

**TOWN OF RIMBEY**  
**TOWN COUNCIL AGENDA**

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON WEDNESDAY, NOVEMBER 13, 2013 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Public Hearing</b>	
	2.1 None	
3.	<b>Agenda Approval and Additions</b>	
4.	<b>Minutes</b>	
	4.1 October 28, 2013, Organizational Meeting Minutes .....	2-4
	4.2 October 28, 2013, Regular Council Meeting Minutes .....	5-7
5.	<b>Delegations</b>	
	5.1 None	
6.	<b>Bylaws</b>	
	6.1 Town of Rimbey Council Procedural Bylaw 889/13.....	8-14
7.	<b>New and Unfinished Business</b>	
	7.1 MLA Anglin –Meet and Greet.....	15
8.	<b>Reports</b>	
	8.1 Department Reports	
	8.1.1 Finance	16
	Accounts Payable Cheque Listing to October 31, 2013 .....	17-18
	8.1.2 CAO Report.....	19-20
	8.1.3 Development Officer Report.....	21-23
	8.1.4 Public Works Department Report.....	24-25
	8.1.5 Director of Community Services Report.....	26-29
	8.2 Boards/Committee Reports	
	8.2.1 Rimbey & District Volunteer Week Committee Minutes May16/13	30-33
	8.2.2 Rimbey Municipal Library Board Meeting Minutes Oct7/13.....	34-35
	8.2.3 Rimoka Housing Foundation Meeting Minutes Sept. 18/13.....	36-40
9.	<b>Correspondence</b>	
	9.1	
10.	<b>Open Forum (only if Town of Rimbey Council Procedural Bylaw 889/13 receives three readings)</b>	
11.	<b>In Camera</b>	
	11.1 Land (pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act.	
	11.2 Personnel (pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE ORGANIZATIONAL MEETING OF TOWN COUNCIL HELD  
ON MONDAY, OCTOBER 28, 2013, IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

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Swearing in of Council Swearing in of new Council by Mr. Richard Gregory of SIRRS LLP. Mr. Gregory welcomed all in attendance and congratulated the new members of Town Council. Mr. Gregory performed the swearing in of Mayor Pankiw, Councillors Jaycox, Olsen, Payson and Webb.

1. Call to Order Mayor Pankiw called the organizational meeting to order at 6:35 pm, with the following in attendance:

Mayor Pankiw  
Councillor Jaycox  
Councillor Olsen  
Councillor Payson  
Councillor Webb  
CAO Tony Goode  
Assistant CAO/Development Officer – Melissa Beebe  
Director of Finance – Lori Hillis  
Recording Secretary – Kathy Blakely

Absent:

Public:  
Rimbey Review Treena Mielke  
Richard Gregory, SIRRS LLP  
8 members of the public

2. Adoption of Agenda Addition to Schedule A Committee/Boards Oct 2013-2014:  
4.19 Rimbey Neighborhood Place

Motion 277/13

Moved by Councillor Webb to approve agenda as amended.

CARRIED

3. Schedule 3.1. Council and Committee Meetings

Motion 278/13

Moved by Mayor Pankiw to schedule regular council meetings every 2nd and 4th Monday commencing at 7:00 pm.

CARRIED

Motion 279/13

Moved by Councillor Olsen there be only one meeting per month in the months of July and August on the 4th Monday of the month, commencing at 7:00 pm and one meeting in December on the 2nd Monday of the month, commencing at 7:00 pm and further that if any regularly scheduled meeting falls on a statutory holiday, the meeting moves to the Wednesday of the same week, commencing at 7:00 pm.

CARRIED

4. Appointments 4.1 Auditor

Motion 280/13

Moved by Councillor Jaycox to continue Auditor Services with Seniuk & Company as previously appointed through 2014.

CARRIED

4.2 BankMotion 281/13

Moved by Councillor Olsen the Town of Rimbey banking services stay with the current provider, ATB Financial.

CARRIED

4.3 Deputy Mayor and Signing AuthorityMotion 282/13

Moved by Councillor Webb the position of Deputy Mayor and Signing Authority revolve on a 6 month term commencing October 28, 2013 and revolve in the order of Councillor Webb, (October 28, 2013 – April 30, 2014), Councillor Olsen (May 1, 2014 – October 31, 2014), Councillor Jaycox (November 1, 2014 – April 30, 2015) and Councillor Payson (May 1, 2015 – October 31, 2015).

CARRIED

Committee Appointments (Schedule A)

Committees / Boards	Mayor Pankiw	Councillor Webb	Councillor Olsen	Councillor Jaycox	Councillor Payson	CAO Tony Goode	Assist. CAO Melissa Beebe	
		1	2	3	4			
Deputy Mayor (6 month term proposed)		Oct 28, 2013 – Apr 2014	May 2014 – Oct 2014	Nov 2014 – Apr 2015	May 2015 – Oct 2015			
Signing Authorities (6 month term proposed)		Oct 28, 2013 – Apr 2014	May 2014 – Oct 2014	Nov 2014 – Apr 2015	May 2015 – Oct 2015			
Blindman Youth Action Society (1)			X					
Bylaw & Policy Committee (3)	X	X		X				
CAEP Board (2)		X		X				
Cemetery Committee (2)	X	X						
Chamber of Commerce (1)	X							
Disaster Services Committee(3)			X	X	X		X	
FCSS Board (1)		X						
Fire Commission (1)					X			
F.O.I.P. Coordinator						X	X	
Historical Society Board (1)		X						
Interagency Committee (2)	X		X					
Library Board (includes Parkland Library Board) (1)					X			
Recreation Board (2)			X		X			
Rimoka Foundation Board (2)	X			X				
West Central Planning Agency(2)			X	X		X		
Neighborhood Place (1)					X			
Subdivision and Development Appeal Board (5) Term - 2013		Rob Rondeel	Bob Johnston	Tim Buist	Kathy Pfau			
Assessment Review Board (3)	Central Alberta Regional Assessment Review Board							

Motion 283/13

Moved by Councillor Payson to adopt the board appointments according to Schedule A.

CARRIED

5. Adjournment Motion 284/13

Moved by Councillor Jaycox to adjourn.

CARRIED

Time of adjournment 6:44 pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, OCTOBER 28, 2013, IN THE COUNCIL CHAMBERS OF THE TOWN  
ADMINISTRATION BUILDING

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1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:
- Mayor Pankiw  
Councillor Jaycox  
Councillor Olsen  
Councillor Payson  
Councillor Webb  
CAO Tony Goode  
Assistant CAO/DO – Melissa Beebe  
Director of Finance – Lori Hillis  
Recording Secretary – Kathy Blakely
- Absent:
- Public:  
Treena Mielke – Rimbey Review  
9 members of the public
2. Public Hearing 2.1 None
3. Adoption of Agenda of 3.1. October 28, 2013 Agenda  
10.1 Personnel Issue (Addition)  
7.3 Open Question Period
- Motion 285/13
- Moved by Councillor Jaycox to accept the agenda as amended.
- CARRIED
4. Minutes 4.1 October 7, 2013, Council Regular Meeting Minutes
- Motion 286/13
- Moved by Councillor Webb to accept the October 7, 2013, Council Regular Meeting Minutes as presented.
- CARRIED
5. Delegation 5.1 None
6. Bylaws 6.1 None
7. New Unfinished Business and 7.1 Tagish Engineering Ltd. – Project Status Updates
- Motion 287/13
- Moved By Councillor Olsen Council accept the Project Status Update from Tagish Engineering on RV02 – RV Haven Campground, Water Operations Manual, RB00-Rimbey General, RB 100 – 51st Ave from 44 – 46th Street (2012 Construction), RB102 - South Lagoon Baffle Curtain, RB106 – Rimbey Northeast Lagoon, RB108 – 2013 Walking Trails, RB109 – 58th Avenue Re-construction, RB111 – 53rd Avenue Re-construction, RB114 – Johnson Estates Development Review, RB115 – Hwy 53 – 51st Street Prelim Planning, RB116 – Bergum Area and Back Lane Storm, and RB117 - 2014 Capital Planning Designs, as information.
- CARRIED
- 7.2 Interim Operating Budget
- Motion 288/13
- Moved by Councillor Jaycox Council adopt the 2013 Operating Budget as

the Interim Operating Budget for 2014 until the 2014 final budget is adopted.

CARRIED

### 7.3 Open Question Period

#### Motion 289/13

Moved by Councillor Jaycox Administration amend Town of Rimbey Council Procedural Bylaw 858/10 to include an open forum in the agenda, after correspondence, allowing individuals to address Council, and the time allowed be a maximum of 20 minutes in total, which would be included in the total ninety (90) minutes allotted for Council meetings.

CARRIED

## 8. Reports

### 8.1 Department Reports

#### 8.1.1 Finance Reports

Bank Reconciliation  
Cash Position  
Consolidated Financial Report  
Accounts Payable Cheque Listing  
Council Expenses

#### Motion 290/13

Moved by Councillor Payson Council accept the Bank Reconciliation for September 30, 2013, Cash Position to September 30, 2013, and Consolidated Financial Report for September 30, 2013 as presented.

CARRIED

#### Motion 291/13

Moved by Councillor Olsen Council accept the Accounts Payable Cheque Listing for October 17, 2013 as presented.

CARRIED

#### Motion 292/13

Moved by Councillor Payson Council accept the Council Expenses for the period September 16 – October 15, 2013, as presented.

CARRIED

### 8.2 Boards/Committee Reports

8.2.1 Rimbey Municipal Library Board Meeting Minutes Sept 16, 2013

8.2.2 Rimbey Historical Society Board Meeting Minutes July 16, 2013

8.2.3 FCSS/RCHHS Board Meeting Minutes September 18, 2013

#### Motion 293/13

Moved by Councillor Webb Council accept the Rimbey Municipal Library Board Meeting Minutes of September 16, 2012, the Rimbey Historical Society Board Meeting Minutes of July 16, 2013 and the FCSS/RCHHS Board Meeting Minutes of September 18, 2013, as presented.

CARRIED

## 9. Correspondence 9.1 Atco Gas 2013 Franchise Report

9.2 Service Credit Union

9.3 CAEP Fall General Meeting

#### Motion 294/13

Moved by Councillor Webb Council authorize Council Members who want

to attend the Service Credit Union member appreciation event located at the Holiday Inn & Suites Red Deer on Thursday November 14, 2013 to attend.

CARRIED

Motion 295/13

Moved by Councillor Olsen Council accept item 9.1 as information.

CARRIED

Motion 296/13

Moved by Councillor Webb Council approve sending the two Central Alberta Economic Partnership Board Members, and the Assistant Chief Administrative Officer, if available, to the Fall General Meeting to be held at the Black Knight Inn in Red Deer, on November 27, 2013, at a cost of \$60.00 per person plus GST.

CARRIED

Mayor Pankiw recessed the meeting at 7:10 pm.

Mayor Pankiw reconvened the meeting at 7:24 pm.

10. In Camera

10.1 Personnel Issue

Motion 297/13

Moved by Councillor Payson the meeting go in camera, pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act, at 7:25 pm to discuss personnel issues.

CARRIED

Motion 298/13

Moved by Councillor Webb the meeting reverts back to a public meeting at 8:20 pm.

CARRIED

11. Adjournment

Motion 299/13

Moved by Councillor Olsen to adjourn the meeting.

CARRIED

Time of Adjournment: 8:21 pm.

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Mayor

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Chief Administrative Officer

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	November 23, 2013		
Agenda Item No.	6.1	Confidential	Yes	No	XX
Topic	Town of Rimbey Council Procedural Bylaw 889/13				
Originated by	Tony Goode		Title	CAO	
<b>BACKGROUND:</b>					
<p>The Town of Rimbey Council Procedural Bylaw is a bylaw to establish the procedure and conduct of Council.</p> <p>By way of <u>Motion 289/13</u>, Council instructed Administration to amend Town of Rimbey Council Procedural Bylaw 858/10 to include an open forum in the agenda, after correspondence, allowing individuals to address Council, and the time allowed be a maximum of twenty (20) minutes in total, which would be included in the total ninety (90) minutes allotted for Council meetings.</p>					
Documentation Attached:	Yes XX			No	
<b>DISCUSSION:</b>					
<p>Town of Rimbey Council Procedural Bylaw 858/10 will be repealed and the changes reflected in the new Town of Rimbey Council Procedural Bylaw 889/13 have been highlighted in red.</p>					
<b>RECOMMENDED ACTION:</b>					
Administration recommends Council give first reading to Town of Rimbey Council Procedural Bylaw 889/13.					
Administration recommends Council give second reading to Town of Rimbey Council Procedural Bylaw 889/13.					
Administration recommends Council unanimously agree to give third reading to Town of Rimbey Council Procedural Bylaw 889/13.					
Administration recommends Council give third reading to Town of Rimbey Council Procedural Bylaw 889/13.					
CAO					
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:	

# The Town of Rimbey Council Procedural Bylaw

Bylaw 889/13

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## **A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE AND CONDUCT OF COUNCIL.**

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws in relation to the procedure and conduct of Council; and

WHEREAS, the Council of the Town of Rimbey desires to establish a procedural and conduct Bylaw;

NOW THEREFORE, the Council of The Town of Rimbey, duly assembled enacts as follows:

### **PART I - BYLAW TITLE**

This bylaw may be cited as the "Council Procedural Bylaw".

### **PART II - DEFINITIONS**

- 1) In this bylaw, unless the context otherwise requires:
  - a) "Council" shall mean the Municipal Council of the Town of Rimbey.
  - b) "C.A.O." means the Chief Administrative Officer of the Town of Rimbey or duly appointed designate.
  - c) "Chair" shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
  - d) "MGA" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
  - e) "Town" means the Town of Rimbey.

### **PART III – MEETINGS OF COUNCIL**

- 2) The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.
- 3) Special Meetings of Council must be called pursuant to Section 194 of the MGA.
- 4) The Council of the Town shall hold an annual Organizational Meeting of Council pursuant to Section 192 of the MGA.

# The Town of Rimbey Council Procedural Bylaw

## Bylaw 889/13

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- 5) Notice to the public of Special and Council Committee Meetings shall be deemed to be given by the C.A.O. posting notice of all meeting dates and times at the Town Office or advertising the meeting dates and times in the Town's newsletter or on its website.
- 6) The C.A.O. shall record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- 7) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the C.A.O. shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.
- 8) In the event that the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the C.A.O. shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 9) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at his discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.

### **PART IV – CONDUCT OF MEETINGS**

- 10) Each member of Council shall address the Chair but shall not speak until recognized by the Chair.
- 11) A delegate, scheduled to address Council on a topic, shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
- 12) The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.
- 13) A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.

# The Town of Rimbey Council Procedural Bylaw

## Bylaw 889/13

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- 14) Following debate on the motion under consideration, the Chair may call for a vote on the motion. The motion may be:
  - a) Amended;
  - b) Carried;
  - c) Defeated;
  - d) Withdrawn by the presenter subject to there being no objection by a member of Council;
  - e) Tabled to another meeting.
- 15) When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
- 16) All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
- 17) The Chair shall declare a motion carried, carried unanimously or defeated. A member of Council wishing a recorded vote on a motion shall make such a request of the Chair prior to the calling of the vote.
- 18) A motion on first reading of a bylaw shall be decided without amendment or debate.
- 19) Pursuant to the MGA, every proposed bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and C.A.O. The C.A.O. shall include the date of the passing upon every bylaw.
- 20) After any question has been decided, any member of Council who voted in the majority may at the same meeting or at the next regular meeting, move for reconsideration thereof. If reconsideration is approved by Council, the question to be considered may be dealt with immediately if all members of Council are present who voted on the question originally; otherwise the question shall be tabled to the next regular meeting of Council and dealt with at that time.

# The Town of Rimbey Council Procedural Bylaw

## Bylaw 889/13

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- 21) Should any issue pertaining to procedure or process arise that is not covered under this Bylaw, it shall be decided by a majority of Council. If there are an equal number of Council members in attendance and the matter voted upon results in a tie, the Chair shall make the final decision.
- 22) When at any session of the Council, **the duration of time reaches a total of ninety (90) minutes**, the Chair shall call for a review of the agenda and Council will determine the action. When it has been determined that the meeting shall be in recess for the evening, the time and date of resumption of the meeting shall be by a majority vote of Council.
- 23) The Mayor shall act as ex-officio to all Committee appointments and may attend any meetings.

### **PART V – AGENDA AND ORDER OF BUSINESS**

- 24) Prior to each Regular Meeting of Council, the C.A.O. shall prepare a statement of the order of all business, to be known as the “Agenda”. To enable the C.A.O. to do so, all documents and notice of delegations shall be placed in the hands of the C.A.O. no later than 12:00 p.m. local time the Thursday prior to the Regular Meeting of Council. The Mayor and C.A.O. shall meet to review the agenda prior to compiling the agenda package.
- 25) No further additions to the Agenda will be presented by the C.A.O. unless they determine that the addition is of an emergent nature and the Mayor is in agreement.
- 26) The C.A.O. shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.

# The Town of Rimbey Council Procedural Bylaw

## Bylaw 889/13

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- 27) The order of business on the agenda shall be as follows:
1. Call to Order
  2. Public Hearings
  3. Agenda Adoption and Additions
  4. Approval of Minutes
  5. Delegations
  6. Bylaws
  7. New and Unfinished Business
  8. Reports
  9. Correspondence
  10. Open Forum
  11. In Camera
  12. Adjournment
- 28) The order of business established in 27) shall apply unless Council otherwise determines by a majority vote of the members in attendance and the vote on the matter of priority of business shall be decided without debate.
- 29) A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council shall address correspondence to Council outlining the matter to be discussed. The correspondence shall clearly state the matter at issue and the request made of Council in respect thereof. One person shall be identified as the spokesperson on behalf of the delegation in the correspondence.
- 30) 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. No formal decision shall be made on any matter presented to Council during the open forum session.

### PART VI - REPEAL

- 31) Bylaws No. 515/86, No. 611/94 and No. 858/10 are hereby repealed.

# The Town of Rimbey Council Procedural Bylaw

Bylaw 889/13

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## PART VIII - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**UNANIMOUSLY AGREED** to present this By-Law for Third and Final Reading.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	7.1	Confidential	Yes	No	XX
Topic	MLA Anglin Meet and Greet				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

Correspondence received from the Office of MLA Anglin is requesting dates for a Meet and Greet in December 2013 or January 2014.

Documentation Attached:	Yes	No	XX
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**DISCUSSION:**

**RECOMMENDED ACTION:**

Administration recommends Council determine available days which they would be able to attend a Meet and Greet with MLA Anglin.

CAO 

DISTRIBUTION:	Council:	Admin:	Press:	Other:
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# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	8.1.1	Confidential	Yes	No	XX
Topic	Finance Reports				
Originated by	Lori Hillis	Title	Director of Finance		

**BACKGROUND:**

Each month the Director of Finance prepares the following reports:  
                     Accounts Payable Cheque Listing

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is the Accounts Payable Cheque Listing for the periods ending October 31, 2013.

**RECOMMENDED ACTION:**

Administration recommends Council accept the Accounts Payable Cheque Listing for the period ending October 31, 2013, as presented.

 CAO				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

# Town of Rimbey 2013

## Accounts Payable Cheque List

From: 18-Oct-2013 To: 31-Oct-2013

Vendor Name	Purpose	Cheque	Date	Amount
Telus Communications	Oct 10/13 Billing	PAW 3428	30-Oct-2013	\$2354.07
TransAlta Energy Marketing	Oct 9, 2013 Billing	PAW 3429	31-Oct-2013	\$42444.51
LAPP	Pension Pymt Oct 19,2013 Payroll	PAW 3430	25-Oct-2013	\$7232.77
Telus Communications	Oct 10,2013 Billing	PAW 3431	30-Oct-2013	\$69.58
Telus Communications	Oct 10, 2013 Billing	PAW 3432	30-Oct-2013	\$69.58
Roynat Inc.	Monthly Copier Leases	PAW 3433	30-Oct-2013	\$1925.72
EPCOR	Oct 1 Billing Scout Hall	PAW 3434	22-Oct-2013	\$74.55
Canada Revenue Agency	Sept 22 - Oct 5/13 Payroll Dedeuctions	PAW 3435	25-Oct-2013	\$3147.32
Canada Revenue Agency	Sept 22- Oct 5/13 Payrol Deductions	PAW 3436	31-Oct-2013	\$9086.78
2013 AUMA Convention	2013 AUMA Convention	34679	31-Oct-2013	\$7245.00
AMEC Enviroment &	NE Lagoon Professional Services:	34680	31-Oct-2013	\$1909.95
Aqua Clear Enviromental	South Lagoon: Labour & equipment to clean	34681	31-Oct-2013	\$30187.50
Bauer, Darlene	18 hrs @ \$16.00 per hour (Election)	34682	31-Oct-2013	\$288.00
Beebe, Melissa	Meal Expenses <i>Election</i>	34683	31-Oct-2013	\$89.15
Blakely, Katherine	Election Meals	34684	31-Oct-2013	\$52.14
Boyarzin, Janet	Utility Refund	34685	31-Oct-2013	\$374.95
Canadian Leak Detection of	Splash Park Repairs	34686	31-Oct-2013	\$2269.01
Canadian Pacific Railway	Railway Crossing Maintenance	34687	31-Oct-2013	\$1727.43
Digitex Inc.	Copy Charges Oct 6 Reading	34688	31-Oct-2013	\$393.44
Federation of Canadian	2014-2015 Membership	34689	31-Oct-2013	\$455.31
Guardian Chemicals Inc.	<i>Aqua Guard</i>	34690	31-Oct-2013	\$447.36
Imperial Esso Service (1971)	Fuel	34691	31-Oct-2013	\$165.00
Kondla, Norbert	13.65 hrs 2 \$16.00 per hour (Election)	34692	31-Oct-2013	\$218.40
Longhurst Consulting	Oct 2013 Monthly Service Contract	34693	31-Oct-2013	\$1575.00
LRL HVAC/R Soltions Ltd.	Repairs to Comm Center Air Unit	34694	31-Oct-2013	\$4513.62
Martel, Cory & Fiona	Utility Acct Refund 14310-003	34695	31-Oct-2013	\$84.13
Mead, Keri	Cardlock Refund	34696	31-Oct-2013	\$25.00
Mega Tech	Labour & Parts - <i>Bylaw</i>	34697	31-Oct-2013	\$573.21
Meridian Maverick	4 Rubber Expansion Joints & Bleach <i>(Water)</i>	34698	31-Oct-2013	\$2553.36
Nelson Enviromental Inc.	NE Lagoon Maintenance Agreement	34699	31-Oct-2013	\$5503.05
Nikirk Bros. Contracting Ltd.	Lagoon Canal: Clear <i>Beaver Dam</i>	34700	31-Oct-2013	\$262.50
Peacock Plumbing & Hydronic	Curling Rink Repair	34701	31-Oct-2013	\$179.55
Phone Experts	Shadow Prox Cards	34702	31-Oct-2013	\$457.80
Ponoka County	Calcuim for Roads	34703	31-Oct-2013	\$2730.00
Reed Construction Data	September 2013 statement	34704	31-Oct-2013	\$248.85
Rimbey Chamber Of	Re: Chq 034664 <i>(GST)</i>	34705	31-Oct-2013	\$17.50
Rimbey Co-op Association	Sept 2013 <i>Invoice</i>	34706	31-Oct-2013	\$5491.87
Rimbey Curling Club	Curling Club: Stairs, Paint Boom Rental	34707	31-Oct-2013	\$2198.04
Rimbey Electric	Repair Office Receptacles	34708	31-Oct-2013	\$168.00
RJ Plumbing and Heating	Airport Repairs	34709	31-Oct-2013	\$243.71
Simmers, Donna	Cardlock Refund	34710	31-Oct-2013	\$25.00
Stimson, Diana	Belly Dancing Class Refund x 2	34711	31-Oct-2013	\$190.00
Superior Safety Codes Inc.	July 2013 Closed Permits	34712	31-Oct-2013	\$136.76
Tagish Engineering Ltd.	<i>Professional Services: Sept. 13</i>	34713	31-Oct-2013	\$20921.84
Terry, Cathryn	13.5 hrs @ \$16.00 per hour (Election)	34714	31-Oct-2013	\$216.00
The Government of Alberta	September 2013	34715	31-Oct-2013	\$35.00
Thompson, Tannis	Belly Dancing Class Refund	34716	31-Oct-2013	\$95.00
Transitional Solutions	Election Information Session	34717	31-Oct-2013	\$1050.00

**Town of Rimbey 2013**  
**Accounts Payable Cheque List**

From: 18-Oct-2013 To: 31-Oct-2013

Vendor Name	Purpose	Cheque	Date	Amount
WCI Whyte Communications	Vest <i>Bylaw</i>	34718	31-Oct-2013	\$672.91
Wolf Creek Reg. Div #72	Utility Acct Refund(Pd twice in error)	34719	31-Oct-2013	\$3150.99
Woods Edward Engineering	Review of Platform & Ladder Inspection <i>(Curling Club )</i>	34720	31-Oct-2013	\$1050.00
			<b>51 cheques for</b>	<b>166596.21</b>

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	November 13, 2013	
Agenda Item No.	8.1.2	Confidential	Yes	No
Topic	Department Reports			
Originated by	Tony Goode		Title	CAO
<b>BACKGROUND:</b>				
<p>Department Managers supply a report to Council, bi-monthly at the first meeting of the month advising Council of the work progress from that time period.</p>				
Documentation Attached:	Yes		XX	No
<b>DISCUSSION:</b>				
<p>CAO Goode provided the attached written report.</p>				
<b>RECOMMENDED ACTION:</b>				
<p>Administration recommends Council accept the CAO Report as information.</p>				
CAO				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

## **CAO Report to October 31, 2013**

1. I met with Alberta Health Services regarding monies owed to the Town when we had an operating contract with them. It is presently under review by Alberta Health Services.
2. I had a meeting with Ponoka County regarding potential for joint use of Town's recycling facility.
3. I had a meeting with Tagish Engineering and Ponoka County regarding servicing the property to the north of the Recreation Centre.
4. I reviewed resumes for Regional Community Peace Officer Level 1 Supervisor.
5. Councillor Webb and I represented the Town at the Servus Golf Tournament.
6. I attended three meetings regarding servicing and financing options for proposed seniors' facility.
7. I had a meeting with the Community Peace Officer and Melissa regarding truck parking.
8. I went to Montreal to attend my son's Army Boot Camp Graduation.

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	8.1.3	Confidential	Yes	No	XX
Topic	Department Reports				
Originated by	Melissa Beebe		Title	Assistant CAO/DO	
<b>BACKGROUND:</b>					
The Development Officer provides a report summarizing the 2013 Building Permits.					
Documentation Attached:		Yes	XX	No	
<b>DISCUSSION:</b>					
Attached is a copy of the 2013 Building Permits Summary.					
<b>RECOMMENDED ACTION:</b>					
Administration recommends that Council accept the Development Officers Report as information.					
CAO					
DISTRIBUTION:	Council:	Admin:	Press:	Other:	



## 2013 Building Permits Summary To October 31, 2013

Zoning		Number of Developments	Value
<b>Residential</b>	New	11	\$1,392,772.40
	Renovations & Other	11	\$329,354.00
<b>Commercial</b>	New	1	\$2,470,000.00
	Renovations	3	\$119,800.00
<b>Institutional</b>	New	0	\$0.00
	Renovations	0	\$0.00
<b>Industrial</b>	New	0	\$0.00
	Renovations	0	\$0.00
<b>TOTALS</b>		<b>26</b>	<b>\$4,311,926.40</b>

Permit #	Residential		Commercial		Institutional		Industrial	
	New Const.	Renovations	New Const.	Renovations	New Const.	Renovations	New Const.	Renovations
01/13		1 25000						
02/13				1 70000				
03/13		1 20,000						
04/13			1 2,470,000					
05/13		1 10,000						
06/13	1 160,000							
07/13	1 30,000							
08/13	1 200,000							
10/13	1 210,000							
11/13	1 10,000							
12/13	1 22,772							
13/13		1 1,500						
14/13		1 92,000						
15/13		1 35,000						
16/13		1 500						
17/13	1 10,000							
18/13		1 15,000						
19/13	1 200,000							
20/13		1 100,104						
22/13	1 300,000							
23/13		1 30,000						
24/13	1 20000							
25/13	1 230,000							
26/13				1 30,000				
27/13		1 250						
28/13				1 19800				
	11 \$1,392,772.40	11 \$329,354.00	1 2470000	3 \$119,800.00	0 \$0.00	0 \$0.00	0 0	0 0

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	8.1.4	Confidential	Yes	No	XX
Topic	Department Reports				
Originated by	Rick Schmidt		Title	Public Works Foreman	

**BACKGROUND:**

Department Managers supply a report to Council, bi-monthly at the first meeting of the month advising Council of the work progress from that time period.

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is the report from the Public Works Department for the period ending October 31, 2013.

**RECOMMENDED ACTION:**

Administration recommends that Council accept the Public Works Report as information.

CAO



DISTRIBUTION:	Council:	Admin:	Press:	Other:
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## PUBLIC WORKS REPORT – SEPT./OCT./13

- Lawn & ditch maintenance;
- Put Big Brothers & Big Sisters flag up for the week;
- Lagoon road maintenance;
- Aqua Clear came September 6 to start desludging of South Lagoon;
- Did landscaping around new swales and sidewalk drops;
- Ongoing street sweeping;
- Added more dust suppressant to 43<sup>rd</sup> Street;
- Ongoing compost collection;
- Shut down RV Heaven & winterize the system;
- Replace compressor at South Lagoon and changed worn out expansion couplers;
- Under drain pump at North Lagoon failed, replaced with used one temporarily;
- Ongoing pot hole repairs;
- Winterizing Nesting Place R.V. Park;
- Ongoing utilities work;
- Clean culvert ends before winter hits;
- Assist with Spray Park winterizing;
- Vern stepped down as Public Works Foreman;
- Prepared snow removal equipment for winter season;
- Ongoing alley maintenance;
- Installed 20 KPM signs in alley behind 46<sup>th</sup> Street between 54<sup>th</sup> Avenue and 57<sup>th</sup> Avenue;
- Cleaned up Recycle Facility.
- Hauled out water damaged goods from the Give & Take to landfill;
- Metal pile to be hauled out by October 31, 2013;

Rick Schmidt

Public Works Foreman

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	8.1.5	Confidential	Yes	No	XX
Topic	Department Reports				
Originated by	Peter Stenstrom		Title	Director of Community Services	

**BACKGROUND:**

Department Managers supply a report to Council, bi-monthly at the first meeting of the month advising Council of the work progress from that time period.

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is the report from the Director of Community Services.

**RECOMMENDED ACTION:**

Administration recommends that Council accept the Director of Community Services Report as information.

CAO 				
<b>DISTRIBUTION</b>	Council:	Admin:	Press:	Other:



# Community Services Report

Nov 13, 2013

I would like to take this opportunity to congratulate the councilors and mayor on your success in latest municipal election. I look forward to working with each and every one of you in the coming years as we aim to move Rimbye forward in a positive way.

## **Department Restructure**

The most significant happening since August has been the implementation of a new departmental structure. On October 1, 2013 control over Parks and Recreation Facilities was returned to the Community Services from Public Works. With this shift a new staff member named Bruce Newbury was added to oversee their operation and maintenance. Our hope is that with an increased level of supervision and control, the people of Rimbye will be better served by having improved maintained recreation infrastructure and operating practices.

Other significant changes in the restructure include the addition and allocation of staffing hours in terms of custodial support and facility supervision. Previously we employed 2 people that were responsible for the upkeep, maintenance, cleaning and supervision of the Rimbye Community Centre. This included all our events and functions that occurred during the week and on the weekend. The demand on these 2 employees was significant and if anything went wrong, our customers would receive a diminished level of service. Our employees also felt that they were not able to ever take a day off because of how the department relied on them constantly. They were getting burned out and this would partially explain why we have had high turnover in the positions over the years. We have now increased our number of staff so that the 2 positions are covered by 4 people. 3 of the 4 are part-time so the overall number of man-hours paid in a week is only slightly higher. We are also doing the primary cleaning in the morning while the facility receives light usage and during busy times we provide lighter cleaning and focus more on supervision and assistance for our users. We are also now providing 3 hours of custodial support to the arena staff on Saturday and Sunday mornings. Probably the most significant advantage with these changes is that we rely less on any one person in particular and we have more flexibility when extra help is needed.

These changes have not been made without a cost. They have been met with some resistance from the existing staff at the time and ultimately we have had to replace some key people. We do have all our positions filled now and are confident that employee and customer satisfaction will increase incrementally over the coming months and years.

## **Staff Training – Courses**

Emergency Management Summit – I attended a 2 day summit in Calgary this past week that focused on lessons learned from recent natural disasters in North America such as flooding in Manitoba and Alberta, hurricanes in Louisiana and Florida, fires and oil spill events. Statistical data clearly shows that large scale disasters have become much more common over the last 15 years. Historical norms can no longer be relied upon for projecting what could happen in the future. I will be presenting a report to council in the near future summarizing new recommendations with-in emergency management.

Other courses that are on the horizon for our staff are Lifecycle / Risk Management and Building Maintenance Level 1 for myself and Pool Operator Level 2 for Bruce Newbury.

## **Community Centre**

In general the response we have been getting from our users at the Centre has been very positive. We are improving our level of care and upkeep and people have noticed. Usage has also increased significantly during the traditionally low usage portion of the days as school resumed and also with some other new programs and routine rentals. Weekend usage in October was low but bookings ramp up again in November, December and beyond.

## **Fitness Centre**

A squat rack and set of plates were added to the Centre in October. Membership purchases have increased significantly with the changes that were implemented during the summer and with the closing of Body Connections. Space is very limited at certain times of the day especially early evening.

## **Rimbey Aquatic Centre**

A 10x10ft storage shed was built on the north east corner of the pool pad for summer storage of pool supplies. The supplies had previously been stored in the furnace room and safety concerns were raised with the inadequate size of the room and proximity to pilot lights and other hazards. The new shed will also house some end-of-season supplies that do not fit through the pool doors for storage. Another project that has been put on hold until the spring due to weather is landscaping the front entrance to the pool. Basically seating, a garbage receptacle, a bike rack and some trees are planned as well as some grading improvements to help with drainage.

## **Spray Park**

The Spray Park did not open during the 2013 season. Significant damage was incurred and many repairs have been made. There are still a couple minor problems that will need to be addressed. The park was winterized about 1 week before the snow fell so no further work can be completed until the spring.

## **Arena**

Arena operations are in full swing. The facility is booked solid through the end of March. Feedback on services has been overwhelmingly positive this year with only a couple negative comments received regarding facility upkeep or cleanliness. In response to those comments we have added 6 hours of custodial support on weekends to help manage the busiest times.

## **Parks**

Due to public input, we have focused our attention to the "Triangle" park on 46 ave. A public meeting was held in early October. Questionnaires' and verbal consultation was used to identify possible uses with the space. Having analyzed the responses, it is quite clear that the majority of vocal stakeholders would like to see some playground equipment and a basketball pad. We will be asking council for money to address this space in 2014.

The tennis courts have been vandalized over the course of this summer and repairs need to be made to the Net hardware and new Nets need to be purchased. Overall the condition of the courts is poor and they will require attention in the near future. The fencing is also damaged and the pad needs to be resurfaced. To address this space adequately will cost roughly \$25,000 according to recent quotes.

Park Benches and Garbage Receptacles - \$5000 was put aside in 2013 to begin the process of upgrading the communities benches and garbage's. I have discovered that this is not nearly enough to make any kind of significant impact. The decision has been made to use this money for other unforeseen issues that have come up (replacement of ice machine, floor buffer and the addition of new office space for our Facilities Foreman). We will need to invest a figure closer to \$50,000 to develop a uniform and upgraded look and service around town and on our new trails.

## **Community Centre Naming Rights**

The Centre is now officially called the Peter Lougheed Community Centre. Signage is currently being designed and will be produced and installed soon. Our staff will be responsible for installation. We have also agreed to plan a photo opportunity with Keyera and Rimbey's Counsel as well as a press release after the sign is installed.

## **Rimbey Homeschoolers**

Rimbey and area homeschoolers now meet twice a month at the Community Centre for a Phys-ed component to their curriculum. In exchange for the free usage they will be providing parks and trail upkeep next summer on 3 pre-scheduled work bees.

## **Programs**

Movie Nights – On the 4<sup>th</sup> Tuesday of the month we show a main-stream pre-release movie at the Community Centre. Attendance has been low to moderate with numbers ranging from 6-17 people.

Winter Walking – Just started for the winter. No usage data available as of yet.

Public Skating – Hit or miss program as numbers range from 2-30 people (typically less than 10).

Shinny Hockey – We provide adult shinny and youth shinny. We are getting between 6-10 people out.

Skating Lessons – The Rimbey Skating Club is running the program and the program is full.

Zumba – Well used fitness program with 24 registrants plus regular drop-ins.

Fusion Bootcamp – Another solid fitness program with 13 registrants and regular drop-ins.

Art Fusion – An art focused program for youth run through the Art Club. There are currently 17 registrants.

Youth Basketball – Organized drop-in basketball for Jr. High aged teen's right after school on Wednesdays. We are currently drawing about 10 kids out per week.

Drop-in Sports – Monday Basketball (low usage, between 2-5 people), Tuesday Badminton (moderate usage, between 2-12 people), Wednesday Volleyball (moderate usage, between 10-14 people), Thursday Pickleball (low-moderate usage, between 6-10 people).

Open Gym – The Main Auditorium is open daily from 9am to 4pm for drop-in use. We are charging \$2/person. This program is there to provide opportunity for spontaneous usage but it is rarely used.

Boys and Girls Club – The Club is presently looking for a staff person to run the program come the start of January. The plan is to have 2 programs a week for kids aged 6-17 afterschool (that's 1 day for elementary aged kids and 1 day for high school aged kids).

Programs being planned - Ballroom Dancing, Mom and Tot Skating and December Public Skating (cancelations are very common in December so we are planning on increasing open public skating as time becomes available).

## **Events**

Santa Night – Planning is underway for Santa Night. Countdown for Santa begins on Dec 1 with the lighting of Pas Ka Poo and the Beatty House, Santa arrives on Dec 13<sup>th</sup>. The Library will also be providing some complimentary programming on the 13<sup>th</sup>.

*Respectfully submitted by:* Peter Stenstrom  
Director of Community Services

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	8.2.1	Confidential	Yes	No	XX
Topic	Rimbey & District Volunteer Week Committee Minutes May16/13				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

The Rimbey & District Volunteer Week Committee held a board meeting on May 16, 2013.

Documentation Attached:	Yes <input checked="" type="checkbox"/> XX	No
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**DISCUSSION:**

Attached is a copy of the Rimbey & District Volunteer Week Committee Board Meeting Minutes from May 16, 2013.

**RECOMMENDED ACTION:**

Administration recommends Council accept the Rimbey & District Volunteer Week Committee Meeting Minutes of May 16, 2013 as information.

CAO 

DISTRIBUTION	Council:	Admin:	Press:	Other:
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Rimbey & District Volunteer Week Committee  
Meeting: Thursday, May 16, 2013, 10:00 a.m.  
Rimbey Provincial Building

Meeting

Present: Mary Busch, Helping Hands & Food Bank  
Laine Dahms, AHS Representative  
Dan Donald, Rimbey Handi Van Society  
Dolorés Green, Citizens on Patrol  
Alvin Goetz, Lions Club  
Cheryl Jones, Rimbey Historical Society  
Pat Muddle, Fish & Game, Rural Crime watch  
Pam Scott, Ladies Auxiliary  
Bill Scott,  
Irene Steeves, Blindman Hall Representative  
Roberta (Robbie) Tarleton  
Katherine Winters, Volunteer Services

Regrets:

Nancy Adams, Woman's Conference  
Anita Goetz, Rimoka Housing  
Sheldon Ibbotson, Mayor Town of Rimbey  
Peggy Makofka, FCSS Representative  
Diane McCallum, Rimoka Housing  
Barry Nesbitt, Rimbey Sleigh Wagon & Saddle Club

1. Call to Order: L. Dahms called the meeting to order at 10:05 a.m.
2. Approval of Agenda  
MOTION: By: C. Jones to approve the agenda as presented  

CARRIED
3. Approval of April 18<sup>th</sup>, 2013 minutes.  
MOTION: By: Alvin Goetz to approve the April 18<sup>th</sup> Minutes as presented.  

CARRIED
4. Approval of Financial Report  
Bank account balance as of April 30<sup>th</sup>, 2013 is \$5234.89.  
MOTION: By: I. Steeves to accepted financial report as presented  

CARRIED
5. Business arising from the minutes
  - 5.1 Thank you Ad and letters to speakers  
Ad is already in the paper for this week and looked good, we do not need to wright letters of thank you for the speakers as they are already thanked in the newspaper Ad.
  - 5.2 Budget – cost of event  
L. Dahms informed the committee that at this time some of the bills for the event she had just received and that she needed to talk to the Town of Rimbey to have a correction made on their invoice, but at this point the cost so far is \$1209.35 We gave an honorarium to Wendy Finlay in the amount of \$250.00 as the entertainment that was booked did not show, and Wendy was kind enough to play for us that evening.
  - 5.3 Donations  
Bluffton School \$50.00, Rimbey & District Victim Services \$100.00.
  - 5.4 Attendance  
Our attendance was up from last year's event it was a beautiful turn out. D. Donald figured around 220 people.

- 5.5 Food Committee Report  
L. Dahms reported the meal cost was \$534.77 which is a little higher than the previous year, but we think it was because of the butter for the meal which is expensive. Otherwise the meal was great and the rice pudding was a big hit. I. Steeves gave a copy of the recipe for the Volunteer Week Committee's records
- 5.6 Outreach School Honorarium  
L. Dahms asked the committee on its opinion about the payment for the school in the amount of \$100.00 dollars as they were only able to help with the set up and not the take down. Should we only pay half the amount or do we pay the full amount because it is an honorarium that they have used in the past as an honor award for a student in the school.  
MOTIONED: By: D. Green to only give the Outreach School \$50.00 for the honorarium this year because they only did the set up.  
CARRIED
- 5.7 Evaluation results/Review/feedback from April 22<sup>nd</sup> event  
The surveys where very positive there are no real issues that needed to be discussed. The suggestions in the survey about entertainment for next year we could look into the belly dancers for the event. L. Dahms suggested an entertainment committee I. Steeves volunteered and C. Jones and P. Scott also volunteered. Entertainment normal budget is from \$500 to \$1000
- 5.8 Pictures from event  
MOTIONED: By: C. Jones that we do an album again at a cost of no more than \$40.00  
CARRIED  
K. Winters will do the photo album
6. New Business
- 6.1 Welcome new committee members  
We welcomed Pam and Bill Scott, Delores Green. Nancy Adams was not able to attend this meeting, but looks forward to being part of the committee for our next event. P. Scott will contact Lee Tona who showed an interest in joining our committee.
- 6.2 Enhancement Funding Report  
K. Winters completed the report and submitted it before the deadline on May 17<sup>th</sup>, 2013
- 6.3 2014 Logo and Theme  
I. Steeves suggested Volunteers plant seeds of kindness, C. Jones suggested a flower pot as the symbol with a sprout growing out of it. L. Dahms suggested Volunteers are the Soul of the community. K. Winters suggested Volunteers are the torch that goes from hand to hand with a flaming torch as a symbol. Everyone had some really good ideas L. Dahms asked everyone to think about it and bring in a design and plan for our next meeting.
- 6.4 2014 Event Date  
K. Winters checked out the date for next April Volunteer Appreciation week is April 6<sup>th</sup> to 13<sup>th</sup> 2014 our event will be on Monday April 7<sup>th</sup>, 2014
- 6.5 Any other business  
None at this time
7. Next Meeting  
Date: Thursday November 14, 2013  
Time: 10:00 a.m.  
Place: Provincial Building, Conference room

8. Adjournment  
MOTION By: P. Muddle that the meeting adjourns at 10:55 a.m.  
CARRIED

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L. Dahms, Chairperson

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Katherine Winters Recording Secretary

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	November 13, 2013	
Agenda Item No.	8.2.2	Confidential	Yes	No <input checked="" type="checkbox"/>
Topic	Rimbey Municipal Library Board Meeting Minutes Oct 7/13			
Originated by	Tony Goode	Title	CAO	

**BACKGROUND:**

The Rimbey Municipal Library Board held a board meeting on October 7, 2013.

Documentation Attached:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**DISCUSSION:**

Attached is a copy of the Rimbey Municipal Library Board Meeting Minutes from October 7, 2013.

**RECOMMENDED ACTION:**

Administration recommends Council accept the Rimbey Municipal Library Board Meeting Minutes of October 7, 2013 as information.

CAO 

DISTRIBUTION:	Council:	Admin:	Press:	Other:
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Rimbey Municipal Library Board Meeting Minutes

Monday, October 7, 2013

7:00 p.m.

**Present:** Jean Keetch, Rowena Aitken (Chairperson), Jamie Coston, Cheryl Duckett, Robyn McIntyre, Paul Payson, Jim Peck, Valerie Warren

**Absent:** Marg Ramsey, Samantha Samsone

**Call To Order**

**Minutes from the last meeting** - read and approved as printed by Cheryl.

**Consent Agenda Items:**

1. Librarian's Report
2. Financial Report
3. Correspondence

Jamie moved that we accept the reports as presented. All in favor.

**Business Arising From The Minutes:**

1. New Logo Update - the designer did not get new designs ready for the meeting so Jean will forward these to Board members once she receives them. Members were concerned with the billing for the design logo, so Jean will check in to what we have accrued so far with the logo designer.
2. Fundraisers: November 29/13 and May 24/14 - The fundraiser for November 29/13 will feature St. James' Gate and will be set up as a pub night. Cost will be \$20 pre-sale and \$25 at the door. The band will play three 1-hour shifts from 8 pm to 1 am. Entertainment between sets will include: Wheel of Fortune (spin for free drinks, free food, etc.); a raffle for two 40 oz. bottles of alcohol; and 50/50 tickets. We will need to arrange: Ipod for music during breaks, bouncers, Safe Drive and clean-up staff. Groceries will be: chicken wings, nachos, ribs, pizza and chips. The May 24/14 fundraiser will be arranged during a separate meeting in January 2014. We will ask Stan Luchak, Bob Collis and Rick Pankiw for involvement.

**New Business**

1. Guest: Joe Anglin - Mr. Anglin came in for a discussion on how the Library could move forward and obtain some funding from various organizations. He stressed that people would like to see both the Town Hall and the Library in the centre of the town.
2. Budget - The 2014 Budget was discussed. The following changes were made: i) Wages-Part Time-Casual was increased from \$73,000 to \$75,000; ii) Board fees-Library was increased from \$1,000 to \$1,200; iii) Insurance was decreased from \$3,000 to \$1,638; iv) Program Supplies was increased from \$11,000 to \$12,000; and v) Audio-Visual Materials was increased from \$1,000 to \$1,300. Jamie moved that we approve the budget with the changes; Val seconded. Carried.
3. Election Awareness - we need library supports at the All Candidates Forum on Wednesday, October 16 @ 6:30 pm. Questions should be asked with regard to plans for the library; it was suggested that Board members be emailed with a list of questions which should also be put on Facebook.
4. Parkland Library session - after some discussion, Board members felt they did not need to participate in the Public Board Advocacy Workshops.

**Adjournment @ 9:10 pm by Val**

**Next meeting: Monday, November 4 @ 7:00 p.m.**

**Chairperson:** Rowena Aitken

**Secretary:** \_\_\_\_\_

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	November 13, 2013		
Agenda Item No.	8.2.3	Confidential	Yes	No	XX
Topic	Rimoka Housing Foundation Board Meeting Minutes Sept 18/13				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

The Rimoka Housing Foundation held a board meeting on September 18, 2013.

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is a copy of the Rimoka Housing Foundation Board Meeting Minutes from September 18, 2013.

**RECOMMENDED ACTION:**

Administration recommends Council accept the Rimoka Housing Foundation Board Meeting Minutes of September 18, 2013 as information.

CAO				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

**MINUTES**

In Attendance	Legion	D. MacPherson	
	Town of Ponoka	L. Henkelman	J. Jacobs
	Town of Rimbey	G. Rondeel	S. Ibbotson
	County of Ponoka	P. McLauchlin - Chair	G. Svenningsen (until 11:10am)
	The Bethany Group	D. Beesley	S. Mickla
		M. Wideman - Recorder	

<b>1.</b>	<p><b>CALL TO ORDER</b></p> <p>The meeting was called to order at 9:08am by P. McLauchlin</p>
<b>2.</b>	<p><b>ADOPTION OF THE AGENDA</b></p> <p><b>RHF 13-09-01</b>      <b>MOVED</b> by S. Ibbotson that the Board accept the Agenda with the additions of 'Staff Communication with Board Members', 'Communications' and 'Rimbey Project'. <span style="float: right;"><b>CARRIED</b></span></p> <p>Agenda was reversed to deal with New Business prior to approval of Minutes, etc.</p>
<b>3.</b>	<p><b>NEW BUSINESS</b></p> <p><b>a. Staff Communication with Board Members</b></p> <p>Staff are alleging they have been threatened by administration that they will be fired if they speak with Board Members. This is <u>not</u> the policy.</p> <p>Several years ago when The Bethany Group began working with Rimoka, staff were advised to bring concerns to administration for resolution, rather than to the individual Board Members. If staff are not satisfied with their discussions with administration, they are welcome to talk to the Board Chair. The Chair would question whether the staff member has followed the correct process.</p> <p>Administration will develop a formal grievance process to be adopted by the Board, clearly outlining the proper lines of communication for a concern:</p> <p>Immediate Supervisor / Manager → Director of Client Services → CAO</p> <p>The CAO would bring the concern to the Board for discussion and direction, as necessary.</p> <ul style="list-style-type: none"> <li>- A short recess was called at 10:08am, and administration left the meeting while the Board discussed the above.</li> <li>- The meeting was called back to order at 10:27am.</li> </ul>

	<b>RHF 13-09-02</b>	<b>MOVED by J. Jacobs that following the correct communication process, staff do have the ability to discuss with the Board Chair and Board Members any issues, concerns or complaints they have without fear of retribution.</b>	<b>CARRIED</b>
	<b>RHF 13-09-03</b>	<b>MOVED by J. Jacobs that the Board Chair and another Board Member talk to senior staff in Rimbey and Ponoka in the next two weeks and convey results back to the Board.</b>	<b>CARRIED</b>
<b>b.</b>	<b>Communications</b>	<b>A Motion was passed at Ponoka County Council asking for the dismissal of The Bethany Group.</b>	
	<b>RHF 13-09-04</b>	<b>MOVED by D. MacPherson that the September 17, 2013 correspondence from Ponoka County be received as information, and the Rimoka Board express its support of The Bethany Group.</b>	<b>CARRIED</b>
	<b>RHF 13-09-05</b>	<b>MOVED by J. Jacobs that the Rimoka Board send a delegation to attend the upcoming Bethany Group Governing Board meeting.</b>	<b>CARRIED</b>
<b>c.</b>	<b>Rimbey Project</b>	<b>Review of existing site plans for Parkland Manor, and discussion regarding revitalization of the government-owned asset.</b>	
		<b>Government is in support of the project, but would need 100% support from the municipalities before any final decision is made.</b>	
<b>4.</b>	<b>APPROVAL OF MINUTES</b>		
	<b>RHF 13-09-06</b>	<b>MOVED by L. Henkelman that the Board accept the minutes of July 17, 2013 as circulated.</b>	<b>CARRIED</b>
<b>5.</b>	<b>FINANCIAL REPORTS – for the seven months ended July 31, 2013</b>		
	<ul style="list-style-type: none"> <li>– Reports are shorter than usual, as the Bellamy system through the Town is no longer available so the office is transitioning to Bethany’s system. Will be moving to the HAL accounting system in March 2014 as the program rolls out. Staff will have extensive training on new program and will be provided with support as needed.</li> <li>– Lodge Operations – Grant monies are higher than budgeted due to the one time special services grant received in March, and also the approval for nine additional residents for LAP. Administration expenses are favourable due to costs yet to be incurred for new computers and payroll licensing. All old computers have been repurposed in different areas.</li> </ul>		

	<ul style="list-style-type: none"> <li>- Life Lease Operations – Operating on budget. Several suite refurbishments were completed, and building is full with a waiting list.</li> <li>- Staff have approached a board member requesting to purchase a camera for social programs through the Endowment Fund. Permission had already been given to purchase the camera as a regular operating expense.</li> </ul> <p><b>RHF 13-09-07                      MOVED by L. Henkelman to accept the Unaudited Financial Statements for July 31, 2013 as presented.                      CARRIED</b></p>
<b>6.</b>	<p><b>OPERATIONAL REPORT</b></p> <p>Update provided by S. Mickla. Computers have been installed in the staff room in each facility. Every employee will have a Bethany email address, and the ability to access education, policies &amp; procedures, etc. Computer support will be provided as needed.</p> <p>Effective October 1<sup>st</sup> staff will no longer be able to eat resident food, as we have been advised by Revenue Canada that meals are a taxable benefit and full cost would have to be charged. Lunch rooms with coffee, tea, fridges and microwaves are now available to staff.</p>
<b>7.</b>	<p><b>PREVIOUS BUSINESS</b></p>
<b>a.</b>	<p><b>Reid Manor</b></p> <p>Things are going relatively well, no further comments or complaints have been received to date. Number of residents receiving meals has dropped significantly. Occupancy is up slightly, with no additional people requesting food.</p>
<b>b.</b>	<p><b>Insurance Providers</b></p> <p>The insurance premiums through Aon/PHAA are approximately 30% lower than Jubilee's current rate. Rumor that Alberta Health Services may pull out from PHAA, which would likely have an impact on premiums.</p> <p>We have recently met with Jubilee to see what savings can be generated through combining all the Housing and Lodge properties under one plan, rather than separate plans for each Foundation. This meeting was positive, and we expect an answer by mid-October. Jubilee does however, have a 1-year notice period to withdraw from the Reciprocal. It may be possible to push to have it shortened to 6 months or 9 months, otherwise the Foundation is committed to June 2014.</p>
<b>c.</b>	<p><b>Proposed New Logo</b></p> <p>Review of proposed new logo.</p> <p><b>RHF 13-09-08                      MOVED by D. MacPherson to accept the new logo for Rimoka Foundation as presented.                      CARRIED</b></p>
<b>d.</b>	<p><b>Legacy Place – Patio Stairs</b></p> <p>No update to provide.</p>

**8. DATE & LOCATION OF NEXT MEETING**

Council organizational meetings are not until the end of October, after the election.

The next meeting of the Rimoka Board will be Wednesday November 6, 2013 in Rimbey. This will be an orientation meeting with the new Board.

**9. ADJOURNMENT**

RHF 13-09-09

MOVED by L. Henkelman that the Rimoka Board meeting adjourn at 11:59am.

**CARRIED**



Paul McLauchlin, Board Chair

Nov 6<sup>th</sup> / 2013

Date



Sharon Mickla, Director Client Services

Nov 6 / 2013

Date