

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

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, APRIL 13, 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	Minutes of March 23, 2015 .....	2-6
5.	<b>Delegations</b>	7
5.1	Rimbey Christian School .....	8
5.2	Seniuk & Company – Auditors Report.....	
6.	<b>Bylaws</b>	
6.1	None	
7.	<b>New and Unfinished Business</b>	
7.1	Rimbey Christian School Delegation Discussion .....	9
7.2	Seniuk & Company – Auditor's Report Delegation Discussion.....	10
7.3	Rimbey Elementary School – Christmas Concert.....	11
7.4	Community Grants Program Application – Rimbey & District Old Timers Association.....	12
7.5	Tagish Engineering Ltd. Project Status Update to March 24, 2015.....	13-16
7.6	Spring Clean Up and Composting.....	17-35
7.7	Rodeo Midway .....	36
7.8	Big Hearts Charity Ride .....	37-38
8.	<b>Reports</b>	
8.1	Department Reports	
8.1.1	None	
8.2	Boards/Committee Reports	
8.2.1	FCSS/RCHHS Board Meeting Minutes of February 18, 2015 .....	39-50
8.2.2	Rimoka Housing Foundation Board Meeting Minutes of February 18, 2015.....	51-53
8.2.3	Rimbey Municipal Library Board Meeting Minutes of February 25, 2015.....	54
8.2.4	Rimbey Business Sector Sustainability Advisory Committee Agenda for April 8, 2015.....	55-57
9.	<b>Correspondence</b>	
9.1	None	
10.	<b>Open Forum</b>	
11.	<b>In Camera</b>	
11.1	Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act.)	
11.2	Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection Of Privacy Act.)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, MARCH 23, 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 late (7:03 pm)  
Councillor Webb  
Interim Chief Administrative Officer – Donna Tona, CTS  
Director of Community Services – Cindy Bowie  
Enforcement Services - Sgt. Kyle Koller  
Enforcement Services – CPO Jay Klause  
Recording Secretary – Kathy Blakely

Absent: Acting Chief Administrative Officer/Chief Financial Officer – Lori Hillis,  
CA  
Public Works Foreman – Rick Schmidt

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

2. Public Hearing 2.1 None
3. Adoption of 3.1. March 23, 2015 Agenda  
Agenda

Motion 090/15

Moved by Councillor Godlonton to accept the agenda for March 23, 2015 Regular Council Meeting, as presented.

CARRIED

4. Minutes 4.1 Minutes of March 9, 2015

Motion 091/15

Moved by Councillor Jaycox to accept the March 9, 2015 Regular Council Minutes as presented.

CARRIED

5. Delegation 5.1 None

6. Bylaws 6.1 Bylaw 900/15 Fees for Services

Sgt. Koller departed the meeting at 7:03 pm.

Motion 092/15

Moved by Councillor Webb to give first reading to Bylaw 900/15 Fees for Services.

CARRIED

Motion 093/15

Moved by Councillor Godlonton to give second reading to Bylaw 900/15 Fees for Services.

CARRIED

Sgt. Koller returned to the meeting at 7:04 pm.

Motion 094/15

Moved by Councillor \Jaycox for Council to unanimously agree to consider third and final reading to Bylaw 900/15 Fees for Services.

CARRIED

Motion 095/15

Moved by Councillor Godlonton to third and final reading to Bylaw 900/15 Fees for Services.

CARRIED

7. New and  
Unfinished  
Business

7.1 West Country Outreach Awards and Graduation Banquet 2015Motion 096/15

Moved by Councillor Godlonton Council approve a contribution in the amount of \$150.00 to the West County Outreach School Council for an award at their Graduation and Awards Ceremony which will be held on Friday May 29, 2015, with a member of Council to presenting the award.

CARRIED

7.2 Community Grants Application – Rimbey Lions ClubMotion 097/15

Moved by Councillor Webb Council approves the Community Grants Application in the amount of \$500.00 to the Rimbey Lions Club Pancake Day which was held on March 15, 2015.

CARRIED

7.3 Community Grants Application – Rimbey & District Chamber of CommerceMotion 098/15

Moved by Councillor Godlonton to approve the Community Grants Application in the amount of \$500.00 to the Rimbey Chamber of Commerce for a their Chamber of Commerce Expo which will be held April 24-25, 2015.

CARRIED

7.4 Tagish Engineering Ltd. Project Status Report to March 10, 2015Motion 099/15

Moved by Councillor Jaycox to accept the Tagish Engineering Ltd. Project Status Report to March 10, 2015, as information.

CARRIED

7.5 Brix Subdivision Application for ExtensionMotion 100/15

Moved by Mayor Pankiw to approve an Extension of Subdivision Approval for the Brix Subdivision located at SW 22-42-2-W5M, Lot 2, Block 1, Plan 122.3426 with an expiration date of February 14, 2016.

CARRIED

7.6 Olson SubdivisionMotion 101/15

Moved by Councillor Webb to table the decision on the Olson Subdivision SW 27-42-2-W5M until the developer prepares and provides Administration with an Area Structure Plan.

CARRIED

7.7 Small Communities GrantMotion 102/15

Moved by Councillor Godlonton to approve the application to the Small Communities Grant, for the Main Water Reservoir/Pump House New Replacement Construction, in the amount of \$1.49 million, with a \$25,000 contribution from the Town of Rimbey in 2015 and \$461,333 in 2016.

CARRIED

7.8 Rimoka Housing Foundation UpdateMotion 103/15

Moved by Councillor Jaycox to accept Mayor Pankiw's update on the proposed new Rimoka Housing Foundation Seniors Lodge as information.

CARRIED

## 8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Chief Financial Officer Report
- 8.1.3 Public Works Foreman's Report
- 8.1.4 Director of Community Services
- 8.1.5 Community Peace Officer Report

Motion 104/15

Moved by Councillor Godlonton to accept the department reports as information.

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Rimbey Community Wellness Meeting Notes of January 23 and February 20, 2015
- 8.2.2 Rimbey Historical Society Meeting Minutes of October 13, 2013 through November 18, 2014
- 8.2.3 Beatty Heritage House Society AGM Meeting Minutes of March 3, 2014 and February 9, 2015

Motion 105/15

Moved by Councillor Jaycox to accept the Rimbey Community Wellness Meeting Notes of January 23 and February 20, 2015, the Rimbey Historical Society Meeting Minutes of October 13, 2013 through November 18, 2014 and the Beatty Heritage House Society AGM Meeting Minutes of March 3, 2014 and February 9, 2015, as information.

CARRIED

8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Godlonton's Report
- 8.3.3 Councillor Jaycox's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Webb's Report

Motion 106/15

Moved by Councillor Webb to accept the reports of Council as information.

CARRIED

9. Correspondence 9.1 None10. Open Forum 10.1 Open Forum

One member of the public requested further clarification of the status of the floor at the Community Centre and was pleased to hear there will be no need of repairs. The same member of the public inquired regarding the Bylaw 900/15 and noted the Minutes of the Beatty House for March 13, 2014 were the Minutes of the Annual General Meeting

Mayor Pankiw recessed the meeting at 7:40 pm.

3 members of the public departed the meeting at 7:40 pm.

Mayor Pankiw reconvened the meeting at 7:43 pm.

11. In Camera 11.1 Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act.)11.2 Personnel (Pursuant to Division 2, Section 20 of the Freedom of Information and Protection of Privacy Act.)11.3 Personnel (Pursuant to Division 2, Section 21 of the Freedom of Information and Protection of Privacy Act.)Motion 10715

Moved by Councillor Webb the Council the meeting go in camera at 7:43 pm, pursuant to Division 2, Sections 17(2), 20 and 21 of the Freedom of Information and Protection of Privacy Act, with all Council, Interim Chief Administrative Officer Donna Tona, Enforcement Services Sgt. Kyle Koller, Community Peace Officer Jay Klause, Director of Community Services Cindy Bowie and Recording Secretary Kathy Blakely, to discuss personnel issues.

CARRIED

All recording devices were turned off during the in camera session.

Motion 108/15

Moved by Councillor Webb the meeting reverts back to an open meeting at 8:16 pm.

CARRIED

The recording device was turned back on for the conclusion of the meeting.

2 members of the public rejoined the meeting at 8:16 pm.

Motion 109/15

Moved by Councillor Jaycox to appoint Robin Burns to the Rimbey Municipal Library Board for a three year term, effective March 23, 2015.

CARRIED

12. Adjournment

Motion 110/15

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:17 p.m.

\_\_\_\_\_  
MAYOR

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



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	5.1 (7.1)
<b>Council Meeting Date</b>	April 13, 2015
<b>Subject</b>	Rimbey Christian School Delegation
<b>For Public Agenda</b>	Public Information
<b>Background</b>	
<b>Discussion</b>	Students from the Rimbey Christian School will be making a presentation to Council regarding Remembrance Day.
<b>Relevant Policy/Legislation</b>	
<b>Options/Consequences</b>	
<b>Desired Outcome(s)</b>	
<b>Financial Implications</b>	
<b>Follow Up</b>	
<b>Attachments</b>	
<b>Recommendation</b>	

**Prepared By:**

\_\_\_\_\_  
 Donna Tona, CTS  
 Interim Chief Administrative Officer

\_\_\_\_\_  
 Date

**Endorsed By:**

\_\_\_\_\_  
 Donna Tona, CTS  
 Interim Chief Administrative Officer

\_\_\_\_\_  
 Date



TOWN OF RIMBEY REQUEST FOR DECISION


<b>Council Agenda Item</b>	5.2 (7.2)	
<b>Council Meeting Date</b>	April 13, 2015	
<b>Subject</b>	Seniuk & Company – Auditors Report	
<b>For Public Agenda</b>	Public Information	
<b>Background</b>		
<b>Discussion</b>	Seniuk & Company, Chartered Accountants will be presenting the Town of Rimby Financial Statements for the year ending December 31, 2014.	
<b>Relevant Policy/Legislation</b>	MGA s.276	
<b>Options/Consequences</b>		
<b>Desired Outcome(s)</b>		
<b>Financial Implications</b>		
<b>Follow Up</b>		
<b>Attachments</b>		
<b>Recommendation</b>		
<b>Prepared By:</b>	<u><i>L Hillis</i></u> Lori Hillis, CA Acting Chief Administrative Officer	<u><i>Apr 9/15</i></u> Date
<b>Endorsed By:</b>	<u><i>L Hillis</i></u> Lori Hillis, CA Acting Chief Administrative Officer	<u><i>Apr 9/15</i></u> Date





TOWN OF RIMBEY REQUEST FOR DECISION


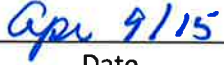
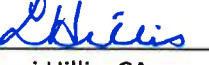
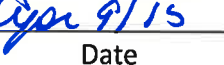
<b>Council Agenda Item</b>	7.1 (5.1)
<b>Council Meeting Date</b>	April 13, 2015
<b>Subject</b>	Rimbey Christian School Delegation Discussion
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>We have always hoped that the stories carried down from our Veterans would resonate with our future generations. For years we hid those stories, or they were too painful to share; or there was a belief that “we served” and there would be no more mention. The subsequent years have taught us that lessons learned although painful are the voices of the Veterans calling out to all of us, “don’t forget me”, “fear not”, “freedom is not free”, and “you will have courage as we did if you are called”.</p> <p>Tonight, those voices of those Veterans that have gone, and those that still live, and those that still serve have been heard by this future generation. Students from the Rimbey Christian School seek Council’s audience to present their understanding of what it means to serve the Veterans they respect. They wish to share with Council their vision of service as it pertains to our faithful dead in the Mt. Auburn Cemetery.</p>
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	None
<b>Options/Consequences</b>	With respect, these students deserve the floor and the honour of presenting their proposal to Council.
<b>Desired Outcome(s)</b>	The students will request the outcome they desire.
<b>Financial Implications</b>	None
<b>Follow Up</b>	TBD
<b>Attachments</b>	None
<b>Recommendation</b>	Administration is pleased to provide this opportunity to Council on behalf of the Rimbey Christian School to present their delegation.

**Prepared By:**  April 9, 2015  
 Donna Tona, CTS Date  
 Interim Chief Administrative Officer

**Endorsed By:** \_\_\_\_\_  
 Donna Tona, CTS Date  
 Interim Chief Administrative Officer

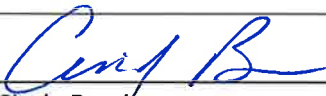


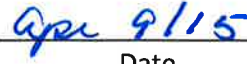


TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.2 (5.2)	
<b>Council Meeting Date</b>	April 13, 2015	
<b>Subject</b>	Seniuk & Company – Auditors Report – Delegation Discussion	
<b>For Public Agenda</b>	Public Information	
<b>Background</b>		
<b>Discussion</b>	Seniuk & Company, Chartered Accountants will be presenting the Town of Rimby Financial Statements for the year ending December 31, 2014.	
<b>Relevant Policy/Legislation</b>	MGA s.276	
<b>Options/Consequences</b>		
<b>Desired Outcome(s)</b>		
<b>Financial Implications</b>		
<b>Follow Up</b>		
<b>Attachments</b>		
<b>Recommendation</b>		
<b>Prepared By:</b>	 _____ Lori Hillis, CA Acting Chief Administrative Officer	 _____ Date
<b>Endorsed By:</b>	 _____ Lori Hillis, CA Acting Chief Administrative Officer	 _____ Date

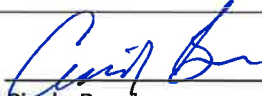
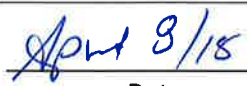




TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.3	
<b>Council Meeting Date</b>	April 13, 2015	
<b>Subject</b>	Rimbey Elementary School – Christmas Concert	
<b>For Public Agenda</b>	Public Information	
<b>Background</b>	The Rimbey Elementary School is requesting the free use of the Peter Lougheed Community Centre Main Auditorium for three (3) full days, December 15-17, 2015. To enable them to set up, have dress rehearsals and host the Christmas Concert on December 17 <sup>th</sup> .	
<b>Discussion</b>	The joint use agreement allows them the free use of the Main Auditorium in the day but not in the evening when there would be community programming. They are requesting the evenings of Dec. 15 <sup>th</sup> and 16 <sup>th</sup> be donated free of charge to prepare for their Christmas Concert.	
<b>Relevant Policy/Legislation</b>	Joint Use Agreement between the Town of Rimbey and the Wolf Creek School Division	
<b>Options/Consequences</b>	Council may choose to donate the use of the Main Auditorium for the annual Christmas Concert. Council may choose not to donate the Main Auditorium for the annual Christmas Concert. Council may choose to charge a \$ figure to cover the cost of the evening rentals.	
<b>Desired Outcome(s)</b>	The Rimbey Elementary School Christmas Concert will be successful.	
<b>Financial Implications</b>	Minimal \$ for community gym use	
<b>Follow Up</b>	A letter will be sent to the organization after the meeting on the decision of Council.	
<b>Attachments</b>	Letter of Request	
<b>Recommendation</b>	That Council approves the donation of the Main Auditorium in the Peter Lougheed Community Centre for the Rimbey Elementary School Christmas Concert for the dates of December 15, 16 and 17, 2015.	
<b>Prepared By:</b>		
	 _____ Cindy Bowie Director of Community Services	 _____ Date
<b>Endorsed By:</b>		
	 _____ Lori Hillis, CA Acting Chief Administrative Officer	 _____ Date



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.4	
<b>Council Meeting Date</b>	April 13, 2015	
<b>Subject</b>	Community Grants Program Application	
<b>For Public Agenda</b>	Public Information	
<b>Background</b>	The Rimbey and District Old Timers Association will be hosting their 60 <sup>th</sup> annual reunion for the community and former residents on June 20, 2015 in the Peter Lougheed Community Centre.	
<b>Discussion</b>	<p>The Rimbey and District Old Timers Association will be recognizing the Class of 65 and the Langmuir Family. Plans to highlight the original organizers of the Association and what Rimbey looked like in 1955.</p> <p>The Rimbey and District Old Timers Association received \$500 towards this event in 2014. Funding is currently available in the program to cover this request.</p>	
<b>Relevant Policy/Legislation</b>	Community Events Grant Program Policy #5402	
<b>Options/Consequences</b>	<p>Council may choose to assist the Rimbey and District Old Timers Association with the \$500 towards their Event.</p> <p>Council may choose not to assist the Rimbey and District Old Timers Association.</p> <p>Council may select a different amount of support. Under the current policy, the maximum contribution is \$500.</p>	
<b>Desired Outcome(s)</b>	The 60 <sup>th</sup> Annual Reunion will have many participants for their event.	
<b>Financial Implications</b>	\$500 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 \$500 towards the Rimbey and District Old Timers Association on June 20, 2015.	
<b>Prepared By:</b>		
	 _____ Cindy Bowie Director of Community Services	 _____ Date
<b>Endorsed By:</b>		
	 _____ Lori Hillis, CA Acting Chief Administrative Officer	 _____ Date



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.5
<b>Council Meeting Date</b>	April 13, 2015
<b>Subject</b>	Tagish Engineering Report to March 24, 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 March 24, 2015
<b>Recommendation</b>	Administration respectfully requests Council accept the Tagish Engineering Ltd. Status Report to March 24, 2015 as information.

<b>Prepared By:</b>	_____	_____
	Donna Tona, CTS Interim Chief Administrative Officer	Date
<b>Endorsed By:</b>	_____	_____
	<i>Lori Hillis</i> Lori Hillis, CA Acting Chief Administrative Officer	<i>Apr 9/15</i> Date



## PROJECT STATUS UPDATES

March 24, 2015

# Town of Rimbey

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## RB00 – Rimbey General

This project is for small general requests for the Town.

(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.

(March 10) Tagish is working with staff, by providing up dated budget estimates for projects that the Town is considering for the Small Communities Fund (SCF) grant application.

(March 24) Town staff instructed Tagish to retain an electrical engineer to inspect site, size stand-by generator, provide engineering drawing and complete inspection after stand by generator is installed at the Community Center.

## RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS

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

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

(February 24) AMEC was on site the week of February 16, ground water samples were collected and are being analyzed at which time a reported will be compiled highlighting the results.

(March 10) The results from the groundwater samples collected during the week of February 16 are being tabulated, and a report will be prepared by the end of March or early April. One groundwater sample was collected for the analysis of pharmaceutical and personal care products (PPCP) and this was sent to Axys Analytical in Sydney, BC for analysis. The Leveloggers and Barologger sampling will be undertaken starting in mid-May to record water levels. At that time, additional samples will be collected of the waste water for PPCP analysis as specified in the proposal.

(March 24)

- AMEC continues to working on the ground water testing as per October 8, 2014 letter outlining the "2014 Ground Water Monitoring Program".
- Completed inspection with Town staff on work completed in the sub-drain manhole repairs. Contractor has submitted invoice for work completed, payment is being processed.
- Town staff with the assistance of local electrician have installed an additional power supply circuit at the sub-drain manhole, allowing each pump to operate on a separate electrical circuit.

## 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.

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

(February 24) Town staff working with the Contractors determined that 3 original valves had to be replaced to allow the new control system to operate as designed. Town staff to schedule a site meeting with all parties involved to complete some fine tuning on the entire system.

(March 10 – March 24) Project is complete.

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

(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.

(February 10 – February 24) 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.

(March 10) The Contractor has indicated that delivery of some of the critical equipment will be delayed until the week of March 16, 2015. The Contractor will up-date the work schedule upon arrival of equipment delivery.

(March 24) Contractor is on site working at all three locations. New meters at Well # 12 & 13 are completed.





<b>Council Agenda Item</b>	7.6
<b>Council Meeting Date</b>	April 13, 2015
<b>Subject</b>	Spring Clean-up and composting
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Due to budget challenges, and the high cost of providing an approved composting facility, The Town of Rimbey is moving to Grasscycling and Spring and Fall yard clean up bin stations.
<b>Discussion</b>	<p>The past practice of handling grass clippings in the municipality was to take them to the transfer station and “dump” them onto the 8 acres of land which is next to the municipal well, a county well and our water supply. As well in the past the Town received a very serious point of concern from Alberta Health as to the E-coli contamination of the clippings and their transfer of E.coli to the residential gardens should the clippings be processed. Grass clippings are “illegal” to collect and compost unless they are pure grass and Rimbey’s collection including 2014 Summer collection was not pure. The transfer station attendant commented numerous times the bags were filled with dog and cat and rabbit excrement. Unfortunately this concern was not addressed and the practice continued until this Winter when Administration recommended to Council through the budget process that the current practice was not appropriate, not cost effective, and was not handled properly.</p> <p>Equipment associated with the composting operation cannot be used for other purposes and must stay associated with the composting operation and therefore capital purchases would need to be placed in the budget should the municipality move into composting in a serious nature.</p> <p>Making a public grass-compost is more labor-intensive than grasscycling and fertilizing. A carbon-rich source such as tree leaves, sawdust, or ground wood chips must be blended with the fresh grass clippings to produce compost or the decomposing turfgrass will emit foul odors. The optimum ratio of turfgrass to carbon-rich source for efficient composting is determined by the carbon to nitrogen (N) ratio of the compost feedstock. In general, a 1:2.5 to 3.0 ratio of clippings to leaves, sawdust, or wood chips (by volume) will be adequate to start the process. The system can be fine-tuned by adjusting the grass to carbon source ratio once composting has been initiated. Additional grass will accelerate the composting process if N is deficient for microbial activity.</p> <p>For example: A small village accepts 2000 tonnes per year of <u>source separated organics</u>. (in other words the bags are sorted). The village has access only to a bobcat, so the piles are limited to about 1.5 metres (5 feet) in height. If the piles are no more than 1.5 metres high and 30 to 45 m long, they require less</p>



than 0.8 ha of land for windrow composting and curing. If the municipality has access to track hoes or other large front-end loaders, the same amount of input material can be stacked higher, requiring less land area.

Composting organics is an excellent way to reduce the amount of material sent to landfill. One tonne of municipal garbage takes up 1.5 to 2.5 cubic metres of space in a landfill. During the first 15 years of burial in a landfill, only 25 per cent of organic material such as food and yard waste decomposes. Organic materials that decompose in landfills can produce methane gas. Often called landfill gas, methane is 21 times more potent than carbon dioxide as a greenhouse gas. The best thing to do with fresh organic grass materials is grasscycle them!

The purpose of the RFD is to outline the benefits of grasscycling and the following experts have vast experience in this matter:

**Jim Hole - Owner of [Holes Greenhouses](#)**

*"I never dispose of grass clippings. First of all, it's laborious to rake and bag. Secondly, you're taking out a valuable fertilizer resource."*

**Gerald Filipski - Edmonton Journal Gardening Columnist**

*"I have tried the (grasscycling) method as recommended by the City of Edmonton and found it to be very effective. You do not need a mulching mower to use this technique either. You simply remove the lawn catcher making sure the safety door is closed and mow as normal." (Edmonton Journal, April 30, 2006)*

**Carolyn Ternowski - Owner of [Lawn Medic](#)**

*"As a lawn care professional, I have maintained hundreds of lawns over the last 20 years. Some of the best turfs are the result of grasscycling. By taking a small amount of time to learn environmentally friendly lawn care practices, everyone can achieve amazing results."*

**It is also important within this RFD to outline the following:**


**Myth 1: Grasscycling causes thatch**

- Samples taken from test lawns during an Edmonton pilot showed that proper grasscycling does not contribute to thatch growth.
- Thatch is composed mainly of roots. Excessive root growth is the primary cause of thatch, not grass clippings. Over-watering and over-fertilizing are the



	<p>primary causes of thatch as they encourage excessive root growth.</p> <ul style="list-style-type: none"> <li>• Grass clippings are approximately 80-85% water, allowing them to decompose rapidly.</li> </ul> <p><b>Myth 2: Grasscycling looks untidy</b></p> <ul style="list-style-type: none"> <li>• Cut properly, clippings are virtually unnoticeable.</li> <li>• Grass clippings disappear within 3 days after cutting.</li> <li>• It will take slightly longer for clippings to break down later in the growing season as temperatures and moisture content of clippings drop.</li> </ul> <p><b>Myth 3: Grasscycling spreads lawn disease</b></p> <ul style="list-style-type: none"> <li>• No. Watering, fertilization and mower blade sharpness have much more influence on the occurrence of lawn disease than grasscycling.</li> </ul> <p><b>Myth 4: I have to grasscycle every time</b></p> <ul style="list-style-type: none"> <li>• You can't always grasscycle. Prolonged wet weather or an infrequent mowing routine are situations where grass clippings should probably be bagged since you'll have large volumes of clippings.</li> <li>• It's OK to grasscycle most of the time. It doesn't need to be every time you mow. Excessive grass clippings in wet weather can be back-yard composted.</li> </ul> <p>The experts are very clear on this matter - Keep your grass clippings! They're an excellent addition to a backyard compost pile. They can also be used as mulch to provide weed control and prevent moisture loss around flowerbeds, trees and shrubs.</p>
<b>Relevant Policy/Legislation</b>	Alberta Environment Protection Act Alberta Health Act
<b>Options/Consequences</b>	This cost was not reflected within the budget; however with the discontinuation of the recycling truck and subsequent sale of the capital asset, there is room for Council to approve this over and above the formal budget.
<b>Desired Outcome(s)</b>	Rimbey residents will move to grasscycling, backyard composting and scheduled fall and spring clean-up bin collection. <ul style="list-style-type: none"> <li>• Additional option will be provided verbally at the meeting as Administration is waiting on incoming information.</li> </ul>
<b>Financial Implications</b>	Approximate cost for Spring Bins – \$4000.00 and Fall \$2-4000 which requires Council resolution to move outside the approved budget.
<b>Follow Up</b>	A letter will be sent to all residents outlining the approved changes and the Compost guidelines attached to this RFP will be placed on the Website.



<b>Attachments</b>	Alberta Environment Guide to Composting Facilities	
<b>Recommendation</b>	<p><b>Spring and Fall Clean-up</b></p> <p>Administration is recommending that The Town provide a seasonal yard clean-up service. Administration has been in contact with Waste Management and the cost for two large bins per week is 2000.00. With the early spring, it would be recommended that we move to two weeks and one week in the fall. These bins would be placed at the Recycle/Transfer station and would have special hours for this purpose only over and above the regular hours as we recognize that residents work and evening and weekend hours are preferable.</p> <p>Tree clippings can still be dropped off all summer and will be burned in the approved burn pits. Dry yard waste that did not make the bins can be burned in our approved burn pits.</p> <p>Administration will also work with FCSS. This service would entitle residents who have health challenges, mobility challenges, or disability challenges to register in confidence and the town would provide them with a special tag identifying they have registered to have their yard waste picked up and placed in the bins. We would also provide education to the residents to “help” your neighbour if they can’t move their spring yard waste. This communication will be continuous and Administration is recommending we continue to educate on grasscycling, composting and yard seasonal pick-up designations.</p>	
<b>Prepared By:</b>		
<b>Endorsed By:</b>	<p style="text-align: center;">             _____            Donna Tona            Interim Chief Administrative Officer         </p>	<p style="text-align: center;">           April 09, 2015            _____            Date         </p>
	<p style="text-align: center;">           _____            Lori Hillis, CA            Acting Chief Administrative Officer         </p>	<p style="text-align: center;">           _____            Date         </p>



## **Code of Practice for Compost Facilities**

*Made under the Environmental Protection and Enhancement  
Act, RSA 2000, cE-12*

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# ***CODE OF PRACTICE FOR COMPOST FACILITIES***

## **ALBERTA ENVIRONMENTAL PROTECTION**

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## CODE OF PRACTICE FOR COMPOST FACILITIES

### ALBERTA ENVIRONMENTAL PROTECTION

#### PREFACE

**1(1)** The Code of Practice for Compost Facilities is incorporated by the *Waste Control Regulation* (A.R. 192/96), under the authority of section 36 of the *Environmental Protection and Enhancement Act*. Persons responsible for Class I compost facilities accepting 20,000 tonnes or less of waste per year must meet all its requirements to ensure that their activities are in compliance with Alberta's environmental laws. In addition to the requirements of this Code of Practice, these persons responsible must comply with all requirements of the *Environmental Protection and Enhancement Act*, its associated regulations, the *Subdivision and Development Regulation* (A.R. 212/95), and all other applicable laws.

**(2)** Persons responsible for compost facilities affected by this Code must register with Alberta Environmental Protection prior to commencing the construction and operation of a compost facility. Section 4 of this Code deals with registration in greater detail.

#### INTRODUCTION

**2(1)** This Code of Practice outlines minimum requirements for the design, construction, operation, and reclamation of Class I compost facilities that accept 20,000 tonnes or less per year of waste, and promotes environmentally sound management practices at those facilities. The *Guidelines for Compost Quality* published by the Canadian Council of Ministers of the Environment provide the compost quality objectives required by this Code.

**(2)** Compost facilities that accept more than 20,000 tonnes of waste require an approval under the *Environmental Protection and Enhancement Act*. Persons responsible for these facilities should consult the *Activities Designation Regulation* (A.R. 211/96) to determine whether their activities will require an approval.

**(3)** Questions or concerns regarding the application or contents of this Code of Practice can be made to:

Alberta Environment  
Northeast Boreal & Parkland Regions  
Regional Director  
5th Floor, 9820 - 106 Street  
Edmonton, AB T5K 2J6  
Phone: (780) 427-9562  
|Fax: (780) 422-5120

or:



Alberta Environment  
Northwest Boreal & Northern East Slopes Regions  
Regional Director  
Provincial Building  
203, 111 - 54 Street  
Edson, AB T7E 1T2  
Phone: (780) 723-8395  
Fax: (780) 723-8542

or:

Alberta Environment  
Southern East Slopes & Prairie Regions  
Regional Director  
201 Deerfoot Square  
2938 - 11 Street N.E.  
Calgary, AB T2E 7L7  
Phone: (403) 297-7605  
Fax: (403) 297-5944

## **DEFINITIONS**

**3(1)** In this Code of Practice,

- (a) "active life" means the period of operation of a compost facility beginning with the initial receipt of waste and ending at completion of reclamation activities;
- (b) "aerated static pile system" means a composting system in which a heap of feedstock is formed and subjected to forced or passive aeration to provide the aerobic biological decomposition of the organic matter;
- (c) "compost" means the stable humus-like material that
  - (i) results from the biological decomposition and stabilization of organic materials under aerobic and thermophilic conditions,
  - (ii) is potentially beneficial to plant growth, and
  - (iii) is sanitized to a degree that protects human health;
- (d) "compost facility" means a Class I compost facility that accepts 20,000 tonnes or less of waste per year;
- (e) "disease vectors" means animals capable of transmitting disease to humans;
- (f) "feedstock" means waste that contains organic materials which decompose biologically;

- (g) "in-vessel system" means any compost system in which feedstock is contained in a vessel or reactor;
- (h) "leachate" means liquid that has percolated through and drained from feedstock or compost and has extracted dissolved or suspended materials;
- (i) "MPN" means most probable number;
- (j) "operation procedures" means the activity of processing and producing compost, and may include blending of materials, agitation and mixing of materials, addition of moisture, stabilization of compost and storage of product;
- (k) "points of compliance" means the location or locations where measurements of groundwater quality are taken to assess the performance of the compost facility;
- (l) "run-off" means any rainwater or meltwater that drains as surface flow from the processing, curing and associated storage areas of a compost facility;
- (m) "run-on" means any rainwater or meltwater that drains as surface flow onto the processing, curing and associated areas of a compost facility;
- (n) "uppermost formation" means a continuous water-saturated geological stratum or strata, including but not limited to sand lenses and aquifers, that is projected to be the most probable pathway or pathways for lateral transport of leachate;
- (o) "windrow system" means a compost system in which feedstock is placed in elongated piles of triangular or trapezoidal cross-section that are turned in order to enhance convective airflow, to control temperatures and to blend the feedstock.

(2) Terms defined in section 1 of the *Environmental Protection and Enhancement Act* and in the *Waste Control Regulation* (A.R. 192/96) are incorporated into and become part of this Code of Practice, unless otherwise defined or modified within this Code of Practice.

## **REGISTRATION**

4 In addition to any information required by the Director under the *Approvals and Registration Procedure Regulation* (A.R. 113/93), the person responsible shall complete the registration form attached to this Code of Practice and submit the completed form to the Director, prior to commencing construction of a compost facility.

## **PERSON RESPONSIBLE'S DUTY**

**5** The person responsible for a compost facility shall comply with all requirements of this Code of Practice.

#### **DESIGN AND CONSTRUCTION**

**6(1)** The person responsible shall construct a compost facility that is designed in accordance with the following requirements:

- (a) there shall be a design plan which defines and describes
  - (i) the operating capacity of the compost facility to receive feedstock, and to produce and store the compost and non-compostable materials,
  - (ii) the structures and equipment required for the operation of the compost facility, and
  - (iii) the structures, facilities and equipment for control of emissions of offensive odours and contaminated liquids;
- (b) there shall be a composting pad
  - (i) constructed of at least 0.5 metres of clayey material having a permeability less than  $5 \times 10^{-8}$  metres per second, or an alternative material that provides equivalent protection, and
  - (ii) constructed with a minimum slope of 2 percent in order that the pad does not collect water or leachate;
- (c) there shall be a run-on control system that prevents the flow of surface water onto the storage, processing and curing areas; and
- (d) there shall be a run-off control and management system that provides protection of surface water quality in accordance with section 7(4).

**(2)** In addition to the requirements set out in section 6(1), a compost facility that is enclosed within a structure or vessels shall include an air pollution control system to control emissions of

- (a) offensive odours,
- (b) airborne microbials, and
- (c) airborne particulates so that the opacity from all air emission sources does not exceed an opacity of 40 percent over a period of 6 consecutive minutes per hour.

**(3)** The Director may, by notice in writing, require the person responsible to construct and maintain a groundwater monitoring system where

- (a) the compost facility is not enclosed within a structure or vessel;

- (b) the volume of feedstock exceeds 5,000 tonnes per year;
- (c) the compost facility is located on a natural geological material with a hydraulic conductivity that is greater than  $5 \times 10^{-7}$  metres per second and within 5 metres vertically of an unconfined aquifer; or
- (d) the base of the composting pad is less than 1 metre above the seasonally high water table.

(4) The person responsible shall comply with any notice given under section 6(3) in accordance with its terms.

#### **OPERATING REQUIREMENTS**

7(1) The person responsible shall develop, maintain and implement an operations plan that is consistent with the compost facility design and includes as a minimum:

- (a) a description of the source and types of feedstock to be composted;
- (b) operation procedures for feedstock preparation, aeration, moisture control, and temperature control;
- (c) feedstock acceptance procedures and policies;
- (d) an emergency response plan to deal with fires, releases, or medical emergencies;
- (e) a plan for the management, detection and mitigation of offensive odours; and
- (f) a plan for minimizing dust.

(2) The compost shall meet the following requirements:

- (a) fecal coliforms shall be less than 1000 MPN per gram of total solids calculated on a dry weight basis; and
- (b) salmonella sp. shall be less than 3 MPN per 4 grams of total solids calculated on a dry weight basis, where the Most Probable Number method of analysis is used, or otherwise non-detectable by other generally accepted methods of analysis.

(3) Notwithstanding subsection (2), where the feedstock does not include materials that may include high levels of human pathogens, including but not limited to food scraps and fecal matter, the processing shall meet the following requirements:

- (a) in an in-vessel or aerated static pile system, the compost shall be maintained at operating conditions of 55°C or greater for 3 days;
- (b) in a windrow system, the compost shall attain an internal temperature

of 55°C or greater for at least 15 days, and during this stage, the windrow shall be turned at least 5 times.

(4) The person responsible shall prevent the release of leachate or run-off from the composting pad to the surrounding watershed unless the leachate or run-off meets the least stringent of the following parameters:

- (a) surface water background quality,
- (b) the most recent edition of *Alberta Ambient Water Quality Interim Guidelines*, published by Alberta Environmental Protection, or
- (c) the most recent edition of *Canadian Water Quality Guidelines*, published by the Canadian Council of Ministers of the Environment.

(5) The person responsible shall establish and maintain litter controls to minimize the escape of wastes from the compost facility, and shall retrieve waste that is washed or blown onto adjacent properties or accumulates on the compost facility and shall properly dispose of such waste.

(6) Non-compostable materials that result from preparation of the feedstock or from the screening of compost shall be removed from the compost facility and properly disposed of when the amount of non-compostable materials exceeds the storage capacity specified in the design plan required in section 6(1).

(7) The person responsible shall establish controls to prevent the propagation, harbourage or attraction of disease vectors and noxious weeds at the compost facility.

(8) The person responsible shall post signs at the compost facility entrance providing the following information:

- (a) the name of the person responsible for the compost facility,
- (b) any waste restrictions, and
- (c) telephone numbers for
  - (i) the person responsible,
  - (ii) the local fire department,
  - (iii) Alberta Environmental Protection, Pollution Emergency Response Team (1-800-222-6514), and
  - (iv) the local police department.

(9) The person responsible shall provide artificial or natural barriers at the compost facility to control public access and prevent unauthorized vehicular traffic and illegal dumping of wastes.

## MONITORING

**8(1)** The person responsible shall establish a program to monitor and record the temperature of the composting process.

**(2)** Where a groundwater monitoring system is required by the Director under section 6(3), the person responsible shall

- (a) obtain and analyze representative samples from the groundwater monitoring system on an annual basis, or at a frequency approved in writing by the Director, and
- (b) analyze such samples for the parameters set out in section 8(3).

**(3)** Throughout the active life of a compost facility, the groundwater quality shall meet the performance standards listed in Table 1 in the uppermost formation or formations at the points of compliance. The person responsible may apply in writing to the Director where the person responsible seeks to use alternate performance standards, providing justification for the use of the proposed alternate performance standards.

**Table 1 – Performance Standards for Compost Facilities**

CHEMICAL	CONCENTRATION (mg/L)
Chloride (Cl)	250
Nitrate - nitrogen	10
pH	6.5 to 8.5 units

- (4)** The Director may, by notice in writing to the person responsible,
- (a) require that groundwater samples be analyzed for parameters other than those set out in section 8(3),
  - (b) change the frequency of groundwater monitoring and analysis required under section 8(2), or
  - (c) require the person responsible to install additional groundwater monitoring wells,

where the Director is of the opinion that it is necessary due to

- (d) the character of feedstock received at the compost facility,
- (e) changes in groundwater quality at the compost facility, or
- (f) other evidence that suggests an impact on groundwater quality.

**(5)** The person responsible shall comply with any notice given under section 8(4)

in accordance with its terms.

(6) Where groundwater at the compost facility fails to meet the performance standards set out in section 8(3), the person responsible shall notify the Director and shall implement a groundwater remediation plan.

(7) Where groundwater monitoring is required the person responsible shall

- (a) protect all groundwater monitoring wells from damage,
- (b) keep all groundwater monitoring wells locked, except when being sampled, and
- (c) clean, repair or replace groundwater monitoring wells which have been damaged or are no longer able to produce representative groundwater samples prior to the next scheduled sampling date.

(8) The person responsible shall conduct analyses of samples collected in the following manner:

- (a) for water and leachate samples, in accordance with
  - (i) the most recent edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, American Water Works Association and the Water Environment Federation,
  - (ii) the *Methods Manual for Chemical Analysis of Water and Wastes* (1987), published by Alberta Environmental Protection, as amended from time to time, or
  - (iii) any other equivalent method accepted by the Director in writing;
- (b) for feedstock and compost samples, in accordance with
  - (i) the most recent edition of *Test Methods for Evaluating Solid Waste, Physical/Chemical Methods*, SW-846, published by the United States Environmental Protection Agency,
  - (ii) the most recent edition of *Manual on Soil Sampling and Methods of Analyses*, published by the Canadian Society of Soil Science, or
  - (iii) any other equivalent method accepted by the Director in writing

#### COMPOST QUALITY

9 The person responsible shall produce a compost that meets the standards established in the most recent edition of *Guidelines for Compost Quality*, published by the Canadian Council of Ministers of the Environment.

## **RECLAMATION**

**10** Before reclaiming the compost facility, the person responsible shall notify the Director in writing of the intent to close the compost facility.

## **RECORD KEEPING**

**11(1)** The person responsible shall establish and maintain an operating record for the compost facility, and shall provide the operating record and its contents to Alberta Environmental Protection upon request.

**(2)** The operating record shall include the following information:

- (a) a copy of the registration for the compost facility,
- (b) the current versions of the design and operations plans for the compost facility, and
- (c) annual reports as required by section 11(3).

**(3)** Throughout the active life of the compost facility, the person responsible shall prepare an annual report for the compost facility for the calendar year from January 1 to December 31, and shall place the report in the operating record by March 31 of the following year. The annual report shall contain the following information:

- (a) the type and volume of feedstock received and processed in the calendar year;
- (b) the amount of compost produced, stored, and shipped from the compost facility in the calendar year;
- (c) the operating temperatures recorded in accordance with section 8(1);
- (d) the surface water monitoring data;
- (e) the groundwater monitoring data, where groundwater monitoring is required in writing by the Director under section 6(3);
- (f) an analysis of the compost where it is intended for an unrestricted use as defined in the most recent edition of *Guidelines for Compost Quality*, published by the Canadian Council of Ministers of the Environment;
- (g) any remedial action taken in relation to clauses (c), (d) and (e).

## **REPORTING**

**12** The person responsible shall immediately report any contraventions of this Code of Practice by telephone to the Director of Pollution Control Division at (403) 422-4505. The Director of Pollution Control Division may require the person responsible to provide a further written report of any contravention.

## **CODE AMENDMENT**



**13** This Code of Practice will be reviewed every 5 years beginning in 2001. Alberta Environmental Protection will accept and compile written comments on the contents of this Code at any time, and will review all comments received at the next review. The Director may institute a review and amendment of this Code of Practice at any time. All proposed amendments to this Code of Practice will be reviewed by government, industry, and the interested public. The Director shall have the final decision on amendments made to this Code of Practice. Amendments to this Code of Practice shall become effective when published by Alberta Environmental Protection.

**CODE OF PRACTICE FOR COMPOST FACILITIES  
REGISTRATION FORM  
SMALL COMPOST FACILITIES  
(<20,000 tonnes/year of feedstock)**

**1. GENERAL INFORMATION:**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Land Description  
for Compost Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**2. TECHNICAL INFORMATION:**

- (a) Please provide the following information as specified in the Code of Practice for Compost Facilities ("the Code"):
  - (i) copies of the site investigation, compost facility design and groundwater monitoring system as specified in sections 6(1) to 6(3) inclusive of the Code where applicable; and
  - (ii) a copy of the operations plan as specified in Section 7 of the Code.
- (b) If applying for alternate groundwater quality performance standards, as specified in Section 8(3) of the Code, please provide documentation supporting the request for alternate performance standards.

**3. OTHER INFORMATION**

Please provide:

- (a) a copy of the development approval issued by the local municipal authority;
- (b) an overview of the public's involvement in the siting and planning of the compost facility.

- (c) where appropriate, a copy of the field approval issued under section 19(1)(c) of the Public Lands Act; and
- (d) the rationale for the compost facility, in writing.

I acknowledge that I have reviewed a copy of the Code of Practice for Compost Facilities, and that I am bound by the provisions of the Code and any subsequent amendments to it.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Office use only:

Date Received: \_\_\_\_\_



Registered by: \_\_\_\_\_

\_\_\_\_\_  
Director's Signature


\_\_\_\_\_  
Date



TOWN OF RIMBEY REQUEST FOR DECISION



<b>Council Agenda Item</b>	7.7	
<b>Council Meeting Date</b>	April 13, 2015	
<b>Subject</b>	Rodeo Midway	
<b>For Public Agenda</b>	Public	
<b>Background</b>	Rimbey Council desired to assist the Rodeo Board with support for a midway should there be inclement weather during the event.	
<b>Discussion</b>	The Rimbey Rodeo has always been a celebration within the Town of the agricultural roots, and to showcase the heritage of farming and ranching. It is a chance for businesses to “dress up” their businesses, dress western and take in the festivities of the event. It is a chance for families to have a great weekend with each other. In the past Rimbey has always enjoyed a midway that accompanied the event; however, inclement weather events have prompted midways to “demand” guarantees. It is the desire of Administration and Council to provide the Agricultural Board with a midway grant of \$5000.00 to help secure a midway for the Rodeo	
<b>Relevant Policy/Legislation</b>	Not applicable	
<b>Options/Consequences</b>	The decision may or may not have an effect on whether the Rodeo Board proceeds with a midway; however, Council is desirous of providing support for this historical event.	
<b>Desired Outcome(s)</b>	Council designate maximum \$5000.00 toward securing and assisting the Rodeo with a Midway.	
<b>Financial Implications</b>	Grant will be taken from reserves.	
<b>Follow Up</b>	The Rodeo Board will be notified via letter regarding this decision.	
<b>Attachments</b>	None	
<b>Recommendation</b>	As this RFD was spearheaded by Council, Administration is pleased to carry out the final resolution on this matter.	
<b>Prepared By:</b>		
	 _____ Donna Tona Interim Chief Administrative Officer	April 09, 2015 _____ Date
<b>Endorsed By:</b>	 _____ Lori Hillis, CA Acting Chief Administrative Officer	Apr 9/15 _____ Date



<b>Council Agenda Item</b>	7.8
<b>Council Meeting Date</b>	April 13, 2015
<b>Subject</b>	Big Hearts Charity Ride
<b>For Public Agenda</b>	Public
<b>Background</b>	Each year the Big Hearts Charity Ride roars into Rimbey to patronize our businesses, and collect donations for Pediatrics and Neonatal Intensive Care Unit at the Red Deer Regional Hospital of which the residents of Rimbey may have occasion to use. This year's date is July 18, 2015
<b>Discussion</b>	Harleys and Bikers coming to town stir the imagination of the young and young at heart and worry those who aren't sure of the purpose of determined Harley riders offering assistance to a worthy cause. Roughly 200 bikers will be welcomed into Rimbey with a rally (yet to be determined; however, the rough location will be the parking lot of the Loughheed Centre). This rally will feature a band and the welcoming committee wishes a Community Spirit of \$500.00 to cover the cost of a band.
<b>Relevant Policy/Legislation</b>	Noise Bylaw Nuisance Bylaw pertaining to littering Rimbey Community Events Grant regulations
<b>Options/Consequences</b>	Administration will help the committee advertise this event and will send a notice through our website, utility bills announcing this event and educating the residents that the Bikers are here for Charity.
<b>Desired Outcome(s)</b>	<p>Administration is concurring with the organizing committee regarding supporting this event using messaging from the event in the following manner:</p> <p><b><i>Retro Cycle's Big Heart Charity Ride</i></b></p>  <p><i>In 2014 Retro Cycle's Big Heart Charity Ride raised over \$10,000 for Neonatal Intensive Care! Ready to ride for 2015!? Go for a bike ride and support the babies who stay at the Red Deer Regional Hospital's Neonatal Intensive Care Unit. Retro Cycle is already organizing the 2015 Big Hearts Charity Ride to raise money for equipment that will be beneficial for our newborns to grow and thrive. Be a part of the ride, tour around Central Alberta and know that you are saving lives!</i></p> <p><i>Like us on <a href="#">Facebook</a> at Big Hearts Charity Ride of Red Deer</i></p>
<b>Financial Implications</b>	\$500.00 from the Community Events Grant Program.
<b>Follow Up</b>	Administration will notify the committee through correspondence of Council's decision
<b>Attachments</b>	


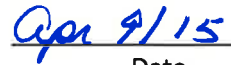


TOWN OF RIMBEY REQUEST FOR DECISION

<b>Recommendation</b>	Administration recommends we work with this committee to welcome these Charity riders to our Town	
<b>Prepared By:</b>		
	 _____ Donna Tona Interim Chief Administrative Officer	<u>April 09, 2015</u> Date
<b>Endorsed By:</b>	 _____ Lori Hillis, CA Acting Chief Administrative Officer	<u>Apr 9/15</u> Date



# TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2	
<b>Council Meeting Date</b>	April 13, 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>	8.2.1 RCSS/RCHHS Board Meeting Minutes of February 18, 2015 8.2.2 Rimoka Housing Foundation Board Meeting Minutes of February 18, 2015 8.2.3 Rimbey Municipal Library Board Meeting Minutes of February 25, 2015 8.2.4 Rimbey Business Sector Sustainability Advisory Committee Agenda for a April 8, 2015	
<b>Recommendation</b>	Motion by Council to accept the FCSS/RCHHS Board Meeting Minutes of February 18, 2015, the Rimoka Housing Foundation Board Meeting Minutes of February 18, 2015, the Rimbey Municipal Library Board Meeting Minutes of February 25, 2015 and the Rimbey Business Sector Sustainability Advisory Committee Agenda for April 8, 2015, as information.	
<b>Prepared By:</b>	 _____ Lori Hillis, CA Acting Chief Administrative Officer	 _____ Date
<b>Endorsed By:</b>	_____ Donna Tona, CTS Interim Chief Administrative Officer	_____ Date

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
**February 18, 2015**  
10:00 a.m. Rimbey Provincial Building

Present:

N. Hartford, Chairperson  
P. Weeks, Board Member  
M. Josephson, Board Member  
I. Steeves, Vice Chairperson  
J. Webb, Board Member  
F. Pilgrim, Board Member (Via – FaceTime)  
I. Wegmann, Board Member  
P. Makofka, Executive Director  
C. Simpson, Recording Secretary

Regrets:

B. Coulthard, Board Member

1. CALL TO ORDER

The meeting was called to order by N. Hartford at 10:00 a.m.

2. APPROVAL OF AGENDA

**15-02-01 MOTION:** By: J. Webb: That the agenda be adopted with the following additions:

- 4.1 Alberta Health Services Contract update
- 10.12 Adult Day Support Program Team Leader Workshop
- 10.13 Client Home Support Hours
- 12.3 Thank you card from C. Jensen

**CARRIED**

3. PREVIOUS MEETING MINUTES – January 21, 2015

**15-02-02 MOTION:** By: I. Wegmann: That the minutes of the January 21, 2015 Board Meetings be adopted as presented.

**CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

41. Alberta Health Services Contract update – verbal confirmation that the Agency will be given a renewal on the Home Care Contract, details to follow.

5. OLD BUSINESS

- 5.1 Legacy Lane safety concerns
- 5.2 BBBS Bowl-a-thon
- 5.3 Victim Services Valentine's Gala

6. FINANCE

6.1 February 18, 2015 Finance Committee Meeting Minutes/Highlights

**15-02-03 MOTION:** By: I. Steeves: That the Minutes of the February 18, 2015 Finance Committee meeting be accepted as information.

**CARRIED**

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

**15-02-04 MOTION:** By: I. Steeves: That the Agency purchases a \$20.00 plant for the Parent Link Centre's Birthday open house celebration. Seconded by: J. Webb

**CARRIED**

- 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

**15-02-05 MOTION:** By: J. Webb: That the Written Reports be accepted as information.

**CARRIED**

8. POLICY/RISK MANAGEMENT COMMITTEE

- 8.1 Update of Current Policies- none
- 8.2 New policies for consideration- none
- 8.3 Accreditation Coordinator Report- none

9. DIRECTOR'S REPORT

- 9.1 Early Childhood Coalition- FCSS role
- 9.2 Food Banks Canada- AGM & conference – K. Winters checking into availability of a subsidy to help pay for attendance to the AGM & conference
- 9.3 Staff evaluations
- 9.4 Staff Bonus report
- 9.5 Elder Abuse Awareness presentation
- 9.6 Rimbey Community Wellness
- 9.7 Rimbey Women's Conference
- 9.8 Alberta Continuing Care Association membership

**15-02-06 MOTION:** By: I. Steeves: That the Director's Report be accepted as information.

**CARRIED**

10. NEW BUSINESS

- 10.1
- 10.2 Rimbey Food Bank upgrades report
- 10.3 Rimbey & District Volunteer Event- FCSS contribution

**15-02-07 MOTION:** By: P. Weeks: That the Agency gives \$400.00 towards Volunteer Week Appreciation Event at the Rimbey Community Centre. Seconded by: J. Webb

**CARRIED**

- 10.4 2015 Minister's Seniors Service Awards

**15-02-08 MOTION:** By: M. Josephson: That the Agency nominate V. Christianson

**CARRIED**

- 10.5 West Central FCSSAA Regional Meeting-Rimbey Host

**15-02-09 MOTION:** By: I. Steeves: That any Board Members that wish to attend this event do so at the Expense of the Agency at an expense of \$15.00 each. As well extend an invitation to the Mayor of Rimbey. Seconded by: M. Josephson

**CARRIED**

- 10.6 Elder Abuse Happens- Building Connections conference

**15-02-10 MOTION:** By: P. Weeks: That the Executive Director and one Board Member if interested attend this conference at the expense of the Agency. Seconded by: I. Wegmann

**CARRIED**

10.7 Request to dispose of surplus items

**15-02-11 MOTION:** By: J. Webb: That the Agency disposes of any surplus item by way of garage sale, donation, or destruction (if required). List of items to follow

**CARRIED**

10.8 FCSS Director's Network

**15-02-12 MOTION:** By: I. Wegmann: That the Executive Director attend this conference at the expense of the Agency. Seconded by: M. Josephison

**CARRIED**

10.9 2015 FCSS Charity golf Tournament

**15-02-13 MOTION:** By: J. Webb: That we go ahead with planning the 5<sup>th</sup> Annual Charity Golf Tournament for August 13, 2015 with proceeds to go towards FCSS programing that benefits Families.  
Seconded by: I. Steeves

**CARRIED**

**15-02-14 MOTION:** By: J. Webb: To establish a Charity Golf Committee, with the following Board Members to sit on the Committee, N. Hartford, I. Steeves, P. Weeks, J. Webb, as well as some office staff.

**CARRIED**

**11:00 A.M. Delegation- Mr. Joe Anglin**

10.10 2015 Senior's Week event

**15-02-15 MOTION:** By: I. Steeves: That That the Agency gives \$300.00 towards the Seniors Week Celebration at the Drop In Centre. Seconded by: F. Pilgrim

**CARRIED**

10.11 Summer Student- federal funding application

**15-02-16 MOTION:** By: I. Steeves: That the Board gives permission of endorsement to the Executive Director for the application of the summer student federal funding application completion.

**CARRIED**

**11:45 M. Josephison exited the meeting**

10.12 Adult Day Support Program Team Leader Workshop

**15-02-17 MOTION:** By: J. Webb: That the Adult Day Support Coordinator attends a management course at a cost of no more than \$600.00 to the Agency. A plan of goals of what to gain from the course outlined.  
Seconded by: I. Wegmann

**CARRIED**

**11:50 M. Josephison re-entered the meeting**

10.13 Client Home Support Hours – a discussion was held about setting a new subsidized hour threshold, the Executive Director will bring this back to the Board for review.

**12:00 J. Webb exited the meeting**

11. PROGRESS REPORT ON 2015 GOALS & OBJECTIVES – report to be given at the April 2015 meeting

12. CORRESPONDENCE

12.1 Request for Board Member information

12.2 Payroll memo

12.3 Thank you card from C. Jensen

13. NEXT MEETING DATE – March 19<sup>th</sup> for the Annual General Meeting. Casey Kooyman will present the 2014 Financials to the Board. Executive director's Annual Performance review to follow. Lunch will be provided.

14. ADJOURNMENT  
**15-02-18 MOTION:** By N. Hartford: That the meeting adjourns at 12:15 p.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 once again showing generosity and appreciation in the form of a new winter jacket. This gift is appreciated.

I would like to share the trends of Home Care in respect to our work load and authorizations that we have been receiving. In the past it was uncommon to have authorization to do four visits per day for an individual client, but recently that has become more and more common. We have for the first time, in my memory, a client receiving six visits per day. As you can imagine, scheduling can become challenging with increased number of visits. To adapt to the increased workload we currently have seven essential shifts daily. Essential care refers to care that needs to be provided seven days per week. Two of those shifts are in the manor, but never before has there been such a need in our community to warrant five daily shifts. We are also noticing that the clients with high care needs, or those needing multiple visits, are authorized for longer visits. Typically clients receive a fifteen minute authorization, but now it is common to have visits that are authorized up to 45 minutes. As a result of having an increased amount of care to provide, we need an increased number of Health Care Aides. We have had up to 27 staff and that number of staff makes scheduling much easier. Currently we have 23 HCAs actively working and two on LOAs. We have advertised, interviewed and hired four new staff. The month of February will be busy training, orientating and assigning these new staff members. I look forward to being prepared to provide with ease, the services needed in our community.

Respectfully submitted,  
Brenda Soderberg  
Health Care Programs Coordinator

### 7.2 Compass Program

No Workshop at this time.

Respectfully submitted,  
Brenda Soderberg  
Health Care Programs Coordinator

### 7.3 Education Coordinator

CPR was held for seven HCAs on January 23, 2015. I am continuing to work with HCAs who need to complete their competencies. This is for those HCAs who have not taken their HCA course but still need to prove they are competent to do their job. Currently two are working at different modules and I still need to catch up with one HCA to get started. One HCA had started this process in December but has now resigned.

We are hiring some new HCAs, and therefore a MAP session and training will be held early in February. The new MAP protocol is coming down very soon. I will attend an in-service next week. It is uncertain if this means all current HCAs with MAP will have to take a refresher to update them on new material or how it will work out.

Sincerely,  
Arlene Busat  
FCSS RN

### 7.4 Seniors Information & Referral Centre

On January 13th, I had a clinic at the Drop In. I had one volunteer with me, and we had one client. I also had four clients, who were not able to come to the regular clinic, come to see me at the office during the month as well.



I have sent in a proposal again to Alberta Seniors for a grant to help us with our Seniors Week Event. This is the second year Alberta Seniors has made this available to one community in Alberta; we should know by March whether we have been chosen as the recipient. In case we are not accepted for the grant, I would like to ask the board for \$300.00 to put toward our Seniors Week Event in June. I will also be applying to Ponoka County Special Projects for funding.

#### 7.5 Volunteer Income Tax

Our Volunteer Income Tax program is set to begin March 1st, 2015. The binder is ready and volunteers are in place. I have scheduled training with them for the end of February as we did last year.

Thank you to the Board for the new zippered binders for my volunteers. They are very nice. I will be handing them out as we do our training for the Tax Season.

We are having a lot of difficulty with the computers at the Drop In and I have drafted a letter to the Drop In Centre Board to this effect. They are all in need of updating and in the present condition they are difficult to work with. We had one Income Tax Clinic last year at the Drop In, but because of the updating that the computers badly need, it was very frustrating for my volunteers. I have discussed with P. Makofka the possibility of not having a clinic this year as the majority of our clients come to the office to drop off their income tax.

Respectfully submitted,  
Carolynne Jensen  
Senior's Information & Referral/  
Volunteer Income Tax Program Coordinator

#### 7.6 Food Bank

In January we had sixteen hampers and one request from a school for their lunch program. This month has been very exciting. We started replacing the old shelving with the new shelving and I would like to take the time in thanking the board for their approval in allowing us to make these improvements. My volunteers are really happy with the changes that are coming. I would like to especially say thank you to Irene and Herman Wegmann and Bill Coulthard for their time and help. I am attaching a detailed report of our costs, which Irene Wegmann was so wonderful in doing for me, to show what we have used so far and that what we have done so far is well within budget. My volunteers are working diligently in restocking and organizing the new shelving. I will be gone to Mexico from February 6<sup>th</sup> to the 19<sup>th</sup> and when I return I will start to implement the rest of the improvements.

Sincerely,  
Katherine Winters  
Food Bank Coordinator

#### 7.7 Volunteer Services

The Volunteer Week Committee is in full swing for our evening event planned for April in recognizing all volunteers in Rimbey and District. Volunteer Week this year is April 12<sup>th</sup>-18<sup>th</sup> and our evening event is planned for Monday, April 13<sup>th</sup> at the Peter Lougheed Community Centre.

#### 7.8 Palliative Care

Palliative Care program is very quiet at this time. I am just starting to understand more about the program and what we offer for our palliative clients. My next meeting with the Palliative Care Council is February 19<sup>th</sup> in Ponoka.

#### 7.9 Medical Alert

In January we had no new clients who joined the program but we did one troubleshoot. The charges for the month of January are \$20.00. We had two units returned this month bringing our total clients to 53.

#### 7.10 Volunteer Visitor

This program is running well. I have one new client for this month that I am trying to match up with a visitor that will bring us up to seven clients in the program.

#### 7.11 Meals on Wheels

Meals on Wheels is running well; we had two new clients sign up for Meals on Wheels this month so we are now at nineteen clients.

#### 7.12 Kitz 4 Kidz

As this is a seasonal program, there is no report at this time.

Sincerely,  
Katherine Winters  
Volunteer Services Coordinator

#### 7.13 Adult Day Support

Another fun month was had by all. We continue our Chicken Soup stories, exercises, and crossword puzzles. We have also been keeping the birds out front of the building fed with our paper roll feeders, which provides opportunities for bird watching. That is very interesting. We have been making new feeders every two weeks. We now have two shelves in the main foyer of the building for our crafts to be sold. This gives us a new goal to work on, and the proceeds from our sales go to the Food Bank. It is a great project to be able to undertake. We have some different items in there now for sale and we have also made some newspaper bowls to sell. We decorate them according to holidays like Valentine's Day and Easter. They are fun to make and decorate. We have a new client and so we made her a placemat and we made some bead bracelets to put on the shelf. We play word games on the white board like Hangman and finding smaller words in a big word. We always have fun and laughter is still a big part of our day. We all go home, well fed from the excellent lunch and snacks and with sore cheeks from laughing!

Sincerely,  
Emily Breton  
ADS Coordinator

#### 7.14 Community Kitchen

No report at this time.

#### 7.15 Information Technology

January was busy getting the new PCs set up on the workstations. Another area of my responsibility is to update the big signs at the side of the road on the west and south ends of town and to keep the website current. Our website address is [www.fcass.com](http://www.fcass.com); check it out and make sure you read the signage for interesting FCSS/RFSS events and sometimes community event details. A couple of apps I have heard of that I would like to share with you are:

1. We chat. This app lets you text, video call, voice call, use voicemail, and there is even a walkie talkie feature you can use with your friends list.
2. File this. Take a picture of any bill, receipt or document and file it on your iPhone. This helps you to keep track of paper items you might need to readily have on hand.
3. There are so many camera apps you can choose from but the one with the best score so far is the VSCO. Once you have the picture you can use the FRAMETASTIC app to frame it.
4. Sleptime is an app that I use. It is a digital alarm clock that monitors my sleep patterns and wakes me gently with music that I chose but will wait until my sleep algorithms are such that waking at that time is the best for me. I love it; will never go back to the old style. I believe that's where the term "rude awakening" came from.

Regards,  
Deana Harris  
Information Technology/Communications Coordinator



7.16 Rimbey Parent Link Centre

The Rimbey Parent Link saw a total of 266 individuals in our center. These numbers for January reflect how well some of our new programs are doing and also how our continued programs have become an important part of many a family's weekly schedule!

Some of our new programs include Counting Kids, Playful Pre-schoolers, Friday evening Stay and Play and Lets Move held twice a month at the Community Center auditorium. All of these programs have had great attendance, specifically our Thursday Stay and Play sister program, Let's Move, which is a free play program for families. This program is in partnership with the Peter Loughheed Community Center and the Rimbey Nursery School. Families are offered use of the auditorium for two hours to run and play! The Rimbey Nursery School has provided the use of their play equipment. This program saw a great turnout of 30, which shows how badly families need a large indoor space to be active during the colder months! Rimbey Parent Link's winter calendar is looking well rounded in terms of hours open and a wide range of fun things to do! The New Year is off to a great start!

Parent Links across Alberta are turning ten this February. The Rimbey Parent Link is celebrating the 10<sup>th</sup> anniversary on Feb. 19<sup>th</sup>. Drop in anytime from 9:30-1:00 to join the fun! A light lunch will be provided at 12:00 p.m. Come and see what we're all about!

Regards,  
Samantha Sansome  
Rimbey Parent Link Coordinator

7.17 Healthy Families/Young Parent Outreach

The clients that I see are vocal about their gratitude for this program. I enjoy seeing the babies grow from the infants they were when I met them to the young children they are today. It is fascinating watching them from a different perspective than when my children were that age. I can see the stages of development and it is interesting to bring those changes to the attention of the families. My new understanding of infant mental health and development helps me to better encourage the families to play and learn together. I look forward to much more time to spend with the families.

Respectfully,  
Deana Harris  
Healthy Families Home Visitor

7.18 Rainbows

There is currently one Level 2 program running in Rimbey. Reports so far by the five participants are that it is a great group. It will finish the end of February. The participants report that it is a great program.

Sincerely,  
Shirley Winter  
Rainbows Program Coordinator

7.19 Family Resource Library

No report at this time.

Sincerely,  
Audreyann Bresnahan  
Resource Librarian

7.20 Accreditation Coordinator  
No report at this time.

Sincerely,  
Faith Pilgrim  
Accreditation Coordinator

7.21 Office Manager/Quality Control  
The office has still been busy with year-end items and getting ready for the projects that are fast approaching for 2015 such as the AGM, Volunteer Income Tax, Policy meeting and the Charity Golf Tournament. Along with the daily tasks of the office we are preparing for the ADS Audit, the anticipated AHS contract renewal and making sure everything is in order for the Accreditation visit. The swag items have arrived and we have discussed their timely distribution. We are all excited for spring to be (hopefully) approaching, some of the staff are taking a much needed holiday and some have already had a bit of a break.

Respectfully submitted,  
Christine HN Simpson  
Office Manager/Quality Control

## 9. DIRECTOR'S REPORT

### 9.1 Early Childhood Coalition

The Early Childhood Coalition for Rimbey and area has now received government bridging funds that will allow them to carry on their activities until fall of 2015. Their next activity is to host the Powerful Moms and Super Dads conference on February 28<sup>th</sup>. They have a great day lined up for families to attend at no charge. Kids' games and family activities as well as some helpful sessions that support parents with information on children's development and growth are offered. FCSS is part of this group and offers help where we can. D. Harris, the Healthy Families Home Visitor, will attend on our behalf. K. Winters is recruiting volunteers to help with food preparation for snacks and the meal.

Provincially, a working group from Education, Human Services and Health along with FCSSAA have prepared a background and discussion paper on this topic. Each region will be discussing on February 13<sup>th</sup>, how FCSS programs could play a role in the future. Then at FCSSAA Spring meetings, May 14<sup>th</sup> in Rimbey, the ministry representatives will explain how or what future steps will be for FCSS Boards at the ECD community.

### 9.2 Food Banks Canada

As a member of Food Banks Canada we receive helpful information to help make the most of our local Food Bank operation. The annual conference and AGM will be held in Mississauga, Ontario on June 17<sup>th</sup>-19<sup>th</sup> near Pearson International Airport. K. Winters will check if there are any travel subsidies available for Rimbey and if there is interest to attend this year.

This organization offers an online food safe course for staff and volunteers, safe food handling materials and posters, messages from government departments and elected officials, and much more. They also let us know what funding and donor opportunities are available.

### 9.3 Staff Evaluations

The 2015 annual staff evaluation process is well underway. Supervisors, key staff, and myself, have completed the written agency evaluations for all staff and key volunteer positions. Over the next couple of weeks staff will meet with their supervisors or me to talk about their 2014 accomplishments and their 2015 goals and to discuss their written performance evaluations. This process is almost always a very positive and encouraging time for staff. Our agency practices addressing concerns and shortfalls as they arise throughout the year, so that the performance review is seen as a time to celebrate accomplishments and to set the bar to do even better in the upcoming year.



#### 9.4 Staff Christmas Bonus

One staff person brought to me her feelings about her Christmas Bonus. Since she was one of the people who had the weekend vacation accumulation calculation error, she had inquired if her bonus for 2014 would also be adjusted. She assured me she was very grateful for all the incentives, gifts, and rewards she already received, but had felt "not heard" when she asked about getting the bonuses adjusted. We discussed that the Board decision was based on information we had at that time, and what we had available to spend at year end. I offered her some additional gifts to try and make up for some of her potentially increased bonus amount. She is satisfied now and accepts that she is appreciated and the agency does hear her concerns.

#### 9.5 Elder Abuse Awareness

The Victim Services Unit –Victims of Crime Awareness week is on April 19<sup>th</sup>-25<sup>th</sup>, 2015. They are planning to host several information sessions throughout the week around the community and at the Chamber of Commerce Trade Show and Expo. I have been asked to do a presentation about Elder Abuse awareness and describe a community response to this social issue. I will be at the Rimbey Drop In Centre on Thursday, April 23<sup>rd</sup> at a lunch and learn session and will present a 20-30 minute educational presentation.

#### 9.6 Rimbey Community Wellness

This group has been meeting monthly to discuss community issues such as domestic violence, bullying, addictions, loss and grief, mental health, and other social concerns that come up through the year.

Currently they are working on awareness and prevention of driving while under the influence of alcohol or drugs through the "RID" campaign. This stands for "Report Impaired Drivers". They have stickers placed around town in stores and businesses. They give out a pad of paper and pen for people to keep with them should they spot an impaired driver and they are sending a message through street signs to ask people to report to 911 if they see a suspected impaired driver. They received a grant to help make this happen.

They have developed a committee terms of reference to help them stick to their mission.

They have purchased reading material called "Outgrowing the Pain" and are sharing it amongst their group.

They have developed a website and will go live in the near future. The website will have links to sites that can help with the issues they have identified. They hope to offer a community discussion about mental health in conjunction with mental health awareness week in early May.

Some members will attend the regional meeting for nonviolence in the community hosted by Innisfail FCSS in early March.

#### 9.7 Rimbey Women's Conference

On February 5<sup>th</sup>, 2015 approximately 200 people were in attendance for the 29<sup>th</sup> Annual Rimbey Women's Conference. There were ten ladies that planned this conference over the past ten months under the leadership of I. Steeves and S. Schafer as the co-chairs. A lot of planning and hard work took place to bring it all together. Zaheen Nanji spoke of how to unlock the power of you from within and told her story of coming to Canada at fifteen years of age without her parents and that she was unable to speak without stuttering. We were able to enjoy a hands on session of distressed painting and antique finish on wood, watched (and sampled) a cooking demonstration of risotto, breading meat properly and peach flambé. Others learned self-defense techniques, travel destinations around the world, scarf tying and how to make your own fairy garden. The meal was prepared by Starkist Caterers and was delicious as usual. Muffins, cookies, fruit, and popcorn was available for snacks.

The committee will review their finances and participant evaluations and their own reflection of the day in the next few weeks. Special thanks to S. Boyce Campbell for providing us with wonderful introductions and carrying the day with her special way as a Master of Ceremonies. T.

King from Clearwater Regional FCSS led the group in a stretch and meditation experience with her brand new yoga instructor status she received in Bali, Indonesia.

The FCSS office took registrations for the event and supplied administrative support, storage, and space for this group. FCSS also thanked each of the committee members with flowers and a personalized thank you card for their hard work and for contributing to our community in a positive way.

#### 9.8 Alberta Continuing Care Association

The annual membership for the Alberta Continuing Care Association has gone up to \$1300 for 2015 from \$500 last year. The hours of work also went up for our agency and contributed to the increase. Both Ponoka and Rimbey take out their own membership at this time. However, both agencies are holding off paying this until we know for sure that we have the Alberta Health Services Contract. The price is not our only concern with this organization. There are very few nonprofit agencies left in home care industry. The larger multinational for profit agencies make up the bulk of the membership in the association and in the industry. Their method of doing business differs from fundamental and ethical practices of the smaller rural nonprofit social service delivery organizations. We find that we often have very different opinions as to what works in our community. While the ACCA is always willing to listen to our point of view, we really only represent a small voice and are seldom able to be heard. There is still good reason to be a member in ACCA. It has helped us to be a part of discussions and problem solving for the industry. We have access to research and can be part of a larger network. There are also educational and conference opportunities. There is a possibility that a joint membership could be an option under the name of Central Alberta FCSS Consortium or even an associate membership. We will bring back information and recommendation as we progress into the year.

Rimoka Housing Foundation  
Monthly Board Meeting  
February 18, 2015 @ 9:00am  
Legacy Place, Ponoka


## MINUTES

<b>In Attendance:</b>	<b>Legion</b>	D. MacPherson (regrets)	
	<b>Town of Ponoka</b>	L. Gulka	T. Falkiner (regrets)
	<b>Town of Rimbey</b>	R. Pankiw	M. Jaycox
	<b>Ponoka County</b>	P. McLauchlin, Chair (regrets)	B. Liddle, Vice Chair
	<b>The Bethany Group</b>	D. Beesley S. Mickla	T. Beesley M. Wideman (recorder)

<b>1.</b>	<b>CALL TO ORDER</b> The Board Meeting was called to order at 9:00am by Bryce Liddle, Vice Chair
<b>2.</b>	<b>ADOPTION OF AGENDA</b> <ul style="list-style-type: none"> <li>Addition of CEO Update</li> </ul> <b>RHF 15-02-01</b> <b>MOVED by M. Jaycox that the Board approve the Agenda for February 18, 2015 as amended. CARRIED</b>
<b>3.</b>	<b>APPROVAL OF MINUTES</b> <ul style="list-style-type: none"> <li>Typo noted under Operational Report</li> </ul> <b>RHF 15-02-02</b> <b>MOVED by R. Pankiw that the Board accept the minutes of the January 28, 2015 Board Meeting as revised. CARRIED</b>
<b>4.</b>	<b>FINANCIAL REPORTS</b> Review of unaudited financial statements for the twelve months ended December 31, 2014 <ul style="list-style-type: none"> <li>A review of the Recoveries - Housing Services line will be provided to clarify the variance after the Audited Statements are complete</li> <li>Overall surplus after requisition of \$253,459 before audit adjustments.</li> </ul> <b>RHF 15-02-03</b> <b>MOVED by R. Pankiw to accept the Unaudited Financial Statements for the twelve months ended December 31, 2014 as information. CARRIED</b>

<p>5.</p>	<p><b>OPERATIONAL REPORT</b></p> <p>Review of report prepared by S. Mickla</p> <ul style="list-style-type: none"> <li>- Both Golden Leisure Lodge and Parkland Manor are currently full with waitlists for admission. Legacy Place is also full with a very healthy waitlist of approximately 90 people. One suite in Legacy is currently under renovation.</li> <li>- Proposal of revised Terms &amp; Conditions was well-received at the Operations Meeting last month. Suggested changes were made and will be presented to all staff in the next month.</li> </ul> <p><b>RHF 15-02-04</b>                  <b>MOVED by L. Gulka that the Board accept the Operational Report as information. CARRIED</b></p>
<p>6.</p>	<p><b>CEO REPORT</b></p> <p>Review of report prepared by D. Beesley</p> <ul style="list-style-type: none"> <li>- No update has been received from government regarding budgets or development of the provincial housing strategy.</li> <li>- Updates on proposed changes to the ASCHA governance structure and the newly established ANPHA (Alberta Network of Public Housing Agencies).</li> </ul> <p><b>RHF 15-02-05</b>                  <b>MOVED by M. Jaycox that the Board accept the CEO Report as information. CARRIED</b></p>
<p>7.</p>	<p><b>STANDING AGENDA ITEMS</b></p>
<p>a.</p>	<p>Operations Sub Committee Tabled</p>
<p>b.</p>	<p>Housing Portfolio Update Review of Housing Report, including vacancy and current maintenance projects.</p> <p><b>RHF 15-01-06</b>                  <b>MOVED by M. Jaycox to accept the Housing Portfolio Update as information. CARRIED</b></p>
<p>8.</p>	<p><b>RIMBEY PROJECT</b></p>
<p>a.</p>	<p>Update &amp; Next Steps</p> <p>Alberta Social Housing has completed an in-depth review of all proposals received, as they disagreed with our process of shortlisting the proposals. Are hopeful they will understand our decision, but the delay will certainly affect the project timelines.</p>

		<p>Construction Manager RFP template has not yet been received, but expect government to release it this week.</p> <p>Tamlyn will be in contact with Stan Cummings to advise that we will not be pursuing the purchase of the hotel.</p>
<b>9.</b>	<b>PREVIOUS BUSINESS</b>	
	a.	<p>Salary Grid Proposal</p> <p>Discussed under Operations Report.</p>
	b.	<p>Smoking</p> <p>Legal advice has been sought, the opinion letter will be shared once it is complete.</p> <p>There is a rumor amongst the lodge residents that the buildings will become non-smoking. Some are concerned, but the number of residents who smoke is actually quite low.</p>
<b>10.</b>	<b>NEW BUSINESS &amp; CORRESPONDENCE</b>	
	a.	<p>Strategic Planning Session</p> <p>ASCHA Conference may be a good opportunity for everyone to gather.</p>
<b>11.</b>	<b>DATE &amp; LOCATION OF NEXT MEETING</b>	
	<p>The next Rimoka Board meeting will be held at 9:00am on Wednesday March 25, 2015 at Parkland Manor in Rimbey.</p>	
<b>12.</b>	<b>ADJOURNMENT</b>	
	<b>RHF 15-01-07</b>	<p><b>MOVED by R. Pankiw that the February 18, 2015 Board Meeting be adjourned at 10:07am</b></p> <p style="text-align: right;"><b>CARRIED</b></p>

  
\_\_\_\_\_  
Paul McLaughlin, Board Chair

March 25/2015  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sharon Mickla, Director Client Services

Mar 25/2015  
\_\_\_\_\_  
Date

*Handwritten initials*

**Rimbey Municipal Library Board Meeting**  
**Wednesday, February 25<sup>th</sup>, 2015. (7:00 p.m.)**

**Present:** Jean Keetch, Marg Ramsey, Paul Payson, Mike Boorman, Rowena Aitken (chairperson)

**Absent:** , Bev Ewanchuk, Shannon Kiss

As of Feb. 25<sup>th</sup> Sam Samsone has resigned as a Board Member.

**Call to Order**

**Minutes from the Last Meeting** - read and approved as printed by Paul. All in favor.

**Consent Agenda Items:**

1. Librarians Report -
2. Financial Report -
3. Correspondence - The town has appointed Shannon Kiss to be on the Library Board

**Business Arising from the Minutes:**

1. Plan of Service - tabled until the March meeting. Jean will send a summary of the results.
2. Policy Changes - Marg moved that we adopt the revised internet policy as presented. Paul seconded. All in favor.
3. March 21<sup>st</sup> Event (St. James Gate) we will meet to set up on Saturday, April 28<sup>th</sup> at 1:00 pm. All we need are tables and chairs, no decorations. Tickets are ready for sale, we can get them from Jean. The doors will open at 7:00 and the band will play at 8:00, 10:00 and 12:00. Paul will look after bar tickets and Marg and Rowena will work at the door. Rowena's friend will be running a food wagon just outside the front doors.

**New Business**

1. Recognizing Blanche Boorman - she along with Mrs. Leboldus were instrumental in starting the first lending library in Rimbey. We discussed several possible ideas for recognizing the two ladies including a Green Space and a quiet garden area for reading and programs. There will be a small memorial plaque put in place as well. Further discussion will take place.
2. Paul approved the annual report as submitted. Rowena seconded the motion. All in favor.
3. Volunteer Party - the party will be held on Saturday, May 30<sup>th</sup> at 6:00 p.m. at Jeans' house.

Mike adjourned the meeting. Paul seconded the motion

**Adjournment @8:00 p.m.**

**Next Meeting: Tuesday, March 24<sup>th</sup> at 7:00 p.m.**

**Secretary**

**Chairperson**

\_\_\_\_\_  
*Rowena Aitken*

*PA*

**Kathy**

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**From:** lrstevenson@telusplanet.net  
**Sent:** Monday, April 06, 2015 1:05 PM  
**To:** Bob Stevenson; Duane Adams; Gayle Rondeel; sts2727; Kathy; Melvin Durand; Michelle Andrishak; Steffen Olsen; Steve Schrader; Terry Von Hollen  
**Cc:** Donna Tona  
**Subject:** Meeting  
**Attachments:** The Committee Form 08. 04. 15 3.docx  
  
**Importance:** High

Happy Easter to all.  
Attached is the Agenda, See you there.  
I will bring copies of the role up and review with the Town Committee of the whole for our review.  
Regards  
Bob

Bob Stevenson  
Rimbey Sustainability Advisory Committee Chair  
403 843 0043 Home

**“THE COMMITTEE”**  
**AGENDA and MEETING DOCUMENTATION FORMAT**

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**Meeting: #3      Date: 08. 04.15      Time: 1900-2100hrs**

**Agenda:**

- 1) Review of Previous Meeting
- 2) Review Action Log
- 3) Committee member request for meeting date change.
- 4) Review of role up from Risk Analyses
- 5) Review of Meeting with the Town
- 6) Identification of Options For top three Priorities ( What PROCESS does the committee feel will give us the best factual results)
  - Priority one                                Branding
  - Priority two                                Marketing of our Community, Businesses (existing and new) Business Incentives, By Laws current, cleanup and beatification to cover four seasons..
  - Priority three                                Resources and Budget.

**Public Attendance:** (Print Name and Sign In)

**Guest:**

**Committee Member Absent:**

**Committee Members:**

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

**Topic of Review:**

- Safety Moment Report Exec – Security for our community on wheels

**Actions to be Taken:**



**“THE COMMITTEE”**  
**AGENDA and MEETING DOCUMENTATION FORMAT**

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**Next Meeting: Kinsmen Meeting Room**

**Date:**

**22- 04-15**

**Time:**

**1900hrs**

*Handwritten initials*