10:06 a.m.

MOVED by D. Weir that the Board excuse the absence of Sandra Lyon from the May and June Board meetings.
(RHF 23-09-01)

Carried

2. ADOPTION OF AGENDA

L. Curle requested the addition of a closed session regarding the CAO performance review at the end of the meeting.

MOVED by R. Pankiw that the Board meeting agenda be adopted with the addition of Item 7.18 CAO Performance Review. (RHF 23-09-02)

Carried

3. APPROVAL OF MINUTES

MOVED by D. MacPherson the Board approve the minutes of the June 21, 2023 Board meeting. (RHF 23-09-03)

Carried

4. CAO REPORT

L. Fundytus provided an overview of the September CAO report provided to the Board and expressed appreciation for the opportunity to meet with Minister of Seniors, Community and Social Services, Jason Nixon.

MOVED by S. Lyon that the Rimoka Housing Foundation pursue the option of purchasing ten (10) acres with associated costs of the land directly south of the Rimbey Valley View Manor from the Town of Rimbey. (RHF 23-09-04)

Carried

MOVED by D. MacPherson that the Board accept the CAO report as information. (RHF 23-09-05)

Carried

5. FINANCIAL REPORTS

L. Fundytus provided an overview of the financial reports for June and July.

Council Agenda Item 8.2.1

MOVED by D. Weir that the Board accept for the six months ending June 30, 2023 and seven months ending July 31, 2023 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 23-09-06)

Carried

MOVED by D. Weir the Board approve the expenditures from the endowment accounts for April, May and June. (RHF 23-09-07)

Carried

6.	OLD BUSINESS
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MUNICIPAL REQUISITION

MOVED by R. Pankiw that the Board continue status quo with the Municipal Requisition. (RHF 23-09-08)

Carried

2022 SURPLUS FUNDS

MOVED by S. Lyon the Board approve the transfer of \$325,000 to the Building Reserve and \$20,000 to the Administration Reserve from the 2022 surplus. (RHF 23-09-09)

Carried

POLICY FIN-05 SELECTION OF AUDITOR

MOVED by R. Pankiw that the Board approve Policy FIN-05 Selection of Auditor as presented. (RHF 23-09-10)

Carried

7.	NEW BUSINESS
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EMERGENCY RESPONSE PLAN

MOVED by L. Curle that the Board approve the Emergency Response Plan as presented. (RHF 23-09-11)

Carried

POLICY RS-01 ANNUAL RENT REVIEW

MOVED by S. Lyon that the Board approve Policy RS-01 Annual Rent Review as presented. (RHF 23-09-12)

Carried

POLICY RS-02 MAXIMUM RENT ASSISTANCE BENEFIT (RAB) SUBSIDY

MOVED by T. Dillon that the Board approve Policy RS-02 Maximum Rent Assistance Benefit (RAB) Subsidy as presented. (RHF 23-09-13)

Carried

POLICY RS-03 ELIGIBILITY – NON-SENIORS HOUSING

MOVED by D. Weir that the Board approve Policy RS-03 Eligibility – Non-seniors Housing as presented. (RHF 23-09-14)

Carried

POLICY RS-04 POINT SCORING – NON-SENIORS HOUSING

MOVED by D. Weir that the Board approve Policy RS-04 Point Scoring – Non-seniors Housing as presented. (RHF 23-09-15)

Carried

POLICY RS-05 RENT DETERMINATION

MOVED by L. Curle that the Board approve Policy RS-05 Rent Determination with the amendment to substitute lying with “false information”. (RHF 23-09-16)

Carried

POLICY RS-06 ALLOCATION OF COMMUNITY HOUSING UNITS

MOVED by R. Pankiw that the Board approve Policy RS-06 Allocation of Community Housing Units as presented. (RHF 23-09-17)

Carried

POLICY RS-07 ALLOCATION OF RENT ASSISTANCE BENEFIT (RAB) SUBSIDY

MOVED by D. MacPherson that the Board approve Policy RS-07 Allocation of Rent Assistance Benefit (RAB) Subsidy as presented. (RHF 23-09-18)

Carried

POLICY HR-02 CRIMINAL RECORD CHECKS

MOVED by R. Pankiw that the Board table Policy HR-02 Criminal Record Checks for further review of other HMB’s policies. (RHF 23-09-19)

Carried

POLICY HR-03 CONFIDENTIALITY

MOVED by S. Lyon that the Board approve Policy HR-03 Confidentiality as presented. (RHF 23-09-20)

Carried

POLICY HR-04 CONFLICTS OF INTEREST

MOVED by D. Weir that the Board approve Policy HR-04 Conflicts of Interest as presented. (RHF 23-09-21)

Carried

POLICY HR-05 EMPLOYEE COMPLAINT RESOLUTION

MOVED by D. MacPherson that the Board approve Policy HR-05 Employee Complaint Resolution as presented. (RHF 23-09-22)

Carried

POLICY HR-06 PERFORMANCE EVALUATIONS

MOVED by T. Dillon that the Board approve Policy HR-06 Performance Evaluations as presented. (RHF 23-09-23)

Carried

POLICY HR-07 EDUCATION and TRAINING

MOVED by R. Pankiw that the Board approve Policy HR-07 Education and Training as presented. (RHF 23-09-24)

Carried

POLICY HR-08 ORIENTATION

MOVED by D. Weir that the Board approve Policy HR-08 Orientation as presented. (RHF 23-09-25)

Carried

POLICY HR-10 SALARY GRID SYSTEM

MOVED by S. Lyon that the Board approve Policy HR-10 Salary Grid System as presented. (RHF 23-09-26)

Carried

POLICY ADM-01 RECORDS RETENTION

MOVED by L. Curle that the Board approve Policy ADM-01 Records Retention as presented. (RHF 23-09-27)

Carried

CAO PERFORMANCE REVIEW

L. Fundytus left the meeting at 11:24 a.m.

MOVED by R. Pankiw that the Board move to a closed session at 11:25 a.m. (RHF 23-09-28)

Carried

MOVED by T. Dillon that the Board move out of a closed session at 11:45 a.m. (RHF 23-09-29)

Carried

8. CORRESPONDENCE

Correspondence from Alberta News Bulletin's provided for Board information.

10. NEXT MEETING

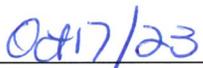
The next meeting will be scheduled for October 18 at 10:00 a.m. at Valley View Manor in Rimbey.

MOVED by S. Lyon the meeting adjourn at 11:48 a.m. (RHF 23-09-30)

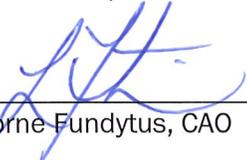
Carried



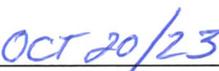
Lana Curle, Board Chair



Date Signed



Lorne Fundytus, CAO



Date Signed



BOARD MEETING
Wednesday, October 18, 2023
10:00 am
Valley View Manor, Rimbey

PRESENT: L. Curle, Board Chair T. Dillon N. Hartford S. Lyon D. MacPherson
D. Weir L. Fundytus, CAO W. Sheppard, Recorder
ABSENT: R. Pankiw

1. CALL TO ORDER

L. Curle, Board Chair called the meeting to order at 9:58 a.m.

MOVED by D. MacPherson that the Board excuse the absence of Nancy Hartford from the June and September Board meetings. (RHF 23-10-01) Carried

2. ADOPTION OF AGENDA

L. Curle requested the addition of a closed session as Item 7.5.

MOVED by S. Lyon that the Board meeting agenda be adopted with the addition of Item 7.5 CAO Performance Review. (RHF 23-10-02) Carried

3. APPROVAL OF MINUTES

MOVED by D. Weir the Board approve the minutes of the September 20, 2023 Board meeting. (RHF 23-10-03) Carried
N. Hartford arrived at 10:01 a.m.

4. CAO REPORT

L. Fundytus provided an overview of the October CAO report and additional information from the meeting on October 16, 2023 in Calgary with Minister Nixon.

MOVED by S. Lyon that the Board accept the CAO report as information. (RHF 23-10-04) Carried

5. FINANCIAL REPORTS

L. Fundytus provided an overview of the financial reports for August.

MOVED by N. Hartford that the Board accept for the eight months ending August 31, 2023 as information:

- Statement of Financial Position;
- Financial Statements;

Council Agenda Item 8.2.1

- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 23-10-05)

Carried

6.	OLD BUSINESS
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POLICY HR-02 CRIMINAL RECORD CHECKS

An update to Policy HR-02 will be provided at the November Board meeting after further review with other Housing Management Bodies' on criminal record checks policies.

7.	NEW BUSINESS
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BUILDING COMMITTEE SELECTION

MOVED by T. Dillon that the Board appoint L. Fundytus, S. Lyon and C. Cutforth to the building committee for the new Ponoka lodge project. (RHF 23-10-06)

Carried

POLICY HR-09 EMPLOYEE RECOGNITION

MOVED by S. Lyon that the Board table Policy HR-09 Employee Recognition for reevaluation on recognition options and values. (RHF 23-10-07)

Carried

EMPLOYEE HANDBOOK – MANAGEMENT & OUT-OF-SCOPE EMPLOYEES

MOVED by D. MacPherson that the Board approve the Employee Handbook for Management and Out-of-Scope employees as presented. (RHF 23-10-08)

Carried

EMPLOYEE HANDBOOK UPDATES – REGULAR EMPLOYEES

MOVED by S. Lyon that the Board approve the updates to the Employee Handbook for Regular employees as presented. (RHF 23-10-09)

Carried

CAO PERFORMANCE REVIEW

L. Fundytus left the meeting at 11:07 a.m.

MOVED by D. Weir that the Board move to a closed session at 11:08 a.m. (RHF 23-10-10)

Carried

MOVED by T. Dillon that the Board move out of a closed session at 11:32 a.m. (RHF 23-10-11)

Carried

MOVED by L. Curle that the Board approve a \$6,000 per year increase due to merit on his annual performance review to L. Fundytus effective January 1, 2024 which results in an annual salary of \$110,000. (RHF 23-10-12)

Carried

8. CORRESPONDENCE

Correspondence from Alberta News Bulletin's provided for Board information.

10. NEXT MEETING

The next meeting will be scheduled for November 15 at 10:00 a.m. at Legacy Place in Ponoka.

MOVED by S. Lyon the meeting adjourn at 11:45 a.m. (RHF 23-10-13)

Carried



Lana Curle, Board Chair



Date Signed



Lorne Fundytus, CAO



Date Signed

Date	Project Manager	Status Update
Town of Rimbe		
RBYM00000.23 RB00 - 2023 General Engineering		
September 28, 2023	Solberg, Lloyd	There are no current assignments.
October 12, 2023	Solberg, Lloyd	Tagish to work on capital plan budgets for next year in coordination with the Town and Public Works.
October 26, 2023	Solberg, Lloyd	Tagish to work on capital plan budgets for next year in coordination with the Town and Public Works.
November 9, 2023	Solberg, Lloyd	Tagish to work on capital plan budgets for next year in coordination with the Town and Public Works. Tagish to send capital plan budgets in approximately two weeks.
RBYM00148.00 RB148 - 43rd St. Preliminary Design		
September 28, 2023	Solberg, Lloyd	(Sept. 28) No change.
October 12, 2023	Solberg, Lloyd	Tagish to complete preliminary designs and budgets in the next couple weeks.
October 26, 2023	Solberg, Lloyd	Preliminary drawings and cost estimates to be submitted to the Town for review before mid November.
November 9, 2023	Solberg, Lloyd	Tagish to send preliminary drawings and cost estimates for the Town review by November 16, 2023.

Council Agenda Item 8.2.1

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
October 12, 2023	Solberg, Lloyd	Tagish to work on capital plan budgets for next year in coordination with the Town and Public Works.
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November 9, 2023	Solberg, Lloyd	Tagish to work on capital plan budgets for next year in coordination with the Town and Public Works. Tagish to send capital plan budgets in approximately two weeks.
November 23, 2023	Solberg, Lloyd	Tagish has submitted capital plan information for the Town's review.
RBYM00148.00 RB148 - 43rd St. Preliminary Design		
October 12, 2023	Solberg, Lloyd	Tagish to complete preliminary designs and budgets in the next couple weeks.
October 26, 2023	Solberg, Lloyd	Preliminary drawings and cost estimates to be submitted to the Town for review before mid November.
November 9, 2023	Solberg, Lloyd	Tagish to send preliminary drawings and cost estimates for the Town review by November 16, 2023.
November 23, 2023	Solberg, Lloyd	Tagish has sent the preliminary drawings and design for the Town's review.

Town Council
REQUEST FOR DECISION



Meeting: December 11, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Correspondence
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Administration recommends that Council accept the correspondence from the Blindman Valley Lions Club, as information.

ATTACHMENTS:

[Community Christmas Day Dinner 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

December 7, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Craig Douglas".

Craig Douglas, Chief Administrative Officer

December 7, 2023
Date



COMMUNITY CHRISTMAS DAY DINNER 2023



To Whom it May Concern,

The Blindman Valley Lions Club and a group of enthusiastic volunteers in the Rimbey community celebrate Christmas with the community by organizing **festivities and Christmas dinner on Christmas Day**. This festive event was started in 2009. This dinner is **open to anyone and everyone**.

In 2018, we had 102 people attend the festivities and dinner; and in 2019, we welcomed 136 guests. 2020 was cancelled due to COVID-19 and in 2021, we served 38 take-out meals (due to Omicron) and in 2022, we served 88 people including our volunteers.

Sharing: If you know of anyone who may be alone on Christmas or missing their large family gathering, please tell them about this event so that they can come and share in the Christmas spirit with all of us. We operate out of the **Seniors Community Drop Inn Center at 5110 - 53 Avenue, Rimbey** (by the outdoor pool). **Festivities begin at 1:00 pm and Christmas Dinner is served at 2:00 pm.**

Entertainment: If you have a **special talent** that you would be willing to share, we are always looking for new ways to stimulate the Christmas spirit. Musicians, singers, carolers, skits, magicians, and other talented community members are welcome. Please contact **Audreyann** if you are available to help with entertainment.

Gifts: Everyone attending will choose a small gift to unwrap as part of the festivities. Donations of gifts in the weeks leading up to the dinner are always welcome.

Donations: On Christmas Day, 7 turkeys and 2 hams along with all the fixings are prepared for the Community Christmas Dinner. If we don't have enough food **donated by December 21st**, we use cash donations to purchase groceries from our local grocery outlets, so all donations remain in the community. We gladly accept food and cash donations for this annual event from attendees and the community at large. *cash donations make cheques to: Christmas Day Dinner*

Volunteers and organizers are always welcome and appreciated. Volunteers show up at 10:00 am on Christmas Day to prepare the food and set-up the dining room. If you are interested in volunteering in any capacity please email, text or phone us to let us know you are coming.

Thank you for your time and interest in helping us **spread the word and the spirit of Christmas throughout our community**.

Sincerely,

Lindell Ryan, Kitchen Organizer
Cell: (403) 620-0021
ChristmasDayDinner.Rimbey@gmail.com

Audreyann Bresnahan, Dining-room Organizer
Cell: (403) 783-7526
ChristmasDayDinner.Rimbey@gmail.com

