

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, JUNE 09, 2020 AT 5:00 PM VIA ZOOM VIDEO CONFERENCE. LOG IN:

Join Zoom Meeting

<https://us02web.zoom.us/j/82526863139?pwd=RmtkdnJMNU1xcckVVeXBRZkFoYTY2dz09>

Meeting ID: 825 2686 3139, Password: 199843

1.	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
3.	Minutes	2
3.1	Minutes of Regular Council May 26, 2020.....	3-7
4.	Public Hearings - None	
5.	Delegations - None	
6.	Bylaws	
6.1	969/20 2020 COVID 19 Residential Waiver of Performance Security Deposit....	8-11
7.	New and Unfinished Business	
7.1	Nesting Place RV Park	12-29
7.2	Rimbey Municipal Library Board Application.....	30
8.	Reports	
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8.1.2	Director of Finance – Accounts Payable Listing.....	33
8.2	Boards/Committee Reports	34
8.2.1	Rimbey FCSS/RCHHS Board Meeting Minutes of April 16, 2020.....	35-38
8.2.2	Tagish Engineering Project Status Updates to May 28, 2020.....	39
9.	Correspondence - None	
10.	Open Forum (<u>Bylaw 939/18– Council Procedural Bylaw Part XXI</u> 1.The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.	
11.	Closed Session - None	
12.	Adjournment	



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	June 9, 2020
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council May 26, 2020
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of May 26, 2020, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, MAY 26, 2020 VIA ZOOM VIDEO CONFERENCE DURING THE CORONAVIRUS COVID 19 HEALTH EPIDEMIC

1. Call to Order
Mayor Pankiw called the meeting to order at 5:00 pm, with the following in attendance via zoom video conference:

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Development Officer – Liz Armitage
Director of Public Works – Rick Schmidt
Recording Secretary – Kathy Blakely

Absent:

Public:
Phil Swanson – Missing Link Internet
2. Adoption of Agenda
2.1 May 26, 2020 Agenda

Motion 122/20

Moved by Councillor Rondeel to accept the Agenda for the May 26, 2020 Regular Council Meeting, as presented.

In Favor Opposed
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED
3. Minutes
3.1. Minutes of Regular Council Meeting May 11, 2020

Motion 123/20

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of May 11, 2020, as presented.

In Favor Opposed
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED
4. Public Hearings 4.1 Public Hearings - None
5. Delegations 5.1 Delegations - None
6. Bylaws 6.1 Bylaws - None

7. New and
Unfinished
Business

7.1 Internet Survey

Motion 124/20

Moved by Councillor Payson to provide Missing Link Internet with a letter of support for their submission to the CRTC for a grant for the construction of fibre optic lines in the Town of Rimbey.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Phil Swanson logged out of the zoom meeting at 5:23 pm.

7.2 Request for Waiver of Development Deposit Fee

Motion 125/20

Moved by Councillor Rondeel to grant the request from Mr. Bremner to waive the required \$3,000 development damage deposit for the construction of a concrete driveway at 4601 54 Ave.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.3 Request for Waiver of Development Deposit Fee

Motion 126/20

Moved by Councillor Curle to grant the request from Mr. Garrett to waive the required \$3,000 development damage deposit for the construction of an addition to his existing deck at 4630 58 Avenue.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Motion 127/20

Moved by Mayor Pankiw to have administration prepare a bylaw, due to the Covid 19 health and economic crisis, for the waiver of the required development security deposits, for residential developments only, with this relief terminating as of December 31, 2020.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.4 Seniors Week 2020Motion 128/20

Moved by Mayor Pankiw to declare June 1-7, 2020 Senior's Week in Rimbey.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.5 Rimbey Municipal Library Board Member ResignationMotion 129/20

Moved by Councillor Payson to accept, with regret, the resignation of Rimbey Municipal Library Board Member Bev Ewanchuk.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Director of Finance Report
- 8.1.3 Director of Public Works Report
- 8.1.4 Director of Community Services Report
- 8.1.5 Development Officer Report

Motion 130/20

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

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Beatty Heritage House Society Board Meeting Minutes of February 3, 2020
- 8.2.2 Tagish Engineering Project Status Update to May 14, 2020
- 8.2.3 Rimbey Municipal Library Board Meeting Minutes of January 6, February 3, March 9 and April 6, 2020

Motion 131/20

Moved by Councillor Coulthard to accept the Beatty Heritage House Society Board Meeting Minutes of February 3, 2020, the Tagish Engineering Project Status Update to May 14, 2020, and the Rimbey Municipal Library Board Meeting Minutes of January 6, February 3, March 9 and April 6, 2020, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Coulthard's Report
- 8.3.3 Councillor Curle's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Rondeel's Report

Motion 132/20

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

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

9. Correspondence 9.1 Correspondence - None

10. Open Forum 10.1 Open Forum

11. Closed Session 11.1 Closed Session - None

12. Adjournment 12.1 Adjournment

Motion 133/20

Moved by Councillor Coulthard to adjourn the meeting.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 5:44 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	6.1
Council Meeting Date	June 9, 2020
Subject	969/20 2020 COVID-19 Residential Waiver of Performance/Security Deposit Bylaw
For Public Agenda	Public Information
Background	<p>Due to the economic hardships put on citizens of Rimbey as a result of the COVID-19 pandemic, Council has received 3 recent requests for the waiver of the refundable \$3,000 performance/security deposit.</p> <p>At the Regular meeting of Council held May 26, 2020, Council passed the following motion:</p> <p style="text-align: center;"><u><i>Motion 127/20</i></u></p> <p style="text-align: center;"><i>Moved by Mayor Pankiw to have administration prepare a bylaw, due to the COVID-19 health and economic crisis, for the waiver of the required development security deposits, for residential developments only, with this relief terminating as of December 31, 2020.</i></p> <p><u><i>In Favor</i></u> <u><i>Opposed</i></u></p> <p><i>Mayor Pankiw</i></p> <p><i>Councillor Coulthard</i></p> <p><i>Councillor Curle</i></p> <p><i>Councillor Payson</i></p> <p><i>Councillor Rondeel</i></p> <p style="text-align: right;">CARRIED</p>
Discussion	<p>All Development Permits issued in the Town of Rimbey require a performance / security deposit as per the Fees for Service Bylaw 905/15. The fee is \$3000.00 minimum or 1% of construction up to \$1,000,000.00 + \$1.50/\$1000.00 of construction value over \$1,000,000.00.</p> <p>This deposit is to ensure the Town has resources to repair minor damage which may occur to Town infrastructure during the development process. Should no damage occur, upon request from the applicant the performance / security deposit is returned to the applicant in full.</p> <p>As per Council's motion on May 26, 2020, administration has prepared a bylaw to waive this fee until December 2020. Administration recommends the following be included in the bylaw:</p>

	<ol style="list-style-type: none"> 1. This relief is for residential development only excluding: <ol style="list-style-type: none"> a. New principal residential buildings. b. Manufactured home move-in and move-out. 2. The required \$3000.00 minimum or 1% of construction up to \$1,000,000.00 + \$1.50/\$1000.00 of construction value over \$1,000,000.00 performance / security deposit fee shall be waived on development permits for residential development. 3. This bylaw does not waive the following requirements: <ol style="list-style-type: none"> a. Obtaining a development Permit as per the requirements of Land Use Bylaw 917/16. b. Obtaining a pre-development inspection before commencing any construction associated with the Development Permit. c. Obtaining a post-development inspection upon completion of any construction associated with the Development Permit. d. The landowner being held responsible for damages deemed to be the result the development. 4. This relief of waiver of the performance / security deposit shall terminate on December 31, 2020.
<p>Relevant Policy/Legislation</p>	<p>MGA Sections 7 and 8</p>
<p>Attachments</p>	<p>969/20 2020 COVID-19 Residential Waiver of Performance / Security Deposit Bylaw</p>
<p>Recommendation</p>	<p>Administration recommends Council give first reading to 969/20 2020 COVID-19 Residential Waiver of Performance / Security Deposit Bylaw.</p> <p>Administration recommends Council give second reading to 969/20 2020 COVID-19 Residential Waiver of Performance / Security Deposit Bylaw.</p> <p>Administration recommends Council unanimously consider to give third and final reading to 969/20 2020 COVID-19 Residential Waiver of Performance / Security Deposit Bylaw.</p> <p>Administration recommends Council give third and final reading 969/20 2020 COVID-19 Residential Waiver of Performance / Security Deposit Bylaw.</p>



REQUEST FOR DECISION

Prepared By:

Elizabeth Armitage

Elizabeth Armitage, MEDES, MCIP, RPP
Planning and Development Officer

June 3, 2020

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 3, 2020

Date



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, FOR A 2020 COVID-19 RESIDENTIAL WAIVER OF PERFORMANCE / SECURITY DEPOSIT.

WHEREAS Pursuant to Section 7 and 8 of the Municipal Government Act, RSA 2000. Chapter M-26, which permits Council to pass bylaws and set fees;

WHEREAS Council of the Town of Rimbey recognize that the COVID-19 pandemic in Canada, has placed unprecedented duress on its citizens; and

WHEREAS Council of the Town of Rimbey desire to lessen the stress of financial burden to residents.

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

1. This relief is for residential development only excluding:
 - a. New principal residential buildings.
 - b. Manufactured home move-in and move-out.
2. The required \$3000.00 minimum or 1% of construction up to \$1,000,000.00 + \$1.50/\$1000.00 of construction value over \$1,000,000.00 performance / security deposit fee shall be waived on development permits for residential development.
3. This bylaw does not waive the following requirements:
 - a. Obtaining a development Permit as per the requirements of Land Use Bylaw 917/16.
 - b. Obtaining a pre-development inspection before commencing any construction associated with the Development Permit.
 - c. Obtaining a post-development inspection upon completion of any construction associated with the Development Permit.
 - d. The landowner being held responsible for damages deemed to be the result the development.
4. This relief of waiver of the performance / security deposit shall terminate on December 31, 2020.
5. This Bylaw shall come into force and effect on the date of third and final reading.

READ a First Time in Council this _____ day of _____ 2020.

READ a Second Time in Council this _____ day of _____ 2020.

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this _____ day of _____, 2020.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

Council Agenda Item	7.1
Council Meeting Date	June 9, 2020
Subject	Nesting Place RV Park
For Public Agenda	Public Information
Background	At the May 11, 2020 Council meeting, Council passed motion 118/20 to allow the Nesting Place RV Park to open for self-contained units using every second camping stall. The washrooms and Sani-dump station were to remain closed and the gates were to be locked at all times. Only long term or work related camping was to be allowed.
Discussion	<p>The Lion's Club has since requested that the Sani-dump station be opened as long as there is an attendant on site to disinfect the equipment between each user. Emails were sent to Council members and the overall agreement was that the Sani-dump could be opened under the above stipulations.</p> <p>Several concerns have been raised to the Lion's Club about the patrons of the Nesting Place having to leave their vehicles outside the gates. They are worried about vandalism and are requesting the gate be left open at all times. An email was again sent to all Council members and the consensus was to leave the gate open.</p> <p>As the agreement was to leave the gate unlocked and open at all times, there is the potential for campers to come to the campground and use the Sani-dump station when there is no attendant on site to disinfect between users. As such, signs have been posted that the equipment has not been sanitized and to use at their own risk. As with the playground equipment, this should mitigate any risk to the Town. The Lion's Club has agreed to continue to sanitize between the users of the Sani-dump station when an attendant is on-site.</p> <p>The Lion's Club is also requesting that Council expand their motion to include all campers and not just long-term or work related campers. Campers will still be required to call the attendant before parking and washrooms will remain closed.</p> <p>Administration is requesting a new motion from Council to incorporate the changes to the operating conditions at the Nesting Place.</p>
Attachments	Guidance for Private and Municipal Campgrounds Workplace Guidance for Business Owners



REQUEST FOR DECISION

Recommendation

Council to permit the Lion's Club to continue to operate the Nesting Place RV Campground using every second stall for self-contained units following the Government of Alberta's Guidance for Private and Municipal Campgrounds and Workplace Guidance for Business Owners regarding COVID-19, and further that the washrooms remain closed.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 1, 2020

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 1, 2020

Date

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

Overview

This guidance is intended to support operators in reducing the risk of transmission of COVID-19 in private and municipal campgrounds. Campground operators must also follow the [Workplace Guidance for Business Owners](#).

COVID-19 Risk Mitigation

<p>General</p>	<ul style="list-style-type: none"> • Place appropriate signage around all entries and throughout the market outlining policies and procedures such as: <ul style="list-style-type: none"> ○ Physical distancing expectations, ○ Hand hygiene, ○ Coughing and sneezing etiquette, and ○ Cleaning and disinfection practices. • Public access to any recreational amenities and facilities (such as swimming pools and interpretive centers) within the campground remains prohibited at this time. • Businesses within a campground that sell retail items may be open and must follow all public health orders and guidelines. • Table service in food establishments within the campground, if applicable, must follow all public health orders and guidelines. • People whose residence is their recreational vehicle in a campground who are required to isolate or quarantine, may do so in their vehicle.
<p>Booking</p>	<ul style="list-style-type: none"> • Where possible, campers should reserve their site online or by phone prior to arriving. • For contact tracing purposes, campground owners should collect and keep on file the names and contact information for all persons staying at each campsite. • Advise campers at the time of booking: <ul style="list-style-type: none"> ○ They should not enter the campground if they are experiencing symptoms including cough, fever, shortness of breath, runny nose or sore throat that are not related to a pre-existing illness or health condition, or are otherwise required to isolate or quarantine (except if the park is their residence). ○ To meet physical distancing requirements, only members of the same household should stay together on a campsite. ○ Bringing alcohol-based sanitizer is recommended for hand hygiene when soap and water are not available (e.g. on a hike). • Campers should check in advance to see if services or facilities that would normally be available are closed, so that they can plan accordingly.
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Encourage campers to observe gathering restrictions by staying in their own campsite unless using washrooms, showering facilities or leaving to shared public spaces such as trails. • Close group campsites. • Lower the number of campers by reducing the number of campsites that can be occupied or reserved. • Limit the number of people in shared facilities such as washrooms and showers. • Eliminate the use of public picnic shelters. • Eliminate programming that requires people to gather, such as amphitheatre events and guided hikes. • Close or implement appropriate risk mitigation measures in visitor centres. • Control access to popular shared spaces such as green spaces, trails and beaches (e.g. limit parking, erect barriers, set maximum occupancy). • Create sections in open spaces and setting limits of 15 people for each section. • Display posters in common spaces reminding campers of physical distancing rules (e.g. beaches, picnic areas, kitchen huts, trailheads). • Advise campers that if an amenity is busy, such as a shower facility, picnic shelter, beach or hiking trail, it is best to come back outside of peak times or use another amenity.

COVID-19 INFORMATION

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

Cleaning Shared Spaces and Equipment	<ul style="list-style-type: none">• Proper cleaning and disinfection is a critical component of preventing disease transmission, especially high-touch surfaces in shared-use facilities, such as door handles, taps, toilet flush handles and laundry machine dials and buttons.• Institute a log of daily cleaning and keep records, including inventory of gloves, masks and supplies.• If operators do not have staff capacity to adequately and frequently clean high-touch surfaces, operators should close non-essential facilities.• The cleaning of essential areas, such as washrooms, garbage bins, and water pumps should be prioritized over non-essential amenities such as playgrounds, showers, picnic shelters, and comfort camping facilities (e.g. yurts).• Picnic tables in campsites should be cleaned and disinfected by the campground staff after a camper checks out.• Rental equipment must be cleaned and disinfected after each use (e.g., watercraft, tents, lifejackets and sports equipment) and should only be shared among members of the same household.• Use contactless payment and avoid cash payments where possible.• Where handwashing facilities are not available, such as in pit toilets, hand sanitizer containing at least 60% alcohol should be provided.
Recommendations for Campers	<ul style="list-style-type: none">• Wash or sanitize hands before and after visiting shared amenities with high-touch surfaces such as playgrounds, bear bins, self check-in stations, boat launches, docks, water fill stations, and dumping stations.• If applicable, use washroom facilities in your recreational vehicle whenever possible to reduce traffic at shared-use facilities.• Bring a cloth or sheet to cover the picnic table in your site before using it.• Wear sandals or water shoes in showers.• Dispose of trash in receptacles provided or take it with you to reduce risk for staff and other users.

WORKPLACE GUIDANCE FOR BUSINESS OWNERS

Overview

This document has been developed to support all business and sectors (excluding health care settings) in reducing the risk of transmission of COVID-19 among workers, volunteers and patrons. This document outlines the criteria that should be addressed in individual, written workplace policies and procedures established to address the COVID-19 pandemic response. All workplaces are expected to develop and implement these policies and procedures prior to re-opening or continuing operations after May 1, 2020. Industries or business with specialized operations or aspects may be subject to additional guidance. Any additional guidance made available is intended to augment this document.

The guidance in this document includes:

- 1) Communication related to COVID-19
- 2) Sick staff and volunteers
 - a. Employee or volunteer NOT diagnosed with COVID-19
 - b. Employee or volunteer diagnosed with COVID-19
- 3) Prevention
 - a. Screening
 - b. Hygiene
 - c. Cleaning and disinfecting
 - d. Personal Protective Equipment
 - e. Workplace bathrooms and showers
 - f. Distancing & gatherings in the workplace
 - g. Retail Items
 - h. Home Delivery, Drive through, Take-out and Curbside Pick-up
- 4) Appendix A: Information on Isolation and Quarantine
- 5) Appendix B: COVID-19 Plan for Large Production Facilities

As the COVID-19 pandemic is an evolving situation, this document and the guidance within are subject to change and will be updated as appropriate.

This information is not intended to exempt employers from existing occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.

Communication related to COVID-19

- Encourage staff and volunteers to remain up to date with developments related to [COVID-19](#).
- Remind employees about available social and mental health supports during this stressful time, and encourage them to use these resources.
- Notify employees and volunteers and patrons of the steps being taken by the workplace to prevent the risk of transmission of infection, and the importance of their roles in these measures. These notifications should also include:
 - how workers and volunteers can mitigate risks when commuting to and from work (e.g., carpooling, public transit, chartered buses)
 - how workers and volunteers can mitigate risks of transmission in homes and shared living accommodations
 - how workers and volunteers can mitigate risks when engaging in other activities outside of work, including at secondary job locations
 - how patrons can mitigate risks when conducting business in store
- Post this information in areas where employees and volunteers can refer to them.
 - "Help prevent the spread" posters are [available](#).
 - When possible, provide necessary information in languages that are preferred by staff and volunteers.
- Prepare for increases in absenteeism due to illness among staff, volunteers and their families.
- Ensure employees and patrons are aware that Order 05-2020 requires individuals who have returned from travel outside of Canada to be in isolation for a minimum of 14 days.
 - If an individual becomes sick during the 14-day isolation period, they should remain in isolation for an additional ten days from the start of symptoms, or until the symptoms resolve, whichever is longer.
 - All non-essential travel outside Canada should be cancelled, as per the Government of Canada's travel advisory.

Sick staff and volunteers

- Encourage employees with symptoms such as cough, fever, shortness of breath, runny nose, or sore throat symptoms to complete the self assessment and get tested for COVID-19.
- Order [05-2020](#) legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
 - **These requirements must be followed regardless of whether or not the individual has been tested for COVID-19.**
- If an employee or volunteer does come to work sick, or becomes sick while at work, the following requirements apply:
 - Employees, volunteers or patrons who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to the workplace, or become sick while at the workplace, should begin isolation at home immediately.
 - After being directed to leave the business, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from other employees, volunteers and patrons.
 - Arrangements should be made by the employer for transportation home where needed; public transportation like buses, taxis or ride sharing should be avoided.
 - Once a sick individual has left the workplace, clean and disinfect all surfaces and areas with which they may have come into contact.
 - The employer should immediately consider and record the names of all close contacts of the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started in the case. This information may be necessary if the sick worker later tests positive for COVID-19.
- More information on isolation and quarantine can be found in Appendix A

Employee or volunteer diagnosed with COVID-19

- Order [05-2020](#) legally requires individuals to be in isolation for a minimum of 10 days if they have tested positive for COVID-19.
 - For clarity, the isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If an employee or volunteer is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) may be in contact with the business to provide the necessary public health guidance. Records may be sought up to two-weeks prior to the individual becoming ill.
 - Employers should work cooperatively with AHS to ensure those potentially exposed to the individual receive the correct guidance.

Prevention

- All businesses should:
 - Prevent the risk of transmission of infection amongst workers, volunteers or (as applicable) patrons;
 - Provide for rapid response if a worker, volunteer or member of the public develops symptoms of illness while at the place of business; and
 - Maintain high levels of hygiene.
- Conduct hazard assessments on all tasks performed in the business. Consider business closure or suspension of specific tasks where the risk of transmission of infection to staff, volunteers and patrons cannot be mitigated.

Screening

- Employers should implement active daily screening of staff, volunteers and patrons for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.
- Emphasize that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, **MUST NOT** be in the workplace.
 - Patrons with these symptoms should not be allowed in the workplace and should be advised to return home.
 - Employers are encouraged to examine sick-leave policies to ensure they align with public health guidance. There should be no disincentive for staff or volunteers to stay home while sick or isolating.
 - Changes to the Employment Standards Code will allow full and part-time employees to take 14 days of job-protected leave if they are:
 - required to isolate
 - caring for a child or dependent adult who is required to isolate.
 - Employees are not required to have a medical note.
- To enable quick contact with employees, employers should maintain an up-to-date contact list for all staff and volunteers, including names, addresses and phone numbers.
- For the purposes of tracing close contacts, employers should be able to indicate
 - roles and positions of persons working in the workplace
 - who was working onsite at any given time
 - who an employee may have worked with on any given shift.
- If a workplace has patrons within 2 metres of employees, then lists of patrons by time and date should also be kept.

Hygiene

- Employers and businesses should promote and facilitate frequent and proper hand hygiene for employees, volunteers and patrons.
 - It is strongly encouraged that businesses provide a means to sanitize hands at points of entry to the business and at other locations in a business where patrons and staff are known to handle goods.
- Employers should instruct staff and volunteers to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content).
 - Hand washing with soap and water is required if the employee or volunteer has visibly dirty hands.
 - The [AHS Hand hygiene education webpage](#) has more information, posters and videos about hand hygiene.
 - Glove use alone is not a substitute for hand hygiene. Hands should be cleaned before and after using gloves.
- Employers should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash) is followed.
- The use of posters that remind staff, volunteers and patrons to practice respiratory etiquette and hand hygiene is strongly encouraged in work areas where they are easily seen (e.g., entrances, washrooms and staff rooms).
 - Posters are available [here](#).

Cleaning and disinfecting

- Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after surfaces have been cleaned.
 - Use a “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, public washrooms and showering facilities.
- Frequently clean and disinfect high-touch/shared surfaces such as:
 - Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings
 - Phones, computers, remote controls, keyboards, desktops, conference room equipment, cash registers, surface counters, customer service counters, menus
 - Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment
 - Staff rooms, kitchens, washrooms
- Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.
 - Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses).
 - Alternatively, use a bleach-water solution with 100 ml of bleach to 900 ml water.
 - Health Canada has approved several [hard-surface disinfectants](#) and [hand sanitizers](#) for use against COVID-19. Use these lists to look up the DIN number of the product you are using or to find an approved product.
 - Make sure to follow instructions on the product label to disinfect effectively
- Disposable towels and spray cleaners, or disposable wipes, should be available to staff, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.
- Remove all communal items that cannot be easily cleaned, such as newspapers, magazines, and stuffed toys.

Personal Protective Equipment (PPE)

- Business owners should conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, they should be controlled.
- PPE is based on risk of exposure to a pathogen that considers both the risk associated with a specific task/activity as well as the source of infection (e.g. ill person). PPE that is chosen should be appropriate to the hazard
- When hazards related to COVID-19 cannot be completely eliminated, the following hierarchy of controls are required:
 - **First choice: Engineering controls**
These control the hazard at the source. Examples include placing barriers or partitions between staff, removing seats from lunch rooms and dining areas, re-arranging lockers, restricting general access to the business and increasing ventilation.
 - **Second choice: Administrative controls**
These controls change the way workers, volunteer and patrons interact. Examples include policies for physical distancing, limiting hours of operations and respiratory etiquette and providing adequate facilities, supplies and reminders for hand hygiene. Increased frequency of cleaning as outlined above is also required.
 - **Third choice: PPE**
PPE is necessary when physical distancing of 2 metres or physical barriers cannot be maintained by administrative and engineering controls. PPE controls the hazard at the worker, volunteer and client level. Examples of PPE include gloves, eye protection, gown, face protections, procedure/surgical masks or NIOSH-N95 masks¹.

When a hazard cannot be controlled by a single control method, the business owner should utilize a combination of these controls to provide an acceptable level of safety.

- PPE should be stored, used and maintained as per the manufacturer's instruction for use, so it can perform its intended function to protect staff and volunteers.
- If a hazard assessment determines that PPE is necessary, the business owner should ensure that the PPE fits the workers and volunteers effectively.
 - If a mask is deemed necessary, surgical and non-surgical masks are most often sufficient.
 - Respirators (e.g. N95 masks) are only required when the work might cause large droplets containing COVID-19 to be aerosolized into tiny airborne particles¹. This is not common in a majority of business settings.
 - [Resources](#) are available to [assist](#) in developing [codes of practice](#) for the use of respirators. A code of practice sets out information on the selection, maintenance and use of respiratory protective equipment.
- PPE should be discarded in a lined garbage bag in between clients.
- PPE, such as eye protection, may be reused by the same user, only if the manufacturer allows it and has provided clear cleaning and disinfecting instructions.
 - Assign a user's name and store separately from other PPE, after cleaning and disinfecting.

¹ Specific medical procedures called aerosolized generating medical procedures (AGMP's) can transform larger, heavier COVID-19 droplets into tiny particles and may remain airborne for a period of time. Respiratory protection from aerosolized particles, during an AGMP requires fit-tested, seal checked NIOSH-N95 respirators.

Workplace bathrooms and showers

- Maintain bathrooms and showers and any associated amenities in a clean and sanitary condition. The frequency of cleaning and disinfection will vary depending on usage.
 - Use a "wipe-twice" method to clean and disinfect high-touch shower surfaces such as faucets, door handles, soap and shampoo dispensers and towel bars. Wipe these kinds of surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Consider physical distancing of users in order to prevent the spread of COVID-19. Distancing can be facilitated by the use of partitioned stalls, decommissioning toilets or urinals that are less than 2 metres apart or staggering entry into locker rooms and showers so that fewer users are present at a time.
 - As the virus spreads in large droplets, it will fall to the ground once a shower is complete, presenting minimal risk to the next user.
- Post signage in bathrooms and shower areas that informs users of how to mitigate risks of COVID-19 transmission (E.g., hand hygiene, respiratory etiquette).
- Where necessary, maintain an adequate supply of soap, paper towel, toilet paper, hand sanitizer and other supplies.

Distancing & gatherings in the workplace

- Order [07-2020](#) prohibits gatherings of more than 15 people, however this does not prohibit businesses from having more than 15 workers in a workplace.
- Examples of how to support distancing between employee, volunteers and patrons to reduce the risk of transmission amongst workers, volunteers and patrons include:
 - Maintaining a 2 metre separation between individuals (e.g., workers, volunteers, patrons) is preferred in any business.
 - Restricting the number of employees, volunteers and patrons in a business at any one time.
 - Installing a physical barrier, such as a cubicle, partition or window, to separate workers, volunteers and patrons.
 - Increasing separation between desks and workstations.
 - Eliminating or re-structuring of non-essential gatherings (e.g. meetings, training classes) of staff, patrons and volunteers. Typically, this involves moving in-person meetings to virtual media platforms like teleconference or video conference.
 - Limiting the number of people in shared spaces (such as lunchrooms) or staggering break periods. Removing chairs from spaces and taping markers at 6-foot distances may be helpful in preventing crowds.
 - Limiting hours of operation or setting specific hours for at-risk patrons.
 - Implementing contact-free modes of patron interaction such as home-delivery of goods or curbside pickup of items.
 - Placement of reference markers (e.g., markings on the floor in grocery line-ups) that set out two-meter distances.

Retail Items

- Develop strategies to minimize the handling of retail objects before purchase.
 - Businesses should minimize the risk of 'trying-on' of garments by encouraging customers to sanitize hands before trying on clothes. Surfaces in changerooms should be cleaned and disinfected after use.
- Update return policies to prevent the risk of transmission of COVID-19 to workers, volunteers and patrons. This may include:
 - Eliminating the opportunity to return purchased goods (i.e. Final sale only)
 - Cleaning and disinfecting hard-surfaced, returned good prior to placing them back onto the sales floor; and
 - Storing soft-surface items for a period of 24 hours prior to resale.

Home Delivery, Drive through, Take-out and Curbside Pick-up

- Any business still permitted to operate is allowed to sell their goods via delivery, drive-thru, take-out and curbside pick-up.
- Interactions between workers, volunteers and patrons that occur via delivery, drive-thru, take-out and curbside pick-up are intended to be completed as immediately as possible and with minimal to no interaction at a distance of less than 2 meters.
- For the purposes of conducting important duties (e.g., filling orders, counting inventory), staff and volunteers may continue to work within a business that has been otherwise ordered to restrict public access.
- Owners of businesses that offer delivery or onsite pick-up of goods to patrons should conduct a hazard assessment and mitigate any new risks including those related to traffic and the transmission of infection to workers, volunteers and patrons.
 - At this time it is understood that the risk of transmission of COVID-19 to patrons who pick-up goods, or have them delivered, is minimal so long as workers and volunteers are mitigating risks in the workplace (e.g., performing hand hygiene, not letting sick workers be in the workplace, conducting surface cleaning and disinfection) and during delivery.
- Owners should ensure that workers and volunteers follow requirements for hand hygiene when handling or delivering goods.
- It is strongly recommended that businesses offering delivery and curbside pick up remind patrons to observe physical distancing while collecting goods and to perform hand hygiene after handling goods.

Resources

Government of Alberta (Alberta Health) – [COVID-19 Information for Albertans](#)

Alberta Health Services – [COVID-19 Self-Assessment Tool](#)

Government of Canada – [Coronavirus disease \(COVID-19\)](#)

Information Privacy

FOIP-PIPA Help Desk: 780-427-5848

Toll free: 310-0000 before the phone number (in Alberta)

Email: sa.accessandprivacy@gov.ab.ca

Health Information Act (HIA) Help Desk:

780-427-8089

Toll free: 310-0000 before the phone number (in Alberta)

hiahelpdesk@gov.ab.ca

Office of the Information and Privacy Commissioner: [Privacy in a Pandemic](#)

Appendix A: Information on Quarantine and Isolation

One of the first critical steps to preventing further transmission of disease is the implementation of quarantine and isolation procedures. It is important to understand the difference and the mandatory requirements for each.

When someone is exposed to a contagious disease, they may not always get sick. If they do become sick, there will be a period of time between being exposed and becoming sick. It can take up to 14 days for people to start experiencing COVID-19 symptoms (e.g., fever, cough, shortness of breath/difficulty breathing, sore throat or runny nose).

Quarantine and isolation refer to separating and restricting people from contact with all others to prevent transmission.

Quarantine	Isolation
Done when people are not yet sick, but have been exposed	Done when people are sick, to keep them from infecting others
<p>The quarantine period for COVID-19 is 14 days</p> <ul style="list-style-type: none"> This is because it can take up to 14 days for an individual to develop symptoms 	<p>The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer</p>

Alberta's Chief Medical Officer of Health Order [05-2020](#) (see Order for full details and exemptions) states the situations where Albertans are legally obligated to quarantine or isolate:

- Albertans are legally required to be in quarantine for 14 days either:
 - Immediately upon return from travel outside of Canada, or
 - If they are a close contact of a person who tested positive for COVID-19.
- Albertans are legally required to be in isolation for 10 days, or until symptoms resolve, whichever takes longer, if they:
 - Are diagnosed with COVID-19.
 - Develop a cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat not related to a pre-existing illness or health condition or to a known exposure to COVID-19.
- Order 05-2020 includes the following restrictions and requirements for isolation:
 - Remaining at home, and 2 metres distant from others at all times;
 - Not attending work, school, social events or any other public gatherings;
 - Not taking public transportation.
- Persons in isolation are not required to remain in isolation if they test negative for COVID-19 and have no known exposure to COVID-19. However, they must not return to work until symptoms have resolved. Returning while still ill may result in others being infected with their illness (e.g. cold or flu) and forcing those persons to isolate.
- Order 05-2020 includes the following restrictions and requirements for quarantine:
 - Remaining at home
 - Not attending work, school, social events or any other public gatherings
 - Not taking public transportation
 - Watching for relevant symptoms

If persons in quarantine begin to experience symptoms (cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat) not related to a pre-existing illness or health condition or to a known exposure to COVID-19, they must enter isolation for a period of 10 additional days from the start of their symptoms, or until symptom resolve, whichever is longer. However, in no case shall the total stay in quarantine/isolation be less than 14 days. Staff are should use the AHS [Self-Assessment](#) tool for self-assessment.

Appendix B: COVID-19 Plan for Large Production Facilities

Operators of large production facilities, such as food processing, manufacturing plants, etc., have a responsibility to prevent the risk of COVID-19 transmission to staff, contractors and other visitors at their facilities, and to provide for rapid response when a person develops relevant symptoms and is required to immediately isolate.

This appendix details the minimum criteria that operators should incorporate into their written rapid response plans to ensure their readiness to manage symptomatic individuals, confirmed cases of COVID-19 and to respond to an outbreak, should one occur.

Completed proactive plans should be implemented immediately, even if no cases have been reported in the facility. Written documentation should be readily available for government agencies to review, when requested, to facilitate the evaluation of facility readiness and also to aid in investigations of symptomatic workers and/or outbreaks.

Operators of large production facilities should incorporate, at a minimum, the following measures into a written COVID-19 preparedness and response plan. The plan should be put in place immediately to prevent the possibility of spread, even before any cases are identified at the workplace:

1. Site map

- I. Configuration and drawing that identifies all areas of the food facility/processing plant, including:
 - a. All buildings
 - b. Accommodation facilities, dining areas, washrooms and showers – where applicable
 - c. Recreational activity areas (e.g., fitness facilities, games rooms, etc.) – where applicable
 - d. Areas intended for isolation and quarantine, if staff residence is provided onsite
 - e. Medical and first aid offices and resources
 - f. Site and facility entry and exit points

2. Physical Distancing Requirements

- I. Describe how physical distancing requirements set out in the Workplace Guidance for Business Owners will be maintained throughout the facility.

3. Use of Administrative, Engineering and Personal Protective Equipment

- I. Describe how workers will be protected when physical distancing requirements set out in the Workplace Guidance for Business Owners cannot be maintained.

4. Cleaning and Disinfection

- I. Describe the capacity of staff to increase frequency of cleaning and disinfecting
- II. Describe protocols for increasing frequency of cleaning and disinfection around the facility.
 - a. Production areas
 - b. Cafeterias, locker rooms, change rooms, staff rooms and lunch rooms
 - c. High touch areas e.g. door knobs, handles, rails, washrooms
 - d. Communal equipment and materials e.g. vending machines, ice machines, water coolers
- III. Protocols for quality control monitoring of cleaning and disinfection

5. Staff and Visitor Inventory

- I. Describe the protocol for maintaining an up-to-date rolling 6 week inventory of all people visiting the work site including:
 - a. Full names, addresses, phone numbers for all staff
 - i. Particular attention should be paid to recognize instances where multiple workers reside in the same location (i.e. be aware of the potential for transmission in close quarters).
 - b. Check in and check out procedures for staff
 - c. Staff work assignments (where in the facility do staff perform their duties)
 - d. Method of transportation to and from work chosen by employees (e.g., carpooling, public transit, drive alone)
 - e. Contractor and visitor information (e.g., delivery drivers, repair workers) for those coming onto the site
 - i. Full names, addresses, phone numbers for contractors and visitors
 - ii. Company name, phone number and address
 - iii. Location in facility accessed by contractor/visitor
- II. Full name and contact information of all medical and safety personnel employed, and qualifications, including
 - a. OH&S representatives
 - b. Nurses
 - c. First aid trained staff
 - d. Other responsible persons

6. Site-specific isolation and quarantine protocols

- I. When to notify Alberta Health Services and how; who is responsible for doing so
- II. Describe procedures for the safe transport of symptomatic individuals to allow isolation at an offsite location (e.g., individual's home, isolation facility). If no capacity to isolate onsite, describe alternatives:
 - a. Identify off-site facilities
 - b. Notification of, and arrangements made with, off-site facilities
 - c. Safe transportation to homes or offsite facilities without exposing others
 - d. How transporting vehicles will be cleaned/disinfected
 - e. Informing staff who may have been exposed to a symptomatic worker of the need to self-monitor and to report if symptoms develop
 - f. Informing individual of legal obligations to prevent exposure to others during transport and isolation/quarantine periods at home or in off-site facilities
 - g. Protocol for consultation with AHS before allowing any individual to leave the work site for isolation/quarantine

- III. Describe how isolating/quarantining individuals will be monitored for deteriorating health if housed in company provided residences
- Describe capacity for emergency transportation – i.e. transport before the need for 911.
 - Describe capacity to have emergency vehicles respond in a short time frame?
 - Call 911 for individuals requiring emergency medical assistance. Let the operator know that they could have COVID-19, so they can make appropriate arrangements to care for them safely.

7. Screening

I. Protocol for screening of staff and visitors for COVID-19 upon arrival (Suggested questionnaire below). If a visitor answers YES to any of the questions, the individual SHOULD NOT be allowed on the business premises. Facilities should observe visitors for any of the symptoms listed above.

1.	Do you have any of the below symptoms:		
	• Fever (greater than 38.0C)	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Runny Nose	YES	NO
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO
4.	Are you currently being investigated as a suspect case of COVID-19?	YES	NO
5.	Have you tested positive for COVID-19 within the last 10 days?	YES	NO

II. Protocol for conducting daily health check/screening of workers and visitors (e.g. delivery persons and repair persons) using the table above as a reference

III. Protocol for controlling entry and exit points from work site to ensure adequate screening

IV. Protocols for requiring staff and visitor reporting of illness

V. Procedures used by onsite health and safety staff to screen individuals:

- Questionnaire
- Temperature checks (if chosen as a screening method)
- Visual observation
- Other

8. Communication protocols

- I. Protocol for communicating health-related messaging to employees in their preferred language
- II. Protocol for rapid and mass communication with all staff, if necessary
- III. Protocol for ensuring symptomatic and isolating workers have the necessary specialized supports
- IV. Protocol for educating staff of the importance to protect themselves from infection while on and off work – for example, while at home, carpooling, etc
- V. Protocol for rapid response when issues are identified through screening, self-reporting or through communication of symptomatic contractors or visitors



REQUEST FOR DECISION

Council Agenda Item	7.2
Council Meeting Date	June 9, 2020
Subject	Rimbey Municipal Library Board Member Application
For Public Agenda	Public Information
Background	Administration has received an application from Christine Leinweber to become a Rimbey Municipal Library Board Member.
Discussion	The Rimbey Municipal Library Board currently has 6 members. The Libraries Act indicates a Municipal Library Board shall consist of not fewer than 5 and not more than 10 members, appointed by Council.
Relevant Policy/Legislation	Libraries Act
Attachments	
Recommendation	Administration recommends Council appoint Christine Leinweber to be a Municipal Library Board Member for a three year term, commencing June 9, 2020.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	June 9, 2020
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.
Discussion	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report
Recommendation	Motion by Council to accept the department reports, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

Highlights

Emergency Management:

- Our Regional Emergency Management group has changed from weekly to bi-weekly conference calls regarding COVID-19 updates and coordination of any regional response if it becomes necessary.
- Provincial Operations Center has also changed from weekly to bi-weekly calls with updates regarding the Provincial response to the pandemic.

COVID-19:

- Signage was placed and the caution tape was removed in all playgrounds, at the skate park and tennis courts on Friday, May 29, 2020.
- Town Office is planning to reopen in conjunction with the Library in Phase 2 of the provincial relaunch plan. All other public facilities remain closed to the public until further notice. We are following the recommendations of the province for all relaunch information regarding the opening of the remaining public facilities.

Tax and Utility Accounts:

- We are monitoring our outstanding tax and utility accounts compared to the same time last year to determine if our cash flow is being impacted by residents and business postponing their payments until December 2020 as there is no penalties for either taxes or utilities until the end of the year. At May 31, 2020 there is an increase \$176,371 (6.5%) in unpaid taxes compared to May 31, 2019. Utility accounts remain consistent with last year.

Lori Hillis
Chief Administrative Officer

Council Board Report



Supplier : 1020405 to ZIM1598
 Fund : 1 GENERAL FUND
 Include all Payment Types : Yes

Date Range: 22-May-2020 to 03-Jun-2020
 Sequence by: Cheque/EFT#
 Fund No. Masked: No

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Beagle Electric	46304	29-May-2020	Beagle Electric - Lighting Upgrade - Com. Centre	6,783.00
AMSC Insurance Services Ltd.	46305	29-May-2020	AUMS - ins.	39.04
Barr,Florence K.	46306	29-May-2020	Refund on PT Account 000 - 23270	60.93
Barr,Florence K.	46307	29-May-2020	Refund on PT Account 000 - 23410	2.49
Border Paving Ltd.	46308	29-May-2020	Border Paving - cold mix	1,037.40
Brix Construction Inc.	46309	29-May-2020	Refund on PT Account 000 - 10160	9.19
Brix Construction Inc.	46310	29-May-2020	Refund on PT Account 000 - 13021	56.21
Brix Construction Inc.	46311	29-May-2020	Refund on PT Account 000 - 13022	55.66
Brix Construction Inc.	46312	29-May-2020	Refund on PT Account 000 - 16140	10.65
Brix Construction Inc.	46313	29-May-2020	Refund on PT Account 000 - 16150	3.34
Brix Construction Inc.	46314	29-May-2020	Refund on PT Account 000 - 45360	0.29
Bullseye Septic Service	46315	29-May-2020	Bullseye - pump out arena	126.00
Canadian Pacific Railway Company	46316	29-May-2020	CPR - Hoadley crossing	296.00
Digitex Inc.	46317	29-May-2020	Digitex - copies - CC	31.49
Grundy,Graham R.& Grundy, Bonnie	46318	29-May-2020	Refund on account 001-15220-002.	719.00
Hi-Way 9 Express Ltd.	46319	29-May-2020	Hi-Way 9 - WR Meadows - freight	327.26
Industrial Machine Inc.	46320	29-May-2020	Industrial Machine - Zamboni	108,118.50
LOR-AL SPRINGS LTD.	46321	29-May-2020	Lor-Al Springs Ltd. - water	16.50
MCCOLM,JOSH	46322	29-May-2020	Josh McColm - dev. deposit refund	3,000.00
Municipal Property Consultants (2009) Ltd.	46323	29-May-2020	Municipal Property Consultants - June 2020 inv	5,546.87
Nirkirk Bros. Contracting Ltd.	46324	29-May-2020	Nirkirk - screened topsoil	693.00
Pobuda, Henry & Pobuda, Shirley	46325	29-May-2020	Refund on PT Account 000 - 14130	67.14
Ponoka County	46326	29-May-2020	Ponoka County - road sand/salt	1,884.75
St.Denis,Cyril	46327	29-May-2020	Refund on PT Account 000 - 16440	45.37
Staples Advantage	46328	29-May-2020	Staples - office supplies	734.78
Town Of Rimbey	46329	29-May-2020	Town of Rimbey - prop tax Roll# 18500	1,631.47
Uni First Canada Ltd.	46330	29-May-2020	UniFirst - coveralls/supplies	64.04
W.R. Meadows	46331	29-May-2020	W.R. Meadows - Line Painter	15,792.27
Wolseley Industrial Canada INC	46332	29-May-2020	Wolseley - credit (inv.771578)	360.42
Canada Revenue Agency	00026-0001	29-May-2020	CRA - (May10-23/20) May 29/2020	16,554.42
LAPP	00026-0002	29-May-2020	LAPP - May 29/20 (May 10-23/20)	11,845.35
Telus Communications Inc.	00026-0003	29-May-2020	Telus - May10/20 Town	2,225.77
VICTOR CANADA	00026-0004	29-May-2020	Victor - June 2020 benefits	11,525.03
Total:				189,663.63



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	June 9, 2020
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Attachments	8.2.1 Rimbey FCSS/RCHHS Board Meeting Minutes of April 16, 2020 8.2.2 Tagish Engineering Project Status Updates to May 28, 2020
Recommendation	Motion by Council to accept the Rimbey FCSS/RCHHS Board Meeting Minutes of April 16, 2020 and the Tagish Engineering Project Status Updates to May 28, 2020, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

June 4, 2020

Date

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
April 16, 2020
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson - virtual
M. Josephison, Board Member - virtual
I. Steeves, Vice Chairperson - virtual
K. Maconochie, Recording Secretary
P. Makofka, Executive Director
G. Rondeel, Board Member - virtual
B. Coulthard, Board Member - virtual
D. Noble, Board Member - virtual
F. Pilgrim, Board Member - virtual
R. Schaff, Board Member - virtual
J. Costen, IT Support

REGRETS:

1. CALL TO ORDER

The meeting was called to Order by: N. Hartford at 10:18 a.m.

2. APPROVAL OF AGENDA

20-04-01 MOTION: By: F. Pilgrim: That the agenda is adopted with the following addition.

6.2 Family Resource Network

CARRIED

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

4. PREVIOUS MEETING MINUTES – March 19, 2020

20-04-02 MOTION: By: F. Pilgrim: That the Minutes of the March 19, 2020 Board Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. OLD BUSINESS

6.1 2019 Year end financials

A final copy was emailed to all Board Members. Will be signed by I. Steeves and N. Hartford and sent in.

6.2 Family Resource Network

We have not officially heard who the successful applicant is. Possibly "McMann". Peggy has heard that they are very good, but don't know where it will be based out of.

7. FINANCE

7.1 April 16, 2020 Finance Committee Meeting Highlights

20-04-03 MOTION: By: I Steeves: That the Highlights of the April 16, 2020 Finance Committee Meeting be accepted as information.

CARRIED

8. WRITTEN REPORTS

- 8.1 Monthly Board Reports
- 8.2 Big Brothers Big Sisters – quarterly-attached
- 8.3 Catholic Social Services – quarterly-attached

20-04-04 MOTION: By: M. Josephison: To accept the Monthly Board Report and quarterly reports as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next QIRM Meeting will be on Tuesday, May 12, 2020 at 10:30 a.m.

10. DIRECTOR'S REPORT – No monthly report – Reports with updates due to COVID-19 being sent out to Board members daily.

11. NEW BUSINESS

11.1 COVID-19 updates

60 million dollars has been given to the province – through FCSS's to distribute to communities to help with issues due to COVID-19. 30 million to Calgary and Edmonton and 30 million to the rest of the province.

RGHHS has applied for the following programs:

- 1) Fill the Fridge: \$50.00 coupons to help families buy fresh items. Requested \$13,000.00, this will give us 260 coupons to give out.
- 2) "Neighborhood Wellness Kit": We are currently calling clients, personal contacts and people that call in, to see how they are doing and seeing if they are open to building relationships with FCSS & community volunteers. Then when we have relationships established, we would send out the "Neighborhood Wellness Kit". These kits include crafts, games, information from AHS, some will include a plant – to promote wellness if the community. We have had some staff that have lost hours due to COVID 19, so we are having some staff come in for a couple of hours every week, to start calling the above list of contacts for this program.
- 3) Senior Socialization Program: After the COVID-19 situation is over, this would be a program to help seniors get over the trauma of the situation and help them find the new normal. It would be a support group that would meet weekly for an hour. We would hold it in the new ADSP and OMA space, offering snacks, coffee and support. We are hoping that we would see 1,000 visitors over the year.
- 4) Gas coupons: These would be for individuals who need to get to medical appointments, income employment insurance appointments, etc.

- 5) Frozen meals: We would like to be able to offer frozen soups and frozen meals to MOW's clients in town and expand to the country. We have ordered a new upright freezer and it has arrived. We are working with the Rendezvous Restaurant concerning the frozen meals and GLDC has offered to do the deliveries in the country. We have also set it up so we can now take e-transfers.

11.2 Ponoka County Special Projects – review of applications

20-04-05 MOTION: By: M. Josephson: That the Board recommends the approved Ponoka County Special Project applications be submitted for the specific amounts requested by each organization to Ponoka County for consideration.

Seconded by: I. Steeves

CARRIED

11.3 Annual Charity Golf tournament

20-04-06 MOTION: By: R. Schaff: That we continue to plan for our Annual Golf Tournament on August 20, 2020, but that it will be an appreciation for all our sponsors, golfers, volunteers and supporters, instead of a fundraiser.

Seconded by: B. Coulthard

CARRIED

11.4 Block Party

20-04-07 MOTION: By: F. Pilgrim: To continue to plan our Annual Block Party for July 23, 2020, with the flexibility of changing the date to later in the year if needed, due to COVID-19 restrictions.

Seconded by: D. Noble

CARRIED

12. Workplace Health & Safety Committee – next Meeting: May 19, 2020 at 1:30 p.m.

13. Review of Statistics

13.1 2020 Monthly Program Statistics report

13.2 AHS Contracted HC and Private HS Client Stats combined 2020 - Noted that when there is a negative balance, to please record the reason why at the bottom of the report.

13.3 AHS (HC) & Private (HS) billing 2016-2020

13.4 AHS (HC) Client Totals & Hours 2016-2020

13.5 Private (HS) Client Totals & Hours 2016-2020

13.6 Food Bank Hamper Stats 2016-2020

13.7 Client Safety Reports – quarterly - attached

20-04-08 MOTION: By: R. Schaff: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE

15. NEXT MEETING DATE: Board Meeting: May 21, 2020 at 10:00 a.m.

16. **ADJOURNMENT**
20-04-09: By: N. Harford: That the FCSS Board meeting adjourns at 11:40 a.m.

CARRIED

17. **BOARD SHARING TIME**

N. Hartford, Chairperson

K. Maconochie, Recording Secretary

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.20 RB00 - 2020 General Engineering		
April 16, 2020	Matichuk, Gerald	No assignment this period.
April 30, 2020	Matichuk, Gerald	No assignment this period (May 29, 2020).
May 14, 2020	Matichuk, Gerald	Tagish is reviewing the engineering drawing related to the Rimbey Christian School gymnasium application.
May 28, 2020	Matichuk, Gerald	Waiting for Rimbey Christian School (gymnasium and parking lot expansion) to provide a detailed engineering drawing showing access from proposed development unto 54 Ave.
Project: RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
May 28, 2020	Solberg, Lloyd	We are working on the Main Reservoir Designs. The project is expected to go out for tender at the end of summer and begin construction in the early Fall.
Project: RBYM00135.00 RB135 - Standby Generator Comm Centre		
April 16, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. is scheduled to complete the installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020.
April 30, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. is scheduled to be on site the week of May 18, 2020. Work to be completed is the installation of the transfer switch to the main power supply and commissioning of the stand-by generator.
May 14, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. is scheduled to be on site the week of May 25, 2020. Work will include installation of a concrete pad to mount the transfer switch, the re-routing of the main power supply, connection of the stand-by generator and commissioning.
May 28, 2020	Matichuk, Gerald	Waiting for Highline Electrical Constructors Ltd. to complete the installation of a concrete pad to mount the transfer switch, the re-routing of the main power supply, connection of the stand-by generator and commissioning.
Project: RBYM00136.01 RB136.01 - 2019/20 Street Improvements		
April 16, 2020	Matichuk, Gerald	Tagish is working with Border Paving Ltd. to extend the 2019 - Street Improvement program contact to complete additional paving work in 2020.
April 30, 2020	Matichuk, Gerald	A meeting is scheduled for May 7, 2020 with J. Branco & Sons Concrete Services to mark out sections of concrete sidewalks removals on 50 Avenue between 50 St. & 51 St.
May 14, 2020	Matichuk, Gerald	J. Branco & Sons Concrete are scheduled to be on site the week of May 18, 2020 to start the concrete sidewalks removals on 50 Avenue between 50 St. & 51 St.
May 28, 2020	Matichuk, Gerald	Waiting for J. Branco & Sons Concrete to arrive on site to start the concrete sidewalks removals on 50 Avenue between 50 St. & 51 St.
Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
April 16, 2020	Matichuk, Gerald	Tagish has sent out a RFQ to two (2) legal land surveying companies to complete the legal survey for the well site and the right-of-way raw water supply line. Access Land Services is working with landowner to finalize offer to purchase agreement for Well PW(17-15). West Central Planning Agency (WCPA) has sent out the subdivision referrals to adjacent landowners and is waiting for comments.
April 30, 2020	Matichuk, Gerald	The Town has received Subdivision Approval notification from WCPA. Bemoco Land Surveying has been instructed to complete the legal survey and registration of the subdivision and utility right-of-way plans. Tagish is working with pump suppliers to select the pump for Well PW(17-15).
May 14, 2020	Matichuk, Gerald	Bemoco Land Surveying has completed the site surveying for the subdivision and utility right-of-way and is working to complete the registration at Land Titles. Tagish is working with pump suppliers to select the pump for Well PW(17-15).
May 28, 2020	Matichuk, Gerald	Bemoco Land Surveying has completed the site surveying and has forwarded all documentation to Land Titles for registration.