



# AGENDA

## Town Council

February 27, 2023 - 1:00 PM

Town Administration Building - Council Chambers

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**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, FEBRUARY 27, 2023 AT 1:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.**

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## **9. CORRESPONDENCE**

## **10. OPEN FORUM**

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

## **11. CLOSED SESSION**

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## **12. ADJOURNMENT**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Minutes  
**Item For:**  Public Information -or-  Closed Session

**RECOMMENDATION:**

Administration recommends that Council accept the Minutes of Regular Council meeting held on January 23, 2023, as presented.

**ATTACHMENTS:**

[Council Meeting Minutes January 23, 2023](#)

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

February 22, 2023  
**Date**

**ENDORSED BY:**

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**



# MINUTES

## Town Council Meeting

Monday, January 23, 2023 - 1:00 PM

Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 1:00 PM with the following in attendance:

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

Absent: Councillor Wayne Clark

Public: (0) members of the public

**1.1. LAND ACKNOWLEDGEMENT**

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 001/2023

Moved by Councillor Curle to accept the Agenda for the January 23, 2023, Regular Council Meeting, as amended.

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

CARRIED

**3. MINUTES**

**3.1. Minutes**

Motion 002/2023

Moved by Councillor Coston to accept the Minutes of the Regular Council Meeting of December 12, 2022, as presented.

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

CARRIED

**4. PUBLIC HEARINGS**

**5. DELEGATIONS**

**6. BYLAWS**

**7. NEW AND UNFINISHED BUSINESS**

7.1. Refund Request

Motion 003/2023

Moved by Councillor Curle to deny the Jordan's request for a refund/reduction of the disconnection and reconnection fee, as per Policy 3211.

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

CARRIED

7.2. Ponoka County – ADDITION TO AGENDA

Motion 004/2023

Moved by Councillor Curle to set up a meeting with Reeve Paul McLaughlin and one Councillor with Ponoka County.

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

CARRIED

**8. REPORTS**

**8.1. DEPARTMENT REPORTS**

Motion 005/2023

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

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

CARRIED

**8.2. BOARDS/COMMITTEE REPORTS**

Motion 006/2023

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

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

CARRIED

**8.3. COUNCIL REPORTS**

Motion 007/2023

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

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

CARRIED

**9. CORRESPONDENCE**

9.1. Correspondence - ADDITION TO AGENDA

Motion 008/2023

Moved by Councillor Curle to bring the discussion of the Historical Society hours of operation to the 2023 Budget meeting.

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

CARRIED

**10. OPEN FORUM**

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

Motion 009/2023

Moved by Councillor Coston to enter into closed session at 2:00 pm.

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

CARRIED

Motion 010/2023

Moved by Councillor Curle to end closed session at 2:00 pm.

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

CARRIED

Motion 011/2023

Moved by Councillor Coston to appoint Linda Kerr to be a Municipal Library Board Member for a three-year term, commencing January 23, 2023.

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

CARRIED

12.1. Adjournment

Motion 012/2023

Moved by Councillor Curle to adjourn the meeting at 2:03pm.

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

CARRIED

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Rick Pankiw, Mayor

---

Lori Hillis, Chief Administrative Officer



Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** 2023 Budget Meeting Dates  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Council must pass budgets annually.

**RECOMMENDATION:**

Administration recommends Council hold a Special Meeting of Council on Wednesday, March 8, 2023 commencing at 9:00 am, in the Council Chambers, for the 2023 budget deliberations.

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

February 22, 2023  
**Date**

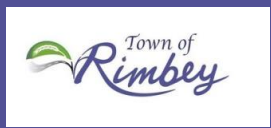
**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Wolf Creek Public School  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

At the Council meeting held on October 24, 2022 the following motion was made:

**Motion 234/2022**

Moved by Councillor Coston to schedule the regular Council meeting held on the second meeting of the month in January 23 and February 27 at 1:00pm to allow for the elementary schools to attend the Council meeting during school hours.

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

CARRIED

On January 20, 2023, Administration received a verbal request from Wolf Creek Public Schools for Council to change one of the Council meetings in April or May from 5:00pm to 1:00pm to allow all the grade six students to attend the meeting.

The meeting scheduled for January 23, 2023 was too short notice and the Wolf Creek School grade 6 students could not attend. They have 2 classes of grade 6 students with approximately 60 students in total. The classes will need to be divided in half to accommodate Council Chamber's capacity. They confirmed that the first group will attend the February 27, 2023 Council meeting and they are hoping that the second group will be able to attend in April or May.

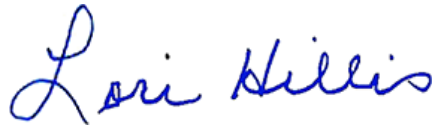
**RECOMMENDATION:**

Administration recommends Council change the April 24, 2023 Regular Council Meeting from 5:00pm to 1:00pm to allow Wolf Creek School grade 6 students to attend.

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

February 22, 2023  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative  
Officer

February 22, 2023

**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** 2023 FCM Conference  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

The Town of Rimbey is a member of the Federation of Canadian Municipalities. The 2023 FCM Conference is being held in Toronto, Ontario from May 25 to May 28, 2023.

Policy 156 indicates attendance at the Annual FCM Conference be limited to the Mayor and two Councillors when the conference is held out of province. The Councillors shall rotate until all Councillors have attended.

**RELEVANT POLICY/LEGISLATION:**

Policy 156

**FINANCIAL IMPLICATIONS:**

Conference registration, flights, rooms, and meals.

**RECOMMENDATION:**

Administration recommends Council determine which two Councillors will be attending the FCM Convention in Toronto from May 25 to May 28, 2023 with Mayor Pankiw and the Chief Administrative Officer.

**ATTACHMENTS:**

[Attachment#1 Policy 156 Council Attendance at Conferences Meetings](#)

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

February 24, 2023  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 24, 2023  
**Date**



## *Town of Rimbey Policy Manual*

Title: Councillor Attendance at Conferences/Meetings		Policy No: 156	
Date Approved: September 11, 2018		Resolution No: 283/18	
Date Effective: September 11, 2018			
Purpose:	To provide guidance to determine Elected Officials attendance at Conventions/Meetings.		
Policy Statement:	The Council of the Town of Rimbey recognizes the importance of Council attendance at conferences, and accepts responsibility for payment of related fees and expenses for attendance at such conferences.		
<p>The Mayor and Councillors may attend the following conferences/seminars:</p> <p style="margin-left: 40px;">AAMD&amp;C (Alberta Association of Municipal Districts &amp; Counties)                  AUMA (Alberta Urban Municipalities Association)                  FCM (Federation of Canadian Municipalities)                  AUMA Mayors Caucus's                  All conferences, events, seminars, and special meetings relating to Municipal duties.</p> <p>The Mayor and Deputy Mayor may attend the Mayor's Caucus.</p> <p>The Mayor and one (1) Councillor may attend the two (2) AAMD&amp;C Conferences per year.</p> <p>All Council may attend the annual AUMA Conference.</p> <p>Attendance at the Annual FCM Conference will be limited to the Mayor and two Councillors when the conference is held out of province. The Councillors shall rotate until all Councillors have attended.</p> <p>The Mayor and all Council may attend the Annual FCM Convention when it is out of province, if the Convention is within driving distance of Rimbey.</p> <p>The Mayor and all Councillors may attend the Annual FCM Conference when it is held in the Province of Alberta.</p> <p>Expenses for attendance at conferences/seminars will be reimbursed as per Policy 155.</p> <p>It is expected all delegates will conduct him/her self in such a manner to positively reflect the values of the Town of Rimbey by attending all sessions punctually and professionally.</p>			
Initial Policy Date:	November 14, 2016	Resolution No.:	449/16
Revision Date:	September 11, 2018	Resolution No.	283/18
Revision Date:			

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** MX Track Expansion Proposal  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

The Town of Rimbey owns the land on which the Kinsmen Club of Rimbey has developed the Central Alberta Raceways Motor Park.

On February 21, 2023, Administration received an email from Travis Jaffray, president of the Rimbey Kinsmen Club requesting that the current Letter of Understanding with the Town be amended to include Lot 3 (7.29 acres) as additional property, as indicated on the MX Track Expansion attachment.

**DISCUSSION:**

The Rimbey Kinsmen Club would like to amend the current agreement to include Plan 082 1573, Block 1, Lot 3 for the expansion of the motocross track, Mud Bog staging area, overflow parking and overnight camping.

The Town of Rimbey Public Works Director has indicated that there is an old residential water well on the property that would likely need to be abandoned if the land were to be used. Alternatively, the expansion plans could be made to incorporate the use of the well. The state of the well is unknown and the potential costs to abandon the well are unknown.

The current lease agreement between the Rimbey Kinsmen Club and the Town of Rimbey is in place, if the area is being actively used as a motor sports park. Annual lease cost is \$1 plus payment of the property taxes. The property is owned by the Town of Rimbey and leased to the Rimbey Kinsmen. Taxes generated from this additional land would be approximately \$1,800 per year.

**RECOMMENDATION:**

Administration recommends Council consider amending the lease between the Rimbey Kinsmen Club and the Town of Rimbey to include Plan 082 1573., Block 1, Lot 3 for the expansion of the Central Alberta Raceways Motor Park with any costs relating to the old residential well on the property be born by the Rimbey Kinsmen Club.


**ATTACHMENTS:**

- [Attachment#1 Kinsmen Club - MX Track Expansion Proposal](#)
- [Attachment#2 Rimbey Kinsmen Club Town of Rimbey Letter of Understanding April 27 04](#)

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

February 23, 2023  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

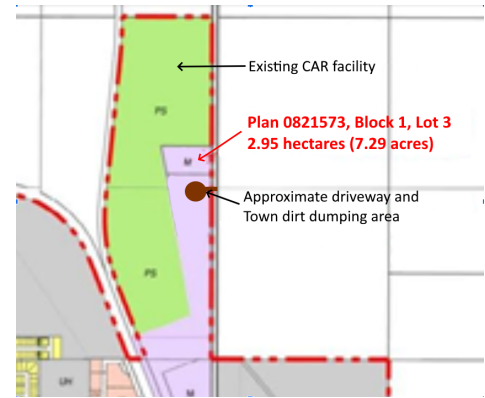
February 23, 2023  
**Date**



# MX Track Expansion

## Request:

The Kinsmen Club of Rimbey (Kinsmen) is requesting that our current Letter of Understanding with the Town of Rimbey (Town) outlining the leasing of land to the Kinsmen for the purpose of developing and operating a motorsports park be amended to include additional property. Specifically the inclusion of Lot 3 (7.29 acres).

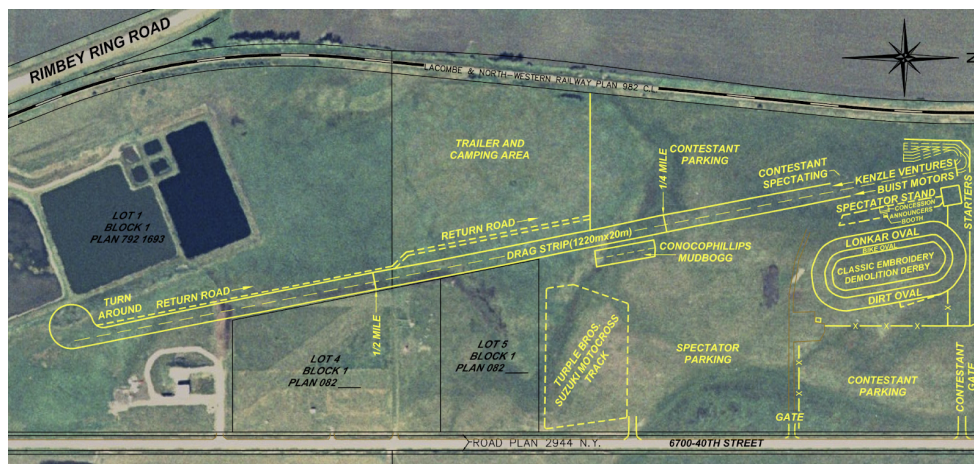


## Purpose:

The request for additional land is driven by the Kinsmen’s desire to accommodate an ever growing interest of both competitors and spectators to make Rimbey their preferred race destination. This additional land would accomplish several key functions, including but not limited to:

- Add an intermediate / stadium style motocross track.
- Enhance Mud Bog competitor staging area to facilitate smoother transitions between classes.
- Overflow parking for major events such as demolition derby
- Overnight event camping, traditionally spectators have camped with competitors however with limited pit area space alternatives are needed.
- Utilize Motocross course year round by offering winter memberships to snowmobilers, and hosting snocross events where riders can be challenged by the twist, turns, moguls and jumps of a snow covered track.
- Offer day rentals to Recreational Vehicle dealers to promote their summer or winter products, allowing for a full experience of Motorbike, ATV, UTV or Snowmobiles.

The potential revenue generated by above items will further the Kinsmen’s self-reliance as a service organization that can reinvest into other deserving community organizations and events. Furthermore under Kinsmen’s current agreement the Town would receive additional tax revenue from the increased leased land.







# Town of RimbeY

Box 350 RimbeY, Alberta T0C 2J0  
Phone: (403) 843-2113 Fax: (403) 843-6599  
E-mail: rtown@telusplanet.net www.rimbey.com

## Letter of Understanding

Between

Town of RimbeY (Town)

&


Rimbey Kinsmen (Kinsmen)

**THIS AGREEMENT** is in regards to an Offer to Lease Town Property by the RimbeY Kinsmen whom intend to develop a Motor Park. This development would be leasing 79.35 acres of town property as outlined in green on the plan (See attached map).

**WHEREAS** both Parties are in agreement that the Motor Park Lease Principals is required and both parties agree to the following conditions and terms:

1. **THE KINSMEN** will use the property to develop a motor sports facility;
2. **THE TOWN** will lease to the Kinsmen for as long as the area is being actively used as a motor sports park.
3. **THE KINSMEN** will lease the property at the cost of one dollar (\$1.00) per year payable in January for that calendar year;
4. **THE KINSMEN** will pay the property taxes on an annual basis;
5. **THE KINSMEN** will be responsible for all maintenance and upkeep of the green outlined area.
6. **THE KINSMEN** will adhere to all provincial and federal codes during construction and operation;
7. **THE KINSMEN** shall have proper insurance in place for the operation of the motor park facility and provide a copy to the town;
8. **THE KINSMEN** shall notify the Town of RimbeY of any major changes to the motor park;

  
Initialed by Town of RimbeY

  
initialed by RimbeY Kinsmen

- 9. **THE KINSMEN** shall provide the Town of Rimbey a schedule of yearly events;
- 10. **THE KINSMEN** gives the Town of Rimbey right to access additional 60 meters of property to the north in the trailer and camping area for future development;
- 11. **THE TOWN** will publicly support and promote the Kinsmen Motor Park on their web site and wherever else appropriate.

The above article constitutes the whole agreement and is approved and entered into agreement by the following signatures below.

Signed this 27 day of APRIL, 2004.



Town of Rimbey (Signature)

DALE L BARR MAYOR

(Print Name & Title)



Rimbey Kinsmen (Signature)

President Allen Nelson

(Print Name & Title)



Town of Rimbey (Signature)

William Kostel CAO.

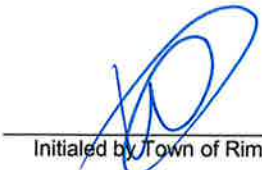
(Print Name & Title)



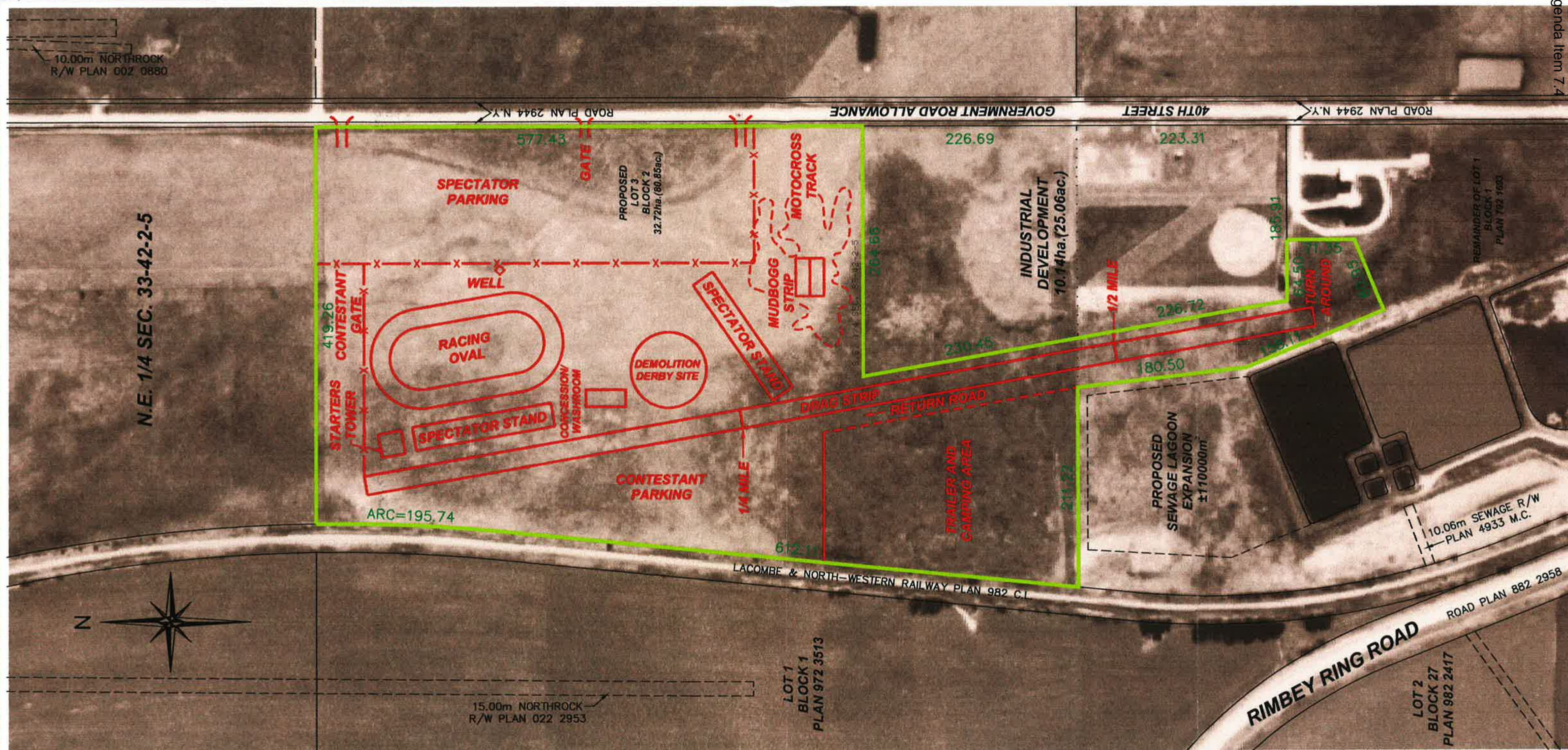
Rimbey Kinsmen (Signature)

Treasurer - Steven Schrader

(Print Name & Title)

  
Initialed by Town of Rimbey

initialed by Rimbey Kinsmen



# RIMBEY KINSMEN MOTOR SPORT PARK

*[Signature]*  
MAYOR DALE L BARR

*[Signature]*  
Alan Adams President

DRAWN BY: PH DATE: March 29, 2004. SCALE: 1:4000 FILE NO.: 1051-001-01 DRAWING NO.: 105100101T-6	OLSON SURVEYS LTD. SUITE 11, 5033-52ND STREET LACOMBE, AB. T4L 2A6 PHONE: (403)782-5358 FAX: (403)782-3508 INTERNET: <a href="http://www.spatialbase.com/surveys">http://www.spatialbase.com/surveys</a>
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Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Rimbey Kinsmen Rental Agreement  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

On February 21, 2023, Administration received an email from Travis Jaffray, president of the Rimbey Kinsmen Club requesting that the current rental agreement be revised to include rental on additional days at no cost.

**DISCUSSION:**

The Kinsmen Club Rental Agreement is currently for rental of the Kinsmen room at the Peter Lougheed Community Center on the 1st and 3rd Wednesdays of each month and for Central Alberta Raceways meetings on the 2nd Wednesday of the month.

The Kinsmen Club is requesting approximately 6 additional meeting per year. As per Bylaw 992/22 Fees for Services, the cost to rent the Kinsmen room is \$15 per hour or \$40 per day.

On July 27, 2021, Council approved the newly drafted rental agreement with the Rimbey Kinsmen Club to be effective for ten years commencing August 1, 2021 – July 31, 2031. The agreement has not yet been signed and returned to the Town.

**RECOMMENDATION:**

Administration recommends Council determine if they wish to amend the current agreement between the Kinsmen Club and the Town of Rimbey to add additional days rental at no cost and if so, to direct Administration to execute a new agreement between the Rimbey Kinsmen Club and the Town of Rimbey.

**ATTACHMENTS:**

- [Attachment#1 Rimbey Kinsmen Room Rental Extension](#)
- [Attachment#2 2006 Kinsmen Agreement for Kinsmen Room May 1 06 to Apr 30 16](#)

**PREPARED BY:** Lori Hillis, CPA, CA, Chief Administrative Officer **February 22, 2023**  
**Date**

**ENDORSED BY:**  **February 22, 2023**  
**Date**

Lori Hillis, CPA, CA, Chief Administrative  
Officer



# Kinsmen Room - Rental Extension

## Request:

The Kinsmen Club of Rimbey (Kinsmen) is requesting that our current use of the Peter Lougheed Community Center Kinsmen Room be expanded from the current 1st, 2nd, 3rd Wednesdays to include additional days at no cost.

## Purpose:

The Kinsmen club meets the 1st and 3rd Wednesday every month, plus a Central Alberta Raceways (CAR) Kinsmen sub committee meeting on the 2nd Wednesday. However, there occasionally is a need to have smaller focused meetings outside of these regular hours or to accommodate guest's schedules in a timely fashion. It is anticipated to have approximately 6 irregular meetings per year.

As more of our content is digital and group collaboration is far easier with everyone engaged, we have installed a new 70" TV/Monitor in the Kinsmen Room making this an ideal meeting place.

Under the current agreement any use of the Kinsmen room outside of the regular Wednesday meetings is subject to a rental fee. We would like to have this fee waived for the use of the Kinsmen Room for Kinsmen related purposes. Kinsmen would work with Community Center personnel to coordinate access so as to not require extra staffing to gain Community Center access. The Kinsmen have the ability to arm the alarm system upon our exit.

## **RIMBEY KINSMEN CLUB AGREEMENT**

This agreement made in duplicate this 1<sup>st</sup> day of May 2006 A.D., between:

**The Town of Rimbey**  
(referred to as "the Town" in this agreement)

AND

**The Kinsmen Club of Rimbey**  
(referred to as "the Kinsmen Club" in this agreement)

**WHEREAS** the Town is the owner of the facility known as the Rimbey Community Centre located at 5109 54<sup>th</sup> St. in Rimbey, Alberta;

**AND WHEREAS** the Kinsmen Club desires to lease the Kinsmen Room of the Rimbey Community Centre upon the terms contained in this Agreement;

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

### **AREAS**

1. The Town gives the Kinsmen Club the right to use the Kinsmen Room for their regular meetings.
2. The Kinsmen Club has the right to access and to use those amenities not within the Kinsmen Room, such amenities being listed on Schedule A.

### **TERM**

3. This Agreement shall be in effect for ten years commencing May 1<sup>st</sup>, 2006 to April 30<sup>th</sup>, 2016.

### **RENTAL**

4. The Kinsmen Club will have free and unrestricted use of the Kinsmen Room for their regularly scheduled meetings every first and third Wednesday of each month. All other usage by the Kinsmen Club shall be booked at the Recreation Office. The Town will grant the Kinsmen Club free usage of the Kinsmen Room for additional meetings (when available).

### **OCCUPANCY**

5. The Kinsmen Club will operate, occupy, and enjoy the use of the Kinsmen Room in compliance with current and future operational procedures and policies of the Town of Rimbey Recreation Services.

## LIONS CLUB OBLIGATIONS

6. The Kinsmen Club shall:
  - a) Refrain from, without Town's prior written consent, assigning the whole or part of this Agreement or any obligation contained herein; the Town may not unreasonably withhold any assignment proposed by the Kinsmen Club.
  - b) Observe and fulfil the lawful provisions and requirements of all statutes, order-in-council, bylaws, rules and regulations, municipal or parliamentary, relating to the said premises.
  - c) Ensure that the premises will be used for regular meetings and the related business and social activities during the lease period.
  - d) Be responsible for the cleanup and general tidiness of the Kinsmen Room, when being used by the Kinsmen Club. The Kinsmen Room will be left in an "as found" condition, with all tables, chairs and equipment put back in their original position.
  - e) Promptly notify the Town of any condition, natural or otherwise, that has or may seriously damage the premises or amenities.
  - f) Comply with all Provincial, Federal and Municipal legislation and regulations including, without limiting the foregoing, ensuring that the premises and the Kinsmen Club's activities within the amenities are in compliance with the Public Health Act.
  - g) Pay any costs or expenses incurred in or make any repairs or replace any parts of the facility damaged or destroyed by the Kinsmen Club or person using or occupying the facility with the express or implied consent of the Kinsmen Club.
  - h) Refrain from constructing or permitting to be constructed any structure or other thing that is, in the opinion of the Town, a permanent improvement unless the Town provides approval in writing to the Kinsmen Club. Any such structure or other thing that is erected shall comply with all relevant Municipal, Provincial and Federal legislation.
  - i) Indemnify and save harmless the Town against all liabilities, damages, claims or expenses arising out of any act or neglect of the Kinsmen Club or its servants, employees, agents, invitees or licensees in or about the demised premises, or arising out of any breach, violation or non-performance by the Kinsmen Club of any of the provisions of this lease, including liabilities, injuries or damage to the persons or property of the Kinsmen Club's servants, employees, agents, invitees or licensees.



- j) Indemnify and save harmless the Town of and from any and all damages caused to the demised premises resulting from the negligence of the Kinsmen Club or the failure of the Kinsmen Club to properly and adequately supervise the demised premises.

### **TOWN OBLIGATIONS**

- 7. The Town shall:
  - a) Have full access to the Kinsmen Room as required.
  - b) Be responsible for all major repairs to the building, and shall maintain the building in its present state of repair, subject always however to the responsibility of the Kinsmen Club to make payment of any damages or repairs necessary as a result of its breach of any of the terms and conditions of this agreement.
  - c) Have free and unrestricted use of the Kinsmen Room when not in use by the Kinsmen Club for their regularly scheduled meetings, and/or other pre-booked functions.
  - d) Be responsible for the cost of utilities and maintenance in respect of the Kinsmen Room as part of the general operation and maintenance of the Rimbey Community Centre.
  - e) Maintain fire and all-peril insurance on the Kinsmen Room.

### **CAPITAL IMPROVEMENTS**

- 8. Capital improvements made to the premises must be approved by the Town.

### **TERMINATION**

- 9. The parties have the right to terminate this Agreement upon giving the other thirty (30) days written notice.

### **NOTICE**

- 10. Notice shall be served by registered mail addressed or personally delivered to:

- a) The Town:
  - Chief Administrative Officer
  - Town of Rimbey
  - Box 350
  - Rimbey, AB
  - T0C 2J0

b) The Kinsmen Club: Kinsmen Club of Rimbey  
Box 88  
Rimbey, AB  
T0C 2J0

11. Any notice served pursuant to this Agreement shall be deemed to have been received seven (7) days after mailing or in the case of personal delivery, on the date delivered to the party receiving the notice.

Default of any of the terms by either party will be considered a breach of this contract and will render the contract null and void.

This agreement can be amended upon mutual agreement.

Signed this 18 day of MAY, 2006 at Rimbey, Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the day and year first above written.

**THE TOWN OF RIMBEY**

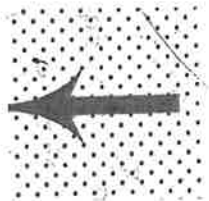
  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager

**KINSMEN CLUB OF RIMBEY**

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer



## ***SCHEDULE A***

The Kinsmen Club shall have access to the following amenities of the Rimbey Community Centre:

- Kinsmen Room Storage Room
- Community Centre Main Washrooms

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Baytex Energy -Installation in Road-Right-of-Way  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

The Town of Rimbey and Baytex Energy Ltd entered into a five year agreement for the access to effluent from both the North and South Lagoons.

Baytex Energy Ltd. Is requesting to enter an agreement with the Town of Rimbey for installations of waterlines in road right-of-ways within the Town of Rimbey.

**DISCUSSION:**

The attached agreement outlines the placement of waterlines, time limits, and routes within the Town limits to remove the effluent from the North and South Lagoons.

**RECOMMENDATION:**

Administration recommends Council accept the agreement between Baytex Energy Ltd and the Town of Rimbey for installations of waterlines in road right-of-ways, and direct Administration to execute a formal agreement between the Town of Rimbey and Baytex Energy Ltd.

**ATTACHMENTS:**

[Attachment#1 Town of Rimbey 20230127 - Draft Baytex Agreement](#)

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

February 22, 2023  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**

[1]

MEMORANDUM OF AGREEMENT  
FOR PLACEMENT OF INSTALLATIONS  
IN ROAD RIGHT-OF-WAY

BETWEEN:

**TOWN OF RIMBEY**

a municipal corporation established and  
existing under the laws of the Province of Alberta  
(hereinafter call the "Municipality")

OF THE FIRST PART

- and -

**BAYTEX ENERGY LTD.**

a body corporate  
to carry on business in the Province of Alberta  
(hereinafter called "the Operator")

OF THE SECOND PART

WHEREAS all Town roads in the Province of Alberta are subject to the direction, control and management of the Town of Rimbey pursuant to the Section 18 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto;

AND WHEREAS the Operator is a corporation which operates energy facilities in the Province of Alberta pursuant to the Albert Energy Regulator;

AND WHEREAS the Operator requires the Municipality's consent to construct a waterline on, across, over, under or along a road, and the Operator desires to place a temporary aboveground waterline in the road right-of-way along the routing as shown in Appendix "A":

[2]

NOW THEREFORE this agreement witnesses that in consideration of the premises; covenants and agreements contained herein, the parties agree as follows:

1. The Municipality approves the Operator's use of the road right-of-way to lay, construct, maintain, inspect and operate the temporary aboveground waterline (hereinafter call "waterline") under and along the road right-of-way, subject to conditions and provisions of this agreement.
2. The temporary waterline location shall be valid until August 31, 2023.
3. The Municipality requires written notice seventy-two (72) hours in advance of:
  - a) Installation of the waterline is scheduled to begin.
  - b) Removal of the waterline is scheduled to begin.
4. The Municipality requires written notice within seventy-two (72) hours after:
  - a) Installation of the waterline is complete.
  - b) Removal of the waterline is complete.
5. The Operator shall, before commencing any work in the road right-of-way related to waterline equipment, alteration, and/or maintenance, obtain the Town's approval of a plan outlining details of the work intended in the road right-of-way.
6. The Municipality's approval will not be required in the case of maintenance of marker signs and surface waterline splice points, provided that the Operator shall first provide the Municipality with at least forty-eight (48) hours' prior written notice of its intention to enter the road right of way to complete any such surface maintenance work.
7. In the case of waterline breakage or other emergency, the Operator may proceed to attend such repairs but shall notify the Municipality of such an emergency and remedial work, as soon as is reasonably practical.
8. The waterline shall be placed in such a fashion so as not to interfere with the operation, maintenance, and where practical, the future upgrading of the road facility.
9. All waterlines running longitudinally along road allowance shall be located in the bottom of the ditch.
10. Waterlines crossing road allowance shall cross through existing culverts along the road right of ways. All costs associated with damages to existing utilities and infrastructure will be the sole responsibility of the operator.
11. All work inside the road right-of-way shall conform to current standards and regulations and be carried out in such a manner so as not to endanger public safety.
12. The Operator shall indemnify and hold harmless the Municipality, their employees and agents from any and all claims, demands, actions, damages, losses and costs

[3]

(including legal costs on a solicitor and his own client basis) whatsoever that may arise from the performance or purported performance of this Agreement or other use of the right-of-way by the Operator, its agents or employees.

13. The Operator shall be responsible for all costs of any damage to the highway resulting from waterline placement, maintenance and operation.
14. The presence of the waterline within the road right-of-way shall, under no circumstances, increase the Municipality's costs for road operation, construction or maintenance, and if so, the added cost shall be borne solely by the Operator.
15. If at any time, after the commencement of this agreement, the Municipality introduces any type of fee or charge that is enabled by legislation and applicable to the waterlines within the road right-of-way, this waterline installation shall be subject to the fee or charge, as determined by the Municipality.
16. The Operator agrees to relocate the waterline within the road right-of-way to a location approved by the Municipality, if and when required for road or road-related work approved by the Municipality. The Operator shall be solely responsible for all such waterline modification and/or relocation costs.
17. The Operator places its waterline on the right-of-way entirely at its own risk, and the Municipality, their representative or agent, shall not be responsible or liable in any way to the Operator, its contractors, agents or its customers for any damage or loss to the waterline.
18. In the event road or road-related work authorized by the Municipality involves a ground disturbance within five meters of the waterline location, except in an emergency, the Municipality or authorized representative or agent shall give forty-eight (48) hours' notice (Weekends and statutory holidays excluded) to the Operator. The Operator shall, at its own cost, within forty-eight hours' notice, move the waterline, so the Municipality or authorized representative or agent can perform the maintenance work as required.
19. When working in/around a Town of Rimbey road allowance, proper signage must be used as per Alberta Transportations Traffic Accommodation in the Work Zones Manual. When not working within or near the road allowance, all construction signage must be removed. Flag person(s) shall be utilized to safeguard public traffic when equipment is working within the road allowance and disrupts the normal flow of traffic. Public traffic on all Town of Rimbey road allowances shall maintain the right-of-way at all times.
20. The Operator shall at their cost immediately restore the road right-of-way, to the original or better condition, following any work done by the Operator, his representatives or contractors in the road right-of-way. In the event of a spill requiring environmental remediation, the Operate shall provide evidence of the completed remediation to the Municipality in a timely manner.

[4]

21. Any request for a temporary road closure or alteration to traffic patterns shall be made to the Municipality at least fourteen (14) days prior to the intended commencement of the work and shall be at the discretion of and subject to any conditions imposed by the Municipality.
22. The Operator shall be responsible for proper and adequate waterline marking, as well as maintenance of the waterline markers within the road right-of-way.
23. Either party may, by notice in writing, appoint a representative to act on its behalf in matters pertaining to this agreement.

Notices or communications required or desired to be given pursuant to this agreement may be given to the Municipality by delivery to or by mail addressed.

Town of Rimbey  
Box 350  
Rimbey, AB  
TOC 2J0

Notices or communications required or desired to be given to this agreement may be given to the Operator by delivery to or by mail addressed.

Baytex Energy Ltd.  
2800, 520-3<sup>rd</sup> Avenue SW  
Calgary, AB  
T2P 0R3

Either party may change its address by advising the other party in writing.

Proof of the giving of any notice not sent by registered mail shall be on the party giving the same. Notices mailed shall be deemed to have been given at the time they would be delivered in the ordinary course of mailing.

24. This agreement shall be binding upon the parties involved and their respective heirs, successors and assigns.
25. The Operator may not assign this Agreement in whole or in part without the prior written consent of the Municipality. In the event of a sale of all the assets of the Operator including those covered by this Agreement, such consent shall not be unreasonably withheld.
26. The Operator shall maintain insurance in sufficient amount and description as will protect the Municipality from claims for damages, personal injury including death, and for claims from property damage which may arise under this Agreement, including but not limited to the construction, maintenance or operation of the waterline in, on, under, over, along and across the Municipality's rights of way or any act or omission of the Operator's employees, agents, contractors or licensees. Such insurance shall:



[5]

- a) Contain limits of liability for personal injury, bodily injury and property damage combined of not less than five million dollars (\$5,000,000.00) for each occurrence, or such other amount as the Municipality may require by written notice delivered to the Operator, from time-to-time;
- b) Extend to cover the contractual obligations of the Operator as stated within this Agreement, shall list the Municipality as an additional named insured and shall contain a cross liability clause and no subrogation clause as against the Municipality; and
- c) Provide that they cannot be cancelled, lapsed or materially changed without at least thirty (30) days notice to the Municipality by registered mail.

27. The parties agree to give this Agreement a fair and reasonable interpretation and application, and when required, to negotiate with fairness and candor for any modifications or alterations thereof for the purpose of carrying out the intent of this Agreement and rectifying any omission in any of these provisions.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the \_\_\_\_ day of \_\_\_\_, A.D.2023.

SIGNED in the presence of

BAYTEX ENERGY LTD.

TOWN OF RIMBEY

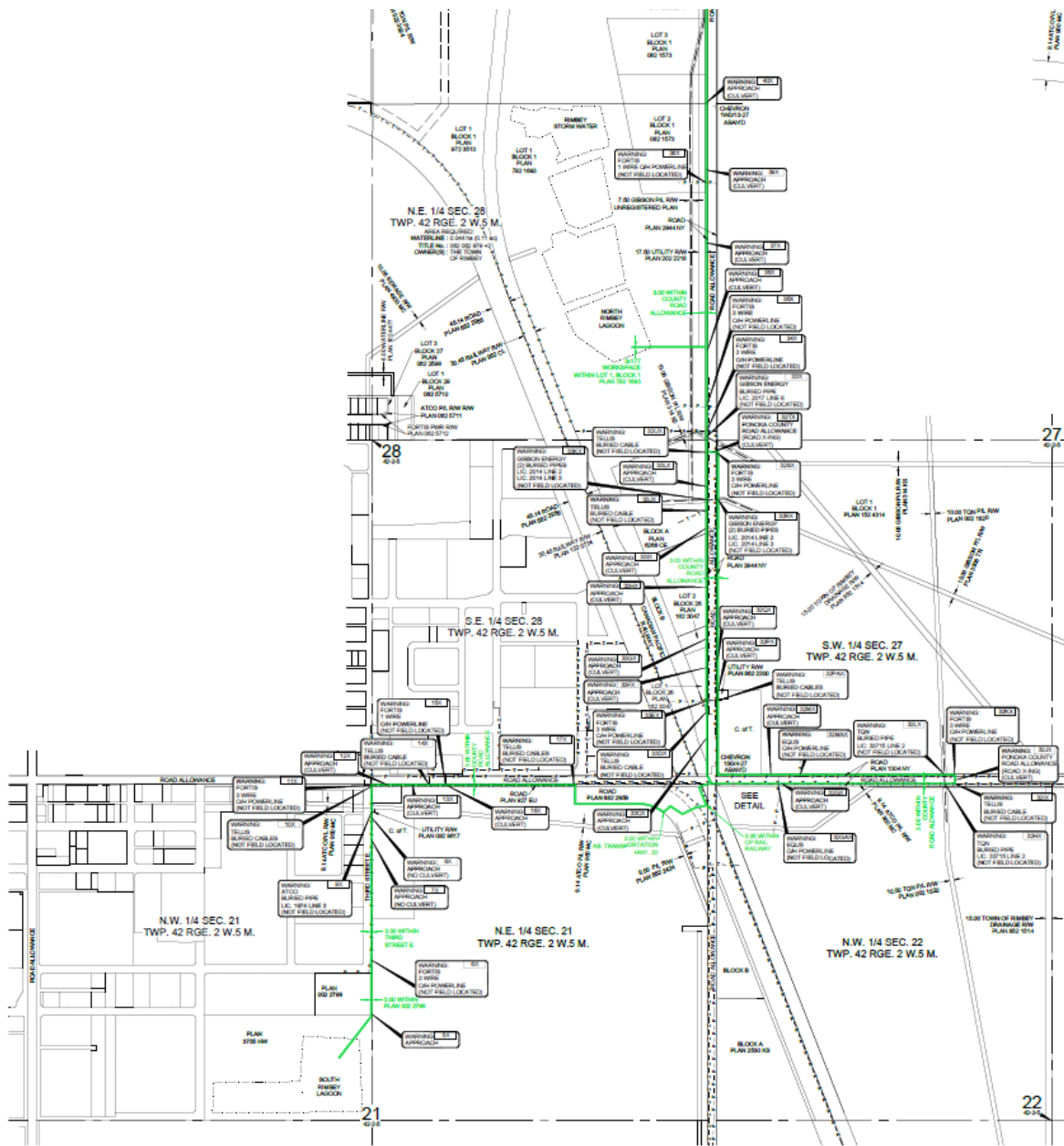
  
 \_\_\_\_\_  
 Name: Murray Phillips

\_\_\_\_\_  
 Name: Lori Hillis

  
 \_\_\_\_\_  
 Witness: Martina Galbos

\_\_\_\_\_  
 Name: Mayor Rick Pankiw

**Schedule A: Route Map**



Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Rimbey United Church  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

On February 14, 2023, Administration received a letter from Glen Hill requesting Council's consideration to reduce the cost of the Community Hall and kitchen rental for a fundraiser being held by the Rimbey United Church on June 2, 2023.

**DISCUSSION:**

The funds would normally come from the Community Events Grant. The Rimbey United Church did not apply for this grant and missed the deadline of December 31, 2022.

**RELEVANT POLICY/LEGISLATION:**

Policy 5402 Community Events Grant

**RECOMMENDATION:**

Administration recommends that Council deny the request to reduce the rent for the fundraiser being held by the Rimbey United church as Policy 5402 states the deadline of December 31.

**ATTACHMENTS:**

- [Attachment#1 Rimbey United Church Rental Request Redacted](#)
- [Attachment#2 5402 Community Events Grant Program](#)

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

February 22, 2023  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**

## Council Agenda Item 7.7

**From:** [Glen Hill](#)  
**To:** [General Info](#)  
**Subject:** Rental request  
**Date:** Friday, February 17, 2023 11:23:11 AM

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To Rimbey Town Council

I am Glen Hill at Rimbey United Church.

We help support a number of charitable organizations within the Rimbey community.

To maintain this support we are planning a fundraiser, consisting of a simple supper, country music and dancing, Cowboy poets, a silent auction, and possibly 1 or 2 door prizes.

This would take place in the community centre. (we are tentatively booked June 2)

Except for incidental expenses, 100% of the balance of proceeds will be donated to local charities (victim services, Rimbey community wellness association, Rimbey food bank etc.)


Our donations could be maximized with your cooperation.

I'm asking for a discount on rental cost for use of the community centre hall and kitchen.

I'm looking forward to your response.

Glen Hill



		<h2 style="color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Community Events Grant Program		Policy No: 5402	
Date Approved: March 26, 2019		Resolution No: 116/19	
Date Effective: March 26, 2019			
Purpose:		To provide a source of funding for eligible community groups to assist in hosting a community event.	
<p><b>Policy Statement:</b></p> <p>The Town of Rimbey will provide a fair and equitable process for the granting of financial assistance, to a maximum of \$500.00 for events that benefit the community.</p> <p><b>Definitions</b></p> <ol style="list-style-type: none"> <li>1) “Community Event” is defined according to the following:             <ol style="list-style-type: none"> <li>a. Event primarily designed and delivered for the general population; or</li> <li>b. Event that is locally based and whose efforts are either local or regional in nature.</li> </ol> </li> <li>2) “Eligible Event” is defined according to the following:             <ol style="list-style-type: none"> <li>a. Event that appeals to the general population and has a high level of community acceptance.</li> <li>b. Proceeds from the event are solely intended to support the community.</li> <li>c. Event that is hosted within the Town of Rimbey and must be open and accessible to the public regardless of age, sex, creed, or religion.</li> <li>d. Event is non-partisan in nature.</li> </ol> </li> <li>3) “Eligible Group” is defined according to the following:             <ol style="list-style-type: none"> <li>a) Organizations including registered non-profit societies, Canadian registered charities that operate in the Rimbey area or other community groups/organizations.</li> <li>b) Organizations that are non-partisan in nature.</li> <li>c) Organizations currently receiving a municipal property tax exemption are not eligible to receive funding.</li> </ol> </li> </ol>			

Community Events Grant Program	Policy No:5402	Page 2
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**Responsibilities**

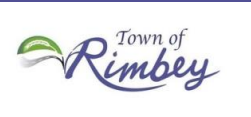
1. The Town of Rimbey Community Services coordinates, promotes and receives applications for the Community Events Grant Program up to December 31<sup>st</sup> of the calendar year or until funding expires. Organizations are eligible to apply for funding in advance or 30 days after their event, provided the application is received within the calendar year.
2. The Director of Community Services reviews the grant applications in accordance with this policy and makes funding recommendations to Town Council.
3. In their application for a Community Events Grant, recipients shall illustrate all projected expenses and revenues as it relates to their event.
4. The Town of Rimbey will not be held responsible for any claims related to the proposed activity.
5. Submit a signed Financial Statement/Expenditure Report within 60 days of completion of the event, verifying that funds were used for the purpose awarded.
6. Acknowledge receipt of the Community Events Grant Program funding where appropriate.

**Standards**

1. Applications must be submitted using the approved application form.
2. A Financial Statement detailing the actual expenditures and revenues of the event must be submitted no later than 60 days after the event in order to receive funding.
3. Organizations shall be limited to one Community Events Grant per calendar year.
4. If an event is cancelled, or is not completed within the calendar year, all awarded funds shall be returned to the Community Events Grant Program.
5. Eligible expenses may include, but are not limited to:
  - a. Facility Rental Costs
  - b. Equipment Rental Costs
  - c. Guest Speakers/honorariums
  - d. Printing/Advertising
  - e. Trophies/Medals/Plaques
6. The maximum amount granted shall be \$500.00
7. Council may accept or reject any application based on merit and availability of funds.

Initial Policy Date:	March 23, 2011	Resolution No:	78/11
Revision Date:	January 9, 2012	Resolution No.	03/12
Revision Date:	April 14, 2014	Resolution No.	123/14
Revision Date	November 14, 2016	Resolution No.	445/16
Revision Date	March 26, 2019	Resolution No.	116/19

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Extra Water Usage  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

On January 19, 2023, Administration received a letter from Malcolm Turner requesting a refund on his January utility bill. In January his downstairs toilet failed to seal resulting in excess water usage. Mr. Turner was unable to check the downstairs toilet until the next day.

Mr. Turner states that his normal usage is 6 to 8 cubic meters of water. January usage was 24 cubic meters. Mr. Turner is requesting a refund of 16 cubes of water at \$2.10 plus the related sewer charge of 70% of the water charge. Total requested refund is \$57.12 (\$33.60 for the water and \$23.52 for the sewer).

**DISCUSSION:**

All water that has been used throughout the Town has been drawn from the wells, distributed through the water infrastructure and measured by the meter in the property. All costs attributed to the water system are applicable to any water that has been used whether from a leaking toilet, water break, or a hose left on outside in the summer. The cost to maintain the water system does not change depending on the use of the water.

Policy #3211 Utility Service Fee, Payment and Penalties Policy states:

“1.2 Utility rates and charges shall be levied for water, sewer, solid waste collection and disposal, recycle and meter service charges commencing when water is turned on to a property.

Policy #3211 does not provide for financial relief of excess water usage caused by a leaking toilet or any other reason.

**RELEVANT POLICY/LEGISLATION:**

Town of Rimbey Policy 3211 Utility Service Fee, Payment and Penalties Policy

**RECOMMENDATION:**

Administration recommends that Council deny Mr. Turner’s request for relief of \$57.12 caused by excess water usage on his January 2023 utility bill.

**ATTACHMENTS:**

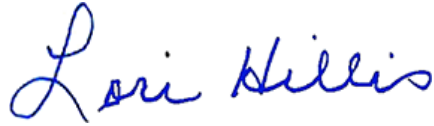
[Attachment#1 Letter from Malcolm Turner Redacted](#)

[Attachment#2 Utility Service Fee, Payment and Penalties Policy 3211](#)

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

February 22, 2023  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**




Mayor and Town Counsel

I am writing this note asking if you could forgive the excess usage of water that was recorded. The Toilet downstairs was flushed and the plunger did not seat and toilet stayed running. I recently [REDACTED] [REDACTED] I was asked to stay away from climbing stairs, because of this I was not able to check downstairs to see if everything was alright. Next day I heard water running so I did have to go down and found water leaking from toilet. My water usage for my home usually runs from 6 to 8, so I am asking if council could help with this excess usage Should be recorded on January invoice

Thanks Malcolm Turner

If any questions please call me [REDACTED]



		<h2 style="color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Utility Service Fee, Payment and Penalties Policy		Policy No: 3211	
Date Approved: January 23, 2017		Resolution No: 028/17	
Date Effective: January 23, 2017			
Purpose:		To provide service fee rates, payment and penalty policies for utility accounts.	
<p>Policy Statement:</p> <p><b>1.0 Utility Billings</b></p> <p>1.1 All utility billings shall be processed and forwarded in the name of the property owner(s) as listed on the tax roll.</p> <p>1.2 Utility rates and charges shall be levied for water, sewer, solid waste collection and disposal, recycle and meter service charges commencing when water is turned on to a property.</p> <p>1.3 Utility billings shall be mailed out and collected on a regular schedule as determined by Council.</p> <p>1.4 Billings for services shall be in accordance with rates set out in Schedule A ,(as amended from time to time, by resolution of Council) of Fees for Services Bylaw 905/15.</p> <p>1.5 Billings shall be mailed no later than ten (10) days after the first day of the month following the end of the period for which the account was rendered.</p> <p>1.6 Utility bills shall cease only when an employee or agent of the Town of Rimbey physically turns off the water to a property, however, the owner shall still receive a utility bill if there is an outstanding balance owing. If the utility bill is not paid accordingly, then section 5.1 shall apply.</p>			

**2.0 Connection / Disconnection Fee**

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

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

**3.0 Utility Account Transfers & Fees**

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

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

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

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

**4.0 Payment and Penalties**

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

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

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

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

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

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



Policy 3211

# Utilities Rental Agreement

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

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

**I ALSO AGREE TO:**

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

**This agreement shall be effective:** \_\_\_\_\_

Date

\_\_\_\_\_  
 Signature of Property Owner

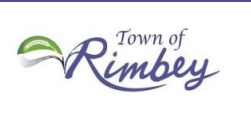
\_\_\_\_\_  
 Signature of Renter

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name

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

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Rimbey Neighbourhood Place  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

In November of 2022, the Blindman Youth Action Society turned the building located at 4907 49 Street over to the Town of Rimbey. The Town agreed to honor all current leases as well as the janitor contract. The Town also received approximately \$40,000 to be used for future maintenance of the building. It is expected that any building costs over and above the rental income received will be paid from the funding received from the Blindman Youth Action Society.

At the Committee of the Whole Meeting held on January 9, 2023, Rimbey Neighborhood Place presented some requests to Council regarding the Blindman Youth Action Society building.

On January 24, 2023, Administration received the request letter from Rimbey Neighbourhood Place.

**DISCUSSION:**

Rimbey Neighbourhood Place Society is requesting to assume management of the building in lieu of paying monthly rent. Annual rent received from Neighbourhood Place Society is \$6,900.

The Town of Rimbey would continue to be responsible for paying all building costs (utilities, taxes, insurance, janitor salary, repairs and maintenance). These costs are estimated to be approximately \$15,000 per year.

Rimbey Neighbourhood Place Society is also requesting to collect all rental income received from the building. Currently this is approximately \$14,700 with \$6,900 of that coming from Rimbey Neighbourhood Place Society leaving \$7,800 from other renters.

In addition, Rimbey Neighbourhood Place is requesting the funds the Town received from the Blindman Youth Action Society that are to be used for the maintenance of the building.

**OPTIONS/CONSEQUENCES:**

1. Rimbey Neighbourhood Place Society be given the management of the building in lieu of paying monthly rent. The Town of Rimbey continues to pay all costs related to the building. Cost to the Town is \$6,900 in lost rent revenue.

2.Rimbey Neighbourhood Place Society be given the management of the building and collection of all rental income received from the building in lieu of paying monthly rent. The Town of Rimbey continues to pay all costs related to the building. Cost to the Town is \$14,700 in lost rent revenue.

3.Rimbey Neighbourhood Place Society is requesting to be given the management of the building and collection of all rental income received from the building as well as the approximate \$40,000 funding received by the Town from the Blindman Youth Action Society in lieu of paying monthly rent. The Town of Rimbey continues to pay all costs related to the building. Cost to the Town is \$14,700 in lost rent revenue and building costs of approximately \$15,000 per year.

4.The Town manages the operations of the BYAS building with no changes to the leases currently in place.

**RECOMMENDATION:**

Administration recommends Council determine if they wish to choose any of the options stated above.

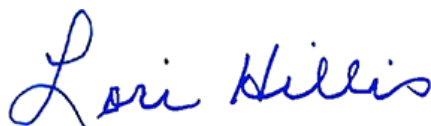
**ATTACHMENTS:**

[Attachment#1 Rimbey Neighbourhood Place](#)

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

February 22, 2023  
**Date**

**ENDORSED BY:**



Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**



4907 49<sup>th</sup> Street  
PO Box 980  
Rimbey, AB T0C 2J0  
(403)843-4304 (p)  
(403)843-4346 (f)  
rimbeynp@telusplanet.net

## **Rimbey Neighbourhood Place Society**

January 24, 2023

Dear Mayor Pankiw and Rimbey Town Council

Re: Blindman Youth Action Society Building

Thank you for hearing from our board and parents on January 9<sup>th</sup>. In order to follow up from that presentation, we would like to submit our request to you regarding the future of the Blindman Youth Action Building.

Rimbey Neighbourhood Place Society would like to assume management of the building located at 4907 – 49 street Rimbey. We have looked after scheduling at the building for 23 years and would like to expand on that by making sure the space is used to its fullest potential in lieu of paying monthly rent.

Neighbourhood Place is asking the town to take on the payment of all utilities and taxes and that the building and Neighbourhood Place be included under the towns insurance policy. We also ask that the present contract for caretaking/janitorial be honored by the town and that the salary for that position be covered by the town.

Neighbourhood Place would also like to oversee the funds donated to the town by the Blindman Youth Action Society, thusly making sure those funds are used for the upkeep of the building as they were intended.

We are also asking that we would not only be responsible for the scheduling at the building but also the collection of rental income for the facility, as this would help immensely in expanding our availability to the community for programming and assistance. With these dollars along with our current and future grant dollars, we will strive to provide our community with the best support possible. We look forward to an ever-expanding partnership with the town, and thank you for your support and interest in the wellbeing of our community.

Respectfully,

A handwritten signature in black ink, appearing to read 'Lance Hannesson'. The signature is stylized with a large, sweeping flourish that extends to the left and underlines the name.

Lance Hannesson, Board Chairperson,  
Rimbey Neighbourhood Place



Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 22, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Department Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

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

**RECOMMENDATION:**

Motion by Council to accept the 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

February 22, 2023  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**

February 27, 2023  
**CAO Report**



**HIGHLIGHTS**

**Conferences:**

Attended Brownlee's Emerging Trends seminar virtually on February 16, 2023.

**Budget:**

Working with Director of Finance on 2023 Capital and Operating Budget.

**ATTACHMENTS**

[RFD 8.1.1 Payables Listing Jan 01 - Feb 17, 2023](#)

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

## Council Board Report 8.1.2



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

Date Range: 01-Jan-2023 to 17-Feb-2023  
Sequence by: Cheque/EFT#  
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Action Autobody	48927	20-Jan-2023	Action Autobody - repair - Chev Silverado VIN:9Z	729.75
Air Liquide Canada Inc.	48928	20-Jan-2023	Air Liquide - yearly cylinder lease - arena	144.01
Alberta Defensive Tactics Training Inc	48929	20-Jan-2023	Alberta Defensive Tactics Training - OC spray rec	105.00
Alsco	48930	20-Jan-2023	Alsco - supplies - cc	583.54
AMSC Insurance Services Ltd.	48931	20-Jan-2023	AMSC Insurance - Mayor/Council Jan.2023	53.10
Behren Signs	48932	20-Jan-2023	Behren Signs - curling rink sign	341.25
Bubble Up Marketing	48933	20-Jan-2023	Bubble Up Marketing - 2023 annual fee	315.00
Cast-A-Waste Inc.	48934	20-Jan-2023	Cast-A-Waste - January 2023 - recycle/garbage	9,817.50
Central Alberta Fire Protection	48935	20-Jan-2023	Central Alberta Fire Protection - CC - repair	262.50
County Cast-A-Waste Inc.	48936	20-Jan-2023	County Cast-a-Waste - Jan.-March 2023 - bin ren	214.20
DOUGLAS,CRAIG	48937	20-Jan-2023	C.Douglas - expense reimbursement	233.68
DURAND,MELVIN	48938	20-Jan-2023	Melvin Durand - RhPAP - hot choc. and candy ca	207.45
ENTANDEM	48939	20-Jan-2023	Entandem - 2022 Licensing Fees - rinks - sound	188.97
Expert Security Solutions	48940	20-Jan-2023	Expert Security Solutions - yearly monitoring	465.94
GIEBELHAUS,MARNI	48941	20-Jan-2023	Marni Giebelhaus - cardlock refund	25.00
GODARZI,SHIMA	48942	20-Jan-2023	Shima Godarzi - 2 x cardlock refund	50.00
GOVERNMENT OF ALBERTA	48943	20-Jan-2023	Gov't of Alberta - 2022-23 - Safety Link CPO	250.00
Hi-Way 9 Express Ltd.	48944	20-Jan-2023	Hi-Way 9 - freight - D & R Concrete	126.26
Hydrodig Canada Inc.	48945	20-Jan-2023	Hydrodig - 55th ave repair	535.82
Imperial Esso Service (1971)	48946	20-Jan-2023	Esso - propane - arena	161.00
Kansas Ridge Mechanical Ltd.	48947	20-Jan-2023	Kansas Ridge Mechanical - CC - service call	78.75
Kragg Enterprises Ltd.	48948	20-Jan-2023	Kragg Enterprises - refund - overpayment - busin	35.00
Lawson,Robert & Lawson, Pamela	48949	20-Jan-2023	Robert & Pam Lawson - Dev. Deposit refund - DF	3,000.00
Longhurst Consulting	48950	20-Jan-2023	Longhurst Consulting - January 2023 inv	3,425.98
McFadden,Andrea	48951	20-Jan-2023	A.McFadden - reimbursement - fitness centre sup	86.07
MLA Benefits Inc.	48952	20-Jan-2023	MLAj Benefits - Jan. 2023 - HSA - Mayor/Council	1,623.41
Municipal Property Consultants (2009) Ltd.	48953	20-Jan-2023	Municipal Property Consultants - Jan. 2023 inv	3,575.95
NAPA Auto Parts - Rimbey	48954	20-Jan-2023	Napa - supplies	234.63
Parkland Regional Library	48955	20-Jan-2023	Parkland Regional Library - 1st quarter requisitor	6,116.58
PitneyWorks	48956	20-Jan-2023	Pitney Works - postage	6,300.00
Rimbey Art Club	48957	20-Jan-2023	Rimbey Art Club - Art classes	2,500.00
Rimbey Family & Community Support Services	48958	20-Jan-2023	Rimbey FCSS - 2023 - 1st quarter payment (Jan.	47,606.00
RJ Plumbing and Heating	48959	20-Jan-2023	RJ Plumbing - CC - install gas grill	199.50
RMA Insurance Ltd.	48960	20-Jan-2023	RMA Insurance - heavy equip	70.04
Staples Professional	48961	20-Jan-2023	Staples Professional - office supplies	182.47
Stationery Stories & Sounds (2005)	48962	20-Jan-2023	Stationery Stories Sounds - office supplies	192.34
Towle,Jeanette	48963	20-Jan-2023	J.Towle - flight - payroll conf - June 2023	413.44
True Way Tire Ltd.	48964	20-Jan-2023	True Way Tire - repairs - PW	31.76
Uni First Canada Ltd.	48965	20-Jan-2023	UniFirst - coveralls/supplies	117.43
UNIVERUS SOFTWARE CANADA INC.	48966	20-Jan-2023	Univerus Software - Book King Annual Subscripti	1,988.86
UTILITY SAFETY PARTNERS	48967	20-Jan-2023	Utility Safety Partners - annual member fee	492.89
WESTVAC INDUSTRIAL LTD.	48968	20-Jan-2023	Westvac Industrial Ltd - parts	134.60
556436 Alberta Ltd.	48969	31-Jan-2023	Central Sharpening - sharpen ice knife	246.75
Alsco	48970	31-Jan-2023	Alsco - janitorial supplies	242.26
Association of Alberta Municipalities	48971	31-Jan-2023	Association of Alberta Municipalities - 2023 Memt	3,713.37
Centerline Auto Service	48972	31-Jan-2023	Centerline Auto Service - 2013 Ford VIN#DKE131	607.00
Classic Embroidery & Embossing	48973	31-Jan-2023	Classic Embroidery - PW - supplies	747.04
LOR-AL SPRINGS LTD.	48974	31-Jan-2023	Lor-Al Springs - water	25.10
Municipal Property Consultants (2009) Ltd.	48975	31-Jan-2023	Municipal Property Consultants - Feb. 2023 - invc	3,575.95
NAPA Auto Parts - Rimbey	48976	31-Jan-2023	Napa - supplies	222.63
New Can Truck Parts	48977	31-Jan-2023	New Can Truck Parts - PW - parts	52.40
Rimbey Municipal Library	48978	31-Jan-2023	Rimbey Municipal Library - quarterly appropriator	26,488.00
Sound Travels Ltd	48979	31-Jan-2023	Sound Travels - mixer board/installation - arena	1,050.00
Staples Professional	48980	31-Jan-2023	Staples Professional - office supplies	319.60
STERLING POWER SYSTEMS INC.	48981	31-Jan-2023	Sterling Power Systems Inc - Reservoir #2 - repai	756.00
Uni First Canada Ltd.	48982	31-Jan-2023	UniFirst - coveralls/supplies	58.74
Urban DirtWorks Inc.	48983	31-Jan-2023	Urban Dirtworks - hydrant replacement - 48 St & !	22,821.52
Wolseley Industrial Canada INC	48984	31-Jan-2023	Wolseley Industrial - CR to inv#886201	336.53

## Council Board Report 8.1.2



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

Date Range: 01-Jan-2023 to 17-Feb-2023

Sequence by: Cheque/EFT#

Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Alsco	48985	02-Feb-2023	Alsco - janitorial supplies	310.59
AN Adventure Distribution & Consulting	48986	02-Feb-2023	An Adventure - supplies	794.85
Brandt Tractor Ltd	48987	02-Feb-2023	Brandt Tractor - Unit #2 - repair	2,833.55
Canadian Pacific Railway Company	48988	02-Feb-2023	CP Rail - Hoadley crossing - Jan. 2023	296.00
Centratech Technical Services	48989	02-Feb-2023	Centratech - Curling Rink - repairs	1,417.10
Cimco Refrigeration	48990	02-Feb-2023	Cimco - repairs - arena	945.09
Expert Security Solutions	48991	02-Feb-2023	Expert Security Solutions - pool - monitoring - Fel	26.20
Hunter Hydrovac Inc.	48992	02-Feb-2023	Hunter Hydrovac - 5013-55 Ave - repairs	1,134.00
Imperial Esso Service (1971)	48993	02-Feb-2023	Esso - propane	99.00
Kansas Ridge Mechanical Ltd.	48994	02-Feb-2023	Kansas Ridge Mechanical - PW - repairs	1,389.65
Longhurst Consulting	48995	02-Feb-2023	Longhurst Consulting - February 2023 - fees	5,028.92
Pitney Bowes	48996	02-Feb-2023	Pitney Bowes - lease (Dec/22 - Feb./23)	182.04
Ponoka County	48997	02-Feb-2023	Ponoka County - tippage fees - Oct - Dec. 2022	3,554.00
Reynolds Mirth Richards & Farmer LLP	48998	02-Feb-2023	Reynolds Mirth Richards & Farmer - general matt	937.13
Rimbey Implements Ltd.	48999	02-Feb-2023	Rimbey Implements - parts	18.63
Rimbey TV & Electronics 1998	49000	02-Feb-2023	Rimbey TV - cable	12.60
SKJONSBURG,JESSICA	49001	02-Feb-2023	Jessica Skjonsberg - BYAS - janitorial	400.00
Staples Professional	49002	02-Feb-2023	Staples Professional - office supplies	407.36
Superior Safety Codes Inc.	49003	02-Feb-2023	Superior Safety Codes - Dec. 2022 - closed perm	4,471.65
Town Of Rimbey	49004	02-Feb-2023	Town of Rimbey - Jan. 2023 - util	1,283.51
True Way Tire Ltd.	49005	02-Feb-2023	True Way Tire - repairs	58.28
W.R. Meadows	49006	02-Feb-2023	W.R. Meadows - supplies	3,659.22
Accu-Flo Meter Service Ltd.	49007	14-Feb-2023	Accu-Flo - water meters	6,276.90
Alberta Water & Wastewater Operators Assoc	49008	14-Feb-2023	AWWOA - annual memberships	617.99
Alsco	49009	14-Feb-2023	Alsco - janitorial supplies	242.26
AMSC Insurance Services Ltd.	49010	14-Feb-2023	AMSC Insurance - Mayor/Council - Feb. 2023	53.10
AN Adventure Distribution & Consulting	49011	14-Feb-2023	An Adventure - supplies	58.70
Animal Control Services	49012	14-Feb-2023	Animal Control - January 2023 inv.	1,428.00
BAEIRISTO,MATT	49013	14-Feb-2023	Matt Baeiristo - cardlock refund	25.00
Black Press Group Ltd.	49014	14-Feb-2023	Black Press Media - January 2023 ads	580.31
Brownlee LLP	49015	14-Feb-2023	Brownlee LLP - professional services	525.00
Cast-A-Waste Inc.	49016	14-Feb-2023	Cast-A-Waste - Feb. 2023 garbage/recycling coll	9,817.50
CENTRAL LABS	49017	14-Feb-2023	Central Labs - south lagoon - Jan. 2023	1,632.76
Drain Doctor	49018	14-Feb-2023	Drain Doctor - 5022-57 Ave - camera lines	546.00
Environmental 360 Solutions (Alberta) Ltd	49019	14-Feb-2023	E360 - 5109-54 Street - bin dumps/rent	959.65
Evergreen Co-operative Association	49021	14-Feb-2023	Co-op - bulk diesel	4,147.50
Expert Security Solutions	49022	14-Feb-2023	Expert Security Solutions - Rec Centre - Jan.-Mai	94.34
Hach Sales & Services Canada Ltd.	49023	14-Feb-2023	Hach - supplies	106.92
Hi-Way 9 Express Ltd.	49024	14-Feb-2023	Hi-Way 9 - freight - WR Meadows	461.54
Imperial Esso Service (1971)	49025	14-Feb-2023	Imperial Esso - fuel - PW	108.00
Kansas Ridge Mechanical Ltd.	49026	14-Feb-2023	Kansas Ridge Mechanical - repairs	229.81
KUBIK,RON	49027	14-Feb-2023	Ron Kubik - cooking class	123.14
MLA Benefits Inc.	49028	14-Feb-2023	MLA Benefits - admin fees - HSA	1,616.71
NAPA Auto Parts - Rimbey	49029	14-Feb-2023	Napa - unit - 62 - parts	44.55
Ponoka County	49030	14-Feb-2023	Ponoka County - county maps (10)	130.00
RECEIVER GENERAL FOR CANADA	49031	14-Feb-2023	Receiver General for Canada - Innovation,Scienc	47.10
Rimbey Builders Supply Centre Ltd.	49032	14-Feb-2023	Rimbey Builders - supplies	15.16
Rimbey Express	49033	14-Feb-2023	Rimbey Express - freight	170.00
Rimbey Home Hardware	49034	14-Feb-2023	Rimbey Home Hardware - supplies	409.40
SFE Global	49035	14-Feb-2023	SFE Global - annual fees - lagoons	1,834.56
Staples Professional	49036	14-Feb-2023	Staples Professional - supplies	1,595.29
STERLING POWER SYSTEMS INC.	49037	14-Feb-2023	Sterling Power Systems - repairs - Eastview Cres	874.73
Tagish Engineering Ltd.	49038	14-Feb-2023	Tagish - January 2023 - General Engineering	248.35
TOWN OF PENHOLD	49039	14-Feb-2023	Town of Penhold - Central AB Mayors/Reeves Gr	150.00
Town Of Rimbey	49040	14-Feb-2023	Town of Rimbey - Jan./23 - BYAS - util	8.26
True Way Tire Ltd.	49041	14-Feb-2023	True Way Tire - unit #48 - repairs/tires	5,010.08
Uni First Canada Ltd.	49042	14-Feb-2023	UniFirst - coveralls/supplies	170.66
United Farmers Of Alberta	49043	14-Feb-2023	UFA - supplies - PW	655.71

Council Board Report 8.1.2  
Council Agenda Report

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

Date Range: 01-Jan-2023 to 17-Feb-2023

Sequence by: Cheque/EFT#

Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Vicinia Planning & Engagement Inc.	49044	14-Feb-2023	Vicinia Planning - January 2023 invoice	1,848.00
Wolseley Industrial Canada INC	49045	14-Feb-2023	Wolseley - PW - bleach	1,054.46
Canada Revenue Agency	00132-0001	20-Jan-2023	CRA - deductions (Jan.01-14/23) Jan.20/23 biwe	42,712.03
Eastlink	00132-0002	20-Jan-2023	Eastlink - cable - fitness centre - Jan.2023	104.16
LAPP	00132-0003	20-Jan-2023	LAPP - Town - Jan.06/23 biweekly payroll (Dec.1	20,543.38
Telus Mobility Inc.	00132-0004	20-Jan-2023	Telus Mobility - Jan.06/23	386.28
Telus Communications Inc.	00132-0005	20-Jan-2023	Telus - Beatty House - Jan.10/23	2,037.59
VICTOR CANADA	00132-0006	20-Jan-2023	Victor - January 2023 benefits	12,362.39
INNOV8 DIGITAL SOLUTIONS INC.	00133-0001	01-Feb-2023	Innov8 - copies - Town/CC - Dec.23/22 - Jan.22/2	118.57
LAPP	00133-0002	01-Feb-2023	LAPP - Library - Jan.31/23 payroll	2,110.38
VICTOR CANADA	00133-0003	01-Feb-2023	Victor - February 2023 benefits	12,950.90
Canada Revenue Agency	00134-0001	02-Feb-2023	CRA - deductions (Jan.15-28/23) biweekly payrol	21,049.38
LAPP	00134-0002	02-Feb-2023	LAPP - Town - Feb.03/23 biweekly payroll (Jan.1:	10,915.54
Meridian OneCap Credit Corp	00134-0003	02-Feb-2023	Meridian One-Cap- (Feb.-April 2023) lease	1,801.80
VICTOR CANADA	00134-0004	02-Feb-2023	Victor - HSA - Dec.2022	694.87
ALBERTA MUNICIPAL SERVICE CORPORATION	00135-0001	14-Feb-2023	AMSC - gas/power - Feb.7/23	60,472.34
Canada Revenue Agency	00135-0002	14-Feb-2023	CRA - deductions (Jan.29-Feb.11/23) biweekly pa	20,376.02
LAPP	00135-0003	14-Feb-2023	LAPP - FCSS - Feb.22/23 biweekly payroll (Jan.3	11,738.23
Telus Mobility Inc.	00135-0004	14-Feb-2023	Telus Mobility - Feb. 06/2023	365.49
Telus Communications Inc.	00135-0005	14-Feb-2023	Telus - Beatty House - Feb.10/23	2,037.80
Waste Management	00135-0006	14-Feb-2023	Waste Management - recycle - Jan. 2023	5,951.13
Workers' Compensation Board - Alberta	00135-0007	14-Feb-2023	WCB - Feb 06/23	1,625.34
<b>Total:</b>				<b>458,008.99</b>

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Boards/Committee Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

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

**RECOMMENDATION:**

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

**ATTACHMENTS:**

- [Attachment#1 Tagish Project Status Updates February 16, 2023](#)
- [Attachment#2 Rimbey Historical Society Minutes Oct - Nov 2022](#)
- [Attachment#3 Beatty Heritage House Society Minutes Oct 3 & Dec 2022](#)
- [Attachment#5 Bylaw Committee Meeting Minutes Jan 3, 2023](#)
- [Attachment#6 FCSS & RCHHS Board Minutes December 2022](#)

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

February 22, 2023  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM00000.23 RB00 - 2023 General Engineering</b>		
January 9, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
January 19, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
February 2, 2023	Solberg, Lloyd	Feb. 2. (No Change)

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM00000.23 RB00 - 2023 General Engineering</b>		
January 9, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
January 19, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
February 2, 2023	Solberg, Lloyd	Feb. 2. (No Change)
February 16, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.



## **Rimbey Historical Society Board Meeting Minutes**

*At Smithsonian International Truck Museum*

Wednesday October 19, 2022 @ 6:00 pm

**Present:** Larry Varty, Bill Hval, Robyn Eve, Sharon Bowness, Wayne Thompson, Chuck Hendricks, Celia Hendricks, Roger Harvey, Mathew Jaycox, Al Tarleton, and Lana Curle.

**Absent:** Jack Webb, and Cheryl Jones

**Guests Present:** None

**Call to Order:** Meeting called to order by the President, Larry Varty, at 6:00 pm.

**Agenda:** Mathew Jaycox moved and Al Tarleton seconded the agenda be accepted – CARRIED

**Minutes:** A discussion with the wording, to be changed and then with amended. Approval of the amended minutes from the previous board meeting held Wednesday September 21, 2022, moved by Lana Curle and seconded by Celia Hendricks– CARRIED

### **Old Business Arising from Minutes:**

10 year plan:

- Succession Planning – The deadline for “Staffing Grant” was October 3, 2022. Will pursue in the new year (2023) for a grant- part-time employee to start followed by full time later. Forms take time to fill out and maybe to hire someone professionally to complete the forms.
- Chainsaw Trees – in storage, carved by Darren Jones, is ongoing, next meeting hopefully.
- The pond – would like to construct a waterfall with the donated rocks but the algae is a concern.
- Pavilion – Have 4 outside structured beams that need to be replaced, they are rotting; need to contact a structural engineer regarding this matter, plus the Town. This structure was built in 2002, Booth Construction.
- The Barbershop – Shingles need replacing also front boards need replacing and soon.
- Pavilion Storage – maybe a proposed glycol holding tank to be purchased and installed to prevent frozen plumbing. Mathew Jaycox will contact Jeff at Kansas Ridge Mechanical as he is familiar with this system.

**President:** Succession Planning – part time employee possible in the near future. Should Cheryl be at the Board meetings – her report can be given prior to Committee reports, discussion followed.

**Treasurer’s Report:** Robyn Eve presented the treasurer’s report. Summer student grant money deposited, short \$618 from preapproved amount. Find ways of cutting expenses. Moved to accept report by Robyn Eve, seconded by Sharon Bowness. – CARRIED

**Park Administration Report:** Cheryl was absent, Sharon read the report. Santa Night November 24<sup>th</sup>, organizational meeting at the community center Oct 20<sup>th</sup> at 10 am, Cheryl will attend.

Keyera – email from Nancy Hartford, county re for Division #5 requesting a project that the company could sponsor or do for the Museum. Please submit a letter and plan what the Board would like to do. Board ongoing discussion.

Artifacts for acceptance: from Braithwaite's Hardware store (1940-1950) were accepted – motion by Al Tarleton, seconded by Wayne Thompson - CARRIED

**Town Representation:** Lana Curle – An organizing Town Council meeting October 24<sup>th</sup> for the upcoming year. Lana expressed her interest in the Museum again.

Apparently Rimbey has 3 homeless people, 2 went to Ponoka. Again “Thank you” to Public Works for pumping out the Pond.

**Committee Reports:**

a) **Grants:** May apply for the Young Canada Works Grant – not always successful.

b) **Gaming/Casino:** Allen Tarleton requesting how the Casino can be spent. Proceeds can be spent on repairs and maintenance of buildings and sidewalks. There are clear guidelines issued by the Gaming Commission on how the money is spent.

c) **Maintenance/Restoration Shop & Truck Repairs:** Received a letter from Glover IHC Red Deer requesting the possible availability of 1 or 2 trucks IHC for a Christmas Party display. Discussion followed. Al Tarleton made a motion, Chuck Hendricks 2nded that the request is granted, but Glover is responsible for picking up and delivery of Truck/s need to be an enclosed trailer and all insurance covered. CARRIED

Bill Hval asked for the use of the Shop for personal use.

October 20<sup>th</sup> – Wayne, Al, and Bill had a work bee at the Shop and cleaned behind the Shop.

d) **Buildings & Yard:** Requesting a structural engineer for the Pavilion ad also Town's input. Kevin Booth temporarily reinforced the north outside pillar of the Pavilion, the other 3 pillars need to be done in the spring 2023. New LED dusk to dawn lights was installed by Wayne Thompson and Al Tarleton October 13<sup>th</sup> but do require 2 more. Lights will be ordered, thank you fellows, pond pumped out, thank you, work bee October 11<sup>th</sup> to prune trees and rosebushes.

Roger Harvey presented a quote and a flooring sample of vinyl planking for the Park rental house. Quote from Reeken Holdings was \$1,916.25, not many contractors are interested in small jobs, Reeken holdings quote accepted.

e) **Events & Fundraising:** Santa Night November 24<sup>th</sup> will ask Jack Webb to be in charge of volunteers for the kitchen, hotdogs and hot chocolate supplied by the Recreation department.

**New Business:**

Appointment of Nominating Committee for Board members 2023 – Larry Varty, Al Tarleton, Robyn Eve.

Town of Rimbey Annual Operations Grant application will be submitted for \$40,000.

**Next Board Meeting is to be held November 16, 2022 @ 6:00pm**

**Adjournment:** Bill Hval adjourned the board meeting at 8:10 pm.

## **Rimbey Historical Society Board Meeting Minutes**

*At Smithson International Truck Museum*  
Wednesday November 23, 2022 @ 6:00 pm

Wednesday November 23, 2022 @ 6 pm was rescheduled from November 16 due to sickness.

**Present:** Larry Varty, Sharon Bowness, Bill Hval, Robyn Eve, Wayne Thompson, Roger Harvey, Mathew Jaycox, Al Tarleton, Jack Webb, Celia Hendricks, and Cheryl Jones.

**Absent:** Lana Curle and Chuck Hendricks

Just before the meeting started a resignation letter submitted from Chuck Hendricks effective immediately was read and will be filed.

**Call to Order:** Meeting called to order by the President, Larry Varty, at 6:08 pm.

**Agenda:** Al Tarleton moved and Robyn Eve seconded the agenda be accepted – CARRIED

**Minutes:** Mathew Jaycox and Wayne Thompson seconded the amended minutes, accepting the Reekon Holdings quote, from the previous board meeting held Wednesday October 19, 2022 – CARRIED

### **Old Business Arising from Minutes:**

- New kitchen flooring installed at the Park Rental House. Motion made by Wayne Thompson and seconded by Jack Webb to pay the invoice from Reekon Holdings ltd. for \$1,916.25 out of the Casino account. – CARRIED
- Larry Varty requested to be taken off the Nominating Committee, Robyn Eve and Al Tarleton remain.

**President:** Nothing at this time

**Treasurer's Report:** Robyn Eve presented the treasurer's report. Over paid CPP from the summer students will be taken off the next 2 month's CPP remittance. A three year contract with Telus was arranged to reduce the phone bill by \$40 per month. Casino funds of \$1,916.25 will be used to pay for the new flooring in the Park rental house. Robyn Eve moved to accept her report, seconded by Celia Hendricks – CARRIED

**Park Administration Report:** Cheryl thanked the volunteers who "manned" the Museum in her weeks absent while sick. The Pavilion parking lot gateway is now closed for the winter. Atco Gas was in to inspect the report of a smell of gas by the Pavilion. They replaced a faulty "O" ring on the outside connection at no charge. The water in the Truck Museum is once again being left on a trickle to prevent line freeze up in the winter. Curator work on exhibit interpretive panels for the Medical Museum is ongoing.

Artifacts for acceptance: A handmade quilt from Bobby Anderson, the founding leader of the ladies quilting group at the Truck Museum, was accepted – motion by Jack Webb, seconded by Wayne Thompson – CARRIED Two items from the late Alton and Katherine Snyder were not accepted motion by Al Tarleton, seconded by Bill Hval – CARRIED

**Town Representation:** Lana Curle absent, no report.

**Committee Reports:**

- a) **Grants:** Robyn – nothing at this time
- b) **Gaming/Casino:** Allen Tarleton reported there may be some changes as to the balance needed to be carried in the Casino account.
- c) **Maintenance/Restoration Shop & Truck Repairs:** The 1935 IHC Truck will be repaired. Also the forklift requires some work. No further word regarding the letter from Glover IHC Red Deer requesting the possible availability of 1 or 2 trucks IHC for a Christmas Party display.
- d) **Buildings & Yard:** Roger Harvey reported the new kitchen flooring is done at the Park House; the renter is thrilled with the new flooring! Mathew reported no word from Kansas Ridge Mechanical for the Pavilion bathrooms underfloor heating. After Santa night, anti-freeze will go into all the toilets and sinks to avoid freeze p if the heat goes out. Purchased 2 additional night lights for the Pavilion which will be installed at a later date.
- e) **Events & Fundraising:** Santa Night November 24<sup>th</sup>, Jack Webb is in charge of the kitchen, volunteers are in place.

**New Business:**

- For the upcoming budget committee for 2023, Bill Hval, Robyn Eve, Celia Hendricks, and Cheryl Jones will meet after the 1<sup>st</sup> of the year.
- Discussion regarding donation plaques for the year.  
Kevin Booth gave a generous donation to the Museum which will be acknowledged with a “thank you” card and certificate, much appreciated Kevin!
- Discussion regarding short-term and long-term disability for Cheryl’s sick time. She should not be using holiday time for missed sick days, will check out her policy to cover short-term or maybe increase premium to cover.
- AGM scheduled for Wednesday February 15, 2023.

**Next Board Meeting is to be held January 18, 2023 @ 6:00pm**

**Merry Christmas – The best for 2023.**

**Adjournment:** Jack Webb adjourned the board meeting at 7:00 pm.

Beatty Heritage House Society

October 3, 2022 Meeting

The meeting was called to order at 7:40 pm by Chairperson AudreyAnn Bresnahan.

In attendance: AudreyAnn Bresnahan. Jackie Anderson  
Teri Ormberg Florence Stemo

Annette Boorman. Ed Grumbach  
Katherine Renaud New Member  
Lana Curle Town Councillor

MINUTES of previous meeting (September 6, 2022) read by Florence. Minutes adopted as read by Florence, seconded by Ed. Carried.

TREASURER'S REPORT: Jackie reported a Balance of \$31,210.33 and moved the adoption of her Report. Seconded by Florence. Carried.

OLD BUSINESS:

GROUNDS CARE: Thanks to Board Members who have been watering flowers and trees during our extended growing season. It is very unusual to have petunias still blooming at this time, but they were beautiful for our Alberta Culture event on October 1. Dawson Boorman has kept the lawn looking neat with four mowings in September.

ALBERTA CULTURE EVENT: October 1 - In honour of the Wooddale Ladies Club. The day was lovely, and there was a good turnout to enjoy tea and sweets with our special guests. Much interest was shown in the display of previously-won quilts and other quilted items on display.

ANNUAL QUILT RAFFLE: All 1322 tickets were sold. Draw was held on October 1 at our Alberta Culture Event. Longtime member of the Wooddale Ladies Club, and designer of many of the quilts raffled by the BHH Society, Sadie Noble, drew the winning ticket. The quilt, "Wooddale Rose" was won by Joan Lawson of the Bluffton Area.

NEW BUSINESS:

NEW MEMBER: We are happy to welcome New Member, Katherine Renaud.

CHRISTMAS LIGHTS: Summer Employee checked the lights. These are to be strung in preparation for Santa Night on November 24. Work-bee will be set for a pleasant day for outdoor work. Lana reported that the Town maintenance crew will help string lights in the tallest trees when they have the equipment out to hang decorations in Rimbey. AudreyAnn will keep in touch re their schedule.

AudreyAnn inquired on behalf of the Blindman Valley Lions Club as to the charge for holding their monthly meetings at the BHH throughout the winter. Moved by Florence seconded by Annette that the charge for the Lower Level be set at \$25 per meeting.

MOTION CARRIED.

NEXT MEETING: Monday, November 7, 2022.

ADJOURNMENT: By Ed at 8:40 PM.

Florence Stemo

PS November Meeting was cancelled, as fewer than five Board Members (Quorum) were able to attend.

Minutes adopted December 5, 2022. FS

Beatty Heritage House Society December 5, 2022  
The meeting was called to order at 7:40 pm by Chairperson AudreyAnn Bresnahan.  
In attendance: AudreyAnn Bresnahan. Jackie Anderson  
Teri Ormberg Florence Stemo  
Annette Boorman. Katherine Renaud  
Evie Burns New Member  
Jamie Coston Town Councillor

AudreyAnn welcomed Evie Burns, a new Member of the BHH Society; and Jamie Coston, who replaces Lana Curle as Town Council Representative at our meetings. MINUTES of previous meeting (October 3, 2022) read by Florence. There being no errors or omissions, Minutes were adopted as read by Florence.

CORRESPONDENCE: Two notes of appreciation for our Fall Event honouring the Wooddale Ladies Club.

TREASURER'S REPORT: Jackie reported a Balance of \$28,140.98 and moved the adoption of her Report. Seconded by Florence. Carried.

OLD BUSINESS:

RE MAINTENANCE: Front entrance - sanding and painting \$250.

Hedge - trimming and removal of clippings (with discount of \$137.58) \$262.50

INSURANCE POLICY: Discussion reviewing policy as it pertains to events sponsored by the BHH Board, and to those sponsored by the public.

NEW BUSINESS:

CHRISTMAS LIGHTS: Several Board Members were present on November 11 to string lights in preparation for Santa Night. Our sincere thanks to Rick Schmitt and crew from Rimbey's Public Works Department for their time, equipment, and skill in stringing the lights on several of the tallest trees at the Beatty House.

ANNUAL QUILT RAFFLE: Moved by Annette, seconded by Jackie, that since the Wooddale Ladies have expressed interest in donating a quilt for a 2023 raffle, the BHH Society sponsor their quilting sessions on the main floor. MOTION CARRIED.

PAINTING PROJECT: Moved by Jackie, seconded by Florence that we designate enough of our funds to cover the balance of the cost of painting the exterior of the BHH not covered by an Alberta Historic Resources Grant. MOTION CARRIED.

OLD CHRISTMAS LIGHTS: Given by AudreyAnn to the Historical Society for use at Pas-ka-poo Park. Approved by a majority vote.

MAINTENANCE: Thanks to Mike Boorman for replacing the bulb in a spotlight, and to Ken Stemo for winterizing the upstairs windows.

HEALTH INSPECTION: AudreyAnn has received word that the BHH meets the required standard. Members of the Society are encouraged to take a recognized food safety course in order to have at least one trained person present when food is being served to the public.

TOWN GRANT 2023: Moved by Annette, seconded by Teri that AudreyAnn apply for an Events Grant to be used for our Rodeo Parade Barbecue. MOTION CARRIED.

SUMMER POSITION: Moved by Florence, seconded by Teri that Jackie apply for a Canada Summer Jobs Grant to help cover the cost of hiring an employee for fifteen 30-hour weeks of work at \$16./hr. MOTION CARRIED.

NEXT MEETING: February 6, 2023.

ADJOURNMENT: By Annette at 9:30 PM. Minutes Adopted - Feb. 6, 2023. FStemo



# MINUTES

## Bylaw Committee Meeting

Tuesday, January 3, 2023 - 3:00 PM

Town Administration Building - Council Chambers

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

Committee Member Jeff Johnstone called the meeting to order at 3:01 pm with the following in attendance:

- Committee Member Allan Tarleton
- Councillor Wayne Clark
- Committee Member Jeff Johnstone
- Committee Member Camille McKay
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Chairperson Gayle Rondeel  
Deputy Chair Janet Carlson

Public: (0) members of the public

1.1. LAND ACKNOWLEDGMENT

**2. AGENDA APPROVAL AND ADDITIONS**

2.1. Agenda Approval and Additions

Motion 2023BC001

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

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

CARRIED

**3. MINUTES**

3.1. Minutes

Motion 2023BC002

Moved by Committee Member McKay to accept the Minutes of the November 1, 2022, Bylaw Committee Meeting, as presented.

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

CARRIED

**4. NEW AND UNFINISHED BUSINESS**

4.1. 996/22 Responsible Pet Ownership Bylaw Draft

Motion 2023BC003

Moved by Committee Member Tarleton to deny the changes to the Responsible Pet Ownership Bylaw pertaining to foster animals, as presented.

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

CARRIED



4.2. 609/93 Building Permit Fees Bylaw

Motion 2023BC004

Moved by Councillor Clark to bring Bylaw 609/92 forward to Council to be repealed.

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

CARRIED

**5. ADJOURNMENT**


5.1. Adjournment

Motion 2023BC005

Moved by Committee Member McKay to adjourn the meeting at 3:30pm.

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

CARRIED

  
\_\_\_\_\_  
Jeff Johnstone, Committee Member

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

Bylaw Committee  
January 3, 2023

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES

December 15, 2022

10:00 a.m. Rimbey Provincial Building

Main conference Room

“Our hearts grow tender with childhood memories and love of kindred, and we are better throughout the year for having, in spirit, become a child again at **Christmastime.**” –

**Laura Ingalls Wilder**

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

Present: N. Hartford, Chairperson  
I. Steeves, Vice Chairperson  
K. Maconochie, Recording Secretary  
P. Makofka, Executive Director  
D. Noble, Board Member - virtual  
F. Pilgrim, Board Member  
M. Griffith, Operations Manager  
M. Josephison, Board Member

Regrets: G. Rondeel, Board Member  
B. Coulthard, Board Member  
R. Schaff, Board Member

1. CALL TO ORDER

By: N. Hartford at 10:05 a.m.

2. APPROVAL OF AGENDA

**22-12-01 MOTION:** By: F. Pilgrim: That the agenda is adopted with the following changes.

In camera session to start after approval of agenda.

Under Business Arising from minutes add 6.1 Town Christmas Party

Under Old Business add 7.5 AHS/Contract updates

Under Correspondence add: 12.3 Letter from Ponoka FCSS

12.4 Walking Group

12.5 MaryAnn's letter

Note: -under 11.1 Delegation @ 11:00 am – B. Soderberg

-under 11.2 Delegation @ 11:10 am – T. Lowe/B. Villeneuve

**CARRIED**

**2.a) 22-12-02 MOTION:** By: I. Steeves: To go in camera at 10:03 a.m.

**CARRIED**

K. Maconochie and M. Griffith left the meeting at 10:03 a.m.

**22-12-03 MOTION:** By: D. Noble: To go out of camera at 10:27 a.m.

**CARRIED**

K. Maconochie and M. Griffith returned to the meeting at 10:27 a.m.

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

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

4. CONSENT AGENDA ITEMS

- 4.1 Quarterly Reports-
  - 4.1 a) Client Safety Reports- 1/4ly
  - 4.1 b) Big Brothers & Big Sisters-1/4ly
  - 4.1 c) Catholic Social services- 1/4ly
  
- 4.2 Monthly Program Reports-
  - 4.2 a) Directors Report
  - 4.2 b) Operations Manager Report
  - 4.2 c) Office Report
  
- 4.3 2022 Monthly Program statistics
- 4.4 AHS contracted HC & Private HS Client Stats combined
- 4.5 AHS (HC) & Private (HS) billing 2018-2022
- 4.6 AHS (HC) client totals & Hours 2018-2022
- 4.7 Private (HS) Client totals & Hours 2018-2022
- 4.8 Food Bank Hamper Stats 2018-2022

**22-12-04 MOTION:** By: M. Josephison: To accept all items on the Consent Agenda as information.

**CARRIED**

5. PREVIOUS MEETING MINUTES-November 24, 2022

**22-12-05 MOTION:** By: D. Noble: That the minutes of November 24, 2022 be adopted with the following changes.

Under 6.1 change “tour” to “our”

Under MOTION 22-11-08 remove “submit to Town & County for approval”

**CARRIED**

6.. BUSINESS ARISING FROM THE MINUTES

6.1 Town Christmas Party

Enjoyed by those who were able to attend. Thank you.

7. OLD BUSINESS

7.1 Municipal funding request update

This has been sent – mailed and emailed.

7.2 Update on Longhurst contract & our expectations- M. Griffith

Presentation done by M. Griffith. M. Griffith will be meeting monthly with Longhurst

starting in January to review the billing, our contract and what it includes and any concerns that we have.

7.3 40<sup>th</sup> anniversary updates

No coffee days in December, but three Christmas craft events. All 40<sup>th</sup> anniversary events are now completed.

7.4 Year-end expenditures updates

Most items are ordered, and many have already arrived.

7.5 AHS/Contract Update

Discussion followed.

8. FINANCE

8.1 December 15, 2022, meeting highlights

AGM is scheduled for March 16, 2023.

**22-12-06 MOTION:** By: I. Steeves: That the highlights of the December 15, 2022 Finance Committee Meeting be accepted as information.

**CARRIED**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE – no report

Next meeting: January 25, 2023 at 10:30 a.m.

10. WORKPLACE HEALTH & SAFETY COMMITTEE – no report

Next meeting: January 25, 2023 at 1:30 p.m.

11. NEW BUSINESS

11.1 2023 Operational Plan- B. Soderberg

B. Soderberg, T. Lowe and B. Villeneuve joined the meeting at 11:00 a.m. Presentation of 2023 Operational Plan given by B. Soderberg.

**22-12-07 MOTION:** By: D. Noble: That the presentation of the 2023 Operational Plan be accepted as information.

**CARRIED**

11.2 Opening Minds through Art- presentation- T. Lowe & B. Villeneuve

T. Lowe & B. Villeneuve gave a final presentation on the Opening Minds Through Art programs that they have held.

**22-12-08 MOTION:** By: I. Steeves: That the presentation of the Opening Minds Through Art be accepted as information.

**CARRIED**

B. Soderberg, T. Lowe and B. Villeneuve left the meeting at 11:35 a.m.

11.3 Compassion fund Request

County resident we met through Christmas hamper program. They have Stage 4 cancer, and they are having treatments. Request \$400.00.

**22-12-09 MOTION:** By: F. Pilgrim: To approve \$ 400.00 for applicant to help with travel costs to obtain treatments.

**Seconded by:** I. Steeves

**CARRIED**

11.4 Request to do practicum on site at FCSS

Massage therapy student has requested to do some of her practicum here.

**22-12-10 MOTION:** By: F. Pilgrim: To go ahead with the program and charge \$20.00 for each relaxing massage with the money going to the Opening Minds Through Art program.

**Seconded by:** M. Josephison

**CARRIED**

11.5 40<sup>th</sup> anniversary committee- disband?

Would recommend that this committee disband. It was a job well done.

**22-12-11 MOTION:** By: M. Josephison: To disband the 40<sup>th</sup> Anniversary Committee.

**CARRIED**

11.6 Establish Special Event committee- 2023

Appoint a Board Member and 1 community member to a Special Event Committee (SEC).

**22-12-12 MOTION:** By: D. Noble: To establish a Special Event Committee and appoint Board Members and 1 community member.

**CARRIED**

11.7 International Volunteer Day- grant application

C. Nixon had been encouraged to apply for a \$500.00, process is already complete.

12. CORRESPONDENCE

12.1 Rimbey Historical Society- Santa Night

Rimbey Historical Society gave a \$200.00 donation to the Food Bank from the Santa Night.

12.2 Stephen Gauk- Executive Director- Ab. Seniors & Community social Services

Explanation about FCSS mandate. It remains the same - Focus on prevention, local priorities and annual reporting.

12.3 Letter from Ponoka FCSS.

P. Makofka will write a response to Ponoka FCSS.

12.4 Walking Group

Thank you card from the Walking Group for the speaker that was purchased for them.

12.5 M. Josephison's letter

P. Makofka read letter from M. Josephison to the Board.

13. ADJOURNMENT: Next meeting Dates: no meeting planned for January, tentative meeting dates: February 16, March 16, 2023 ? for AGM.

**22-12-13 MOTION:** By: I. Steeves: That the FCSS Board meeting adjourns at 11:58 a.m.

**CARRIED**

14. BOARD SHARING TIME

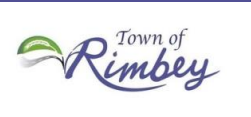
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N. Hartford, Chairperson

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K. Maconochie, Recording Secretary

Town Council  
**REQUEST FOR DECISION**



**Meeting:** February 27, 2023  
**Submitted By:** Lori Hillis, CPA, CA, Chief Administrative Officer  
**Subject:** Council Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

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

**RECOMMENDATION:**

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

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

February 22, 2023  
**Date**

**ENDORSED BY:**

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

Lori Hillis, CPA, CA, Chief Administrative Officer

February 22, 2023  
**Date**

February 27, 2023  
**Mayor Pankiw's Report**



### HIGHLIGHTS

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
Jan 30	Transportation Meeting	Discuss transportation for Seniors
Feb 8	Baytex Meeting	Meeting with Murray Phillips re pool naming rights and discussion with other opportunities
Feb 15	Rimoka Monthly Meeting	Regular monthly meeting, discussed finances and upcoming items
Feb 15	Chamber Meeting	Met with new executive to discuss path forward
Jan 24	Chamber AGM	attended AGM for nominations of new board
Feb 16	Attended Brownlee virtual seminar	Brownlee went over areas that we should be made aware of
Feb 22	Central Ab Mayors meeting in Innisfail	Discussed path forward with Government on many issues
Jan/Feb	Commissioners Signing	Signed numerous papers and cheque runs

**PREPARED BY:** Rick Pankiw, Mayor



February 27, 2023

# Councillor Clark's Report



## HIGHLIGHTS

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
February 7	Bylaw Meeting	Responsible Pet Bylaw change
February 7	COPS	One new member showed up to join
February 13	COW Meeting	Cpl Matt Funk gave quarterly review, Pace Canada Conference call
February 15	NHP	Still looking for funding

**PREPARED BY:** Wayne Clark, Councillor

February 27, 2023

# Councillor Coston's Report



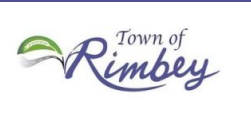
## HIGHLIGHTS

Date	Event	Details of Event
January 23	Council Meeting	Regular council meeting, see minutes
January 26	PRL Executive Meeting	Discussion as to billing population figures, and planning general meeting
February 6	Beatty House Meeting	Discussions about summer student job, BBQ, house maintenance
February 13	Committee of the Whole	Delegations presented to Council, see minutes
February 16	Brownlee Trends	Cybersecurity, economic developments, land use bylaws, case law and legislative updates.

**PREPARED BY:** Jamie Coston, Councillor

February 27, 2023

# Councillor Curle's Report



## HIGHLIGHTS

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
January 25	Historical Society	Regular meeting of this group
January 30	Meeting with FCSS	Meeting with a group of stakeholders re: transportation
February 13	Town Council	Regular meeting of Town Council
February 15	Rimoka Board	Regular meeting of Rimoka Board
February 15	Historical Society	AGM of this organization
February 16	Rimbey Library Board	Regular meeting of the library board
February 16	Brownlee Emerging issues	Attended webinar to hear about many of the current issues related to municipalities.

**PREPARED BY:** Lana Curle, Councillor

February 27, 2023

**Councillor Rondeel's Report****HIGHLIGHTS**

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
October 20th 2022	FCSS Board meeting	discuss future plans, home care contract
October 24th 2022	Regular council meeting	discuss the future of BYAS, discuss green solutions
October 28th 2022	FCSS open house	FCSS open house and art show and sale. art provided by opening minds through art (OMA)
November 1st 2022	bylaw committee	discussed old bylaws to recommend to the council for repeal
November 10th 2022	interagency meeting	government and non-government agencies get together to openly discuss plans and solutions for everything from mental health to children's programs
November 14th 2022	regular meeting of the council	Lacombe Regional Tourism delegation, reports
November 24th 2022	FCSS board meeting	discuss staffing, the future of FCSS
November 28th 2022	regular meeting of the council	not much is happening, council and administration reports
away all of December and part of January		
January 23rd 2023	regular meeting of the council	refund request, department reports
February 4th 2023	judged 4H public speaking	it was a very good experience, I learned a lot
February 7th 2023	bylaw committee meeting	going over old bylaws to recommend to the council for repeal
February 13th 2023	committee of the whole meeting	delegations, PACE (solar farm in Rimbey), RCMP report, discuss garbage contract
February 16th 2023	FCSS board meeting	food bank, new board members
February 22nd 2023	Community engagement meeting	hosted by RCMP to discuss concerns with town and county

**PREPARED BY:** Gayle Rondeel, Councillor