

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY JANUARY 8, 2019 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

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 December 11, 2018	3-7
4.	Public Hearings - None	
5.	Delegations	
5.1	Mayor Bonnet, Town of Ponoka	8
5.2	Dennis Jones Regional Fire Chief	9-20
6.	Bylaws - None	
7.	New and Unfinished Business	
7.1	Rimoka Storm Pond	21
8.	Reports	
8.1	Department Reports	22
8.1.1	Chief Financial Officer – Accounts Payable	23-25
8.2	Boards/Committee Reports	26
8.2.1	Tagish Engineering Ltd. Project Status Updates to December 6, 2018.	27-29
8.2.2	Rimbey Historical Society Board Meeting Minutes of January 17, March 21, April 18, May 16, June 20, July 18, August 15 September 19 and October 17, 2018.	30-49
8.2.3	Rimoka Housing Foundation Board Meeting Minutes of September 19, October 11 and October 31, 2018.	50-56
8.2.4	Rimbey Family and Community Support Services/Rimbey Community Home Help Services Board Meeting Minutes of December 20, 2016, February 15, March 15, April 12, May 17, June 14, September 20, October 17, November 13, December 20, 2017, February 20, March 22, April 19, May 17, June 21, September 20, October 18 and November 15, 2018.	57-140
9.	Correspondence - None	
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.	In Camera	
11.1	FOIP Section 25(1)(c) Disclosure harmful to economic and other interests of a public body – Intermunicipal Collaboration Framework	
11.2	FOIP Section 25(1)(c) Disclosure harmful to economic and other interests of a public body – Repsol Oil & Gas Canada Inc.	
12.	Adjournment	



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	January 8, 2019
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council December 11, 2018
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of December 11, 2018, as presented.
Prepared By:	<p><u>Lori Hillis</u> Lori Hillis, CPA, CA Chief Administrative Officer</p> <p><u>Jan 2/19</u> Date</p>
Endorsed By:	<p><u>Lori Hillis</u> Lori Hillis, CPA, CA Chief Administrative Officer</p> <p><u>Jan 2/19</u> Date</p>

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
TUESDAY, DECEMBER 11, 2018 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

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
Councillor Payson
Councillor Rondeel
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Community Services – Cindy Bowie
Planning and Development Officer – Liz Armitage
Recording Secretary – Kathy Blakely

Absent:

Public:
Treena Mielke – Rimbey Review
0 member(s) of the public
Mr. Earl Gielbelhaus - Delegation

2. Adoption of Agenda 2.1 December 11, 2018 Agenda

Motion 389/18

Moved by Councillor Coulthard to accept the Agenda for the December 11 2018 Regular Council Meeting, as presented.

<u>In Favor</u>	<u>Opposed</u>
Mayor Pankiw	
Councillor Coulthard	
Councillor Curle	
Councillor Payson	
Councillor Rondeel	

CARRIED

3. Minutes 3.1. Minutes of Regular Council November 27, 2018

Motion 390/18

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of November 27, 2018, as presented.

<u>In Favor</u>	<u>Opposed</u>
Mayor Pankiw	
Councillor Coulthard	
Councillor Curle	
Councillor Payson	
Councillor Rondeel	

CARRIED

4. Public Hearings 4.1 Public Hearings - None

5. Delegations 5.1 Earl Gielbelhaus – History of Development in Rimbey

Mayor Pankiw welcomed Mr. Gielbelhaus to the Council Meeting.

Mr. Gielbelhaus thanked Council for the opportunity to provide an overview of the growth of the Town of Rimbey.

Mr. Gielbelhaus had a large map of the Town of Rimbey of which he had various areas of the Town covered and removed the cover on each sections as he spoke regarding the creation of various developments from the time he moved to Rimbey to present day.

Mayor Pankiw thanked Earl Giebelhaus for his presentation to Council regarding the history of development in Rimbey.

Motion 391/18

Moved by Councillor Payson to accept the report from Earl Giebelhaus regarding the history of development in Rimbey, as information.

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

Opposed

CARRIED

Mr. Giebelhaus departed the Council Meeting at 5:20 pm.

6. Bylaws

6.1 948/18 Smoking Bylaw

Director of Community Services entered the Council Meeting at 5:22 pm.

Council directed Administration to remove the section of Bylaw 948/18 regarding signs and change each mention of distances of 6m to 5m.

Motion 392/18

Moved by Councillor Coulthard to give second reading to 948/18 Smoking Bylaw.

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

Opposed

CARRIED

7. New and Unfinished Business

7.1 Superior Safety Codes

Motion 393/18

Moved by Councillor Curle to authorize Mayor Pankiw and Chief Administrative Officer Lori Hillis to execute the Safety Codes Service Agreement for the period of January 1, 2019 through December 31, 2021.

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

Opposed

CARRIED

7.2 Bylaw 905/15 Fees for Services Schedule "A"Motion 394/18

Moved by Councillor Coulthard to: approve the Fees for Services Bylaw 905/15 Schedule A, as presented.

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

Opposed

CARRIED

7.3 Single Use Plastic BagsMotion 395/18

Moved by Councillor Coulthard to accept the discussion regarding plastic bags, as information.

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

Opposed

CARRIED

Mrs. Jamie Coston, Reed Toussaint, Tavish Beagle and Dutch Felt of the Rimbey Elementary School entered the Council meeting at 6:04 pm.

7.4 Policy 5403 Peter Lougheed Community Centre Main Auditorium

Council directed Administration to remove all examples of accepted and non-accepted events from Policy 5403 Peter Lougheed Community Centre Main Auditorium and insert events at the Peter Lougheed Community Centre Main Auditorium, shall be at the discretion of the Director of Community Services.

Motion 396/18

Moved by Councillor Rondeel to approve Policy 5403 Peter Lougheed Community Centre Main Auditorium, as amended.

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

Opposed

CARRIED

8. Reports 8.1 Department Reports
- 8.1.1 Chief Financial Officer Report – Accounts Payable Listing
- Motion 397/18
- Moved by Councillor Curle to accept the Department Reports, as information.
- In Favor Opposed
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel
- CARRIED
- 8.2 Boards/Committee Reports
- 8.2.1 Tagish Engineering Ltd Project Status Update to November 22, 2018
- Motion 398/18
- Moved by Councillor Payson to accept the Tagish Engineering Ltd Project Status Update of November 22, 2018, as information.
- In Favor Opposed
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel
- CARRIED
9. Correspondence Correspondence
- 9.1 Rimbey Elementary School
 9.2 Community Planning Association of Alberta
 9.3 Alberta Utilities Commission
- Mrs. Jamie Coston, Reed Toussaint, Tavish Beagle and Dutch Felt of the Rimbey Elementary School departed the Council meeting at 6:23 pm.
- Motion 399/18
- Moved by Councillor Coulthard to accept the correspondence from Rimbey Elementary School, Community Planning Association and the Alberta Utilities Commission, as information.
- In Favor Opposed
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel
- CARRIED
10. Open Forum 10.1 Open Forum
- No members of the public were present for the open forum.
11. In Camera 11.1 In Camera – None

12. Adjournment

Motion 400/18

Moved by Councillor Curle to adjourn the meeting.

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

Opposed

CARRIED

Time of Adjournment: 6:25 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

Council Agenda Item	5.1
Council Meeting Date	January 8, 2019
Subject	Delegation – Mayor Rick Bonnett, Town of Ponoka
For Public Agenda	Public Information
Background	Mayor Rick Bonnett of the Town of Ponoka has requested an appearance before Town of Rimbey Council to attempt to garner support for Town of Ponoka Council's motion to withhold the education portion of property taxes based on the disproportionate grant funding to smaller rural and urban communities by the Government of Alberta compared to Calgary and Edmonton.
Recommendation	Administration recommends Council accept the information provided by Mayor Rick Bonnett, Mayor of Town of Ponoka regarding the request for support for Town of Ponoka Council's motion to withhold the education portion of property taxes based on the disproportionate grant funding to smaller rural and urban communities by the Government of Alberta compared to Calgary and Edmonton, as information.
Prepared By:	<p><u>Lori Hillis</u> _____ <u>Jan 2/19</u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>
Endorsed By:	<p><u>Lori Hillis</u> _____ <u>Jan 2/19</u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>



REQUEST FOR DECISION

Council Agenda Item	5.2
Council Meeting Date	January 8, 2019
Subject	Delegation – Dennis Jones – Regional Fire Chief
For Public Agenda	Public Information
Background	Regional Fire Chief Dennis Jones will be attending the Regular Council Meeting to provide Council with an annual presentation of services and review of the past year.
Attachments	Ponoka County Regional Fire Services Annual Report to Council Wildfire Hazard and Risk Assessment
Recommendation	Administration recommends Council accept the information provided by Regional Fire Chief Dennis Jones, as information.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 2/19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 2/19
Date

December 11, 2018

Ponoka County Regional Fire Services

Annual Report to Council

1. Calls/responses per department / Region

Ponoka County Regional Fire Services

Type of Call	East District (Jan 1 – Nov 30)	West District (Jan. 1 – Nov 30)	Total
Fire	36	21	57
Grass/Rubbish	27	22	49
Vehicle Accident	64	17	81
Public Service - Other Agency (RCMP & Ambulance)	30	23	53
Public Service	15	4	19
Alarm - No Fire	78	32	110
Total	250	119	369
Manhours	3294.50	1224.50	4519.00

*Fire - vehicle, structure,

*Public Service - gas leak, CO detector, rescue, downed powerline

Type of Call	Alberta Transportation (Highway Calls)	Ponoka County	Town of Ponoka (March 2 to June 30)	Mutual Aid - West Dist	Town of Rimbey	Summer Village of Parkland Beach	Mutual Aid - Other Area	Totals
Fire	8	23	12	6	4		4	57
Grass/Rubbish	3	32	4	1	7		2	49
Vehicle Accident	61	10	7		2		1	81
Public Service - Other (RCMP & Ambulance)		11	26		15		1	53
Public Service	2	4	11		1	1		19
Alarm - No Fire		55	37		18			110
Total	74	135	97	7	47	1	8	369
Manhours	1127.50	1722.00	1155.50	103.50	281.50	5.50	123.50	4519.00

East District

Type of Call	2018 January 1 to Nov 30	2017	2016 April 26 to December 31
Fire	36	33	21
Grass/Rubbish	27	33	27
Vehicle Accident	64	68	46
Public Service - Other Agency (RCMP & Ambulance)	30	7	4
Public Service	15	18	5
Alarm - No Fire	78	40	15
Total	250	199	118
Manhours	3294.50	2955.00	1818.00

Type of Call	2018 - January 1 to November 30						2017				
	Alberta Transportation (Highway Calls)	Ponoka County	Town of Ponoka (March 2 - June 30)	Mutual Aid - West Dist	Mutual Aid - Other Area (Lacombe/Bashaw/ Maskwacis/Town of Ponoka)	Totals	Alberta Transportation (Highway Calls)	Ponoka County	Mutual Aid - West Dist	Mutual Aid - Other Area (Lacombe/Bashaw/ Maskwacis/Town of Ponoka)	Totals
Fire	6	11	12	6	1	36	6	17	6	4	33
Grass/Rubbish	3	17	4	1	2	27	8	22	0	3	33
Vehicle Accident	50	7	7			64	52	12	1	4	69
Public Service (RCMP & Ambulance)		3	26		1	30	0	6	1	0	7
Public Service	2	2	11			15	5	9	2	2	18
Alarm - No Fire		41	37			78	1	36	0	2	39
Total	61	81	97	7	4	250	72	102	10	15	199
Manhours	915.50	1038.50	1155.50	103.50	81.50	3294.50	1038.50	1594.50	142.00	180.00	2955

West District

Type of Call	2018 January 1 - Nov 30 Incl.	2017	2016	2015	2014	2013	2012
Fire	21	15	18	21	31	13	18
Grass/Rubbish	22	15	22	14	7	9	8
Vehicle Accident	17	17	20	12	23	27	19
Public Service - Other Agency (RCMP & Ambulance)	23	17	22	13	14	12	18
Public Service	4	18	5	11	10	8	11
Alarm - No Fire	3.2	35	21	27	43	27	30
Total	119	117	108	98	128	96	104
Manhours	1224.50	1118.50	1388.00	1094.00	1318.00	875.00	986.00

Type of Call	2018 - January 1 to October 31 Incl.						2017					
	Alberta Transportation (Highway Calls)	Summer Village Parkland Beach	Town of Rimbey	Ponoka County (incl. Bluffton)	Mutual Aid	Totals	Alberta Transportation (Highway Calls)	Summer Village Parkland Beach	Town of Rimbey	Ponoka County (incl. Bluffton)	Mutual Aid	Totals
Fire	2		4	12	3	21	2	0	4	8	1	15
Grass/Rubbish			7	15		22	0	1	3	9	2	15
Vehicle Accident	11		2	3	1	17	9	0	3	5	0	17
Public Service (RCMP & Amb)			15	8		23	0	0	12	4	0	16
Public Service		1	1	2		4	0	1	6	10	2	19
Alarm - No Fire			18	14		32	0	2	17	14	2	35
Total	10	1	47	54	4	119	11	4	45	50	7	117
Manhours	212.00	5.50	281.50	683.50	42.00	1224.50	245.50	29.00	237.00	560.00	47.00	1118.50

2. Courses/training hosted/arranged by Ponoka County Regional Fire Services:

- CPR & re-certification (annual);
- First Aid & re-certification;
- Incident Command System 100 (ICS 100);
- Incident Command System 200 (ICS 200);
- Municipal Elected Officials (MEO) course (open to TOP, TOR SV Parkland Beach & County);
- Director of Emergency Management (DEM) course (open to Central Alberta)
- S100G Wildland Grass Fire Course;
- NFPA 1001 Level 1 Fire Fighter Professional Qualifications (Bentley, Maskwacis, Bashaw FD also attended);
- NFPA 1002 Fire Department Aerial Apparatus Course;
- NFPA 1002 Driver/Operator Course;
- NFPA 1001 Level 2 Fire Fighter Professional Qualifications (Maskwacis, Bashaw, Blackfalds & Lacombe FD also attended);
- Scheduled for December 2018 NFPA 472 Professional Competence of Responders to Hazardous Materials Incidents (Maskwacis, Lacombe, Bashaw & Bentley FD also attending).

3. Noteworthy events for 2018:

- March 2018 saw a relatively smooth transition of taking over emergency response to the Town of Ponoka;
- April 2018 saw completion of very successful Fire Cadet program which saw one Fire Cadet join EDFD as a regular firefighter (applications for 2019 already received);
- May 2018 Ponoka County hosted Ponoka Regional Emergency Management Partnership semi-annual meeting;
- May 2018 at the annual Alberta Fire Chiefs Association (AFCA) conference, Regional FC Jones re-ratified for Director at Large Rural Departments & Secretary/Treasurer of the AFCA Executive Board and FF Noble as Recording Secretary. Two of our NFPA certified instructors attended the Educational Symposium as a precursor to the conference (Schultz/Noble);

- June 2018 attended the inaugural International Association of Emergency Managers Canada (IAEM) conference and was certified as an Accreditation Manager for the Emergency Management Accreditation Program (EMAP);
- June 2018 two of our NFPA certified instructors attended “Advanced Vehicle Extrication” course and then came back and ran Advanced Vehicle Extrication courses at both our fire halls for all our fire fighters (Schultz/Johnson);
- June 2018 assisted our emergency management partner, the Town of Ponoka in working shifts at their established EOC/ECC for Ponoka Stampede and attended daily debriefs (Jones/Morrow);
- September 2018 Ponoka County hosted “Block 3” training (final training) for the AEMA Central Alberta Regional EOC/ECC Support Team. Training consisted of 3 separate “blocks” for a total of 7 days. Regional FC Jones and FF Noble are members of the Central Region team.;
- October 2018 sponsored to attend the annual FireSmart Canada Community Series in Ft. McMurray;
- October 2018 Ponoka County hosted Ponoka Regional Emergency Management Partnership semi-annual meeting followed by a live exercise based on 2017 enhanced table top exercise;
- October 2018 both halls had successful Fire Prevention Week events (WDFD community movie night with fire truck tours & EDFD open house);
- November 2018 invited to attend the inaugural NAIT Incident Management Team (IMT) academy (attendance sponsored by Central Alberta Regional EOC/ECC Support Team);
- November 2018 Wrap up of the Wildfire Hazard and Risk Assessment report (grant funded) as per attached executive summary;
- December 2018 attend annual AEMA Summit (Provincial emergency management conference);
- December 2018 Years of Service qualifications/presentations for the Provincial 12 year Alberta Emergency Services medal (WDFD Captain Hargest) and the Provincial 22 year Alberta Emergency Services bars (WDFD FC Weisgerber and WDFD DC Grundy).

4. 2019 and beyond...

- Continued focus on providing and arranging for quality training including for our partners, regarding fire response, emergency management and changes to the Safety Codes Council Fire Investigator/Inspector certifications;
- Regional Fire Services full policy and procedure review (it’s been 3 years since established);

- Wrap up the Wildfire Hazard and Risk Assessment project/grant. Then focus on those communities identified as “high risk” to work with residents and the FireSmart Canada program to implement and mitigate preventive measures (see attached report);
- Join the AFCA Recruitment and Retention Committee and continue our own work on volunteer firefighter recruitment & retention (including the Fire Cadet program);

Respectfully submitted,

Dennis Jones

Regional Fire Chief & DEM

Ponoka County



Wildfire Hazard and Risk Assessment

Prepared for: Ponoka County
Project Grant Agreement: FFP-17-17

November 2018

CPP
ENVIRONMENTAL

Charette
Pell
Poscente

Acknowledgements

The development of the Ponoka County *Wildfire Hazard and Risk Assessment and Preparedness Guides* were made possible by a FireSmart grant received by Ponoka County. The FireSmart grant is funded by the Government of Alberta and distributed by the Forest Resource Improvement Association of Alberta ("FRIAA") through the FRIAA FireSmart Program. This grant was awarded to Ponoka County to complete the *Wildfire Hazard and Risk Assessment* and *Wildfire Preparedness Guides*.

Ponoka County, Alberta Agriculture and Forestry ("AAF"), the *Guidebook for Community Protection* (Alberta Environment and Sustainable Resource Development, 2013), and *FireSmart: Protecting your Community from Wildfire* (Partners in Protection, 2013), were essential in the development and writing of the *Wildfire Hazard and Risk Assessment* and the *Preparedness Guides*.

The Ponoka *Wildfire Hazard and Risk Assessment and Preparedness Guides* were prepared under the guidance of Ponoka County representatives, FRIAA, and AEP. The representatives include:

- Dennis Jones (Regional Fire Chief & Director of Emergency Management)
- Donna Noble (Protective Services Administrative Assistant, Volunteer Firefighter)
- Justin Babcock (Manager of Agricultural Services, Volunteer Firefighter)
- Kristofer Heemeryck (Wildfire Prevention Officer)
- Colin Paranich (FRIAA Representative)



Charette
Pell
Poscente


Executive Summary

The Wildfire Hazard and Risk Assessment and Preparedness Guides for Ponoka County were developed as part of a FRIAA FireSmart project grant (FFP-17-17). The Wildfire Hazard and Risk Assessment was used to identify the landscape wildfire risk in communities within the study area.

As part of the Wildfire Hazard and Risk Assessment, one summer village, 4 hamlets, and 56 rural subdivisions were assessed individually for wildfire risk using the Community Wildfire Risk Assessment Tool. The assessment allows Ponoka County to compare the wildfire risk of rural communities relative to each other. Communities can then be ranked and prioritized for implementation of mitigation measures as needed. The following table identifies the ranking for the 61 communities.

Table 1: Priority List

FireSmart Priority List By Areas	
Poor Man's Flats	<p style="text-align: center;">High</p> <p style="text-align: center;">Medium</p>
Rimcrest Hills	
Rimbey Ridge	
Weiss	
Jada Development	
Spruce Meadows	
Spruce Ridge	
Anderson Meadows	
Lippert	
Kansas Ridge	
Wolf Creek (Village of)	
Red Deer Lake	
Frank	
Hoadley	
Bluffton	
Sunnyside	
Morning Meadows	
Country Ridge Estates	
Poulsen's Pasture	
Maskwacis	
Raymond Shores	
Pleasant Hills	
Roos	
Meridian Beach	
RV Heaven	
Parkland Beach	
Woodlands Park	
Buffalo View	
Buffalo Ridge	

FireSmart Priority List By Areas	
Twin Creek Acres	<p>Medium</p> 
Johnston	
Leedale	
Poulsen Estates	
Deer Run	
Cappis	
Fox Fire Glen	
Sugar Bear Estates	
Ostergaard Subdivision	
Rangen	
Viewmar	
Artist View	
Deere Park	
Jones (Terry)	
West Industrial	
Block Hollow	
Wolf Ridge Estates	
Grandview	
Holt Country Estates	
Meadowbrook View	
W. Lynn	
River's Edge	
Westlake Estates	
Chalmers	
Heartland Country Estates	
Meridian Country Estates	
Lone Tree Estates	
Sandhills (1)	
Sandhills (2)	
Twin Coulee	
SkyView Point	
Ross	Low

**Communities in bold are identified as communities of concern for emergency services*

The communities that are highest priority are located in mixedwood fuels with abundant ladder fuels and large patch sizes within their boundaries. The residential properties within also have minimal FireSmart tactics applied. The low priority communities have primarily grass or deciduous fuels, fire barriers surrounding the community, minimal ladder fuels, and significant spacing between structures.

Specific areas of concern within the County include the Gibson Energy Rimbey Facility, the anhydrous ammonia fill station, the waste transfer and recycling facilities near Rimbey and the Town of Ponoka, the tire recycling facility, the Bluffton landfill, and the Keyera Rimbey Plant. Communities of concern include those on

the northern shores of Gull Lake. Raymond Shores is of concern due to the high density of residences and limited access, and the gated communities of Raymond Shores and Deere Park are of concern due to inaccessibility in emergency situations. Meridian Beach and Meridian Country Estates are also of high concern due to the high density of residences and single egress for both communities. In an emergency situation, this would limit access for emergency vehicles and evacuation routes available for residents, and would become increasingly hazardous if the road became obstructed.

Abundant amounts of vegetated non-fuel within the study area helps decrease the risk surrounding many of the communities. Increasing FireSmart tactics such as minimizing ladder fuels and performing regular fuel maintenance would decrease the inherent risk in many of the communities in Ponoka County. The development of a road between Meridian Country Estates and the subdivision directly east is recommended as a second egress for Meridian Beach and Meridian Country Estates. The development of a mitigation strategy for Ponoka County is strongly recommended to help manage the wildfire threat and risk in the communities rated as 'high' priority.

The *Guidebook for Community Protection* (Alberta Environment and Sustainable Resource Development, 2013), and *FireSmart: Protecting your Community from Wildfire* (Partners in Protection, 2013), were essential followed in the development of this section of the plan.

The Wildfire Hazard and Risk Assessment and Preparedness Guides were prepared in collaboration with Ponoka County representatives.

- Dennis Jones (Regional Fire Chief & Director of Emergency Management),
- Donna Noble (Protective Services Administrative Assistant, Volunteer Firefighter)
- Justin Babcock (Manager of Agricultural Services, Volunteer Firefighter)



REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	January 8, 2019
Subject	Rimoka Storm Pond
For Public Agenda	Public Information
Background	Mayor Pankiw has requested Council discuss options for provision of skating on the Rimoka Storm Pond.
Discussion	
Financial Implications	
Recommendation	Administration recommends Council determine a course of action.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 2/19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 2/19
Date



REQUEST FOR DECISION

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

Prepared By:

Wanda Stoddart

Wanda Stoddart
Chief Financial Officer

Jan 2/19
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 2/19
Date

Town of Rimbey 2018
Accounts Payable Cheque List
From: 07-Dec-2018 To: 31-Dec-2018

Vendor Name	Purpose	Cheque	Date	Amount
Canada Revenue Agency	RP0001/02 - Nov.16/18	PAW5006	07-Dec-2018	12965.31
Telus Communications Inc.	phone - Nov.10/18	PAW5007	07-Dec-2018	1809.49
LAPP	LAPP - FCSS Dec.31/18 (biweekly payroll...	PAW5008	07-Dec-2018	1272.92
LAPP	LAPP - Dec.19/18 (biweekly Nov.26-...	PAW5009	07-Dec-2018	1272.92
LAPP	LAPP pension payment for Dec.2018 - monthly...	PAW5010	07-Dec-2018	806.62
Eastlink	cable - CC	PAW5011	13-Dec-2018	86.31
Telus Mobility Inc.	cell	PAW5012	13-Dec-2018	159.85
Workers' Compensation Board -...	Dec.6/18 - WCB	PAW5013	13-Dec-2018	968.45
Waste Management	Waste Management - Nov.2018	PAW5014	13-Dec-2018	1811.21
LAPP	LAPP - Dec.14/18 - biweekly Nov25-Dec8/18	PAW5015	13-Dec-2018	7911.09
LAPP	LAPP - Dec.28/18 - biweekly - Dec9-22/18	PAW5016	13-Dec-2018	7911.09
Canada Revenue Agency	RP0001 - CPP	PAW5017	13-Dec-2018	13301.18
Alberta Municipal Services...	gas/power	PAW5018	13-Dec-2018	45064.65
Servus Credit Union	Nov.30/18 - MC	PAW5019	13-Dec-2018	75.00
Servus Credit Union	Servus - W.Stoddart	PAW5020	13-Dec-2018	5901.46
Servus Credit Union	Servus - Nov.2018 - C.Bowie	PAW5021	13-Dec-2018	2272.15
Servus Credit Union	Servus - Nov. 2018 - R.Schmidt	PAW5022	13-Dec-2018	4361.34
Servus Credit Union	Servus - Nov.2018 - R.Pankiw	PAW5023	13-Dec-2018	824.40
Servus Credit Union	annual fee	PAW5024	13-Dec-2018	75.00
Canada Revenue Agency	RP0001/02 - CRA - Dec.28/18	PAW5025	21-Dec-2018	13243.41
Jim Pattison Lease	Bylaw - lease - Dec. 2018	PAW5026	21-Dec-2018	1677.11
Telus Communications Inc.	phone	PAW5027	21-Dec-2018	1905.61
Telus Communications Inc.	phone	PAW5028	21-Dec-2018	69.58
Telus Communications Inc.	phone	PAW5029	21-Dec-2018	101.85
Telus Communications Inc.	phone	PAW5030	21-Dec-2018	69.86
Telus Communications Inc.	phone	PAW5031	21-Dec-2018	69.58
Eckrim Agencies		44109	07-Dec-2018	44.90
Jaycox, Mathew		44110	07-Dec-2018	100.00
Longhurst Consulting		44111	07-Dec-2018	651.00
Pfau, Kathy		44112	07-Dec-2018	100.00
Rondeel, Robert		44113	07-Dec-2018	100.00
Rural Municipalities of Alberta		44114	07-Dec-2018	770.42
Tarleton, Allan		44115	07-Dec-2018	100.00
United Farmers Of Alberta		44116	07-Dec-2018	123.46
Webb, Jack		44117	07-Dec-2018	100.00
Alsco		44118	13-Dec-2018	1525.08
AN Adventure Distribution &...		44119	13-Dec-2018	78.12
Animal Control Services		44120	13-Dec-2018	1428.00
Automated Aquatics Canada Ltd.		44121	13-Dec-2018	9496.78
Black Press Group Ltd.		44122	13-Dec-2018	730.53
Canadian Pacific Railway...		44123	13-Dec-2018	248.00
Cast-A-Waste Inc.		44124	13-Dec-2018	9397.50
City Of Red Deer		44125	13-Dec-2018	5081.67
Coulthard, John W.		44126	13-Dec-2018	802.28
Evergreen Co-operative...		44127	13-Dec-2018	5185.45
Fleetwood Air Equipment		44128	13-Dec-2018	252.00
Hi-Way 9 Express Ltd.		44129	13-Dec-2018	137.02
Hunter Hydrovac Inc.		44130	13-Dec-2018	1176.00
Imperial Esso Service (1971)		44131	13-Dec-2018	212.00

Town of Rimbey 2018
Accounts Payable Cheque List
From: 07-Dec-2018 To: 31-Dec-2018

Vendor Name	Purpose	Cheque	Date	Amount
Longhurst Consulting		44132	13-Dec-2018	1575.00
Mega Tech		44133	13-Dec-2018	100.78
NAPA Auto Parts - Rimbey		44134	13-Dec-2018	68.22
Oakcreek Golf & Turf LP		44135	13-Dec-2018	697.79
Pankiw, Rick		44136	13-Dec-2018	343.56
Pit Stop Parts & Performance		44137	13-Dec-2018	124.98
Rimbey Community Home Help...		44138	13-Dec-2018	505.28
Rimbey Express Inc.		44139	13-Dec-2018	150.00
Rimbey Home Hardware		44140	13-Dec-2018	119.29
Rimbey Implements Ltd.		44141	13-Dec-2018	134.17
Rimbey Janitorial Supplies		44142	13-Dec-2018	402.57
RJ Plumbing and Heating		44143	13-Dec-2018	132.51
Rural Municipalities of Alberta		44144	13-Dec-2018	1987.18
Silver Star Septic Service		44145	13-Dec-2018	231.00
Stationery Stories & Sounds...		44146	13-Dec-2018	8.82
Superior Safety Codes Inc.		44147	13-Dec-2018	408.45
Uni First Canada Ltd.		44148	13-Dec-2018	169.28
West Country Glass		44149	13-Dec-2018	280.25
Wolseley Industrial Canada INC		44150	13-Dec-2018	1131.04
1025984 Alberta Ltd.		44151	21-Dec-2018	3000.00
Alberta One-Call Corporation		44152	21-Dec-2018	15.75
AN Adventure Distribution &...		44153	21-Dec-2018	39.80
Classic Embroidery & Embossing		44154	21-Dec-2018	516.18
Cull, Jennifer		44155	21-Dec-2018	25.00
Exova Canada Inc.		44156	21-Dec-2018	192.52
Expert Security Solutions		44157	21-Dec-2018	327.86
Fleetwood Air Equipment		44158	21-Dec-2018	1790.90
Hewison, Chris		44159	21-Dec-2018	25.00
Hi-Way 9 Express Ltd.		44160	21-Dec-2018	51.49
Holly's Greenhouse		44161	21-Dec-2018	1134.00
Lirette, Alynna		44162	21-Dec-2018	25.00
Longhurst Consulting		44163	21-Dec-2018	398.96
LOR-AL SPRINGS LTD.		44164	21-Dec-2018	16.50
Red Deer Lock & Safe Ltd.		44165	21-Dec-2018	264.60
Rural Municipalities of Alberta		44166	21-Dec-2018	3003.60
Scratchin' The Surface		44167	21-Dec-2018	137.55
Stationery Stories & Sounds...		44168	21-Dec-2018	16.49
Town of Ponoka		44169	21-Dec-2018	90.00
Uni First Canada Ltd.		44170	21-Dec-2018	53.38
Wolseley Industrial Canada INC		44171	21-Dec-2018	957.34
Big Hill Services Ltd.		44172	31-Dec-2018	2940.00
Bowie, Cindy		44173	31-Dec-2018	149.07
Digitex Inc.		44174	31-Dec-2018	642.97
Guardian Chemicals Inc.		44175	31-Dec-2018	705.89
Holman, David		44176	31-Dec-2018	25.00
Longhurst Consulting		44177	31-Dec-2018	6814.50
RJ Plumbing and Heating		44178	31-Dec-2018	1063.65
SmithIron Earthworks Ltd.		44179	31-Dec-2018	66893.49
Tagish Engineering Ltd.		44180	31-Dec-2018	33770.53

Town of Rimbey 2018
Accounts Payable Cheque List
From: 07-Dec-2018 To: 31-Dec-2018


Vendor Name	Purpose	Cheque	Date	Amount
Wood Environment &...		44181	31-Dec-2018	6927.17
		99 cheques for		<u>\$304,412.01</u>



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	January 8, 2019
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Attachments	<p>8.2.1 Tagish Engineering Ltd Project Status Updates to December 6, 2018</p> <p>8.2.2 Rimby Historical Society Board Meeting Minutes of January 17, March 21, April 18, May 16, June 20, July 18, August 15, September 19, and October 17, 2018.</p> <p>8.2.3 Rimoka Housing Foundation Board Meeting Minutes of September 19, October 11, and October 31, 2018.</p> <p>8.2.4 Rimby Family and Community Support Services/Rimby Community Home Help Services Board Meeting Minutes of December 20, 2016, February 15, March 15, April 12, May 17, June 14, September 20, October 17, November 13, December 20, 2017, February 20, March 22, April 19, May 17, June 21, September 20, October 18 and November 15, 2018.</p>
Recommendation	Motion by Council to accept the Tagish Engineering Ltd Project Status Updates to December 6, 2018, Rimby Historical Society Board Meeting Minutes of January 17, March 21, April 18, May 16, June 20, July 18, August 15, September 19, and October 17, Rimoka Housing Foundation Board Meeting Minutes of September 19, October 11, and October 31, 2018, Rimby Family and Community Support Services/Rimby Community Home Help Services Board Meeting Minutes of December 20, 2016, February 15, March 15, April 12, May 17, June 14, September 20, October 17, November 13, December 20, 2017, February 20, March 22, April 19, May 17, June 21, September 20, October 18 and November 15, 2018, as information.

Prepared By:




 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date



PROJECT STATUS UPDATES

December 06, 2018

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.18 RB00 - 2018 General Engineering		
November 7, 2018	Matichuk, Gerald	- Urban Dirtworks Inc. has completed all work associated the hydrant & valve replacement project. Tagish staff are preparing a progress payment certificate for the work completed. - Tagish is working with administration in compiling a five (5) year Capital Budget Plan.
November 22, 2018	Matichuk, Gerald	Final Acceptance Inspection was completed on the 2016 - Street Improvement program. FAC documents will be prepared and sent to all parties.
December 10, 2018	Matichuk, Gerald	Tagish is preparing release of hold back on the 2018 - Hydrant & Valve Replacement program.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
November 7, 2018	Matichuk, Gerald	AMEC has provided Alberta Environment with a GWUDI report related to anticipated groundwater diversion from Well PW(17-15) as a production well.
November 22, 2018	Matichuk, Gerald	Well PW17-15 Notice of Application was advertised in the Rimbey Review as required by Alberta Environment and Parks. The Notice of Application states that any person who is directly affected may submit a statement of concern within 30 days of the notice. Concerns must be filed by December 6, 2018.
December 10, 2018	Matichuk, Gerald	Alberta Environment and Parks requires that all concerns related to the Town of Rimbey, using Well PW17-15 as a ground water source had to be filed by December 6, 2018. Waiting for approval from Alberta Environment and Parks to use PW17-15 as a production well.
Project: RBYM00131.01 RB131.01 - SW Stormwater Management Plan		
November 8, 2018	Solberg, Lloyd	(Nov. 08) No change.
November 22, 2018	Solberg, Lloyd	(Nov. 22) No change.
December 6, 2018	Solberg, Lloyd	The project will no longer be updated until there is new information regarding the project status.
Project: RBYM00133.00 RB133 - 2017 NE Lagoon Outlet Ditch Upg		
November 7, 2018	Matichuk, Gerald	By end of this week (November 10), the Contractor should have the bulk of the excess material removed from ditch from Sta. 3+400 to Sta. 5+320 (Twp. 422 (Parkland Beach Road)). The Contractor has cleaned out approximately 200 meter of the existing ditch south of Twp 422. The cold weather is causing the work to proceed at a slower pace.
November 22, 2018	Matichuk, Gerald	SmithIron Earthworks continues to work on cleaning out the NE Lagoon Outlet Ditch. The contractor has completed approximately 60% of the ditching, and the installation of culverts for 6 of the 8 farm crossings. The Contractor is working with the Town of Public Works to facilitate the fall discharge of the NE Lagoon.
December 10, 2018	Matichuk, Gerald	SmitIron Earthworks has completed work related to cleaning out the NE Lagoon Outlet Ditch from Sta. 0+670 to Sta. 5+320. The contractor is working on installing rip-rap on the farm crossing culverts. Final cleanup, fence construction, Twp Road 424 construction crossing and grass seeding will be completed in the spring of 2019.
Project: RBYM00134.00 RB134 - 2018 Street Improvements		
November 7, 2018	Matichuk, Gerald	The Contractors have completed all of the construction work and Tagish staff are working on completing the progress payment.
November 22, 2018	Matichuk, Gerald	The 2018 - Street Improvement program is competed with the exception of the Contractors holdback release. The Contract states that the holdback will be released 45 days after the last progress payment. The Contractor must supply documentation that all subtrades have been paid.
December 10, 2018	Matichuk, Gerald	Tagish is working on preparing documentation to release the holdback for the 2018 - Street Improvement program.
Project: RBYM00135.00 RB135 - Standby Generator Comm Centre		
November 22, 2018	Matichuk, Gerald	Frontline Compression Services Inc. are working with a electrical contractor to complete a price quotation for the supply and installation of a standby generator for the Community Center

December 10, 2018

Matichuk, Gerald

Waiting for Frontline Compression Services Inc. to provide a price quotation for the supply and installation of a standby generator for the Community Center.

Rimbey Historical Society Board Meeting
Smithson International Truck Museum
Wednesday January 17, 2018 6:30pm

Minutes

Present: Larry Varty, Linda Girodat, Allan Tarleton, Cheryl Jones, Eric Hornsey, Reuben Giebelhaus, Jim Schneider, Lana Curle, Chuck Hendricks, Janet Carlson

Call to Order: Meeting called to order by President at 6:30pm

Agenda: Allan Tarleton moved and Jim Schneider seconded that agenda is accepted - CARRIED

Minutes: Allan Tarleton moved and Chuck Hendricks seconded that the minutes of Wednesday November 15, 2017 board meeting be accepted as presented. CARRIED

Business Arising From the Minutes:

All business will be dealt with under committee reports.

President: The Expansion was coming along very well. We just removed a tree in park. Have been assisting the Secretary to finalize the New By-Laws for the Annual Meeting. Expressed thanks towards the Town Rep. for clearing up the annual water problem; we no longer have to run taps all winter.

Treasurer: Janet Carlson moved and Linda Girodat seconded that the treasures report be accepted as presented; CARRIED

Janet Carlson moved Linda Girodat seconded that the Annual Budget be approved for presentation to the Annual General Meeting; CARRIED

Town Representative: Brought up the situation of the Old Rimbey Town Signs. The largest sign is coming to Rimbey Historical Society and the three smaller signs to the Smithson and Kenny families.

Park Administrator/Curator: Proceeding with all year end Government filings. Have applied for the Canada Summer Jobs Grant for three students.

Ruben Giebelhaus moved and Eric Hornsey seconded that we continue and expand our membership with the Rimbey Chamber of Commerce; CARRIED

Allan Tarleton moved and Eric Hornsey seconded that we advertise our Annual General Meeting in the Local paper for three weeks proceeding same in compliance with the bylaws; CARRIED

Park Grounds: Bernard Booth has been doing the snow clearing again this winter, which hasn't been too much. Public works called to say they are reworking their duties and would be looking after the parking lots at the park again. Thank you to Jim for

shoveling sidewalks again this year, such a big help. Thank you to all the volunteers who helped at the work bee to put up and taking down the Christmas decorations, thank you to Bev for helping arranging it. Thank you to everyone who looked after making sure Santa Night was a success again this year. A lot of hard work was put into taking down a tree by the pond.

Museum Buildings: Closed up for winter. The addition to the Truck Museum is going very well. Kevin Booth donated back \$5,000 and an 8 camera security system for the Truck Museum. The water freezing issue has been addressed with insulation at the manhole on the street and we were informed we no longer had to leave the water running at a trickle to prevent freeze-up. Lorie from the Town Office called to ensure all was still well and nothing froze. The Historical Museum men's bathroom urinal is again having issues, may need to be removed or replaced. The quilt ladies have another quilt to raffle, with suggested the proceeds be used to change one of the toilets in the ladies washrooms with a higher one.

Artifacts for Acceptance: Randy & Sheila Bliss have a few items they would like to donate; 2 different sets of very nice wood chairs, a Watkins Products sign, a set of antique cookie cutters, 5 different antique wooden boxes in great shape. An idea for the rotating exhibit in the Historical Museum entrance for 2018 is a collection of some of the Rimbey & area family histories. This will promote our Archives and bring awareness to the public that we preserve those histories in the Archives as well. The Rimbey Legion Ladies Auxiliary has donated \$1,000 for the installation of a veteran's photo exhibit in the Military Museum. Eric Hornsey moved and Jim Schneider seconded that we accept the artifacts.
CARRIED

VIP Centre:

There is a grant opportunity through Travel Alberta that we may be eligible for and Chuck Hendricks was going to get the necessary information from Cheryl and make a proper application on behalf of the RHS.

Committee Reports

- a) **Grants:** As previously discussed
- b) **Gaming/Casino:** Casino is scheduled for January 27 and 28 2018 Red Deer. Allan Tarleton reported that he has had no trouble getting help for this event and that he will be doing a final check with all concerned but has had no one cancel yet. He will pick up the necessary checks from the office on Friday January 26 2018 to take to the Casino.
- c) **Restoration Shop & Trucks:** Working on cleaning up 1950 Fergie for re-paint. Request from Kevin Booth for two old trucks sitting in the yard to be used for advertising for the Museum. After some discussion it was decided that since we had a couple that are for parts only and not recorded as artifacts and very possibly would not be restored that we let Kevin Booth have either the old 1/2 Ton or Scout or both.
- d) **Buildings/Yards:** Nothing to report

e) Events/Fundraising: Due to a lack of volunteers and after some discussion the RHS board was in favor of not running the concession during the 2018 year of the Farmers Market. Linda Girodat moved, Allan Tarleton seconded that Rimbey Historical Society will not run the concession for the 2018 Farmers market. CARRIED

f) Volunteer/Recruitment: Nothing to report

g) Strategic Planning: Ongoing

New Business: Gayle Rondeel, manager of the Rimbey Farmers Market arrived at 7:30 and was introduced to the RHS board by the president. Gayle advised us that they would like to run a late afternoon market one Saturday in the summer as a Fund Raiser and to promote the Local Food, Beer, and Wine crafts, date to be set with Park Administrator.

Gayle informed us that they were working on getting a trailer for their Market material.

The RHS President informed Gayle of our motion and decision not to run the concession during the Farmers Market for the year 2018 and if the Farmers Market wished to use the Kitchen we would like Twenty Five Dollars rent for each week that they used the Kitchen.

Board approved a budget for AGM Dinner.

Next meeting will be the Annual General Meeting at Smithson Truck Museum.
Doors open 5:30pm.

Adjournment: Meeting adjourned at 8:35pm

Next Board Meeting: Wednesday March 21, 2018, 7:00 pm

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, March 21, 2018 @ 7pm

Minutes

Present: Linda Girodat, Larry Varty, Jenni Whatmore, Jack Webb, Cheryl Jones, Robert Gates, Eric Hornsey, Janet Carlson, Jim Schneider, Reuben Giebelhaus, Randy Bliss and Chuck Hendricks.

Call to Order: Meeting called to order by the President, Linda Girodat, at 7pm.

Agenda: Larry Varty moved, and Jim Schneider seconded that the agenda be accepted – CARRIED

Minutes: Linda Girodat moved, and Larry Varty seconded the minutes from the previous board meeting which was held Wednesday, January 17, 2018 – CARRIED

Business Arising from Minutes: Jack Webb moved, and Robert Bliss seconded - CARRIED

President: Linda Girodat brought forward the board meetings be held every third Wednesday at 7pm. Jack Webb moved, and Janet Carlson seconded - CARRIED

Treasurer's Report: Jack Webb presented the cash flow to the end of February; it was reviewed and agreed upon. Linda Girodat moved, and Janet Carlson seconded - CARRIED

Committee Reports:

- a) **Grants (CAJ &Step):** Application for Canada Summer Jobs has been sent, still awaiting a response. Cheryl Jones and Jenni Whatmore will be working together on business related to Grants.
- b) **Gaming/Casino:** Linda Girodat, Al Tarleton, and Jack Webb will be working together on business related to Gaming/Casino
- c) **Restoration Shop & Truck Repairs:** Discussion of the use of the Kenworth truck in parade season and will be used to pull the Rimbey Chamber of Commerce Float provided a Historical Society member is available to drive. A letter has been drafted, and ready to be sent, stating that the truck may be used, and we will send a driver; however, at least two people must be supplied to help with all set up. Jim Schneider, Randy Bliss, and Larry Varty will be working together on business related to Shop Restoration and Truck Repairs

- d) **Buildings & Yard:** Eric Hornsey, Larry Varty, Robert Gates, and Chuck Hendricks will be working together on business related to Buildings & Yards
- e) **Events & Fundraising:** Linda Girodat, Janet Carlson, and Jack Webb will be working together on business related to Events and Fundraising.
- f) **Volunteer/Recruitment:** All members of the board will be working on business regarding Volunteers and Recruitment.
- g) **Strategic Planning Committee:** Al Tarleton and Cheryl Jones will be working together on business related to Strategic Planning Committee.

Town Representation: Lana Curle, town representative, was not present at the board meeting.

Park Administration Report:

Artifacts for Acceptance:

Vintage light framed picture – Eric Hornsey moved, and Jack Webb seconded the donation. Wooden high chair – Jack Webb moved, and Jim Schneider seconded the donation

Visitor Information Centre: Cheryl Jones would like to take a summer student with her to the annual Travel Alberta “Spring Showcase & Training” in Edmonton regarding learning more about Visitor Information. Jack Webb moved, and Randy Bliss seconded the attendance to the conference - CARRIED

New Business:

- a) **Signing Authorities:** Linda Girodat - President, Larry Varty - Vice President and Jack Webb - Treasurer, will all have signing authority. Larry Varty moved, and Jack Webb seconded the signing Authorities - CARRIED
- b) **Farmers Market Contract:** Farmers market was discussed and reviewed. The farmers market will pay \$125/per usage of the park. An increase of \$25 per use to include the kitchen. The Society volunteers will not be selling breakfast for the market this year. If the Farmers’ Market is to use the kitchen, and if it is not previously rented, they will have access to it the night before. It was also discussed that if the Farmers’ Market is going to be storing anything at the park, it is to be discussed ahead of time. The contract was signed by Linda Girodat, President, on March 21, 2018.
- c) **Park Administrator Contract:** Contract was review by the board which concluded with keeping Cheryl Jones as the Park Administrator. Randy Bliss moved, and Jim Schneider seconded the Park Administrator Contract - CARRIED

Adjournment: Jack Webb adjourned the board meeting at 8:00pm.

Next Board Meeting to be held April 18, 2018 @ 7:00pm

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, April 18, 2018 @ 7pm

Minutes

Present: Linda Girodat, Larry Varty, Jenni Whatmore, Jack Webb, Cheryl Jones, Robert Gates, Lana Curle, Jim Schneider, Reuben Giebelhaus, Randy Bliss and Chuck Hendricks.

Call to Order: Meeting called to order by the President, Linda Girodat, at 7pm.

Agenda: Linda Girodat moved, and Jim Schneider seconded that the agenda be accepted – CARRIED

Minutes: Larry Varty moved, and Chuck Hendricks seconded the minutes from the previous board meeting which was held Wednesday, March 21, 2018 – CARRIED

Business Arising from Minutes: Both Linda Girodat and Jenni Whatmore signed the minutes from last meeting, held Wednesday, April 18, 2018. Jack Webb will be taking the signed minutes to the bank. Linda Girodat moved, and Jenni Whatmore seconded - CARRIED

President: Linda Girodat addressed the board about not giving keys to others, pertaining to the park, as it is hard to keep track. Jack Webb moved, and Larry Varty seconded - CARRIED

Treasurer's Report: The cashflow for 2018 was reviewed and agreed upon. Discussion pertaining to the budget for the renovations on the truck museum; will be over budget when it comes to the landscaping, concrete, etc. Linda Girodat moved, and Chuck Hendricks seconded - CARRIED

Committee Reports:

- a) **Grants (CSJ &Step):** Still waiting for approval on grants for three summer students for "Spring showcase & Training" in Edmonton, Alberta
- b) **Gaming/Casino:** N/A
- c) **Restoration Shop & Truck Repairs:** Randy Bliss and Jim Schneider will be taking the 1968 International truck to Edmonton, Alberta on May 2, 2018
- d) **Buildings & Yard:** Cheryl Jones will do a walk through of the park, once all the snow melts, and let the board know if there is anything that needs to be looked after. All the signs will be put back up, outside, once all the snow has melted. Finally, it was discussed that the summer students would give the board members a tour of the park, once the

snow has melted, as it would be good for the members and good practice for the summer students.

- e) **Events & Fundraising:** Linda Girodat suggested trying a “Make Your Own Sundae” night at the park one evening. Also, trying to have a 50/50 raffle at an event this summer, was discussed, but no date was picked. A few other ideas such as a dinner or alumni night were discussed but no dates or plans have been made for these ideas, as of yet.
- f) **Volunteer/Recruitment:** N/A
- g) **Strategic Planning Committee:** N/A

Town Representation: Lana Curle, town representative, discussed how the commitment to the park would be the same as the previous year.

Park Administration Report:

Artifacts for Acceptance:

Boots, dishes and books were all donated as artifacts for the museum. Jim Schneider moved, and Randy Bliss seconded the acceptance of the artifacts.

Visitor Information Centre: Cheryl Jones would like to have a cabinet made with books offered to the public as a “Take a Book/Leave a Book” option, and Randy Bliss agreed to look into building something for the museum to hold said books. Also, Cheryl Jones checked with the board to see if we would be in support of “swapping” books we have in duplicate with other public museums, to which the board agreed would be beneficial. The inadequacy of the internet at the park was discussed and Jack Webb agreed to check with TELUS on the cost of improving the internet and bringing the information he found back to the board. Linda Girodat moved, and Jack Webb seconded the Park Report for April 2018 - CARRIED

New Business: Advertisement for the Park will continue with the “Backroad Country Guide” as well as posting on Facebook. Also, Cheryl Jones was going to investigate posting advertisement in the “Western Star” and bring back any information she found to the board.

Adjournment: Jack Webb adjourned the board meeting at 7:35pm.

Next Board Meeting to be held Wednesday, May 16, 2018 @ 7:00pm

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, May 16, 2018 @ 7pm

Minutes

Present: Linda Girodat, Larry Varty, Jack Webb, Cheryl Jones, Robert Gates, and Chuck Hendricks.

Call to Order: Meeting called to order by the President, Linda, at 7pm.

Agenda: Linda moved, and Jack seconded that the agenda be accepted – CARRIED

Minutes: Chuck moved, and Robert seconded the minutes from the previous board meeting which was held Wednesday, April 18, 2018 – CARRIED

Business Arising from Minutes: We will schedule a tour walk through the entire museum and grounds with the board, after the summer students have been trained.

President: Linda Girodat addressed the board about not giving keys to others, pertaining to the park, as it is hard to keep track. Jack Webb moved, and Larry Varty seconded - CARRIED

Treasurer's Report: Jack presented the treasure's report. The last months expenditures were reviewed, nothing came up for discussion. Jack moved his report be accepted, and Chuck seconded - CARRIED

Committee Reports:

- a) **Grants (CSJ &Step):** We have been approved for 3 summer students through Canada Summer Jobs, 8 weeks for each.
- b) **Gaming/Casino:** Nothing to report
- c) **Restoration Shop & Truck Repairs:** Nothing to report
- d) **Buildings & Yard:** Chuck reported fixing the eve troughs at the Pavilion and he checked all the other building eves and cleaned the ones which needed it. Larry reported extending the culvert at the back of the Truck Museum to help with the drainage and discussed the need for more gravel in some areas to help with the drainage.
- e) **Events & Fundraising:** Linda, Jack, Larry, Robert, and Janet will schedule a committee meeting for June 17th. Go over events & fundraising and brainstorm new ideas for same to bring to the board.
- f) **Volunteer/Recruitment:** Nothing to report
- g) **Strategic Planning Committee:** Nothing to report

Town Representation: Lana, town representative, absent, no report.

Park Administration Report:

Cheryl reported activities in the Park are increasing; the school uses the green space for outdoor activities several times a week. Everything is greening up and we need to arrange a time to pump out the dirty runoff from the pond to fill with clean for the summer. Larry brought in some good black dirt for the front landscaping of the Truck Museum and seeded grass. Thank you to everyone who helped to move all the cabinets into the new Janette Oke exhibit space.

Artifacts for Acceptance:

A highchair, typewriter, IH jacket, a tap and dye set in original wooden box, railway gas can, hand pump, child's metal peddle car, grain auger, roller mill, and oak mirror. Chuck moved, and Robert seconded the acceptance of the artifacts.

Visitor Information Centre: Cheryl reported the Travel Alberta conference in Edmonton was very informative. We met with over 120 tourist destinations across Alberta and more than 80 Visitor Information Centres as well, handing out more than 600 of our brochures. Very busy 2 days. Rimbey is 22nd on the list of 58 accredited Visitor information centres in Alberta. We have received 10 positive reviews already this month.

New Business: Larry went over the Action list, work was divided up to be accomplished.

Adjournment: Jack adjourned the board meeting at 7:50pm.

Next Board Meeting to be held Wednesday, June 20, 2018 @ 7:00pm

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, June 20, 2018 @ 7pm

Minutes

Introduction of Guests – Anglican Church group addressed the board regarding their offer to assist the Historical Society with some issues they have with the Church at the Park. Their proposal is attached.

Present: Linda Girodat, Larry Varty, Eric Hornsey, Jim Schneider, Jack Webb, Robert Gates, Chuck Hendricks, Randy Bliss, Lana Curle, and Cheryl Jones.

Call to Order: Meeting called to order by the President, Linda, at 7pm.

Agenda: Larry moved, and Jim seconded that the agenda be accepted – CARRIED

Minutes: Chuck moved, and Robert seconded the minutes from the previous board meeting which was held Wednesday, May 16, 2018 – CARRIED

Business Arising from Minutes: Nothing to report

President: Linda Girodat talked about the need for volunteers at upcoming events. A letter was read thanking volunteers for their vigilance in keeping the doors open at the Truck Museum and the importance of time commitment for scheduling, so we are open the hours advertised.

Treasurer's Report: Jack presented the treasure's report. The last month's expenditures were reviewed. He reported the revenue from Casino being \$20,879, and addressed Lana regarding the Historical Society's annual town grant. Jack moved his report be accepted, and Randy seconded - CARRIED

Committee Reports:

- a) **Grants (CSJ &Step):** Nothing to report
- b) **Gaming/Casino:** As stated in the Treasurer's report Casino revenue of \$20,879.
- c) **Restoration Shop & Truck Repairs:** The magnificent archway with gate has been completed and was mounted in the yard by the Truck Museum. A donor sign will be made thanking those involved. Will be going over Trucks & tractors for the Parades up coming. Will start the Friday trucks rotation out for maintenance.
- d) **Buildings & Yard:** Eric will fix kitchen cupboard doors. Chuck will look into leaking eve's trough. The new higher toilet was installed in the ladies bathroom at the truck museum as per the Quilt ladies quilt raffle donation.

- e) **Events & Fundraising:** Jack has arranged Connie and Rose to help with the 50/50 tickets to be sold on Canada Day. Board voted on having the 50/50 draw, Chuck moved and Eric seconded - CARRIED
- f) **Volunteer/Recruitment:** Nothing to report
- g) **Strategic Planning Committee:** Nothing to report

Town Representation: Lana, town representative, Lana will look into our annual grant from the Town.

Park Administration Report:

Cheryl reported the RV parking area was sprayed for weeds and full "kill" on the gravel. May still need gravel in front of Truck Museum for better water drainage. Larry has been working on the drainage at the west end of the Truck Museum. New dirt around Truck Museum and seeded to grass. Spectacular new gate and archway installed with the chain link fence connected. There was another broken window in the Train station (a small one). The shingles on the store front overhang are coming loose.

Artifacts for Acceptance:

Are: a 1941 wedding dress, Chuck moved, and Robert seconded the acceptance of the artifact.

Visitor Information Centre: Cheryl reported lots of new travel brochures are coming in.

New Business: Discussion regarding the Anglican Church wanting to form a committee to help the Historical Society go through the Church at the Park and address some issues. Larry and Cheryl will join the committee and report back to the Historical Society board with proposals.

Adjournment: Jack adjourned the board meeting at 8:20pm.

Next Board Meeting to be held Wednesday, July 18, 2018 @ 7:00pm

June 20, 2018

Church of the Epiphany proposal in support of the Upright Log Church

Goal

To work with Rimbey Historical Society to restore the upright log church to its original condition as an Anglican Church, with the additional feature of displaying appropriate archival materials and objects related to historical church culture in Rimbey.

Rationale:

- ~ The historic log church, the inaugural structure in PasKaPoo Park, launched the development of Rimbey's Centennial Project, 1967. (Church was brought to the Park in 1964, 1st building here)
- ~ The church had been built by Anglican settlers, and served the Anglican congregation until it was replaced by a newer structure in the early 1960's. (Church was built by Ben Rimbey & settlers)
- ~ The log church has remained a cherished element of our Anglican history. The Anglican congregation returns to this building annually in celebration of our heritage and contribution to the park.
- ~ Several members of our congregation who grew up worshipping in the log church continue to reside in the Rimbey area and remain active in the Anglican Church.
- ~ The Anglican congregation recognizes a need to assist the park in the preservation of this building in keeping with its historical integrity.

Proposal:

1. Strike a "church" committee with members of the Historical Society and Church of the Epiphany Council to
 - a. Assess the structural and maintenance needs of the building
 - b. Determine a list of priorities within the building to return it to its origin as an Anglican Church, in keeping with its history (Church is a museum now, no longer a church)
 - c. Examine the possibility of using some of the space within the building for the proper display and preservation of church-related materials
2. Develop a detailed, costed proposal with time lines for approval by the park board. (The Historical Society Board has the final decision on all changes to the Museum buildings they govern, & is happy to partner with outside groups to address any concerns, upholding Public Trust)
3. Facilitate completion, with updates as necessary, and as possible.

Wish list:

- Clean and repair ceiling
 - Restore the altar skirt
 - Install a cabinet or shelves to house bibles, prayer and hymn books.
 - Remove and/or reposition the electric organ and at least one of the other organs. (This organ was donated to the Museum in memory of Ada Browne, who was a member of the WA Church of the Epiphany. Removal is not possible but as with other artifacts is can be moved within the exhibit.)
 - Return the pulpit and prayer desk to their or<~~al positions
 - Initiate a project to restore the painted windows.
 - Replace aisle runner
- Offer** - Church of the Epiphany (ACW) will commit to providing
- Funding from our memorial fund
 - Physical assistance
 - Input from our collective memories of the church as it was when still in use.

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, July 18, 2018 @ 7pm

Minutes

Present: Linda Girodat, Larry Varty, Jenni Whatmore, Jack Webb, Cheryl Jones, Robert Gates, Eric Hornsey, Jim Schneider and Randy Bliss.

Call to Order: Meeting called to order by the President, Linda, at 7pm.

Agenda: Jim Schneider moved, and Randy Bliss seconded that the agenda be accepted –
CARRIED

Minutes: Larry Varty moved, and Robert Gates seconded the minutes from the previous board meeting which was held Wednesday, June 20, 2018 – CARRIED

Business Arising from Minutes: Nothing to report

President: Linda Girodat discussed the numbering on the trucks. Bill will be removing the year stickers that are currently on the trucks and replacing them with new number stickers.

Treasurer's Report: Jack Webb presented the Treasurer's Report. Jack Webb moved, and Randy Bliss seconded the Treasurer's Report.

Committee Reports:

- a) **Grants (CFEP, CSJ & Step):** Waiting for paperwork to be filed for the CFEP Grant.
- b) **Gaming/Casino:** Nothing to report
- c) **Restoration Shop & Truck Repairs:** The rodeo parade that the park participated in on the 14th of July went well.
- d) **Buildings & Yard:** Maintenance around the yard, such as a new lid for the garbage bin by the ponds, will take place July 19, 2018.
- e) **Events & Fundraising:** Canada Day event had a good turn out and went very well.
- f) **Volunteer/Recruitment:** It was discussed that the Canada Day event next year will need more volunteers.
- g) **Strategic Planning Committee:** Nothing to report

Town Representation: Lana Curle, town representative, was not present at the board meeting.

Park Administration Report:

Artifacts for Acceptance:

Old Cap from volunteer fire department and an antique fire extinguisher were accepted. Jim Schneider moved, and Robert Gates seconded – CARRIED

Farm Implements from Gerald Arney we NOT accepted.

Park Administer:

Cheryl Jones presented the board with the posters she created for the Grand Opening of the Addition. The board decided to change the start time of the ceremony to 12 o'clock, noon.

Curators Notes:

There has been an offer on the international truck that is being stored in a shed out back. The board discussed selling of the tuck and decided to ask for \$1,000 OBO but would not sell the truck for less than \$500.

Bookings for 2018:

Rockin' Rimbey is taking place on August 24-26, 2018.

New Business: Nothing to report.

Adjournment: Larry Varty moved, and Randy Bliss seconded adjournment the board meeting at 8:00pm.

Next Board Meeting to be held August 15, 2018 @ 7:00pm

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, August 15, 2018 @ 7pm

Minutes

Present: Linda Girodat, Jenni Whatmore, Jack Webb, Cheryl Jones, Robert Gates, Eric Hornsey, Janet Carlson and Randy Bliss.

Call to Order: Meeting called to order by the President, Linda, at 7pm.

Agenda: Robert Gates moved, and Eric Hornsey seconded that the agenda be accepted – CARRIED

Minutes: Robert Gates moved, and Eric Hornsey seconded the minutes from the previous board meeting which was held Wednesday, July 18, 2018 – CARRIED

Business Arising from Minutes: Truck in back shed was sold for \$500 and will be picked up in the month of September.

President: Linda Girodat discussed and was pleased with the turn out for the Grand Reopening of the Truck Museum, which was held Saturday, August 11, 2018.

Treasurer's Report: Jack Webb presented the Treasurer's Report. Jack Webb moved, and Randy Bliss seconded the Treasurer's Report.

Committee Reports:

- a) **Grants (CFEP, CSJ & Step):** Final paperwork is being completed for the CSJ and CFEP grants.
- b) **Gaming/Casino:** Nothing to report
- c) **Restoration Shop & Truck Repairs:** The board agreed to sell the Husqvarna mower, as it is like new and not being used. Would like 1/2 the price of a new mower or best offer.
- d) **Buildings & Yard:** Maintenance around the yard, such as a new lid for the garbage bin by the ponds, tightening of sign, and hole in the roof of the church, were completed.
- e) **Events & Fundraising:** The next event in "Santa Night."
- f) **Volunteer/Recruitment:** Nothing to report
- g) **Strategic Planning Committee:** Nothing to report

Town Representation: Lana Curle, town representative, was not present at the board meeting.

Park Administration Report:

Artifacts for Acceptance:

A wall clock from the Parkland Savings & Credit Union, a hard cover book for International Trucks, horse collar, a legion hat and a few older dishes were accepted. Eric Hornsey moved, and Randy Bliss seconded – CARRIED

Park Administer:

Cheryl Jones is going to be getting a “Thank You” plaque made for the County, in regards to the Addition. Filing Cabinets will be moved by Robert Gates, Randy Bliss and Eric Hornsey on the following Tuesday. Linda Girodat will be volunteering to help at the truck museums on Fridays and Al Tarleton has been asked to cover Mondays.

Curators Notes:

Cheryl Jones will be creating a new policy in regards to the content being presenters in the gift Sop. The policy will include, but not be limited to, the time limit of how long an item can be in the shop, percentage based on the size of the piece and prices and drop off arrangement.

New Business: Nothing to report.

Adjournment: Jack Webb adjourned the board meeting at 7:45pm.

Next Board Meeting to be held September 19, 2018 @ 7:00pm

Rimbey Historical Society Board Meeting

At Smithsonian International Truck Museum

Wednesday, September 19, 2018 @ 7pm

Minutes

Present: Linda Girodat, Larry Varty, Jenni Whatmore, Jack Webb, Cheryl Jones, Robert Gates, Eric Hornsey, Janet Carlson, Jim Schneider, Chuck Hendricks, Randy Bliss and Lana Curle.

Call to Order: Meeting called to order by the President, Linda Girodat, at 7pm.

Agenda: Robert Gates moved, and Eric Hornsey seconded that the agenda be accepted – CARRIED

Minutes: Eric Hornsey moved, and Chuck Hendricks seconded the minutes from the previous board meeting which was held Wednesday, August 15, 2018 – CARRIED

Old Business Arising from Minutes: Husqvarna mower is still for sale.

President: Linda Girodat did not have anything to present, at this time.

Treasurer's Report: Jack Webb presented the Treasurer's Report, which stated that the Park Maintenance amount was over and that anything else through said account would have to be brought to the board, before any further major spending. Jack Webb moved, and Robert Gates seconded the Treasurer's Report - CARRIED

Committee Reports:

- a) **Grants:** Nothing to report
- b) **Gaming/Casino:** Nothing to report
- c) **Restoration Shop & Truck Repairs:** The 1935 pick up truck is to have its engine and transmission worked on over the winter.
- d) **Buildings & Yard:** The board discussed and moved that Cheryl Jones can put money towards putting new eave troughs on the addition, once she receives a reasonably priced quote. Eric Hornsey moved, and Jack Webb seconded this movement – CARRIED
The board also discussed the heaters in the museum and shop. It was decided that Larry Varty would get quotes done on what it would cost to move the heater from the Medical museum to the shop and have a smaller heater installed, to replace the one that will be moved. This quote will be brought forward at a future board meeting.

- e) **Events & Fundraising:** The next event is "Santa Night," which will take place in November 23.
- f) **Volunteer/Recruitment:** Chuck Hendricks will be volunteering on Fridays, starting in October.
- g) **Strategic Planning Committee:** New Format for the RHS Comprehensive Operational Plan was approved. Eric Hornsey moved, and Jack Webb seconded this approval - CARRIED

Town Representation: Lana Curle, town representative, discussed how much the U of A students enjoyed their time and tour of the museum buildings. The town plans on bringing other groups for tours, as this went over so well.

Park Administration Report:

Artifacts for Acceptance:

A Rimbeigh High School sweater and crest from the 50's were accepted. Chuck Hendricks moved, and Randy Bliss seconded – CARRIED

Park Administer:

Cheryl Jones brought forward the correspondence she has with Telus, in regards to a new phone/internet line for the Truck Museum. The board approved of adding the line that was quoted at \$25 per month. Randy Bliss moved, and Jim Schneider seconded the approval of this line- CARRIED

Park Rentals:

The renters in the house, on the corner of the property, will be moving out promptly. Once they have done so, the fire pit in the yard will need to be removed as it is on top of live wires.

New Business: Dump run on Thursday, September 20, 2018 will include the old sleigh, as it is just scrap metal and wood.

The offer to restore an old Massey tractor, being brought in by the McMillan family has been denied, at this time.

Adjournment: Chuck Hendricks adjourned the board meeting at 7:45pm.

Next Board Meeting to be held October 17, 2018 @ 7:00pm

Rimbey Historical Society Board Meeting

At Smithson International Truck Museum

Wednesday, October 17, 2018 @ 7pm

Minutes

Present: Linda Girodat, Larry Varty, Jack Webb, Cheryl Jones, Robert Gates, Janet Carlson, Jim Schneider, and Lana Curle.

Call to Order: Meeting called to order by the President, Linda Girodat, at 7pm.

Agenda: Larry moved, and Jim seconded that the agenda be accepted – CARRIED

Minutes: Linda moved, and Jim seconded the minutes from the previous board meeting which was held Wednesday, September 19, 2018 – CARRIED

Old Business Arising from Minutes: None

President: Linda Girodat did not have anything to present, at this time.

Treasurer's Report: Jack presented the Treasurer's Report. Jack moved, and Robert seconded the Treasurer's Report - CARRIED

Committee Reports:

- a) **Grants:** CSJ \$9,200 received
- b) **Gaming/Casino:** Nothing to report
- c) **Restoration Shop & Truck Repairs:** The 1935 pick up truck is taken apart and being worked on. Forklift running. Gas tank for MF tractor replaced, Al working on it this winter.
- d) **Buildings & Yard:** West yard cleanup, scarp metal taken to Bulldog in Red Deer. Medical Museum heater quote to move to restoration shop quote \$1,080. Waiting for quote of a heater to replace in Medical Museum. Motion to go ahead with this work for a total cost of \$3,300. Jack moves, Jim seconded – CARRIED
Motion made for removal of the two hazardous trees at the Park house for a capped cost of \$1,200. Larry moved, Jim seconded - CARRIED
- e) **Events & Fundraising:** The next event is "Santa Night," which will take place in November 23. Linda asked for 3-6 volunteers to help with this event. Jim, Jack, Robert, Larry and Linda will help.
- f) **Volunteer/Recruitment:** Larry Beckley has brought in two new volunteers, Al & Diane.
- g) **Strategic Planning Committee:** Nothing to report.

Town Representation: Lana Curle discussed tree removal and will find more quotes for this project. There was a discussion of the annual grant funding form the Town.

Park Administration Report:

Artifacts for Acceptance:

An antique tire patch tool, a framed award to the Rimbey Record in recognition for its cooperation with the Edmonton Journal, recipient of a special Pulitzer Prize 1937. Larry moved, and Jack seconded – CARRIED

Telus installed the new phone/internet line for the Truck Museum. The second line phone number is 403-843-2913. I have sent in the 2018 upgrades for our Recognized Museum status with the Alberta Museums Association. There are two more years of upgrades to submit. Thank you to the volunteers who did more west yard clean up. The pond is drained, thank you Larry and Al. Fall yard cleanup is underway.

Kevin and Bernard fixed the chain-link fence that was crushed in the fall of the trees. There will be a small bill for the supplies needed. The Historical Village is closed for the winter.

JV roofing will be out this week or next to put the evestroughing on the Truck Museum addition and replace the needed part of the north side of the Pavilion.

The Park house bathroom renovation (replacing tub and plumbing) is underway, going well.

New renters moving in November 1st. Janette Oke was in to borrow part of her original manuscript from "Love Comes Softly" which was the first book she wrote. Next year is the 40th anniversary of the publishing date and her publisher is doing up a special addition. She is talking to them about giving us a copy when it is finished, to add to the exhibit.

New Business: Nothing to report

Adjournment: Jack adjourned the board meeting at 7:50pm.

Next Board Meeting to be held November 21, 2018 @ 7:00pm



BOARD MEETING
Wednesday, September 19, 2018
9:00 am
Valley View Manor, Rimbey

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

1. CALL TO ORDER

P. McLauchlin, Board Chair called the meeting to order at 9:25 a.m.

2. ADOPTION OF AGENDA

P. McLauchlin requested the addition of item 7.10 Rimstone Drive to the agenda.

L. Curle requested the addition of item 7.11 Walking Trail Fence to the agenda.

MOVED by D. MacPherson that the Board meeting agenda be adopted with the additions. (RHF 18-09-01)

Carried

B. Liddle joined the meeting at 9:27 a.m.

3. APPROVAL OF MINUTES

MOVED by L. Curle the Board accept the minutes of the June 20, 2018 Board meeting and email motion. (RHF 18-09-02)

Carried

4. FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the six months ending June 30, 2018 and seven months ending July 31, 2018.

The out of scope expenditures for Valley View Manor were expensed and reported on the July 31, 2018 lodges financial statement.

MOVED by T. Dillon that the Board accept the Statement of Financial Position for the six months ending June 30, 2018 and the seven months ending July 31, 2018 as information. (RHF 18-09-03)

Carried

MOVED by B. Liddle that the Board accept the Financial Statements for the six months ending June 30, 2018 and the seven months ending July 31, 2018 as information. (RHF 18-09-04)

Carried

MOVED by L. Curle that the Board accept the Cash in Bank report as information. (RHF 18-09-05)

Carried

MOVED by D. MacPherson that the Board accept the Cheque Registers, Online and Pre-authorized Payment registers as information. (RHF 18-09-06)

Carried

5.	CAO REPORT
----	------------

P. Hall advised all the apartments that required renovations from our January transition are now fully completed. He also provided an overview of each facilities current occupancy.

The Foundation has been approved by the provincial government for a \$90,000 maintenance grant for Golden Leisure Lodge..

There continues to be issues with the Nurse Call System at Valley View Manor.

MOVED by L. Curle that the Board accept the CAO report as information. (RHF 18-09-07)

Carried

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

SAFETY

A joint safety committee meeting was held in July with our Occupational Health and Safety Office, T. Sehlstrom.

7.	NEW BUSINESS & CORRESPONDENCE
----	-------------------------------

POLICY LA-01 DISCLOSURE OF RESIDENT MEDICAL INFORMATION

The policy outlines the disclosure of resident medical information in accordance with the Health Information Act.

MOVED by B. Liddle that the Board approve policy LA-01 Disclosure of Resident Medical Information. (RHF 18-09-08)

Carried

POLICY RS-01 ANNUAL RENT REVIEW

The policy outlines the process for the annual rent review of a rent subsidy tenant.

MOVED by D. MacPherson that the Board approve policy RS-01 Annual Rent Review. (RHF 18-09-09)

Carried

POLICY RS-02 MAXIMUM DIRECT TO TENANT SUBSIDY

The policy outlines the maximum amounts for the Direct to Tenant subsidy program based on household size.

MOVED by L. Curle that the Board approve policy RS-02 Maximum Direct to Tenant Subsidy. (RHF 18-09-10)

Carried

POLICY HS-06 WORKPLACE HEALTH AND SAFETY TERMS OF REFERENCE

The policy has been updated as per new OH&S regulations regarding workplace health and safety.

MOVED by D. MacPherson that the Board approve policy HS-06 Workplace Health and Safety Terms of Reference. (RHF 18-09-11)

Carried

POLICY FIN-08 FIXED/CAPITAL ASSETS

The policy has been updated as per the audit recommendation regarding amortization of fixed/capital assets.

MOVED by B. Liddle that the Board approve policy FIN-08 Fixed/Capital Assets. (RHF 18-09-12)

Carried

POLICY CS-16 ASSISTANCE ANIMAL

The policy outlines the guidelines for a resident with an assistance animal.

MOVED by L. Curle that the Board approve policy CS-16 Assistance Animal. (RHF 18-09-13)

Carried

HOUSING TENANCY AGREEMENT

The social housing tenancy agreements have been updated with an inclusion for marijuana and marijuana products as part of the lease agreement rules.

MOVED by T. Dillon that the Board approve the updated Housing Tenancy Agreements. (RHF 18-09-14)

Carried

LAND SURVEY

P. Hall provided a survey of the land north of Legacy Place.

MOVED by B. Liddle that the Board accept the land survey as information. (RHF 18-09-15)

Carried

HOUSING STRATEGY DISCUSSION

P. Hall advised our low income housing may not be hitting the mark in our communities. Other Foundations chose to disperse those assets and create a more community specific housing project. P. Hall will investigate a business case for a lower cost rental project in our communities.

RIMSTONE DRIVE

P. McLaughlin reiterated that the Board needs to address the condition of Rimstone Drive; continue to investigate possibilities for completion; and our position as Rimoka's Board.

Rimstone Drive will be added to October's agenda.

WALKING TRAIL FENCE

L. Curle updated the Board regarding a fence on the walking trail.

8.	GRAND OPENING
-----------	----------------------

The grand opening of Valley View Manor will be held at 2:00 pm today for the volunteers and residents' families.

P. Hall showed the Board a video from moving day that will be viewed at the ceremony.

9.	NEXT MEETING
-----------	---------------------

The next meeting is scheduled for October 17th at Legacy Place in Ponoka at 9:00 a.m.

MOVED by L. Curle that the meeting adjourn at 11:08 a.m. (RHF 18-09-16)

Carried



Paul McLauchlin, Board Chair

Nov 5/2018

Date Signed



Peter Hall, CAO

Oct 31/2018

Date Signed



Thursday, October 11, 2018
9:28 am
EMAIL MOTION

PRESENT: P. McLauchlin, Board Chair L. Curle T. Dillon B. Liddle
R. Pankiw C. Prediger P. Hall, CAO
ABSENT: D. MacPherson

1. POLICY CS-06 REQUESTS/COMPLAINTS/CONCERNS RESOLUTION

P. Hall provided an amendment to policy CS-06 to include request resolutions as well as complaints and concerns.

MOVED by B. Liddle the Board approve policy CS-06 Requests/Complaints/Concerns Resolution as amended.
(RHF 18-10-01)

Carried



Paul McLauchlin, Board Chair

Oct 31 / 2018
Date Signed



Peter Hall, CAO

Oct 31 / 2018
Date Signed



BOARD MEETING
Tuesday, October 31, 2018
9:00 am
Legacy Place, Ponoka

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

1. CALL TO ORDER

P. Hall, CAO called the meeting to order at 9:00 a.m.

2. ORGANIZATIONAL MEETING

The CAO called for nominations for the position of Board Chair

MOVED by P. McLauchlin that B. Liddle be nominated for Board Chair. (RHF 18-10-02)

B. Liddle accepts the nomination.
Nominations cease.

B. Liddle was declared Board Chair.

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

MOVED by P. McLauchlin that T. Dillon be nominated for Board Vice-Chair. (RHF 18-10-03)

T. Dillon accepts the nomination.
Nominations cease.

T. Dillon was declared Board Vice-Chair.

3. ADOPTION OF AGENDA

MOVED by T. Dillon that the Board meeting agenda be adopted. (RHF 18-10-04)

Carried

4. APPROVAL OF MINUTES

MOVED by L. Curle the Board accept the minutes of the September 19, 2018 Board meeting and the October 11, 2018 email motion. (RHF 18-10-05)

Carried

5. FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the eight months ending August 31, 2018.

MOVED by P. McLauchlin that the Board accept for eight months ending August 31, 2018 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank report
- and the Cheque, Online and Pre-authorized Payment registers. (RHF 18-10-06)

Carried

6.	CAO REPORT
----	------------

P. Hall provided an overview of each facilities occupancy.

The Nurse Call System at Valley View Manor continues to have issues following the supplier upgrades two weeks ago. P. Hall is sequestering quotes to replace the nurse call system and also determine reimbursement with government.

MOVED by R. Pankiw that the Board accept the CAO report as information. (RHF 18-10-07)

Carried

7.	STANDING AGENDA ITEMS
----	-----------------------

SAFETY INCLUDING ANNUAL REVIEW OF EMERGENCY PREPAREDNESS

Our emergency preparedness policies must be reviewed annually by the Board as per our annual licensing inspection.

MOVED by P. McLauchlin to approve the Emergency Preparedness policies as reviewed. (RHF 18-10-08)

Carried

8.	NEW BUSINESS & CORRESPONDENCE
----	-------------------------------

RESIDENT MEETINGS

Our annual resident meetings will be held the week of November 26th for the senior apartments.

BANK SIGNING AUTHORITY

MOVED by P. McLauchlin to amend our Board Chair signing authority to B. Liddle; remove signing authority for P. McLauchlin; and all other signing authorities will remain the same. (RHF 18-10-09)

Carried

9.	NEXT MEETING
----	--------------

The next meeting is scheduled for December 12th at Valley View Manor in Rimbey at 10:00 a.m.


MOVED by T. Dillon that the meeting adjourn at 10:18 am. (RHF 18-10-10)

Carried



Bryce Liddle, Board Chair

Dec 12/2018
Date Signed



Peter Hall, CAO

Dec 12/2018
Date Signed

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
December 20, 2016
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
I. Wegmann, Board Member
J. Webb, Board Member
P. Weeks, Board Member
M. Josephison, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: B. Coultard, Board Member

1. The meeting was called to order by N. Hartford at 10:05 a.m.
2. APPROVAL OF AGENDA
16-12-01 MOTION: By: J. Webb: That the agenda be adopted with the following additions:

10.10 Ponoka FCSS Board & Rimbey FCSS Board meeting

CARRIED
3. PREVIOUS MEETING MINUTES – November 18th, 2016
16-12-02 MOTION: By: F. Pilgrim: That the Minutes of the November 18th, 2016 Board Meeting be adopted as presented.

CARRIED
4. BUSINESS ARISING FROM THE MINUTES
4.1 FCSS Staff Christmas Party
5. OLD BUSINESS
5.1 VSU Gala Tickets
6. FINANCE
6.1 December 20, 2016 Finance Committee
16-12-03 MOTION: By: I. Steeves: That the Minutes of the December 20, 2016 Finance Committee meeting be accepted as information.

CARRIED

6.2 Ponoka County 2017 FCSS Budget Approval
16-12-04 MOTION: By: J. Webb: That the Rimbey FCSS 2017 proposed budget be adopted once approved by the Ponoka County and the Town of Rimbey.
Seconded by: M. Josephison

CARRIED

7. WRITTEN REPORTS
- 7.1 Home Support/Personal Care
 - 7.2 Compass Program
 - 7.3 Education Coordinator
 - 7.4 Community Information & Referral Centre
 - 7.5 Volunteer Income Tax
 - 7.6 Welcome to Canada
 - 7.7 Rainbows
 - 7.8 Food Bank
 - 7.9 Volunteer Services
 - 7.10 Palliative Care
 - 7.11 Medical Alert
 - 7.12 Volunteer Visitor
 - 7.13 Meals on Wheels
 - 7.14 Kitz 4 Kidz
 - 7.15 Adult Day Support
 - 7.16 Community Kitchen
 - 7.17 Information Technology
 - 7.18 Rimbey Parent Link Centre
 - 7.19 Healthy Families/Young Parent Outreach
 - 7.20 Family Resource Library
 - 7.21 Big Brothers Big Sisters – quarterly report
 - 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
- 16-12-05 MOTION:** By: F. Pilgrim: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT COMMITTEE
- 16-12-06 MOTION:** By: P. Weeks: That the September 20, 2016 Quality Improvement/Risk Management/Client Safety Committee meeting minutes be accepted as information.

CARRIED

9. DIRECTOR'S REPORT
- 9.1 FCSSAA report
 - 9.2 AEMA Summit report
 - 9.3 RCMP Protocols DV
 - 9.4 Elder Abuse
 - 9.5 Ponoka Rimbey Adult Learning Council
 - 9.6 International Volunteers Day
 - 9.7 Alberta Health Services – Vision for Health Care in the Future
 - 9.8 ASCHA Interview – Best Practices
- 16-12-07 MOTION:** By: I. Steeves: That the Director's Reports be accepted as information.

CARRIED

10. NEW BUSINESS
- 10.1 Retirement for Glenn Woollard
 - 10.2 2016 FCSS Board Retreat Notes
- 16-12-08 MOTION:** By: I. Steeves: That the 2016 Rimbey FCSS Board Retreat notes be accepted as information.

CARRIED

10.3 Strategic Plan Rimbey FCSS 2017-2020

16-12-09 MOTION: By: F. Pilgrim: That the draft 2017-2020 Rimbey FCSS Strategic Plan be adopted.

CARRIED

10.4 2017 Rimbey Operational Plans

16-12-10 MOTION: By: M. Josephison: That the draft template for the 2017 Rimbey FCSS Operational Plan be accepted and that administration be directed to proceed with gathering input from agency leadership, clients and community to develop the 2017 Operational Plan.

CARRIED

10.5 Mask fitting equipment purchase

16-12-11 MOTION: By: P. Weeks: That administration proceeds with the purchase of staff mask fitting equipment and supplies at the expense of the agency.
Seconded by: I. Wegmann

CARRIED

10.6 Canada Summer Jobs 2017 application

16-12-12 MOTION: By: J. Webb: That administration proceeds with the funding applications for funding for summer temporary staff for up to two people.

CARRIED

10.7 CSS/FCSS 2017 funding agreement

16-12-13 MOTION: By: J. Webb: That administration be directed to enter into a funding agreement for the 2017 calendar year up to \$5000.00 with Catholic Social Services to provide community family counselling services.

CARRIED

10.8 Big Brothers & Big Sisters 2017 funding agreement

16-1-14 MOTION: By: M. Josephison: That administration be directed to enter into a funding agreement for the 2017 calendar year up to \$10,000.00 with Ponoka Youth Centre to provide the community the Big Brothers and Big sisters in school mentoring program.

CARRIED

10.9 Good Samaritan- medical alert agreement

16-12-15 MOTION: By: I. Wegmann: That administration enter into an agreement with Good Samaritan Society of Edmonton and Rimbey Community Home Help Service Association to provide the Telecare system and service to the community.

CARRIED

10.10 Ponoka FCSS Board & Rimbey FCSS Board meeting

16-12-16 MOTION: By I. Wegmann: That the Ponoka FCSS Board be invited to meet with the Rimbey FCSS Board and have supper at the expense of the agency and following to tour the Rimbey Food Bank facility.
Seconded by: J. Webb

CARRIED

11. Progress Report on 2016 Operational Plan Chart
16-12-17 MOTION: By: I. Steeves: That the current 2016 Operational Plan chart progress report be accepted as information.

CARRIED

12. Workplace Health & Safety
12.1 Workplace Health & Safety Committee- no report

13. Review of Statistics
13.1 Home Care & Home Support Client totals
16-12-18 MOTION: By: J. Webb: To accept the Home Care & Home Support Statistics as information.

CARRIED

- 13.2 Monthly Program Statistics
16-12-19 MOTION: By: F. Pilgrim: To accept the Monthly Program Statistics as information.

CARRIED

- 13.3 Client Safety Report – review at next meeting

14. Correspondence
14.1 Payroll Memo
14.2 FCSSAA Highlights
14.3 Thank you

15. NEXT MEETING DATES: No meeting in January, 2017
February 15, 2017
March 15, 2017- AGM

16. ADJOURNMENT
16-11-20 MOTION: By: N. Hartford: That the meeting adjourns at 11:45 a.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
February 15, 2017
3:00 p.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
I. Wegmann, Board Member
J. Webb, Board Member
P. Weeks, Board Member
M. Josephison, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: B. Coulthard, Board Member

1. The meeting was called to order by N. Hartford at 3:00 p.m.

2. APPROVAL OF AGENDA

16-12-01 MOTION: By: F. Pilgrim: That the agenda be adopted with the following additions:

- 5.3 FCSS Funding Agreement with CSS for 2017
- 5.4 FCSS Funding Agreement with Ponoka Youth Centre for BBBS program
- 5.5 FCSS and Good Samaritan agreement for Medical Alert Program

CARRIED

3. PREVIOUS MEETING MINUTES – December 20, 2016

16-12-02 MOTION: By: I. Wegmann: That the Minutes of the December 20, 2016 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Ponoka FCSS Board and staff will join the Rimbey FCSS Board and staff at 5 p.m. at the church of the Nazarene for supper and a tour of the Rimbey Food Bank and a presentation from the Executive Director of Food Banks Alberta.

5. OLD BUSINESS

- 5.1 Canada Summer Job- application submitted for summer help.
- 5.2 Alberta STEP funding application submitted for summer help.
- 5.3 FCSS Funding Agreement with CSS for 2017 counseling services signed.
- 5.4 FCSS funding agreement with Ponoka Youth Centre for BBBS program signed.
- 5.5 FCSS and Good Samaritan agreement signed for medical alert program.

6. FINANCE

6.1 January 18, 2017 Finance Committee Meeting Minutes/Highlights

16-12-03 MOTION: By: I. Steeves: That the Minutes of the January 18, 2017 Finance Committee meeting be accepted as information.

CARRIED

6.2 February 15, 2017 Finance Committee Meeting Minutes highlights
16-12-04 MOTION: By: I. Steeves: That the Minutes of the February 15, 2017 Finance Committee meeting be accepted as information.

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Community Information & Referral Centre
- 7.5 Volunteer Income Tax
- 7.6 Welcome to Canada
- 7.7 Rainbows
- 7.8 Food Bank

17-02-05 MOTION: By: P. Weeks : That two staff attend the Food Banks Alberta meeting in Three Hills on March 1, 2017 at the expense of Rimbey Food Bank.

CARRIED

7.9 Volunteer Services

17-02-06 MOTION: By: J. Webb: That the agency contribute \$300.00 towards Rimbey & District's 2017 National Volunteer Week event to help cover costs.
Seconded by: I. Wegmann

CARRIED

- 7.10 Palliative Care
- 7.11 Medical Alert
- 7.12 Volunteer Visitor
- 7.13 Meals on Wheels
- 7.14 Kitz 4 Kidz
- 7.15 Adult Day Support
- 7.16 Community Kitchen
- 7.17 Information Technology
- 7.18 Rimbey Parent Link Centre
- 7.19 Healthy Families/Young Parent Outreach
- 7.20 Family Resource Library
- 7.21 Big Brothers Big Sisters – quarterly report
- 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
- 7.23 Catholic Social Services Family Counselling

16-12-07 MOTION: By: F. Pilgrim: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT COMMITTEE – February 9, 2017 draft meeting minutes

17-02-08 MOTION: By: J. Webb: To accept these minutes as information.

CARRIED

9. DIRECTOR'S REPORT

- 9.1 AHS- Home Care & ADSP audit
- 9.2 Ponoka –Rimbey Adult Learning updates
- 9.3 Alberta Continuing Care Association
- 9.4 Rimbey Women's conference
- 9.5 Rimbey Home Care Manager Announcement
- 9.6 Provincial Emergency Social Services Framework
- 9.7 Rimbey and District Volunteer Week Committee

16-12-09 MOTION: By: I. Steeves: That the Director's Reports be accepted as information.

CARRIED

10. NEW BUSINESS

10.1 Falls Prevention Project

17-02-10 MOTION: By: M. Josephison: That the agency reimburse the one staff and volunteer for mileage and registration to attend the Falls Prevention Coalition meeting at Red Deer County.

CARRIED

10.2 ASCHA Conference

17-02-11 MOTION: By: P. Weeks : That 2 staff and 3 board members attend the ASCHA Conference on March 22-24, 2017 in Edmonton at the expense of the agency.

CARRIED

10.3 Healthy Families Contract extension

17-02-12 MOTION: By: F. Pilgrim: To accept the Healthy Families contract extension to March 31, 2018.

CARRIED

10.4 Health Care Program Leadership Proposal

17-02-13 MOTION: By: I. Wegmann: That the pilot project for leadership of the Health Care Programs be accepted at the expense of the agency, effective immediately.

CARRIED

10.5 2017 Rimbey Trade Fair

17-02-14 MOTION: By: J. Webb: That the agency have a booth at the April 21 & 22, 2017 Rimbey Trade Fair at the expense of the agency.

CARRIED

10.6 BBBS Bowl-a-thon

17-02-15 MOTION: By: F. Pilgrim: That the agency sponsors the 2017 Big Brothers Big Sisters Bowl-a-thon fundraiser for \$150.00.

CARRIED

10.7 West Central FCSSAA Spring Meeting

17-02-16 MOTION: By: I. Steeves: That one staff and all Board members who wish to do so, attend the West Central FCSSAA Spring meeting on May 10, 2017 in Three Hills at the expense of the agency.

CARRIED

10.8 2017 FCSS Block Party Proposal

17-02-17 MOTION: By: P. Weeks: That the agency support the proposal for the 2017 FCSS Block Party with a \$5900.00 project budget.

CARRIED

10.9 2017 Christmas Hamper Proposal

17-02-18 MOTION: By: J. Webb: That the proposed plan for changing the Christmas Hamper Program in 2017 be accepted and staff be directed to prepare strategies for this to happen.

CARRIED

10.10 ASCHA Membership

10.11 Central Alberta Regional Non-Violence Coalition

17-02-19 MOTION: By: I. Steeves: That the agency enters into an agreement to support the vision and mandate of the Regional Vision for Nonviolence Coalition by participating in education and awareness.

CARRIED

10.12 2017 Operational Plan

17-02-20 MOTION: By: I. Steeves: That the 2017 FCSS Operational Plan be accepted as presented.

CARRIED

10.13 2017-2019 Strategic Plan Update

17-02-21 MOTION: By: J. Webb: That the 2017-2019 Strategic Plan be accepted as presented.

CARRIED

10.14 2017 FCSS Charity golf Tournament

17-02-22 MOTION: By: F. Pilgrim: That Rimbey FCSS/RCHHS host the 2017 Charity Golf Tournament on August 10, 2017 at the Spruce Haven Golf Resort and funds raised go towards home support services and programs.

CARRIED

11. Progress Report on 2016 Operational Plan Chart - 4th quarter report

16-12-23 MOTION: By: J. Webb: That the 2016 Operational Plan Chart report be accepted as information.

CARRIED

12. Workplace Health & Safety

12.1 Workplace Health & Safety Committee- 4th quarter report and December 28, 2016 Meeting Minutes

16-12-24 MOTION: By: J. Webb: To accept the Workplace Health & Safety Committee 4th quarter report and December 28, 2016 Meeting Minutes as information.

CARRIED

13. Review of Statistics

13.1 Home Care & Home Support Client totals

16-12-25 MOTION: By: P. Weeks: To accept the Home Care & Home Support Statistics as information.

CARRIED

13.2 Monthly Program Statistics

16-12-26 MOTION: By: I. Steeves: To accept the Monthly Program Statistics as information.

CARRIED

13.3 Client Safety Report

16-12-27 MOTION: By: F. Pilgrim: To accept the Client Safety Report as information.

CARRIED

14. Correspondence
14.1 Payroll Memo
14.2 FCSSAA Board Highlights
14.3 AHVNA Newsletter
14.4 Human Services
15. NEXT MEETING DATES: FCSS AGM March 15, 2017- Lunch to follow
April 19, 2017
May 17, 2017
June 21, 2017
16. ADJOURNMENT
16-11-28 MOTION: By: J. Webb: That the meeting adjourns at 4:55 p.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
March 15, 2017
10:00 a.m. Rimbey Provincial Building

Present:

N. Hartford, Chairperson
I. Steeves, Vice Chairperson
P. Weeks, Board Member
M. Josephison, Board Member
J. Webb, Board Member
F. Pilgrim, Board Member
I. Wegmann, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: B. Coulthard, Board Member

1. CALL TO ORDER
The meeting was called to Order by Chairperson: N. Hartford at 10:04 a.m.
2. APPROVAL OF AGENDA
17-03-01 MOTION: By: J. Webb: That the agenda be adopted as presented.

CARRIED
3. PREVIOUS MEETING MINUTES – February 15, 2017
17-03-02 MOTION: By: J. Webb: That the minutes of the February 15, 2017 Meeting be adopted with the following corrections:
10.12 remove “or with the following corrections.”
10.13 remove “or with the following corrections.”

CARRIED
4. BUSINESS ARISING FROM THE MINUTES
5. OLD BUSINESS
5.1 Ponoka FCSS supper meeting recap
6. FINANCE
6.1 March 15, 2017 Finance Committee Meeting Minutes/Highlights
17-03-03 MOTION: By: I. Steeves: That the Minutes of the March 15, 2017 Finance Committee Meeting be accepted as information.

CARRIED
7. WRITTEN REPORTS
7.1 Home Support/Personal Care
7.2 Compass Program
7.3 Education Coordinator
7.4 Community Information & Referral Centre
7.5 Volunteer Income Tax
7.6 Welcome to Canada

7.7 Rainbows

7.8 Food Bank- funding application- rural transportation & kitchen funding

17-03-04 MOTION: By: I. Steeves: That The FCSS Board support the Rimbey Food Bank's application to Food Banks Canada for funding for the enhancement of the Community Kitchen for equipment, food, rental funds and resources.

CARRIED

17-03-05 MOTION: By: J. Webb : That the FCSS Board support the Rimbey Food Bank's application for funding from Food Banks Canada for the rural transportation grant to help cover shipping and delivery costs.

CARRIED

17-03-06 MOTION: By: P. Weeks : That the FCSS Board support the Rimbey Food Bank's application for conference subsidy from Food Banks Alberta for the Food Banks Canada National conference in Calgary in June 2017.

CARRIED

17-03-07 MOTION: By: M. Josephson: That the Agency send two staff and two volunteers to the Food Banks Canada National conference at the expense of the agency.

CARRIED

7.9 Volunteer Services-funding request

17-03-08 MOTION: By: F. Pilgrim: That one hundred fifty Volunteer Canada 150 pins be purchased for \$630.00 to be used to recognize volunteers in the community during Canada's 150th anniversary.
Seconded by: I. Wegmann

CARRIED

7.10 Palliative Care

17-03-09 MOTION: P. Weeks: That the FCSS Board support one staff to attend the Alberta Hospice and Palliative Roadshow workshop in Olds on June 14th, 2017 at the expense of the agency.
Seconded by I. Steeves

CARRIED

7.11 Medical Alert

7.12 Volunteer Visitor

7.13 Meals on Wheels

7.14 Kitz 4 Kidz

7.15 Adult Day Support

7.16 Community Kitchen

7.17 Information Technology

7.18 Healthy Families/Young Parent Outreach

7.19 Rimbey Parent Link Centre

- 7.20 Family Resource Library
- 7.21 Big Brothers Big Sisters - quarterly, no report at this time
- 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
- 7.23 Catholic Social Services Family Counselling - quarterly, no report at this time

17-03-10 MOTION: By: I. Wegmann: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- no report

- 9. DIRECTOR'S REPORT

- 9.1 Food Banks Alberta- Regional Meeting
- 9.2 ASCHA membership- update
- 9.3 Ponoka Rimbey Adult Learning Society-update
- 9.4 Rimbey Women's Conference- recap
- 9.5 Seniors Education Series

17-03-11 MOTION: By: I. Steeves: That the Director's Report be accepted as information.

CARRIED

- 10. NEW BUSINESS

- 10.3 RCHHS Annual Meeting

- a) Recess FCSS Meeting

MOTION: By: N. Hartford: That the March 15, 2017 FCSS Meeting recess at 10:20 a.m. in order that the RCHHS Annual General Meeting be called in order to comply with Society Act Regulations.

CARRIED

- b) Call to Order

The RCHHS Annual General Meeting was called to order by Chairperson: N. Hartford at 10:21 a.m.

CARRIED

- c) Election – Chairperson

MOTION: By: M. Josephson: To nominate N. Hartford.
P. Weeks moved that nominations cease.

CARRIED

N. Hartford was declared Chairperson.

- d) Election – Vice Chairperson

MOTION: By: N. Hartford: To nominate: I. Steeves.
F. Pilgrim moved that nominations cease.

CARRIED

I. Steeves was declared Vice Chairperson.

e) Election – Finance Committee (current committee: N Hartford, I. Steeves, M. Josephison and J. Webb as an alternate)

MOTION: By: J. Webb: To keep the current members of the Finance Committee.

CARRIED

N Hartford, I. Steeves, M. Josephison and J. Webb as an alternate are declared to sit on the Finance Committee.

f) Election – Quality Improvement/Risk Management Committee (current policy committee is B. Coulthard, P. Weeks, M. Josephison, N. Hartford, F. Pilgrim, M. Larsen, B. Soderberg, P. Makofka, C. Simpson and members at large, A. Ring and V. Schneider)

MOTION: By: M. Josephison: To keep the current members of the Quality Improvement/Risk Management Committee.

CARRIED

B. Coulthard, P. Weeks, M. Josephison, N. Hartford, F. Pilgrim, M. Larsen, B. Soderberg, P. Makofka, C. Simpson and members at large, A. Ring and V. Schneider are declared to sit on the Quality Improvement/Risk Management Committee.

g) Election of Workplace Health & Safety Committee (current committee is F. Pilgrim, C. Simpson, L. Baker, N. Bauer, I. Wegmann, P. Makofka, J. Adams, and A. Bresnahan)

MOTION: By: I. Steeves: To keep the current members of the Workplace Health & Safety Committee.

CARRIED

F. Pilgrim, C. Simpson, L. Baker, N. Bauer, I. Wegmann P. Makofka, J. Adams, and A. Bresnahan and are declared to sit on the Workplace Health & Safety Committee.

h) Appointment of FCSS Board Members to RCHHS Board

MOTION: By: P. Weeks: That the FCSS Board Members be appointed the RCHHS Board and continue to act as one Board.

CARRIED

i) RCHHS Annual Report for 2015 – Tabled to the next meeting, April 12, 2017.

MOTION: By: N. Hartford: That the March 15, 2017 RCHHS Annual General Meeting recess at 10:44 a.m. in order to resume the March 15, 2017 FCSS Board Meeting.

N. Hartford reconvened the FCSS Board Meeting at 10:45

10.4 FCSS/RCHHS Staff Wage Review – effective April 1, 2017

17-03-12 MOTION: By: I. Steeves: That the Health Care Aide staff pay scale will increase \$1.00/hr. across the grid, effective April 1, 2017. Seconded by I. Wegmann

CARRIED

17-03-13 MOTION: By: F. Pilgrim: That the Healthy Families, Reception, Administrative Assistant, Volunteer Coordinator, I.T., CIRC, and Family Resource Library staff pay scale will increase \$ 1.00 /hr. across the grid, effective April 1, 2017. Seconded by: I. Steeves

CARRIED

17-03-14 MOTION: By P. Weeks: That the "Summer Student" position be at a rate of up to \$13.50/hr. effective April 1, 2017. Seconded by: F. Pilgrim

CARRIED

17-03-15 MOTION: By I. Steeves: That the Community Kitchen Coordinator pay will increase to \$135.00 per kitchen, effective April 1, 2017. Seconded by: M. Josephison

CARRIED

17-03-16 MOTION: By I. Steeves: That the Health Care Programs Coordinator and the Office Manager/Quality Improvement/ Accreditation Coordinator pay will increase \$2000.00 to the annual salary as outlined in the signed contract, effective April 1, 2017. Seconded by: I. Wegmann

CARRIED

N. Hartford exited the meeting at this point and I. Steeves assumed the chair.

17-03-17 MOTION: By: M. Josephison: That the On Call After Hours Supervision task be increased to \$20.00 per day, effective April 1, 2017. Seconded by: P. Weeks

CARRIED

N. Hartford joined the meeting and again assumed the chair.

10.6 Falls Prevention- funding agreement

17-03-18 MOTION: By: F. Pilgrim: That the Agency agree to the terms of the New Horizons Grant and accept the \$25,000.00 grant for a falls prevention program in the community effective April 1, 2017 until March 31, 2018.

CARRIED

10.7 Years of Service Awards: M. Josephison 15 years, N. Hartford 20 years, Paul McLauchlin 10 years.

10.8 Disaster Social Services

17-03-19 MOTION: By: I. Steeves: That three staff attend the Emergency Social services Network training in Red Deer on April 4th, 2017 and that one staff attend on April 5th, 2017 at the expense of the agency.

CARRIED

10.9 Healthy Families Contract renewal

17-03-20 MOTION: By: J. Webb: That the Rimbey FCSS Board agree to the terms of the Healthy Families agreement and authorization of the Executive Director to sign the agreement on behalf of the agency.

CARRIED

10.10 FCSS Directors Network

17-03-21 MOTION: By: P. Weeks: That one staff attends the 2017 FCSS Directors' Network conference on May 3-5, 2017 in Canmore at the expense of the Agency.
Seconded by: F. Pilgrim

CARRIED

10.1 Delegation – Casey Kooyman and Carol Kuirinlahti from BDO LLP

Casey Kooyman and Carol Kuirinlahti joined the meeting at this point.

10.2 Delegation – Paul McLaughlin Ponoka County Reeve and Rick Pankiw – Town of Rimbey Mayor – Regrets, unable to attend

J. Adams exited the meeting and C. Simpson joined the meeting at this point.

N. Hartford recessed the FCSS Board meeting at 11:00 in order to reconvene the RCHHS Annual General Meeting at 11:01 a.m.

j) Appointment of Accountant

MOTION: By: I. Steeves: That the accounting firm of BDO is appointed as the Agency's accountant for review of financials for 2017.
Seconded by: P. Weeks

CARRIED

k) Financial Statements

MOTION: By: I. Wegmann: That the 2016 Financial Statements be adopted as presented, signed by the Chair and Vice Chair of the Board and forwarded to the proper authorities, subject to review of Healthy Families, Golf Tournament, Parent Link and Ponoka County Special Projects revenue rollover.
Seconded: By J. Webb

CARRIED

l) Adjournment of RCHHS Meeting

MOTION: By: N. Hartford: That the RCHHS Annual General Meeting adjourns at 12:05 p.m.

CARRIED

C. Simpson exited the meeting at this point.

m) Reconvene FCSS Meeting

Chairperson: N. Hartford reconvened the FCSS Meeting after lunch at 12.45 p.m.

J. Adams rejoined the meeting at this point.

11. Progress Report on 2017-2019 Operational Plan - not at this time (Quarterly)
12. Workplace Health & Safety Committee - not at this time (Quarterly)

- 13. Review of Statistics
 - 13.1 Home Care & Home Support Client totals
 - 13.2 Monthly Program Statistics
 - 13.3 Client Safety Reports first ¼ available in April

17-03-22 MOTION: By: J. Webb: To accept the review of the above reports and statistics as information.

CARRIED

- 14. CORRESPONDENCE
 - 14.1 February Payroll Memo
 - 14.2 Employment Placement and Support Services
 - 14.3 Rimbey Women's Conference thank you

- 15. NEXT MEETING DATES: April 12, 2017
May 17, 2017
June 14, 2017

J. Adams exited the meeting.

- 16. Executive Director's Annual Performance review

P. Makofka exited the meeting at this point.

10.5 Executive Director's Wage Review

17-03-23 MOTION: By: J. Webb: After a Board discussion the Executive Director will receive a \$2000.00 annual increase as outlined in the signed contract effective April 1, 2017. Seconded: By I. Wegmann

CARRIED

P. Makofka joined the meeting at this point.

- 17. ADJOURNMENT
17-03-24 MOTION: By: J. Webb: That the FCSS Board meeting adjourns at 1:35 p.m.

CARRIED

- 18. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
April 12, 2017

10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
I. Wegmann, Board Member
J. Webb, Board Member
P. Weeks, Board Member
P. Makofka, Executive Director
C. Simpson, Recording Secretary

Regrets: B. Coulthard, Board Member
M. Josephson, Board Member

1. The meeting was called to order by N. Hartford at 10:00 a.m.
2. APPROVAL OF AGENDA
17-04-01 MOTION: By: P. Weeks: That the agenda be adopted as presented or with the following additions:
8. QIRM Recommendations

CARRIED

3. PREVIOUS MEETING MINUTES – March 15, 2017
17-04-02 MOTION: By: J. Webb: That the Minutes of the March 15, 2017 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES - none

5. OLD BUSINESS

- 5.1 Volunteer Week Appreciation Event reminders- April 24, 2017
- 5.2 West Central FCSSAA meeting-May 10 in Three Hills at 11:45a.m.
- 5.3 Rimbey FCSS/RCHHS Annual Report 2016
17-04-03 MOTION: By: I. Steeves: That the Rimbey FCSS/RCHH Annual Report for 2016 be adopted as presented.

CARRIED

6. FINANCE

- 6.1 April 12, 2017 Finance Committee Meeting Minutes highlights
17-04-04 MOTION: By: I. Steeves: That the Minutes of the April 12, 2017 Finance Committee meeting be accepted as information.

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
17-04-05 MOTION: By: F. Pilgrim: That a locking medications cart be purchased for use at the Manor. Seconded by: J. Webb

CARRIED

- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Community Information & Referral Centre

- 7.5 Volunteer Income Tax
- 7.6 Welcome to Canada
- 7.7 Rainbows
- 7.8 Food Bank
- 7.9 Volunteer Services

17-04-06 MOTION: By: P. Weeks: Approval is given to K. Winters to host a spring luncheon in June for FCSS volunteers, funded up to \$100.00 by the agency.

Seconded by: F. Pilgrim

CARRIED

- 7.10 Palliative Care
- 7.11 Medical Alert
- 7.12 Volunteer Visitor
- 7.13 Meals on Wheels
- 7.14 Kitz 4 Kidz
- 7.15 Adult Day Support
- 7.16 Community Kitchen
- 7.17 Information Technology
- 7.18 Rimbey Parent Link Centre – no report at this time
- 7.19 Healthy Families/Young Parent Outreach
- 7.20 Family Resource Library
- 7.21 Big Brothers Big Sisters – quarterly report
- 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
- 7.23 Catholic Social Services Family Counselling – no report at this time

17-04-07 MOTION: By: F. Pilgrim: That the Written Reports be accepted as information.

CARRIED

8. **QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – highlights**

- 8.1 Committee recommendations:
- a) Health Care Programs to research better glove prices & supplier
 - b) I.T. costs- admin to research options and move forward with most effective & cost efficient option
 - c) Paper usage at meetings- trial using monitors and project information onto wall to save paper.
 - d) MOW- concerns of resistance to change orders by Manor staff- administration to have staff work harder at having better relationships with staff & seek solutions
 - e) Volunteer visitor program- concerns with program issues- advised to try structured visiting times, group visitors to facilities and for coordinator to research other ideas by networking with other coordinators
 - f) Policy review of new and revised policies:

New:

- Handling Biohazardous Materials
- Staff Health Management
- Workplace Violence
- Dress Code

Revised:

- Program Recipient Eligibility
- Rights and responsibilities of clients
- Unsafe assistive and other equipment
- Chairperson & Board Job Descriptions
- Health Care Aide pay schedule
- Quality Improvement & Risk management committee
- Medication Assistance Program (MAP)
- Communicable Disease Control
- Part-time Office Staff Overtime
- Health Region Policy & Procedures
- Client Abuse Protocol

- Introduction
- All job descriptions
- Rights and responsibilities of staff

17-04-08 MOTION: By: J. Webb: That Policies PER-430.14 & ADM 230.14 "Rights and Responsibilities of Staff" be amended to read, "Request advances in writing by the 10th of the month up to 65% of funds earned to date in that month.

Seconded by: I. Steeves

CARRIED

- g) FCSS server- advised admin staff to re-organize and clean up stored information on server in preparation for Accreditation Canada survey this fall.

17-04-09 MOTION: By: J. Webb: To accept the recommendations made by the Quality Improvement/Risk Management Committee.

CARRIED

9. DIRECTOR'S REPORT

- 9.1 Agency Insurance report
- 9.2 ASCHA Conference report
- 9.3 AHS Long Range Planning
- 9.4 ICS-100 review- FCSS staff & Town staff
- 9.5 AHS- New Home Care Manager
- 9.6 Home Care contract renewal discussions

17-04-10 MOTION: By: P. Weeks: That the Director's Reports be accepted as information.

CARRIED

10. NEW BUSINESS

- 10.1 Ponoka County Special Projects

17-04-11 MOTION: By: P. Weeks: That the Board recommends the approved Ponoka County Special Project applications be submitted for the specific amounts requested by each organization to Ponoka County for consideration.

CARRIED

- 10.2 Healthy Workplace Conference

17-04-12 MOTION: By: I. Steeves: That the Agency send one staff to attend the Healthy Workplace Workshop at the U of A on Oct. 13th, 2017 at the expense of the Agency.

Seconded by: J. Webb

CARRIED

- 10.3 S4S- Sessions for seniors

17-04-13 MOTION: By: I. Steeves: That coffee and a snack will be provided on a rotation basis of every third meeting for S4S meetings at the expense of the agency.

Seconded by: F. Pilgrim

CARRIED

- 10.4 Hazard Identification- governance body

- 10.5 FCSS Director's Network- request

17-04-14 MOTION: By: J. Webb: That the Board approve sending one additional staff member to the FCSS Director's Network on May 3rd – 5th, 2017 in Canmore at the expense of the agency.

Seconded by: F. Pilgrim

CARRIED

11. Progress Report on 2017-2019 Operational Plans Chart -review progress
17-04-15 MOTION: By: J. Webb: That the 2016 Operational Plan Chart report is accepted as information.

CARRIED

12. Workplace Health & Safety
12.1 Workplace Health & Safety Committee - May 17th @ 1:30 pm
13. Review of Statistics
13.1 Home Care & Home Support Client totals
17-04-16 MOTION: By: P. Weeks: To accept the Home Care & Home Support Statistics as information.

CARRIED

- 13.2 Monthly Program Statistics
17-04-17 MOTION: By: J. Webb: To accept the Monthly Program Statistics as information.

CARRIED

- 13.3 Client Safety Report – first ¼ report
17-04-18 MOTION: By: I. Steeves: To accept the Client Safety Report as information.

CARRIED

14. Correspondence
14.1 March Payroll Memo
14.2 FCSS Board meeting Highlights
15. NEXT MEETING DATES: Provincial Building Conference Room at 10:00 a.m.
May 17, 2017
June 14, 2017- one week early
September 20, 2017
16. Rimoka Board will join the Rimbey FCSS/RCHHS Board for lunch and an informal meeting at 12 noon.
17. ADJOURNMENT
17-04-19 MOTION: By: J. Webb: To adjourn the meeting at 11:50.
CARRIED
18. BOARD SHARING TIME

N. Hartford, Chairperson

C. Simpson, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
May 17, 2017
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
B. Coulthard, Board Member
F. Pilgrim, Board Member
J. Webb, Board Member
P. Weeks, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: I. Wegmann, Board Member
M. Josephson, Board Member

1. CALL TO ORDER by N. Hartford at 10:10 a.m.

2. APPROVAL OF AGENDA

17-05-01 MOTION: By: F. Pilgrim: That the agenda be adopted with the following additions:

10.13 Rodeo Parade Float
14.5 FCSSAA Board Meeting Minutes

CARRIED

3. PREVIOUS MEETING MINUTES – April 12th, 2017

17-05-02 MOTION: By: J. Webb: That the Minutes of the April 12th, 2017 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

5.1 Medication Cart purchase
5.2 FCSS West Central Spring Meeting
5.3 Ponoka County Special Projects
5.4 Summer Student funding

6. FINANCE

6.1 May 17, 2017 Finance Committee Meeting Minutes/Highlights

17-05-03 MOTION: By: I. Steeves: That the Minutes of the May 17th, 2017 Finance Committee meeting be accepted as information.

CARRIED

6.2 2018 Calendars & day timer books

17-05-04 MOTION: By: F. Pilgrim: That the Agency purchase calendars and day timers at the expense of the agency. Seconded by: I. Steeves

CARRIED

7. WRITTEN REPORTS

7.1 Home Support/Personal Care
7.2 Compass Program
7.3 Education Coordinator

- 7.4 Community Information & Referral Centre
 - 7.5 Volunteer Income Tax
 - 7.6 Welcome to Canada
 - 7.7 Rainbows
 - 7.8 Food Bank
 - 7.9 Volunteer Services
 - 7.10 Palliative Care
 - 7.11 Medical Alert
 - 7.12 Volunteer Visitor
 - 7.13 Meals on Wheels
 - 7.14 Kitz for Kidz
 - 7.15 Adult Day Support
 - 7.16 Community Kitchen
 - 7.17 Information Technology
 - 7.18 Parent Link Centre
 - 7.19 Healthy Families/Young Parent Outreach
 - 7.20 Family Resource Library
 - 7.21 Big Brothers Big Sisters – no report (quarterly)
 - 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
 - 7.23 Catholic Social Services Family Counselling – first quarter report
- 17-05-05 MOTION:** By: B. Coulthard: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- no report (quarterly)

- 9. DIRECTOR'S REPORT

- 9.1 Rimbey Trade Fair
- 9.2 Ponoka Regional Disaster Services Table Top
- 9.3 Volunteer Week
- 9.4 Director's Network
- 9.5 Senior's Week
- 9.6 Quality Assurance Staff Meeting report
- 9.7 Get out Get Active Challenge
- 9.8 Vision for Non-violence- education
- 9.9 Alberta Mental Health Review

17-05-06 MOTION: By: I. Steeves: That the Director's Reports be accepted as information.

CARRIED

- 10. NEW BUSINESS

- 10.1 2017 Charity Golf Tournament- updates
- 10.2 FCSS Board Retreat & Team Leaders Retreat- requests

17-05-07 MOTION: By: J. Webb: That the Board approve a one day Board Retreat on September 8th, 2017 at the expense of the agency up to \$1500.00.

Seconded by: B. Coulthard

CARRIED

17-05-08 MOTION: By: B. Coulthard: That the Board approves the Team Leaders Retreat at the expense of the agency up to \$6000.00.

Seconded by: F. Pilgrim

CARRIED

- 10.3 Alberta Continuing Care Association- members meeting

17-05-09 MOTION: By: B. Coulthard: That one staff attends the ACCA meeting in Calgary on May 18th, 2017 at the expense of the agency. Seconded by: I. Steeves

CARRIED

10.4 FCSS Family Barbeque July 6, 2017 at 5:00 pm

10.5 Alberta Food Banks AGM- Leduc

17-05-10 MOTION: By: J. Webb: That the Executive Director and the Food Bank Coordinator attend this meeting at the expense of the Food Bank. Seconded by: B. Coulthard

CARRIED

10.6 Physicians Recruitment Committee

17-05-11 MOTION: By: B. Coulthard: To support the Executive Director in a role within the Physicians Recruitment Committee.

CARRIED

10.7 2017 Health Care Aide Conference

17-05-12 MOTION: By: P. Weeks: That the Board approve sending up to five Health Care Aides to attend the NorQuest Conference in Edmonton on Friday Oct. 20th at the "early bird" rate of \$110.00 each, at the expense of the agency. Seconded by: B. Coulthard

CARRIED

J. Adams exited the meeting and C. Simpson joined the meeting.

10.8 I.T. Proposal

17-05-13 MOTION: By: J. Webb: That Rimbey Home Help Services Association enter into an I.T. Support agreement with Longhurst Consulting at \$1450.00 per month plus GST, on a month to month agreement to be reviewed November 2017. Seconded by: B. Coulthard

CARRIED

C. Simpson exited the meeting and J. Adams rejoined the meeting.

10.9 Falls Prevention Spring Walk

10.10 ACCA-IQ Conference

17-05-14 MOTION: By: J. Webb: To send two staff members to the ACCA-IQ Conference in Red Deer on Sept. 26-28 at the expense of the agency. Seconded by: F. Pilgrim

CARRIED

10.11 Senior's Week Celebration – June 4th – 10th, 2017 at 2:00 p.m. at the Rimbey Drop In Centre

17-05-15 MOTION: By: J. Webb: That the Board contributes \$300.00 to the event from FCSS. Seconded by: P. Weeks

CARRIED

10.12 Volunteer Alberta AGM & Data 4 Impact Workshop

17-05-16 MOTION: By: B. Coulthard: To send two staff members, the Executive Director and Volunteer Coordinator, to the Volunteer Alberta AGM and Workshop on June 12th-13th, 2017 in Edmonton at the expense of the agency and to apply for the Volunteer Alberta subsidy to offset expenses. Seconded by: I. Steeves

CARRIED

10.13 Parade Float request

17-05-17 MOTION: By: J. Webb: That FCSS/RCHHS contribute up to \$300.00 for decorations & candy to prepare a float for the Rimbey Rodeo Parade on July 8, 2017. Seconded by: B. Coulthard

CARRIED

11. Progress Report on 2017 Goals & Objectives- next report July 2017

12. Workplace Health & Safety Committee - Next meeting: May 17, 2017 @1:30 p.m.
13. Review of Statistics
13.1 Home Care & Home Support Client totals
17-05-18 MOTION: By: P. Weeks: To accept the Home Care & Home Support Statistics as information.

CARRIED

- 13.2 Monthly Program Statistics
17-05-19 MOTION: By: F. Pilgrim: To accept the Monthly Program Statistics as information.

CARRIED

13.3 Client Safety Reports – no report (quarterly) next report in July.

14. CORRESPONDENCE
- 14.1 May Payroll Memos
 - 14.2 Rimbey & Area Community Newsletter
 - 14.3 Minister of Health Funding announcement
 - 14.4 Thank you – E. Breton
 - 14.5 FCSSAA Board Meeting Minutes

15. NEXT MEETING DATES: June 14, 2017 at 10:00 a.m.
 September 20, 2017
 October TBA

16. ADJOURNMENT
17-05-20 MOTION: By: N. Hartford: To adjourn the meeting at 11:50 a.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 14, 2017
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson (entered mtg. at 11:35 a.m.)
B. Coulthard, Board Member
F. Pilgrim, Board Member
J. Webb, Board Member
P. Weeks, Board Member
I. Wegmann, Board Member
M. Josephison, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets:

1. CALL TO ORDER by: N. Hartford at 10:00 a.m.
2. APPROVAL OF AGENDA
17-06-01 MOTION: By: B. Coulthard: That the agenda be adopted with the following additions:

5.2 Years of Service – M. Josephison
10.9 Committee Terms of Reference
10.10 Board Participation
10.11 Home Support Rates
10.12 Server Issues

CARRIED
3. PREVIOUS MEETING MINUTES – May 17th, 2017
17-06-02 MOTION: By: J. Webb: That the Minutes of the May 17th, 2017 Board Meeting be adopted as presented.

CARRIED
4. BUSINESS ARISING FROM THE MINUTES
4.1 AB STEP Grant funding approval
5. OLD BUSINESS
5.1 FCSS Summer Barbecue – July 6th, 2017
5.2 Years of Service Award - M. Josephison
6. FINANCE
6.1 June 14, 2017 Finance Committee Meeting Minutes/Highlights
17-06-03 MOTION: By: M. Josephison: That the Minutes of the June 14th, 2017 Finance Committee meeting be accepted as information.

CARRIED
7. WRITTEN REPORTS
7.1 Home Support/Personal Care
7.2 Compass Program
7.3 Education Coordinator
7.4 Community Information & Referral Centre (see 10.5)
7.5 Volunteer Income Tax
7.6 Welcome to Canada

- 7.7 Rainbows
- 7.8 Food Bank
- 7.9 Volunteer Services
- 7.10 Palliative Care
- 7.11 Medical Alert
- 7.12 Volunteer Visitor
- 7.13 Meals on Wheels

17-06-04 MOTION: By: P. Weeks: To accept and sign the amended Meals on Wheels contract with Rimoka and the Parkland Manor. Seconded by: M. Josephison

CARRIED

- 7.14 Kitz 4 Kidz
- 7.15 Adult Day Support
- 7.16 Community Kitchen
- 7.17 Information Technology
- 7.18 Healthy Families/Young Parent Outreach
- 7.19 Parent Link Centre
- 7.20 Family Resource Library
- 7.21 Big Brothers Big Sisters – no report (quarterly)
- 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
- 7.23 Catholic Social Services Family Counselling – quarterly

17-06-05 MOTION: By: B. Coulthard: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- June 1st, 2017 Minutes

17-06-06 MOTION: By: J. Webb: That the Minutes of the June 1st, QIRM Meeting be adopted as presented.

CARRIED

- 9. DIRECTOR'S REPORT

- 9.1 ACCA Members
- 9.2 BYAS
- 9.3 FCSS regulations
- 9.4 Falls Prevention
- 9.5 Community Wellness Update
- 9.6 PRALC
- 9.7 Physician Attraction & Recruitment
- 9.8 C.A. FCSS Consortium
- 9.9 West Central FCSSAA
- 9.10 Central Zone AHS
- 9.11 Quality Assurance

17-06-07 MOTION: By: M. Josephison: That the Director's Reports be accepted as information.

CARRIED

- 10. NEW BUSINESS

- 10.1 2017 Charity Golf Tournament- updates
- 10.2 FCSS Board Retreat
- 10.3 FCSS Block Party
- 10.4 Family Resource Library
- 10.5 Grey Matters Conference

17-06-08 MOTION: By: B. Coulthard: That the Board approves sending two staff members to the Grey Matters Conference at the expense of the agency. Seconded by: F. Pilgrim

CARRIED

10.6 FCSS Office Closure – Aug. 10, 2017

17-06-09 MOTION: By: J. Webb: To close the FCSS/RCHHS office on Thursday, August 10th, 2017 for the FCSS Charity Golf Tournament.

CARRIED

10.7 AB Annual Service Letter HC & ADSP

10.8 Health & Safety Training

17-06-10 MOTION: By: I. Wegmann: To send one staff member to the CMHA Health & Safety Training on June 27th- 28th at the expense of the agency. Seconded by: M. Josephison

CARRIED

10.9 Committee Terms of Reference

I. Steeves joined the meeting at this point.

10.10 Board Participation

10.11 Home Support Rates

17-06-11 MOTION: By: B. Coulthard: Effective July 1st, 2017 the cap of Home Support services will be set at eight (8) hours per month, for the subsidized rate. Effective Sept. 1st, 2017 the subsidized rate will increase by \$3.00 per hour to \$15.00 per hour capped eight (8) hours per month. The next two (2) hours of Home Support services will be at the rate of \$22.50 per hour and additional hours after that charged at contract rate. Any AISH recipients' rates will be increased by \$3.00 per hour. Seconded by: I. Wegmann

CARRIED

10.12 Server Issues

17-06-12 MOTION: By: I. Wegmann: To purchase a new server from Longhurst Consulting. Seconded by: M. Josephison

CARRIED

11. Progress Report on 2017 Goals & Objectives- next report July 2017

12. Workplace Health & Safety Committee - Meeting: May 17, 2017

17-06-13 MOTION: By: J. Webb: To accept the Minutes of the May 17th Meeting with the following corrections as information.

- Add N. Hartford to committee - regrets

CARRIED

13. Review of Statistics

13.1 Home Care & Home Support Client totals

17-06-14 MOTION: By: B. Coulthard: To accept the Home Care & Home Support Statistics as information.

CARRIED

13.2 Monthly Program Statistics

17-06-15 MOTION: By: P. Weeks: To accept the Monthly Program Statistics as information.

CARRIED

13.3 Client Safety Reports – no report (quarterly) next report in July.

- 14. CORRESPONDENCE
 - 14.1 May Payroll Memos
 - 14.2 Community Newsletter
 - 14.3 Canada 150 Celebrations
 - 14.4 Speakers 4 Seniors
 - 14.5 FCSSAA Board Highlights
 - 14.6 Ponoka FCSS

- 15. NEXT MEETING DATES:
 - July & August – no meetings
 - September 8, 2017 – Board Retreat
 - September 20, 2017 – Board Meeting
 - October 18, 2017 – Board Meeting
 - Accreditation Survey – October 23-25
 - November 15, 2017 – Board Meeting
 - FCSSAA Conference – November 8-10

- 16. ADJOURNMENT
 - 17-06-16 MOTION:** By: F. Pilgrim: To adjourn the meeting at 12.05 p.m.

CARRIED

- 17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
September 20, 2017
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
B. Coulthard, Board Member
F. Pilgrim, Board Member
J. Webb, Board Member
M. Josephison, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: I. Wegmann, Board Member

1. CALL TO ORDER by: N. Hartford at 10:10 a.m.

2. APPROVAL OF AGENDA

17-09-01 MOTION: By: F. Pilgrim: That the agenda be adopted with the following additions:

10.11 Accreditation – B. Soderberg PowerPoint presentation “Let’s Talk”
10.12 2017 Strategic Plan and Retreat
10.13 AHS Contract Extension

CARRIED

3. PREVIOUS MEETING MINUTES – June 14, 2017

17-09-02 MOTION: By: F. Pilgrim: That the Minutes of the June 14, 2017 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES - None

5. OLD BUSINESS

5.1 Grey Matters Conference

5.2 Home Support-subsidized hours capped - rate changes effective September 1, 2017

5.3 New server installed

6. FINANCE

6.1 July 19th, August 16th and Sept. 20th, 2017 Finance Committee Meeting Minutes/Highlights

17-09-03 MOTION: By: I. Steeves: That the Minutes of the July 19th, 2017 Finance Committee meeting be accepted as information.

CARRIED

17-09-04 MOTION: By: I. Steeves: That the Minutes of the August 16, 2017 Finance Committee meeting be accepted as information.

CARRIED

17-09-05 MOTION: By: I. Steeves: That the Minutes of the September 20, 2017 Finance Committee meeting be accepted as information.

CARRIED

6.2 2018 FCSS/RCHHS Budget draft proposal

17-09-06 MOTION: By: J. Webb: To adopt the budget proposal and submit the 2018 FCSS/RCHHS Budget to the Town of Rimbey and Ponoka County for their consideration.

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Community Information & Referral Centre
- 7.5 Volunteer Income Tax
- 7.6 Welcome to Canada
- 7.7 Rainbows
- 7.8 Food Bank
- 7.9 Volunteer Services
- 7.10 Palliative Care
- 7.11 Medical Alert
- 7.12 Volunteer Visitor
- 7.13 Meals on Wheels
- 7.14 Kitz 4 Kidz
- 7.15 Adult Day Support
- 7.16 Community Kitchen
- 7.17 Healthy Families/Young Parent Outreach
- 7.18 Family Resource Library
- 7.19 Rimbey Parent Link Centre
- 7.20 Big Brothers Big Sisters – second quarter report
- 7.21 Catholic Social Services – (quarterly)
- 7.22 Information Technology
- 7.23 Office Manager
- 7.24 Quality Improvement
- 7.25 Accreditation Coordinator

17-09-07 MOTION: By: B. Coulthard: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- August 2, 2017 Minutes

17-09-08 MOTION: By: F. Pilgrim: That the Minutes of the August 2, QIRM Meeting be accepted as information.

CARRIED

9. DIRECTOR'S REPORT

- 9.1 HQCA Survey Results of Supportive Living Residents & Family Experiences
- 9.2 We All Play initiative
- 9.3 Rimbey & Area Early Child Development coalition
- 9.4 West Central FCSS Directors Planning
- 9.5 Taking Action against Elder Abuse
- 9.6 Ponoka Rimbey Adult Learning Society
- 9.7 Supported Well - Living Well
- 9.8 FCSS Staff & Family Barbeque
- 9.9 2017 Block Party & volunteer Fair
- 9.10 GST filed
- 9.11 Central Alberta FCSS Consortium
- 9.12 Inform Canada

17-09-09 MOTION: By: B. Coulthard: That the Director's Reports be accepted as information.

CARRIED

10. NEW BUSINESS

10.1 Community Group Grant- Letter of Inquiry
10.1 A. Family Counselling

17-09-10 MOTION: By: J. Webb: To offer support to the Catholic Social Services program for 2018 with a \$5000.00 contribution subject to approval of the RCHHS budget from the Town of Rimbey and Ponoka County at their budget process. Seconded by: M. Josephison

CARRIED

10.1 B. Big Brothers, Big Sisters

17-09-11 MOTION: By: J. Webb: To offer support to the Big Brothers, Big Sisters program for 2018 with a \$10,000.00 contribution subject to approval of the RCHHS budget from the Town of Rimbey and Ponoka County at their budget process. Seconded by: I. Steeves

CARRIED

10.2 Letter of Resignation - P. Weeks

17-09-12 MOTION: By: M. Josephison: To accept with regret, the letter of resignation from P. Weeks.

CARRIED

10.3 2016 Provincial Progress & Outcomes Report

17-09-13 MOTION: By: F. Pilgrim: To accept as information, that the Provincial Progress & Outcomes Report has been submitted.

CARRIED

10.4 Remembering When Conference

17-09-14 MOTION: By B. Coulthard: To allow P. Elliot and C. Simpson to attend the Remembering When Conference in Nashville Tennessee on Oct. 31st, Nov. 1st, 2nd, 3rd. Any additional expenses for travel, accommodations, food, as well as travel and health insurance are to be covered by the individuals themselves and the two staff attending will be paid regular hours of work by the agency. Seconded by: F. Pilgrim

CARRIED

10.5 2017 FCSS Charity Golf Tournament

17-09-15 MOTION: By: F. Pilgrim: That the FCSS Charity Golf Appreciation Lunch be held on October 17th, 2017 at the expense of the agency and that funds raised in the amount of \$18,000 be designated toward subsidizing the Home Support Program. Seconded by: I. Steeves

CARRIED

10.6 Rock 'n Rimbey

10.7 FCSSAA Conference- Nov. 8-10

17-09-16 MOTION: By: M. Josephison: That one staff member and as many Board members, who would like to attend, be allowed to participate in the FCSSAA Conference in Edmonton Nov. 8th -10th at the expense of the agency. Seconded by: I. Steeves

CARRIED

10.8 Staff Wellness conference

17-09-17 MOTION: By: J. Webb: That the Board approves the budget of \$750 for the Staff Wellness Conference on Oct. 28th, 2017. Seconded by: B. Coulthard

CARRIED

10.9 2017 AEMA Stakeholder Summit

17-09-18 MOTION: By: I. Steeves: That the Board approve P. Makofka to attend the 2017 AEMA Summit Dec. 5th- 6th, 2017 at the invitation and expense of the Town of Rimbey. Seconded by: B. Coulthard

CARRIED

10.10 ESSNA- Emergency Social Services Network of Alberta

B. Soderberg and C. Simpson joined the meeting at this point and J. Adams exited the meeting.

10.11 Accreditation - B. Soderberg - PowerPoint presentation: "Let's Talk Accreditation"

B. Soderberg and C. Simpson exited the meeting at this point.

10.12 2017 FCSS Strategic Plan and Board Retreat

17-09-19 MOTION: By: J. Webb: That the Board endorses the Strategic Plan as reviewed, with no changes, at the Board Retreat on September 8th, 2017.

CARRIED

J. Adams rejoined the meeting.

10.13 AHS Contract Extension

17-09-20 MOTION: By: Coulthard: To allow P. Makofka to sign the AHS contract extension on behalf of the agency.

CARRIED

11. Progress Report on 2017 Goals & Objectives- 2nd quarter report

17-09-21 MOTION: By: J. Webb : To accept as information, the Progress Report on 2017 Goals & Objectives- 2nd quarter report as presented.

CARRIED

12. Workplace Health & Safety Committee - next meeting October 24, 2017

13. Review of Statistics

13.1 Home Care & Home Support Client totals

17-09-22 MOTION: By: B. Coulthard: To accept the Home Care & Home Support Statistics as information.

CARRIED

13.2 Monthly Program Statistics

17-09-23 MOTION: By: F. Pilgrim: To accept the Monthly Program Statistics as information.

CARRIED

13.3 Client Safety Reports (second quarter) – No report at this time.

14. CORRESPONDENCE

14.1 Payroll Memos

14.2 FCSSAA- Call for resolutions

14.3 FCSSAA Board meeting Highlights

15. NEXT MEETING DATES: FCSSRCHHS Board meeting-October 17, 2017
Accreditation Survey on site-October 23-25, 2017
FCSS/RCHHS Board meeting-November 15, 2017
FCSSAA Conference November 8-10, 2017

16. ADJOURNMENT

17-09-24 MOTION: By: N. Hartford: To adjourn the meeting at 12:25 p.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES

Oct. 17, 2017

10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
B. Coulthard, Board Member
F. Pilgrim, Board Member
M. Josephson, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: I. Wegmann, Board Member
J. Webb, Board Member

1. CALL TO ORDER by: N. Hartford at 10:04
2. APPROVAL OF AGENDA
17-10-01 MOTION: By: B. Coulthard: That the agenda be adopted as presented.

CARRIED

3. PREVIOUS MEETING MINUTES – Sept. 20, 2017
17-10-02 MOTION: By: F. Pilgrim: That the Minutes of the Sept. 20, 2017 Board Meeting be adopted with the following changes:

Item 12: Date should read Oct. 24

CARRIED

4. BUSINESS ARISING FROM THE MINUTES - None
5. OLD BUSINESS
 - 5.1 2018 FCSS Budget submitted to Town of Rimbey & Ponoka County
 - 5.2 AEMA Summit
 - 5.3 2017 FCSS Board Strategic Planning & Retreat notes

17-10-03 MOTION: By: I. Steeves: That the 2017 FCSS Board Strategic Planning & Retreat notes be accepted as information.

CARRIED

- 5.4 Blindman Youth Action Centre lease agreement
17-10-04 MOTION: By: B. Coulthard: To authorize P. Makofka to sign the BYAS Lease agreement for the year 2018.
Seconded by: F. Pilgrim

CARRIED

6. FINANCE
6.1 Oct. 17th, 2017 Finance Committee Meeting Minutes/Highlights
17-10-05 MOTION: By: I. Steeves: That the Oct. 17th, 2017 Finance Committee Meeting Minutes/Highlights be accepted as information.

CARRIED

7. WRITTEN REPORTS
7.1 Home Support/Personal Care
7.2 Compass Program
7.3 Education Coordinator
7.4 Community Information & Referral Centre
7.5 Volunteer Income Tax
7.6 Welcome to Canada
7.7 Rainbows
7.8 Food Bank
17-10-06 MOTION: By: M. Josephison: That the Board give permission for K. Winters to join the Regional Meeting Committee for Food Banks Alberta for one term.

CARRIED

- 7.9 Volunteer Services
7.10 Palliative Care
7.11 Medical Alert
7.12 Volunteer Visitor
7.13 Meals on Wheels
7.14 Kitz 4 Kidz
7.15 Adult Day Support
7.16 Community Kitchen
7.17 Healthy Families/Young Parent Outreach
7.18 Family Resource Library
7.19 Rimbey Parent Link Centre
7.20 Big Brothers Big Sisters – third quarter report
7.21 Catholic Social Services – (quarterly – incomplete)
7.22 Information Technology
7.23 Office Manager
7.24 Quality Improvement
7.25 Accreditation Coordinator

17-10-07 MOTION: By: I. Steeves: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- October 5, 2017 meeting highlights and draft minutes.
17-10-08 MOTION: By: F. Pilgrim: To accept the Minutes of the Quality Improvement/Risk Management Meeting October 5th, 2017 as information and to adopt the recommended updated and new policies and include in the policy binder.

CARRIED

9. DIRECTOR'S REPORT
- 9.1 2018 Rimbey Women's Conference
17-10-09 MOTION: By: M. Josephison: That FCSS offers to the Rimbey Women's Conference, a committee member and administrative support for the 2018 conference.
- CARRIED**
- 9.2 Coordinated Community Response to Elder Abuse
9.3 IQ 2017 ACCA conference
9.4 Accreditation Pre-Survey Teleconference
17-10-10 MOTION: By: B. Coulthard: That the Director's Reports be accepted as information.
- CARRIED**
10. NEW BUSINESS
- 10.1 RCHHS By-law review
10.2 Ponoka County member at large vacancy on FCSS/RCHHS Board
17-10-11 MOTION: By: M. Josephison: That the FCSS/RCHHS Board recruits one Ponoka County board member at large to fill the current vacancy.
- CARRIED**
- 10.3 FCSSAA AGM Voting Delegates
17-10-12 MOTION: By: M. Josephison: To appoint P. Makofka and N. Hartford as voting delegates at the FCSSAA November 2017 Annual General Meeting.
- CARRIED**
- 10.4 Annual Kinsmen Christmas Party
17-10-13 MOTION: By: B. Coulthard: To purchase 3 tables of 8 for \$450.00 per table for the Kinsmen Christmas Party and give complimentary tickets to Board members and staff and their guests.
Seconded by: I. Steeves
- CARRIED**
- 10.5 Alberta Health Service - contract extension
10.6 Jason Nixon, MLA delegation - regrets
10.7 Paul McLaughlin, Ponoka County delegation - regrets
10.8 Rick Pankiw - Town of Rimbey delegation
11. Progress Report on 2017 Goals & Objectives- 3rd quarter report
17-10-14 MOTION: By: F. Pilgrim: To accept as information, the Progress Report on 2017 Goals & Objectives- 3rd quarter report as presented.
- CARRIED**
12. Workplace Health & Safety Committee- next meeting Oct. 24, 2017 at 10:00 a.m.

13. Review of Statistics
13.1 Home Care & Home Support Client totals
17-10-15 MOTION: By: F. Pilgrim: To accept the Home Care & Home Support Statistics as information.

CARRIED

R. Pankiw, Rimbe Mayor, joined the meeting at 11:25.

- 13.2 Monthly Program Statistics
17-10-16 MOTION: By: B. Coulthard: To accept the Monthly Program Statistics as information.

CARRIED

- 13.3 Client Safety Reports – second quarter & third quarter reports
17-10-17 MOTION: By: B. Coulthard: To accept the Client Safety Reports for second and third quarter as information.

CARRIED

14. CORRESPONDENCE

- 14.1 Payroll Memos
14.2 FCSSAA Board Highlights
14.3 Caregiver Connections- Family support group
14.4 Alberta Ministry of Children's Services changes
14.5 Conflict Resolution Day

15. NEXT MEETING DATES:

- FCSS Board meeting – November 13, 2017 at 1:30 p.m.
FCSSAA Conference – November 8-10, 2017
FCSS Board meeting – December 20, 2017 at 10:00 a.m.
FCSS Board meeting – January, 2018 no meeting

16. ADJOURNMENT by N. Hartford at 11:50 a.m.

17. BOARD SHARING TIME

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES

November 13, 2017

1:30 p.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
B. Coulthard, Board Member
M. Josephison, Board Member
I. Wegmann, Board Member
R. Schaff, Board Member
G. Rondeel, Board Member
P. Makofka, Executive Director
J. Adams Recording Secretary

REGRETS: F. Pilgrim, Board Member

1. CALL TO ORDER by: N. Hartford at 1:35 p.m. and introduction of new Board members.

2. APPROVAL OF AGENDA

17-11-01 MOTION: By: B. Coulthard: That the agenda be adopted with the following additions:

5.4 Old Business – Accreditation Decision
10.10 In Camera Session
10.11 Board Christmas Party

CARRIED

3. PREVIOUS MEETING MINUTES – October 17, 2017

17-11-02 MOTION: By: B. Coulthard: That the Minutes of the October 17, 2017 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

5.1 BYAS Lease
5.2 FCSSAA Conference Report

17-11-03 MOTION: By: M. Josephison: To accept the FCSSAA report as information.

CARRIED

5.3 AHS Contract Extension signed
5.4 Accreditation Decision

6. FINANCE

6.1 November 13, 2017 Finance Committee Meeting Minutes/Highlights
17-11-04 MOTION: By: I. Steeves: That the November 13, 2017 Finance Committee Meeting Minutes/Highlights be accepted as information with the following correction:

To remove from the list of those present: J. Webb

CARRIED

6.2 End of year expenditures recommendation

17-11-05 MOTION: By: R. Schaff: That the year-end expenditures be approved for purchase using the current year agency surplus as recommended by the Finance Committee.

Seconded by: B. Coulthard

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Community Information & Referral Centre
- 7.5 Volunteer Income Tax
- 7.6 Welcome to Canada
- 7.7 Rainbows
- 7.8 Food Bank

17-11-06 MOTION: By: B. Coulthard: To supply lunch for the Food Bank volunteers on Dec. 18th, at noon at the Nazarene Church at the expense of the Food Bank up to \$200.00.

Seconded by: I. Steeves

CARRIED

- 7.9 Volunteer Services
- 7.10 Palliative Care
- 7.11 Medical Alert
- 7.12 Volunteer Visitor
- 7.13 Meals on Wheels
- 7.14 Kitz 4 Kidz
- 7.15 Adult Day Support
- 7.16 Community Kitchen

17-11-07 MOTION: By: B. Coulthard: To support the application to Alberta Recreation and Parks Association for the Choose Well Seed grant for the Community Kitchen to purchase equipment.

CARRIED

- 7.17 Healthy Families/Young Parent Outreach
- 7.18 Family Resource Library
- 7.19 Rimbey Parent Link Centre
- 7.20 Big Brothers Big Sisters – quarterly (no report)
- 7.21 Catholic Social Services – quarterly (no report)
- 7.22 Information Technology
- 7.23 Office Manager
- 7.24 Quality Improvement
- 7.25 Accreditation Coordinator

17-11-08 MOTION: By: I. Wegmann: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report
- 9. DIRECTOR’S REPORT

- 9.1 Parkland Regional Parent Link Centre – Coordinator, D. Tafts, Retirement
- 9.2 AHS Auditor, L. Bolin, Retirement
- 9.3 Falls Prevention Campaign wrap up
- 9.4 Early Years Partners Conversation
- 9.5 Coordinated Community Response to Elder Abuse
- 9.6 Adult Learning Society – update

17-11-09 MOTION: By: I. Wegmann: That the Director’s Reports be accepted as information.

CARRIED

- 10. NEW BUSINESS

- 10.1 Ponoka County Elected Representative Appointment

17-11-10 MOTION: By: R. Schaff: That N. Hartford be welcomed to the Rimbey FCSS/RCHHS Board as the Ponoka County Elected representative.

CARRIED

- 10.2 Town of Rimbey Elected Representative Appointment

17-11-11 MOTION: By: M. Josephison: That G. Rondeel be welcomed to the Rimbey FCSS/RCHHS Board as the Town of Rimbey Elected Representative.

CARRIED

- 10.3 Ponoka County Member at Large Nominee

17-11-12 MOTION: By: G. Rondeel: That R. Schaff be welcomed to the Rimbey FCSS/RCHHS Board as the Ponoka County Member at Large.

CARRIED

- 10.4 2017 FCSS Christmas Office Hours

- 10.5 Staff Bonus

17-11-13 MOTION: By: I. Wegmann: To approve a one-time only staff bonus to casual, part-time, full-time Staff in Good Standing and Executive Director using the 2015 formula.

Seconded by: M. Josephison

CARRIED

10.6 Community Conversation – Positive Change for Immigrant Families

17-11-14 MOTION: By: B. Coulthard: That P. Makofka is given approval to attend this event on Nov. 29th, 2017 in Red Deer at the expense of the agency.

Seconded by: I. Steeves

CARRIED

10.7 Draft By-Law proposal

Following is the proposal for consideration to present at the December Meeting:

1. Board Members Terms:

- 4 years x 2
- 1 year off as a Board member and may start the cycle again.

2. Number of Board Members - 8

3. Quorum - 50% plus 1

10.8 Staffing pilot project - review

17-11-15 MOTION: By: M. Josephison: That the staffing pilot project for Administrative 1 and Administrative 2 positions end and the model continue to be funded.

Seconded by: I. Wegmann

CARRIED

10.9 Centre for Positive Relationships – Grand Opening - November 17th at 11:30 a.m. at the Blindman Youth Action Centre

10.10 In Camera Session

17-11-16 MOTION: By: I. Wegmann: To enter In Camera session at 3:30 p.m.

CARRIED

J. Adams exited the meeting.

17-11-17 MOTION: By: I. Wegmann: To end the In Camera session at 3:55 p.m.

CARRIED

J. Adams rejoined the meeting.

10.11 Board Christmas Party

11. Progress Report on 2017 Goals & Objectives – no report
12. Workplace Health & Safety Committee – no report
13. Review of Statistics
 - 13.1 Home Care & Home Support Client totals
17-11- 18 MOTION: By: I. Steeves: To accept the Home Care & Home Support Statistics as information.

CARRIED

- 13.2 Monthly Program Statistics
17-11-19 MOTION: By: I. Steeves: To accept the Monthly Program Statistics as information.

CARRIED

- 13.3 Client Safety Reports
17-11-20 MOTION: By: I. Wegmann: To accept the Client Safety Reports as information.

CARRIED

14. CORRESPONDENCE
 - 14.1 Payroll Memos
 - 14.2 Continuing Care legislation for client voice
 - 14.3 C. Jensen - card of appreciation
15. NEXT MEETING DATES:
 - FCSS/RCHHS Board meeting – December 20, 2017 at 10:00 a.m.
 - FCSS/RCHHS Finance Meeting – January 17 at 9:00 a.m.
 - FCSS/RCHHS Board meeting – January, 2018 No Meeting
 - FCSS/RCHHS Board meeting – February 21, 2018 at 10:00 a.m.
 - FCSS/RCHHS Annual General Meeting – March 21, 2018 at 10:00 a.m.
16. ADJOURNMENT
17-11-21 MOTION: by N. Hartford to adjourn the meeting at 4:15 p.m.
17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
Dec.20, 2017
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
B. Coulthard, Board Member
F. Pilgrim, Board Member
M. Josephison, Board Member
I. Wegmann, Board Member
R. Schaff, Board Member
G. Rondeel, Board Member
P. Makofka, Executive Director
J. Adams Recording Secretary

1. CALL TO ORDER by: N. Hartford at 10:07 a.m.

2. APPROVAL OF AGENDA

17-12-01 MOTION: By: B. Coulthard: That the agenda is adopted with the following additions:

14.6 FCSSAA News
10.5 Rural Health Professional Action Plan
10.6 Remembering When
10.7 Victim Services Unit Gala

CARRIED

3. PREVIOUS MEETING MINUTES – November 13, 2017

17-12-02 MOTION: By: R. Schaff: That the Minutes of the November 13, 2017 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES - none

5. OLD BUSINESS

5.1 2017 Team Leader Retreat notes

5.2 RCHHS By-law Review

17-12-03 MOTION: By: M. Josephison: To transition onto the new proposed by-laws we will stagger the FCSS Board of Directors onto the new terms of office as follows:

2018 – 2 directors appointed for one term
2 directors appointed for 2 year term
2 directors appointed for 3 year term

2019 – The 2 directors with the one year term would be elected to 4 year term.

2020 – The 2 directors with the 2 year term would be elected to 4 year term.

2021 – The 2 directors with the 3 year term would be elected to 4 year term.

Each subsequent year thereafter, there would be 2 vacancies.

Elected directors from Town of Rimbey & Ponoka County council will not be affected by these terms.

CARRIED

5.3 Falls Prevention Calendars

6. FINANCE

6.1 December 20, 2017 Finance Committee Meeting Minutes/Highlights

17-12-04 MOTION: By: I. Steeves: That the December 20, 2017 Finance Committee Meeting Minutes/Highlights be accepted as information.

CARRIED

6.2 Server purchase costs from Reserve Fund

17-12-05 MOTION: By: I. Wegmann: That the expense of the new server is covered from the Reserve Fund.

Seconded by: B. Coulthard

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Quality Improvement – Accreditation maintenance
- 7.3 Compass Program
- 7.4 Education Coordinator
- 7.5 Community Information & Referral Centre
- 7.6 Volunteer Income Tax
- 7.7 Welcome to Canada
- 7.8 Rainbows
- 7.9 Food Bank

17-12-06 MOTION: By: B. Coulthard: To give a one-time only Honorarium to the Food Bank Intake Volunteer in the amount of \$150.00.

Seconded by: R. Schaff

CARRIED

17-12-07 MOTION: By: B. Coulthard: To approve the purchase of a new hot water heater for the Food Bank.

Seconded by: I. Steeves

CARRIED

- 7.10 Volunteer Services
- 7.11 Palliative Care
- 7.12 Medical Alert
- 7.13 Volunteer Visitor
- 7.14 Meals on Wheels
- 7.15 Kitz 4 Kidz
- 7.16 Information Technology – social media & website

- 7.17 Adult Day Support
- 7.18 Community Kitchen
- 7.19 Healthy Families/Young Parent Outreach
- 7.20 Rimbey Parent Link Centre
- 7.21 Big Brothers Big Sisters – quarterly (no report)
- 7.22 Catholic Social Services – quarterly (third quarter report)
- 7.23 Family Resource Library
- 7.24 Reception – office updates

17-12-08 MOTION: By: I. Steeves: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report; next meeting Feb. 14, 2018.

- 9. DIRECTOR'S REPORT

- 9.1 Ponoka County Regional Emergency Management Partnership meeting
- 9.2 Ponoka Rimbey Palliative Care Council
- 9.3 Alberta Continuing Care Association
- 9.4 Rimbey & Area Early Childhood Coalition
- 9.5 Blindman Youth Action Society
- 9.6 Community Coordinated Response – Elder Abuse

17-12-09 MOTION: By: B. Coulthard: That the Director's Reports be accepted as information.

CARRIED

- 10. NEW BUSINESS

- 10.1 Appointment of Alternate Members to FCSS/RCHHS Finance Committee.

17-12-10 MOTION: By: I. Steeves: That R. Schaff and I. Wegmann be appointed to the FCSS/RCHHS Finance Committee as alternate members with signing authority on all FCSS/RCHHS bank accounts; Jack Webb to be removed from the Finance Committee and his signing authority on RCSS/RCHHS accounts to be suspended.

Finance Committee Members are as follows:

- P. Makofka
- I. Steeves
- N. Hartford
- M. Josephison
- R. Schaff
- I. Wegmann

CARRIED

- 10.2 Servus Credit Union donation to Adult Day Support

17-12-11 MOTION: By: F. Pilgrim: That the Board supports the request from the ADS coordinator for funding of ADS field trips, to Servus Credit Union.

CARRIED

- 10.3 Servus Credit Union Cash Management Proposal – CAFT

17-12-12 MOTION: By: B. Coulthard: To enter into a client automated funds transfer agreement for staff payroll with Servus Credit Union.

Seconded by: F. Pilgrim

CARRIED

10.4 Financial Coordinator – job description/pay grid

17-12-13 MOTION: By: I. Steeves: To accept Draft policies: JD-098.17 Financial Coordinator and ADM-247.05 Program Manager Pay Scale.

CARRIED

10.5 Rural Health Professional Action Plan

17-12-14 MOTION: By: B. Coulthard: To send one staff to The Rural Health Professional Action Plan conference in Brooks at the expense of the agency.

Seconded by: I. Steeves

CARRIED

10.6 Remembering When

17-12-15 MOTION: By: R. Schaff: To proceed with the "Remembering When" project, including client home visits and community presentations, as presented.

CARRIED

10.7 Victim Services Gala

17-12-16 MOTION: By: B. Coulthard: To purchase 2 tables of 8 persons each to the Victim Services Gala at the expense of the agency.

Seconded by: M. Josephison

CARRIED

11. Progress Report on 2017 Goals & Objectives (Operational Plan)

17-12-17 MOTION: By: G. Rondeel: To accept the Progress Report on 2017 Goals & Objectives (Operational Plan) as information.

CARRIED

12. Workplace Health & Safety Committee – highlights of the December 7, 2017 Meeting.

17-12-18 MOTION: By: B. Coulthard: To accept the Workplace Health & Safety Committee Meeting highlights as information.

CARRIED

13. Review of Statistics

13.1 Home Care & Home Support Client totals

17-12-19 MOTION: By: I. Steeves: To accept the Home Care & Home Support Statistics as information.

CARRIED

13.2 Monthly Program Statistics

17-12-20 MOTION: By: F. Pilgrim: To accept the Monthly Program Statistics as information.

CARRIED

13.3 Client Safety Reports

17-12-21 MOTION: By: F. Pilgrim: To accept the Client Safety Reports as information.

CARRIED

14. CORRESPONDENCE

- 14.1 Payroll Memo
- 14.2 Thank you note
- 14.3 The Phasco Health Program
- 14.4 Early Onset Dementia Alberta Foundation
- 14.5 Inside the Cupboard
- 14.6 FCSSAA News (*addition to the agenda*)

15. NEXT MEETING DATES:

- FCSS/RCHHS Finance Meeting – January 26, 2018 at 1:30 p.m.
- FCSS/RCHHS Board meeting – **January, 2018 No Board Meeting**
- FCSS/RCHHS Finance Meeting – Tuesday, Feb. 20, 2018 at 9:00 a.m.
- FCSS/RCHHS Board meeting – Tuesday, February 20, 2018 at 10:00 a.m.
- FCSS/RCHHS Annual General Meeting – March 21, 2018 at 10:00 a.m.

16. ADJOURNMENT

17-12-22 MOTION: By: B. Coulthard: To adjourn the meeting at 12 noon.

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES

Feb. 20, 2018

10:00 a.m. Rimbey Provincial Building

PRESENT: I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
M. Josephison, Board Member
I. Wegmann, Board Member
R. Schaff, Board Member
G. Rondeel, Board Member
P. Makofka, Executive Director
J. Adams Recording Secretary

REGRETS: N. Hartford, Chairperson
B. Coulthard, Board Member

1. CALL TO ORDER by: I Steeves, Vice Chairperson at 10:13 a.m.
2. APPROVAL OF AGENDA

18-02-01 MOTION: By: F. Pilgrim: That the agenda is adopted as presented.

- 5.5 Remembering When
- 8.1 Quality Improvement Risk Management recommendations

CARRIED

3. PREVIOUS MEETING MINUTES – December 20, 2017

18-02-02 MOTION: By: I. Wegmann: That the Minutes of the December 20, 2017 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES - none

5. OLD BUSINESS

- 5.1 Rural Health Professional Action Plan Conference
- 5.2 RCHHS By-law Review

18-02-03 MOTION: By: M. Josephison: To approve having a volunteer work on revising the FCSS/RCHHS Bylaws.

CARRIED

- 5.3 VSU Gala event
- 5.4 Bowl for Kids – Bronze sponsor

18-02-04 MOTION: By: F. Pilgrim That the Board approves sponsorship of Bowl for Kids event on March 11, 2018 at the Bronze Sponsor level in the amount of \$150.00.

Seconded by: R. Schaff

CARRIED

5.5 Remembering When

6. FINANCE

6.1 January 26, 2018 and February 16th, 2018 Finance Committee Meeting Minutes/Highlights

18-02-05 MOTION: By: I. Steeves: That the January 26th, 2018 and February 16th, 2018 Finance Committee Meeting Minutes/Highlights be accepted as information.

CARRIED

6.2 Preparation for AGM & year end reports

18-02-06 MOTION: By: R. Schaff: To invite special guests to the AGM meeting on March 22, 2018 at 10:00 a.m. at the Provincial Building and provide lunch following.

CARRIED

18-02-07 MOTION: By: G. Rondeel: That the Board approves spending up to \$250.00 for the AGM Lunch.

Seconded by: F. Pilgrim

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Quality Improvement – Accreditation maintenance
- 7.3 Compass Program
- 7.4 Education Coordinator
- 7.5 Community Information & Referral Centre
- 7.6 Volunteer Income Tax
- 7.7 Welcome to Canada
- 7.8 Rainbows
- 7.9 Food Bank
- 7.10 Volunteer Services
- 7.11 Palliative Care
- 7.12 Medical Alert
- 7.13 Volunteer Visitor
- 7.14 Meals on Wheels
- 7.15 Kitz 4 Kidz
- 7.16 Information Technology – social media & website
- 7.17 Adult Day Support
- 7.18 Community Kitchen
- 7.19 Healthy Families/Young Parent Outreach
- 7.20 Rimbey Parent Link Centre
- 7.21 Big Brothers Big Sisters – quarterly (no report)
- 7.22 Catholic Social Services – quarterly (third quarter report)
- 7.23 Family Resource Library
- 7.24 Reception – office updates

18-02-08 MOTION: By: G. Rondeel: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- February 15, 2018
Committee meeting highlights.

18-02-09 MOTION: By M. Josephison: To accept the Quality Improvement Risk Management Committee's recommendations to adopt the following NEW policies:

- TD- Volunteer Coordinator
- TD- Reception
- JD- I. T., Social Media, & Website Coordinator
- JD- Health Care Program Assistant
- Disclosure of Adverse Events PROCEDURE

And the following REVISED policies with recommended revisions:

- ADM-213.96 Statutory Holiday
- HC-1159.14 Disclosure of Adverse Events to Clients-Families
- HC-1134.00 Medication Assistance Program
- HS-316.96 Incident Reporting Procedure
- JD-009.14 Reception
- JD-025.10 Health Care Administrative Assistant
- JD-085.10 Finance Committee Chairperson
- JD-090.10 Finance Committee Member
- PER- 474.14 Conditions of Employment

and enter them into the Agency Policy Manuals;

and to remove from the Agency Policy Manuals the following RESCINDED policies:

- JD-020.12 Office Manager & Quality Control
- JD-056.12 Information Technology - Community Coordinator
- VOL-722.01 Disaster Services Phone Fan Out

CARRIED

9. DIRECTOR'S REPORT
- 9.1 Alberta Employment & Labour Law changes
 - 9.2 FCSSAA 2018 conference- Save the dates: Nov. 28-30 in Edmonton.
 - 9.3 Speakers 4 Seniors
 - 9.4 AHVNA Training-Healthy Families- contractual requirement
 - 9.5 Central Alberta FCSS Consortium update
 - 9.6 Rimbey Women's Conference report

18-02-10 MOTION: By: M. Josephison: That the Director's Reports be accepted as information.

CARRIED

10. NEW BUSINESS
- 10.1 Rimbey Chamber of Commerce- Trade Fair April 13-14, 2018

18-02-11 MOTION: By: R. Schaff: That the Rimbey FCSS/RCHHS has a booth at the Chamber of Commerce Trade Fair at the expense of the agency.

Seconded by: F. Pilgrim

CARRIED

10.2 FCSS Director's Network Conference

18-02-12 MOTION: By: G. Rondeel: That the Board approve P. Makofka to attend the FCSS Director's Network Conference in Red Deer on May 2-4, 2018 at the expense of the agency.

Seconded by: R. Schaff

CARRIED

10.3 2018 Board Retreat- save the dates

18-02-13 MOTION: By: M. Josephison: That the Board approves a two day Board Retreat (date and place TBA) at the expense of the agency up to \$4000.00.

Seconded by: F. Pilgrim

CARRIED

18-02-14 MOTION: By: F. Pilgrim: That the Board approve a two day Team Leaders' Retreat (date & place TBA) at the expense of the agency up to \$ 4000.00.

Seconded by: R. Schaff

CARRIED

10.4 2018 Rimbey & District Volunteer Appreciation Event

18-02-15 MOTION: By: R. Schaff: That the Board contributes \$300.00 toward the cost of the Rimbey & District Volunteer Appreciation Event.

CARRIED

10.5 Statutory Holidays

10.6 2018 Charity Golf Tournament plans

18-02-16 MOTION: By: G. Rondeel: To begin the planning process for the 8th Annual FCSS Charity Golf Tournament on Aug. 16th, 2018 to raise funds for a Seniors Wellness Project.

CARRIED

10.7 Nazarene Church street sign

11. Progress Report on 2018 Goals & Objectives (Operational Plan)

12. Workplace Health & Safety Committee – next meeting: April 25, 2018 at 9:30 a.m.

13. Review of Statistics

13.1 Home Care & Home Support Client totals

18-02-17 MOTION: M. Josephison: To accept the Home Care & Home Support Statistics as information.

CARRIED

13.2 Monthly Program Statistics

18-02-18 MOTION: By: F. Pilgrim: To accept the Monthly Program Statistics as information.

CARRIED

13.3 Client Safety Reports

18-02-19 MOTION: By: F. Pilgrim: To accept the Client Safety Reports as information.

CARRIED

14. CORRESPONDENCE

14.1 Payroll Memo

14.2 Regional vision for Non violence

15. NEXT MEETING DATES:

FCSS/RCHHS Annual General Meeting – March 22, 2018 at 10:00 a.m.
Lunch to follow.
Executive Director's Performance Review

16. ADJOURNMENT

18-02-20 MOTION: By: F. Pilgrim: To adjourn the meeting at 12:15 p.m.

17. BOARD SHARING TIME

I. Steeves, Vice Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
March 22, 2018
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
B. Coulthard, Board Member
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
M. Josephison, Board Member
I. Wegmann, Board Member
G. Rondeel, Board Member
P. Makofka, Executive Director
J. Adams Recording Secretary

REGRETS: R. Schaff, Board Member

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:13 a.m.
2. APPROVAL OF AGENDA
18-03-01 MOTION: By: I. Steeves: That the agenda be adopted with the following additions:

10.8 ACCA Members Meeting
13.1 Review of Statistics
14.2 BBBS Thank you

CARRIED
3. PREVIOUS MEETING MINUTES – February 20, 2018
18-03-02 MOTION: By: F. Pilgrim: That the minutes of the February 20, 2018 Meeting be adopted as presented.

CARRIED
4. BUSINESS ARISING FROM THE MINUTES
4.1 L. Paul - By-law Revision
5. OLD BUSINESS - none
6. FINANCE
6.1 March 22, 2018 Finance Committee Meeting Minutes/Highlights
18-03-03 MOTION: By: I. Steeves: That the Minutes of the March 22, 2018 Finance Committee Meeting be accepted as information.

CARRIED
7. WRITTEN REPORTS
7.1 Home Support/Personal Care
7.2 Quality Improvement – Accreditation Maintenance
7.3 Compass Program
7.4 Education Coordinator

- 7.5 Community Information and Referral Service
- 7.6 Volunteer Income Tax
- 7.7 Welcome to Canada
- 7.8 Rainbows
- 7.9 Food Bank
- 7.10 Volunteer Services
- 7.11 Palliative Care
- 7.12 Medical Alert
- 7.13 Volunteer Visitor
- 7.14 Meals on Wheels
- 7.15 Kitz 4 Kidz
- 7.16 Information Technology- social media & website
- 7.17 Adult Day Support

18-03-04 MOTION: By G. Rondeel: That the Adult Day Support Program be allowed to use the FCSS/RCHHS barbecue for the ADS Open House to be held on May 31, 2018. ADS is to sign out the barbecue at the FCSS office, be responsible to pick up and return the barbecue and it is to be returned following the event, clean and full of propane.

Seconded by: B. Coulthard

CARRIED

- 7.18 Community Kitchen
- 7.19 Healthy Families/Young Parent Outreach

18-03- 05 MOTION: By: G. Rondeel: That P. Makofka sign the contract for extension of the Healthy Families program for 2018-2019.

Seconded by: M. Josephison

CARRIED

- 7.20 Rimbey Parent Link Centre
- 7.21 Big Brothers Big Sisters – (quarterly)
- 7.22 Catholic Social Services – (quarterly)
- 7.23 Family Resource Library
- 7.24 Reception- office updates

18-03-06 MOTION: By: I. Steeves: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report
Next Meeting: **Wednesday May 9, 2018 at 1:30 p.m.**
- 9. DIRECTOR'S REPORT
 - 9.1 Domestic Violence Research-our vision for non-violence
 - 9.2 Director's Network Conference Planning
 - 9.3 Poverty Reduction & Economic Self Efficiency
 - 9.4 Naloxone Kits- Fentanyl Exposure
 - 9.5 Rimbey Women's Conference

18-03-07MOTION: By: F. Pilgrim: That the Director's Report be accepted as information.

CARRIED

10. NEW BUSINESS

10.1 Ponoka County Special Projects- applications to be reviewed at the April meeting.

10.2 AHS – Adult Day Support Contract Renewal signed.

10.3 Falls Prevention program- schedule of walks

18-03-08 MOTION: By: B. Coulthard: To approve up to \$500.00 towards the purchase of treats/snacks to be purchased at the discretion of the Falls Prevention Coordinator for the Falls Prevention Program community walks.

Seconded by: F. Pilgrim

CARRIED

10.4 Emergency Social Services training

18-03-09 MOTION: By: I. Wegmann: To support the ESS training for staff and volunteers through FCSS at No Charge to the Agency.

CARRIED

10.5 Senior's Week event

18-03-10 MOTION: By: I. Steeves: To contribute \$150.00 towards the Seniors Week celebration.

Seconded by: F. Pilgrim

CARRIED

10.6 Valley View Manor- resident plans

18-03-11 MOTION: By: B. Coulthard: To purchase two counter-height stools for the Med Room at Valley View Manor.

Seconded by: I. Steeves

CARRIED

10.7 Food Banks Alberta Conference request

18-03-12 MOTION: By: B. Coulthard: To send two volunteers and two staff members to the Food Bank Alberta conference in Jasper, AB on May 23-25, 2018 at the expense of the agency.

Seconded by: M. Josephison

CARRIED

10.8 ACCA Meeting – May 10, 2018 Edmonton, AB

18-03-13 MOTION: By: M. Josephison: To attend the ACCA Meeting on May 10, 2018 In Edmonton, AB at the expense of the agency.

Seconded by: B. Coulthard

CARRIED

11. Progress Report on 2017-2019 Operational Plan – first quarter report at April meeting
12. Workplace Health & Safety Committee – next meeting April 25, 2018
13. Review of Statistics
 - 13.1 Home Care & Home Support Client Totals, Hours and Billing
 - 13.2 Monthly Program Statistics
 - 13.3 Client Safety Reports
 - 13.4 AHS Contracted HC Client Stats 2018 - new
 - 13.5 Private Home Support Client Stats 2018 – new
 - 13.6 AHS Contracted and Private Client Stats combined – new
 - 13.7 AHS (HC) & Private (HS) billing 2014-2018 – new
 - 13.8 AHS (HC) Client Totals & Hours 2014-2018 – new
 - 13.9 Private (HS) Client Totals & Hrs. 2014-2018 – new
 - 13.10 Food Bank Hamper Stats 2014-2018 - new

18-03-14 MOTION: By: F. Pilgrim: To accept the review of the above reports and statistics as information and replace statistical reports (Item 13.1, 13.4, 13.5,) with new report 13.6 as presented in this meeting.

CARRIED

14. CORRESPONDENCE
 - 14.1 March Staff Memo
 - 14.2 BBBS Thank You
15. NEXT MEETING DATES: April 19, 2018- Regular Board meeting 10:00 a.m. & AGM at 11:00 a.m. Lunch to follow & Executive Director Performance Review.
17. ADJOURNMENT
18-03-15 MOTION: By: I. Steeves: That the FCSS Board meeting adjourns at 12 noon.

CARRIED

18. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
April 19, 2018
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
B. Coulthard, Board Member
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
M. Josephson, Board Member
I. Wegmann, Board Member
R. Schaff, Board Member
G. Rondeel, Board Member
P. Makofka, Executive Director
J. Adams Recording Secretary

REGRETS:

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:08 a.m.
2. APPROVAL OF AGENDA
18-04-01 MOTION: By: F. Pilgrim: That the agenda be adopted as presented.

CARRIED
3. PREVIOUS MEETING MINUTES – March 22, 2018
18-04-02 MOTION: By: R. Schaff: That the minutes of the March 22, 2018 Meeting be adopted as presented.

CARRIED
4. BUSINESS ARISING FROM THE MINUTES - none
5. OLD BUSINESS
5.1 By-law checklist
6. FINANCE
6.1 April 19, 2018 Finance Committee Meeting Highlights

18-04-03 MOTION: By: I. Steeves: That the Minutes of the April 19, 2018 Finance Committee Meeting be accepted as information.

CARRIED
7. WRITTEN REPORTS
7.1 Home Support/Personal Care
7.2 Quality Improvement – Accreditation Maintenance
7.3 Compass Program
7.4 Education Coordinator
7.5 Community Information and Referral Service
7.6 Volunteer Income Tax
7.7 Welcome to Canada
7.8 Rainbows
7.9 Food Bank

- 7.10 Volunteer Services
- 7.11 Palliative Care
- 7.12 Medical Alert
- 7.13 Volunteer Visitor
- 7.14 Meals on Wheels
- 7.15 Kitz 4 Kidz
- 7.16 Information Technology- social media & website
- 7.17 Adult Day Support
- 7.18 Community Kitchen
- 7.19 Healthy Families/Young Parent Outreach
- 7.20 Rimbey Parent Link Centre
- 7.21 Big Brothers Big Sisters
- 7.22 Catholic Social Services
- 7.23 Family Resource Library
- 7.24 Reception- office updates

18-04-04 MOTION: By: I. Steeves: That the Written Reports be accepted as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report
Next Meeting: Wednesday May 9, 2018 at 1:30 p.m.
- 9. DIRECTOR'S REPORT
 - 9.1 Physician Recruitment update
 - 9.2 Blindman Youth Action Society - fundraiser
 - 9.3 50 Safety Tips for Seniors
 - 9.4 Primary Health Care – Integrated Geriatric Services Initiatives

18-04-05 MOTION: By: F. Pilgrim: That the Director's Report be accepted as information.

CARRIED

- 10. NEW BUSINESS
 - 10.1 Ponoka County Special Projects

18-04-06 MOTION: By: R. Schaff: That the Board recommends the approved Ponoka County Special Project applications be submitted for the specific amounts requested by each organization to Ponoka County for consideration.

CARRIED

18-04-07 MOTION: By: N. Hartford to recess the FCSS Board Meeting at 12:07 for lunch.

CARRIED

Lunch break was until 12:20.

18-04-08 MOTION: By: Hartford: That the April 19, 2018 FCSS Board Meeting recess at 12:20 p.m., in order that the RCHHS Annual General Meeting be called in order to comply with Society Act Regulations.

CARRIED

The FCSS/RCHHS April 19, 2018 Board Meeting was reconvened by Chairperson, N. Hartford at 12:30 p.m. following the FCSS/RCHHS Annual General Meeting.

J. Adams exited the meeting at this point.

10.2 FCSS/RCHHS Staff Wage Review – effective April 1, 2018

18-04-09 MOTION: By: I. Steeves: That the Health Care Aide staff pay scale will increase \$0.30/hr. across the grid, effective May 1, 2018.

Seconded by: F. Pilgrim

CARRIED

18-04-10 MOTION: By: I. Wegmann: That the Healthy Families, Health Care Programs Assistant, Family Resource Library Coordinator, Volunteer Services Coordinator, Community Information & Referral Coordinator, Reception, Financial Coordinator and Administrative Assistant staff pay scale will increase \$0.30 /hr. across the grid, effective May 1, 2018.

Seconded by: M. Josephison

CARRIED

18-04-11 MOTION: By: M. Josephison: That the "Summer Student" position be at minimum wage rate effective upon hire.

Seconded by: I. Wegmann

CARRIED

18-04-12 MOTION: By: I. Steeves: That the Community Kitchen Coordinator pay shall remain at the current rate.

CARRIED

18-04-13 MOTION: By I. Wegmann: That the FCSS R.N. rate of pay shall remain at the current rate.

CARRIED

18-04-14 MOTION: By: F. Pilgrim: That the Health Care Programs Coordinator's pay will increase \$3000.00 to the annual salary as outlined in the signed contract, effective May 1, 2018. Overtime to be paid at one and one-half hours' time off in lieu of every one hour overtime worked and to be taken within 6 months.

Seconded by: R. Schaff

CARRIED

18-04-15 MOTION: By: I. Wegmann: That the On Call After Hours Supervision pay rate remain at the current rate.

CARRIED

18-04-16 MOTION: By: I. Wegmann: That the Food Bank Coordinator honorarium be rescinded and that it be replaced with an hourly rate of \$21.42 (*for an average of 3.5 hours per week or 182 hours annually*) for the Food Bank Coordinator position.

10.3 Executive Director's Wage Review

P. Makofka exited the meeting at this point.

18-04-17 MOTION: By: B. Coulthard: That the Executive Director's pay will increase \$3000.00 to the annual salary as outlined in the signed contract, effective May 1, 2018. Overtime to be paid at one and one-half hours' time off in lieu of every one hour overtime worked and to be taken within 6 months.

Seconded by: R. Schaff

CARRIED

P. Makofka rejoined the meeting following this motion.

10.4 Delegation – Paul McLaughlin, Ponoka County Reeve - **regrets**

10.5 Delegation – Rick Pankiw, Town of Rimbey Mayor

11. Progress Report on 2017-2019 Operational Plan – first quarter

CARRIED

12. Workplace Health & Safety Committee - no report
Next Meeting: Wednesday, April 25, 2018 at 9:30 a.m.

13. Review of Statistics

- 13.1 2018 Monthly Program Statistics report
- 13.2 Client Safety Reports – first quarter
- 13.3 AHS Contracted HC and Private HS Client Stats combined 2018
- 13.4 AHS (HC) & Private (HS) billing 2014-2018
- 13.5 AHS (HC) Client Totals & Hours 2014-2018
- 13.6 Private (HS) Client Totals & Hrs. 2014-2018
- 13.7 Food Bank Hamper Stats 2014-2018

18-04-19 MOTION: By: M. Josephson: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

- 14.1 April Payroll Memo
- 14.2 Provincial Update
- 14.3 ECD Coalition Partner Conversation

15. NEXT MEETING DATES:

Workplace Health & Safety April 25, 2018 at 9:30
Quality Improvement Risk Mgt. May 9, 2018 at 1:30
Finance Meeting May 17, 2018 at 9:00 a.m.
Board Meeting May 17, 2018 at 10:00 a.m.
Finance Meeting June 21, 2018 at 9:00 a.m.
Board Meeting June 21, 2018 at 10:00 a.m.

16. Executive Director's Annual Performance review

P. Makofka exited the meeting at this point.

CARRIED

17. ADJOURNMENT

18-04-20 MOTION: By: N. Hartford: That the FCSS Board meeting adjourns at 1:24 p.m.

CARRIED

18. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
May 17, 2018
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
B. Coulthard, Board Member
I. Steeves, Vice Chairperson
M. Josephison, Board Member
I. Wegmann, Board Member
R. Schaff, Board Member
G. Rondeel, Board Member
P. Makofka, Executive Director
J. Adams Recording Secretary

REGRETS: F. Pilgrim, Board Member

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:05 a.m.
2. APPROVAL OF AGENDA
18-05-01 MOTION: By: M. Josephison: That the agenda be adopted with the following additions:
6.1 Bylaw review
11.7 Staffing Proposal
CARRIED
3. MINUTES of the ANNUAL GENERAL MEETING – April 19, 2018
18-05-02 MOTION: By: I. Steeves: That the Minutes of the Annual General Meeting April 19, 2018 be accepted as presented.
CARRIED
4. PREVIOUS MEETING MINUTES → April 19, 2018
18-05-03 MOTION: By: I. Wegmann: That the Minutes of the April 19, 2018 Board Meeting be adopted as presented.
CARRIED
5. BUSINESS ARISING FROM THE MINUTES
6. OLD BUSINESS
6.1 By-law review
Draft of the By-laws in paper copy was distributed to the Board Members.
7. FINANCE
7.1 May 17, 2018 Finance Committee Meeting Highlights
18-05-04 MOTION: By: I. Steeves: That the Highlights of the May 17, 2018 Finance Committee Meeting be accepted as information.
CARRIED

18-05-05 MOTION: By: R. Schaff: To place \$10,000.00 into Reserve Funds.
Seconded by: G. Rondeel

CARRIED

8. WRITTEN REPORTS
8.1 Monthly Board Reports
8.2 Parent Link Centre – no report
8.3 Big Brothers Big Sisters – quarterly
8.4 Catholic Social Services – quarterly

18-05-06 MOTION: By: I. Wegmann: To accept the Written Reports as Information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – Meeting May 9, 2018

18-05-07 MOTION: By: M. Josephison: That the following new policies presented at the QIRM Meeting on May 9th, 2018 be adopted with recommendations and entered into FCSS/RCHHS policy:

- H&S Waste Management
- TD Volunteer Programs Coordinator

CARRIED

18-05-08 MOTION: By: R. Schaff: That the following revised policy presented at the QIRM Meeting on May 9th, 2018 be adopted and entered into FCSS/RCHHS policy:

- JD-067.12 Health Care Programs Coordinator

CARRIED

18-05-09 MOTION: By: G. Rondeel: That the following revised FORM, presented at the QIRM Meeting on May 9th, 2018 be adopted and entered into FCSS/RCHHS policy:

- Release and Evidence of Review FORM for RCHHS Health Care Aide Manual

CARRIED

18-05-10 MOTION: By: B. Coulthard: That the agency provides a video link on the agency website showcasing the proper use of fire extinguisher to better educate staff and volunteers.

CARRIED

18-05-11 MOTION: By: B. Coulthard: That a Wellness Committee comprised of FCSS/RCHHS staff members be created and that the Wellness Committee explores initiatives for staff wellness awareness.

CARRIED

18-05-12 MOTION: By: M. Josephison: That the Board endorses the use of a suggestion box to identify staff concerns and that feedback is provided to staff informing them how concerns are being addressed; that a suggestion box also be taken to FCSS Special Events to receive feedback.

CARRIED

10. DIRECTOR'S REPORT
10.1 FCSS Director's Network
10.2 Alberta Continuing Care Association
10.3 Ponoka Regional Emergency & Disaster Services

18-05-13 MOTION: By: I. Steeves: That the Director's Report be accepted as information.

CARRIED

11. NEW BUSINESS
11.1 West Central Regional Meeting, Tuesday May 29, Olds AB

18-05-14 MOTION: By: I. Steeves: That the Board approve the Director and as many Board members who wish to attend the FCSS West Central Regional Meeting on May 29, 2018 to do so at the expense of the agency.

CARRIED

- 11.2 FCSS Charity Golf Tournament

18-05-15 MOTION: By: B. Coulthard: That the 2018 FCSS Charity Golf Tournament cause for fundraising be programs for seniors, with a fundraising goal to be \$15,000.00; that golfer fees be set at \$125.00; that the date be set for August 16, 2018, at Spruce Haven Golf Resort and that the agency purchase golf balls for the cost of \$1089.37 to be used as golfer registration gifts.

CARRIED

- 11.3 FCSS Family Barbeque

18-05-16 MOTION: By: B. Coulthard: That the Annual FCSS Family Barbeque be held on July 5th, 2018 at 5:30 p.m. at the home of P. Elliot and that the Board contribute \$500.00 to the Staff Social Fund in support of the event.

Seconded by: G. Rondeel

CARRIED

11.4 Falls Prevention walks-2018 schedule is to be on Tuesdays at noon starting May 22 until fall from the Provincial Building. Nordic walking poles will be available on loan from the Resource Library.

- 11.5 Volunteer Alberta AGM

18-05-17 MOTION: By: b. Coulthard: That two staff attend the June Conversations and the Volunteer Alberta AGM in Edmonton from June 18-20, 2018 at the expense of the agency.

CARRIED

- 11.6 Food Banks Alberta – regional meeting

18-05-18 MOTION: By: B. Coulthard: That Rimbey Food Bank host the regional meeting for Food Banks Alberta on June 27, 2018 at the Nazarene Church and that the Board contribute \$300.00 to supply lunch if needed.

Seconded by: I. Steeves

CARRIED

11.7 Staffing Proposal

18-05-19 MOTION: By: B. Coulthard: That the reception position (28 hours) be filled by the Volunteer Program Coordinator and that the current Administrative Assistant cover the Volunteer Program Coordinator workload (additional 14 hours) and that a 7 hour per week admin assistant be hired for Health Care Programs for a trial period of 6 months, beginning June 11th, 2018 and to be reviewed in November 2018.

CARRIED

12. Progress Report on 2017-2019 Operational Plan – B. Soderberg to present- to be tabled.

13. Workplace Health & Safety Committee

18-05-20 MOTION: By: M. Josephson: That the Workplace Health and Safety Minutes April 25, 2018 be accepted as information.

CARRIED

14. Review of Statistics

- 14.1 2018 Monthly Program Statistics report
- 14.2 AHS Contracted HC and Private HS Client Stats combined 2018
- 14.3 AHS (HC) & Private (HS) billing 2014-2018
- 14.4 AHS (HC) Client Totals & Hours 2014-2018
- 14.5 Private (HS) Client Totals & Hours 2014-2018
- 14.6 Food Bank Hamper Stats 2014-2018
- 14.7 Client Safety Reports – quarterly- no report

18-05-21 MOTION: By: B. Coulthard: To accept the review of the above reports and statistics as information.

CARRIED

15. CORRESPONDENCE

15.1 May Payroll Memo

16. Delegation: K. Winters – presentation on FCSS website

17. NEXT MEETING DATES: Finance Meeting June 21, 2018 at 9:00 a.m.
Board Meeting June 21, 2018 at 10:00 a.m.
Finance Meeting July 19th, 2018

18. ADJOURNMENT

18-05-22 MOTION: By: G. Rondeel: That the FCSS Board meeting adjourns at 12:10 p.m.

CARRIED

19. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary

DRAFT

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 21, 2018
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
B. Coulthard, Board Member
M. Josephison, Board Member
I. Wegmann, Board Member
R. Schaff, Board Member
G. Rondeel, Board Member
F. Pilgrim, Board Member
P. Makofka, Executive Director
K. Maconochie, Recording Secretary

REGRETS: I. Steeves, Vice Chairperson

1. CALL TO ORDER

The meeting was called to Order by: N. Hartford at 10:08 a.m.

2. APPROVAL OF AGENDA

18-06-01 MOTION: By: B. Coulthard: That the agenda is adopted with the following additions:

- 5.2 Volunteer Training – Fire Safety
- 5.3 Emergency Social Services Training
- 6.2 2018 Budget Adjustment

CARRIED

3. PREVIOUS MEETING MINUTES – May 17, 2018

18-06-02 MOTION: By: R. Schaff: That the Minutes of the May 17, 2018 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 By-Laws

5. OLD BUSINESS

5.1 West Central FCSSAA Spring Meeting

5.2 Volunteer Training – Fire Safety

5.3 Emergency Social Services Training

6. FINANCE

6.1 June 21, 2018 Finance Committee Meeting Highlights

18-06-03 MOTION: By: M. Josephison: That the Highlights of the June 21, 2018 Finance Committee Meeting be accepted as information.

CARRIED

6.2 2018 Budget Adjustment

18-06-04 MOTION: By: B. Coulthard: To accept the Adjusted 2018 FCSS budget as information.

CARRIED

7. WRITTEN REPORTS

7.1 Monthly Board Reports

7.2 Parent Link Centre

7.3 Big Brothers Big Sisters – quarterly - 2nd quarter report in Sept.

7.4 Catholic Social Services – quarterly - 2nd quarter report in Sept.

18-06-05 MOTION: By: B. Coulthard: To accept the Monthly Board Reports as Information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report; next meeting Oct. 10, 2018

9. DIRECTOR'S REPORT

9.1 Adult Learning Council updates

9.2 Alberta Food Banks

9.3 Valley View Manor

9.4 Emergency Social Services Training

18-06-06 MOTION: By: Rod Schaff: That the Director's Report is accepted as information.

CARRIED

10. NEW BUSINESS

10.1 Disposal of IT equipment

18-06-07 MOTION: By: I. Wegmann: To dispose of surplus equipment and furniture deemed not of use. All I. T. equipment and devices are to be disposed of in a safe and secure manner.

CARRIED

10.2 FCSS Charity Golf Tournament- update

10.3 Years of Service awards

18-06-08 MOTION: By: B. Coulthard: That these awards will be presented at the Staff and Family Barbecue on July 5th, 2018 at the home of P. Elliot.

CARRIED

10.4 Board Retreat & Team Leaders Retreat

18-06-09 MOTION: By: F. Pilgrim: That Board Retreat is attended by board members and two staff members and that the Team Leaders' Retreat be attended by all team leader staff.

CARRIED

10.5 Grey Matters Conference

18-06-10 MOTION: By: B. Coulthard: To send two staff members to the Grey Matters Conference on Sept. 24, 25 and 26 in Calgary, at the expense of the agency, utilizing Ponoka County Special Projects funding.

Seconded by: F. Pilgrim

CARRIED

10.6 Office closure dates

18-06-11 MOTION: By: M. Josephison: To close the FCSS/RCHHS office on August 16, 2018 and assign staff to work at the FCSS Charity Golf Tournament that day.

CARRIED

10.7 AHS Contract preliminary discussions

10.8 CIRS volunteer training

18-06-12 MOTION: By: B. Coulthard: To approve spending up to \$100.00 for a light lunch and a small thank you gift for the volunteers taking the CIRS Volunteer training on Sept. 11, 2018 from 9:30 a.m. to noon at the Provincial Building.

Seconded by: I. Wegmann

CARRIED

10.9 Cycling Without Age

18-06-13 MOTION: By B. Coulthard: To apply for New Horizons Grant for seniors for the Trishaw.

CARRIED

11. Progress Report on 2017-2019 Operational Plan – B. Soderberg

12. Workplace Health & Safety Committee – no report next meeting Sept. 19, 2018.

13. Review of Statistics

13.1 2018 Monthly Program Statistics report

13.2 AHS Contracted HC and Private HS Client Stats combined 2018

13.3 AHS (HC) & Private (HS) billing 2014-2018

13.4 AHS (HC) Client Totals & Hours 2014-2018

13.5 Private (HS) Client Totals & Hours 2014-2018

13.6 Food Bank Hamper Stats 2014-2018

13.7 Client Safety Reports – quarterly- no report

18-06-14 MOTION: By: B. Coulthard: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE
 - 14.1 June Payroll Memos
15. NEXT MEETING DATE: Finance Meeting July 19th, 2018
FCSS Regular Board Meeting September 20, 2018
16. ADJOURNMENT
18-05-15 MOTION: By: R. Schaff: That the FCSS Board meeting adjourns at 12:00 p.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

K. Maconochie, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
September 20, 2018
10:00 a.m. Rimbey Provincial Building

Your chances of success in any undertaking can always be measured by your belief in yourself.
-Clement Stone

PRESENT: N. Hartford, Chairperson
M. Josephison, Board Member
D. Noble, Board Member
F. Pilgrim, Board Member
I. Steeves, Vice Chairperson
P. Makofka, Executive Director
K. Maconochie, Recording Secretary

REGRETS: B. Coulthard, Board Member
G. Rondeel, Board Member
R. Schaff, Board Member

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:06 a.m.

2. APPROVAL OF AGENDA

18-09-01 MOTION: By: M. Josephison: That the agenda is adopted with the following additions:

5.5 End of Year Walking Event
10.12 Alberta Emergency Management Agency 2018 summit
10.13 Volunteer of the Year
10.14 Mental Health Pilot Project

Deletions:

10.4 By-laws- Delegation: L. Paul

CARRIED

3. PREVIOUS MEETING MINUTES – June 21, 2018

18-09-02 MOTION: By: M. Josephison: That the Minutes of the June 21, 2018 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

5.1 Save the date FCSSAA Conference

18-09-03 MOTION: By: I. Steeves that as many Board members and one staff attend the 2018 FCSSAA Conference at the expense of the agency.
Seconded by F. Pilgrim.

CARRIED

5.2 FCSS Family BBQ

5.3 FCSS Board Retreat

5.4 New Horizon's Grant

5.5 End of Year Walking Event

18-09-04 MOTION: By I. Steeves: That we use the \$400.00 that was left over from the Walking Program to prepare a lunch for the End of Year Walking Event on November 13th, 2018.

CARRIED

6. FINANCE

6.1 July 19, August 15, September 20, 2018 Finance Committee Meeting Highlights

18-09-05 MOTION: By: I. Steeves: That the Highlights of the July 19, August 15, and September 20, 2018 Finance Committee Meeting be accepted as information.

CARRIED

6.2 Travel Time Correction-AHS updates

18-09-06 MOTION: BY: I. Steeves that administration enter into a contract extension with AHS when offered.

CARRIED

7. WRITTEN REPORTS

7.1 Monthly Board Reports

7.2 Parent Link Centre

7.3 Big Brothers Big Sisters – 2nd quarter.

7.4 Catholic Social Services – 2nd quarter.

18-09-07 MOTION: By: D. Noble: To accept the Monthly Board Reports as information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report; next meeting October 10th, 2018

18-09-08 MOTION: By: K. Maconochie that the next Quality Improvement Risk Management Committee meeting be on November 15th, 2018 at 1:30 pm.

CARRIED

9. DIRECTOR'S REPORT

18-09-09 MOTION: By: F. Pilgrim: That the Director's Report is accepted as information.

CARRIED

10. NEW BUSINESS

10.1 Meals on Wheels Price review

10.2 Financial Coordinator- additional hours

18-09-10 MOTION: By: M. Josephison: to add an additional 7 hours per week to the Financial Coordinator position effective October 1st, 2018.

CARRIED

10.3 Executive Director- appoint acting Executive Director for vacation coverage

18-09-11 MOTION: By: I Steeves: to appoint B. Soderberg as acting Executive Director from October 22 until November 26, 2018 while current E.D. is on vacation.

CARRIED

10.4 By-law presentation- L. Paul delegation

TABLED until November FCSS Board meeting.

10.5 2018 FCSS Charity Golf Tournament results

18-09-12 MOTION: By: F. Pilgrim to host a cheques presentation in the amount of \$21,000.00 that includes luncheon on Thursday, October 4th, 2018 at 12:00 pm at the expense of the agency.

CARRIED

10.6 Ponoka County FCSS Board member at large appointment

18-09-13 MOTION: By: I. Steeves that Donna Noble be welcomed as the new Ponoka County member at large for the Rimbey FCSS Board and that her term of office will be set at the 2019 AGM.

CARRIED

10.7 Ponoka County Mock Disaster event

18-09-14 MOTION: By: I. Steeves that one staff participate in the October 10 & 12, 2018 Ponoka County Regional Mock Disaster events.

CARRIED

10.8 Central Region Emergency Social Services (CRESS)

18-09-15 MOTION: By: D. Noble that one staff attend the CRESS workshop in Drumheller on October 16 & 17, 2018 at the expense of the agency.

CARRIED

10.9 Ponoka Rimbey Adult Learning Council

18-09-16 MOTION: By: M. Josephison that one staff attend the Adult Learning Council Board retreat on October 14 & 15, 2018 at the expense of the ALC organization.

CARRIED

10.10 Choosewell Grant Application

18-09-17 MOTION: By: D. Noble to pursue the Choosewell community grant to help build community partnerships in anticipation of the Cycling without Age project.

CARRIED

10.11 Alberta Continuing Care Association Conference

18-09-18 MOTION: By: F. Pilgrim that one staff attend the ACCA annual conference in Red Deer on October 24 & 25, 2018 at the expense of the agency.
Seconded by I. Steeves.

CARRIED

10.12 2018 Alberta Emergency Management Agency Summit

18-09-19 MOTION: By: D. Noble that one staff attend the 2018 AEMA Summit in Edmonton on December 4 & 5, 2018 at the expense of the Town of Rimbey.

CARRIED

10.13 Volunteer of the Year

P. Makofka read a letter from the Chamber of Commerce, requesting that FCSS sponsor the Volunteer of the Year.

18-09-20 MOTION: By: M. Josephison: for FCSS to be the sponsor for the "Volunteer of the Year", taking place on Thursday, October 18th, 2018.

10.14 Mental Health Pilot Project

Central Alberta Mental Health has received funding for a Pilot Project, to train one person in 30 central Alberta communities to be a resource person for their community regarding information on programs to assist people to identify programs that will assist them with their concerns and questions. F. Pilgrim will bring more information to the Board as it rolls out.

11. Progress Report on 2017-2019 Operational Plans

B. Soderberg to bring the report to the Board Retreat in October.

12. Workplace Health & Safety Committee

Next meeting October 30th, 2018 at 1:30 pm.

13. Review of Statistics

- 13.1 2018 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2018
- 13.3 AHS (HC) & Private (HS) billing 2014-2018
- 13.4 AHS (HC) Client Totals & Hours 2014-2018
- 13.5 Private (HS) Client Totals & Hours 2014-2018
- 13.6 Food Bank Hamper Stats 2014-2018
- 13.7 Client Safety Reports – quarterly- no report

18-09-21 MOTION: By: M. Josephison: To accept the review of the above reports and statistics as information.

CARRIED

14. **CORRESPONDENCE**

14.1 July, August and September Payroll Memos

14.2 Thank you – staff member

15. **NEXT MEETING DATE:** Finance Meeting October 18, 2018

FCSS Regular Board Meeting October 18, 2018 at Board
Retreat.

16. **ADJOURNMENT**

18-09-22 MOTION: By: F. Pilgrim: That the FCSS Board meeting adjourns at 12:34
p.m.

CARRIED

17. **BOARD SHARING TIME**

N. Hartford, Chairperson

K. Maconochie, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
October 18, 2018
9:45 a.m. Best Western Plus-Mountain View, Sundre Alberta
Totem Meeting Room

PRESENT: N. Hartford, Chairperson
B. Coulthard, Board Member
D. Noble, Board Member
G. Rondeel, Board Member
F. Pilgrim, Board Member
I. Steeves, Vice Chairperson
P. Makofka, Executive Director
B. Soderberg, Health Care Programs Coordinator

REGRETS: K. Maconochie, Recording Secretary
M. Josephison, Board Member
R. Schaff, Board Member

1. CALL TO ORDER

The meeting was called to Order by: N. Hartford at 9:50 a.m.

2. APPROVAL OF AGENDA

18-10-01 MOTION: By: D. Noble: That the agenda is adopted with the following additions:

Add: 10.8 ICS Training
10.9 Staff Wellness Committee

CARRIED

3. PREVIOUS MEETING MINUTES – September 20, 2018

18-10-02 MOTION: By: F. Pilgrim : That the Minutes of the September 20, 2018 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

5.1 Chamber of Commerce Volunteer of the Year Award: Kathy & Monique will attend Oct 18 (today) on behalf of the agency to present the award.

5.2 FCSSAA Conference: M. Josephison, F. Pilgrim, I. Steeves, N. Hartford and P. Makofka are registered already. R. Schaff will also attend. G. Rondeel, D. Noble and B. Coulthard will not be attending.

6. FINANCE

6.1 October 18, 2018 Finance Committee Meeting Highlights

18-10-03 MOTION: By: I. Steeves: That the Highlights of the October 18, 2018 Finance Committee Meeting be accepted as information.

CARRIED

6.2 2019 FCSS Budget Recommendation: For approval & submission to Town & County.

18-10-04 MOTION: By: D. Noble: To accept the 2019 FCSS Budget for submission to Town & County.

Seconded by: F. Pilgrim.

CARRIED

7. WRITTEN REPORTS
- 7.1 Monthly Board Reports
 - 7.2 Parent Link Centre
 - 7.3 Big Brothers Big Sisters – quarterly
 - 7.4 Catholic Social Services – quarterly.

18-10-05 MOTION: By: D. Noble : To accept the written Monthly Board Reports as information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report; next meeting November 15, 2018 at 1:30 p.m.

9. DIRECTOR'S REPORT

- 9.1 Grey Matters Conference
- 9.2 AHS Contract Extension-until April 1st, 2019.
- 9.3 2018 FCSS Charity Golf Tournament Luncheon
- 9.4 Central Zone HealthCare Plan

18-10-06 MOTION: By: B. Coulthard: That the Director's Report is accepted as information.

CARRIED

10. NEW BUSINESS

- 10.1 Blindman Youth Action Society Lease

18-10-07 MOTION: By: I. Steeves: To sign the lease for another year at BYAC for the ADSP.

Seconded by: F. Pilgrim.

CARRIED

- 10.2 Rimbey Women's Conference Request: Request for admin support for the 2019 year conference and planning.

18-10-07 MOTION: By: D. Noble: to give admin support to the RWC as needed if there is time between FCSS/RCHHS tasks and duties and that 1 staff serve as committee member.

Seconded by: G. Rondeel

CARRIED

10.3 FCSSAA Voting Delegates

18-10-08 MOTION: By: D. Noble: That N. Hartford and P. Makofka be appointed as voting delegates at the FCSSAA AGM in November.

CARRIED

10.4 Kinsmen Christmas Party: Friday, December 7, 2018

18-10-09 MOTION: By: F. Pilgrim: That 3 tables be purchased for the 2018 Kinsman Christmas Party at the expense of the agency for Board members, staff and guests to enjoy.

Seconded by: D. Noble

CARRIED

10.5 Staff Christmas Party

18-10-10 MOTION: By B. Coulthard: That a donation of \$1,000.00 be given to the FCSS/RCHHS Staff Fund to help cover the cost of a meal for their Christmas Party.

Seconded by: D. Noble

CARRIED

10.6 External Funding Request –Big Brothers & Big Sisters-in school mentoring
-waiting for their application/ request
-but would not recommend more than \$10,000.00

18-10-11 MOTION: By: I. Steeves: To approve the request from Ponoka Youth Centre for \$10,000.00 for 2019 to provide an in school mentoring program, subject to approval from Town & County, of FCSS 2019 Budget request.

Seconded by: D. Noble

CARRIED

10.7 External Funding Request-Catholic social Services-family counselling
-waiting for their request/application
-recommend no more than \$5,000.00 subject to approval

18-10-12 MOTION: By: F. Pilgrim: To approve the request for 2019 to provide family counselling for \$5,000.00 subject to approval from Town & County of the 2019 FCSS Budget.

Seconded by: I. Steeves

CARRIED

10.8 ICS Training

ICS-200 Volunteer training: Will have 5 – 7 people (board and staff) attend on November 17, 2018 at 9:00 a.m.

18-10-13 MOTION: By: B. Coulthard to spend up to \$100.00 for snacks for participants.

Seconded by: G. Rondeel

CARRIED

10.9 Staff Wellness Committee

New committee, first meeting was September 18th, 2018. Some good ideas were brought forward to promote staff wellness and also discussed to lead by example. A flip chart was set up in the office, for staff to write their activities on that they do for personal wellness, to share with each other. They also looked at a "life wheel", a tool used with Healthy Families, and discussed different events that they could have the staff work through it and get a baseline for their current wellness for us to use to measure outcomes. Decided to put in staff mailboxes by September 21st, 2018.

11. Progress Report on 2017-2019 Operational Plan

No report. This will be discussed later in the day with other planning steps.

12. Workplace Health & Safety Committee-no report. Next Meeting October 30, 2018 at 1:30 p.m.

12.1 Volunteer and Client Representation

18-10-14 MOTION: By: D. Noble: To appoint R. Glennon as Volunteer rep. and A. Bresnahan as Client rep. to WH&S committee.

CARRIED

13. Review of Statistics

- 13.1 2018 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2018
- 13.3 AHS (HC) & Private (HS) billing 2014-2018
- 13.4 AHS (HC) Client Totals & Hours 2014-2018
- 13.5 Private (HS) Client Totals & Hours 2014-2018
- 13.6 Food Bank Hamper Stats 2014-2018
- 13.7 Client Safety Reports – quarterly

18-10-15 MOTION: By: I. Steeves: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

- 14.1 October Payroll Memo
- 14.2 Ponoka County – appointed D. Noble to Rimbey FCSS Board.

15. NEXT MEETING DATES: FCSS Regular Board Meeting November 15, 2018
December 20, 2018
None in January
? February 21, 2019

16. ADJOURNMENT

18-10-16 MOTION: By: N. Hartford: That the FCSS Board meeting adjourns at 11:25 a.m.

CARRIED

17. BOARD SHARING TIME

Incident with F.B. –Complaint and threats

- B. Soderberg called the number and left a message offering to try and address complaint.
- No name or contact information was left with the threat
- Reviewed our policy ADM-215.10
- Let the Board and Town know of potential threat/damage
- Called paper-they have not heard from anyone and will not ever write anything to damage themselves or FCSS.
- Made RCMP report
- Checked with Food Banks AB that our FB intakes are standard.
- Recruiting a volunteer to do intakes, so Roseann can focus on operations holistically.
- Held meeting with team to discuss how we deal with people in crisis at point of entry.

N. Hartford, Chairperson

B. Soderberg, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
November 15, 2018
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson
B. Coulthard, Board Member
M. Josephison, Board Member
G. Rondeel, Board Member
F. Pilgrim, Board Member
I. Steeves, Vice Chairperson
K. Maconochie, Recording Secretary
B. Soderberg, Health Care Programs Coordinator

REGRETS: P. Makofka, Executive Director
D. Noble, Board Member
R. Schaff, Board Member

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:05 a.m.

2. APPROVAL OF AGENDA

18-11-01 MOTION: By: I. Steeves: That the agenda is adopted with the following additions:

Under New Business - 10.6: Falls Prevention

CARRIED

3. PREVIOUS MEETING MINUTES – October 18, 2018

18-11-02 MOTION: By: F. Pilgrim: That the Minutes of the October 18, 2018 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

5.1 Kinsmen Christmas Party

We have purchased tickets for 3 tables for the Kinsmen Christmas Party on December 7, 2018. All the Board members that are able to attend have been given their tickets. The remaining tickets will be offered to office staff and frontline staff. K. Maconochie has a list of who is attending and their ticket number.

6. FINANCE

6.1 November 15, 2018 Finance Committee Meeting Highlights

18-11-03 MOTION: By: I. Steeves: That the Highlights of the November 15, 2018 Finance Committee Meeting be accepted as information.

CARRIED

- 7. WRITTEN REPORTS
 - 7.1 Monthly Board Reports
 - 7.2 Parent Link Centre
 - 7.3 Big Brothers Big Sisters – quarterly.
 - 7.4 Catholic Social Services – quarterly.

18-11-04 MOTION: By: B. Coulthard: To accept the Monthly Board Reports as information.

CARRIED

- 8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – Next meeting Nov 15th, 2018 at 1:30 p.m.

- 9. DIRECTOR'S REPORT

- 9.1 Vision for Non Violence Conference
- 9.2 Falls Prevention-wrap up event

18-11-05 MOTION: By: F. Pilgrim: That the Director's Report is accepted as information.

CARRIED

- 10. NEW BUSINESS
 - 10.1 Year End Expenditures

-1) Staff Bonus	\$32,450.00	agency
-2) Remittance	4,900.00	agency
-3) Corporate Wear	4,215.08	4 Imprint
-4) Water bottles	758.63	4 Imprint
-5) Emergency Tool	372.23	4 Imprint
-6) Desk Name Plaques	500.00	Scratchin' the Surface
-7) Gas Coupons	500.00	Esso
-8) Steno Chair	250.00	Staples
-9) Clocks	<u>50.00</u>	
TOTAL:	<u>\$43,675.60</u>	

18-11-06 MOTION: By: I. Steeves: That the year-end expenditures be approved for purchase using the current year agency surplus as recommended by the Finance Committee.

Seconded: By: B. Coulthard

CARRIED

- 10.2 Staff Bonus

18-11-07 MOTION: By: M. Josephson: That the year-end Staff Bonus and Remittance (as in 10.1) be approved using the current year agency surplus as recommended by the Finance Committee.

Seconded: By: B. Coulthard

CARRIED

- 10.3 By-laws for RCHHS-Lynne Paul

G. Rondeel left the meeting at 11:20 a.m.

L. Paul joined the meeting at 11:20 a.m. and went over the changes that were made to the by-laws. L. Paul left the meeting after her presentation at 11:40 a.m.

18-11-08 MOTION: By: F. Pilgrim: To give all the Board Members 21 days' notice, by K. Maconochie sending an email (by Nov 16, 2018) to board members that were absent today and by sending board members a copy of the Nov 15, 2018 Board Meeting Minutes, that they will be voting on amending the by-laws at their next board meeting on Dec 20, 2018.

CARRIED

I. Steeves left the meeting at 11:40 a.m.

10.4 Christmas Office Hours

18-11-09 MOTION: By: B. Coulthard: To close all day on December 24th, December 25th, 2018 and January 1st, 2019 and to close at noon on December 31st 2018.

CARRIED

10.5 Food Bank Luncheon

18-11-10 MOTION: By: B. Coulthard: To host a luncheon at the Nazarene Church for Food Bank Volunteers and invited guests on December 17th, 2018 at expense of the Food Bank.

Seconded: By: G. Rondeel

CARRIED

10.6 Falls Prevention

Falls Prevention Committee wants to continue their program by walking in the Community Centre (have permission to walk in the hallways without the poles) all winter. F. Pilgrim will look into the issue of why they are not allowed to use the walking poles. Had a sign up list at their Falls Prevention wind up and had a large number of people sign up that wish to continue. They are also looking at exercises for seniors, that they could do after the walk and then also have a gathering when done for socializing over an ice cream treat.

18-11-11 MOTION: By: F. Pilgrim: To approve up to \$400.00 towards the purchase of treats/snacks to be purchased at the discretion of the Falls Prevention Committee for the Falls Prevention Program community walks.

Seconded: By: B. Coulthard

CARRIED

11. Progress Report on 2017-2019 Operational Plan

18-11-12 MOTION: By: G. Rondeel: To accept the 2019-2021 Strategic Plans as presented by B. Soderberg as information.

12. Workplace Health & Safety Committee

18-11-13 MOTION: By: B. Coulthard: To accept the report as information.

13. Review of Statistics

13.1 2018 Monthly Program Statistics report

- 13.2 AHS Contracted HC and Private HS Client Stats combined 2018
- 13.3 AHS (HC) & Private (HS) billing 2014-2018
- 13.4 AHS (HC) Client Totals & Hours 2014-2018
- 13.5 Private (HS) Client Totals & Hours 2014-2018
- 13.6 Food Bank Hamper Stats 2014-2018
- 13.7 Client Safety Reports – quarterly- no report

18-11-14 MOTION: By: M. Josephson: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

- 14.1 November Staff Newsletter

15. NEXT MEETING DATE: FCSS Regular Board Meeting December 20, 2018

No Meeting in January 2019
February 7th, 2019

16. ADJOURNMENT

18-11-15 MOTION: By: B. Coulthard: That the FCSS Board meeting adjourns at 11:55 a.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

K. Maconochie, Recording Secretary