



AGENDA

Town Council

November 25, 2024 - 3:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, NOVEMBER 25, 2024 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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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 - 11.1 FOIP SECTION 17(1) PERSONAL PRIVACY

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes of Organizational Meeting
Item For: Public Information -or- Closed Session

BACKGROUND:

Minutes of Organizational Meeting on October 28, 2024, as presented.

RECOMMENDATION:

To accept Minutes of the Organizational Meeting on October 28, 2024, as presented.

ATTACHMENTS:

[Organizational Town Council Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 25, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

November 25, 2024
Date



MINUTES

Town Council Meeting

Monday, October 28, 2024 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER THE ORGANIZATIONAL 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
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

1.2. AGENDA APPROVAL AND ADDITIONS

Motion 168/2024

Moved by Councillor Curle to accept the Agenda for the October 28, 2024, Organizational Town Council Meeting.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

2. GENERAL ITEMS

Motion 169/2024

Moved by Councillor Clark to schedule the meetings as currently scheduled with the Committee of the Whole meeting on the second Monday of the month and the Regular Council Meetings on the fourth Monday of the month.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 170/2024

Moved by Councillor Clark to amend Motion 169/2024 to state: 'The Committee of the Whole meetings shall be scheduled on the second Monday of each month, unless it falls on statutory holiday and then the meeting would be moved to the following Wednesday and only one meeting to be held in the months of July and August 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 171/2024

Moved by Mayor Pankiw to schedule the Committee of the Whole Meetings on the second Monday of the month in January and February at 1:00 pm to allow for the elementary schools to attend the meetings during school hours.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 172/2024

Moved by Councillor Johnstone to schedule the Regular Council Meetings at 3:00 pm on fourth Monday of the month with one meeting in July, August, and December of 2025, unless it falls on statutory holiday and then the meeting would be moved to the following Wednesday. The July and August meetings will be held on the fourth Monday of the month and the December meeting will be held on the second Monday of the month.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

3.

APPOINTMENTS

3.1. Committee Board Appointments

Motion 173/2024

Moved by Councillor Curle to accept the appointments of Mayor and Councillors to the Boards and Committees with Councillor Curle to be appointed as Deputy Mayor.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Town Council
October 28, 2024

3.2. Bylaw Committee - Town of Rimbey Members at Large Appointed by Council

Motion 174/2024

Moved by Councillor Clark to re-appoint Rob Rondeel and Ellery Derksen to the Bylaw Committee until the next Organizational Meeting in 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 175/2024

Moved by Councillor Johnstone to revise Section 4 - Composition of the Committee in the Bylaw Committee Bylaw to 5 voting members (2 Town Councillors and 3 Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

3.3. FCSS- Town of Rimbey Members at Large Appointed by Council

Motion 176/2024

Moved by Councillor Curle to appoint Natalie Stefanyk, Faith Pilgrim, and Rod Schaff to the Rimbey Community Home Help Services Board for the period of October 28, 2024, to the next Organizational Meeting in 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

3.4. Library Member Appointment

Motion 177/2024

Moved by Mayor Pankiw to appoint Councillor Clark as the new member to the Rimbey Municipal Library Board with term expiry date of October 31, 2025.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

Town Council
October 28, 2024

CARRIED

4. ADJOURNMENT

4.1. Adjournment

Motion 178/2024

Moved by Councillor Clark to adjourn the meeting at 5:30 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes of Regular Council Meeting
Item For: Public Information -or- Closed Session

BACKGROUND:

Minutes of Regular Council Meeting on October 28, 2024, as presented.

RECOMMENDATION:

To accept Minutes of the Regular Council Meeting on October 28, 2024, as presented.

ATTACHMENTS:

[2024 10 28 Regular Council Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 25, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

November 25, 2024
Date



MINUTES

Town Council Meeting

Monday, October 28, 2024 - 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 5:35pm with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 179/2024

Moved by Councillor Clark to accept the Agenda for the October 28, 2024, Regular Council Meeting, as amended.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

3. MINUTES

3.1. Minutes of Regular Council

Motion 180/2024

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of September 23, 2024, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

6.1. To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws

Motion 181/2024

Moved by Councillor Clark that Council repeal Bylaw 828/08 and Bylaw 807/07.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. Direct Control Development Permit 28-24 – DELETED

7.2. Policy 3211

Motion 182/2024

Moved by Councillor Johnstone that Council approve Policy 3211, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7.3. Change to Speed Zones in the Town of Rimbey

Motion 183/2024

Moved by Mayor Pankiw to proceed with changing the speed to transition at 50km in the Town of Rimbey, as per the Alberta Transportation 's report.

Mayor Pankiw	In Favor
Councillor Clark	Opposed
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	Opposed

CARRIED

Motion 184/2024

Moved by Councillor Rondeel to reduce the speed from 50km to 40km.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7.4. Rimbey Elementary School Parent Council

Motion 185/2024

Moved by Councillor Rondeel to support the Breakfast with Santa & Silent Auction being held by the Rimbey Elementary School Parent Council.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 186/2024

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 187/2024

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION - FOIP SECTION 17(1) PERSONAL PRIVACY

12. ADJOURNMENT

12.1. Adjournment

Motion 190/2024

Moved by Councillor Clark to adjourn the meeting at 6:17pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: 1010/24 Bylaw Committee Bylaw
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Organizational Council meeting held on October 28, 2024, Council made the following motion:

Motion 175/2024

Moved by Councillor Johnstone to revise Section 4 - Composition of the Committee in the Bylaw Committee Bylaw to 5 voting members (2 Town Councillors and 3 Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Attached is 1010/24 Bylaw Committee Bylaw with the changes requested.

RECOMMENDATION:

- 1.Administration recommend Council give first reading of 1010/24 Bylaw Committee Bylaw.
- 2.Administration recommends Council give second reading of 1010/24 Bylaw Committee Bylaw.
- 3.Administration recommends Council unanimously consider third and final reading of 1010/24 Bylaw Committee Bylaw.
- 4.Administration recommends Council give third and final reading of 1010/24 Bylaw Committee Bylaw.

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", written over a light blue horizontal line.

Craig Douglas, Chief Administrative
Officer

November 22, 2024

Date

Town Council REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Town of Rimbey Revolving Operating Loan Bylaw 1009/24
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey has a revolving operating loan with Servus Credit Union in the amount of \$1,000,000. As a general condition of credit a new Borrowing Bylaw is required every three years.

DISCUSSION:

MGA section 251(3) states that a borrowing bylaw must be advertised.

RELEVANT POLICY/LEGISLATION:

MGA s 251(1), 252, 253(1), 256(1)(2)(3)

RECOMMENDATION:

- 1.Administration recommends Council give first reading to Bylaw 1009/24 Town of Rimbey Revolving Operating Loan Bylaw.
- 2.Administration recommends Administration advertise Bylaw 1009/24 Town of Rimbey Operating Loan Bylaw for two consecutive weeks in the Rimbey Review.

ATTACHMENTS:

[1009 24 Town of Rimbey Revolving Operating Loan Bylaw](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

November 22, 2024
Date



Town of Rimbey Revolving Operating Loan Bylaw

Bylaw 1009/24

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MUNICIPAL COUNCIL TO INCUR AN INDEBTEDNESS ON BEHALF OF THE SAID TOWN BY THE ISSUANCE OF A REVOLVING OPERATING LOAN FACILITY FOR THE PURPOSE OF MAINTAINING A POSITIVE OPERATING CASH FLOW.

WHEREAS, pursuant to Section 256 of the Municipal Government Act to maintain a positive operating cash flow thereto, the Council may pass Bylaws in relation to maintain a positive operating cash flow: and

AND WHEREAS, it is necessary to secure a revolving operating loan facility for a maximum of \$1,000,000.00 on the terms and conditions referred to in this bylaw:

AND WHEREAS, the amount of the existing debenture and loan debt of the Town of Rimbey at October 31, 2024 is \$798,137.83 and no part of the principal or interest is in arrears;

WHEREAS, all required approvals for operating expenditures have been obtained, and are in compliance with all Acts and regulations of the Province of Alberta:

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

1. For the purpose of maintaining a positive operating cash flow, the sum of ONE MILLION DOLLARS (\$1,000,000.00) be borrowed by way of a revolving operating loan on the credit and security of the Municipality at large, of which amount the full sum of \$1,000,000.00 is to be paid by the Municipality at large.
2. The Mayor and the Chief Administrative Officer of the Town of Rimbey are hereby authorized to borrow on behalf of the Town of Rimbey for the amount and purpose as authorized by this bylaw, namely the maintaining of a positive operating cash flow.
3. The Town of Rimbey shall repay the indebtedness according to the repayment structure in effect, namely monthly payments of combined principal and interest installments as determined by Servus Credit Union, calculated at a rate not exceeding the interest rate fixed by Servus Credit Union on the date of the borrowing, and not to exceed FIVE (5) percent.
4. The Town of Rimbey shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Town of Rimbey.
6. The amount borrowed under the bylaw shall be applied only to the purpose specified by this bylaw.
7. Bylaw 975/21 is hereby rescinded.

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.



Town of Rimbey Revolving Operating Loan Bylaw

Bylaw 1009/24

READ a first time this _____ day of _____,2024.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
CRAIG DOUGLAS

READ a second time this _____ day of _____,2025.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
CRAIG DOUGLAS

READ a third and final time this _____ day of _____,2025.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
CRAIG DOUGLAS

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Wanda Stoddart, Director of Finance
Subject: 2025 Interim Operating Budget
Item For: Public Information -or- Closed Session

BACKGROUND:

The Municipal Government Act Section 242 states that each Council must adopt an operating budget for each calendar year. If an operating budget is not adopted by January 1, Council may adopt an interim operating budget. The interim operating budget will be in effect until the final operating budget is adopted.

DISCUSSION:

The Town of Rimbey typically schedules budget deliberations in March after the final property assessments have been received and therefore the 2025 Operating Budget will not be adopted until April of 2025. Consistent with prior years Administration is presenting the 2024 Operating Budget as the 2025 Interim Operating Budget.

RELEVANT POLICY/LEGISLATION:

MGA 242 (1) (2) (3)

OPTIONS/CONSEQUENCES:

- 1. Adopt the 2025 Interim Operating Budget as presented.
- 2. Adopt the 2025 Interim Operating Budget with revisions.

RECOMMENDATION:

Administration recommends Council to adopt the 2025 Interim Operating Budget, as presented.

ATTACHMENTS:

[2025 Interim Budget 3 Year Plan](#)

PREPARED BY: Wanda Stoddart, Director of Finance

November 22, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

Town of Rimbey
2025 Interim Operating Budget and Three Year Plan

Net Budget by Object	2023 Budget	2024 Budget	2025 Plan	2026 Plan	2027 Plan
Revenue					
User Fees and Sale of Goods	1,493,052	1,572,911	1,588,968	1,568,577	1,570,592
Government Transfers	1,253,314	1,259,207	1,259,207	1,219,216	1,219,216
Rentals	108,169	106,866	107,576	131,302	132,041
Licences and Fines	36,100	36,460	37,107	37,767	38,441
Frontage	75,068	75,068	70,859	70,859	70,859
Penalties	34,000	35,000	34,000	34,000	34,000
Interest	75,000	100,000	100,000	100,000	100,000
Franchise	652,449	685,539	688,061	690,609	693,182
Ponoka County	378,689	388,535	396,306	404,232	412,316
Naming rights	50,000	50,000	50,000	50,000	50,000
Total revenue	4,155,841	4,309,586	4,332,085	4,306,562	4,320,648
Expenses					
Salaries and Benefits	2,190,498	2,274,934	2,326,660	2,376,536	2,427,592
Council Salaries and Benefits	161,856	166,300	169,266	172,291	175,377
Contracted Services	667,982	754,368	768,800	779,249	789,121
Goods and Utilities	1,859,016	2,021,668	1,965,442	2,000,393	2,044,639
Annual equipment replacement	189,863	254,138	258,253	262,466	266,780
Local Requisitions	464,148	477,889	475,803	476,295	476,796
Provincial requisitions	953,962	953,997	953,997	953,997	953,997
Interest and debt repayments	375,377	309,271	281,439	57,878	58,205
Other (Election)			15,000		
Subtotal	6,862,701	7,212,565	7,214,661	7,079,105	7,192,507
Transfer to/from Reserves	6,600	(1,727)			
Transfer to (from) Reserves (Development Tax Incentive)	(26,285)				
	(19,685)	(1,727)	0	0	0
Total expenses	6,843,016	7,210,838	7,214,661	7,079,105	7,192,507

Total Budget Requirement	2,687,176	2,901,253	2,882,575	2,772,543	2,871,859
Tax levies	2,643,661	2,844,253	2,872,855	2,901,743	2,930,920
Net Budget Requirement	43,515	57,000	9,720	(129,200)	(59,061)

2.00%

Committee of the Whole
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Cost of Living (COLA) Increase
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration is requesting Council's consideration for a 2.5% cost-of-living salary increase for all staff members of the Town of Rimbey as of January 1, 2025. This request comes as part of our ongoing effort to support and retain our dedicated workforce, while addressing the rising costs of living that have affected our employees in recent months.

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

On a year-over-year basis, Albertans paid 11.5% rental/housing and a 3.3% more for food costs. For all good and service combined, the average increase was 2.58%.

A 2.5% cost-of-living increase would help us maintain a competitive and supportive work environment, promote retention, and enhance the overall well-being of our staff. We respectfully ask for your approval of this increase as part of our commitment to maintaining a dedicated and motivated team.

FINANCIAL IMPLICATIONS:

2025 Operating Budget with an increase to expenses of \$35,000 to reflect a 2.5% cost of living increase.

RECOMMENDATION:

To approve a 2.5% cost of living increase for Council and staff including any applicable merit increases to be effective January 1, 2025.

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Liquidation of a Surplus Asset - FORD 429
Item For: Public Information -or- Closed Session

BACKGROUND:

Decommissioned Ford 429 VB (7.0L) SIN# 31639 E-7-HR gas engine used to power high volume/fire pump in reservoir #1 (main reservoir) prior to the 2022 upgrade to reservoir #1.

DISCUSSION:

1. To sell this item at an unreserved auction. Estimated sale of Ford 429 in auction is \$500 - \$1000.
2. Keep the Ford 429 and continue to store covered in outside elements.
Note: Ford 429 would no longer have a use in the Town of Rimbey. Long term storage will most likely cause damage to said item.
3. Private sale of the Ford 429 to the Town of Bashaw, Public Works foreman enquired about said item to replace failing current unit in the Town of Bashaw facility.
It is recommended that the price for a private sale to the Town of Bashaw be set between a minimum of \$650 and a maximum of \$750.

RECOMMENDATION:

The Director of Public Works recommends that Council determine if they would like to dispose of the Ford 429.

ATTACHMENTS:

- [4. Ford 429 V8](#)
- [5. Ford 429 V8](#)
- [6. Ford 429 V8](#)
- [7. Ford 429 V8](#)
- [8. Ford 429 V8](#)
- [1. Ford 429 V8](#)
- [2. Ford 429 V8](#)
- [3. Ford 429 V8](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a blue ink scribble or flourish.

Craig Douglas, Chief Administrative
Officer

November 22, 2024

Date

















Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Parkland Regional Library
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey became a member of the Parkland Regional Library in November of 1997. The Town of Rimbey pays a cost per capita to be a member.

For 2025, there is a .63 cent increase to the municipal per capita requisition to \$9.81.

Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases.

For the calculation of the 2025 municipal levy, Parkland will use the newly revised Alberta Municipal Affairs Official Population List. According to the 2023 population statistics, Rimbey's population is listed as 2,470. With a per capita rate of \$9.81, this results in a total requisition of \$24,230.70. This represents an annual increase of \$133.20 compared to 2024.

RELEVANT POLICY/LEGISLATION:

Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3

FINANCIAL IMPLICATIONS:

2025 requisition estimated at (9.81 x 2470) \$24,230.70.

RECOMMENDATION:

Administration recommends Council determine if they wish to approve the Parkland Regional Library 2024 Proposed Budget including a \$.63 increase to the municipal per capita requisition and estimated requisition for the Town of Rimbey at \$9.81 per capita based on Municipal Affairs most recent Official Population list statistics based on 2023 statistics of 2,470.

ATTACHMENTS:

[2025 Parkland Regional Library - Full Budget Notes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", with a large, stylized flourish extending to the right.

Craig Douglas, Chief Administrative
Officer

November 22, 2024

Date



Proposed BUDGET 2025

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

Salaries with staff added to new grid

		Present Budget	Proposed Budget
		2024	2025
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,123,362	2,178,075
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	50,000	67,500
TOTAL Income		3,828,179	3,900,392
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188
Cost of Services			
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)		3,828,179	3,900,392
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.18	9.81

Notes for the Parkland Regional Library System Budget 2025

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,025,190
Requisition		\$2,178,075
Difference Between Levy & Direct Return		92% \$152,885

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries
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Parkland Regional Library System

Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sundre	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

Brief Notes – September 2025

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements - includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

Complete Notes to the 2025 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget	Proposed Budget
	2024	2025
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
TOTAL Income	3,828,179	3,900,392

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

Support Materials & Services Direct to Libraries		2024	2025
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

*2.3 Computer Maint. Agree.
Software Licences:*

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

2.4 Cooperative Collection:

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

2.8 Internet Connection

Fees: estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers: reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

held at \$800 - funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.

2.13 Periodicals:

held at 2024 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries:

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar:

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

increased slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2024 level – used to support the physical audiobook collection.

2.19 eContent: increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2024 level to help refresh the collection.

2.21 Programming Kits: held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

2.22 Reference Materials: held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2024	2025
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204

Cost of Services – line details

- 3.1 Audit:* increased - the 2025 audit fees are estimated because Parkland’s current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland’s audit service provider - includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

- 3.5 Dues/Fees/
Memberships:* held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
- 3.6 Insurance:* this line has a slight increase - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor
Maint. Expense:* increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage, based on 3-year average costs.
- 3.9 Salaries:* to reflect the current staffing levels – includes new salary grid and compensation policy implementation.
- 3.10 Salaries-Employee
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.
- 3.12 Supplies/Stationery/
Building:* based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.18	9.81

Budget Supplement

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System
 Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2025
Amortization Reserve	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets) (Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	\$315,313
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 C
	\$0
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRLS assets	\$19,980 B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$24,420 B

Vehicle Reserve

Proceeds from the sale of vehicles \$0 C

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers \$66,608

\$111,008

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$64,913 A

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$143,852

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Ponoka County Request
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received a letter from Ponoka County requesting Council's consent for the County's purchase of Blocks/Units 1, 2, 3, 4 Plan 112 3032 in the Town of Rimbeey.

RECOMMENDATION:

Administration recommends Council determine if they wish to give consent to the County of Ponoka on their purchase of Blocks/Units 1, 2, 3, 4 Plan 112 3032 in the Town of Rimbeey.

ATTACHMENTS:

[Ponoka County Request](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

November 22, 2024
Date



Ponoka County

OUR FILE: C01125
YOUR FILE:

November 13, 2024

TOWN OF RIMBEY
Box 350
RIMBEY, Alberta
T0C 2J0

ATTENTION: Craig Douglas
Chief Administrative Officer

Dear Sir:

RE: County Purchase of Blocks/Units 1,2,3,4 Plan 112 3032

In accordance with Section 72 of the Municipal Government Act, please accept this letter as our formal request for consent from the Town of Rimbeey Council for the County's purchase of the above noted properties within the Town of Rimbeey.

As formal possession occurs on assurance of title transfer, we would appreciate your written response as soon as possible.

If you have any questions or concerns, kindly contact the undersigned.

Yours truly,

Peter Hall
Chief Administrative Officer

/dr

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Rimbey Junior Senior High Request
Item For: Public Information -or- Closed Session

BACKGROUND:

On October 21, 2024, Administration received an email from Darla Hohn with the Rimbey Junior Senior High School requesting funding for a literary project being done by the Rimbey Junior Senior High School and the Rimbey Elementary School.

RECOMMENDATION:

Administration recommends that Council determine if they wish to fund the Rimbey Junior Senior High School for the literary project.

ATTACHMENTS:

[Sponsorship request](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

November 22, 2024
Date

Craig Douglas, Chief Administrative Officer

Darla Hohn
Rimbey Jr./Sr. High School
Box 620
Rimbey AB T0C 2J0

October 21st, 2024

Town of Rimbey
Box 350
Rimbey AB T0C 2J0

To Whom it May Concern,

Mrs. Newman and I are currently working on a literary project between our school; Rimbey Junior Senior High and Rimbey Elementary School. We are seeking funding support to complete this project. There are approximately 140 high school students and 125 elementary students actively participating in this project. As part of our creative writing units, we are interviewing six different classes at Rimbey Elementary school. We are using the information gathered to write and illustrate personalized storybooks. In addition to supporting literacy and addressing curricular outcomes at the grade eight, nine and English 10 level, this project is supporting the outcomes being addressed in kindergarten through grade 4.

Our junior and senior high school classes completed the same project several years and it was a huge success! It was incredible to see how excited the elementary students became when they realized the story was written especially for them. As well, the junior and senior students amazed us with the quality of their work and how motivated they were to create and illustrate the stories. This project sparked a relationship between the two groups that fostered an informal mentorship that benefited both groups greatly.

This year, we will be creating 125 storybooks, and our plan is to have them professionally printed and bound. The total cost of this project is \$1500.00. Any sponsorship we receive will go directly toward this expense. We would greatly appreciate your help in making this a reality.

Thank you for your consideration of our request.

Sincerely,

Darla Hohn and Ceara Newman and the ELA 8-10 classes at Rimbey Jr./Sr High school



Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Twilight Holiday Shop Night
Item For: Public Information -or- Closed Session

BACKGROUND:

On November 20, 2024, Administration received a request from Leah Bousfield from the Rimbey Review. She is working on an upcoming holiday section for the Twilight Holiday Shop Night to be held on Thursday December 5th 2024, from 5:00 pm - 7:00/8:00 pm.

One of the components to the night, is Leah puts together a Holiday Christmas Tree each year with local donations from in and around the town and then donates the gifts back into the community.

Last year Council made the decision to donate five punch passes which include various activities to the Peter Loughheed Community Centre. Leah is requesting that the Town consider participating again this year.

RECOMMENDATION:

Administration recommends that Council determine if they wish to participate in the Twilight Holiday Shop Night again this year.

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 21, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

November 21, 2024
Date

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, 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: Craig Douglas, Chief Administrative Officer

November 21, 2024
Date

ENDORSED BY:

A handwritten signature in blue ink that reads "Craig Douglas".

Craig Douglas, Chief Administrative Officer

November 21, 2024
Date

November 25, 2024
CAO Report



HIGHLIGHTS

MEETINGS

- RCMP building meeting - October 29, 2024
- CAO Central Alberta Lunch - October 30, 2024
- Historical Society Meeting - October 31, 2024
- Fortis Meeting - November 1, 2024
- CAO Audit Survey - November 6, 2024
- Tagish Meeting - Sanitary Servicing - November 7, 2024
- Elections Seminar - November 8, 2024

ADMINISTRATIVE

- Interim Budget preparation with Director of Finance
- Preparing for (ICF) Intermunicipal Collaboration Framework discussion

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 25, 2024

Director of Finance Report



HIGHLIGHTS

- Working on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2024.
- Checking out insurance values and verifying lists of equipment and property according to information sent out by our insurance provider.
- Verifying that all the insurance forms that were sent out to our Additionally Named Insured had been completed and returned to the insurance company for purposes of renewal.
- Working on reports for GST purposes and filing GST return.
- Working with the year end auditors regarding interim audit information.
- Dealing with Local Authorities Pension Plan re: queries, balancing, etc.
- Working with employees regarding Group Benefits, LAPP and other queries.
- Working on updating ICITY for month end closures.

ATTACHMENTS

[RFD 8.1.2 Copy of Variance Report - October 31, 2024](#)

[Payables Listing Oct. 22 - Nov.18, 2024](#)

PREPARED BY: Wanda Stoddart, Director of Finance

TOWN OF RIMBEY								
VARIANCE REPORT								
FOR THE TEN MONTH PERIOD ENDING OCTOBER 31, 2024								
OPERATING	2024 Revenues				2024 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
	General Municipal Revenues	4,801,083	4,753,461	99%	47,622	953,997	723,148	76%
Council (11)					250,425	161,515	64%	88,910
Administration (12)	38,616	9,345	24%	29,271	804,138	638,544	79%	165,594
General Administration (13)				0	147,148	95,527	65%	51,621
Police (21)	66,510	31,467	47%	35,043	261,684	204,319	78%	57,365
Fire (23)				0	25,971	21,643	83%	4,328
Disaster Services (24)				0	4,060	531	13%	3,529
Intern	0	0	0%	0	0	0	0%	0
Bylaw Enforcement (26)	28,100	25,300	90%	2,800	179,488	118,796	66%	60,692
Public Works (32)	25,400	34,286	135%	-8,886	974,100	674,795	69%	299,305
Airport (33)	0	0	0%	0	0	0	0%	0
Storm sewer (37)	0	0	0	0	22,800	6,349	28%	16,451
Water (41)	554,600	464,651	84%	89,949	434,862	266,657	61%	168,205
Sewer (42)	349,500	392,145	112%	-42,645	442,225	254,625	58%	187,600
Garbage (43)	210,215	179,422	85%	30,793	89,863	61,705	69%	28,158
Recycle (43-01)	40,068	34,435	86%	5,633	119,047	91,449	77%	27,598
Compost	60,700	47,472	78%	13,228	77,920	63,715	82%	14,205
Community Services (FCSS)	238,984	238,984	100%	0	303,746	302,580	100%	1,166
Cemetery (56)	18,427	14,277	77%	4,150	54,885	33,950	62%	20,935
Development (61)	29,845	13,870	46%	15,975	116,059	60,892	52%	55,167
Econ.Development (61-01)	24,360	28,488	117%	-4,128	66,802	60,746	91%	6,056
Recreation Office (72)	431,706	431,706	100%	0	109,821	92,618	84%	17,203
Pool (72-04)	91,300	92,515	101%	-1,215	300,114	222,309	74%	77,805
Parks (72-05)	0	6,311	0%	-6,311	139,958	52,058	37%	87,900
Fitness Center (72-06)	33,534	29,889	89%	3,645	48,502	23,406	48%	25,096
Arena (72-09)	119,000	99,296	83%	19,704	365,909	263,709	72%	102,200
Recreation Programs (72-11)	5,714	5,801	102%	-87	49,506	51,083	103%	-1,577
Community Centre (74)	62,500	25,260	40%	37,240	339,192	184,252	54%	154,940
Library (74-06)	0	0	0%	0	153,606	145,106	94%	8,500
Blindman Youth Action Society (74-08)	23,000	14,555	63%	8,445	16,844	10,149	60%	6,695
Curling Club (74-09)	848	848	100%	0	33,060	15,495	47%	17,565
Museum (74-12)				0	89,509	80,667	90%	8,842
Total Revenues	7,254,010	6,973,784		280,226	6,975,241	4,982,338		1,992,903
Debenture & Loan Principal Payments					263,295	263,295		0
Total operating and debt repayment	7,254,010	6,973,784		280,226	7,238,536	5,245,633		1,992,903

TOWN OF RIMBEY							
VARIANCE REPORT							
FOR THE TEN MONTH PERIOD ENDING OCTOBER 31, 2024							
CAPITAL	Grants and reserves	Operating surplus				Year to Date	Variance
							0
IT - Computers - 6 workstations replacements	14,000						14,000
Council Surface Pro		2,336				2,336	0
Community Peace Officer -Dash/Body Cam/Radio upgrade/e-ticketing software	25,000					4,625	20,375
							0
2024 GMC Sierra Crew Cab Pickup	65,000					65,530	-530
Flat Bed Trailer PW - replace stolen one	25,000					21,023	3,977
Water Meters	50,000					39,100	10,900
Main Water Valves 6 valves and 3 hydrants	80,000						80,000
Curb cock Stand Replacements	12,000						12,000
Water Level Transmitters		14,560				14,560	0
2024 Street Improvements							
SB-90 35 Ave.	29,800					20,268	9,532
Drader Crescent Road Paving, Concrete Work- from 56th Ave to Laneway	221,000					149,924	71,076
Parks							
Dog Park- off 40 Ave - Fencing/Benches/Poop bags/Dispensers and materials	50,000					46,428	3,572
Cemetery							
4 New Pillow Blocks (West Haven)	25,000						25,000
Pool							
Spray Park Flow through System	60,000						60,000
Community Centre							
North Wall - Insulate and Tin-Estimate							0
	656,800	16,896				363,794	309,902
Total operating and capital	7,910,810	6,990,680		280,226	7,238,536	5,609,427	2,302,805



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

Date Range: 22-Oct-2024 to 18-Nov-2024
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Anderson's Service	50713	24-Oct-2024	Anderson Service - supplies	84.00
Animal Control Services	50714	24-Oct-2024	Animal Control - Sept. 2024 - patrols/fees	2,415.00
Campbell,Duncan	50715	24-Oct-2024	D.Campbell - workboot allowance	115.49
Canadian Pacific Railway Company	50716	24-Oct-2024	Canadian Pacific Railway - basic rent - pipe cross	78.75
Cimco Refrigeration	50717	24-Oct-2024	Cimco - supplies	84.68
DOUGLAS,CRAIG	50718	24-Oct-2024	C.Douglas - expense reimbursement	117.80
GREER-SHALLOCK,CHLOE	50719	24-Oct-2024	Chloe Greer-Shallock- cardlock refund	25.00
HOUGHTON,ANNIE T	50720	24-Oct-2024	Refund on PT Account 000 - 13260	198.29
Johnson,Lorna	50721	24-Oct-2024	Refund on account 004-25730-002.	176.50
Kansas Ridge Mechanical Ltd.	50722	24-Oct-2024	Kansas Ridge Mechanical - annual maintenance	2,887.50
Knudsen,Johanne	50723	24-Oct-2024	Refund on account 001-14880-006.	293.62
Lacombe Signmasters Ltd.	50724	24-Oct-2024	Lacombe Signmasters Ltd - park signage	100.51
Leadlay,Leif& Leadlay, Penny	50725	24-Oct-2024	Refund on account 001-24740-000.	198.83
MCCLEARY,SCOTT	50726	24-Oct-2024	Scott McCleary - cardlock refund	25.00
Municipal Property Consultants (2009) Ltd.	50727	24-Oct-2024	Municipal Property Consultants - November 2024	3,640.88
New Can Truck Parts	50728	24-Oct-2024	New Can Truck Parts - CVIP - Unit 52 - 2015 F55	2,756.25
PARK,DARLA	50729	24-Oct-2024	Darla Park - cardlock refund	25.00
Pitney Bowes	50730	24-Oct-2024	Pitney Bowes - Sept - Nov/24 lease	182.04
Ponoka County	50731	24-Oct-2024	Ponoka County - tippage fees -July-Sept/24	3,197.20
Rimbey Motor Inn 1073026 Alberta Ltd.	50732	24-Oct-2024	Refund on account 003-11860-001.	128.85
Robertson,Albert	50733	24-Oct-2024	A.Robertson - workboot - expense	178.49
RYBAK,BONNIE	50734	24-Oct-2024	B.Rybak - expense reimbursement - Xmas 2024	311.41
Seidel,Rebekah	50735	24-Oct-2024	Rebekah Seidel - expenses - RhPAP / ARC	339.07
Staples Professional	50736	24-Oct-2024	Staples Professional - office supplies	595.96
Tagish Engineering Ltd.	50737	24-Oct-2024	Tagish Engineering - RB 150 - 2024 - street & util	4,504.28
TOWN & COUNTRY SUPPLIES AND RENTALS LTD.	50738	24-Oct-2024	Town & Country Supplies - air compressor/hose r	173.25
True Way Tire Ltd.	50739	24-Oct-2024	True Way Tire - Unit #20 - repairs	38.64
Uni First Canada Ltd.	50740	24-Oct-2024	UniFirst - coveralls/supplies	169.56
Western Recreation & Development Inc.	50741	24-Oct-2024	Western Recreation & Development - supplies	1,574.37
Wilson,Rob E& Wilson, Angela D	50742	24-Oct-2024	Refund on account 001-15290-002.	224.68
Wolseley Industrial Canada INC	50743	24-Oct-2024	Wolseley - CR to inv#967929	481.43
ABC Tree Care	50744	28-Oct-2024	ABC Tree Care - tree removal - N end 50th Ave	13,910.40
ALBERTA LASER ENGRAVING	50745	28-Oct-2024	Alberta Laser Engraving - engraving (Council)	107.10
Canadian Pacific Railway Company	50746	28-Oct-2024	CP Railway - Hoadley Crossing - Oct/24	365.50
CANALTA FOOD SERVICES	50747	28-Oct-2024	Canalta Food Services - deposit refund - signage	3,000.00
Imperial Esso Service (1971)	50748	28-Oct-2024	Esso - propane - arena	238.00
John Deere Financial Inc.	50749	28-Oct-2024	John Deere Financial - Unit #60 - parts/service	119.96
NAPA Auto Parts - Rimbey	50750	28-Oct-2024	Napa - supplies	50.62
Rimbey Heating Ltd.	50751	28-Oct-2024	Rimbey Heating - copper line	57.75
ROBERTSON,BARRY	50752	28-Oct-2024	B.Robertson - workboot allowance	250.00
Royal Canadian Legion	50753	28-Oct-2024	Royal Canadian Legion (Rimbey) - wreath	100.00
Titan Supply LP	50754	28-Oct-2024	Titan Supplies - supplies	1,085.70
Uni First Canada Ltd.	50755	28-Oct-2024	UniFirst - coveralls/supplies	169.56
556436 Alberta Ltd.	50756	31-Oct-2024	Central Sharpening - sharpen ice knife	262.50
Accu-Flo Meter Service Ltd.	50757	31-Oct-2024	Accu-Flo - meters	7,540.05
Curle,Lana	50758	31-Oct-2024	Lana Curle - refund for art class	50.00
DOUGLAS,CRAIG	50759	31-Oct-2024	C.Douglas - expenses - Central AB CAO mtg	129.00
Hi-Way 9 Express Ltd.	50760	31-Oct-2024	Hi-Way 9 - Titan - freight	175.48
Imperial Esso Service (1971)	50761	31-Oct-2024	Esso - propane - arena	34.00
MCMNAMARA,PAT	50762	31-Oct-2024	Pat McNamara - cardlock refund	25.00
Pankiw,Rick	50763	31-Oct-2024	R.Pankiw - October 2024 - expenses	63.00
RYBAK,BONNIE	50764	31-Oct-2024	B.Rybak - expense reimbursement - Halloween c	132.71
TRAVIS,KRISTEN	50765	31-Oct-2024	Kristen Travis - facility deposit refund	84.00
AMSC Insurance Services Ltd.	50766	06-Nov-2024	AMSC Insurance - Mayor/Council - Nov.2024	52.29
BEARCOM CANADA CORP	50767	06-Nov-2024	Bearcom Canada Corp - Watchguard installation	2,152.50
Black Press Group Ltd.	50768	06-Nov-2024	Black Press Media - Oct/24 ads	705.12
Bubble Up Marketing	50769	06-Nov-2024	BubbleUP Marketing - annual plan	315.00
CENTRAL LABS	50770	06-Nov-2024	Central Labs - October 2024 - north/south lagoon	4,122.59

Council Board Report 8.1.3
 Council Agenda Report



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

Date Range: 22-Oct-2024 to 18-Nov-2024
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Empringham Disposal Corp.	50771	06-Nov-2024	Empringham Disposal - October 2024 fees	14,621.25
Environmental 360 Solutions (Alberta) Ltd	50772	06-Nov-2024	E360 - 5117 - 50 St - RCMP	1,067.75
Evergreen Co-operative Association	50774	06-Nov-2024	Co-op - bulk fuel	6,013.31
Hayduk,Kiel	50775	06-Nov-2024	Refund on PT Account 000 - 21130	135.00
Imperial Esso Service (1971)	50776	06-Nov-2024	Esso - propane - arena	34.00
Longhurst Consulting	50777	06-Nov-2024	Longhurst - November 2024 fees	4,342.87
MLA Benefits Inc.	50778	06-Nov-2024	MLA Benefits - Oct.2024 - HSA admin fees	1,725.38
New Can Truck Parts	50779	06-Nov-2024	New Can Truck Parks - CVIP - Unit #57 - Picker 1	1,507.47
Rimbey Home Hardware	50780	06-Nov-2024	Home Hardware - supplies	400.94
RURAL MUNICIPALITIES OF ALBERTA	50781	06-Nov-2024	RMA - Membership Fees 2024/2025	261.45
Staples Professional	50782	06-Nov-2024	Staples Professional - supplies	105.55
Uni First Canada Ltd.	50783	06-Nov-2024	UniFirst - coveralls/supplies	83.49
United Farmers Of Alberta	50784	06-Nov-2024	UFA - supplies	263.67
WILL'S WELDING LTD	50785	06-Nov-2024	Will's Welding - PW - fix leaking pipe	682.50
WILLIAMS - STE-MARIE,DARWIN	50786	06-Nov-2024	D.Williams-Ste-Marie - workboots	209.99
BENEFITS BY DESIGN (BBD)	00202-0001	24-Oct-2024	BBD - Nov. 2024 inv	11,709.20
Canada Revenue Agency	00202-0002	24-Oct-2024	CRA - deductions (Oct.06-19/24) biweekly payroll	16,841.28
LAPP	00202-0003	24-Oct-2024	LAPP - Town (Oct.06-19/24) PP #22 2024	8,975.45
Servus Credit Union - Mastercard	00202-0004	24-Oct-2024	Servus M/C - combined statement - Sept.30/24	3,857.29
Telus Mobility Inc.	00202-0005	24-Oct-2024	Telus Mobility - Oct.06/24	347.27
Telus Communications Inc.	00202-0006	24-Oct-2024	Telus - Beatty - Oct.10/24	2,155.07
Workers' Compensation Board - Alberta	00202-0007	24-Oct-2024	WCB - issue date: Oct.06/24	3,511.36
Eastlink	00203-0001	28-Oct-2024	Eastlink - Oct. 2024 - cable - fitness centre	108.36
INNOV8 DIGITAL SOLUTIONS INC.	00203-0002	28-Oct-2024	Innov8 - copies - Sept/Oct/24	402.94
Meridian OneCap Credit Corp	00203-0003	28-Oct-2024	Meridian OneCap - copier lease (Nov 2024 - Jan.	1,801.80
MYHSA	00203-0004	28-Oct-2024	myHSA - Oct.25/24	129.00
MYHSA	00204-0001	31-Oct-2024	myHSA Oct.30/24	660.81
Canada Revenue Agency	00205-0001	06-Nov-2024	CRA - deductions (Oct.20-Nov.02/24) biweekly p:	17,138.28
LAPP	00205-0002	06-Nov-2024	LAPP - Town (Oct.20-Nov2/24) PP #23 2024	7,872.18
Waste Management	00205-0003	06-Nov-2024	Waste Management - Oct. 2024 fees	3,346.66
Total:				170,931.73

November 25, 2024

Public Works Report



HIGHLIGHTS

ROADS

- Grading gravel roads and alleys.
- Grass mowing/Weed whipping.
- Removal of dead and dangerous trees on 50th Street, 51st Street by Pas Ka Poo playground.
- Tree trimming of trees hanging past curb into roadway that will cause damage to town equipment during snow removal, trimmed back to curb by public works department.
- Vehicle & equipment maintenance, repairs and CVIP inspections.
- Streets- Pothole repairs.
- Property pre & post inspection reports.
- First call locates, emergency locates.
- Crosswalk painting.
- Property grass/weed/unsightly notifications, complaint follow up and notifications.
- Curb stop stand & valve repairs and replacements.
- Second grass seeding at dog park.
- Building & property quarterly inspections (Town owned properties).
- Drader Crescent, valve and hydrant capital project. **Project completed. CCC inspection, deficiencies in asphalt recorded and will be corrected in the spring of 2025.**
- Season change over of equipment and preparation for the winter season.
- Training staff on winter snow removal policies, procedures, areas of responsibility and equipment operation.
- Batteries collected at Recycle (x4 garbage cans)- Electrical tape positive & negative ends and separate types as required for disposal (Will be completed by public works as time permits to prevent interference with operational duties and service level).

WATER

- Routine maintenance and testing (on going).
- AEP reporting.
- Meter reads.
- Water meter replacements for zero read list (ongoing). **(Original installation of meters is aging, RF batteries and register heads are failing and requiring full replacements)**
- Annual water reporting data input.
- First call locates, emergency locates.
- Curb stop stand & valve repairs and replacements.
- Utility building house keeping and maintenance.
- Repairs to stainless steel piping on inlet at Reservoir #2.
- Training of staff member for on call weekend rotation.

WASTEWATER

- Routine monitoring and maintenance
- Testing and AEP reporting
- ERRIS reporting (Lagoons) to Federal Government.
- Utility building house keeping and maintenance.
- Flail mowing, weed whipping and weed control around collection & storage lagoons.
- Drainage ditch maintenance and removal of beaver dams prior to lagoon discharge.
- Lagoon discharge and testing.
- Training of staff member for on call weekend rotation.

RECYCLE

- Assist Ponoka County staff as required.
- Load garbage trailer.
- Haul yard waste/compost from facility to Ponoka landfill.
- Mowing/weed whipping facility.

R.C.M.P. STATION

- Building maintenance as requested
- Grass mowing and weed whipping property.
- Sidewalk and parking area snow clearing.

CEMETERY

- Opening and closing of graves, cremations and columbarium as requested.
- Clean up, fill in low spots with black dirt, seed and fertilizer.
- Grass mowing/weed whipping (ongoing).
- Assist families with their needs.

OTHER

- Daily tailgate meetings.
- Monthly staff meetings.
- Maintenance at Town Office and Library as requested.
- Assist Development Department as required.
- Assist Town residents and visitors with any questions or concerns.
- New employee continued training and evaluation.
- Beaver dam removal and rodent control.
- Administration – Documentation hard copies to data copies.
- Storm water annual sampling and testing.

PREPARED BY: Duncan Campbell, Director of Public Works

November 25, 2024

Community Services Report



HIGHLIGHTS

PETER LOUGHEED COMMUNITY CENTRE

- Cleaning and maintenance of the facility
- Facility Bookings - Christmas Parties, Drama, fundraising events, markets, meetings, weddings, Grad
- Update AED's
- Roof Top Unit HVAC #4 - needs Engineered Air part to work this winter - installation in December
- Pickleball is starting to get busy in the afternoon and evenings
- Parking lot improvements
- Exterior Door improvements to be completed before January

COMMUNITY FITNESS CENTRE

- New Memberships
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics when needed and extra maintenance items on existing equipment
- Wallyball net fixed - league started up (Mondays)

RIMBEY AQUATIC CENTRE

- Spray Park Operational System - GLVT to provide quote on water hook up and cabinet install in the spring
- Winter shut down - completed
- Weekly checks at the pool for water leaks and building temperatures
- 2025 wish list

ARENA

- Regular ice rentals by BVMH, Pond, Rimbey Skating Club, Zen, Safety Hawks, Tigers and schools
- BVMH is applying for the U18 Provincials on March 27-30, 2025

PROGRAMS

- Mondays: Live /Move /Conquer Class 5:45pm - 6:45pm(4 attended); Yoga 7:00pm - 8:00pm (2 attended)
- Tuesday/Thursdays: Pickleball / Badminton:1:30pm - 3:00pm & 7:00pm - 8:30 pm (Attendance 4-15)
- Tuesdays/Thursdays: Gentle Fit 10:30am -11:00am (9); Walkers (6)
- Saturdays: Pilates 10:00am -11:00am (4)
- Zumba class has been cancelled - No Instructor

EVENTS

- Canada Day Grant completed for 2025
- Santa Night/Light up - Thursday, Nov. 28
- 2025 Curling Alberta Women's Championships - Jan. 17 - 28 (Facility use)

PREPARED BY: Cindy Bowie, Director of Community Services

November 25, 2024

Development Officer Report



HIGHLIGHTS

- 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.

The Following chart outlines the 2024 development statistics:
2024 Development Statistics - Up to November 15, 2024.

	Applied 2024	Issued 2024	In Progress 2024
Development Permit Applications (non change in use / home occupation)	27	24 21/24 - CANCELLED 08.22.2024	3
Change in Use / Home Occupation Development Permit Applications	5	5	0
Subdivision Applications	2	1 ISSUED 1 CANCELLED	0
Land Use Bylaw Amendments	2	2	0
Certificate of Compliance Requests	14	12	2
Building Permit Applications	11	9	2

The following development permits have been approved in 2024:

Permit Number	Date Issued	Civic Address	Type of Development
01/24	03.04.2024	4922-46 Avenue	Widening approach by 21.366m & installing culvert.
02/24	02.05.2024	5049-54 Avenue	Home Occupational Business -Ripple Reclamation Solar Solutions Ltd.
03/24	03.04.2024	5302-52 Street	Signage
04/24	03.21.2024	5053-50 Avenue	Demolition as required, replacing Aluminum Doors and Windows.
05/24	03.21.2024	5604-52 Street	Variance Request for Accessory Building
06/24	03.04.2024	5310-44 Street	Setback variances on existing House.
07/24	03.28.2024	5105-45 Avenue	Covering existing deck with Sunroom.
08/24	03.28.2024	#30, 5011-49 Avenue	Moving out Manufactured Home - Rimbey Town Trailer Park
09/24	03.28.2024	4606-57 Avenue	Home Occupational Business -DK Mowing & Snow Removal
10/24	03.28.2024	4718-51 Avenue	Demolition of Principal Building
11/24	05.27.2024	5014-53 Avenue	New Build - Duplex
12/24	04.29.2024	5037-50 Avenue	Signage
13/24	05.08.2024	5214-45 Avenue	Accessory Building (3.6576m X 6.096m)
14/24	06.27.2024	4938-50 Avenue	Signage
15/24	06.28.2024	5118-49 Avenue	Demolition of existing Shed and replace with new Accessory Building (4.8768m X 10.9728m)
16/24	06.27.2024	5316-Drader Crescent	Home Occupational Business
17/24	06.28.2024	4840-57 Avenue	Demolition of Principal Building and Accessory Building (7.3152m x 7.3152m)
18/24	07.02.2024	5218-45 Avenue	Accessory Building (4.8768m X 6.096m)

Council Agenda Item 8.1.6

19/24	07.31.2024	4806-52 Avenue	Single Family Dwelling
20/24	09.06.2024	200 Legacy Lane	3 plex row houses - Units 26, 27, 28, 29, 30 & 31
21/24	CANCELLED 08.22.2024	4906-50 Street	Demo of porch on east side
22/24	07.30.2024	4922-57 Avenue	Demo of Principal Building
23/24	08.09.2024	5516 Drader Crescent	Build second accessory building - Discretionary
24/24	08.08.2024	4511 Eastview Crescent	Demo of two accessory buildings (3.048m x 6.096m) and build new accessory building (9.144m x 4.876m)
25/24	08.08.2024	4802-51 Avenue	Home occupational Business
26/24	09.06.2024	5008-50 Avenue	Change in Use & Signage
27/24	09.23.2024	4821-47 Street	Demo of accessory building on southside of barn
28/24		-In Progress-	
29/24		-In Progress_	
30/24	10.11.2024	4625-52 Avenue	1676sq ft modified Bi-Level
31/24	11.04.2024	5014-53 Avenue	Manufactured Home Set up and Installation
32/24		-In Progress-	

**The following chart outlines historic development statistics:
Historic Development Statistics**

	2023		2022		2021		2020		2019	
	Applied	Issued								
Development Permit Applications	44	40	47	44	41	40	34	33	40	39
Change in Use / Home Occupation Development Permits Applications	3	3	8	8	9	9	13	13	11	11
Subdivision Applications	1	0	2	1	1	1	3	3	1	0
Land Use Bylaw Amendments	0	0	1	1	4	4	4	4	1	1
Certificate of 7 Compliance Requests	10	8	11	11	18	18	12	12	13	13
Building Permit Applications	19	12	28	13	30	30	12	12	7	7

PREPARED BY: Liz Armitage, Development Officer

Town Council
REQUEST FOR DECISION



Meeting: November 25, 2024
Submitted By: Craig Douglas, 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:

- [Tagish Engineering Project Status Updates November 7, 2024](#)
- [RCHHS Board Minutes June 20, 2024](#)
- [Beatty Heritage House Society Minutes - Oct 7, 2024](#)
- [PRLS Board Talk - November 14, 2024](#)
- [PRLS Board Meeting Minutes November 14, 2024 - draft](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

November 22, 2024
Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM0000.24 RB00 - 2024 General Engineering		
September 25, 2024	Smith, Greg	No current general items
October 10, 2024	Smith, Greg	No current general items
October 24, 2024	Smith, Greg	No current general items
November 7, 2024	Smith, Greg	We are assisting with the sanitary sewer for private properties as required. We are also completing two estimates for Duncan 51st and 53 Ave for budget consideration.
RBYM00149.00 RB149 - 2024 Rimbey Mapbook		
September 25, 2024	Smith, Greg	No change
October 10, 2024	Smith, Greg	No change
October 24, 2024	Smith, Greg	No change
November 7, 2024	Smith, Greg	No change
RBYM00150.00 RB150 - 2024 Street & Utility Impro		
September 25, 2024	Smith, Greg	Concrete is complete, we are awaiting BP to complete road paving which should be soon, we have requested a schedule from them.
October 10, 2024	Smith, Greg	Drader was paved on Saturday. Landscaping and patching to follow shortly.
October 24, 2024	Smith, Greg	Construction work is complete.
November 7, 2024	Smith, Greg	Just holdback release remaining.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING AGENDA
June 20, 2024
10:00 a.m. Rimbey Provincial Building
Main conference Room

Attendance: N. Hartford-Board Chair, D. Noble –Vice Chair, F. Pilgrim-Board Member, M. Griffith- Executive Director, R. Pankiw-Board Member, S. Bell- Board Member, J. Carlson- Recording Secretary

Regrets: R. Schaff-Board Member, N. Stefanyk-Board Member.

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.

1. CALL TO ORDER By: N. Hartford at 10:20 a.m.
2. APPROVAL OF AGENDA

24-06-01 MOTION: By R. Pankiw to accept the agenda with the following addition:

12.5 Release of Information
7.2 Space
12.6 Food Bank Steering Committee

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) Ponoka Youth Centre-1/2ly
4.1 c) Catholic Social services- 1/4ly

4.2 Monthly Program Reports-
4.2a) Directors Report
4.2 b) Office Report

4.3 2024 Monthly Program statistics
4.4 AHS contracted HC & Private HS Client Stats combined
4.5 AHS (HC) & Private (HS) billing 2020-2024
4.6 AHS (HC) client totals & Hours 2020-2024
4.7 Private (HS) Client totals & Hours 2020-2024
4.8 Food Bank Hamper Stats 2020-2024

24-06-02 MOTION By: D. Noble to accept the consent agenda items as information.

5. PREVIOUS MEETING MINUTES-May 23, 2024

24-06-03 MOTION By: F. Pilgrim that the May 23, 2024, be adopted as presented

6.. (Obj) BUSINESS ARISING FROM THE MINUTES

7. OLD BUSINESS

7.1 AHS Bus - Grant for transportation has been declined. ED will check on insurance again. We will need more members on the transportation committee if this project goes ahead. R. Pankiw would consider this after January 2025.

7.2 SPACE- M. Griffith, D. Noble and R. Schaff met with Alberta Infrastructure about taking over the space upstairs in the Provincial Building. Discussed rent increase and renovations needed before moving RCHHS up into that space.

7.3 ED evaluation: There was a leadership survey sent to all staff via google forms to assist with the evaluation process. Completely confidential.

Board has requested that the new office staff be introduced to the board members

8. FINANCE

8.1 FCSS Annual Report Update- F. Pilgrim presented updates from finance meeting to Board members.

8.2 Servus Accounts- Still working on the issues with online banking

8.3 IT Equipment Food Bank/Office/Satellite Office.

Finance Committee recommends the purchase of necessary IT equipment for the new Food Bank Office, and a cell phone, as well as the RCHHS Satellite office in Winfield and the funds for this equipment come from RCHHS

24-06-04 MOTION By: S. Bell to spend up to \$15,000.00 on the necessary equipment for these two new offices. **Seconded** By D. Noble. **All in Favor**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE –Next meeting June 19- postponed- Suggested to postpone until September

10. WORKPLACE HEALTH & SAFETY COMMITTEE- Next meeting. June 19-postponed- Suggested to postpone until September

11. SPECIAL EVENTS

11.1 Board Participation Opportunities: Events happening in the next month Canada Day festivities at Pask A Poo Park- promoting Board Recruitment. Would be nice to have a Board Member present. No one volunteered.

Rimbey Rodeo Parade- July 13. Ask. Previous Board Member B. Coulthard and previous ED P. Makofka to ride in the parade. R. Pankiw suggested inviting them to be grand Marshalls and ride in a truck.

Community Block Party- July 25th at Lions Park from 3:00p.m. to 7:00p.m. S. Bell Volunteered and D. Noble volunteered

12. NEW BUSINESS

Council Agenda Item 8.2.1

12.1 In-Camera Session - IT discussion

12.2 Tech Enhancement Project- Presentation by L. Butcher on the need for tech enhancement at RCHHS office. The need for an implementation consultant on staff or on a consultant basis. Great presentation, The Board of Directors have tabled this discussion until July finance meeting when the E.D can come with more information on the financial implication of this new role.

12.3 Proposed new Agenda- the Board approved the new agenda format to begin using in September.

12.4 Board Operational Planning- Tabled to a future date

12.5 Release of Information- Reminder to be careful about our wording, our legal entity is Rimbey Community Home Help Services Association and Family Community Support Services is one of the pillars of the organization. The AHS contract is held by RCHHS and the boundaries for that have expanded but not for FCSS.

12.6 Food Bank Steering Committee- S. Bell reported the committee meets monthly. G. Rondeel has joined the committee, they are looking for more committee members. Grand opening for the Food Bank is October 17

13. QUALITY ASSURANCE- none

14. CORRESPONDENCE-none

15. ADJOURNMENT: By: N. Hartford at 12:40 p.m.

16. BOARD SHARING TIME

N. Hartford- Board Chair

J. Carlson- Recording Secretary

Beatty Heritage House Society Minutes

October 7, 2024 Meeting

The meeting was called to order at 7:35 pm by Chairperson AudreyAnn Bresnahan.

In attendance: AudreyAnn Bresnahan Florence Stemo

Annette Boorman
Lana Curle (Councillor)
Ed Grumbach

Teri Ormberg
Judy Larmour

MINUTES of September 3rd Meeting read by Florence and Adopted as presented.

CORRESPONDENCE : None.

TREASURER'S REPORT: In Treasurer's absence, AudreyAnn presented the Treasurer's Report which showed a Balance of \$19,971.48.

OLD BUSINESS:

ALBERTA CULTURE DAYS: Concert - Tribute to Gordon Lightfoot - well attended (44); very good reports about the performance.

"Scones and Sweet Sounds" - Tea and exhibit - low attendance (20) but much-appreciated by those who came. Quilt won by Kim Trautman.

GROUNDS CARE: Following discussion re proposed work at the base of the House along the east, north, and west sides, it was decided that we hire Kelsey Korpiniski (Apex Landscaping) to do the work.

Revisiting the decision at our September meeting to leave the hedge-trimming until Spring, 2025, after learning that the west part of the hedge had been done by a volunteer, Annrte MOVED that we hire APEX to do the north part. Seconded by Florence. CARRIED.

NEW BUSINESS:

HOME ROUTES - Plans made for first concert of the Season - Sun., Oct. 20th Sheena Legrand.

TIM ISBERG - "Prairie Fire" - To be considered as a concert for the coming year of special events marking the 100th Birthday of the Beatty House.

CHRISTMAS PREPARATIONS:

Santa Night -Thur., Nov. 28th. BHH lights will be turned on that evening. House to be decorated by Dec.1st.

NEXT MEETING: Monday, November 4th, 2024 - 7:30pm.

ADJOURNMENT: By Ed at 9:00.

Following the meeting we enjoyed a sweet treat, thanks to AudreyAnn, in honour of Ed's birthday.

Florence Stemo Secretary

Minutes Adopted - November 4th, 2024. F.S.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 14, 2024

Organizational Meeting

Parkland’s board has four new members. Board members in attendance elected the new Executive Committee and Board Chair. Barb Gilliat was re-appointed Board Chair by acclamation.

Executive Committee

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

- Deb Coombes** – Town of Bowden
- Barb Gilliat** – Village of Alix (Committee Chair)
- Twyla Hale** – City of Lacombe
- Marc Mousseau** – S.V. of Parkland Beach
- Len Phillips** – Town of Rocky Mtn. House
- Carlene Wetthuhn** – Camrose County
- Shannon Wilcox** – Town of Carstairs
- Janice Wing** – Town of Innisfail

Seats seven and eight are vacant, and will hopefully be filled at the February meeting of the board.

Parkland 2024 Budget

The Parkland budget has been approved by 70% of the municipalities representing 85% of the population, with one municipality declining.

Advocacy Committee

Parkland will not be appointing the Advocacy Committee pending an assessment of the committee’s mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference

with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical “hands on” approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues.

Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Board Meeting Dates for 2025

Parkland will be holding board meetings virtually in 2025. Board meeting dates are subject to change, but are set as follows:

- **February 27** - Annual Report, Year in Review
- **May 15** - 2024 Financial Statements presented
- **September 11** - Budget presentation for 2026
- **November 27** - Organizational Meeting

Board Member Survey Results

Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were gratifyingly positive.

Advocacy Activities

MLA Visits

Parkland’s Director and Board Chair have, at the recommendation of the Advocacy Committee, been engaged in visits with Parkland’s MLA and municipal councils. So far Sheppard and Gilliat have met with the City of Camrose, Lacombe County, Sylvan Lake, Delburne, and Rocky Mountain House councils. To date, the only MLA with whom Sheppard and Gilliat have met is Jennifer Johnson. However, two more meetings with MLA’s have been scheduled and there is at least one more council meeting scheduled for later in November.

Thus far, all the visits have gone well. Council visits have emphasized the value of Parkland and its services. The visits to the MLAs have highlighted the need for regular,

small increases in funding as previously directed by the board.

Central Alberta's Woodworking Guild

Parkland has entered into a partnership with the Central Alberta's Woodworker's Guild to produce a variety of puzzle kits for programming use in public libraries. These kits are intended to provide children a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand/eye coordination skills. These kits are being produced at low cost with repurposed oak from discarded church pews. The puzzles and kits can be assembled and disassembled over and over again allowing for years of use, and are being produced at a very reasonable cost.

When all of the kits are produced, it is Parkland's intention to hold an event at one of our member libraries and invite the press. Not only would such an event emphasize the relationship between Parkland and our member libraries, it would also show how Parkland can partner with a local volunteer organization to provide a project of tremendous benefit to the local community.

Marketing Activities

Parkland has just wrapped up their three major contests for 2024. They are the *Golden Ticket Contest*, the *Library Card Sign-Up & Renewal Contest* for patrons and the *Library Card Sign-Up Contest* for libraries.

The sign-up and renewal activities were held throughout September and October. There were 2,607 entries for the patron contest representing 41 libraries. The patron prizes for these contests were Visa gift cards. Winners were identified in Lacombe, Ponoka, Sundre, Penhold, Eckville, Bashaw, Camrose, and Olds. The library that signed up the most new patrons in relation to their population was Amisk. They will receive a state-of-the-art virtual reality headset to keep at their library.

The *Golden Ticket Contest* was held throughout the month of October. There were 540 entries with 38 libraries represented. A patron from Bashaw was the winner of a weekend trip to Calgary including tickets to the science center and zoo, as well as gift cards for accommodations, gas, and food.

Advertising Campaign

Parkland's multi-faceted advertising campaign through *Black Press Media* is wrapping up. Eight libraries (Sylvan Lake, Rimbey, Penhold, Castor, Stettler, Lacombe, and Blackfalds) were selected from Black Press communities and received free newspaper print ads.

Committee News from Trustees

Carstairs Public Library won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

Cremona Municipal Library partnered with FCSS to host Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and the information provided.

Penhold & District Public Library hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. They are also hosting a community Christmas event on November 22nd with Santa and Christmas carols.

Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

Board Members Present

Barb Gilliat (Vice-Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing **(Guests)** Brenda Dennis, Diane Elliot, Maia Foster, Paul Peterson, Paul Webb

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



PRLS Board Meeting Minutes

November 14, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:01 a.m. on Thursday November 14, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Brenda Dennis, Diane Elliot – Alt., Maia Foster, Paul Peterson, Paul Webb – Alt.

With Regrets: Elaine Fossen, Shaleah Fox, Barbara Gibson, Joy-Anne Murphy, Dianne Roth, Les Stulberg

Absent: Todd Dalke, Tim Field, Cody Hillmer, Dana Kreil, Stephen Levy, Darryl Motley, Jas Payne, Shawn Peach, Ron These, Bill Windsor

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:01 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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, Shaleah Fox, Barbara Gibson, Ricci Matthews, Joy-Anne Murphy, Dianne Roth, and Les Stulberg from attendance at the board meeting on November 14, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 43/2024

Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.



Motion by Ray Reckseidler to accept the agenda as presented.

CARRIED
PRLS 44/2024

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 12, 2024 minutes. There were none.

Motion by Len Phillips to approve the minutes of the September 12, 2024 meeting as presented.

CARRIED
PRLS 45/2024

1.3. Business arising from the minutes of the September 12, 2024 meeting

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

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 46/2024

3.1 Board Orientation

Sheppard spoke to the Municipal Council Library Orientation PowerPoint presentation that explained the structure of library service in Alberta.

Sheppard asked the board if they would like to attend board member training in January and when the sessions should be. There were requests for weekends, evenings, and during the day. Sessions will be scheduled in January.

Ricci Matthews entered the meeting at 10:34 a.m.

4.1 Election of Board Chair

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

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair.

Janice Wing nominated Barb Gilliat, who allowed her name to stand.

Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 47/2024



Barb Gilliat became Parkland’s Board Chair by acclamation. Sheppard turned the meeting back to Barb Gilliat.

4.2 Election of the Executive Committee

Sheppard 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. 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 – Barb Gilliat
- Seat 2 – Carlene Wetthuhn, Camrose County
- Seat 3 – Deb Coombes, Town of Bowden
- Seat 4 – Len Phillips, Town of Rocky Mtn. House
- Seat 5 – Marc Mousseau, Summer Village of Parkland Beach
- Seat 6 – Twyla Hale, City of Lacombe
- Seat 7 – No representative chosen
- Seat 8 – No representative chosen
- Seat 9 – Shannon Wilcox, Town of Carstairs
- Seat 10 - Janice Wing, Town of Innisfail

Those areas that did not select a member for the Executive Committee will have the opportunity to do so at the February board meeting.

Motion by Deb Coombes to accept the Executive Committee as appointed.

CARRIED
PRLS 48/2024

4.3 Marketing and Advocacy Committee Report

Gord Lawlor presented the Advocacy Report. Parkland will not be appointing the Advocacy Committee pending an assessment of the committee’s mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical “hands on” approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues. Some of the things to consider include a broader scope of representation from around the region when determining the Advocacy Committee's membership. Perhaps it needs to be based on representation similar to that of the Executive Committee.



Overall, the committee has much to be proud of. Over the years the committee has assisted with the development of many training materials and it was instrumental in creating an Advocacy Committee made up of the seven library systems which is still in operation despite meeting infrequently. Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Motion by Wayne Clark to receive the Marketing and Advocacy Committee Report for information.

CARRIED
PRLS 49/2024

4.4 Board Signing Authorities

Sheppard reviewed. According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Barb Gilliat and Twyla Hale volunteered to be Parkland's board signing authorities.

Motion by Gord Lawlor to appoint Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2024-2025.

CARRIED
PRLS 50/2024

4.5 Strategic Plan Work Plan

Sheppard reviewed. Included in the package was a copy of Parkland's 2023-2027 Strategic Plan Work Plan. We are only on year two of the plan and work is ongoing.

While we have had many successes, we have also observed that despite providing significant resources to libraries, particularly in the areas of advocacy and marketing, it appears they are not utilizing them. Also, as we try to develop a collective identity and cooperation between the libraries as outlined in the plan, there is a tension between those libraries that have a collective vision versus those libraries which prefer to emphasize a local focus.

Motion by Ray Reckseidler to receive Parkland's Strategic Plan Work Plan for information.

CARRIED
PRLS 51/2024

4.6 Budget Approval Update

Sheppard reviewed. As of the date of the meeting, Parkland's budget was approved by 70% of the municipalities representing 85% of the population. The Parkland budget for 2025 has been passed.

Motion by Sarah Fahey to receive for information.

CARRIED
PRLS 52/2024



4.7 Board Member Survey Results

Gilliat reviewed. Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were, in general, gratifyingly positive.

A number of issues raised are related to technology or connectivity problems on the user's end. A couple of other issues could potentially be addressed by amending the "ground rules," and there is one comment which has less to do with how to conduct board meetings and more about disagreeing with a board decision.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 53/2024

4.8 Letter to the Board by Debra Smith

Parkland Vice-Chair Debra Smith has indicated she will not be seeking further appointment. Her last meeting as a member of the Parkland board was the Executive Committee meeting held on October 17th.

Smith joined the board in 1998 after participating in a restructuring period that ended in 1997 when changes to the School Act resulted in Parkland losing its primary source of income. Remaining on the board continuously since joining, Smith has been Parkland's longest serving board member and was Board Chair from 2011-2023. The Parkland Board and staff thank her for her unwavering support and long-term service.

Motion by Teresa Cunningham to receive Smith's letter for information.

CARRIED
PRLS 54/2024

Jackie Northey left the meeting at 10:52 a.m.
Leonard Phillips left the meeting at 10:58 a.m.
Jordon Northcott left the meeting at 11:00 a.m.

4.9 Updates

4.9.1. Director's Report

4.9.2. Library Services Report

4.9.3. IT Report

4.9.4. Finance & Operations Report

Sheppard asked if there were any questions regarding the Director's Report, Library Services Report, IT Report, or the Finance and Operations Report. There were none.

Motion by Harvey Walsh to receive the Director's, Library Services, IT, and Finance & Operations Report for information.

CARRIED
PRLS 55/2024



4.10. Parkland Community Update

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Cremona Municipal Library partnered with FCSS to host a visit with Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and information.

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Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

5. Adjournment

Motion by Carlene Wetthuhn to adjourn the meeting at 11:22 a.m.

CARRIED
PRLS 57/2024

Chair