

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



**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, FEBRUARY 23, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Public Hearing</b>	
2.1	None .....	
3.	<b>Agenda Approval and Additions</b>	
4.	<b>Minutes</b>	
4.1	Motion 062/15.....	1
4.2	February 9, 2015 Regular Council Meeting .....	2-4
5.	<b>Delegations</b>	
5.1	None.....	
6.	<b>Bylaws</b>	
6.1	Rimbey Business Sector Sustainability Advisory Committee	5-9
7.	<b>New and Unfinished Business</b>	
7.1	2015 Operating Budget.....	10-12
7.2	2015 Capital Budget .....	13-20
7.3	Tagish Engineering Ltd Project Status Update to February 23, 2015 .....	21-25
7.4	Community Events Grant Program Application.....	26-28
8.	<b>Reports</b>	
8.1	Department Reports – None	
8.2	Boards/Committee Reports	29
8.2.1	Beatty Heritage Society Minutes of December 1, 2014	30
8.2.2	The Business Sustainability Committee Minutes of February 11, 2015	31-32
8.2.3	Rimbey FCSS/RCHHS Board Meeting Minutes of November 17, 2014	33-43
8.2.4	Rimbey FCSS/RCHHS Board Meeting Minutes of January 21, 2015	44-54
9.	<b>Correspondence</b>	
9.1	None.....	
10.	<b>Open Forum</b>	
11.	<b>In Camera – Personnel CAO Performance Review to date</b>	
12.	<b>Adjournment</b>	



**TOWN OF RIMBEY COUNCIL MEETING MINUTE AMENDMENT**

<b>Council Agenda Item</b>	4.1	
<b>Council Meeting Date</b>	February 23, 2015	
<b>Subject</b>	Old Business Motion 062/15	
<b>For Public Agenda</b>	Public Information	
<b>Background</b>	At the regular meeting of Council on February 09, 2015, Motion 062/15 was left blank, yet unanimously passed. A review of the recording indicated that the motion was not verbally qualified.	
<b>Discussion</b>	Motion 062/15 is in reference to accept the Rimoka Housing Foundation Organization Meeting minutes and the Rimoka Housing Foundation Board Meeting Minutes of Dec 10, 2014 as information	
<b>Relevant Policy/Legislation</b>	MGA	
<b>Options/Consequences</b>	Administration requests Council provide the motion and re-vote on Motion 062/15 to finalize the minutes and pass amended minutes.	
<b>Desired Outcome(s)</b>	Not applicable	
<b>Financial Implications</b>	Not applicable	
<b>Follow Up</b>	Legislative Clerk to amend the meeting minutes of the February 09, 2015 minutes.	
<b>Attachments</b>	February 09 2015, meeting minutes	
<b>Recommendation</b>		
<b>Prepared By:</b>	Donna Tona, CTS	
<b>Endorsed By:</b>	 _____ (Donna Tona, CTS) (Interim CAO)	<u>Feb 20/15</u> Date
	 _____ Lori Hillis, CA Acting Chief Administrative Officer	<u>Feb 20/15</u> Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON MONDAY, FEBRUARY 9, 2015 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

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

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Interim Chief Administrative Officer – Donna Tona, CTS  
Acting Chief Administrative Officer/Chief Financial Officer – Lori Hillis, CA  
Public Works Foreman – Rick Schmidt  
Enforcement Services Sgt. Kyle Koller  
Director of Community Services – Cindy Bowie  
Recording Secretary – Karen Dawn

Absent:

Public:  
6 members of the public

2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. February 9, 2015 Agenda

Motion 051/15

Moved by Councillor Godlonton to accept the agenda as amended with the addition.

CARRIED

4. Minutes 4.1 January 26, 2015, Council Regular Meeting Minutes

Motion 052/15

Moved by Councillor Webb to accept the January 26, 2015 Council Regular Meeting Minutes as presented.

CARRIED

5. Delegation 5.1 None

6. Bylaws 6.1 None

7. New and Unfinished Business 7.1 2015 Operating Budget
- Motion 053/15

Moved by Councillor Webb to defer the 2015 Operating Budget to the February 23, 2015 Regular Council Meeting.

CARRIED

7.2 Recycle Facility

Motion 054/15

Moved by Councillor Webb to accept the recommendation that was presented by Mr. Schmidt and Administration.

CARRIED

7.3 Sidewalk Snow RemovalMotion 055/15

Moved by Councillor Jaycox to remove a portion of the snow removal policy 3101 Section 4 Sidewalks.

DEFEATED

7.3a Sidewalk Snow RemovalMotion 056/15

Moved by Councillor Jaycox to amend Motion 055/15 to include Sidewalk Arterial 1 which is to be from the Manor to the Bank of Montreal on the east side that either the Town will do or contract out doing the sidewalk.

CARRIED

7.4 Independent Review of Salaries, Wages and Employee GridsMotion 056/15

Moved by Mayor Pankiw to table to the Independent Review of Salaries, Wages and Employee Grids to the April 20, 2015 Regular Council Meeting

CARRIED

7.5 Tagish Engineering Ltd. Project Status Update to January 27, 2015Motion 057/15

Moved by Councillor Jaycox to accept the Tagish Engineering Ltd. Project Status Update to January 27, 2015 as information.

CARRIED

7.6 Community Events Grant Program ApplicationMotion 058/15

Moved by Councillor Webb to accept the Community Grants Application as presented.

CARRIED

7.7 West Central Planning AgencyMotion 059/15

Moved by Councillor Godlonton to accept the document outlining the fee structure as information from West Central Planning Agency

CARRIED

7.8 Rimbey Christian SchoolMotion: 060/15

Moved by Mayor Pankiw Table to table the Rimbey Christian School to the March 14 Regular Council meeting.

CARRIED

7.9 Letter from Sandra VonHollen Game on SportsMotion: 061/15

Moved by Councillor Webb to accept the letter from Sandra VonHollen Game on Sports.

CARRIED

8. Reports

8.1 Department Reports - None

8.2 Boards/Committee Reports

8.2.1 Rimoka Housing Foundation Organizational Meeting Minutes of December 10, 2014 and Rimoka Housing Foundation Board Meeting Minutes of December 10, 2014.

Motion 062/15

Motion 062/15 was not recorded. This will form the basis of Old Business on the Feb 23, 2015 Agenda.

9. Correspondence

9.1 None

10. Open Forum

10.1 Open Forum

One member asked about the Senior Complex and the Grant for Supportive Living

Two member of the public spoke on the letter that went out in the utility bills about how forward the letter was which puts the Town in a bad light

11. In Camera

11.1 None

12. Adjournment

Motion 063/15

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:18 p.m.

\_\_\_\_\_  
MAYOR

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


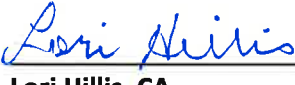


# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.1						
<b>Council Meeting Date:</b>	February 23, 2015						
<b>Subject:</b>	Bylaw 897/15 Rimbeby Business Sector Sustainability Advisory Committee						
<b>For Public Agenda</b>	Public Information						
<b>Background:</b>	<p>At the February 9, 2015 Regular Council Meeting, Council passed Bylaw 897/15 upon three readings.</p> <p>Upon review of the Bylaw 897/15, Administration noted the following administrative clerical errors:</p> <table border="1" data-bbox="532 611 1399 1608"> <thead> <tr> <th>CURRENT Bylaw 897/15</th> <th>Bylaw 897/15 Administrative Amendment</th> </tr> </thead> <tbody> <tr> <td> <p><b>Point 8</b> At the first meeting of the Committee, and, annually, at the first meeting of the <b>Committee</b> held after the third Monday in October, the <b>Committee</b> will select a Chairperson and <b>Deputy Chairperson</b> to lead Committee meetings.</p> </td> <td> <p>1. At the first meeting of the Committee, and, annually, at the first meeting of the Council held after the third Monday in October, the Council will select a Chairperson to lead Committee meetings.</p> <p>Administration requests a friendly amendment to clarify point 8. The word "council" was intended and council cannot appoint the deputy chair.</p> </td> </tr> <tr> <td> <p><b>Point 11</b> All Committee meetings will be led by the Chairperson selected by <b>the Committee</b> or, in the absence of the Chairperson, by the Deputy Chairperson. It shall be the duty of the Chair of each committee (or his designee), to summon members for meetings</p> </td> <td> <p>2. Administration requests a friendly administrative amendment as this was a typo and should read "Council".</p> </td> </tr> </tbody> </table>	CURRENT Bylaw 897/15	Bylaw 897/15 Administrative Amendment	<p><b>Point 8</b> At the first meeting of the Committee, and, annually, at the first meeting of the <b>Committee</b> held after the third Monday in October, the <b>Committee</b> will select a Chairperson and <b>Deputy Chairperson</b> to lead Committee meetings.</p>	<p>1. At the first meeting of the Committee, and, annually, at the first meeting of the Council held after the third Monday in October, the Council will select a Chairperson to lead Committee meetings.</p> <p>Administration requests a friendly amendment to clarify point 8. The word "council" was intended and council cannot appoint the deputy chair.</p>	<p><b>Point 11</b> All Committee meetings will be led by the Chairperson selected by <b>the Committee</b> or, in the absence of the Chairperson, by the Deputy Chairperson. It shall be the duty of the Chair of each committee (or his designee), to summon members for meetings</p>	<p>2. Administration requests a friendly administrative amendment as this was a typo and should read "Council".</p>
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<p><b>Point 11</b> All Committee meetings will be led by the Chairperson selected by <b>the Committee</b> or, in the absence of the Chairperson, by the Deputy Chairperson. It shall be the duty of the Chair of each committee (or his designee), to summon members for meetings</p>	<p>2. Administration requests a friendly administrative amendment as this was a typo and should read "Council".</p>						
<b>Discussion:</b>	In response to Council's request, Bylaw 897/15 was prepared, which repeals Bylaw 896/15. This change is requested by Administration as a friendly administrative amendment.						
<b>Relevant Policy/Legislation/</b>	Section 145 of the Municipal Government Act allows for the formation of a Committee by bylaw.						
<b>Options/Consequences</b>	As this is a committee of Council, it would not be prudent, to have the committee choose the chairperson and this was an administrative typo						



## TOWN OF RIMBEY REQUEST FOR DECISION

	error. Council required through discussion that the Council choose committee chair.
<b>Desired Outcome(s)</b>	Administration is requesting a friendly amendment.
<b>Financial Implications:</b>	None
<b>Follow Up:</b>	Sign and seal bylaw;
<b>Attachments:</b>	Bylaw 897/15
<b>Recommendation:</b>	Motion by the Council to allow a friendly amendment to Bylaw 897/15 and provide administration the opportunity to make the change from Committee to Council.
<b>Prepared by:</b>	<p> _____ <b>Donna Tona, CTS</b> Interim Chief Administrative Officer</p> <p style="text-align: right;"><u>Feb 20/15</u> Date</p>
<b>Endorsed by:</b>	<p> _____ <b>Lori Hillis, CA</b> Acting Chief Administrative Officer</p> <p style="text-align: right;"><u>Feb 20/15</u> Date</p>

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE RIMBEY BUSINESS SECTOR SUSTAINABILITY ADVISORY COMMITTEE**

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**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 business sector;

**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 Business Sector 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. Terms of reference will be adopted by resolution specifying the terms of reference of the committee and referencing this Bylaw 897/15.
6. 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 Council held after the third Monday in October, Council will select a Chairperson to lead Committee meetings.
9. A majority of all members appointed to the Committee, or five (5) members, whichever is more, shall constitute a quorum.



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE RIMBEY BUSINESS SECTOR SUSTAINABILITY ADVISORY COMMITTEE**

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10. Council may appoint anyone that it considers appropriate to serve on the Committee.
11. All Committee meetings will be led by the Chairperson selected by Council or, in the absence of the Chairperson, by the Deputy Chairperson. It shall be the duty of the Chair of each committee (or his designee), to summon members for meetings.
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. The mandate of the Committee will be to provide recommendations to the Town of Rimbey Council regarding the sustainability of the Town of Rimbey's Business Sector.
14. The Council will consider, but will not be bound by any recommendation made by the Committee to Council.
15. 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.
16. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Municipal Government act.
17. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council by providing regular activity highlights through their Councilors' reports and statements.
18. Bylaw 896/14 passed on November 10, 2014 is hereby repealed.

This Bylaw comes into effect on the date of third and final reading.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

BYLAW NO. 897/15

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

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**UNANIMOUSLY AGREED** to present this Bylaw for Third & Final Reading.

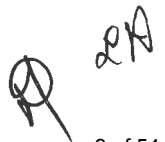
READ Third Time and Finally Passes this \_\_ day of \_\_\_\_\_, 2015.

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Mayor

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Chief Administrative Officer





# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.1														
<b>Council Meeting Date</b>	February 23, 2015														
<b>Subject</b>	2015 Operating Budget														
<b>For Public Agenda</b>	Public Information														
<b>Background</b>	At the February 9, 2015 regular meeting of Council a resolution was made to present the 2015 Operating Budget for discussion and resolution at the February 23, 2015 regular meeting of Council.														
<b>Discussion</b>	<p>Attached is the 2015 Operating Budget which incorporates changes discussed at the previous budget meetings.</p> <p>Administration has received a preliminary assessment summary from the Town's assessor which shows an increase of approximately 3.5% in overall assessments resulting in an increase of municipal tax revenues by approximately \$79,000.</p> <p>New assessments comprise 2% of the assessment increase and the inflationary growth on existing properties is 1.5%. Therefore, property taxes will increase by 1.5% due to inflation before a change to the mill rate is considered.</p> <p>The prior year increase totaled 2.85%, consisting of new assessments of 1.55% and inflation of 1.3%. Mill rate increase for 2014 property taxes was 1.5%.</p> <p>Using the preliminary assessment summary only, an operating surplus of \$127,105 is projected. However, capital projects to be funded from operations (reserves) total \$174,700. The net result to reserves is a reduction of \$47,595.</p> <p>As a 1% mill rate increase equates to approximately \$22,775 in revenues to the Town, the following scenarios would apply:</p> <table border="1" data-bbox="469 1266 1495 1528"> <thead> <tr> <th>Mill Rate % increase</th> <th>Reserve increase (decrease)</th> </tr> </thead> <tbody> <tr> <td>0.0%</td> <td>(\$47,595)</td> </tr> <tr> <td>1.0%</td> <td>(\$24,820)</td> </tr> <tr> <td>1.5%</td> <td>(\$13,432)</td> </tr> <tr> <td>2.0%</td> <td>(\$2,045)</td> </tr> <tr> <td>2.5%</td> <td>\$9,342</td> </tr> <tr> <td>3.0%</td> <td>\$20,730</td> </tr> </tbody> </table> <p>The municipality is required to collect school taxes on behalf of the province and seniors housing requisition on behalf of Rimoka. We do not yet know the provincial school requisition or the Rimoka requisition and therefore we are unable to determine what impact these will have on the Town of Rimbey property taxes. If the provincial requisition and/or the Rimoka requisition increases property taxes will also increase.</p>	Mill Rate % increase	Reserve increase (decrease)	0.0%	(\$47,595)	1.0%	(\$24,820)	1.5%	(\$13,432)	2.0%	(\$2,045)	2.5%	\$9,342	3.0%	\$20,730
Mill Rate % increase	Reserve increase (decrease)														
0.0%	(\$47,595)														
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2.5%	\$9,342														
3.0%	\$20,730														
<b>Relevant Policy/Legislation</b>	MGA														



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Council can pass the 2015 Operating Budget and set the mill rate increase/decrease for 2015.</li> <li>2. Council can pass the 2015 Operating Budget with revisions and set the mill rate increase/decrease for 2015.</li> <li>3. Council can direct administration to continue using the interim budget and not pass the 2015 Operating Budget.</li> </ol>
<b>Desired Outcome(s)</b>	<p>Every year as the Town grows and more demand is placed on the aging infrastructure there is a need to have funds in reserves to be able to address these infrastructure and social issues. With the current economic instability regarding future grant funding it becomes imperative that the Town is able to at least keep the current level of funds in reserves in order to address any emergencies concerning the aging infrastructure and to begin to properly plan for the future.</p>
<b>Financial Implications</b>	<p>To be determined</p>
<b>Follow Up</b>	
<b>Attachments</b>	<p>2015 Operating Budget</p>
<b>Recommendation</b>	<p>Administration recommends passing the 2015 Operating Budget with a 2.5% increase in the municipal mill rate for all classes of properties.</p>
<b>Prepared By:</b>	<p><u>Lori Hillis</u> <u>Feb 20/15</u>  Lori Hillis, CA Date  Chief Financial Officer</p>
<b>Endorsed By:</b>	<p><u>Lori Hillis</u> <u>Feb 20/15</u>  Lori Hillis, CA Date  Acting Chief Administrative Officer</p>

**TOWN OF RIMBEY  
2015 Consolidated Budget**

<b>Revenue</b>	<b>Operating</b>	<b>Capital</b>	<b>2015 Budget</b>
Tax Levies (Municipal only)	2,397,409		2,397,409
Sales & User Charges	1,638,261		1,638,261
Government Transfers	195,615	1,220,000	1,415,615
Rental	63,320		63,320
Fines & Licences	220,260		220,260
Penalties & Costs	53,200		53,200
Investment Income	36,000		36,000
Franchise Income	410,438		410,438
Other Income	89,485		89,485
<b>Total Revenue</b>	<u>5,103,988</u>	<u>1,220,000</u>	<u>6,323,988</u>
<b>Capital Financing and Net Interfund Transfers</b>			
From/(to) Reserves	(127,105)	174,700	47,595
(Increase)/Decrease in Grant carryover		700	700
External Funding		100,000	100,000
<b>Total Capital Financing</b>	<u>(127,105)</u>	<u>275,400</u>	<u>148,295</u>
<b>Total Sources of Funding</b>	<u>4,976,883</u>	<u>1,495,400</u>	<u>6,472,283</u>
<b>Expenditures</b>			
General Administration	880,061		880,061
Protective Services	542,308	74,200	616,508
Roads & Airport	866,324	15,000	881,324
Utilities	1,012,123	990,700	2,002,823
Social Services (FCSS)	186,022		186,022
Planning & Development	129,765	20,000	149,765
Recreation & Community Services	1,140,749	395,500	1,536,249
Culture	219,531		219,531
<b>Total Expenditures</b>	<u>4,976,883</u>	<u>1,495,400</u>	<u>6,472,283</u>
Surplus (Deficit)	<u>0</u>	<u>0</u>	<u>0</u>

*RA*

*[Signature]*



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	February 23, 2015
<b>Subject</b>	2015 Capital Budget
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Municipal Government Act requires that a Capital Budget be adopted by Council each year. Public budget meetings were held on November 1, 2014 and November 29, 2014 to discuss capital projects.
<b>Discussion</b>	<p>The attached 2015 Capital Budget is a result of revisions and adjustments discussed at the public budget meetings. Total cost of the capital projects is \$1,495,400 which is slightly higher than 2014 budget of \$1,475,420.</p> <p>Also attached is the Revised 2015 Capital Budget Report from Tagish Engineering dated February 18, 2015. The report explains some of the major projects and several alternate projects.</p> <p>The NE Lagoon Drainage Ditch upgrade project is dependent upon Water/Wastewater grant funding. Administration has submitted the application and are waiting for the announcement. If these grant funds are not received in 2015, one or more of the alternate projects can be approved.</p> <p>The major project at 50<sup>th</sup> Avenue and 51 Street from the Grand Hotel to the Co-Op has not been included in the Capital Budget as grant funding from the Building Canada Fund, Small Communities Grant has not yet been announced. Applications are expected to be accepted by the provincial government in March of 2015. We have submitted our application and will continue to monitor the process.</p>
<b>Relevant Policy/Legislation</b>	MGA
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Council can pass the 2015 Capital Budget as presented.</li> <li>2. Council can pass the 2015 Capital Budget with revisions.</li> </ol>
<b>Desired Outcome(s)</b>	Administration will be able to tender 2015 projects immediately to guarantee favorable pricing.
<b>Financial Implications</b>	To be determined
<b>Follow Up</b>	
<b>Attachments</b>	2015 Capital Budget 2015 Capital Funding Tagish Engineering Ltd. 2015 Capital Budget Report
<b>Recommendation</b>	Administration recommends passing the 2015 Capital Budget as presented.



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Prepared By:</b>	<u>Lori Hillis</u> Lori Hillis, CA Chief Financial Officer	<u>Feb 20/15</u> Date
<b>Endorsed By:</b>	<u>Lori Hillis</u> Lori Hillis, CA Acting Chief Administrative Officer	<u>Feb 20/15</u> Date

TOWN OF RIMBEY						
2015 Capital Projects by Department						
Dept	Project Name	2015 Budget	Operating	Reserves	External Funding	Grant Funding
<b>Protective Services</b>						
Community Policing	Police Package for Vehicle	27,000		27,000		
Community Policing/RCMP	Impound Yard	17,200		17,200		
RCMP	Building & parking lot upgrades	30,000		30,000		
<b>Total Protective Services</b>		<b>74,200</b>	<b>0</b>	<b>74,200</b>	<b>0</b>	<b>0</b>
<b>Roads &amp; Airport</b>						
Public Works	Enclosed Trailer	15,000		15,000		
<b>Total Roads &amp; Airport</b>		<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
<b>Utilities</b>						
Water/Sewer	Hoe Pack for tamping soil	18,000				18,000
Water/Sewer	Lift Station Building	25,000				25,000
Water/Sewer	Gen Set for Well 13	85,000				85,000
Water/Sewer	NE Lagoon Underdrain Improvements - Power Supply Upgrade	30,000				30,000
Water/Sewer	New Water Well Study & Construction	57,700				57,700
Water/Sewer	Main Water Reservoir/Pump House Upgrades	75,000				75,000
Water/Sewer	NE Lagoon Drainage Ditch upgrade	700,000				700,000
<b>Total Utilities</b>		<b>990,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>990,700</b>
<b>Planning &amp; Development</b>						
Econ Dev	Rebranding/Website upgrades	20,000		20,000		
<b>Recreation &amp; Community Services</b>						
Arena	Arena LED lights	50,000				50,000
Arena	Ice Plant Computer Board	15,000				15,000
Comm Centre	Standby Generator	85,000				85,000
Comm Centre	Landscaping	15,000		15,000		
Comm Centre	3 HVAC Units	180,000			100,000	80,000
Comm Centre	Swipe Key Security System	10,000		10,000		
Comm Centre	Nursery School Renovations	5,000		5,000		
Fitness Centre	North Entrance Heater	8,500		8,500		
Fitness Centre	Treadclimber	12,000		12,000		
Pool	Chemical Room Ventilation	15,000		15,000		
<b>Total Recreation &amp; Community Services</b>		<b>395,500</b>	<b>0</b>	<b>65,500</b>	<b>100,000</b>	<b>230,000</b>
<b>Total New Projects</b>		<b>1,495,400</b>	<b>0</b>	<b>174,700</b>	<b>100,000</b>	<b>1,220,700</b>
<b>Notes:</b>						
If grant funding is not received for the NE Lagoon drainage ditch, several smaller road and/or infrastructure projects can be considered as identified in the February 18, 2015 report from Tagish Engineering.						

*RA*



**TOWN OF RIMBEY  
2015 Capital Funding**

	Operating	Reserves	Grants	External	Total
<b>Opening Balance</b>	0	1,020,119	624,036	0	1,644,155
<b>2015 Inflows</b>					
Operating Surplus					0
Transfers to/(from) Ponoka County		127,105			127,105
MSI			800,000	100,000	900,000
Water/wastewater			420,000		420,000
<b>Total 2015 Inflows</b>	0	127,105	1,220,000	100,000	1,447,105
<b>Total Available Funding</b>	0	1,147,224	1,844,036	100,000	3,091,260
<b>2015 Capital Projects</b>		174,700	1,220,700	100,000	1,495,400
<b>Closing Balance</b>	0	972,524	623,336	0	1,595,860
<b>Net Increase/(decrease)</b>	0	(47,595)	(700)	0	(48,295)

*Q R/A*

February 18, 2015

File# RB117

Town of Rimbey  
Box 350  
Rimbey, Alberta  
T0C 2J0

**ATTENTION: Lori Hillis, Acting CAO**

Dear Madam;

**RE: Revised 2015 Capital Budget Report and Budget Estimates**

Tagish Engineering has been requested to provide preliminary estimates for several projects for consideration in the Town's 2015 Capital Budget. The projects selected were based on available of funding, and the requirement to provide essential services to the residents of the Town of Rimbey.

The following projects are selected from the "Ten Year Capital Plan 2015 – 2024" on the basis of overall cost and immediate benefit they would provide the Town of Rimbey.

**1. Project: NE Lagoon Outlet Channel Cleanout - (\$700,000)**

This project includes construction work related to the cleaning out of approximately 5.5km of storm water outlet channel. The work includes a survey of major pipeline crossings to determine the best possible grade for the channel. This work should be completed in late fall or early winter to take advantage of frost conditions.

This project was included in the 2015 Capital Budget with the indication it qualified for grant funding. In the event the grant is withheld, the Town would be required to complete minor repairs to keep the channel functioning and consider completing other infrastructure improvements.

**2. Project: New Future Well – 2 Year Program - (\$150,000)**

This project consists of obtaining a new water supply equal to or greater than Well 13 in quantity and quality. The Town is licensed to draw ground water from Wells 10, 12 and 13. Well 10 the oldest and least productive continues to decline and will require replacement in the near future. The project could be completed over a two year program taking advantage of multi-year budgeting. Omni-McCann Consultants Ltd were contacted to provide an updated budgetary estimates if completed in two phases.



**2015 - Phase 1 – (\$57,700)**

Phase 1: Would include the review of both the Town's and existing adjacent domestic water wells, by comparing well production data, and static water levels. Omni McCann would prepare tenders for drilling, supervise the installation of test/observation wells complete with preliminary aquifer testing for water quantity and quality.

**2016 – Phase 2 – (\$ 92,300)**

Phase 2: Would include the drilling and development of a production well, aquifer testing, preparation of report/license application. The Consultant has indicated that the overall costs would be greater if completed over a two year program (due to mob/demob costs), however the additional time allows the Town to spread the costs over two budget years. It is important to note that this project does not include any land costs, connections to the Town's infrastructure, or any public meetings that may be associated with the project. It would be in the best interest of the Town to make this project a priority, as it can be a lengthy process before the well will be operational in servicing the community.

**3. Project: Pre Design Report–Main Water Reservoir/Pump House Upgrades– (\$75,000)**

The pre-design report would investigate three (3) options that could be utilized in the pump house upgrade.

Option 1: Inspect the existing building for structural stability and longevity. This option would be consider if the existing building was determined that major structural upgrades were not required. This option would require the pump-house be shut down during construction, with the raw water supply diverted to and treated in the NE reservoir. This option would involve the removal and replacement of all existing piping, pumps and related equipment.

Option 2: Would utilize the existing pump house structure if suitable with the construction of an addition to house a new header, electrical control panels and related equipment. This option would allow for the existing pump house to continue to operate during construction. Upon completion of this work the facility would be shut down for a short period of time to complete the changeover. The old equipment would be removed with the space created converted to additional storage, potentially for chlorine storage.

Option 3: Would consider the construction of a new pump house in close proximity while the existing facility continue to function as is. Once the new facility was completed and put on line the existing facility would be shut down and decommissioned. The existing building would be removed or repurposed as a storage facility.

The following projects are recommended alternates for the 2015 Capital Budget:

- 4. Project: 46<sup>th</sup> Street (from 51<sup>st</sup> to 53<sup>rd</sup> Avenue) Reconstruction – (\$750,000)**  
This project is a complete rebuild and could be completed in a 2 year program by completing the deep underground utilities, concrete structures and road base in year one with the asphaltic pavement completed in year two.
  
- 5. Project: Reconstruction of 54 Ave – From 44 St to Hwy 20 – (\$470,000)**  
The project includes road reconstruction the installation of curb, gutter and asphaltic pavement to provide an all-weather surface from the newly constructed Hwy 20 intersection to 44 Street.
  
- 6. Project: Asphalt Overlay and Concrete Repairs – Drader Crescent – (\$325,000)**  
This project would include the repair of concrete structures were required, remove/repair subgrade were required, grind asphalt along gutters, and overlay the entire road surface with asphaltic concrete pavement.
  
- 7. Project: 51<sup>st</sup> Avenue (from 50<sup>th</sup> to 51<sup>st</sup> Street) Reconstruction – (\$1,100,000)**  
This project is a complete rehabilitation of all infrastructure and could be completed in a 2 year program. The first year the deep underground utilities, concrete structures and road base would be replaced, with the asphaltic pavement completed in year two.

**Closing:**

It is recognized that there are multiple projects listed above that cannot all be completed within the 2015 budget. Tagish has provided discussion comments for each to help assist the Town in selecting prospective projects for 2015.


Preliminary survey has been completed on some of these projects, however detailed analysis and/or design has not been completed, therefore these estimates are for budgetary purposes only. The estimated values may vary depending on specific project requirements and conditions, as well as contractor availability and competition.

Yours truly,  
**TAGISH ENGINEERING LTD.**  
Prepared by:



**Gerald Matichuk**  
**Senior Project Manager**

Reviewed by:



**Greg Smith, P. Eng.**  
**President/General Manager**

Encl. Table 8.1 Revised For Ten Year Capital Plan 2015 - 2024

LH01\_RB117\_Docs\_ Revised 2015 Capital Plan\_18 Feb 2015



Table 9.1, REVISED FOR TEN YEAR  
TEN YEAR CAPITAL PLAN, 2015 - 2024


Priority	Description	Location	Past Project Notes	Estimated Cost (2014)	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Minor Rehabilitation Projects</b>														
1	South Lagoon Baffle Curtain	South Lagoon	Completed in 2014	\$ 200,000.00	\$ 200,000.00									
2	Misc Concrete/Asphalt Repairs		Completed in 2012, 2013 & 2014	\$ 20,000.00	\$ 20,000.00									
3	Fire Hydrant Installations													
<b>Capital Projects</b>														
1	Water Well Improvements	Well 10, 12 and 13	Completed in 2011											
2	5th Ave Storm Line	5th Avenue	Completed in 2012	\$ 150,000.00	\$ 75,000.00									
3	Full block of re-construction (water, sewer, and road)	53 Ave from 52 to 51 St	Completed in 2013	\$ 700,000.00										
4	Highway 20 Intersection Improvements	Highway 20 (54th and 58th Ave)	Completed in 2014											
5	New Water Well (Study and Construction)													
6	North Lagoon Outlet Ditch Cleanout	North Lagoon Outlet Ditch		\$ 150,000.00	\$ 150,000.00									
7	Full block of re-construction (water, sewer, and road)	51 Ave from 51 to 50 St		\$ 700,000.00										
8	Asphalt Overlay	50 St from 50 Ave to 56 Ave		\$ 1,100,000.00										
9	Full block of re-construction (water, sewer, and road)	53 Ave from 51 to 50 St		\$ 950,000.00										
10	Full block of re-construction (water, sewer, and road)	46 St from 51 to 53 Ave		\$ 750,000.00										
11	Full block of re-construction (water, sewer, and road)	55 St from Park Ave to 50 Ave		\$ 900,000.00										
12	Roadway re-construction	54 Ave from 44 St to Hwy 20		\$ 470,000.00										
13	Roadway re-construction	43 St from 50 to 54 Ave		\$ 1,000,000.00										
14	Roadway re-construction	35 Ave west of 51 St		\$ 400,000.00										
15	Roadway re-construction	52/53 St from 46/47 Ave		\$ 400,000.00										
16	Roadway re-construction	46 St from 50 Ave to 52 Ave		\$ 400,000.00										
17	Roadway re-construction	Park Ave and 46 Ave		\$ 400,000.00										
18	Roadway re-construction	Drader Crescent		\$ 325,000.00										
19	South Lagoon Drainage Problem	South Lagoon		\$ 150,000.00										
				<b>Subtotal</b>	\$ 8,715,000.00									
<b>Major Projects</b>														
1	Main Water Reservoir Upgrades with Pumping and Scada Improvements	Main Reservoir		\$ 1,500,000.00	\$ 50,000.00									
2	51st St Storm Trunk Main (Partial reconstruction water and sewer) and road	51st St from 51 Ave to 46 Ave		\$ 3,320,000.00										
3	Storm Line Extension	50 Ave from Hwy 20 to 46 St		\$ 1,200,000.00										
				<b>Subtotal</b>	\$ 14,735,000.00									
<b>Additional Projects</b>														
1	Full block of re-construction (water, sewer, and road)	51 Ave from 47 to 46 St	Completed in 2012											
2	Full block of re-construction (water, sewer, and road)	51 Ave from 45 to 46 St	Completed in 2012											
3	Roadway Overlay	54 Ave from 45A to 45 St	Completed in 2012											
4	Sanitary Clipp Lining & Overlay	South Lagoon	Completed in 2013											
5	NE Lagoon Subdrain M/R & Piping	58th Ave	Completed in 2013											
6	Concrete Crushing	NE Lagoon	Completed in 2013-2014											
7	Walking Trails Construction	NE Lagoon	Completed in 2014											
8	PVAC Units 1, 4 & 5	Community Center	Completed in 2014											
9	Pumping Installation	Well 12, 13 and Main Reservoir	Completed in 2014											
10	Water Supply Seters	Well 12, 13 and Main Reservoir	To be completed early 2015											
11														


23  
20 of 54



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.3
<b>Council Meeting Date</b>	February 23, 2015
<b>Subject</b>	Tagish Engineering Report to February 10, 2015
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Tagish Engineering is supplying their status report
<b>Discussion</b>	Tagish Engineering is the Town of Rimbey's Engineering Firm. As such they are required to provide status updates as well as meetings with administration.
<b>Relevant Policy/Legislation</b>	Not applicable
<b>Options/Consequences</b>	Not applicable
<b>Desired Outcome(s)</b>	Not applicable
<b>Financial Implications</b>	None at this time
<b>Follow Up</b>	None at this time
<b>Attachments</b>	Tagish Engineering Ltd. Project Status Update to February 10, 2015
<b>Recommendation</b>	Administration respectfully requests Council accept the report.

**Prepared By:**  Feb 20/15  
 Donna Tona, CTS  
 Interim Chief Administrative Officer  
 Date

**Endorsed By:**  Feb 20/15  
 Lori Hillis, CA  
 Acting Chief Administrative Officer  
 Date



## PROJECT STATUS UPDATES

February 10, 2015

A handwritten signature in blue ink, appearing to be "QQA".

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## Town of Rimbey

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### **RB00 – Rimbey General**

This project is for small general requests for the Town.

(January 13) The Contractor has installed one pump in the sub-drain manhole, the second pump was not installed due to parts for the float controls were missing.

(January 27) Contacted Aqua Flow Meter Services Ltd. and received confirmation that a portion of the water meters could fail due to a problem with the size of the magnet used in the manufacture of some of the water meters installed in 2005 – 2006. Aqua Flow is working with the Public Works Department on supplying a replacement for the meters that fail.

(February 10)

- Tagish Engineering met with Town Administrations to review 2015 Capital Budget.
- Contacted Electrical Engineer to provide a budget estimate to complete a detail analysis of Community Center building to supply a standby power source by the week of February 27.

### **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

(January 13 - 27, 2015) No Change.

(February 10) Working with Contractor to release Hold-back on project.

### **RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS**

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

(Jan 12) No change, Amec is trying to schedule during warm weather forecast as it is better for the testing equipment.

(January 27) Waiting for AMEC to confirm date as to when testing will start at the NE Lagoon.

(February 10) AMEC is scheduled to complete ground water sampling portion at NE Lagoon by February 13, 2015.

### **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.



(December 2) Contractor was contacted to submit the required documentation required prior to release of holdback.

(December 16) Construction Completion Certificate (CCC) are being prepared and will be submitted to Town.

(January 13 – January 27) No Change.

(February 10) Documentation for holdback release were sent to Town for payment.

#### **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.

(January 13) AHU were commissioned however the gas regulator will have to be increased in size. All work to be completed by week of January 19.

(January 27) Public Works Department is working with KB Engineering and the Contractors to complete the installation of the HVAC units.

(February 10) Town's building maintenance staff has indicated that Digital Direct Control are still working to complete the installation of the control programming.

#### **RB122 – Water System Upgrades 2014 – (GM)**

(January 13) Signed contracts were sent to the Town for endorsement. Town forces are confirming if the water values at Well 13 can be isolated to be able to complete pipe and meter upgrade.

(January 27) Town forces have confirmed operation of the valves at Well 13. Waiting for the Town to return the signed contracts for the 2014 Water System Upgrades.

(February 10) Signed contracts were returned, Nason has ordered the new meters with a delivery date of approximately 3 weeks. The contractor is scheduled to be on site the week of March 2, 2015.

#### **RB124 – NE Lagoon Outlet Ditch Improvements – (LS)**

(Dec 2) Awaiting input from Town before we can proceed.

(Dec 15 - Jan 27, 2015) No change.

(Feb 10) Awaiting input from Town budget and proposed funding before project can proceed.





# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.4
<b>Council Meeting Date</b>	February 23, 2015
<b>Subject</b>	Community Grants Program Application
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Girl Guides: 2 <sup>nd</sup> Rimbey Multi Unit of Canada will be hosting their Year End Celebration and Advancement Ceremony in the Upper Auditorium at the Peter Lougheed Community Centre on April 27, 2015. This special event brings parents and siblings together to celebrate a year of friendship, community service and learning.
<b>Discussion</b>	The Girl Guides organization enables girls to be confident, resourceful, courageous and make a difference in the world. The program runs from September to April with a ceremony to end the year and congratulate the members on their advancement to new levels. The Girl Guides received \$50 from the Grant Program in 2014.
<b>Relevant Policy/Legislation</b>	Community Events Grant Program Policy #5402
<b>Options/Consequences</b>	Council may choose to assist the Girl Guides: 2 <sup>nd</sup> Rimbey Multi Unit of Canada with the \$150 towards their Event.  Council may choose not to assist the Girl Guides: 2 <sup>nd</sup> Rimbey Multi Unit of Canada.
<b>Desired Outcome(s)</b>	Great attendance for the Year End Celebration and Advancement Ceremony to witness the achievements of the youth in the community.
<b>Financial Implications</b>	\$150 from the Community Events Grant Program budget
<b>Follow Up</b>	A letter will be sent to the organization after the meeting on the decision of Council.
<b>Attachments</b>	Grant Application
<b>Recommendation</b>	That Council approves the \$150 towards the Girl Guides: 2 <sup>nd</sup> Rimbey Multi Unit of Canada with their Year End Celebration and Advancement Ceremony on April 27, 2015 in the Upper Auditorium at the Peter Lougheed Community Centre.

**Prepared By:**

for *D. Tona*  
Cindy Bowie  
Director of Community Services

*Feb 20/15*  
Date

**Endorsed By:**

*Lori Hillis*  
Lori Hillis, CA  
Acting Chief Administrative Officer

*Feb 20/15*  
Date

*R*



**Town of Rimbey**  
Community Events Grant Program Application

**Contact/Group Information**

Group/Assoc: GIRL GUIDES = 2<sup>nd</sup> Rimbey Multi Unit Date: Jan 30, 2015  
OF CANADA

Contact Name: Gail Stuart Title/Position: Guide Leader

Mailing Address: PO Box 1160, Rimbey, AB, T0C 2T0

Telephone Number: 403-843-3267 Email: rgstuart88@gmail.com

Describe the primary objectives of your organization:

GIRL GUIDES enables girls to be confident, resourceful and courageous and to make a positive difference in the world. It is a non-profit, inclusive organization ran by volunteer leaders and parents.

**Project/Event Information**

Name of Project/Event: Year End Celebration and Advancement Ceremony

Date of Event: April 27, 2015 Expected Attendance: 70

Provide a description of the project/event for which this funding is being applied for:

The group, along with parents and siblings, will celebrate a year of friendship, community service and learning that occurred between Sept/14 - Apr/15. Girls that have completed program for a level will advance to the next age group level (Sparks, Brownies, Guides, Pathfinders)

**Project/Event Funding**

What is the funding amount requested from your organization for this project/event: \$ 150<sup>00</sup> for renting  
\*Note: The maximum amount of funding available for this application is \$500.00 Upper Auditorium at Peter Lougheed Center

Will your organization be requesting funds from any other sources for this project/event? If so, please list your funding sources below with anticipated funding amounts. No

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_

*Handwritten initials/signature*

**Budget Information**

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**Expenses**

_____	\$ _____
Upper Auditorium Rent	\$ 150 <sup>00</sup>
Food + Beverages	\$ 300 <sup>00</sup>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenses: \$ 450<sup>00</sup>

**Revenues**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Revenues: \$ \_\_\_\_\_

Net Profit (Loss): \$ 450<sup>00</sup>

*Q* *AK*



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	February 23, 2015
<b>Subject</b>	Boards/Committees Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various community groups supply minutes of their board meetings to Council for their information.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not applicable
<b>Options/Consequences</b>	Accept the various community group board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
<b>Desired Outcome(s)</b>	To keep Council and the community informed of actions taken by the various community groups.
<b>Financial Implications</b>	Not applicable
<b>Follow Up</b>	Not applicable
<b>Attachments</b>	9.2.1 Beatty Heritage House Society Minutes of December 1, 2014 9.2.2 The Business Sustainability Committee Minutes of February 11, 2015 9.2.3 Rimbey FCSS/RCHHS Board Meeting Minutes of November 17, 2014 9.2.4 Rimbey FCSS/RCHHS Board Meeting minutes of January 21, 2015
<b>Recommendation</b>	Motion by Councillor to accept the Beatty Heritage House Society Minutes of December 1, 2014, The Business Sustainability Committee Minutes of February 11, 2014, the Rimbey FCSS/RCHHS Board Meeting Minutes of November 17, 2014 and the Rimbey FCSS/RCHHS Board Meeting Minutes of January 21, 2015 as information.

**Prepared By:** Lori Hillis Feb 20/15  
 Lori Hillis Date  
 Acting Chief Administrative Officer

**Endorsed By:** Lori Hillis Feb 20/15  
 Lori Hillis, CA Date  
 Acting Chief Administrative Officer

9

Meeting was called to order at 8:10 PM by Chairperson Teri Ormberg.

In attendance: Teri Ormberg	Jackie Anderson
Florence Stemo	
Ed Grumbach	Murray Ormberg
Bronwen Jones	Annelise Wettstein
Judy Larmour	

MINUTES of previous meeting (October 6, 2014) read by Florence. Adopted as read by Jackie, seconded by Bronwen. Carried.

CORRESPONDENCE: Note from Teresa Kelly, thanking Society for the use of the Beatty House for her mother's 65<sup>th</sup> Birthday party.

TREASURER'S REPORT: Jackie reported that the Society's share of the cost of the Summer Student in the amount of \$6235 has been given to the Town of Rimbey. Much of this cost was covered by a Canada Summer Jobs Grant. Jackie and Judy will submit application for a summer student for 2015.

OLD BUSINESS:

CHINA CABINET: Decision made to put a sign on the cabinet explaining that its contents are for display only, rather than install a lock that would require defacing the period cabinet.

STORAGE OF ARTIFACTS: Judy is researching methods of long-term storage of artifacts made of fabrics that would be feasible at the BH.

DOOR TO UPPER LEVEL: Bronwen will have keys made for door which replaces the one damaged by an intruder in 2013.

CHIMNEY REPAIR: Completed by Ad Vos.

PAINTING OF HOUSE EXTERIOR: Project planned for 2015. Grant application for funding assistance to Alberta Historical Resources Foundation will be prepared by Jackie and Judy.

CONCERT SERIES: Concerts featuring "Last Ditch on the Left" and David Celia considered successes with more than 30 tickets sold for each performance.

CO-OP BBQ: BH Society has requested a date to serve hamburgers on a Friday - May 29 or June 12 or August 21. No reply received yet.

HONEYSUCKLE AT BACK DOOR: Horticulturalist Beauchamp Colclough has recommended that this be removed due to age and condition. This will be done by member Ken Stemo after the Christmas Season.

CHRISTMAS LIGHTS: Light-up set for December 5. Thanks to Carol Heinrichs and the Sheldon Ibbotson Family for their donations of lights.

NEW BUSINESS:

WEB-PAGE: Moved by Florence, seconded by Jackie that we have our web-page expanded for the special subscription rate of \$4.89 per month.

RACK FOR TABLES: Discussed. No decision.

NEXT MEETING - February 2, 2015. ADJOURNMENT : By Ed at 9:50 PM.

*minutes ratified at February meeting (Feb. 9/15)*  
*Florence Stemo*

*[Handwritten initials]*

# THE COMMITTEE

## MEETING MINUTES

**Meeting: #1 Team Members      Date: 11.02.15      Time: 1900-2100hrs**

### Agenda:

- |                                |            |
|--------------------------------|------------|
| 1) Review of Previous Meeting  | n/a        |
| 2) Review Action Log           | use        |
| 3) Date / Time of Next Meeting | 11.03.15   |
| 4) Location:                   | Kinsmen Rm |

**Attendance:** (Print Name and Sign In) – 9 members

**Guest:**            Brian Godlonton            Town Council Member

**Absent:**            Steffen Olsen

**Attendees:**    Bob Stevenson            Chair  
                  Terry Von Hollan  
                  Tony Delyster            Vice Chair  
                  Gayle Rondeel  
                  Jackie Stratton  
                  Melvin Durand            Secretary  
                  Michelle Andrishak  
                  Duane Adams  
                  Steve Schrader

### Topic of Review:

- Safety Moment            Healthy Safe and Environmentally friendly community should be a given for economic development
- Introduction of team and skills
- Review            Terms of Reference, Town Bylaw 897-15
  - Brian Godlonton to amend Bylaw 897-15 to reflect Vice Chair appointment
- Elections            Vice Chair & Secretary
  - Vice Chair    Tony Delyster
  - Secretary    Melvin Durand
- Signing of Code of Ethics
  - Gayle Rondeel – yet to sign
- Risk Analysis explanation, post-it system explanation
- Promotion of existing and new Business Development discussed as an open potential marketing plan
- Long Term potential for the rebranding of Rimbey, Alberta
  - What are the target demographics?
- 5 minute break
- Meeting adjourned – 2100hrs.



**MINUTES – 11-02-15**

**Actions to be Taken:**

- **Gayle Rondeel to sign Code of Conduct and deliver to Town for filing**
- **Steffen Olsen to sign Code of Conduct - his copy can be picked up at Chair's residence (complete) Signed copy to be taken to town office Friday AM.**
- **Brian Godlonton to close on Town Bylaw 897-15 and provide a Regional Map of Town of Rimbey property and population drawing capacity areas**

<b>Next Meeting: Kinsmen Meeting Room</b>	<b>Date:</b>	<b>11-03-15</b>	<b>Time:</b>	<b>1900hrs</b>
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0Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
**BOARD MEETING MINUTES**  
**November 17, 2014**  
10:00 a.m. Rimbey Provincial Building

Present: N. Hartford, Chairperson  
I. Steeves, Vice Chairperson  
P. Weeks, Board Member  
B. Coulthard, Board Member  
M. Josephison, Board Member  
J. Webb, Board Member  
F. Pilgrim, Board Member  
I. Wegmann, 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 10:07 a.m.
2. **APPROVAL OF AGENDA**  
**14-11-01 MOTION:** By: J. Webb: That the agenda be adopted with the following addition:  
  
10.2 ACCA – MLA Standup cocktail reception invitation  
  
**CARRIED**
3. **PREVIOUS MEETING MINUTES – October 15, 2014**  
**14-11-02 MOTION:** By: B. Coulthard: That the minutes of the October 15, 2014 Board Meetings be adopted as presented.  
  
**CARRIED**
4. **BUSINESS ARISING FROM THE MINUTES**
  - 4.1. 2015 FCSS Budget- Provincial & Municipal contributions
  - 4.2. Ponoka County- member at large appointment
5. **OLD BUSINESS**
  - 5.1 Rimbey Library- Needs Assessment (A. Bresnahan to contact Library to see if they would like to add some information to the Welcome to Rimbey bags
  - 5.2 FCSSAA 2014 Conference
  - 5.3 Ponoka FCSS 40<sup>th</sup> Anniversary- Oct. 24
6. **FINANCE**
  - 6.1 November 17, 2014 Finance Committee Meeting Minutes/Highlights  
**14-11-03 MOTION:** By: I. Steeves: That the Minutes of the November 17, 2014 2014 Finance Committee meeting be accepted as information.  
  
**CARRIED**
  - 6.2 Year to date financial position
  - 6.3 Year-end expenditures recommendations  
**14-11-04 MOTION:** By: I. Steeves: That the year-end expenditures be approved for purchase using the current year agency surplus as recommended by the Finance Committee. Seconded by: M. Josephison  
  
**CARRIED**
7. **WRITTEN REPORTS**
  - 7.1 Home Support/Personal Care
  - 7.2 Compass Program
  - 7.3 Education Coordinator
  - 7.4 Seniors Information & Referral Centre

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- 7.5 Volunteer Income Tax
- 7.6 Food Bank
- 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 Accreditation Coordinator
- 7.21 Office Manager/Quality Control

**14-11-05 MOTION:** By: J. Webb: That the Written Reports be accepted as information.

**CARRIED**

**8. POLICY/RISK MANAGEMENT COMMITTEE**

- 8.1 Update of Current Policies

**14-11-06 MOTION:** By: I. Wegmann: That the following policies be adopted as presented and entered into the Policy binder in any and all sections that apply. Seconded by: P. Weeks

**CARRIED**

- HC-1163.14 Rights and Responsibilities of Clients
- HS-330.98 Tasks of Home Support
- HC-1130.98 Tasks of Health Care
- PER-430.14 Rights and Responsibilities of staff
- HC-1131.99 Outbreak Management
- HC-1158.14 Staff in Good Standing

- 8.2 New policies for consideration

**14-11-07 MOTION:** By: P. Weeks: That the following new policies be adopted as presented and entered into the Policy binder in any and all sections that apply. Seconded by: I. Steeves

**CARRIED**

- HC-1168.14 Client Identity Verification
- HC-1169.14 Staff Concerns/Request for Information
- ADM-277.14 Values Statement

- 8.3 Accreditation Coordinator Report

**9. DIRECTOR'S REPORT**

- 9.1 Rimbey FCSS Volunteer Fair
- 9.2 Palliative Care council
- 9.3 2014 Team Leaders Retreat
- 9.4 Parent Link Centre- updates
- 9.5 Rimbey Wellness Group
- 9.6 Rimbey Women's Conference-2015
- 9.7 Disaster Services- ICS-300
- 9.8 Santa Night – November 28<sup>th</sup> 3:30-6:00 p.m.
- 9.9 Taking Action against Elder Abuse

**14-11-08 MOTION:** By: F. Pilgrim: That the Director's Report be accepted as information.

**CARRIED**

**10. NEW BUSINESS**

- 10.1 Emergency Social Services Workshop

**14-11-09 MOTION:** By: B. Coulthard: That the Executive Director attend the Emergency Social Services Workshop at the request and expense of The Town of Rimbey. Seconded by: F. Pilgrim

**CARRIED**

10.2 2014-2017 Rimbey FCSS Strategic Plan-notes

**14-11-10 MOTION:** By: I. Steeves: to adopt the goals of the strategic plan 2014-2017 as reviewed at the Board retreat.

**CARRIED**

**14-11-11 MOTION:** By: B. Coulthard: That the expenditure list for the Seniors Programs proceeds raised at the 2014 Charity Golf Tournament be approved. Seconded by: M. Josephison

**CARRIED**

10.3 2015 Fundraiser plans & recipient

**14-11-12 MOTION:** By: J. Webb: That the Agency proceed with the 2015 Charity golf Tournament, and funds raised be used to support FCSS Family Programing. Seconded by: B. Coulthard

**CARRIED**

10.4 2015 FCSS Goals

**14-11-13 MOTION:** By: I. Wegmann: That the plan for setting up administration to report monthly and/or quarterly on progress of each the goals the Board sets at the Strategic Planning discussion held at the Annual Board Retreat.

**CARRIED**

10.5 Christmas Party

**14-11-14 MOTION:** By: I. Steeves: That the FCSS Board members and guests as well as office staff and guests be invited to attend a supper on December 28, 2014 at a price of no more than \$20.00 per person at the expense of the agency. Seconded by: I. Wegmann

**CARRIED**

**14-11-15 MOTION:** By: B. Coulthard: That the Agency purchase three tables of tickets at \$450.00 each, to attend the Kinsmen Community Christmas Party for any Board members, office staff and guests that wish to attend the expense of the Agency. Seconded by: I. Wegmann

**CARRIED**

10.6 Holiday office hours

**14-11-16 MOTION:** By: J. Webb: That the FCSS/RCHHS office closes at noon on December 24<sup>th</sup> and at noon on December 31, 2014 and for the statutory holidays over the Christmas weeks.

**CARRIED**

10.7 International Volunteer Day

**14-11-17 MOTION:** By: P. Weeks: That the agency host an International Volunteer Day December 4, 2014 at 2-4 p.m. in the Co-op foyer to celebrate volunteerism and diversity in our community. Cake will be served at the expense of the agency. Seconded by: I. Steeves

**CARRIED**

10.8 Christmas Hamper dates & volunteer luncheon

**43-11-18 MOTION:** By: B. Coulthard: That the Rimbey Food Bank host a luncheon for the Xmas Hamper volunteers, FCSS Board & staff on December 15, 2014 at noon in the upstairs fellowship hall of the Nazarene Church at the expense of the Food Bank. Seconded by: J. Webb

**CARRIED**

10.9 Town & County elected official FCSS appointments

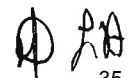
**14-11-19 MOTION:** By: M. Josephison: To welcome N. Hartford and J. Webb as to these appointments.

**CARRIED**

10.10 FCSS Funding Advocacy – request to send a letter to the MLA

10.11 Staff Christmas Bonus

**14-11-20 MOTION:** By: J. Webb: That a Staff Bonus is paid to qualifying staff using the same formula as previous years with the minimum being \$100.00 and a maximum of \$1500.00 and the "good standing clause" added as well. Seconded by: I. Wegmann



**AMMENDED BY: M. JOSEPHISON: TO READ:** That a Staff Bonus is paid to qualifying staff using the formula of annual vacation pay each staff has earned referencing Labour Standards guidelines, with the minimum being \$100.00 for employees that fill the requirements of the "good standing policy".

**CARRIED**

**14-11-21 MOTION:** By: J. Webb: That the Executive Director's Christmas Bonus to increase by \$300.00 from last year's amount paid. Seconded by: B. Coulthard

**CARRIED**

10.12 ACCA – MLA Standup cocktail reception invitation

**14-11-22 MOTION:** By: B. Coulthard: That any Board members that wish to attend along with two staff members do so at the expense of the Agency. Seconded by: I. Steeves

**CARRIED**

11. **CORRESPONDENCE**

- 11.1 October Payroll Memo
- 11.2 Thank you notes- A. Bresnahan, C. Jensen
- 11.3 McConnell Foundation grant
- 11.4 Alberta Mentors Campaign
- 11.5 Ab. Emergency Management Agency
- 11.6 FCSSAA Storybook 2014

12. **NEXT MEETING DATE –** No meeting scheduled for December unless called by the Chair. Next meeting - January 21, 2015 at 10:00 a.m.

13. **ADJOURNMENT**

**14-11-23 MOTION:** By N. Hartford: That the meeting adjourns at 12:08 a.m.

**CARRIED**

14. **BOARD SHARING TIME**

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N. Hartford, Chairperson

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C. HN Simpson, Recording Secretary

## 7. WRITTEN REPORTS

### 7.1 Home Support/Personal Care

Thank you to the Board for the opportunity to once again attend and participate in the Team Leaders' Retreat in Airdrie. The opportunity to learn new information, skills, and strategies in such a great environment is appreciated.

This month one Health Care Aide has requested a LOA without a return date and two new staff were hired. Both have completed their MAP training and are currently training to all essential care shifts. This brings the number of Health Care Aides to 26. Two staff are nearing completion of their Health Care Aide Certification which will bring the number of certified staff to fifteen plus one substantially equivalent. We also have four staff who were previously deemed competent and five who will be doing their competencies next month. There is one staff who will not be doing her competencies until after her three month probationary period is completed.

As previously reported, on September 25<sup>th</sup> Alberta Health Services hosted their quarterly Vendor Information Session in Red Deer. We were told that Seniors Health Central Zone will once again be doing Provider Facilities and Program Audits. Rimbey FCSS will be included in the 2014-2015 Audit Cycle. To date we have not been notified of the date this audit will occur.

### 7.2 Compass Program

The Compass Program which began on October 7<sup>th</sup> has four participants. This is the fourth time this program has been offered in our community.

Respectfully submitted,  
Brenda Soderberg  
Health Care Programs Coordinator

### 7.3 Education Coordinator

During the month of October two new staff were hired and trained for MAP.

In November we will be running two classes of Supportive Pathways, which is caring for the client with dementia. At this time we will also be reviewing universal precautions, as flu season is quickly approaching us!

The two students enrolled in their HCA course through NorQuest will complete their courses in November.

I would like to extend my sincere thank you to the board for supporting our Team Leaders' Retreat in Airdrie. It was a wonderful time and very informative. Thank you again!!

Sincerely,  
Arlene Busat  
FCSS RN

### 7.4 Seniors Information & Referral Centre

On October 1<sup>st</sup> and 2<sup>nd</sup>, I was very fortunate to be able to attend my third Grey Matters Conference. As always, it was very inspirational and full of information and I really appreciate being able to go again this year. This year it was at the Sheraton in Red Deer, which was a fabulous venue. Thank you so much for sending me. I thoroughly enjoy this conference.

On October 14<sup>th</sup>, I had one volunteer with me at the Drop In Centre, but no clients this time. However two clients came to see me at the office during the month.

I attended our Team Leaders' Retreat in Airdrie on October 17<sup>th</sup>. It was very informative, enjoyable, and relaxing. It is a great chance to bond and mingle with our team in the office as well as learn new things. Thanks so much for sending me.



On October 29<sup>th</sup>, P. Makofka and I will be attending a workshop on "Taking Action Against Elder Abuse" in Red Deer at the Provincial Building. This is being put on by our Seniors Programs Advisor, Emily Motycka. I believe this is a critical part of my work with seniors in our community and keeping them safe in their own homes.

#### 7.5 Volunteer Income Tax

I have just received the notice from CVITP to renew our online registrations. I have sent it out to all my wonderful income tax volunteers. This will be my third Income Tax Season as coordinator and I am looking forward to it.

Respectfully submitted,  
Carolynne Jensen

Senior's Information & Referral and Volunteer Income Tax Program Coordinator

#### 7.6 Food Bank

For the month October we had a total of nine hampers. We held an open house on the 8<sup>th</sup> of October and received 31 guests who signed our guest book. My volunteers did personal tours for each of the guests and answered any questions they had. I received a lot of positive feedback and it was a very successful evening. We also received \$2 900.00 dollars in donations that evening which was an unexpected surprise that was really nice. Unfortunately we did not get approval for the funding from J.W. McConnell Family Foundation called Banking on Change. They received many applications and I am a little disappointed we did not get chosen, but I will keep trying. On October 23<sup>rd</sup> we supplied coffee, tea, and cookies for the flu clinic and we received \$133.65 in donations that day.

#### 7.7 Volunteer Services

For this month I concentrated on our 4<sup>th</sup> Annual Volunteer Fair. I am very proud of this event and enjoy planning it each year. We included three workshops that were held in the Kinsmen room. The response to the workshops was well received by the non-profit organizations that participated in the Volunteer Fair. Unfortunately the response from the public for the Volunteer Fair was disappointing. I would like to try a different approach for next year by perhaps partnering with another event in the year, with the hope of a little more exposure in the public. The flu clinic was held on the 23<sup>rd</sup> of this month. We supplied coffee, tea, and cookies from the Food Bank and I had two volunteers there to serve for the nurses.

#### 7.8 Palliative Care

The Palliative Care council was given an opportunity to have a silent auction at the Ponoka FCSS 40<sup>th</sup> Anniversary Gala to raise funding for equipment for this program which will benefit both Rimbey and Ponoka Palliative Care and also raise awareness of the program. Our silent auction went very well as we raised just under \$3 000.00

#### 7.9 Medical Alert

October was a busy month for Medical Alert; we did two new installs and five battery exchanges. Good Samaritan TeleCare will be changing out batteries over the next little while as the battery life is about five years and most of ours are due for the change out.

#### 7.10 Volunteer Visitor

I have received two new requests for volunteer visitors. I have matched one volunteer and client and I am working on the second client at this time.

#### 7.11 Meals on Wheels

Everything is running well in the program. We introduced a new menu this month for our clients and they seem very receptive to it. I have been told that there will be two menus for the year, a fall and winter menu and a different one for spring and summer. We are currently at 21 clients.

#### 7.12 Kitz 4 Kidz

We had one request for a grade five student this month. 90% of the school supplies we had left at the office were divided up between the schools within our district and the schools were truly grateful.

I would like to thank the Board for the opportunity to attend the Team Leaders' Retreat in Airdrie. It was a great weekend!

Sincerely,  
Katherine Winters

Coordinator for the Food Bank/Christmas Hampers, Volunteer Services/Volunteer Fair, Palliative Care, Medical Alert, Volunteer Visitor, Meals on Wheels, and Kitz 4 Kidz programs

#### 7.13 Adult Day Support

The month of October just flew by. We continue with our Chicken Soup stories, exercises, and crosswords, all of which are enjoyed by the clients. We made the monthly banner and worked on a newspaper bowl. We are covering it in tissue paper circles and it is looking very nice. On Tuesday we made sugar cookies, then iced and ate them on Thursday - a fun activity! Using mason jars, which were covered in natural leaves and mod podge, we made some attractive fall candle holders. We played balloon volleyball, which everyone gets into, and nobody can play without smiling! We also did a couple of recycling projects. One activity was to cut a colored bag into strips to make some attractive beads and we made new crayons from some old crayon pieces.

On the last day of the month we had our Hallowe'en party. After lunch we walked to the Long Term Care facility at the hospital and brought cupcakes and coffee to visit and celebrate a former client's birthday. It was a very enjoyable outing, but as it was a cold, windy day, we asked the handivan to take us back to FCSS. The driver was there quickly and didn't charge us anything for the ride so we got him a thank you card. We live in a wonderful, caring, community and I'm proud of that. This has been another good month where we enjoy each other's company and have fun.

Thank you for the opportunity to attend the Team Leaders' Retreat, which was informative and very relaxing. I also wish to thank you for the gifts we received.

Sincerely,  
Emily Breton  
ADS Coordinator

#### 7.14 Community Kitchen

A community kitchen was planned for Wednesday, October 22<sup>nd</sup>, 1-4 p.m. with the theme, "Time-saving Meals". The menu planned was to use ground beef and homemade tomato sauce to make cabbage rolls, lasagna, and meat balls. Also we would make a homemade sweet and sour sauce and salad dressing. Using the oven or slow cooker, I intended to make stir-fry chicken and for a snack, taco salad. These meals are not only timesaving but also economical, money-wise choices. Unfortunately only one participant registered, so it had to be cancelled.

The next kitchen is planned for November and the theme will be "Gifts in Jars".

Thank you very much for the fantastic Team Leaders' Retreat we had in October in Airdrie. We learned lots, got to know each other and made new friends. I am blessed to work for such a caring group of people.

Respectfully submitted,  
Vroni Lenherr  
Community Kitchen Coordinator

#### 7.15 Information Technology

I am in the process of developing a software package to help the Program Coordinators build or tweak their program manuals.

As Remembrance Day draws near I would like to tell you about an app for your iphone/pad. It is called "Veterans Matter". It is a free app in the app store. The description says that this app will help you find information about how to make Remembrance Day more something you do, rather than feel. Also included are ways to find an event or ceremony near you, find a Veterans Affairs





office in your area, learn about the new Veterans Charter, access a screening tool to see if you qualify for services or benefits, share comments on the Veterans Affairs Facebook wall, locate Canadian war cemeteries, monuments, and battlefields around the world, view a newsletter, and many pictures, videos, and interactive maps.

Thank you for your continued support in this program.  
Deana Harris  
Information Technology/Communications Coordinator

#### 7.16 Rimbey Parent Link Centre

Things are really picking up at the Centre. Our numbers for October were strong with 185 children and 85 adults. We are seeing quite a few new faces and many familiar ones. The Centre itself has been changed around a bit and we really appreciate the use of the conference room for some of our more active programs.

Our programming is seeing great numbers, with Stay and Play being one of our most popular programs. We are running Little Picasso's which is a parent/child art program is on Wednesday mornings and on the last Friday of every month we offer TGIF Stay and Play, which is an evening drop in program. Both these program are well attended and offer something a little different for families in Rimbey. Stay and Play is still on Thursdays and going strong.

All in all, October has been busy, busy, busy! I am enjoying it immensely and looking forward to seeing what November brings!

Thank you,  
Samantha Sansome  
Rimbey Parent Link Coordinator

#### 7.17 Healthy Families/Young Parent Outreach

October was a month of learning. I finished the Core training and attended a Cultural Diversity workshop. As our communities change and become more diverse we will be exposed to many different cultures. Our community will benefit from the richness of abundant, united, ethnic distinctions and we will learn from them and about each other collectively.

The families in the program are doing well; we are fortunate to have such valuable support resources in our community. I am proud to be an employee of the most effective family support agency in our region.

I wish to thank you, the Board members, for the opportunity to spend time learning, connecting as a team, relaxing a bit, and having more than a few laughs at the Team Leaders' Retreat.

Respectfully,  
Deana Harris  
Healthy Families Home Visitor

#### 7.18 Rainbows

C. Robertson will be starting two Rainbows groups in mid-November. She is just working on final registrations. I will be ordering five more journals for the Level Three group as per P. Makofka's approval. I will put in the order this week. C. Robertson will be co facilitating with L. Cadsand, our other volunteer.

Respectfully submitted,  
Shirley Winter  
Rainbows Program Coordinator

#### 7.19 Family Resource Library

The Resource Library loaned out eleven items in October. There were four new items borrowed and seven items were from previous months. One item was returned.



I have been busy trying to create a new, fun, colorful booklet depicting what items and categories are in our library. I presented the mock up version at our Team Leaders' Retreat and will be making the appropriate revisions.

"Welcome to Rimbey" bags are still in demand. The Town Office gave out six bags in October. The say real estate is selling well and more people are moving to Rimbey.

Thank you to the Board for your generosity in allowing me to attend the Health Care Aide Conference in Edmonton and also the Team Leaders' Retreat in Airdrie.

Sincerely,  
Audreyann Bresnahan  
Resource Librarian

#### 7.20 Accreditation Coordinator

The HCA manuals are coming out this month which will include a session with the HCAs to implement some new processes.

The policies have been written and revised until next year.

Time was spent in Ponoka to help them through the process, sharing the HCA manual, Workplace Health & Safety, orientation checklist, Probationary and Yearly Performance Reviews.

I will be finished for this year December 18, 2014 and will be returning June 2, 2015.

Sincerely,  
Faith Pilgrim  
Accreditation Coordinator

#### 7.21 Office Manager/Quality Control

October, as all the other months, was full of activity; we had our Golf luncheon, the Ponoka FCSS Gala and of course the Team Leaders' Retreat. J. Adams, P. Elliot and I were busy with the usual office duties as well as helping out with the above mentioned items. We had a wonderful volunteer in, D. Green, to write out receipts and thank you cards for the Food Bank and the Agency. She has agreed to come in quarterly instead of once a year to help with this task, which is ideal to expedite the process and give time for a personal note to be added to the card. We still have not heard any word on when the template for reporting statistics will be out. We are also gearing up for the winter activities and programs that will need a little more attention, as well as yearend reports and items. November will prove to be another busy month.

On behalf of P. Elliott and J. Adams, I wish to extend their appreciation of the opportunity to attend the Team Leaders' Retreat, which they note was a productive learning opportunity during the sessions and good times with their coworkers. Thank you for your generosity in funding this weekend and for the gifts – it was fun spending the gift certificate!

I would like to take this time to thank the Board for allowing me to attend the Ponoka FCSS Gala and the Team Leaders' Retreat; once again I found the retreat to be both informative and fun, with the opportunity to bond and build relationships. I would also like to thank the Board for the lovely gift, as always I am very thankful to work for such a great organization.

Respectfully submitted,  
Christine HN Simpson  
Office Manager/Quality Control



## 9. DIRECTOR'S REPORT

### 9.1 Rimbey FCSS Volunteer Fair

The fourth annual Volunteer Fair was held on October 16, 2014 at the Peter Lougheed Community Centre from 2 p.m.-7 p.m.

The number of participating nonprofit organizations was down from previous years. The number of people attending was close to that of other years. We offered it free to groups to showcase their activities and to try to recruit volunteers.

We offered three free workshops to the groups on topics we thought would be useful: Proper Recordkeeping - C. Jones; What to Expect when asked to be a Board Member – I. Wegmann; Policies and Bylaws – C. Simpson.

We had a draw for a couple of prizes. Visitors got a passport which, if they had it stamped at each of the thirteen booths, allowed them to enter their name in the draw.

There were three food stations from Philippines, Canada, and Holland. We will be reviewing the format of this event and bringing suggestions for next year.

### 9.2 Palliative Care Council

The Ponoka Rimbey Palliative Care Council is working to help families and individuals that want to have their loved one remain at home. This group is raising money to purchase special mattresses available to loan out in the two communities. At the Ponoka FCSS 40<sup>th</sup> Anniversary Gala on October 24<sup>th</sup>, they conducted a silent auction and raised about \$3 000.00. They currently lend out sheepskin blankets and elbow and bootie protectors.

Both FCSS programs have trained volunteers to go into homes and help out in palliative situations.

### 9.3 2014 Team Leaders Retreat

On October 17-19 there were fourteen FCSS Team Leaders in Airdrie for the annual Team Leaders' Retreat. Our agenda included 72 Hours Personal Preparedness, a presentation by Alberta Emergency Management Agency about Disaster Services, Business Continuity planning, a business disaster scenario, time to work on program manuals, a group art project, leadership intelligence, self-care, good food and lots of fun.

Thank you to the leadership of our Board to allow this kind of staff development to take place.

### 9.4 Parent Link Centre- updates

The Ponoka Parent Link Centre has now moved out of the Ponoka FCSS building and into the old Wedin's building across from the Bargain Store. They have three times as much room now for their fast growing program and activities. The PLC concept is nearly ten years old and is very popular across Alberta. Lacombe, Ponoka, and Rimbey are very fortunate to have got in on the original funding and have been able to build a strong program for our region. Wetaskiwin has also joined onto this region and their program is growing and developing into a very good community resource for that community too.

### 9.5 Rimbey Wellness Group

This group met on October 24, 2014 and heard a presentation from Len Wagner, Traffic Safety Consultant about the high incidence of drinking and driving. He explained a program called R.I.D. (Report Impaired Drivers) that several cities have adopted. He knows that not all communities have the resources to have a full blown program, but he encouraged Rimbey and community to consider sending out the message in the way of swag items, messages, and awareness activities at events in the community. There is a movement to start a Traffic Safety group with Sundre, Rocky, and possibly Rimbey in the near future.

The Party Program is no longer around but other similar programs are being considered for the schools.

#### 9.6 Rimbey Women's Conference-2015

RWC committee is working on their 28<sup>th</sup> Annual Women's Conference, Feb. 5<sup>th</sup>, 2015. The theme is "Expand Your Horizons". They have secured several speakers already and are working on sponsorship. There will be Women's Self Defense, Fairy Gardening, Scarf Tying, Wood Refinishing Project, a comedian, and the keynote address on personal development. The registration fee remains at \$35.00 and includes coffee and a full course noon meal. This event attracts nearly 200 women annually from Central Alberta.

#### 9.7 Disaster Services- ICS-300

The Town of Rimbey has included me in their staff training for ICS-200. There will be a table top mock disaster event on November 5<sup>th</sup> that FCSS will participate in. The ICS-300 is a two day training and is scheduled for November 26<sup>th</sup> and 27<sup>th</sup>. I will not be available as I will be taking the Disaster Social Services workshop in Edmonton. Ponoka County will offer the ICS-300 over the winter and I will be able to take it with their staff.

#### 9.8 Santa Night

On Friday November 28<sup>th</sup> at the Paskapoo Park they will light up the Christmas lights and have Santa there to talk to the children. The Historical Society will offer hotdogs and hot chocolate; donations will be accepted for the Food Bank. This event runs from 3 p.m.-7 p.m.

#### 9.9 Taking Action Against Elder Abuse

The Taking Action Against Elder Abuse workshop was held on October 29<sup>th</sup> at the Red Deer Provincial Building. C. Jensen and I attended. This workshop is one that P. Hansen and I took as "Train the Trainer" workshop a couple of years ago. The material is more user friendly now and we both got a lot more information. The skills to help a client or community member with this kind of situation take time to develop. Information and helping organizations are starting to be developed better and it is not such a foreign topic these days. The victim almost always knows the perpetrator and usually cares for them. The victim knows the behavior is wrong but does not want to make trouble and often feels guilty that they have contributed to the situation. It is not just about the perpetrator being charged by the police. The victim may lose their caregiver or home. It is complex and difficult to solve and requires trained counselors to work with these families.

The Golden Circle agency has teamed with Rimbey FCSS and four other agencies to apply for a grant to hire a consultant for one year to work out a regional plan for Central Alberta.

This plan includes hiring a case coordinator to work with elder abuse victims and their families to resolve the situation. In Rimbey we would get a referral from the Elder Abuse hotline and then connect the victim with the case coordinator. Funding will come from the Solicitor General's office hopefully.

Red Deer has been working on this plan for a couple of years and just recently made a request for communities to commit to supporting work with the elder abuse problem.

Rimbey FCSS is very pleased to have been able to join this group that eventually will help our community respond to this issue.

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
**BOARD MEETING MINUTES**  
**January 21, 2015**  
10:00 a.m. Rimbey Provincial Building

Present:

I. Steeves, Vice Chairperson  
B. Couthard, Board Member  
J. Webb, Board Member  
F. Pilgrim, Board Member (Via – FaceTime)  
I. Wegmann, Board Member  
P. Makofka, Executive Director  
C. Simpson, Recording Secretary

Regrets:

N. Hartford, Chairperson  
P. Weeks, Board Member  
M. Josephison, Board Member

1. **CALL TO ORDER**  
The meeting was called to order by I. Steeves at 10:00 a.m.

2. **APPROVAL OF AGENDA**  
**15-01-01 MOTION:** By: J. Webb: That the agenda be adopted with the following addition:

10.7	BBBS Bowl a thon
10.8	Rimbey Expo
10.9	Community Meeting
12.5	Rimbey Wellness
12.6	Letter from Victim Services

**CARRIED**

3. **PREVIOUS MEETING MINUTES – November 17, 2014**  
**15-01-02 MOTION:** By: F. Pilgrim: That the minutes of the November 17, 2014 Board Meetings be adopted as presented.

**CARRIED**

4. **BUSINESS ARISING FROM THE MINUTES**  
41. MLA- ACCA Reception invitation

5. **OLD BUSINESS**  
5.1 2014 FCSS Christmas Cards  
5.2 2015 FCSS day timers  
5.3 Agency jackets

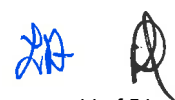
6. **FINANCE**  
6.1 December 18, 2014 Finance Committee Meeting Minutes/Highlights  
**15-01-03 MOTION:** By: I. Steeves: That the Minutes of the December 18, 2014 Finance Committee meeting be accepted as information.

**CARRIED**

6.2 January 21, 2015 finance committee meeting minutes  
**15-01-04 MOTION:** By: I. Steeves: That the Minutes of the January 21, 2015 Finance Committee meeting be accepted as information.

**CARRIED**

6.3 Year-end expenditures  
6.4 Contribution to reserves



7. WRITTEN REPORTS
- 7.1 Home Support/Personal Care
  - 7.2 Compass Program
  - 7.3 Education Coordinator
  - 7.4 Seniors Information & Referral Centre
  - 7.5 Volunteer Income Tax
  - 7.6 Food Bank
  - 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 Accreditation Coordinator
  - 7.21 Office Manager/Quality Control

**15-01-05 MOTION:** By: J. Webb: That the Written Reports be accepted as information.

**CARRIED**

8. POLICY/RISK MANAGEMENT COMMITTEE
- 8.1 Update of Current Policies
  - 8.2 New policies for consideration

**15-01-06 MOTION:** By: I. Wegmann: That the following new policies be adopted as presented and entered into the Policy binder in any and all sections that apply.

**CARRIED**

H&S 1403.15 Job Description (plus attached forms for use)

- 8.3 Accreditation Coordinator Report - None

9. DIRECTOR'S REPORT
- 9.1 Literacy Society proposals
  - 9.2 Early Childhood Community coalition grant
  - 9.3 Emergency Social Services forum report
  - 9.4 Community feedback- medical clinic
  - 9.5 Ponoka-Rimbey Adult Learning Council- proposal
  - 9.6 Victim Services Unit- update

**15-01-07 MOTION:** By: J. Webb: That the Director's Report be accepted as information.

**CARRIED**

10. NEW BUSINESS
- 10.1 Victim Services Gala Event

**15-01-08 MOTION:** By: J. Webb: That the Agency purchase three tables for the event at a cost of \$1200.00. Seconded by: I. Wegmann

**CARRIED**

**Delegation: 11:00 a.m. K. Winters**

- 10.2 Rimbey Food Bank-building upgrades

**15-01-09 MOTION:** By: J. Webb: To proceed with the Food Bank Coordinators plan for building upgrades with a budget of \$15000.00. Seconded by: B. Coulthard

**CARRIED**

10.3 Rimbey Food Bank- hamper content review

**15-01-10 MOTION:** By: J. Webb: To change hamper content list as presented by the Food Bank Coordinator, effective immediately.

**CARRIED**

10.4 FCSS Funding Advocacy

**15-01-11 MOTION:** By: J. Webb: To invite Joe Anglin to the February 18, 2015 RCHHS/FCSS Board meeting.

**CARRIED**

10.5 HCA Certification loan discussion

**15-01-12 MOTION:** By: J. Webb: To allow employee #011 to repay loan agreement in the amount of \$478.00 and continue as a HCA working fewer hours. Seconded by: B. Coulthard

**CARRIED**

**15-01-13 MOTION:** By: B. Coulthard: To revise the loan agreement to accommodate the repayment of employees that are not leaving the Agency as well as revise the hours of work done by the HCA to maintain the agreement. Seconded by: J. Webb

**CARRIED**

10.6 FCSS 2015 Provincial funding agreement

10.7 BBBS Bowl a thon

**15-01-14 MOTION:** By: J. Webb: That the Agency pay to be a bronze sponsor for the amount of \$150.00 and donate a door prize for the event. Seconded by: I. Wegmann

**CARRIED**

10.8 Rimbey Expo

**15-01-15 MOTION:** By: J. Webb: That the Agency rent a booth at the Expo and participates in the "Bingo" for a cost of no more than \$115.00. As well the Agency will pay staff to work the booth. Seconded by: F. Pilgrim

**CARRIED**

10.9 Community Meeting Conference

**15-01-16 MOTION:** By: B. Coulthard: That the Executive Director and the Volunteer Services Coordinator attend the Community Meeting Conference at the expense of the Agency. Seconded by: I. Wegmann

**CARRIED**

11. PROGRESS REPORT ON 2015 GOALS & OBJECTIVES

12. CORRESPONDENCE

12.2 Payroll memo

12.3 2014 FCSS Storybook

12.4 Legacy Court Condominium Association

**15-01-17 MOTION:** By: J. Webb: That a formal letter written from our Agency and addressed to the Administration of the Town of Rimbey be written and sent about sanding or sand boxes so residents can sand themselves as well in the Legacy Court area.

**CARRIED**

12.5 Rimbey Wellness Workshop

12.6 Victim Services Letter

13. NEXT MEETING DATE – February 18, 2015 at 10:00 a.m.

14. ADJOURNMENT

**15-01-18 MOTION:** By J. Webb: That the meeting adjourns at 11:50 a.m.

**CARRIED**

15. BOARD SHARING TIME

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N. Hartford, Chairperson

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C. HN Simpson, Recording Secretary





## 7. WRITTEN REPORTS

### 7.1 Home Support/Personal Care

Thank you to the Board for the extremely generous Christmas Bonus. Words cannot express the gratitude and appreciation for this gift.

Two Health Care Aides have completed their Health Care Aide Certification. Since my last report, two HCAs have left on Leaves of Absence and one HCA that had not completed her probationary period has left our employment. We are currently advertising in the Rimbey Review and on Facebook. My hope is to hire two or three new staff as we have seen an increase in respite hours.

As previously reported, Rimbey FCSS will be included in Alberta Health Services 2014-2015 Audit Cycle. We have been notified that this audit will occur on March 10, 2015. Preparations for the audit have been underway for the last two months and I feel we should be well prepared for the Auditors' visit.

### 7.2 Compass Program

The Compass Program completed their eight week workshop in the beginning of December. The group will meet again in January to reconnect and complete evaluations.

Respectfully submitted,  
Brenda Soderberg  
Health Care Programs Coordinator

### 7.3 Education Coordinator

In November Supportive Pathways, Dementia Care was taught to ten HCAs. At this same time universal precautions were reviewed, as flu season is quickly approaching and the need for extra precautions is necessary.

The two HCAs completing the NorQuest course have completed their modules and will complete their practicum in early December.

During the month of December two HCAs completed their practicum for the HCA certificate through NorQuest College, thus completing their course. I also met with HCAs who do not have their course, to complete their competencies. Two were unable to meet that day and I will follow up with them in January. Those who did meet have some competencies to complete, so I will meet with them again in January as well to sign them off on their competencies.

A new MAP, medication assistance program, protocol is being implemented. I am just finding out whether all staff need to retake the course or just complete an update.

I will be holding a CPR course for those who require their refresher along with those who need their course in January as well.

I would like to thank the board for another great year and really appreciate all the support and encouragement that you give all of us as employees. I feel truly blessed to be an employee of Rimbey FCSS.

Sincerely,  
Arlene Busat  
FCSS RN

### 7.4 Seniors Information & Referral Centre

November: On November 18th, I had our clinic at the Drop In Centre since November 11<sup>th</sup> was a holiday. I had two volunteers with me and we had one client. He had to come back to the office in the afternoon to see me though, as he had forgotten some of his information.

Thank you to P. Makofka and the board for all the swag items that we are receiving every month, especially the roadside winter kit for November – it is fabulous. It's like Christmas every month. Thanks so much.

December: On December 9th, I had our clinic at the Drop In. I had one volunteer with me, and we had no clients. I did have two clients come to see me at the office on Dec. 23<sup>rd</sup>, though.

Thank you SO much to P. Makofka and the board for the FABULOUS Christmas dinner and Christmas bonus, as well as the necklace. That was very much appreciated. It is so nice to work for such a wonderful agency. Thank you, too, for the Board Christmas Party at Monterey Jack's. It was a lot of fun and a great meal.

#### 7.5 Volunteer Income Tax

November: I am preparing for the tax season at the end of February, 2015 which includes getting the intake binder ready, preparing new files, and starting communications with my volunteers.

December: I continue to work on preparations for tax season at the end of February, 2015 as noted above.

Respectfully submitted,  
Carolynne Jensen

Senior's Information & Referral and Volunteer Income Tax Program Coordinator

#### 7.6 Food Bank

November and December are our busiest months for the Food Bank. We launched our hamper boxes to all businesses right after November 11<sup>th</sup>; there were a number of different fund raisers held that the community organized to help support the Food Bank at this time of the year. Two of my volunteers were able to pick up a pallet of food from NFSS in Edmonton on November 18<sup>th</sup>. Most of it had to be used right away due to best before date and the rest will help keep our shelves stocked. The generosity of our community once again is tremendous and we were able to help 44 families this holiday season. In November we had fifteen hampers and one request from a school for their lunch program. Through the Food Bank I signed up seven new volunteers for FCSS that not only wanted to help out at the Food Bank for the holiday season but were also interested in helping with other programs. Thank you for allowing me to hold an appreciation luncheon for my volunteers. The butternut squash soup that was served was wonderful and everyone enjoyed the accordion music supplied by Irene Wegmann. I would just like to say thank you to all the board members for helping me to make this year a success for the Food Bank.

#### 7.7 Volunteer Services

December 5<sup>th</sup> was International Volunteer Day and this year we did it a little differently. We held it at the Rimbey Co-op foyer where I had four volunteers plus P. Makofka and myself handing out cake and talking to people about what international volunteer day was about. It was a great success and I would like to do this again for next year. I received seven new applications for FCSS volunteers through our Christmas Hamper Program that would like to participate in volunteering for other programs that we offer.

#### 7.8 Palliative Care

I went to the Palliative Care Council meeting on December 5<sup>th</sup>. We put together care packages, and there was a discussion regarding quilts that Rimbey FCSS currently has, that we could use for Palliative Care. It was reported that Betty Golley is no longer in the position of Palliative Care Coordinator. We had no clients for November or December.

#### 7.9 Medical Alert

For November we had one install and two removals. Charges were \$40.00. In December it has been busy as we had five installs and one battery replacement and four removals. Charges for December were \$220.00. Our total clients at the end of this year are 54.

#### 7.10 Volunteer Visitor

We are still at six participants in October and I am hoping to touch base in January with both of the new volunteers to see how the visits are going and to collect their hours.

On a personal note I would like to say thank you and that I really appreciate the bonus and all the extras that we receive throughout the year.

#### 7.11 Meals on Wheels

The Meals on Wheels program is running smoothly. It has really been great with the new cook that has taken over for the last cook. There have been no issues on new clients signing up or coming off the hold list; they can start right away without having to wait. The new cook has been very accommodating and the change has sure been beneficial to our program. For November/December we are at seventeen clients.

#### 7.12 Kitz 4 Kidz

As this is a seasonal program, I have nothing to report at this time.

Sincerely,

Katherine Winters

Coordinator for Food Bank, Volunteer Services, Palliative Care, Medical Alert, Volunteer Visitor, Meals on Wheels and Kitz for Kids

#### 7.13 Adult Day Support

November was a busy month preparing for our craft sale on December 9th. We made bookmarks, Christmas ornaments, candle holders, a newspaper bowl and boxes decoupaged with Christmas pictures. Red velvet cupcakes were also baked for the sale. The proceeds will go to the Food Bank, which is a worthwhile project and gives us a specific purpose for the craft sale. We will continue to make items for sale, which will be displayed on a shelf in the cabinet where the resource library is situated. Through these winter months we still like to share Chicken Soup stories, do daily exercises, and replenish the paper roll bird feeders. The birds enjoy them and we enjoy watching the birds. The clients have also been engaged in games such as hangman and trivia. Of course everyone loves the meals prepared for us by G. Luce. She is an excellent cook!

December was a short but interesting month. We have been busy making projects for our sale on December 9<sup>th</sup>, which went very well. We raised \$83.20 which was donated to the Food Bank. We are now going to have a shelf in the resource library where we will make and display crafts for sale, with proceeds to go to the Food Bank. This gives us an excellent purpose in our crafting and the proceeds go to a great cause within our community. The clients feel this is a wonderful project to take on. We also had our field trip to the Parkland Mall in Red Deer. There was a special Seniors' VIP Day that provided free entertainment and lunch. They all enjoy that yearly trip. We had our annual Christmas dinner with family and/or caregiver of our clients. In all, sixteen people attended and all had an enjoyable time. On the last day we mostly visited and played some trivia games on the whiteboard. Everyone is looking forward to the New Year and the fun we will have together.

Sincerely,

Emily Breton

ADS Coordinator

#### 7.14 Community Kitchen

November: On Friday, November 21<sup>st</sup> we had a kitchen themed "Gifts in a Jar" with five participants, three of which were Food Bank clients. We did the following recipes: Cranberry Pecan Muffin Mix, Gebrannte Almonds (a Swiss recipe), Nuts and Bolts, Hearty Nine Bean Soup, and Lebkuchen. The participants enjoyed decorating jars and containers for the food, which may be given as gifts. Each took home five gifts. It was lots of fun and the whole building smelled wonderful as we made the food. People actually stopped in and we offered samples, but they declined. This was something new for all the participants and something they will remember. I feel this kitchen "was a hit" with everyone!



December: For the Community Kitchen which was held on Dec. 5<sup>th</sup>, 2014 from 4:30 -7:00 p.m., we had seven people attend. The theme was "Snacks" and it went very well. The clients went home happy, each taking a few tasty treasures with them.

Due to moving away from this community, I must inform you that this was my last Community Kitchen. I wish all the best to the next Coordinator.

I will miss you all! Thank you for this great opportunity to be the Rimbey FCSS/RCHHS Community Kitchen Coordinator as it was a position that fit my personality very well.

Respectfully submitted,  
Vroni Lenherr  
Community Kitchen Coordinator

#### 7.15 Information Technology

We have the new computers in the office and I am working on two of them right now. It is my plan to have them ready to use the first week we are back in January. New computers allow us to run the most advanced software and security programs available. I thank you for your interest in this area of the operations of the agency.

I am hoping you all got brand new big screen televisions for Christmas and so I want to remind you to dispose of your old technologies in a safe manner for your community and in a way that will protect your information that may be remaining in the device. Stores like **Best Buy** and **Staples** will take just about any electronic device or battery and dispose of it for you and the added benefit is that you can be assured that they will protect you from unwanted pilfering of your personal information. In cases where the gadget is completely outdated it will be dismantled and the information portions of the device will be destroyed. Some, but not many, will be erased totally and sold as refurbished devices or even taken overseas and sold in countries where the technology is still young. The speed of turnover of technology is incredibly fast these days and so responsible disposal is quite important. Enjoy your toys from Santa!

Deana Harris  
Information Technology/Communications Coordinator

#### 7.16 Rimbey Parent Link Centre

November: Things are pretty steady at the Rimbey Parent Link Center. Numbers for November were steady, with 183 individuals who came to visit us. We are seeing a few new faces and many familiar ones.

The Centre would also like to welcome our new programmer K. Hull-Beagle; she is in charge of planning and implementing our child development programs. Her programs are already a huge hit with families.

We are looking forward to the new quarter coming up as there are many new exciting programs to look forward to!

December: The month of December was a short one for the Rimbey Parent Link. Our last day was Dec. 19<sup>th</sup>, which was our evening Stay and Play program. We still saw 139 individuals come through our doors. Our programs continue to see good numbers and great feedback!

January brings new exciting programs to the Rimbey Parent Link as well as new partnership with the Community Centre, where we will have use of their gym for one hour every last Thursday of the month. This will run in conjunction with our Stay and Play program and help aid families in getting in some much needed physical exercise!

Thank you for your time,  
Samantha Sansome  
Rimbey Parent Link Coordinator



#### 7.17 Healthy Families/Young Parent Outreach

The Healthy Families Program had three active families in December. I have been taking some interesting training lately such as a Motivational Interviewing course in Edmonton in November and in December. I started a course called Infant Mental Health which has weekly sessions from now until March that I will take through an online training program. I am getting to know these families quite well and am becoming more informed of the kinds of struggles families in this community are faced with and I am learning how to help them through the maze of paper and policies to help them, help themselves get the supports they need.

We are truly blessed to live in this community.

Respectfully,  
Deana Harris  
Healthy Families Home Visitor

#### 7.18 Rainbows

I had a brief conversation with our Rimbey facilitator and she is running a Level 1 and Level 2 program at this time and all is going well. We have scheduled a meeting for next week to discuss numbers and future programs. Victim Services may be interested in a partnership to assist us in offering the program to a larger segment of the population. They will consider helping with supplies, snacks, and facility rental costs if needed.

Sincerely,  
Shirley Winter  
Rainbows Program Coordinator

#### 7.19 Family Resource Library

I will be away from January 2<sup>nd</sup>, 2014 until March 12<sup>th</sup>, 2015. Sixteen Welcome to Rimbey bags have been put together to be used, if needed, while I am away. The Town Office has ten bags in stock. Two bags have recently been given out.

I have moved my library items from the Food Bank room to help tidy that area, to the basement storage area. This will also give me more space. The Resource Library has been quiet with eleven items taken out previously and none yet returned. I have delivered updated FCSS pamphlets to medical related businesses and facilities around Rimbey. I updated my program manual and put the information in a new white binder. I also put the laminated library material (front and back covers of each library item) into new white binders. Videos, DVDs CDs and audio cassettes have been moved to the roll top desk located in the foyer of our building. This leaves two shelves empty in the library glass cases for the Adult Day Support Program to use for sale items if they wish.

I hope you all had a good Christmas season and all the best to you for 2015.

Sincerely,  
Audreyann Bresnahan  
Resource Librarian

#### 7.20 Accreditation Coordinator

Sincerely,  
Faith Pilgrim  
Accreditation Coordinator

#### 7.21 Office Manager/Quality Control

I hope all of you had a great Christmas and you are ready for spring, I know I am. The past few months have been busy with Christmas Hampers and end of year items, including the wish list and wrapping up any other items that need attention.

We are working on accreditation items and trying to prepare for the possible upcoming RFP. There are the annual reports coming up as well as the AGM and policy meeting. Financially things are getting prepared for the Accountant. Files are being transferred over and moved downstairs to start a new year. New purchases for the Agency are coming in and getting set up. As usual there is always lots of activity in the office.

On behalf of myself and P. Elliott and J. Adams, we would like to extend a sincere thank you to the Board for all the gifts of appreciation received this past month. The roadside emergency kit was a timely gift for this wintry weather and the jewelry was great for December's festivities. We will proudly wear our new FCSS jackets too. Thank you also for hosting the Christmas parties for the staff and the generous annual bonus; it makes us feel very appreciated and grateful to work for RCHHS/FCSS. Wishing all of you a Happy New Year as we look forward to a successful 2015.

Respectfully submitted,  
Christine HN Simpson  
Office Manager/Quality Control

## 9. DIRECTOR'S REPORT

### 9.1 Literacy Society Proposal

The Ponoka-Rimbey Literacy Society has been based in the Blindman Youth Action Centre until the fall of 2014. They are in the process of moving into the Rimbey Provincial Building. They have such a small operating budget they could not afford to pay rent.

Dorothy Houghton, the coordinator, called me to see if we would give a letter of support to them for an application for some additional grant money from Advanced Education. They want to enhance their English as a Second Language program and do some work on inter-cultural communications. Immigrants are often challenged by the innocent greeting, "How are you?" in our society, as it can be strange for some cultures to ask this in passing. They also want to run some basic computer literacy classes. Where FCSS would fit in is with their intercultural social event. We are looking at including the Literacy Society in the FCSS Volunteer Fair in 2015. If they are successful in their grant application, they would contribute some funds into this event.

Due to the very quick turn around on the application process, I went ahead and wrote the letter of support on behalf of Rimbey FCSS.

### 9.2 Early Childhood Community Coalition

The provincial Early Childhood Development (ECD) was a five year research project of community mapping of how children six years old are faring in their development. Communities set up coalitions from interested community partners and participated in gathering information and identifying community assets that support children and families. In Rimbey we have held two successful parent conferences, "Powerful Moms and Super Dads", and we have a third planned for early 2015.

We also made some signage, paper cards and posters, and permanent wooden signs in the parks that sent positive messages to play, talk, and listen with your children. Bins of toys were left out in the parks over the summer in hopes that families would play together. The project is coming to an end now and the province offered some budgeting funds to communities who wanted to continue their projects until December 2015, up to \$22 500.00. Rimbey has applied for this grant through the Neighborhood Place organization. This snapshot of children in Rimbey aged six, showed that children in Rimbey were doing slightly better than the provincial average in their development but that we could do better.

### 9.3 Emergency Social Services Forum

On November 26<sup>th</sup>, 2014 I attended the Disaster Social Services Forum in Edmonton on behalf of the Town of Rimbey. The one and a half day conference was very full with many special and knowledgeable speakers. Minister Heather Klimchuk from Human Services opened the day with assurance that Human Services is the lead government department in Emergency Social Services (ESS) and she is supporting municipalities to enhance the DSS part of their disaster

plan. We heard about Alberta Emergency Management Agency and the support they offer to communities. We learned about non-government organizations (NGO), who they are, how to contact them, and their role in a disaster.

I attended a session on how to plan for seniors in a disaster from preparedness and evacuation to caring for the seniors once they are in shelters.

I attended a session called "Key Messages" to connect ESS to the Director of Emergency Management (DEM) and the Municipal Council. In this session it was recommended that ESS fall under the operations branch of the disaster plan, and not be a stand-alone department. It was a very informative workshop and it seems that preparedness for disasters in Alberta is really starting to get more attention. The Slave Lake fires and southern Alberta floods have shown us many things, but mostly that once the disaster is over, there are still a lot of social, financial, and emotional costs in the community.

#### 9.4 Community feedback – Medical Clinic

I wanted the FCSS Board to know that I have received positive feedback through one of our Board members regarding FCSS programs and the value for our community. One of our local doctors took the time to praise our Board member for being involved with FCSS and said that she feels the service is commendable. I have heard that a comparison was made with the Rimbey FCSS attitude towards helping families and finding ways to accommodate needs in the program, with some other surrounding communities who either cannot or would not be flexible to meet the different needs of families. The doctor then asked that our Board member try to preserve the FCSS program and not change the current services in the future.

I felt very proud and pleased to hear this recognition and acknowledgement that FCSS is valued and appreciated at this level in the community.

#### 9.5 Ponoka-Rimbey Adult Learning Council

The Ponoka-Rimbey Adult Learning Council is eligible for some additional funding in the area of adult learning for immigrants. They requested a letter of support from FCSS. They want to do the following: some training for staff and volunteers of understanding and awareness in the different cultures, attract and recruit immigrant volunteers to translate different languages, train staff and volunteers in the various immigration laws and policies, do a series of workshops to help prepare new-to-Alberta residents to the Canadian work experience by teaching communication skills and rules to get along in the workplace, and participate in an intercultural social event such as the FCSS Volunteer Fair. We discussed networking and sharing this opportunity with FCSS staff and volunteers. Since the turnaround time to complete the application was very short, I did write a letter of support for them and I hope to be able to work with ALC in the future on this project. I feel it aligns nicely with our plans to expand information and referral services for new immigrants in our FCSS program.

#### 9.6 Victim Services Unit update

I met with P. Jones, the VSU Coordinator, and their new Outreach and Education Coordinator to discuss their roles and services and to explain FCSS roles and programs. We both learned about each other's programs and I look forward to having a positive relationship with the VSU program. They have asked that we help them recruit Board members for their society and also advocates for their frontline services. The Rimbey VSU has sponsored the Women's Self Defense workshop for the Rimbey Women's Conference on February 5<sup>th</sup>, 2015. They are also doing another VSU Gala on February 14<sup>th</sup>, 2015 and expressed gratitude that FCSS attends this event.

