

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY SEPTEMBER 22, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1.	Call to Order Regular Council Meeting & Record of Attendance	
2.	Public Hearing	
2.1	None	
3.	Agenda Approval and Additions	
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5.1	Boys & Girls Club of Wolf Creek, Rimbey Branch (7.1).....	
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6.1	None	
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10.	Open Forum	
11.	In Camera	
11.1	None	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, SEPTEMBER 8, 2014 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Mayor Pankiw
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer - Lucien Cloutier, CLGM
Assistant Chief Administrative Officer/Chief Financial Officer – Lori Hillis, CA
Recording Secretary – Kathy Blakely

Absent:

Public:
Treena Mielke – Rimbey Review

2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. September 8, 2014 Agenda
Motion 271/14

Moved by Councillor Webb Council accepts the agenda as presented.

CARRIED

4. Minutes 4.1 August 25 2014, Council Regular Meeting Minutes
Motion 272/14

Moved by Councillor Webb that council accepts the August 25, 2014 Council Regular Meeting Minutes as presented.

CARRIED

5. Delegation 5.1 None

6. Bylaws 6.1 None

7. New and Unfinished Business 7.1 Tagish Engineering Ltd. Project Status Update
Motion 273/14

Moved by Councillor Jaycox Council accepts the Project Status Update dated August 26, 2014 from Tagish Engineering as information.

CARRIED

One member of the public entered the meeting at 7:04 pm.

- 7.2 2015 Municipal Internship Program

Motion 274/14

Moved by Councillor Webb the Town of Rimbey applies for the 2015 Municipal Internship Program for a Municipal Intern for Administrators.

CARRIED

One member of the public entered the meeting at 7:13 pm.

7.3 Robert & Jessie Gates Back Alley IssuesMotion 275/14

Moved by Councillor Webb Council forward a letter to the Gates advising them the Town will contact the School regarding the vegetation on the school grounds north of the Peter Lougheed Community Centre, the town of Rimbey will do its best to control the drainage of overland water and the Town of Rimbey will review the development agreement and subdivision plans of Drader Crescent in regards to the alleyway.

CARRIED

7.4 Ponoka County – Request for ConsentMotion 276/14

Moved by Councillor Payson Council forward a letter to Ponoka County advising the Town of Rimbey consents to Ponoka County purchasing Lot 1, Block 1, Plan 1423218 (8.45 acres) located within the Town of Rimbey.

CARRIED

8. Reports

8.1 Department Reports

8.1.1 CAO status report – regarding Council Meeting Follow-up

Motion 277/14

Moved by Councillor Jaycox Council accepts the Council Action List as information.

CARRIED

8.2 Boards/Committee Reports

8.2.1 Beatty Heritage House Society Minutes July 7, 2014

Motion 278/14

Moved by Councillor Webb Council accepts the Beatty Heritage House Society Minutes of July 7, 2014 as information.

CARRIED

9. Correspondence

9.1 Erin O'Toole, C.D. Thank You Letter

9.2 Rimbey Chamber of Commerce – Recruit & Retain Motivated Staff

Motion 279/14

Moved by Councillor Webb Council accepts the correspondence from Erin O'Toole and the Rimbey Chamber of Commerce as information.

CARRIED

10. Open Forum

10.1 Open Forum

Mayor Pankiw asked the gallery if anyone wished to address Council.

There were no responses from the gallery.

Mayor Pankiw advised the Council members he has obtained information from the Minister of Municipal Affairs Office regarding the Bethany Group and Rimoka Housing Foundation.

Mayor Pankiw advised Council members he has received, from the Kinsmen Club, a copy of a letter from Ponoka County to the Kinsmen Club indicating they cannot commit funds this year for the skateboard project and they may put funding in their 2015 budget. Mayor Pankiw and Councillor Jaycox will speak with Reeve McLaughlin regarding the situation.

11. In Camera

None

12. Adjournment

Motion 280/14

Moved by Councillor Jaycox to adjourn the meeting.

CARRIED

Time of Adjournment: 7:33 pm.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Agenda Item:

7.1

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Boys & Girls Club of Wolf Creek Delegation Discussion (5.1)

Confidential: No

Recommendation: To accept as information.

Background: History/Discussion

The Boys & Girls Club of Wolf Creek has requested to appear before Council as a delegation.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Yes

Prepared by:

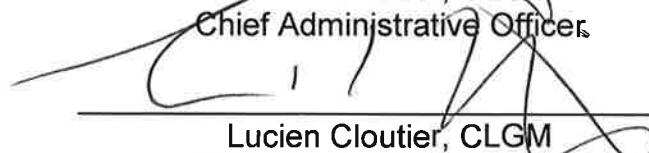


Lucien Cloutier, CLGM
Chief Administrative Officer

Sept 19/14

Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sept 19/14

Date



Boys & Girls Clubs of Wolf Creek

RIMBEY

Mission Statement: Boys and Girls Clubs of Wolf Creek is a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Terrific Tuesdays

After School Program for Elementary School Aged Children

Time: 3:30-5:00 Tuesdays at the Peter Lougheed Community Centre

Ages: 6-12 (grades 1-6)

Description: An after school program that provides new opportunities and experiences where children can build positive relationships and develop confidence and new skills. Activities include active team games, self-directed play, snacks, community involvement, and creative projects.

Report to Date: 93 children have registered in the program since its commencement in February. The program will restart after the summer break on September 23. The goal is to expand the programming to two days a week in the New Year with the proviso of finances and staffing set in place.

Mid-Week Mash-Up

Evening Drop In for Youth

Time: 6:30-9:30 at the Blindman Youth Centre Wednesdays

Ages: 12-18 (grades 7-12)

Description: Drop in activities that provide a safe, supportive place for youth. It provides opportunities to build positive relationships and learn new skills. Activities include team games, creative projects, community involvement, and leadership.

Report to Date: 32 youth have registered in the program since its commencement in February. Plans to expand programming days are in process.

SUMMER PROGRAM

Summer Activities for Elementary School Aged Children

Time: 9:00am-4:00pm Tuesdays and Thursdays at the Peter Lougheed Community Centre

Ages: 6-12 (grades 1-6)

Description: A full-day summer program that provides new opportunities and experiences where children can build positive relationships and develop confidence and new skills. Activities include active team games, self-directed play, snacks, community involvement, and creative projects.

Report to Date: 12 children were registered in the program this past summer.

Staffing:

- Obtaining adequate staffing has been an obstacle for us over the past few months and has prevented the overall growth of the program.
- We currently have good staff set in place and are anticipating a good year.

Volunteers:

- Volunteers are a necessity in order to make the programs run smoothly
- We have been able to recruit several amazing community members but are in need of several more in order to operate as needed.

Finances:

- Multi-year funding has been obtained from United Way through the Ponoka Partnership
- Minimal registration fees have been charged for some programs
- Several small grants and donations have been obtained through the Ponoka Partnership



Town of Rimbe Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Rimbe Downtown Sustainability Strategy

Confidential: No

Recommendation: Motion by Councillor _____ to accept the draft Rimbe Downtown Sustainability Strategy as information at this time and for Administration to bring this document forward to the next Committee of the Whole for an in depth discussion.

Background: History/Discussion

Three deliverables were presented to the new CAO for pursuit within his first three months of employment. The first item on the list of deliverables is:

“An economic development strategy for the development and/or enhancement of the business district known as ‘main street’ starting at the Hospital and finishing at Buist’s motors and the street south of the Grand Hotel.”

Attached is the first draft of the requested strategy. Within the report there are nine (9) suggested strategies. This is a starting point and it is meant to begin the process of discussing and pursuing actions which will result in the preservation and enhancement of the business district of Rimbe.

Relevant Policy/Legislation/Practices

N/A

Options/Consequences

Council could support the recommendation or Council could choose to discuss this report at this meeting or establish a separate meeting to discuss it.

Desired Outcome(s)

By providing the direction to bring this forward to the Committee of the Whole it will provide Council with an opportunity to more thoroughly review and consider the document and bring forward thoughts, issues and concerns at the Committee of the Whole.

Follow Up: Financial

At this point there is no financial impact. If the strategy becomes adopted and is followed with actions, those actions will have specific financial connotations attached to them.

Attachments: Draft Strategy (in the package as well as a separate document)

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14

Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14

Date

RIMBEY DOWNTOWN SUSTAINABILITY STRATEGY



SEPTEMBER, 2014

DRAFT

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DRAFT

INTRODUCTION

Rimbey is a thriving community of around 2500 people, ideally located in Central Alberta within close proximity to mountains, fields, forest and urban landscapes. There is a need to put forward a strategy for the sustainability and enhancement of the Town's downtown core. Such a strategy must be one that leads to action in the form of tangible and measurable activities that will establish Rimbey as a community of choice for current and future business development.

Key to this process is stakeholder involvement. This involvement can take the form of strategic engagement in planning and executing activities promoting sustainability. It can also take the form of shared investment in the community. Stakeholder buy-in is critical to the success of any strategy.

EXECUTIVE SUMMARY

In order to sustain and enhance the Town of Rimbey's downtown, an organized approach is required. This includes the implementation of a number of strategies. The strategies within this report can be summarized as follows:

STRATEGY NO. 1

Draft and pass a bylaw for the formation of the Rimbey Downtown Sustainability Advisory Committee. Cap Committee membership to a workable number not to exceed 11. Invite each stakeholder to include one or more representatives to serve on the Committee. Develop a Terms of Reference to identify the mandate of the Committee, which would be to provide advice and recommendations to Council on activities and programs which will promote and enhance downtown sustainability. Invite the media to attend and become involved.

STRATEGY NO. 2

In 2015, undertake an Area Redevelopment Plan through the assistance of a professional planning consultant, for the Rimbey Downtown and involve the Advisory Committee in the process.

STRATEGY NO. 3

Establish an annual allotment in the capital budget for the next five (5) years for downtown improvement. The amount to allocate and the nature of the improvements will be established over time through the work of the Committee in concert with the Council.

STRATEGY NO. 4

Determine the manner in which the downtown improvements will be paid. Considers all options including the following:

- Provincial/Federal/Corporate grant programs;
- Local Improvement Levies;
- Increasing the municipal tax rate;
- Direct allocation within the annual capital budget (derived from reserves);
- Corporate sponsorship;
- Support from community groups;
- A combination of the above.

STRATEGY NO. 5

Through the work of the Advisory Committee, investigate possible forms of grant incentives that may be utilized in achieving and maintaining downtown sustainability. Grant incentives may take the form of policies regarding such things as:

- Improvements to the exterior of existing buildings including standardized façades, awnings and building signage;
- Renovation of existing vacant buildings to accommodate a new business(es);
- Development of vacant lots for new buildings or expansions.

STRATEGY NO. 6

Include within the Area Redevelopment Plan provisions for maximizing parking and signage/traffic lighting which will improve and enhance public safety.

STRATEGY NO. 7

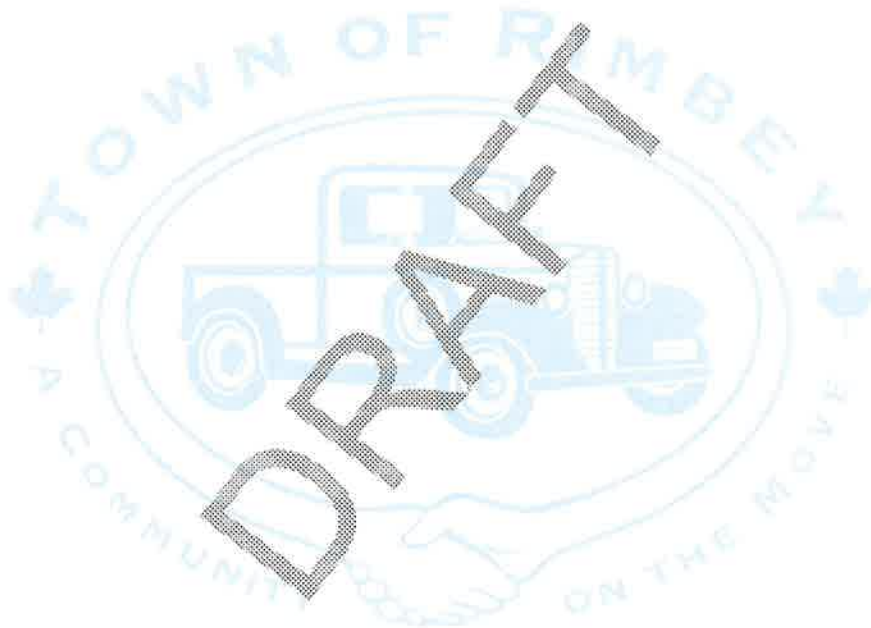
Explore the creation of a Downtown Rimbey FaceBook© group or groups, and/or other social networking opportunities to provide enhanced exposure to downtown businesses. Such a group would have to be moderated to ensure relevance and mitigate liability. Rules would need to be established. This strategy could include the popularization of hashtags such as #rimbeydowntown.

STRATEGY NO. 8

Explore the feasibility of developing a Downtown Rimby website, possibly in conjunction with the Rimby Chamber of Commerce and/or CAEP websites. If such a site is considered, how it will be updated and maintained will have to be considered. This may or may not include outsourcing.

STRATEGY NO. 9

Carry-out a rebranding activity for Rimby. While such an activity addresses a need for Rimby as a whole, downtown, as a significant community stakeholder, stands to benefit from the results of this process.



WHAT IS SUSTAINABILITY? HOW WILL WE KNOW WHEN WE GET THERE?

An important feature of any strategy is determining what “success” looks like. Downtown Sustainability could have the following attributes:

- Business licenses for retail and service industry outlets are increasing each year;
- Vacant building rates are decreasing;
- Business real-estate values are stable or gradually rising;
- The number of Development permits issued for downtown businesses is consistent and rising;
- The downtown aesthetically is improved and enhanced in measurable increments from year-to-year through a concerted effort;
- There is evidence that commercial development has facilitated other related commercial development (store type “A” opens causing someone to open store type “B” that compliments the first store).
- Other communities have contacted us to ask what we did to get where we are.

WHO ARE THE STAKEHOLDERS?

Identifying who the stakeholders are is critical in establishing proper stakeholder engagement processes. Downtown stakeholders include:

- Existing downtown businesses;
- Current customers of downtown businesses;
- Potential customers of downtown businesses (the “they” in “build it and they will come”);
- The Town of Rimbey (Council and Administration);
- The Chamber of Commerce;
- Central Alberta Economic Partnership (CAEP).

FORMATION OF AN ADVISORY COMMITTEE

The centerpiece to stakeholder engagement should be a group assembled of stakeholders to provide insight, ideas and make recommendations to the Town of Rimbey Council and any other bodies which may benefit from their collective perspective.

STRATEGY NO. 1

Draft and pass a bylaw for the formation of the Rimbey Downtown Sustainability Advisory Committee. Cap Committee membership to a workable number not to exceed 11. Invite each stakeholder to include one or more representatives to serve on the Committee. Develop a Terms of Reference to identify the mandate of the Committee, which would be to provide advice and recommendations to Council on activities and programs which will promote and enhance downtown sustainability. Invite the media to attend and become involved.

AREA REDEVELOPMENT PLAN

The Municipal Government Act Provides a municipality with the opportunity to adopt an "Area Redevelopment Plan". This is similar to an Area Structure Plan in that it involves a specific, prescribed area in which planning for future development has been identified as important in order to allow for timely and orderly development. An Area Redevelopment Plan is different in that it focusses on redeveloping a currently developed area.

Area redevelopment plans can include many things which will help guide development of an existing area. The Act contemplates that such a plan will include:

- Preserving or improving land and buildings in the area;
- Rehabilitating buildings in the area;
- Removing buildings from the area;
- Constructing or replacing buildings in the area;
- Establishing, improving or relocating roads, public utilities or other services in the area; and
- Facilitating any other development in the area.

Such a plan could involve activities such as entering into discussions with landowners within the mandate area that have either vacant buildings or vacant land and determining possible uses or other dispositions of those properties.

The Committee created under Strategy No. 1 would become involved in development of this plan. Ultimately, such a plan would be adopted by Council by bylaw.

STRATEGY NO. 2

In 2015, undertake an Area Redevelopment Plan through the assistance of a professional planning consultant, for the Rimbey Downtown and involve the Advisory Committee in the process.

DOWNTOWN IMPROVEMENTS

The Committee should identify opportunities for enhancing the appearance of the downtown both for developing civic pride as well as for the benefit of visitors and potential business owners. Funding should be identified for carrying out downtown enhancements. One specific enhancement that should be considered is an electronic messaging sign. The Committee can determine the best location for such a sign (or "signs", potentially) and how industry could be involved in sponsoring the costs of the sign(s) and any downtown enhancements.

A study of other communities could assist in providing ideas while, at the same time, trying to establish improvements which speak to the "personality" of the community in some unique way.

STRATEGY NO. 3

Establish an annual allotment in the capital budget for the next five (5) years for downtown improvement. The amount to allocate and the nature of the improvements will be established over time through the work of the Committee in concert with the Council.

STRATEGY NO. 4

Determine the manner in which the downtown improvements will be paid. Considers all options including the following:

- **Provincial/Federal/Corporate grant programs;**
- **Local Improvement Levies;**
- **Increasing the municipal tax rate;**
- **Direct allocation within the annual capital budget (derived from reserves);**
- **Corporate sponsorship;**
- **Support from community groups;**
- **A combination of the above.**

FINANCIAL INCENTIVES

It may be desirable to implement policies which provide financial incentives to developers/businesses considering an investment in the downtown. In considering the form that incentives would take, it's important to consider that the Municipal Government Act does not allow for direct tax incentives. It does, however, allow a municipality, on a case-by-case, year-by-year basis to cancel some or any portion of a tax when Council deems it equitable to do so. Because of this limitation, it is recommended that a different approach be taken in rather than through the taxation system. It is recommended that incentives take the form of grants as there are fewer legislative limitations on issuing grants.

STRATEGY NO. 5

Through the work of the Advisory Committee, investigate possible forms of grant incentives that may be utilized in achieving and maintaining downtown sustainability. Grant incentives may take the form of policies regarding such things as:

- **Improvements to the exterior of existing buildings including standardized façades, awnings and building signage;**
- **Renovation of existing vacant buildings to accommodate a new business(es);**
- **Development of vacant lots for new buildings or expansions.**

"USER-FRIENDLY" DOWNTOWN – PARKING, PEDESTRIANS AND PUBLIC SAFETY

While "build it and they will come" may be true, "build it *nicely* and more will come" is true as well. The Committee should look at improvements to the downtown that will enhance the downtown shopping experience. The focus here is not so much on aesthetics as it is about *logistics*. This means maximization of parking, effective signage/traffic lighting and any other measures which maximize the comfort and safety of downtown customers.

STRATEGY NO. 6

Include within the Area Redevelopment Plan provisions for maximizing parking and signage/traffic lighting which will improve and enhance public safety.

ONLINE DOWNTOWN “PRESENCE”

Social Media provides an opportunity to further enhance and develop Rimbey’s downtown. Sites such as FaceBook© and Twitter© provide virtual meeting places where downtown businesses can advertise in a manner that is cost effective and instantaneous. Use of online presence could potentially be achieved in conjunction with the Rimbey Chamber of Commerce, CAEP, or, alternatively, as a separate but complementary activity.

STRATEGY NO. 7

Explore the creation of a Downtown Rimbey FaceBook© group or groups, and/or other social networking opportunities to provide enhanced exposure to downtown businesses. Such a group would have to be moderated to ensure relevance and mitigate liability. Rules would need to be established. This strategy could include the popularization of hashtags such as #rimbeydowntown.

STRATEGY NO. 8

Explore the feasibility of developing a Downtown Rimbey website, possibly in conjunction with the Rimbey Chamber of Commerce and/or CAEP websites. If such a site is considered, how it will be updated and maintained will have to be considered. This may or may not include outsourcing.

CORPORATE REBRANDING

While the corporate identity of the Town of Rimbey is not *directly* tied to downtown sustainability, corporate identity can *indirectly* influence downtown development through its messaging. Corporate rebranding can take the form of adopting a new Town Logo and, potentially a new “tagline”. Who are we? What message do we wish to convey about ourselves? For example, are we “a community for all ages”, or are we “in the heart of industry”, or are we, “fun and family friendly”? A tagline provides a message to those around us about what we stand for and what we value. Such messaging can have an impact on downtown sustainability.

STRATEGY NO. 9

Carry-out a rebranding activity for Rimbey. While such an activity addresses a need for Rimbey as a whole, downtown, as a significant community stakeholder, stands to benefit from the results of this process.

...9

DRAFT

SUMMARY

Rimbey's downtown may be sustained and enhanced through implementation of an organized approach (i.e. a strategy) which includes input from its stakeholders through the formation of an Advisory Committee. Such a Committee can be utilized to leverage community resources in every form including financial, community group involvement and corporate support. Key to the success of this strategy is the completion of an Area Redevelopment Plan, a beautification plan and even a corporate rebranding plan.

This strategy is, in itself, only the beginning of a process that must be implemented and then maintained in years to come if success is to be realized. Stakeholder buy-in is critical if momentum is to be achieved and maintained.

Upon adoption of this strategy, steps must be undertaken to carry-out its implementation in a timely and logical manner, starting with the creation of the Committee.





Agenda Item: 7.3

Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Tagish Engineering Project Status Updates to Sept 9, 2014

Confidential: No

Recommendation: Motion by Councillor to accept as information.

Background: History/Discussion
Report attached.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Updated Tagish Engineering Status Report to Sept 9, 2014.

Prepared by:

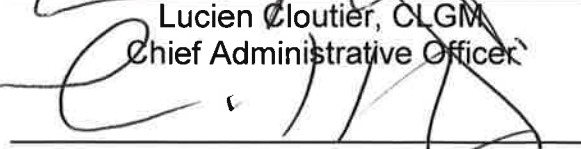


Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14

Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14

Date



PROJECT STATUS UPDATES

September 9, 2014

Town of Rimbey

RB00 – Rimbey General

This project is for small general requests for the Town.

(August 12)

- Border Paving has indicated that the patching crew is held up due to extremely large projects and have rescheduled the paving for later this month.
- Alberta First Call has being contacted to locate all infrastructure adjacent to proposed skateboard park.
- August 6, test holes were drilled on 35 Ave project to confirm soil types.

(August 26)

- Waiting for Border Paving to start asphalt patching. Contractor has scheduled paving for first week in September. Working with drafting staff to complete drawing for 35 Ave Paving project.
- (September 9) Border Paving started patching Sept 5, and should be complete by Sept 12, weather permitting.

RB87 – Hwy 20 Intersections – (GM)

This project consists of granular base construction (ready for asphalt paving to be completed by others) for both the 54 Av and 58 Av intersections on Hwy 20. Alberta transportation as agreed to pave the intersections in conjunction with the asphalt overlaying of Hwy 53

(August 29) Discussions with Alberta Transportations Consultant (WSP Engineering) have indicated that intersections are scheduled to be paved by September 15. Alberta Transportation through WSP Engineering have indicated that the Town will be required to reshape the gravel surfaces just prior to paving. The Contractor has submitted a progress claim for work completed.

(August 26) Completed Progress Payment # 2 and sent to Contractor for review on work completed to August 14, 2014.

(September 9) Nikirk Bros have reshaped and compacted the granular base course in preparation for paving scheduled for Sept. 11, 2014. Alberta Transportation contractor has cold milled the existing asphalt in preparation for paving.

RB90 – Legacy Court Phase II - GS

(Aug 12) A meeting is scheduled for Friday August 15 to discuss development with the developers.

(Aug 25) The meeting was held and the drainage was discussed between phase 1 and 2, WSP is working on a solution.

(Sept 8) Nothing further received from WSP regarding this development, expecting new plans and municipal infrastructure cost estimates very soon.

RB100 – 51st Avenue from 44-46th Street (2012 Construction) – (LS)

(July 2) 51st Ave has been patched over the worst settled areas. Will wait till next year to see how road holds up before we make any more decisions.

(July 15) Project will no longer be updated till next year when we see how road holds up.

RB102 South Lagoon Baffle Curtain – GM

This project consists of improving the baffle curtain support system.

(July 2-Aug 26) No Change.

(July 2- Sept 9) No Change.

RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS

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

(August 12) Contacted Urban Dirtworks indicating that Town was still using their 4 inch pump to dewatering the manhole. We are meeting with Rick to review strategy at this location and to discuss AMEC proposal regarding Well #13. The AMEC scope of work has been emailed to Alberta Environmental for their review.

(Aug 25) We have discussed with Rick and it was decided to order one more electric pump and get the station working in the interm until lift station can be researched more thoroughly. We are looking into a cam lock fitting to hopefully make pump removal much easier. We are trying to schedule Urban Dirtworks for this work.

As discussed with Rick it looks like October is an appropriate time for Amec to complete the field testing portion of their study to determine whether there is connectivity between Well 13 and the Lagoon. Amec is to supply a formal proposal for the testing and investigation between Well 13 and the Lagoon for the Town to sign off. There will also be a separate proposal for the annual ground water monitoring of the piezometers around the NE Lagoon. Rick indicated the south lagoon may be added to this testing.

(Sept 8) Awaiting proposal from AMEC, and response from AENV regarding the proposed methodology.

RB108 2013 Walking Trails– GM

Project: Construct an asphalt trail system from the Rimbey Community Center to Hwy 53 - 55 St, then south along the west boundary of NE 20 – 42 – 2 W, connecting to the Lions Walking Trail.

(August 12) Asphalt trail repairs will be rescheduled to be completed at the same time the asphalt as patching is completed.

(August 26) Contractor is scheduled to complete asphalt patching in the first week in September, 2014.

(September 9) Border Paving has completed the asphalt patching along the trail.

RB116 – Bergum Area and Back Lane Storm (GM)

Project: Assessment of drainage from back lane entering Bergum property

(March 25 – August 26) No Change.

(March 25 – Sept 9) No Change.

RB119 – 2014 Concrete Sidewalk Replacements – (LS)

(Aug 12) SCC and as-builts have been sent to the Town. Awaiting Town to return the signed SCC copies. Holdback release will be finalized by the end of the week.

(Aug 26) SCC and Holdback Release has been sent to Olds Concrete. Awaiting them to return the signed copy of HB release.

(Sept 8) Signed HB release has been sent to the Town. Project is now complete

RB120 – Community Center HVAC Upgrades – (GM)

This project involves the replacement of three (3) Air Handling Units and the Control System for the Rimbey Community Center.

AHU-1 Is the air handling unit that serves the main entrance and administrative areas.

AHU-4 Is the unit that serves the north side of the main auditorium.

AHU-6 Is the air handling unit for the fitness area.

Direct Digital Controls are scheduled to start later next month or early August.

(August 26)

- Rimbey heating has cleaned 7 of the 8 coils. One of the Roof Top Units (RTU's) is sitting on the roof. Contractor is waiting for the roof curb which the RTU is mounted on. The larger RTU is scheduled to arrive mid-September.
- Direct Digital Controls & Services Ltd. have the new controllers in hand and are waiting for the installation of the air handling units before they go in and complete their work.

(September 9) No change waiting for delivery of the large Roof Top Unit.

RB122 – Water System Upgrades 2014 – (GM)

(July 29 – August 12) Ram Fencing on site and working on fencing at both Well 12, & 13.

(August 26) Ram Fencing has received shipment on some of the chain link fence gates which will be installed the week of August 25, with the remaining gates to be built and delivered in the first week of September 2014.

(September 9) Ram Fencing is waiting for delivery of both man and equipment gates. Gate and fence installation along with cleanup will be completed as soon as gates are delivered. Proposal has gone out Sept 10 and will close Sept 25.

RB123 - Rimbey Skate Park - GS

(Aug 11) Survey has been completed. Alberta One call is doing locates and we are compiling the plan.

(Aug 25) Tagish has submitted the autocad drawing and has no further work on this project. The time against this project is to be donated by Tagish to the skate park.

(Sept 8) No further work expected on this project and it will be removed from future updates.



Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Rimby Municipal Library Board Member Resignation

Confidential: No

Recommendation: To accept the notification of Kathie Wallace’s resignation from the Rimby Municipal Library Board effective September 15, 2014.

Background: History/Discussion

Kathie Wallace was appointed by Council, as per Motion 122/14 to the Rimby Municipal Library Board, for a period of three (3) years on April 28, 2014.

Attached is a copy of a letter received from Jean Keetch, Library Manager advising of the resignation.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Mrs. Wallace’s resignation will be acknowledged.


Follow Up: Financial

Attachments: Letter from the Rimby Municipal Library.

Prepared by: 

Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by: 

Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date



September 15, 2014

Rimbey Town Council:

Kathie Wallace has resigned from the Town of Rimbey Library Board effective September 15th , 2014.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Keetch", is written in dark ink.

Jean Keetch
Library Manager



Agenda Item: 7.5

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Franchise Fees – Fortis Alberta

Confidential: No

Recommendation: To increase the FortisAlberta Inc. franchise fee to 14% for the 2015 calendar year.

Background: History/Discussion

The Electrical Distribution Franchise Fee has been at 7% since at least 2006. The funds received by the Town of Rimbey go into general revenue.

An Electrical Distribution System Franchise Agreement between the Town of Rimbey and FortisAlberta Inc., effective July 1, 2013 is Schedule A of Town of Rimbey Bylaw 883/13. The initial term of this agreement is for a period of ten (10) years, which may be renewed for a further period of five (5) years.

As per the agreement;

5) FRANCHISE FEE a) Calculation of Franchise Fee

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be 7 percent (7%).

By no later than September first (1st) of each year, the Company shall:

- i. Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii. With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

b) Adjustment to Franchise Fee

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wished to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall, no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following year.

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Franchise Fee Cap

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval and provided that the Municipality has complied with Article 5d below.

Should the Town of Rimbey increase the Franchise Fee, it is a requirement an advertisement be advertised in the local newspaper for a period of two (2) weeks.

Relevant Policy/Legislation/Practices

Bylaw 883/13

Options/Consequences

1. Increase the Franchise Fee percentage to 9%.
2. Increase the Franchise Fee percentage to 11%.
3. Increase the Franchise Fee percentage to 14%.
4. Leave the Franchise Fee percentage at 7%.

Desired Outcome(s)

To obtain revenue sources from outside parties enabling the Town of Rimbey to maintain reasonable taxation requisitions.

Follow Up:

Financial

The following is a breakdown of estimated franchise fees:

Franchise Fee %	Estimated Revenue \$	Difference	Estimated Yearly Cost To Resident
7% (2014)	\$106,586	Incr. of \$0	\$44.23
7% (2015)	\$113,413	incr. of \$6,827	\$48.07
9% (2015)	\$145,816	incr. of \$39,230	\$61.80
11%(2015)	\$178,220	incr. of \$71,634	\$75.54
14%(2015)	\$226,825	Incr. of 120,239	\$96.14

Attachments:

Yes

Prepared by:




Lori Hillis, CA
Chief Financial Officer

Sept 19/14

Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sept 19/14

Date

Franchise Contract (Municipal #)	Municipality	Rate Category	2014 Transmission January to June Actuals	2014 Distribution January to June Actuals	2014 Franchise Fee Revenue January to June Actuals	12 Months Transmission (Estimated)	12 Months Distribution (Estimated)	12 Months Franchise Fee (Estimated)	2015 AESO - Flow through Charges-Transmission Increase (Estimated)	2015 FortisAlberta Distribution Increase (Estimated)	2015 Transmission (AESO - Flow through Charges) Including 15% Increase (Estimated)	2015 Distribution (FortisAlberta) Including 5 % Increase (Estimated)	2015 D&T Including Distribution Increase & Transmission Increase	2015 D&T Including Tariff Increase & Franchise Fee at Current Rate	2015 Franchise Fee Revenue at the New Franchise Fee Percentage
02-0266	Rimbey	11 - Residential Service	\$ 112,913	\$ 202,515	\$ 22,760	\$ 225,826	\$ 405,031	\$ 45,519	15%	0%	\$ 259,700	\$ 425,292	\$ 684,982	\$ 732,931	\$ 47,949
02-0266	Rimbey	31 - Street Lights	\$ 2,711	\$ 31,714	\$ 2,530	\$ 5,421	\$ 63,427	\$ 5,061	15%	0%	\$ 6,235	\$ 66,598	\$ 72,833	\$ 77,931	\$ 5,098
02-0266	Rimbey	33 - Street Lights	\$ 991	\$ 2,011	\$ 218	\$ 1,962	\$ 4,022	\$ 436	15%	0%	\$ 2,280	\$ 4,223	\$ 6,502	\$ 6,957	\$ 455
02-0266	Rimbey	38 - Yard Lighting Service	\$ 64	\$ 508	\$ 42	\$ 127	\$ 1,016	\$ 84	15%	0%	\$ 146	\$ 1,067	\$ 1,213	\$ 1,298	\$ 85
02-0266	Rimbey	41 - Small General Service	\$ 90,621	\$ 122,715	\$ 15,346	\$ 181,242	\$ 245,429	\$ 30,691	15%	0%	\$ 208,428	\$ 257,701	\$ 665,129	\$ 498,758	\$ 32,629
02-0266	Rimbey	41D - Small Gen. Service Flat Rate Only	\$ 923	\$ 1,748	\$ 194	\$ 1,845	\$ 3,497	\$ 387	15%	0%	\$ 2,122	\$ 3,672	\$ 5,794	\$ 6,159	\$ 406
02-0266	Rimbey	44 - Oil and Gas (Capacity) Service	\$ 139	\$ 320	\$ 33	\$ 279	\$ 640	\$ 66	15%	0%	\$ 321	\$ 672	\$ 892	\$ 1,062	\$ 69
02-0266	Rimbey	45 - Oil and Gas (Energy) Service	\$ 1,945	\$ 3,134	\$ 366	\$ 3,889	\$ 6,267	\$ 732	15%	0%	\$ 4,473	\$ 6,580	\$ 11,053	\$ 11,827	\$ 774
02-0266	Rimbey	61 - General Service	\$ 110,504	\$ 85,487	\$ 11,805	\$ 221,009	\$ 110,973	\$ 23,609	15%	0%	\$ 254,160	\$ 116,622	\$ 370,682	\$ 396,630	\$ 25,948
Totals			\$ 320,810	\$ 420,151	\$ 53,293	\$ 641,620	\$ 848,302	\$ 106,586			\$ 717,953	\$ 852,517	\$ 1,620,180	\$ 1,733,651	\$ 113,413

2014 Franchise Fee	7.00%
2014 Estimated Revenue	\$ 106,586
2015 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ 113,413
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2015 Proposed Franchise Percentage	7.00%
2015 Estimated Franchise Fee Revenue if your Percentage is changed	\$ 113,413
Difference in Franchise Fees Collected from 2014 to 2015 with Proposed D&T Increases.	\$ 6,827

Key Considerations:

At present time we have estimated the increase in rates for Distribution & Transmission.



Franchise Fee Estimating Tool is For Information Purposes Only
 This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption 625 kWh
 Billing Period 30 Days

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (July 1, 2014 Distribution Tariff) Based on Current 7% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.050661	625 kWh	\$31.66
Basic Daily Charge	\$0.7000	30 Days	\$21.00
			\$52.66
Current Franchise Fee	7.00%		\$3.69
	GST	5.0%	\$2.82
			\$59.17
Current Annual Franchise Fee Costs: \$3.69 * 12 = \$44.23			

Proposed Residential Customer Monthly Costs			
<i>*Proposed has not been approved by the Alberta Utilities Commission</i>			
Rate 11 (Estimated Distribution Tariff) Based on Proposed 7% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.056288	625 kWh	\$35.18
Basic Daily Charge	\$0.7350	30 Days	\$22.05
			\$57.23
Proposed Distribution Component of the Rate Increase at 5%			\$2.86
			\$60.09
Estimated Proposed Franchise Fee	7.00%		\$4.01
	GST	5.0%	\$3.06
			\$67.16
Proposed Annual Franchise Fee Cost: \$4.01 * 12 = \$48.07			
<i>*Actual Rates will be confirmed by December 2014</i>			

Franchise Contract (Municipal #)	Municipality	Rate Category	2014 Transmission January to June Actuals	2014 Distribution January to June Actuals	2014 Franchise Fee Revenue January to June Actuals	12 Months Transmission (Estimated)	12 Months Distribution (Estimated)	12 Months Franchise Fee (Estimated)	2015 AESO - Flow through Charges-Transmission Increase (Estimated)	2015 FortisAlberta Distribution Increase (Estimated)	2015 Transmission (AESO - Flow through Charges) Including 15% Increase (Estimated)	2015 Distribution (FortisAlberta) Including 5 % Increase (Estimated)	2015 D&T Including Distribution Increase & Transmission Increase	2015 D&T Including Tariff Increase & Franchise Fee at Current Rate	2015 Franchise Fee Revenue at the New Franchise Fee Percentage
02-0266	Rimbey	11 - Residential Service	\$ 112,913	\$ 202,515	\$ 22,760	\$ 225,826	\$ 405,031	\$ 45,519	15%	0%	\$ 259,700	\$ 425,292	\$ 684,982	\$ 732,931	\$ 61,648
02-0266	Rimbey	31 - Street Lights	\$ 2,711	\$ 31,714	\$ 2,530	\$ 5,421	\$ 63,427	\$ 5,061	15%	0%	\$ 6,235	\$ 66,598	\$ 72,833	\$ 77,931	\$ 6,545
02-0266	Rimbey	33 - Street Lights	\$ 991	\$ 2,011	\$ 218	\$ 1,962	\$ 4,022	\$ 436	15%	0%	\$ 2,280	\$ 4,223	\$ 6,502	\$ 6,957	\$ 585
02-0266	Rimbey	38 - Yard Lighting Service	\$ 64	\$ 508	\$ 42	\$ 127	\$ 1,016	\$ 84	15%	0%	\$ 146	\$ 1,067	\$ 1,213	\$ 1,298	\$ 100
02-0266	Rimbey	41 - Small General Service	\$ 90,621	\$ 122,715	\$ 15,346	\$ 181,242	\$ 245,429	\$ 30,691	15%	0%	\$ 208,428	\$ 257,701	\$ 665,129	\$ 698,758	\$ 61,952
02-0266	Rimbey	41D - Small Gen. Service Flat Rate Only	\$ 923	\$ 1,748	\$ 194	\$ 1,845	\$ 3,497	\$ 387	15%	0%	\$ 2,122	\$ 3,672	\$ 5,794	\$ 6,159	\$ 521
02-0266	Rimbey	44 - Oil and Gas (Capacity) Service	\$ 139	\$ 320	\$ 33	\$ 279	\$ 640	\$ 66	15%	0%	\$ 321	\$ 672	\$ 992	\$ 1,062	\$ 89
02-0266	Rimbey	45 - Oil and Gas (Energy) Service	\$ 1,945	\$ 3,134	\$ 366	\$ 3,889	\$ 6,267	\$ 732	15%	0%	\$ 4,473	\$ 6,580	\$ 11,053	\$ 11,827	\$ 995
02-0266	Rimbey	61 - General Service	\$ 110,504	\$ 95,487	\$ 11,805	\$ 221,009	\$ 110,973	\$ 23,609	15%	0%	\$ 254,160	\$ 116,622	\$ 370,682	\$ 396,630	\$ 33,361
Totals			\$ 320,810	\$ 420,151	\$ 53,293	\$ 641,620	\$ 840,302	\$ 106,586			\$ 717,953	\$ 852,317	\$ 1,620,180	\$ 1,733,652	\$ 148,816

2014 Franchise Fee	7.00%
2014 Estimated Revenue	\$ 106,586
2015 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ 113,413
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2015 Proposed Franchise Percentage	9.00%
2015 Estimated Franchise Fee Revenue if your Percentage is changed	\$ 145,816
Difference in Franchise Fees Collected from 2014 to 2015 with Proposed D&T Increases.	\$ 39,239

Key Considerations:
At present time we have estimated the increase in rates for Distribution & Transmission.



Franchise Fee Estimating Tool is For Information Purposes Only
 This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption **625 kWh**
 Billing Period **30 Days**

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (July 1, 2014 Distribution Tariff) Based on Current 7% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.050661	625 kWh	\$31.66
Basic Daily Charge	\$0.7000	30 Days	\$21.00
			<u>\$52.66</u>
Current Franchise Fee	7.00%		\$3.69
	GST 5.0%		\$2.82
			<u>\$59.17</u>
Current Annual Franchise Fee Costs: \$3.69 * 12 = \$44.23			

Proposed Residential Customer Monthly Costs			
<i>*Proposed has not been approved by the Alberta Utilities Commission</i>			
Rate 11 (Estimated Distribution Tariff) Based on Proposed 9% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.056288	625 kWh	\$35.18
Basic Daily Charge	\$0.7350	30 Days	\$22.05
			<u>\$57.23</u>
Proposed Distribution Component of the Rate Increase at 5%			<u>\$2.86</u>
			<u>\$60.09</u>
Estimated Proposed Franchise Fee	9.00%		\$5.15
	GST 5.0%		\$3.12
			<u>\$68.36</u>
Proposed Annual Franchise Fee Cost: \$5.15 * 12 = \$61.8			
*Actual Rates will be confirmed by December 2014			

Franchise Contract (Municipal #)	Municipality	Rate Category	2014 Transmission January to June Actuals	2014 Distribution January to June Actuals	2014 Franchise Fee Revenue January to June Actuals	12 Months Transmission (Estimated)	12 Months Distribution (Estimated)	12 Months Franchise Fee (Estimated)	2015 AESO - Flow through Charges-Transmission Increase (Estimated)	2015 FortisAlberta Distribution Increase (Estimated)	2015 Transmission (AESO - Flow through Charges) Including 15% Increase (Estimated)	2015 Distribution (FortisAlberta) Including 5 % Increase (Estimated)	2015 D&T Including Distribution Increase & Transmission Increase	2015 D&T Including Tariff Increase & Franchise Fee at Current Rate	2015 Franchise Fee Revenue at the New Franchise Fee Percentage
02-0266	Rimbey	11 - Residential Service	\$ 112,913	\$ 202,515	\$ 22,760	\$ 225,826	\$ 405,031	\$ 45,519	15%	0%	\$ 259,700	\$ 425,292	\$ 684,982	\$ 732,931	\$ 75,348
02-0266	Rimbey	31 - Street Lights	\$ 2,711	\$ 31,714	\$ 2,530	\$ 5,421	\$ 63,427	\$ 5,061	15%	0%	\$ 6,235	\$ 66,598	\$ 72,833	\$ 77,931	\$ 8,032
02-0266	Rimbey	33 - Street Lights	\$ 991	\$ 2,011	\$ 218	\$ 1,962	\$ 4,022	\$ 436	15%	0%	\$ 2,280	\$ 4,223	\$ 6,502	\$ 6,957	\$ 716
02-0266	Rimbey	38 - Yard Lighting Service	\$ 64	\$ 508	\$ 42	\$ 127	\$ 1,016	\$ 84	15%	0%	\$ 146	\$ 1,067	\$ 1,213	\$ 1,298	\$ 133
02-0266	Rimbey	41 - Small General Service	\$ 90,621	\$ 122,715	\$ 15,346	\$ 181,242	\$ 245,429	\$ 30,691	15%	0%	\$ 208,428	\$ 257,701	\$ 665,129	\$ 698,758	\$ 51,274
02-0266	Rimbey	41D - Small Gen. Service Flat Rate Only	\$ 923	\$ 1,748	\$ 194	\$ 1,845	\$ 3,497	\$ 387	15%	0%	\$ 2,122	\$ 3,672	\$ 5,794	\$ 6,159	\$ 637
02-0266	Rimbey	44 - Oil and Gas (Capacity) Service	\$ 139	\$ 320	\$ 33	\$ 279	\$ 640	\$ 66	15%	0%	\$ 321	\$ 672	\$ 892	\$ 1,062	\$ 109
02-0266	Rimbey	45 - Oil and Gas (Energy) Service	\$ 1,945	\$ 3,134	\$ 366	\$ 3,889	\$ 6,267	\$ 732	15%	0%	\$ 4,473	\$ 6,580	\$ 11,053	\$ 11,827	\$ 1,216
02-0266	Rimbey	61 - General Service	\$ 110,504	\$ 85,487	\$ 11,805	\$ 221,009	\$ 110,973	\$ 23,609	15%	0%	\$ 254,160	\$ 116,622	\$ 370,682	\$ 396,630	\$ 40,775
Totals			\$ 320,810	\$ 420,151	\$ 53,293	\$ 641,620	\$ 840,302	\$ 106,586			\$ 717,953	\$ 852,517	\$ 1,620,180	\$ 1,733,651	\$ 178,220

2014 Franchise Fee	7.00%
2014 Estimated Revenue	\$ 106,586
2015 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ 113,413
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2015 Proposed Franchise Percentage	11.00%
2015 Estimated Franchise Fee Revenue if your Percentage is changed	\$ 178,220
Difference in Franchise Fees Collected from 2014 to 2015 with Proposed D&T Increases.	\$ 71,634

Key Considerations:

At present time we have estimated the increase in rates for Distribution & Transmission.



Franchise Fee Estimating Tool is For Information Purposes Only
 This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption **625 kWh**
 Billing Period **30 Days**

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (July 1, 2014 Distribution Tariff) Based on Current 7% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.050661	625 kWh	\$31.66
Basic Daily Charge	\$0.7000	30 Days	\$21.00
			\$52.66
Current Franchise Fee	7.00%		\$3.69
	GST	5.0%	\$2.82
			\$59.17
Current Annual Franchise Fee Costs: \$3.69 * 12 = \$44.23			

Proposed Residential Customer Monthly Costs			
*Proposed has not been approved by the Alberta Utilities Commission			
Rate 11 (Estimated Distribution Tariff) Based on Proposed 11% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.056288	625 kWh	\$35.18
Basic Daily Charge	\$0.7350	30 Days	\$22.05
			\$57.23
Proposed Distribution Component of the Rate Increase at 5%			\$2.86
			\$60.09
Estimated Proposed Franchise Fee	11.00%		\$6.30
	GST	5.0%	\$3.18
			\$69.56
Proposed Annual Franchise Fee Cost: \$6.3 * 12 = \$75.54			
*Actual Rates will be confirmed by December 2014			

Franchise Contract (Municipal #)	Municipality	Rate Category	2014 Transmission January to June Actuals	2014 Distribution January to June Actuals	2014 Franchise Fee Revenue January to June Actuals	12 Months Transmission (Estimated)	12 Months Distribution (Estimated)	12 Months Franchise Fee (Estimated)	2015 AESO - Flow through Charges-Transmission Increase (Estimated)	2015 FortisAlberta Distribution Increase (Estimated)	2015 Transmission (AESO - Flow through Charges) Including 15% Increase (Estimated)	2015 Distribution (FortisAlberta) Including 5 % Increase (Estimated)	2015 D&T Including Distribution Increase & Transmission Increase	2015 D&T Including Tariff Increase & Franchise Fee at Current Rate	2015 Franchise Fee Revenue at the New Franchise Fee Percentage
02-0266	Rimbey	11 - Residential Service	\$ 112,913	\$ 202,515	\$ 22,760	\$ 225,826	\$ 405,031	\$ 45,519	15%	0%	\$ 259,700	\$ 425,282	\$ 684,982	\$ 732,931	\$ 96,897
02-0266	Rimbey	31 - Street Lights	\$ 2,711	\$ 3,714	\$ 2,530	\$ 5,421	\$ 63,427	\$ 5,061	15%	0%	\$ 6,235	\$ 66,598	\$ 72,833	\$ 77,931	\$ 10,197
02-0266	Rimbey	33 - Street Lights	\$ 991	\$ 2,011	\$ 218	\$ 1,962	\$ 4,022	\$ 436	15%	0%	\$ 2,280	\$ 4,223	\$ 6,502	\$ 6,957	\$ 910
02-0266	Rimbey	38 - Yard Lighting Service	\$ 64	\$ 508	\$ 42	\$ 127	\$ 1,016	\$ 84	15%	0%	\$ 146	\$ 1,067	\$ 1,213	\$ 1,298	\$ 170
02-0266	Rimbey	41 - Small General Service	\$ 90,621	\$ 122,715	\$ 15,346	\$ 181,242	\$ 245,429	\$ 30,691	15%	0%	\$ 208,428	\$ 257,701	\$ 665,129	\$ 498,758	\$ 65,258
02-0266	Rimbey	41D - Small Gen. Service Flat Rate Only	\$ 923	\$ 1,748	\$ 194	\$ 1,845	\$ 3,497	\$ 387	15%	0%	\$ 2,122	\$ 3,672	\$ 5,794	\$ 6,159	\$ 811
02-0266	Rimbey	44 - Oil and Gas (Capacity) Service	\$ 139	\$ 320	\$ 33	\$ 279	\$ 640	\$ 66	15%	0%	\$ 321	\$ 672	\$ 892	\$ 1,062	\$ 139
02-0266	Rimbey	45 - Oil and Gas (Energy) Service	\$ 1,945	\$ 3,134	\$ 366	\$ 3,889	\$ 6,267	\$ 732	15%	0%	\$ 4,473	\$ 6,580	\$ 11,053	\$ 11,827	\$ 1,547
02-0266	Rimbey	61 - General Service	\$ 110,504	\$ 95,487	\$ 11,805	\$ 221,009	\$ 110,973	\$ 23,609	15%	0%	\$ 254,160	\$ 116,622	\$ 370,682	\$ 396,630	\$ 51,895
Totals			\$ 320,810	\$ 420,151	\$ 53,293	\$ 641,620	\$ 840,302	\$ 106,586			\$ 717,953	\$ 852,517	\$ 1,620,180	\$ 1,733,521	\$ 226,825

2014 Franchise Fee	7.00%
2014 Estimated Revenue	\$ 106,586
2015 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ 113,413
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2015 Proposed Franchise Percentage	14.00%
2015 Estimated Franchise Fee Revenue if your Percentage is changed	\$ 226,825
Difference in Franchise Fees Collected from 2014 to 2015 with Proposed D&T Increases.	\$ 120,239

Key Considerations:

At present time we have estimated the increase in rates for Distribution & Transmission.



Franchise Fee Estimating Tool is For Information Purposes Only
 This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption **625 kWh**
 Billing Period **30 Days**

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (July 1, 2014 Distribution Tariff) Based on Current 7% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.050661	625 kWh	\$31.66
Basic Daily Charge	\$0.7000	30 Days	\$21.00
			\$52.66
Current Franchise Fee	7.00%		\$3.69
	GST	5.0%	\$2.82
			\$59.17
Current Annual Franchise Fee Costs: \$3.69 * 12 = \$44.23			

Proposed Residential Customer Monthly Costs			
<i>*Proposed has not been approved by the Alberta Utilities Commission</i>			
Rate 11 (Estimated Distribution Tariff) Based on Proposed 14% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.056288	625 kWh	\$35.18
Basic Daily Charge	\$0.7350	30 Days	\$22.05
			\$57.23
Proposed Distribution Component of the Rate Increase at 5%			\$2.86
			\$60.09
Estimated Proposed Franchise Fee	14.00%		\$8.01
	GST	5.0%	\$3.26
			\$71.37
Proposed Annual Franchise Fee Cost: \$8.01 * 12 = \$96.14			
<i>*Actual Rates will be confirmed by December 2014</i>			



Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Request for Cancellation of Secondary Penalty

Confidential: No

Recommendation: To refuse the request for cancellation of the January 1, 2014 penalty for the late payment of taxes in the amount of \$808.75 for tax roll #11060.

Background: History/Discussion

The Town received the attached letter from 1731021 Alberta Ltd (Rimbey Foods) requesting a cancellation of the January 1, 2014 tax penalty for late payment of taxes in the amount of \$808.75.

As noted in the letter, Mr. Yoon states: “When we purchased the business we were under the mistaken belief that the tax monies owed to the Town had been paid by the former owners of Rimbey Foods”.

As this is not an administrative error on the Town’s part, we are recommending refusal of this request.

Relevant Policy/Legislation/Practices

Penalty for non-payment in current year

344(1) A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than 30 days after the tax notice is sent out.

Penalty for Non Payment in Other Years

345(1) A council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must be imposed sooner than January 1 of the year following the year in which the tax was imposed or

any later date specified in the bylaw.

Cancellation, reduction, refund or deferral of taxes

347(1) If council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of a tax;
- (c) Defer the collection of a tax;

The Town of Rimbey Tax Penalty Bylaw #870/11 states:

(2) A penalty of twelve percent (12%) shall be applied to all current taxes owing at the close of business on July 31 of each year. Should July 31 not be a business day, the penalty shall not be applied until the close of business on the following business day.

(3) A penalty of eighteen percent (18%) should be applied to all arrears owing at the close of business on December 31 of each year. Should December 31 not be a business day, the penalty shall not be applied until the close of business on the following business day.

Options/Consequences

Council could choose to approve the penalty cancellation in whole or in part.

Desired Outcome(s)

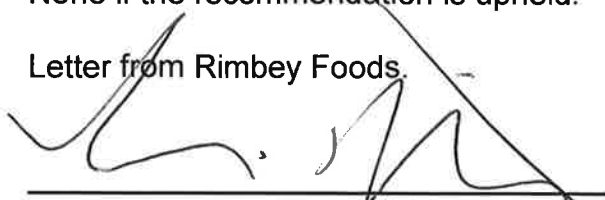
Refusal of the request will ensure that other similar requests are not submitted for approval as the onus is on the purchaser, not the Town to determine whether or not there are outstanding taxes.

Follow Up: Financial

None if the recommendation is upheld.

Attachments: Letter from Rimbey Foods.

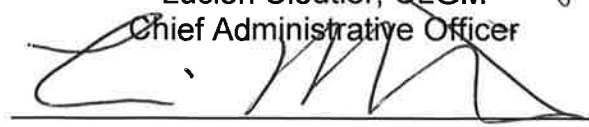
Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Rimbey Foods
1731021 Alberta Ltd.
Box 1268
Rimbey, AB
T0C 2J0

September 2, 2014

Attention: Mayor and Town Council
Town of Rimbey
P.O. Box 350
Rimbey, AB
T0C 2J0

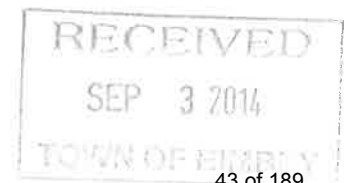
Re: Request for Forgiveness of Secondary Penalty

Dear Mayor and Council,

I and my partner Junnie Chung purchased Rimbey Foods in June 2013. On May 22, 2014, we received a notice from the Town's administration that we were in arrears for non-payment of the 2013 property taxes for our business, Rimbey Foods. When we purchased the business we were under the mistaken belief that tax monies owed to the Town had been paid by the former owners of Rimbey Foods. In addition not only had we never received a tax notice from the Town up to that point, but we never received any notices of penalties incurred after the tax deadline of July 31. Unfortunately we did not receive any notice – and were not even aware of a problem - until the 2014 Property Tax Notice was delivered on May 22, 2014.

We want to be clear with Town Council and administration that had we been informed of the overdue taxes, we would have paid immediately without further delay. Perhaps this is a typical occurrence in any town's financial administration, but to small business like Rimbey Foods a penalty of an additional 18% is an onerous burden to bear, especially when two years' taxes have to be paid at once.

To be clear, we have no dispute with paying the property taxes but we believe the second penalty is excessive, especially given that there was no warning notice offered prior to the application of the penalty. We are new to Rimbey, we are new to owning a business, and we ask that leniency be shown given our particular circumstances.



We are requesting a refund of the second tax penalty for the late payment of property tax for 2013 in the amount of \$808.75.

Thank you for your time and consideration.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "S. Yoon".

Steven Yoon
Rimbey Foods



Agenda Item: 7.7

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: 51ST Street Infrastructure Rehabilitation Project Grant Application

Confidential: No

Recommendation: Motion by Councillor for Administration to apply under the New Building Canada Grant, Small Communities Fund for the 51st Street Infrastructure Rehabilitation Project, with a total estimated cost of \$3.3 million.

Background: History/Discussion

Attached is information regarding the noted project. The Mayor and the CAO met with Mr. Jeff Moore, Assistant Deputy Minister of Policy and Communications, Infrastructure Canada. He encouraged the Town to submit the application at this time even though the Province of Alberta has not yet signed the bi-lateral agreement with the Federal Government for the Small Communities Grant.

Sending in the application at this time has no “downside” and will put this project on the radar.

Relevant Policy/Legislation/Practices

N/A.

Options/Consequences

Council could choose to wait for the Province to sign the agreement and announce the intake of applications, prior to applying. As mentioned, we see no “downside” to applying for this grant at this time.

Desired Outcome(s)

Our project will become "on the radar" with the Provincial and Federal government which we believe will increase the likelihood of approval.

Follow Up:

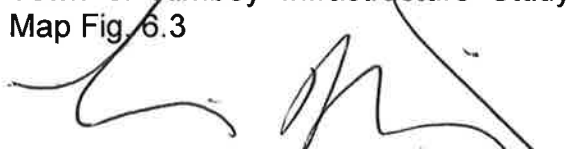
Financial

We stand to gain \$2.2 million of funding over four years. We will have to budget the remaining \$1.1 million over that same time period which will represent a significant portion of our capital budget for those years.

Attachments:

Tagish Engineering Ltd. Letter – 2014 Capital Budget Report and Budget Estimates
Town of Rimbey Infrastructure Study Assessment Report Map Fig 6.2
Town of Rimbey Infrastructure Study Assessment Report Map Fig 6.3


Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

October 30, 2013

File# RB117

Town of Rimbey
Box 350
Rimbey, Alberta
T0C 2J0

ATTENTION: Tony Goode, CAO

Dear Sir;

RE: 2014 Capital Budget Report and Budget Estimates

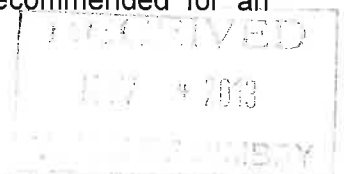
Tagish Engineering has been requested to provide preliminary estimates for several projects for the Town's 2014 capital projects budgeting process. For further clarity, the projects have been presented in four separate categories: major projects, road/surface projects, recreational center project, and water system projects.

Major Projects:

1. Project: 51st Street (from 51st Avenue to 46th Avenue)

This project is looking at a complete roadway reconstruction with new deep utility installations, and is intended to be completed in conjunction with Alberta Transportation's work on Hwy 53. It would include an upgrade to the 4-way stop intersection, and the completion of a new storm main to better direct the storm water from this area. This would allow the Town to abandon the existing storm line, which is inconveniently running through private lots and underneath buildings. This project could be divided into phases if required, but would need to start at the south end in order to get the new storm main in place. The total estimated cost for the project is \$3,220,000, which includes engineering and contingency.

Discussion: The Town should continue to lobby Alberta Transportation for cost sharing on this project, and to coordinate this project's timeline with their planned paving of Hwy 53. If Alberta Transportation is not paving in 2014, then the full engineering design of the project, and the first phase (46th Ave to 48th Ave) would be recommended for an estimated cost of \$855,000.



If the Town elects to move ahead with this project, consideration should be given to items such as: a community and business involvement program to work out construction access issues, parking requirements, and service interruptions. Landscaping features, including modernized street lighting, may also be a consideration for review, as this is a major street in the Town. Lastly, coordination with shallow utility providers (Atco, Fortis, etc.) should be considered, as it a great opportunity for them to complete system upgrades.

Road/Surface Projects:

2. **Project: Sidewalk Replacements** – A budget of \$100,000 was set aside for annual concrete replacements throughout the Town.
3. **Project: Asphalt Patching** – A budget of \$50,000 was set aside for annual asphalt patching throughout the Town.
4. **Project: 51st Avenue (from 50th to 51st Street) Reconstruction**
5. **Project: 46th Street (from 51st to 53rd Avenue) Reconstruction**

Based on the 2011 Infrastructure Study and Five Year Capital Report, several roads were identified as being in need of total infrastructure upgrade. The road projects considered to be in most need of reconstruction include: 51st Avenue (from 50th Street to 51st Street), and 46th Street (from 51st Avenue to 53rd Avenue).

Discussion: 51st Avenue (from 50th Street to 51st Street) was estimated to cost \$1,020,000 for a full rebuild. 46th Street (from 51st Avenue to 53rd Avenue) was estimated at \$730,000 for a full rebuild. These estimates include 10% engineering and 10% contingency. It is important to note that 51st Avenue is a very wide road and therefore consideration could be given to reducing the width to lower construction costs.

If the 2014 staged construction for 51st Street (from 46th Avenue to 51st Avenue – a major project including storm) does not proceed, one of the above road reconstruction projects may be considered an option.

6. **Project: Simpson Road Upgrade**

Tagish is currently looking at the present condition of the Simpson Road, and whether proposed development will require the road to be upgraded.

Discussion: Tagish will complete this assessment this fall, however, it doesn't look like development will require this road to be upgraded in 2014, and therefore this may be a capital budget item in 2015.

water pools in this depression but could be potentially routed to the north, tie into the storm main and be directed to the Highway ditch. A storm pond would also help take sediments out of the discharging storm water therefore improving water quality that is being released into wetlands.

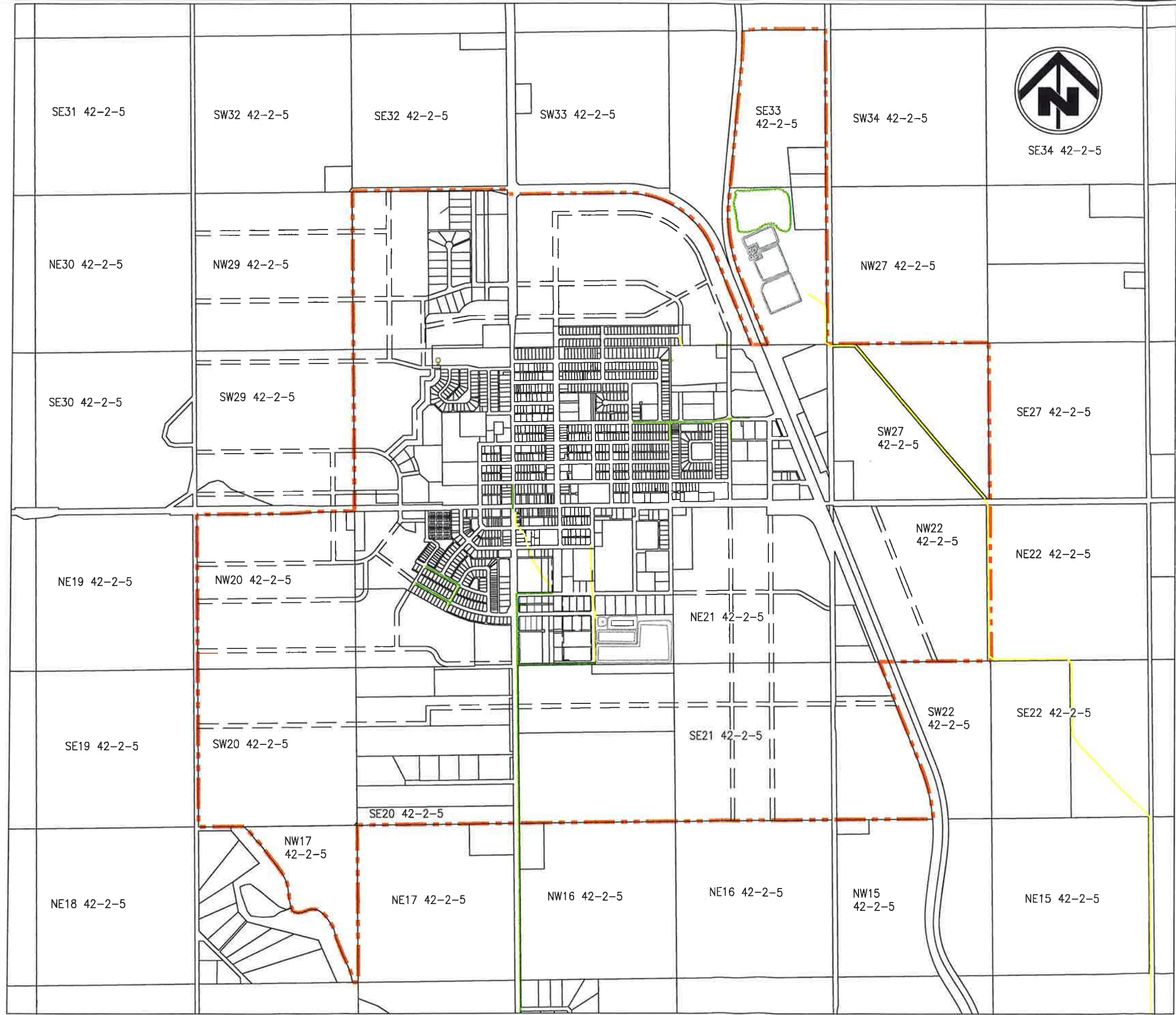
Part 2 - The Trunk main up 54th Avenue could be used to collect storm events up to the 1:5 year event off of 54th Avenue and surrounding blocks. This would better control storm water flows, and allow for better collection of storm water through the use of catch basins. Better collection would help reduce the roadway swales which can be a source of roadway damage and icing.

E – Drainage Swales

This area has two drainage swales running between residential lots. One swale takes flow coming off 57th Avenue, and the other off 56th Avenue. After major storm events, large amounts of sediments are left in these areas as a result of the high amount of flow through these swales. The depth and rate of flow is also very large to be contained in between residential properties. The underground pipe described above in D would help relieve flow through this area. Once the flow has travelled through the swales, it enters culverts under the alleyway. These culverts are covered minimally and assumed to be undersized. The flow then enters a ditch line that could benefit from a cleanout and re-grading.

F – 51st Ave Storm Sewer from 50th Ave to 45th Ave

The storm line from the intersection of 51st St and 50th Ave running southeast is very old, and portions are wood box culvert. The worst element of this storm line is that it runs outside the road right of way and across many private lots which makes maintenance or replacement either very difficult or not possible. This line is very important as it takes a large portion of storm water flow from Town to the Blindman River. *If this current storm line were to fail*, areas could experience flooding and there could be property damage. It has also been recognized that the current system has trouble with large storm events which further indicates its inadequacy. The storm line would be replaced in the road right of way of 51st Ave from 51st Ave to either 46th Ave or all of the way to south of 45th Ave. The soccer field area on the west side of 51st Ave could potentially be modified into a storm pond area and flows could then be reconnected to the 750mm which runs south to the river. It is important to note that the 750mm line running south out of Town is in better condition than the northern portion of the storm main.



Legend

EXISTING STORM	
STORM CHANNEL	
WETLAND/STORM POND	

Project
 TOWN OF RIMBEY
 INFRASTRUCTURE STUDY
 ASSESSMENT REPORT

TAGISH ENGINEERING LTD.
 Consulting Engineers
 G4, 5550 - 45 Street, RED DEER, AB T4N 1L1
 Phone (403) 345-7710 Fax (403) 341-4909
 E-mail admin@tagish-engineering.com

Scale	1:20,000
Date	September 28, 2011
Dwg. File	RB94_DGN01.dwg

Title EXISTING STORM INFRASTRUCTURE	Project No. RB94
	Drawing No. FIG. 6.2



Legend

- EXISTING STORM
- PROPOSED STORM
- WETLAND/STORM POND

- A - EXISTING WETLAND/ STORM POND
- B - NORTH LAGOON OUTLET & DRAINAGE CHANNEL
- C - 54th AVENUE STORM TO HIGHWAY 20
- D - 54th AVENUE TRUNK MAIN & TREATMENT STORAGE POND
- E - DRAINAGE SWALE
- F - 51st AVENUE STORM SEWER FROM 50th AVENUE - 45th AVENUE

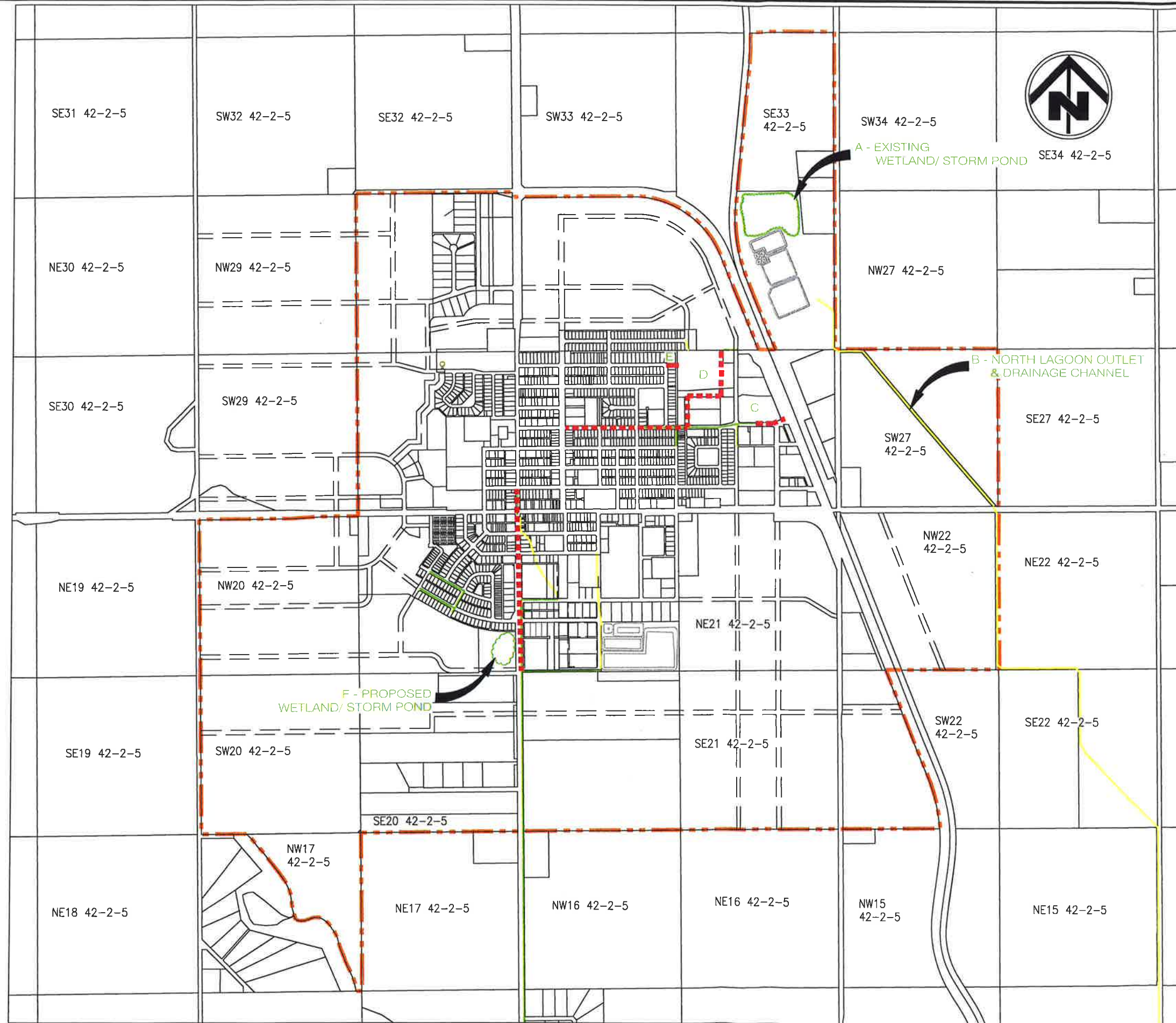
Project
 TOWN OF RIMBEY
 INFRASTRUCTURE STUDY
 ASSESSMENT REPORT

TAGISH ENGINEERING
 LTD.

Consulting Engineers
 G4, 5550 - 45 Street, RED DEER, AB T4N 1L1
 Phone (403) 346 - 7710 Fax (403) 341 - 4909
 E-mail: admin@tagish-engineering.com

Scale	1:20,000
Date	September 28, 2011
Dwg. File	RB94_DGN01.dwg

Title		Project No.
PROPOSED STORM WATER IMPROVEMENTS		RB94
		Drawing No.
		FIG. 6.3





Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Service Levels – First Draft

Confidential: No

Recommendation: Motion by Councillor to accept the draft service level analysis provided by Administration at this time as information and to discuss this matter at an upcoming Committee of the Whole and/or Special Council meeting of Council with a date to be determined.

Background: History/Discussion

Deliverable number two required of the new CAO is stated as follows:

“Service levels for all departments that will form the basis of council’s deliberations this fall for the 2015 budget.”

Attached are a number of service level sheets representing many of the main services of the Town. It is being presented at this point for information with the recommendation that a date in the near future be established to discuss these levels in detail. The analysis at this point is on the existing levels and direction is being sought from Council on which programs to do further analysis on in terms of possible service level enhancements or reductions.

Further service level sheets will be presented at the meeting.

Relevant Policy/Legislation/Practices

N/A.

Options/Consequences

Council may wish to set a date in conjunction with, or separately from other Council meeting dates. Council may choose not to review service levels at this time.

Desired Outcome(s)

Reviewing service levels will help ensure that the work undertaken by Rimbeystaff meets with the goals and objectives of the Council whom are responsible for establishing desired service levels. This review will greatly assist the budget process.

Follow Up: Financial

Undetermined at this time but changes in services will translate into financial consequences at some point.

Attachments:

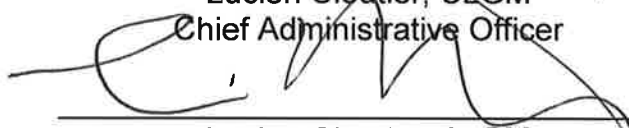
Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Provide Programs at the Pool

Department: Recreation

Description of Service:

Provide programs such as: Jr. Lifeguard Club, Swim Club, Aquafit, Parent and Tot Swim, Access Swim, Bronze Medallion and Bronze Cross

Current Service Level:	2014 Budget: Revenue: \$10,164 Expenses: \$30,487	Approx. # Employee hours 380
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Provide Swimming Lessons at the Pool

Department: Recreation

Description of Service:

Provide Swimming lessons to children and adults

Current Service Level:	2014 Budget: Revenue: \$23,964 Expenses: \$68,996	Approx. # Employee hours 2,280
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Provide Public Swim Times at the Pool

Department: Recreation

Description of Service:

Provide public swim times in the afternoon and evenings for the community. As well as weekend public swim times

Current Service Level:	2014 Budget: Revenue: \$37,464 Expenses: \$70,496	Approx. # Employee hours 2,280
-------------------------------	----------------------------------------------------------------	---------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Customer Service at the Pool

Department: Recreation

Description of Service:

Provide information about the pool at the front desk, receive payments for lessons and public swims, answer phone calls and sell merchandise.

Current Service Level:	2014 Budget: Revenue: \$967 Expenses: \$16,288	Approx. # Employee hours 760
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Splash Park

Department: Recreation

Description of Service:

Provide free access to water features during the summer months

Current Service Level:	2014 Budget: Revenue: \$9,464 Expenses: \$28,561	Approx. # Employee hours 380
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: **Rental of the Pool and Room**

Department: **Recreation**

Description of Service:

Provide a time and space for private rentals of pool or room.

Current Service Level:	2014 Budget: Revenue: \$12,464 Expenses: \$24,711	Approx. # Employee hours 190
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: **Fitness Centre**

Department: **Recreation**

Description of Service:

Provide Fitness Equipment to be used 24/7 for the community. Also available for use: Wallyball, Squash and Racquetball Courts.

Current Service Level:	2014 Budget: Revenue: \$33,800 Expenses: \$16,627	Approx. # Employee hours 1040
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Rental of the Community Centre and Kitchen

Department: Recreation

Description of Service:

Provide rental space for functions such as weddings, funerals, banquets, drama productions and gym use. Provide assistance to renters, supervise functions and clean the facility when the event is finished.

Current Service Level:	2014 Budget: Revenue: \$114,200 Expenses: \$237,234	Approx. # Employee hours 5200
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: School Usage of the Community Centre and Arena

Department: Recreation

Description of Service:

Provide space for Schools to use for physical activities during and after school hours free of charge

Current Service Level:	2014 Budget: Revenue: \$0 Expenses: \$32,617	Approx. # Employee hours 1040
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Ice Usage at the Arena

Department: Recreation

Description of Service:

**Prepare and maintain the ice for users for September to March.
Rental of space for users during the off season – Bullarama**

Current Service Level:	2014 Budget: Revenue: \$146,280 Expenses: \$225,697	Approx. # Employee hours 4160
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: **Special Events**

Department: **Recreation**

Description of Service:

Planning and organizing events such as: Winter Festival; Canada Day; Rodeo Parade; Santa Night and Mass Registration.

Current Service Level:	2014 Budget: Revenue: \$3,500 Expenses: \$26,731	Approx. # Employee hours 520
-------------------------------	---------------------------------------------------------------	-------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: **Programs**

Department: **Recreation**

Description of Service:

Provide programs such as: Drop In Sports; Zumba; Winter Walk. Facilitate instructors to use Community Centre or hire instructors to teach course. Coordinate with the Boys and Girls Club on activities needed.

Current Service Level:	2014 Budget: Revenue: \$23,740 Expenses: \$43,431	Approx. # Employee hours 520
-------------------------------	----------------------------------------------------------------	-------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recreation Office – Bookings/Payment

Department: Recreation

Description of Service:

Accept bookings and payments for all facilities such as: Fitness, Community Centre, Kitchen, Meeting Rooms, Table/Chair rentals.

Current Service Level:	2014 Budget: Revenue: \$3,310 Expenses: \$27,929	Approx. # Employee hours 1560
-------------------------------	---------------------------------------------------------------	--------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recreation Office – Program Registration

Department: Recreation

Description of Service:

**Assist local community groups in registration for their programs. We offer convenient office hours for participants to register and accept payments for their programs. Answer questions and provide information about the programs.
Registration for internal programs as well.**

Current Service Level:	2014 Budget: Revenue: \$3,310 Expenses: \$11,976	Approx. # Employee hours 520
-------------------------------	---------------------------------------------------------------	-------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recreation Office – Reception

Department: Recreation

Description of Service:

Provide community information to the public through phone calls or in person.

Current Service Level:	2014 Budget: Revenue: \$3,310 Expenses: \$11,476	Approx. # Employee hours 400
-------------------------------	---------------------------------------------------------------	-------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recreation Office – Advertising, Website

Department: Recreation

Description of Service:

Provide updates to the community through the website, advertising sources such as newspaper articles, posters and social media.

Current Service Level:	2014 Budget: Revenue: \$3,310 Expenses: \$9,285	Approx. # Employee hours 250
-------------------------------	--------------------------------------------------------------	-------------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Maintenance of Town Buildings

Department: PUBLIC WORKS

Description of Service: Maintenance & repair for all the Town Bldgs
Community Centre, Pool, Arena, RCMP, Town Office, RV park,
Airport, Reservoir 1 & 2, Waterwells #10, #12 & #13. 1 staff
full time. Other staff to assist as needed. Bruce 1960 hrs.
Other help 300 hrs.

Current Service Level:	2014 Budget: \$61,044.47 Revenue: Expenses:	Approx. # Employee hours 2260
-------------------------------	-------------------------------------------------------------	-------------------------------------------------

Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Public Works Administration

Department: PUBLIC WORKS

Description of Service: Preparing reports, Online reporting, incident reports, billing, recycle, parks, RCMP, cemetery, Trails, other organizations. 1 Staff 1440 per year, Public Works Foreman - 520 hrs. per year.

Current Service Level:	2014 Budget:	Approx. # Employee hours
	Revenue: \$68,671.47	
	Expenses:	1960

Enhanced Service:	Annual Program Cost	Approx. # Employee hours
	Revenue:	
	Expenses:	

Reduced Service:	Annual Program Cost	Approx. # Employee hours
	Revenue:	
	Expenses:	

Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Complaint & Concern Response

Department: PUBLIC WORKS

Description of Service: Responding to complaints & concerns from residents (Downed trees, neighbours fences, rough alley, etc.) Average 3 complaints per day. 1/2 hrs. per complaint.

Current Service Level:	2014 Budget: \$13,364.47 Revenue: Expenses:	Approx. # Employee hours 390
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Safety Meetings

Department: PUBLIC WORKS

Description of Service: 5 morning Safety meetings
8 staff at .5 hrs. per staff - 5 times a week for 52 weeks
2 staff gone 1 day a week.

Current Service Level:	2014 Budget: \$98,900.78 Revenue: Expenses:	Approx. # Employee hours 936
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow removal from roads

Department: PUBLIC WORKS

Description of Service: Removal of snow from town streets and in all sub-divisions.
3 staff about 250 hours each per snow season.

Current Service Level:	2014 Budget: \$78,358.94 Revenue: Expenses:	Approx. # Employee hours 750
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow removal from Town sidewalks

Department: PUBLIC WORKS

Description of Service: Blow & sweep downtown sidewalks, shcool sidewalks. 50th Street & 51st Street
1 staff - 3 days a week. 8 hours per dayfor 26 weeks

Current Service Level:	2014 Budget: \$66,679.03 Revenue: Expenses:	Approx. # Employee hours 624
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow removal from Walking trails

Department: PUBLIC WORKS

Description of Service: Sweep & blow snow from walking trail.
1 staff, 8 hrs. per day - 2 days per week for 26 weeks

Current Service Level:	2014 Budget: \$43,707.51 Revenue: Expenses:	Approx. # Employee hours 416
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Equipment Maintenance (Roads)

Department: PUBLIC WORKS

Description of Service: Service & repair, graders, Backhoes, trucks & other equipment
3 staff - 2 hours per week

Current Service Level:	2014 Budget: Revenue: \$32,221.75 Expenses:	Approx. # Employee hours 312
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Road Repairs (Pothole repairs)

Department: PUBLIC WORKS

Description of Service:
 Filling & tamping pot holes
 2 staff on average - 143 hrs. per person for 26 weeks per year.

Current Service Level:	2014 Budget: \$29,350.31 Revenue: Expenses:	Approx. # Employee hours 286
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Street Sweeping (Roads)

Department: PUBLIC WORKS

Description of Service: Sweep dirt, gravel, garbage and leaves from streets.
1 Staff- This is a years average sweeping.

Current Service Level:	2014 Budget: \$24,490.95 Revenue: Expenses:	Approx. # Employee hours 242
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow removal from alleys

Department: PUBLIC WORKS (Roads)

Description of Service: Push snow back in alleys to keep clear for Residents and Garbage truck.
1 Staff - 2 days every 2 weeks for 26 weeks of the year.

Current Service Level:	2014 Budget: \$20,735.99 Revenue: Expenses:	Approx. # Employee hours 208
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Alley Maintenance (Roads)

Department: PUBLIC WORKS

Description of Service: Grade & level alleys, fill large holes.
1 Staff - 2 days every 2 weeks for 26 weeks of the year.

Current Service Level:	2014 Budget: \$20,735.99 Revenue: Expenses:	Approx. # Employee hours 208
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Winter Street Sanding (Roads)

Department: PUBLIC WORKS

Description of Service: Sand icy spots on streets and intersections as needed.
1 Staff - 5 hrs. per event. Average 34 sanding events per year.

Current Service Level:	2014 Budget: \$16,539.27 Revenue: Expenses:	Approx. # Employee hours 170
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass maintenance (Roads)

Department: PUBLIC WORKS

Description of Service: Mow ditches & weed ship around signs.
1 Staff - 6 hrs. once a week for 26 weeks per year.

Current Service Level:	2014 Budget: \$14,993.11 Revenue: Expenses:	Approx. # Employee hours 156
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass maintenance - Walking Trails

Department: PUBLIC WORKS

Description of Service: Mow & weed whip walking trails.
1 person - 3 hrs. - once a week for 26 weeks

Current Service Level:	2014 Budget: \$14,993.11 Revenue: Expenses:	Approx. # Employee hours 156
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Pavement Inspections

Department: PUBLIC WORKS

Description of Service: Inspect pavement conditions on a daily basis.
1 person ongoing - 3 hrs. per week

Current Service Level:	2014 Budget: \$14,993.11 Revenue: Expenses:	Approx. # Employee hours 156
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance - Town Lots

Department: PUBLIC WORKS

Description of Service: Mow grass on town lots, community garden, RCMP, Community Centre, etc.
2 staff - 3 hrs. per week for 26 weeks per year.

Current Service Level:	2014 Budget: \$14,993.11 Revenue: Expenses:	Approx. # Employee hours 156
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Tree Trimming (Roads)

Department: PUBLIC WORKS

Description of Service: Trim easy access trees from sidewalks streets & alleys.
3 staff - 1 week per year

Current Service Level:	2014 Budget: \$11,016.75 Revenue: Expenses:	Approx. # Employee hours 120
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow removal from Town Lots

Department: PUBLIC WORKS

Description of Service: Remove snow from Town Office, RCMP and Fire Hall.
1 staff - 2 hrs. - Twice a week for 26 weeks.

Current Service Level:	2014 Budget: \$9,250.23 Revenue: Expenses:	Approx. # Employee hours 104
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Curb & Crosswalk Painting

Department: PUBLIC WORKS

Description of Service: Paint crosswalks, curbs and parking lot lines.
2 staff for 1 week once a year.

Current Service Level:	2014 Budget: \$6,599.67 Revenue: Expenses:	Approx. # Employee hours 80
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Gravel Road Grading

Department: PUBLIC WORKS

Description of Service: Grade gravel roads & alleys in town.
1 staff - 3 hrs. per week for 26 weeks

Current Service Level:	2014 Budget: \$6,378.79 Revenue: Expenses:	Approx. # Employee hours 78
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Weather Mitigation (Roads)

Department: PUBLIC WORKS

Description of Service: Clean up after severe winds, heavy rainfalls & unseasonal snow.
3 Staff - 20 hours per year

Current Service Level:	2014 Budget: \$4,390.87 Revenue: Expenses:	Approx. # Employee hours 60
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Sidwalk Inspections (Roads)

Department: PUBLIC WORKS

Description of Service: Visually inspect sidewalks.
1 person - 1 hour per week

Current Service Level:	2014 Budget: \$3,507.35 Revenue: Expenses:	Approx. # Employee hours 52
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow removal from Community Centre

Department: PUBLIC WORKS

Description of Service: Push snow back in lot when we can.
2 staff - 5 hours each - 5 times per year

Current Service Level:	2014 Budget: \$3,286.47 Revenue: Expenses:	Approx. # Employee hours 50
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Training for Staff (Roads)

Department: PUBLIC WORKS

Description of Service: Day to day training for equipment and other things.
40 hours per year

Current Service Level:	2014 Budget: \$2,182.07 Revenue: Expenses:	Approx. # Employee hours 40
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Weed Spraying (Roads)

Department: Public Works

Description of Service: We do a limited amount of spraying. Most of it is contracted out.

1 Staff Member – 40 hours per year

Current Service Level:	2014 Budget: \$2,182.07 Revenue: Expenses:	Approx. # Employee hours 40
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Christmas Lights

Department: Public Works

**Description of Service: Service, repair, set up and take down
2 Staff Member – 20 hours per employee. This is a once a year event**

Current Service Level:	2014 Budget: \$2,182.07 Revenue: Expenses:	Approx. # Employee hours 40
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow Removal from Pak-Ka-Poo Park

Department: Public Works

Description of Service: Remove snow from Pavilion lot and Truck Museum

1 Staff Member – 1 hour per week for 26 weeks per year

Current Service Level:	2014 Budget: \$2,871.44 Revenue: Expenses:	Approx. # Employee hours 26
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Arena Ice Removal (Roads)

Department: Public Works

**Description of Service: Remove Ice at the end of the Arena season
3 Staff Members – 6 hour each – 1 time per year**

Current Service Level:	2014 Budget: \$1,987.92 Revenue: Expenses:	Approx. # Employee hours 18
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance

Department: Public Works (Airport)

Description of Service: Mow grass in all areas of the Runway, Taxi way, hangars & Terminal Building.

3 Staff – 5 hours each – once every 2nd week for 26 weeks

Current Service Level:	2014 Budget: \$7,121.40 Revenue: Expenses:	Approx. # Employee hours 195
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Airport Inspections

Department: Public Works (Airport)

Description of Service: Once a week, travel out to the airport & inspect the Terminal Bldg. for heat, water and general conditions of the Runway and Hangar area.

1 Staff – Approximately 1 hour per week X 52 weeks

Current Service Level:	2014 Budget: \$1,899.04 Revenue: Expenses:	Approx. # Employee hours 52
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow Removal from Airport

Department: Public Works (Airport)

Description of Service: Plow road into Airport and a path to the hangars.

2 Staff – 1 hour, once a week – 26 weeks per year

Current Service Level:	2014 Budget: \$1,899.04 Revenue: Expenses:	Approx. # Employee hours 52
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance (Parks)

Department: Public Works

Description of Service: Mowing & Weed Whipping in Parks

3 Staff – 14 hours once a week for 26 weeks

Current Service Level:	2014 Budget: \$42,374.03 Revenue: Expenses:	Approx. # Employee hours 1092
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance (Slow Pitch Association fields)

Department: Public Works

Description of Service: Mow grass on Slow Pitch Association Ball Diamonds.

3 Staff – 6 hours each session – once a week for 26 weeks

Current Service Level:	2014 Budget: \$20,715.19 Revenue: Expenses:	Approx. # Employee hours 468
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Flower Baskets (Parks)

Department: Public Works

Description of Service: Put up baskets in the spring. Water them 5 days a week. Take the baskets down and put the pots away.

1 Staff – 3 hours per day - 5 days a week – 22 weeks per year

Current Service Level:	2014 Budget: \$14,143.83 Revenue: Expenses:	Approx. # Employee hours 334
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance Pool & Tennis Courts

Department: Public Works (Parks & Rec)

Description of Service: Mow grass & weed whip around spray park, Pool & tennis courts

2 Staff – 3 hours once a week – 26 weeks per year

Current Service Level:	2014 Budget: \$5,414.71 Revenue: Expenses:	Approx. # Employee hours 156
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance Community Centre

Department: Public Works (Parks & Rec)

**Description of Service: Mow grass, weed whip and pick-up garbage.
2 Staff – 2 hours each once a week – 26 weeks per year**

Current Service Level:	2014 Budget: \$5,100.16 Revenue: Expenses:	Approx. # Employee hours 104
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Trash removal form Bins, Park & Downtown

Department: Public Works (Parks & Rec)

Description of Service: Remove full bags of garbage and put in new bags on the walking trails, Downtown, parks & cemeteries.

1 Staff – 2 hours each once a week – 52 weeks per year

Current Service Level:	2014 Budget: \$5,100.16 Revenue: Expenses:	Approx. # Employee hours 104
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Park Inspections

Department: Public Works (Parks & Rec)

Description of Service: Visually inspect condition of equipment, grass, soft surfacing, benches & trees during spring, summer & fall. Winter inspections done once every 2 weeks.

1 Staff – 2 hours every 2 weeks in Winter & every week for 26 weeks

Current Service Level:	2014 Budget: \$5,100.16 Revenue: Expenses:	Approx. # Employee hours 78
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Equipment Maintenance

Department: Public Works (Parks & Rec)

**Description of Service: Repair equipment as is becomes in disrepair.
1 Person as required**

Current Service Level:	2014 Budget: \$2,452.00 Revenue: Expenses:	Approx. # Employee hours 50
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Special Projects

Department: Public Works (Parks & Rec)

Description of Service: Pas-Ka-Poo requests, Installing other organizations signs, picking up concrete from school playground project, etc.

6 hours per month – 6 months of the year

Current Service Level:	2014 Budget: \$1,765.44 Revenue: Expenses:	Approx. # Employee hours 36
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Water Well & Water Treatment Operations

Department: Public Works

Description of Service:
All day to day operations. Inspections, repairs of all the water wells and 2 reservoirs.

Current Service Level:	2014 Budget: Revenue: \$172,078 Expenses: \$103,820	Approx. # Employee hours 1040
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 person – 4 hours per day – 5 days per week x 52 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Bacti Sampling & Testing

Department: Public Works

Description of Service:

Current Service Level:	2014 Budget: Revenue: \$40,041 Expenses: \$24,158	Approx. # Employee hours 242
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 Bacti samples once per week – 2 hours each time
 Random CL test – ½ hour done 5 days a week – 52 weeks a year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Fire Hydrant Testing

Department: Public Works

Description of Service:
Flush, test & repair Hydrants

Current Service Level:	2014 Budget: Revenue: \$26,474 Expenses: \$15,972	Approx. # Employee hours 160
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff member – 8 hours per day – 10 days each time
 Done twice per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Water Meter Repair

Department: Public Works

Description of Service:
Repair or replace broken water meters

Current Service Level:	2014 Budget: Revenue: \$25,812 Expenses: \$15,573	Approx. # Employee hours 156
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff – 3 hours per week – 52 weeks per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Water Line Locates
Department: Public Works

Description of Service:
Locate curb valves as required by Alberta 1st Call

Current Service Level:	2014 Budget: Revenue: \$21,510 Expenses: \$12,978	Approx. # Employee hours 130
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff – ½ hour per call – 5 calls per week – 52 weeks per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Exercise Water Valves
Department: Public Works

Description of Service:
Exercise Valves

Current Service Level:	2014 Budget: Revenue: \$18,531 Expenses: \$11,181	Approx. # Employee hours 112
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 Staff – 7 days per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Equipment Maintenance
Department: Public Works

Description of Service:
 Service fire pumps, grease electric motors, general maintenance on switches and pump lines.

Current Service Level:	2014 Budget: Revenue: \$17,208 Expenses: \$10,382	Approx. # Employee hours 104
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 Staff – 2 hours per week – 52 weeks per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Water Line & Main Breaks
Department: Public Works

Description of Service:
Repair broken mains & leaking lines

Current Service Level:	2014 Budget: Revenue: \$15,884 Expenses: \$9,583	Approx. # Employee hours 96
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 3 staff – 8 hours per event – 4 events per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Meter Reading
Department: Public Works

Description of Service:
Read Water Meters

Current Service Level:	2014 Budget: Revenue: \$15,884 Expenses: \$9,583	Approx. # Employee hours 96
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff – 5 hours per month – 12 months per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow Removal from Well Sites
Department: Public Works

Description of Service:
 Remove snow from well sites & 2 reservoirs

Current Service Level:	2014 Budget: Revenue: \$8,604 Expenses: \$5,191	Approx. # Employee hours 52
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff – 2 hours per event – 1 event per week for 26 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Grass Maintenance at Well Sites
Department: Public Works

Description of Service:
Mow & Weed Whip Well sites

Current Service Level:	2014 Budget: Revenue: \$4,302 Expenses: \$2,596	Approx. # Employee hours 26
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff – 1 hour per week – 26 weeks a year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Pressure Reducing Valve in Vaults
Department: Public Works

Description of Service:
Inspect, pump out, set pressures & check operation

Current Service Level:	2014 Budget: Revenue: \$3,309 Expenses: \$1,997	Approx. # Employee hours 20
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 2 Staff – 5 hours per staff – 2 times per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recycle Facility & Composting

Department: Public Works

Description of Service:

Current Service Level:	2014 Budget: Revenue: \$29,888 Expenses: \$99,017	Approx. # Employee hours 2312
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 Full time Facility Attendant – 5 days a week x 52 weeks
 2 Staff once a week for 22 weeks doing compost for 8 hours per day



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recycle Facility - Grass Maintenance

Department: Public Works

Description of Service:

Mow grass at Recycle Facility

Current Service Level:	2014 Budget: Revenue: \$2,689 Expenses: \$8,907	Approx. # Employee hours 208
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

2 Staff – 8 hours once every 2 weeks for 26 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Recycle Facility – Snow Removal

Department: Public Works

Description of Service:

Plow roads and access to fire pits & other areas.

Current Service Level:	2014 Budget: Revenue: \$621 Expenses: \$2,056	Approx. # Employee hours 48
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

1 staff – 2 hours once per week for 24 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Cemetery – Grass Maintenance

Department: Public Works

Description of Service:
Mow grass around trees, fences, headstones. Weed whip around everthing.

Current Service Level:	2014 Budget: Revenue: \$12,337 Expenses: \$17,623	Approx. # Employee hours 780
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
2 staff members – 15 hours once per week for 26 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Cemetery – Grass Maintenance

Department: Public Works

Description of Service:
Mow grass around trees, fences, headstones. Weed whip around everthing.

Current Service Level:	2014 Budget: Revenue: \$759 Expenses: \$1,084	Approx. # Employee hours 48
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 2 staff members – 2 hours per member, 2 graves per month times 12 months



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Cemetery Inspection

Department: Public Works

Description of Service:
Visually inspect the cemeteries for damage, weeds, downed trees and overall cleanliness.

Current Service Level:	2014 Budget: Revenue: \$664 Expenses: \$949	Approx. # Employee hours 42
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 1 staff member – 1 hour per week through spring, summer and fall. Service is lower during winter months – 1 every 2 weeks.



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: RV Park – Winterize Waterlines

Department: Public Works

Description of Service:
Blow water out of lines and shut in lines.

Current Service Level:	2014 Budget: Revenue: \$1,486 Expenses: \$1,486	Approx. # Employee hours 16
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
2 staff – 8 hours each – once per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Waste Water Operations

Department: Public Works

Description of Service:
Daily wastewater operation

Current Service Level:	2014 Budget: Revenue: \$114,480 Expenses: \$82,009	Approx. # Employee hours 547
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:

Checking weir boxes, record number, check oil levels and filters. Check under drain and check lift stations.

1 staff member – 1.5 hours per day – 365 days per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Snow Removal from Lagoon Sites

Department: Public Works

Description of Service:
Move snow from roadways

Current Service Level:	2014 Budget: Revenue: \$10,883 Expenses: \$7,796	Approx. # Employee hours 52
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
1 staff member – 2 hours once per week for 26 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Wastewater – Equipment Maintenance

Department: Public Works

Description of Service:
Inspect manhole, manhole lids, and diffuser. Oil changes at blower building, filter change, tighten belts and camera lines

Current Service Level:	2014 Budget: Revenue: \$10,883 Expenses: \$7,796	Approx. # Employee hours 52
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
-------------------------	-----------------------------------------------------	-------------------------------------

Analysis of current, enhanced and reduced service levels:
 1 staff member – 1 hour per week for 52 weeks



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Wastewater – Grass Maintenance

Department: Public Works

Description of Service:
Mow grass at lagoons and lift station and weed whip.

Current Service Level:	2014 Budget: Revenue: \$10,046 Expenses: \$7,196	Approx. # Employee hours 48
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
1 staff member – 3 days per mow – twice per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Wastewater – Fence and Gate Maintenance

Department: Public Works

Description of Service:
Wastewater facility and drainage ditch fence. Inspect and repair as needed.

Current Service Level:	2014 Budget: Revenue: \$8,371 Expenses: \$5,997	Approx. # Employee hours 40
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
 40 hours per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Wastewater – Lagoon Discharge

Department: Public Works

Description of Service:
Do all the sampling, walk the drainage ditch, remove beaver dams, open valves.

Current Service Level:	2014 Budget: Revenue: \$8,371 Expenses: \$5,997	Approx. # Employee hours 40
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
--------------------------	-----------------------------------------------------	-------------------------------------

Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
1 staff member 20 hours per time – twice per year



**TOWN OF RIMBEY
SERVICE LEVELS
2014**

Name of Service: Wastewater – Storm Main Operations

Department: Public Works

Description of Service:
Inspect grates, barrels and piping.

Current Service Level:	2014 Budget: Revenue: \$2,093 Expenses: \$1,499	Approx. # Employee hours 10
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Enhanced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Reduced Service:	Annual Program Cost Revenue: Expenses:	Approx. # Employee hours
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Analysis of current, enhanced and reduced service levels:
1 staff member, 5 hours per time, done twice per year



Agenda Item:

7.9

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Rimoka Housing Foundation – Request for Letter of Support – Lodge Replacement

Confidential: No

Recommendation: Motion by Councillor to forward a letter to the Rimoka Housing Foundation supporting the replacement of the Seniors Lodge in Rimbey.

Background: History/Discussion

Attached is a self-explanatory letter from Rimoka Housing Foundation regarding the replacement of the Rimbey Senior's Lodge.

Relevant Policy/Legislation/Practices

Options/Consequences

Council could choose to not support the project in which case the project may possibly not proceed.

Desired Outcome(s)

The letter of support will facilitate the project moving ahead.

Follow Up: Financial

Rimoka will have to assume debt as a result of this project.

Attachments: Letter from Rimoka and sample support letter.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

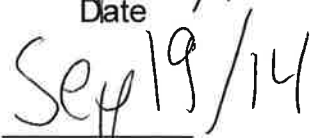


Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date



September 10, 2014

Town of Rimbey
Box 350
Rimbey, AB T0C 2J0

Re: Rimbey Lodge Replacement

Rimoka Housing Foundation was very pleased to receive the notification that the Federal & Alberta Governments approved a total of \$13,300,000 for the replacement / regeneration of Parkland Lodge in Rimbey. We are also grateful that Ponoka County has purchased a parcel of land to ensure that this project will move forward quickly.

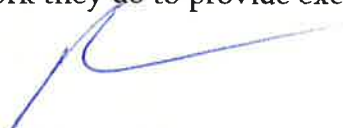
At our last meeting the Board was presented with the updated project proposal to build a stand-alone facility with 80 lodge rooms on the new site. This project will ensure that every lodge resident will have a new home and that their lives will not be adversely affected by construction.

This new proposal also envisages a potential need for debt financing in the region of \$3,500,000 with the assurance that this debt would be adequately serviced through the increased effective operations of the new lodge.

Our Ministerial Order clearly defines that the Rimoka Housing Foundation requires approval from the Minister to assume any debt with a repayment period of longer than one year. Government also requires a letter of acknowledgement and support from each funding municipality before approval will be granted.

By way of this letter we ask that the Town of Rimbey forward a letter of support for this important project and our need to assume some debt to complete the building. We also attach a sample letter of support that could be used as a template.

We truly appreciate your ongoing support for Rimoka Housing Foundation and the critical work they do to provide excellent support for the region's seniors.



Paul McLauchlin
Board Chair
Rimoka Housing Foundation

<Date>

Minister of Municipal Affairs
Executive Branch
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Re: Rimbey Lodge Replacement

Please take this letter as a commitment of support from the <Municipality> for the Rimoka Housing Foundation to assume a debt portion for the new lodge located in Rimbey. It is our understanding that this debt will be in the region of \$3,500,000.

We also support the request for the Minister to approve that Rimoka Housing Foundation assume a debt with a repayment period of longer than one year.

We appreciate your dedication and commitment to make this project a success and know that this initiative will help to make this building sustainable for many years.

The <Municipality> will also work with the Rimoka Housing Foundation to ensure that you have any formal commitments and agreements needed so as to give assurance for our continued commitment in the future.

Thank you for taking this initiative for this project.

<Municipality>



Agenda Item:

8.1.1

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Chief Administrative Officer Report

Confidential: No

Recommendation: To accept the Chief Administrative Officers report as information.

Background: History/Discussion
Report Attached

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Chief Administrative Officer's report.

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

CAO'S REPORT
SEPTEMBER 22, 2014 COUNCIL MEETING

- Issued four development permits since last report. One includes a new housing start on 58th Avenue.
- A rezoning application is pending as is the registration of a condo plan.
- Attended FCSS fundraiser golf tournament. Golfed with our federal MP, Mr. Blaine Calkins.
- Continuing work on the 51 Street grant (New Building Canada Grant). Met with the Assistant Deputy Minister of Infrastructure Canada on this project.
- Accepted 3 nominations for the Council vacancy. One nominee withdrew. By-election to be held on October 6. Arrangements are well under way.
- Met with the developer of Legacy Court. We are awaiting updated engineered documents from the Developer's engineer in order to proceed with the development agreement for Phase 2.
- Have not received any response to date from TNC Publications regarding our request for refund.
- Arrangements are in place for the AUMA conference. We will be meeting with the Municipal Affairs Ministry. As well, the CFO and I will be meeting with Alberta Municipal Affairs to discuss grants and funding.
- Met with Encana representatives regarding their agreement with us on the purchase of wastewater. They will not know until later this month regarding whether or not, or how much wastewater they're going to require.
- Completed the level 100 Incident Command Centre training and will be arranging level 200 training for Rimbey staff in the near future.
- Met with Safety Codes Council representatives regarding the Fire discipline. We need to put more information together for them so they can do a proper audit. The audit is scheduled for October 1.
- Due to the snow, the Servus Golf Tournament was postponed and I was unable to attend on the new date of September 17th.

Respectfully submitted,

Lucien



Agenda Item: 8.1.2

Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Chief Financial Officer Report

Confidential: No

Recommendation: To accept the Chief Financial Officer’s report as information
Background: History/Discussion
Report attached.


Relevant Policy/Legislation/Practices

Options/Consequences

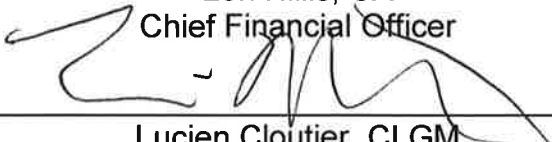
Desired Outcome(s)

Follow Up: Financial

Attachments: Variance Report to August 31, 2014

Prepared by: 
Lori Hillis, CA
Chief Financial Officer

Sept 19/14
Date

Endorsed by: 
Lucien Cloutier, CLGM
Chief Administrative Officer

Sept 19/14
Date

**TOWN OF RIMBEY
VARIANCE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2014**

OPERATING	Revenues				Expenses			
	Budget	Actual	Remaining	% Received	Budget	Actual	Remaining	% Used
	General Municipal Revenues	3,566,267	3,441,348	124,919	96%	861,140	447,160	413,980
Council (11)					202,602	114,820	87,782	57%
Administration (12)	99,100	111,865	(12,765)	113%	609,627	396,560	213,067	65%
General Operating (12-13)					127,480	67,142	60,338	53%
Police (21)	23,750	16,130	7,620	68%	53,659	24,459	29,200	46%
Fire (23)	50,000	28,421	21,579	57%	115,738	51,569	64,169	45%
Disaster Services (24)					5,795	6,350	(555)	110%
Bylaw - Animal (26)	2,360	2,290	70	97%	21,826	6,836	14,990	31%
Bylaw - Regional (26-01)	147,800	66,073	81,727	45%	190,489	124,845	65,644	66%
Public Works (32)	1,300	11,453	(10,153)	881%	594,029	433,062	160,967	73%
Airport (33)	720	720	0	100%	11,641	5,540	6,101	48%
Storm Sewer (37)					5,500	6,755	(1,255)	123%
Water (41)	518,550	358,370	160,180	69%	312,858	199,428	113,430	64%
Sewer (42)	346,950	204,427	142,523	59%	208,245	136,359	71,886	65%
Garbage (43)	199,604	134,294	65,310	67%	120,487	67,151	53,336	56%
Recycle (43-01)	37,075	31,766	5,309	86%	122,829	79,504	43,325	65%
Compost (43-02)					26,761	6,694	20,067	25%
FCSS (51)	158,686	119,015	39,671	75%	186,166	126,515	59,651	68%
Cemetery (56)	13,760	9,447	4,313	69%	19,656	11,817	7,839	60%
Development (61)	41,900	20,648	21,252	49%	112,590	71,072	41,518	63%
Econ.Development (61-01)	15,200	14,625	575	96%	19,530	19,108	422	98%
RV Park (61-08)	18,822	3,155	15,667	17%	14,822	4,709	10,113	32%
Recreation Office (72)	13,240	14,461	(1,221)	109%	70,245	32,866	37,379	47%
Pool (72-04)	120,570	96,265	24,305	80%	264,834	196,385	68,449	74%
Parks (72-05)	9,100	10,035	(935)	110%	126,949	80,505	46,444	63%
Racquetball (72-06)	33,800	26,058	7,742	77%	16,627	7,895	8,732	47%
Arena (72-09)	146,280	119,220	27,060	82%	225,697	150,899	74,798	67%
Recreation Programs (72-11)	33,240	20,390	12,850	61%	76,341	34,390	41,951	45%
Community Centre (74)	114,200	87,928	26,272	77%	269,851	164,730	105,121	61%
Library (74-06)	11,400	4,191	7,209	37%	125,865	89,205	36,660	71%
Scout Hall (74-08)					3,420	2,897	523	85%
Curling Club (74-09)	500	500	0	100%	19,500	9,458	10,042	49%
Museum (74-12)					69,945	53,575	16,370	77%
Total Revenues/Expenditures	5,724,174	4,953,095	771,079	87%	5,212,744	3,230,260	1,982,484	62%
Debenture & Loan Principal Payments					311,882	185,264	126,618	59%
Total operating and debt repayment	5,724,174	4,953,095	771,079		5,524,626	3,415,524	2,109,102	

**TOWN OF RIMBEY
VARIANCE REPORT
FOR THE PERIOD ENDED AUGUST 31, 2014**

CAPITAL	REVENUES			EXPENDITURES	
	Reserves	Grants	Other sources	Actual	Remaining
HVAC System		80,000	100,000	4,062	175,938
Handicap Access - CC & Arena	18,000			9,284	8,716
CC Alarm System	12,000			2,336	9,664
Overhead door replacement - PW	14,320			13,920	400
Electronic Leak Detector	8,000				8,000
Trench Shoring	12,000				12,000
Fire Department Equipment	18,000				18,000
JD Loader		187,000		157,900	29,100
Blower & Blade for Loader	115,000			126,835	(11,835)
Skid Steer Snow Blower				6,000	(6,000)
Meter Reader and Software	11,100				11,100
Filing System	15,000				15,000
Recreation/PW Truck	20,000			15,523	4,477
Concrete Crushing	100,000			72,049	27,951
Sidewalk Replacements		250,000		227,357	22,643
46th Avenue Park	50,000				50,000
Spray Park	20,000			3,494	16,506
Bergum Storm Drainage	25,000			11,750	13,250
Water System Upgrade	120,000			22,438	97,562
Highway 20 Intersection Upgrades		300,000		23,517	276,483
Ag Society Water/Sewer project	50,000				50,000
Skateboard Park	40,000			1,013	38,987
Other Capital Projects (Unfunded):					
54 Ave Storm Line				835	(835)
Trails				2,573	(2,573)
South Lagoon Baffle Curtain				68	(68)
HWY 53 & 51 Street Intersection				6,592	(6,592)
43 Street				2,528	(2,528)
NE Lagoon Repairs				2,230	(2,230)
51 Avenue Reconstruction				1,021	(1,021)
58 Avenue Road				1,485	(1,485)
Simpson Road				3,126	(3,126)
51 St Manhole repair				2,452	(2,452)
Water/Sewer repairs				1,299	(1,299)
Total	648,420	817,000	100,000	721,687	843,733
Unfunded total projects				24,209	



Agenda Item:

8.1.3

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Public Works Department Report

Confidential: No

Recommendation: To accept the Public Works Department report as information.

Background: History/Discussion Report attached.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

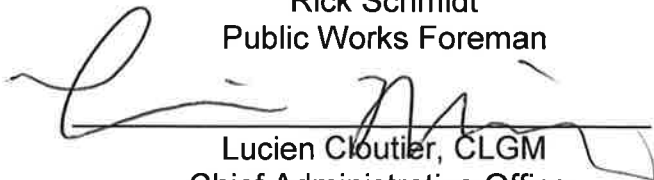
Attachments: Public Works Foreman's Report

Prepared by:

Rick Schmidt
Public Works Foreman

Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

PUBLIC WORKS REPORT JULY & AUGUST, 2014

Over the last couple of months there have been several electrical related equipment failures.

Reservoir #2: Experienced a flow meter failure, which resulted in numerous Overtime hours to babysit the Reservoir while filling. That issue is now resolved.

Well #13: It also experienced a well pump drive failure. This resulted in watering restrictions being put in place for 5 days while we waited for delivery of drive unit.

Grass Cutting: Grass and weed whipping is ongoing as needed. The flower baskets have been taken down, frost had destroyed them.

Arena: Public Works has helped put ice in the Arena because of staffing issues there.

Roads: Pavement repairs have been done. The Sidewalk construction projects are complete. A couple water main repair patches have been fixed as well. Early heavy snow left us scrambling to clean up fallen trees and branches.

Lagoons: The underdrain at the North Lagoon is still not fixed. We have come up with a way of making pump changes safe, but we are waiting for Urban Dirtwork to come and make the changes. The aeration system at the South Lagoon had an electrical equipment failure. The soft start for the electric motor burnt out. This left us with no ability to start the motors safely. This has now been fixed as well. The lagoons are being prepared for fall discharge. Encana has indicated they will not be taking anymore effluent this year.

Parks & Recreation: Pool & Spray Park winterizing is complete. The Outdoor Exercise Equipment has been installed along the walking trail on the South side of the R.V. Park. The pavement repairs on the Walking Trail have been completed.

Recycle: The metal pile and burn pits were cleaned up at the Recycle.

R.C.M.P. Bushes were removed at the RCMP Station and landscaping done.

Capital: Public Works has been busy for a month doing Capital budget 5 – 10 year plan as well as Service Level Evaluations.

Rick Schmidt
Public Works Foreman



Agenda Item: 8.1.4

Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Director of Community Services Report

Confidential: No

Recommendation: To accept the Director of Community Services report as information.

Background: History/Discussion
Report attached.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Director of Community Services report.

Prepared by:

Cindy Bowie
Director of Community Services

Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date



Community Services Report

September 22, 2014

Department Staffing

- Full time Custodian/Facility Attendant will be assisting with any events/ arena cleanup and general cleanliness of the facility

Peter Lougheed Community Centre

- AED (Defibrillator) training will be held October 14th 6-8 pm free of charge for 10 people. Most of the Staff is trained and therefore the training is available to anyone interested.
- Insurance Adjustor meeting in regards to the gym floor. A contractor will be coming to look at the floor and prepare an estimate for repairs. Jubilee Insurance will then let us know what the process will be to fix the floor.
- Attended the Keyera Open House on Aug. 22 and guided the Keyera dignitaries and Joe Lougheed throughout the facility.

Community Fitness Centre

- Met with the Flaman Fitness representative on equipment replacement for the coming years

Rimbey Aquatic Centre

- Aquatic Manager and Sr. Lifeguards were unable to work the last week of August due to University/College therefore a staff member and I looked after the pool chemicals and supervision of the Jr. Lifeguards for the remaining 8 days of the pool operation. Pool Closure was Sept. 2
- Pool shutdown was started and Western Recreation arrived to ensure the pool was winterized and fix a few mechanical equipment

Spray Park

- Activator (off and on button) installed Sept. 12 along with the shutdown of the park. Antifreeze was poured into the pipes and should be ready for winter.
- The motor/pump for the circulation of the toys was removed at the end of August. Noisy bearings

Arena

- Ice User's Meeting was held on Aug. 19
- Ice making began on Sept. 2
- Minor Hockey started conditioning camps Sept. 15, regular season practices begin Sept. 29
- Pond Hockey will begin the week of Sept. 29

Programs

- Monday nights - Zumba
- Tuesday nights – Badminton

- Wednesday nights – Open Gym
- Thursday nights – Pickleball
- The first Babysitting course was very successful with 14 registered participants, therefore another Babysitting Course will be held on Friday, September 26
- Currently looking at hosting other courses such as Yoga, Dance and Martial Arts.

Boys and Girls Club

- Summer Programs were held on Tuesday and Thursdays 9-4
- Fall programs will begin on September 23rd with the 6-12 yrs olds on Tuesdays and the Teens will continue on Wednesday night's.

Events

- Mass Registration was held on September 4th – many parents came to the Community Centre to register from the various community groups.
- Santa Night will be held on Friday, November 28th

Respectfully submitted by:

Cindy Bowie
Director of Community Services



Agenda Item: 8.1.5

Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Community Peace Officer's Report

Confidential: No

Recommendation: To accept the Community Peace Officer's report as information.

Background: History/Discussion
Report attached.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Community Peace Officer's report.

Prepared by: Sgt. Kyle Koller
Community Peace Officer Supervisor

Date

Endorsed by: Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Council report for May thru September

The summer was quite busy and productive in the Summer Villages. There were a significant number of moving and non-moving violations. Approximately 214 tickets were issued in the summer villages. There were two Peace Officers for the summer villages and approximately 550 hours spent in the six villages in total.

During the Months of May thru September the Peace Officers also spent a significant amount of time in the Town of Rimbey. In August complaints were received regarding speeding on 50 Avenue and over the course of several weeks, Peace Officers monitored morning traffic between (4:30 to 8:00) and in the evening between (5:00 pm to 7:00 pm). The speed complaints were accurate in the 50 km/hr zone.

The average speed for offending drivers was 80 km/hr and the highest speed was 96 km/hr in the 50 km/hr zone. During the summer there were both Moving and non-moving violations. Approximately 200 tickets were written in Rimbey which included Playground zones, speeding and School zones.

CAO Cloutier and Sgt Koller met with the Emergency Management team and have accepted the positions of Director and Assistant Director for Emergency Management for the Town of Rimbey.

Peace Officer Koller and Peace Officer Klause will be attending a mock live exercise for Gibson Energy as representatives for the Town of Rimbey on September 18, 2014. They will be strictly observers for this event.

The security clearance for CPIC with the RCMP is underway and still in the process of completing.

Peace Officer Koller has applied to the A.A.C.P.O program (Alberta Association of Community Peace Officers). They have a great program available which includes being involved with R.C.C (Radio Communication Centre) which communicates with the Peace Officers and has a CAMS system which tracks and monitors the Peace Officers. The Monitoring is for the safety of Peace Officers and helping the Officers when doing Bylaw enforcement and Traffic Enforcement.

With school back in I have tried to make time for the school zones during the peak times. There have been several violations issued but also traffic warnings in regards to stops signs, school zones and pedestrian cross walks.

I am hoping that I can continue to monitor the school zones to slow drivers down for the safety of our children.

Sgt Kyle Koller



Agenda Item:

8.1.6

Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Fire Department Report

Confidential: No

Recommendation: To accept the Fire Department Report as information.
Background: History/Discussion
Report attached.

Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

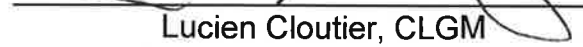
Attachments: Fire Chief's report.

Prepared by:


John Weisgerber
Fire Chief

Date

Endorsed by:


Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Fire Department Report to September 15, 2014

The fire fighters have been on the go often this summer. In July there were 11 calls for service and August had 21 calls. This brings us up to 87 calls year to date. There have been a lot of false alarms, 10 of them in Aug. alone. If this keeps up at this rate we will be well over the average and it may have effects on budget numbers. We are looking to the next few years and starting to look at wish list for the next few years. We think it may be time to sit down with county and town and look at what the fire fighters are thinking. Maybe in the next month that could be arranged.



Agenda Item:

8.2.1

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Rimoka Housing Foundation Minutes (3)

Confidential: No

Recommendation: To accept the Rimoka Housing Foundation Minutes of May 21, 2014, June 18, 2014 and August 5, 2014 as information.

Background: History/Discussion

Minutes of May 21, 2014
Minutes of June 18, 2014
Minutes of August 5, 2014

Relevant Policy/Legislation/Practices

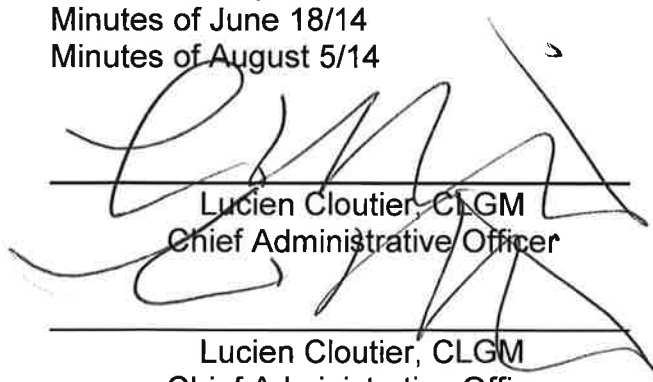
Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Minutes of May 21/14
Minutes of June 18/14
Minutes of August 5/14

Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

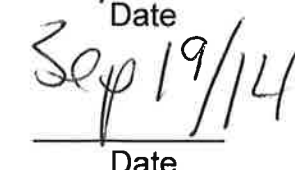


Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Rimoka Housing Foundation
May 21, 2014 @ 8:30am
Parkland Manor, Rimbey

MINUTES

In Attendance:	Legion	D. MacPherson (regrets)	
	Town of Ponoka	R. Bonnett	T. Falkiner
	Town of Rimbey	R. Pankiw	M. Jaycox
	County of Ponoka	P. McLauchlin – Chair	B. Liddle – Vice Chair (regrets)
	The Bethany Group	D. Beesley	S. Mickla
		M. Wideman - Recorder	

1.	CALL TO ORDER The meeting was called to order at 8:35am by Paul McLauchlin
2.	ADOPTION OF AGENDA RHF 14-05-01 MOVED by R. Pankiw that the Board accept the Agenda as circulated. CARRIED
3.	APPROVAL OF MINUTES RHF 14-05-02 MOVED by R. Pankiw that the Board accept the minutes of April 16, 2014 as amended under item 6(a). CARRIED
4.	FINANCIAL STATEMENTS Review of Financial Statements for the three months ended March 31, 2014 – Lodge Operations are currently operating positive to budget, Legacy Place is currently operating slightly below budget. RHF 14-05-03 MOVED by M. Jaycox to accept the Financial Statements for the three months ended March 31, 2014 as presented. CARRIED
5.	OPERATIONAL REPORT Review of report prepared by S. Mickla – Both Golden Leisure Lodge in Ponoka and Parkland Manor in Rimbey are currently full with waitlists for admission.

	<ul style="list-style-type: none"> - Kansas Ridge has 2 vacancies, both with move-ins scheduled for July; Reid Manor has 7 vacancies with only 2 residents receiving meals; Legion Arms has 3 vacancies; Slater Place is full; in Community Housing only the fire damaged suite remains vacant. - An agreement has been reached with the Legacy Place resident - \$2,000 will be retained rather than the usual amount withheld. The suite has already been reassigned. - The first meeting of the Operations Sub-Committee will take place following the June 18th Board Meeting. Paul McLauchlin and Rick Pankiw will attend. - Project Update & Communications will be added as a standing agenda item.
6.	PREVIOUS BUSINESS
a.	<p>Rimbey Project Update</p> <p>Announcement will take place today at 10:00am.</p> <p>R. Pankiw advised that MLA Anglin has requested a meeting with the Rimoka Board. A response will be sent on behalf of the Board. A June 9th meeting has been scheduled with MLA Anglin and Rimbey Town Council.</p>
b.	<p>Operations Sub-Committee</p> <p>Discussed under Operational Report, above.</p>
7.	NEW BUSINESS
a.	<p>Rent Geared to Income (RGI)</p> <p>The Rimoka Board had approved the switch to Rent Geared to Income (RGI) as the base for Lodge accommodation fees when the 2014 budget was approved. This change will cause substantial increases to some residents and much less to others, including decreases in some instances.</p> <p>RHF 14-05-04 MOVED by R. Pankiw to delay the full implementation of Rent Geared to Income (RGI) and approve a \$50/month increase per Lodge unit effective July 1, 2014. The RGI calculation will be used for all new residents after May 1, 2014. CARRIED</p> <p>As of July 1st eligible seniors will receive an additional \$50 per month, for a total of \$315 disposable income each month. Government has not yet defined 'eligible seniors' or clarified where the additional \$50 will come from.</p>
8.	DATE & LOCATION OF NEXT MEETING
	The next meeting will be held on Wednesday June 18 th at 9:00am at Legacy Place, Ponoka.

9.	ADJOURNMENT RHF 14-05-05 MOVED by T. Falkiner that the May 21 st , 2014 Rimoka Board meeting adjourn at 9:15am. CARRIED
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Paul McLaughlin, Board Chair

June 18/2014.

Date



Sharon Mickla, Director-Client Services

June 18/2014

Date

Rimoka Housing Foundation
June 18, 2014 @ 9:00am
Legacy Place, Ponoka

MINUTES

In Attendance:	Legion	D. MacPherson	
	Town of Ponoka	R. Bonnett	T. Falkiner (regrets)
	Town of Rimbey	R. Pankiw (regrets)	M. Jaycox
	County of Ponoka	P. McLauchlin – Chair	B. Liddle – Vice Chair
	The Bethany Group	D. Beesley	S. Mickla
		M. Wideman - Recorder	

1.	CALL TO ORDER The meeting was called to order at 9:00am by Paul McLauchlin
2.	ADOPTION OF AGENDA RHF 14-06-01 MOVED by M. Jaycox that the Board accept the Agenda as circulated. CARRIED
3.	APPROVAL OF MINUTES RHF 14-06-02 MOVED by R. Bonnett that the Board accept the minutes of May 21, 2014 as circulated. CARRIED
4.	FINANCIAL STATEMENTS Delayed Implementation of the Housing Access Link (HAL) financial program by government. Financials will be ready in July and will be circulated electronically as soon as they are available. Appliances purchased in Lacombe were for social housing and were put through a proper RFP process. The cheques still show on the registrar but costing is to the housing portfolio, not the Foundation.
5.	OPERATIONAL REPORT Review of report prepared by S. Mickla – Both Golden Leisure Lodge in Ponoka and Parkland Manor in Rimbey are currently full. Discussion regarding the validity of the current waitlists. – The first meeting of the Operations Sub-Committee will take place following today's Board Meeting.

	<ul style="list-style-type: none"> - Vacancies in Kansas Ridge are causing angst in the community. Two suites are under renovation and the remaining are allocated for summer move-ins, but the suites would appear 'vacant' to other tenants. Occupancy reports and renovation status updates will be provided to the Board Members on a regular basis so they can address these concerns when brought forward. - Reid Manor still has 7 vacancies with only 1 resident receiving meals. The contract for meal delivery has been terminated and the lodge staff are now delivering meals to the resident. Are looking into other meal options.
6.	<p>CEO REPORT</p> <p>Review of Report prepared by Denis Beesley.</p> <ul style="list-style-type: none"> - By 2015, government will require Council approval of the 5 Year Business Plan for the Foundation. Also for discussion will be the inclusion of the Community Housing portfolio in the Business Plan.
7.	<p>RIMBEY PROJECT</p>
	<p>a. Presentation of Process</p> <p>Review of presentation by Denis Beesley outlining key points, feasibility study, and the roles and responsibilities of the Board and The Bethany Group.</p>
	<p>b. Next Steps</p> <p>A team will consider the RFP results, interview and processes, and interview with recommendations brought to the Board prior to submission to government.</p>
8.	<p>PREVIOUS BUSINESS</p>
	<p>a. Operations Sub-Committee</p> <p>Discussed under Operational Report, above.</p>
9.	<p>NEW BUSINESS</p>
	<p>a. Thank You Letter from Rimbey FCSS</p> <p>For information.</p>
	<p>b. Rimbey FCSS Charity Golf Tournament</p> <p>For information.</p>
10.	<p>DATE & LOCATION OF NEXT MEETING</p> <p>No meetings in July & August; the September meeting will be moved one week earlier, to be held on Wednesday September 10th at 9:00am at Parkland Manor, Rimbey.</p>

11. ADJOURNMENT

The June 18, 2014 meeting was declared adjourned at 10:10am.



Paul McLaughlin, Board Chair

Sept 10/2014

Date



Sharon Mickla, Director Client Services

Sept 10, 2014

Date

Rimoka Housing Foundation
Special Meeting
August 5, 2014 @ 9:00am
Parkland Manor, Rimbey

MINUTES

In Attendance:	Legion	D. MacPherson	
	Town of Ponoka	R. Bonnett	T. Falkiner (regrets)
	Town of Rimbey	R. Pankiw (regrets)	M. Jaycox
	County of Ponoka	P. McLauchlin – Chair	B. Liddle – Vice Chair
	The Bethany Group	D. Beesley T. Beesley	D. Buist

1.	CALL TO ORDER The meeting was called to order at 9:30am by Bryce Liddle.
2.	ADOPTION OF AGENDA The Agenda was approved as circulated.
3.	RIMBEY PROJECT
a.	<p>Recap of Teleconference</p> <p>A synopsis of the discussions with the Ministry was provided, as well as a recap of the Rimoka Board teleconference held in July.</p> <p>A summary was provided of the project assumptions, which include:</p> <ul style="list-style-type: none"> – 80 room facility on the new site – No remedial work on Parkland Manor until the new facility is complete – Retain \$1,250,000 from the grant for remedial work on Parkland Manor – All residents from Parkland Manor will move when new facility is complete – Work on new use for Parkland Manor during the next two years – That debt to construct the new facility is acceptable

b.	<p>Project Costs & Projected Budget</p> <p>Approved Grant \$13,300,000</p> <p>Remedial Work Budget (\$1,251,303)</p> <p>Total remaining grant for construction \$12,048,697</p> <p>New facility estimated project costs \$15,562,062</p> <p>Total Debt \$3,513,365</p>
c.	<p>Debt Servicing</p> <p>Total debt of \$3,513,365 or 23% of the project costs, to be assumed by the Foundation. Annual debt servicing costs estimated at \$203,178.</p> <p>There may be opportunity to approach government regarding the interest rate, or opportunity to use Ponoka County's reputation to leverage a lower rate through private market.</p>
d.	<p>Project Timelines & Critical Path</p> <p>Review of detailed construction budget and specifications. Discussion regarding 2-bedroom suites, square footage of rooms, LAP grants, visitor suite, baby boomers, and A/C.</p>
<p>RHF 14-08-01 MOVED by M. Jaycox that The Bethany Group to move forward with the Rimbej Project as proposed in the attachments, including a debt portion of up to \$3,513,365. CARRIED</p>	
4.	<p>DATE & LOCATION OF NEXT MEETING</p> <p>The next Rimoka Board meeting will be held on Wednesday September 10th at 9:00am at Parkland Manor, Rimbej.</p>
5.	<p>ADJOURNMENT</p> <p>The August 5, 2014 Special Meeting was declared adjourned at 10:30am.</p>



Paul McLaughlin, Board Chair

Sept 10/2014

Date



Dave Buist, Director Client Services

SEPT 10/14

Date



Agenda Item: 8.2.2

Town of Rimbe Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Rimbe Municipal Library Board Minutes of May 6, 2014.

Confidential: No

Recommendation: To accept the Rimbe Municipal Library Board Meeting Minutes of May 6, 2014 as information.

Background: History/Discussion

Minutes of May 6, 2014.

Relevant Policy/Legislation/Practices


Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Minutes of Rimbe Municipal Library Board of May 6, 2014.


Prepared by:



 Lucien Cloutier, CLGM
 Chief Administrative Officer

sep 19/14
 Date

Endorsed by:



 Lucien Cloutier, CLGM
 Chief Administrative Officer

sep 19/14
 Date

Rimbey Municipal Library Board Meeting
Monday, May 6th, 2014. (7:00 p.m.)

Present: Jean Keetch, Rowena Aitken (Chairperson), Marg Ramsey, Val Warren, Sam Samsone
Bev Ewanchuk, Mike Boorman (new member) and Kathie Wallace (new member)

Absent: , Paul Payson

Call to Order

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

Consent Agenda Items:

1. Librarians Report -
2. Financial Report
3. Correspondence - we received an invitation for a Library Board Workshop on Sat. May 24th. A letter was sent to us stating that the minimum charge to have the Supernet via wireless would be \$50,000.00 so that is out of the question. Kathie Wallace was accepted as a board member.

Rowena moved that we accept the reports as presented. All in favor.

Business Arising from the Minutes:

1. May Fund Raiser - we need to know the approximate numbers by May 14th and the final count by the 20th. Jean will check with Victim Services about some tables. Lori and Derry Armstrong will tend the bar. We will set up at 10:30 am and Marg and Rowena offered to tend the gate. Val will look after a suitcase. Cheryl will help with the auction.
2. John Hull's fee - we received a \$1000.00 charge for his consultation fee.
3. Plan of Service - it was decided that the Plan of Service meeting will be held on Sat, Oct. 25th from 10:00 a.m. to 3:00 p.m. There will be 25 - 30 people and we will hold it at the Legion Hall.
4. Bluffton Store - it was decided that we should try it this summer. Val moved that Jean hire a staff member for 1 day a week to go to Bluffton for the Outreach Program. All in favor. Jean will send another member of her staff to help run the program.
5. Jasper Library Conference - Jean felt it was worthwhile attending

New Business

1. Volunteer Appreciation at Jean's - on June 14th, adults only this year.
2. A Multilingual Policy Bylaw and Schedules C and D were changed. Marg moved that we accept the changes. All in favor.
3. Free Library Cards - the Ponoka Library will be offering free library cards and they will get donations from the town to defray the cost. Jean already gives free cards to those who need them. We tabled the discussion until a later meeting.

Adjournment @ 8:45 p.m.

Next Meeting: Tuesday, Sept. 9th at 7:00 p.m.

Rowena Aitken
Chair



Agenda Item: 8.2.3

Town of Rimby Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Rimby FCSS/RCHHS Board Meeting Minutes June 18/14

Confidential: No

Recommendation: To accept the Rimby FCSS/RCHHS Board Meeting Minutes of June 18, 2014 as information.

Background: History/Discussion
Minutes of June 18, 2014.

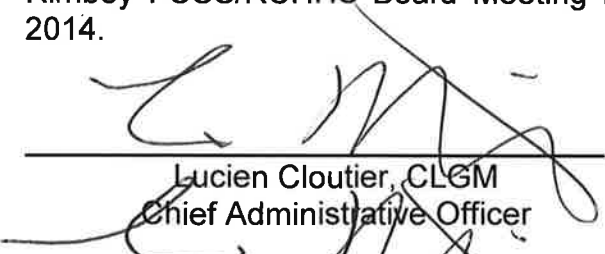
Relevant Policy/Legislation/Practices

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Rimby FCSS/RCHHS Board Meeting Minutes of June 18, 2014.

Prepared by: 

Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by: 

Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 18, 2014

10:00 a.m. Rimbey Provincial Building

Field trip to the Rimbey Food Bank directly after the Board Meeting, lunch will be served.

Present: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
C. Leinweber, Board Member
P. Weeks, Board Member
M. Josephison, Board Member
J. Webb, Board Member
F. Pilgrim, Board Member
P. Makofka, Executive Director
C. Simpson, Recording Secretary

Regrets: B. Coulthard, Board Member

1. CALL TO ORDER

The meeting was called to order by N. Hartford at 10:05 a.m.

2. APPROVAL OF AGENDA

14-06-01 MOTION: By N. Hartford: That the agenda be adopted as presented or with the following additions and deletions:

Delete: Visit to the Food Bank by the Board members.

Addition: 11.3 Thank you card from V. Schneider

CARRIED

3. PREVIOUS MEETING MINUTES – May 21, 2014

14-06-02 MOTION: By P. Weeks: That the minutes of the May 21, 2014 Board Meeting be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

- 5.1 Board member appointment
- 5.2 FCSS Surplus items- Garage Sale update
- 5.3 Vitalize update

6. FINANCE

- 6.1 June 18, 2014 Finance Committee Meeting Minutes/Highlights

14-06-03 MOTION: By I. Steeves: That the Minutes of the June 18, 2014 Finance Committee meeting be accepted as information.

CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Seniors Information & Referral Centre

14-06-04 MOTION: By I. Steeves: That P. Makofka and C. Jensen attend the Grey Matters Conference to be held in Red Deer on Oct. 1 – 2 using the funding from Ponoka

County Special Projects in the amount of \$200, any remaining expenses will be at the Agency's expense. Seconded: By M. Josephison

CARRIED

- 7.5 Volunteer Income Tax
- 7.6 Food Bank
- 7.7 Volunteer Services
- 7.8 Palliative Care
- 7.9 Medical Alert
- 7.10 Volunteer Visitor
- 7.11 Meals on Wheels
- 7.12 Kitz 4 Kidz
- 7.13 Adult Day Support
- 7.14 Community Kitchen
- 7.15 Information Technology
- 7.16 Rimbey Parent Link Centre
- 7.17 Healthy Families/Young Parent Outreach
- 7.18 Rainbows

14-06-05 MOTION: By C. Leinweber: That S. Winter is reimbursed in the amount of \$75.00 to pay for the training of a Rainbow's Volunteer. Seconded: By P. Weeks

CARRIED

- 7.19 Family Resource Library
- 7.20 Office Manager/Quality Control

14-06-04 MOTION: By P. Weeks: That the Written Reports be accepted as information.

CARRIED

8. POLICY/RISK MANAGEMENT COMMITTEE – May 21, 2014

- 8.1 May 21, 2014 meeting minutes
- 8.2 Policy recommendations

143-06-05 MOTION: By: J. Webb: That the Board accepts the recommendations given by the Policy/Risk Management Committee and agrees to include the new and amended policies in the policy binder. Seconded: By I. Steeves

CARRIED

9. DIRECTOR'S REPORT

- 9.1 ATCO Symposium
- 9.2 Healthy Resilient Communities Conference
- 9.3 Seniors Week Event
- 9.4 Vitalize Conference
- 9.5 Adult Day Support Program contract increase
- 9.6 Popcorn contribution to movie night-recreation

14-06-06 MOTION: By I. Steeves: That the Director's Report be accepted as information.

CARRIED

10. NEW BUSINESS

- 10.1 Accreditation recommendation

F. Pilgrim excused herself from the discussion on accreditation; exited the meeting before discussion on remuneration for accreditation services and abstained from the vote.

14-06-07 MOTION: By C. Leinweber: That Rimbey FCSS/RCHHS enters into a contract for accreditation Seconded: By J. Webb

CARRIED

- 10.2 Accreditation coordinator proposal
14-06-07 MOTION: By J. Webb that F. Pilgrim be retained as the Accreditation Coordinator at a net income of \$15.00/hr., rate of pay should be \$45.93/hr., so a charitable tax donation receipt will be given for the difference at the end of the year. Seconded by: P. Weeks

CARRIED

- 10.3 Charity Golf Tournament update
10.4 FCSS Board Annual Strategic Planning retreat
14-06-08 MOTION: By I. Steeves: That \$6000.00 is budgeted for the FCSS/RCHHS Board Annual Strategic Planning retreat on Nov. 6th – Nov. 7th. Seconded: By J. Webb

CARRIED

P. Weeks exited at 11:25.

- 10.5 Ponoka FCSS
14-06-09 MOTION: By: M. Josephison that as many Board members as wish to do so, attend the November Convention at the expense of the agency. Seconded by: J. Webb

CARRIED

M. Josephison exited at 11:40 a.m.

- 10.6 HCA Appreciation Event
14-06-10 MOTION: By: C. Leinweber: That Agency pays the registration fee of \$95.00 for as many Health Care Aides that wish to attend the HCA Appreciation Event on October 3rd, 2014. Seconded: By J. Webb

CARRIED

- 10.7 Community Counselling Program
14-06-11 MOTION: By: J. Webb: That \$5000.00 be granted to fund an External Program for Community Counselling by Catholic Social Services in Rimbey. Seconded: By C. Leinweber

CARRIED

- 10.8 Reception Position
14-06-11 MOTION: By: J. Webb: That the present position of reception be increased to 28 hours per week and that second person be hired for 7 hours per week plus casual time as needed. Seconded: By F. Pilgrim

CARRIED

11. CORRESPONDENCE

- 11.1 Payroll Memo
11.2 ADSP Cookbook
11.3 Thank you card from V. Schneider

12. NEXT MEETING DATE: September 10, 2014
****There will be no FCSS Board meetings in July & August unless called by the Board Chairman***

13. ADJOURNMENT

- 14-06-12 MOTION:** By N. Hartford: That the meeting adjourns at 11:55 a.m.

CARRIED

14. BOARD SHARING TIME

N. Hartford, Chairperson

C. H.N. Simpson, Recording Secretary

**RCHHS/FCSS Board Meeting
June 18, 2014**

7.0 WRITTEN REPORTS

7.1 Home Support/Personal Care

On May 12, 2014 an accreditation survey for Alberta Health Services was held in Edmonton. I attended this and took the opportunity to share our positive experiences working with AHS. It was interesting to hear from many streams of care and it was encouraging to hear that many other vendors also have positive working relationships with AHS.

On June 12 I will be attending training for the town of Rimbey's Incident Command System.

An in-service for all Health Care Aides will be held on June 12, 2014 and will cover the topics of Confidentiality, Tri Folder review, and accessing the Continuing Care Desktop.

A mandatory in-service was scheduled to be taught to the Health Care Aides by Karen Morrow-Jantz, Home Care Manager for Rimbey, Ponoka, and Winfield on May 21st. This in-service had to be cancelled due to unforeseen circumstances and has been rescheduled for June 26th.

On June 25 I will be attending a Fred Pryor Seminar in Calgary. The seminar topic is Advanced MS Excel and should enhance skills using the Excel program to perform timesheet duties as well as other reports.

Respectfully Submitted,
Brenda Soderberg
Health Care Programs Coordinator

7.2 Compass Program

There is nothing to report at this time.

Respectfully Submitted,
Brenda Soderberg
Health Care Programs Coordinator

7.3 Education Coordinator

During the month of May two new Health Care Aides began their NorQuest College HCA program and both wrote their first exam. Both participants are very enthusiastic and eager to be learning.

We have a few new employees beginning in June and have arranged some MAP training sessions.

We have been busy working on confidentiality policies and will be reviewing these in June at a mandatory in-service as well.

Sincerely,
Arlene Busat
FCSS RN

7.4 Seniors Information & Referral Centre

On May 13th, we had two clients, a couple, who came to see us at the Drop In Centre. I had two volunteers at the Drop In that day, as I was not able to be there.

I would like to make a request to the Board for P. Makofka and myself to go to Grey Matters Conference on October 1st and 2nd, in Red Deer at the Sheraton Hotel. I have received notice that we have \$200.00 from the Ponoka County towards this event. I am requesting that the Board look after the remaining amount for our event registration and a hotel room for one night, which we would share. The early registration for each of us would be \$225.00 each, and one hotel room at \$129.00, plus mileage for one vehicle, so the cost will be approximately \$600.00.

Respectfully submitted,
Carolynne Jensen
Senior's Information & Referral Centre

7.5 Volunteer Income Tax

I will be having a Luncheon for my Income Tax Volunteers on June 17th. They have been a very committed group of women, and I am so glad to have them. Thank you for the \$100.00 toward this luncheon. This will also help with a little gift for each of them.

Respectfully submitted,
Carolynne Jensen
Volunteer Income Tax Program

7.6 Food Bank

This May we had a total of seven hampers, one of which was an emergency hamper. Hunger Awareness Week was from May 5th to May 9th. We took part in the Rimbey Trade Fair to bring awareness to the community; we sold hot dogs for the Food Bank and did very well. May 21st - 23rd four of my volunteers and I went to the Alberta Food Banks Network Conference in Edmonton. The volunteers did very well and enjoyed the experience and gained a wealth of information from the two food banks that we visited and the connections made with the many diverse food banks in Alberta. They also took advantage of the Food Safe course that was available at the conference. We are so excited to present to the Board some new ideas and let you know what we learned about the different food banks. This conference was very beneficial to us and I would like to say thank you on behalf of my volunteers and myself.

Sincerely,
Katherine Winters
Food Bank Coordinator

7.7 Volunteer Services

May has been very busy this month for me with conferences and events. The Rimbey Chamber of Commerce requested volunteers to give a hand at the Trade Fair, and I also organized volunteers for the Food Bank booth, and office staff and volunteers for the FCSS booth. Everything went well. I have again started organizing volunteers for Central Alberta Raceways for the month of May as they hosted four events. This season they are hoping to have 22 events compared to 15 in 2013. On May 27th P. Makofka and I went to Ottawa to take part in the Healthy Resilient Communities Conference at the Algonquin College. It was a great honor to be there, not only to represent Alberta but also to represent Rimbey. We received training for the PREB program. This will be a great program to offer other nonprofit organizations for their volunteers and also for Rimbey

FCSS as we can now present our volunteers with a certificate from FCSS Volunteer Centre listing the skills they learned and acknowledging all that they have given back to their community. We made new contacts with other Volunteer Centers in Canada and learned that the diversity of the different centers is a major factor in the way each of the different centers gets funding or have partnerships with other organizations to increase the capacity of volunteers and implement different programs in their communities. It showed me how well we are doing for a small community. Our agency is so much further ahead than most of them, not only in the programs that we have, but also in the support and the partnerships with our municipality and county and all the wonderful volunteers that work with us. I am very proud to be a part of this agency for all the programs we offer and all that we do for our community. Thank you for the opportunity.

Sincerely,
Katherine Winters
Volunteer Services Coordinator

7.8 Palliative Care

For the month of May, Palliative care again has been really quiet.

Sincerely,
Katherine Winters
Palliative Care Coordinator

7.9 Medical Alert

In May we added one new client, one client cancelled a unit, and we did one trouble call. We remain at the same number of clients (54) that we had last month.

Sincerely,
Katherine Winters
Medical Alert Coordinator

7.10 Volunteer Visitor

The Volunteer Visitor program is running well. I will be trying to get more awareness of the program out to the community in June, with the objective of increasing our volunteers for this program, as there is a need for volunteer visitors.

Sincerely,
Katherine Winters
Volunteer Visitor Coordinator

7.11 Meals on Wheels

We have 19 clients at this time. We fluctuate from 18 to 24 clients each month. The meals program is running well.

Sincerely,
Katherine Winters
Meals on Wheels Coordinator

7.12 Kitz 4 Kidz

The Kitz 4 Kidz program will be starting up in the middle of July. I will be meeting with both Stationery Stories & Sound and Value Drug Mart in June to start preparations for the program.

7.13 Adult Day Support

It was another good month at ADS. We are still reading our Chicken Soup stories, which are very much enjoyed. We currently read a story from three different books; one about dogs, one about cats and one about miracles. Some of the clients also look forward to the daily exercises. One of our clients brought a video from the Butchart Gardens in Victoria. It was beautiful. Annie Houghton came and played her accordion for us again. The clients really love that. We continue to make bird feeders from paper rolls as the birds can go through them quickly. I also found other crafts to be made from paper rolls. I demonstrated one where you cut the rolls into about four or five circles. Then you flatten them and glue them together in a pattern. It looks very nice and you never know what it was made from. We also made paper beads. Each one of us made one paper bead, and along with other wood and plastic beads, we made a necklace for one of our clients who likes necklaces. My husband graciously made me seven quilling tools for us to use to make the beads. We are going to do a project with the beads once we have a bunch made. This month we also did a science experiment, which was fun, where we used milk and vinegar to make plastic. For an outing, G. Luce and the clients, along with a volunteer went to the rummage sale at the United Church. For lunch they had ham and scalloped potatoes, and they also got to shop. The weather is getting nice finally and we look forward to getting outdoors for some fresh air.

Sincerely,
Emily Breton
ADS Coordinator

7.14 Community Kitchen

7.15 Information Technology

The I.T segment is running smoothly this month. Cross our fingers it stays that way. I am happy with the title change for my role here; it reflects much more of the work for which I am responsible. The website is starting to get the little tweaks that are usually found after running it for a few months.

Have a great summer!
Deana Harris
Information Technology Coordinator

7.16 Rimbey Parent Link Centre

The month of May has seen 158 children and 95 adults which makes a total of 253 people participating at the Centre. The gardening program, Here We Grow, was very popular with a total of 90 people attending. I am hoping to make this an annual program and eventually expand on it, with the possibility of The Parent Link having our own garden.

Sadly, our programmer, Jennifer Tripp, is leaving her position at the end of June. I will be posting the job opening by this time, so hopefully this vital position will be filled quickly.

Our summer quarter is coming up fast. The programs will be mainly outdoors and will be nature based. I am really looking forward to being outside with families enjoying the great outdoor spaces our community has to offer!

Thanks,
Samantha Sansome
Rimbey Parent Link Centre Coordinator

7.17 Healthy Families/Young Parent Outreach

I am currently seeing two families in our community. May was a good learning month. I finished the Core training that I started in April and attended a Healthy Families Team Leader's Meeting where the topic was FASD (Fetal Alcohol Spectrum Disorder). I am learning a lot about child development and what this province and our community have to offer families in way of supports. In most ways I am impressed with the level of support available, but in rural areas such as ours, the supports are often harder to access. It has been interesting work researching ways to help the families we have. I am actively seeking new families and you should soon see evidence of that in our advertising and in posters and flyers in the community.

Have a good summer!

Respectfully yours,
Deana Harris
Healthy Families Home Visitor

7.18 Rainbows

We now have three trained facilitators. We hope to be running programs in Rimbey and Bluffton in the fall of this year.

The materials for the programs are being revised at this time and will be ready to order in August. I will wait until then to order so we can offer the most up to date materials.

Thank you,
Shirley Winter
Rainbows Coordinator

7.19 Family Resource Library

May brought sunshine and more people dropped by the Resource Library to borrow books. Two games were still out, borrowed by teachers, and eight new items were lent out.

On June 4th, I attended Seniors' Day at the Drop In Centre with P. Makofka and C. Jensen. I displayed many books, talked with the seniors, and lent out five books. These were in addition to the number mentioned above. The day was very good exposure for the Resource Library.

The Town Office has ten Welcome Bags in stock. They gave out four bags in May. I will be making up 18 bags for the summer months for FCSS office staff to distribute to the town Office as needed.

Have a good summer. I will be off visiting children and grandchildren.

Thank you,
Audreyann Bresnahan
Resource Librarian

7.20 Office Manager/Quality Control

The sun is out and things are starting to grow, I hope all of you will be able to get out there and enjoy the summer. Things in the office are busy, we all but have wrapped up the garage sale and the basement is almost complete. We are working on the golf tournament and finishing up working on policies. All staff are encouraged to make sure that they have a bit of a break and enjoy some sun as well so we are sorting out staffing to accommodate. We are all happy the family staff BBQ is approaching and hope to see you there. Accreditation and the RFP processes are looming and I know I am trying to prepare myself accordingly to be as ready as I can.

Regards,
Christine HN Simpson
Office Manager/Quality Control
Food Bank Administrator

9.0 Directors Reports

9.1 ATCO Symposium

I. Steeves, N. Hartford, M. Josephison, J. Webb and I travelled to the ATCO Symposium in Fort Saskatchewan on May 19th, 2014 to attend a one day workshop. The topics were of interest to small rural communities. We were able to network with many other Non-Profit Board members, MLA's, volunteers and staff. I enjoyed learning more about Facebook use. The speaker encouraged us to be aware that social media is not free if we use it correctly and to its full potential. I also liked the session called 10 Best Practices for Non-Profit Organizations. This was presented by Andrea Robertson, the President and CEO of Stars. She spoke about focusing on core business outcomes and quality improvement, partnerships, strategic planning, human resource management, financial management, fundraising, marketing, volunteers and Board of Directors. I was pleased to hear her thoughts and realize that our organization is focused on these areas too.

9.2 Healthy Resilient Communities Conference

Thank you for the opportunity to travel to Ottawa to attend this Volunteer Canada Conference. We travelled to Ottawa and immediately met up with others from Alberta and British Columbia at the airport. We stayed at the Algonquin College dorms. The conference was cohosted with the Canadian Alliance for Community Service Learning. Community First: Impacts of Community Engagement, Volunteer Canada, and Algonquin College.

While both K. Winters and I chose all Volunteer Centre sessions to attend, we were able to listen to keynote speakers daily. The message was basically that in order to have a healthy resilient community, the residents, businesses, and non-profits groups need to be engaged and participating in their community.

We heard from the Tamarack Institutes Greater Manchester Centre for Voluntary Organizations and the University of Manitoba.

The academic world is finding that education alone is not enough for students to do well in the workforce. They need "experiential learning" and "people" or "community experiences." They want to work with Non-Profit Organizations to place students when possible.

9.3 Seniors Week Event

The Seniors Week event was held on Wednesday, June 4th at the Drop-In Centre. Approximately 75 people stopped by during the day. Trade fair style displays were set up showcasing community programs and services for seniors. We heard about hypnosis therapy to help manage pain and chronic conditions. We also learned about the Alberta Government Seniors' benefits. A lovely lunch was prepared by Rimoka Housing. After lunch old time music was enjoyed by all. The end of the day was a Zumba Gold demonstration and we were able to participate in the fun exercise movements and dancing activity. C. Jensen and the Seniors' Week committee did a fantastic job again this year.

9.4 Vitalize Conference

The Vitalize Conference in Calgary on June 5th – 7th was attended by two Board members, two staff, and two volunteers. The opening keynote speaker was exceptional. Ron Tite was named one of the top ten Creative Canadians. His area of expertise is in

marketing and how giving the personal touch makes a good customer. We had a great band, Mocking Shadows, entertain us following the Friday night banquet. They played contemporary with an old school flavor and have been on stage with The Tragically Hip, 22 Top, Jann Arden, Reba McIntire, Colin James, and Trooper.

The sessions I took were about Information Technology with Shawn Gramiak on iclouds, the web, and a session on Business Architect Strategy. This last session was instructed in French using headsets to translate into English. Unfortunately it was not a good session for me as the content was too difficult and the translation followed five to seven seconds after the directions. It was kind of a neat experience though.

My last session, called Creative Community, was with Tyler Hayden; a session on team building and developing leader in the organization.

9.5 Adult Day Support Program Contract

The Adult Day Support contract with Alberta Health Services has now been signed effective April 1st, 2014. We will be funded at the current rate for fifteen spaces. This is up from ten spaces.

Our program will operate Tuesdays and Thursdays, from 9:30 a.m. to 3:30 p.m. for 49 weeks per year. We have been able to keep these numbers up for several months and continue to see new clients regularly.

The staff was able to attend a one day workshop last month and come back with several new ideas for the program.

9.6 Popcorn Contribution to Movie Night

The Recreation Department has Movie Night for the community on a regular basis. They called and asked FCSS to help them supply popcorn for the event. Since our policy is to lend our popcorn maker only to FCSS staff, FCSS volunteers, and other Non-Profit Organizations, or friends of FCSS who we knew could use it. We require a refundable \$100 deposit for the machine to leave the building.

Josie felt she only needed 40-50 bags of popcorn, so she sent a staff member over to make the popcorn here with FCSS and she just took the bags filled over to the Community Centre.

FCSS did not charge for the cost of the popcorn. We were happy to collaborate with the Recreation Department for this event.



Agenda Item: 8.3.

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Council Reports

Confidential: No

Recommendation: To accept the Council reports as information.

Background: History/Discussion
8.3.1 Mayor Pankiw's Report
8.3.2 Councillor Jaycox's Report
8.3.3 Councillor Payson's Report
8.3.4 Councillor Webb's Report


Options/Consequences

Desired Outcome(s)

Follow Up: Financial

Attachments: Mayor Pankiw's report
Councillor Jaycox's report
Councillor Payson's report
Councillor Webb's report


Prepared by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Endorsed by:



Lucien Cloutier, CLGM
Chief Administrative Officer

Sep 19/14
Date

Mayor Pankiw's Report August 26 – September 20, 2014

August 26/14	Meeting with Gazelle Oilfield for skateboard park donation.
August 27/14	Meeting with Ron Morneau regarding a new development.
September 8,/14	Regular Council Meeting
September 10/14	Rimoka Housing Foundation Board Meeting in Ponoka.
September 10/14	Central Alberta Mayor's Meeting in Red Deer.
September 11/14	Temporary Foreign Workers round table meeting in Rocky Mountain House.
September 12/14	Committee of the Whole Meeting
Sept 15-17/14	Building Canada Conference in Toronto – Met with Jeff Moore, Assistant Deputy Minister Infrastructure Canada
Sept 18/14	Skateboard Park Meeting with Newline and the Kinsmen Club.
Sept 20/14	Attended the Graduation Ceremony.

Councillor Jaycox's Report To September 22/14

Sept 8/14	Regular Council Meeting
Sept 10/14	Rimoka Housing Foundation Meeting
Sept 12/14	Committee of the Whole Meeting
Sept 22/14	Regular Council Meeting

Councillor Payson's Report September 19/14

- Aug 22/14 Attended the Keyara naming ceremony of the Peter Lougheed Community Centre.
- Aug 30/14 Served breakfast with the Historical Society at the park.
- Sept 8/14 Attended the Neighbourhood Place Board Meeting.

Councillor Webb's Report August 25/14

August 27/14	Meeting with developer
September 8/14	Regular Council Meeting
September 10/14	FCSS Meeting
September 12/14	Committee of the Whole Meeting
September 15/14	Special FCSS Finance Meeting
September 16/14	Historical Society Meeting
September 17/14	Sign cheques at Administration Office
	Signed several Commission of Oath documents



Agenda Item: 9.0

Town of Rimbey Request for Decision – to Council

Council Meeting Date: September 22, 2014

Subject: Correspondence

Confidential: No

Recommendation: To accept the correspondence from Alberta Municipal Affairs (3) and the Honourable Alice Wong, P.C., M.P., and the Rimbey Chamber of Commerce as information.

Background: History/Discussion
9.1 Alberta Municipal Affairs – Gas Tax Fund
9.2 Honorable Alice Wong, P.C., M.P. – National Seniors Day
9.3 Alberta Municipal Affairs – Municipalities Operating Spending Plan
9.4 Rimbey Chamber of Commerce – Passport to Christmas
9.5 Alberta Municipal Affairs – Special Grant

Options/Consequences

Desired Outcome(s)

Follow Up: Financial

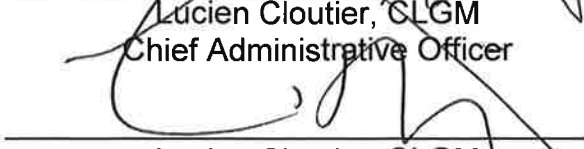
Attachments: Alberta Municipal Affairs – Gas Tax Fund
Honorable Alice Wong, P.C., M.P. – National Seniors Day
Alberta Municipal Affairs – Municipalities Operating Spending Plan
Rimbey Chamber of Commerce – Passport to Christmas
Alberta Municipal Affairs – Special Grant

Prepared by: 

Lucien Cloutier, CLGM
Chief Administrative Officer



Date

Endorsed by: 

Lucien Cloutier, CLGM
Chief Administrative Officer



Date



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR72673

September 4, 2014

His Worship Rick Pankiw
Mayor
Town of Rimbey
PO Box 350
Rimbey, AB T0C 2J0

Dear Mayor Pankiw,

I am pleased to inform you of the availability of the program materials for the federal Gas Tax Fund (GTF) and confirm that \$208 million in GTF funding will be provided to Alberta's municipalities in 2014.

The renewed GTF provides long-term funding for Canadian municipalities to help build and revitalize local public infrastructure while creating jobs and long-term prosperity. Additional flexibility to address specific local infrastructure priorities is provided by expanding the range of eligible GTF project categories, which now include recreational and cultural infrastructure, broadband connectivity, disaster mitigation infrastructure, and brownfield redevelopment, in addition to the previous categories.

Further information on program terms and conditions is provided in the GTF program guidelines, now available at www.municipalaffairs.alberta.ca/gastaxfund.cfm.

Your 2014 GTF allocation is \$129,233. It is based on your 2013 population and was calculated using the funding formula established under the previous GTF program. Your GTF allocation is subject to your municipality entering into a funding agreement with the Government of Alberta. Funding agreements will be forwarded to municipalities for signing shortly.



...2

His Worship Rick Pankiw

-2-

As you may be aware, the administration of the GTF has been transferred from Alberta Transportation to Alberta Municipal Affairs. I am looking forward to partnering with you and the Government of Canada to continue building strong and prosperous communities.

Sincerely,

A handwritten signature in cursive script, appearing to read "G Weadick". The signature is written in dark ink and is positioned above the printed name.

Greg Weadick
Minister of Municipal Affairs

cc: Lucien Cloutier, Chief Administrative Officer, Town of Rimbey

National Seniors Day

October 1

Celebrating the continuing contributions of Canada's seniors



Message from the Minister

Dear Sir/Madam:

October 1 is National Seniors Day, an occasion to honour and celebrate seniors for their valuable contributions to society as leaders, mentors, and role models. This year, I am inviting businesses across the country to help celebrate seniors in their workplaces and communities. For example, you could offer a seniors' price discount, create a storefront display, or lead an event to shine a spotlight on the seniors who are actively engaged in or around your workplace.

National Seniors Day builds on many other measures introduced by the Government of Canada, including the commitment to support the well-being and quality of life of seniors by providing them with the information they need to remain active, engaged and informed. To further demonstrate this commitment, the seniors.gc.ca website has been recently redeveloped with new resources for seniors, including the new *Information for Caregivers* portal that bring together a variety of federal, provincial/territorial and municipal resources about relevant programs and benefits. In addition, more recently, the Government of Canada collaborated with more than 22 federal departments and agencies to create the *Government of Canada Action for Seniors* report, which will provide an overview of various Government of Canada programs and initiatives that, are helping seniors. This report will be released soon and made available online at seniors.gc.ca.

On October 1, we encourage you to join with the federal government's efforts to celebrate the seniors in your life. Individuals, community leaders, municipalities, colleagues and businesses - everyone can get involved!

Thank and celebrate a senior's ongoing contributions by sending them an electronic personalized postcard.

- Display posters to mark the day.
- Organize a National Seniors Day event using our *Do-it-Yourself Guide* found at seniors.gc.ca. The guide also includes sample event products such as a news release, media advisory, speech, and messages for social media and radio.

If you are looking for more ideas on how to celebrate National Seniors Day? Visit seniors.gc.ca for further information, ideas, and materials for the activities mentioned above.

Whichever way you choose to celebrate National Seniors Day, join us in thanking older Canadians for helping to build our country and celebrate their on-going contributions!

Sincerely,

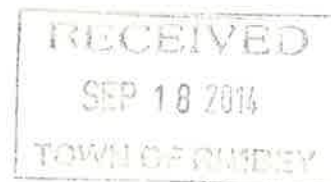
The Honourable Alice Wong, P.C., M.P.
Minister of State (Seniors)



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR75225



SEP 10 2014

His Worship Rick Pankiw
Mayor, Town of Rimbey
PO Box 350
Rimbey AB T0C 2J0

Dear Mayor Pankiw,

Rick

Thank you for submitting your municipality's operating spending plan under the 2014 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the operating spending plan has been accepted. You may proceed to apply your municipality's 2014 operating allocation and any estimated 2013 carry-forward to the priorities identified in your plan. Applying your municipality's 2013 carry-forward is subject to meeting the terms and conditions of the MSI long-term Memorandum of Agreement, including expending each annual allocation within two years.

In order to recognize the contribution that the MSI has made to your municipality's successes, please ensure that activities supported by your MSI operating spending plan are included on a published list of MSI-funded projects. For any projects that merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicommunications@gov.ab.ca, to discuss specific communication activities to highlight the project, as outlined in the MSI operating program guidelines.

I wish you, your council, and the municipality's staff continued success with your priorities.

Sincerely,

Greg Weadick
Minister of Municipal Affairs

cc: Lucien Cloutier
Chief Administrative Officer, Town of Rimbey



September 15, 2014

Dear Business Owner,

PASSPORT TO CHRISTMAS

It is that time of year again to prepare our *Passport to Christmas*.

Over the past year networking with other Chambers and learning their secrets, the RimbeY Chamber will be changing and refining some of our current projects, as well as adding new ones. In order to meet the costs of managing and producing these projects; we are adding participation fees to some projects. The Passport to Christmas is one of them.

Over the last two years, about 750 passports were stamped and turned in showing \$225,000 was spent in RimbeY between November 15 and December 20, 2013. It is obvious that the Passport to Christmas program has been a very successful program for businesses and consumers. The Chamber would like to see this program continue to succeed and grow even bigger. Your participation is important for this program to grow.

Cost of participation:

Member \$ 78.00 plus tax

Non Member \$125.00 plus tax

Your logo and/ or name will appear on the front of the passport, indicating to the shopper who is participating. Each passport turned in is checked for completeness and only passports stamped by participating businesses will be entered in our draw. The program will run from November 10 – December 19, 2014.

With enough participation, we will be able to do a big advertising blitz to kick off this event and attract shoppers from surrounding communities. **The deadline to get your name in is October 15, 2014.**

If you have any questions please contact me and thank you for participating.

Carrie Vaartstra

Officer Administrator
RimbeY Chamber of Commerce
Box 87, RimbeY, AB T0C 2J0
403-392-6521
rimbeychamber@gmail.com

Jackie Stratton

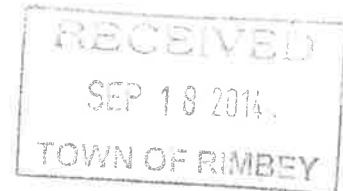
President
RimbeY Chamber of Commerce

Gold Chamber
Members



September 15, 2014

Mr. Lucien Cloutier, Chief Administrative Officer
Town of Rimbey
PO Box 350
Rimbey, AB T0C 2J0



Dear Mr. Cloutier:

Re: Special Grant

Thank you for submitting the 2007/08 Storm Sewer System project reporting, funded by a \$429,860 Capital for Emergent Project grant.

This letter confirms that the Town of Rimbey has satisfactorily complied with the completion date and the reporting requirements of the conditional grant agreement signed on May 30, 2008 and amended on September 19, 2013.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jason Waywood".

Jason Waywood
Director, Grant Accountability