



AGENDA

Town Council

November 14, 2022 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, NOVEMBER 14, 2022 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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

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9. CORRESPONDENCE

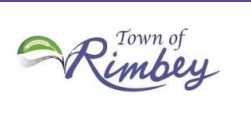
10. OPEN FORUM

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

11. CLOSED SESSION

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Minutes
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Administration recommends that Council accept the Minutes of Organizational Meeting and Regular Council meeting on October 24, 2022, as presented.

ATTACHMENTS:

- [RFD 3.1.1 Organizational Meeting Minutes Oct 24, 2022](#)
- [RFD 3.1.2 Regular Council Meeting Minutes Oct 24, 2022](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date



MINUTES

Town Council Meeting

Monday, October 24, 2022 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER ORGANIZATIONAL MEETING & RECORD OF ATTENDANCE

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

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Public: (3) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. GENERAL ITEMS

2.1. Council Meeting Dates and Times

Motion 232/2022

Moved by Councillor Clark to schedule the Regular Council meetings for every second and fourth Mondays of every month at 5:00 pm, unless it falls on statutory holiday and then the meeting would be moved to the following Wednesday.

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

CARRIED

Motion 233/2022

Moved by Councillor Curle to schedule the Regular Council Meetings on December 12, 2022, July 24, and August 28 of 2023.

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

CARRIED

Motion 234/2022

Moved by Councillor Coston to schedule the regular Council meeting held on the second meeting of the month in January 23 and February 27 at 1:00 pm to allow for the elementary schools to attend the Council meeting during school hours.

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

CARRIED

2.2. Committee of the Whole Meeting Dates and Times

Motion 235/2022

Moved by Councillor Rondeel to schedule the Committee of the Whole meetings the third Friday of the month at 10:00am starting in January and to be held quarterly.

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

CARRIED

3. APPOINTMENTS

3.1. FCSS- Town of Rimbey Members at Large Appointed by Council

Motion 236/2022

Moved by Councillor Rondeel to appoint Faith Pilgrim and Bill Coulthard to the Rimbey Family and Community Support Services Board for the period of October 24, 2022, to the next Organizational Meeting in 2023.

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

CARRIED

3.2. Bylaw Committee - Town of Rimbey Members at Large Appointed by Council

Motion 237/2022

Moved by Councillor Curle to appoint Janet Carlson, Allan Tarleton, Jeff Johnstone and Camille McKay to the Bylaw Committee from October 24, 2022, to the next Organizational Meeting in 2023.

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

CARRIED

3.3. Committee/Board Appointments

Motion 238/2022

Moved by Councillor Curle to accept the appointments of Mayor and Councillors to the Boards and Committees with Councillor Coston as Deputy Mayor until next October 2023.

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

CARRIED

4. ADJOURNMENT

4.1. Adjournment

Motion 239/2022

Moved by Councillor Clark to adjourn the meeting at 5:15 pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer



MINUTES

Town Council Meeting

Monday, October 24, 2022 - 6:00 PM
Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 5:17pm with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Public: (3) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 240/2022

Moved by Councillor Curle to accept the Agenda for the October 24, 2022, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes of Regular Council Meeting

Motion 241/2022

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of October 12, 2022, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Blindman Youth Action Society

Motion 242/2022

Moved by Councillor Coston to accept ownership of the property and continue the operations of the Blindman Youth Action Society building.

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

CARRIED

7.2. Parkland Regional Library Proposed Budget 2023

Motion 243/2022

Moved by Councillor Clark that Council request that section 8.3 of the Parkland Regional Library Agreement be opened and amended to use the population estimates that Municipal Affairs relies on to calculate capital and operating grant funding for municipalities.

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

CARRIED

7.3. Clean Green World

Motion 244/2022

Moved by Mayor Pankiw to deny the request for a donation to NWST Charitable Foundation.

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

CARRIED

7.4. Council Round Table Discussion

Motion 245/2022

Moved by Councillor Clark that administration investigate companies that rent porta potties, the cost involved, and if they can be used through the winter.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 246/2022

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

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

8.3. COUNCIL REPORTS

Motion 247/2022

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

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 248/2022

Moved by Councillor Coston to adjourn the meeting at 5:46 pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Delegation: Lacombe Regional Tourism
Item For: Public Information -or- Closed Session

BACKGROUND:

On October 16, 2022, Austin Weaver, Executive Assistant of Lacombe Regional Tourism Association contacted Administration to request a delegation to Council.

RECOMMENDATION:

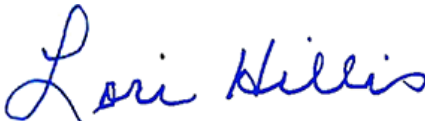
Administration recommends Council accept the presentation from Lacombe Regional Tourism, as information.

ATTACHMENTS:

- [RFD 5.1.1 Lacombe Regional Tourism](#)
- [RFD 5.1.2 Lacombe Regional Tourism - Financial Statements December 31, 2021 \(1\)](#)
- [RFD 5.1.3 Lacombe Regional Tourism Presentation](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY: 
Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Lacombe Regional Tourism

2022 - 2025
Strategic Plan



Executive Summary

There is nothing like a crossroad to inspire the exploration of a new route, explore another path, or begin the next adventure. Through the City of Lacombe and the surrounding Lacombe County, Highway 12 carves a path from prairie to parkland, wending its way through some of the most diverse scenery Alberta has to offer. Each community along this route has something worth discovery, creating an inviting cluster of not-so-hidden gems where local travellers can easily escape while staying a little closer to home.

As the destination marketing organization for the area, Lacombe Regional Tourism (LRT) is ready to take bold action and kick-start a post-pandemic economic recovery in a destination primed for growth. The intention over the next three years is to capitalize on a strong foundation of unique experiences and attractions by bringing the local community of residents, representatives and business owners together to enhance the visitor experience; creating and defining a stronger sense of place the community can share with visitors; and amplifying the message to visitors that the Lacombe region is safe, local and worth the trip.

LRT and its many partners and supporters intend to increase the visibility and recognition of Lacombe to positively impact the visitor economy. By educating and empowering all community contributors on the benefits of visitation, LRT and its partners better enable the longer-term growth of a viable, scalable local economy that will benefit every community in the region, well into the future.

In this unprecedented time, where the gradual recovery and emergence from a global shutdown is still gathering momentum, LRT is positioned to take full advantage of emerging opportunities with a future-ready, inclusive and flexible approach to sustainable and scalable growth. While the region sits at a crossroads, this is an organization that has no doubt about the direction in which it is headed.

Strategic Compass

MANDATE

As the destination marketing organization for Lacombe County, Lacombe Regional Tourism is responsible for growing the regional visitor economy by leveraging key public and private partnerships; leading regional destination promotion and development activity; and engaging all community members across Lacombe County so, together, we can warmly welcome more visitors for the benefit of all.

MISSION

Partnership - We value and invest in strong partnerships with local residents, businesses, and community associations to diversify and grow the local economy, encourage investment and positively impact the quality of life of those who live at the crossroads of Alberta.

Place - We capitalize on the diversity of Lacombe County’s breathtaking landscapes, the warmth of local hospitality, and the potential to create hyper-local, one-of-a-kind experiences for visitors to enjoy year-round.

Promotion - We promote communities, activities, events and attractions in Lacombe County as a desirable place to travel, play, and get away.

VISION

By 2025, Lacombe Regional Tourism will establish Lacombe County as a hyper-local destination of choice at the crossroads of Alberta, where people, parkland and prairie come together to explore the unexpected and escape the everyday.

VALUES

- Community
- Collaboration
- Innovation

Strategic Pillars

The objective is sustainable and profitable growth of the local visitor economy as the result of effective partnerships, a sense of place, and focused destination development and promotion that benefits all residents of Lacombe County.

Partnership, Place and Promotion.

PARTNERSHIP

For Lacombe and Lacombe County, success is incumbent upon a formalized effort to establish effective and productive partnerships on several levels, beginning with the organizations and groups involved directly in the development and management of the regional visitor economy.

PLACE

A sense of place is developed from a foundational understanding of physical environment (geographic location, landscape, weather etc.), social environment (people, history, diversity etc.) and the influence over the sense of place by shared understanding of time, ancestry, landscape and community.

PROMOTION

The partnerships are formed, a strong sense of place established, and now promotional activities must be curated to elevate the visitor economy. In traditional destination marketing, "good content is key to attracting customers to websites to maintain their interest and ensure revisits, with the aim of achieving profitable action." The key is the design, text and graphic information that form the website. The ultimate goal of content marketing is not direct sales, but the realization of long-term relationships.

Strategic Targets

PARTNERSHIP OBJECTIVE

Build, strengthen and sustain strategic, economic and operational partnerships with public and private entities, local businesses, and our community to enable growth of the visitor economy.

GOALS

Fiscal Year 2022

Establish purpose-driven formal partnership network by Q2, 2022 that includes county, municipal, business, cultural and community representation.

Fiscal Year 2022

Determine initial goal and accountabilities for partnership network participants to pursue initial project for Lacombe County for 2023/2024 with a focus on:

Infrastructure development (walking paths, package tours, transportation, Mountain Bike Pump Track)

OR

Revenue-impacting events (sport events, community fair/ exhibition, media production)

Fiscal Year 2023

Expand and/or formalize committee to focus on the development of a Route 12 strategy to expand regional draw beyond current local visitation.

Fiscal Year 2024

Develop proposal to consolidate Lacombe Regional Tourism with associate county societies, events and/or extend regional catchment for destination marketing into larger DMO for execution in 2025-26.

Strategic Targets

PLACE OBJECTIVE

Define and leverage the Lacombe County (or defined region) destination brand to reflect the unique value proposition for the area to high-value target in collaboration with wider community

GOALS

Fiscal Year 2022

Secure or facilitate a formal destination development training program for high-value, high-participation businesses, venues and activities across Lacombe County by Q4 2022.

Fiscal Year 2022

Conduct a community engagement activity to help define sense of place by collecting user-generated content (UGC) from across Lacombe County to use in destination promotion activity by Q3.

Fiscal Year 2022

Complete an analysis of UGC content and use the themes developed by the wider community when planning marketing campaigns.

Fiscal Year 2023

By end of Q1, facilitate and support a grass-roots, collaborative marketing campaign for participants in Route 12 destination development for dissemination by Tourism Week in May 2023.

Fiscal Year 2024

Create four defined Cluster/Corridor area or attraction packages by season in collaboration with appropriate partnerships.

One session per fiscal year through 2025: Development of regular programming to engage, educate and support contributors to visitor economy in line with vision for LRT and Route 12.

Strategic Targets

PROMOTION OBJECTIVE

Pursue increased brand recognition in key visitor markets by increasing capacity and content designed to market and advocate for Lacombe County destination development and promotion.

GOALS

Fiscal Year 2022

Leverage partnerships to secure funding and consultation to complete a three-year content marketing action plan that includes a refresh of the LRT brand and website.

Fiscal Year 2022

Secure or designate funding for one PTE role to focus on creating and disseminating LRT content across three most effective digital channels.

Fiscal Year 2023

Develop and execute formal high-season visitation campaign using funding or guerilla techniques to run advance planning window for summer season in high-value local markets.

Fiscal Year 2023

Host an influencer-focused FAM series leveraging video and YouTube channels to highlight key themes in area including hunting, events, foodie tours, biking, kite racing, etc.

Fiscal Year 2024

Consider awards and recognition programs for tourism destinations and, if resources and capacity are available, pursue.

Measuring Progress

At the end of this three-year foundational strategic plan, there should be clear and measured results that indicate the impact of this foundational objective. Planning, measurement and evaluation may consider some or all of the following, depending on the capacity and capability of the team based on current resourcing.

Visitation growth and economic impact measured by visitation numbers provided by provincial government data collection and analysis	Effectiveness of DMO marketing efforts (Attributable digital metrics like engagement ration, shares)	Value of relationships/ partnerships internal and external to community and associated attributable revenue increase
Brand strength and recognition that could be measured by visitor net promoter score	Signing up for a newsletter or watching a video to completion	Growth and development of available and potential infrastructure and/ or event hosting opportunities
Number of downloads (e.g, travel guides, self-led itineraries, etc.) or click-through to booking tools like OTAs or STS sites	Local community support as measured by participation in training and content development/UGC activity	Following or sharing (engagement indicators) LRT social media accounts

Audience Growth Rate measures the speed at which your brand’s following increases on social media. It’s how quickly you gain followers or answers the question “How fast did we gain last month’s net new followers versus the competition?”.

SSoV is, essentially, competitive analysis: how visible—and, therefore, relevant—is your brand in the market?

Average Engagement Rate is the number of engagement actions (e.g., likes, shares, comments) a post receives relative to your total number of followers. It’s an important metric because higher engagement means your content is resonating with the audience

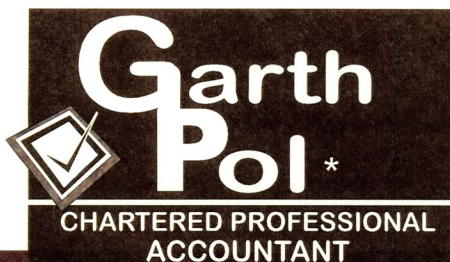
Thank You

**We wish you the best
as you embark on the
next three years.**



LACOMBE REGIONAL TOURISM AND MARKETING ASSOCIATION
Financial Statements
Year Ended December 31, 2021

Ph: 403-782-9600
Fax: 403-782-9665
Cell: 403-350-8378



gpolcga@telus.net
5014 - 50th Avenue
Lacombe, AB T4L 2L1

COMPILATION ENGAGEMENT REPORT

On the basis of information provided by management, I have compiled the statement of financial position of Lacombe Regional Tourism and Marketing Association as at December 31, 2021 and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial statements.

Management is responsible for the accompanying financial statements, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I have not performed an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

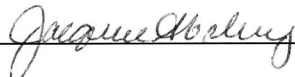
Lacombe, Alberta
March 28, 2022

Garth Pol Professional Corporation
Chartered Professional Accountant

LACOMBE REGIONAL TOURISM AND MARKETING ASSOCIATION
Statement of Financial Position
December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 100,308	\$ 78,494
Accounts receivable	8,505	4,325
Inventory	624	-
Goods and services tax recoverable	3,587	1,177
	\$ 113,024	\$ 83,996
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 21,925	\$ 2,240
Short term debt	40,000	40,000
Deferred Revenue	-	1,188
	61,925	43,428
NET ASSETS	51,099	40,568
	\$ 113,024	\$ 83,996

Reviewed and Approved by:


Director - Dated March 28, 2022

LACOMBE REGIONAL TOURISM AND MARKETING ASSOCIATION
Statement of Revenues and Expenditures
Year Ended December 31, 2021

	2021	2020
REVENUES		
City of Lacombe Grant	\$ 55,960	\$ 50,960
Lacombe County Grant	44,976	53,666
Light Up the Night Grant	34,450	28,550
Other Grants	20,000	4,000
Culture Days Grant	14,600	24,500
TA Partnership Marketing Program	12,500	-
Summer Student Grant	9,406	9,159
Canada Days Grant	8,000	8,500
Publication Revenue	3,916	11,974
Memberships	3,525	9,885
Corporate Donations	3,000	8,000
Retail Sales	219	-
	210,552	209,194
EXPENDITURES (Schedule 1)	200,021	194,313
EXCESS OF REVENUES OVER EXPENDITURES FROM OPERATIONS	10,531	14,881
OTHER INCOME		
Interest income	-	30
EXCESS OF REVENUES OVER EXPENDITURES	\$ 10,531	\$ 14,911

LACOMBE REGIONAL TOURISM AND MARKETING ASSOCIATION
Statement of Changes in Net Assets
Year Ended December 31, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 40,568	\$ 25,657
EXCESS OF REVENUES OVER EXPENDITURES	10,531	14,911
NET ASSETS - END OF YEAR	\$ 51,099	\$ 40,568

LACOMBE REGIONAL TOURISM AND MARKETING ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2021

(Unaudited - See Notice To Reader)

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Lacombe Regional Tourism and Marketing Association as at December 31, 2021 and the statements of revenues and expenditures and changes in net assets for the year then ended is Canadian accounting standards for not-for-profit organizations.

LACOMBE REGIONAL TOURISM AND MARKETING ASSOCIATION

Expenditures

(Schedule 1)

Year Ended December 31, 2021

	2021	2020
Promotion:		
Publication production and delivery	6,527	9,594
Advertising and promotion	1,955	8,559
Website	1,856	1,213
Trade show	-	118
TA Partnership Marketing Program	15,176	-
Events Production:		
Light up the Night	34,656	25,465
Harvest Festival / Events	22,086	28,804
Canada Day	4,187	10,091
Tourism Development:		
Strategic Planning	7,460	-
General and Administrative Expenses:		
Salaries & Contracted services	88,458	88,901
Memberships	5,000	5,000
Accounting fees	2,603	2,131
Office	2,501	821
Rental	1,771	910
Insurance	1,667	884
Interest and bank charges	970	1,420
Repairs and maintenance	878	1,326
Motor vehicle expenses	741	1,998
Telephone	475	1,343
Bad debts	450	-
Recognition	253	123
Supplies	210	76
Professional development	100	603
Mileage	41	525
Equipment	-	4,405
Cash over short	-	3
	\$ 200,021	\$ 194,313

Lacombe Regional Tourism 2022 Activity Report

Presented By Merry
Kuchle and Austin
Weaver

Overview

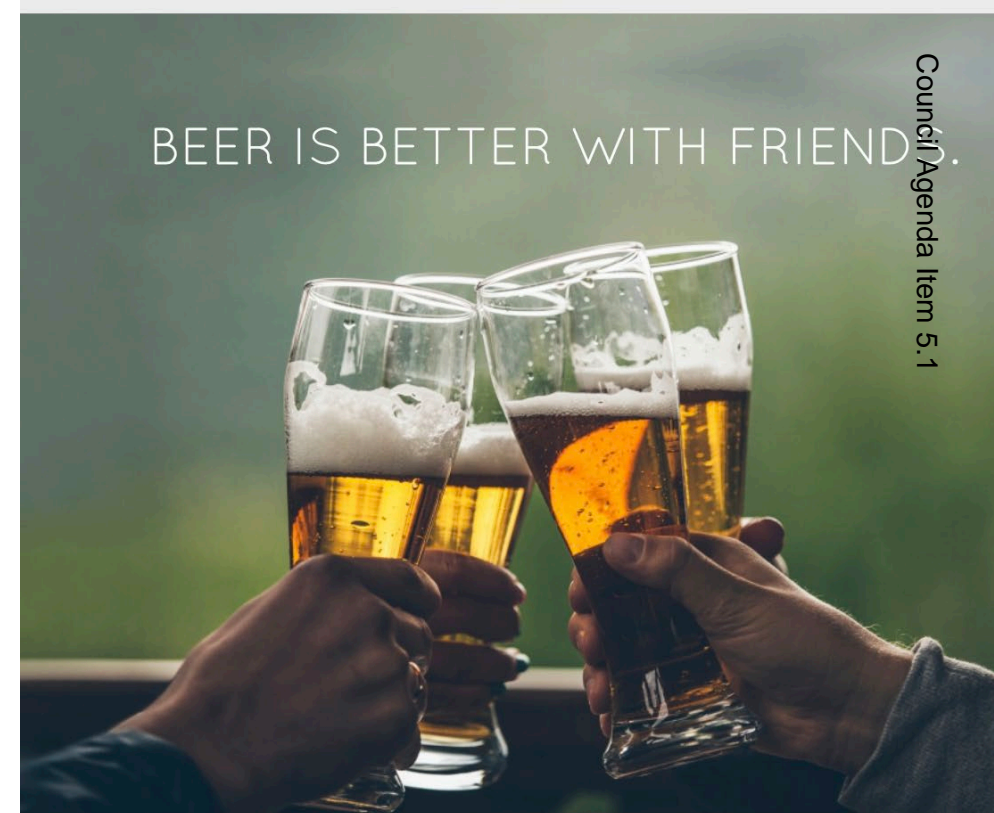
- Where We've Been
- What We Offer
- Where We're Going
- Understanding the Funding
- Questions



Tourism = Visitor Economy



Collaborative Marketing



BEER IS BETTER WITH FRIENDS.

Council Agenda Item 5.1

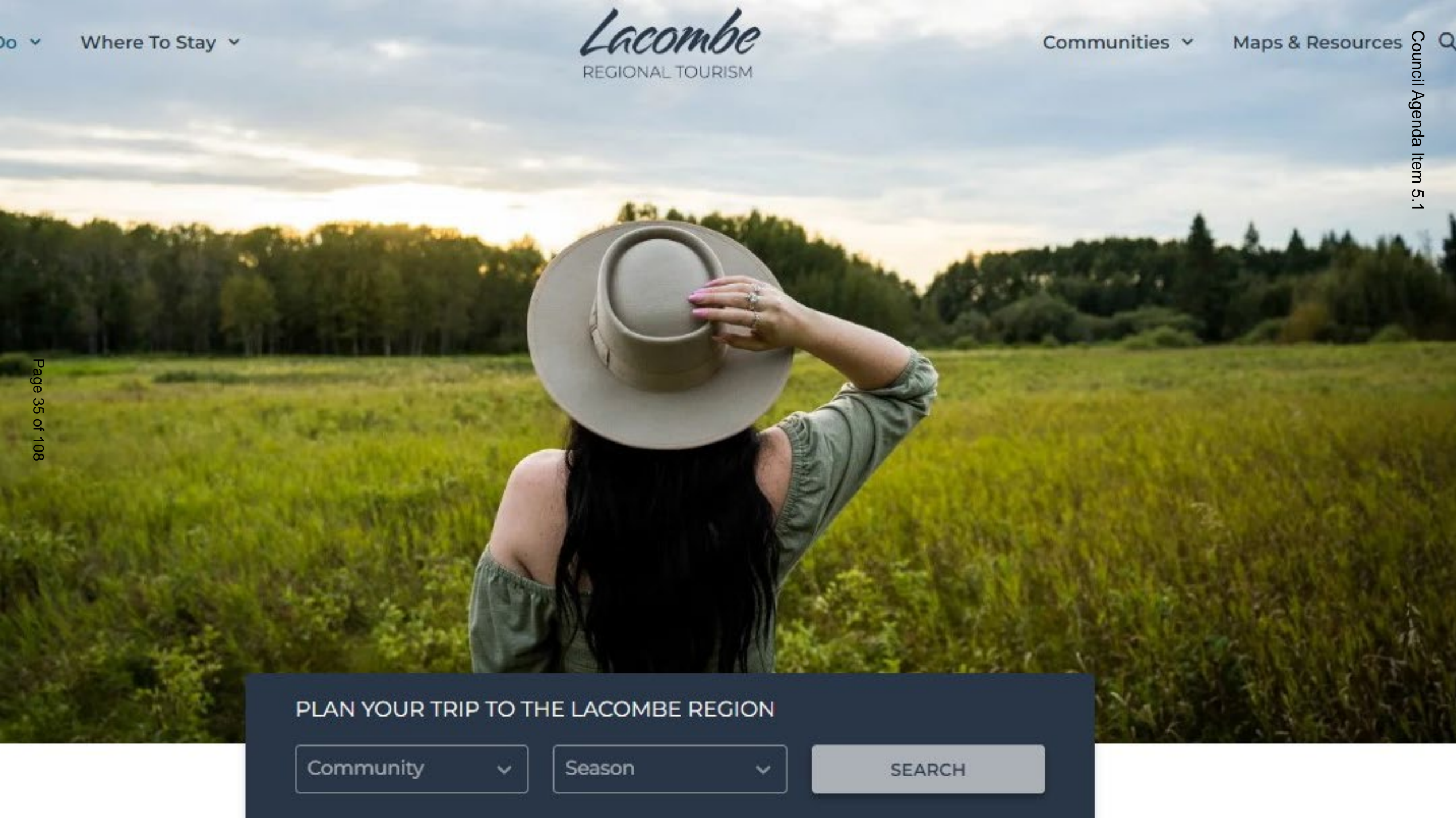
Be sure to visit Lacombe and sample some of the finest ales around with your friends at Leto's Steakhouse & Bar, Cilantro and Chive, Tollers Bistro and Blindman Brewing. These road-trip worthy local businesses are destinations in their own right and definitely deserve a spot on your summer itinerary!







Rebranded



PLAN YOUR TRIP TO THE LACOMBE REGION

Community ▾

Season ▾

SEARCH

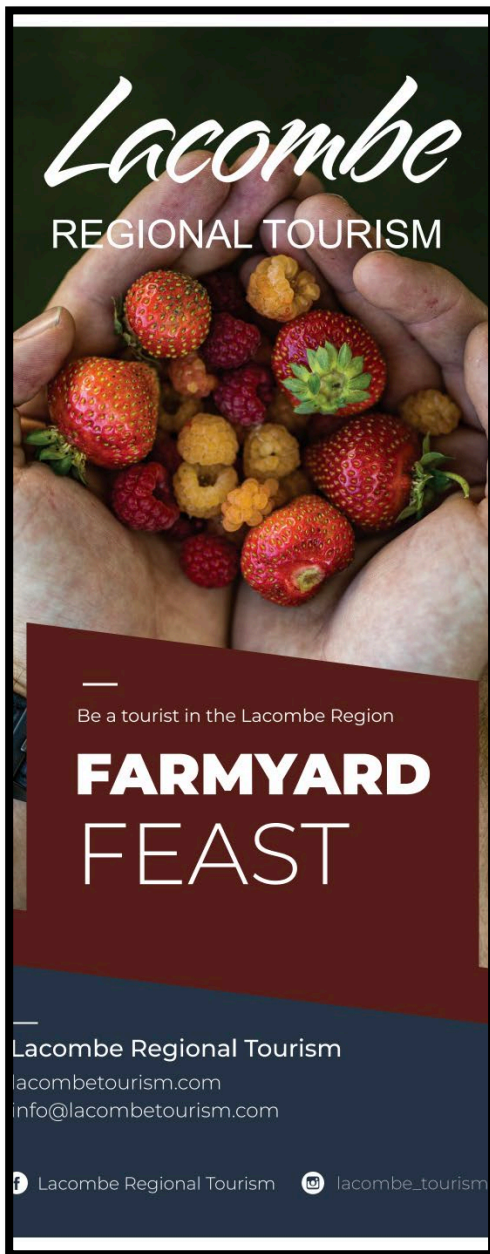


DISCOVER YOUR CENTRAL ALBERTA

The Team

- Austin Weaver – Executive Director – Full Time
- Viridiana Blignaut – Marketing Coordinator – 2 year contract
- Stuart Reece – Content Creator – 1 year part-time contract





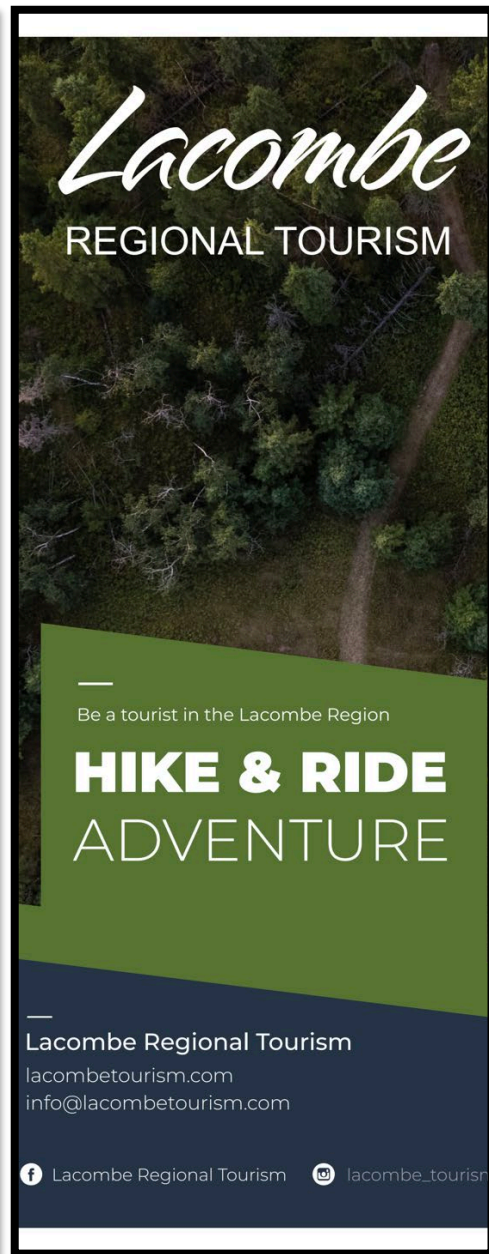
Lacombe
REGIONAL TOURISM

—
Be a tourist in the Lacombe Region

**FARMYARD
FEAST**

—
Lacombe Regional Tourism
lacombetourism.com
info@lacombetourism.com

f Lacombe Regional Tourism i lacombe_tourism



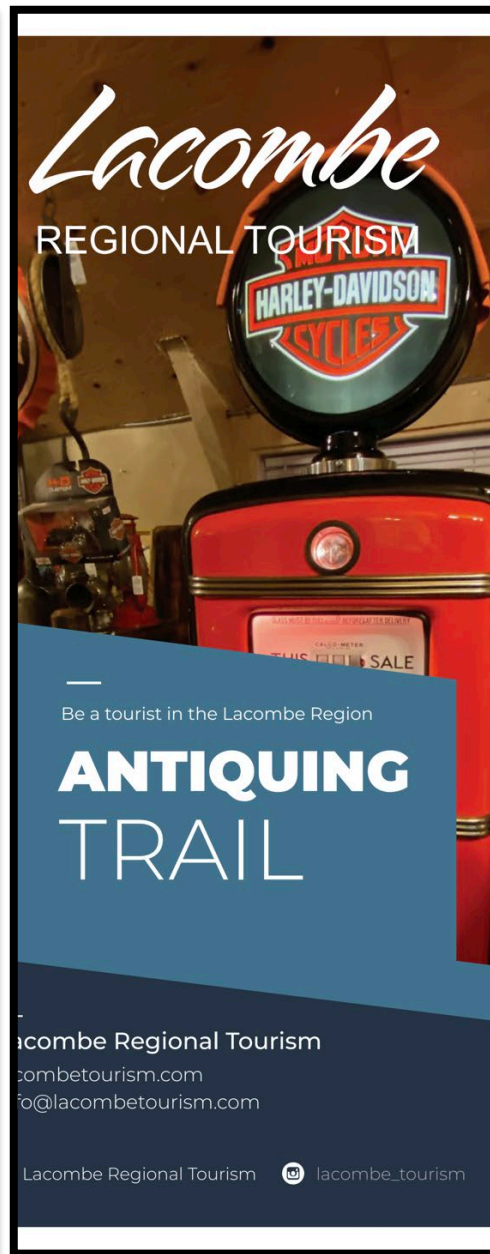
Lacombe
REGIONAL TOURISM

—
Be a tourist in the Lacombe Region

**HIKE & RIDE
ADVENTURE**

—
Lacombe Regional Tourism
lacombetourism.com
info@lacombetourism.com

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Lacombe
REGIONAL TOURISM

—
Be a tourist in the Lacombe Region

**ANTIQUING
TRAIL**

—
Lacombe Regional Tourism
lacombetourism.com
info@lacombetourism.com

f Lacombe Regional Tourism i lacombe_tourism

2022 Itineraries



Mobile Visitor Centre

2022 – Family Fun Canada



 **COUPON CODES AVAILABLE**

CALENDAR EVENTS PLACES LESSONS & CAMPS TRAVEL

Road Trips, Memories and Family Fun in Lacombe



2022 – Play Outside Guide

PLAY
OUTSIDE
Guide

At bright and cheery **Milly Oak Café and Catering**, the first thing we notice are decadent desserts in the pastry cabinet. Sufficiently motivated, we quickly decide on a bison skillet, Cubano sandwich with Caesar salad, and BLT with watermelon salad. Everything is fresh and flavorful, with a focus on local ingredients. Portions are generous, so we don't really need dessert, but the girls can't resist a worms and dirt brownie (brownie topped with gummy worms) and caramel cinnamon bun. The smiles on their faces tell me the treats are as good as they look.



1 Lacombe Flatiron Museum 2. Truth & Reconciliation Exhibit 3 & 4. Blacksmith Shop Museum 5 & 6. Michener House

In the afternoon, we visit the Truth and Reconciliation exhibit at the **Lacombe Flatiron Museum** in the distinctive Flatiron Building. Art has been contributed from schools across Canada and guests are encouraged to complete a card with what truth and reconciliation means to them. Admission is free, and rotating exhibits ensure there is always something interesting to see. Donations are welcome, however, and you can support the **Lacombe Museum & Archives** (including the Flatiron Museum, Michener House, and Blacksmith Shop Museum) by purchasing from the gift shop. I'm partial to the sassy greeting cards with

2022 – Off Track Travel



OFF TRACK TRAVEL



Off Track Travel
June 14 · 🌐

The small Central Alberta city of Lacombe is a happening place, with plenty of outdoor recreation opportunities, a busy events calendar, a growing foodie scene and the prettiest downtown area around.

Find our top picks for the best things to do in Lacombe in our brand new blog post here >> <https://offtracktravel.ca/things-to-do-lacombe-alberta/> <<

Featuring Blindman Brewing, Milly Oak Café and Catering, Oodles of Chocolates, Ellis Bird Farm Ltd. - Lacombe AB, Cilantro and ... See more



2022 – Inside Motorcycle Magazine

Page 43 of 108



2022 –
Outside
Magazine



Lacombe
REGIONAL TOURISM

There is **SNOW** place like
Winter in **Lacombe!**

lacombetourism.com

Sport
Tourism
Canada



SPORT EVENTS CONGRESS
GOT GAME?

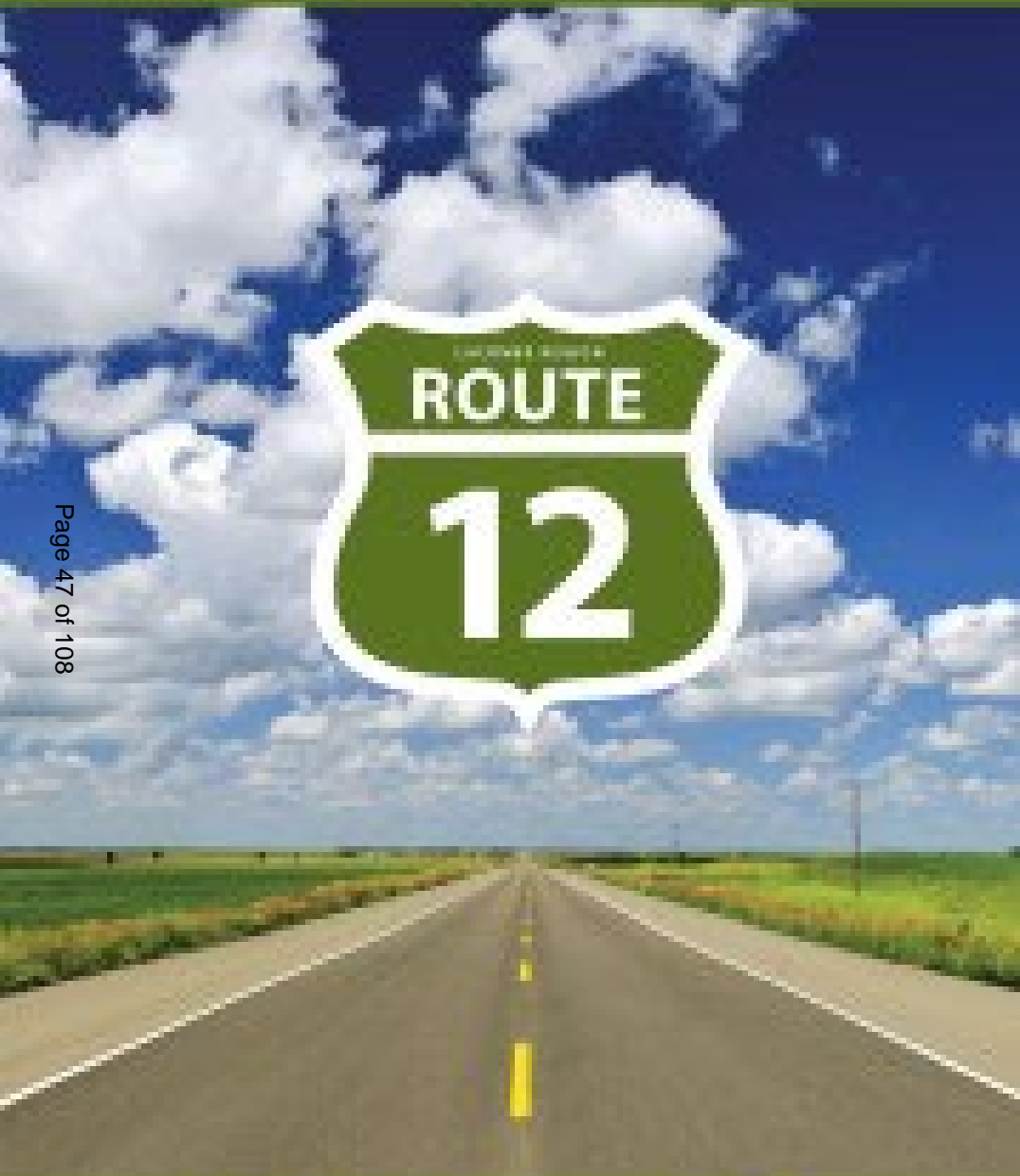
SEC22 – November 2-4, 2022
Edmonton Convention Centre
Edmonton, Alberta, Canada

The background of the graphic is a yellow-tinted photograph of a convention hall with people and exhibition booths.

2023 – Where We're Going



- 2023 Calgary Outdoor Adventure Show



Page 47 of 108

DISCOVER

Explore Route 12 - It's time to explore Alberta's Hidden Gems. Unleash your spirit of adventure and curiosity as you travel East or West through Alberta from the prairies to Foothills of the Rocky Mountains.

Alberta Provincial Highway No.12, commonly referred to as Highway 12, is an east-west highway through central Alberta. It runs from Highway 22 near Rocky Mountain House, through Lacombe and Stettler, to the Alberta-Saskatchewan border near Compeer.

Highway 12 affords travelers the opportunity to explore all that Central Alberta has to offer. From farm-fresh foods, local breweries and eateries to scenic camping and hiking trails ... this 'route' is not to be missed.

-  LIKE US @DiscoverRoute12
-  TAG US @DiscoverRoute12
-  FOLLOW US @DiscoverRoute12

lacombetourism.com | #DiscoverRoute12 403.782.1046 | info@lacombetourism.com

Council Agenda Item 5.1



2023 – Route 12 Guide Launch



***SOME PLAY TO
LIFT A TROPHY.***

2023 – Research into hosting Canada Games

***WE PLAY TO LIFT
A COUNTRY.***

Understanding the Funding

Community	Funding provided in 2022	Funding Asked for 2023
City of Lacombe	\$61,556	\$64,663.80
Lacombe County	\$53,156	\$64,663.80
Town of Blackfalds	\$400	\$12,000
Town of Bentley	\$4,500	\$5,336.1
Village of Clive	\$400	\$3,539
Village of Alix	\$400	\$3,633
Town of Rimbey	0	\$6,353.32 (½ of full membership)
Total	\$120,412	\$160,189.02
	Population x \$4.95	



Lacombe

REGIONAL TOURISM

We ask that the Town of Rimbey become a member of Lacombe Regional Tourism for 2023 for a scaled amount of \$6,353.32 continue to allow us to operate in the community.



Questions

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Wanda Stoddart, Director of Finance
Subject: 2023 Interim Operating Budget
Item For: Public Information -or- Closed Session

BACKGROUND:

The Municipal Government Act Section 242 states that each Council must adopt an operating budget for each calendar year. If an operating budget is not adopted by January 1, Council may adopt an interim operating budget. The interim operating budget will be in effect until the final operating budget is adopted.

DISCUSSION:

The Town of Rimbey typically schedules budget deliberations in March after the final property assessments have been received and therefore the 2023 Operating Budget will not be adopted until April of 2023. Consistent with prior years Administration is presenting the 2022 Operating Budget as the 2023 Interim Operating Budget.

RELEVANT POLICY/LEGISLATION:

MGA 242 (1) (2) (3)

OPTIONS/CONSEQUENCES:

1. Adopt the 2023 Interim Operating Budget as presented.
2. Adopt the 2023 Interim Operating Budget with revisions.

RECOMMENDATION:

Administration recommends Council to adopt the 2023 Interim Operating Budget, as presented.

ATTACHMENTS:

[RFD 7.1.1 2023 Interim Operating Budget](#)

PREPARED BY: Wanda Stoddart, Director of Finance

November 9, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Town of Rimbey
2023 Interim Operating Budget and Three Year Plan

Net Budget by Object	2021 Budget	2022 Budget	2023 Plan	2024 Plan	2025 Plan
Revenue					
User Fees and Sale of Goods	1,365,730	1,390,082	1,415,880	1,443,507	1,472,311
Government Transfers	1,163,701	1,163,887	1,163,887	1,163,887	1,163,887
Rentals	88,441	106,136	106,124	108,153	110,222
Licences and Fines	46,300	38,100	39,168	39,639	40,432
Frontage	33,056	80,531	80,531	80,531	80,531
Penalties	48,300	35,000	35,200	35,404	35,612
Interest	60,000	50,000	50,000	50,000	50,000
Franchise	537,961	639,727	646,304	652,947	659,656
Ponoka County	337,450	377,150	384,693	392,387	400,235
Naming rights	25,000	25,000	25,000	25,000	25,000
Total revenue	3,705,939	3,905,613	3,946,787	3,991,455	4,037,886
Expenses					
Salaries and Benefits	2,007,698	2,092,242	2,145,339	2,185,653	2,233,195
Council Salaries and Benefits	130,823	146,029	143,117	145,620	148,172
Contracted Services	553,301	600,183	633,990	693,392	702,331
Goods and Utilities	1,645,024	1,734,918	1,772,245	1,811,127	1,850,595
Annual equipment replacement	152,505	167,132	171,256	175,207	179,391
Local Requisitions	394,629	407,129	407,568	408,016	408,472
Provincial requisitions	936,285	939,120	939,120	939,120	939,120
Interest and debt repayments	387,965	422,092	375,467	325,904	326,216
Other (Election)	15,000				15,000
<i>Subtotal</i>	6,223,231	6,508,845	6,588,102	6,684,039	6,802,492
Transfer to (from) Reserves	(5,140)	(19,451)			
	(5,140)	(19,451)	0	0	0
Total expenses	6,218,091	6,489,394	6,588,102	6,684,039	6,802,492
Total Budget Requirement					
	2,512,152	2,583,781	2,641,315	2,692,584	2,764,606
Tax levies	2,512,152	2,545,234	2,570,686	2,596,393	2,622,357
Net Budget Requirement	(0)	38,547	70,629	96,191	142,249
1.50%					
Transfer from Reserves includes development tax incentives for Policy 6601 and 6602					

Town Council REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Committee of the Whole Meeting Dates and Times
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Organizational meeting held on October 24, 2022, Council made the following motion:
Motion 262/2022

Moved by Councillor Rondeel to schedule the Committee of the Whole meetings the third Friday of the month at 10:00am starting in January and to be held quarterly.

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

DISCUSSION:

Mayor Pankiw has requested further discussion on the Committee of the Whole dates and times.

RELEVANT POLICY/LEGISLATION:

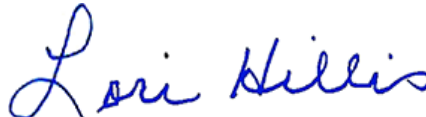
988/22 Committee of the Whole Section 5 - Frequency of Meetings

RECOMMENDATION:

Administration recommends Council determine dates and times for the Committee of the Whole meetings.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY: 
Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Art Club
Item For: Public Information -or- Closed Session

BACKGROUND:

On October 18, 2022, Administration received correspondence from the Rimbey Art Club requesting Council consider a rent reduction for their lease for 2022.

The current 3 year lease agreement of January 1, 2020 to December 31, 2022 indicates rent as follows:

RENTAL

4.The Art Club will pay to the Town the sum of \$2,000 per year in lease fees to be paid no later than Nov. 15th of each year for the term of this Agreement. The lease fee includes the payment of all utilities.

DISCUSSION:

Lease rates for the Rimbey Art Club have been reduced for the past 2 years due to COVID 19 circumstances. Rates for both years were reduced from \$2,000 to \$500 each year.

FINANCIAL IMPLICATIONS:

Loss of revenue

RECOMMENDATION:

Council determine if they wish to grant a reduction to the Rimbey Art Club annual lease payment for the 2022 year.

ATTACHMENTS:

[RFD 7.3.1 Rimbey Art Club Letter](#)

[RFD 7.3.2 Rimbey Art Club Lease Agreement Jan 1 2020 - Dec 31 2022](#)

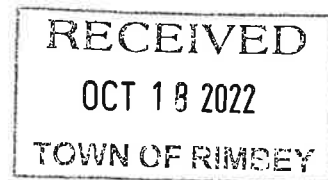
PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date



October 18,2023
Mayor Pankiw and Counselors,
Town of Rimbey

Box 933,
Rimbey Art Club
Rimbey, T0C 2J0

Dear Mayor Pankiw and Town Counselors,

RE: Waiver of Lease Agreement Fees for 2023

The Rimbey Art Club is once again asking the Town of Rimbey to waive a portion of our art studio lease fees for the 2023 year. We greatly appreciate Council's past assistance during the first two years of this pandemic as our membership numbers dropped significantly and our normal activities were not possible due to health restrictions.

At this time while we still are striving for growth in our membership numbers, we are nevertheless seeing a growing interest in Rimbey in our club's activities.

The studio is used on a regular basis by our fabric arts group on Mondays and remains open for members during the week. Our Fall Art Fusion program for Rimbey's younger students is also back and is being well attended. Our first Open House and Art Show in two years left us pleasantly surprised by both the number of visitors and the amount of interest shown in possible future adult art courses.

Thank you for taking the time to consider our request. The members of the Rimbey Art Club and myself are looking forward to continuing to use and improve our club and facilities, which we hope to share with increasing numbers of local residents during this upcoming year.

Respectfully ,

A handwritten signature in blue ink that reads "Sharon L. Johnston". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Sharon L. Johnston
President
Rimbey Art Club.

RIMBEY ART CLUB LEASE AGREEMENT

This agreement made in duplicate this 1st day of January 2020 A.D., between:

The Town of Rimbey
(referred to as "the Town" in this agreement)

AND

The Rimbey Art Club
(referred to as "the Art Club" in this agreement)

WHEREAS the Town is the owner of the facility known as the Peter Lougheed Community Centre located at 5109 54th St. in Rimbey, Alberta;

AND WHEREAS the Art Club desires to lease a portion of the Peter Lougheed Community Centre upon the terms contained in this Agreement;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

AREAS

1. The Town gives the Art Club the exclusive right to use the Art Club premises.
2. The Art Club has permission to access and to use those amenities not within the Art Club, such amenities being listed on Schedule A.

TERM

3. This Agreement shall be in effect for three years commencing January 1st, 2020 to December 31st, 2022.

RENTAL

4. The Art Club will pay to the Town the sum of \$2,000 per year in lease fees to be paid no later than Nov. 15th of each year for the term of this Agreement. The lease fee includes the payment of all utilities.

OCCUPANCY

5. The Art Club shall have exclusive use of the demised premises for the full term of the lease, without financial assistance or contribution from the Town.

ART CLUB OBLIGATIONS

6. The Art Club shall:

- a) Refrain from, without Town's prior written consent, assigning the whole or part of this Agreement or any obligation contained herein; the Town may unreasonably withhold any assignment proposed by the Art Club.
- b) Ensure that the rates for the use of the demised premises by all groups shall be sufficient to cover all costs of janitorial cleaning and supervisory services necessitated by all such uses conducted thereon.
- c) Ensure that the premises will be used for the operation of an Art Club and the related business and social activities during the lease period.
- d) Provide janitorial and cleaning services, and maintain the interior of the demised premises in a neat and clean condition to the satisfaction of the Town.
- e) Ensure that the entrance and sidewalks are kept clear of snow.
- f) Promptly notify the Town of any condition, natural or otherwise, that has or may seriously damage the premises or amenities.
- g) Permit the Town at all reasonable times to enter and review the state of repair of the premises and amenities used by the Art Club and the Art Club's operations.
- h) Comply with all Provincial, Federal and Municipal legislation and regulations including, without limiting the foregoing, ensuring that the premises and the Art Club's activities within the amenities are in compliance with the Public Health Act.
- i) Pay any costs or expenses incurred in or make any repairs or replace any parts of the facility damaged or destroyed by the Art Club or person using or occupying the facility with the express or implied consent of the Art Club.
- j) Refrain from constructing or permitting to be constructed any structure or other thing that is, in the opinion of the Town, a permanent improvement unless the Town provides approval in writing to the Art Club. Any such structure or other thing that is erected shall comply with all relevant Municipal, Provincial and Federal legislation.

- k) Be responsible for fire and all-peril insurance to cover all contents. The Art Club will post a clearly visible notice disclaiming all responsibility of the Town or the Art Club for loss or damage of anything left in the Art Room. A copy shall be given to the Town of Rimbey.
- l) Indemnify and save harmless the Town against all liabilities, damages, claims, expenses, costs incurred involving the loss of student property, or expenses arising out of any act or neglect of the Art Club or its servants, employees, agents, invitees or licenses in or about the demised premises, or arising out of any breach, violation or non-performance by the Art Club of any of the provisions of this lease, including liabilities, injuries or damage to the persons or property of the Art Club's servants, employees, agents, invitees or licenses.
- m) Indemnify and save harmless the Town of and from any and all damages caused to the demised premises resulting from the negligence of the Art Club or the failure of the Art Club to properly and adequately supervise the demised premises.
- n) Indemnify and save harmless the Town against all costs incurred involving the loss of student property.

SPECIAL CONDITIONS

7. Additional facility use:

- a) For any special function of the Art Club, the lobby area may be used providing that there are no paid events that require the lobby and that staff are scheduled.
- b) If Town staff have to be present in the facility for the sole purposes of the Art Club, the Art Club will be charged \$25.00 per hour for a minimum of three hours and up to a daily maximum of \$350.00.

CAPITAL IMPROVEMENTS

- 8. Any capital improvements to the premises initiated by, and carried out by the Art Club must have prior approval from the Town.

TERMINATION

- 9. The parties have the right to terminate this Agreement upon giving the other thirty (30) days written notice.

NOTICE

10. Notice shall be served by registered mail addressed or personally delivered to:

a) The Town: Chief Administrative Officer
Town of Rimbey
Box 350
Rimbey, AB
TOC 2J0

b) The Art Club: Rimbey Art Club
Box 933
Rimbey, AB
TOC 2J0

11) Any notice served pursuant to this Agreement shall be deemed to have been received seven (7) days after mailing or in the case of personal delivery, on the date delivered to the party receiving the notice.

Default of any of the terms by either party will be considered a breach of this contract and will render the contract null and void.

This agreement can be amended upon mutual agreement.

Signed this 17 day of December, 2019 at Rimbey, Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the day and year first above written.



President



Mayor Rick Pankiw



Treasurer



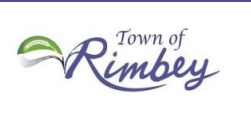
Chief Administrative Officer Lori Hillis

SCHEDULE A

The Rimbey Art Club shall have controlled access to the following amenities of the Rimbey Community Centre:

- Community Centre Lobby
- Community Centre Main Washrooms

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Parkland Regional Library
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received a letter from Parkland Regional Library requesting payment on the outstanding balance of the 2022 Requisition payment.

Council passed a motion at the Regular Council Meeting November 10, 2021 approving the Parkland Regional Library 2022 Proposed Budget using the population of 2,567 (federal census) for the Town of Rimbey rather than the population of 2,720 as estimated by the Alberta Treasury Board and Finance.

DISCUSSION:

The letter received from Debra Smith, Board Chair indicates that “unless the 2022 requisition is paid in full no later than December 31, 2022, all Parkland services will be terminated to the Rimbey Municipal Library, the Town of Rimbey and its residents.”

RELEVANT POLICY/LEGISLATION:

Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3

FINANCIAL IMPLICATIONS:

Increase to 2022 Library budget of \$1,373.40.

RECOMMENDATION:

Administration recommends Council approve payment of the outstanding balance of \$1,373.40 for the 2022 requisition payment to Parkland Regional Library.

ATTACHMENTS:

- [RFD 7.4.1 Letter to Rimbey Council October 31, 2022](#)
- [RFD 7.4.2 PRLS Statement Town of Rimbey October 31, 2022](#)
- [RFD 7.4.3 PRLS Invoice 220192 October 1, 2022](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative
Officer

November 9, 2022

Date



4565 – 46 Street
Lacombe, AB T4L 0K2
Ph. 403-782-3850

October 31, 2022

CAO and Council

(emailed)

Town of Rimbey

4938 50 Ave

Rimbey AB, T0C 2J0

Thank you for your letter dated September 29, 2022 regarding "2022 Requisition Payment". I am writing to inform you that unless the 2022 requisition is paid in full no later than December 31, 2022, all Parkland services will be terminated to the Rimbey Municipal Library, the Town of Rimbey and its residents. These services include, but are not limited to the loss of:

- Bulk discounts averaging 38%
- Computers purchased
- Wireless equipment purchased
- Software licensing
- SuperNet connectivity and payment
- Website template
- Network management (includes email, shared drive, etc.)
- Materials allotment (\$1.13 per capita)
- Rural Library Services Grant (\$5.55 per capita)
- Integrated Library System (ILS)
- Plastic library cards
- Cooperative collection funding
- Access to the collections of the PRLS member libraries
- ILL service; no Alberta libraries would be required to loan items to your patrons; total exclusion from the provincial resource sharing network
- TAL or ME card services (lost membership with TAL and exclusion from the Alberta public library network)
- PRLS van delivery service and government courier
- Local residents would become subject to non-resident fees throughout the Parkland region (\$60-80 each)
- Shared collections: eLibrary collections, Audiobooks, Large Print, Programming and Technology kits, computer labs, gaming and VR kits, professional development and reference collections, and NNELS/CELA resources for the sight impaired

Strong Libraries, Strong Communities



4565 – 46 Street
Lacombe, AB T4L 0K2
Ph. 403-782-3850

- Cataloguing of library items
- Ordering and processing of library items
- Helpdesk and technical support
- Website management, maintenance and support
- Library management support and training (space planning, collection management, staff and trustee development, policy and plan of service development, workshops and conferences, etc.)

The approval of Parkland's budget is a lengthy one that includes multiple reviews by Parkland's Executive Committee after which it is passed by the board and then sent to the municipalities for their approval. Once approved by the municipalities, municipal members are obliged to pay the PRLS board the amount required pursuant to Clause 8 and Schedule B of the Parkland Regional Library Agreement.

While not explicitly stated in your letter, it appears that for Parkland's 2022 budget, you are wishing to pay based on the 2019 Alberta Municipal Affairs Population List. Staff have also noticed that according to your letter dated October 26, 2022 where you approved Parkland's 2023 budget, the population figures used to calculate the amount council owes for 2023 was based on the 2021 federal census.

After much discussion, the Parkland board directed staff to build the budget for both 2022 and 2023 using the Municipal Population Estimates provided by Alberta Treasury Board and Finance. The Town of Rimbey was informed of this intention back in 2021. I am sure you realize the challenges a municipal council would face if each rate payer in the community paid the amount of tax they thought was fair rather than the amount they were invoiced. It is no different when the majority of Parkland's municipal members set a fee structure which some members do not wish to abide by.

An invoice and statement of account with the amount owing has been included for your convenience.

Thank you for your attention to this matter.

Sincerely,



Debra Smith, Board Chair
Parkland Regional Library System

cc: Jean Keetch, Rimbey Municipal Library

Strong Libraries, Strong Communities

Parkland Regional Library System
4565 46 Street
Lacombe, AB T4L 0K2

Statement

Statement Date
 Oct 31, 2022

Account ID
 TOWRIM

Voice: 403-782-3850

TOWN OF RIMBEY
BOX 350
RIMBEY, AB T0C 2J0

Amount Enclosed

\$ _____

Date	Due Date	Reference	Description	Amount	Balance
1/1/22	1/17/22	220189		6,104.70	6,104.70
1/28/22		47914	Payment	-6,104.70	0.00
4/1/22	4/1/22	220190		6,104.70	6,104.70
4/7/22		48090	Payment	-6,104.70	0.00
6/30/22		048361	Payment	-6,104.70	-6,104.70
7/1/22	7/1/22	220191		6,104.70	0.00
10/1/22	10/1/22	220192		6,104.70	6,104.70
10/31/22		048656	Payment	-4,731.30	1,373.40

PAST DUE

Total	1,373.40
-------	----------

0 - 30	31 - 60	61 - 90	Over 90 days
1,373.40	0.00	0.00	0.00

Invoice 220192



4565 46 Street, Lacombe, AB T4L 0K2
www.prl.ab.ca

Invoice Date: Oct 1, 2022

Sold To:
TOWN OF RIMBEY
BOX 350
RIMBEY, AB T0C 2J0

Duplicate

Customer ID	Customer PO	Payment Terms
TOWRIM		Due October 1, 2022
	Contact Person	Due Date

Quantity	Item	Description	Unit Price	Extension
	MEM4	4TH QUARTER REQUISITION PAYMENT		5,814.00

G.S.T. No. 10781 5870 RT

Cheque number 048656

Subtotal	5,814.00
G.S.T.	290.70
Payment Applied	4,731.30
TOTAL	\$1,373.40

Please include Invoice # on cheque

Make cheque payable to Parkland Regional Library System

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Junior Senior High School
Item For: Public Information -or- Closed Session

BACKGROUND:

Mayor Pankiw received a letter from Bill Bramfield, Principal of Rimbey Junior Senior High School, requesting the Town purchase parking blocks to finish perimeter of the parking lot and to install a metal gate on the north end of parking lot at the school.

DISCUSSION:

The parking lot is the property of Wolf Creek School division. Typically, the Town does not install parking blocks or fences on property that is not owned by the Town.

RECOMMENDATION:

Administration recommends Council deny the request to purchase parking blocks to finish perimeter of the parking lot and to install a metal gate on the north end of parking lot for the Rimbey Junior Senior High School.

ATTACHMENTS:

[RFD 7.5.1 Rimbey Junior Senior High School Parking Lot](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Rick Pankiw

From: Bill Bramfield <bill.bramfield@wolfcreek.ab.ca>
Sent: October 27, 2022 3:04 PM
To: Rick Pankiw
Subject: Student parking Lot

Rick,
Thank you for the conversation today.

The current trend is that the parking lot has become a "hang out" after hours for older students and community members. It is not uncommon to find beer cans in the morning from the previous evening. One evening I saw a small fire started by a person who does not attend the school. I had the young man put out the fire and clean the parking lot.

I am requesting some assistance from the town in managing the parking lot to the east of school.

I am requesting that the town purchase parking blocks to finish the perimeter of the parking lot. In addition, we are requesting that a metal gate be installed on the North end of the parking lot. These items will allow us to control the flow of traffic after hours.

It is my assertion that "closing the parking lot" after hours will solve many of the issues with garbage and eliminate the loitering.

thanks
Bill



Bill Bramfield

Council Agenda Item 7.5

Principal

Rimbey Jr./Sr. High School

bill.bramfield@wolfcreek.ab.ca

Town Council REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Silver Star Septic System
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Council meeting held on October 24, 2022, Council made the following motion:

Motion 245/2022

Moved by Councillor Clark that Administration investigate companies that rent porta potties, the cost involved, and if they can be used through the winter.

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

DISCUSSION:

Administration requested a quote from Silver Star Septic Service for three porta potties to be set up along the walking trails and in the parks.

The cost per month would be \$600 for three porta potties plus \$10 per cleaning at approximately twice per month during the winter months. Total cleaning costs for the winter months is estimated at 6 months x 2 cleanings per month x 3 units x \$10. = \$360. Total annual cost \$7,560. Any extra cleaning required is not included.

This cost is not included in the budget and any funding would come from reserves.

OPTIONS/CONSEQUENCES:

- 1.Proceed with the rental of porta potties with the cost coming from reserves.
- 2.Do not proceed with rental of porta potties.
- 3.Defer to the 2023 operating budget.

RECOMMENDATION:

Administration recommends Council determine if they wish to proceed with the rental of porta potties for the walking trail and park at this time.

ATTACHMENTS:

[RFD 7.6.1 Silver Star Septic System Quote](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Silver Star Septic Service



Oct 27/2022

Supply out houses to the town of Rimbey for parks and walking trail.

1. \$200 per month per out house, includes all supplies
2. Wintertime \$10 per cleaning for anti-freeze
3. Cleaned every 15 days
4. Extra cleaning if needed \$50

CELL: (403) 704-5224
CORY AND STACEY GLENN
BOX 1449 RIMBEY AB.
TOC 2JO



RECEIVED
OCT 27 2022
TOWN OF RIMBEY

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Christmas Hours 2022
Item For: Public Information -or- Closed Session

BACKGROUND:

For the past several years, the Town's operations have been closed for five (5) consecutive days depending on where Christmas Day and Boxing Day fall on the calendar. The current Employee Policy 1103 of the Town identifies closure for Christmas Day and Boxing Day. In 2022 Christmas Day and Boxing Day fall on Sunday and Monday.

DISCUSSION:

Administration respectfully requests Council consider closure of operations on Wednesday, December 28, 2022 to allow staff to spend more time with their families. The Town's operations would be closed from Monday, December 26 through Wednesday, December 28, 2022, re-opening on Thursday, December 29, 2022. Closure on December 27 is in lieu of Christmas Day. Operations will also be closed on Monday, January 2, 2023 in lieu of New Year's Day on Sunday, January 1, 2023.

RELEVANT POLICY/LEGISLATION:

Policy 1103

RECOMMENDATION:

Administration recommends Council approve the closure of Operations for the Town for the entire day of Wednesday, December 28, 2022, with the employees of the Town of Rimbey paid for the entire day.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Swimming Passes
Item For: Public Information -or- Closed Session

BACKGROUND:

The Rimbey Review is hosting the Twilight Shop Night again this year as well as organizing a community advent calendar with the 12 days of Christmas. Leah will be distributing boxes around town for people to enter their name for a draw to choose a gift from the Christmas tree and is requesting donations from various business in town. Leah is requesting the Town donate free swimming passes.

DISCUSSION:

2022 RIMBEY AQUATIC CENTRE RATES

ADMISSION	DAILY	10 PUNCH PASS	SEASON PASS
Adult (18+)	\$ 5.50	\$ 49.50	\$110.00
Senior (65+)	\$ 4.50	\$ 40.50	\$100.00
Student (13-17)	\$ 4.50	\$ 40.50	\$100.00
Youth (7-12)	\$ 4.00	\$ 36.00	\$ 80.00
Child (3-6)	\$ 3.00	\$ 27.00	\$ 70.00
Family	\$15.00	\$135.00	\$250.00

* Family pass consists of 2 Adults and 3 children of the immediate family only, in the same household.

RECOMMENDATION:

Administration recommends that Council donate 2 - \$15 Family swim passes to the Rimbey Review for the 12 Days of Christmas Advent Calendar.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

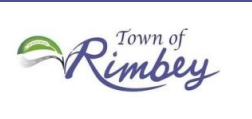
ENDORSED BY:

Lori Hillis

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Council Round Table Discussion
Item For: Public Information -or- Closed Session

BACKGROUND:

Council Round Table Discussion is for matters that are not on the agenda but arise during Council meeting.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

Town Council
REQUEST FOR DECISION



Meeting: November 10, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Department Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

RECOMMENDATION:

Motion by Council to accept the department reports, as information.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

November 9, 2022
Date

November 14, 2022
CAO Report



HIGHLIGHTS

Outdoor Exercise Equipment:

The outdoor exercise equipment has been installed along the walking trail.

BYAS Building:

Met with the Blindman Youth Action Society Board regarding the transfer of the operations of the building from the Society to the Town. The Town will take over the management of the building as of December 1, 2022. All existing leases and the janitorial contract will continue in place.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

Council Board Report 8.1.3



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

Date Range: 18-Oct-2022 to 07-Nov-2022
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
ADAMS,DUANE	48676	26-Oct-2022	Duane Adams - Dev. Deposit refund - DP 41/22	3,000.00
ALBERT,TAMMY	48677	26-Oct-2022	Tammy Alberta - cardlock refund (3)	75.00
Alsco	48678	26-Oct-2022	Alsco - supplies	560.09
AN Adventure Distribution & Consulting	48679	26-Oct-2022	An Adventure - supplies	85.68
Aquam	48680	26-Oct-2022	Aquam - supplies	759.37
Border Paving Ltd.	48681	26-Oct-2022	Border Paving - cold mix	1,002.49
Canadian Pacific Railway Company	48682	26-Oct-2022	Canadian Pacific - Hoadley - pipe crossing	374.75
Corkle,Coby	48683	26-Oct-2022	Coby Corkle - Rural Health Week Apprec. BBQ (I	1,194.31
CROSS,LEEANN	48684	26-Oct-2022	Leeann Cross - cardlock refund	25.00
ELLIOTT,ALLEN	48685	26-Oct-2022	Allen Elliott - Dev. Deposit refund - DP 26/22	3,000.00
Imperial Esso Service (1971)	48686	26-Oct-2022	Esso - fuel - PW	114.00
KIM,MINHEE	48687	26-Oct-2022	Minhee Kim - refund - babysitting course	40.00
Kreutz,Dave	48688	26-Oct-2022	Dave Kreutz - diesel - picking up vac truck	247.54
Le Vann,John	48689	26-Oct-2022	John Le Vann - Dev. Deposit refund - DP 38/22 (I	3,000.00
LOR-AL SPRINGS LTD.	48690	26-Oct-2022	Lor-Al Springs Ltd - water	25.10
MCLAREN,CAROLYN	48691	26-Oct-2022	Carolyn McLaren - babysitting course	280.00
Municipal Property Consultants (2009) Ltd.	48692	26-Oct-2022	Municipal Prop. Consultants - Nov. 2022 inv	3,575.95
New Can Truck Parts	48693	26-Oct-2022	New Can Truck Parts - Unit #55 - repairs	2,144.48
Nikirk Bros. Contracting Ltd.	48694	26-Oct-2022	Nikirk Bros. - topsoil	735.00
PitneyWorks	48695	26-Oct-2022	Pitney Works - postage	1,050.00
Red Deer Fasteners & Tools Ltd.	48696	26-Oct-2022	Red Deer Fasteners - parts - Outdoor Rec Equip	110.24
Rimbey Historical Society	48697	26-Oct-2022	Rimbey Historical Society - Donation for PaskKaP	1,100.00
Rimbey Implements Ltd.	48698	26-Oct-2022	Rimbey Implements - parts Unit #62	287.07
RJ Plumbing and Heating	48699	26-Oct-2022	RJ Plumbing - installation of water fountain	2,833.43
RYBAK,BONNIE	48700	26-Oct-2022	Bonnie Rybak - expense claim - Halloween Cana	150.57
Staples Professional	48701	26-Oct-2022	Staples Professional - office supplies	347.12
Stationery Stories & Sounds (2005)	48702	26-Oct-2022	Stationery Stories Sounds - envelopes	2,872.80
Titan Supply LP	48703	26-Oct-2022	Titan Supply - grader blade	611.90
TOEWS,SHARON	48704	26-Oct-2022	Sharon Toews - cardlock refund	25.00
Uni First Canada Ltd.	48705	26-Oct-2022	UniFirst - coveralls/supplies	128.11
West Country Glass	48706	26-Oct-2022	West Country Glass - arena repair	225.75
Wolseley Industrial Canada INC	48707	26-Oct-2022	Wolseley - CR to inv#877969 - PW	3,705.71
Wolseley Waterworks Group	48708	26-Oct-2022	Wolseley Waterworks - parts - damaged hydrant	1,297.34
Canada Revenue Agency	00123-0001	26-Oct-2022	CRA - deductions (Oct.09-22/22) biweekly payroll	16,479.87
INNOV8 DIGITAL SOLUTIONS INC.	00123-0002	26-Oct-2022	Innov8 - Sept23-Oct.22/22 copies (Town & CC)	287.34
LAPP	00123-0003	26-Oct-2022	LAPP - Library - Oct.31/22 payroll	11,617.41
Meridian OneCap Credit Corp	00123-0004	26-Oct-2022	Meridian One-Cap - (Nov.2022 - Jan.2023) quart	1,801.80
VICTOR CANADA	00123-0005	26-Oct-2022	Victor - November 2022 - benefits	13,446.68
Total:				78,616.90

Town Council
REQUEST FOR DECISION



Meeting: November 14, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

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

RECOMMENDATION:

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

ATTACHMENTS:

- [RFD 8.2.1 Tagish Engineering Project Status Updates October 27, 2022](#)
- [RFD 8.2.2 BHH Society September 6, 2022](#)
- [RFD 8.2.3 FCSS Board Minutes June & July 2022](#)
- [RFD 8.2.4 PRLS Board Meeting Minutes & PRLS Board Talk - September 15, 2022](#)
- [RFD 8.2.5 Rimoka Housing Minutes June - September 2022](#)
- [RFD 8.2.6 Rimbey Historical Society Minutes July - Sept 2022](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer November 9, 2022
Date

ENDORSED BY:  November 9, 2022
Date
Lori Hillis, CPA, CA, Chief Administrative Officer

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.22 RB00 - 2022 General Engineering		
September 15, 2022	Solberg, Lloyd	Tagish is working with Public Works and Nason to tie the four wells into PLC/Scada system. Public works is working on purchasing the well level transmitters required to tie into the system.
September 29, 2022	Solberg, Lloyd	No change (Sept. 29)
October 13, 2022	Solberg, Lloyd	The Town has asked us to coordinate the well level transmitters with Nason, which we are working through.
October 27, 2022	Solberg, Lloyd	No change (October 27)
RBYM00144.00 RB144 - 51st Street Storm Main Install		
September 15, 2022	Solberg, Lloyd	Construction is on-going. Northside has currently installed storm up to 49th Avenue. They are completing the storm main installs going west on 49th Avenue up to the laneway. Northside is planning on completing installations just past 49th Avenue and then will stop utilities until next year. Proform is schedule to come to site next week and start concrete reinstatements for concrete that was disturbed.
September 29, 2022	Solberg, Lloyd	Construction is on-going. Northside has completed storm installations up to 49th Avenue and has mobilized off site. They will finish installations up to 51st Avenue next year. Proform is on site completing reinstatements for concrete that was disturbed up to 49th Ave.
October 13, 2022	Solberg, Lloyd	Construction is on-going. Northside has completed storm installations up to 49th Avenue and has mobilized off site. They will finish installations up to 51st Avenue next year. Proform is on site completing reinstatements for concrete that was disturbed up to 49th Ave. Proform are completing pours on October 13 and 14.
October 27, 2022	Solberg, Lloyd	Site has been winterized for the year. Apollo on site completing some landscaping before snow fall. Remaining work will be completed in the Spring, when weather permits.
RBYM00145.00 RB145 - 56th Ave Surface Improvements		
September 15, 2022	Solberg, Lloyd	Construction is on-going. Concrete and landscaping has been complete. Border is planning on starting the remaining surface works around the third week of September.
September 29, 2022	Solberg, Lloyd	Construction is on-going. Concrete, milling and road shaping has been completed. Border is scheduled to pave the road on Sept. 29.
October 13, 2022	Solberg, Lloyd	Construction is on-going. SCC was completed on October 6th. Border is working through project deficiencies.
October 27, 2022	Solberg, Lloyd	Border is completing project deficiencies October 26th and 27th.
RBYM00146.00 RB146 - Scada Upgrades		
September 15, 2022	Solberg, Lloyd	Nason has finished the programming. They are setting up a time to bring the equipment to the Town. Town/Tagish/Nason are just sorting through the IT issues for the required connections.
September 29, 2022	Solberg, Lloyd	Nason has finished the programming. Nason is waiting for a router and then they will bring the equipment to the Town to setup.
October 13, 2022	Solberg, Lloyd	Nason has finished the programming. Nason is waiting on a router to arrive. They are hoping to bring the Scada computer next week, provided the router arrives.
October 27, 2022	Solberg, Lloyd	Nason is installing the Scada computer October 27.

Beatty Heritage House Society

September 6, 2022 Meeting

The meeting was called to order at 8:20 pm by Vice-Chairperson Teri Ormberg following a walkabout to discuss the Christmas Light-up.

In attendance: Teri Ormberg Jackie Anderson
Florence Stemo
Annette Boorman. Annelise Wettstein
Ed Grumbach

MINUTES of previous meeting (August 2, 2022) read by Florence. Minutes adopted as read by Florence, seconded by Annette. Carried.

TREASURER'S REPORT: Jackie reported a Balance of \$25,817.76. She noted that the Town's Events Grant of \$500 had been received. We very much appreciate Town Council's support in the form of the Grant which was used to offset expenses for our Rodeo Barbecue. Jackie moved the adoption of her Report. Seconded by Rose Marie. Carried.

OLD BUSINESS:

GROUNDS CARE: Apex Landscaping - no date set for hedge-trimming. Ad Vos will repair the stone fence, but no date has been set.

Annette, Teri, Jackie, and Florence will continue to water the flowers in pots and gardens until frost takes them. Teri will water the trees before freeze-up.

Dawson Boorman has accepted the part-time position of tending to the lawn until the end of the season in accordance with the Motion made at last meeting but omitted from the Minutes of that meeting. Moved by Jackie, seconded by Annette that we hire a part-time employee to care for the grounds at \$65 per mowing. MOTION CARRIED.

CO-OP BARBECUE: Our thanks to: Board Member - Teri, Summer Employee - Brooklyn Liikala, Friends of the BHH - Donna Pecharsky and Katherine Renaud, who prepared and served burgers, etc.on that cool day (August 5).

PAINTING OF HOUSE EXTERIOR: It was moved by Florence, seconded by Annette that we start the process of applying for a grant from Alberta Historical Resources Foundation to assist us in painting the Beatty Heritage House in 2023. MOTION CARRIED.

ANNUAL QUILT RAFFLE: Permission granted by ALGC to change the date of the draw from September 24 to October1.

ALBERTA CULTURE EVENT: October 1 - In honour of the Wooddale Ladies Club. The club has made and donated a quilt for our annual raffle for 33 years. We will host a tea and display of quilts won in the past as well as other quilted items.

NEW BUSINESS: A table was offered by a local resident for use in the Lower Level, but the Board decided not to accept it as we have one large table there, and space is limited.

NEXT MEETING: Monday September 3, 2022.

ADJOURNMENT: BY Ed at 9:20 PM. Florence Stemo Secretary

Minutes adopted: October 3, 2022. F.S.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING AGENDA
June 23, 2022
10:00 a.m. Rimbey Provincial Building

It is impossible to progress without change, and those who do not change their minds cannot change anything. – George Bernard Shaw, playwright

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

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

REGRETS:

1. CALL TO ORDER

The meeting was called to order by: N. Hartford at 10:10 a.m.

2. APPROVAL OF AGENDA

22-06-01 MOTION: By: D. Noble: That the agenda is adopted with the following changes.
Under New Business: add 11.7 AHS Contract Extension
: remove 11.6 Payroll Software Consultation

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.

4. CONSENT AGENDA ITEMS

- 4.1 Written Reports- a) Monthly Program Report
b) Big Brothers & Big Sisters-1/4ly
c) Catholic Social services- 1/4ly
- 4.2 Directors Report
- 4.3 2022 Monthly Program statistics
- 4.4 AHS contracted HC & Private HS Client Stats combined 2021
- 4.5 AHS (HC) & Private (HS) billing 2018-2022
- 4.6 AHS (HC) client totals & Hours 2018-2022
- 4.7 Private (HS) Client totals & Hours 2018-2022
- 4.8 Food Bank Hamper Stats 2018-2022
- 4.9 Client Safety Reports- 1/4ly

22-06-02 MOTION: By: G. Rondeel: To accept all items on Consent Agenda as information.

CARRIED

5. PREVIOUS MEETING MINUTES- May 19, 2022

22-06-03 MOTION: By: R. Schaff: That the minutes of the May 19, 2022 Board Meeting be adopted with the following changes.

Under 11.9 G. Rondeel seconded the motion, instead of B. Coulthard.

CARRIED

6.. BUSINESS ARISING FROM THE MINUTES

- 6.1 Food Bank Coupons
200 - \$25.00 Food Bank Coupons were ordered and we will continue to purchase as needed.
- 6.2 Canada Day
250-300 Ice-cream treats (single serve). Price between 0.30 – 0.50/each. Park staff will serve the cake on napkins.

7.. OLD BUSINESS

- 7.1 40th Anniversary update
- June 3rd-had our “Tea Party” and bench dedication. Successful day.
 - June 14th-M. Josephison and D. Roseboom (summer student) were at the Corner Bistro and served 40 free cups of coffee - \$94.50.
 - June 13th & 17th-900 freezies handed out to students in Rimbey Elementary, Rimbey Jr/Sr High, Rimbey Outreach, Rimbey Christian School and Bluffton School.
- 7.2 Link to feed update
4 staff have completed their training to use new program “Link 2 Feed”. Nazarene Church reached out to us and put in a booster and has offered the Food Bank to use at no charge. Still need to purchase needed equipment from Longhurst.
- 7.3 Leaders International update
As of yesterday, we have 2 candidates that we will be interviewing the week of July 4 – 7. Our new consultant, Sonny, is setting up interview times for us.
- 7.4 FCSS Strategic Planning retreat- update
Retreat will be at Pigeon Lake. Hotel rooms confirmed for September 14, 15 & 16th, 2022 for Board and Team Leaders Retreat. K. Maconochie preparing Healthy Aging presentation. Topics including Board evaluation and succession planning. S. Nagel (summer student) is our “point person” and helping to plan the retreat.
- 7.5 Attraction & Retention Committee event
Had a Tailgate Party on May 31, 2022 from 11:00 am – 1:00 pm. FCSS sponsored ice cream treats and gave out swag – Lanyards. Approximately 60-70 attended. F. Pilgrim, N. Hartford and P. Makofka attended as committee members.
- 7.6 Senior’s Week event

G. Diesveld and N. Grant (CIRC volunteers) served cake at the Rimbey Co-op and the 3 summer students passed out/completed Community Surveys at the same time.

- 7.7 CSS grant application
All the paperwork is in now and will go ahead and process the \$5000.00 grant as previously approved by the Board.
- 7.8 Office staff Education Book
Office staff Education Book shown to Board Members. K. Maconochie will bring to Board Meetings for Board members to review.

8. FINANCE

- 8.1 June 23 Finance meeting highlights

-N. Hartford and M. Josephison went to the bank and renewed the mature GIC.

22-06-04 MOTION: By I. Steeves: That the highlights of the June 23, 2022 Finance Committee Meeting be accepted as information.

CARRIED

- 9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- next meeting June 28, 2022 at 10:30 am.
- 10. WORKPLACE HEALTH & SAFETY COMMITTEE – next meeting September 28, 2022 at 1:30 pm.

11. NEW BUSINESS

- 11.1 Staffing Updates- Community Program Coordinator & Operations Manager
HCA: Hired 2 more HCA's for summer relief casual positions June 1st.
Community Program Coordinator – adjusted advertisement and will also put ad in Rimbey newspaper.
Operations Manager-still working with Leaders International to find a suitable candidate.
- 11.2 Rimshaw & Mobile Cart activity
Both units were at the June 3rd 40th anniversary tea. Training plans are underway for the Rimshaw, to get more volunteer drivers. Booked for June 22, but Jane, from Cycling Without Age did not show up. K. Maconochie will look into a Train the Trainer program, so that we can train new drivers ourselves. Continuing to reach out to her via email and phone. Having problems with the tires on the Rimshaw. The tire rim was bent, Steve took it to Bentley Cycle and has been repaired. Discussion to do a “checklist” before the Rimshaw is used.
- 11.3 Community Needs Assessment- focus group plans
Surveys were sent out with the Town bill (900) copies, were handed out at the Coop for Seniors Week and have been sent out with HCA's to our clients. Recruiting focus group is next step. Should have report and possible recommendations for September Board Meeting.
- 11.4 Delegation: 40th anniversary golf event, the Parade and block party event updates.

22-06-05 MOTION: By D. Noble: to close the office from 10:00 a.m. – 1:00 p.m.

CARRIED

11.5 WCB Volunteer coverage

Volunteers are covered under our WCB.

11.6 Delegation: Payroll Software consultation – removed from agenda

11.7 AHS Contract Extension

B. Soderberg came and gave a presentation to the Board. Our current contract expires September 30th, 2022. We have been given an extension to March 31st, 2023. We have to write a proposal and submit by July 28, 2022, when all applications will be reviewed and a decision will be made as to who will get the home care contracts. We have until July 4th, 2022 to submit questions about the process/application to one contact person. They will send out addendums in response to all questions asked by all organizations. B. Soderberg has given the agency the deadline of July 20, 2022 to submit our application, this is to make sure that it is submitted by the deadline of July 28, 2022, in case there are glitches in the online system. The application is very long and detailed. This will take a lot of time and effort to complete.

12. CORRESPONDENCE

12.1 Thank you card from HCA staff

13. ADJOURNMENT – next FCSS Board meeting is September 15, 2022, at 10 am and will be in Pigeon Lake during your annual Strategic Planning Retreat. Further details will be coming but please hold the dates of Wednesday September 14th at 1 pm until Friday September 16th at noon.

There will be no regular board meetings in July & August unless called by the chair.

22-06-06 MOTION: By N. Hartford: That the FCSS Board meeting adjourns at 12:15 pm..

14. BOARD SHARING TIME

N. Hartford, Chairperson

K. Maconochie, Recording Secretary

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
SPECIAL BOARD MEETING AGENDA
JULY 6, 2022
2:00P.M. Rimbey Provincial Building

"Leadership is an action, not a position."
Donald McGannon

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

PRESENT: N. Hartford, Chairperson
M. Josephison, Board Member
I. Steeves, Vice Chairperson
K. Maconochie, Recording Secretary
C. Brassard, Financial Coordinator
B. Soderberg, Health Care Programs Co Ordinator
F. Pilgrim, Board Member
D. Noble, Board Member- remote
G. Rondeel, Board Member
R. Schaff, Board Member
P. Makofka, Executive Director

REGRETS: B. Coulthard, Board Member

1. CALL TO ORDER, N. Hartford at 2:04 p.m.

2. APPROVAL OF AGENDA

22-07-01 MOTION: By M. Josephison: That the agenda be adopted as presented.

CARRIED

3. SIGNING OF BOARD MEETING WAIVER OF WRITTEN NOTICE

4. 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.

5. UPDATE OF AHS CONTRACT

22-07-02 MOTION: By R. Schaff to move meeting in camera at 2:06 p.m.

CARRIED

22-07-03 MOTION: By I Steeves to move meeting out of camera at 3:45 p.m.

CARRIED

6. POLICY REVIEW

22-07-04 MOTION By: M. Josephison to accept policy changes as presented.

CARRIED

Council Agenda Item 8.2.1

7. ROCKIN RIMBEY- August 20. We can use Rimbey Review storefront for FCSS popcorn and ice cream from 11-4. Go ahead and participate and take out an ad in the paper.
8. NEXT MEETING DATE TBA
9. ADJOURNMENT
22-07-04 MOTION By: N. Hartford That this special Board Meeting be adjourned at 4:10 p.m.

N. Hartford, Chairperson

K. Maconochie, Recording Secretary



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

Strategic Plan Update

At their August 18th meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here:

<https://www.prl.ab.ca/about-us/return-on-investment>

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1st, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

Committee News from Trustees

Sedgewick & District Municipal Library Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almborg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Next Meeting: November 17, 2022, (Zoom)

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



PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

Present via Zoom: Jackie AlMBERG, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent: Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Lougheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Guests: Margaret Law

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk

Call to Order

Meeting called to order at 10:06 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 Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 28/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 29/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 30/2022

1.3. Business arising from the minutes of the May 19, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED
PRLS 31/2022

3.1. Compensation Review

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED
PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED
PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED
PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid

CARRIED
PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

3.2. Approval of the PRLS Budget 2023

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED
PRLS 36/2022

3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16th meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED
PRLS 37/2022

RFP for Banking Services

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states:

From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED
PRLS 38/2022

3.4. Capital Cost Allowance for Technology

Williams reviewed. The Parkland 2021 audit management letter stated:

Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED
PRLS 39/2022

3.5. Advocacy and Marketing Report

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 40/2022

3.6. Parkland Community Update

Sedgewick & District Municipal Library – Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler wellness network. The trailer can be booked for block parties and other events.

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED
PRLS 41/2022

3.7.1. Director & Library Services Report

3.7.2. I.T. Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the IT Report. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED
PRLS 42/2022

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED
PRLS 43/2022

Meeting adjourned at 12:14 p.m.

Chair



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

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 10:11 a.m.

2. ADOPTION OF AGENDA

MOVED by R. Pankiw that the Board meeting agenda be adopted as presented. (RHF 22-06-01) *Carried*

3. APPROVAL OF MINUTES

MOVED by D. MacPherson the Board accept the minutes of the May 18, 2022 Board meeting. (RHF 22-06-02) *Carried*

4. CAO REPORT

L. Fundytus provided an overview of the June CAO report provided to the Board.

MOVED by R. Pankiw that the Board increase the mileage rate to the Government of Canada reasonable rate amount of \$0.61 per kilometer. (RHF 22-06-03) *Carried*

MOVED by L. Curle that the Board accept the CAO report as information. (RHF 22-06-04) *Carried*

5. FINANCIAL REPORTS

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

MOVED by N. Hartford that the Board accept for the five months ending May 31, 2022 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 22-06-05)

Carried

6. OLD BUSINESS

Council Agenda Item 8.2.1

The Board continued discussion on the Board competency requirements outlined by the Government of Alberta and organizing a future strategic planning session.

The Board requested a strategic planning session be scheduled in the next six to eight months.

7.	NEW BUSINESS
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POLICY FIN-20 RESERVES AND RESERVE FUNDS

MOVED by T. Dillon that the Board approve Policy FIN-20 Reserves and Reserve Funds. (RHF 22-06-06)

Carried

TRANSFER OF RESERVE FUNDS

MOVED by R. Pankiw that the Board approve the increase of \$260,000 to the Building Reserve and \$150,000 to the Equipment Reserve from the 2021 surplus. (RHF 22-06-07)

Carried

8.	CORRESPONDENCE
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Nothing to report

9.	NEXT MEETING
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The next meeting will be scheduled for September 7, 2022 at 10:00 a.m. at the Rimbey Valley View Manor.


MOVED by D. MacPherson the meeting adjourn at 11:26 a.m. (RHF 22-06-08)

Carried



Bryce Liddle, Board Chair

SEP 7/2022
Date Signed



Lorne Fundytus, CAO

SEPT 9/22
Date Signed



EMAIL MOTION
Monday, August 8, 2022
12:24 p.m.

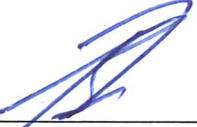
PRESENT: B. Liddle, Board Chair L. Curle T. Dillon N. Hartford S. Lyon
L. Fundytus, CAO W. Sheppard, Recorder
ABSENT: D. MacPherson R. Pankiw

1. 2023-2025 BUSINESS PLAN

L. Fundytus requested the Board approve the 2023-2025 Business Plan and corresponding appendices for government submission.


MOVED by L. Curle that the Board approve the 2023-2025 Business Plan and appendices as presented. (RHF 22-08-01)

Carried



Bryce Liddle, Board Chair

SEPT 7/22
Date Signed



Lorne Fundytus, CAO

SEPT 9/22
Date Signed



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

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

R. Pankiw requested the addition of Item 3.1 – In camera.

L. Fundytus requested the addition of Item 7.4 – CAO Review

MOVED by S. Lyon that the Board meeting agenda be adopted with the additions. (RHF 22-09-01)

Carried

3. APPROVAL OF MINUTES

MOVED by R. Pankiw the Board accept the minutes of the June 15, 2022 Board meeting. (RHF 22-09-02)

Carried

MOVED by N. Hartford the Board accept the minutes of the August 8, 2022 email minutes. (RHF 22-09-03)

Carried

MOVED by R. Pankiw that the Board move in camera at 10:08 a.m. (RHF 22-09-04)

Carried

MOVED by T. Dillon that the Board move out of camera at 10:35 a.m. (RHF 22-09-05)

Carried

4. CAO REPORT

L. Fundytus provided an overview of the September CAO report provided to the Board.

MOVED by T. Dillon that the Board accept the CAO report as information. (RHF 22-09-06)

Carried

5. FINANCIAL REPORTS

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

Council Agenda Item 8.2.1

MOVED by N. Hartford that the Board accept for the six months ending June 30, 2022 and the seven months ending July 31, 2022 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 22-09-07)

Carried

MOVED by R. Pankiw that the Board approve the Endowment account purchases from April to June as presented. (RHF 22-09-08)

Carried

6. OLD BUSINESS

L. Fundytus compiled all the information on the Board Members competencies into the matrix provided by the Government of Alberta.

7. NEW BUSINESS

2023-2025 BUSINESS PLAN – Final Draft

The final 2023-2025 Rimoka Housing Foundation Business Plan was provided for Board Member reference.

LODGE APPLICATION FORM

MOVED by S. Lyon the amended Lodge Application Form be approved. (RHF 22-09-09)

Carried

HOMELESSNESS

Board Members discussed the current homeless situation in our service area.

CAO REVIEW

L. Fundytus will provide a CAO Review form to Board Members and senior management to be completed and returned to the Board Chair.

8. CORRESPONDENCE

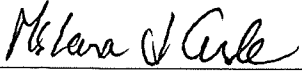
Nothing to report

9. NEXT MEETING

The next meeting will be scheduled for October 19, 2022 at 10:00 a.m. at Legacy Place in Ponoka.

MOVED by S. Lyon the meeting adjourn at 11:38 a.m. (RHF 22-09-10)

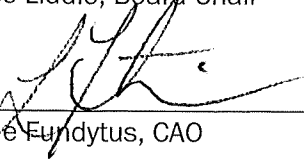
Carried



Bryce Liddle, Board Chair

Oct 19, 2022

Date Signed



Lorne Fundytus, CAO

Oct. 19/2022

Date Signed

Rimbey Historical Society Board Meeting Minutes

At Smithsonian International Truck Museum

Wednesday July 20, 2022 @ 6:00 pm

Present: Larry Varty, Robyn Eve, Sharon Bowness, Chuck Hendricks, Celia Hendricks, Wayne Thompson, Bill Hval, Al Tarleton, Mathew Jaycox, and Cheryl Jones.

Absent: Jack Webb, Lana Curle, and Roger Harvey

Guests Present: George Husereau

Call to Order: Meeting called to order by the President, Larry Varty, at 6:00 pm.

George Husereau addressed the Board requesting to have a RV storage gate key – as a come and go request. A discussion followed.

A June meeting motion was made that no gate key will be issued to individuals. The gate is monitored at the offices Tuesdays through to Saturdays 9-4 pm. George will be notified of the decision.

Agenda: Chuck Hendricks moved and Al Tarleton seconded the amended agenda be accepted – CARRIED

Minutes: Al Tarleton moved and Mathew Jaycox seconded the minutes from the previous board meeting which was held Wednesday June 15, 2022 – CARRIED

Old Business Arising from Minutes: None

President: Larry Varty reported that Kevin Booth put up the fencing around the burnt General Store the morning of the fire. The Co-op supplied the fencing temporarily. Bernard Booth donated his time and his skid steer to landscape the ground after the cleanup. Nikirk submitted a demolition and disposal trucking bill.

Larry also asked that in the future those getting supplies for the Museum, i.e. Groceries, lumber, etc., if at all possible buy local.

Treasurer's Report: Robyn Eve presented the treasurer's report. The one GIC at the ATB is maturing August 13. Mathew Jaycox motioned and Bill Hval seconded to reinvest that GIC for another year. CARRIED

The recovered stolen flat deck trailer sold well at the auction, netting \$5,272.

Robyn Eve Moved, and Sharon Bowness seconded the treasurers report be accepted – CARRIED

Committee Reports:

a) Grants: None

b) Gaming/Casino: Celia Hendricks reported the 50/50 tickets selling and have set up 3 days to sell at the Co-op. Celia asked that all tickets and money is to be handed in by August 17. The Raffle will be held at the Park on August 20.

- c) **Maintenance/Restoration Shop & Truck Repairs:** A motion was made by Mathew Jaycox and seconded by Bill Hval that \$2,500 from the sale of the flat deck trailer be used for replacing some shop tools. - CARRIED
Al Tarleton made a motion to put \$3,000 into improvements in the Pavilion kitchen seconded by Chuck Hendricks – CARRIED
The sidewalk from the Medical Museum to the Truck Museum will be done by Kevin Booth – motion was made at the May 2022 meeting.
- d) **Buildings & Yard:** Work bee in June – trimmed tree branches, thank you to all who helped. Larry Varty fixed the picket fence at the Medical Museum, the evestrough at the Pavilion, and the window at the Town Office. Chuck Hendricks replaced the broken windows at the School and the Train Station. Much appreciated of your time.
Gas issue with the kitchen stove still needs repairs. A new regulator was installed by James Mann. RJ Plumbing and Heating has been contacted to look at the issue.
- e) **Events & Fundraising:** Old-timers” breakfast in June brought in \$770.
Canada Day at the Museum was a success and many thanks to the many volunteers involved, truly appreciated.
Getting ready for August 20th Show and Shine, breakfast and lunch will be available. Thanks to Robyn Eve for her time getting prizes, contacting car clubs, and organizing the event. It’s appreciated.

Town Representation: Lana Curle was unavailable

Park Administration Report: Cheryl has been gathering all the information regarding the artifacts destroyed in the General Store fire. It will be a long process and a lot of work to deaccession the 1,658 artifacts out of the Museum permanent collection, most of this work will be done over the winter. With the help of the two summer students, we have gotten caught up with most of the outside painting, grass cutting, and flowerbed maintenance. The summer students are doing wonderful with giving guided tours through the Historical Village to Museum visitors.
Artifacts to be accepted- motion made by Al Tarleton, seconded by Robyn Eve – CARRIED

New Business: None

Next Board Meeting is to be held August 17, 2022 @ 6:00pm

Adjournment: Chuck Hendricks adjourned the board meeting at 7:10 pm.

Rimbey Historical Society Board Meeting Minutes

At Smithsonian International Truck Museum

Wednesday August 17, 2022 @ 6:00 pm

Present: Larry Varty, Sharon Bowness, Robyn Eve, Jack Webb, Wayne Thompson, Roger Harvey, Mathew Jaycox, Chuck Hendricks, Celia Hendricks, Lana Curle, and Cheryl Jones.

Absent: Bill Hval, and Al Tarleton

Guests Present: None

Call to Order: Meeting called to order by the President, Larry Varty, at 6:03 pm.

Agenda: Chuck Hendricks moved and Mathew Jaycox seconded the agenda be accepted – CARRIED

Minutes: Chuck Hendricks **and Sharon Bowness** seconded the minutes from the previous board meeting which was held Wednesday July 20, 2022 – CARRIED

Old Business Arising from Minutes: None

President: Nothing to report

Treasurer's Report: Robyn Eve presented the treasurer's report. Reported the County of Ponoka Grant for \$26,000 was deposited to cover the Arch Rib installation of tin and replacement of steel doors, much appreciated. A thank you note was sent to the County. 50/50 ticket sales of \$3,670 were deposited for the month. Canada Day celebration event did well for income.

Robyn Eve Moved, and Celia Hendricks seconded the treasurers report be accepted – CARRIED

Committee Reports:

- a) **Grants:** Nothing more than what was covered in Treasurer report.
- b) **Gaming/Casino:** Celia Hendricks reported the 50/50 tickets sold \$5890. Sold tickets at the Co-op lobby 3 times, many thanks to Allen Tarleton, Wayne Thompson and Lana Curle.
- c) **Maintenance/Restoration Shop & Truck Repairs:** Nothing to report
- d) **Buildings & Yard:** There was a short notice work bee in to remove the fallen tree top and clear away some of the lower branches before Show and Shine, thank you to all who helped.
- e) **Events & Fundraising:** Volunteers are in place for Show and Shine breakfast and lunch. A DJ will play 50-60's music at no charge to the Society, thanks to the Lions. Prizes will be handed out at 2 pm and the 50/50 Raffle will be drawn right after, announcing the winner.

Town Representation: Lana Curle shared that the Town walking trail, just west of the Museum, has had solar lights installed.

Park Administration Report: Cheryl reported the insurance claim for the fire was approved and demolition went quickly and very well. The Tractor Museum sign needs to be repaired and rehung. Hornets are causing issues under the Caboose. Bev Nicolas has completed data entry of all the Museum's artifacts into the Collections Management Program. This process has been ongoing since 2017. Well done, much appreciated. A thank you card will be sent with gratitude from the Board. The Beatty house has offered to give us their Visitor Information sign.

Artifacts to be accepted- motion made by Jack Webb, seconded by Robyn Eve –
CARRIED

New Business: Strategic Planning Review- a discussion on a year round paid part time employee to assist the Administrator was discussed but tabled for September's meeting. A grant may be available to help with the cost of this position. This Museum spans 9 acres with 17 buildings. Larry and Sharon will approach this as succession planning and will be discussed at the next meeting.

Review of Building Insurance: The insurance amount on some buildings have increased, the Arch Rib new tin installed and the cost of demolition for irreplaceable heritage buildings. The \$5,000 deductible on any claims remains the same. A motion was made by Chuck Hendricks for the increased values on the insurance – Seconded by Mathew- CARRIED

Next Board Meeting is to be held September 21, 2022 @ 6:00pm

Adjournment: Jack Web adjourned the board meeting at 7:10 pm.

Rimbey Historical Society Board Meeting Minutes

At Smithsonian International Truck Museum

Wednesday September 21, 2022 @ 6:00 pm

Present: Larry Varty, Bill Hval, Wayne Thompson, Roger Harvey, Mathew Jaycox, Al Tarleton, Lana Curle, Sharon Bowness, and Robyn Eve.

Absent: Chuck Hendricks, Celia Hendricks, Jack Webb, and Cheryl Jones

Guests Present: None

Call to Order: Meeting called to order by the President, Larry Varty, at 6:00 pm.

Agenda: Mathew Jaycox moved and Lana Curle seconded the agenda be accepted – CARRIED

Minutes: Robyn Eve moved and Sharon Bowness seconded the minutes from the previous board meeting which was held Wednesday August 17, 2022 – CARRIED

Old Business Arising from Minutes: Succession Planning – Discussion followed by a motion made by Lana Curle to table until October's meeting. A museum grant is available to pay a hired part-time employee to start and later for summer months can be full-time.

President: A Conflict Issue - lengthy discussion followed. Teamwork and trust is important.

Treasurer's Report: Robyn Eve presented the treasurer's report. GIC of \$40,000 to be renewed October 22nd Motion made to renew for another year by Bill Hval, seconded by Al Tarleton - CARRIED

Committee Reports:

a) **Grants:** None

b) **Gaming/Casino:** Allen Tarleton will check with Gaming Commission regarding how the Casino funds can be spent – Motion made by Bill Hval, seconded by Robyn Eve - CARRIED

c) **Maintenance/Restoration Shop & Truck Repairs:** Lawn mowers to be checked and ready for next season, batteries, blades, etc. Gas pump from General Store fire to be repaired. The 1935 IHC truck needs some repair, Bill Hval will check on this project.

d) **Buildings & Yard:** The outdoor bathrooms need to be winterized with glycol before winter, have a Park function September 23rd, will be done after that date. Can't do much upgrading in the Pavilion's kitchen.

e) **Events & Fundraising:** None

Town Representation: Lana Curle shared that apparently there are 5 homeless people residing in Rimbey.

Park Administration Report: Cheryl was absent, Larry Varty read her report. The Museum received a cash donation of \$1,000 from the disbanded Rimbey Horticultural Group. A thank you card was sent. Brian McKilligan memorial garden is complete, it's located near the pond. Brian helped the Farmers' Market for many years when the Market was at the Park. The Park rental home needs a new kitchen floor/lino replaced. Have a fund of \$1,900 for home repairs. Roger Harvey will check on this project. Need 2 outdoor Pavilion lights replaced. Motion made by Al Tarleton to spend up to \$500 for replacement lights, seconded by Mathew Jaycox – CARRIED Saturday September 24th the Royal Rally will be at the Museum from 11 – 1:30 pm for a scavenger Hunt, possibility of 68 members present.

New Business: None

Next Board Meeting is to be held October 19, 2022 @ 6:00pm

Adjournment: Sharon Bowness adjourned the board meeting at 7:50 pm.