



AGENDA

Town Council

May 12, 2025 - 3:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, MAY 12, 2025 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

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

1.1 LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes [Request for Decision - RFD-25-072 - Pdf](#)

4 - 16

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1 Garreth Jones - AED Proposal [Request for Decision - RFD-25-071 - Pdf](#)

17

5.2 Rimbey Lions Club - Great Actions Project [Request for Decision - RFD-25-067 - Pdf](#)

18 - 20

6. BYLAWS

6.1 Bylaws of the Town of Rimbey Library [Request for Decision - RFD-25-077 - Pdf](#)

21 - 26

7. NEW AND UNFINISHED BUSINESS

- | | | |
|-----|---|---------|
| 7.1 | Proclamation Request - BGC Club Day
Request for Decision - RFD-25-073 - Pdf | 27 - 28 |
| 7.2 | 2025 Seniors' Week - Community Declaration
Request for Decision - RFD-25-078 - Pdf | 29 - 31 |
| 7.3 | Policy 3301
Request for Decision - RFD-25-074 - Pdf | 32 - 33 |

8. REPORTS

8.1. Department Reports

- | | | |
|-------|---|---------|
| 8.1.1 | Chief Administrative Officer Report
CAO Report-12 May 2025 - Pdf | 34 |
| 8.1.2 | Director of Finance Report
Director of Finance Report-12 May 2025 - Pdf | 35 - 38 |
| 8.1.3 | Director of Public Works Report
Public Works Report-12 May 2025 - Pdf | 39 - 40 |
| 8.1.4 | Community Services Report
Community Services Report-12 May 2025 - Pdf | 41 - 42 |
| 8.1.5 | Planning and Development Officer Report
Development Officer Report-12 May 2025 - Pdf | 43 - 45 |

8.2. Boards/Committee Reports

- | | | |
|-------|---|---------|
| 8.2.1 | Boards/Committee Reports
Request for Decision - RFD-25-076 - Pdf | 46 - 57 |
|-------|---|---------|

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 - FOIP SECTION 17(1) PERSONAL PRIVACY

12. ADJOURNMENT



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

Minutes of the Committee of the Whole Meeting on April 14, 2025, and Minutes of the Regular Council Meeting on April 28, 2025, as presented.

RECOMMENDATION:

1. To accept the Minutes of the Committee of the Whole meeting on April 14, 2025, as presented.
2. To accept the Minutes of the Regular Council meeting on April 28, 2025, as presented.

ATTACHMENTS:

[2025 04 12 COW Meeting Minutes](#)
[2025 04 28 Council Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

May 8, 2025
Date

ENDORSED BY:

Crang

Craig Douglas, Chief Administrative Officer

May 8, 2025
Date



MINUTES

Committee of the Whole Meeting

Monday, April 14, 2025 - 3:00 PM
Town Administration Building - Council Chambers

1.

CALL TO ORDER COMMITTEE OF THE WHOLE MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 3:00 p.m. with the following in attendance:

Mayor Rick Pankiw
Councillor Wayne Clark
Councillor Lana Curle
Councillor Gayle Rondeel
Councillor Jeff Johnstone
Duncan Campbell - Director of Public Works
Craig Douglas - Chief Administrative Officer
Gail Cornell – Recording Secretary

Delegates: Christine Fernie & Les Johnson – (Royal Canadian Banner Program & Rename 48th Street)

Public: (1) members of the public

1.1. LAND ACKNOWLEDGEMENT

2.

AGENDA APPROVAL AND ADDITIONS

Motion 027/2025 COW

Moved by Councillor Curle to accept the Agenda for the April 14, 2025, Committee of the Whole Meeting, as amended.

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

CARRIED

3.

MINUTES

3.1. Minutes

Motion 028/2025 COW

Moved by Councillor Johnstone to accept the Minutes of the Committee of the Whole Meeting of March 10, 2025, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. The Royal Canadian Legion - Veteran Memorial Banner Project – Moved from New and Unfinished Business 7.5 to Delegation 5.1

Motion 029/2025 COW

Moved by Councillor Johnstone to bring the discussion of The Royal Canadian Legion - Veteran Memorial Banner Project and the request to rename 48th Street forward to the next Regular Council meeting on April 28, 2025.

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

CARRIED

5.2. Delegation: Sherry Stuart / Rock the Track - Cancelled

6. BYLAWS

6.1. 1001/23 Council Procedural Bylaw

Motion 030/2025 COW

Moved by Councillor Curle to bring the revised Council Procedural Bylaw as required by Bill 20, forward to the next Regular Council meeting on April 28, 2025.

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

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. Rimbey Nursery School Agreement

Motion 031/2025 COW

Moved by Councillor Clark to bring the discussion of the Rimbey Nursery School Agreement forward to the Regular Council Meeting on April 28, 2025.

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

CARRIED

7.2. Rimbey Christian School Annual Fundraiser

Motion 032/2025 COW

Moved by Councillor Rondeel to bring the request to donate Rimbey Christian School's Annual Fundraiser forward to the next Regular Meeting on April 28, 2025.

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

CARRIED

7.3. FCM Annual Membership

7.4. Blindman Handivan

Motion 033/2025 COW

Moved by Councillor Clark to bring the request from the Blindman Handivan Society for a new van, forward to the next Regular Council Meeting on April 28, 2025.

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

CARRIED

7.5. The Royal Canadian Legion - Rename 48th Street - Moved to Delegation 5.1

7.6. The Royal Canadian Legion - Veteran Memorial Banner Project -Moved to Delegation 5.1

7.7. National Nursing Week 2025 Declaration

Motion 034/2025 COW

Moved by Councillor Clark to bring the request to declare May 12-18, 2025, National Nursing Week in Rimbey forward to the next Regular Council meeting held on April 28, 2025.

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

CARRIED

8. OPEN FORUM
9. CLOSED SESSION
10. ADJOURNMENT

10.1. Adjournment

Motion 035/2025 COW

Moved by Councillor Curle to adjourn the meeting at 3:50 p.m.

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

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer



MINUTES

Town Council Meeting

Monday, April 28, 2025 - 3:00 PM
Town Administration Building - Council Chambers

1.

CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 3:00 p.m. with the following in attendance:

Mayor Rick Pankiw
Councillor Wayne Clark
Councillor Lana Curle
Councillor Gayle Rondeel
Councillor Jeff Johnstone
Bonnie Rybak - Executive Assistant
Craig Douglas - Chief Administrative Officer

Delegates: Senuik and Company
Sherry Stuart - Rock the Track

Public: (1) members of the public

1.1. LAND ACKNOWLEDGEMENT

2.

AGENDA APPROVAL AND ADDITIONS

Motion 070/2025

Moved by Councillor Johnstone to accept the Agenda for the April 28, 2025, Regular Council Meeting, as amended.

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

CARRIED

3.

MINUTES

3.1. Minutes

Motion 071/2025

Moved by Councillor Curle to accept the Minutes of the Regular Council meeting on March 24, 2025, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Seniuk & Company - Auditors Report

Motion 072/2025

Moved by Councillor Clark to accept the Town of Rimbey Financial Statements for the year ending December 31, 2024, prepared by Seniuk & Company, Chartered Accountants, as presented.

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

CARRIED

5.2. Sherry Stuart / Rock the Track

Motion 073/2025

Moved by Councillor Curle to accept the presentation from Sherry Stuart regarding Rock the Track, as information.

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

CARRIED

6. BYLAWS

6.1. 1011/25 Fees for Services Bylaw

Motion 074/2025

Moved by Councillor Rondeel to give first reading to Bylaw 1011/25 Fees for Services Bylaw.

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

CARRIED

Motion 075/2025

Moved by Councillor Johnstone to give second reading to Bylaw 1011/25 Fees for Services Bylaw.

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

CARRIED

Motion 076/2025

Moved by Councillor Curle to unanimously consent to give third and final reading to Bylaw 1011/25 Fees for Services Bylaw.

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

CARRIED

Motion 077/2025

Moved by Councillor Rondeel to give third and final reading to Bylaw 1011/25 Fees for Services Bylaw.

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

CARRIED

6.2. 1012/25 - 2025 Property Tax Bylaw

Motion 078/2025

Moved by Councillor Clark to give first reading to Bylaw 1012/25, 2025 Property Tax Bylaw.

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

CARRIED

Motion 079/2025

Moved by Councillor Curle to give second reading to Bylaw 1012/25, 2025 Property Tax Bylaw.

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

CARRIED

Motion 080/2025

Moved by Councillor Johnstone to unanimously consent to give third and final reading to Bylaw 1012/25, 2025 Property Tax Bylaw.

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

CARRIED

Motion 081/2025

Moved by Councillor Curle to give third and final reading to Bylaw 1012/25, 2025 Property Tax Bylaw.

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

CARRIED

6.3. 1013/25 Council Procedural Bylaw

Motion 082/2025

Moved by Councillor Johnstone to give first reading to Bylaw 1013/25, Council Procedural Bylaw.

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

CARRIED

Motion 083/2025

Moved by Councillor Clark to give second reading to Bylaw 1013/25, Council Procedural Bylaw.

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

CARRIED

Motion 084/2025

Moved by Councillor Curle to unanimously consent to give third and final reading to Bylaw 1013/25, Council Procedural Bylaw.

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

CARRIED

Motion 085/2025

Moved by Councillor Johnstone to give third and final reading to Bylaw 1013/25, Council Procedural Bylaw.

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

CARRIED

7.

NEW AND UNFINISHED BUSINESS

7.1. Rimbey Nursery School Agreement

Motion 086/2025

Moved by Councillor Johnstone that the lease rates for the Rimbey Nursery School at the Peter Loughheed Community Centre remain the same for the first year and be increased by 3% annually in the following years.

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

CARRIED

7.2. Rimbey Christian School Annual Fundraiser

Motion 087/2025

Moved by Councillor Curle to donate a hockey print and one annual family swim pass to the Rimbey Christian School Annual Fundraiser.

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

CARRIED

7.3. Blindman Handivan Society

Motion 088/2025

Moved by Mayor Pankiw for Administration to request the Rimbey Blindman Handivan Association and a Member of Steering Committee to present a delegation to Council at the Committee of the Whole Meeting held on June 9, 2025.

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

CARRIED

7.4. The Royal Canadian Legion - Veteran Memorial Banner Project & Rename 48 Street

Motion 089/2025

Moved by Councillor Johnstone to approve the request for The Royal Canadian Legion to install veteran memorial banners annually with assistance from public works and to add the name "Veterans Way" to 48th Street between 50th & 53rd.

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

CARRIED

7.5. National Nursing Week 2025 Declaration

Motion 090/2025

Moved by Mayor Pankiw to declare May 12-18, 2025, National Nursing Week in Rimbey and submit a thank you advertisement in the Rimbey Review.

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

CARRIED

7.6. Regular Council Meeting of May 26, 2025

Motion 091/2025

Moved by Mayor Pankiw to cancel the Regular Council Meeting held on May 26, 2025, and change the Committee of the Whole meeting on May 12, 2025, to a Regular Council Meeting.

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

CARRIED

8. **REPORTS**

8.1. DEPARTMENT REPORTS

Motion 092/2025

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

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 093/2025

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

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

CARRIED

9. CORRESPONDENCE
10. OPEN FORUM
11. CLOSED SESSION
12. ADJOURNMENT

12.1. Adjournment

Motion 094/2025

Moved by Councillor Curle to adjourn the meeting at 4:30 p.m.

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

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Garreth Jones - AED Proposal
Item For: ☒ Public Information -or- ☐ Closed Session

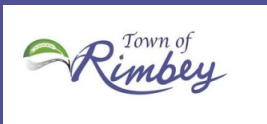
BACKGROUND:

Garreth Jones from Associated Ambulance and Services will be attending in follow up to his previous AED proposal.

PREPARED BY: Craig Douglas, Chief Administrative Officer
May 8, 2025
Date

ENDORSED BY: 
Craig Douglas, Chief Administrative Officer
May 8, 2025
Date

Town Council
REQUEST FOR DECISION



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Lions Club - Great Actions Project
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

Administration received a letter from the Rimbey Lions Club regarding a donation to the Great Actions Program.

RECOMMENDATION:

Administration recommends that Council accept the presentation from the Rimbey Lions Club, as information.

ATTACHMENTS:

[Lions Club - Great Action Program](#)
[Rimbey Lions Club - Great Actions Program](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer
May 8, 2025
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer
May 8, 2025
Date

This Business is
Proud to Sponsor the

Great Actions

GA

Project



A New Community Project
of the Rimbey Lions Club!

In conjunction with the Rimbey RCMP,
and by working together, we would like to
recognize the young people
in our communities!

We are proud to reward our youngsters
when they are observed doing
a good deed or a great action!

Encouraging positive interactions, we are
honoured to award our young people for acts
of safety, and for being helpful and kind!



Rimby Lions Club

Box 326, Rimby, Alberta. T0C 2J0

"Serving Rimby and area for over 75 Years"

lionclubofrimby2020@gmail.com

Dear Valued Business Owner,

The Rimby Lions Club is excited to initiate and introduce a new program in the community that we are pleased to entitle the **"Great Actions Project"**. We would love to have your help!

The Great Actions Project is a positive-approach program geared towards recognizing young people in Rimby and area. We will be working together with our local RCMP who have endorsed and are willing to help us implement this program. The Rimby Lions Club would be thrilled if your business would also like to join us in this encouraging community project.

How the "Great Actions Project" will work is simple. The RCMP, when they are able to while on patrol, will be looking for opportunities to recognize our young children and adolescents that are witnessed doing good deeds in our communities. These good deeds, to list a few, could encompass actions such as: helping seniors cross the street, unloading and taking in groceries for them, helping a younger child or peer in various situations, shovelling snow, cutting lawns, practicing safe bicycle and/or skateboarding safety by wearing helmets and safety equipment, and observing the rules of the road when walking or cycling. A young person who is observed doing something "great" in the community may then be "positively ticketed" by the RCMP with a gift from the Rimby Lions Club and our "Great Actions Project" businesses.

As there are currently eight RCMP officers stationed in Rimby, we would like to supply each officer with eight gift certificates to distribute when they witness a positive action taking place by our young people. The value of each gift certificate is \$10.00. To begin, our hope is to partner with approximately 6 local businesses to supply the gift certificates. For example, gift certificates for food items such as ice cream, a sandwich or a hamburger would appeal to younger generations. Any other business place that offers other products in the \$10.00 price range that may be of interest to young children or our youth, are encouraged to support this program as well.

If you wish to participate, the Rimby Lions Club would be honoured to purchase five - \$10.00 gift certificates from your business, and would greatly appreciate a donation from your business of an additional three certificates for the same \$10.00 value each. The total cost of your contribution to this project would be \$30.00. We would like to ensure that your business name is placed on your gift certificate, recognizing your contribution to the project. As well, we want to promote your business visibility and any positive interaction you may encounter with each recipient, their family and friends, and the community.

Our goal is to provide an assortment of gift certificates so that each officer would have a good selection to choose from. Additionally, if you are pleased with the positive results your business experiences, our partnership could continue as the certificates would need to be replenished as the need arises in the months to come.

Investing in our young people, we are excited to focus on encouraging and rewarding positive interactions and kindness in our communities. Thank you for your consideration of the new "Great Actions Project" of the Rimby Lions Club. We appreciate your ongoing support in helping us positively encourage our young people, as well as the help in endorsing our friendly, safe, caring, and wonderful community!

Yours in Continued Service,

President Lion [redacted]
Rimby Lions Club

Roy Leeson

Your Rimby Lions Club Contact Person's Name and Telephone Number:

Gene Thompson

Participating Business Information and Telephone Number: _____

Town Council REQUEST FOR DECISION



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Bylaws of the Town of Rimbey Library
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On May 7, 2025, Administration received the Bylaws of the Town of Rimbey Library Board.

RELEVANT POLICY/LEGISLATION:

As per Alberta Canada, policy and bylaw requirements, templates and examples for public library boards.

Safety and Use Bylaws

"According to the Libraries Act, public library boards may pass bylaws for the safety and use of library facilities. These bylaws carry the same legal weight as bylaws passed by your municipality, and help protect your library and the people and items within it."

In section 36 of the Libraries Act, safety and use bylaws govern conditions for:

- admitting the public into the building
- borrowing or using library materials
- suspending or revoking borrowing privileges
- charging fees for library cards and other library services

A library board may pass bylaws, but is not required to do so. The bylaws passed are legally enforceable.

Safety and use bylaws passed by the library board are not the same as the municipal bylaw that formed the library board.

Safety and use bylaws are also different from policies. Policies describe rules and best practices for the library, but are not legally enforced. Safety and use bylaws must be passed by board motion and then accepted by municipal council(s) to be fully passed and legally enforceable. Policies can be changed by board motion alone.

Developing Bylaws

Library board bylaws may be passed by a single motion of the board. However, boards often choose to read and pass the bylaws 3 times to ensure the information in them is complete and accurate.

Council Agenda Item 6.1

Once your board has passed its bylaws, a copy must be sent to municipal council. Council may accept or disallow your board's bylaws.

An intermunicipal board that passes bylaws must forward a copy of its safety and use bylaws to all the councils of all the municipalities that are party to the intermunicipal agreement. All councils must accept the bylaws for them to be legal and enforceable.

If your bylaws are disallowed, ask your council(s) why the bylaws were disallowed, so you can make appropriate changes.

After the bylaws are changed, they must be passed by your board once again before they are sent back to municipal council(s).

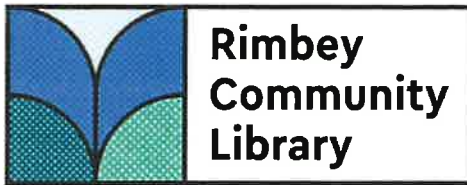
RECOMMENDATION:

Administration recommends that Council determine if they wish to accept the Bylaws of the Town of Rimbey Library. as presented.

ATTACHMENTS:

[Bylaws of the Town of Rimbey Library Board](#)

PREPARED BY:	Craig Douglas, Chief Administrative Officer	<u>May 8, 2025</u> Date
ENDORSED BY:	 Craig Douglas, Chief Administrative Officer	<u>May 8, 2025</u> Date



Bylaws of The Town of Rimbey Library Board

The Town of Rimbey Library Board enacts the following bylaws pursuant to The Libraries Act, R.S.A. 2000, Chapter L-11, Section 36:

Interpretation

- 1(1) For the purposes of these by-laws the expression:
- (a) "Act" refers to The Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto.
 - (b) "Board" means the Town of Rimbey Library Board.
 - (c) "Borrower" means the person to whom a library borrowers' card has been issued.
 - (d) "Library Manager" means the person(s) charged by the Board with the day-to-day operation of the Rimbey Community Library.
 - (e) "Library Resources" means any material, regardless of format, that is held in a library's collection or borrowed by the Rimbey Community Library.
- 1(2) In these bylaws, unless the contrary intention appears in the context:
- (a) words in the singular include the plural and words in the plural include the singular.
 - (b) where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
 - (c) where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.
 - (d) where the time limit for doing anything falls on a day when the library is closed to the public the time shall be deemed to be extended to the first day thereafter on which the library is open to the public.

Library Facility

- 2(1) The portion of any building used for public library purposes is open to any member of the public free of charge during the hours of opening as are set out by the Board from time to time.

- 2(2) Charges for the use of library premises not normally used for public library purposes are set out in Schedule A which is attached hereto and forms part of this bylaw.
- 2(3) Responsibility for use of library premises outside of normal library hours will be under the control of the library manager to ensure the security of the building and the holdings.
- 2(4) Any person using the library building shall conduct themselves so as not to disturb library users and staff. The offender may be expelled from the premises on the decision of the Library Manager.
- 2(5) Neither the Town of Rimbey Library Board nor the library manager nor the staff nor volunteers of Rimbey Community Library are responsible for injuries incurred or caused by children unaccompanied by parents, nor for the supervision and/or safety of children left unattended in the library.

Procedure for Acquiring a Borrowers Card

- 3(1) Any individual, family, or organization resident in the Town of Rimbey, Ponoka County, and Summer Village of Parkland Beach is eligible for a borrower's card. Non-residents are encouraged to apply for a library card at their local library.
- 3(3) The library manager may issue a borrower's card to an individual, family, or organization who has made proper application.
- 3(4) A borrower's card is valid for a period of one year after date of issue and may be renewed yearly upon request.

Responsibilities of a Borrower

- 4(1) A borrower's card may be used only by the individual to whom it is issued except with verbal or written permission of the card holder.
- 4(2) A borrower shall be encouraged to notify the library of any change of address, e-mail address, and/or telephone number.
- 4(3) A borrower should take proper care of all library items entrusted to their care and is responsible for any damage to or loss of such items.
- 4(4) A borrower should return any library item to the library on or before the due date as provided in Schedule C.

Loan of Library Resources

- 5(1) In accordance with The Libraries Act Section 36(3) there shall be no charge for the use of library resources, including those used on the premises and resources loaned or acquired from other services, except to cover expenses or charges incurred or levied by other agencies. Charges for photocopying or printing will be at the current commercial rate.
- 5(2) The loan periods for various library resources are set out in Schedule C.
- 5(3) Library resources may be reserved as set out in Schedule C.
- 5(4) Library resources may be renewed as set out in Schedule C.

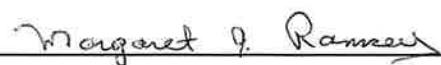
Penalty Provisions

- 6(1) The charges for damaged or lost resources are as set out in Schedule D.
- 6(2) A borrower's card may be revoked by the librarian for the reasons set out in Schedule D.
- 6(3) A person who has had their borrower card revoked pursuant to 6(4) may within 30 days of such revocation make an appeal to the Board in writing setting out the grounds of the appeal.
- 6(4) The decision of the Board in an appeal pursuant to 6(5) is final and not subject to further appeal.
- 6(7) In cases of serious dereliction the board may prosecute an offence under The Libraries Act, Section 41. Such an offence is punishable under The Libraries Act, Section 41. The range of penalties applying on conviction for such an offence is set out in schedule D.
- 6(8) Any fine or penalty imposed pursuant to an offence under 6(7) inures to the benefit of the Town of Rimbey Library Board in accordance with The Libraries Act, Section 42.

Adopted this 12 day of March, 2025



Chairperson



Treasurer

Schedules A to D are part of the Bylaws of the Town of Rimbey Library Board.

Schedule A – Room Rental Fees

Schedule B – Borrowers Card Fees

Schedule C – Loan Periods for Library Resources

Schedule D – Penalty Provisions

- (1) Charges for damaged or lost library resources
- (2) Penalties for abuse of borrowing privileges and revocation of borrowers' cards



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Proclamation Request - BGC Club Day
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

On May 5, 2025, Administration received a letter from Beth Reitz, Executive Director of Ponoka Youth Centre/BGC of Wolf Creek, requesting Council consider proclaiming Friday, June 6, 2025, as BGC Club Day.

RECOMMENDATION:

Administration recommends that Council consider the request to proclaim June 6, 2025, as BGC Club Day.

ATTACHMENTS:

Proclamation Request - BGC Club Day

PREPARED BY: Craig Douglas, Chief Administrative Officer

May 8, 2025
Date

ENDORSED BY:

Handwritten signature

Craig Douglas, Chief Administrative Officer

May 8, 2025
Date



May 1, 2025

Rick Pankiw & Rimbey Town Council
Box 350
Rimbey, AB
T0C 2J0

RE: Proclamation Request for BGC Club Day – Friday, June 6, 2025

Dear Mayor Pankiw and Town Council,

On behalf of BGC Wolf Creek Rimbey, I am writing to respectfully request an official proclamation from the Town of Rimbey recognizing **Friday, June 6, 2025** as **BGC Club Day**.

BGC Club Day is BGC Canada's (formerly known as Boys and Girls Clubs of Canada) national awareness day, celebrating the remarkable work of BGC Clubs across the country. In communities large and small—including here in Rimbey—BGC Clubs will come together to showcase the transformational impact BGC Clubs have on the lives of young people.

For 125 years, BGC Clubs have created opportunities for millions of Canadian kids and teens. As the country's largest charitable and community service organization serving children and youth, BGC Canada supports over 600 Club locations nationwide and more 160,000 young people each year—including here in Rimbey.

Our Club serves children, youth, and their families during critical out-of-school hours. With the support of dedicated staff and volunteers, we deliver life-changing programs focused on self-expression, academics, physical activity, mental wellness, healthy living, leadership, and job readiness. Our mission is grounded in the belief that **opportunity changes everything**.

We would be honoured if the Town of Rimbey would proclaim **Friday, June 6th** as **BGC Club Day**, recognizing the important contributions BGC Clubs make in empowering young people and building stronger, more vibrant communities. This year's celebration is particularly meaningful as it marks the **125th anniversary** of BGC Canada's service to Canadian youth.

Thank you for your time and thoughtful consideration of this request. Should you require any additional information or supporting materials, I would be pleased to provide them at your convenience.

Warm regards,
Beth Reitz
Executive Director
Ponoka Youth Centre/BGC of Wolf Creek
Office: 403-783-3112

Town Council
REQUEST FOR DECISION



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: 2025 Seniors' Week - Community Declaration
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

Administration received an email from the Ministry of Seniors, Community and Social Services requesting that the Town of Rimbey declare June 2 - 8 to be Seniors' Week in Rimbey.

RECOMMENDATION:

Administration recommends that Council declare June 2 - 8, 2025, to be Seniors Week in Rimbey.

ATTACHMENTS:

[Email - Seniors Week Declaration](#)
[2025 Seniors' Week Community Declaration](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer May 8, 2025
Date

ENDORSED BY:  May 8, 2025
Date
Craig Douglas, Chief Administrative Officer

Council Agenda Item 7.2

From: Seniors Information <Seniorsinformation@gov.ab.ca>

Sent: Thursday, April 24, 2025 2:38 PM

To: Seniors Information <Seniorsinformation@gov.ab.ca>

Subject: Recognizing Seniors' Week 2025 – Community Declaration

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8 and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, a declaration is made by a senior official (i.e., Mayor/Reeve, Chief) at the community level. All communities that notify us that they have declared Seniors' Week will be recognized on [our website](#).

To assist communities in declaring Seniors' Week, attached is a sample Community Declaration for your community to consider using. If your community uses the attached example, kindly email the signed copy to seniorsinformation@gov.ab.ca by May 31, 2025. Following Seniors' Week, a version signed by The Honourable Minister Nixon will then be returned to your community.

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit the [Seniors' Week website](#) or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors’ Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Policy 3301
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

Administration is recommending that Policy 3301 be revised to remove the reference to the Fees and Services Bylaw number in Statement #2, as shown in the attached draft.

This change will ensure that Policy 3301 remains valid even when the Fees for Services Bylaw is updated.

RELEVANT POLICY/LEGISLATION:

Policy 3301

RECOMMENDATION:

Administration recommends that Council approve Policy 3301, as presented.

ATTACHMENTS:

3301 Lagoon Dumping Charges

PREPARED BY: Craig Douglas, Chief Administrative Officer


May 8, 2025
Date

ENDORSED BY:

Crang

Craig Douglas, Chief Administrative Officer

May 8, 2025
Date

		<h2 style="text-align: center; color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Lagoon Dumping Charges		Policy No: 3301	
Date Approved: January 23, 2017		Resolution No: 028/17	
Date Effective: January 23, 2017			
Purpose:	To control unauthorized effluent dumping into the Town of Rimbey's lagoons.		
<p>Policy Statement:</p> <ol style="list-style-type: none"> 1. All companies wishing to dump effluent into the Town of Rimbey lagoons must enter into an agreement with the Town of Rimbey. 2. A fee, as set out in Schedule A, (as amended from time to time by resolution of Council) of the Fees for Services Bylaw 905/15 will be levied against any firms dumping into the Town of Rimbey's lagoons. 			
Initial Policy Date:	June 1, 1992	Resolution No:	319/92
Revision Date:	June 13, 2006	Resolution No.	179/06
Revision Date:	January 23, 2017	Resolution No.	028/17
<u>Revision Date</u>		<u>Resolution No.</u>	

May 12, 2025
CAO Report



HIGHLIGHTS

MEETINGS

- Permanent Electoral Register Webinar - April 29
- Tri-Municipal Meeting Rimoka - April 30
- SIRRS Law - May 1, 2025
- OHS Meeting - May 7
- Meeting with Council & Randy Berg - May 7

ADMINISTRATIVE

- Met with the directors to discuss health and safety protocols
- Responding to citizens inquiries and concerns

PREPARED BY: Craig Douglas, Chief Administrative Officer

May 12, 2025

Director of Finance Report



HIGHLIGHTS

- Working on the tax assessments Re: regular, linear and the new Designated Industrial.
- Properties sent from our assessor and the Alberta Government - Uploading and updating in our system.
- Worked on the 2025 Property Tax Bylaw. Sending Property Tax Bylaw and reports to Municipal Affairs.
- Updated the Tax Mill rates and assessments for the 2025 Property Taxes.
- Worked with the Auditors - getting them information that they requested for testing and review purposes. Answered questions and had discussions regarding our municipality and its systems.
- Mike Seniuk from Seniuk & Marcado presented the 2024 Audited Financial Statements to Council on April 28, 2025 - the Financial Statements were accepted and approved.
- Updated 2024 year for adjustments from Auditors.
- Closed the 2024 year and rolled over figures for the 2025 year.
- Worked on the 2025 Operating and Capital Budget.
- Attended the 2025 Budget Meeting on March 6, 2025, at the Council Chambers at the Town Office and presented the budget.
- Budget was passed March 6, 2025 - working on entering new budget figures into our accounting program.

ATTACHMENTS

[RFD 8.1.2 Copy of Variance Report - April 30, 2025](#)

[Accounts Payable Listing April 24 - May 08, 2025](#)

PREPARED BY: Wanda Stoddart, Director of Finance

TOWN OF RIMBEY								
VARIANCE REPORT								
FOR THE FOUR MONTH PERIOD ENDING APRIL 30, 2025								
OPERATING								
	2025 Revenues				2025 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
General Municipal Revenues	5,081,609	245,875	5%	4,835,734	1,064,671	260,769	24%	803,902
Council (11)					264,653	67,189	25%	197,464
Administration (12)	42,220	5,579	13%	36,641	863,822	308,282	36%	555,540
General Administration (13)				0	172,912	59,815	35%	113,097
Police (21)	69,260	12,587	18%	56,673	276,588	165,608	60%	110,980
Fire (23)					25,971	8,657	33%	17,314
Disaster Services (24)				0	3,921	0	0%	3,921
Intern	0		0%	0	0	0	0%	0
Bylaw Enforcement (26)	27,100	3,453	13%	23,647	179,868	13,169	7%	166,699
Public Works (32)	20,020	44,562	223%	-24,542	1,020,204	288,926	28%	731,278
Airport (33)	0		0%	0	0	0	0%	0
Storm sewer (37)	0		0	0	26,736	2,573	10%	24,163
Water (41)	551,000	125,507	23%	425,493	443,176	111,056	25%	332,120
Sewer (42)	350,500	118,515	34%	231,985	433,713	108,253	25%	325,460
Garbage (43)	215,215	53,960	25%	161,255	84,336	21,963	26%	62,373
Recycle (43-01)	41,038	9,486	23%	31,552	126,187	28,328	22%	97,859
Compost	69,200	17,786	26%	51,414	80,684	12,750	16%	67,934
Community Services (FCSS)	238,984	139,488	58%	99,496	298,746	185,383	62%	113,363
Cemetery (56)	17,429	5,228	30%	12,201	56,801	8,344	15%	48,457
Development (61)	24,836	5,021	20%	19,815	134,277	51,366	38%	82,911
Econ.Development (61-01)	22,000	13,701	62%	8,299	39,343	9,656	25%	29,687
Recreation Office (72)	440,339	0	0%	440,339	124,908	68,962	55%	55,946
Pool (72-04)	92,300	25,038	27%	67,262	312,000	54,744	18%	257,256
Parks (72-05)	0	0	0%	0	107,183	12,255	11%	94,928
Fitness Center (72-06)	37,500	11,981	32%	25,519	50,846	10,740	21%	40,106
Arena (72-09)	141,000	75,071	53%	65,929	407,910	186,695	46%	221,215
Recreation Programs (72-11)	6,478	1,496	23%	4,982	60,943	16,776	28%	44,167
Community Centre (74)	63,500	10,330	16%	53,170	370,242	104,962	28%	265,280
Library (74-06)	0	0	0%	0	158,109	72,375	46%	85,734
Blindman Youth Action Society (74-08)	17,000	3,976	23%	13,024	18,340	4,963	27%	13,377
Curling Club (74-09)	874	848	97%	26	34,081	11,009	32%	23,072
Museum (74-12)					81,335	51,842	64%	29,493
Total Revenues	7,569,402	929,488		6,639,914	7,322,506	2,307,410		5,015,096
Debtenture & Loan Principal Payments					244,529	55,717		188,812
Total operating and debt repayment	7,569,402	929,488		6,639,914	7,567,035	2,363,127		5,203,908

TOWN OF RIMBEY							
VARIANCE REPORT							
FOR THE FOUR MONTH PERIOD ENDING APRIL 30, 2025							
CAPITAL	Grants and reserves	Operating surplus				Year to Date	Variance
							0
IT - Computers - 6 workstations replacements	20,000						20,000
Council Tabletds	20,000						20,000
JD Backhoe	230,000					226,560	3,440
Town Signs	70,000						70,000
Water Meters	50,000					13,615	36,385
Main Water Valves 6 valves and 3 hydrants	50,000						50,000
Curb cock Stand Replacements	12,000						12,000
2025 Street Improvements							
43 St Road Constr	774,924					22,098	752,826
54 Ave Road Const 44 St to Hwy 20	552,183						552,183
Curbs and Gutters for above project	325,000						325,000
Parks							
Tree Replacement 52 Ave	13,500						13,500
Tennis Courts - asphalt	15,000						15,000
Cemetery							
Trees, shrubs around Ash Garden WH	4,000						4,000
Pool							
Spray Park Flow through System	85,000						85,000
Community Centre							
North Wall - Insulate and Tin-Estimate	20,000						20,000
Arena							
Dehumidifier - Summer Ice	60,000						60,000
	2,301,607	0				262,273	2,039,334
Total operating and capital	9,871,009	929,488		6,639,914	7,567,035	2,625,400	7,243,242

Council Board Report

Council Agenda Report 18.1.2



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

Date Range: 24-Apr-2025 to 08-May-2025
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
AC Pump and Motor Inc.	51190	29-Apr-2025	AC Pump and Motor Inc - North Lagoon - Blower	3,543.75
ALBERTA ASSOCIATION OF RECREATION FACILITY PE	51191	29-Apr-2025	Alberta Assoc. of Rec. Facility Personnel - Pool o	771.75
Automated Aquatics Canada Ltd.	51192	29-Apr-2025	Automated Aquatics - supplies	1,609.86
Border Paving Ltd.	51193	29-Apr-2025	Border Paving - cold mix	1,879.61
Brandt Tractor Ltd	51194	29-Apr-2025	Brandt Tractor - parts	1,183.92
Campbell,Duncan	51195	29-Apr-2025	D.Campbell - expenses - AWWOA course	160.00
Canadian Pacific Railway Company	51196	29-Apr-2025	Canadian Pacific Railway - Hoadley crossing - Ap	365.50
CHRETIEN,DALE	51197	29-Apr-2025	D.Chretien - expenses - AWWOA course	160.00
Hi-Way 9 Express Ltd.	51198	29-Apr-2025	Hi-Way 9 - freight - WR Meadows - PW	387.36
LINDE CANADA INC.	51199	29-Apr-2025	Linde Canada - supplies	182.60
Nikirk Bros. Contracting Ltd.	51200	29-Apr-2025	Nikirk - fill sand	2,097.59
Pankiw,Rick	51201	29-Apr-2025	R.Pankiw - April 2025 expenses	175.68
RJ Plumbing and Heating	51202	29-Apr-2025	RJ Plumbing & Heating - CC - repairs	328.65
RYBAK,BONNIE	51203	29-Apr-2025	B.Rybak - expenses - AMCA Conference	1,032.88
Stationery Stories & Sounds (2005)	51204	29-Apr-2025	Stationery Stories Sounds - paper	16.28
STERLING POWER SYSTEMS INC.	51205	29-Apr-2025	Sterling Power Systems - inspection/repairs - Tov	4,935.00
Town of Rimbey - Pool Float	51206	29-Apr-2025	Town of Rimbey - pool float \$250.00	250.00
UniFirst Corporation	51207	29-Apr-2025	UniFirst - coveralls/supplies	93.93
W.R. Meadows	51208	29-Apr-2025	W.R.Meadows - traffic paint	4,335.86
Wolseley Canada Inc.	51209	29-Apr-2025	Wolseley - parts - PW	1,747.18
Wolseley Industrial Canada INC	51210	29-Apr-2025	Wolseley - bleach - pool	5,376.42
BENEFITS BY DESIGN (BBD)	00228-0001	29-Apr-2025	BBD - May 2025 invoice	13,173.81
INNOV8 DIGITAL SOLUTIONS INC.	00228-0002	29-Apr-2025	Innov8 - copies - Apr.2025	206.86
Total:				44,014.49

May 12, 2025

Public Works Report



HIGHLIGHTS

ROADS

- Monthly staff meetings and daily morning tailgate meetings.
- Street sweeping.
- Pothole repair.
- Roads – Grading roads and alleys.
- Season changeover of equipment.
- Property pre & post development inspection reports.
- First call locates, emergency locates.
- Building & property quarterly inspections (Town owned properties).
- Investigation of roof / wall water leaks at community center.
- Water main repair at 48th Avenue & 51st Street intersection.
- Training for CEU's, required for re-certification of water & waterwater certification.
- Health & Safety Committee documentation, site inspections and meetings.

WATER

- Routine maintenance and testing (on going).
- AEP reporting.
- Meter reads.
- Water meter replacements for zero read list (ongoing).
- Annual water reporting data input.
- First call locates; emergency locates.
- Utility building inspection, housekeeping and maintenance.
- Training of staff member(s) to gain experience and knowledge.
- Training for CEU's, required for re-certification of water certification.

WASTEWATER

- Routine monitoring and maintenance.
- Testing and AEP reporting.
- ERRIS reporting (Lagoons) to Federal Government.
- Utility building inspection, housekeeping and maintenance.
- Training of staff member(s) to gain experience and knowledge.
- Training for CEU's, required for re-certification of wastewater certification.

RECYCLE

- Assist Ponoka County staff as required.
- Load garbage trailer.
- Research to lower operating costs (rental bins, transport and tipping fees).

R.C.M.P. STATION

- Building maintenance as requested.

B.Y.A.S BUILDING

- Building maintenance as requested.

CEMETERY

- Clean up, dirt & grass seen in low spots.
- Opening and closing of graves, cremations and columbarium as requested.
- Assist families with their needs.

OTHER

- Administration – Documentation hard copies to data copies.

PREPARED BY: Duncan Campbell, Director of Public Works

May 12, 2025

Community Services Report



HIGHLIGHTS

PETER LOUGHEED COMMUNITY CENTRE

- Cleaning and maintenance of the facility
- Facility Bookings - fundraising events, markets, meetings, reunions, weddings, kitchen rentals
- Pickleball continues
- Flowers are expected to be put in in the first part of June.

COMMUNITY FITNESS CENTRE

- Memberships
- Daily cleaning and maintenance of the area
- Annual maintenance and service performed by Fitness Mechanics.

RIMBEY AQUATIC CENTRE

- Staff are busy getting the pool ready for opening in the coming weeks.
- Schools are booked in for the month of June.
- Lifeguard and Instructors are rehired and start training next week.
- Private rentals have already been booked for this season.
- Swimming lessons will begin in July for the summer.
- Registration date for lessons is scheduled for June 3.

ARENA

- The ice season went well with a bust end to season with a bonspiel and provincial tournament.
- Schools have been utilizing the dry floor weekly.
- Cleaning, painting and repairs to be completed around the pool operations
- Ice Making expected to begin around mid-August.
- September ice rentals have already come in - Development Camp Sept. 3-6, 9-13 (4:30-9:30 pm); Weekends: Sept. 7-8, 14-15 - BVMH use - hours to be determined

PROGRAMS

- June/July/August - Pickleball/Badminton: Tuesday/Thursdays 1:30pm - 3:00pm & 7:00pm - 8:30pm (Attendance 2-9)
- Programs will start up in late September or October
- Mass Registration - Thursday, Sept. 5 (3:30 - 7 pm)

EVENTS

- Canada Day 2025 -
- Parade - approximately 43 entries, no Shriners or Marching Band due to the Lacombe Days Parade - next year both parades will be on the same day again!

PREPARED BY: Breanna Engerdahl, Director of Community Services

May 12, 2025

Development Officer Report**HIGHLIGHTS**

- Resident Questions: Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- Development Permits: Administration has been answering resident questions regarding potential development permits on an on-going basis.
- Certificate of Compliance: Administration has been processing certificates of compliance and accompanying paperwork as requested.

**The Following chart outlines the 2025 development statistics:
2025 Development Statistics - Up to May 6, 2025**

	Applied 2025	Issued 2025	In Progress 2025
Development Permit Applications (non change in use / home occupation)	12	8	4
Change in Use / Home Occupation Development Permit Applications	1	1	0
Subdivision Applications	2	2	0
Land Use Bylaw Amendments	0	0	0
Certificate of Compliance Requests	5	2	3
Building Permit Applications	5	3	2

The following development permits have been approved in 2025:

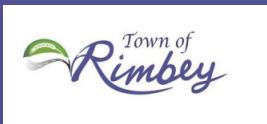
Permit Number	Date Issued	Civic Address	Type of Development
01/25		-In Progress-	
02/25		-In Progress-	
03/25		-In Progress-	
04/25	02.04.2025	5702-43 Street	Signage
05/25	02.04.2025	5121-53 Avenue	Variance on Side and Rear setback on accessory building (7.36m x 6.47M)
06/25	02.20.2025	#25, Town Trailer Park	Accessory Building (3.048m x 4.8768m)
07/25	03.24.2025	5302-52 Street	Change in Use - to allow after school child care in Elementary School
08/25		-In Progress-	
09/25		-In Progress-	
10/25	04.17.2025	4710-53 Avenue	Variance on side setback of Principal Building.
11/25	05.05.2025		Removal of Accessory Building (3.07m x 3.70m) Addition onto existing Accessory Building over 13.4m ² , new accessory building totaling 231.53m ² Variance request on side yard setback.
12/25		-In Progress-	
13/25		-In Progress-	

**The following chart outlines historic development statistics:
Historic Development Statistics**

	2024		2023		2022		2021		2020	
	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued
Development Permit Applications	33	31	44	40	47	44	41	40	34	33
Change in Use / Home Occupation Development Permits Applications	5	5	3	3	8	8	9	9	13	13
Subdivision Applications	2	1	1	0	2	1	1	1	3	3
Land Use Bylaw Amendments	2	2	0	0	1	1	4	4	4	4
Certificate of Compliance Requests	19	19	10	8	11	11	18	18	12	12
Building Permit Applications	14	12	19	12	28	13	30	30	12	12

PREPARED BY: Liz Armitage, Development Officer

Town Council
REQUEST FOR DECISION



Meeting: May 12, 2025
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: ☒ Public Information -or- ☐ Closed Session

BACKGROUND:

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

RECOMMENDATION:

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

ATTACHMENTS:

[Board Meeting Minutes February 27, 2025 - draft](#)
[PRLS Board Talk - February 27, 2025](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer
May 8, 2025
Date

ENDORSED BY: 
May 8, 2025
Date
Craig Douglas, Chief Administrative Officer



PRLS Board Meeting Minutes

February 27, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday February 27, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Delijiah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

Guests: Malcolm Boyd

With Regrets: Joy-Anne Murphy, Jackie Northey, Shawn Peach

Absent: Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

Motion by Gord Lawlor to excuse Joy-Anne Murphy, Jackie Northey, and Shawn Peach from attendance at the board meeting on February 27, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 1/2025

Twyla Hale entered the meeting at 10:05 a.m.



Agenda

1.1.2 Adoption of the Agenda

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

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 2/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 14, 2024 minutes. Paul Ashford stated that he was present at the November meeting.

Motion by Ray Reckseidler to approve the minutes of the November 14, 2024 meeting as amended.

CARRIED

PRLS 3/2025

1.3. Business arising from the minutes of the November 14, 2024 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Deb Coombes to approve the consent agenda as presented.

CARRIED

PRLS 4/2025

3.1 Vacant Seats on the Executive Committee

Sheppard reviewed. At the November organizational board meeting, two seats on Parkland's Executive Committee were not filled. Those seats were for Areas 7 and 8. After sending out invitations to PRL board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Since there were three volunteers for area 8, the collective membership from area 8 held a discussion in a Zoom breakout room. They chose Les Stulberg to be their representative on the Executive Committee. Dana Kreil was appointed for area 7.

Motion by Carlene Wetthuhn to appoint Dana Kreil and Les Stulberg to Parkland's Executive Committee.

CARRIED

PRLS 5/2025

Dwayne Fulton entered the meeting at 10:20 a.m.



3.2 2024 in Review – Approval of the 2024 Annual Report

Sheppard reviewed some of the highlights from the 2024 annual report.

IT Accomplishments:

- Migrated 527 computers from Windows 10 to Windows 11.
- Replaced 144 desktop and 20 laptop computers throughout the region.
- Replaced 16 monitors along with several other peripheral items throughout the region.
- Replaced one physical service at the Parkland Regional Library System (PRLS) office.
- Migrated several servers to the latest version of the Windows Server operating system.
- Migrated the PRLS Support site and equipment booking software to a new Linux operating system.
- Continued development of the website to further enhance it for library patrons throughout the region.
- Assisted the Edberg Municipal Library with their move. Facilitated their SuperNet move and re-configured the network and equipment at their new facility.
- Continued to maintain existing infrastructure for technologies such as; wireless, firewalls, network switches, servers, storage, desktops, laptops, etc.

Finance & Operations Accomplishments:

- Finance staff ordered and processed 26,155 new library materials at a cost of \$525,526
- In 2024 the van drivers made 3,120 library deliveries driving 182,250 kilometers
- The number of bins moved around the system on vans was 32,028
- The operations staff sent and received approximately 1,098 ILL items weekly through the government courier system.

Marketing

Parkland conducted several large-scale marketing campaigns in 2024. We had an extensive internal awareness campaign to increase our members' awareness of PRLS services. Additionally, we collected stories from patrons for our "Because of the Library" campaign. These stories were turned into graphics that were then shared widely through our own channels but also through a paid advertising partnership with Black Press Media. As part of this partnership, Parkland ran a two-month long digital ad campaign that included targeted ads, promotional news stories and print ads for eight member libraries in their local newspapers. The marketing department also facilitated our yearly contests (Library Card Sign Up Season and the Golden Ticket Contest) which were a huge success this year. The Amisk library won a state-of-the-art virtual reality headset and received training on how to use it for their community. Finally, the marketing team continued to support member libraries with a variety of marketing campaigns, content creation and training.



Advocacy

In 2024 Parkland helped galvanize the willingness of the regional systems into focusing on three advocacy goals. Those goals are:

1. Future of Public Library Board Operating Grant Funding Structure for Intermunicipal Library Boards – A proposal for adjustments to the funding model to support intermunicipal
2. cooperation, allowing consolidated boards to remain financially viable while streamlining governance structures.
3. Future of Alberta Library SuperNet – A call to reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.
4. Strengthening Library Services through Sustainable Funding – A suggestion for establishing a predictable funding model that reflects population growth and inflation, enabling libraries to continue meeting the expanding needs of their communities.

Other activities included developing training documents. Some very good documents were also created for use during MLA visits which could be used by all seven of the systems. Parkland's visits have met with some success; however, it has proven to be a challenge to obtain visits with our MLAs.

Parkland participated with the other six library systems in a province-wide omnibus survey which sought to measure public support for library service. Results from the survey indicated that 81% of Albertans agree that there is value in public libraries as free spaces to read, learn, have fun, and access the internet, and that 70% of Albertans agree that convenient access to their public library in person or online is important to them.

Library Services Achievements

In 2024, the Library Services Department conducted 1,445 virtual and phone consulting sessions, including 69 onsite library visits. We offered 27 various training events and 16 virtual/in-person meetings. We had a total of over 660 participants. Our biggest event was the relaunching of the Parkland Conference in September 2024. It was very well attended and participants enjoyed getting together, in-person, with Parkland staff, member library staff and board members. Planning is already underway for the 2025 Parkland Conference.

At the library service point in Maskwacis, numerous changes occurred since the beginning of their fiscal year on April 1, 2024. An additional staff member was hired, providing the opportunity for the library to diversify and begin offering in-house and outreach programming to the community. Staff have been visiting schools and all four Nations and promoting the services available through the library. We were also able to replace all the flooring within the library. This made a tremendous impact to the overall beautification of the space. We are, however, still advocating for a new library space that would better serve the needs of the community.



Motion by Teresa Cunningham to approve the Parkland Regional Library System's 2025 Public Library Survey and 2024 Annual Report as presented.

CARRIED

PRLS 6/2025

3.3 Approval of the 2024 Outlet Annual Reports

Sheppard reviewed the 2024 outlet annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library. These are the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points.

In addition to reviewing their annual reports, Sheppard commented on the future of outlet libraries. On January 16th and again on February 13th, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20th last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be the allowed to be the governing board for library service points, it could be years before any change occurs.

Motion by Janice Wing to approve the annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED

PRLS 7/2025

3.4 Advocacy Committee Terms of Reference

Sheppard reviewed. At the November board meeting, the group discussed how to increase the effectiveness of the Advocacy Committee. Based on feedback received at the December Executive Committee meeting, the Terms of Reference for the Advocacy Committee were modified.

The most significant changes were that board members who volunteer for the committee are expected to commit to actively engage in advocacy work. This may include, but not be limited to;

- Meeting MLAs
- Visiting municipal councils
- Providing training/mentorship to member library boards



At the last Executive Committee meeting, Yellowhead Regional Library's (YRL) continued attendance in Parkland Advocacy Committee meetings was also discussed. It was decided that they would attend on an "as needed" basis when collective advocacy action was required.

Motion by Ray Reckseidler to approve the Advocacy Committee Terms of Reference as amended.

CARRIED
PRLS 8/2025

3.5 Election of the Advocacy Committee

Sheppard reviewed. Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRLS policy, trustees will receive \$100 per half-day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.550 per km. for those who choose to attend meetings in person.

Meeting dates will be set at the discretion of the Advocacy Committee, but are generally on the afternoons of the Executive Committee meetings from 1:00 p.m. to 4:00 p.m. The next meeting of the Advocacy Committee will be on March 27th at 1:00 p.m. The tentative, regular meeting dates for 2025 will be set at the March meeting.

After approving the new Advocacy Committee terms of reference, past Advocacy Committee Chair Gord Lawlor asked for up to six volunteers to sit on the Advocacy Committee. Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat volunteered.

Motion by Kathy Hall to appoint Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat to the Advocacy Committee.

CARRIED
PRLS 9/2025

3.6 Budget Summary Report

Bill Windsor entered the meeting at 11:04 a.m.

Sheppard reviewed. This is the third year Parkland has produced such a report. Originally, the report was designed to identify the cost for public library service throughout the Parkland region. The current version has been much simplified. Given the many variances in the way libraries calculate their income and expenditures, it is hoped the new format for the report will be easier to understand.

Based on the information provided by member libraries, 35% deficit budgeted in 2024.

The Executive Committee reviewed this document at their January meeting and did not recommend any changes, and the board offered no suggested changes.



Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 10/2025

3.7 Parkland's Auditor 2025-2027

Sheppard reviewed. The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services. They have been Parkland's auditor since 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services. Parkland's two staff, who are primarily responsible for financial management, are retiring in 2025. Switching auditors would create significant unnecessary upheaval. Moreover, staff at MNP will likely be providing training and support for Parkland's new finance staff.

MNP's cost increase is marginal. At their December 12th meeting, the Executive Committee endorsed continuing to use MNP as Parkland's auditors and accept the fees for 2025-2027.

For the 2024 audit year, the Executive Committee reviewed MNP's audit plan and approved it at their December meeting. The auditors were at Parkland on February 3rd and 4th when they completed their on-site work. The audit will be presented to the board in May for review.

Motion by Carlene Wetthuhn to receive for information.

CARRIED
PRLS 11/2025

3.8 Woodworker's Guild Joint Project

Sheppard reviewed. Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand-eye coordination skills. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21st at the Servus Credit Union Public Library in Blackfalds.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 12/2025



3.9 Staff Engagement Survey

Sheppard reviewed. The Executive Committee mandated that a staff engagement survey be developed. The draft survey was reviewed by the Executive Committee at their October 17th meeting and was disseminated to staff in November.

Overall, the response rate was good and the survey results are positive. However, Parkland management are discussing how to best address the few areas where improvement could be made.

In December, Board Chair Barb Gilliat emailed to acknowledge that the Executive Committee received and reviewed the survey.

Motion by Harvey Walsh to receive for information.

CARRIED
PRLS 13/2025

3.10 Staff Recognition

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. For 2025, long service award recipients were:

Janelle Johnson – 5 years
Russell Adams – 10 years
Steven Dobrowolski – 10 years
Ron Sheppard – 20 years
Sandie Bilk – 20 years
Alida Burnard – 20 years

Motion by Laureen Clarke-Rennie to receive for information.

CARRIED
PRLS 14/2025

3.11. Updates

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

3.11.4. Finance & Operations Report

Sheppard asked if there were any questions regarding the Director's Report, Library Services Report, IT Report, or the Finance and Operations Report. There were none.



Motion by Paul Patterson to receive the Director's, Library Services, IT, and Finance & Operations Reports for information.

CARRIED
PRLS 15/2025

3.12. **Parkland Community Update**

Hardisty Public Library has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

Innisfail Public Library 20% of schoolchildren in the town are being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

Delijiah Antaloczy, Deb Coombes, Edna Coulter, Jacquie Palm-Fraser, and Paul Patterson left the meeting at 11:42 a.m.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

Delburne Municipal Library has a new library manager, which allows them to be open for more hours. They have also set up six book bins around the community.

Motion by Dana Kreil to accept the Parkland Community Update for information.

CARRIED
PRLS 16/2025

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:47 a.m.

CARRIED
PRLS 17/2025

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 27, 2025

Vacant Seats on the Executive Committee

At the November organizational board meeting, seats 7 and 8 on Parkland's Executive Committee were not filled. After sending out invitations to PRLS board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Les Stulberg was appointed for seat 8, and Danna Kreil was appointed for seat 7.

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2024 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

Brownfield Community Library – County of Paintearth

Nordegg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Nordegg Public Library Accomplishments

Maintained a great set of dedicated volunteers through our new year in our new space, provided by our Clearwater County in the beautiful updated Discovery Center. We added a new shelf unit to accommodate the collections comfortably, not stuffed. Had a good weeding session and an in-depth inventory was completed. Parkland came out to offer our volunteer staff some technology training, which was very well received! We also ran a few small community programs; held an initial author reading and community groups utilized our library space. We are absolutely loving our one-year-old library premises. Proud to be part of the library systems in Alberta. Literacy for all!

Spruce View Community Library Accomplishments

This past year we partnered with Red Deer County to bring programs to the community library. They have been very well attended and hope to bring many more. Our early literacy program is very well attended and we partnered up with the Family Resource Network to bring these programs to the library.

Water Valley Public Library Accomplishments

I am really happy that the library got a much-needed mini renovation this year. The new bookshelves are much more appropriate for the space and they have slightly increased the space we have for books. Our young adult programming is mostly used by our local homeschool community and we are really happy to provide space for this growing group of people in our community.

On January 16th and again on February 13th, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20th last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be the allowed to be the governing board for library service points, it could be years before any change occurs.

Advocacy Committee Report

Parkland's Advocacy Committee has a revised Terms of Reference and a new focus for 2025. In an effort to increase the effectiveness of the Advocacy Committee, the number of committee members was changed from

10 members to six, and members will be expected to perform advocacy activity including meeting with MLA's, visiting municipal councils and providing training/mentorship to member library boards. Volunteers appointed include Board Chair Barb Gilliat, Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, and Stephen Levy.

Parkland's Auditor 2025-2027

The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services since they started working with us in 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services as Parkland's two finance staff, are retiring in 2025.

The 2024 Parkland audit will be presented to the board in May.

Woodworker's Guild Joint Project

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Committee News from Trustees

Hardisty Public Library has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

Innisfail Public Library is promoting their library service to the Bowden Penitentiary. They also have 20% of

schoolchildren in the town being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

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The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

Delburne Municipal Library has a new librarian, which allows them to be open for more hours. They have also set up six book bins around the community.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almborg, Delijah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

Regrets

Joy-Anne Murphy, Jackie Northey, Shawn Peach

Absent

Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

Guests

Malcolm Boyd

Next Meeting: May 15, 2025 (Zoom)

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