

TOWN OF RIMBEY
TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, OCTOBER 27, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Public Hearing	
2.1	None	
3.	Agenda Approval and Additions	
4.	Minutes	
4.1	October 15, 2014 Regular Council Meeting Minutes	2-5
5.	Delegations	
5.1	Stan Orlesky, Fortis Alberta (7.1).....	6
6.	Bylaws	
6.1	Bylaw – 896/14 Rimbey Downtown Sustainability Advisory Committee.....	7-11
7.	New and Unfinished Business	
7.1	Stan Orlesky, Fortis Alberta Delegation Discussion (5.1)	
7.2	Tagish Engineering Project Status Updates for October 7 and October 21, 2014	12-20
7.3	Town of Rimbey Policy No. 3005 – Purchasing Work Boots	21-24
7.4	Parkland Regional Library	25-47
7.5	Rimbey Downtown Sustainability Strategy.....	48-49
7.6	Allocation of Additional Funding – Development Consulting Services	50-52
7.7	Allocation of Additional Funding – Wastewater Services	53-58
7.8	Lacombe Flying Club – Airport Runway Lights	59-61
7.9	Alberta Farm Safety.....	62-73
7.10	Red Deer River Watershed Alliance.....	74-77
7.11	Rimbey FCSS/RCHHS 2015 Budget	78-81
7.12	2014 Groundwater Monitoring Program and Environmental Assessment	82-84
8.	Reports	
8.1	Department Reports - None	
8.2	Boards/Committee Reports	
8.2.1	Rimoka Housing Foundation Meeting Minutes September 10, 2014..	85-89
8.2.2	FCSS/RCHHS Meeting Minutes Sept 10 and Sept 15, 2014	90-104
8.3	Council Reports	105
8.3.1	Mayor Pankiw's Report	106
8.3.2	Councillor Godlonton's Report	
8.3.3	Councillor Jaycox's Report.....	107
8.3.4	Councillor Payson's Report.....	
8.3.5	Councillor Webb's Report	108
9.	Correspondence	109
9.1	Rimbey Lions Club – Thank You	110
9.2	CAEP – 2014 Annual Achievement Awards.....	111-114
10.	Open Forum	
11.	In Camera	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON WEDNESDAY, OCTOBER 15, 2014 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Councillor Brian Godlonton was administered the Oath of Office as Councillor for the Town of Rimbey.

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer - Lucien Cloutier, CLGM
Recording Secretary – Kathy Blakely

Absent:

Public:
Treena Mielke, Rimbey Review
six members of the public

2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. October 15, 2014 Agenda
7.5 Lacombe Flying Club
7.6 Letter to Telus Mobility
11.2 Legal (pursuant to Division 2, Section 27(1)a of the Freedom of Information and Protection of Privacy Act. (addition)

Motion 304/14

Moved by Councillor Webb to accept the agenda as amended.

CARRIED

4. Minutes 4.1 September 22, 2014, Council Regular Meeting Minutes
4.2 October 7, 2014 Special Council Meeting Minutes

Motion 305/14

Moved by Councillor Payson to accept the September 22, 2014 Council Regular Meeting Minutes and the October 7, 2014 Special Council Meeting Minutes as presented.

CARRIED

5. Delegation 5.1 None

6. Bylaws 6.1 None

7. New and Unfinished Business 7.1 October 6, 2014 By-Election Results

Motion 306/14

Moved by Councillor Godlonton to accept the report on the results of the 2014 By-Election for the vacant position of Councillor as information.

CARRIED

- 7.2 Tagish Engineering Project Status Update to Sept 23, 2014

Motion 307/14

Moved by Councillor Jaycox to accept the Tagish Engineering Project Status Report for the period ending September 23, 2014 as information.

CARRIED

7.3 Finding Balance

Motion 308/14

Moved by Councillor Payson to proclaim the month of November 2014 as Seniors' Falls Prevention Month in Rimbey.

CARRIED

Mayor Pankiw read aloud the proclamation.

7.4 Budget Meeting Dates

Motion 309/14

Moved by Councillor Jaycox to schedule the first 2015 Budget Meeting for November 1, 2014 at 9:00 a.m. and to advertise the budget meeting(s) in the local newspaper.

CARRIED

7.5 Lacombe Flying Club – Request for Lighting

Motion 310/14

Moved by Councillor Jaycox to have Administration investigate with Transport Canada the feasibility of removing the lights from the Rimbey Airport as it is not a certified aerodrome and advise Council of the outcome at an upcoming Council Meeting.

CARRIED

7.6 Letter to Telus Mobility

Motion 311/14

Moved by Councillor Webb that Administration send a letter to Telus Mobility requesting an additional cell phone tower to increase the services levels for rural areas around Rimbey.

CARRIED

8. Reports

8.1 Department Reports - None

8.2 Boards/Committee Reports

8.2.1 Beatty Heritage House Society Minutes of Sept 1, 2014

Motion 312/14

Moved by Councillor Godlonton to accept the Beatty Heritage House Society Minutes of Sept 1, 2014 as information.

CARRIED

9. Correspondence

9.1 Minister of Municipal Affairs – Gas Tax Fund

9.2 Media Release - AUMA Supports Big Cities Charter Framework

Motion 313/14

Moved by Councillor Jaycox to accept the letter to Rimbey & District Victim Services and the Media Release – “AUMA Supports Big Cities Charter Framework”, as information.

CARRIED

10. Open Forum

10.1 Open Forum

Mayor Pankiw asked the gallery if anyone wished to address Council.

There were three responses from the gallery.

A person spoke to Council regarding the newly paved main street, curb accessibility and the newly proposed seniors lodge.

A person spoke to Council regarding the land issue noted in the Minutes of September 22, 2014.

A person queried Council as to where the land was located.

Mayor Pankiw recessed the Council Meeting 7:41 p.m.

Six members of the public and Treena Mielke of the Rimbey Review departed the meeting at 7:41 p.m.

Mayor Pankiw reconvened the meeting at 7:46 p.m.

11. In Camera

11.1 Personnel (pursuant to Division 2, Section 17 of the Freedom of Information and Protection of Privacy Act.11.2 Legal Pursuant to Division 2, Section 27(1)a of the Freedom of Information and Protection of Privacy Act.Motion 314/14

Moved by Councillor Jaycox the Council meeting go in camera at 7:47 p.m., pursuant to Division 2, Sections 17 and Sections 27(1)a of the Freedom of Information and Protection of Privacy Act to discuss personnel and legal issues.

CARRIED

Motion 315/14

Moved by Councillor Godlonton the Council meeting reverts back to an open meeting at 8:22 p.m.

CARRIED

Motion 316/14

Moved by Councillor Jaycox Council to proceed with option #3, for item 11.2, as provided by Legal Counsel.

CARRIED

Motion 317/14

Moved by Councillor Godlonton to have Administration investigate hiring a development officer on a contract basis to address past, current and future development issues.

CARRIED

12. Adjournment

Motion 318/14

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:23 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: Stan Orlesky – FortisAlberta – Street Lights

Confidential: No

Recommendation: Motion to accept the presentation from Mr. Stan Orlesky of FortisAlberta on streetlights as information.

History:

Discussion: Mr. Stan Orlesky of FortisAlberta is coming to Council to give a presentation regarding street lights.

Relevant Policy/
Legislation/

Options/
Consequences

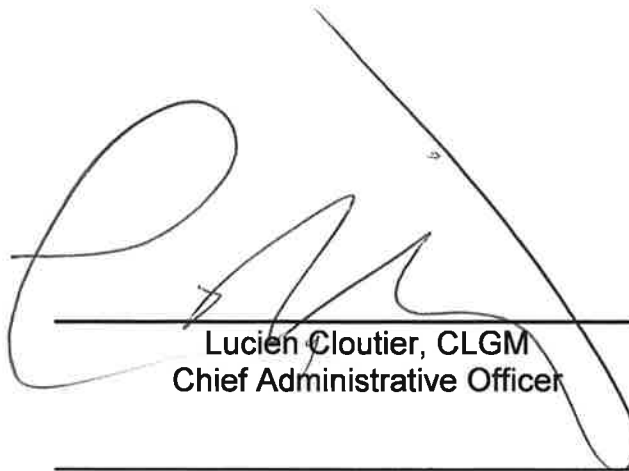
Desired
Outcome(s)

Financial:

Follow Up:

Attachments:

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 23/14

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: Bylaw 896/14 Rimbey Downtown Sustainability Advisory Committee

Confidential: No

Recommendation: Motion by Councillor to give first reading of Bylaw 896/14 Rimbey Downtown Sustainability Advisory Committee.

Motion by Councillor to give second reading of Bylaw 896/14 Rimbey Downtown Sustainability Advisory Committee.

Motion by Councillor for Council to unanimously agree to consider third reading of Bylaw 896/14 Rimbey Downtown Sustainability Advisory Committee.

Motion by Councillor to give third and final reading of Bylaw 896/14 Rimbey Downtown Sustainability Advisory Committee.

History: Council reviewed the draft Downtown Sustainability Strategy at its Committee of the Whole meeting. Formation of a Committee is identified in the draft strategy as one of the first recommended activities.

Discussion: A draft bylaw is presented before Council for consideration. The bylaw gives Council a great deal of latitude in appointing members to the Committee. While guidance is provided for the composition of the Committee, there isn't specific numbers of appointees allocated for various stakeholders. This is intentional to provide Council with the greatest degree of flexibility in appointing members.

**Relevant Policy/
Legislation/** Section 145 of the Municipal Government Act allows for the formation of a Committee by bylaw.

**Options/
Consequences** Council could vary the membership or mandate of the Committee. Council may wish to change the maximum number of members or the minimum required for a quorum.

Desired Outcome(s)

A Committee will be established which will lead to advice and recommendations coming forward to Council to improve, enhance and sustain Rimbey's downtown core.

Financial:

There will be costs associated with advertising for members and for the payment of honorarium to the Committee members. This will likely be in the range of the low thousands annually and will need to be incorporated in the annual operating budget.

Follow Up:

- Sign and seal bylaw;
- Advertise for members;
- Budget for costs for the committee.

Attachments:

Bylaw 896/14

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE RIMBEY DOWNTOWN SUSTAINABILITY ADVISORY COMMITTEE

WHEREAS The Council of the Town of Rimbey have deemed it expedient to establish a Committee to provide Council with advice on the development and sustainability of Rimbey's downtown;

AND WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000 and amendments thereto, allows a Council, by bylaw, to establish a committee and determine the function of such committee;

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

1. The Rimbey Downtown Sustainability Advisory Committee (the "Committee") is hereby established.
2. The Committee shall consist of no more than eleven (11) members.
3. All members appointed to the Committee will be appointed by the Council of the Town of Rimbey (the "Council") at one or more duly constituted Council meetings.
4. All Committee members will be appointed to the Committee on a continuous basis or until such time that:
 - a) The Council passes a resolution to cancel the appointment of one or more Committee members, which it may do so at any time, for any reason; or
 - b) The Council determines that the mandate of the Committee is complete and passes a resolution to cancel all Committee member appointments and/or enacts a bylaw to rescind this bylaw.
5. The Committee will meet on an as-needed basis, at times, locations (subject to clause 7) and dates determined by the Committee.
6. Notwithstanding clause 5, the Council will determine the date, time and location of the first meeting of the Committee.
7. The Town of Rimbey Administration will make available to the Committee a suitable venue for the holding of meetings.
8. At the first meeting of the Committee, and, annually, at the first meeting of the Committee held after the third Monday in October, the Committee will select a Chairperson and Deputy Chairperson to lead Committee meetings.
9. A majority of all members appointed to the Committee, or three (3) members, whichever is more, shall constitute a quorum.
10. Council may appoint anyone that it considers appropriate to serve on the Committee. Consideration may be given by Council to appointing one or more individuals that are:
 - a) Owners of a downtown business in Rimbey;
 - b) Landowner of commercially zoned property within Rimbey;
 - c) Residents of Rimbey;
 - d) Residents living near Rimbey that utilize downtown stores and services;
 - e) Members of the Rimbey Chamber of Commerce;
 - f) Board members or employees of the Central Alberta Economic Partnership;
 - g) Representatives of the petroleum industry;
 - h) Representatives of the agricultural community;

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE RIMBEY DOWNTOWN SUSTAINABILITY ADVISORY COMMITTEE

- i) Representatives from service clubs or other community groups which serve the Rimbey area;
- j) Other individuals with a demonstrable interest in the development and sustainability of Rimbey's downtown core.

11. All Committee meetings will be lead by the Chairperson selected by the Committee or, in the absence of the Chairperson, by the Deputy Chairperson. In the event that both the Chairperson and the Deputy Chairperson are absent, the remaining Committee members will select a member from those present to lead the meeting.

12. The Committee will follow, as closely as practical, in a manner adjudicated by the Chairperson, the procedural bylaw of the Town of Rimbey Council unless and until the Committee establishes and adopts different procedures for conducting meetings which it may do at any duly constituted Committee meeting.

13. All Committee members will be paid honorarium and expenses for attending Committee meetings in accordance with the policies of the Town of Rimbey.

14. The mandate of the Committee will be to provide recommendations to the Town of Rimbey Council regarding the following:

- a) Potential policies or programs which may enhance or sustain the Rimbey Downtown area;
- b) Activities which could improve public safety;
- c) Review of any draft plans, policies or bylaws of the Town which could affect the downtown area;
- d) The use of land or buildings in Rimbey's downtown;
- e) Items specifically referred by the Council to the Committee for review.

15. The Council will consider, but will not be bound by any recommendation made by the Committee to Council.

16. All meetings of the Committee will be open to the public and will be advertised on the Town's website and posted at the Town Administration office and, when practical, advertised in the local newspaper.

This By-Law comes into effect on the date of third and final reading.

READ a First Time in Council this .

Mayor

Chief Administrative Officer

READ a Second Time in Council this ____ day of ____ . 2014.

READ Third Time and Finally Passes this _____ day of _____, 2014.

Mayor

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF
ALBERTA, TO ESTABLISH THE RIMBEY DOWNTOWN
SUSTAINABILITY ADVISORY COMMITTEE

Chief Administrative Officer



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: Tagish Engineering Project Status Update for October 7, and October 21, 2014

Confidential: No

Recommendation: Motion by Councillor to accept as information.

History: Tagish Engineering provides Council with updates on an ongoing basis.

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

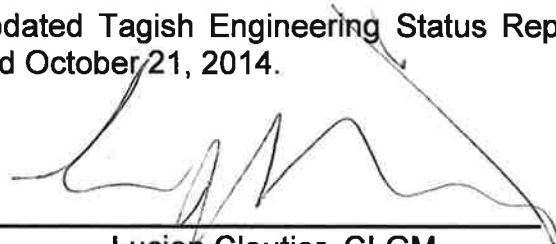
Desired
Outcome(s)

Financial:

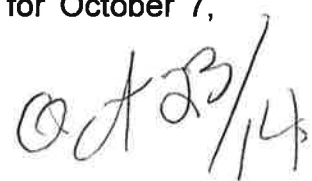
Follow Up:

Attachments: Updated Tagish Engineering Status Reports for October 7, and October 21, 2014.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



PROJECT STATUS UPDATES

October 7, 2014

Town of Rimbey

RB00 – Rimbey General

This project is for small general requests for the Town.

(September 23)

- Town patching is complete.
- Met with Public Works Foreman to discuss piping improvements in sub-drain manhole at the NE Lagoon.

(October 7)

- Tagish and Town staff inspected cross over manhole between Cell 1 – 2 at South Lagoon. Staff requested inspection due to concern with material settling around MH.
- Met with Urban Dirtworks Inc. to discuss the pipe upgrading in the under drain Manhole at the NE Lagoon.

RB87 – Hwy 20 Intersections – (GM)

This project consists of granular base construction (ready for asphalt paving to be completed by others) for both the 54 Av and 58 Av intersections on Hwy 20. Alberta transportation as agreed to pave the intersections in conjunction with the asphalt overlaying of Hwy 53

(September 9) Nikirk Bros have reshaped and compacted the granular base course in preparation for paving scheduled for Sept. 11, 2014. Alberta Transportation contractor has cold milled the existing asphalt in preparation for paving.

(September 23) Alberta Transportation has completed the paving on both 54 & 58 Ave. Nikirk Bros. Contracting Ltd. is placing the topsoil on slopes to match the new asphalt. Surveyors checked location of new asphalt and determined that at some location excess asphalt was placed. With the somewhat wider asphalt surface the side slopes require additional fill to reduce the side slope.

(October 7) Alberta Transportation crews have completed the paving on both 54 Ave. and 58 Ave. intersections. Nikirk Bros. Contracting has completed the site grading to match the new asphalt and has seeded grass on the entire area. The Contractor has installed all signs and delineators. WSP Engineering, Alberta Transportation consultant has indicated that the line painting should be completed in the week of October 6, 2014.

RB90 – Legacy Court Phase II - GS

(Sept 8) Nothing further received from WSP regarding this development, expecting new plans and municipal infrastructure cost estimates very soon.

(Sept 20) WSP has emailed a new drawing set on Sept 19 which will be reviewed and sent back to the Town ASAP. They are also supposed to send a cost estimate for municipal improvements.

(Oct 6) The drawings have been reviewed and a letter has been sent out. We have not received the cost estimates, but have emailed WSP to clarify when they might be complete.

RB102 South Lagoon Baffle Curtain – GM

This project consists of improving the baffle curtain support system.

(July 2- Oct 7) No Change.

RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS

This project is related to all work involving the NE Lagoon repairs and drainage.

(Sept 8) Awaiting proposal from AMEC, and response from AENV regarding the proposed methodology.

(Sept 20) AENV has stated they won't be officially prescribing anything related to the site however this is seen as a good step in a risk mitigation planning that they have asked for. AMEC is to provide proposal this week.

(Oct 6) AMEC has taken more time than expected to complete the proposal, we expect to have something this week.

RB108 2013 Walking Trails– GM

Project: Construct an asphalt trail system from the Rimbey Community Center to Hwy 53 - 55 St, then south along the west boundary of NE 20 – 42 – 2 W, connecting to the Lions Walking Trail.

(September 9) Border Paving has completed the asphalt patching along the trail.

(Sept 23 - Oct 7) No Change

RB116 – Bergum Area and Back Lane Storm (GM)

Project: Assessment of drainage from back lane entering Bergum property

(March 25 – Oct 7 No Change.

RB120 – Community Center HVAC Upgrades – (GM)

This project involves the replacement of three (3) Air Handling Units and the Control System for the Rimbey Community Center.

AHU-1 Is the air handling unit that serves the main entrance and administrative areas.

AHU-4 Is the unit that serves the north side of the main auditorium.

AHU-6 Is the air handling unit for the fitness area.

Direct Digital Controls are scheduled to start later next month or early August.

(September 9) No change waiting for delivery of the large Roof Top Unit.

(September 9 – 23) No change waiting for delivery of the large Roof Top Unit.

(October 7) The HVAC Contractor has indicated that the factory is extremely busy with delivers delayed due to the large volume being produced. The Contractor has indicated the roof top units should be delivered in the next 10 days.

RB122 – Water System Upgrades 2014 – (GM)

(September 9) Ram Fencing is waiting for delivery of both man and equipment gates. Gate and fence installation along with cleanup will be completed as soon as gates are delivered. Proposal has gone out Sept 10 and will close Sept 25.

(September 23)

- Ram Fencing has completed the fence and gate installation, final clean-up of the existing fence to be completed by September 30.
- Proposals for the water meter and pump-house upgrades are out.
- (Oct 6) Proposals closed for the water meters and back up generator. There were 3 acceptable proposals received, we are getting clarifications this week from 2 submissions as part of the evaluation. Ram Fencing to complete all clean up by October 10, 2014.



PROJECT STATUS UPDATES

October 21, 2014

Town of Rimbey

RB00 – Rimbey General

This project is for small general requests for the Town.

(September 23)

- Town patching is complete.
- Met with Public Works Foreman to discuss piping improvements in sub-drain manhole at the NE Lagoon.

(October 7)

- Tagish and Town staff inspected cross over manhole between Cell 1 – 2 at South Lagoon. Staff requested inspection due to concern with material settling around MH.
- Met with Urban Dirtworks Inc. to discuss the pipe upgrading in the under drain Manhole at the NE Lagoon.

(October 21)

- Completed report and cost estimate and submitted to Town for review on grant application for Infrastructure Upgrade on 51 St. from 45 Ave. to 51 Ave.
- Contacted and waiting for Urban Dirtworks Inc. to provide a work schedule as to when the upgrades to sub-drain manhole at NE Lagoon will be completed.

RB87 – Hwy 20 Intersections – (GM)

This project consists of granular base construction (ready for asphalt paving to be completed by others) for both the 54 Av and 58 Av intersections on Hwy 20. Alberta transportation as agreed to pave the intersections in conjunction with the asphalt overlaying of Hwy 53

(September 23) Alberta Transportation has completed the paving on both 54 & 58 Ave. Nikirk Bros. Contracting Ltd. is placing the topsoil on slopes to match the new asphalt. Surveyors checked location of new asphalt and determined that at some location excess asphalt was placed. With the somewhat wider asphalt surface the side slopes require additional fill to reduce the side slope.

(October 7) Alberta Transportation crews have completed the paving on both 54 Ave. and 58 Ave. intersections. Nikirk Bros. Contracting has completed the site grading to match the new asphalt and has seeded grass on the entire area. The Contractor has installed all signs and delineators. WSP Engineering, Alberta Transportation consultant has indicated that the line painting should be completed in the week of October 6, 2014.

(October 21) October 2, Town staff, Nikirk Bros Contracting Ltd. and Tagish completed Construction Completion Inspection. Submitted PP # 3 for payment.

RB90 – Legacy Court Phase II - GS

(Sept 20) WSP has emailed a new drawing set on Sept 19 which will be reviewed and sent back to the Town ASAP. They are also supposed to send a cost estimate for municipal improvements.

(Oct 6) The drawings have been reviewed and a letter has been sent out. We have not received the cost estimates, but have emailed WSP to clarify when they might be complete.

(Oct 20) Still have not received a cost estimate from WSP for review.

RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS

This project is related to all work involving the NE Lagoon repairs and drainage.

(Sept 20) AENV has stated they won't be officially prescribing anything related to the site however this is seen as a good step in a risk mitigation planning that they have asked for. AMEC is to provide proposal this week.

(Oct 6) AMEC has taken more time than expected to complete the proposal, we expect to have something this week.

(Oct 20) We have received proposals from AMEC, we have reviewed and prepared a recommendation that will be sent to the Town for review for the ground water study. The Monitoring Well proposal needed confirmation so we are awaiting re-submission.

RB108 2013 Walking Trails– GM

Project: Construct an asphalt trail system from the Rimbey Community Center to Hwy 53 - 55 St, then south along the west boundary of NE 20 – 42 – 2 W, connecting to the Lions Walking Trail.

(September 9) Border Paving has completed the asphalt patching along the trail.

(Sept 23 - Oct 21) No Change

RB115 - 2015 Capital Project Estimates - LS

(Oct 21) Sent to Town the 2015 Cost Estimate/Grant Application for 51st Street work. Awaiting decision from Nov 1 Council meeting.

RB116 – Bergum Area and Back Lane Storm (GM)

Project: Assessment of drainage from back lane entering Bergum property

(March 25 – Oct 21) No Change.

RB120 – Community Center HVAC Upgrades – (GM)

This project involves the replacement of three (3) Air Handling Units and the Control System for the Rimbey Community Center.

AHU-1 Is the air handling unit that serves the main entrance and administrative areas.

AHU-4 Is the unit that serves the north side of the main auditorium.

AHU-6 Is the air handling unit for the fitness area.

Direct Digital Controls are scheduled to start later next month or early August.

(September 9 – 23) No change waiting for delivery of the large Roof Top Unit.

(October 7) The HVAC Contractor has indicated that the factory is extremely busy with deliveries delayed due to the large volume being produced. The Contractor has indicated the roof top units should be delivered in the next 10 days.

(October 21) The large air handling unit was delivered to site in the week of Oct 13. Contractor is working to install curb on roof for the unit to be mounted on.

RB122 – Water System Upgrades 2014 – (GM)

(September 23)

- Ram Fencing has completed the fence and gate installation, final clean-up of the existing fence to be completed by September 30.
- Proposals for the water meter and pump-house upgrades are out.
- (Oct 6) Proposals closed for the water meters and back up generator. There were 3 acceptable proposals received, we are getting clarifications this week from 2 submissions as part of the evaluation. Ram Fencing to complete all clean up by October 10, 2014.

(October 21)

- Ram Fencing has completed all fencing. Progress Payment submitted to Town for payment.
- We have received back clarification requests from both Nason and MPECO, we will now complete evaluation and review with the Town this week.



Town of Rimbey Request for Decision – to Council

Council Meeting Date:	October 27, 2014
Subject:	Town of Rimbey Policy No.3005 – Purchasing Work Boots
Confidential:	No
Recommendation:	Motion by Councillor to amend Town of Rimbey Policy No. 3005 - Purchasing Work Boots, to increase the maximum to \$250.00 per calendar year and change the policy wording from “for each full time” public works’ employee to “for each permanent” public works employee.
History:	There have been several employees over the years, who have taken advantage of this beneficial program.
Discussion:	From review of the receipts received from staff utilizing this policy we have come to realize that the actual cost of boots is significantly more than the \$150 maximum within the current policy.
Relevant Policy/ Legislation/	Town of Rimbey Policy No. 3005
Options/ Consequences	<ol style="list-style-type: none">1. Leave at the current maximum of \$150.00 per calendar year.2. Increase the maximum to \$250.00 per calendar year.3. Leave the wording status quo.4. Change the wording as recommended.
Desired Outcome(s)	To ensure the safety of our employees.
Financial:	Possible annual cost to the Town of Rimbey in the amount of \$1750.00.
Follow Up:	Amend the Town of Rimbey Purchasing Work Boots Policy to reflect Council’s decision. Advise staff of any policy change.
Attachments:	Current Town of Rimbey Purchasing Work Boots Policy 3005. Draft updated Town of Rimbey Purchasing Works Boots Policy 3005.

Prepared by:

L Hillis
Lori Hillis
Assistant Chief Administrative Officer/Chief
Financial Officer

Oct 22/14
Date

Endorsed by:

[Signature]
Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 23/14
Date



Town of Rimbey Policy Manual

Title: Purchasing Work Boots

Policy No.: 3005

Supercedes

Approved: November 8, 1988

Resolution No.: 507/88

Effective Date: November 8, 1988

Purpose: To ensure the safety of the individuals employed in the Town of Rimbey's Public Works Department.

Policy Statement:

1. All individuals employed in the Public Works Department on a full-time basis shall wear work boots.
2. These work boots shall meet all requirements outlined in the regulations of the Alberta Occupational Health & Safety Division.
3. The Town shall pay for these work boots up to a maximum of \$150.00 per calendar year for each full time public works' employee.

Amended:

Date: June 13, 2006

Resolution: 179/06

Date:

Resolution:



Town of Rimbeey Policy Manual

Title: Purchasing Work Boots

Policy No.: 3005

Supercedes

Approved: November 8, 1988

Resolution No.: 507/88

Effective Date: November 8, 1988

Purpose: To ensure the safety of the individuals employed in the Town of Rimbeey's Public Works Department.

Policy Statement:

1. All individuals employed in the Public Works Department on a permanent basis shall wear work boots.
2. These work boots shall meet all requirements outlined in the regulations of the Alberta Occupational Health & Safety Division.
3. The Town shall pay for these work boots up to a maximum of \$250.00 per calendar year for each permanent public works' employee.

Amended:

Date: October 15, 2014

Resolution:

Date: June 13, 2006

Resolution: 179/06



**Town of Rimbey
Request for Decision – to Council**

Council Meeting Date:	October 27, 2014
Subject:	Parkland Regional Library
Confidential:	No
Recommendation:	Motion by Councillor to defer the Parkland Regional Library 2015 budget and 2016 – 2017 budget projections to Town of Rimbey budget deliberations.
History:	A letter was received September 8, 2014 requesting Council to approve the 2015 budget prior to November 1st so that any budget revisions can be addressed by the Parkland Regional Library Board on their November 6th meeting.
Discussion:	In 2014, the cost per capita required by the Parkland Regional Library was \$7.50, resulting in a requisition to the Town of Rimbey in the amount of \$17,835. The 2015 budget of the Parkland Regional Library indicates an increase in the cost per capita to \$7.73, which will result in a projected cost of \$18,382. This is an increase of \$547.00 over the previous year.
Relevant Policy/ Legislation/	N/A
Options/ Consequences	<ol style="list-style-type: none"> 1. Approve the 2015 Parkland Regional Library Budget. 2. Defer the 2015 Parkland Regional Library Budget and 2016-2017 budget projections to Town of Rimbey Budget deliberations.
Desired Outcome(s)	To maintain Library Services in the Town of Rimbey.
Financial:	2015 Budget Estimated 2015 requisition from Parkland Regional Library in the amount of \$18,382.
Follow Up:	Notify the Parkland Regional Library with Council's decision.
Attachments:	Parkland Regional Library Letter Parkland Regional Library Proposed Budget 2015-2017

Prepared by:



Cindy Bowie
Director of Community

Oct. 22/14
Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 24/14
Date



5404 - 56 Avenue
Lacombe, AB T4L 1G1
Ph. (403) 782-3850
Fax. (403) 782-4650

Parkland Regional Library

Cooperation ■ Innovation ■ Service

September 8, 2014

Mr. Tony Goode, Manager
Town of Rimbey
Box 350
Rimbey, AB T0C 2J0

Dear Mr. Goode:

Please find attached a print copy of the 2015 budget and 2016-2017 budget projections for Parkland Regional Library. You are also being sent an electronic copy in case that is more useful to you.

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2015 – 2017*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget.

The Parkland Regional Library Board requests that your council approves of the 2015 budget and notifies PRL before November 1st so that any budget revisions can be addressed at the PRL Board meeting on November 6th. The 2016 and 2017 budgets are just projections created to assist PRL and municipal councils plan their future funding allocations. The projections are subject to change.

I am available to speak to your council regarding PRL's budget. If you have any questions, please contact me.

Sincerely,

Ronald J. Sheppard, Director

RS:aa

Attachs.





Proposed Budget 2015-2017

Proposed 2015-2017 Budget

PARKLAND REGIONAL LIBRARY

Present
Budget

	2014	2015	2016	2017
INCOME				
1 Provincial Grant	916,366	916,888	916,888	916,888
2 Membership Fees	1,525,028	1,584,127	1,655,822	1,733,663
3 School Contracts	115,328	0	0	0
4 Rural Library Services Grant	425,280	425,952	425,952	425,952
5 Interest Income	45,000	45,000	45,000	45,000
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503
LIBRARY MATERIALS				
1 Book Allotment PRL	295,999	266,416	266,416	266,416
2 Book Allotment SCHOOL	26,183	0	0	0
3 Rural Library Services Grant	425,280	425,952	425,952	425,952
4 Cataloguing Tools	3,550	4,000	4,000	4,000
5 Large Print Books	13,000	13,000	13,000	13,000
6 Online Databases	16,360	24,000	24,000	24,000
7 Periodicals	1,800	2,000	2,000	2,000
8 eContent Materials	28,000	22,500	22,500	22,500
9 Audio Book Materials	0	5,500	5,500	5,500
10 Reference Materials	6,000	6,000	6,000	6,000
11 Programming Boxes	500	500	500	500
12 Library Computers	30,620	61,481	61,481	61,481
TOTAL LIBRARY MATERIALS	847,292	831,349	831,349	831,349
COST OF SERVICES				
1 Audit	17,300	16,500	17,800	18,500
2 Bank expenses	1,000	500	500	500
3 Bank Investment Fees	3,800	4,500	4,500	4,500
4 Building-Repairs/Maintenance	22,000	26,000	26,000	26,000
5 Communications/Marketing/Advocacy	0	5,000	5,000	5,000
6 Computer Maint. Agree. Software licenses	119,600	127,875	135,825	143,750
7 Continuing Education	20,000	20,000	20,000	20,000
8 Dues/Fees/Memberships	10,000	10,500	10,500	10,500
9 Equipment - Lease/Rental/Maint.	6,500	6,100	700	700
10 Freight	8,500	7,500	7,500	7,500
11 Insurance	16,500	15,500	15,500	15,500
12 Internet Connection Fees	13,500	16,800	20,160	25,200
13 Janitorial expense	26,500	27,500	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000	2,000	2,000
15 Outlets - Contribution to Operating	800	800	800	800
16 Photocopy	10,000	6,500	6,500	6,500
17 Postage	5,500	5,000	5,000	5,000
18 Postage Reimbursement	3,500	3,000	3,000	3,000
19 Promotion/Trade Shows/Publicity	5,000	5,500	5,500	5,500
20 Recruitment/Advertising	1,500	1,500	1,500	1,500
21 Salaries	1,402,522	1,372,931	1,426,941	1,480,131
22 Salaries - Employee Benefits	287,517	281,451	292,523	303,427
23 Supplies/Stationery/Processing/Recon	33,171	40,000	40,000	40,000
24 Telephone	14,000	14,000	14,000	14,000
25 Travel	14,000	13,000	13,000	13,000
26 Trustee expense	21,000	21,000	21,000	21,000
27 Utilities	36,000	37,661	37,064	37,146
28 Vehicle expense	37,000	41,000	41,000	41,000
29 Workshop/Training expense	11,000	11,000	11,000	11,000
30 Budgeted for reserves	30,000	0	0	0
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154
	3,027,002	2,971,967	3,043,662	3,121,503
TOTA Surplus/Deficit	0	0	0	0
AMOUNT PER CAPITA REQUIRED	7.50	7.73	8.08	8.46
		3%	4.5%	4.7%

Notes for the Parkland Regional Library Budget 2015-2017

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

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

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2015 – 2017 use the 2014 provincial operating grant amounts supplied by the Public Library Services Branch, Alberta Municipal Affairs. For these years, we project that the provincial operating grant to regional systems will be the same at \$4.60 per capita and \$5.45 per capita for the rural library service grant.

The budget for 2015 – 2017 is a very conservative budget with respect to operations.

Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2015 reflects an increase of only 3% (down from last year's projected increase of approximately 5%).

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant rate for regional systems is based on the 2014 rate paid by the government. (line 1).
- School Contracts has been reduced to \$0 due to the termination of the school library service contracts at the end of the 2013 – 2014 school year. (line 3)

Under Library Materials:

- Book Allotment PRL has decreased to \$1.30 per capita to pay for the purchase of computers for member libraries. See lines 1 and 12.
- School Book Allotment (line 2) has been eliminated in 2015 to reflect the termination of the school library service contracts.
- Online Databases (line 6) has increased due to the reduction of subsidies for online resources by the provincial government.
- The eContent and Audio Book material line is now split into two unique lines (lines 8 & 9) to assist with clearer collection development.
- Due to the decline in the use of the reference collection and the end of the School Services, the Reference and Professional Development Collections were combined with no increase in funding over the 2014 amount (line 10).
- Library Computers (line 12) has increased by \$.15 cents per capita over last year to pay for computers for member libraries.

Under Cost of Service

Most lines in this section experienced only modest growth relating to inflationary costs. Some lines experienced significant decreases.

- Line 4, Building-Repairs/Maintenance, has increased slightly to reflect average, actual costs.
- Line 5, Communications/Marketing/Advocacy is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards.
- Line 6, Computer Maint. Agree. Software licenses has increases to account for the rising costs associated the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks and computer desktops for member libraries.
- Line 9, Equipment – Lease/Rental/Maint is for our mailing scale and postage meter which is being eliminated after our current contract in late 2015, postage has been declining and staff will use online options for mailing packages and purchasing stamps. The maintenance agreement for our laminator is also paid for using this line.

- Line 10, Freight, has been reduced again this year slightly to reflect actual costs we are experiencing due to the end of the Alberta Multilingual Book Consortium.
- Line 11, Insurance, has been reduced to reflect the reduced insurance costs associated with the elimination of the media collection.
- Line 12, Internet Connection Fees, is being increased with planned internet bandwidth increases which are estimated for each year in support of the Public Library Services Branch initiative to increase our member libraries SuperNet bandwidth.
- Line 16, Photocopy, has been reduced due to using online posting of board and executive packages and because we are not using our color photocopier as much as we had estimated.
- Due to staff reductions, the lines for staff salaries and benefits have been reduced in 2015. This line also supports a revised wage and salary grid. See lines 21 and 22.
- Line 28, Vehicle expense, has been increased due to estimated costs mostly associated with the increase in fuel prices.
- Note that in line 30 we have ceased to budget money for reserves. Previously, Parkland budgeted \$30,000 for reserves. \$15,000 went to the Vehicle Reserve and \$15,000 to the Technology Reserve. Two years ago, staff were instructed to spend-down PRL's reserves. This has not happened due to an excess in revenue over expenditures that resulted from operational changes and staffing changes in 2013, and an unexpected government grant. At December 31, 2013, the Technology Reserve was over \$60,000 above its recommended limit. Due to the 2013 year-end additions to the Unrestricted Operating Fund (currently worth over \$370,000), staff will be recommending the transfer of \$75,000 from the fund to the Vehicle Reserve. Based on the vehicle replacement schedule included in this package, the Vehicle Reserve should be funded through 2020 by this transfer of these funds.

In section 1 of the Budget Supplement document, you will see a transfer of up to \$30,000 from the Vehicle Reserve to pay for a new cargo van in 2015. In the same section, there are also transfers from the Technology reserve of \$55,125 to pay for routine, planned PRL computer hardware purchases, of \$88,700 to pay for computers for member libraries, and \$55,000 to replace member libraries SuperNet CED units which also includes a three years maintenance agreement plan.

In section 3 of the Budget Supplement, the estimated proceeds from the sale of vehicles will be transferred into the Vehicle reserve. Also reflected in section 3, is the amount that will be transferred into the Technology reserve that was allocated from book allotment to help cover most of the costs for computers for member libraries.

Section 5 of the Budget Supplement corresponds to line 30, Budgeted for Reserves, under the Cost of Services Section of the budget. Given our current reserve levels, section 5 has been temporarily eliminated as we do not need to budget for reserves at this time.

Brief Notes – September 2014

INCOME

1. Estimate, based on the current 2014 provincial grant
2. Estimated requisition to municipalities to balance budget
3. Based on school library service contracts ending in August 2014, line reduced to zero
4. Estimate that reflects the current 2014 provincial grant
5. Held at 2014 level to reflect the anticipated returns on investments

LIBRARY MATERIALS

1. Reflects new allotment rate of \$1.30 per capita for 2015 – 2017 which has been reduced from the 2014 level of \$1.45 - this additional \$.15 cents is being allocated to line 13
2. School contracts completed, line to zero
3. Based on the current 2014 provincial grant rate
4. Based on actual with a slight increase in 2015
5. Held at the 2014 amount
6. Line increased to reflect the anticipated end of government funded subsidy programs and modest, ongoing increases
7. Increased slightly in 2015 -2017
8. The 2014 line 8 was split into two lines (line 8 and line 9) for 2015 but with no budget increases
9. New line created with a portion of the 2014 Line 8 budgeted amount
10. New line – a combination of Professional Development collection and Reference Collection budget lines, held at \$6,000
11. Held at \$500
12. Line increased by \$.15 per capita based on current population – increase offset by a reduction in book allotment

COST OF SERVICES

1. The fee for 2015 is actual and 2016 and 2017 are estimated
2. Reduced to \$500 to cover the cost of checks – the direct deposit payroll services are now paid due to our tendering process
3. Based on actual charges with a slight increase to cover anticipated rise in costs
4. Increased in 2015 - based on four-year averages then held
5. This line is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
6. For software maintenance agreements and subscriptions - line increases to account for the rising costs associated the Microsoft suite for PRL and member library computer software, PRL's management of wireless networks and computer desktops for member libraries
7. Held at \$20,000
8. Based on actual, with a modest increase in 2015 to cover higher costs then held.
9. Reflects cost of postage machine and maintenance agreement for our laminator – reduced in 2015 to complete contract with Pitney Bowes – postage has been declining and staff will use online options for mailing packages and purchasing stamps
10. Reduced slightly then held to reflect the decrease in freight costs as a result of the termination of the Alberta Multilingual Book Consortium
11. Reduced slightly using an average of actual costs and with the elimination of the school media collection costs
12. Based on a contract with Platinum – increased yearly with planned internet bandwidth increases which are estimated for each year due to the provincially funded initiative to increase our member libraries' SuperNet bandwidth
13. Increased slightly then held – also includes snow removal and yard maintenance
14. Line used to pay for external consultants and cover legal fees - held at 2014 level
15. Held at \$800
16. Reduced due to using online posting of board and executive meeting packages and as we are not using our color photocopier as much as we had estimated
17. Based on actual – reduced slightly from 2014 then held
18. Reduced by \$500 then held at \$3,000
19. Increased by \$500 then held at \$5,500
20. Held at \$1,500
21. Decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services
22. Decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services
23. Based on a six year review and using an average with an increase for non- asset Technology purchases required, then held
24. Held at \$14,000
25. Based on estimates – reduced and held at \$13,000
26. Held at \$21,000
27. Based on five-year averages
28. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices - increased in 2015 based on a three-year average then held
29. Held at \$11,000

30 This line in 2014 funded the Vehicle and Technology Reserves for covering current and ongoing purchase, as of 2015 it has been temporarily discontinued due to higher than anticipated reserve levels (see notes 5-D of the Budget Supplement)

Complete Notes to the 2015 – 2017 Budgets

Proposed 2015-2017 Budget PARKLAND REGIONAL LIBRARY

Present
Budget

	2014	2015	2016	2017
INCOME				
1 Provincial Grant	916,366	916,888	916,888	916,888
2 Membership Fees	1,525,028	1,584,127	1,655,822	1,733,663
3 School Contracts	115,328	0	0	0
4 Rural Library Services Grant	425,280	425,952	425,952	425,952
5 Interest Income	45,000	45,000	45,000	45,000
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503

Income – line details

1. *Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on the 2014 rate paid by the government - this rate is subject to change annually.
2. *Membership Fees:* \$7.73 per capita - requisition to municipalities to balance budget.
3. *School Contracts:* school library service contracts will end August 2014.
4. *Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board –grant passed directly to libraries, as directed by these municipalities; government calculates grant using 2010 population figures at the rate of \$5.45 per capita – see line 3 under Library Materials.
5. *Interest Income:* estimate based on the returns from the RBC Dominion Parameters program, the Servus Credit Union short-term investments, and current bank account – held at 2014 level to reflect the anticipated returns on investments.

LIBRARY MATERIALS					
1	Book Allotment PRL	295,999	266,416	266,416	266,416
2	Book Allotment SCHOOL	26,183	0	0	0
3	Rural Library Services Grant	425,280	425,952	425,952	425,952
4	Cataloguing Tools	3,550	4,000	4,000	4,000
5	Large Print Books	13,000	13,000	13,000	13,000
6	Online Databases	16,360	24,000	24,000	24,000
7	Periodicals	1,800	2,000	2,000	2,000
8	eContent Materials	28,000	22,500	22,500	22,500
9	Audio book Materials	0	5,500	5,500	5,500
10	Reference Materials	6,000	6,000	6,000	6,000
11	Programming Boxes	500	500	500	500
12	Library Computers	30,620	61,481	61,481	61,481
TOTAL LIBRARY MATERIALS		847,292	831,349	831,349	831,349

Library Materials Expenditures - line details

1. *Book Allotment PRL:* reflects new allotment rate of \$1.30 per capita for 2015 – 2017 which has been reduced from the 2014 level of \$1.45 - this additional \$.15 cents is being allocated to line 13 to assist with the ongoing purchase of computers for member libraries.
2. *Book Allotment Schools:* school contracts completed, line reduced to zero.
3. *Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities (calculated by the government at \$5.45 per capita using 2010 population figures – see line 4 under income).
4. *Cataloguing tools:* based on actual with slight increases - includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries.
5. *Large Print Books:* held steady at 2014 level.

6. *Online Databases:* subscription fees for increased variety of databases and online resources - line increased to reflect the anticipated end of provincial government funded subsidy programs and modest, ongoing increases.
7. *Periodicals:* with a modest increase in 2015 then held; includes public performance rights licensing fee.
8. *eContent Materials* the 2014 Line 8 was split into two lines (line 8 and Line 9) this year - to support the downloadable e-book and e-audio purchases.
9. *Audiobook Materials* new line created with a portion of the 2014 Line 8 budget amount - to support the physical audio collection.
10. *Reference Materials:* to purchase material for the PRL Reference and Professional Development collections which in 2015 are now combined – this was due to a decline in reference use and the termination of the school contracts – held at 2014 levels – to purchase limited amounts of reference material such as, but not limited to, local histories and genealogies plus subjects such as computers/automation, governance, library design, policy and program development, and library operations; for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.
11. *Programming Boxes:* minimal funds allocated to refresh and build new boxes - held at 2014 level.
12. *Member Library Computers (New):* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected – funds in 2015 for this line obtained by reducing the Book Allotment for public libraries by \$0.15 per capita from the 2014 level (see line 1 under Library Materials).

	2014	2015	2016	2017
COST OF SERVICES				
1 Audit	17,300	16,500	17,800	18,500
2 Bank expenses	1,000	500	500	500
3 Bank Investment Fees	3,800	4,500	4,500	4,500
4 Building-Repairs/Maintenance	22,000	26,000	26,000	26,000
5 Communications/Marketing/Advocacy	0	5,000	5,000	5,000
6 Computer Maint. Agree. Software licenses	119,600	127,875	135,825	143,750
7 Continuing Education	20,000	20,000	20,000	20,000
8 Dues/Fees/Memberships	10,000	10,500	10,500	10,500
9 Equipment - Lease/Rental/Maint.	6,500	6,100	700	700
10 Freight	8,500	7,500	7,500	7,500
11 Insurance	16,500	15,500	15,500	15,500
12 Internet Connection Fees	13,500	16,800	20,160	25,200
13 Janitorial expense	26,500	27,500	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000	2,000	2,000
15 Outlets - Contribution to Operating	800	800	800	800
16 Photocopy	10,000	6,500	6,500	6,500
17 Postage	5,500	5,000	5,000	5,000
18 Postage Reimbursement	3,500	3,000	3,000	3,000
19 Promotion/Trade Shows/Publicity	5,000	5,500	5,500	5,500
20 Recruitment/Advertising	1,500	1,500	1,500	1,500
21 Salaries	1,402,522	1,372,931	1,426,941	1,480,131
22 Salaries - Employee Benefits	287,517	281,451	292,523	303,427
23 Supplies/Stationery/Processing/Recon	33,171	40,000	40,000	40,000
24 Telephone	14,000	14,000	14,000	14,000
25 Travel	14,000	13,000	13,000	13,000
26 Trustee expense	21,000	21,000	21,000	21,000
27 Utilities	36,000	37,661	37,064	37,146
28 Vehicle expense	37,000	41,000	41,000	41,000
29 Workshop/Training expense	11,000	11,000	11,000	11,000
30 Budgeted for reserves	30,000	0	0	0
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154

Cost of Services – line details

1. *Audit:* 2015 based on actual then estimated with a slight increase in 2016 and 2017.
2. *Bank Expenses:* reduced to \$500 to cover the cost of cheques then held – decreased from 2014 as direct deposit fees for payroll services was included in new bank proposal.
3. *Bank Investment Fees:* fee for management of the Parameters Investment Program – based on actual charges with slight increases in 2016 and then held to cover anticipated rise in costs.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased in 2015 then held; based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions - line increases to account for the rising costs associated the Microsoft suite for PRL and member library computer software, PRL's management of wireless networks and desktop computers for member libraries, and new licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds to attend the Alberta Library Conference, workshops and seminars, technology courses, NetSpeed, COSUGI conference for Horizon users – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMDC, ALA, APLAC, and TAL - based on actual, with a modest increase in 2015 to cover higher costs then held.
9. *Equipment –Lease/Rental /Maint.:* reflects cost of postage machine and maintenance agreement for our laminator – reduced in 2015 to complete contract with Pitney Bowes – postage has been declining and staff will use online options for mailing packages and purchasing stamps.
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts

- reduced slightly then held to reflect the decrease in freight costs as a result of the termination of the Alberta Multilingual Book Consortium.
- 11. Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – reduced slightly then held using an average of actual costs and with the elimination of the school media collection costs.
- 12. Internet Connection Fees:* for internet service provision to Parkland HQ and member libraries - based on a contract with Platinum – increased yearly with planned internet bandwidth increases which are estimated for each year to complement the provincially funded initiative to increase our member libraries’ SuperNet bandwidth.
- 13. Janitorial Expense:* slight increase with a small cushion – also includes snow removal and yard maintenance.
- 14. Legal/Consulting/Advocacy:* line used to pay for external consultants and cover legal fees - held at 2014 level.
- 15. Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
- 16. Photocopy:* reduced then held due to using online posting of board and executive meeting packages and as we are not using our color photocopier as much as we had estimated.
- 17. Postage:* based on actual - reduced from 2014 then held.
- 18. Postage Reimbursement:* reduced slightly, based on actual then held at \$3,000.
- 19. Promotion/Trade Shows/Publicity:* includes, but not limited to, printing systems’ brochures and hospitality expense at ALC, AUMA, AAMD&C, LGAA conventions, gifts/donations, flowers for libraries’ anniversaries, promotional items – slight increase then held at \$5,500.
- 20. Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed - line held at \$1,500.

21. *Salaries:* on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal – decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL’s contractual services.
22. *Salaries-Employee Benefits:* all eligible staff members at full benefits including LAPP and Blue Cross - decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL’s contractual services.
23. *Supplies/Stationery Processing/Recon:* includes book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners - based on a six year review and using an average increased then held.
24. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – held at \$14,000.
25. *Travel:* includes consulting travel to public libraries administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL passenger staff vehicle) – based on estimates, reduced slightly, then held at \$13,000.
26. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the ALC; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – held at \$21,000.
27. *Utilities:* based on five - year averages – slight increase then held at \$37,000 plus small dollar portions used to balance the overall budget.
28. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a Ford Flex for staff use – increased in 2014 based on actual and estimates due to higher current fuel prices - then held at \$41,000.

29. *Workshop/Training:* includes costs for all workshops or training activities, or program initiatives held at PRL or other locations – held at \$11,000.
30. *Budgeted for Reserves:* line eliminated - this line in 2014 funded the Vehicle and Technology Reserves for covering current and ongoing purchase, as of 2015 it has been temporarily discontinued due to higher than anticipated reserve levels (see notes 5-D of the Budget Supplement).

PARKLAND REGIONAL LIBRARY**Proposed 2015-2017 Budget** Present

Budget

	2014	2015	2016	2017
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503
TOTAL LIBRARY MATERIALS	847,292	831,349	831,349	831,349
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154
TOTAL EXPENSES	3,027,002	2,971,967	3,043,662	3,121,503
Surplus/Deficit	0	0	0	0
AMOUNT PER CAPITA REQUIRED	7.50	7.73 3%	8.08 4.5%	8.46 4.7%

Budget Supplement

Explanation points to the 2015-2017 Budget dealing with Capital Assets, Amortization and Reserves.

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

Historically when PRL prepared its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves (see budget line 30 under Cost of Services). This practice has been suspended (eliminated) to better use reserves.

The Vehicle replacement schedule has helped to determine and set the Vehicle Reserve level to a dollar amount that will allow PRL staff to purchase vehicles through 2020.

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

Vehicle purchases will be managed in the same way as computer purchases.

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

MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME

	2015	2016	2017	
Amortization Reserve				
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward)	51,625.00	49,375.00	49,845.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>				
Vehicle Reserve				
Anticipated funds required to purchase new vehicles	30,000.00	30,500.00	35,000.00	B
<i>(actual amount will be based on exact purchase price in the year)</i>				
Technology Reserve				
Anticipated funds required to purchase PRL computer hardware	55,125.00	45,550.00	48,650.00	B
Anticipated funds required to purchase member library computers	88,700.00	86,000.00	76,300.00	E
Anticipated funds required to purchase member libraries Wireless equipment	55,000.00	0.00	0.00	E
Anticipated funds required to purchase member libraries SuperNet CED units	0.00	0.00	87,500.00	E
<i>(actual amount will be based on exact purchase price in the year)</i>				
	280,450.00	211,425.00	297,295.00	

2 INCOME FROM THE SALE OF CAPITAL ASSETS

Vehicle selling price	8,000.00	7,900.00	9,000.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>				
	8,000.00	7,900.00	9,000.00	

3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES

Amortization Reserve				
Residual Amortization anticipated - Vehicle purchases	21,000.00	21,350.00	24,500.00	E
Residual Amortization anticipated - Technology purchases	38,587.50	31,885.00	34,055.00	E
<i>(actual amounts will be based on exact purchase amounts in the year)</i>				
Vehicle Reserve				
Proceeds from the sale of vehicles	8,000.00	7,900.00	9,000.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>				
Technology Reserve				
Budgeted from reduction of allotment for member library computers	61,347.00	61,347.00	61,347.00	E
	128,934.50	122,482.00	128,902.00	

4 CAPITAL ASSET EXPENSE ALLOCATION

Current Amortization estimated - Vehicle purchases	9,000.00	9,150.00	10,500.00	B
Current Amortization estimated - Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	16,537.50	13,665.00	14,595.00	B
Amortization - Capital asset expense				
Amortization expense anticipated from prior years (Jan 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	51,625.00	49,375.00	49,845.00	A
	77,162.50	72,190.00	74,940.00	

5 Budgeted expense to build reserves and use for current and ongoing capital purchases (see line 30 of the budget)

Vehicle Reserve

Policy budget item- movement of \$5,000 per vehicle to the Vehicle Reserve	0.00	0.00	0.00
--	------	------	------

Technology Reserve

Policy budget item-to fund Technology purchases	0.00	0.00	0.00
---	------	------	------

	0.00	0.00	0.00
--	-------------	-------------	-------------

6 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - purchases from years previous to Dec 31, 2008 <i>(actual amounts will be based on exact disposals amounts in the year)</i>	21,375.00	20,380.00	19,475.00
--	-----------	-----------	-----------



Town of Rimbey Request for Decision – to Council

Council Meeting Date:	October 27, 2014
Subject:	Rimbey Downtown Sustainability Strategy
Confidential:	No
Recommendation:	Motion by Councillor _____ to adopt the Rimbey Downtown Sustainability Strategy as presented.
History:	Council has reviewed the Rimbey Downtown Sustainability Strategy at two previous meetings where it received general support.
Discussion:	Administration is recommending that the strategy be officially adopted which will allow this process to proceed.
Relevant Policy/ Legislation/	Natural person powers – Section 6 of the Municipal Government Act.
Options/ Consequences	Council could choose not to adopt the strategy at this time or to make changes to it.
Desired Outcome(s)	Adopting the strategy will allow for the activities within it to proceed.
Financial:	The Strategy identifies funding being put within the Capital Budget for Downtown improvements. Many of the financial impacts of this strategy will be identified as the work of the Committee unfolds.
Follow Up:	Remove watermark and place the strategy on the website. Do-up a work plan to carry out the strategies identified within the document.
Attachments:	Strategy on separate cover.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

02/23/14

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Town of Rimby Request for Decision – to Council

Council Meeting Date:	October 27, 2014
Subject:	Allocation of Additional Funding - Development Consulting Services
Confidential:	No
Recommendation:	To allocate \$5,000 from Unrestricted Surplus to Professional Services for the provision of development consulting services for Rimby.
History:	Council previously passed a motion for Administration to seek additional services to address past, current and future development control needs.
Discussion:	Mr. Dittrick has completed very similar work for a number of municipalities in Alberta, including several in this area. With the current proposal, this would allow for 40+ hours of consulting with some room for expenses.
Relevant Policy/ Legislation/	
Options/ Consequences	Council could choose not to allocate the additional funding or to allocate a different amount.
Desired Outcome(s)	Outstanding planning and development matters will be addressed in a timely manner providing for a good level of service while ensuring that the Town's interests are protected.
Financial:	\$5,000 from Unrestricted Surplus.
Follow Up:	Adjust the budget. Contact Zap Municipal Consulting to make suitable arrangements.
Attachments:	Proposal from Zap Municipal Consulting.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

06/23/24

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

ZAP MUNICIPAL CONSULTING INC.

October 21, 2014

Lucien Cloutier, Chief Administrative Officer
Town of Rimby
P.O.Box 350
Rimbey, AB T0C 2J0

Dear Mr. Cloutier

Re: Town of Rimby – Proposal to Provide Current Development Officer Services

I would like to thank you for the opportunity to submit a proposal to provide current Development Officer services for the Town of Rimby. I propose that beginning immediately, I will be able to assist the Town with respect to bringing closure to several complex development files as well as providing advice and guidance to Administration on an “as needed” basis.

I have considerable experience with respect to municipal development agreements, development permits and implementing subdivision approval conditions. I currently provide a similar service to the Town of Swan Hills, reviewing and preparing all notices of decision on all development permits for the Town. I have also assisted the municipality in preparing a development agreement for the new hotel that is being built in the community. Within the region, I have prior experience with the Town of Stettler with respect to implementation of development agreements, as well as assisting the Town with developing residential and industrial lands for resale (subdivision design, business case development, project coordination, etc.).

My fees are \$100 per hour plus mileage at a rate of \$0.54 per kilometre (266 km round trip from office). In order to keep the costs down for the Town I propose that there will be no monthly retainer, and following an initial meeting to discuss current files, the Chief Administrative Office will receive and then approve a monthly Consultant work plans.

Thank you again for the opportunity to submit this proposal, we look forward to potentially working with the Town of Rimby.

Respectfully submitted,

ZAP MUNICIPAL CONSULTING INC.



Dave Dittrick, Director

614 Cantor Landing SW
Edmonton, AB T6W 0V6

Phone: 403.740.3749

Email:
zapconsulting@gmail.com





Town of Rimbey Request for Decision – to Council

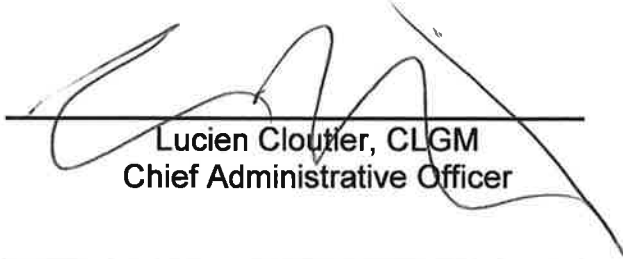
Council Meeting Date:	October 27, 2014
Subject:	Allocation of Funding for Wastewater Lagoon Registration
Confidential:	No
Recommendation:	To draw \$12,500 from the Water/Sewer Reserves to carry-out the five tasks identified in the proposal received by the Town of Rimbey from Associated Engineering, Dated October 17, 2014 with respect to Wastewater Systems Effluent Regulations (WSER) assistance.
History:	The Town of Rimbey needs to bring its wastewater reporting up-to-date with the federal requirements. This will cause the Town to be in compliance with the federal authorities. Money was not placed in the 2014 Budget for this purpose therefore Administration is seeking this transfer of funding from our reserves to have this project carried out.
Discussion:	Associated Engineering and, specifically, Mr. Alvin Beier, had been asked to provide a proposal for completing all the tasks necessary to ensure that the Town's wastewater system is compliant with the requirements of the higher levels of government. Mr. Beier, we are to understand, has over 30 years of experience working in this area with the Provincial Government and, for this reason, in this case Administration is recommending that Associated Engineering be selected for the work.
Relevant Policy/ Legislation/	Federal Wastewater Reporting Regulations
Options/ Consequences	Council could choose to wait until 2015 to carry this project out. As we are past current compliance deadlines, Administration is not recommending that we wait until next year.
Desired Outcome(s)	We will be in compliance with Federal and Provincial regulations and we will have a properly monitored and controlled wastewater system.

Financial: \$12,500 from the Water/Sewer Reserve.

Follow Up: Contact Associated Engineering and advise of approval to proceed.

Attachments: Proposal from Associated Engineering.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Oct 23/14

Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



October 17, 2014
File: 14-331

Mr. Lucien Cloutier, CAO
Town of Rimbey
PO Box 350
Rimbey, Alberta T0C 2J0

**Re: TOWN OF RIMBEY
WASTEWATER SYSTEMS EFFLUENT REGULATIONS (WSER) ASSISTANCE**

Dear Mr. Cloutier:

1 BACKGROUND

The Town of Rimbey (the Town) has requested Associated Engineering (AE) to provide assistance with interpretation, registration and reporting conditions required by the new Wastewater System Effluent Regulations (WSER) and if any further federal transitional or temporary authorizations are required.

The Town has recently undergone a change in administration and have determined that the new WSER regulations have not yet been complied with. This includes the registration/identification component (due May 15, 2013), the monitoring period (due in 2014), reporting (due February, 2014) and a transitional authorization request, if required (due June 30, 2014).

2 WORK PLAN

In order to assist the Town with meeting the WSER requirements, we have identified five tasks to address the identified scope:

- Task 1 – WSER Identification Report
- Task 2 – Effluent Data Review
- Task 3 – WSER Monitoring and Reporting
- Task 4 – Sampling Procedures Protocol
- Task 5 – Technical Memorandum Summarizing WSER Compliance

The five tasks are explained in more detail below:

2.1 TASK 1 – WSER IDENTIFICATION REPORT

The first task will be to conduct a site visit and meet with administration to review the WSER requirements and to complete the online identification process. The online identification process will require information of the Town's wastewater systems to be readily available, i.e. discharge coordinates, frequency, duration, annual average flows, etc. It is assumed that this information is readily available for completion of Task 1.



June 5, 2014
Town of Rimbey

- 2 -

2.2 TASK 2 – EFFLUENT DATA REVIEW

During this task the Town effluent data records over the last 5 years will be reviewed and summarized as per the WSER reporting requirements. Specific parameters pertaining to WSER include carbonaceous biological oxygen demand (cBOD), total suspended solids (TSS), pH, total ammonia and unionized ammonia.

The purpose of this task is to also identify if the Town is in compliance with the WSER parameters and initiate the necessary applications for either the transitional or temporary authorizations allowed under the WSER. It is assumed that the minimum parameters required for reporting to WSER have been collected by the Town over the last year or two as part of general sampling and analysis conducted through operations of the wastewater systems.

2.3 TASK 3 – WSER MONITORING AND REPORTING

The reporting requirements for the 2013 collection year as required in the WSER will be submitted online to Environment Canada. This task will also identify minimum reporting requirements based on the WSER and identify any additional monitoring that may be required for subsequent yearly reporting.

Some additional sampling may be required in future if the un-ionized ammonia concentration 100 m downstream of the final discharge is needed and not available. Assumptions will have to be made at this stage without the available data.

2.4 TASK 4 – SAMPLING PROCEDURES

As part of this task, a proposed sampling procedure protocol will be developed to ensure sampling will be conducted that meets the requirements of the WSER and to ensure that the data that will be representative of the actual effluent. The task will develop sampling procedures for the two discharge periods in the year for both wastewater systems. The required testing procedures that need to be followed by the certified laboratories will also be summarized.

2.5 TASK 5 – WSER SUMMARY AND RECOMMENDATIONS

A technical memorandum will be prepared that summarizes the WSER requirements as they pertain to the Town's wastewater systems and the Town's immediate ability to comply with them. The summary will identify any exemptions that are applicable to the wastewater treatment system and provide recommendations for the sampling and reporting that is required and the deadlines for any future reporting and authorization applications.



June 5, 2014
Town of Rimbey
- 3 -

3 OPTIONAL TASK

Associated Engineering has identified an optional task that we believe would provide value to the Town to provide direction on options to address any effluent parameter that is not being met as per the WSER. The optional task (Task 6) is shown below and the task can be included in the technical memorandum for Tasks 1 to 5.

3.1 TASK 6 – HIGH LEVEL OPTIONS

Any exceeded limits of the WSER for the final effluent will have to be addressed. During this task some high level option that could be considered by the Town to address any possible cBOD, TSS or un-ionized ammonia issues will be summarized. If temporary or transitional authorizations are issued, WSER will require an implementation plan to address the identified deficiencies.

4 PROPOSED SCHEDULE

The proposed milestone dates are as follows:

- Notice to Proceed October 24, 2014
- Completion of the Identification Report October 30, 2014
- Collection and review of data November 4, 2014
- Issue draft technical memo November 24, 2014
- Review Meeting with Town week of December 1, 2014
- Issue Final Technical Memorandum December 12, 2014

5 DELIVERABLE

The results of the 5 tasks, and potentially task 6, will be summarized in a technical memorandum (3 hard copies of the Technical Memorandum and an electronic copy in PDF format).

6 PROJECT BUDGET

The lump sum fee for the completion of the four tasks and the development of the Technical Memorandum summarizing the WSER requirements applicable to the Town, is \$12,500 (excluding GST).

The lump sum fee for the additional Task 6 to be included in the technical memorandum, if required, is \$5,500 (excluding GST).



**Associated
Engineering**

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

June 5, 2014
Town of Rimbey
- 4 -

7 CLOSURE

We thank the Town of Rimbey for this opportunity to assist in the interpretation and achieving compliance with the WSER. Should you require further information or if clarification is required, please contact Alvin at 403-348-6490.

Yours truly,

A handwritten signature in black ink, appearing to read 'Daniel du Toit'.

Daniel du Toit, P.Eng.
Manager, Urban Water

A handwritten signature in black ink, appearing to read 'Alvin Beier'.

Alvin Beier, P. L.(Eng.), R.E.T.
Senior Water Operations Specialist




Town of Rimbey Request for Decision – to Council

- Council Meeting Date:** October 27, 2014
- Subject:** Lacombe Flying Club – Airport Runway Lights
- Confidential:** No
- Recommendation:** Motion to instruct Administration to contact Transport Canada for permission remove the Rimbey airport lights and further to allow the Lacombe Flying Club to remove the Rimbey airport runway lights and have any associated spare parts in exchange for a donation of \$1000 in support of the Kinsmen's Skateboard Park, once Administration has received permission from Transport Canada to do so.
- History:** The Lacombe Flying Club forwarded the attached letter to the Town of Rimbey with regards to the lights at the Rimbey airport.
- Discussion:** The lights do not work, but they could be used for parts. The Lacombe Airport uses the same lighting system and they have indicated they would make a donation to the Kinsmen's Skateboard Park Project in exchange for the lights. They would cut everything at ground level. The only thing they would not take is the underground transformer.
- Relevant Policy/
Legislation/**
- Options/
Consequences** Council could choose to not provide the lights to the Lacombe Flying Club or to ask for a different amount for the donation. Council could choose to sell the lights to the Club instead.
- Desired
Outcome(s)** Unwanted lights will be removed from the Rimbey Airport and parts will be utilized to the benefit of another airport. The Skateboard park project will benefit from the donation.
- Financial:** From the Town's perspective, this would be cost neutral.


Follow Up: Contact Transport Canada for permission to remove the runway lighting at the Rimbey Airport. If permission is received from Transport Canada to remove the Rimbey Airport lighting from the runway, contact the Lacombe Flying Club to make arrangements for them to come and remove the lights in exchange for a \$1000 donation to the Kinsmen's Skateboard Park Project.

Attachments: Letter from the Lacombe Flying Club

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



Lacombe Flying Club

3910 - 63 Avenue
Lacombe, Alberta T4L 1V6



Town Of Rimbey
Box 350
Rimbey, AB
T0C 2J0

Attn: Rick Pankiw, Mayor

We are offering to purchase the airport runway lights and spare parts for \$1,000, it has been suggested the money could be used as a donation to support the Rimbey Skateboard Track.

Upon approval of our proposal the members of the Lacombe Flying Club will come and remove the lights/posts from the runway at no cost. The runway will not be damaged in any way by the removal of the lights/posts, and the Lacombe members will ensure there are no hazards remaining that would interfere with aircraft landing at the airport.

Regards,

Dave Scott
VP Lacombe Flying Club.




Town of Rimbey Request for Decision – to Council

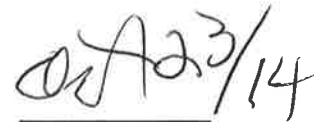
Council Meeting Date:	October 27, 2014
Subject:	Alberta Farm Safety
Confidential:	No
Recommendation:	Motion to provide a donation in the amount of \$300.00 from the Public Relations allocation to the Alberta Farm Safety Centre in support of the 2014-2015 Safety Smarts Program.
History:	The Town of Rimbey participated in the Safety Smarts Program in 2013 by providing a financial donation of \$300.00.
Discussion:	The Alberta Farm Safety Centre is seeking a \$300.00 donation from the Town of Rimbey in support of a province wide Safety Smarts Program for the 2014-2015 School Year. The mandate of their organization is to reduce injuries and fatalities in rural Alberta. Often youth are not fully aware of the many potential hazards presented by rural living.
Relevant Policy/ Legislation/	N/A
Options/ Consequences	<ol style="list-style-type: none">1. Participate in the 2014-2015 Safety Smart Program offered by the Alberta Farm Safety Centre.2. Advise the Alberta Farm Safety Centre the Town of Rimbey is not able to participate in the 2014-2015 Safety Smart Program this year.
Desired Outcome(s)	To ensure all children, whether they live on a farm or not, are safe when they are in an agricultural setting.
Financial:	\$ 300.00 donation In 2014, \$3000.00 was budgeted for Public Relations. To date, \$2012.82 has been used, leaving a current balance of \$987.18 available.
Follow Up:	Send a donation in the amount of \$300.00 to the Alberta Farm Safety Centre in support of their 2014-2015 Safety Smarts Program.

Attachments: Letter from the Farm Safety Centre.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

October 17, 2014

Mayor Rick Pankiw
Town of Rimbey
PO Box 350
Rimbey, Alberta T0C 2J0

Mayor Pankiw:

The Farm Safety Centre gratefully acknowledges the financial assistance of the Town of Rimbey in 2013. The generosity of many make the continued delivery of our unique program possible. We are requesting a \$300 donation from the Town of Rimbey in support of the Safety Smarts Program, for the 2014-2015 school year.

Our in-class presentations focus on the following safety topics:

- Passenger run-over – one seat / one rider - Kindergarten
- Bystander run-over – a safe place to play - Grade 1
- Summer and winter rural drowning hazards - have an adult check, every time - Grade 2
- Sound induced hearing loss - can be permanent, is preventable - Grade 3
- Keeping myself and my family safe – taking personal responsibility for safety - Grade 4
- Rider related falls and collisions - related to both quads and horses, wear a helmet every time - Grade 5
- Preparing for the unexpected - large animal handling, always with someone, always an escape route - Grade 6

The mandate of our organization is to reduce injuries and fatalities in rural Alberta. Often children are not fully aware of the many potential hazards presented by rural living. Increasing both their knowledge and ability to make informed personal safety decisions is extremely important. Safety Smarts has for the past 16 years, worked to influence the behaviour of our rural children. The power of this program comes from consistent, face to face delivery. Beginning in kindergarten, our regional instructors build a firm foundation which allows them to influence the attitudes and behaviours of the rural children they teach. Education enables informed decisions.

Our Safety Smarts program is offered free of charge to all elementary school children - Kindergarten to Grade 6, in rural communities of less than 10,000. Last year we delivered Safety Smarts into 2824 classrooms in 494 schools reaching 57,551 students across Alberta. More than 1700 classroom teachers completed evaluations, with 98% rating both content and delivery as excellent; being both age appropriate and valuable for their students.

From our Board of Directors to our team of regional instructors, we are rural people who live in towns, villages and farms. We choose a rural lifestyle for many of the same reasons you do, because they are a safe place to raise children and families and because our communities value the strong relationships of friends and neighbours. Our experience is that everyone who lives and works in rural Alberta knows a family who has suffered injury or tragedy. Each young life lost tears at the fabric of rural Alberta, impacting families and communities for generations.

The Raymond & District Futures Society is a registered charity and a not-for-profit society. We are in good standing with the Canada Revenue Agency and our charitable registration number is 890566441 RR0001. We operate under the working name, Farm Safety Centre from our office in Raymond, Alberta.

Our annual operating budget is approximately \$400,000. As this program expanded to become province-wide a few years ago, it became reliant on a small number major funders. We are now adjusting our strategy, seeking to increase the financial sustainability of this program by building a broader base of financial support; shifting towards more modest contributions from a much wider group.

Our current financial supporters include the Government of Alberta through Alberta Agriculture and Rural Development, 48 Counties and Municipal Districts, 44 Towns and Villages, 16 Agricultural Societies, Conoco Phillips Canada, Pioneer Hi-Bred, Monsanto Canada, Farm Credit Canada, Shell Canada and the Kehler Stauffer Water Awareness fund. A complete chronological listing of all contributors can be found on our website.

A detailed budget for this program will be provided upon request. Our approximate annual expenditures are listed below:

Regional instructors time and mileage	\$225,000
Take-home review resources provided to children	45,000
Centre & Safety Smarts administration and coordination	80,000
Offices expenses and overhead	20,000
Insurance, accounting, technical support	15,000
Replacement and repair of in-class delivery equipment	<u>15,000</u>
	\$400,000

Your investment will specifically support safety education for rural children and their families. We would appreciate your consideration in becoming an on-going supporter as several of our current contributors do, with a budgeted annual donation, of \$300. Investing in our children now is a wise investment in the future. Influencing their personal attitudes and actions as they grow and mature will pay significant dividends as they move forward, becoming the decision makers of tomorrow.

Organizational and program information can also be found on our website: abfarmsafety.com. Please contact me if you would like more information, or have questions or concerns. As we make program delivery plans for the current school year, a decision regarding this invitation would be greatly appreciated by December 1, 2014.

Thank you for consideration of this request.



Laura Nelson
Executive Director
Farm Safety Centre
Phone: 403 752-4585
Email: safetyctr@abfarmsafety.com

1 Enclosure

2013-2014 schools visited listing

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
A.B. Daley Community School	10/23/2013	13	241	Nanton	M.D. of Willow Creek
A.E. Bowers Elementary	6/3/2014	1	23	Airdrie	Rocky View County
A.H. Dakin School	10/4/2013	6	134	Edson	Yellowhead County
A.L. Horton Elementary	4/14/2014	16	341	Vegreville	County of Minburn
Acadia Colony	3/27/2014	1	22	Acadia Valley	M.D. of Acadia
Acme School	4/10/2014	6	98	Acme	Kneehill County
Albion Ridge Colony	4/11/2014	1	26	Barons	County of Lethbridge
Alcoma School	5/6/2014	4	60	Rainier	County of Newell
Alder Flats Elementary	1/14/2014	6	118	Alder Flats	County of Wetaskiwin
Alix Colony School	12/10/2013	1	21	Alix	Lacombe County
Alix MAC	12/19/2013	7	139	Alix	Lacombe County
Allan Johnstone School	1/28/2014	3	60	Hardisty	Flagstaff County
Allenby Colony (Wilson Siding)	12/9/2013	1	10	Coaldale	County of Lethbridge
Altario School	12/18/2013	3	49	Altario	Special Areas 4
Amisk School	4/30/2014	4	72	Amisk	M.D. of Provost
Andrew School	11/6/2013	4	63	Andrew	Lamont County
Ardmore School	3/4/2014	4	80	Ardmore	M.D. of Bonnyville
Armada Colony	6/11/2014	1	15	Lomond	Vulcan County
Arrowwood Colony	4/14/2014	1	22	Blackie	Vulcan County
Arrowwood Community School	6/16/2014	4	68	Arrowwood	Vulcan County
Assumption Roman Catholic	4/1/2014	3	34	Oyen	Special Areas 3
Athabasca Colony	1/27/2014	1	16	Athabasca	Athabasca County
Aurora Elementary	5/6/2014	12	381	Drayton Valley	Brazeau County
Autumn Leaf School (Springridge Colony)	6/5/2014	1	11	Wainwright	M.D. of Wainwright
Barnwell School	3/18/2014	5	111	Barnwell	M.D. of Taber
Barons School	4/9/2014	7	158	Barons	County of Lethbridge
Barrhead Elementary	6/17/2014	7	143	Barrhead	County of Barrhead
Barrhead Elementary	5/26/2014	17	454	Barrhead	County of Barrhead
Bashaw School & ECS	2/7/2014	5	96	Bashaw	Camrose County
Bassano School	1/23/2014	7	163	Bassano	County of Newell
Bawlf School	3/14/2014	7	172	Bawlf	Camrose County
Beaverlodge Elementary School	1/9/2014	7	121	Beaverlodge	County of Grande Prairie
Beiseker Community School	3/3/2014	6	148	Beiseker	Rocky View County
Bentley Colony School	9/26/2013	1	14	Blackfalds	Lacombe County
Bentley School	10/30/2013	7	153	Bentley	Lacombe County
Berry Creek Community	12/19/2013	3	45	Cessford	Special Areas 2
Bezanson School	12/10/2013	7	89	Bezanson	County of Grande Prairie
Big Bend Colony	2/10/2014	1	9	Cardston	Cardston County
Big Rock School	3/27/2014	14	328	Okotoks	M.D. of Foothills
Big Valley School	10/30/2013	4	68	Big Valley	County of Stettler
Birch Hills Colony School	10/8/2013	1	22	Wanham	Birch Hills County
Birch Meadows Colony School	10/11/2013	1	24	Eaglesham	Birch Hills County
Blackie School	2/3/2014	7	88	Blackie	M.D. of Foothills
Blessed Sacrament School	3/13/2014	16	339	Wainwright	M.D. of Wainwright
Blue Ridge Colony	5/5/2014	1	14	Hill Spring	Cardston County
Blue Sky Colony	11/22/2013	1	22	Hanna	Starland County
Bluegrass Colony	12/12/2013	1	96	Warner	County of Warner
Bluffton School	9/24/2013	5	86	Bluffton	Ponoka County
Blumenort Mennonite School	6/27/2014	7	169	La Crete	Mackenzie County
Bon Accord Community School	10/29/2013	7	164	Bon Accord	Sturgeon County
Bonanza School	3/3/2014	5	52	Bonanza	Saddle Hills County
Botha School	2/24/2014	3	55	Botha	County of Stettler
Bow City Colony	9/26/2013	1	23	Brooks	County of Newell
Boyle School	2/26/2014	7	138	Boyle	Athabasca County
Brant Christian School	5/30/2014	3	67	Brant	Vulcan County
Brant Colony	6/18/2014	1	25	Lethbridge	Vulcan County
Breaking Point Colony School (Twin River)	11/21/2013	2	41	Peace River	County of Northern Lights
Brentwood Elementary	10/18/2013	13	368	Strathmore	Wheatland County
Breton Elementary	5/14/2014	5	104	Breton	Brazeau County
Britestone Colony	10/15/2013	1	31	Carbon	Kneehill County
Brownfield Community	11/14/2013	2	24	Brownfield	County of Paintearth
Bruderheim Community School	11/25/2013	6	116	Bruderheim	Lamont County
Burdett School	4/16/2014	7	170	Burdett	County of Forty Mile
Busby School	2/5/2014	6	111	Busby	Westlock County

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Byemoor Colony	2/28/2014	1	15	Byemoor	County of Stettler
Byemoor School	4/2/2014	4	35	Byemoor	County of Stettler
C.P. Blakely Elementary	5/6/2014	18	414	Sylvan Lake	Red Deer County
C.W. Sears Elementary	1/22/2014	8	183	Tofield	Beaver County
Calmar Elementary School	3/10/2014	10	218	Calmar	Leduc County
Calvin Christian School	3/24/2014	21	470	Coalhurst	County of Lethbridge
Cameron Farms Colony	11/7/2013	1	20	Taber	M.D. of Taber
Camilla School	10/28/2013	10	200	Riviere Qui Barre	Sturgeon County
Camrose Colony	11/6/2013	1	25	Camrose	Camrose County
Carbon School	11/20/2013	5	108	Carbon	Kneehill County
Cardston Elementary	5/29/2014	11	199	Cardston	Cardston County
Cardston Elementary	6/4/2014	16	324	Cardston	Cardston County
Caroline School	4/22/2014	8	160	Caroline	Clearwater County
Carseland School	1/29/2014	5	78	Carseland	Wheatland County
Caslan School	1/22/2014	4	71	Caslan	Athabasca County
Castle Colony School - (Scotford)	10/15/2013	1	21	Fort Saskatchewan	Strathcona County
Cayley Colony	2/12/2014	1	26	Cayley	M.D. of Foothills
Cayley School	2/13/2014	6	124	Cayley	M.D. of Foothills
Central Bow Valley School	1/28/2014	5	75	Gleichen	Wheatland County
Central Elementary School	4/11/2014	9	200	Lac La Biche	Lac La Biche County
Central High Sedgewick Public	12/19/2013	8	202	Sedgewick	Flagstaff County
Central School	3/13/2014	20	379	Brooks	County of Newell
Central School	4/1/2014	5	100	Taber	M.D. of Taber
Chamberlain School	2/13/2014	7	125	Grassy Lake	M.D. of Taber
Champion School	11/28/2013	3	77	Champion	Vulcan County
Chin Lakes School (Lakeside Colony)	12/9/2013	1	14	Coaldale	County of Lethbridge
Christ-King Catholic School	4/15/2014	5	79	Stettler	County of Stettler
Clandonald School	5/8/2014	2	27	Clandonald	County of Vermilion River
Clear Lake Colony School	2/27/2014	1	24	Claresholm	M.D. of Willow Creek
Clear Vista School	2/24/2014	12	281	Wetaskiwin	County of Wetaskiwin
Cleardale Colony School	11/22/2013	1	14	Cleardale	Clear Hills County
Cleardale Mennonite School Society	5/15/2014	5	51	Cleardale	Clear Hills County
Clearview Colony	12/9/2013	1	13	Bassano	County of Newell
Cloverleaf Colony	11/21/2013	1	24	Delia	Starland County
Coalhurst Elementary	11/27/2013	3	62	Coalhurst	County of Lethbridge
Cochrane Christian Academy	5/30/2014	6	165	Cochrane	Rocky View County
Codesa Hutterite Colony School	10/28/2013	1	17	Eaglesham	Birch Hills County
Cold Lake Elementary	5/20/2014	15	295	Cold Lake	M.D. of Bonnyville
Condor Elementary	3/18/2014	7	140	Condor	Clearwater County
Consort School	3/6/2014	6	120	Consort	Special Areas 4
Copperfield Colony	11/7/2013	1	17	Hays	M.D. of Taber
Coronation School	1/15/2014	5	150	Coronation	County of Paintearth
Craigmyle Colony	6/4/2014	1	25	Craigmyle	Starland County
Crawling Valley School (Ridgeland Colony)	5/13/2014	1	15	Hussar	Wheatland County
Creighton Colony	4/3/2014	1	36	Mannville	County of Minburn
Cremona School	5/13/2014	8	211	Cremona	Mountain View County
Crescent Valley School	5/28/2014	6	136	Hinton	Yellowhead County
Crestomere School	11/13/2013	5	90	Lacombe	
Crooked Creek Colony School (Ridge Valley)	2/6/2014	1	18	Crooked Creek	M.D. of Greenview
Crossfield Elementary	4/28/2014	14	294	Crossfield	Rocky View County
Crystal Spring Colony	2/10/2014	1	10	Magrath	Cardston County
Daly Creek Colony	1/14/2014	1	17	Fort Macleod	M.D. of Willow Creek
Dapp School	3/4/2014	7	98	Dapp	Westlock County
Darwell School	5/9/2014	7	129	Darwell	Lac Ste. Anne County
Daysland School	1/21/2014	7	150	Daysland	Flagstaff County
Deerfield Colony	3/12/2014	1	12	Magrath	Cardston County
Delco Colony	1/15/2014	1	23	Warner	County of Warner
Delia School	4/3/2014	6	63	Delia	Starland County
Delnorte (Innisfree) School	2/25/2014	3	46	Innisfree	County of Minburn
Dixonville School	5/22/2014	6	59	Dixonville	County of Northern Lights
Donalda Colony	5/29/2014	1	26	Donalda	County of Stettler
Donalda School	5/29/2014	2	41	Donalda	County of Stettler
Dorothy Dalgliesh	1/7/2014	7	174	Picture Butte	County of Lethbridge
Dr. Elliott Community School	11/25/2013	5	94	Linden	Kneehill County

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Dr. Folkins Community School	3/12/2014	5	98	Chauvin	M.D. of Wainwright
Dr. Hamman School	3/6/2014	11	254	Taber	M.D. of Taber
Dr. Mary Jackson School	5/28/2014	7	61	Keg River	County of Northern Lights
Drayton Christian School	3/6/2014	6	108	Drayton Valley	Brazeau County
Duchess School	1/24/2014	14	234	Duchess	County of Newell
Duclos School	5/7/2014	23	506	Bonnyville	M.D. of Bonnyville
Duffield School	3/3/2014	7	147	Duffield	Parkland County
Dunstable School	6/4/2014	3	57	Busby	County of Barrhead
E.E. Oliver Elementary School	5/7/2014	14	305	Fairview	M.D. of Fairview
E.H. Walter School	4/29/2014	6	135	Paradise Valley	County of Vermillion River
Eaglesham School	12/18/2013	7	80	Eaglesham	Birch Hills County
East Cardston Colony	6/11/2014	1	25	Cardston	Cardston County
East Raymond Colony	11/4/2013	1	15	Raymond	County of Warner
Eastbrook Elementary	12/16/2013	14	335	Brooks	County of Newell
Ecole Bellevue School	6/9/2014	20	487	Beaumont	Leduc County
Ecole Citadelle	6/10/2014	7	106	Legal	Sturgeon County
Ecole des Quatre-Vents	3/12/2014	7	94	Peace River	
Ecole du Sommet	11/15/2013	6	104	St. Paul	County of St. Paul
Ecole Edwards Elementary	4/1/2014	37	867	Airdrie	Rocky View County
Ecole Elementaire Ardrossan Elementary	5/12/2014	15	300	Ardrossan	Strathcona County
Ecole Elementaire Percy Pegler	5/1/2014	13	263	Okotoks	M.D. of Foothills
Ecole Lacombe Upper Elementary	1/29/2014	6	156	Lacombe	Lacombe County
Ecole Meridian Heights School	4/29/2014	6	112	Stony Plain	Parkland County
Ecole Olds Elementary School	3/11/2014	21	499	Olds	Mountain View County
Ecole Plamondon School	2/4/2014	7	192	Plamondon	Lac La Biche County
Ecole Rocky Elementary	5/20/2014	12	322	Rocky Mountain House	Clearwater County
Ecole Sifton School	11/18/2013	20	398	Camrose	Camrose County
Ecole Springfield Elementary	3/26/2014	14	327	Peace River	
Ecole Steffie Woima Elementary	3/3/2014	24	504	Sylvan Lake	Red Deer County
Edgerton Public	2/20/2014	4	79	Edgerton	M.D. of Wainwright
Elbow Valley	12/4/2013	20	500	Calgary	Rocky View County
Eldorado Elementary	11/26/2013	11	265	Drayton Valley	Brazeau County
Eleanor Hall School	3/3/2014	8	164	Clyde	Westlock County
Elizabeth School	5/22/2014	8	46	Cold Lake	M.D. of Bonnyville
Elk Point Elementary	5/1/2014	14	280	Elk Point	County of St. Paul
Elmer Elson Elementary	4/9/2014	13	248	Mayerthorpe	Lac Ste. Anne County
Elmspring Colony	1/15/2014	1	25	Warner	County of Warner
Elmworth School	11/6/2013	7	46	Elmworth	County of Grande Prairie
Elnora School	2/11/2014	4	71	Elnora	Red Deer County
Enchant Colony	11/6/2013	1	15	Enchant	M.D. of Taber
Enchant School	11/26/2013	7	110	Enchant	M.D. of Taber
Entwistle School	10/8/2013	4	64	Entwistle	Parkland County
Erskine Colony	4/10/2014	1	17	Erskine	County of Stettler
Erskine School	3/4/2014	5	94	Erskine	County of Stettler
Evansview School	10/3/2013	5	97	Evansburg	Yellowhead County
Evergreen Colony	1/13/2014	1	12	Taber	M.D. of Taber
Evergreen Elementary	6/16/2014	17	387	Drayton Valley	Brazeau County
Evergreen School	10/22/2013	10	217	Edson	Yellowhead County
Ewelme Colony	6/11/2014	1	12	Glenwood	M.D. of Willow Creek
Fairlane Colony	2/28/2014	1	10	Wrentham	County of Warner
Fairview Colony	6/16/2014	1	11	Crossfield	Rocky View County
Fairville Colony	10/25/2013	1	25	Bassano	County of Newell
Falun School	1/28/2014	7	129	Falun	County of Wetaskiwin
Ferrybank Colony School	10/7/2013	1	12	Ponoka	Ponoka County
Foremost School	11/21/2013	7	81	Foremost	County of Forty Mile
Forestburg School	2/18/2014	5	115	Forestburg	Flagstaff County
Fort Assiniboine School	3/18/2014	6	94	Fort Assiniboine	Woodlands County
Fulham School	10/24/2013	5	89	Peers	Yellowhead County
Fultonvale Elementary	2/10/2014	15	310	Sherwood Park	Strathcona County
G.R. Davis	6/10/2014	7	110	Fort Macleod	M.D. of Willow Creek
Gadsby Colony	4/10/2014	1	32	Stettler	County of Stettler
Gem School	5/7/2014	3	23	Gem	County of Newell
Glendon School	10/8/2013	7	152	Glendon	M.D. of Bonnyville
Glenrose School (Wheatland Colony)	5/15/2014	1	16	Rockyford	Wheatland County

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Glenwood School	4/7/2014	6	79	Glenwood	Cardston County
Gold Ridge (Turin)	4/11/2014	1	26	Turin	County of Lethbridge
Good Shepherd School	3/10/2014	15	372	Peace River	
Grandview Colony School	10/4/2013	1	33	Grande Prairie	County of Grande Prairie
Granum School	1/14/2014	2	30	Granum	M.D. of Willow Creek
Grasmere School	5/12/2014	4	78	Alberta Beach	Lac Ste. Anne County
Grassland Community School	11/6/2013	3	36	Grassland	Athabasca County
Green Acres Colony	2/6/2014	1	31	Hussar	Wheatland County
Greentree School	2/4/2014	14	440	Drumheller	
Greenwood Colony	6/2/2014	1	13	Fort Macleod	M.D. of Willow Creek
Griffin Park School	2/10/2014	9	438	Brooks	County of Newell
Gus Wetter School	4/9/2014	4	92	Castor	County of Paintearth
Gwynne	1/31/2014	4	85	Gwynne	County of Wetaskiwin
H.A. Kostash School	3/21/2014	6	144	Smoky Lake	Smoky Lake County
H.E. Bourgoin Middle School	5/21/2014	4	112	Bonnyville	M.D. of Bonnyville
Hairy Hill Colony	12/18/2013	1	18	Two Hills	County of Two Hills
Hand Hills Colony	5/14/2014	1	15	Hanna	Special Areas 2
Hanna Primary School	4/8/2014	8	134	Hanna	Special Areas 2
Harry Gray Elementary School	1/29/2014	6	122	Valleyview	M.D. of Greenview
Harts School (Veteran Colony)	11/15/2013	1	36	Veteran	Special Areas 4
Hay Lakes School	2/10/2014	6	127	Hay Lakes	Camrose County
Hays School	11/6/2013	3	47	Hays	M.D. of Taber
Heartland Colony	12/10/2013	1	18	Bashaw	Camrose County
Helen E. Taylor School	2/24/2014	7	188	Wembley	County of Grande Prairie
High Park School	4/28/2014	15	301	Stony Plain	Parkland County
High River Colony School	6/13/2014	1	28	High River	M.D. of Foothills
Hill Spring	6/2/2014	1	16	Hill Spring	Cardston County
Hillman Colony School (Pibroch)	1/21/2014	1	22	Westlock	Westlock County
Hillridge Colony	1/9/2014	1	14	Taber	M.D. of Taber
Hines Creek Composite	4/10/2014	7	81	Hines Creek	Clear Hills County
Hines School (Stahlville Colony)	1/8/2014	1	15	Rockyford	Wheatland County
Hofmann Colony (New York)	5/23/2014	1	19	Wrentham	County of Lethbridge
Holden Colony	3/19/2014	2	34	Holden	Beaver County
Holden School	2/6/2014	7	132	Holden	Beaver County
Holy Cross Elementary School	11/7/2013	6	117	Cold Lake	M.D. of Bonnyville
Holy Family Academy	3/12/2014	7	125	Brooks	County of Newell
Holy Family School	3/13/2014	7	123	Grimshaw	M.D. of Peace
Holy Redeemer Catholic School	4/24/2014	7	161	Ardrossan	Strathcona County
Holy Spirit Academy	5/26/2014	17	367	High River	M.D. of Foothills
Holy Spirit Catholic School	5/20/2014	14	278	Devon	Leduc County
Hughenden Public	11/29/2013	2	46	Hughenden	M.D. of Provost
Huntsville	12/4/2013	5	96	Iron Springs	County of Lethbridge
Hussar School	6/17/2014	3	58	Hussar	Wheatland County
Huttenville Colony	1/20/2014	1	15	Magrath	Cardston County
Huxley Colony	10/22/2013	1	15	Huxley	Kneehill County
Hythe Elementary School	2/20/2014	7	186	Hythe	County of Grande Prairie
Indus School	3/24/2014	7	155	Calgary	Rocky View County
Innisfail Middle School	12/18/2013	3	90	Innisfail	Red Deer County
Iron Creek Colony	4/4/2014	1	6	Bruce	Beaver County
Iron Ridge Elementary Campus	3/5/2014	22	475	Blackfalds	Lacombe County
Iron River School	1/28/2014	4	50	Iron River	M.D. of Bonnyville
J.C. Charyk Hanna School	4/7/2014	6	110	Hanna	Special Areas 2
Jasper Elementary	5/26/2014	8	150	Jasper	Municipality of Jasper
Jenner Colony	10/31/2013	1	10	Jenner	Special Areas 2
Jenner School	6/6/2014	3	37	Jenner	Special Areas 2
Jennie Emery	1/21/2014	18	350	Coaldale	County of Lethbridge
Jennie Emery	4/14/2014	5	100	Coaldale	County of Lethbridge
Jessie Duncan Elementary	3/25/2014	10	173	Penhold	Red Deer County
John Wilson Elementary	11/25/2013	20	381	Innisfail	Red Deer County
Kathryn School & ECS	5/12/2014	7	161	Kathryn	Rocky View County
Keho Lake Colony	5/15/2014	1	18	Barons	County of Lethbridge
Kennedy Elementary School	3/24/2014	13	257	Grimshaw	M.D. of Peace
Killam Public	1/14/2014	6	132	Killam	Flagstaff County
Kingsland Colony	3/31/2014	1	20	New Dayton	County of Warner

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Kitscoty Elementary/ECS	2/10/2014	17	339	Kitscoty	County of Vermilion River
L.T. Westlake	11/14/2013	6	82	Taber	M.D. of Taber
La Glace School	11/25/2013	7	105	La Glace	County of Grande Prairie
Lakedell School	2/13/2014	5	90	Westeros	County of Wetaskiwin
Lamont Elementary	3/25/2014	9	196	Lamont	Lamont County
Landing Trail Intermediate School	1/28/2014	13	325	Athabasca	Athabasca County
Lane's Lake Colony	5/2/2014	1	22	Castor	County of Paintearth
Lathom Colony	10/21/2013	1	15	Bassano	County of Newell
Leedale Colony	12/17/2013	1	14	Bentley	Lacombe County
Little Bow Colony School	2/11/2014	1	11	Champion	Vulcan County
Livingstone Colony	6/12/2014	1	14	Lundbreck	M.D. of Pincher Creek
Lloyd Garrison School	3/14/2014	7	102	Berwyn	M.D. of Peace
Lomond Colony	6/11/2014	1	8	Lomond	Vulcan County
Lomond Community School	6/12/2014	3	71	Lomond	Vulcan County
Lone Pine Colony	5/27/2014	1	15	Botha	County of Stettler
Lougheed Colony	1/17/2014	1	15	Lougheed	Flagstaff County
MacMillan Colony School	6/13/2014	1	18	Cayley	M.D. of Foothills
Magrath Elementary	5/22/2014	17	385	Magrath	Cardston County
Manning Elementary School	5/20/2014	7	135	Manning	County of Northern Lights
Marsden Jubilee School	5/12/2014	3	68	Marsden	
Marwayne Jubilee School	4/16/2014	14	253	Marwayne	County of Vermilion River
Mayfield Colony	5/1/2014	1	7	Etzikom	County of Forty Mile
Mecca Glen School	9/19/2013	5	98	Ponoka	Ponoka County
Menno-Simmons Community School	4/4/2014	7	75	Cleardale	Clear Hills County
Mialta Colony	6/13/2014	1	16	Lethbridge	Vulcan County
Miami Colony	12/10/2013	1	19	New Dayton	County of Warner
Midland Colony	1/13/2014	1	16	Taber	M.D. of Taber
Milford Colony	1/8/2014	1	13	Raymond	County of Warner
Milk River Elementary	10/24/2013	6	101	Milk River	County of Warner
Millarville Community School	2/25/2014	8	163	Millarville	M.D. of Foothills
Millet School	4/4/2014	6	132	Millet	County of Wetaskiwin
Milo School	3/14/2014	4	42	Milo	Vulcan County
Miltow Colony	12/12/2013	1	27	Warner	County of Warner
Ministik Elementary	11/21/2013	5	106	Sherwood Park	Strathcona County
Morinville Colony	1/9/2014	1	18	Morinville	Sturgeon County
Morrin School	2/13/2014	4	79	Morrin	Starland County
Mother Teresa Halkirk	4/9/2014	2	49	Halkirk	County of Paintearth
Mountainview Colony	9/30/2013	1	31	Strathmore	Wheatland County
Mundare School	11/20/2013	7	131	Mundare	Lamont County
Namao School	2/25/2014	13	295	Namao	Sturgeon County
Neerlandia Public Christian	1/31/2014	7	138	Neerlandia	County of Barrhead
Neerlandia Public Christian	10/15/2013	7	125	Neerlandia	County of Barrhead
Neilburg Composite School	5/12/2014	4	79		
Nelson Heights School	5/23/2014	2	60	Cold Lake	M.D. of Bonnyville
Neu Muehl Colony	4/29/2014	1	14	Drumheller	Starland County
Neudorf Hutterite Colony School	11/6/2013	1	25	Crossfield	Rocky View County
New Brigden School	6/20/2014	3	51	New Brigden	Special Areas 3
New Dale Colony	6/25/2014	1	17	Lomond	Vulcan County
New Elm Colony	3/31/2014	1	10	Magrath	Cardston County
New Myrnam School	2/21/2014	4	69	Myrnam	County of Two Hills
New Rockport Colony	1/30/2014	1	24	Stirling	County of Warner
New Sarepta Elementary	2/21/2014	7	222	New Sarepta	Leduc County
New Springvale School (Sandhills Colony)	9/27/2013	1	4	Beiseker	Wheatland County
Newell Christian School	11/27/2013	3	85	Brooks	County of Newell
Newell Colony	12/9/2013	1	14	Bassano	County of Newell
Niton Central	1/16/2014	6	120	Niton Junction	Yellowhead County
Noble Central	11/12/2013	6	120	Nobleford	County of Lethbridge
North Star Elementary	6/3/2014	13	277	Cold Lake	M.D. of Bonnyville
Norwood Elementary	6/20/2014	7	151		County of Wetaskiwin
O.K. Colony	1/8/2014	1	29	Raymond	County of Warner
Oaklane Colony	1/9/2014	1	24	Taber	M.D. of Taber
Old Elm Colony	2/6/2014	1	20	Spring Coulee	Cardston County
Olds Koinonia Christian School	1/10/2014	7	123	Olds	Mountain View County
Olds Mountain View Christian School	3/19/2014	2	23	Olds	Mountain View County

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Oneway Elementary	4/1/2014	16	400	Oneway	Lac Ste. Anne County
Oscar Adolphson Primary School	1/28/2014	7	115	Valleyview	M.D. of Greenview
Oyen Public School	4/28/2014	7	160	Oyen	Special Areas 3
Parkland Colony School	12/5/2013	1	23	Nanton	M.D. of Willow Creek
Parkland Village School	11/15/2013	4	83	Spruce Grove	Parkland County
Parkland Village School	10/29/2013	5	105	Spruce Grove	Parkland County
Pat Hardy Elementary	4/14/2014	19	382	Whitecourt	Woodlands County
Penson School	6/17/2014	5	90	Grovedale	M.D. of Greenview
Percy Lake Colony	5/14/2014	1	23	Minburn	County of Minburn
Pincher Creek Sunset Colony	6/13/2014	1	26	Pincher Creek	M.D. of Pincher Creek
Pine Haven Colony	1/20/2014	1	30	Wetaskiwin	County of Wetaskiwin
Pine Hill Colony	12/16/2013	1	8	Red Deer	Red Deer County
Pipestone School	2/18/2014	4	99	Millet	County of Wetaskiwin
Plain Lake Colony	12/18/2013	1	22	Two Hills	County of Two Hills
Plainview Colony	4/3/2014	1	26	Foremost	County of Forty Mile
Pleasant Ridge Colony	11/29/2013	1	12	Vegreville	County of Stettler
Pleasant Valley Colony	3/21/2014	1	17	Gadsby	County of Stettler
Ponderosa Colony	1/24/2014	1	2	Grassy Lake	County of Forty Mile
Poplar Ridge School	11/12/2013	7	157	Red Deer	Red Deer County
Poplar Row (Standard Colony)	5/21/2014	1	15	Standard	Wheatland County
Prairie View Colony	3/27/2014	1	15	Oyen	Special Areas 3
Prairiehome Colony	2/28/2014	1	20	Wrentham	County of Warner
Providence Christian School	3/4/2014	5	68	Monarch	County of Lethbridge
Provost Public	12/26/2013	13	216	Provost	M.D. of Provost
Rainbow Colony	10/9/2013	1	18	Red Deer	Red Deer County
Raymond Elementary	4/8/2014	6	141	Raymond	County of Warner
Raymond Elementary	10/28/2013	11	262	Raymond	County of Warner
Raymond Elementary	9/23/2013	10	248	Raymond	County of Warner
Reed Ranch School	1/15/2014	3	51	Olds	Mountain View County
Ribstone Colony	4/4/2014	1	35	Edgerton	M.D. of Wainwright
Rich Valley School	1/24/2014	7	120	Gunn	Lac Ste. Anne County
Ridgevalley School	1/22/2014	7	117	Crooked Creek	M.D. of Greenview
Rimbey Christian School	2/11/2014	4	61	Rimbey	
Rimbey Elementary School	1/7/2014	17	353	Rimbey	
Rimbey Home School Group	2/20/2014	1	16	Rimbey	
Rising Sun School (Sunshine Colony)	5/8/2014	1	27	Hussar	Wheatland County
River Road Colony	2/4/2014	1	18	Milk River	County of Warner
River Valley School	2/3/2014	9	189	Sundre	Mountain View County
Riverbend Colony	4/14/2014	1	14	Carseland	Vulcan County
Riverside Colony	4/14/2014	1	23	Glenwood	Cardston County
Robina Baker Elementary	6/6/2014	7	234	Devon	Leduc County
Rochester School	10/25/2013	3	46	Rochester	Athabasca County
Rockport Colony	1/20/2014	1	16	Magrath	Cardston County
Rocky Lane School	6/26/2014	7	118	Fort Vermilion	Mackenzie County
Rockyford School	1/14/2014	3	47	Rockyford	Wheatland County
Rolling Hills School	5/9/2014	4	63	Rolling Hills	County of Newell
Rosalind Colony School	12/12/2013	1	23	Rosalind	Camrose County
Rosary School	5/21/2014	7	79	Manning	County of Northern Lights
Rosebud Creek School (Hillview Colony)	5/28/2014	1	16	Strathmore	Wheatland County
Rosebud River School (Springvale Colony)	1/9/2014	1	22	Strathmore	Wheatland County
Rosedale Christian School	1/10/2014	5	46	Crooked Creek	M.D. of Greenview
Rosedale Colony School	2/12/2014	1	25	Dunmore	County of Forty Mile
Roseglen Colony School	4/28/2014	1	26	Hilda	Cypress County
Rosemary	5/23/2014	5	213	Rosemary	County of Newell
Round Hill School	4/3/2014	4	63	Round Hill	Camrose County
Rycroft School	12/19/2013	6	87	Rycroft	M.D. of Spirit River
Sacred Heart Academy	6/10/2014	18	403	Strathmore	Wheatland County
Saint-Andre Academy	6/23/2014	7	210	Beaumont	Leduc County
Sandhills Elementary	6/24/2014	14	277	La Crete	Mackenzie County
Sangudo Community School	3/5/2014	6	118	Sangudo	Lac Ste. Anne County
Savanna School	11/7/2013	7	50	Spirit River	Saddle Hills County
Sayre School (Rosebud Colony)	10/28/2013	1	14	Standard	Wheatland County
Schuler School	4/28/2014	2	50	Schuler	Cypress County
Seba Beach School	6/2/2014	3	58	Seba Beach	Parkland County

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Senator Gershaw	3/20/2014	6	120	Bow Island	County of Forty Mile
Seven Persons School	11/13/2013	6	151	Seven Persons	Cypress County
Shadow Ranch Colony	11/18/2013	1	10	Champion	Vulcan County
Shady Lane Colony School	10/28/2013	1	21	Wanham	Birch Hills County
Shamrock Colony	1/24/2014	1	14	Bow Island	County of Forty Mile
Sheldon Coates Elementary	4/2/2014	8	175	Grande Cache	M.D. of Greenview
Silver Creek Colony	3/31/2014	1	15	Ferintosh	County of Wetaskiwin
Silver Sage Colony	5/1/2014	1	16	Bow Island	County of Forty Mile
Skylight Colony	6/19/2014	1	14		Vulcan County
Smith School	2/24/2014	4	52	Smith	M.D. of Lesser Slave River
Smoky Lake Colony School	6/12/2014	1	12	Smoky Lake	Smoky Lake County
South Ferriby Colony	4/3/2014	1	8	Marwayne	County of Vermilion River
Southbend Colony	5/15/2014	1	24	Alliance	Flagstaff County
Spirit River Regional Academy	12/11/2013	7	91	Spirit River	M.D. of Spirit River
Spring Point Colony	6/12/2014	1	17	Brocket	M.D. of Pincher Creek
Spring Valley Colony	2/5/2014	1	24	Spring Coulee	Cardston County
Springridge School (Carmangay Colony)	6/12/2014	1	24	Carmangay	Vulcan County
Springside Colony	5/20/2014	1	17	Rosemary	County of Newell
Springview Colony	3/26/2014	1	12	Gem	County of Newell
Spruce View School	11/26/2013	8	168	Spruce View	Red Deer County
St. Anthony School	6/24/2014	6	176	Drayton Valley	Brazeau County
St. Anthony's School	2/27/2014	14	251	Drumheller	
St. Augustine School	1/22/2014	14	349	Ponoka	
St. Catherine School	10/1/2013	7	93	Picture Butte	County of Lethbridge
St. Gregory Catholic	6/3/2014	8	196	Hinton	Yellowhead County
St. Jerome's School	3/26/2014	9	185	Vermilion	County of Vermilion River
St. Joseph School	1/14/2014	9	190	Whitecourt	Woodlands County
St. Joseph's	1/16/2014	7	162	Coaldale	County of Lethbridge
St. Martin's Catholic School	1/15/2014	14	280	Vegreville	County of Minburn
St. Mary Catholic School	2/13/2014	7	75	Beaverlodge	County of Grande Prairie
St. Mary School	3/10/2014	7	122	Westlock	Westlock County
St. Mary School	4/28/2014	8	187	Whitecourt	Woodlands County
St. Mary School	3/25/2014	6	162	Whitecourt	Woodlands County
St. Mary's Catholic School	3/4/2014	7	160	Sexsmith	County of Grande Prairie
St. Michaels Elementary	11/19/2013	4	42	Bow Island	County of Forty Mile
St. Michael's School	5/14/2014	12	189	Pincher Creek	M.D. of Pincher Creek
St. Patricks	11/18/2013	9	169	Taber	M.D. of Taber
St. Paul Elementary	6/9/2014	17	278	St. Paul	County of St. Paul
St. Stephen's Catholic School	2/10/2014	7	135	Valleyview	M.D. of Greenview
St. Thomas More Catholic School	5/13/2014	7	121	Fairview	M.D. of Fairview
Stahl Colony School (Berry Creek Colony)	9/18/2013	1	8	Hanna	Special Areas 2
Standard School	1/14/2014	3	110	Standard	Wheatland County
Standoff Colony	3/3/2014	1	10	Cardston	Cardston County
Star Ridge Colony	5/27/2014	1	10	Botha	County of Stettler
Starbrite Colony	4/3/2014	1	26	Foremost	County of Forty Mile
Starland Colony	2/14/2014	1	6	Hanna	Starland County
Stavely Elementary School	4/25/2014	4	66	Stavley	M.D. of Willow Creek
Stettler Elementary	3/17/2014	24	476	Stettler	County of Stettler
Stirling School	4/10/2014	8	157	Stirling	County of Warner
Stony Creek Program	6/3/2014	2	35	Stony Plain	Parkland County
Stony Plain Central School	3/20/2014	10	219	Stony Plain	Parkland County
Summitview School	4/3/2014	6	154	Grande Cache	M.D. of Greenview
Suncrest Colony	5/2/2014	1	26	Castor	County of Paintearth
Sunny Bend Hutterite School	6/11/2014	1	21	Westlock	Westlock County
Sunnyside School	10/17/2013	5	85	Lethbridge	County of Lethbridge
Sunnysite Colony	12/10/2013	1	20	Warner	County of Warner
Sunrise Colony	2/12/2014	1	16	Dunmore	County of Forty Mile
T.A. Norris Middle School	3/27/2014	7	157	Peace River	
Taber Christian School	3/5/2014	5	113	Taber	M.D. of Taber
Teepee Creek School	4/15/2014	7	88	Sexsmith	County of Grande Prairie
Theresetta Roman Catholic	6/3/2014	4	63	Castor	County of Paintearth
Thompson Colony	6/13/2014	1	14	Glenwood	M.D. of Willow Creek
Thorhild Central	4/23/2014	7	154	Thorhild	County of Thorhild
Thorsby Elementary	2/3/2014	8	250	Thorsby	Leduc County

Safety Smarts 2013-2014 Schools Visited

School Name	Date Visited	Classes	Students	Town	MD/County Name
Three Hills Colony	9/23/2013	1	32	Strathmore	Kneehill County
Three Hills School	6/24/2014	6	137	Three Hills	Kneehill County
Tilley School	10/24/2013	4	80	Tilley	County of Newell
Tofield Colony	2/21/2014	1	24	Tofield	Beaver County
Tofield School	11/19/2013	4	97	Tofield	Beaver County
Tomahawk School	11/5/2013	5	89	Tomahawk	Parkland County
Torrington Colony School (Valley View Colony)	10/16/2013	1	16	Torrington	Kneehill County
Towers School (Cluny Colony)	9/25/2013	1	9	Standard	Wheatland County
Trinity Lutheran Christian School	9/20/2013	5	124	Strathmore	Wheatland County
Trochu Valley School	9/19/2013	6	128	Trochu	Kneehill County
Twin Creeks Colony	6/5/2014	1	17	Standard	Wheatland County
Two Hills Mennonite School	12/3/2013	19	386	Two Hills	County of Two Hills
Two Hills School	5/27/2014	7	122	Two Hills	County of Two Hills
Valhalla Community School	11/5/2013	4	22	Valhalla Centre	County of Grande Prairie
Valleyview Ranches Colony School	1/23/2014	1	24	Valleyview	M.D. of Greenview
Vauxhall Elementary	2/25/2014	11	287	Vauxhall	M.D. of Taber
Verdant Valley Colony	5/14/2014	1	17	Drumheller	Starland County
Vermilion Elementary	1/23/2014	16	361	Vermilion	County of Vermilion River
Veteran School	11/19/2013	5	88	Veteran	Special Areas 4
Viking Colony	4/24/2014	1	21	Viking	Beaver County
Viking School	1/16/2014	7	169	Viking	Beaver County
Vilna School	11/13/2013	6	78	Vilna	Smoky Lake County
Vulcan Prairieview Elementary	3/7/2014	7	199	Vulcan	Vulcan County
W.A. Day	5/8/2014	6	103	Fort Macleod	M.D. of Willow Creek
W.A. Day	4/2/2014	7	120	Fort Macleod	M.D. of Willow Creek
W.R. Frose School	3/19/2014	4	53	Fawcett	Westlock County
Wainwright Elementary	2/3/2014	22	451	Wainwright	M.D. of Wainwright
Waldeck School	6/24/2014	2	61	Waldeck, SK	
Wandering River School	10/16/2013	2	17	Wandering River	Athabasca County
Warburg Colony School	6/2/2014	1	15	Warburg	Leduc County
Warburg School	1/16/2014	7	171	Warburg	Leduc County
Warner Hockey School	2/11/2014	3	54	Warner	County of Warner
Warren Peers School	10/17/2013	3	43	Acadia Valley	M.D. of Acadia
Waterton Colony	5/5/2014	1	18	Waterton	M.D. of Pincher Creek
West Haven Colony	6/20/2014	1	15	Beiseker	Rocky View County
West Meadow School	2/5/2014	14	279	Claresholm	M.D. of Willow Creek
West Raley Colony	3/3/2014	1	5	Cardston	Cardston County
Westbrook School	6/5/2014	5	109	Cochrane	Rocky View County
Westcliff Composite	11/29/2013	4	77	Marengo, SK	
Westlock Elementary	3/17/2014	22	538	Westlock	Westlock County
Westmount School	4/15/2014	17	355	Strathmore	Wheatland County
Westmount School	3/31/2014	10	206	Strathmore	Wheatland County
Wheatland Elementary School	12/6/2013	17	414	Strathmore	Wheatland County
Whispering Hills Primary	10/22/2013	23	463	Athabasca	Athabasca County
White Lake Colony	5/15/2014	2	29	Lethbridge	County of Lethbridge
Wild Rose Colony	6/18/2014	1	16	Lethbridge	Vulcan County
Wildwood School	3/25/2014	5	102	Wildwood	Yellowhead County
Willow Creek Colony School	12/5/2013	1	26	Claresholm	M.D. of Willow Creek
Winfield School	3/28/2014	3	66	Winfield	County of Wetaskiwin
Winnifred Colony	2/14/2014	1	27	Medicine Hat	County of Forty Mile
Wintering Hills Colony	5/22/2014	1	25	Hussar	Wheatland County
Woking School	11/20/2013	7	81	Woking	Saddle Hills County
Wolf Creek Colony	11/4/2013	1	13	Raymond	County of Warner
Worsley Central School	4/16/2014	7	61	Worsley	Clear Hills County
Yellowhead Koinonia Christian School	3/26/2014	2	35	Edson	Yellowhead County
Youngstown School	4/9/2014	4	28	Youngstown	Special Areas 3



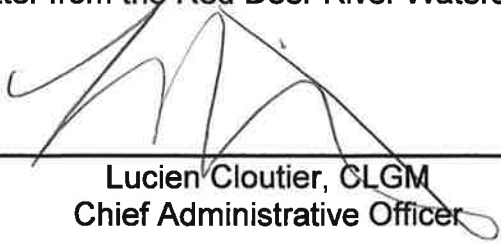
**Town of Rimbey
Request for Decision – to Council**

Council Meeting Date:	October 27, 2014
Subject:	Red Deer River Watershed Alliance
Confidential:	No
Recommendation:	To defer the request for financial support to the Red Deer River Watershed Alliance in the amount of \$1189.00, to the 2015 budget deliberations.
History:	The Red Deer River Watershed Alliance is the Watershed Planning and Advisory Council (WPAC) as designated under Alberta's Water for Life Strategy. The Town of Rimbey is located in a 49,000 sq km watershed.
Discussion:	<p>The Red Deer River Watershed Alliance is requesting financial support from each municipality within the watershed by contributing \$0.50 per capita. The Town of Rimbey's population, according to Municipal Affairs, is 2378. This would amount to support of \$1189.00.</p> <p>In a search of our files, the last time the Town of Rimbey contributed to the Red Deer River Watershed Alliance was in 2010, whereby they were issued a cheque in the amount of \$1248.00.</p>
Relevant Policy/ Legislation/	N/A
Options/ Consequences	<ol style="list-style-type: none"> 1. Defer the request for financial support to the Red Deer River Watershed Alliance in the amount of \$1189.00, to the 2015 budget deliberations. 2. Advise the Red Deer River Watershed Alliance the Town of Rimbey is not able to contribute funding at this time.
Desired Outcome(s)	The work of the Watershed Alliance may lead to policy and actions which will improve and enhance the watershed in this area.
Financial:	\$1189.00 (2378 x .50)
Follow Up:	Advise the Red Deer River Watershed Alliance of the decision of Council. Refer the requested amount to Budget.

Attachments:

Letter from the Red Deer River Watershed Alliance.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

To: Honorable Rick Pankiw
Lori Hillis, Town of Rimbey

From: Red Deer River Watershed Alliance
4918 59 St
Red Deer, AB. T4N 2N1

October 2014,

Municipal Support for the Red Deer River Watershed Alliance (RDRWA)

Dear Honorable Rick Pankiw & Lori Hillis,

It is our pleasure to give you an update of the Red Deer River Watershed Alliance, outlining who we are, what we do and to ask for your Municipal financial support in 2015. This letter also gives us the opportunity to introduce Jeff Hanger as the new RDRWA Executive Director to your Council and Municipal staff team.

Jeff Hanger came to us in January 2014 following his work on the "Closer to Home" Initiative working with municipalities on safe drinking water and responsible waste water issues. He has extensive "Non Profit" experience and lives in Ponoka after coming to Canada in 2006.

The RDRWA is your Watershed Planning and Advisory Council (WPAC) as designated under Alberta's Water for Life Strategy. Through a number of key activities, we engage with a wide number of stakeholders that affect water in your community, and therefore have an impact on our 49,000 sq km watershed.

The Town of Rimbey plays a key role in the RDRWA both as a potential funder and partner. *We request that each municipality within the watershed contributes 50c per capita to the Alliance* to enable us to continue our work on integrated watershed management planning, engaging with stakeholders and helping to meet your needs as a municipality.

Through research, outreach and stakeholder engagement we work on a number of key issues that affect your community; water quality, the health of rivers, water quantity and allocation, land use, regional planning, wetland protection, biodiversity and groundwater resources to name a few.

Recent outcomes, information and reports to date include the Red Deer River Watershed "Surface Water Quantity and Groundwater Resources" report (December 2013) and "Terrestrial & Aquatic Biodiversity" report (August 2014). These reports are two key components that will lead to the creation of an Integrated Watershed Management Plan (IWMP) for the whole watershed and build on earlier reports including the Red Deer River State of the Watershed (2009), Surface Water Quality (2012) and Wetlands, Riparian Areas & Land Use (2012).

Your municipality will be a key stakeholder in this plan. The work ahead will not only cover such aspects as current legislation but it will also engage with a whole range of project partners and stakeholders that affect your water and land resources. Please, come and join the conversation!



The IWMP will build on our 2014 work which included a joint event with the Red Deer River Municipal Users Group "Connecting Through Water" (June 13), a Watershed Stewardship Group event in Pine Lake (February 28), our Spring Forum in Rimbey (March 14), "Lake Day" with Alberta ESRD and other partners at Gull Lake (July 5), a presentation at the Clearwater County Ag Tour (August 21) and our Fall Forum in Drumheller planned for October 28.

2014 also saw us partner with a wide number of groups in the watershed including Ellis Bird Farm, Land Stewardship Centre, Alberta WaterSMART, the Medicine River Watershed Society, Gull Lake Management Society, RBC Blue Water day and World Water Day with Alberta ESRD and Red Deer College.

As your WPAC we try to stay ahead of Government initiatives and attend a number of conferences during the year. We had input into the design of Alberta's Watershed Resiliency and Restoration program and assisted a number of municipalities with their applications for funding. On November 4 we will be presenting at the Western Canada Water conference, in partnership with the City of Red Deer.

The RDRWA also has an extensive program aimed at curriculum based activities for schools and learning programs for young people. We run an ambassador program aimed at recognizing exceptional practice within the Watershed and we hold monthly information breakfasts open to your municipality and the public.

We do all of this with a team of four staff out of our Red Deer Office. We have support from the Provincial Government and local companies but clearly rely on the support of municipalities for both your engagement in our work and financial contributions.

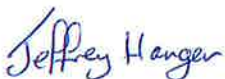
Would your municipality be willing to continue its support for the RDRWA by contributing 50c per capita to our work in 2015? We certainly hope we can count on your support. Note: Invoices can be prepared, if requested.

Our annual report is available on our website: <http://www.rdrwa.ca/node/18> . The RDRWA would be willing to come to your municipality to make a presentation, should you wish for more information about the work of the Alliance. Please reply to Kelly on 403 340 7379 or by emailing info@rdrwa.ca if you would like more information.

We also ask that you provide us with the best contact name, phone number and email address for your municipality, so we can keep you informed about the RDRWA.

We appreciate your support and participation.

Yours Sincerely



Jeffrey Hanger
Executive Director, RDRWA
E mail: Jeff.Hanger@rdrwa.ca



Andrea Hiba Brack
Chair, RDRWA



Town of Rimbey Request for Decision – to Council

Council Meeting Date:	October 27, 2014
Subject:	Rimbey FCSS/RCHHS 2015 Budget
Confidential:	No
Recommendation:	Motion to accept the Rimbey Family and Community Support Services proposed budget for the period January 1 – December 31, 2015, with the cost to the Town of Rimbey of \$27,336, as presented.
History:	Rimbey Family and Community Support Services receive funds through various grants and requisitions to government and municipalities for operational costs. The requisition to the Town of Rimbey in 2014 was \$19,836. The Town of Rimbey also granted additional funding in 2014 in the amount of \$7,500 for operational costs.
Discussion:	The Rimbey Family and Community Support Services have submitted their proposed budget for the period January 1-December 31, 2015. The requisition to the Town of Rimbey is \$27,336.
Relevant Policy/ Legislation/	N/A
Options/ Consequences	<ol style="list-style-type: none">1. Accept the Rimbey Family and Community Services proposed budget for the period January 1 – December 31, 2015, with the cost to the Town of Rimbey of \$27,336.2. Defer the Rimbey Family and Community Services proposed budget for the period January 1 – December 31, 2015 to the Town of Rimbey 2015 budget deliberations.
Desired Outcome(s)	FCSS programs and services will continue without interruptions.
Financial:	\$27,336.00

Follow Up: Advise the Rimbey Family and Community Support Services of Council's decision. Arrange for the payment of the financial contribution.

Attachments: Rimbey Family & Community Support Services Letter.
Rimbey Family Community Support Services Proposed Budget for January 1 to December 31, 2015.

Prepared by: 

Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by: _____
Lucien Cloutier, CLGM
Chief Administrative Officer

Date

RIMBEY FAMILY & COMMUNITY SUPPORT SERVICES
RIMBEY COMMUNITY HOME HELP SERVICES
BOX 404, RIMBEY, AB T0C 2J0
Tel: (403) 843-2030 Fax: (403)843-3270

October 16, 2014

Mayor and Council
Town of Rimbey
Box 350
Rimbey, AB
T0C 2J0

Dear Mayor Pankiw and Council Members:

Please find enclosed the Rimbey Family & Community Support Services budget for the period January 1, 2015 to December 31, 2015 which was adopted by the Rimbey FCSS/RCHHS Board of Directors at their regularly scheduled meeting on October 15, 2014.

We would appreciate your support for our financial plan and look forward to our continued partnership with the Town of Rimbey. If you have any questions or concerns, please contact me for clarification.

Thank you for your anticipated approval.

Yours truly,



Peggy Makofka
Executive Director
Rimbey FCSS/RCHHS

/cs
encl.



RIMBEY FAMILY COMMUNITY SUPPORT SERVICES

Proposed Budget for January 1 to December 31, 2015			
REVENUE			
COMMUNITY PROGRAMS			
DONATIONS			\$6,916.80
FAMILY WELLNESS PROGRAMS			\$39,926.04
FUNDRAISED INCOME			\$40,599.69
HEALTH CARE PROGRAMS			\$952,191.68
INTEREST			\$3,084.84
SENIORS PROGRAMS			\$84,398.04
COUNTY FUNDING			\$27,336.00
PROVINCIAL GOVERNMENT FUNDING			\$158,686.00
TOWN FUNDING			\$27,336.00
TOTAL REVENUE			\$1,340,475.09
EXPENSES			
MILEAGE:			
ADMINISTRATION			\$7,004.18
HEALTH CARE PROGRAMS			\$90,300.00
VOLUNTEER DRIVERS			\$1,100.00
OCCUPANCY/ADMINISTRATIVE EXPENSES:			
ACCOUNTING FEES			\$8,700.00
ADVERTISING			\$2,500.00
AGENCY ADMINISTRATION			\$2,123.09
AMORTIZATION			\$3,000.00
INSURANCE			\$1,000.00
MEMBERSHIP DUES & FEES			\$4,800.00
SMALL OFFICE EQUIPMENT & INSTALLATION			\$7,020.00
OFFICE SUPPLIES			\$15,960.00
RENT			\$21,513.89
TELECOMMUNICATIONS			\$9,500.00
WCB			\$7,000.00
OPERATING EXPENSES:			
HEALTH CARE STAFF SUPPLIES			\$6,000.00
STAFF APPRECIATION			\$8,000.00
VOLUNTEER FAIR			\$3,500.00
VOLUNTEER APPRECIATION WEEK			\$600.00
PROGRAMS WAGES & SUPPLIES:			
COMMUNITY DEVELOPMENT			\$20,300.00
FAMILY WELLNESS			\$31,281.00
FUNDRAISING EXPENSES			\$16,442.73
SENIORS PROGRAMS			\$72,366.00
SALARIES:			
ADMINISTRATION SALARIES & WAGES			\$271,421.82
ADMINISTRATION EXTENDED BENEFITS			\$23,200.00
CPP & EI - EMPLOYER EXPENSES			\$50,976.12
HEALTH CARE PROGRAMS WAGES			\$622,176.26
STAFF DEVELOPMENT:			
HEALTH CARE PROGRAMS			\$8,950.00
OFFICE STAFF			\$6,000.00
PROGRAM LEADERS			\$8,700.00
VOLUNTEER COORDINATOR, VOLUNTEERS & BOARD			\$9,040.00
TOTAL EXPENSES			\$1,340,475.09



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: 2014 Groundwater Monitoring Program and Environmental Assessment

Confidential: No

Recommendation: To reallocate \$40,000 identified in the 2014 Capital Budget for the purchase of a water well backup generator to, instead, carryout a Groundwater Monitoring program and Environmental Assessment of the aquifer near the Town of Rimbey's northeast wastewater lagoon and, further, to allocate an additional \$10,000 from the Unrestricted Surplus for this purpose.

History: Attached is a letter from Tagish Engineering summarizing a proposal from AMEC Environmental & Infrastructure to establish a groundwater Monitoring Program and Environmental Assessment. Administration is recommending that this project proceed at this time and that the purchase of the water well backup generator not proceed at this time.

Discussion: This study is to establish whether or not connectivity exists between the water that is below the Town's Northeast lagoon and water well #13 (our largest producing well). It is important to emphasize that, at this time our water supply is safe and is being carefully monitored in compliance with all Alberta Health Services and Alberta Environment requirements. With that said, Administration believes that it is prudent to determine whether or not there is connectivity as this will determine whether or not we will be able to continue to use this well. Annually we will need to allocate \$18,000 in operational funding to continue to monitor the groundwater.

Regarding the water well backup generator, \$40,000 had been placed in the budget, however, when proposals were sought for this purpose, all submissions were approximately double this allocation (\$77,000 - \$84,000). We are suggesting that we revisit the purchase of the water well backup generator before proceeding with same.

Relevant Policy/
Legislation/

Options/
Consequences

Council could choose not to proceed with this project, to proceed with the water well backup generator (in which case additional funding would have to be identified) or proceed with both with further funding identified.

Desired
Outcome(s)

The Town will be able to closely monitor our groundwater to ensure that we have a safe long-term water supply.

Financial:

Additional allocation of \$10,000 and reallocation of \$40,000 in the capital budget. Although AMEC's work is \$44,420, another \$5,000 has been added in the event that a topographical survey is required by Tagish.


Follow Up:

Note reallocation of funding in the 2014 Capital Budget. Make arrangements with AMEC and Tagish to carry the project out. Allocate \$18,000.00 in the 2015 Operating Budget for monitoring.

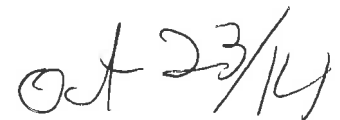
Attachments:

Letter – Tagish Engineering.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

October 22, 2014

File# RB106

Town of Rimbey
Box 350
Rimbey, Alberta
T0C 2J0

ATTENTION: Mr. Lucien Cloutier, CAO

Dear Sir;

RE: 2014 Groundwater Monitoring Program and Environmental Assessment

Attached please find two proposals submitted by AMEC Environment & Infrastructure. The Environmental Assessment of the aquifer near the NE Wastewater Lagoons is proposed to be billed as time and materials to the limit of \$44,420 which includes a 10% contingency allowance. The budget amount does not include GST or topographic survey which would be provided by Tagish. The highlights of the proposal are:

- Field work to be completed before winter 2014;
- Analysis complete six weeks prior to field data collection;
- Draft report four weeks prior to analysis completion; and,
- Plan to use pharmaceuticals and personal care products (PPCPs) as groundwater/wastewater mixing indicator.

The 2014 Groundwater Monitoring Program is proposed to be billed as time and materials to the limit of \$17,900 total not including GST. This scope of work includes monitoring at both the NE and South lagoons. The highlights of the proposal are:

- Measure groundwater elevations and take 27 samples total, one from each monitoring well and one set of duplicate samples;
- Address the limitations from the 2013 monitoring programing with additional analysis, including dissolved metals, total carbon (TOC/TIC) and field testing of sulphide;
- Sampling and analysis according to Environmental Protection and Enhancement Act (EPEA) Approval No. 1104-02-00; and,
- Analysis at certified AMEC Analytical Laboratory in Edmonton, AB.

It is the opinion of Tagish Engineering Ltd. that the attached proposals are reasonable and will help the Town of Rimbey to ensure the lagoons are functioning properly. Tagish recommends accepting the proposals and awarding the work to AMEC Environment & Infrastructure.

Yours truly,
TAGISH ENGINEERING LTD.


Greg Smith, P. Eng
President

Encl: AMEC Ground Water Monitoring Proposal
AMEC Aquifer Assessment Proposal

RB106_LTR01_LC_AMEC Proposals_17OCT2014



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: Rimoka Housing Foundation Minutes September 10, 2014

Confidential: No

Recommendation: To accept the Rimoka Housing Foundation Minutes of September 10, 2014 as information.

History:

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

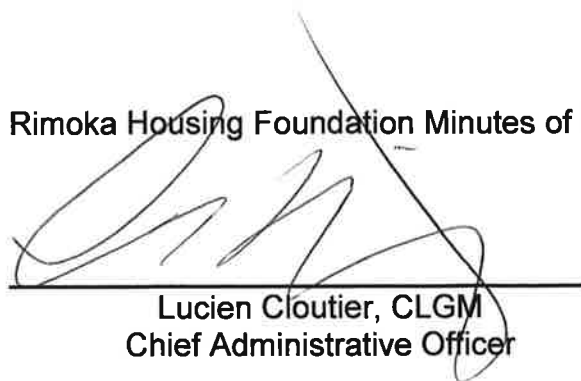
Desired
Outcome(s)

Financial:

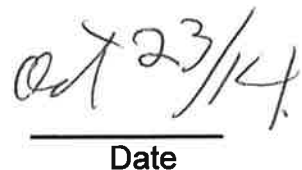
Follow Up:

Attachments: Rimoka Housing Foundation Minutes of September 10, 2014

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

Rimoka Housing Foundation
Monthly Board Meeting
September 10, 2014 @ 9:00am
Legacy Place, Ponoka

MINUTES

In Attendance:	Legion	D. MacPherson	
	Town of Ponoka	R. Bonnett	T. Falkiner
	Town of Rimbey	R. Pankiw	M. Jaycox
	County of Ponoka	P. McLauchlin – Chair	B. Liddle – Vice Chair
	The Bethany Group	D. Beesley (regrets)	D. Buist
		S. Mickla	T. Beesley
M. Wideman (recorder)			

1.	CALL TO ORDER The meeting was called to order at 9:00am by Paul McLauchlin, Board Chair.
2.	ADOPTION OF AGENDA RHF 14-09-01 MOVED by R. Pankiw that the Board approve the Agenda as circulated. <p style="text-align: right;">CARRIED</p>
3.	APPROVAL OF MINUTES RHF 14-09-02 MOVED by T. Falkiner that the Board accept the minutes of June 18, 2014 as circulated. <p style="text-align: right;">CARRIED</p> RHF 14-09-03 MOVED by R. Bonnett that the Board accept the minutes of August 5, 2014 as circulated. <p style="text-align: right;">CARRIED</p>
4.	CEO REPORT Review of report prepared by D. Beesley – Discussion regarding issues encountered during the implementation of the HAL program. Was a difficult decision to discontinue implementation after the considerable staff time spent inputting data and learning the system. – Further discussion regarding provincial focus on fire safety and sprinkler systems in lodges and self-contained buildings. For Lodges, the cost of renovation in older buildings to bring the fire suppression system up to date is very high due to the need for removal of hazardous materials. The Self Contained portfolio is currently under review by government, with the potential to designate all buildings as non-smoking.

- As a proactive measure, the Board will move forward with communication to residents and staff that all Rimoka facilities will become non-smoking in the near future.
- No measures have been taken in the Lodges at this time (i.e. increased staffing through evenings and nights) to alleviate the risk identified by the province. Fire drills are completed monthly, and the fire panel is inspected annually.

RHF 14-09-04 **MOVED by R. Pankiw to move forward with communication to residents and staff that a no-smoking policy will be developed for all facilities.**
CARRIED

RHF 14-09-05 **MOVED by R. Pankiw that the Board accept the CEO Report as circulated.**
CARRIED

5. FINANCIAL STATEMENTS

Review of Financial Statements for the six months ended June 30, 2014

- Lodge Operations are currently operating positive to budget.
- Administration will investigate the Foundation's recovery of approximately \$75,000 in administration dollars for the management of Kansas Ridge I & II.
- Legacy Place is currently full, two suites are under renovation but already assigned. Concerns have been identified by the residents regarding installation of the new water meters. A Town representative will be invited to attend the upcoming Legacy Resident Meeting to answer questions.

RHF 14-09-06 **MOVED by T. Falkiner to accept the Financial Statements – Lodges for the six months ended June 30, 2014 as presented.**
CARRIED

RHF 14-09-07 **MOVED by R. Bonnett to accept the Financial Statements – Legacy Place for the six months ended June 30, 2014 as presented.**
CARRIED

6. RIMBEY PROJECT

a. **Update and Next Steps**

Review of Land Title Certificate – confirmation from Town and County that the various Caveats and Liens have been discharged but not yet removed from Title.

Request for permission to move ahead with a full topographical survey at an approximate cost of \$10,000, to determine where the lodge should be placed on the parcel of land in relation to the storm retention pond. Will contact Tagish Engineering to determine if they have an existing set of data and to determine the necessity of the pond.

RHF 14-09-08 **MOVED by B. Liddle to move ahead with the topographical survey of the building site.**
CARRIED

	<p>The Board will be advised as to how payment for services will be made until the funding is secured from government. A special conference call may be held to avoid delays in proceeding.</p> <p>Update from recent meeting with Social Housing Corp, where it was suggested to perhaps condominiumize the project, so their portion will show on Title. Discussion regarding modularized apartment buildings. Ultimately the Social Housing Corporation will have the final say of how the project looks.</p> <p>The RFP for Architect will be posted once the topographical survey is completed, as there is a potential for increased cost depending on the pond and storm water requirements.</p>
b.	<p>Motion of Support from Municipalities</p> <p>In accordance with the Ministerial Order, a letter was sent to the Minister requesting permission to borrow for a period of more than one year. In order to approve this request the Minister likes to know that all the contributing municipalities are in support.</p> <p>A brief press release will also be put together, to be circulated to the Councils and local media. Paul McLaughlin was appointed as the spokesperson of the Board to receive inquires about the project.</p>
7.	<p>OPERATIONAL REPORT</p> <p>Verbal update provided by S. Mickla</p> <ul style="list-style-type: none"> – Both Golden Leisure Lodge in Ponoka and Parkland Manor in Rimbey are currently full with waitlists for admission.
8.	<p>PREVIOUS BUSINESS</p>
a.	<p>Operations Sub-Committee</p> <p>First meeting of the Operations Sub-Committee was held in June. There was good discussion regarding staffing and workloads, and information regarding benefit plan options will be provided to staff in the next few months.</p> <p>Upcoming dates for Resident Meetings will be shared with the Board.</p>
9.	<p>NEW BUSINESS & CORRESPONDENCE</p>
a.	<p>Update on Housing Portfolio</p> <p>Overall, occupancy is very good in the self-contained buildings.</p> <p>The one remaining resident in Reid Manor who was receiving food service has made alternate meal arrangements.</p> <p>Housing Manager has assigned days each week to visit Slater Place and Legion Arms. The new roof on Legion Arms is moving forward under Alberta Housing. Suite inspections are completed by Maintenance and the Housing Manager after refurbishments have been completed.</p>

10.	DATE & LOCATION OF NEXT MEETING The next Rimoka Board meeting will be held on Wednesday October 15 th at 9:00am at Parkland Manor, Rimbey.
11.	ADJOURNMENT RHF 14-09-09 MOVED by M. Jaycox that the September 10 th , 2014 Board Meeting be adjourned at 10:19am CARRIED



Paul McLauchlin, Board Chair

Oct 15/2014.

Date



Sharon Mickla, Director Client Services

Oct 15/2014

Date



Town of RimbeY Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: RimbeY FCSS/RCHHS Minutes of September 10th and September 15th, 2014

Confidential: No

Recommendation: To accept the RimbeY FCSS/RCHHS Minutes of September 10th and September 15th, 2014 as information.

History:

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

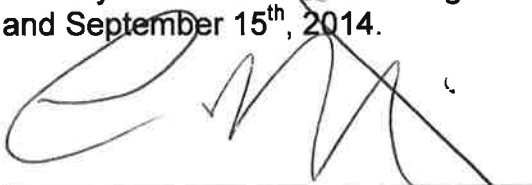
Desired
Outcome(s)

Financial:

Follow Up:

Attachments: RimbeY FCSS/RCHHS Meeting Minutes of September 10th and September 15th, 2014.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
September 10th, 2014
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
P. Weeks, Board Member
B. Coulthard, Board Member (Exited @ 10:30 a.m.)
M. Josephison, Board Member
J. Webb, Board Member
F. Pilgrim, Board Member
P. Makofka, Executive Director
C. Simpson, Recording Secretary

Regrets:

1. **CALL TO ORDER**
The meeting was called to order by N. Hartford at 10:05 a.m.
2. **APPROVAL OF AGENDA**
14-09-01 MOTION: By: J. Webb: That the agenda be adopted with the following additions:
 - 10.9 Elder Abuse – You can make a difference
 - 10.10 Ponoka FCSS invitation

CARRIED

3. **PREVIOUS MEETING MINUTES – June 18, 2014**
14-09-02 MOTION: By: P. Weeks: That the minutes of the June 18, 2014 Board Meeting be adopted as corrected:
 - 10.4 November 6th- 7th (Date correction)

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**
5. **OLD BUSINESS**
 - 5.1 Contract with Catholic Social Services
6. **FINANCE**
 - 6.1 July 9th, August 18th, and Sept 10th, 2014 Finance Committee Meeting Minutes/Highlights
14-09-03 MOTION: By: I. Steeves: That the Minutes of the June 18, July 9th, August 18th, and Sept 10th, 2014 2014 Finance Committee meeting be accepted as information.

CARRIED

- 6.2 Charity golf tournament results
14-09-04 MOTION: By: M. Josephison: That the Board approves the amount of \$24,000.00 raised from the 4th Annual FCSS Charity Golf tournament be used for Seniors Programming.
Seconded by: P. Weeks

CARRIED

B. Coulthard exited the meeting.

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Seniors Information & Referral Centre

14-09-05 MOTION: By: F. Pilgrim: That Board approves a budget of up to \$100.00 for a SIRC Volunteer lunch/training session. Seconded by: P. Weeks

CARRIED

- 7.5 Volunteer Income Tax
- 7.6 Food Bank

14-09-06 MOTION: By: P. Weeks: That the Board approves a budget of \$150.00 for an open house for the donators of the Food Bank. Seconded by: I. Steeves

CARRIED

- 7.7 Volunteer Services
- 7.8 Palliative Care
- 7.9 Medical Alert
- 7.10 Volunteer Visitor
- 7.11 Meals on Wheels
- 7.12 Kitz 4 Kidz
- 7.13 Adult Day Support
- 7.14 Community Kitchen
- 7.15 Information Technology
- 7.16 Rimbey Parent Link Centre
- 7.17 Healthy Families/Young Parent Outreach
- 7.18 Rainbows
- 7.19 Family Resource Library
- 7.20 Office Manager/Quality Control

14-09-07 MOTION: By: M. Josephison: That the Written Reports be accepted as information.

CARRIED

8. POLICY/RISK MANAGEMENT COMMITTEE

- 8.1 New policies for consideration

14-09-08 MOTION: By: M. Josephison: That the following new policies be adopted as presented and entered into the Policy binder in any and all sections that apply. Seconded by J. Webb

CARRIED

- PER- 473.14 Health Care Aide Job Description
- PER- 473.14 Conditions of Employment
- HC- 1159.14 Disclosure of Adverse Events to Clients/Families
- HC- 1160.14 Ethical Behaviors
- HC- 1161.14 Hand Hygiene
- PER- 475.14 Health Care Aides Personnel Records
- HC- 1162.14 Post Exposure of Blood/Body Fluids
- PER- 476.14 Professional Development
- HC- 1163.14 Rights and Responsibilities of Clients
- PER- 477.14 Termination of Employee/Resignations
- PER- 478.14 Travel Remuneration
- PER- 479.14 Vacation Pay
- H&S- 1401.14 Workplace Health and Safety
- PER- 480.14 Release and Evidence of Review Form for RCHHS Aides Manual
- PER- 481.14 Staff Education Tracking Form

8.2 Revision of terms in current policies

The Agency will no longer have Home Help Aides. Health Care Aides will do personal care and home help. Home Care Department will now be Health Care Department

14-09-09 MOTION: By: I. Steeves: That the following changes in terms be adopted as presented for use in policy. Seconded by: P. Weeks

CARRIED

14-09-10 MOTION: By: P. Weeks: That a New Department – Health and Safety Department be adopted and included in the Policy manual, any and all policies that apply will be added to this section. Seconded by: J. Webb

CARRIED

8.3 Update of current policies listed below

14-09-11 MOTION: By: I. Steeves: That the following policies be updated and adopted as presented and entered into the Policy binder in any and all sections that apply. Seconded by J. Webb

CARRIED

HC-1115.95 Client files
HS-347.05 Client Key Waiver
HC-1153.09 Critical Incident Reporting
HC-1101.93 Essential Care on Stat Holidays
ADM-224.98 Gifts to Staff from Clients
PER-401.94 Hours of Work
PER-420.03 Health Care Aide Supervision
PER-407.96 Moonlighting
HC-1156.14 Personal Information Protection
FORM: Release and Evidence for RCHHS Aides Manual
HC-1120.97 Smoking
HC- 1158.14 Staff in Good Standing
HS- 310.95 Rights and Responsibilities of Clients

9. DIRECTOR'S REPORT

- 9.1 211 Service
- 9.2 Recommended changes to Home Care
- 9.3 Block funding rates changes
- 9.4 We all play- ConocoPhillips campaign
- 9.5 Community Kitchen- Community Partnership
- 9.6 Rimbey & Area Early Childhood Development Coalition
- 9.7 Team Leaders Meeting notes
- 9.8 Thank you to C. Leinweber- article re: V.Schneider
- 9.9 Employment Services

14-09-12 MOTION: By: J. Webb: That the Director's Report be accepted as information.

CARRIED

10. NEW BUSINESS

- 10.1 11:30 a.m. Delegation Tabitha Phiri- Central Alberta Immigrant Women's Association
- 10.2 Family & Community Safety Program
- 10.3 FCSSAA AGM- Resolutions submission deadline
- 10.4 Accreditation- on line Governance Functioning tool
- 10.5 2014 FCSS Charity golf tournament wrap up luncheon date – Oct 15th following Board meeting
- 10.6 West Central FCSSAA Directors meeting
- 10.7 Taking Action against Elder Abuse

10.8 Alberta Elder Abuse awareness Network

14-09-13 MOTION: By: J. Webb: That the Executive Director attends this event at the expense of the Agency. Seconded by: I. Steeves

CARRIED

10.9 Elder Abuse- You can make a difference

14-09-14 MOTION: By: P. Weeks: That the Executive Director attends this workshop at the expense of the Agency. Seconded by: M. Josephson

CARRIED

10.10 Ponoka FCSS Invitation

11. **CORRESPONDENCE**

11.1 Recovery Day- Canada- Sept. 13, 2014

11.2 Payroll Newsletter

11.3 Thank you from boys & Girls club

11.4 Central Zone Home Care brochure

11.5 Human Services- update on services

12. **NEXT MEETING DATE** October 15th, 2014 at 10:00 a.m.

13. **ADJOURNMENT**

14-09-15 MOTION: By N. Hartford: That the meeting adjourns at 12:10 p.m.

CARRIED

14. **BOARD SHARING TIME**

N. Hartford, Chairperson

C. HN Simpson, Recording Secretary

**RCHHS/FCSS Board Meeting
September 10th, 2014**

7.0 WRITTEN REPORTS

7.1 Home Support/Personal Care

An in-service for all Health Care Aides was held on June 12th, 2014 and covered the topics of Confidentiality, Tri Folder review, and accessing the Continuing Care desktop. Since that in-service, all health care aides have completed Alberta Health Services' online training for confidentiality.

A mandatory in-service to introduce Alberta Health Services green sleeve project was held in June. The green sleeve project is an initiative that aims to have green sleeves in every home in Alberta. The sleeves will contain an individual's goals of care and power of attorney information. When the individual enters acute care and/or transfers to continuing care this information will travel with him/her in order to reduce time in the decision making process. Although the purpose of this in-service was to bring awareness to the fact that our clients will have green sleeves, it is strongly suggested that we all talk to our doctor about getting a green sleeve.

Over the summer two HCAs have decided to retire and we hired one new staff to bring our current number of HCAs to 26. Of those, thirteen hold certificates. We have two staff enrolled in the NorQuest Health Care Aide certificate program. They are expected to be completed in December.

On October 4th the NorQuest College will be hosting the 2014 Health Care Aide Conference in Edmonton. We have six HCA's who have requested to attend.

Respectfully submitted,
Brenda Soderberg
Health Care Programs Coordinator

7.2 Compass Program

Volunteer facilitator, L. Tennant, has scheduled the next Compass program to run this fall beginning October 7th. In August we received a letter from a past participant that gave great praises to this program, a true testimony to the need that is being reached in our community.

Respectfully submitted,
Brenda Soderberg
Health Care Programs Coordinator

7.3 Education Coordinator

July and August have been quiet as many people have been on holidays; therefore there were not many teaching opportunities. Two HCAs continue to work on the NorQuest program and are doing very well. One new HCA was hired and trained in MAP in August. September will bring training on influenza and proper universal precautions such as hand washing, donning and doffing gowns, masks, and gloves.

Sincerely,
Arlene Busat
FCSS RN

7.4 Seniors Information & Referral Centre

June - On June 10th I had one volunteer with me. We had no clients come by that day.

I have registered P. Makofka and myself for Grey Matters Conference on October 1st and October 2nd, 2014 in Red Deer. We received \$400.00 from the Ponoka County Special Projects, towards this event. I had reported the amount incorrectly in my May report. As well I received a phone call saying that I won

the "Early Bird Draw" for Grey Matters Conference and will be receiving my registration money back. What a nice surprise!! I am requesting that the board approve the Agency pay the remaining amount of expenses that may not be covered by the Special Project monies received (hotel room, for two nights, registration fee for one, plus mileage for one vehicle).

July - On July 8th I had two volunteers with me. We had the most clients yet, with nine people coming in for help. It's good to see this program being well used. On July 22nd we had a debriefing for the Seniors Week Event. All in all it was a very good event and some new ideas were brought forth for next year.

August - On August 12th I had two volunteers with me. We had one client. I have finished my surveys for this year; in the future I will survey people as we help them.

On September 16th my SIRC volunteers and I are having an updates/training session with Emily Motycka who is our Alberta Seniors Programs advisor from Red Deer. I would like to ask for a maximum of \$100.00 for lunch after our training. Thank you in advance.

I have also received notice from V. Christiansen that she is stepping down as one of my Volunteers for SIRC and Volunteer Income Tax – after 30 years of volunteering. We will be sorry to lose her as a dedicated volunteer. She was recognized at the Volunteer Week Event in April for her 30 years of Volunteerism; however I would also like to recognize her years of service with FCSS. The monetary value for 30 years is \$35.00, according to the Volunteer Policy, which I am requesting for this gift. Thank you.

Respectfully submitted,
Carolynne Jensen
Senior's Information & Referral Centre

7.5 Volunteer Income Tax

June - I had an Appreciation Luncheon for my Income Tax Volunteers on June 17th. Six of the volunteers were able to attend.

July - We had two people bring in their income tax this month.

August - There was no activity for income tax this month with the exception of contacting a few remaining individuals to pick up their tax returns. As of the end of August, we had a total of 88 very appreciative individuals who received assistance in the Volunteer Income Tax program.

Respectfully submitted,
Carolynne Jensen
Volunteer Income Tax Program

7.6 Food Bank

In June we saw quite an increase in the numbers of hampers, a total of 20. We received eleven new clients this month. This brings us to a count of 50 clients who have accessed the food bank so far this year, as compared to the previous year which was at 22 clients in June, 2013. For July we gave out 15 hampers.

In an email that I received, I saw that there was an opportunity for some funding available through J.W. McConnell Family Foundation called Banking on Change Fund, which is for special projects to help improve Healthy Food Procurement. I brought it to P. Makofka's attention to see if it was something that we should apply for; we both agreed we should make an application. I started doing some pricing for

improvements that we would like to make at the food bank as the deadline for this funding is August 8th, 2014. With P. Makofka and C. Simpson's help we started on a proposal. We applied for funding for three new reach in coolers to be able to take advantage of dairy products and fresh produce that we can add to improve the nutritional value in our hampers. We also would like new shelving and a slope ladder with lock and release on the wheels as well as funding to improve the windows in the food bank.

I would like to hold an open house at our food bank on Wednesday October 8, 2014 for those who have donated to the food bank and are not too sure where or how it works. I would like to offer coffee or tea and cookies or cake. I am asking for about \$150.00 to be able to pick up anything that I might need to welcome our donors to the food bank.

Sincerely,
Katherine Winters
Food Bank Coordinator

7.7 Volunteer Services

From June through August Volunteer Services has had an average of five requests each month. The major requests have been from Central Alberta Raceways, on average four a month. We also had a request from Weayaya Solar Music Festival and from the Town of Rimbey for volunteers to help with the parade. The major event in August was our golf tournament which went very well.

Sincerely,
Katherine Winters
Volunteer Services Coordinator

7.8 Palliative Care

On July 3rd I attended my first Palliative Care Council meeting which was very informative. We had no requests over the summer months.

Sincerely,
Katherine Winters
Palliative Care Coordinator

7.9 Medical Alert

For the summer our Medical Alert program was pretty quiet overall. In June we had no installs or troubleshooting. During July we did one install and one battery exchange. August was pretty much the same, with one install and two replacement buttons. We had a total of five removals over the summer giving us a client base of 53.

Sincerely,
Katherine Winters
Medical Alert Coordinator

7.10 Volunteer Visitor

Over the summer months I have managed to touch base with two new volunteers for the program. I assigned one of our clients to a new volunteer, but unfortunately shortly after that our client was moved to Lacombe. The volunteer is still willing to be a visitor so I am working on finding her a new client to visit.

Sincerely,
Katherine Winters
Volunteer Visitor Coordinator

7.11 Meals on Wheels

This summer the Meals on Wheels program had some minor issues at the beginning of June but by the end of the month it had been resolved. Bethany hired C. Pelton to look after the kitchen and our Meals on Wheels program. There was a little bit of adjustment but after a couple of weeks, with a few minor corrections, our Meals on Wheels program has been running smoothly and we do not receive four or five calls a day anymore. We are at a total of seventeen active clients at this time.

Sincerely,
Katherine Winters
Meals on Wheels Coordinator

7.12 Kitz 4 Kidz

July has seen Kitz for Kids start up again. We have partnered with Value Drug Mart and Stationery Stories and Sound as in the past. Posters and signage have been put out and I recruited L. Scory as my volunteer to help with putting together back packs for our clients. I also asked F. Beriault, our work experience student, to help with the program and she was more than happy to assist with this. We have ten students at this time who will be receiving back packs. Value Drug Mart has raised \$1500.00 to date in donations for Kitz for Kids.

On a personal note I would like to thank all the Board members, P. Makofka, and the office staff for all their support and understanding over the past three months in allowing me time to do what I need to do for my family.

Sincerely,
Katherine Winters
Kitz 4 Kidz Coordinator

7.13 Adult Day Support

June - Another fun month was had by all. We continue to read and enjoy our "Chicken Soup" stories. Our exercises are still going well also. This month however, we also tried a new exercise. It is called Qigong pronounced "chee gung". In China it is recognized as a standard form of medical treatment. It is meditation that helps balance the body, mind, and spirit. The clients enjoyed it and even took a copy of it home to practice the exercise. We made our monthly banner and continue to make bird feeders out of toilet paper rolls, peanut butter, and seeds. The clients enjoy this project, which brings with it, bird stories and discussion. We celebrated Father's Day with jokes, sayings, and a father picture to colour. We were finally able to plant our flowers in the beds out front. They look very nice and we enjoy playing in the dirt and being outside when possible. We continue to make paper beads to use for more crafts, possibly a fundraiser at a later date. We are also collecting recipes for the cookbook we are making. As usual, we have a lot of laughs together and always enjoy each other's company.

July - We continue to enjoy ourselves at ADS with a nice variety of activities. Some of the regular ones are The "Chicken Soup" stories, chair exercises, the monthly banner and looking after our bird feeders as needed. This month we tried three new activities. We made 3D hands by tracing our hands and drawing curvy lines over our hands and straight lines on either side. We then colored them varying colors to bring out the hands. We visited and had fun doing this. Another activity was toothpick painting. Mod podge was put on paper and different colors of paint were added. Using a toothpick to move the paint and glue around, we made different designs. We had a good time doing that. We also made melted crayon art. We took canvases and put a black shadow looking sticker at the bottom. We then hot glued crayons to the top, and using a craft heat gun we melted the crayons down the canvas. This was very interesting. We still do our crossword after lunch and continue to have excellent healthy meals prepared for us. Good times are had by all.

August - Another month has quickly gone by. As usual we have a lot of fun here. Our "Chicken Soup" books are almost done, but we have more books ready to go with dog and cat stories. They still enjoy doing the exercises in the morning and the crossword in the afternoon. We made our August banner and continue to fill bird feeders. My daughter, who was a longtime volunteer in the ADS program, came and showed us how to make a recycle hobo bag from t-shirts without having to sew. The clients enjoyed doing the activity, as well as getting a chance to visit with Sam again. We also made baking soda dough and used different sized flower shaped cookie cutters to cut it up. We are starting another crayon project; so far we just have the paper peeled off the crayons, so I will let you know next month how it turned out. This month F Beriault is doing a practicum with FCSS, so she spends a lot of time with us helping out and contributing. We enjoy each other's company and always have a lot of laughs.

Sincerely,
Emily Breton
ADS Coordinator

7.14 Community Kitchen

The Community Kitchen concept is a great program. We have a canning kitchen scheduled for September 10th. I have talked personally to people at church meetings, women's clubs, and in casual conversations; instead of talking about the weather, I make sure to give everyone I meet information about the program.

Respectfully submitted,
Community Kitchen Coordinator
Vroni Lenherr

7.15 Information Technology

The summer was quite uneventful in the world of I.T. Our systems are running smoothly and I don't foresee any major issues in the near future. I will be starting the fall inventory soon, which will help to determine if any of our computers are in need of replacement. As well, I will be asking the office staff if the equipment they are using is adequate. I welcome you, the board members, to ask any questions that you may have about our systems, the website, the signage, our Facebook page or anything else of interest regarding our media and communications.

Thank you for your support in this area. Communications are an important function in this and all agencies.

Sincerely,
Deana Harris
Information Technology Coordinator

7.16 Rimbey Parent Link Centre

The month of June was our last busy month as we scaled back a bit on our programming for July and August. Our summer programming was mainly outdoor based and saw a pretty steady number of families attending. All in all, our summer programming proved to be quite popular!

We offered two programs: Wild Flowers, Worms, and Weeds, a nature based program and Romp around Rimbey, which was held at different playgrounds around Rimbey. Both programs saw about 100 people during both July and August, which are great numbers for summer.

These numbers prove how year around programming is needed in this community. Families really appreciate that the Rimbey Parent Link offers outdoor programming. Programs like these encourage an appreciation for the outdoors and also help families to be active together. Fall is right around the corner,

and here at the PLC we are gearing up for a busy season and plenty of fun programs and I am ready for a great start!

Thank you,
Samantha Sansome
Rimbey Parent Link Centre Coordinator

7.17 Healthy Families/Young Parent Outreach

This program became quite popular this summer. At this time there are five families registered with Healthy Families. I feel comfortable in this new role and look forward to watching these young families and babies grow together. Thanks for your dedication to this community through your participation in the FCSS/RFCHHS.

Respectfully yours,
Deana Harris
Healthy Families Home Visitor

7.18 Rainbows

There really has not been much activity this summer. I am waiting on the new program materials list to come so I can order some workbooks. We now have three trained volunteers for the program and I am hopeful that it can be offered a couple of times this year.

Thank you,
Shirley Winter
Rainbows Coordinator

7.19 Family Resource Library

Eighteen books have been signed out of the Family Resource Library in June on a variety of topics: Aging, Stress, Discipline, Games, Self Esteem, Grieving, Depression, and Nutrition. This wide variety of topics reflects some of the needs of people in the community, for which our library endeavors to provide resource information.

There were nine "Welcome to Rimbey" bags distributed from the Town Office between the middle of June and the end of July. We have taken another ten bags to them in August.

Thank you,
Audreyann Bresnahan
Resource Librarian

7.20 Work Experience Student

I am a Community Support worker who was doing my practicum at Rimbey FCSS. I have learned various duties and tasks, as well as some responsibilities in this area. I have helped with Kitz 4 Kidz, The Rimbey Food Bank, and The Adult Day Support program where I learned how these important areas are operated and organized within the community of Rimbey.

I volunteered at the 2014 Rimbey FCSS/RCHHS Charity Golf Tournament on August 14, 2014. Before the event, I worked on signage for the golf course and I helped in the kitchen, prepping and assisting with the food, and clean up. I have learned that when you do an important major event that it is essential to "have all your ducks in a row" and how please and thank you will go a long way, when one asks for help.

The atmosphere at FCSS, I have found to be a positive team oriented work place. Thank you for allowing me to be a part of your team.

Sincerely,
Fawn Beriault

7.21 Accreditation Coordinator

It has been an interesting summer, we have joined the Accreditation Canada and so we will be having our accreditation visit next October 2015.

I have been busy trying to align our policies with the Accreditation Standards. We have great policies but needed to write a few new policies regarding Health and Safety and Human Resources.

I have also spent a lot of time revising the Health Care Aides Manual and the orientation process.

I am in the process of meeting with each staff and explaining our accreditation process and getting their input into the new Manual update and Hazard Identification for our Health and Safety Program.

This month all staff and board members will be asked to do a self-assessment online.

Sincerely,
Faith Pilgrim
Accreditation Coordinator

7.21 Office Manager/Quality Control

This summer has been very busy and productive; the Charity Golf Tournament seems to have been a great success again this year. Reporting and budgets are now next on the agenda along with applications for some funding. It has been great having P. Elliot and F. Beriault in our office helping out. All programming has been busy and Team Leaders were also busy getting their completed surveys in so the necessary reports can be completed in a timely manner. I wish the summer wouldn't have gone so fast, fall is definitely fast approaching.

Regards,
Christine HN Simpson
Office Manager/Quality Control
Food Bank Administrator

9.0 Director's Reports

9.1 211 Service

The Central Alberta 211 Service is now available. This information database can be accessed at www.ab.211.ca. The United Way has been working on this project for eighteen months to ensure the Central Alberta database is up to date. The service will be professionally managed at the Edmonton Call Centre by the Support Network. The 211 service will hopefully be available as a phone line service in the near future. A budget proposal has been submitted to the City of Red Deer. The service can help people find basic needs: food, clothing, shelter, and financial support. They offer employment resources, parenting support, counselling and support groups, health care, legal services, and more in the community in which you live.

9.2 Recommended Home Care Changes

The Alberta Continuing Care Association has been studying the home care services across the province and has prepared some suggestions for change:

Strategy 1 – Strict guidelines/service packages for case managers to assist them in determining eligibility for home care and allocation of funding with a “train and reduce” model. Currently there are some grey areas which allow case managers to authorize more services than a client medically needs. This causes the family to feel entitled to more and increase their expectations; therefore they end up negotiating with the case manager for additional care.

Strategy 2 – They want clients to co-pay for services that are not medically necessary.

Strategy 3 – Expand the Adult Day Support Programs and address issues of hours of operation and rural transportation.

Strategy 4 – Decrease the administration burden on providers. Extensive reporting, audits, and accreditation costs home care providers a great deal in administration.

Strategy 5 – Clients and families would benefit from having supports in this province to navigate the continuing care system and transition between sectors of continuing care.

Strategy 6 – A sustainable dementia care strategy is overdue and needs to be a priority. It is reported that 85% of individuals with dementia live in the community. A strategy that considers quality of life in the delivery of dementia care for home care clients is needed.

Strategy 7 – Equitable funding across continuing care streams for front line staff. They have found that Home Care is underfunded by 14-30 percent due to rates being frozen over the past few years and decreases to contract rates in 2013 contracts. Sustainable funding needs to address staffing, training, supervision, travel, supplies, safety equipment, and administration costs to deliver these services. There were twelve home care providers, including Rimbey FCSS and Ponoka FCSS, who contributed to these recommendations.

9.3 Block Funding Rate Changes

On July 16th we received an adjustment to the amount we can bill for care provided at Rimoka Lodge. For the next three months we will be losing four hours per day in funding. The Care Manager for Rimbey takes a look at the number of clients receiving care and the number of interventions required; through a formula she sets the amounts for which we can bill. Unfortunately, our actual hours that we pay staff do not change by four hours. In reality staff still start and finish their shift at about the same times, but perhaps have less clients to see or fewer interventions to complete. We have reviewed the new authorization and will ride out the loss of revenue until the next review. It is about \$3500.00 in revenue, but as you are aware, in other months we have been able to make a profit.

9.4 “We all Play” Conoco Phillips Campaign

The Family Services of Central Alberta along with financial support from Conoco Phillips had a campaign to help families go to the Red Deer Westerner Days. They provided free passes, parking, and food vouchers. In Rimbey we gave out packages to about eleven families we are in contact with through our programs. I wrote a letter of thanks to Conoco Phillips revealing a story one family, who benefitted from the campaign, had told me about. All families were encouraged to share their story with FSCA and Conoco Phillips with pictures and stories.

9.5 Community Kitchen – Community Partnerships

Our new Community Kitchen Coordinator, V. Lenherr, G. Rondeel from the Farmers' Market, J. Porter from Victim Services Unit, and I met to discuss some new ideas for Community Kitchen. Victim Services Unit donated \$250 to Community Kitchen for supplies and food so that families can learn to preserve fruits and vegetables in a safe manner. G. Rondeel with the Farmers' Market will spread the word with her vendors who might donate produce to Community Kitchen. On September 10th the next Community Kitchen will take place in the Provincial Building and hopefully V. Lenherr will have a full house for preserving vegetables.

9.6 Rimbey and Area Early Childhood Development Coalition

The coalition members are planning another Parenting Conference on February 28th, 2015. On average 46.4 percent of our children in the province are developing in all identified areas. In Rimbey the average is 51.6 percent, so a little higher than provincial average. However this means almost half the children in Rimbey are not able to develop in all five of the areas at a normal rate. The coalition is trying to educate and support parents to help their children get the best start possible in life.

9.7 Team Leaders Meeting

On June 13th the FCSS Team Leaders met to discuss their respective areas of responsibility. We reviewed program manuals and what is required in them. We went over the 2014 survey process and results. We discussed that each leader and area of responsibility requires a perpetual calendar with all activities included. Communication with teammates was reviewed and using technology to the fullest is expected. Board reports and how to produce a useful report for the Board is important. Each leader was asked about her goal of personal development and education. We debriefed from the 2013 Team Leaders' Retreat and made some plans for the October 17-19, 2014 retreat coming up in Airdrie. This activity helps our organization to be prepared for unexpected changes and be able to be sustainable into the future.

9.8 Thank you to C. Leinweber – re: V. Schneider

C. Leinweber put together a wonderful article thanking and recognizing V. Schneider's contribution to FCSS and the community. It was very well written and I think it did a perfect job of letting the community know how much Viola is appreciated. Thank you, Christine!

9.9 Employment Services

It has now been announced that Employment Services in Rimbey will be closed later this fall. It will be a service that will be missed by many of the other community service providers. At this time the town is looking to have this decision reconsidered.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
September 15th, 2014
3:00 p.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson
P. Weeks, Board Member
J. Webb, Board Member
F. Pilgrim, Board Member
C. Simpson, Recording Secretary

Regrets:
I. Steeves, Vice Chairperson
P. Makofka, Executive Director
M. Josephison, Board Member
B. Coulthard, Board Member

1. CALL TO ORDER

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

14-15-01 MOTION: By: F. Pilgrim: That the Board approves the addition of Jack Webb to the finance committee and to have signing authority. Seconded by: N. Hartford

CARRIED

2. ADJOURNMENT

14-15-02 MOTION: By N. Hartford: That the meeting adjourns at 3:15 p.m.

CARRIED

N. Hartford, Chairperson

P. Weeks, Board Member

J. Webb, Board Member

F. Pilgrim, Board Member

C. H.N. Simpson, Recording Secretary



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: Council Reports

Confidential: No

Recommendation: To accept the reports of Council as information.

History: 9.1 Mayor Pankiw's Report
9.2 Councillor Godlonton's Report
9.3 Councillor Jaycox's Report
9.4 Councillor Payson's Report
9.5 Councillor Webb's Report

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences

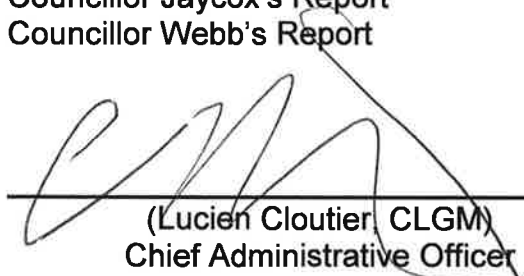
Desired
Outcome(s)

Financial:

Follow Up:

Attachments: Mayor Pankiw's Report
Councillor Jaycox's Report
Councillor Webb's Report

Prepared by:



(Lucien Cloutier, CLGM)
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

Mayor Pankiw's Report To October 27, 2014

September 22/14	Meeting with Chief Administrative Officer and Mr. Ken Pillman
September 23/14	Meeting with Chief Administrative Officer and Mr. Bob Stevenson
September 24/14	Meeting with Ponoka County Reeve Paul McLaughlin and Town of Ponoka Mayor Bonnet
September 24-27/14	AUMA Conference in Edmonton
October 8, 2014	Rimbey Chamber of Commerce Meeting
October 15/14	Rimoka Housing Foundation Meeting
October 15, 2014	Regular Council Meeting
October 16-19/14	Alberta Congress Board Conference
October 22/14	Meeting with Chief Administrative Officer and Mr. Earl Giebelhaus
October 23/14	Meeting with Service Credit Union and ATB Financial with regards to Rimoka Housing Foundation.
October 27/14	Council Organizational Meeting
October 27/14	Regular Council Meeting

Councillor Jaycox's Report To October 27/14

October 7/14	Special Council Meeting RE; 35th Avenue Re-surfacing
October 10/14	Committee of the Whole Meeting
October 15/14	Rimoka Housing Foundation Meeting
October 15/14	Regular Council Meeting
October 27/14	Council Organizational Meeting
October 27/14	Regular Council Meeting

Councillor Webb's Report October 27, 2014

September 24-27/14	AUMA Convention in Edmonton
October 6/14	Went to Calgary to purchase kitchen equipment for Pask-a-poo Park
October 7/14	Special Council Meeting
October 10/14	Committee of the Whole Meeting
October 15/14	FCSS Meeting
October 15/15	Regular Council Meeting
October 22/14	Historical Society Meeting
October 22/14	Signed cheques and met with Bylaw Officer
October 27/14	Council Organizational Meeting
October 27/14	Regular Council Meeting
	Several Commissioner of Oaths throughout the month



Town of Rimbey Request for Decision – to Council

Council Meeting Date: October 27, 2014

Subject: Correspondence

Confidential: No

Recommendation: To accept the Rimbey Lions Club Thank You and the CAEP 2014 Annual Achievement Awards, as information.

History: 9.1 Rimbey Lions Club – Thank You
9.2 CAEP – 2014 Annual Achievement Awards

Discussion:

Relevant Policy/
Legislation/

Options/
Consequences


Desired
Outcome(s)

Financial:

Follow Up:

Attachments: Rimbey Lions Club – Thank You
CAEP – 2014 Annual Achievement Awards

Prepared by:



(Lucien Cloutier, CLGM)
Chief Administrative Officer



Date

Endorsed by:

Lucien Cloutier, CLGM
Chief Administrative Officer

Date

The Rimbey Lions Club
15th Annual
Golf Tournament Committee
sincerely appreciates the support that:

Town of Rimbey

provided with its generous support and sponsorship to the 15th annual Rimbey Lions Golf Tournament held September 12, 2014. The tournament was an outstanding success.

The Business and Personal support received guarantees that the Lions will be able to continue its many projects aimed towards making our community one we can be proud to call our home.

Sincerely
Golf Tournament Committee





2014 Annual Achievement Awards

All NEW Awards

Community Collaborative Project

The Community Collaborative Project Award is for a CAEP rural or urban municipal project that received a high level of community involvement and has substantial community benefit.

Quality of Life Improvement

The Quality of Life Improvement Award recognizes a municipal project that has improved the quality of life for its residents, community engagement, and has substantial community benefit.

Volunteer Leadership

The Volunteer Leadership Award recognizes a municipality that is demonstrating a high level of volunteer support at a local level. This award recognizes volunteer groups, organizations and individuals who play a major role in municipal or public operations within your municipality.

Entry deadline: October 30, 2014

Questions?

Dale: dale@caepalberta.com or Lorna: events@caepalberta.com



Volunteer Leadership Award

Instructions

CAEP's Annual Achievement Awards ceremony recognizes success and rewards the efforts made towards enhancing economic development, fostering collaboration, and sustaining prosperity across the region. This year, CAEP will be honouring nominees in three categories that celebrate leading practices in either Volunteer Leadership, Quality of Life, or Collaboration.

The Volunteer Leadership Award recognizes a municipality that demonstrates a high level of volunteer support at a local level. This award recognizes volunteer groups, organizations and individuals who play a major role in municipal or public operations within your municipality.

To submit a nomination:

Eligibility: The Volunteer Leadership Award is open to all CAEP municipal members. **Entry must be based on initiatives conducted during the period January 1, 2014 to December 31, 2014.** Initiatives that have previously been awarded a CAEP Annual Achievement Award are not eligible.

Nominations must:

- be submitted for only **one** award;
- be no more than 3 pages including screen shots, photos, and promotional materials;
- use 10 point type throughout;
- answer the questions in the nomination form and follow the numbering system of questions 1 to 6 plus the bonus question;
- be written to ensure judges have all relevant information within the limited length of the submission (if website links are included, ensure links are relevant, working, and used sparingly).

CAEP member municipalities should nominate themselves and identify key groups that participated in the project.

Important Notes on Judging

Entries are judged in two parts: project plan/intention and outcome / results achievement.

All submissions must demonstrate:

- benefit to the community
- impact of the volunteers (measurable outcomes)
- overall success of projects where volunteers have contributed
- use of a CAEP tool kit, resource, or training (for bonus marks)

When describing what results were achieved, be specific. For example, provide data such as: community benefit, usage, new business, savings, inquiries etc. If numbers are not available to support success, consider media coverage, testimonials, or written comments.

A team of judges will review all submissions and make the final decisions in each category. Judges score the assigned criteria on a scale from 1–5 and use a weighted calculation for the criteria. Entry scoring is tabulated based on the quality of entries received and the winner will be declared based on merit following all judging.

Nominations must be emailed to
events@caepalberta.com on or before
Thursday, October 30, 2014 at 4:30 pm

Note: Communities submitting a nomination in the Volunteer Leadership Award are responsible for hosting and registering any guests that they wish to attend the awards ceremony. Presentation of the award will be held during the Fall General Meeting, November 27, 2014.

For more information, please contact CAEP at:

Email: events@caepalberta.com

Ph: (403) 357-2237

Toll Free: 1.888.508.CAEP (2237)



Let's get started with the nomination form on the next page!



Volunteer Leadership Award

Nomination Form

Member Information

Community Name	
Contact Name	
Contact Title	
Phone	
Email	

Please answer the following questions: (be careful to follow the guidelines in the instructions)

PART ONE: INITIATIVES

QUESTION 1: List the top two volunteer projects including their purpose and goals.

QUESTION 2: Outline how the community recognizes and supports volunteers.

QUESTION 3: Describe the uniqueness of your volunteers.

PART TWO: OUTCOME/RESULTS

QUESTION 4: How has the success of current volunteer engagement encouraged new volunteers?

QUESTION 5: Including both financial and non-financial indicators, outline the returns on the volunteer contribution. Consider short and long term results.

QUESTION 6: Describe the overall impact of volunteers on the community.

BONUS QUESTION: To what extent was a CAEP toolkit, resource, or training used in this project?
(*eg: Economic Development. Training, Speakers, attending events etc.*)