



AGENDA

Town Council

December 12, 2022 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, DECEMBER 12, 2022 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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10. OPEN FORUM

([Bylaw 939/18 - Council Procedural Bylaw Part XXI 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

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: December 12, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Minutes
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Administration recommends that Council accept the Minutes of Regular Council meeting on November 28, 2022, as presented.

ATTACHMENTS:

[RFD 3.1.1 Council Meeting Minutes Nov 28, 2022](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

December 6, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

December 6, 2022
Date



MINUTES

Town Council Meeting

Monday, November 28, 2022 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

Mayor Rick Pankiw
Councillor Wayne Clark
Councillor Lana Curle
Councillor Gayle Rondeel
Lori Hillis, CPA, CA - Chief Administrative Officer
Bonnie Rybak - Executive Assistant
Rick Schmidt - Director of Public Works

Absent: Councillor Jamie Coston

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 265/2022

Moved by Councillor Curle to accept the Agenda for the November 28, 2022, Regular Council Meeting, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. MINUTES

3.1. Minutes

Motion 266/2022

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of November 14, 2022, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Blindman Valley Lions Club Lease Agreement

Motion 267/2022

Moved by Mayor Pankiw to approve the room rental for \$30 in the month of December to Blindman Valley Lions Club and review the lease agreement at the first Committee of the Whole Meeting, being held on January 9, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 268/2022

Moved by Councillor Curle for Administration to bring all the current lease agreements for the Blindman Youth Association Society building forward to the Committee of the Whole Meeting, being held on January 9, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 269/2022

Moved by Councillor Rondeel for Administration to bring the Neighbourhood Place letter dated September 20, 2022 to the Committee of the Whole Meeting, being held on January 9, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 270/2022

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Town Council
November 28, 2022

8.2. BOARDS/COMMITTEE REPORTS

Motion 271/2022

Moved by Councillor Curle to accept the board/committee reports, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.3. COUNCIL REPORTS

Motion 272/2022

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

9. CORRESPONDENCE

9.1. Correspondence

Motion 273/2022

Moved by Councillor Clark to accept the correspondence from Rodney Sidloski regarding the 2023 Subsidized Shelterbelt Program, as information and bring forward to the 2023 Budget Meeting.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent

Town Council
November 28, 2022

Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 274/2022

Moved by Councillor Clark to adjourn the meeting at 5:45pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	Absent
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: December 12, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: 995/22 Business License Bylaw
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Bylaw Committee meeting held on November 1, 2022, the following motion was made:

Motion 2022BC043

Moved by Chairperson Rondeel to bring 926/16 Business License Bylaw forward to Council with the revisions as follows:

1. Definitions (l) - to replace the definition of "Peace Officer" with the "Peace Officer" definition as presented in the 951/18 Town of Rimbey Traffic Bylaw.
2. Part IV (5) - remove "this bylaw. (Moved previously clause 14)" and replace with Schedule "A" of Fees and Services Bylaw.
3. Remove Schedule "A", Change Schedule "B" to "A" and Schedule "C" to "B".

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	Absent

Carried

RECOMMENDATION:

Administration recommends that Council accept the Bylaw 995/22 Business License Bylaw and give first reading.

Administration recommends Council give second reading to Bylaw 995/22 Business License Bylaw.

Administration recommends Council unanimously consider third and final reading to Bylaw 995/22 Business License Bylaw.

Administration recommends Council give third and final reading of 995/22 Business License Bylaw.


ATTACHMENTS:

[RFD 6.1.1 995 22 Town of Rimbey Business License DRAFT](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

December 8, 2022
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

December 8, 2022
Date

BYLAW NO. ~~926/16~~
995/22



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

WHEREAS

Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting businesses and provide for a system of licensing;

NOW THEREFORE

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

PART I - BYLAW TITLE

- 1) This Bylaw may be cited as the "Business License Bylaw".

PART II - DEFINITIONS

- 1) In this Bylaw unless the context otherwise requires:
 - a) "business" means a commercial, merchandising or industrial activity or undertaking; a profession, trade, occupation, calling or employment; or an activity providing goods or services, including a cooperative or association of persons.
 - b) "business license" or "license" means a license granted by the Town of Rimbey, authorizing the person to whom it is granted to carry on the business activity therein specified in the Town of Rimbey.
 - c) "C.A.O." means the Chief Administrative Officer of the Town of Rimbey.
 - d) "Council" means the Council of the Town of Rimbey.
 - e) "development permit" means a document authorizing a development issued pursuant to the Town of Rimbey's Land Use Bylaw.
 - f) "Hawker or Peddler" means a person not being a body corporate and who, whether as principal or agent;
 - i) goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise with a permanent place of business in the Town of Rimbey;
 - ii) offers or exposes for sale to any person by means of sample, patterns, cuts or blueprints, merchandise to be afterwards delivered or shipped into the Town, or;
 - iii) sells merchandise or a service, or both, on the streets or roads or elsewhere than at a building that is his permanent place of business in the Town;
 - iv) does not have a permanent place of business in the municipality.

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- g) "Home business" or "Home office" means a home business or home office as defined by the Town of Rimbey Land Use Bylaw.
- h) "License Inspector" means and includes a Community Peace Officer, Licensing Officer or any person so designated by Council, or the Chief Administrative Officer, to perform their duties.
- i) "licensee" means a person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- j) "local area business" means a business that does not have a permanent office or place of business within the corporate limits of the Town of Rimbey and is located within the County of Ponoka, west of the 5th meridian, or within Township 41 of the County of Lacombe.
- k) "non-resident business" means a business that does not have a permanent office or place of business within the corporate limits of the Town of Rimbey and includes a hawker or peddler.
- l) "Peace Officer" means any member of the Royal Canadian Mounted Police, a Peace Officer, a Bylaw Enforcement Officer or any other person designated by the C.A.O. ~~means any member of the RCMP, a Peace Officer and a Bylaw Enforcement Officer.~~
- m) "resident business" means a business where a permanent office or place of business is situated in either a commercial, industrial, residential, or direct control district within the corporate limits of the Town of Rimbey and includes a hawker or peddler.
- n) "Town" means the Town of Rimbey.

PART III – LICENSE INSPECTOR

- 1) Council or the C.A.O. shall appoint a License Inspector or License Inspectors to carry out the terms of this Bylaw.
- 2) The power and duties of a License Inspector are;
 - a) To administer this Bylaw and as far as practicable see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply within;
 - b) To make an inspection of all premises and locations for which a license is required or has been applied for, pursuant to this Bylaw;
 - c) To investigate complaints lodged against a license and, if necessary, inspect the premises or location described in the complaints and to revoke any license issued and to levy fees or penalties pursuant to this Bylaw.

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A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

PART IV – LICENSE PROCEDURES

- 1) No person within or partly within the Town shall be engaged in any business unless and until they have paid the prescribed fee and hold a valid and subsisting business license as set out in Schedule “A” of Fees and Services Bylaw hereto, and issued pursuant to the provisions of this Bylaw, unless specifically exempted by law or within this Bylaw.
- 2) Every person applying for a new business license shall submit to the License Inspector a written application as per Schedule “B” “C” of this Bylaw and signed by the applicant or agent of the corporation.
- 3) The Town shall issue an invoice in December of each year for a business license for the upcoming year, to all holders of valid business licenses in the current calendar year.
- 4) Payment of the business license fee shall be made no later than the last business day of January, or the fee shall be doubled.
- 5) No business license shall be granted until the applicant has submitted to the License Inspector the proper fee as provided by this Bylaw. (moved – previously clause 14) in Schedule “A” of Fees and Services Bylaw.
- 6) All Sub-Trades hired by a Developer must be in possession of a valid Town of Rimbey Business License.
- 7) Subject to the provisions of this Bylaw, upon receipt of an application for business license, the License Inspector may grant a business license or may refuse a business license, if, in his opinion, there are just and reasonable grounds for the refusal of the application.
- 8) Subject to the provisions of this Bylaw, where a business license has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the business license, if, in his opinion, there are just and reasonable grounds for the revocation of the license.
- 9) Upon a license being revoked or suspended as hereinbefore provided, the License Inspector shall notify the licensee thereof:
 - a) By delivery of notice to him personally, or
 - b) By mailing a registered letter to his place of residence or business,

and, after the delivery of such notice, his business shall not be carried on until such time as a new license is issued or the suspended license is reinstated.
- 10) No business license shall be granted until such time as the applicant holds a valid development permit where required by the Land Use Bylaw.
- 11) No business license shall be granted until such time as the

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-
- applicant holds a valid Provincial or Federal license required by law.
- 12) No business license shall be granted if the applicant fails to comply with any other bylaw of the Town of Rimbey.
 - 13) No business license shall be valid unless the said license has been signed by the License Inspector or anyone designated to act on his behalf.
 - 14) Any advertising of the businesses referred to in this Bylaw shall be deemed to be prima facie proof of the fact that the person advertising is carrying on or operating any such business.
 - 15) Every business license issued under this Bylaw shall be posted in a conspicuous place in the business premises of the said license.
 - 16) Every business license issued under the provisions of this Bylaw, unless revoked, shall terminate at midnight on the 31st day of December of the year in which the said license was issued.
 - 17) No business license shall be required for:
 - a) Businesses specifically exempted from obtaining a municipal business license by Provincial or Federal legislation;
 - b) A business that is carried on by the Government of the Province of Alberta or Canada;
 - c) A business that is a charitable or non-profit organization;
 - d) A business that carries on its activities at the Farmer's Market;
 - e) A business that is carried on or operated by the municipality or its employees on behalf of the municipality;
 - f) A supplier bringing in bulk goods to a licensed business for the purpose of resale;
 - g) Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale.
 - h) Such other businesses as Council by resolution may from time to time exempt.
 - 18) Where any certificate, authority, license or other document of

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A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

qualification under this or any other Bylaw, or under any statute of Canada or the Province of Alberta, is suspended, cancelled, terminated or surrendered, any license issued under this Bylaw based in whole or in part on such certificate, authority, license, or other document of qualification shall be revoked automatically forthwith.

- 19) In every case where an application for a business license has been refused or a business license has been revoked, the person seeking the license may appeal to Council.
- 20) A notice of appeal from Clause 18 shall be made within thirty (30) business days after a refusal or revocation.
- 21) All appeals shall be made in writing addressed to the C.A.O. of the Town and shall be dated as of the date received by the C.A.O.
- 22) Council, after hearing the applicant may:
 - a) Direct a business license be issued;
 - b) Direct a business license be issued with conditions;
 - c) Refuse to grant a business license;
 - d) Uphold the revocation of a business license on the grounds which appear just and reasonable.
- 23) A decision of Council on an appeal is final and binding on all parties.
- 24) Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw, upon receipt of the License Inspector, shall give to the License Inspector all information necessary to enable him to carry out his duties.
- 25) No person shall commence to, or shall carry on or engage in the business of a Hawker or Peddler on public property within the Town unless and until such person is the holder of a business license issued pursuant to this Bylaw.
- 26) There shall be no sales by Hawkers or Peddlers licensed pursuant to this Bylaw within 150 metres of stores selling similar produce or products.

PART V - ENFORCEMENT

- 1) The C.A.O. of the Town or a Peace Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.

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- 2) Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "~~B~~" A.
- 3) A Peace Officer is hereby authorized and empowered to issue a violation ticket to any person who the Peace Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 4) Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 5) Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 6) A person issued a violation ticket for an offence shall be deemed sufficiently and properly served if served personally on the accused.
- 7) Should a person within or partly within the Town be engaged in any business without a valid and subsisting business license, unless specifically exempted by law, then as per Section 8 of the Municipal Government Act they may be prevented from engaging in any business until such time that they attain a valid business license.

PART VI - SEVERABILITY

- 1) Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

PART VII - REPEAL

- 1) Bylaws ~~926/16, 003/19, 006/19, 043/37, 153/47, 164/48, 169/48, 197/50, 221/51, 235/52, 250/53, 117/70, 149/71, 195/73, 707/99 and 873/11~~ are is hereby repealed.

READ a First Time in Council this _____ day of _____
2022 2016.



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995/22

A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

READ a Second Time in Council this _____ day of _____
2022 2016.

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

READ a Third Time and Finally Passed this _____ day of _____,
2022 2016.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

SCHEDULE "A" – BUSINESS LICENSE FEES

Resident Business	\$35.00
Local Area Business	\$85.00
Home Office or Home Business	\$50.00
Non-Resident Business	\$250.00
Daily License (any category)	\$50.00

New annual business license fees shall be prorated to the month of application. This does not apply to a Non-Resident Business or Daily License.

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SCHEDULE "A" ~~"B"~~– VIOLATIONS AND PENALTIES

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$200.00 (Two-hundred dollars).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.

The issuance of a violation ticket that includes a penalty does not preclude the requirement to obtain a valid business license.

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A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

SCHEDULE "C"—BUSINESS LICENSE APPLICATION

Business Name:					
Mailing Address:					
Street Address of Business:					
Owned By:			Business Telephone No:		
Is This a Home Office or a Home Business? (A business is visited by a significant number of clients)				Will there be vendor and customer traffic?	
Description of the Business:					
*Important:	Applicant may not proceed with the business or any construction to the business site until a business license and other necessary permits have been obtained if required				
Date:			Signature of Applicant:		
<p><i>The personal information requested on this form is being collected for the purpose of processing your application and is governed, authorized and protected by the Freedom of Information and Protection of Privacy Act (FOIP). By providing this information, you consent to its use for the above purposes. If you have any questions with respect to the collection or release of this information, please contact the Town of Rimbey FOIP Coordinator at 403.843.2113.</i></p>					
Office Use Only					
Roll #:		Zoning:		Business License Fee:	\$
Is this a permitted use according to the Land Use By-Law?					
Legal Land Description:	Lot:		Block:	Plan:	
Was a development permit applied for?					
Approval by Administration:				Date:	



DATE RECEIVED

PLANNING & DEVELOPMENT SERVICES

4938-50th Ave P.O. Box 350
 Rimbey, Alberta T0C 2J0
 403-843-2366 or 403-843-2113
 Website: www.rimbey.com

1. Number of Employees? _____
2. Number of Anticipated clients or customers visiting the Home Occupation daily? _____
3. The percentage (%) of gross floor area in the principal dwelling to be occupied by the home occupation.

4. Plans for Storage of Materials or goods related to the Home Occupation? _____
5. Number of Vehicles to be utilized by the business and location of on-site parking. _____
6. Will there be any heavy vehicles (4500 kg or 9900 lbs) utilized by the Home Occupation? _____

SECTION D – FINAL AUTHORIZATION

I hereby make application and acknowledge that the above information is, to the best of my knowledge, true and accurate.

Applicant's Signature _____ Date: _____

Title (Owner, Operator etc.) _____

Checklist:	<input type="checkbox"/> Completed Application Form
	<input type="checkbox"/> Certificate of Title
	<input type="checkbox"/> Application Fee
	<input type="checkbox"/> Landowner Authorization
	<input type="checkbox"/> Digital and Paper copy

OFFICE USE ONLY			
Roll #:	Zoning:	Business License Fee:	\$
Is this a permitted use according to the Land Use By-Law?		Development Permit Fee	\$
Legal Land Description:	Lot:	Block:	Plan:
Brief Description of Development Required:			
Approval by Development or Assistant Development Officer			Date:

Please Note: The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 296 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit and the nature of the permit is available to the public upon request. If you have any questions about the collection or use

Town Council
REQUEST FOR DECISION



Meeting: December 12, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Cost of Living (COLA) Increase
Item For: Public Information -or- Closed Session

BACKGROUND:

For the past few years, Council has implemented cost of living increases for the staff of the Town of Rimbey as of January 1 of the following year. This cost-of-living increase has typically been based on the Alberta Consumer Price Index.

DISCUSSION:

The Alberta Consumer Price Index as posted on the Alberta Government Website indicates a current CPI as follows:

“On a year-over-year basis, Albertans paid 6.8% more in October 2022 for the goods and services that comprise the Consumer Price Index (CPI) than in the same month a year ago, while the national average CPI was up 6.9%. In Alberta, all broad categories increased, with Energy (+13.6%) and Food (+10.3%) increasing the most.”

Administration is requesting that a cost-of-living increase of 4% for all staff and Council be implemented effective January 1, 2023. Administration is also requesting any applicable merit increases be effective January 1, 2023, instead of waiting until the final budget is passed in Mar/April 2023 alleviating the need for retroactive lump sum payments.

FINANCIAL IMPLICATIONS:

2023 Operating budget with an increase to expenses of \$68,000 to reflect a 4.0% cost of living increase.

RECOMMENDATION:

To approve a 4% cost of living increase for Council and staff including any applicable merit increases to be effective January 1, 2023.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

December 6, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

December 6, 2022
Date

Lori Hillis, CPA, CA, Chief Administrative
Officer

Town Council
REQUEST FOR DECISION



Meeting: December 12, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Department Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

RECOMMENDATION:

Motion by Council to accept the department reports, as information.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

December 7, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

December 7, 2022
Date

December 12, 2022
CAO Report



HIGHLIGHTS

Blindman Youth Action Society Building:

Met with Janet Stout and keys were turned over to the Town office. A calendar was created to track the rental dates and times for the BYAS building.

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

Council Board Report 8.1.3



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

Date Range: 22-Nov-2022 to 07-Dec-2022
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
556436 Alberta Ltd.	48780	29-Nov-2022	Central Sharpening - sharpen ice knife/blade	1,286.25
Accu-Flo Meter Service Ltd.	48781	29-Nov-2022	Accu-Flo - belt clip transceiver V3.0	3,821.58
Alberta Elevating Devices & AlSCO	48782	29-Nov-2022	Alberta Elevating Devices - inspection fee	266.70
AlSCO	48783	29-Nov-2022	AlSCO - supplies	311.10
AN Adventure Distribution & Consulting	48784	29-Nov-2022	An Adventure - parts	237.62
Anderson's Service	48785	29-Nov-2022	Anderson Service - parts	158.55
Brandt Tractor Ltd	48786	29-Nov-2022	Brandt Tractor - parts	175.91
Canadian Pacific Railway Company	48787	29-Nov-2022	CP Rail - Hoadley crossing	296.00
CENTRAL LABS	48788	29-Nov-2022	Central Labs - Nov.17/22 - South Lagoon	326.56
Centratech Technical Services	48789	29-Nov-2022	Centratech Technical- RCMP - repairs	3,508.23
City Of Red Deer	48790	29-Nov-2022	City of Red Deer - Oct.2022 - lab analysis	1,375.08
Hi-Way 9 Express Ltd.	48791	29-Nov-2022	Hi-Way 9 - freight - Titan Supply	178.28
Kansas Ridge Mechanical Ltd.	48792	29-Nov-2022	Kansas Ridge Mechanical - replace blower assen	1,105.13
Legacy Ford	48793	29-Nov-2022	Legacy Ford - Unit 10 - VIN# CFB89553	701.51
LOR-AL SPRINGS LTD.	48794	29-Nov-2022	Lor-Al Springs - water	30.85
Midwest Propane	48795	29-Nov-2022	Midwest Propane - landscape supplies	1,470.00
Municipal Property Consultants (2009) Ltd.	48796	29-Nov-2022	Municipal Property Consultants - December 2022	3,575.95
NAPA Auto Parts - Rimbey	48797	29-Nov-2022	Napa - parts	349.02
Nikirk Bros. Contracting Ltd.	48798	29-Nov-2022	Nikirk - CC - cleared parking lot	708.75
Pankiw,Rick	48799	29-Nov-2022	Rick Pankiw - Nov. 2022 - expense claim	368.44
Parkland Regional Library	48800	29-Nov-2022	Parkland Regional Library - remaining amout of 4	1,373.40
Red Deer Overdoor	48801	29-Nov-2022	Red Deer Overdoor - PW - repairs	457.17
Rimbey Family & Community Support Services	48802	29-Nov-2022	Rimbey FCSS - Food Bank - Donation	150.00
Rimbey Hospital Legacy Committee	48803	29-Nov-2022	Rimbey Hospital Legacy Committee - grant - appi	500.00
Rimbey Implements Ltd.	48804	29-Nov-2022	Rimbey Implements - parts	452.32
RJ Plumbing and Heating	48805	29-Nov-2022	RJ Plumbing - CC - repair leak	106.66
RYBAK,BONNIE	48806	29-Nov-2022	Bonnie Rybak - expense claim - Christmas Party	456.73
Staples Professional	48807	29-Nov-2022	Staples Professional - PW - supplies	226.44
StarKist Catering	48808	29-Nov-2022	StarKist Catering - 2022 Christmas Supper	1,100.00
STERLING POWER SYSTEMS INC.	48809	29-Nov-2022	Sterling Power Systems Inc - pump - lift station	548.63
Town of Ponoka	48810	29-Nov-2022	Town of Ponoka - Oct.2022 - compost	60.00
True Way Tire Ltd.	48811	29-Nov-2022	True Way Tire - Unit #52 - tires	7,183.85
Uni First Canada Ltd.	48812	29-Nov-2022	Uni-First - coveralls/supplies	172.88
Vicinia Planning & Engagement Inc.	48813	29-Nov-2022	Vicinia - Oct.2022 - inv.	2,887.50
Wachtler,Kelly& Wachtler, Devin	48814	29-Nov-2022	Refund on account 001-12570-003.	138.53
WILLIAMS,DARWIN	48815	29-Nov-2022	Darwin Williams - work boots	250.00
Wolseley Industrial Canada INC	48816	29-Nov-2022	Wolseley - bleach - PW	533.96
Canada Revenue Agency	00126-0001	29-Nov-2022	CRA - deductions (Nov.06-19/22) biweekly payrol	17,350.50
INNOV8 DIGITAL SOLUTIONS INC.	00126-0002	29-Nov-2022	Innov8 - copies - Town/CC	374.05
LAPP	00126-0003	29-Nov-2022	LAPP - Town - Nov.25/22 biweekly payroll (Nov.6	9,853.90
Servus Credit Union Ltd.	00126-0004	29-Nov-2022	Servus - Debenture - #45 - Paving	28,145.36
Servus Credit Union - Mastercard	00126-0005	29-Nov-2022	Servus M/C - R.Schmidt - Oct. 2022	1,964.56
VICTOR CANADA	00126-0006	29-Nov-2022	Victor Canada - December 2022 benefits	13,455.90
Total:				107,993.85

Town Council
REQUEST FOR DECISION



Meeting: December 12, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Various Community Groups supply Minutes of their board meetings to Council for their information.

RECOMMENDATION:

Motion by Council to accept the board/committee reports, as information.

ATTACHMENTS:

- [RFD 8.2.1 Tagish Engineering Status Updates November](#)
- [RFD 8.2.2 Bylaw Committee Meeting Minutes May -Nov](#)
- [RFD 8.2.3 Rimbey Municipal Library Board Meeting Minutes Sept 2022](#)
- [RFD 8.2.4 FCSS Board Meeting Minutes October 2022](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer December 6, 2022
Date

ENDORSED BY:  December 6, 2022
Date
Lori Hillis, CPA, CA, Chief Administrative Officer

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.22 RB00 - 2022 General Engineering		
October 13, 2022	Solberg, Lloyd	The Town has asked us to coordinate the well level transmitters with Nason, which we are working through.
October 27, 2022	Solberg, Lloyd	No change (October 27)
November 10, 2022	Solberg, Lloyd	We are just working with Nason on some different transmitter options that are more cost affordable for the Town.
November 24, 2022	Solberg, Lloyd	Nason has sent some different options for transmitter costs. We will discuss with public works.
RBYM00146.00 RB146 - Scada Upgrades		
October 13, 2022	Solberg, Lloyd	Nason has finished the programming. Nason is waiting on a router to arrive. They are hoping to bring the Scada computer next week, provided the router arrives.
October 27, 2022	Solberg, Lloyd	Nason is installing the Scada computer October 27.
November 10, 2022	Solberg, Lloyd	Nason installed the Scada computer on October 27. Nason is just coordinating with the Town to complete the remaining work at Reservoir 2.
November 24, 2022	Solberg, Lloyd	Nov. 24 (No change)



MINUTES

Bylaw Committee Meeting

Tuesday, May 3, 2022 - 1:30 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER BYLAW COMMITTEE MEETING & RECORD OF ATTENDANCE

Chairperson Gayle Rondeel called the meeting to order at 1:35 pm with the following in attendance:

- Chairperson Gayle Rondeel
- Deputy Chair Janet Carlson – arrived at 1:42 pm
- Committee Member Allan Tarleton
- Committee Member Jeff Johnstone
- Committee Member Camille McKay
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Councillor Wayne Clark

1.1. LAND ACKNOWLEDGMENT

2. AGENDA APPROVAL AND ADDITIONS

2.1. Agenda Approval and Additions

Motion 2022BC023

Moved by Committee Member Tarleton to accept the agenda for the May 3, 2022 Bylaw Committee Meeting, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	Absent
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

3. MINUTES

3.1. Minutes of the Bylaw Committee Meeting

Motion 2022BC024

Moved by Committee Member Tarleton to accept the Minutes of the Bylaw Committee Meeting April 12, 2022, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	Absent
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

4. NEW AND UNFINISHED BUSINESS

4.1. Heavy Vehicle Bylaw Comparison

Deputy Chair Janet Carlson arrived at 1:42 pm.

Motion 2022BC025

Moved by Committee Member McKay to make the following changes to 950/18 Nuisance Bylaw:

1. Remove definition(f) non-operational vehicle
2. Move Section 3.3 to 917/16 Land Use Bylaw and eliminate 3.3(a)
3. Remove definition (k) recreational vehicle

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

Motion 2022BC026

Moved by Committee Member Johnstone to make the following changes to the 951/18Traffic Bylaw:

1. Change "alley" to "lane" In Section 5.3
2. Remove 6.1 (k)
3. In Section 2 (dd), move the definition of "municipality" in alphabetical order

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

Motion 2022BC027

Moved by Deputy Chair Carlson to make the following changes to the Land Use Bylaw:

1. Remove last section of definition of "heavy vehicle". (for the purpose of sections 11.1 and 11.2 of this Bylaw)
2. Remove "home occupation" before "vehicles" in 6 (e) (pg 57)
3. Remove "(4500 kg or 9900 lb) the weights in Section 9.4. (6) (e)
4. Remove Section 8.18 (1)(g) under "Objectionable Items in Yards"
5. Add the definition for "Commercial Vehicle" any type of motor vehicle used to transport goods or paying passengers.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

Motion 2022BC028

Moved by Committee Member Johnstone Bring Committee of the Whole Bylaw to the next meeting on June 7, 2022.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

5. ADJOURNMENT

5.1. Adjournment

Motion 2022BC029

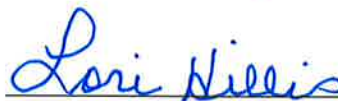
Moved by Committee Member McKay to adjourn the meeting at 3:32 pm.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED



Gayle Rondeel, Chairperson



Lori Hillis, Chief Administrative Officer



MINUTES

Bylaw Committee Meeting

Tuesday, June 7, 2022 - 3:00 PM

Town Administration Building - Council Chambers

- 1. CALL TO ORDER BYLAW COMMITTEE MEETING & RECORD OF ATTENDANCE**
Chairperson Rondeel called the meeting to order at 3:00pm with the following in attendance:

Chairperson Gayle Rondeel
Deputy Chair Janet Carlson
Committee Member Allan Tarleton
Committee Member Jeff Johnstone
Committee Member Camille McKay
Lori Hillis, CPA. CA - Chief Administrative Officer
Gail Cornell - Recording Secretary

Absent: Councilor Wayne Clark

Public: 0 members of the public

- 2. AGENDA APPROVAL AND ADDITIONS**

2.1. Agenda Approval and Additions

Motion 2022BC030

Moved by Committee Member Tarleton to accept the agenda for the June 7, 2022, Bylaw Committee Meeting, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

3. MINUTES

3.1. Minutes

Motion 2022BC031

Moved by Committee Member Johnstone to accept the Minutes of the Bylaw Committee Meeting May 3, 2022, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

4. NEW AND UNFINISHED BUSINESS

4.1. Committee of the Whole

Motion 2022BC032

Moved by Committee Member Johnstone to accept the proposed bylaw 988/22 Committee of the Whole and bring forward to Council meeting on June 27, 2022.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

Motion 2022BC033

Moved by Committee Member Tarleton to schedule the next Bylaw Committee Meeting to be held on Tuesday, September 6, 2022 @ 3:00pm., in Council Chambers.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED

5.

ADJOURNMENT

5.1. Adjournment

Motion 2022BC034


Moved by Committee Member Tarleton to adjourn the meeting at 4:13 pm.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor

CARRIED



Gayle Rondeel, Chairperson



Lori Hillis, Chief Administrative Officer



MINUTES

Bylaw Committee Meeting

Tuesday, October 4, 2022 - 3:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER BYLAW COMMITTEE MEETING & RECORD OF ATTENDANCE

Chairperson Rondeel called the meeting to order at 3:00 PM with the following in attendance:

- Chairperson Gayle Rondeel
- Deputy Chair Janet Carlson
- Committee Member Camille McKay
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Committee Member Allan Tarleton
 Councillor Wayne Clark
 Committee Member Jeff Johnstone

Public: (0) members of the public

1.1. LAND ACKNOWLEDGMENT

2. AGENDA APPROVAL AND ADDITIONS

2.1. Agenda Approval and Additions

Motion 2022BC035

Moved by Deputy Chair Carlson to accept the agenda for the October 4, 2022, Bylaw Committee Meeting.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

3. MINUTES

3.1. Minutes of the Bylaw Committee Meeting June 7, 2022.

Motion 2022BC036

Moved by Deputy Chair Carlson to accept the Minutes of the Bylaw Committee Meeting June 7, 2022, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

4. NEW AND UNFINISHED BUSINESS

4.1. 973/21 Urban Hen Bylaw

Motion 2022BC037

Moved by Committee Member McKay to accept the Bylaw 973/21 Urban Hen Bylaw Draft with additional changes in Part Two - Definitions l) change "and" to "or"; r) add "owners" before "property" and in Part 6.1 i) add "Hen" before "Tractor"; remove the approval line for Animal Control from the Urban Hen Registration Application Form and bring the revised draft to the next Council meeting being held on Wednesday, October 12, 2022, for second and third reading.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

4.2. 945/18 Town of Rimbey Cemeteries Bylaw

Motion 2022BC038

Moved by Deputy Chair Carlson to accept Bylaw 945/18 Town of Rimbey Cemeteries Bylaw Draft with the additional change of adding "or delegate" to the end of the sentence of section 4 b).

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

Motion 2022BC039

Moved by Committee Member McKay to bring Bylaw 945/18 Town of Rimbey Cemeteries Bylaw Draft to the next Council meeting being held on Wednesday, October 12, 2022, for review.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED

5. ADJOURNMENT

5.1. Adjournment

Motion 2022BC040


Moved by Deputy Chair Carlson to adjourn the meeting at 3:40 pm.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	Absent
Councillor Clark	Absent
Committee Member Johnstone	Absent
Committee Member McKay	In Favor

CARRIED



Gayle Rondeel, Chairperson



Lori Hillis, Chief Administrative Officer



MINUTES

Bylaw Committee Meeting

Tuesday, November 1, 2022 - 3:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER BYLAW COMMITTEE MEETING & RECORD OF ATTENDANCE

Deputy Chairperson Carlson called the meeting to order at 3:00 pm with the following in attendance:

- Chairperson Gayle Rondeel
- Deputy Chair Janet Carlson
- Committee Member Allan Tarleton
- Committee Member Jeff Johnstone
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent:

- Councillor Wayne Clark
- Committee Member Camille McKay

Public: (0) members of the public

1.1. LAND ACKNOWLEDGMENT

2. AGENDA APPROVAL AND ADDITIONS

2.1. Agenda Approval and Additions

Motion 2022BC041

Moved by Committee Member Johnstone to accept the agenda for the November 1, 2022, Bylaw Committee Meeting, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	Absent

CARRIED

3. MINUTES

3.1. Minutes

Motion 2022BC042

Moved by Committee Member Tarleton to accept the Minutes of the Bylaw Committee Meeting October 4, 2022, as presented.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	Absent

CARRIED

4. NEW AND UNFINISHED BUSINESS

4.1. 926/16 Business License Bylaw

Motion 2022BC043

Moved by Chairperson Rondeel to bring Bylaw 926/16 Business License Bylaw forward to Council with the revisions as follows:

1. Definitions (I) - to replace the definition of "Peace Officer" with the "Peace Officer" definition as presented in the 951/18 Town of Rimbey Traffic Bylaw.
2. Part IV (5) - remove "this bylaw. (Moved previously clause 14)" and replace with Schedule "A" of Fees and Services Bylaw.
3. Remove Schedule "A", Change Schedule "B" to "A" and Schedule "C" to "B".

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	Absent

CARRIED

4.2. 004/1919 Health Officer and Health Inspector and Cleanliness of the Village of Rimbey

Motion 2022BC044

Moved by Committee Member Johnstone to bring forward 004/1919 Health Officer and Health Inspector and Cleanliness of the Village of Rimbey Bylaw to Council with consideration to repeal.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	Absent

CARRIED

5. ADJOURNMENT

5.1. Adjournment

Motion 2022BC045

Moved by Committee Member Tarleton to adjourn the meeting at 3:47 pm.

Chairperson Rondeel	In Favor
Deputy Chair Carlson	In Favor
Committee Member Tarleton	In Favor
Councillor Clark	Absent
Committee Member Johnstone	In Favor
Committee Member McKay	Absent

CARRIED

Janet Carlson, Deputy Chairperson

Lori Hillis, Chief Administrative Officer

RIMBEY MUNICIPAL LIBRARY BOARD MEETING SEPT. 15, 2022

1. **Call to order:** Sheila called the meeting to order at 7:04 PM. Members in attendance include Jean Keetch, Carrie Korpiniski, Mike Boorman, John Hull, Sheila Swier
2. **Land Acknowledgement:**

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and Non-First nations whose footsteps have marked these lands.

3. **Approval of the Agenda:** Are there any changes, additions or omissions? moved to adopt the agenda as presented John, Mike seconded.
4. **Minutes of previous meeting:** (attached)
The provisional minutes have been shared with everyone. No omissions or errors.

5. **Consent Agenda Items:**

1. Correspondence: None
2. Librarian's report (attached) library pantry is being abused and will be monitored and moved into the library, book sale will start after the grand opening, turning points program to collect mitts and toques and coats for homeless. Wine tasting coming up, \$436,26 bar profits from comedian.
3. Financial report discussion as to

Approval of Consent Agenda: John moved to adopt consent agenda items as presented/amended. Seconded by Angela.

Old Business Arising from Minutes:

1. Library expansion and building fund update
 - a. AV system update from AVI drop down screen will be coming
 - b. The donor board will be lit by Cole Beagle
 - c. Grand Opening October 15

Afternoon: cake and coffee 2 to 5pm

Evening: 7pm donors and dignitaries for wine and cheese people 8 people have RSVP'd so far, Jean will email jobs that need to be done sooner to the date

- d. Library enhancements: bistro tables are in and reupholstery is done

New Business Action Items:

1. Increasing community awareness regarding programming and evening events sponsored by the library. Posters, email lists and social media is the form of awareness. Discussion about sandwich boards being used.
2. New budget we will have a budget meeting on October 6th at 7pm

Adjournment:

Carrie moved at 8:06 PM to adjourn the meeting. Seconded by Mike.

A handwritten signature in black ink, appearing to be "Carrie", written in a cursive style.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
October 20, 2022
10:00 a.m.
Rimbey Provincial Building

"Leadership is an action, not a position."
Donald McGannon

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

PRESENT: N. Hartford, Chairperson attended via phone
M. Josephison, Board Member
I. Steeves, Vice Chairperson
J. Carlson, Recording Secretary
P. Makofka, Executive Director
G. Rondeel, Board Member
D. Noble, Board Member- attended via teams
F. Pilgrim, Board Member
M. Griffith, Operations Manager
B. Coulthard- Board Member
R. Schaff, Board Member

REGRETS: K. Maconochie, Recording Secretary

1. CALL TO ORDER

The meeting was called to order by: I. Steeves at 10:00 a.m.

2. APPROVAL OF AGENDA

22-10-01 MOTION : By: D. Noble: That the agenda is adopted with the following changes.

Under New Business 11.8 Health Care Program Assistant Education Proposal
Under New Business 11.9 Holiday Office Hours
Under New Business 11.10 Town Christmas Party – Dec 3, 2022
Under Workplace Health and Safety – 10.1 Hazard ID Forms
Addition of motion 4.8

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. CONSENT AGENDA ITEMS

- 4.1 Written Reports- 4.1 a) Monthly Program Report
4.1 b) Big Brothers & Big Sisters-1/4ly

4.1 c) Catholic Social services- 1/4ly

- 4.2 Director's Report
- 4.3 Operations Manager Report
- 4.4 2022 Monthly Program statistics
- 4.5 AHS contracted HC & Private HS Client Stats combined
- 4.6 AHS (HC) & Private (HS) billing 2018-2022
- 4.7 AHS (HC) client totals & Hours 2018-2022
- 4.8 Private (HS) Client totals & Hours 2018-2022
- 4.9 Food Bank Hamper Stats 2018-2022
- 4.10 Client Safety Reports- 1/4ly

22-10-02 MOTION : By: N. Hartford: To accept all items on the Consent Agenda as information.

CARRIED

5. PREVIOUS MEETING MINUTES- September 15, 2022

22-10-03 MOTION: By: F. Pilgrim: That the minutes of September 15, 2022, be adopted as presented.

CARRIED

6.. BUSINESS ARISING FROM THE MINUTES

6.1 ADSP Client transportation- Client so happy to be here. The Board should think about extending.

6.2 Leadership Student project- C. Corkle has put up a vision board, good participation

6.3 CIRC technology update-Need two-way communication. Intercom system?

22-10-03. MOTION: By R. Schaff to pursue looking for an alarm system for the building. Rimbeby FCSS will pay.

6.4 Octoberfest attendance

6.5 Statutory Holidays Observed in 2023

7. OLD BUSINESS

7.1 40th Anniversary update- Lots of events coming up Open house 28th conjunction with the OMA Show and Sale. More coffee dates and Christmas Craft days in December

7.2 Privacy Commissioner- Confirmation- Files Closed

7.3 HCA Wage Top up extension- Extended to March 31

7.4 HCA Appreciation event- Event cancelled instead all HCA received Canadian Tire gift card, a frozen meal and a certificate

7.5 FCSS Planner & Calendars- Some have arrived

8. FINANCE

8.1 October 20, 2022, Finance meeting highlights.

22-10-04 MOTION: By R. Schaff: That the highlights of the October 20, 2022, Finance Committee Meeting be accepted as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- Action needed from QIRM September 28, 2022

22-10-05 MOTION: By: F. Pilgrim: That the following revised policies (FCSS-0036.98 Tasks of Health Care Aide, FCSS-0158.98 Tasks of Home Support, FCSS-0219.19 Staff Wellness Incentive Policy, FCSS-0095.11 Rimbey FCSS Organizational Flowchart, FCSS-0115.14 Travel Renumeration, FCSS-0022.96 Statutory Holiday)to be entered into FCSS/RCHHS Policy.

CARRIED

10. WORKPLACE HEALTH & SAFETY COMMITTEE – next meeting January 25, 2023, at 1:30pm

11. NEW BUSINESS

11.1 Group RSP & TFSA account- M. Griffiths left meeting. P. Makofka explained how the program would work and that it will be offered to all staff without the matching component

-M. Griffith returned to meeting

- 11.2 FCSSAA Voting Delegates

22-10-06 MOTION: By: F. Pilgrim: To appoint N. Hartford and P. Makofka and M. Griffith (as an alternate) to sit as Rimbey FCSS Voting Delegates at the FCSSAA (Family & Community Support Services Association of Alberta) AGM (Annual General Meeting).

CARRIED

- 11.3 Board Nominations Committee

22-10-07 MOTION: By: G. Rondeel: To appoint F. Pilgrim and R. Schaff to sit on the Board Nominations Committee to develop board succession plans.

CARRIED

- 11.4 Board Retreat Notes- Overview of retreat given by M. Griffith

- 11.5 Central Region Emergency Social Services Network

- 11.6 Staff in Good Understanding

- 11.7 Drive Happiness- presentation- Delegation: Carmen Nixon at 11:15 a.m.

22-10-08 MOTION: By: R. Schaff to continue investigating the Drive Happiness program and begin using it in our community:

CARRIED

11.8. Health Care Program Assistant Education Proposal- Wendy has researched the Program Building Better Business through Red Deer Polytechnic, this is a 7-week course 5 mornings a week offering to 3 HCA

22-10-09 MOTION: By: R. Schaff to offer this to our 3 HCA currently working in the office.

CARRIED

11.9 Holiday Office Hours –Close Dec 23 and 30

22-10-10 MOTION: By: B. Coulthard to approve these dates

CARRIED

11.10 Town Christmas Party – Dec 3, 2022 – Game Show Host

22-10-11 MOTION: By: G. Rondeel to purchase 2 tables for this event

CARRIED

12. CORRESPONDENCE

12.1 FCSSAA Board Highlights

13. NEXT MEETING DATE: Next meeting Dates: November 24 and December 15th, no meeting scheduled in January unless called by Chair.

14. ADJOURNMENT –

22-10-12 MOTION: By I. Steeves That the FCSS Board meeting adjourns at 12:32 P.M.

15. BOARD SHARING TIME

N. Hartford, Chairperson

J. Carlson, Recording Secretary

Town Council
REQUEST FOR DECISION



Meeting: December 12, 2022
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Correspondence
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received a letter from the Rimbey Historical Society.

RECOMMENDATION:

Administration recommends Council accept the correspondence from the Rimbey Historical Society, as information.

ATTACHMENTS:

[RFD 9.1.1 Correspondence](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer

December 8, 2022
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Lori Hillis".

Lori Hillis, CPA, CA, Chief Administrative Officer

December 8, 2022
Date



PasKaPoo Historical Park
Smithson International
Truck Museum



Phone/Fax: 403-843-2004
5620-51st Rimbey, AB
Box 813 - T0C 2J0
paskapoo@telus.net
facebook.com/RimbeyMuseum

December 7, 2022

Town of Rimbey
4938-50th Avenue, PO Box 350
Rimbey, AB T0C 2J0

Dear Lori Hillis, Mayor, and Council,

The Rimby Historical Society requests the Town of Rimbey office forward any and all written complaints having to do with the PasKaPoo Historical Museum and Park as well as the Smithson International Truck Museum to this organization. Any complaints can be forwarded by mail to PO Box 813 Rimbey or emailed to paskapoo@telus.net.

Thank you in advance for granting this request.

Bill Hval
Vice President,
Rimby Historical Society

CC: Lana Curle

