



AGENDA

Town Council

January 23, 2023 - 1:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, JANUARY 23, 2023 AT 1:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes

[RFD 3.1 Minutes of December 12, 2022](#)

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[RFD 7.1 Refund Request](#)

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9. CORRESPONDENCE

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 - FOIP SECTION 17(1) PERSONAL PRIVACY

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: January 23, 2023
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 held on December 12, 2022, as presented.

ATTACHMENTS:

[RFD 3.1.1 Council Meeting Minutes Dec 12, 2022](#)

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

January 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

January 18, 2023
Date



MINUTES

Town Council Meeting

Monday, December 12, 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 5:00pm with the following in attendance:

Mayor Rick Pankiw
Councillor Wayne Clark
Councillor Jamie Coston
Councillor Lana Curle
Lori Hillis, CPA, CA - Chief Administrative Officer
Bonnie Rybak - Executive Assistant

Absent: Councillor Gayle Rondeel

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 275/2022

Moved by Councillor Clark to accept the Agenda for the December 12, 2022, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 276/2022

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

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

6.1. 995/22 Business License Bylaw

Motion 277/2022

Moved by Councillor Coston to accept Bylaw 995/22 Business License Bylaw and give first reading.

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

CARRIED

Motion 278/2022

Moved by Councillor Clark to give second reading to Bylaw 995/22 Business License Bylaw.

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

CARRIED

Motion 279/2022

Moved by Councillor Curle to unanimously consider third and final reading to Bylaw 995/22 Business License Bylaw.

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

CARRIED

Motion 280/2022

Moved by Councillor Coston to give third and final reading of 995/22 Business License Bylaw.

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

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. Cost of Living (COLA) Increase

Motion 281/2022

Moved by Councillor Curle to approve a 3.5% cost of living increase for Council and staff including any applicable merit increases to be effective January 1, 2023.

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

DEFEATED

Motion 282/2022

Moved by Councillor Coston to approve a 3.2% cost of living increase for Council and staff including any applicable merit increases to be effective January 1, 2023.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 283/2022

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

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

CARRIED

Town Council
December 12, 2022

8.2. BOARDS/COMMITTEE REPORTS

Motion 284/2022

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

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

CARRIED

9. CORRESPONDENCE

9.1. Correspondence

Motion 285/2022

Moved by Councillor Coston to accept the correspondence from the Rimbeey Historical Society, as information.

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

CARRIED

10. OPEN FORUM

11. CLOSED SESSION

12.

ADJOURNMENT

12.1. Adjournment

Motion 286/2022

Moved by Councillor Clark to adjourn the meeting at 5:26pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: January 23, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Refund Request
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received a letter from a resident requesting a refund or reduction for payment pertaining to a disconnection and reconnection fee, in the amount of \$100.

DISCUSSION:

Policy 3211 Utility Service Fee, Payment and Penalties Policy Section 2.1 states the following:

2.0 Connection / Disconnection Fee

2.1 A fee of fifty dollars (\$50.00) shall be charged to any accounts to defray the costs for any of the following:

- a) Shutting off a service.
- b) Reconnecting of service following shutoff.
- c) New service.

RELEVANT POLICY/LEGISLATION:

Policy 3211

RECOMMENDATION:

Administration recommends Council deny the request for a reduction or credit as the charges were applied as per Policy 3211.

ATTACHMENTS:

- [RFD 7.1.1 Refund Request](#)
- [3211 Utility Service Fee, Payment and Penalties Policy](#)

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

January 18, 2023
Date

ENDORSED BY:

January 18, 2023
Date

Lori Hillis, CPA, CA, Chief Administrative Officer

[REDACTED]

December 8th, 2022

To Whom it may Concern:

Writing as the owner of a house in Rimbey, address [REDACTED]

Account # [REDACTED]

Last month, we had the water shut off to the house so we could make a repair to the waterline just before the valve in the house. It was dripping on the cement and making quite a mess. This repair was done on the pipe before the meter – the town was not getting paid for this water and we weren't wanting it on the floor. Your employee charged us \$50 to shut the water off and another \$50 for turning the water back on!! We think this was excessive as we never charged you for fixing your line! – we thought it would be a win-win for both sides to have this corrected. But – a charge of \$100 had been put on our account for this. It was paid last month but would appreciate it if you could lower or credit me back for this charge. Thanks for your consideration in this matter.

Sincerely,

Jim and Reta Jordan



[REDACTED]



		<p><i>Town of Rimbey</i> <i>Policy Manual</i></p>	
Title: Utility Service Fee, Payment and Penalties Policy		Policy No: 3211	
Date Approved: January 23, 2017		Resolution No: 028/17	
Date Effective: January 23, 2017			
Purpose:		To provide service fee rates, payment and penalty policies for utility accounts.	
<p>Policy Statement:</p> <p>1.0 <u>Utility Billings</u></p> <p>1.1 All utility billings shall be processed and forwarded in the name of the property owner(s) as listed on the tax roll.</p> <p>1.2 Utility rates and charges shall be levied for water, sewer, solid waste collection and disposal, recycle and meter service charges commencing when water is turned on to a property.</p> <p>1.3 Utility billings shall be mailed out and collected on a regular schedule as determined by Council.</p> <p>1.4 Billings for services shall be in accordance with rates set out in Schedule A ,(as amended from time to time, by resolution of Council) of Fees for Services Bylaw 905/15.</p> <p>1.5 Billings shall be mailed no later than ten (10) days after the first day of the month following the end of the period for which the account was rendered.</p> <p>1.6 Utility bills shall cease only when an employee or agent of the Town of Rimbey physically turns off the water to a property, however, the owner shall still receive a utility bill if there is an outstanding balance owing. If the utility bill is not paid accordingly, then section 5.1 shall apply.</p>			

2.0 Connection / Disconnection Fee

2.1 A fee of fifty dollars (**\$50.00**) shall be charged to any accounts to defray the costs for any of the following:

- a) Shutting off a service.
- b) Reconnecting of service following shutoff.
- c) New service.

3.0 Utility Account Transfers & Fees

3.1 An administration fee of forty dollars (**\$40.00**) shall be charged to any account, when a new owner purchases a property. The non-refundable transfer fee will be charged to the new account holder on the first utility billing.

3.2 **NO utility account** for any property *shall be transferred into the name of a renter*, but shall be forwarded in the name of the property owner only.

3.3 If a property owner chooses, a utility billing may be forwarded in care of a renter, providing that the property owner has signed a 'Utilities Rental Agreement' form as per attached, allowing that utility account arrears, plus penalties and fees, may be transferred to the property owner's tax roll account, and acknowledging that there may be no notification of such transfers until tax levy notices are mailed in the spring of each year. The forty dollar (\$40.00) transfer fee shall apply each time a new account needs to be created.

3.4 **Mobile Home Parks** – Utility billings shall be forwarded to the owner of the manufactured or mobile home. If the mobile home owner chooses, a utility billing may be forwarded in care of a renter, as per section 3.3.

4.0 Payment and Penalties

4.1 The date fixed for payment of utility billings shall be the second last working day of the month in which the utility billings were mailed.

4.2 Any utility account, which remains unpaid on the last working day of the month in which the utility billings were mailed, shall have a **10% late payment penalty** added to the unpaid current balance which will form part of the rate levied.

4.3 Should an account or portion thereof become 2 months in arrears, a written notice shall be forwarded, giving notice of the arrears and final opportunity to pay prior to transferring the arrears to the **property tax roll account**.

Utility Service Fee, Payment and Penalties Policy	Policy No: 3211	Page 3
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5.0 Arrears Transfer to Tax Roll

- 5.1 In the event that payment for the arrears on a utility account is not received at the Town Office by the date and time specified in the written notice (4.3), the **arrears and penalties, plus a forty dollar (\$40.00)** administration fee, will be transferred to the tax roll of the property, without further notice.
- 5.2 These charges become an amount owing to the Municipality and subject to collections under the tax recovery process.

Initial Policy Date:	June 23, 2005	Resolution No:	229/05
Revision Date:	February 12, 2008	Resolution No.	57/08
Revision Date:	February 23, 2011	Resolution No.	50/11
Revision Date	January 23, 2017	Resolution No.	028/17



Policy 3211

Utilities Rental Agreement

Utility Account Number		Street Address			
Legal Description:					
Lot:		Block:		Plan:	
Owner's Name			Renter's Name:		
Owner's Mailing Address:			Renter's Mailing Address:		
Owner's Phone Number:			Renter's Phone Number:		

I, _____, being the owner of the property described above, hereby consent to having the Town of Rimbey utility billing forwarded to the renter at the renter's mailing address as noted above.
The utility billing shall be retained in my name, but forwarded in care of the renter.

I ALSO AGREE TO:

1. Allow any unpaid utility account balances not paid within the specified time to be transferred to the property tax account, plus fees and penalties, knowing that amounts transferred to the tax roll are then subject to penalties applicable to unpaid taxes.
2. Acknowledge that there may not be notification for late or nonpayment of utility billings until tax levy notices are mailed in the spring of each year.
3. A \$40.00 Administration fee being added to the first utility bill issued in care of the renter.

This agreement shall be effective:

_____ Date

 Signature of Property Owner

 Signature of Renter

 Print Name

 Print Name

Please note that the personal information requested in this form is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information is authorized under FOIP, Section 33c, and is to be used in conjunction with the Town of Rimbey Utility Billings. If you have any questions regarding FOIP, please phone 403-843-2113 and ask for the FOIP coordinator.

Town Council
REQUEST FOR DECISION



Meeting: January 23, 2023
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

January 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

January 18, 2023
Date

January 23, 2023
CAO Report



HIGHLIGHTS

Regional Assessment Review Board:

Participated in the selection committee for three new board members for the Central Alberta Regional Assessment Review Board. Two current board members were re-appointed and one new board member was appointed for a 3-year term.

Capital Budget:

- Met Tagish Engineering and Rick Schmidt to discuss the 2023 Capital budget priorities.
- Met with Steve Longhurst to discuss the 2023 IT budget.

Rimbey Medical Center:

Met with Dr. Burke and Mayor Pankiw, Councillor Curle and Reeve Paul McLauchlin regarding the Rimbey Medical Clinic.

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

January 23, 2023

Director of Finance Report



HIGHLIGHTS

- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2022.
- Dealing with Local Authorities Pension Plan regarding queries and balancing for year end preparation.
- Checking on Local Authorities Pension Plan regarding leaves and retirement matters.
- Working on ICity system re: year end and closing modules, updating constants for payroll for the new year, and making sure the updated deductions were implemented.
- Updating estimate of earnings for Workers Compensation for 2022.
- Working with insurance company and their queries and dealing with the additionally named insured organizations under the Town's policy.

ATTACHMENTS

[RFD 8.1.3 Copy of Variance Report - December 31, 2022](#)

[RFD 8.1.3 Payables Listing Dec 08 - 31, 2022](#)

PREPARED BY: Wanda Stoddart, Director of Finance

TOWN OF RIMBEY								
VARIANCE REPORT								
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2022								
OPERATING	2022 Revenues				2022 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
General Municipal Revenues	4,363,384	4,664,735	107%	(301,351)	954,502	953,962	100%	540
Council (11)					224,130	177,831	79%	46,299
Administration (12)	41,840	38,486	92%	3,354	757,837	721,360	95%	36,477
General Administration (13)		500		(500)	121,900	97,221	80%	24,679
Police (21)	68,052	57,116	84%	10,936	168,446	178,649	106%	(10,203)
Fire (23)					25,971	25,971	100%	0
Disaster Services (24)				0	4,000	200	5%	3,800
Intern	0	0	0%	0	0	0	0%	0
Bylaw Enforcement (26)	48,100	28,701	60%	19,399	162,528	159,110	98%	3,418
Public Works (32)	23,000	20,635	90%	2,365	830,588	787,686	95%	42,902
Airport (33)	0	0	0%	0	0	0	0%	0
Storm sewer (37)	0	0	0	0	19,275	7,431	39%	11,844
Water (41)	554,000	552,714	100%	1,286	394,996	365,740	93%	29,256
Sewer (42)	296,125	304,822	103%	(8,697)	319,193	231,968	73%	87,225
Garbage (43)	213,370	216,900	102%	(3,530)	109,459	104,397	95%	5,062
Recycle (43-01)	38,597	40,918	106%	(2,321)	122,426	128,959	105%	(6,533)
Compost	2,800	3,149	112%	(349)	16,427	8,863	54%	7,564
Community Services (FCSS)	215,424	255,415	119%	(39,991)	249,227	289,198	116%	(39,971)
Cemetery (56)	10,400	16,743	161%	(6,343)	50,092	38,101	76%	11,991
Development (61)	41,250	32,079	78%	9,171	109,732	79,850	73%	29,882
Econ.Development (61-01)	24,500	24,641	101%	(141)	128,146	140,956	110%	(12,810)
Recreation Office (72)	377,150	399,148	106%	(21,998)	99,827	93,903	94%	5,924
Pool (72-04)	47,700	59,988	126%	(12,288)	253,991	194,674	77%	59,317
Parks (72-05)	0		0%	0	129,661	52,635	41%	77,026
Fitness Center (72-06)	20,000	33,291	166%	(13,291)	43,395	28,137	65%	15,258
Arena (72-09)	76,800	114,885	150%	(38,085)	319,053	300,047	94%	19,006
Recreation Programs (72-11)	3,200	3,414	107%	(214)	40,285	47,407	118%	(7,122)
Community Centre (74)	38,285	27,584	72%	10,701	305,557	220,557	72%	85,000
Library (74-06)	0	0	0%	0	141,002	146,275	104%	(5,273)
BYAS (74-08)	0	28		(28)	0	93	0%	(93)
Curling Club (74-09)	799	799	100%	0	21,500	22,780	106%	(1,280)
Museum (74-12)					61,500	63,433	103%	(1,933)
Total Revenues	6,504,776	6,896,691		(391,915)	6,184,646	5,667,394		517,252
Debenture & Loan Principal Payments					453,708	453,708		0
Total operating and debt repayment	6,504,776	6,896,691		(391,915)	6,638,354	6,121,102		517,252

Council Agenda Item 8.1.3

TOWN OF RIMBEY							
VARIANCE REPORT							
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2022							
CAPITAL	Grants and reserves	Operating surplus				Year to Date	Variance
IT Surface Pros - Council (new)	15,000					15,539	(539)
VOIP Phone System	9,500					15,648	(6,148)
IT - Computers Total- Phones and Comp 25500	16,000					21,866	(5,866)
							0
Walk behind Double Drum Compactor	11,000					11,000	0
Hydrovac Truck	250,000					239,246	10,754
SB90 43rd Street Road Repairs	22,300						22,300
							0
New Well Project Phase 2 3-04-00-84-610	50,000					29,981	20,019
							0
Main Reservoir/Pump HouseUpgrades 3-04-03-610	700,000					238,986	461,014
2022 Water Infastructure Upgrades		35,536				35,536	0
Scada Upgrades		36,107				47,226	(11,119)
2022 Street Improvements							0
56th Ave Overlay (Improvements)	348,300					266,305	81,995
51st St from 46 Ave to 51 Ave Storm System Replacement 3-04-39-610	2,720,033					1,234,099	1,485,934
							0
							0
Evergreen Estates Paving		1,110				1,110	0
Parks							0
Tree replacement 50 St (52 Ave-53 Ave) 48 Trees.	19,200					13,250	5,950
Outdoor Exercise Equipment Replacement	52,500					45,208	7,292
Recycle Depot							
Replace Overhead Doors	20,600						20,600
							0
Cemetery							
Ash Garden	3,500					1,400	2,100
Fencing (West Haven)	9,600					2,480	7,120
Pool							
Anti-Entrapment Requirements (including slide pump relocation)	20,000						20,000
Spray Park Flow through System	60,000						60,000
Arena							
Zamboni Room metal garage door	18,000					16,271	1,729
Ice Plant Quantum HD Control panel	30,000					24,813	5,187
Electric Grill for Concession	5,000					3,234	1,766
Fitness Center							0
Fitness Center - Equipment	10,000						10,000
Land Purchase		6,219				6,219	0
56 Ave Sanitary Sewer Improvement 3-04-95-610		302				302	0
	4,390,533	79,274				2,269,719	2,200,088
Total operating and capital	10,895,309	6,975,965			(391,915)	6,638,354	8,390,821
							2,717,340

Council Board Report 8.1.3



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

Date Range: 08-Dec-2022 to 31-Dec-2022
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
AGAT Laboratories	48817	08-Dec-2022	AGAT Laboratories - fall discharge project Nov.22	2,150.40
AlSCO	48818	08-Dec-2022	AlSCO - supplies	590.28
AMSC Insurance Services Ltd.	48819	08-Dec-2022	AMSC Insurance - Dec. 2022 inv - Mayor/council	48.63
Anderson's Service	48820	08-Dec-2022	Anderson Service	170.11
Apple Fitness Store	48821	08-Dec-2022	Apple Fitness Store - parts	93.61
ATS Traffic Alberta	48822	08-Dec-2022	ATS Traffic - signs	464.82
Bowie,Cindy	48823	08-Dec-2022	Cindy Bowie - expenses - supplies/tools	703.34
Brownlee LLP	48824	08-Dec-2022	Brownlee LLP - professional services	2,945.25
C & S ENTERPRISES LTD	48825	08-Dec-2022	C & S Enterprises Ltd - dev. deposit refund - DB	3,000.00
Cast-A-Waste Inc.	48826	08-Dec-2022	Cast-A-Waste - December 2022 - garbage/recycl	9,817.50
CENTRAL LABS	48827	08-Dec-2022	Central Labs	326.56
City Of Red Deer	48828	08-Dec-2022	City of Red Deer - lab analysis - North and South	919.80
DYCK,ISAAC& DYCK, MARYANN	48829	08-Dec-2022	Isaac & MaryAnn Dyck - dev. deposit refund - DP	3,000.00
Environmental 360 Solutions (Alberta) Ltd	48830	08-Dec-2022	E360 - 4938-50 Ave - bin dumps - Nov.2022	940.46
Evergreen Co-operative Association	48832	08-Dec-2022	Co-op - tools	9,783.77
Expert Security Solutions	48833	08-Dec-2022	Expert Security Solutions - Dec./22 monitoring - p	26.20
Hillis,Lori	48834	08-Dec-2022	Lori Hillis - expnese claim - 2022 staff Christmas	222.20
Hoornaert,Don& Hoornaert, Jeannet	48835	08-Dec-2022	Refund on PT Account 000 - 24200	310.08
Imperial Esso Service (1971)	48836	08-Dec-2022	Esso - fuel - PW	293.00
Longhurst Consulting	48837	08-Dec-2022	Longhurst - Dec. 2022 inv.	3,429.22
Luchak,Steven& Luchak, Angela	48838	08-Dec-2022	Refund on account 003-19560-003.	621.56
Miller,Jonathan	48839	08-Dec-2022	Jonathan Miller - workboots	167.98
MLA Benefits Inc.	48840	08-Dec-2022	MLA Benefits - admin fees - HSA	1,773.70
NAPA Auto Parts - Rimbey	48841	08-Dec-2022	Napa - parts	274.01
New Can Truck Parts	48842	08-Dec-2022	New Can Truck Parts - 1991 Ford - repair	320.25
Petty Cash	48843	08-Dec-2022	Town of Rimbey - Petty Cash	138.05
R&E ELEVATOR LTD.	48844	08-Dec-2022	R&E Elevator Ltd - inspection/repair - CC	367.50
Rimbey Express	48845	08-Dec-2022	Rimbey Express - Nov. 2022 - freight	242.50
Rimbey Home Hardware	48846	08-Dec-2022	Home Hardware - supplies	147.99
Rimbey Implements Ltd.	48847	08-Dec-2022	Rimbey Implements - supplies	500.34
Rimbey Janitorial Supplies	48848	08-Dec-2022	Rimbey Janitorial - supplies - arena	1,656.90
RURAL MUNICIPALITIES OF ALBERTA	48849	08-Dec-2022	RMA - Associate Membership Fee - Aug.01/22 -	204.75
Jaffray,Larry	48850	08-Dec-2022	Refund on account 004-15890-007.	747.97
RYBAK,BONNIE	48851	08-Dec-2022	Bonnie Rybak - expense claim - supplies 2022 st	49.82
The Government of Alberta	48852	08-Dec-2022	Gov't of AB - Land Titles - Nov.2022	20.00
Town Of Rimbey	48853	08-Dec-2022	Town of Rimbey - Nov. 2022 - utilities	1,201.41
Uni First Canada Ltd.	48854	08-Dec-2022	UniFirst - coveralls/supplies	55.40
Vicinia Planning & Engagement Inc.	48855	08-Dec-2022	Vicinia - Nov. 2022 invoice	2,310.00
Watts,Yvonne	48856	08-Dec-2022	Refund on PT Account 000 - 22870	142.77
Wolseley Industrial Canada INC	48857	08-Dec-2022	Wolseley - bleach - PW	1,758.75
Accu-Flo Meter Service Ltd.	48858	15-Dec-2022	Accu-Flo - water meters	7,924.35
AlSCO	48859	15-Dec-2022	AlSCO - supplies	272.95
Animal Control Services	48860	15-Dec-2022	Animal Control - November 2022 inv	2,446.50
Black Press Group Ltd.	48861	15-Dec-2022	Black Press Media - Nov. 2022 ads	1,496.50
Border Paving Ltd.	48862	15-Dec-2022	Border Paving Ltd. - PPC#3 - RB145 - holdback r	23,947.81
CENTRAL LABS	48863	15-Dec-2022	Central Labs - lab analysis - South Lagoon	326.56
Cimco Refrigeration	48864	15-Dec-2022	Cimco - ice plant panel - final payment	16,934.87
HENRY,JALAINE	48865	15-Dec-2022	Jalaine Henry - cardlock refund	25.00
Hi-Way 9 Express Ltd.	48866	15-Dec-2022	Hi-Way 9 - ATS - freight	65.94
LOR-AL SPRINGS LTD.	48867	15-Dec-2022	Lor-Al Springs - water	19.35
Nikirk Bros. Contracting Ltd.	48868	15-Dec-2022	Nikirk - loader - snow removal - CC	960.75
REINDERS,RYAN	48869	15-Dec-2022	Ryan Reinders - cardlock refund	25.00
RMA Insurance Ltd.	48870	15-Dec-2022	RMA Insurance - property ins - 4907-49 Street (B	442.90
Staples Professional	48871	15-Dec-2022	Staples Professional - supplies	253.87
Superior Safety Codes Inc.	48872	15-Dec-2022	Superior Safety Codes - Oct. 2022 inv - closed pe	540.75
Tagish Engineering Ltd.	48873	15-Dec-2022	Tagish - RB144 - 51st Street Storm Main Install	948.10
Titan Supply LP	48874	15-Dec-2022	Titan Supply - supplies	1,057.62
TJB CONSULTING	48875	15-Dec-2022	TJB Consulting - business license fee refund	50.00

Council Board Report 8.1.3



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

Date Range: 08-Dec-2022 to 31-Dec-2022
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Town of Ponoka	48876	15-Dec-2022	Town of Ponoka - compost - Nov. 2022	60.00
True-Line Contracting Ltd.	48877	15-Dec-2022	True-Line Contracting Ltd. - dev. deposit refund -	6,593.03
Uni First Canada Ltd.	48878	15-Dec-2022	UniFirst - coveralls/supplies	114.14
United Farmers Of Alberta	48879	15-Dec-2022	UFA - fuel - bylaw	416.13
556436 Alberta Ltd.	48880	22-Dec-2022	Central Sharpening - sharpen ice knife	162.75
Alsco	48881	22-Dec-2022	Alsco - supplies	341.29
Aquam	48882	22-Dec-2022	Aquam - supplies	94.50
ATS Traffic Alberta	48883	22-Dec-2022	ATS Traffic - signs	393.50
CENTRAL LABS	48884	22-Dec-2022	Central Labs - lab analysis - North lagoon	326.56
Icon Energy Services Ltd.	48885	22-Dec-2022	Icon Energy Services Ltd - annual inspection- aer	459.38
Longhurst Consulting	48886	22-Dec-2022	Longhurst Consulting - Trend Micro Renewal	701.63
Nikirk Bros. Contracting Ltd.	48887	22-Dec-2022	Nikirk - snow removal - CC	1,527.75
Pickleball Academy	48888	22-Dec-2022	Pickleball Academy - instruction	567.00
Staples Professional	48889	22-Dec-2022	Staples Professional - office supplies	231.85
Wolseley Industrial Canada INC	48890	22-Dec-2022	Wolseley Industrial - PW - bleach	1,758.75
Alsco	48891	31-Dec-2022	Alsco - supplies	614.24
Automated Aquatics Canada Ltd.	48892	31-Dec-2022	Automated Aquatics - supplies	4,974.85
Beagle Electric	48893	31-Dec-2022	Beagle Electric - repairs - CC	138.22
BYERS,WESLEY	48894	31-Dec-2022	Wesley Byers - cardlock refund	25.00
Canadian Pacific Railway Company	48895	31-Dec-2022	CP Rail - Hoadley Crossing - Dec.2022	296.00
Centerline Auto Service	48896	31-Dec-2022	Centerline - repairs - 2013 Ford - VIN#DKE13663	886.06
CENTRAL LABS	48897	31-Dec-2022	Central Labs - North Lagoon - Dec.22/22	326.56
COOPER,SARAH	48898	31-Dec-2022	Sarah Cooper - cardlock refund (2 cards)	50.00
Evergreen Co-operative Association	48900	31-Dec-2022	Co-op - supplies	4,091.13
Imperial Esso Service (1971)	48901	31-Dec-2022	Esso - propane - arena	322.03
Kansas Ridge Mechanical Ltd.	48902	31-Dec-2022	Kansas Ridge Mechanical - CC - concession air t	682.50
Longhurst Consulting	48903	31-Dec-2022	Longhurst Consulting - PW - parts	72.45
NAPA Auto Parts - Rimbey	48904	31-Dec-2022	Napa - supplies	50.36
NCGL CONSTRUCTION LTD.	48905	31-Dec-2022	NCGL Construction Ltd - RB146 - SCADA upgrac	11,246.52
Pankiw,Rick	48906	31-Dec-2022	Rick Pankiw - December 2022 expenses	87.84
Rimbey Home Hardware	48907	31-Dec-2022	Home Hardware - supplies	145.81
Rimbey Implements Ltd.	48908	31-Dec-2022	Rimbey Implements - supplies	205.37
Rimbey Janitorial Supplies	48909	31-Dec-2022	Rimbey Janitorial Supplies - Town Office/RCMP	1,437.98
RJ Plumbing and Heating	48910	31-Dec-2022	RJ Plumbing - repair - CC	110.25
Stationery Stories & Sounds (2005)	48911	31-Dec-2022	Stationery Stories Sounds - paper	730.80
Superior Safety Codes Inc.	48912	31-Dec-2022	Superior Safety Codes - Nov. 2022 - closed perm	312.38
The Government of Alberta	48913	31-Dec-2022	Gov't of AB - Land Titles - Dec.2022	10.00
Uni First Canada Ltd.	48914	31-Dec-2022	UniFirst - coveralls/supplies	114.14
Wolseley Industrial Canada INC	48915	31-Dec-2022	Wolseley - CR to inv #890859	446.25
Animal Control Services	48916	31-Dec-2022	Animal Control - December 2022 fees	1,711.50
Black Press Group Ltd.	48917	31-Dec-2022	Black Press Media - December 2022 inv	1,426.89
Environmental 360 Solutions (Alberta) Ltd	48918	31-Dec-2022	E360 - 4109-54 St - Dec. 2022 - bin dump/rent	651.29
Holly's Greenhouse	48919	31-Dec-2022	Holly's Greenhouse Ltd. - flowers/plants	2,786.70
Rimbey Express	48920	31-Dec-2022	Rimbey Express - freight - Dec. 2022	212.50
Rimbey TV & Electronics 1998	48921	31-Dec-2022	Rimbey Tv - parts - CC	84.00
Staples Professional	48922	31-Dec-2022	Staples Professional - office supplies	166.26
Tagish Engineering Ltd.	48923	31-Dec-2022	Tagish - General Engineering - Dec. 2022	7,323.94
Town Of Rimbey	48924	31-Dec-2022	Town of Rimbey - Dec. 2022 - utilities	1,326.36
United Farmers Of Alberta	48925	31-Dec-2022	UFA - supplies	471.36
Vicinia Planning & Engagement Inc.	48926	31-Dec-2022	Vicinia Planning - Dec. 2022 inv	981.75
Alberta Education	00127-0001	08-Dec-2022	Alberta Education - 4th quarter school req. 2022	243,109.11
ALBERTA MUNICIPAL SERVICE CORPORATION	00127-0002	08-Dec-2022	Alberta Municipal Services Corp - gas/power - De	58,161.55
Canada Revenue Agency	00127-0003	08-Dec-2022	CRA - deductions (Nov.20-Dec.03/22) Dec.09/22	19,533.39
Eastlink	00127-0004	08-Dec-2022	Eastlink - cable - fitness centre Dec. 2022	104.16
LAPP	00127-0005	08-Dec-2022	LAPP - Library - Dec.31/2022 payroll	12,929.44
VICTOR CANADA	00127-0006	08-Dec-2022	Victor Canada - HSA - Oct.2022	4,083.35
Waste Management	00127-0007	08-Dec-2022	Waste Management - Nov.2022 - recycle	5,523.55
Servus Credit Union - Mastercard	00128-0001	15-Dec-2022	Servus M/C - R.Pankiw - Nov.30/22	5,501.89

Council Board Report 8.1.3
Council Agenda Report

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

Date Range: 08-Dec-2022 to 31-Dec-2022
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Workers' Compensation Board - Alberta	00128-0002	15-Dec-2022	WCB - Dec.06/22	329.86
Canada Revenue Agency	00129-0001	22-Dec-2022	CRA - deductions (Dec.04-17/22) Dec.23/22 biwe	14,765.57
LAPP	00129-0002	22-Dec-2022	LAPP - Town - Dec.23/22 biweekly payroll (Dec.0	9,131.39
Telus Mobility Inc.	00129-0003	22-Dec-2022	Telus Mobility - Dec.06/22 - Town	383.66
Telus Communications Inc.	00129-0004	22-Dec-2022	Telus - Town inv - Dec.10/22	2,037.48
Waste Management	00130-0001	31-Dec-2022	Waste Management - Dec. 2022 recycle	4,181.32
ALBERTA MUNICIPAL SERVICE CORPORATION	00131-0001	31-Dec-2022	AMSC - gas/power - Jan.09/23 (Dec.2022 usage)	79,347.47
INNOV8 DIGITAL SOLUTIONS INC.	00131-0002	31-Dec-2022	Innov8 - copies - Town/CC	539.37
Servus Credit Union - Mastercard	00131-0003	31-Dec-2022	Servus M/C - W.Stoddart - Dec.31/22	338.68
Total:				627,944.49

January 23, 2023
Public Works Report



HIGHLIGHTS

ROADS:

- Snow came early in November, kept the snow removal crews busy for a couple weeks before another snow fall came
- Snow removal was done in the downtown business areas just prior to the holiday season to allow for easier access to and from the businesses
- Road sanding was done as needed
- Sidewalks and walking trails were maintained as needed
- Started budget process for 2023

WATER:

- The SCADA system was set up and evaluated and is now operational
- Routine testing and monitoring of the water system is on going
- Replacing defective water meters as needed
- Started budget process for 2023

WASTEWATER:

- Lagoon ground water testing and monitoring completed by Woods Environmental
- Lagoon effluent testing, monitoring and release completed
- Wastewater operations and routine testing is on going
- Started budget process for 2023

RECYCLE:

- Work with the Ponoka County staff to fulfill residents needs as they arise
- Get recycle bins switched as needed
- Started budget process for 2023

CEMETERY:

- Assisted people with their needs as required
- Removed snow as required
- Started budget process for 2023

R.C.M.P STN:

- Snow removal on the parking lot and sidewalks as needed
- Assist with building maintenance as required

OTHER:

- Assist with putting lights on the Beatty House trees

PREPARED BY: Rick Schmidt, Director of Public Works

January 23, 2023

Community Services Report



HIGHLIGHTS

Peter Lougheed Community Centre

- Cleaning and maintenance of the facility
- Facility Bookings - Fundraising Events, markets, meetings, Dance Recitals, school PE classes
- Purchase matting for Entrances
- Maintenance on Entrance/Exit doors, snow removal
- Repair Emergency lights, HVAC
- New Town Advertising sign for Curling Rink

Community Fitness Centre

- Memberships
- Daily cleaning and maintenance of the area
- Researching new equipment
- Quarterly maintenance performed by Fitness Mechanics when needed and extra maintenance items on existing equipment

Rimbey Aquatic Centre

- Weekly checks
- Researching Spray Park operational system (flow-through vs recirculation)
- Anti-Entrapment grates for the existing non-compliance for AHS
- Purchase pool supplies
- Swimming Lessons - Lifesaving Society will be offering lessons in 2023

Arena

- Ice scheduling - practices, games, Tournaments, school PE classes
- Calgary team is looking at booking ice in March for a U11 Tournament
- Gas Grill – installed
- Vandalism is becoming a problem during RMH games
- Concession area Makeup Air Unit is requiring service on a regular basis (original unit)

Programs

- Drop In Sports - Badminton/pickle ball - Tuesday/Thursday afternoons (4-6 players) & evenings (8-12 players)
- Family/Public Skate - Sunday nights 5:15-7:30 pm (40-50 skaters)
- Pickleball instruction class (advanced) - possible evening class
- Sr/Parent and Tot skate - (6 skaters)
- Public/Family Skating over the Christmas holidays - 85 + each day
- Programs: Cooking Class - Jan 26 (8 participants - full), Yoga/Breathing Class-Tuesday nights 6:30-7:15 pm (3 participants), Zumba - Jan. 26 - Thursday nights (10 + drop in participants)

Events

- Santa Night and Light Up the Park - Nov. 24 - very well attended 270 Santa bags distributed
- Canada Day Grant submitted

PREPARED BY: Cindy Bowie, Director of Community Services

January 23, 2023

Development Officer Report



HIGHLIGHTS

Highlights

- Administration is currently reviewing one subdivision application.
- Resident Questions. Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- Development Permits. Administration has been answering resident questions regarding potential development permits on an on-going basis.
- Certificate of Compliance. Administration has been processing certificates of compliance and accompanying paperwork as requested.
- 2023 - Development Permits - Zero (0)
- 2023 - Certificates of Compliance - Zero (0)

The Following chart outlines the 2022 development statistics:

2022 Development Statistics - Up to January 18, 2023

	Applied 2022	Issued 2022	In Progress 2022
Development Permit Applications (non change in use / home occupation)	47	44	2
Change in Use / Home Occupation Development Permits Applications	8	8	0
Subdivision Applications	2	1	1
Land Use Bylaw Amendments	1	1	0
Certificate of Compliance Requests	11	11	0
Building Permit Applications	28	13	9

The following development permits have been approved in 2022:

Permit Number	Date Issued	Civic Address	Type of Development
01/22	01.31.2022	5201-43 Street	Dairy Queen Signage
02/22	01.31.2022	4917-54th Avenue	Home Occupational Business

03/22	02.24.2022	4430-50th Avenue	Change of Use & Signage for ReNuu Production Optimization Inc.
04/22	02.25.2022	Unit #101 5005-50 Avenue	Change of Use, Interior Reno's & Signage -Value Drug Mart
05/22	03.01.2022	4918-58th Avenue	New House Build
06/22	03.01.2022	4918-49th Avenue	Demolition of House
07/22	04.14.2022	4918-49th Avenue	Building Duplex
08/22	03.11.2022	5005-46 Avenue	Change of Use – Oilfield Services to Tire Service
09/22	03.15.2022	4502-51 Street	Variance for two sheds under 13.4m2
10/22	04.05.2022	6210 Evergreen Close	Build New House
11/22	04.13.2022	Town of Rimbey Walking Path	Lions installing 9 light posts on Town of Rimbey Walking Path
12/22	04.13.2022	4922-52 Avenue	Demolition
13/22	04.13.2022	Bay #9, 5201-43 Street	Interior Reno's & Signage
14/22	05.03.2022	5018-48 Avenue	Cast-A-Waste to use as a parking lot to store Garbage trucks.
15/22		CANCELLED	
16/22	05.03.2022	4917-53 Avenue	3rd Accessory Building
17/22	05.05.2022	6405-52 Street	Storage of Grain Bins
18/22	06.21.2022	4922-46 Avenue	Change in Use Land Use Amendment
19/22	05.25.2022	5602-43 Street	Enclosed Diesel Exhaust Fluid Unit
20/22		CANCELLED	
21/22	05.13.2022	4934-49 Avenue	Change in Use
22/22	05.05.2022	4629-Park Avenue	Variance
23/22	05.25.2022	4725-55 Avenue	8 X 20 Extension of Existing Deck
24/22	05.20.2022	5006-45 Avenue	Change in Use, Signage & Interior Reno's
25/22	06.24.2022	5101-46 Street	Adding addition to back where existing deck is located
26/22	07.29.2022	4645-52 Avenue	Moving and setting up a Manufactured Home
27/22	06.21.2022	5006-45 Avenue	Window on Southside replaced with Doors.

28/22	07.25.2022	4502-51 Street	Detached Garage over 13.4m ²
29/22	07.25.2022	4306-51th Avenue	Replacing 6 old Grain Bins with 6 new Grain Bins.
30/22	07.21.2022	4634-52 Avenue	Demolition of Old Garage and Rebuild 12' X 36' New Garage
31/22	07.18.2022	4606-51 Street	Install 1 Fascia Sign
32/22	07.25.2022	5512-50 Street	Replacing existing fence with 5-foot pressure treated wood.
33/22	07.25.2022	4717-56 Avenue	Demolition of Garage
34/22	07.29.2022	4515-51 Avenue	Setback Variance on Existing House and Accessory Building. Two Accessory Buildings under 13.4m & Two Accessory buildings over 13.4m
35/22	08.15.2022	6210 Evergreen Close	Build New Detached Garage
36/22	09.14.2022	5304 Drader Crescent	Build New Detached Garage & Variance on 2 Sheds
37/22	10.06.2022	#1, Lindy's Mobile Home Park	Moving Previously Owned Manufactured Home onto Lot.
38/22	09.02.2022	#1, Lindy's Mobile Home Park	Moving Previously Owned Manufactured Home Out.
39/22	09.14.2022	4905-58 Avenue	Deck Extension
40/22		In Progress	
41/22	10.04.2022	Units A & B 4909-50 Avenue	Change In Use & Signage
42/22	11.10.2022	Unit B 4810-51 Street	Adding Vape Shop - Change in Use & Signage
43/22	09.30.2022	5214-51 Street	Discretionary Use - Child Care Facility
44/22	11.10.2022	5014-51 Street	Interior Renovations
45/22	11.30.2022	5013-48 Avenue	Move In and Set up previously owned Manufactured Home
46/22		CANCELLED	
47/22		In Progress	

		Extension Requested.	
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The following chart outlines historic development statistics:

Historic Development Statistics

	2021		2020		2019		2018		2017	
	Applied	Issued								
Development Permit Applications	41	40	34	33	40	39	37	34	17	15
Change in Use / Home Occupation Development Permits Applications	9	9	13	13	11	11	n/a	n/a	n/a	n/a
Subdivision Applications	1	1	3	3	1	0	1	1	0	0
Land Use Bylaw Amendments	4	4	4	4	1	1	3	2	2	2
Certificate of Compliance Requests	18	18	12	12	13	13	13	13	10	10
Building Permit Applications	30	30	12	12	7	7	18	18	7	7

PREPARED BY: Liz Armitage, Development Officer

Town Council
REQUEST FOR DECISION



Meeting: January 23, 2023
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 Oct - Dec 2022](#)
- [RFD 8.2.2 PRLS Board Meeting Minutes November 17, 2022 draft](#)
- [RFD 8.2.3 PRLS Board Talk - November 17, 2022](#)
- [RFD 8.2.4 FCSS Board Minutes November 2022](#)
- [RFD 8.2.5 Bylaw Committee Meeting Minutes November 1, 2022](#)

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

January 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

January 18, 2023
Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.22 RB00 - 2022 General Engineering		
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.
December 8, 2022	Solberg, Lloyd	We will discuss the level transmitters with the Town at our meeting on December 15.
RBYM00146.00 RB146 - Scada Upgrades		
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)
December 8, 2022	Solberg, Lloyd	Scada upgrades have been completed by Nason. Barring any changes, this project will no longer be updated.

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.22 RB00 - 2022 General Engineering		
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.
December 8, 2022	Solberg, Lloyd	We will discuss the level transmitters with the Town at our meeting on December 15.
December 20, 2022	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.



PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 44/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 45/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 46/2022

1.3. Business arising from the minutes of the September 15, 2022 meeting

Smith asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED
PRLS 47/2022

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

3.2. Election of Executive Committee

Smith reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED
PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED
PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora
Deb Coombs – Town of Bowden
Teresa Cunningham – Town of Penhold
Barb Gilliat – Village of Alix
Gord Lawlor -Town of Stettler
Stephen Levy – Village of Sedgewick
Joyce McCoy – Town of Didsbury
Shawn Peach – Town of Castor
Norma Penney – Village of Clive
Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED
PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report

3.12.2. Finance & Operations Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. Parkland Community Update

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED
PRLS 57/2022

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

Organizational Meeting

Parkland’s board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Teresa Rilling - Town of Sylvan Lake (Committee Chair)

Joy-Anne Murphy – City of Camrose

Deb Coombs – Town of Bowden

Len Phillips – Town of Rocky Mtn. House

Jamie Coston – Town of Rimbey

Norma Penney – Village of Clive

Barb Gilliat – Village of Alix

Debra Smith – Village of Loughheed

Shannon Wilcox – Town of Carstairs

Janice Wing – Town of Innisfail

Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora

Deb Coombs – Town of Bowden

Teresa Cunningham – Town of Penhold

Barb Gilliat – Village of Alix

Gord Lawlor -Town of Stettler

Stephen Levy – Village of Sedgewick

Joyce McCoy – Town of Didsbury

Shawn Peach – Town of Castor

Norma Penney – Village of Clive

Debra Smith – Village of Loughheed

Teresa Rilling – Town of Sylvan Lake (ex-officio)

Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Systems Advocacy Committee

Normally, Parkland’s Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donald. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Committee News from Trustees

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Next Meeting: February 23, 2023 (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
November 24, 2022
10:00 a.m. Rimbey Provincial Building
Main conference Room

“Working together as a team helps build a cohesive organization.”
— Ifeanyi Enoch Onuoha

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 – arrived at 10:15 am
I. Steeves, Vice Chairperson
K. Maconochie, Recording Secretary
P. Makofka, Executive Director
G. Rondeel, Board Member
D. Noble, Board Member - virtual
F. Pilgrim, Board Member
M. Griffith, Operations Manager
B. Coulthard, Board Member
R. Schaff, Board Member

Regrets: M. Josephison, Board Member

1. CALL TO ORDER By: I. Steeves at 10:10 am.

2. APPROVAL OF AGENDA

22-11-01 MOTION: By: D. Noble: That the agenda is adopted with the following changes.

Under Business arising from the minutes add: 6.1 CIRS and alarm system
6.2 2023 Day timers
6.3 Health Care Program Assistants Education

Under New Business add 11.8 FCSSAA (Family & Community Support Services Association of Alberta) Conference delegates reports

11.6 tabled to December 2023 Board Meeting.

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 Quarterly Reports- 4.1 a) Client Safety Reports- 1/4ly
4.1 b) Big Brothers & Big Sisters-1/4ly
4.1 c) Catholic Social services- 1/4ly

4.2 Monthly Program Reports- 4.2 a) Directors Report
4.2 b) Operations Manager Report

4.2 c) Office Report

- 4.3 2022 Monthly Program statistics
- 4.4 AHS contracted HC (Home Care) & Private HS Client Stats combined
- 4.5 AHS (HC) & Private (HS) billing 2018-2022
- 4.6 AHS (HC) client totals & Hours 2018-2022
- 4.7 Private (HS) Client totals & Hours 2018-2022
- 4.8 Food Bank Hamper Stats 2018-2022

22-11-02 MOTION: By: B. Coulthard: To accept all items on the Consent Agenda as information.

CARRIED

5. PREVIOUS MEETING MINUTES- October 20, 2022

22-11-03 MOTION: By: F. Pilgrim: That the minutes of September 15, 2022, be adopted with the following changes.

Change MOTION numbers to “10” for month of October instead of “11”.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

6.1 CIRS security and security system

The CIRS program volunteers are using our “old doorbell” system to alert office staff if they have problems and need assistance. This will be tried further before researching an alarm system. Also, Edon had concerns with cameras.

6.2 2023 Day timers

Day timer scheduler books are now coming in black, not blue. Arrived on Nov 22.

6.3 Health Care Program Assistants Education

Two of the three staff members are registered to attend next year, and one is on the waiting list for first thing in the new year.

7. OLD BUSINESS

7.1 Donation solicitation letter

Will focus on corporate donors. K. Maconochie checked and letters have been sent out.

7.2 Board tablets & portal discussion

Going to put this on pause for now until 1) We know what our monthly retainer fee covers and 2) We secure the AHS (Alberta Health Services) contract.

M. Griffith meeting with Longhurst next week.

7.3 40th anniversary updates

List of activities for December circulated to Board members.

Discussion regarding what activities/ideas we would like to continue doing next year.

7.4 December 3, 2022- Kinsmen Xmas party

7.5 ADSP- client transportation review

Dec 6 is his last trip we agreed to fund (10 trips). We are paying \$56.00 per trip. K. Maconochie is doing some checking with AISH and AHS to see if there is assistance from another fund and trying to do a cost sharing deal.

22-11-04 MOTION: By: G. Rondeel: To pay another 20 weeks, and administration to keep working on other options for funding or cost sharing.

Seconded by: B. Coulthard

CARRIED

8. FINANCE

8.1 November 24, 2022, meeting highlights

22-11-05 MOTION: By: I. Steeves: That the highlights of the November 24, 2022, Finance Committee Meeting be accepted as information.

CARRIED

8.2 FCSS 2023 Funding agreement

Town (Lori) signed off for 3 years, with no increase.

22-11-06 MOTION: By: **G. Rondeel:** To accept as information.

CARRIED

8.3 FCSS 2023 Budget- Municipal contribution request

New format. Only show the FCSS portion of budget.

22-11-07 MOTION: By: B. Coulthard: To submit our 2023 FCSS Municipal contribution to funding.

CARRIED

8.4 RCHHS 2023 Operating budget approval

Note: \$10,000 BBBS and \$5,000 CSS have been included at the same as last year, subject to if we get the contract.

22-11-08 MOTION: By: R. Schaff: To accept 2023 RCHHS operating budget proposal.

Seconded by: I. Steeves

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report

Next meeting: January 25, 2023, at 10:30 am.

10. WORKPLACE HEALTH & SAFETY COMMITTEE – no report

Next meeting: January 25, 2023, at 1:30 pm.

11. NEW BUSINESS

11.1 Compassion Fund requests

a) Applicant with stage 4 lung cancer.

22-11-09 MOTION: By: I. Steeves: To approve \$ 400.00 for applicant to help with travel costs to obtain treatments.

Seconded by: B. Coulthard

CARRIED

b) Applicant with cancer

22-11-10 MOTION: By: B. Coulthard: To approve \$ 400.00 for applicant to help with travel costs to obtain treatments.

Seconded by: R. Schaff

CARRIED

11.2 Staff Bonus

22-11-11 MOTION: By: F. Pilgrim: To award the 2022 staff bonus to staff who are on the payroll using the same calculation as in 2021.

Seconded by: I. Steeves

CARRIED

11.3 Year-end expenditures

22-11-12 MOTION: By: I. Steeves: To purchase items as listed using year end surplus funds.

Seconded by: B. Coulthard

CARRIED

11.4 FCSSAA Conference- Resolutions

This resolution passed. In 2020 COVID issues were done this way, but it required a ministerial order and we had to apply for funds – Fill the Fridge/gas coupons etc. This would speed things up and allow FCSS, through Community Social Services to act quickly to help communities. It is a program that is already in most areas and should have a good understanding of what is needed.

22-11-13 MOTION: By: B. Coulthard: To accept as information.

CARRIED

11.5 Holiday events

Holiday events reviewed. Reminder that office is closed Dec 23 and Dec 30, 2022.

11.6 2023 Operational Plan- B.Soderberg presentation – Tabled

11.7 Rimbey Women’s Conference Request for Admin Support – April 13, 2023

22-11-14 MOTION: By: F. Pilgrim: To supply up to 2 staff to help on the planning committee and attend 13 April 2023 event and to offer office space for their meetings and office staff to accept conference registrations.

Seconded by: G. Rondeel

CARRIED

11.8 FCSSAA Conference Delegates Reports

F. Pilgrim and R. Schaff reported the sessions they attended and the items that stood out to them.

12. CORRESPONDENCE

12.1 Town of Rimbey- FCSS Board member appointments

F. Pilgrim and B. Coulthard
Waiting for our recommendations from the nomination committee.

12.2 Ponoka County- FCSS Board member appointments

N. Hartford

12.3 Blaine Calkins- congratulations certificate for 40th Anniversary

13. ADJOURNMENT: Next meeting Dates: Dec 15, 2022. No meeting planned for January, tentative meeting dates: February 16, March 16, 2023

22-11-15 MOTION: By: N. Hartford: That the FCSS Board meeting adjourns at 12:25 p.m.

CARRIED

14. BOARD SHARING TIME



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 forward 926/16 Business License Bylaw 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 Rimbe

Motion 2022BC044

Moved by Committee Member Johnstone to bring forward 004/1919 Health Officer and Health Inspector and Cleanliness of the Village of Rimbe 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

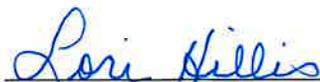
Moved by Committee Member Tarleton to adjourn the meeting at 3:47 pm.

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

Bylaw Committee
November 1, 2022

Town Council
REQUEST FOR DECISION



Meeting: January 23, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Council Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.

RECOMMENDATION:

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

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

January 18, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

January 18, 2023
Date

January 23, 2023
Mayor Pankiw's Report



HIGHLIGHTS

Date	Event	Details of Event
Dec 14	Central Alberta Mayors Meeting	Discussed salary increases, mill rate increases
Dec15	Tagish Lunch	Tagish provided lunch in Chambers
Dec 20	Rimbey Medical Center	Met with Dr. Burke and Mayor Pankiw, Councillor Curle and Reeve Paul McLauchlin regarding the Rimbey Medical Clinic.
Jan 9	Committee of Whole Meeting	Met with Historical Society and Neighborhood Place about questions from both going forward, will be brought to Council Meeting

PREPARED BY: Rick Pankiw, Mayor

January 23, 2023

Councillor Clark's Report**HIGHLIGHTS**

Date	Event	Details of Event
December 12	Council	Regular meeting
January 9	Committee of the Whole	Historical Society and Neighbourhood Place were delegates and will be brought to Council meeting.
January 12	Hospital Legacy Board	Works in conjunction with AARC board / raises money for hospital
January 17	Citizens on Patrol	To discuss with RCMP groups viability
January 17	AARC	An update on what has been happening in last month or so in the Hospital - AHS Connect up and running. Hired 7 new nursing staff for acute care and 2 for long term care.
January 18	Disaster Table Top Exercise	Hosted by RCMP - disaster plan update

PREPARED BY: Wayne Clark, Councillor

January 23, 2023

Councillor Coston's Report



HIGHLIGHTS

Date	Event	Details of Event
December 5	Beatty House	Regular Board meeting discussed rising cost of insurance, Christmas lights and summer students
December 12	Council Meeting	Regular council meeting, see minutes
December 15	PRL	PRL Executive meeting
January 9	Committee of the Whole	Delegations presented information, see minutes.
January 10	Interagency	Counsellor has openings in Rimbey, parenting programs available check out newsletter for more info
Dec-Jan	Outdoor Rink	Ice is in and lots of use has been noted on the new rink.

PREPARED BY: Jamie Coston, Councillor

January 23, 2023

Councillor Curle's Report**HIGHLIGHTS**

Date	Event	Details of Event
Dec 1, 2022	Twilight Shop	5:00-7:00 – handed out candy canes in front of town office
Dec 4, 2022	Rimoka	Attended Christmas event at Golden Leisure Lodge, Ponoka
Dec 12, 2022	Town Council	Regular meeting of town council
Dec 15, 2022	Tagish	Attended Christmas lunch with Tagish
Dec 16, 2022	Rimoka	Attended Christmas luncheon at Valley View Manor
Dec 19, 2022	Rimoka	Provided performance review for CAO of Rimoka foundation
Dec 22, 2022	Rimoka	Attended training for new funding information for clients.
Jan 9, 2023	Committee of the Whole	Attended at council chambers
Jan 17, 2023	Adult Learning	Attended regular meeting by Zoom
Jan 18, 2023	Rimoka	Regular meeting in Ponoka
Jan 18, 2023	Historical Society	Regular meeting held at museum
Jan 23, 2023	Town Council	Regular meeting held at 1:00 so that school children could attend

PREPARED BY: Lana Curle, Councillor

January 23, 2023

Councillor Rondeel's Report



HIGHLIGHTS

Date	Event	Details of Event
No written report received at time of publication of the agenda		

PREPARED BY: Bonnie Rybak, Executive Assistant