

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON  
TUESDAY JANUARY 14, 2020 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA**

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1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Agenda Approval and Additions</b>	1
3.	<b>Minutes</b>	2
3.1	Minutes of Regular Council December 10, 2019.....	3-6
4.	<b>Public Hearings - None</b>	
5.	<b>Delegations</b>	7
5.1	Rimbey Christian School.....	8
6.	<b>Bylaws - None</b>	
7.	<b>New and Unfinished Business - None</b>	
8.	<b>Reports</b>	
8.1	Department Reports	9
8.1.1	Chief Administrative Officer Report.....	10
8.1.2	Director of Finance – Accounts Payable Listing.....	11-12
8.2	Boards/Committee Reports	13
8.2.1	Beatty Heritage House Society Minutes November 4, 2019.....	14
8.2.2	Tagish Engineering Ltd. Project Status Update to December 5, 2019 and December 18, 2019.....	15-17
8.2.3	Rimbey Municipal Library Board Minutes October 2, 2019.....	18
8.2.4	FCSS/RCHHS Board Minutes October 17, and November 20, 2019	19-27
9.	<b>Correspondence - None</b>	
10.	<b>Open Forum</b> ( <u>Bylaw 939/18– Council Procedural Bylaw Part XXI 1</u> .The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.	
11.	<b>Closed Session - None</b>	
12.	<b>Adjournment</b>	



REQUEST FOR DECISION

<b>Council Agenda Item</b>	3.1
<b>Council Meeting Date</b>	January 14, 2020
<b>Subject</b>	Minutes
<b>For Public Agenda</b>	Public Information
<b>Attachments</b>	3.1 Minutes of Regular Council December 10, 2019
<b>Recommendation</b>	Motion by Council to accept the Minutes of the Regular Council Meeting of December 10, 2019, as presented.

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 8/20*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 8/20*

Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, DECEMBER 10, 2019 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 - 50 AVENUE, RIMBEY, ALBERTA.

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1. Call to Order Mayor Pankiw called the meeting to order at 5:00 pm, with the following in attendance:
- Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Public Works – Rick Schmidt  
Recording Secretary – Kathy Blakely
- Absent:  
Councillor Rondeel
- Public:
- 1 member(s) of the public (5:06 pm)
2. Adoption of Agenda 2.1 December 10, 2019 Agenda
- Motion 370/19
- Moved by Councillor Curle to accept the Agenda for the December 10, 2019 Regular Council Meeting, as presented.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson
- CARRIED
3. Minutes 3.1. Minutes of Regular Council Meeting November 26, 2019
- Motion 371/19
- Moved by Councillor Payson to accept the Minutes of the Regular Council Meeting of November 26, 2019, as presented.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson
- CARRIED
4. Public Hearings 4.1 Public Hearings – None
5. Delegations 5.1 Delegation - None
6. Bylaws 6.1 Bylaws - None

7. New and  
Unfinished  
Business7.1 PoliciesMotion 372/19

Moved by Councillor Curle to approve 1123 Health and Safety Policy, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

Motion 373/19

Moved by Councillor Coulthard to approve 1124 Formal Works Place Inspections Policy, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

Motion 374/19

Moved by Councillor Payson to approve 1125 Field Level Hazard Assessment Policy, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

Motion 375/19

Moved by Councillor Curle to approve 1126 Incident Policy, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

Motion 376/19

Moved by Councillor Coulthard to approve 1127 Emergency Response Policy, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

Motion 377/19

Moved by Mayor Pankiw to have administration to investigate a Whistle Blower Policy.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

## 8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Director of Finance Report

Motion 378/19

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

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Tagish Engineering Project Status Report November 21, 2019
- 8.2.2 Rimoka Housing Foundation Minutes of October 23 and November 6, 2019

Motion 379/19

Moved by Councillor Curle to accept the Tagish Engineering Project Status Report of November 21, 2019 and the Rimoka Housing Foundation Minutes of October 23 and November 6, 2019, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

## 9. Correspondence

9.1 Correspondence

- 9.1 Community Safety Net
- 9.2 Boys and Girls Clubs of Wolf Creek - Rimbey

Motion 380/19

Moved by Councillor Coulthard to accept the correspondence from Community Safety Net and the Boys and Girls Clubs of Wolf Creek - Rimbey, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

CARRIED

- 10. Open Forum                      10.1 Open Forum
- 11. Closed Session                11.1 Closed Session - None
- 12. Adjournment                  12.1 Adjournment

Motion 381/19

Moved by Councillor Curle to adjourn the meeting.

In Favor

- Mayor Pankiw
- Councillor Coulthard
- Councillor Curle
- Councillor Payson

Opposed

CARRIED

Time of Adjournment: 5:25 pm.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

<b>Council Agenda Item</b>	5.1
<b>Council Meeting Date</b>	January 14, 2020
<b>Subject</b>	Delegation – Rimbey Christian School
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Rimbey Christian School has requested a delegation of Council to discuss the expansion of their parking lot, removal and replacement of a section of curb.
<b>Attachments</b>	Rimbey Christian School Society Letter
<b>Recommendation</b>	Administration recommends Council accept the presentation from the Rimbey Christian School, as information.

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 8/20*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 8/20*

Date

To whom it may concern,

The Rimbey Christian School is in the planning process of building a new gymnasium, and a new outdoor arena and soccer field. We are planning to move the outdoor arena closer to the road on the south side of the school property—just on the north side of the existing outdoor basketball court. We also have acquired funding to install outdoor lighting at the new arena so that it will be much more useful in the evenings for community members who wish to skate or play hockey. As you are aware community residents are welcome to use our facilities if they are not being used by the school, and many community members do take advantage of our “open to the community policy”. We feel that the new arena will be a great addition to the recreation facilities of the town.

Part of our plans include extending our existing parking lot to the east to accommodate extra vehicles that will need parking space at the new arena. In order to expand the parking lot it would be necessary to remove the section of the curb from our existing parking area going eastward as far as our outdoor basketball court—about 80 feet. We are hoping that the Town of Rimbey might contribute to this community initiative by looking after the removal of the old high curb, and the installation of a low drive over curb. One of the members of our Gym Committee would be happy to come and make a short presentation to council at your January 14<sup>th</sup> 2020 meeting.

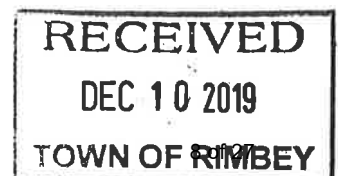
I thank you for giving consideration to our request and look forward to your reply.

Sincerely,

Harold Grinde

Chariman of the board, Rimbey Christian School Society

PO Box 528, Rimbey AB, T0C2J0








REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.1
<b>Council Meeting Date</b>	January 14, 2020
<b>Subject</b>	Department Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.
<b>Attachments</b>	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report – Accounts Payable Listing
<b>Recommendation</b>	Motion by Council to accept the report from the Chief Administrative Officer and the Director of Finance – Accounts Payable Listing, as information.

**Prepared By:**

  
\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

**Endorsed By:**

  
\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

## Highlights

### 2020 Capital Budget

- Met with Tagish Engineering regarding priorities for the 2020 Capital Budget priorities.

### Regional Assessment Review Board

- Attended the Regional Assessment Review Board Selection Committee meeting on December 18/19. Nine applications were reviewed from which three new board members were selected.

### 2020 Operating Budget

- Continuing to work on 2020 Operating Budget

Lori Hillis  
Chief Administrative Officer

## Council Board Report



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

Date Range: 07-Dec-2019 to 07-Jan-2020  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: No

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
556436 Alberta Ltd.	45786	11-Dec-2019	sharpen ice knife	147.00
Alberta Urban Municipalities Association	45787	11-Dec-2019	job posting - Community Peace Officer position	315.00
AN Adventure Distribution & Consulting	45788	11-Dec-2019	supplies	382.73
Animal Control Services	45789	11-Dec-2019	Nov. 2019 - Monthly patrols	1,428.00
Black Press Group Ltd.	45790	11-Dec-2019	ads in news paper	1,058.61
Brownlee LLP	45791	11-Dec-2019	offer to purchase - UMC Financial	421.79
Cast-A-Waste Inc.	45792	11-Dec-2019	Dec. 2019 garbage/recycle collection	9,397.50
Curle,Lana	45793	11-Dec-2019	staff appreciation - RHPA	87.97
Evergreen Co-operative Association	45795	11-Dec-2019	supplies	2,033.00
Expert Security Solutions	45796	11-Dec-2019	security monitoring - Dec.2019	26.20
GLENN,COREY	45797	11-Dec-2019	Honorarium - Santa Night - wagon rides	150.00
Grundy,Mark	45798	11-Dec-2019	Demolition Policy 6605 - \$1000	1,000.00
Grutterink,Herb	45799	11-Dec-2019	November 2019 snow removal	420.00
Hillis,Lori	45800	11-Dec-2019	Dec.09/19 - ICF mtg - Ponoka County	98.00
John Brooks Company Ltd.	45801	11-Dec-2019	parts	313.47
Longhurst Consulting	45802	11-Dec-2019	standard UCC SSL up to 5 domain Renewal - on	230.99
LOR-AL SPRINGS LTD.	45803	11-Dec-2019	water	22.00
MLA Benefits Inc.	45804	11-Dec-2019	MLA benefits - Dec/19 Mayor&Councilors @ \$30	1,572.11
NAPA Auto Parts - Rimbey	45805	11-Dec-2019	supplies	1,070.57
Rimbey Express	45806	11-Dec-2019	freight	231.00
Rimbey Home Hardware	45807	11-Dec-2019	Canada flag	199.62
RJ Plumbing and Heating	45808	11-Dec-2019	repairs - womens change room	264.06
SCOTT,BRANDON	45809	11-Dec-2019	replace chq#45133 - lost (cardlock refund)	25.00
South Hill Window & Awning (Red Deer) Ltd.	45810	11-Dec-2019	door repairs	556.96
The Government of Alberta	45811	11-Dec-2019	DRR# A0E4A7C	15.00
Town Of Rimbey	45812	11-Dec-2019	Oct.2019 - No charge room rentals	6,001.67
Uni First Canada Ltd.	45813	11-Dec-2019	coveralls	60.18
West Country Glass	45814	11-Dec-2019	windshield - 2012 Ford	522.50
Wolseley Industrial Canada INC	45815	11-Dec-2019	bleach	957.34
Wood Environment & Infrastructure Solutions	45816	11-Dec-2019	RB136 - 2019 Street Improvements	612.31
Alberta One-Call Corporation	45817	16-Dec-2019	Nov. 2019 Notification	22.05
Cervus Ag Equipment LP	45818	16-Dec-2019	JD quick hitch	2,520.00
City Of Red Deer	45819	16-Dec-2019	Town lab analysis - North - Nov. 2019	1,202.00
Element Materials Technology Canada Inc.	45820	16-Dec-2019	water testing	370.97
GROVER,VISHAL	45821	16-Dec-2019	cardlock refund	25.00
Imperial Esso Service (1971)	45822	16-Dec-2019	propane	329.00
Longhurst Consulting	45823	16-Dec-2019	cartridges - Public Works	222.60
Rimbey Janitorial Supplies	45824	16-Dec-2019	supplies	797.58
StarKist Catering	45825	16-Dec-2019	2019 Christmas Supper	83.20
Superior Equipment Sales Inc.	45826	16-Dec-2019	2 pumps - Res.#1	2,944.20
Town Of Rimbey	45827	16-Dec-2019	Town Utility	1,653.02
Uni First Canada Ltd.	45828	16-Dec-2019	coveralls	55.72
West Country Glass	45829	16-Dec-2019	windshield - Unit #37 2009 Chev Silverado	251.75
Wolseley Industrial Canada INC	45830	16-Dec-2019	gloves	20.17
Alsco	45831	19-Dec-2019	janitorial supplies	1,587.85
AMSC Insurance Services Ltd.	45832	19-Dec-2019	ins	39.04
AN Adventure Distribution & Consulting	45833	19-Dec-2019	supplies	86.63
Border Paving Ltd.	45834	19-Dec-2019	RB 136 - HB Release - 2019 Street Improvemen	57,602.45
Bowie,Cindy	45835	19-Dec-2019	supplies	145.35
Bullseye Septic Service	45836	19-Dec-2019	pump out tank	294.00
Kansas Ridge Mechanical Ltd.	45837	19-Dec-2019	install 2 water meteres 4522-50 Ave	279.20
Legacy Ford	45838	19-Dec-2019	wiper blade	52.46
Longhurst Consulting	45839	19-Dec-2019	Dec. 2019 - monthly invoice	2,310.00
LOR-AL SPRINGS LTD.	45840	19-Dec-2019	water	11.00
Matthews Canada Ltd.	45841	19-Dec-2019	RE: Plumb, Carolyn	571.92
PlayQuest Recreation	45842	19-Dec-2019	molded rubber belt seat	173.15
RJ Plumbing and Heating	45843	19-Dec-2019	install new pump in mechanical room	991.73
SmithIron Earthworks Ltd.	45844	19-Dec-2019	RB133 - NE Lagoon Outlet Ditch PP#9	33,757.51

## Council Board Report




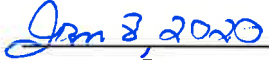

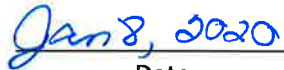
Supplier : 1020405 to ZIM1598  
 Fund : 1 GENERAL FUND  
 Include all Payment Types : Yes

Date Range: 07-Dec-2019 to 07-Jan-2020  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: No

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
SustainErgy Engineering	45845	19-Dec-2019	Rimbey Aquatic Centre	4,851.01
Tagish Engineering Ltd.	45846	19-Dec-2019	RB138 - 51st Street Engineering	14,761.69
Uni First Canada Ltd.	45847	19-Dec-2019	coveralls	60.18
Beagle Electric	45848	19-Dec-2019	install lighting upgrade	5,880.00
Brandt Tractor Ltd	45849	19-Dec-2019	Unit #1 - repair	447.17
Brownlee LLP	45850	19-Dec-2019	Waterworks Bylaw (shut-off)	2,378.25
Digitex Inc.	45851	19-Dec-2019	copies - Com. Center	41.83
Rimbey Art Club	45852	19-Dec-2019	Art Fusion / Fall Classes (Oct-Dec./19)	2,280.00
SustainErgy Engineering	45853	19-Dec-2019	Town of Rimbey (Arena)	9,702.00
Tagish Engineering Ltd.	45854	19-Dec-2019	2019 General Engineering	1,837.08
Urban DirtWorks Inc.	45855	19-Dec-2019	2019 Utility Upgrades - PP#3 HBR	15,225.23
Wood Environment & Infrastructure Solutions	45856	19-Dec-2019	New Ground Water Well RB126 Project:EE2565;	1,277.99
556436 Alberta Ltd.	45857	31-Dec-2019	sharpen ice knife	147.00
Bradley,Joyce	45858	31-Dec-2019	cardlock refund	25.00
Canadian Pacific Railway Company	45859	31-Dec-2019	Hoadley Crossing	296.00
Digitex Inc.	45860	31-Dec-2019	copies - Town Office	756.87
Fraser,Gavin	45861	31-Dec-2019	Development Deposit Refund	3,000.00
Highline Electrical Constructors Ltd.	45862	31-Dec-2019	PP#3 - Standby Generator - CC	22,367.77
Hillis,Lori	45863	31-Dec-2019	expense report - RARB - City of Red Deer	155.40
Petty Cash	45864	31-Dec-2019	petty cash	189.75
R&E ELEVATOR LTD.	45865	31-Dec-2019	maintenance / parts	2,730.00
Scratchin' The Surface	45866	31-Dec-2019	Santa Night trophy	73.50
Staples Advantage	45867	31-Dec-2019	office supplies	153.23
Stationery Stories & Sounds (2005)	45868	31-Dec-2019	envelopes	1,638.00
SustainErgy Engineering	45869	31-Dec-2019	Rimbey Aquatic Centre	4,851.00
Vicinia Planning & Engagement Inc.	45870	31-Dec-2019	Dec. 2019 invoice	937.13
Canada Revenue Agency	00001-0001	19-Dec-2019	CRA - Dec.27/19 (Dec.8-21/19)	11,928.20
LAPP	00001-0002	19-Dec-2019	LAPP payment-Dec.27/19 (biweekly Dec.8-21/19)	8,396.62
Telus Communications Inc.	00001-0003	19-Dec-2019	phone - Beatty House	69.86
Jim Pattison Lease	00002-0001	31-Dec-2019	lease - bylaw vehicle	1,677.11
Telus Communications Inc.	00002-0002	31-Dec-2019	Dec.10/19 - Telus invoice	2,259.55
<b>Total:</b>				<b>258,414.55</b>



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	January 14, 2020
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various Community Groups supply Minutes of their board meetings to Council for their information.
<b>Attachments</b>	8.2.1 Beatty Heritage House Society Minutes of November 4, 2019 8.2.2 Tagish Engineering Ltd. Project Status Update of December 5, 2019 8.2.3 Rimbey Municipal Library Board Minutes of October 2, 2019 8.2.4 FCSS/RCHHS Board Minutes of October 17, and November 20, 2019
<b>Recommendation</b>	Motion by Council to accept the Beatty Heritage House Society Minutes of November 4, 2019, Tagish Engineering Ltd. Project Status Update of December 5, 2019 and December 18, 2019, Rimbey Municipal Library Board Minutes of October 2, 2019, and the FCSS/RCHHS Board Minutes of October 17 and November 20, 2019, as information.
<b>Prepared By:</b>	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>
<b>Endorsed By:</b>	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>

The meeting was called to order by Chairperson Teri Ormberg at 7:40 pm.

In attendance: Teri Ormberg Jackie Anderson  
Florence Stemo  
Nancy Adams Bronwen Jones  
Annette Boorman Murray Ormberg  
Audreyann Bresnahan Annelise Wettstein  
Lana Curle - Rimbey Town Councillor

MINUTES of previous meeting (September 19, 2019) read by Florence. Minutes adopted as read by Bronwen; seconded by Nancy. Carried.

CORRESPONDENCE: Letter from the Town of Rimbey, advising that Lana Curle has been appointed to act as the Town's representative to the BHH Society for the 2019/2020 term.

Envelope from Alan Tarleton containing papers re Jack Beatty's membership in the Masonic Order.

TREASURER'S REPORT: Jackie reported a Current Balance of \$32,786.53. Online Banking for the BHH Society has been set up with Servus Credit Union, Rimbey. Cost of our Culture Days celebration, "Words West of the 5th", amounted to \$540.00. Jackie moved the adoption of her report. Seconded by Annette. Carried.

OLD BUSINESS:

TREES THAT NEED ATTENTION: Quote from Cam Rice has not been received.

ALBERTA CULTURE DAYS CELEBRATION: The four literary events were much enjoyed by the visiting writers and by the attendees.

BOOK NOOK: MOVED by Florence, seconded by Bron, that we proceed with the idea of setting up a small "library" in the BHH Park. Nancy will research designs.

HOME ROUTES CONCERTS: First of season - Charlie A'Court from NS. Oct. 17. Comments: Excellent voice; enthusiastic, tireless performer; great entertainment... Next concert - "Quote the Raven" - Nov. 21 - Annelise will host performers.

CHRISTMAS LIGHTS: Terry Van Hollen to be hired to remove the old lights from high up in the Peace Tree. These will be replaced with new lights. Work bee to put up lights set for Nov.13 at 10:30 am.

MICROWAVE OVEN: Thanks to The Tickle Trunk for donating the like-new microwave to the BHH; and to Nancy's husband, Duane, for setting it up.

URGENT MOTION: By email - MOVED by Florence, seconded by Judy, that the Secretary send one free ticket to a Home Routes Concert of choice (2019 - 2020 Season) along with our thanks to the three moderators at our Culture Days events. Carried.

NEW BUSINESS:

LONG-RANGE PLAN:

Discussion led by Bron re future plan to assure continuing care and use of the Beatty Heritage House.

NEXT MEETING: Monday, December 2, 2019.

ADJOURNMENT: By Murray at 9:15 PM.

Thanks to Annette for cake and coffee.

Minutes adopted as read on December 2, 2019.

Florence Stemo Secretary

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.19 RB00 - 2019 General Engineering</b>		
October 24, 2019	Matichuk, Gerald	C.P. Sewer Pipe Inspection LTD. started the flushing and video inspection program on October 18 and have indicated the final report should be completed by October 31, 2019.
November 6, 2019	Matichuk, Gerald	C.P. Sewer Pipe Inspection LTD. has completed the flushing and video inspection program and have indicated the completed report will be delivered to Tagish office by November 8, 2019.
November 21, 2019	Matichuk, Gerald	Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program and will advise staff with recommendations for necessary repairs.  Tagish is working with Publicworks staff to complete the Replacement Disposition Licence of Occupation for the stormwater outfall at the Blindman River.
December 4, 2019	Matichuk, Gerald	Tagish is working with Bemoco Land Surveying on the Replacement Disposition Licence of Occupation.  Reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program to provide staff with recommendations for necessary repairs.
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
October 24, 2019	Matichuk, Gerald	Project is basically complete and the construction of a water supply line from Well PW(17-15) to the Town's distribution system will be addressed in a new project.
November 6, 2019	Matichuk, Gerald	Project is completed there will be no further reporting after November 7, 2019. The construction of a water supply line from Well PW(17-15) to the Town's distribution system will be addressed in a new project.
<b>Project: RBYM00133.00 RB133 - NE Lagoon Outlet Ditch Upgrade</b>		
October 24, 2019	Matichuk, Gerald	Tagish is waiting to receive final documentation from SmithIron Earthworks prior to preparing the final progress payment for the project. Public works is discharging the NE Lagoon.
November 6, 2019	Matichuk, Gerald	SmithIron Earthworks will be on site later this week and will be rebuilding the remainder of the right-of-way fence adjacent to the Outlet Ditch. Public works has completed the NE Lagoon fall discharge.
November 21, 2019	Matichuk, Gerald	SmithIron Earthworks fencing crew is working at replacing R/W fence adjacent to the Outlet Ditch. Fencing crew are scheduled to complete all fencing by end of November 2019.
December 5, 2019	Matichuk, Gerald	SmithIron Earthworks Ltd. fencing crew has completed all fencing work. Tagish has prepared the final progress payment. The project is completed with no additional reporting after December 5, 2019.
<b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>		
November 21, 2019	Matichuk, Gerald	Highline Electrical Constructors Ltd. has received shipment of the Transfer Switch. The Contractor will install the Transfer Switch this year with the final connections to be completed in the spring or 2020.
December 5, 2019	Matichuk, Gerald	Highline Electrical Constructors Ltd. has delivered and temporary installed the Transfer Switch (final installation requires connection to existing pad mount transformer). Final installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020.
<b>Project: RBYM00136.00 RB136 - 2019 Street Improvements</b>		
October 24, 2019	Matichuk, Gerald	Border Paving Ltd. has indicated that due to the low air temperature the concrete work on 50 Ave. should be delayed until the weather improves. Border Paving is scheduled to complete the patch paving by October 31, 2019.
November 6, 2019	Matichuk, Gerald	Border Paving Ltd. has completed the patch paving with the exception of the patch on 52 St and 52 Ave. Tagish is working on a progress payment for work completed.



November 21, 2019	Matichuk, Gerald	Work on the project is complete for the 2019 season. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.
December 4, 2019	Matichuk, Gerald	Work on the project is completed with no additional reporting until construction resumes in 2020. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.
<b>Project: RBYM00137.00 RB137 - 2019 Utility Upgrades</b>		
October 24, 2019	Matichuk, Gerald	Urban Dirtworks Inc. has completed all work related to the project. The project is completed with no additional reporting after November 7, 2019.
<b>Project: RBYM00138.00 RB138 - 51st Street Engineering</b>		
October 24, 2019	Solberg, Lloyd	Tagish is working on finalizing conceptual designs and preparing a information package for an open house for business owners and the public. Tagish anticipates getting the information package ready by the end of next week.
November 6, 2019	Solberg, Lloyd	Tagish is finalizing information for Public Open House. Tagish will touch base with the Town to co-ordinate and set up dates for the Public Open House.
November 21, 2019	Solberg, Lloyd	(Nov. 21) No change.
December 5, 2019	Solberg, Lloyd	Planning on submitting the open house package to the Town by the end of the week for their review and then we will discuss the next steps with the Town.
<b>Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b>		
October 24, 2019	Matichuk, Gerald	Tagish is preparing a water model to determine the pipeline sizing and pump requirements to connect Well PW (17-15) to the distribution system.
November 6, 2019	Matichuk, Gerald	Tagish has modeled the water supply system and has determined that a 150mm main will be required from Well PW (17-15) to the reservoir. Tagish is working on completing the budget estimate to complete this project.
November 21, 2019	Matichuk, Gerald	November 21, 2019 Tagish will be completing a preliminary survey for the construction of a raw water supply line from Well PW(17-15). Access Land is working to establish R/W agreement that will be required prior to construction.
December 5, 2019	Matichuk, Gerald	Tagish has provided staff with a budget estimate to supply and install the raw water supply line. Town staff have submitted the budget estimate to Alberta Transportation for funding approval.



Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.19 RB00 - 2019 General Engineering</b>		
November 21, 2019	Matichuk, Gerald	Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program and will advise staff with recommendations for necessary repairs.
		Tagish is working with Public works staff to complete the Replacement Disposition Licence of Occupation for the stormwater outfall at the Blindman River.
December 18, 2019	Matichuk, Gerald	Bemoco Land Surveying has completed the survey for the Replacement Disposition Licence of Occupation and is revising the plan.
		Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program.
<b>Project: RBYM00133.00 RB133 - NE Lagoon Outlet Ditch Upgrade</b>		
November 21, 2019	Matichuk, Gerald	SmithIron Earthworks fencing crew is working at replacing R/W fence adjacent to the Outlet Ditch. Fencing crew are scheduled to complete all fencing by end of November 2019.
December 18, 2019	Matichuk, Gerald	SmithIron Earthworks Ltd. fencing crew has completed all fencing work. Tagish has prepared the final progress payment. The project is completed with no additional reporting after December 5, 2019.
<b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>		
November 21, 2019	Matichuk, Gerald	Highline Electrical Constructors Ltd. has received shipment of the Transfer Switch. The Contractor will install the Transfer Switch this year with the final connections to be completed in the spring or 2020.
December 5, 2019	Matichuk, Gerald	Tagish has instructed Highline Electrical Constructors Ltd. to install locks on the Transfer Switch cabinet and secure the temporary fence is secure to the building. Final installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020.
December 18, 2019	Matichuk, Gerald	Tagish has instructed Highline Electrical Constructors Ltd. to ensure the temporary fence is installed adjacent to the community Center building and the Transfer Switch cabinet is locked. Final installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020.
<b>Project: RBYM00136.00 RB136 - 2019 Street Improvements</b>		
November 21, 2019	Matichuk, Gerald	Work on the project is complete for the 2019 season. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.
December 18, 2019	Matichuk, Gerald	Work on the project is completed with no additional reporting until construction resumes in 2020. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.
<b>Project: RBYM00138.00 RB138 - 51st Street Engineering</b>		
November 21, 2019	Solberg, Lloyd	(Nov. 21) No change.
December 5, 2019	Solberg, Lloyd	Planning on submitting the open house package to the Town by the end of the week for their review and then we will discuss the next steps with the Town.
December 19, 2019	Solberg, Lloyd	The open house has been put on hold for now. The project will no longer be updated unless something changes.
<b>Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b>		
November 21, 2019	Matichuk, Gerald	November 21, 2019 Tagish will be completing a preliminary survey for the construction of a raw water supply line from Well PW (17-15). Access Land is working to establish R/W agreement that will be required prior to construction.
December 5, 2019	Matichuk, Gerald	Tagish has provided staff with a budget estimate to supply and install the raw water supply line. Town staff have submitted the budget estimate to Alberta Transportation for funding approval.
December 18, 2019	Matichuk, Gerald	Tagish is working with Fortis Alberta to have a budget estimate to supply and install a power supply to Well PW (17-15) site.

**Rimbey Municipal Library Board Meeting**

**Wednesday, October 2, 2019 (5:00 p.m.)**

**Present:** Mike Boorman, Bev Ewanchuk, John Hull, Jean Keetch, Paul Payson, Desiree Vandenhoven

**Absent:** Marg Ramsey

**Call to Order:** 5:00 p.m.

**Salaries :** In camera

-we will ask Jean to keep track of her time on a monthly timesheet so we will know how many extra hours she is putting in, then when we review her salary before 2021, we will have a more realistic view of the hours worked.

-Emily and Jean will need to rework the budget to show the increases discussed:

Travel and Subsistence, Volunteer and Staff Appreciation, Jean's Salary and Benefits

**Minutes from Last Meeting:** The minutes were read and Mike moved that we adopt the minutes as read. All in favor.

**Business Arising from the Minutes:**

1. Desiree made a motion that we give Jean a 5% raise on top of COLA beginning January 1, 2020. FOIP 17.1 John seconded. All in favor. Jean will send the new budget to all of us via e-mail as it needs to be approved by October 31,,2019.
2. Plan of Service – John committed to writing a letter to the Town of Rimbey asking if they are planning to do a community needs assessment.
3. Fund Raising – we need to set some goals
4. Living Free – John and Jean met with Marco Ste.Marie and are planning an event for early Spring.
5. Friends Group = actually Booster Society - tabled until the next meeting.
6. Millennials – tabled this to the Plan of Service planning
7. Aaron Prichett – (Security Drives Home) – Bev will ask COP to provide security and taxi to do the driving.
8. Cow Patty Theater - we are not going forward with this fundraiser.

Mike adjourned the meeting at \_\_\_\_\_ p.m.

**Next Meeting On Wednesday, November 6<sup>th</sup> at 5:00 p.m.**

President B. Ewanchuk

Secretary Margaret J. Ramsey

Family and Community Support Services (FCSS)  
Rimby Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
October 17, 2019  
10:00 a.m. Rimby Provincial Building

PRESENT: N. Hartford, Chairperson  
M. Josephson, Board Member  
I. Steeves, Vice Chairperson  
K. Maconochie, Recording Secretary  
P. Makofka, Executive Director  
G. Rondeel, Board Member  
R. Schaff, Board Member  
B. Coulthard, Board Member  
D. Noble, Board Member  
F. Pilgrim, Board Member

REGRETS:

1. CALL TO ORDER  
The meeting was called to Order by: N. Hartford at 10:05 a.m.

2. APPROVAL OF AGENDA

**19-10-01 MOTION:** By: F. Pilgrim: That the agenda is adopted with the following changes.

Add 11.10 – Vision for Non Violence Conference.

**CARRIED**

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

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

4. PREVIOUS MEETING MINUTES – September 19, 2019

**19-10-02 MOTION:** By: B. Coulthard: That the Minutes of the September 19, 2019 Board Meeting be adopted with the following changes.

Under 6.2 – I. Steeves seconded Motion

Under 11.5 – Change “is” to “it”

**CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

5.1 FCSS Board greetings to HCA appreciation:

G. Rondeel will bring greetings from the Board

5.2 RimShaw storage overhead door repairs

G. Lucas fixed the overhead door at no charge to FCSS.

**19-10-03 MOTION:** By: R. Schaff: to give G. Lucas a \$50.00 gift certificate from A&W.

**Seconded by:** I Steeves

**CARRIED**

6. OLD BUSINESS

6.1 FCSSAA conference-voting delegates-AGM

**19-10-04 MOTION by: D. Noble:** That N. Hartford and P. Makofka be appointed as voting delegates at the FCSSAA AGM in November.

**CARRIED**

6.2 FCSSAA delegates registered:

N. Hartford, I. Steeves, F. Pilgrim, M. Josephison, P. Makofka, K. Maconochie, B. Coulthard (R. Coulthard will be accompanying him)

6.3 FCSSAA silent auction item:

P. Makofka showed the Board the framed Hockey Picture that FCSS will be taking as a silent auction item to the FCSSAA Conference in November 2019.

6.4 2019 Charity Golf Tournament wrap up:

Showed the Board a sample picture and read them the letter that is being sent out to all the donors, who gave \$250.00 or more. They should all be mailed out today or hand delivered.

7. FINANCE

7.1 October 17, 2019 Finance Committee Meeting Highlights

**19-10-05 MOTION:** By: M. Josephison: To apply for a Business Mastercard credit card from Servus Credit Union, with a \$5,000.00 limit.

**Seconded by:** G. Rondeel

**CARRIED**

**19-10-06 MOTION:** By: I. Steeves: That the Highlights of the October 17, 2019 Finance Committee Meeting be accepted as information.

**CARRIED**

7.2 2020 Rimbey FCSS Budget proposal:

**19-10-07 MOTION:** By: I. Steeves: To accept the 2020 Rimbey FCSS budget for submission to Town & County.

**Seconded by:** B. Coulthard

**CARRIED**

8. WRITTEN REPORTS

- 8.1 Monthly Board Reports
- 8.2 Parent Link Centre - quarterly (didn't send)
- 8.3 Big Brothers Big Sisters – quarterly.
- 8.4 Catholic Social Services – quarterly.

**19-10-08 MOTION:** By: D. Noble: To accept the Monthly Board Reports as information.

**CARRIED**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next Meeting will be on Nov 7, 2019 at 10:30 a.m.

10. DIRECTOR'S REPORT

**19-10-09 MOTION:** By: B. Coulthard: That the Director's Report is accepted as information.

**CARRIED**

11. NEW BUSINESS

11.1 Staff Wellness Incentive Program

**19-10-10 MOTION:** By: D. Noble: That the Staff Wellness Incentive Program Policy be added to the agencies policies, effective October 17, 2019.

**CARRIED**

11.2 Computer software upgrades proposal - Longhurst Delegation at 11:00 a.m.

C. Brassard, S. Longhurst, Dillon ?, S. Lloyd (by phone) joined the meeting at 11:15 a.m.

**19-10-12 MOTION:** By: B. Coulthard: To proceed with computer software and phone upgrades for the agency, up to \$30,000.00.

**Seconded by:** G. Rondeel

**CARRIED**

11.3 Kinsmen Xmas Party:

**19-10- 12 MOTION:** By: G. Rondeel : To purchase 3 tables for the 2019 Kinsman Christmas Party at the expense of the agency for Board members, staff and guests to enjoy.

**Seconded by:** B. Coulthard

**CARRIED**

11.4 Bill 2-Open for Business-Labour law changes

**19-10-13 Motion:** By: M. Josephison: To reinstate the August Civic holiday and Boxing Day holiday as stat holidays for FCSS, effective immediately.

**Seconded by:** G. Rondeel

**CARRIED**

11.5 FCSSAA highlights

11.6 2020 Women's conference Admin Support

**19-10-14 MOTION:** By: F. Pilgrim: To give admin support to the RWC as needed if there is time between FCSS/RCHHS tasks and duties and that 1 staff serve as committee member.

**Seconded by:** D. Noble

**CARRIED**

11.7 Poverty Simulation

**19-10-15 MOTION:** By: R. Schaff: To send up to 3 staff members at the expense of the agency to Poverty Simulation in Sylvan Lake on Nov. 22, 2019.

**Seconded by:** B. Coulthard

**CARRIED**

11.8 Rimbey Drop in Centre-office space concerns

Rimbey Drop in Centre is requesting their office space back. We will move the equipment that belongs to the agency to the Provincial Building and share an office space with Adult Learning and have our CIRS program here every week.

11.9 Lease agreement for ADSP

**19-10-16 MOTION:** By: G. Rondeel: To sign the lease for another year at BYAC for the ADSP.

**Seconded by:** F. Pilgrim

**CARRIED**

11.10 Vision for Non Violence Conference

**19-10-17 MOTION:** By: B. Coulthard: To allow one staff member to attend the Vision for Non Violence Conference in Bowden on Nov 8, 2019, at the expense of the agency.

**Seconded by:** M. Josephison

**CARRIED**

12. Workplace Health & Safety Committee – next Meeting Oct 25, 2019 at 1:30 p.m.

13. Review of Statistics

- 13.1 2019 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2019
- 13.3 AHS (HC) & Private (HS) billing 2015-2019
- 13.4 AHS (HC) Client Totals & Hours 2015-2019
- 13.5 Private (HS) Client Totals & Hours 2015-2019
- 13.6 Food Bank Hamper Stats 2015-2019
- 13.7 Client Safety Reports – quarterly

**19-10-18 MOTION:** By: G. Rondeel: To accept the review of the above reports and statistics as information.

**CARRIED**

14. CORRESPONDENCE

14.1 The Lending Cupboard-Annual Report

15. **NEXT MEETING DATE:** Board Meeting: Wednesday, Nov 20, 2019, at 10:00, Dec 19, 2019 at 10:00 a.m., Jan 16, 2020 at 10:00 a.m., and no meeting in February 2020

16. **ADJOURNMENT**

**19-10-19:** By: I. Steeves: That the FCSS Board meeting adjourns at 12:30 p.m.

**CARRIED**

17. **BOARD SHARING TIME**

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N. Hartford, Chairperson

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K. Maconochie, Recording Secretary

Family and Community Support Services (FCSS)  
Rimbe Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
November 20, 2019  
10:00 a.m. Rimbe Provincial Building

PRESENT: N. Hartford, Chairperson  
M. Josephison, Board Member  
I. Steeves, Vice Chairperson  
K. Maconochie, Recording Secretary  
P. Makofka, Executive Director  
G. Rondeel, Board Member  
B. Coulthard, Board Member  
F. Pilgrim, Board Member

REGRETS: D. Noble, Board Member; R. Schaff, Board Member

1. CALL TO ORDER

The meeting was called to Order by: N. Hartford at 10:00 a.m.

2. APPROVAL OF AGENDA

**19-11-01 MOTION:** By: I. Steeves: That the agenda is adopted with the following additions:

11.9 In Camera session - Healthy Families Program

**CARRIED**

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

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

4. PREVIOUS MEETING MINUTES – October 17, 2019

**19-11-02 MOTION:** By: F. Pilgrim: That the Minutes of the October 17, 2019 Board Meeting be adopted as presented.

**CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

6. OLD BUSINESS

6.1 Kinsmen Xmas Party tickets

7. FINANCE

7.1 November 21, 2019 Finance Committee Meeting Highlights

**19-11-03 MOTION:** By: I. Steeves: That the Highlights of the November 21, 2019 Finance Committee Meeting be accepted as information.

**CARRIED**

8. WRITTEN REPORTS



- 8.1 Monthly Board Reports
- 8.2 Parent Link Centre - quarterly
- 8.3 Big Brothers Big Sisters – quarterly.
- 8.4 Catholic Social Services – quarterly.

**19-11-04 MOTION:** By: M. Josephison: To accept the Monthly Board Reports as information.

**CARRIED**

- 9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE- Nov. 7, 2019  
Next QIRM Meeting: May 12, 2020 at 10:30 a.m.

- 10. DIRECTOR'S REPORT

**19-11-05 MOTION:** By: B. Coulthard: That the Director's Report is accepted as information.

**CARRIED**

- 11. NEW BUSINESS

- 11.1 Special Donation Request-

- 11.2 Town of Rimbey has ratified the following members at large on the Rimbey FCSS/RCHHS Board:  
B. Coulthard  
F. Pilgrim  
M. Josephison

- 11.3 Town of Rimbey elected representative on the Rimbey FCSS/RCHHS Board:  
G. Rondeel

- 11.4 Ponoka County representative on the Rimbey FCSS/RCHHS Board:  
N. Hartford

- 11.5 Food Bank Christmas Hamper Plans  
Work bee dates: Dec.4 9 - 12  
Dec.11 9 - 12  
Dec.13 9 - 12  
Dec.16 9 - 3 Volunteer appreciation lunch will be at noon.  
Dec.17 9 - 3 Hampers will be given out.  
Dec.18 9 - 3 Hampers will be given out.

- 11.6 2019 Year End Expenditures

**19-11-06 MOTION:** By: B. Coulthard: That the year-end expenditures be approved for purchase using the current year agency surplus as recommended by the Finance Committee.

**Seconded:** By: G. Rondeel

**CARRIED**

- 11.7 Staff Bonus

**19-11-07 MOTION:** By: M. Josephison: That the year-end Staff Bonus and Remittance be approved using the current year agency surplus as recommended by the Finance Committee.

**Seconded:** By: G. Rondeel

**CARRIED**

11.8 Christmas Office Hours

**19-11-08 MOTION:** By: F. Pilgrim: To close the FCSS office all day on the following: December 24<sup>th</sup>, December 25<sup>th</sup>, December 26<sup>th</sup>, December 31, 2019 and January 1, 2020.

**CARRIED**

11.9 In Camera Session

**19-11-09 MOTION:** By: F. Pilgrim: That the meeting be declared "In Camera" at 11:20.

**CARRIED**

J. Adams exited the meeting at this time.

**19-11-10 MOTION:** By: G. Rondeel: That the "In Camera" session ends at 11:45.

**CARRIED**

J. Adams rejoined the meeting at this time.

**19-11-11 MOTION:** By: F. Pilgrim: That the Healthy Families program ends by March 31, 2020, due to funding as per provincial cutbacks.

**CARRIED**

12. Workplace Health & Safety Committee – It is time to review the Hazard Identification Form for the Board was reviewed and completed. Worksite Safety Inspections were reviewed, and all issues have been addressed. F. Pilgrim and A. Bresnahan will do the next inspection in April 2020. Next Meeting: May 19, 2020 at 1:30 p.m.

13. Review of Statistics

- 13.1 2019 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2019
- 13.3 AHS (HC) & Private (HS) billing 2015-2019
- 13.4 AHS (HC) Client Totals & Hours 2015-2019
- 13.5 Private (HS) Client Totals & Hours 2015-2019
- 13.6 Food Bank Hamper Stats 2015-2019
- 13.7 Client Safety Reports – quarterly

**19-11-12 MOTION:** By: B. Coulthard: To accept the review of the above reports and statistics as information.

**CARRIED**

14. CORRESPONDENCE

14.1 FCSSAA Highlights from October 11, 2109

15. **NEXT MEETING DATES:**  
December 19, 2019 10:00 a.m.  
Jan 16, 2020 10:00 a.m.  
No meeting in February 2020

16. **ADJOURNMENT**

**19-11-13 MOTION:** By: N. Hartford: That the FCSS Board meeting adjourns at 12:15 p.m.

**CARRIED**

17. **BOARD SHARING TIME**

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N. Hartford, Chairperson

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J. Adams, Recording Secretary