



AGENDA

Town Council

October 26, 2021 - 5:00 PM

Town Administration Building -
Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, OCTOBER 26, 2021 AT 5:15 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA

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2. AGENDA APPROVAL AND ADDITIONS

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[RFD 3.1 Minutes of Regular Council Sept 14, 2021](#)

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10. OPEN FORUM



(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

11. CLOSED SESSION

12. ADJOURNMENT

	REQUEST FOR DECISION
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Council Agenda Item	3.0
Council Meeting Date	October 26, 2021
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council September 14, 2021
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of September 14, 2021, as presented.

<p>Prepared By:</p>	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	<p><u>October 12, 2021</u> Date</p>
<p>Endorsed By:</p>	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	<p><u>October 12, 2021</u> Date</p>



MINUTES

Town Council Meeting

Tuesday, September 14, 2021 - 5:00 PM

Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

Mayor Rick Pankiw
Councillor Bill Coulthard
Councillor Lana Curle
Councillor Paul Payson
Councillor Gayle Rondeel
Lori Hillis - Chief Administrative Officer
Bonnie Rybak - Executive Assistant

Public: (1) members of the public

2. AGENDA APPROVAL AND ADDITIONS

Motion 202/2021

Moved by Councillor Coulthard to accept the Agenda for the September 14, 2021 Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes of Regular Council Meeting August 24, 2021

Motion 203/2021

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of August 24, 2021, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

8. REPORTS

8.1. DEPARTMENT REPORTS - NONE

8.2. BOARDS/COMMITTEE REPORTS

Motion 204/2021

Moved by Councillor Curle to accept the Tagish Engineering Project Status updates for August 19 and September 02, 2021, as information.

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

CARRIED

8.3. COUNCIL REPORTS

Motion 205/2021

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

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 206/2021

Moved by Councillor Curle to adjourn the meeting at 5:19 pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council
September 14, 2021





REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	October 26, 2021
Subject	Electric Distribution Franchise Fee for 2022
For Public Agenda	Public Information
Background	<p>The Town of Rimbey has an Electrical Distribution Franchise Agreement with Fortis Alberta Inc., which is Schedule A of Town of Rimbey Bylaw 883/13. The Agreement became effective July 1, 2013 with an initial term of ten (10) years and may be renewed for a further period of five (5) years.</p> <p>Fortis Alberta agrees to collect from Consumers and pay to the Town a franchise fee calculated as a percentage of Fortis Alberta’s total revenue in that year derived from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.</p> <p>Attached are the Fortis Alberta Municipal Franchise Fee Riders for all of the Municipalities in Alberta to whom they deliver electricity to.</p> <p>The franchise fee may be adjusted annually at the option of the Municipality and cannot exceed 20%.</p> <p>Historical percentages collected by the Town of Rimbey are as follows:</p> <p style="text-align: center;"> 2013 – 7% 2014 – 7% 2015 – 14% 2016 – 14% 2017 – 14% 2018 – 15% 2019 – 16% 2020 – 16% 2021 – 16% </p>
Discussion	<p>Fortis Alberta Inc. has estimated our 2022 franchise revenue will be approximately \$331,746 at the current rate of 16%. The 2021 estimate was \$315,322 at the current rate of 16%. Using the actual year to date figures, 2021 revenue is projected to be \$312,139 which is \$3,183 lower than budgeted.</p> <p>An increase of 1% from 16% to 17% will generate revenue of \$352,480 for the Town of Rimbey. An overall increase of \$20,734. For the average residential customer using 640 kWh’s per month, an increase of 1% will cost an additional \$14.97 per year. (additional \$1.25 per month)</p>



REQUEST FOR DECISION

	<p>An increase of 2% from 16% to 18% will generate revenue of \$373,214 for the Town of Rimbey. An overall increase of \$41,468. For the average residential customer using 640 kWh's per month, an increase of 2% will cost an additional \$23.52 per year. (additional \$1.96 per month)</p> <p>Advertisement for two weeks in the local newspaper is required if there is any change to the franchise fee rate.</p>
<p>Relevant Policy/Legislation</p>	<p>Bylaw 883/13</p>
<p>Options/Consequences</p>	<ol style="list-style-type: none"> 1. Council may choose to increase the Fortis Alberta Franchise Fee 2. Council may choose to decrease the Fortis Alberta Franchise Fee. 3. Council may choose to leave the Fortis Alberta Franchise Fee at 16%.
<p>Financial Implications</p>	<p>As previously noted.</p>
<p>Recommendation</p>	<p>Council to determine if they wish to change the Fortis Alberta Inc. Franchise fee for the 2022 budget year.</p>
<p>Prepared By:</p> <div style="text-align: center;">  <hr style="width: 60%; margin: auto;"/> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> </div> <div style="text-align: right; margin-top: 10px;"> <p><u>October 12, 2021</u> Date</p> </div> <p>Endorsed By:</p> <div style="text-align: center;">  <hr style="width: 60%; margin: auto;"/> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p> </div> <div style="text-align: right; margin-top: 10px;"> <p><u>October 12, 2021</u> Date</p> </div>	

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment A percentage surcharge per the table below will be added to the total distribution tariff, (the sum of the transmission component and the distribution component), excluding any Riders calculated for every Point of Service within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	12%	2021/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	14%	2021/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	4%	2021/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	17.00%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	10%	2021/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	9.50%	2021/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	15%	2021/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	5%	2020/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	9%	2021/01/01	03-0272	Rosemary	14.50%	2020/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

**MUNICIPAL FRANCHISE FEE RIDERS**



Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0273	Ross Haven	0%	2016/01/01	02-0350	Whitecourt	3.32%	2021/01/01
03-0276	Ryley	3%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavelly	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2015/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	8%	2016/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2015/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	6%	2020/01/01				
02-0331	Viking	8%	2013/07/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	12.75%	2020/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				
04-0371	Whispering Hills	5%	2016/10/01				

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

	REQUEST FOR DECISION
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Council Agenda Item	7.2
Council Meeting Date	October 26, 2021
Subject	Rent Relief for Concession
For Public Agenda	Public Information
Background	<p>The arena concession lease states that the September 1 to April 30, rent will be \$700 plus GST and \$100 plus GST for the Off Season (April 1-August 31) each year. Jolene Frew has expressed that the last restrictions due to COVID only allow 1/3 capacity and that has affected sales.</p> <p>In the 2020/2021 season rent charged for the arena concession was reduced to the off season rate of \$100 per month for the entire season to help offset the effects of reduced sales and public facility closures for the arena concession operator. During this season no spectators were allowed and no games were played.</p>
Discussion	<p>The current COVID mandatory restrictions became effect September 20, 2021 and apply to businesses that do not implement the Restrictions Exemption Program. To date, the Town of Rimbey has not implemented the Restrictions Exemption Program for Town facilities and must limit capacity to 1/3 of fire code capacity and no indoor dining is permitted.</p> <p>Administration recommends that the arena concession rate be reduced to half rate at \$350 plus GST per month until the current provincial restrictions are relaxed or lifted.</p>
Financial Implications	Lost revenue
Attachments	Email letter from Jolene Frew
Recommendation	To reduce the arena concession rate to \$350 plus GST per month until the current provincial capacity and dining restrictions are relaxed or lifted.

Prepared By:			<u>October 21, 2021</u>
for	_____ Cindy Bowie Director of Community Services		Date
Endorsed By:			<u>October 21, 2021</u>
	_____ Lori Hillis, CPA, CA Chief Administrative Officer		Date

To whom it may concern,

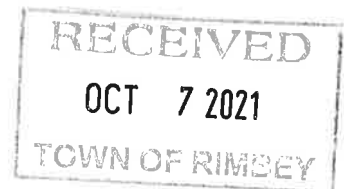
I am writing you in hopes of consideration for rent relief, as the last restrictions of only allowing a third capacity has really affected sales.

Through the week majority of parents or caregivers are only dropping off the players and not coming to watch. We had two games on Saturday October 2nd with not a lot of turn out.

With all of the uncertainties I am hoping that we would be able to work some thing out in regards to my request.

Thank you so much for your time and consideration

Jolene Frew





REQUEST FOR DECISION

Council Agenda Item	7.3										
Council Meeting Date	October 26, 2021										
Subject	Rimbey Nursery School										
For Public Agenda	Public Information										
Background	The Rimbey Nursery School has a lease agreement with the Town of Rimbey for use of space in the Peter Loughheed Community Centre.										
Discussion	<p>Administration has received correspondence from the Rimbey Nursery School requesting a price reduction due to decreased enrollment due to COVID-19.</p> <p>As per the lease agreement their annual rental is as follows:</p> <p>RENTAL</p> <p>4. The Nursery School will pay to the Town the lease fees as follows:</p> <table style="margin-left: 40px;"> <tr> <td>2020</td> <td>\$3,343.36 plus GST (reduced to \$835.84 plus GST due to COVID-19)</td> </tr> <tr> <td>2021</td> <td>\$3,443.66 plus GST</td> </tr> <tr> <td>2022</td> <td>\$3,546.97 plus GST</td> </tr> <tr> <td>2023</td> <td>\$3,653.38 plus GST</td> </tr> <tr> <td>2024</td> <td>\$3,762.99 plus GST</td> </tr> </table> <p>This represents an annual increase of 3% over the amount of the previous year's lease fee. Lease fees must be paid no later than Sept. 30th of each year for the term of this Agreement. The lease fee includes the payment of all utilities.</p> <p>The nursery school is facing significantly reduced enrollment due to the effects of COVID-19 and the uncertainty of when enrollment will be back to pre-COVID levels. They will be only using the classroom for four months of the 2021 year (September to December) with enrollment at approximately 25% of normal levels.</p> <p>Administration is recommending Council reduce the nursery school's rent to \$286.97 plus GST for the 2021 year. This represents 4 months of usage at 25% of the regular lease cost.</p>	2020	\$3,343.36 plus GST (reduced to \$835.84 plus GST due to COVID-19)	2021	\$3,443.66 plus GST	2022	\$3,546.97 plus GST	2023	\$3,653.38 plus GST	2024	\$3,762.99 plus GST
2020	\$3,343.36 plus GST (reduced to \$835.84 plus GST due to COVID-19)										
2021	\$3,443.66 plus GST										
2022	\$3,546.97 plus GST										
2023	\$3,653.38 plus GST										
2024	\$3,762.99 plus GST										
Financial Implications	Loss of \$3,156.69 revenue										
Attachments	Letter from Rimbey Nursery School										
Recommendation	To reduce the Rimbey Nursery School annual lease payment from \$3,443.66 plus GST to \$286.97 plus GST for the 2021 year, due to the COVID-19 circumstances and resulting reduction in enrollment.										



REQUEST FOR DECISION

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

October 21, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

October 21, 2021

Date

September 10, 2021

To: Town of Rimbey,

I am writing this letter on behalf of the board of the Rimbey Nursery School.

We are very pleased to be back in operation at the Rimbey Nursery School again after being closed for the past year and a half. We are grateful for the support the council provided to us during our closure.

Due to ongoing concerns about COVID, and probably also due to our extended closure, we find ourselves with a much reduced enrollment – less than half of our regular numbers.

As you may be aware, we are a non-profit group whose operating funds come from tuition fees and fundraising. Normally our lease amount is manageable for the number of children enrolled. We are concerned that this will be a hard year for us as we rebuild support in the community.

We are writing to ask if you would consider helping us out again by reducing our rent for the coming year? Even a small reduction would be greatly appreciated.

Thank you for your consideration.

Sincerely, *Lynne Ings, Donna Regnier*

Lynne Ings and Donna Regnier

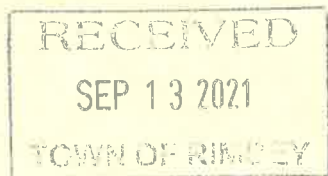
Contact information:

Donna: [REDACTED]

Lynne: [REDACTED]

Or: Rimbey Nursery School
Box 778,
Rimbey, AB T0C 2J0

e-mail: [REDACTED]



	REQUEST FOR DECISION
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Council Agenda Item	8.1
Council Meeting Date	October 26, 2021
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.
Discussion	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report
Recommendation	Motion by Council to accept the department reports, as information.


Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer

 October 21, 2021
 Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer

 October 21, 2021
 Date

Council Board Report 8.1.1



Supplier : 1020405 to ZIM1598
 Fund : 1 GENERAL FUND
 Include all Payment Types : Yes

Date Range: 17-Aug-2021 to 07-Sep-2021
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Alsco	47479	17-Aug-2021	Alsco - janitorial supplies	398.15
ATS Traffic Alberta	47480	17-Aug-2021	ATS Traffic - signs/brackets	700.46
Big Hill Services Ltd.	47481	17-Aug-2021	Big Hill Services Ltd. - arena supplies	1,614.98
Black Press Group Ltd.	47482	17-Aug-2021	Black Press Media - July 2021 - ads	535.51
Cast-A-Waste Inc.	47483	17-Aug-2021	Cast-A-Waste Inc - August 2021 - garbage/recycl	9,817.50
City Of Red Deer	47484	17-Aug-2021	City of Red Deer - lab analysis - July 2021 - north	1,545.20
EDMONTON BOUNCY CASTLE LTD	47485	17-Aug-2021	Edmonton Bouncy Castle Ltd - Aug.21/21 Celebr	1,134.00
Evergreen Co-operative Association	47486	17-Aug-2021	Evergreen Co-op - supplies	3,790.24
GILLINGHAM,SARA	47487	17-Aug-2021	Sara Gillingham - refund - swim lessons	35.00
Heart of a Child	47488	17-Aug-2021	Heart of a Child - face painting/balloon animals -	840.00
Hi-Way 9 Express Ltd.	47489	17-Aug-2021	Hi-Way 9 - freight - ATS Traffic	74.39
Imperial Esso Service (1971)	47490	17-Aug-2021	Imperial Esso - water	5.00
INNOV8 DIGITAL SOLUTIONS INC.	47491	17-Aug-2021	Innov8 - copies - CC/Town	1,056.87
John Deere Financial Inc.	47492	17-Aug-2021	John Deere Financial - oil/supplies	229.64
LOR-AL SPRINGS LTD.	47493	17-Aug-2021	Lor-Al Springs Ltd - water	16.50
On The Mark Productions	47494	17-Aug-2021	On the Mark Productions - Aug.21/21 - Celebratir	472.50
Outlaw Electric Ltd.	47495	17-Aug-2021	Outlaw Electric - North Lagoon - repair	748.63
PLUNKETT,HUDSON	47496	17-Aug-2021	Hudson Plunkett - cardlock refund	25.00
Rimbey & District Chamber Of Commerce	47497	17-Aug-2021	Rimbey & District Chamber of Commerce - video	800.00
Rimbey Implements Ltd.	47498	17-Aug-2021	Rimbey Implements Ltd - parts	2.14
Staples Advantage	47499	17-Aug-2021	Staples Advantage - supplies	199.51
Stationery Stories & Sounds (2005)	47500	17-Aug-2021	Stationery Stories Sounds - supplies	91.20
Swanson,Philip Lynton& Swanson, Mandy	47501	17-Aug-2021	Refund on PT Account 000 - 10380	1,195.38
Tagish Engineering Ltd.	47502	17-Aug-2021	Tagish - Aug.2021 - general engineering	28,931.58
TIMCON CONSTRUCTION (1988) LTD.	47503	17-Aug-2021	Timcon Construction - RB125 - PP #3 Main Pump	291,540.71
Town of Ponoka	47504	17-Aug-2021	Town of Ponoka - yard waste compost - July 202	135.00
Town Of Rimbey	47505	17-Aug-2021	Town of Rimbey - util - July 2021	12,486.17
Uni First Canada Ltd.	47506	17-Aug-2021	UniFirst - coveralls/supplies	53.44
United Farmers Of Alberta	47507	17-Aug-2021	UFA -supplies	496.45
Wolseley Industrial Canada INC	47508	17-Aug-2021	Wolseley - pool - bleach	4,899.77
Balan,Tyler	47509	24-Aug-2021	Refund on PT Account 000 - 17120	2,837.36
Wiese,Bryan	47510	24-Aug-2021	Refund on PT Account 000 - 10500	1,235.48
1318209 Alberta Ltd.	47511	07-Sep-2021	1318209 Alberta Ltd. - Tax Relief Program	1,507.25
1998372 ALBERTA LTD.	47512	07-Sep-2021	1998372 Alberta Ltd. (o/a Elite Site Services Ltd)	62,792.04
AED Advantage	47513	07-Sep-2021	AED Advantage - charge pak - Fitness Centre	193.20
AGAT Laboratories	47514	07-Sep-2021	AGAT Laboratories - testing	1,533.00
Alberta Elevating Devices &	47515	07-Sep-2021	Alberta Elevating Devices - CC - inspection	266.70
Alberta One-Call Corporation	47516	07-Sep-2021	Alberta One Call - July 2021 - notifications	56.23
Alsco	47517	07-Sep-2021	Alsco - janitorial supplies	1,209.80
AMSC Insurance Services Ltd.	47518	07-Sep-2021	AMSC Insurance - Mayor/Council	39.04
Automated Aquatics Canada Ltd.	47519	07-Sep-2021	Automated Aquatics - heater	1,695.75
Border Paving Ltd.	47520	07-Sep-2021	Border Paving - PP #3 - RB142	11,373.19
Brownlee LLP	47521	07-Sep-2021	Brownlee LLP - professional services	3,346.88
Canadian Pacific Railway Company	47522	07-Sep-2021	Canadian Pacific Railway - Hoadley crossing	296.00
Cast-A-Waste Inc.	47523	07-Sep-2021	Cast-A-Waste - Sept. 2021 - garbage/recycle	9,817.50
Central Alberta Fire Protection	47524	07-Sep-2021	Central Alberta Fire Protection - CC - repair/test s	1,779.75
DILIGENT CANADA	47525	07-Sep-2021	Diligent Canada - Meeting Manager Pro Package	4,426.54
DOYLE,NATALIE	47526	07-Sep-2021	Natalie Doyle - cardlock refund	25.00
Drain Doctor	47527	07-Sep-2021	Drain Doctro - flush/cameral - 54 Ave	735.00
Environmental 360 Solutions (Alberta) Ltd	47528	07-Sep-2021	E360 - 4705 -46 Ave - bin dumps	778.32
Evergreen Co-operative Association	47530	07-Sep-2021	Evergreen Co-op - supplies	1,702.05
Expert Security Solutions	47531	07-Sep-2021	Expert Security Solutions - Aquatic Centre - Sept.	26.20
Fortis Alberta Inc.	47532	07-Sep-2021	Fortis Alberta - Well 10R - MSP Project	8,065.47
Friesen,Jacob	47533	07-Sep-2021	Jacob Friesen - cardlock refund	25.00
HOLTKAMP,JADA	47534	07-Sep-2021	Jada Holtkamp - cardlock refund	25.00
Hunter Hydrovac Inc.	47535	07-Sep-2021	Hunter Hydrovac - water line repair - 52 Ave	1,260.00
Imperial Esso Service (1971)	47536	07-Sep-2021	Imperial Esso - Lor-Al water return	90.25
JEFFCOTT,SHAWNA	47537	07-Sep-2021	Shawna Jeffcott - refund - swim lessons	40.00

Council Board Report 8.1.1
Council Agenda Report

Supplier : 1020405 to ZIM1598
Fund : 1 GENERAL FUND
Include all Payment Types : Yes

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Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
LINDE CANADA INC.	47538	07-Sep-2021	Linde Canada Inc.(formerly Praxair) - lease renev	256.15
Longhurst Consulting	47539	07-Sep-2021	Longhurst Consulting - Sept/21 billing	2,092.65
MLA Benefits Inc.	47540	07-Sep-2021	MLA Benefits - Sept./21 HSA - Mayor/Council	1,788.16
Municipal Property Consultants (2009) Ltd.	47541	07-Sep-2021	Municipal Prop. Consultants - Sept. 2021	3,578.35
NAPA Auto Parts - Rimbey	47542	07-Sep-2021	Napa - oil/filter/parts - Unit 52	22.54
Nikirk Bros. Contracting Ltd.	47543	07-Sep-2021	Nikirk - filcrete	981.24
Red Deer Overdoor	47544	07-Sep-2021	Red Deer Overdoor	646.75
Rimbey & District Chamber Of Commerce	47545	07-Sep-2021	Rimbey & District Chamber of Commerce - busin	200.00
Rimbey Fas Gas o/a 1662899 Alberta Ltd	47546	07-Sep-2021	Rimbey Fas Gas - propane - pot hole repairs	35.70
Rimbey Janitorial Supplies	47547	07-Sep-2021	Rimbey Janitorial - arena - supplies	613.20
RJ Plumbing and Heating	47548	07-Sep-2021	RJ Plumbing - pool repair	208.95
ROBINSON,VANESSA	47549	07-Sep-2021	Vanessa Robinson- child swim lesson - refund	25.00
Schneider,Viola	47550	07-Sep-2021	Vi Schneider - main auditorium/kitchen rent	650.00
Sinclair Supply Ltd.	47551	07-Sep-2021	Sinclair Supply Ltd - filters	324.58
Stationery Stories & Sounds (2005)	47552	07-Sep-2021	Stationery Stories Sounds - labels	1,663.15
Team Aquatic Supplies Ltd	47553	07-Sep-2021	Team Aquatic - supplies	187.95
TIMCON CONSTRUCTION (1988) LTD.	47554	07-Sep-2021	Timcon Construction Ltd - PPC34 - Main Pump H	198,832.81
True Way Tire Ltd.	47555	07-Sep-2021	True Way Tire - Unit #20 - repairs	41.58
Uni First Canada Ltd.	47556	07-Sep-2021	UniFirst - coveralls/supplies	155.26
Wolseley Canada Inc.	47557	07-Sep-2021	Wolseley Canada - parts	488.15
Wolseley Industrial Canada INC	47558	07-Sep-2021	Wolseley - PW - bleach	4,901.67
ALBERTA MUNICIPAL SERVICE CORPORATION	00078-0001	18-Aug-2021	AMSC - gas/power - Aug.09.21	38,552.19
Canada Revenue Agency	00078-0002	18-Aug-2021	CRA - Aug.20/21 biweekly payroll (Aug1-14/21)	16,833.24
Eastlink	00078-0003	18-Aug-2021	Eastlink - cable - fitness room	94.71
LAPP	00078-0004	18-Aug-2021	LAPP - Aug.20/21 biweekly payroll (Aug1-14/21)	9,558.16
Servus Credit Union - Mastercard	00078-0005	18-Aug-2021	Servus M/C - R.Schmidt - July 31/21	5,829.61
Telus Mobility Inc.	00078-0006	18-Aug-2021	Telus Mobility - Aug. 06/21	177.07
Workers' Compensation Board - Alberta	00078-0007	18-Aug-2021	Workers Compensation - Aug. 2021	1,932.00
LAPP	00079-0001	07-Sep-2021	LAPP - Library - Aug. 2021 - monthly payroll	12,702.43
Servus Credit Union Ltd.	00079-0002	07-Sep-2021	Servus Credit Union - Debenture #46 - Pool	91,490.32
Telus Communications Inc.	00079-0003	07-Sep-2021	Telus - Town - Aug 10/21	2,295.56
VICTOR CANADA	00079-0004	07-Sep-2021	Victor - HSA - Sept.1/21	12,784.94
Waste Management	00079-0005	07-Sep-2021	Environmental 360 - recycle - Aug.2021	4,411.52
Total:				895,404.51

Council Board Report 8.1.1



Supplier : 1020405 to ZIM1598
 Fund : 1 GENERAL FUND
 Include all Payment Types : Yes

Date Range: 08-Sep-2021 to 21-Oct-2021
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Alberta One-Call Corporation	47559	16-Sep-2021	Alberta One Call - August 2021 Notifications	49.61
Alsco	47560	16-Sep-2021	Alsco - janitorial supplies	444.20
Anderson Service	47561	16-Sep-2021	Anderson Service - PW - repairs	357.00
Animal Control Services	47562	16-Sep-2021	Animal Control - Aug. 2021	1,606.50
BERGMAN,BEV	47563	16-Sep-2021	Bev Bergman - facility deposit refund	150.00
Black Press Group Ltd.	47564	16-Sep-2021	Black Press Media - August 2021 ads	678.04
Campbell,Duncan	47565	16-Sep-2021	Duncan Campbell - work boots	262.49
City Of Red Deer	47566	16-Sep-2021	City of Red Deer - Aug 2021 - lab analysis	1,319.64
DYRLAND,LISA	47567	16-Sep-2021	Lisa Dyrland - facility refund	600.00
High Pressure Flushing	47568	16-Sep-2021	High Pressure Flushing - various sani mains	16,380.00
Imperial Esso Service (1971)	47569	16-Sep-2021	Imperial Esso - unit 52 - fuel	149.80
J. Branco and Sons	47570	16-Sep-2021	J.Branco and Sons - cemetery runners/columbari	20,006.44
Jack's Auto Repair	47571	16-Sep-2021	Jack's Auto Repair - Unit 11 - CC repair	449.32
LAMPARD,TOM	47572	16-Sep-2021	Tom Lampard - cardlock refund	25.00
LOR-AL SPRINGS LTD.	47573	16-Sep-2021	Lor-Al Springs - water	11.00
Midwest Propane	47574	16-Sep-2021	Midwest Propane - pump	200.34
New Can Truck Parts	47575	16-Sep-2021	New Can Truck Parts - Unit 55 - repairs	348.29
Oakcreek Golf & Turf LP	47576	16-Sep-2021	Oak Creek - unit 49 - part	53.58
Rimbey Express	47577	16-Sep-2021	Rimbey Express - freight - Aug. 2021	150.00
Rimbey Family & Community Support Services	47578	16-Sep-2021	Rimbey Family & Community Support Services - :	15,868.00
Rimbey Historical Society	47579	16-Sep-2021	Rimbey Historical Society - volunteer vouchers	160.00
Rimbey Home Hardware	47580	16-Sep-2021	Rimbey Home Hardware - supplies	249.45
Rimbey Implements Ltd.	47581	16-Sep-2021	Rimbey Implements - unit 8 - parts	26.41
Rimbey TV & Electronics 1998	47582	16-Sep-2021	Rimbey TV - transfer phone number - PW	63.00
RYBAK,BONNIE	47583	16-Sep-2021	Bonnie Rybak - masks for Election	169.99
Silver Star Septic Service	47584	16-Sep-2021	Silver Star Septic Services - pump out	52.50
Staples Advantage	47585	16-Sep-2021	Staples Professional - office supplies	199.42
Superior Safety Codes Inc.	47586	16-Sep-2021	Superial Safety Codes - July 2021 - closed permi	370.13
Tagish Engineering Ltd.	47587	16-Sep-2021	Tagish - Aug 2021 - general engineering	46,825.40
Towle,Jeanette	47588	16-Sep-2021	Jeanette Towle - cards/gift cards	254.84
Town Of Rimbey	47589	16-Sep-2021	Town of Rimbey - Aug 2021 - utility inv	15,338.59
True Way Tire Ltd.	47590	16-Sep-2021	True Way Tire - unit 49 - repairs	542.39
Uni First Canada Ltd.	47591	16-Sep-2021	UniFirst - coveralls/supplies	104.60
United Farmers Of Alberta	47592	16-Sep-2021	UFA - fuel - bylaw	270.73
Vicinia Planning & Engagement Inc.	47593	16-Sep-2021	Vicinia - Aug 2021	2,315.25
Wegmann,Herman	47594	16-Sep-2021	Herman Wegmann - facility deposit refund	350.00
Wolseley Industrial Canada INC	47595	16-Sep-2021	Wolseley Industrial - bleach	126.00
Alsco	47597	30-Sep-2021	Alsco - janitorial supplies	305.07
AMSC Insurance Services Ltd.	47598	30-Sep-2021	AMSC Insurance Services - Oct. 2021 - mayor/cc	39.04
AN Adventure Distribution & Consulting	47599	30-Sep-2021	An Adventure - janitorial supplies	284.76
BEARCOM CANADA CORP	47600	30-Sep-2021	Bearcom Canada Corp - Bylaw - equipment	4,798.50
Blue Spruce Phone Books	47601	30-Sep-2021	Blue Spruce Phone Books - ads	315.00
Canadian Pacific Railway Company	47602	30-Sep-2021	Canadian Pacific Railway - Hoadly crossing	296.00
FROEHLER,STEPHANIE	47603	30-Sep-2021	Stephanie Froehler - facility deposit refund	228.75
Hi-Way 9 Express Ltd.	47604	30-Sep-2021	Hi-Way 9 - freight - Unit 49	32.07
Imperial Esso Service (1971)	47605	30-Sep-2021	Imperial Esso - propane - arena	52.00
Longhurst Consulting	47606	30-Sep-2021	Longhurst - Watchguard Basic Security renewal	1,880.75
Municipal Property Consultants (2009) Ltd.	47607	30-Sep-2021	Municipal Property Consultants - Oct. 2021 fee	3,578.35
Nikirk Bros. Contracting Ltd.	47608	30-Sep-2021	Nikirk - topsoil	1,193.43
Oakcreek Golf & Turf LP	47609	30-Sep-2021	OakCreek - parts	167.66
Parkland Regional Library	47610	30-Sep-2021	Parkland Regional Library - 4th quarter requisitor	5,761.32
Rimbey Implements Ltd.	47611	30-Sep-2021	Rimbey Implements - parts	57.28
RJ Plumbing and Heating	47612	30-Sep-2021	RJ Plumbing - service call - arena kitchen	89.25
ROBERTSON,BARRY	47613	30-Sep-2021	Barry Robertson - work boots	209.98
Uni First Canada Ltd.	47614	30-Sep-2021	UniFirst - coveralls/supplies	53.94
Wolseley Industrial Canada INC	47615	30-Sep-2021	Wolseley Industrial - bleach	1,464.04
AGAT Laboratories	47617	01-Oct-2021	AGAT Laboratories - lead sampling	1,491.00
Alberta Assoc. of Community Peace Officers	47618	01-Oct-2021	AACPO - 2021-22 Membership Fees	350.00

Council Board Report 8.1.1



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 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Alsco	47619	01-Oct-2021	Alsco - janitorial supplies	254.54
Expert Security Solutions	47620	01-Oct-2021	Expert Security Solutions - Oct - Dec/21 Rec Dep	94.34
Longhurst Consulting	47621	01-Oct-2021	Longhurst Consulting - PW - cartridges	471.45
Nikirk Bros. Contracting Ltd.	47622	01-Oct-2021	Nikirk - washed rock	504.00
Uni First Canada Ltd.	47623	01-Oct-2021	UniFirst - coveralls/supplies	50.66
West Country Glass	47624	01-Oct-2021	West Country Glass - Unit #5 windshield	259.87
1998372 ALBERTA LTD.	47625	06-Oct-2021	1998372 Alberta Ltd. (a/o Elite Site Services) PP	142,206.33
Alsco	47626	06-Oct-2021	Alsco - janitorial supplies	308.18
Cast-A-Waste Inc.	47627	06-Oct-2021	Cast-A-Waste - Oct. 2021 - garbage/recycle	9,817.50
CITY NEON LTD.	47628	06-Oct-2021	City Neon Ltd. - Dev. Deposit refund - Permit 34/2	3,000.00
Environmental 360 Solutions (Alberta) Ltd	47629	06-Oct-2021	E360 - RCMP - bin dump/rent	693.43
Expert Security Solutions	47630	06-Oct-2021	Expert Security Solutions - Pool - security monito	26.20
Hohn,Darla	47631	06-Oct-2021	Darla Hohn - cardlock refund - reissued	25.00
Imperial Esso Service (1971)	47632	06-Oct-2021	Imperial Esso - propane - Arena	25.00
LOR-AL SPRINGS LTD.	47633	06-Oct-2021	Lor-Al Springs Ltd - water	16.50
MADD	47634	06-Oct-2021	MADD - advertisement	708.75
MLA Benefits Inc.	47635	06-Oct-2021	MLA Benefits - HSA/Admin Fees - Sept.21	1,551.25
NAPA Auto Parts - Rimbey	47636	06-Oct-2021	Napa - parts	4.19
Rimbey & District Chamber Of Commerce	47637	06-Oct-2021	Rimbey Chamber of Commerce - 2021 Gold Men	110.25
Rimbey Home Hardware	47638	06-Oct-2021	Rimbey Home Hardware - supplies	294.44
Rimbey Municipal Library	47639	06-Oct-2021	Rimbey Municipal Library - Agreement - Library E	73,363.50
Stationery Stories & Sounds (2005)	47640	06-Oct-2021	Stationery Stories & Sounds - ballots - 2021 elect	501.69
Superior Safety Codes Inc.	47641	06-Oct-2021	Superior Safety Codes - Aug. 2021 - closed perm	443.00
TIMCON CONSTRUCTION (1988) LTD.	47642	06-Oct-2021	Timcon Construction - RB125 - PP#5 Main Pump	102,931.62
Town Of Rimbey	47643	06-Oct-2021	Town of Rimbey - Sept/21 util	910.46
Winters,Katherine	47644	06-Oct-2021	Katherine Winters - expenses	75.00
Alberta One-Call Corporation	47645	15-Oct-2021	Alberta One Call - Sept 2021 notifications	52.92
Alsco	47646	15-Oct-2021	Alsco - janitorial supplies	562.72
Animal Control Services	47647	15-Oct-2021	Animal Control - Sept. 2021 patrols	1,428.00
ATS Traffic Alberta	47648	15-Oct-2021	ATS Traffic - signs	826.18
Black Press Group Ltd.	47649	15-Oct-2021	Black Press Media - Sept. 2021 ads	1,865.50
Border Paving Ltd.	47650	15-Oct-2021	Border Paving - RB 141 - PP #3 - Evergreen Estab	26,410.05
Buist Motor Products Ltd.	47651	15-Oct-2021	Buist Motor Products - 2009 Chev Unit#09037 - F	644.55
Canadian Pacific Railway Company	47652	15-Oct-2021	Canadian Pacific Railway - basic rent - pipe cross	78.75
City Of Red Deer	47653	15-Oct-2021	City of Red Deer - lab analysis - Sept. 2021	1,649.55
Evergreen Co-operative Association	47654	15-Oct-2021	Co-op - PW - supplies	3,277.15
Hi-Way 9 Express Ltd.	47655	15-Oct-2021	Hi-Way 9 - freight (ATS Traffic)	64.61
Imperial Esso Service (1971)	47656	15-Oct-2021	Imperial Esso - fuel	160.40
J. Branco and Sons	47657	15-Oct-2021	J.Branco and Sons - Drader Cres storm swale	8,925.00
Kansas Ridge Mechanical Ltd.	47658	15-Oct-2021	Kansas Ridge Mechanical - repair	183.65
New Can Truck Parts	47659	15-Oct-2021	New Can Truck Parts - parts	188.95
PANESAR,BALI	47660	15-Oct-2021	Bali Panesar - cardlock refund	25.00
PIDHERNEY'S INC.	47661	15-Oct-2021	Pidnerney's Inc - 2021 - RB139 - Raw Water PP#	5,250.00
Red Deer Overdoor	47662	15-Oct-2021	Red Deer Overdoor Arena - repair	519.75
Rimbey Express	47663	15-Oct-2021	Rimbey Express - Sept. 2021 inv	210.00
Rimbey Family & Community Support Services	47664	15-Oct-2021	Rimbey Family & Community Support Services -	15,868.00
Rimbey Janitorial Supplies	47665	15-Oct-2021	Rimbey Janitorial - supplies - Town/Lib/RCMP	664.13
Rimbey TV & Electronics 1998	47666	15-Oct-2021	Rimbey TV - CC - repair/clean mics	32.55
RJ Plumbing and Heating	47667	15-Oct-2021	RJ Plumbing - repair/parts - CC	316.05
SCHULTZ,CHARLENE	47668	15-Oct-2021	Charlene Schultz - cardlock refund	25.00
Superior Equipment Sales Inc.	47669	15-Oct-2021	Superior Equip Sales - parts	604.80
Tagish Engineering Ltd.	47670	15-Oct-2021	Tagish - General Eng.	45,105.12
Titan Supply LP	47671	15-Oct-2021	Titan Supply Inc - grader blade/parts	641.38
Uni First Canada Ltd.	47672	15-Oct-2021	UniFirst - coveralls/supplies	104.60
United Farmers Of Alberta	47673	15-Oct-2021	UFA - bylaw fuel	319.18
Vicinia Planning & Engagement Inc.	47674	15-Oct-2021	Vicinia Planning - Sept. 2021 inv.	3,142.13
VUZA,SANKET	47675	15-Oct-2021	Sanket Vuza - cardlock refund	25.00
West Country Glass	47676	15-Oct-2021	West Country Glass - Unit #5 - float glass	152.88

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Council Agenda Report

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Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Wolseley Industrial Canada INC	47677	15-Oct-2021	Wolseley - CR to inv#831278	6,694.79
Alberta Education	00080-0001	16-Sep-2021	Alberta Education - 3rd quarter req. 2021	223,599.08
ALBERTA MUNICIPAL SERVICE CORPORATION	00080-0002	16-Sep-2021	AMSC - gas/power Aug 2021	37,001.05
Canada Revenue Agency	00080-0003	16-Sep-2021	CRA - Sept 3/21 (Aug 15-28/21)	29,912.25
Eastlink	00080-0004	16-Sep-2021	Eastlink - cable - fitness centre	94.71
LAPP	00080-0005	16-Sep-2021	LAPP - Sept 17/21 (Aug 29-Sept 11/21)	10,961.44
Telus Mobility Inc.	00080-0006	16-Sep-2021	Telus Mobility - Sept 06/21	167.35
Workers' Compensation Board - Alberta	00080-0007	16-Sep-2021	WCB - Sept 6/21	1,932.00
Canada Revenue Agency	00081-0001	30-Sep-2021	CRA - Oct.01/21 payroll (Sept.12-25/21)	14,981.42
LAPP	00081-0002	30-Sep-2021	FCSS - LAPP biweekly payroll Oct.6/21 (Sept.13-	10,323.53
Telus Communications Inc.	00081-0003	30-Sep-2021	Telus - Sept.10/21 - Town	2,308.15
VICTOR CANADA	00081-0004	30-Sep-2021	Victor Canada - Oct. 2021 benefits	10,312.88
Servus Credit Union - Mastercard	00082-0001	01-Oct-2021	Servus M/C - C.Bowie - Aug. 30/21	1,030.93
VICTOR CANADA	00083-0001	06-Oct-2021	Victor Canada - HSA - Oct. 2021	1,336.48
ALBERTA MUNICIPAL SERVICE CORPORATION	00084-0001	15-Oct-2021	AMSC - Oct.07/21 - gas/power	34,572.40
Canada Revenue Agency	00084-0002	15-Oct-2021	CRA - Oct.15/21 payroll (Sept 26-Oct 09/21)	13,442.02
Eastlink	00084-0003	15-Oct-2021	Eastlink - Oct. 2021 - cable - fitness centre	94.71
LAPP	00084-0004	15-Oct-2021	LAPP - Oct 15/21 (Sept 26 - Oct 9/21) payroll	11,287.10
Servus Credit Union - Mastercard	00084-0005	15-Oct-2021	Servus M/C - L.Hillis - Sept. 30/21	1,607.79
Telus Mobility Inc.	00084-0006	15-Oct-2021	Telus Mobility - Oct.6/21	196.55
Waste Management	00084-0007	15-Oct-2021	Waste Management - Sept. 2021 inv - recycle	4,183.15
Workers' Compensation Board - Alberta	00084-0008	15-Oct-2021	WCB - Oct. 2021	1,932.00
Total:				1,025,118.62

	REQUEST FOR DECISION
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Council Agenda Item	8.2
Council Meeting Date	October 26, 2021
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Discussion	8.2.1 Tagish Engineering Ltd. projects status updates to October 14, 2021 8.2.2 PRLS Board Meeting Minutes September 16, 2021 Draft 8.2.3 PRLS Board Talk September 16, 2021 8.2.4 PRLS Proposed Budget 2022 8.2.5 FCSS Board Minutes June 17, 2021
Recommendation	Motion by Council to accept the Tagish Engineering Ltd. projects status update to October 14, 2021; Parkland Regional Library Meeting Minutes September 16, 2021; PRLS Board Talk September 16, 2021; Parkland Regional Library Proposed Budget 2022; and FCSS June 17, 2021 Board Minutes, as information.


Prepared By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

 October 21, 2021
 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

 October 21, 2021
 Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.21 RB00 - 2021 General Engineering		
August 5, 2021	Matichuk, Gerald	No assignment this period (August 5, 2021).
August 19, 2021	Matichuk, Gerald	No assignment this period (August 19, 2021).
September 2, 2021	Matichuk, Gerald	No assignment this period (September 01, 2021).
September 16, 2021	Matichuk, Gerald	Tagish is working with administration in preparing budget estimates for 2022 Capital projects.
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
August 5, 2021	Solberg, Lloyd	Construction is on-going. Contractor to finalize work on roof for the expansion and start on mechanical and electrical installations.
August 19, 2021	Solberg, Lloyd	Construction is on-going. Contractor to finalize work on roof for the expansion and start on mechanical and electrical installations.
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor to continue with mechanical and electrical installations.
September 15, 2021	Smith, Greg	Construction is on-going. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage, Timcon is researching alternates.
RBYM00136.01 RB136.01 - 2019/20 Street Improvements		
August 5, 2021	Matichuk, Gerald	This project is considered complete, and all remaining work will be completed under the 2021 Street Improvements project. No assignment this period (June 24 - August 5, 2021).
August 19, 2021	Matichuk, Gerald	This project is considered complete, and all remaining work will be completed under the 2021 Street Improvements project. No assignment this period (June 24 - August 19, 2021).
RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
August 5, 2021	Solberg, Lloyd	The building has been installed. Darcy's is scheduled in the next few days to install the pump down the well. Contractor to work on mechanical and electrical installations.
August 19, 2021	Solberg, Lloyd	Well Pump has been installed. Majority of the mechanical and electrical has been completed. Waiting on the VFD for the well pump. We are getting a price from Timcon to add a building around the observation well as per our last meeting.
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor is working on electrical installations. We are reviewing change order to add a building to the observation well.
September 15, 2021	Smith, Greg	Construction is on-going. The Town has approved the additional observation well building, which Timcon is ordering currently.
RBYM00140.00 RB140 - Rimbey MSP Projects		
August 5, 2021	Solberg, Lloyd	Carbon has finalized their work. Building has been erected on site. Contractor to continue with mechanical and electrical installations.
August 19, 2021	Solberg, Lloyd	Mechanical work has been completed and majority of the electrical has been completed for Well 10R. Waiting for VFD's for the well pumps.
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor is finalizing electrical installations.
September 15, 2021	Smith, Greg	Construction is on-going. We are coordinating the work involved with the VFD at reservoir 2 to proceed by the end of the month.
RBYM00141.00 RB141 - Evergreen Est Street Imp		
August 5, 2021	Matichuk, Gerald	Border Paving is working on completing the backfilling and side-sloping the roadways. Blue grass Sod Farms is scheduled to start the hydro seeding on August 16, 2021.

Council Agenda Item 8.2.1

August 19, 2021	Matichuk, Gerald	Public-works is working on completing the backfilling and side-sloping the roadways. Blue grass Sod Farms is scheduled to complete the hydro seeding after all landscaping is completed.
September 2, 2021	Matichuk, Gerald	Blue grass Sod Farms has completed the hydro seeding. Tagish is working to schedule a CCC inspection within the next week.
September 16, 2021	Matichuk, Gerald	On September 9, 2021 Public-works, Border Paving and Tagish completed a construction completion inspection. Border Paving will correct the minor deficiencies within the next two weeks.

RBYM00142.00 RB142 - 2021 Street Improvements

August 5, 2021	Matichuk, Gerald	Border Paving is scheduled to be on site August 9, 2021 to work on completing the road base repairs on 47 St., with asphalt milling scheduled to start August 18, 2021.
August 19, 2021	Matichuk, Gerald	Border Paving has indicated that LeDuc Asphalt Milling (asphalt milling sub-contractor) was not able to be on site this week and will be re-scheduling asphalt milling to the week of August 30, 2021. Border Paving has indicated that paving will be scheduled after the milling has been completed.
September 2, 2021	Matichuk, Gerald	Still waiting for LeDuc Asphalt Milling (asphalt milling sub-contractor). Border Paving has indicated that paving will be scheduled after the milling has been completed.
September 16, 2021	Matichuk, Gerald	Border Paving is scheduled to start asphalt overlay September 16 and be completed within a few days. J. Branco & Sons Concrete Services is scheduled to complete the concrete replacements on 50 Ave by September 24, 2021.

RBYM00143.00 RB143 - 56th Ave Sanitary Sewer Imp

August 5, 2021	Matichuk, Gerald	On July 28, a pre-construction meeting with Public-works and the Contractor (Elite Site Services) was held. The Contractor is scheduled to start construction August 9, 2021 with a completion date of September 15, 2021.
August 19, 2021	Matichuk, Gerald	Elite Site Services has started the 56 Ave Sanitary Sewer Improvement project and is installing temporary water services. The Contractor will super chlorinate, flush and test service lines prior to starting construction. The Contractor has indicated that construction should be completed by September 15, 2021.
September 2, 2021	Matichuk, Gerald	Elite Site Services has completed the sanitary sewer main, services replacement, granular base reconstruction and is setting forms for the concrete replacement. The Contractor has indicated that construction should be completed by September 15, 2021.
September 16, 2021	Matichuk, Gerald	Elite Site Services has completed the concrete replacement on 56 Ave and are working on completing the installation of the granular material by September 20, 2021.

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.21 RB00 - 2021 General Engineering		
August 19, 2021	Matichuk, Gerald	No assignment this period (August 19, 2021).
September 2, 2021	Matichuk, Gerald	No assignment this period (September 01, 2021).
September 16, 2021	Matichuk, Gerald	Tagish is working with administration in preparing budget estimates for 2022 Capital projects.
September 30, 2021	Matichuk, Gerald	Director of Public-works and Tagish met with Alberta Transportation and the Developers representatives to discuss concerns related to roadway side slopes, culvert extensions, site drainage and the construction of 53 Ave..
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
August 19, 2021	Solberg, Lloyd	Construction is on-going. Contractor to finalize work on roof for the expansion and start on mechanical and electrical installations.
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor to continue with mechanical and electrical installations.
September 15, 2021	Smith, Greg	Construction is on-going. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage, Timcon is researching alternates.
September 30, 2021	Solberg, Lloyd	Construction is on-going. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage, Timcon is researching alternates. Fencing and parking pad area are scheduled to start next week.
RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
August 19, 2021	Solberg, Lloyd	Well Pump has been installed. Majority of the mechanical and electrical has been completed. Waiting on the VFD for the well pump. We are getting a price from Timcon to add a building around the observation well as per our last meeting.
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor is working on electrical installations. We are reviewing change order to add a building to the observation well.
September 15, 2021	Smith, Greg	Construction is on-going. The Town has approved the additional observation well building, which Timcon is ordering currently.
September 30, 2021	Solberg, Lloyd	Construction is on-going. Timcon has poured the concrete pad for the observation building. Just waiting for the arrival of the building and PLC equipment.
RBYM00140.00 RB140 - Rimbey MSP Projects		
August 19, 2021	Solberg, Lloyd	Mechanical work has been completed and majority of the electrical has been completed for Well 10R. Waiting for VFD's for the well pumps.
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor is finalizing electrical installations.
September 15, 2021	Smith, Greg	Construction is on-going. We are coordinating the work involved with the VFD at reservoir 2 to proceed by the end of the month.
September 30, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. We are waiting for some pricing for breaker upgrades for the the VFD at reservoir 2.
RBYM00141.00 RB141 - Evergreen Est Street Imp		
August 19, 2021	Matichuk, Gerald	Public-works is working on completing the backfilling and side-sloping the roadways. Blue grass Sod Farms is scheduled to complete the hydro seeding after all landscaping is completed.
September 2, 2021	Matichuk, Gerald	Blue grass Sod Farms has completed the hydro seeding. Tagish is working to schedule a CCC inspection within the next week.

Council Agenda Item 8.2.1

September 16, 2021 [Matichuk, Gerald](#) On September 9, 2021 Public-works, Border Paving and Tagish completed a construction completion inspection. Border Paving will correct the minor deficiencies within the next two weeks.

September 30, 2021 [Matichuk, Gerald](#) **Border Paving is working on correcting the minor deficiencies within the next two weeks.**

RBYM00142.00 RB142 - 2021 Street Improvements

August 19, 2021 [Matichuk, Gerald](#) Border Paving has indicated that LeDuc Asphalt Milling (asphalt milling sub-contractor) was not able to be on site this week and will be re-scheduling asphalt milling to the week of August 30, 2021. Border Paving has indicated that paving will be scheduled after the milling has been completed.

September 2, 2021 [Matichuk, Gerald](#) Still waiting for LeDuc Asphalt Milling (asphalt milling sub-contractor). Border Paving has indicated that paving will be scheduled after the milling has been completed.

September 16, 2021 [Matichuk, Gerald](#) Border Paving is scheduled to start asphalt overlay September 16 and be completed within a few days. J. Branco & Sons Concrete Services is scheduled to complete the concrete replacements on 50 Ave by September 24, 2021.

September 30, 2021 [Matichuk, Gerald](#) **Border Paving has completed the asphalt overlay on 47 St and is working on completing the patch paving at various locations in Town.**

RBYM00143.00 RB143 - 56th Ave Sanitary Sewer Imp

August 19, 2021 [Matichuk, Gerald](#) Elite Site Services has started the 56 Ave Sanitary Sewer Improvement project and is installing temporary water services. The Contractor will super chlorinate, flush and test service lines prior to starting construction. The Contractor has indicated that construction should be completed by September 15, 2021.

September 2, 2021 [Matichuk, Gerald](#) Elite Site Services has completed the sanitary sewer main, services replacement, granular base reconstruction and is setting forms for the concrete replacement. The Contractor has indicated that construction should be completed by September 15, 2021.

September 16, 2021 [Matichuk, Gerald](#) Elite Site Services has completed the concrete replacement on 56 Ave and are working on completing the installation of the granular material by September 20, 2021.

September 30, 2021 [Matichuk, Gerald](#) **Elite Site Services has the completed the sanitary main installation, CIPP liner, concrete sidewalk and granular base work. The Contractor has also repaired a watermain break associated to the work completed during construction. Tagish will be scheduling a construction completion inspection for the week of October 4, 2021.**

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.21 RB00 - 2021 General Engineering		
September 2, 2021	Matichuk, Gerald	No assignment this period (September 01, 2021).
September 16, 2021	Matichuk, Gerald	Tagish is working with administration in preparing budget estimates for 2022 Capital projects.
September 30, 2021	Matichuk, Gerald	Director of Public-works and Tagish met with Alberta Transportation and the Developers representatives to discuss concerns related to roadway side slopes, culvert extensions, site drainage and the construction of 53 Ave..
October 14, 2021	Matichuk, Gerald	Tagish is working with administration on preparing preliminary budget estimates for 2022 capital projects. Tagish and Vicinia Planning have working with BMO on completing an engineering plan review for the redevelopment of the BMO parking lot.
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor to continue with mechanical and electrical installations.
September 15, 2021	Smith, Greg	Construction is on-going. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage, Timcon is researching alternates.
September 30, 2021	Solberg, Lloyd	Construction is on-going. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage, Timcon is researching alternates. Fencing and parking pad area are scheduled to start next week.
October 14, 2021	Solberg, Lloyd	Construction is on-going. Fencing and parking pad were completed. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage,
RBYM00136.01 RB136.01 - 2019/20 Street Improvements		
October 14, 2021	Matichuk, Gerald	On October 6, 2021 the Director of Public Works, Border Paving and Tagish completed a FAC inspection on the project. A FAC Certificate was issued.
RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor is working on electrical installations. We are reviewing change order to add a building to the observation well.
September 15, 2021	Smith, Greg	Construction is on-going. The Town has approved the additional observation well building, which Timcon is ordering currently.
September 30, 2021	Solberg, Lloyd	Construction is on-going. Timcon has poured the the concrete pad for the observation building. Just waiting for the arrival of the building and PLC equipment.
October 14, 2021	Solberg, Lloyd	Construction is on-going. Just waiting for the arrival of the building and PLC equipment. Observation well building scheduled to come mid November.
RBYM00140.00 RB140 - Rimbey MSP Projects		
September 2, 2021	Solberg, Lloyd	Construction is on-going. Contractor is finalizing electrical installations.
September 15, 2021	Smith, Greg	Construction is on-going. We are coordinating the work involved with the VFD at reservoir 2 to proceed by the end of the month.
September 30, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. We are waiting for some pricing for breaker upgrades for the the VFD at reservoir 2.
October 14, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. We are waiting for the breaker upgrades for the the VFD at reservoir 2.

RBYM00141.00 RB141 - Evergreen Est Street Imp

- September 2, 2021 [Matichuk, Gerald](#) Blue grass Sod Farms has completed the hydro seeding. Tagish is working to schedule a CCC inspection within the next week.
- September 16, 2021 [Matichuk, Gerald](#) On September 9, 2021 Public-works, Border Paving and Tagish completed a construction completion inspection. Border Paving will correct the minor deficiencies within the next two weeks.
- September 30, 2021 [Matichuk, Gerald](#) Border Paving is working on correcting the minor deficiencies within the next two weeks.
- October 14, 2021 [Matichuk, Gerald](#) **Border Paving has corrected all deficiencies and the project is now complete.**

RBYM00142.00 RB142 - 2021 Street Improvements

- September 2, 2021 [Matichuk, Gerald](#) Still waiting for LeDuc Asphalt Milling (asphalt milling sub-contractor). Border Paving has indicated that paving will be scheduled after the milling has been completed.
- September 16, 2021 [Matichuk, Gerald](#) Border Paving is scheduled to start asphalt overlay September 16 and be completed within a few days. J. Branco & Sons Concrete Services is scheduled to complete the concrete replacements on 50 Ave by September 24, 2021.
- September 30, 2021 [Matichuk, Gerald](#) Border Paving has completed the asphalt overlay on 47 St and is working on completing the patch paving at various locations in Town.
- October 14, 2021 [Matichuk, Gerald](#) **On October 6, 2021 a Construction Completion Inspection was completed. Tagish is working with the Contractor to complete a final progress payment for the work completed on the project.**

RBYM00143.00 RB143 - 56th Ave Sanitary Sewer Imp

- September 2, 2021 [Matichuk, Gerald](#) Elite Site Services has completed the sanitary sewer main, services replacement, granular base reconstruction and is setting forms for the concrete replacement. The Contractor has indicated that construction should be completed by September 15, 2021.
- September 16, 2021 [Matichuk, Gerald](#) Elite Site Services has completed the concrete replacement on 56 Ave and are working on completing the installation of the granular material by September 20, 2021.
- September 30, 2021 [Matichuk, Gerald](#) Elite Site Services has completed the sanitary main installation, CIPP liner, concrete sidewalk and granular base work. The Contractor has also repaired a watermain break associated to the work completed during construction. Tagish will be scheduling a construction completion inspection for the week of October 4, 2021.
- October 14, 2021 [Matichuk, Gerald](#) **On October 6, 2021 a construction completion inspection was completed. Due to the cold weather the Contractor has indicated that the concrete deficiencies would be corrected in the spring of 2022.**



PRLS Board Meeting Minutes September 16, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday September 16, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie AlMBERG, Alison Barker-Jevne, Doreen Blumhagen, Colleen EbdEN, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Lougheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

With Regrets: Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent: Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Guests: Ken Allan from Public Library Services Branch (PLSB)

Call to Order

Meeting called to order at 10:07 a.m. by Smith.

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

Motion by Jeanny Fisher to excuse Mary Ann Wold, Clark German, Heather Ryan, and Stephen Levy from attendance at the board meeting on September 16, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 30/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 31/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the May 20, 2021 minutes. There were none.

Motion by Bruce Gartside to approve the minutes of the May 20, 2021 meeting as presented/amended.

CARRIED
PRLS 32/2021

1.3. Business arising from the minutes of the May 20, 2021 meeting

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

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

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

CARRIED
PRLS 33/2021

3.1. Public Library Service Branch (PLSB) Update by Ken Allan

The PLSB is currently undertaking an engagement process on potential changes to Alberta library legislation. They started in 2019 and received feedback on some items to clarify, simplify or streamline in the legislation. There were also other issues highlighted that had no clear path to proceed. The PLSB is reaching out again to clarify issues where needed with sessions and a survey. The sessions are being held between September 9th to September 30th. The survey will close on October 8th. All sessions are held via Zoom. Each of the 4 sessions focuses on one of the four topic areas. Each topic has two sessions; one during the day, and one in the evening.

1. Professional librarians – how many librarians are required by legislation
2. Library board governance
3. Library system participation, agreements, and public library network services
4. Intermunicipal Library boards and federation boards

All libraries and municipalities have been invited to participate in the sessions and an online survey. People who have not been invited directly are also welcome to participate.

Ken Allan left the meeting at 10:28 a.m.

3.2. Approval of PRLS Budget 2022

Sheppard reviewed the 2022 Budget. It presents a zero percent increase to the municipalities for the requisition.

Points within the budget to note include:

- There will be no increase to the municipal levy for the third year in a row
- Municipalities will be invoiced based on the Treasury Board figures for 2022
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita

- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Provincial Grants make up 44% of PRLS' income
- Cooperative Collection fund is new to purchase materials for libraries to fill ILL needs outside the system. It can be decreased in the future, if necessary, without impacting other services.
- There will be 2 purchases from reserves, \$162,800 for a server upgrade and computers for libraries and a new cargo van valued at approximately \$33,500
- Parkland saved funds from the cancellation of the Alberta Library Conference. Parkland normally sends several board and staff members to Jasper, AB
- The Return on Municipal Levy shows a 93% return in direct benefits to libraries

No questions were raised by the board about the budget.

Motion by Len Phillips to approve the Parkland Regional Library System 2022 Budget as presented.

CARRIED
PRLS 35/2021

3.3.1. Approval of the Movement of Reserve Funds

Sheppard reviewed. Staff wondered if the finance policy needs to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy states the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."* The question was whether policy needs to explicitly state that the movement of funds can occur only by a motion of the Executive Committee or Board? Parkland's Advocacy Committee does make motions but their terms of reference prevent them from making financial decisions. However, what if the Board ever sought to create other committees? Staff have not identified any problems with controls over reserve funds to date, but wish to ensure the Board is confident with the transparency of our processes.

At their meeting held on June 17th, the Executive Committee supported a policy change clarifying who is authorized to move funds to and from Parkland's reserve accounts. The committee recommend that moving reserve funds be limited to the Board and Executive Committee. The words in bold italics are new.

Policy statement 4.4.13 states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

At their meeting on August 19th, the Executive Committee endorsed the change to policy 4.4.13 with the following motion:

Motion by Janine Stannard that the Executive Committee recommend the Board approve the revision to policy 4.4.13 as presented.

CARRIED

Motion by Gord Lawlor to approve the revision of policy 4.4.13 as presented.

CARRIED
PRLS 36/2021

3.3.2. Personnel Policy Revision

Smith reviewed. Policy statement 4.10.2 states:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland. However, in an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

The Executive Committee discussed this matter at their August 19th meeting and decided to change policy 4.10.2 with the following motion:

Motion by Cindy Trautman that the Executive Committee recommend to the Board that policy 4.10.2. be amended to: The Board must be informed of changes to Parkland Regional Library's organizational chart.

The Executive Committee believes keeping the board informed of changes to its organizational chart is sufficient to keep the board aware of staffing levels which could affect either service, performance, or the budget.

Motion by Jas Payne to amend policy 4.10.2 to read "The Board must be informed of all changes to Parkland Regional Library System's organizational chart."

CARRIED
PRLS 37/2021

3.4. Advocacy Committee Report

Gord Lawlor gave a verbal report on the Advocacy Committee and thanked the board for their service to Parkland over the last several years. The committee has been collaborating with Yellowhead Regional Library this last year, and it has been a fruitful union. Some tools that have come out of their work this year are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Janine Stannard gave a verbal report about the last year's advocacy activity. A video was shared about the advocacy committee's activities.

Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

3.5. National Day for Truth and Reconciliation

Sheppard shared that the Government of Canada recently passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, this is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will likely remain open. Part of what informed our decision was whether our libraries remained open and so far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway. This matter will be reviewed next year.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

3.6. OverDrive and eSharing eResources

Sheppard explained. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to “interlibrary loan” eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also possibly joining.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

3.7. Parkland Art Appraisal

Sheppard shared that Parkland has accumulated many pieces of art over the last thirty years as gifts. Prior to the move to the new facility, the Director undertook some cursory research and determined the art work might be quite valuable. At very least, it needs to be appraised for insurance purposes.

Staff sought to find a reputable appraiser and received some recommendations from our legal firm in Red Deer, Chapman Riebeck. Using their recommendations, staff contacted the appraisers and selected the Willock and Sax Gallery located in Banff as the best balance between cost, thoroughness, and timeliness. To save money, staff have sent pictures of Parkland's artwork along with details related to their production to the gallery to avoid the costs associated with an assessor travelling to Parkland. The assessment should be completed by the end of September.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 41/2021

3.8. November Board Meeting

Smith spoke to the November board meeting. With the recent restrictions it will have to be seen if we are able to have our November meeting in person. The meeting will most likely have to be virtual.

Sheppard asked, if there were no restrictions, would the board prefer an in-person meeting, or a virtual meeting? A poll was created, asking if board members preferred in person or virtual meetings. The general consensus was that the organizational meeting should be in person if at all possible, but that the other meetings could be virtual. The other thought was that the winter meetings should be virtual to cut down on driving time, and the summer meetings could be in person.

It was brought up that the AUMA conference is on November 17-19, which interferes with the date for the November board meeting on the 18th. Staff may need to change the date of the November organizational meeting.

Staff will send a survey regarding in-person meetings vs. virtual meetings once the new board is formed in November.

Doreen Blumhagen left the meeting at 11:27 a.m.

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Marketing Report

Smith asked if there were any questions regarding the Director's, Library Services, IT, or Marketing reports. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, IT, and Marketing Reports for information.

CARRIED
PRLS 42/2021

3.10. Parkland Community Update

Smith announced that Colleen Schalm is retiring from Library Services after 20 years and will be moving to British Columbia. On behalf of Parkland she thanked Colleen for her service and wished her well in her new life.

4. Adjournment

Motion by Janine Stannard to adjourn the meeting at 11:37 a.m.

CARRIED
PRL 43/2021

Meeting adjourned at 11:37 a.m.

Chair

DRAFT

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 17, 2021
10:00 a.m. Rimbey Provincial Building

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

REGRETS: I. Steeves, Vice Chairperson
B. Coulthard, Board Member

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:10 a.m.

2. APPROVAL OF AGENDA

21-06-01 MOTION: By: R. Schaff: That the agenda is adopted with the following changes.

Additions: 11.8 Trending concerns
14.1 FCSS Impact
14.2 FCSSAA Board Meeting
14.3 COVID-19 Stage 2

CARRIED

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

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

11.7 P. Makofka will step out of meeting.

4. PREVIOUS MEETING MINUTES – May 20, 2021

21-06-02 MOTION: By: F. Pilgrim: That the Minutes of the May 20, 2021 Board Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. OLD BUSINESS

6.1 Ice Cream mobile unit update
Currently using a cooler and the Rim Shaw and delivered 300 ice cream treats for Senior's Week.
Update from R. Schaff and B. Coulthard
Have found a golf cart and a 110V freezer. Will need to get an inverter and have some fabrication work done to it. Total cost of everything will be about \$4,500.00. D. Noble is

looking into getting some information regarding wraps for decaling.

6.2 Critical worker benefit update

P. Makofka signed an agreement with AB Government to receive \$593.63 for in home health programs hours (Home Support) @ .50 cents/hour and the agreement for \$1200 Critical worker for \$25,838.40

6.3 Cultured chef program

June 24, 2021 will be the next Cultured Chef. We will film the event and it will be on Facebook for Evergreen and FCSS.

6.4 40th Anniversary updates

Update from M. Josephson. Things are going well. Students are working on media presentation. Next meeting is on June 24, 2021.

6.5 FCSS Strategic Planning retreat

Save the date invitations handed out to Board Members

6.6 FCSS Family BBQ & Years of Service Awards

E. Breton and J. Bulbeck have been given their gift for 15 years of service. M. Dolman, R. Cabanela, and S. Tardif have been given their gift for 5 years of service.

6.7 COVID Volunteer Heros recognition

DH Sausage gift cards & thank you cards are being dispersed to MOW & Foodbank volunteers. Volunteer Income Tax volunteers are getting gift cards from Holly's Greenhouse.

6.8 Senior's Week Celebration

The 1st edition of the FCSS Newsletter was handed out. FCSS visited 5 Congregate housing sites and delivered 225 ice cream treats. Another 75 ice cream treats were delivered to clients around town. Picture was posted on Facebook.

7. FINANCE

7.1 June 17, 2021 Finance Committee Meeting Highlights

21-06-03 MOTION: By: R. Schaff: That the Highlights of the June 17, 2021 Finance Committee Meeting be accepted as information.

CARRIED

8. WRITTEN REPORTS

8.1 Monthly Board Reports

8.2 Big Brothers Big Sisters – quarterly (not due)

8.3 Catholic Social Services – quarterly (not due)

21-06-04 MOTION: By: D. Noble: To accept the Monthly Board Reports as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: Thursday, June 24, 2021 at 10:30 a.m.

10. DIRECTOR'S REPORT

21-06-05 MOTION: By: M. Josephison: That the Director's Report is accepted as information.

CARRIED

11. NEW BUSINESS

11.1 Nav-Care-proposal

Many people live with illness that isolates and overwhelms them at times. This program trains volunteers to help be good listeners, caring, friendly, patient, capable, non-intrusive and diligent in finding out things to help navigate life. We would be a satellite out of the Rocky Palliative Care. Rocky would set up the training, the admin and supply funding.

21-06-06 MOTION: By: F. Pilgrim: To sign memorandum of agreement with Nav-Care when they are ready to offer it to us.

CARRIED

11.2 Safe Spot Program

Emotional Safe Spot Program

J. Costen and P. Makofka have registered to take the 5 day certified Course (July 12 – 16) that includes: Frontline Social Services

De-escalating potential violent situations

Mental Health Awareness and support

Wellness strategies

Suicide prevention.

High River is hosting the training virtually at no charge.

11.3 Community Capacity Summer Projects – Summer Students presentation
Presentation from Summer Students. Sarah and Izzy joined the meeting at 10:45 a.m. and gave a presentation of what projects they have been working on. They left the meeting at 10:50 a.m.

11.4 Telecare Contract proposal

Contract from Good Samaritan here now and ready to sign. GPS units are quite popular and require low involvement with the volunteers.

21-06-07 MOTION: By: R. Schaff: To sign the contract from Good Samaritan.

CARRIED

11.5 FCSS Newsletter

1st edition handed out to Board Members. Features information for Seniors.

11.6 FCSS Education – Nursing skills Mannequin request

K. Maconochie presented price quotes.

21-06-08 MOTION: By: D. Noble: To purchase a mannequin for educational purposes for \$759.99 at the expense of the agency.

Seconded by: M. Josephison

CARRIED

11.7 Compassion fund Request

P. Makofka left the meeting at 11:30 a.

Reviewed Compassion fund application.

21-06-09 MOTION by: D. Noble: To give \$400.00 and gas coupons for applicant to start treatment and then re-evaluate, and for P. Makofka to use sick time as needed to drive applicant to appointments.

Seconded by: G. Rondeel

CARRIED

P. Makofka rejoined the meeting at 11:45 a.m.

11.8 Trending Concerns

B. Soderberg joined the meeting at 11:05 a.m.

21-06-10 MOTION: By M. Josephison: To increase RN hours to 14 hours/week and hire staff for 1 day/week and relief hours on reception desk.

Seconded by: G. Rondeel

CARRIED

B. Soderberg left the meeting at 11:30 a.m.

12. Workplace Health & Safety Committee – next Meeting: Tuesday, September 21, 2021 at 10:30 a.m.

13. Review of Statistics

13.1 2021 Monthly Program Statistics report

13.2 AHS Contracted HC and Private HS Client Stats combined 2021

13.3 AHS (HC) & Private (HS) billing 2016-2021

13.4 AHS (HC) Client Totals & Hours 2016-2021

13.5 Private (HS) Client Totals & Hours 2016-2021

13.6 Food Bank Hamper Stats 2016-2021

13.7 Client Safety Reports – quarterly

21-06-11 MOTION: By: D. Noble: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

14.1 Volunteer Income Tax Impact

Provincial FCSS impact sheet shared with the Board.

14.2 FCSSAA Board Meeting

FCSSAA Board Meeting Minutes shared with the Board.

14.3 COVID 19 – Stage 2

Guidelines circulated.

15. NEXT MEETING DATE: Board Meeting: September 16, 2021

16. ADJOURNMENT

21-06-012: By: N. Hartford: That the FCSS Board meeting adjourns at 11:59 a.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

K. Maconochie, Recording Secretary



Proposed BUDGET 2022

Council Agenda Item 8.2.1

**Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM**

Present
Budget

		2021	2022
Income			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787
Cost of Services			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)		3,478,487	3,536,451
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.99	8.55

Notes for the Parkland Regional Library System Budget 2022

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

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

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley libraries

Brief Notes – September 2022

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

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

2.2 Allotment Funds Issued

to Libraries:

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

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

2.9 Internet Connection

Fees:

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland’s strategic plan.

2.11 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.12 Outlet - Contribution
to Operating:*

operating funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

2.14 ILL Postage

*Reimbursement
for Libraries:*

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from HQ’s.

2.15 Supplies purchased

Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: increased due to demand – used to support the physical audiobook collection.

2.19 eContent: increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2021 level.

2.21 Programming Boxes: held at 2021 level - to refresh and build new programming kits for programming in member libraries.

2.22 Reference Materials: reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland’s triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/ Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

3.11 Salaries-Employee

Benefits:

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

**Proposed 2022 Budget
 PARKLAND REGIONAL LIBRARY SYSTEM**

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets) (Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve Budgeted for member library computers	\$68,070
	<hr/> \$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$33,759	B
Amortization expense anticipated (w/o building amount) <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
	<hr/> \$113,341	

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 17, 2021
10:00 a.m. Rimbey Provincial Building

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

REGRETS: I. Steeves, Vice Chairperson
B. Coulthard, Board Member

1. CALL TO ORDER
The meeting was called to Order by: N. Hartford at 10:10 a.m.

2. APPROVAL OF AGENDA

21-06-01 MOTION: By: R. Schaff: That the agenda is adopted with the following changes.

Additions: 11.8 Trending concerns
14.1 FCSS Impact
14.2 FCSSAA Board Meeting
14.3 COVID-19 Stage 2

CARRIED

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

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

11.7 P. Makofka will step out of meeting.

4. PREVIOUS MEETING MINUTES – May 20, 2021

21-06-02 MOTION: By: F. Pilgrim: That the Minutes of the May 20, 2021 Board Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. OLD BUSINESS

6.1 Ice Cream mobile unit update
Currently using a cooler and the Rim Shaw and delivered 300 ice cream treats for Senior's Week.
Update from R. Schaff and B. Coulthard
Have found a golf cart and a 110V freezer. Will need to get an inverter and have some fabrication work done to it. Total cost of everything will be about \$4,500.00. D. Noble is

looking into getting some information regarding wraps for decaling.

6.2 Critical worker benefit update

P. Makofka signed an agreement with AB Government to receive \$593.63 for in home health programs hours (Home Support) @ .50 cents/hour and the agreement for \$1200 Critical worker for \$25,838.40

6.3 Cultured chef program

June 24, 2021 will be the next Cultured Chef. We will film the event and it will be on Facebook for Evergreen and FCSS.

6.4 40th Anniversary updates

Update from M. Josephson. Things are going well. Students are working on media presentation. Next meeting is on June 24, 2021.

6.5 FCSS Strategic Planning retreat

Save the date invitations handed out to Board Members

6.6 FCSS Family BBQ & Years of Service Awards

E. Breton and J. Bulbeck have been given their gift for 15 years of service. M. Dolman, R. Cabanela, and S. Tardif have been given their gift for 5 years of service.

6.7 COVID Volunteer Heros recognition

DH Sausage gift cards & thank you cards are being dispersed to MOW & Foodbank volunteers. Volunteer Income Tax volunteers are getting gift cards from Holly's Greenhouse.

6.8 Senior's Week Celebration

The 1st edition of the FCSS Newsletter was handed out. FCSS visited 5 Congregate housing sites and delivered 225 ice cream treats. Another 75 ice cream treats were delivered to clients around town. Picture was posted on Facebook.

7. FINANCE

7.1 June 17, 2021 Finance Committee Meeting Highlights

21-06-03 MOTION: By: R. Schaff: That the Highlights of the June 17, 2021 Finance Committee Meeting be accepted as information.

CARRIED

8. WRITTEN REPORTS

8.1 Monthly Board Reports

8.2 Big Brothers Big Sisters – quarterly (not due)

8.3 Catholic Social Services – quarterly (not due)

21-06-04 MOTION: By: D. Noble: To accept the Monthly Board Reports as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: Thursday, June 24, 2021 at 10:30 a.m.

10. DIRECTOR'S REPORT

21-06-05 MOTION: By: M. Josephison: That the Director's Report is accepted as information.

CARRIED

11. NEW BUSINESS

11.1 Nav-Care-proposal

Many people live with illness that isolates and overwhelms them at times. This program trains volunteers to help be good listeners, caring, friendly, patient, capable, non-intrusive and diligent in finding out things to help navigate life. We would be a satellite out of the Rocky Palliative Care. Rocky would set up the training, the admin and supply funding.

21-06-06 MOTION: By: F. Pilgrim: To sign memorandum of agreement with Nav-Care when they are ready to offer it to us.

CARRIED

11.2 Safe Spot Program

Emotional Safe Spot Program

J. Costen and P. Makofka have registered to take the 5 day certified Course (July 12 – 16) that includes: Frontline Social Services

De-escalating potential violent situations

Mental Health Awareness and support

Wellness strategies

Suicide prevention.

High River is hosting the training virtually at no charge.

11.3 Community Capacity Summer Projects – Summer Students presentation
Presentation from Summer Students. Sarah and Izzy joined the meeting at 10:45 a.m. and gave a presentation of what projects they have been working on. They left the meeting at 10:50 a.m.

11.4 Telecare Contract proposal

Contract from Good Samaritan here now and ready to sign. GPS units are quite popular and require low involvement with the volunteers.

21-06-07 MOTION: By: R. Schaff: To sign the contract from Good Samaritan.

CARRIED

11.5 FCSS Newsletter

1st edition handed out to Board Members. Features information for Seniors.

11.6 FCSS Education – Nursing skills Mannequin request

K. Maconochie presented price quotes.

21-06-08 MOTION: By: D. Noble: To purchase a mannequin for educational purposes for \$759.99 at the expense of the agency.

Seconded by: M. Josephison

CARRIED

11.7 Compassion fund Request

P. Makofka left the meeting at 11:30 a.

Reviewed Compassion fund application.

21-06-09 MOTION by: D. Noble: To give \$400.00 and gas coupons for applicant to start treatment and then re-evaluate, and for P. Makofka to use sick time as needed to drive applicant to appointments.

Seconded by: G. Rondeel

CARRIED

P. Makofka rejoined the meeting at 11:45 a.m.

11.8 Trending Concerns

B. Soderberg joined the meeting at 11:05 a.m.

21-06-10 MOTION: By M. Josephison: To increase RN hours to 14 hours/week and hire staff for 1 day/week and relief hours on reception desk.

Seconded by: G. Rondeel

CARRIED

B. Soderberg left the meeting at 11:30 a.m.

12. Workplace Health & Safety Committee – next Meeting: Tuesday, September 21, 2021 at 10:30 a.m.

13. Review of Statistics

13.1 2021 Monthly Program Statistics report

13.2 AHS Contracted HC and Private HS Client Stats combined 2021

13.3 AHS (HC) & Private (HS) billing 2016-2021

13.4 AHS (HC) Client Totals & Hours 2016-2021

13.5 Private (HS) Client Totals & Hours 2016-2021

13.6 Food Bank Hamper Stats 2016-2021

13.7 Client Safety Reports – quarterly

21-06-11 MOTION: By: D. Noble: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

14.1 Volunteer Income Tax Impact

Provincial FCSS impact sheet shared with the Board.

14.2 FCSSAA Board Meeting

FCSSAA Board Meeting Minutes shared with the Board.

14.3 COVID 19 – Stage 2

Guidelines circulated.

15. NEXT MEETING DATE: Board Meeting: September 16, 2021

16. ADJOURNMENT

21-06-012: By: N. Hartford: That the FCSS Board meeting adjourns at 11:59 a.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

K. Maconochie, Recording Secretary



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	9.0
Council Meeting Date	October 26, 2021
Subject	Correspondence
For Public Agenda	Public Information
Attachments	9.1 Letter from Mayor Terry Leslie, the Town of Sundre RCMP Retroactive Pay Letter 9.2 Letter from Mayor Terry Leslie, the Town of Sundre – Councillor Code of Conduct
Recommendation	Administration recommends Council accept the correspondence from Mayor Terry Leslie, the Town of Sundre, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

October 21, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

October 21, 2021

Date



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

September 10, 2021

Premier Jason Kenney
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: ROYAL CANADIAN MOUNTED POLICE (RCMP) RETROACTIVE PAY

At our last council meeting on September 7, 2021, Council discussed the correspondence received earlier this summer from the Town of Claresholm requesting 'that the Alberta Government ensures that Alberta municipalities are not charged with assisting in funding the RCMP's retroactive pay when the agreement is complete. It should be up to the provincial and federal governments to deal with any shortfalls, and not to overload municipalities with further monetary strain.'

The Town of Sundre would like to echo this sentiment. The Town of Sundre is a municipality with a total population of under 3,000 citizens, the tax increase implication that would result from being required to pay retroactively to the RCMP would, especially after the economic effects of the pandemic, be too great a burden to place upon our taxpayers.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,

Terry Leslie,
Mayor
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA for Rimbey-Rocky Mountain House-Sundre
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

September 10, 2021

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: CODE OF CONDUCT

At our last regular meeting of Council held on September 7, 2021, Council discussed correspondence received from the Town of Claresholm regarding the importance of continuing to keep the Council Code of Conduct Bylaw requirement as a legislated requirement.

The Town of Sundre would like to stand in solidarity with the Town of Claresholm and along with them, 'respectfully request that your ministry make sure that consultation with municipalities in Alberta is completed prior to any major changes being made to remove the requirement of the Councillor Codes of Conduct. We agree that having a requirement for municipalities to have a Code of Conduct Bylaw in place provides a framework for Council member's behaviour and provides each Council direction and guidance for dealing with any contentious issues that may arise. It is imperative that the option of imposing sanctions on Council members continues as necessary to support this process. The Town of Sundre requests that the Council Code of Conduct Bylaw requirement remains mandatory.'

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,

Terry Leslie,
Mayor
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA Rimbey-Rocky Mountain House-Sundre
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities