

**TOWN OF RIMBEY**  
**TOWN COUNCIL AGENDA**

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, DECEMBER 8, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

---

1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Public Hearing</b>	
	2.1 None	
3.	<b>Agenda Approval and Additions</b>	1
4.	<b>Minutes</b>	
	4.1 November 24, 2014 Regular Council Meeting .....	2-4
5.	<b>Delegations</b>	
	5.1 Blindman Handi-Van Society Delegation (7.1).....	5-11
6.	<b>Bylaws</b>	
	6.1 None	
7.	<b>New and Unfinished Business</b>	
	7.1 Blindman Handi-Van Society Delegation Discussion (5.1) .....	12-14
	7.2 2015 Interim Budget .....	15-17
	7.3 Tagish Engineering Project Status Updates to December 2, 2014 .....	18-22
	7.4 Meeting with Ponoka County.....	23-33
	7.5 Red Deer River Watershed Alliance.....	34-39
	7.6 Kinsmen 2 <sup>nd</sup> Annual Christmas Party .....	40-42
	7.7 Christmas Hours .....	43-44
	7.8 Rimbey High School Drama Play .....	45-47
8.	<b>Reports</b>	
	8.1 Department Reports - None	
	8.2 Boards/Committee Reports	
	8.2.1 Rimbey Family and Community Support Services/Rimbey Community Home Help Services Board Meeting Minutes of October 15, 2014.	48-59
9.	<b>Correspondence</b>	60
	9.1 Letter of concern .....	61
10.	<b>Open Forum</b>	
11.	<b>In Camera</b>	
	11.1 Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act.)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, NOVEMBER 24, 2014 IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

---

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

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Chief Administrative Officer - Lucien Cloutier, CLGM  
Assistant Chief Administrative Officer/Chief Financial Officer – Lori Hillis, CA  
Director of Community Services – Cindy Bowie  
Recording Secretary – Kathy Blakely

Absent:

Public:  
Treena Mielke, Rimbey Review  
3 members of the public

2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. November 24, 2014 Agenda  
5.1 Rimbey Lions Club Delegation (deletion)  
7.7 Rimbey Lions Club Delegation Discussion (deletion)

Motion 368/14

Moved by Councillor Godlonton to accept the agenda as amended.

CARRIED

4. Minutes 4.1 November 10, 2014, Council Regular Meeting Minutes

Motion 369/14

Moved by Councillor Webb to accept the November 10, 2014 Council Regular Meeting Minutes as presented.

CARRIED

5. Delegation 5.1 Rimbey Lions Club (deleted)

6. Bylaws 6.1 None

7. New and Unfinished Business 7.1 Red Deer River Watershed Alliance

Motion 370/14

Moved by Councillor Jaycox to table the discussions on the Red Deer River Watershed Alliance to budget deliberations on November 29, 2014.

CARRIED

7.2 2014 Groundwater Monitoring Program and Environmental Assessment

Motion 371/14

Moved by Councillor Webb to allocate \$11,000 from the Water/Sewer Reserves for the 2014 Northeast Lagoon Ground Monitoring Program.

CARRIED

7.3 Arena Concession EquipmentMotion 372/14

Moved by Councillor Webb to purchase a sandwich/prep table with cooler doors underneath for use in the Arena concession, for an upset limit cost of \$5,000.00 from the Recreation Reserve, with the provision that all equipment currently in the concession area that has been provided by the concession operator will become the property of the Town of Rimbey, and to enter into a new lease agreement to reflect these changes.

CARRIED

7.4 Alberta Community Partnership Program – Community PolicingMotion 373/14

Moved by Councillor Webb to authorize the Town of Rimbey to participate in an application for the Regional Community Policing Service Pilot Project through the Alberta Community Partnership Program; and further that the Town of Rimbey, the applicant, agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED

7.5 Letter of Support to the Rimbey Lions Club7.6 Reallocation of \$50,000 Lions Club Trail ImprovementsMotion 374/14

Moved by Councillor Webb to provide a letter of support to the Rimbey Lions Club to accompany their grant application to the Community Facility Enhancement Program (CFEP) in relation to the trail Improvements and to reallocate \$50,000 identified in the 2014 Capital Budget for improvements to the 46th Ave playground to the Improvement of the Trail System in Rimbey, on the condition that the Lion's Club provides a park development plan for the 46th Avenue Playground to the satisfaction of Council.

CARRIED

7.7 Rimbey Lions Club Delegation Discussion (5.1) (deleted)

## 8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Chief Financial Officer Report
- 8.1.3 Public Works Foreman's Report
- 8.1.4 Director of Community Services Report
- 8.1.5 Community Peace Officer's Report
- 8.1.6 Fire Department Report

Motion 375/14

Moved by Councillor Jaycox to accept the department reports as information.

CARRIED

8. Boards/Committee Reports

- 8.2.1 Rimbey Municipal Library Board Meeting Minutes of September 15, 2014 and October 20, 2014.

Motion 376/14

Moved by Councillor Jaycox to accept the Rimbey Municipal Library Board Meeting Minutes of September 15, 2014 and October 20, 2014 as information.

CARRIED

- 8.3 Council Reports  
 8.3.1 Mayor Pankiw's Report  
 8.3.2 Councillor Godlonton's Report  
 8.3.3 Councillor Jaycox's Report  
 8.3.4 Councillor Payson's Report  
 8.3.5 Councillor Webb's Report

Motion 377/14

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

CARRIED

9. Correspondence 9.1 Letter from the Rimbey Rate Payers

Motion 378/14

Moved by Councillor Jaycox to accept the letter from the Rimbey Rate Payers, as information.

CARRIED

10. Open Forum 10.1 Open Forum

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

There were two responses from the gallery.

One person spoke regarding playgrounds and suggested to Council there be civic address signs located at each of the playgrounds located in the Town of Rimbey for easy identification of the location, in the event an emergency vehicle is required to attend the scene.

One person requested clarification on the costing of the lagoon water testing.

11. In Camera 11.1 None

12. Adjournment Motion 379/14

Moved by Councillor Payson to adjourn the meeting.

CARRIED

Time of Adjournment: 7:25 p.m.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Town of Rimbeey Request for Decision – to Council

**Council Meeting Date:** December 8, 2014

**Subject:** Blindman Handi-Van Society Delegation (7.1)

**Confidential:** No

**Recommendation:** To accept the delegation presentation from the Blindman Handi-Van Society as information.

**History:** Council has asked the Blindman Handi-Van Society to attend the Regular Council Meeting to be held on Monday December 8, 2014 to discuss the Blindman Handi-Van Society's request for \$20,000 from the Town of Rimbeey to assist with the costs of hiring a driver for the Blindman Handi-Van. It was also requested they provide a financial statement for 2013.

In 2014 Council provided a payment of \$20,000 to the Blindman Handi-Van Society on the condition Ponoka County contributed matching funds to the society as well.

**Discussion:**

**Relevant Policy/  
Legislation/**

**Options/  
Consequences**


**Desired  
Outcome(s)**

**Financial:** \$20,000.

**Follow Up:** To advise the Blindman Handi-Van Society of Council's decision.

**Attachments:** Blindman Handi-Van Society letter.  
Blindman Handi-Van Society Income Statement.  
Blindman Handi-Van Balance Sheet.

Prepared by:

  
\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

Dec 4/14  
\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date



**BLINDMAN HANDI-VAN SOCIETY**  
**Income Statement 2013-10-01 to 2014-09-30**

**REVENUE**

<b>Sales Revenue</b>	
Services	22,670.30
Donations	1,906.00
Grants	40,000.00
Sales	0.00
Sales Returns	0.00
Early Payment Sales Discounts	0.00
<b>Net Sales</b>	<u>64,576.30</u>

<b>Other Revenue</b>	
Freight Revenue	0.00
Dividend	43.46
Interest Revenue	262.54
Canada Government - GST Return	0.00
<b>Total Other Revenue</b>	<u>306.00</u>

**TOTAL REVENUE** 64,882.30

**EXPENSE**

<b>Cost of Goods Sold</b>	
Item Assembly Costs	0.00
Adjustment Write-off	0.00
Early Payment Purchase Discou...	0.00
Freight Expense	0.00
<b>Total Cost of Goods Sold</b>	<u>0.00</u>

<b>Payroll Expenses</b>	
Wages & Salaries	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
<b>Total Payroll Expense</b>	<u>0.00</u>

<b>General &amp; Administrative Expe...</b>	
Accounting & Legal	2,433.09
Advertising & Promotions	365.00
Bad Debts	0.00
Business Fees & Licenses	454.67
Cash Short/Over	0.00
Administration Fees	84.03
Amortization Expense	0.00
Contract Driver	7,896.50
GST Expensed	38.74
Insurance	483.00
Auto Insurance	2,318.00
Interest & Bank Charges	15.14
Office Supplies	105.05
Postal Box Rental	150.00
Property Taxes	0.00
Handi Van Bus Repairs	6,548.55
Fuel & Oil	11,008.11
Miscellaneous Expenses	4.00
Rent	0.00
Repair & Maintenance	152.76
Small Tools & Supplies	34.95

Printed On: 2014-11-20



**BLINDMAN HANDI-VAN SOCIETY**  
**Income Statement 2013-10-01 to 2014-09-30**

Telephone	1,383.29
Cellular Phone	558.58
Utilities	0.00
<b>Total General &amp; Admin. Expen...</b>	<u>34,033.46</u>
<b>TOTAL EXPENSE</b>	<u>34,033.46</u>
<b>NET INCOME</b>	<u>30,848.84</u>

**BLINDMAN HANDI-VAN SOCIETY**  
**Balance Sheet As at 2014-09-30**

**ASSET****Current Assets**

ATB Chequing Account	1,316.06	
Total Cash		1,316.06
Investments		0.00
GIC Investment - 22167766700		0.00
GIC Investment - 24088915600		25,250.00
GIC Investment - 25101297500		0.00
GIC Investment - 25101575300		5,000.00
GIC Investment - 25101722500		5,000.00
GIC Investment - 25101832900		5,000.00
GIC Investment - 25446998400		5,000.00
GIC Investment - 25447059100		5,000.00
GIC Investment - 25447060500		5,000.00
GIC Investment - 25447308600		5,000.00
Accounts Receivable	1,089.30	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		1,089.30
Purchase Prepayments		0.00
<b>Total Current Assets</b>		<b>62,655.36</b>

**Capital Assets**

Office Furniture & Equipment	0.00	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		0.00
Vehicle	140,018.70	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		140,018.70
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
<b>Total Capital Assets</b>		<b>140,018.70</b>

**Other Non-Current Assets**

Goodwill		0.00
Incorporation Cost		0.00
<b>Total Other Non-Current Assets</b>		<b>0.00</b>

**TOTAL ASSET**

202,674.06

**LIABILITY****Current Liabilities**

Accounts Payable		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00

Printed On: 2014-11-20

**BLINDMAN HANDI-VAN SOCIETY**  
**Balance Sheet As at 2014-09-30**

Deduction 5 Payable		0.00
GST Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Adjustments	0.00	
GST Paid/Refund	-1,044.77	
GST Owing (Refund)		-1,044.77
Prepaid Sales/Deposits		0.00
<b>Total Current Liabilities</b>		<u>-1,044.77</u>
<b>Long Term Liabilities</b>		
Bank Loans		0.00
<b>Total Long Term Liabilities</b>		<u>0.00</u>
<b>TOTAL LIABILITY</b>		<u>-1,044.77</u>
<b>EQUITY</b>		
<b>Retained Earnings</b>		
Retained Earnings - Previous Year		172,869.99
Current Earnings		30,848.84
<b>Total Retained Earnings</b>		<u>203,718.83</u>
<b>TOTAL EQUITY</b>		<u>203,718.83</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>202,674.06</u></u>



**Town of Rimbey  
Request for Decision – to Council**

**Council Meeting Date:** December 8, 2014

**Subject:** Blindman Handi-Van Society Delegation Discussion (5.1)

**Confidential:** No

**Recommendation:** To provide the Blindman Handi-Van Society with a donation of \$20,000 in 2015, to assist with maintaining a driver, on the condition Ponoka County provides matching funds for same.

**History:** In February, 2014 Council passed a motion to provide \$20,000 of funding for this program.

**Discussion:** Council reviewed this matter and wanted clarity from the Society about their expectations for funding – is this temporary or into perpetuity.

**Relevant Policy/  
Legislation/**

**Options/  
Consequences** Council may choose not to provide funding or to provide a different level of funding.

**Desired  
Outcome(s)** The program will be able to continue operations without having to rely on volunteers.

**Financial:** \$20,000 would be placed in the 2015 operational budget.

**Follow Up:** To advise the Blindman Handi-Van Society of Council's decision.  
To process a cheque in the amount of \$20,000 if the request is granted.

**Attachments:** Email from Ponoka County.

**Prepared by:**   
 Lucien Cloutier, CLGM  
 Chief Administrative Officer

  
 Date

Endorsed by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date

## Kathy

---

**From:** Lucien Cloutier  
**Sent:** Tuesday, December 02, 2014 3:07 PM  
**To:** Kathy  
**Subject:** FW: Contribution to Handi-Van Society

-----Original Message-----

**From:** charlie Cutforth [mailto:charliecutforth@ponokacounty.com]  
**Sent:** Tuesday, December 02, 2014 2:54 PM  
**To:** Lucien Cloutier  
**Subject:** Contribution to Handi-Van Society

Hi Lucien:

Harold Kenney called this morning and asked that I confirm with you that Ponoka County is committed to contribute to the Blindman Handivan Society on an annual basis to support its operating costs. When the Society made its request in February 2014, it was specified that the need had arisen because volunteer drivers were not available as they had been in the past. Therefore, a paid driver system needed to be implemented. Because of this need, the County did approve annual support in the amount of \$20,000.00 and it was understood that the Town was matching it. If increases are required in the future, the Society will have to make a specific request. I hope this is the info you require. If you need anything further, please let me know.

Charlie



## Town of Rimbey Request for Decision – to Council

<b>Council Meeting Date:</b>	December 8/14
<b>Subject:</b>	2015 Interim Operating Budget
<b>Confidential:</b>	No
<b>Recommendation:</b>	To adopt the 2015 Interim Operating Budget as attached to and forming part of these minutes.
<b>History:</b>	<p>An operating budget must be adopted by Council each year. If the operating budget is not adopted prior to January 1, an interim operating budget must be adopted in order for the municipality to continue operations. The interim operating budget will be in effect until the final operating budget is adopted.</p> <p>A public budget meeting was held on November 1, 2014 to discuss service levels and capital projects. A second public budget meeting was held on November 29, 2014 and draft operating and capital budgets were discussed. The attached 2015 Interim Operating Budget is a result of revisions and adjustments to the draft operating and capital budgets as presented at the November 29, 2014 meeting.</p>
<b>Discussion:</b>	Administration is recommending adopting the revised draft 2015 operating budget (attached) as the 2015 Interim Operating Budget as this will allow the implementation of service levels and projects as discussed for 2015.
<b>Relevant Policy/ Legislation/</b>	MGA 242 (1) (2) (3)
<b>Options/ Consequences</b>	<p>Council may choose to adopt the 2015 Interim Operating Budget as presented.</p> <p>Council may choose to adopt the 2014 Operating Budget as the 2015 Interim Operating Budget.</p>
<b>Desired Outcome(s)</b>	The Town of Rimbey will be able to continue uninterrupted operations until the final operating budget is adopted.
<b>Financial:</b>	As noted in the attachment.

Follow Up: Administration to present a final operating budget to Council at an upcoming Regular Council Meeting in 2015.

Attachments: 2015 Interim Operating Budget.

Prepared by: Lori Hillis Dec 4/14  
Lori Hillis, CA Date  
Chief Financial Officer

Endorsed by: [Signature] Dec 4/14  
Lucien Cloutier, CLGM Date  
Chief Administrative Officer



**TOWN OF RIMBEY**  
**2015 Interim Operating Budget**

<b>Revenue</b>	<b>Operating</b>	<b>Capital</b>	<b>2015 Budget</b>
Tax Levies (Municipal only)	2,426,755		2,426,755
Sales & User Charges	1,664,705		1,664,705
Government Transfers	194,615	885,000	1,079,615
Rental	63,320		63,320
Fines & Licences	221,260		221,260
Penalties & Costs	53,200		53,200
Investment Income	36,000		36,000
Franchise Income	410,438		410,438
Other Income	89,485		89,485
<b>Total Revenue</b>	<b>5,159,778</b>	<b>885,000</b>	<b>6,044,778</b>
<b>Capital Financing and Net Interfund Transfers</b>			
(To)/From Reserves	(161,537)	265,500	103,963
External Funding		100,000	100,000
<b>Total Capital Financing</b>	<b>(161,537)</b>	<b>365,500</b>	<b>203,963</b>
<b>Total Sources of Funding</b>	<b>4,998,241</b>	<b>1,250,500</b>	<b>6,248,741</b>
<b>Expenditures</b>			
General Administration	814,318		814,318
Protective Services	542,267	57,000	599,267
Roads & Airport	860,411		860,411
Utilities	1,036,416	863,000	1,899,416
Social Services (FCSS)	186,022		186,022
Planning & Development	168,315	20,000	188,315
Recreation & Community Services	1,170,888	310,500	1,481,388
Culture	219,604		219,604
<b>Total Expenditures</b>	<b>4,998,241</b>	<b>1,250,500</b>	<b>6,248,741</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>



### Town of Rimbeys Request for Decision – to Council

Council Meeting Date: December 8, 2014

Subject: Tagish Engineering Project Status Update for December 2, 2014

Confidential: No

Recommendation: Motion by Councillor to accept the Tagish Engineering Project Status Updates for December 2, 2014, as information.

History: Tagish Engineering provides Council with updates on an ongoing basis.

Discussion:

Relevant Policy/  
Legislation/

Options/  
Consequences

Desired  
Outcome(s)

Financial:

Follow Up:

Attachments: Updated Tagish Engineering Status Report for December 2, 2014.

Prepared by:

  
\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date



## PROJECT STATUS UPDATES

December 2, 2014

# Town of Rimbey

---

## **RB00 – Rimbey General**

This project is for small general requests for the Town.

(November 4) Tagish has contacted Walter Tarnasky to complete the upgrades at the NE Lagoon sub-drain manhole. The Contractor met with Town staff on site November 3 to assess the site and order material. Mr. Tarnasky is familiar with the site, having worked with the original contractor on the 2007 NE Lagoon Upgrade.

Rough costs for 35<sup>th</sup> Ave road re-construction were given to the Town to evaluate local improvement.

(November 18) Contractor is working with Public Works Department to complete repairs in NE Lagoon sub-drain manhole by November 21, 2014.

(December 2) Contractor working at the NE lagoon has installed part of the platform support and is fabricating the piping to complete the piping upgrade.

## **RB87 – Hwy 20 Intersections – (GM)**

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

(November 4) Nikirk Bros Contracting Ltd. is working on constructing a drainage swale east of Hwy 20 Service Road adjacent to the south side of 58 Ave. This drainage swale will collect the storm water which is generated on 58 Ave and 44 St. directing the storm water away from the south side of 58 Ave and into the Hwy 20 west ditch.

(November 18) Nikirk Bros Contracting is working at extending the storm water catchment area on the east side of the service road and 58 Ave. The larger catchment area will reduce the erosion problem along the edge of asphalt.

(December 2) Contractor has completed the extra work related to erosion control and has submitted invoices for payment.

## **RB90 – Legacy Court Phase II - GS**

(Nov 17) Answered minor questions about whether road work was shown on the submitted plans, which it was indicating the developer is responsible for this construction.

(Dec 1) No change.

## **RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS**

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

(Nov 3) The Town has awarded the work to AMEC for the groundwater study. Tagish will proceed with commissioning AMEC.

(Nov 17) It was discussed that only monitoring of the NE lagoon will be completed this year, awaiting final confirmation from Town before telling AMEC to proceed.

(Dec 1) The Town has confirmed that AMEC will do testing.

#### **RB108 2013 Walking Trails– GM**

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

(November 4) CCC inspection was completed on October 30, 2014. Town forces are working with land owner (NE 20 – 42 – 2 – W5) adjacent to the walking trail to construct a shallow swale and complete addition landscaping on the east side of the walking trail to control the storm water.

(November 18) Town forces completed the installation of the coconut matting erosion control adjacent to the east side of the walking trail located on NE 20 – 42 – 2 – W5.

(December 2) Contractor was contacted to submit the required documentation required prior to release of holdback.

#### **RB115 - 2015 Capital Project Estimates - LS**

(Nov 4) Awaiting decision from Nov 1 Council meeting.

(Nov 17) Awaiting decision from the Town.

(Dec 2) No change.

#### **RB116 – Bergum Area and Back Lane Storm (GM)**

Project: Assessment of drainage from back lane entering Bergum property.

(November 4) Nikirk Bros Contracting repaired the east/west storm drainage swale and reinstalled rip-rap to control erosion. This work was completed in-conjunction with the Hwy 20 Intersection Upgrade project.

(November 18) No Change.

(November 18 – December 2) No Change.

#### **RB120 – Community Center HVAC Upgrades – (GM)**

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

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

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

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

(November 4) Digital Direct Controls are working to complete the installations of the controls for the roof top units.

(November 18)

- AHU-6 that serves the main entrance and administrative area is installed and operating.
- Gas mains to upgrades to AHU -1 & AHU – 4 are scheduled to be completed in the week of November 17, with control hook-ups and commission to follow.

(December 2) Digital Direct Controls are on site and are scheduled to be complete by December 4, 2014. The final hookups and commissioning are scheduled for the week of December 8, 2014.

**RB122 – Water System Upgrades 2014 – (GM)**

(November 4) Letter of Recommendation to award the contract to Nason Contracting was sent to the Town, awaiting formal response to award the work.

(Nov 17) The Town has instructed us to award the work to Nason, we will process contracts this week

(December 2) No Change.

**RB124 – NE Lagoon Outlet Ditch Improvements – (LS)**

(Nov 17) Completing preliminary surveys for the NE lagoon ditch. Working on updating cost estimates and grant letter for the Town of Rimbey/County of Ponoka. These were submitted to the Town for review on Monday.

(Dec 2) Awaiting input from Town before we can proceed.



## Town of Rimbey Request for Decision – to Council

**Council Meeting Date:** December 8, 2014

**Subject:** Meeting with Ponoka County

**Confidential:** No

**Recommendation:** For the Mayor of the Town of Rimbey to meet with the Reeve of Ponoka County, along with the Chief Administrative Officers of both entities on Friday, December 12, 2014 at 9:00 a.m. at the Rimbey Town Office, to discuss the following matters:

- NE Lagoon Outlet Channel Cleanout;
- HVAC Funding for the Community Centre;
- Fire Services Cost Sharing;
- 5-ton Tandem Truck for Snow Removal.

**History:** This matter arose at the Budget meeting held on November 29, 2014.

**Discussion:** Each of the above matters were discussed at varying degrees at the November 29, 2014 Budget meeting. Council provided the direction for the Chief Elected Officials and Chief Administrative Officials to meet.

Regarding fire services, Ponoka County currently pays the following:

- 100% of the cost of firefighters' honorarium for fire calls within the County;
- 50% of the honorariums for the Fire Chief and the Officers
- 50% of Firefighter Training fees and practice fees
- 50% of all Fire Department Expenses

As an example, in the second half of 2013, the County paid \$34,894.08 for the above items.

Clarification is being sought as to what we are requesting of the County. For example, are we requesting 60/40 rather than 50/50?

Relevant Policy/  
Legislation/

Options/  
Consequences

Council could add or subtract topic items. Council could change the date, time or location of the meeting. Council could choose not to meet.

Desired  
Outcome(s)

The Town, in discussing these matters with the County, may be able to secure funding for one or more of the subject items.

Financial:

To be determined.

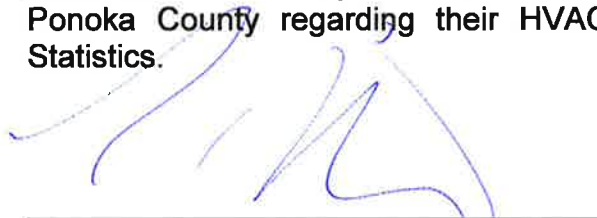
Follow Up:


Contact the County to verify meeting.

Attachments:

Information from Tagish Engineering. Former motion of Ponoka County regarding their HVAC contribution. Fire Statistics.

Prepared by:

  
\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date



November 17, 2014

File# RB124

Town of Rimbey  
Box 350  
Rimbey, Alberta  
T0C 2J0

**ATTENTION: Lucien Cloutier, CAO**

Dear Sir;

**RE: NE Lagoon Outlet Channel Cleanout – Cost Estimate**

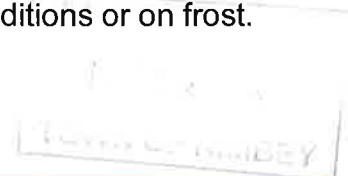
As requested Tagish Engineering has completed the preliminary design for the NE Lagoon Outlet channel cleanout, and have updated the project cost estimate. Attached to this letter is a drawing highlighting the overall project area and the project cost estimate. The following clarifies the work completed to date, assumptions made regarding the contemplated work, and items to be completed to finalize the tender package.

Work completed:

- Initial survey of major crossings along the channel, as well a walk through field inspection to confirm site conditions
- Preliminary design of the outlet channel cleanout. We are recommending a grade line that will excavate between 0.1-0.3m out of the ditch bottom with a re-side sloping ranging between 2:1 to 3:1 slope. The gradient of the channel is extremely flat therefore the channel will be undercut to eliminate any blockages.
- An updated cost estimate based on the preliminary design and assumptions highlighted below.

Project Assumptions:

- All of the high pressure pipelines can be crossed with regular construction equipment, no cost have been included to lower any high pressure pipelines.
- Portions of the channel cleanout material will be spread along the top of bank, a major portion can be hauled to a dumpsite, this has a large influence on project costs.
- The existing culverts are to remain in place
- The hydrovacung of the pipelines will be done through the construction contract; it is assumed this work will be done during frozen ground conditions.
- All construction work will be completed in dry weather conditions or on frost.
- Only spot repairs to existing fencing have been included.



Items to be completed:

- Meet and discuss with each landowner along the channel to discuss items such as material spreading, construction access, scheduling, etc.
- An initial Alberta One Call can be placed which will identify all utility companies, allowing us to make first contact with the pipeline companies in the area.
- Additional cross sectional survey to give contractors additional sections to formulate an accurate bid.

As shown on the cost estimate our total estimated cost of the project is \$691,800, not including GST. The original conceptual cost estimate from 2012 was \$50,000 preliminary engineering with hydrovacung and \$600,000 for the cleanout, for total of \$650,000. The project has been further defined in scope and current construction rates were used when completing the estimate. Please review the information and once you have completed a review contact me to discuss the steps to move further.

Yours truly,  
**TAGISH ENGINEERING LTD.**



**Greg Smith, P. Eng.**  
**President**

Encl

LC02\_RB124\_Project Est\_17Nov2014

November 17, 2014

File # RB124

Town of Rimbey  
Box 350  
Rimbey, Alberta  
T0C 2J0

**ATTENTION: Lucien Cloutier, CAO**

Dear Sir;

**RE: NE Lagoon Outlet – Cost Sharing with Ponoka County**

Tagish Engineering Ltd. was requested to update the 2015 budget for the NE Lagoon Outlet ditch improvements. The improvements include construction work related to the cleaning out of the 5.5km outlet channel, as well as an the engineering required for the proposed work.

#### **Current Situation**

The Northeast Wastewater Treatment Facility located in NE 28-42-2-W5 was originally constructed in 1962, with an upgrade and expansion in 2008. The lagoon discharges into a storm outfall channel east of Range Road 23 located in SW 27-42-2-W5. (Please refer to attached Figure 1, showing the location of the lagoon and the existing storm channel).

The Town of Rimbey's northeast lagoon provides treatment and storage for approximately the northern half of the Town's wastewater and storm water. The northeast lagoon which is on the east side of Highway 20 in a very low lying marsh area with minimal vertical relief making the release of the wastewater particularly difficult.

The current outlet channel is in a Town owned right of way that extends approximately 5.5 km south until it drains into a tributary of the Blindman River. Many sections of the outlet channel have little or no gradient, or have blockages caused by animals (such as beaver dams), vegetation and/or pipeline construction activity. Since the outfall facility was constructed the Town has performed only minor maintenance on the outfall facility due lack of equipment and budget constraints. With the removal of the existing ditch blockages and proper re-grading the facility would better contain and handle the release of treated wastewater, and handle storm water more effectively.

When the northeast lagoon was upgraded in 2008, a ground/spring water problem located underneath the existing cells was encountered that has caused significant operational problems for the Town.

### **Improvements**

As the Town has experienced ongoing problems with both the outlet channel, and the ground and spring water, Tagish was commissioned to complete a study to look at the situation and strategize possible solutions to help this facility operate more effectively.

Cleanout of Outlet Channel was chosen for a variety of reasons, which include:

- It has the lowest Capital Construction cost
- The Town has an obligation to outlet channel
- The channel is an adequate outlet for stormwater and requires no pumping
- No conflict with south lagoon release rate
- Construction is less disruptive to the public
- Lowest operational costs

It should be noted, with the cleanout of the outlet channel there are numerous pipelines along the channel which may cause possible conflicts for approvals and/or construction.

### **Adjacent County Lands and Possible Cost Sharing**

In reviewing the catchment area calculations it became apparent that lands outside of the Town boundary being south and east of the NE Lagoon Wastewater Facility are draining in to the Town outlet channel. When reviewing Figure 2 (attached) it appears that approximately 60 % of that lands draining into the ditch are within Ponoka County's jurisdiction, and the channel has large benefits for County landowners. In conversations with Town staff it was noted that with the original construction of the outlet channel, low lying lands in the proximity of the ditch became significantly more useable for agricultural purposes.

This additional information has been prepared to help identify the possibility of receiving funding for a portion of this project located within Ponoka County. With the improvements to the drainage channel it will further improve the usability of lands adjacent to the facility and provide improved drainage for County residents within the basin.

## Cost Summary

A revised total budget of \$691,800 was estimated for the proposed construction for the cleanout of the NE lagoon channel. (See the attached estimate for a cost breakdown). This cost estimate includes 10% engineering and 10% contingency.

This project benefits both the Town and the County of Ponoka, and if the County is willing to fund a portion of the project, it will reduce the cost towards the Town, and is an opportunity for the municipalities to work together.

If you have any questions or concerns with regards to the information contained in this document please contact our office.

Yours truly,

**Tagish Engineering Ltd**



Submitted By,

Greg Smith, P. Eng.

Encl.

LC01\_RB124\_County Cost Sharing\_14Nov2014

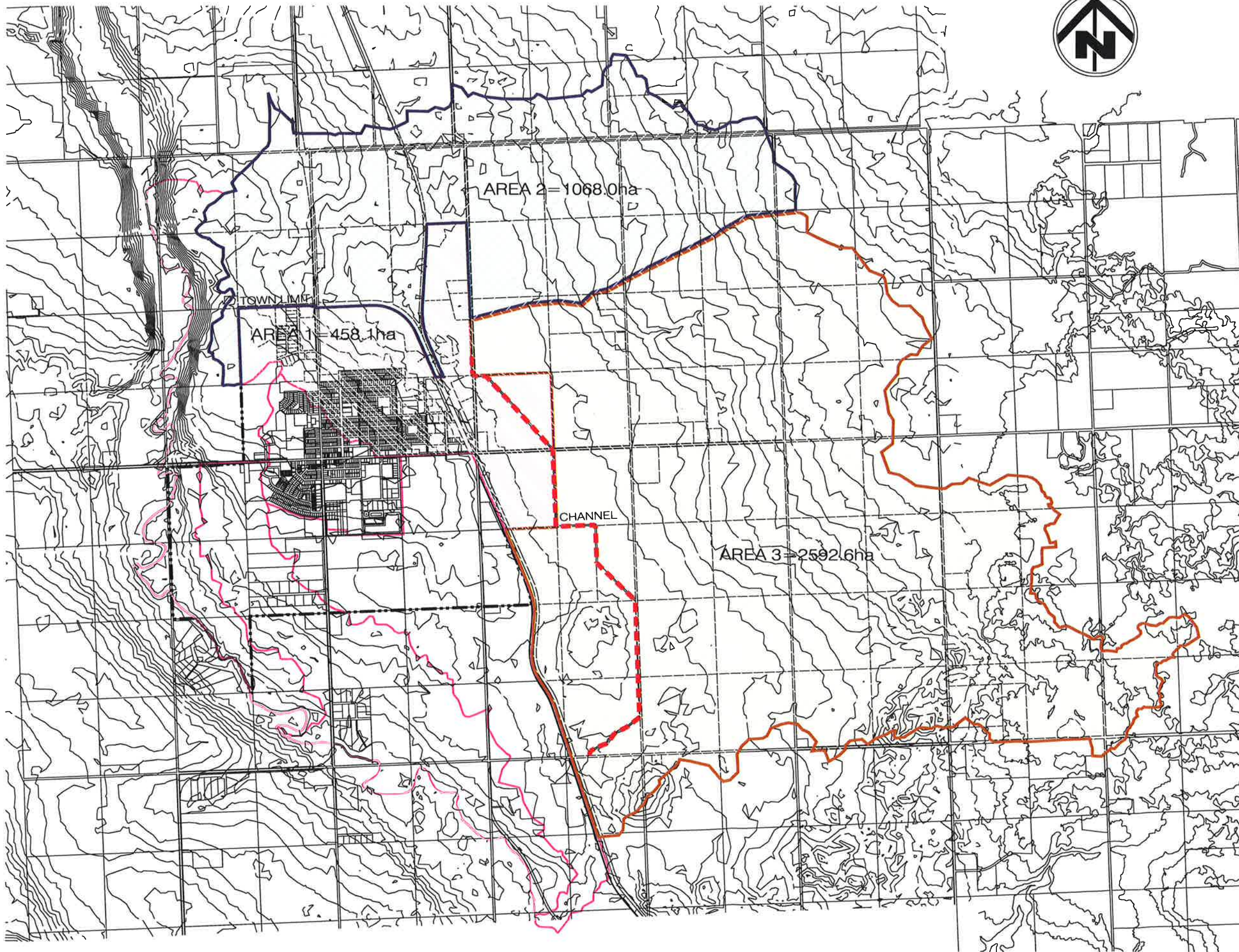
Town of Rimbey  
 Northeast Lagoon Repairs  
 Cleanout of Channel Outlet Estimate

Project No: RB124  
 Date: November-14

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
----------	-------------	------	----------	------------	--------

**Schedule "A" - Cleanout of Channel Outlet**

1	Hydrovac of Pipelines and Utilities	hourly	165	<u>\$300.00</u>	<u>\$49,500.00</u>
2	Snow plowing, site prep, and towing of hydrovac units	l.s.	1	<u>\$15,000.00</u>	<u>\$15,000.00</u>
3	Clean out of existing channel (Waste material to be placed on along the top of bank, adjacent to channel)	lin.m.	1,800	<u>\$40.00</u>	<u>\$72,000.00</u>
4	Clean out of existing channel (Waste material to be hauled to dumpsite location)	lin.m.	3,700	<u>\$75.00</u>	<u>\$277,500.00</u>
5	Landscaping and Grass Seeding of banks and spoil piles	ha	9	<u>\$5,000.00</u>	<u>\$45,000.00</u>
6	Additional crossing measures requested from Pipeline Companies ( <b>Provisional</b> )	l.s.	1	<u>\$50,000.00</u>	<u>\$50,000.00</u>
7	Contractor Laydown and Staging Area	l.s.	1	<u>\$10,000.00</u>	<u>\$10,000.00</u>
8	Miscellaneous Fencing	l.s.	1	<u>\$15,000.00</u>	<u>\$15,000.00</u>
<b>Subtotal Schedule "A"</b>					<b><u>\$534,000.00</u></b>
Mobilization and Bonding					\$40,000.00
Pipeline Crossing Agreement Administration					\$11,000.00
Engineering (10%)					\$53,400.00
Contingency (10%)					\$53,400.00
<b>Total Schedule "A"</b>					<b><u>\$691,800.00</u></b>



- SUMMARY OF AREAS:
- 1)  WITHIN TOWN LIMIT AREA 1 - 458.1ha
  - 2)  HEAD WATER AREA 2 - 1068.0ha
  - 3)  COUNTY AREA 3 - 2592.6ha

Project  
**TOWN OF RIMBEY  
 NE LAGOON OUTLET  
 DITCH IMPROVEMENTS**

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

Scale 1:40,000  
 Date November 9, 2012  
 Dwg. File RB124\_SWMP\_BASE2.dwg

Title  <b>FIGURE 2          STORM WATER          BASINS</b>	Project No. RB124
	Drawing No. FIG. 2

State of Local  
Emergency

The Disaster Services Committee could declare a state of local emergency if emergency conditions exist or may exist and may require the use of extraordinary powers. Under the "state of local emergency" the Disaster Services Committee could:

- force an evacuation,
- confiscate personal property,
- demolish buildings or remove structures,
- provide for maintenance of essential facilities,
- distribute essential supplies
- coordinate essential services
- require individuals to give aid if qualified
- evacuate and remove livestock from endangered properties
- require individuals to assist in any way to carry out these actions
- fix prices of food, fuel, clothing and other essential supplies.

Mr. Mackenzie noted that no action could be taken against a municipality or someone acting for the municipality for anything they did or didn't do in good faith while carrying out a power or duty during a state of local emergency.

He suggested that the principle mistake made during an emergency is the lack of notification from the scene back to the team. Generally the RCMP or Fire Department don't notify the County of the situation thinking they have it under control and don't understand the power behind declaring a state of local emergency.

Mr. Mackenzie was thanked for his presentation and he left the meeting.

2014 Budget

Item No. 7.2 As a result of the informal budget deliberations conducted on March 21, 2014, Council further considered its proposed 2014 budget.

Donations

It was agreed that the following changes be included in the "Donations" line of the budget:

- \$100,000 – Rimbeys Arena air exchange
- \$50,000 - Liberty Hall
- \$50,000 - Rimbeys Chamber of Commerce

Accruals and  
Deferrals

The following accruals and deferrals for 2013 would also be included:

- PW – Capital – increased by \$100,000 to complete Crestomere shop
- Waste disposal – Capital – increase to \$130,000 to complete construction of the new cell

Authority to Release  
Funds

If the budget is approved, it would be assumed that the donations would be released upon satisfaction that the project is proceeding. Projects in excess of \$50,000 should have prior Council approval.

Donation Line -  
Proposed  
Amendments and  
General Discussion

Councillor Weir suggested that the "Donations" budget line be renamed to "Discretionary Spending" and be broken down into three categories:

- Large capital – over \$75,000.
- Small capital – under \$75,000
- Operational

He suggested Council needed to use a funding application and only consider applications at a set time each budget year. He recommended establishing the budget line without specifying who it goes to. Administration would be given authority to allocate requests less than \$75,000.

Reeve McLaughlin pointed out that the granting of donations was also a political issue. He suggested that Ponoka County had a responsibility to help build the community through the granting of donations since the provincial and federal government had downloaded responsibility and cut back grant funding.

Mr. Cutforth noted that Council needed to determine a reasonable amount for the taxpayers to support, keeping in mind that the funding came from the



**RIMBEY FIRE DEPARTMENT  
2014 FIRE INCIDENTS  
(as of December 1, 2014)**

---

Total Number of Incidents:	95
Within the Town of Rimbey:	42 (total of 242 hours);
Within Ponoka County:	44 (total of 424 hours);
Alberta Transportation:	6
Clearwater County	2
Parkland Beach	1

**2012 FIRE INCIDENTS  
(no breakdown available for 2013)**

---

Total Number of Incidents:	89
Within the Town of Rimbey	41
Within Ponoka County	33
Alberta Transportation	11
Clearwater County	3
Parkland Beach	1

---



## Town of Rimbey Request for Decision – to Council

<b>Council Meeting Date:</b>	December 8, 2014
<b>Subject:</b>	Red Deer River Watershed Alliance
<b>Confidential:</b>	No
<b>Recommendation:</b>	To approve funding for 2015 in the amount of \$1189 to the Red Deer River Watershed Alliance conditional on the continuation of the school component of their program and conditional on the Alliance involving the media and public in the process through events such as an open house.
<b>History:</b>	Council provided funding for this program in 2010 and have been approached for funding in 2015.
<b>Discussion:</b>	Council discussed this request at the Budget meeting and the recommendation is a reflection of Council's discussion.
<b>Relevant Policy/ Legislation/</b>	
<b>Options/ Consequences</b>	Council may choose not to approve funding or to approve a different amount.
<b>Desired Outcome(s)</b>	The program will be able to continue its activities but, in doing so, will have to have those activities include Rimbey in the process.
<b>Financial:</b>	\$1189 would be allocated in the 2015 Operational Budget.
<b>Follow Up:</b>	Forward a letter to the Alliance advising of the approval. Flag it for payment in 2015 after the Budget is passed.
<b>Attachments:</b>	Letter and email from the program.

Prepared by:

  
\_\_\_\_\_

Lucien Cloutier, CLGM  
Chief Administrative Officer

Dec 4/14  
\_\_\_\_\_

Date

Endorsed by:

\_\_\_\_\_

Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_

Date

To: Honorable Rick Pankiw  
Lori Hillis, Town of Rimbey

From: Red Deer River Watershed Alliance  
4918 59 St  
Red Deer, AB. T4N 2N1

October 2014,

Municipal Support for the Red Deer River Watershed Alliance (RDRWA)

Dear Honorable Rick Pankiw & Lori Hillis,

It is our pleasure to give you an update of the Red Deer River Watershed Alliance, outlining who we are, what we do and to ask for your Municipal financial support in 2015. This letter also gives us the opportunity to introduce Jeff Hanger as the new RDRWA Executive Director to your Council and Municipal staff team.

Jeff Hanger came to us in January 2014 following his work on the "Closer to Home" Initiative working with municipalities on safe drinking water and responsible waste water issues. He has extensive "Non Profit" experience and lives in Ponoka after coming to Canada in 2006.

The RDRWA is your Watershed Planning and Advisory Council (WPAC) as designated under Alberta's Water for Life Strategy. Through a number of key activities, we engage with a wide number of stakeholders that affect water in your community, and therefore have an impact on our 49,000 sq km watershed.

The Town of Rimbey plays a key role in the RDRWA both as a potential funder and partner. *We request that each municipality within the watershed contributes 50c per capita to the Alliance* to enable us to continue our work on integrated watershed management planning, engaging with stakeholders and helping to meet your needs as a municipality.

Through research, outreach and stakeholder engagement we work on a number of key issues that affect your community; water quality, the health of rivers, water quantity and allocation, land use, regional planning, wetland protection, biodiversity and groundwater resources to name a few.

Recent outcomes, information and reports to date include the Red Deer River Watershed "Surface Water Quantity and Groundwater Resources" report (December 2013) and "Terrestrial & Aquatic Biodiversity" report (August 2014). These reports are two key components that will lead to the creation of an Integrated Watershed Management Plan (IWMP) for the whole watershed and build on earlier reports including the Red Deer River State of the Watershed (2009), Surface Water Quality (2012) and Wetlands, Riparian Areas & Land Use (2012).

Your municipality will be a key stakeholder in this plan. The work ahead will not only cover such aspects as current legislation but it will also engage with a whole range of project partners and stakeholders that affect your water and land resources. Please, come and join the conversation!

The IWMP will build on our 2014 work which included a joint event with the Red Deer River Municipal Users Group "Connecting Through Water" (June 13), a Watershed Stewardship Group event in Pine Lake (February 28), our Spring Forum in Rimbey (March 14), "Lake Day" with Alberta ESRD and other partners at Gull Lake (July 5), a presentation at the Clearwater County Ag Tour (August 21) and our Fall Forum in Drumheller planned for October 28.

2014 also saw us partner with a wide number of groups in the watershed including Ellis Bird Farm, Land Stewardship Centre, Alberta WaterSMART, the Medicine River Watershed Society, Gull Lake Management Society, RBC Blue Water day and World Water Day with Alberta ESRD and Red Deer College.

As your WPAC we try to stay ahead of Government initiatives and attend a number of conferences during the year. We had input into the design of Alberta's Watershed Resiliency and Restoration program and assisted a number of municipalities with their applications for funding. On November 4 we will be presenting at the Western Canada Water conference, in partnership with the City of Red Deer.

The RDRWA also has an extensive program aimed at curriculum based activities for schools and learning programs for young people. We run an ambassador program aimed at recognizing exceptional practice within the Watershed and we hold monthly information breakfasts open to your municipality and the public.

We do all of this with a team of four staff out of our Red Deer Office. We have support from the Provincial Government and local companies but clearly rely on the support of municipalities for both your engagement in our work and financial contributions.

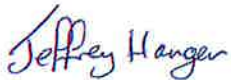
*Would your municipality be willing to continue its support for the RDRWA by contributing 50c per capita to our work in 2015? We certainly hope we can count on your support. Note: Invoices can be prepared, if requested.*

Our annual report is available on our website: <http://www.rdrwa.ca/node/18> . The RDRWA would be willing to come to your municipality to make a presentation, should you wish for more information about the work of the Alliance. Please reply to Kelly on 403 340 7379 or by emailing [info@rdrwa.ca](mailto:info@rdrwa.ca) if you would like more information.

We also ask that you provide us with the best contact name, phone number and email address for your municipality, so we can keep you informed about the RDRWA.

We appreciate your support and participation.

Yours Sincerely



Jeffrey Hanger  
Executive Director, RDRWA  
E mail: [Jeff.Hanger@rdrwa.ca](mailto:Jeff.Hanger@rdrwa.ca)



Andrea Hiba Brack  
Chair, RDRWA

## Lucien Cloutier

---

**From:** Kathy  
**Sent:** Thursday, November 06, 2014 4:36 PM  
**To:** Lucien Cloutier  
**Subject:** FW: Update from the Red Deer River Watershed Alliance

---

**From:** Jeff Hanger [<mailto:jeff.hanger@rdrwa.ca>]  
**Sent:** Thursday, November 06, 2014 4:22 PM  
**To:** Kathy  
**Subject:** Update from the Red Deer River Watershed Alliance

Dear Lucien,

Thank you for your phone call on Monday requesting the RDRWA to clearly articulate how our activities can be of benefit to the Town of Rimbey.

I will start by stating that water is an issue of increasing importance for municipalities, in terms of quality, quantity, source water protection, ecosystem health, and protecting a variety of water uses (e.g., drinking water, recreation). The ability of municipalities to develop and foster healthy, vibrant economies is directly linked to the health and good management of local and regional watersheds. For example, we know that the introduction of invasive mussels into lakes may negatively impact local economies, as it has done in the Great Lakes region. As a designated Watershed Planning and Advisory Council (WPAC) under Alberta's Water for Life strategy, the RDRWA aims to assist municipalities access information and resources to tackle these and a wide range of other issues.

The Red Deer River Watershed Alliance exists to share information on watershed issues, engage stakeholders - including municipalities - on key topics and act as a conduit for discussions around water and land-use issues within the watershed. Please find below some examples of how the RDRWA's work may be of direct benefit to Rimbey. Please note that our April 2015 – March 2016 work plan may not be finalized until January 2015, but I can share some general and immediate opportunities with you.

- The Blindman sub-watershed, within which Rimbey is located, was highlighted as having significant water quality issues in the 2009 RDRWA State of the Watershed Report. The RDRWA is currently working to develop an Integrated Watershed Management Plan, which will focus on water quality in its first phase. The development of this plan - a decision-support tool - will assist municipalities and a wide range of stakeholders to understand the major issues of concern in the overall watershed and specific sub-watersheds and provide guidance regarding ideas for improvement. Josée Méthot, our Watershed Planning Co-ordinator, will be reaching out to municipalities in your region to discuss opportunities for collaboration throughout both the development and implementation of this plan, in the hopes that we can develop strong relationships to support long-term watershed stewardship.
- The RDRWA would be happy to present to Rimbey's Town Council and/or staff on the state of the watershed, the RDRWA's activities, and opportunities for genuine collaboration.
- We hold two general forums each year for member organizations. In March 2014 we came to Rimbey and in October 2014 we went to Drumheller. As a member Rimbey will have the opportunity to attend these events and the AGM to provide feedback and input into the role of the Alliance.

- We run a very successful “breakfast” meeting every month, and we intend to host these breakfasts in venues around the watershed moving forward. During the breakfasts, invited speakers present on a variety of issues (e.g., flood planning, permaculture, Piper Creek Restoration Project).
- We run a curriculum based school program for grades 5 – 10, reaching out to schools in the watershed. This is a free opportunity to have an RDRWA staff member lead on a curriculum-based issue. A similar program is also offered to youth groups and clubs in the watershed.
- Watershed Stewardship Groups are supported by the RDRWA. We make visits to their groups and hold an annual event to bring speakers to them to discuss pertinent issues.
- The RDRWA partners with many organizations to deliver our programs including municipalities, Red Deer Municipal Users Group, Alberta Environment and Sustainable Resource Development, the Alberta Lake Management Society, Cows and Fish and the Land Stewardship Centre.
- All members receive our monthly newsletter which keeps them involved in issues, opportunities, funding and events within the watershed.

Thank you for taking the time to read this brief update and I sincerely hope our activities will benefit the citizens and landscapes of Rimbey. Please feel free to contact me if you have any specific questions, and we would welcome you to come to the table as a member to join the discussions in 2015.

Thank-you,

Jeff Hanger  
 Executive Director  
 Red Deer River Watershed Alliance  
 4918 59 Street  
 Red Deer, AB  
 T4N 2N1  
 Tel: 403 340 7379  
[www.rdrwa.ca](http://www.rdrwa.ca)



*Disclaimer: In forwarding emails from third parties, the RDRWA is doing so on an information only basis; we are not endorsing members to attend any events on behalf of the RDRWA, nor are we reimbursing any costs.*



## Town of RimbeY Request for Decision – to Council


<b>Council Meeting Date:</b>	December 8, 2014
<b>Subject:</b>	RimbeY Kinsmen 2 <sup>nd</sup> Annual Christmas Party
<b>Confidential:</b>	No
<b>Recommendation:</b>	To purchase a table of eight for the RimbeY Kinsmen 2 <sup>nd</sup> Annual Christmas Party to be held on Saturday, December 13, 2014 at the Peter Lougheed Community Centre, at a cost of \$450.00 and the eight tickets are to be offered to Council and Staff on a first come, first served basis.
<b>History:</b>	The RimbeY Kinsmen are hosting their 2 <sup>nd</sup> Annual Christmas Party on Saturday, December 13, 2014 at the Peter Lougheed Community Centre. Tickets are \$60.00 each or a Table of eight for \$450.00. Proceeds from the event are in support of the New RimbeY Skateboard Park.
<b>Discussion:</b>	<p>Council has on previous occasions supported other groups by purchasing tickets to their fundraising events through Public Relations.</p> <p>Council budgeted \$3,000 in 2014 for Public Relations. There is currently a balance of \$587.18 available.</p>
<b>Relevant Policy/ Legislation/</b>	N/A
<b>Options/ Consequences</b>	<ol style="list-style-type: none"><li>1. Council may wish to purchase a table of eight for the fundraising event at a cost of \$450.00.</li><li>2. Council may wish to decline the purchase of tickets to the fundraising event.</li></ol>
<b>Desired Outcome(s)</b>	The RimbeY Skateboard Park will realize the proceeds of this event.
<b>Financial:</b>	\$450.00
<b>Follow Up:</b>	Advise the RimbeY Kinsmen of Council's decision. Arrange a cheque to pay for the tickets.



Attachments:

Rimbey Kinsmen 2<sup>nd</sup> Annual Christmas Party poster.

Prepared by:

  
 \_\_\_\_\_  
 Lucien Cloutier, CLGM  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Date

Endorsed by:

\_\_\_\_\_  
 Lucien Cloutier, CLGM  
 Chief Administrative Officer

\_\_\_\_\_  
 Date



# **RIMBEY KINSMEN 2ND ANNUAL CHRISTMAS PARTY**

## **Comedians & Ventriloquist**

**SATURDAY DEC. 13TH, 2014 PETERLOUGHEED CENTRE**

**COST \$60.00 Each or Table of 8 = \$400.00 a table**

**Refreshments 6:00pm**

**Supper 7:00pm**

**Tickets Available at  
Rimbey TV & Electronics / Stationery, Stories and Sounds /  
Subway**

**Proceeds supporting the  
New Rimbey Skateboard Park**



## Town of Rimbeý Request for Decision – to Council

<b>Council Meeting Date:</b>	December 8, 2014
<b>Subject:</b>	Christmas Hours
<b>Confidential:</b>	No
<b>Recommendation:</b>	To close the operations of the Town of Rimbeý at noon on Wednesday, December 24, 2014 and that employees of the Town of Rimbeý be paid for the entire day.
<b>History:</b>	In the past, the Town's operations have been closed early on Christmas Eve when same fell on a work day.
<b>Discussion:</b>	The current policy of the Town identifies closure for Christmas and Boxing Day. There is no mention of a Christmas floater or early closure on Christmas Eve. In practice, there have been instances where the office was closed early.
<b>Relevant Policy/ Legislation/  Options/ Consequences</b>	  Council could choose not to close the office early on Christmas Eve. Council could approve closing the entire day.
<b>Desired Outcome(s)</b>	The additional closure will benefit staff.
<b>Financial:</b>	Lost productivity for the ½ day which the operations are closed.
<b>Follow Up:</b>	Staff will be advised of Council's decision. Notice will be posted of the closure.
<b>Attachments:</b>	Nil.

Prepared by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

*Dec 17/14*  
\_\_\_\_\_  
Date



## Town of Rimbey Request for Decision – to Council

Council Meeting Date:	December 8, 2014
Subject:	<b>Request for Waiver of Rental Fee for Main Auditorium and Kitchen – Rimbey High School Drama Play</b>
Confidential:	No
Recommendation:	That Council donates the use of the Main Auditorium and Kitchen at the Peter Lougheed Community Centre for Friday, April 24, 2015, to the Rimbey Junior Senior High School.
History:	The Rimbey High School Drama program puts on a Dinner Theatre Production each year in April for the community. They hold practices during the day in the 2 weeks leading up to the performance and set up/host the dinner theatre and play from 3-10 pm on Friday, April 24 and Saturday, April 25.
Discussion:	This event is used to raise funds for the drama program at the high school to ensure that the program continues to operate and the students receive the best experience possible in this field of study. The Rimbey High School Drama program will be paying for the rental of Saturday, April 25, 2015.
Relevant Policy/ Legislation/	
Options/ Consequences	Council may choose to provide the High School Drama program with free rental of the Main Auditorium and Kitchen on Friday, April 24.  Council may choose to not provide free rental of the Main Auditorium and Kitchen on Friday, April 24 or to provide rental at a reduced rate.
Desired Outcome(s)	The Rimbey High School Drama program will be able to reduce the cost for the program to the students.
Financial:	\$500 + gst
Follow Up:	A letter will be sent to the organization after the meeting on the decision of Council.

Attachments:

Letter from the Rimbey Junior Senior High School

Prepared by:

\_\_\_\_\_  
Cindy Bowie  
Director of Community Services

\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

Dec 4/14  
\_\_\_\_\_  
Date

# **RIMBEY JUNIOR SENIOR HIGH SCHOOL**

Box 620  
Rimbey, Alberta  
T0C 2J0

Telephone: 403-843-3761  
Fax: 403-785-0736



**Rimbey Junior Senior  
High School**  
*Home of the Spartans*

November 17, 2014

To Rimbey Town Council,

The Rimbey High School Drama Play is April 24<sup>th</sup> and 25<sup>th</sup>, 2015. For this event we rent the Community Centre for the nights as we have dinner in the main auditorium and use of the main stage for the performance.

The week prior to the evening performances, I would be using the auditorium during the school day so there is no charge. On the Friday and Saturday night, I would need to use the auditorium from 3pm-10pm for setup of the play as well as the actual dinner theatre presentation. This is the main event to raise some funds for the drama program at the high school, and these funds allow the program to operate. Since this is also an educational opportunity for the students in the class, I try to make sure I am giving them the best experience possible but using the budget wisely.

As the council has been a great supporter of educational functions I would ask that Friday evening, the main auditorium rental, be donated to the school. This would help to reduce the cost for the program. The savings go directly to the students in helping create and advance the drama program.

If you have any questions please do not hesitate to contact me at 1-403-843-3761 (school) or 1-403-785-6279 (home).

Sincerely,

Shauna Murdoch  
Drama Teacher  
Rimbey Jr./Sr. High School



**Town of Rimbey  
Request for Decision – to Council**

Council Meeting Date: December 8, 2014

Subject: Boards/Committees Reports

Confidential: No

Recommendation: To accept the Rimbey Family and Community Support Services/Rimbey Community Home Help Services Board Meeting Minutes of October 15, 2014 as information.

History:

Discussion:

Relevant Policy/  
Legislation/

Options/  
Consequences

Desired  
Outcome(s)

Financial:

Follow Up:

Attachments: 8.2.1 Rimbey Family and Community Support Services / Rimbey Community Home Help Services Board Meeting Minutes of October 15, 2014

Prepared by:

\_\_\_\_\_  
Lucien Cloutier  
Chief Administrative Officer

\_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date

*Dec 4/14*

\_\_\_\_\_  
Date

Endorsed by:



0Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
**BOARD MEETING MINUTES**  
**October 15, 2014**  
10:00 a.m. Rimbey Provincial Building

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

Regrets:

1. **CALL TO ORDER**  
The meeting was called to order by N. Hartford at 10:00 a.m.
2. **APPROVAL OF AGENDA**  
**14-10-01 MOTION:** By: F. Pilgrim: That the agenda be adopted as presented with the following additions:

11.5 Letter from FCSSAA awarding P. Makofka

**CARRIED**

3. **PREVIOUS MEETING MINUTES – September 10, 2014 and September 15, 2014**  
**14-10-02 MOTION:** By: J. Webb: That the minutes of the September 10, 2014 and September 15, 2014 Board Meetings be adopted as presented.

**CARRIED**

4. **BUSINESS ARISING FROM THE MINUTES**  
41. Charity golf Luncheon
5. **OLD BUSINESS**  
5.1 Elder Abuse initiative opportunity with Golden Circle  
5.2 FCSSAA 2014 Conference registration  
5.3 Ponoka FCSS 40<sup>th</sup> anniversary- Oct. 24

6. **FINANCE**  
6.1 October 15, 2014 Finance Committee Meeting Minutes/Highlights  
**14-10-04 MOTION:** By: I. Steeves: That the Minutes of the October 15, 2014 2014 Finance Committee meeting be accepted as information.

**CARRIED**

- 6.2 2015 FCSS Budget recommendation  
**14-10-05 MOTION:** By: I. Steeves: That the Board recommends the FCSS 2015 Budget to the Town of Rimbey and the County of Ponoka. Seconded: by F. Pilgrim

**CARRIED**

7. WRITTEN REPORTS
- 7.1 Home Support/Personal Care
  - 7.2 Compass Program
  - 7.3 Education Coordinator
  - 7.4 Seniors Information & Referral Centre
  - 7.5 Volunteer Income Tax
  - 7.6 Food Bank
  - 7.7 Volunteer Services
  - 7.8 Palliative Care
  - 7.9 Medical Alert
  - 7.10 Volunteer Visitor
  - 7.11 Meals on Wheels
  - 7.12 Kitz 4 Kidz
  - 7.13 Adult Day Support
  - 7.14 Community Kitchen
  - 7.15 Information Technology
  - 7.16 Rimbey Parent Link Centre
  - 7.17 Healthy Families/Young Parent Outreach
  - 7.18 Rainbows
  - 7.19 Family Resource Library

**14-10-06 MOTION:** By: P. Weeks: That Agency pursue a continued partnership with the Town of Rimbey, Ponoka County and the Rimbey Chamber of Commerce for the Welcome to Rimbey bags. Seconded by: F. Pilgrim

**CARRIED**

- 7.20 Accreditation Coordinator
- 7.21 Office Manager/Quality Control

**14-10-07 MOTION:** By: I. Steeves: That the Written Reports be accepted as information.

**CARRIED**

8. POLICY/RISK MANAGEMENT COMMITTEE
- 8.1 Update of Current Policies

**14-10-08 MOTION:** By: J. Webb: That the following policies be adopted as presented and entered into the Policy binder in any and all sections that apply. Seconded by: M. Josephison

**CARRIED**

- PER – 430.14 Rights and Responsibilities of staff
- HC – 1143.03 Abuse of Staff
- HS – 335.01 Staff Safety
- HC – 1103.94 24 Hour on-call Personal Care

- 8.2 New policies for consideration

**14-10-09 MOTION:** By: I. Steeves: That the following new policies be adopted as presented and entered into the Policy binder in any and all sections that apply. Seconded by: J. Webb

**CARRIED**

- HC – 1164.14 WHIMIS
- HC – 1165.14 Safe Bath/Shower Temperatures
- ADM – 276.14 Conflict of Interest
- HC – 1166.14 Leave without pay
- H&S – 1402.14 Food Safety

- 8.3 Accreditation Coordinator Report

9. DIRECTOR'S REPORT

9.1 West Central FCSS Directors Network

**14-10-10 MOTION:** By: M. Josephison: That the offer to host for the FCSSAA Spring Meeting in Rimbey. Seconded by: B. Coulthard

**CARRIED**

9.2 Information & Referral Alliance of Alberta

9.3 Incident Command System-ICS 100, ICS 200

9.4 Block billing- October- December 2014

9.5 Human Services-CFSA: Henry Effron- Caseworker

9.6 Grey Matters conference

9.7 Team Leaders Retreat Plans

**14-10-11 MOTION:** By: P. Weeks: That the Director's Report be accepted as information.

**CARRIED**

10. NEW BUSINESS

10.1 FCSSAA Voting delegates appointment

**14-10-12 MOTION:** By: M. Josephison: That N. Hartford and P. Makofka attend the FCSSAA AGM and are the voting delegates for the Agency. Seconded by: F. Pilgrim

**CARRIED**

10.2 Rimbey FCSS Board member recruitment

- Welcome to our new Board Member, Irene Wegmann

10.3 FCSS Board Retreat- Nov. 6 & 7<sup>th</sup>, 2014

10.4 Healthy Families contract amendment

**14-10-14 MOTION:** By: I. Steeves: That the Executive Director sign the revised contract for Healthy Families. Seconded by: F. Pilgrim

**CARRIED**

10.5 FCSS Program survey results

**14-10-15 MOTION:** By: I. Wegmann: To accept the survey results as information.

**CARRIED**

10.6 Rimbey Women's 2015 Conference- FCSS admin support

**14-10-16 MOTION:** By: P. Weeks: That the Agency provides administrative support to the Rimbey Women's Conference 2015. Seconded by: B. Coulthard

**CARRIED**

10.7 2015 calendars- options

**14-10-17 MOTION:** By: B. Coulthard: That the Agency purchase 2015 calendars at a total of no more than \$1300.00 Seconded by: J. Webb

**CARRIED**

F. Pilgrim exited meeting

10.8. Budget reconsideration for Team Leaders retreat

**14-10-18 MOTION:** By: B. Coulthard: That the budget for the team leaders be increased by \$1500.00 Seconded by: I. Wegmann

**CARRIED**

F. Pilgrim re-entered meeting

11. **CORRESPONDENCE**

- 11.1 October Payroll Memo
- 11.2 Employment Support Services -thank you
- 11.3 Rimbey Library-community Needs Assessment
- 11.4 Alberta Mentors Campaign

12. **NEXT MEETING DATE - November 19, 2014 at 10:00 a.m.**

13. **ADJOURNMENT**

**14-10-19 MOTION:** By N. Hartford: That the meeting adjourns at 11:55 a.m.

**CARRIED**

14. **BOARD SHARING TIME**

---

N. Hartford, Chairperson

---

C. HN Simpson, Recording Secretary

**RCHHS/FCSS Board Meeting  
October 15<sup>th</sup>, 2014**

**7.0 WRITTEN REPORTS**

**7.1 Home Support/Personal Care**

On October 3<sup>rd</sup> the NorQuest College hosted the 2014 Health Care Aide Conference in Edmonton. We sponsored seven Health Care Aides who had requested to attend. Thank you to the board for making this possible.

This month one Health Care Aide has resigned bringing our numbers of current staff to 25; 12 with Health Care Aide Certificates.

On September 25<sup>th</sup> Alberta Health Services hosted their quarterly Vendor Information Session in Red Deer. We were told that Seniors Health Central Zone will once again be doing Provider Facilities and Program Audits. Rimbey FCSS will be included in the 2014-2015 Audit Cycle. We also learned that in October the Central Zone will be trialing a new MAP program.

Respectfully submitted,  
Brenda Soderberg  
Health Care Programs Coordinator

**7.2 Compass Program**

The Compass Program began on Oct. 7<sup>th</sup>, providing participants with eight workshops on how caregivers can take care of themselves. The workshop is scheduled to conclude the beginning of December. This is the fourth time this program has been offered in our community and currently has six registered participants.

Respectfully submitted,  
Brenda Soderberg  
Health Care Programs Coordinator

**7.3 Education Coordinator**

The month of September was quiet for education and we had no new hires. October brings the onset of flu season, therefore education regarding proper hand washing and universal precautions will take place.

Sincerely,  
Arlene Busat  
FCSS RN

**7.4 Seniors Information & Referral Centre**

On September 9<sup>th</sup>, I had one volunteer with me and we had three clients. The yearly update/training for SIRC Volunteers with Emily Motycka was in Rimbey at the Provincial Building on September 16<sup>th</sup>. Seven people attended the training. We had our luncheon afterward and gave V. Christiansen a bouquet of flowers in appreciation for her 30 years as a volunteer with us. She will be stepping down as a volunteer and we will miss her.

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

### **7.5 Volunteer Income Tax**

There was no activity for income tax this month.

Respectfully submitted,  
Carolynne Jensen  
Volunteer Income Tax Program Coordinator

### **7.6 Food Bank**

For the month of September we did eight hampers which is about average. We received donated fresh produce this month; it is always so nice to be able to give fresh tomatoes, cucumbers, and turnips and to see the appreciation from our clients. I would like to thank you for providing the funding to host our open house. I have sent out an invitation to all our donors for the Open House on October 8<sup>th</sup>, 2014 from 3-7 p.m. My volunteers are very excited to be a part of this. We will have a sample hamper for a family of four on display and there will be snacks and beverages. Please come and join us.

Sincerely,  
Katherine Winters  
Food Bank Coordinator

### **7.7 Volunteer Services**

For the month of September C.A.R. finished off their season for the year with a total of 22 days of racing events for the season. Preparations for the Volunteer Fair are well in hand. Letters have been sent out to the non-profit organizations. Food Vendors for the event have been contacted. I have asked On the Mark DJ to provide music again this year, the theme being multicultural music. I am again going to do the Passports for a chance to win the door prize as it was a great success last year. The goal is to visit each of the booths to receive a sticker and once your Passport is filled you can enter your name for the door prize. Advertisement for the Volunteer Fair will be in the October 7<sup>th</sup> edition of the Rimbey Review. I am working on providing a couple of half hour workshops for our vendors to participate in, on good practices for nonprofit organizations.

Sincerely,  
Katherine Winters  
Volunteer Services Coordinator

### **7.8 Palliative Care**

I was unable to attend the Palliative Care Council meeting this month. There is discussion on raising funds to purchase a couple of Invacare Micro-Air Alternating Pressure with on demand Low Air Loss Mattresses. They are transported in an over the shoulder bag. The cost is \$2200.00 each. The goal is to get one each for Rimbey and Ponoka.

Sincerely,  
Katherine Winters  
Palliative Care Coordinator

### **7.9 Medical Alert**

We did one install this month and had one removal. At this time I am looking for a couple more volunteers to help with the program as unfortunately I have lost two of my volunteers recently. We have 51 clients at this time.

Sincerely,  
Katherine Winters  
Medical Alert Coordinator

#### **7.10 Volunteer Visitor**

I am currently working with two new clients to the program and setting them up with two of my volunteers.

Sincerely,  
Katherine Winters  
Volunteer Visitor Coordinator

#### **7.11 Meals on Wheels**

The Meals on Wheels program is running well. We have had a couple of complaints from a client asking for fresher vegetables and more choices in the menu; she also mentioned it would be nice if the meals tasted like a home cooked meal. However, on average everyone seems to be happy with the meals. We are sitting at 16 clients at this time.

Sincerely,  
Katherine Winters  
Meals on Wheels Coordinator

#### **7.12 Kitz 4 Kidz**

Kitz for Kids program was a big success. In conjunction with our partners, Value Drug Mart and Stationery Stories and Sound, a total of \$2318.00 was raised this year. We put together and distributed ten backpacks; in addition we gave care packages of supplies to each of the schools. The schools really appreciated all that they received. If there is a student in need later in the term, there would be some supplies to give them. I had one volunteer L. Scory, and F. Beriault, who was our work experience student, helping and they both did very well. L. Scory has offered to help next year again.

Sincerely,  
Katherine Winters  
Kitz 4 Kidz Coordinator

#### **7.13 Adult Day Support**

We had a lot of fun this month. Regular morning stories and exercises are still enjoyed by the clients and our group has done several new craft activities. We made baking soda dough which was cut with flower cookie cutter shapes and painted with glitter glue. Hooks were added so they could be hung for ornaments. We made bead ornaments by stringing beads on wire and wrapping them around a half blown up balloon to shape them. Another craft done was with melted crayon, in which we recycled old crayons and made new multi colored flower shaped crayons. We also made a bowl made of newspaper and paper mache – all very enjoyable activities for the clients!

A field trip to the Sports Hall of Fame and Museum in Red Deer was very successful. The guide gave us a little information and showed a video, and then we explored the rest of the facility together. A client who likes sports shot some hockey pucks with me. Then we threw a baseball and had a wheelchair race which was lots of fun. Everyone enjoyed the trip very much.

We said goodbye to two clients this month as they are going to Long Term Care. We will miss them. Health care aides, who had done work with them, were in attendance for their farewell party.

It was a great month and we look forward to many more.

Sincerely,  
Emily Breton  
ADS Coordinator

#### **7.14 Community Kitchen**

In September, we had five clients attending for the canning session. G. Rondeel volunteered to give tips and help. Each client took home the following: two jars of canned tomatoes, two jars of pickled beets, two Ziplock bags of applesauce, one pouch of seasoning mix made of dried herbs, and one jar of Greek

antipasto. Each person also received a gift pack of kitchen utensils. One client borrowed a canner and another borrowed a food mill to practice at home, what had been learned in the kitchen. The entire budget of \$250.00 given from Victim Services was used. It was a fun and very successful day. We also discussed needs and wants and a suitable date and time for the next kitchen. It will be October 22<sup>nd</sup>, 1-4 p.m. and the theme will be Time Saving Meals. Surveys were conducted on the following: shopping skills, meal planning, and food budgeting. These needs will be addressed in upcoming kitchens. All clients gave permission to be called to follow up with reminders of the next kitchen.

Sincerely,  
Community Kitchen Coordinator  
Vroni Lenherr

#### **7.15 Information Technology**

Happy is the Coordinator who has no issues with the technology! I will be changing up the website for the fall season in the next two weeks so check it out often. I am still working on the updating the inventory but so far other than refreshing some of the hardware there are not any glaring issues that need addressing at this time.

Thank you for your continued support of this program.

Sincerely,  
Deana Harris  
Information Technology Coordinator

#### **7.16 Rimbey Parent Link Centre**

The month of September has been a relatively quiet one at the Parent Link Centre, with 136 individuals coming through our doors. Our programming was a little slow to start which is reflective in the numbers. With that said, the programs are still well attended!

Some of our fall programming includes a new Friday night Stay and Play every last Friday evening of the month, a parent discussion program called Toddler Talk, and a preschool aged movement program called Move your Body. With this variety our Centre offers something for everyone.

I now have my level 4 Triple P (Positive Parenting Program) and I am enthusiastic about offering families different options for parenting programs in the winter season and beyond. I look forward to the fall season and the new faces it will bring to the Centre!

Thank you for your time.

Sincerely,  
Samantha Sansome  
Rimbey Parent Link Centre Coordinator

#### **7.17 Healthy Families/Young Parent Outreach**

There were five families registered for the Healthy Families Program at the beginning of September. One family no longer wishes to participate and one family in the area has lost their home due to a fire. They may be relocating to a town outside of our reach so they may be transferred to that area's resources. I am having fun with the families that I have been visiting. It is interesting to see the families grow together and the development of the babies. I hope to be a part of this program for a very long time.

Respectfully yours,  
Deana Harris  
Healthy Families Home Visitor



### **7.18 Rainbows**

We requested 20 bears from Shaw and have received them last week; they are a great addition to the program as a take away for the children. The new program materials have just arrived and C. Robertson is anxious to get a look at them. She is planning on running the program starting the end of October and she is looking forward to facilitating along with our other trained volunteer.

Thank you,  
Shirley Winter  
Rainbows Coordinator

### **7.19 Family Resource Library**

As I was on summer holidays, J. Adams did a report for me for the last Board Meeting. There were 21 library items out in the community. By September six items had been returned and eight items are still out. We have had two new books donated and I am currently taking inventory.

Before leaving for summer holidays I made up eighteen "Welcome to Rimbey" bags. July and August were very busy as the Town Office gave all these away; J. Adams made up ten additional bags for them. By mid-September they required another seven new bags. As I was in the midst of collecting more items for the bags from Chamber members when these bags were made up, I replaced seven bags at the Town Office with new ones that had a more complete inventory. We have about 40 bags left in stock. We will need to approach the Town of Rimbey, Ponoka County, and the Rimbey Chamber of Commerce to have more bags ordered by next fall to continue this program.

Thank you,  
Audreyann Bresnahan  
Resource Librarian

### **7.20 Accreditation Coordinator**

The revised Health Care Aide Manual is just about complete and ready to go out to staff. Many new policies and procedures are added to comply with the standards.

Work is beginning in the Workplace Health and Safety (WHS) standards, forming a new committee for staff, volunteer and board participation to ensure our workplace continues to be a safe and healthy place.

Part of the WHS policies includes staff being adequately trained for their positions, so we will be checking on the competency level of all our newly hired staff. We will also be looking at some infection prevention and safety training for all staff, volunteers, and board members. We will need to include in each job description, a statement including health and safety as an aspect of their position.

Thanks to all who completed the self-assessment online questionnaire.

Regards,  
Faith Pilgrim  
Accreditation Coordinator

### **7.21 Office Manager/Quality Control**

September was a busy month wrapping up the Charity Golf Tournament. J. Adams was busy with getting the lunch details ready, sending out the thank you letters, printing pictures and getting the PowerPoint ready, she was also a great help in calculating some of the data that will be needed for the Outcomes reporting. Final information on the golf fund raiser is still trickling in but for the most part it is complete, I have heard some comments from golfers that attended the event and the general thought is it was a wonderful day and they hope to be able to attend next year. I have also been gathering other information

for our Outcomes reporting, working on the Agency budget and in general the office is always a hub of activity. As of yet the template for the Outcomes Measures report has not been released.

Our intern F. Beriault has completed her time with us, and will be missed. Fall is quickly upon us and we are all excited for the upcoming retreats. We are also anticipating the RFP coming out soon for the Home Care Contract. We are putting the final touches on the new Health Care Aide Manual; it should be ready to go to print in the next few weeks. People are already thinking of the Food Bank and Christmas as we have had a few inquiries as to what may be needed.

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

## **9.0 Director's Reports**

### **9.1 FCSSAA West Central Directors**

The FCSS Directors from across the West Central region has discussed the value in governance level leaders knowing what goes on in neighboring jurisdictions. I understand that Board members from Clearwater County, Sylvan Lake, Red Deer City, Red Deer County, and Ponoka plan to attend this year's conference in Edmonton. It has been suggested that we all consider encouraging our own Boards to join these people at meals and sit together in sessions. Would it be an idea to host a hospitality room at the conference? Perhaps a dessert and coffee event would be appropriate. I will research the cost of upgrading our hotel room and bringing in extra chairs. Coffee could be made in the room and we could get snacks from the grocery store.

Rimbey will soon be considered a hub for seniors' care and it might be good to let our neighbors know about the activity going on in our community.

### **9.2 Information and Referral Alliance of Alberta**

The IRAA used to be known as AIRSA – Association of Information and Referral Services of Alberta. They have a new name and new look. Their goal is to allow every person in Alberta to have equal access to quality, accurate, and relevant information and referral services for community and social services. Their mission is to provide a united voice for Information and Referral services and resources throughout the province. I completed a survey to help this organization to get a better picture of services in the Rimbey area. Their website is [www.ira.info](http://www.ira.info). The coordinator, Dawna Morey, has a long standing relationship with the Rimbey FCSS administration. They will have a booth set up at the FCSSAA conference and we are invited to stop by and say hello.

### **9.3 Incident Command System – ICS 100 and ICS 200**

The new regional Disaster Services initiative is well underway. A regional plan is being prepared for our community. Standardized training for staff at the municipalities is going on and will become the backbone of success during an emergency or disaster. If all key leaders understand the flow chart for chain of command, use common terminology and know the scope of their roles, we will be able to manage and perform much better during a crisis.

The Town of Rimbey has offered the first two basic training sessions in this area over the past few months: ICS 100 and ICS 200. To date, there were two key FCSS staff members and myself who attended ICS 100. I was able to also attend ICS 200. There will be a table top exercise on Nov. 5<sup>th</sup> for the Town of Rimbey staff and the ICS 300 will be held on Nov. 26<sup>th</sup> and Nov. 27<sup>th</sup>. It has been really good to train alongside the Town of Rimbey staff in this area.

### **9.4 AHS Block Billing**

The Block Billing amount that is authorized by the Alberta Health Services for personal care within the Parkland Manor is reviewed quarterly. The Home Care manager looks at the number of clients currently on the caseload, considers the level of care each person receives, then uses a formula to adjust the amount of time we can bill AHS per day.

For the second quarter in a row the number of hours has been reduced. We are not too concerned at this point because historically AHS has always treated us fairly. While some months we may lose revenue, in others we can make a profit.

What we are watching is that the HCA staff is changing their start and stop times to reflect the reduction in number of clients they look after.

However in reality it is very difficult to make sweeping changes. HCA still need to get people up in the morning and give meds at specific times. It is hard for clients to change their time for care, just because there may be fewer people in the lodge. We will monitor this closely and we are prepared to contact AHS for reconsideration if needed.

Currently the Home Care manager position for Rimbey is vacant, but we are able to contact Colleen Connolly if we have immediate concerns.

#### **9.5 Human Services – CFSA: Henry Effron – Caseworker**

The Wetaskiwin office for CFSA sent one of the Child Welfare Case workers out to visit the Rimbey FCSS. He toured our agency and spent a couple of hours learning about what services we have to support families and individuals in the Rimbey area.

To say the least, he was very surprised and pleased. He couldn't believe the extent of what is offered in our small town. He hopes that his supervisor will be in contact with FCSS and that there may be some other opportunities to support each other in the future.

#### **9.6 Grey Matters Conference**

The 2014 Grey Matters Conference was exceptional. I found the speakers and topics to be informative and of interest. I chose a session on addressing the demand for accessible and affordable transportation in urban and rural Alberta. Mobility is central to healthy aging. The percentage of seniors with a driver's license is declining and the majority of seniors will become transportation dependent. Only six percent of Canadian seniors use public transportation and in the rural areas there are even less options for public transportation. We heard some options like grocery stores sponsoring a van once a week for shopping, volunteers driving their neighbors, and the community vans operating for appointments.

I also attended the Red Deer FCSS Aging Well in Rural Communities session and plan to bring this information to our Board Retreat in November.

I really enjoyed the session called "Delivering More than a Meal to our Community." It made me realize that nutrition awareness and education is vital to aging well. We can develop strategies and programs that address and optimize our senior population nutritional health; things like senior group meal programs, grocery shopping and transportation initiatives, cooking clubs, and having readily available, safe, affordable, nutritious meals.

Great speakers were Valerie Pringle and Amanda Lindhout. Each had a very different story to tell, equally entertaining to the audience.

#### **9.7 Team Leaders' Retreat**

The 2014 Team Leaders' Retreat will be on October 17-19 in Airdrie. Our team will review their program or area of responsibility by updating their binders. This is part of our succession planning and business continuity planning process. We will hear about Disaster Services from the Alberta Emergency Management Association staff – Bruce MacKenzie and Don Huestis. We will work through a scenario of a flood of the Provincial Building that has our operation home base unavailable for two to six weeks. We will have an elder abuse awareness workshop on "It's Not Right" campaign, a community response to elder abuse. I will offer some personal creativity for the staff with a team art project. We'll have plenty of snacks and meals and even free time for a rest and relaxation. I will talk about leadership intelligence and the importance of this when working with a team. Each delegate will also receive an appreciation gift from the agency for their dedication and hard work at FCSS.



### Town of Rimbey Request for Decision – to Council

Council Meeting Date: December 8, 2014

Subject: Correspondence

Confidential: No

Recommendation: To accept the letter of concern, as information.

History: 9.1 Letter of concern.

Discussion:

Relevant Policy/  
Legislation/

Options/  
Consequences

Desired  
Outcome(s)

Financial:

Follow Up:

Attachments: Letter of concern.

Prepared by: \_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date

Endorsed by: \_\_\_\_\_  
Lucien Cloutier, CLGM  
Chief Administrative Officer

\_\_\_\_\_  
Date  
*Dec 4/14*

To whom it may concern

Nov.27, 2014

I have a few concerns, and or questions concerning friends in Kansas R 1.

When moving into this area, people are told

1. When wanting to put in a shower, for safety reasons, they were told when they move out, it would have to be removed and the tub put back in. How ridiculous, there should be walk –in showers for all those living in this residence. The one area of concern for many seniors is getting in & out of a tub. Instead of hampering the safety concerns, why can there not be cooperation with these folks.
2. The sidewalks going into the area from outside are a disgrace. How is someone pushing a walker, supposed to manage the 2 inch gap in the cement walk?
3. How could I get into the building if my friend falls and is in need of help, is there a key available?

Please look around with a critical eye for safety for these people living in this area.

Thank you.

I would appreciate a reply.

cc [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com) please pass on a copy to the mayor & all councilors.

cc Bethany

cc [paulmc@theheg.com](mailto:paulmc@theheg.com)