



AGENDA

Town Council

March 27, 2023 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, MARCH 27, 2023 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

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

1.1 LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes of Council Meeting

[RFD Minutes of Council Meetings Feb 27 & March 8, 2023](#)

4 - 14

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1 Alberta Dairy Congress

[RFD Alberta Dairy Congress](#)

15 - 19

7.2 FCM's 2023 Annual Conference & Trade Show

[RFD FCM's 2023 Annual Conference & Trade Show](#)

20 - 22

7.3	Joint Fire - Quality Management Plan RFD Joint Fire - Quality Management Plan	23 - 51
7.4	Rimbey Food Bank RFD Rimbey Food Bank	52 - 53
7.5	MX Track Expansion Proposal RFD MX Track Expansion Proposal	54 - 59
7.6	Rimbey Neighbourhood Place RFD Rimbey Neighbourhood Place Proposal	60 - 65
7.7	Policy 156 - Councillor Attendance at Conferences/Meetings RFD Policy 156	66 - 67

8. REPORTS

8.1. Department Reports

8.1.1	CAO Report Chief Administrative Officer Report	68
8.1.2	Director of Finance Report Director of Finance Report	69 - 71
8.1.3	Public Works Report Director of Public Works Report	72 - 73
8.1.4	Community Services Report Director of Community Services Report	74 - 75
8.1.5	Development Officer Report Development Officer Report	76 - 77

8.2. Boards/Committee Reports

8.2.1	Boards/Committee Reports RFD 8.2 Boards/Committee Reports	78 - 96
-------	--	---------

8.3. Council Reports

8.3.1	Council Reports RFD 8.3 Council Reports	97
8.3.2	Mayor Pankiw's Report Mayor Pankiw's Report	98

8.3.3	Councillor Clark's Report Councillor Clark's Report	99
8.3.4	Councillor Coston's Report Councillor Coston's Report	100
8.3.5	Councillor Curle's Report Councillor Curle's Report	101
8.3.6	Councillor Rondeel's Report Councillor Rondeel's Report	102

9. CORRESPONDENCE

9.1	Correspondence RFD 9.1 Correspondence	103 - 104
-----	--	-----------

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

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



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

RECOMMENDATION:

Motion by Council to accept the Minutes of February 27, 2023 Regular Council Meeting and the Minutes of 2023 Budget Meeting March 8, 2023.

ATTACHMENTS:

[Council Meeting Minutes of Feb 27, 2023](#)
[Council Budget Meeting Minutes of March 8, 2023](#)

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

March 15, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

March 15, 2023
Date



MINUTES

Town Council Meeting

Monday, February 27, 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 1:00pm with the following in attendance:

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

Public: (46) members of the public:
(16 Students and 1 Supervisor from Rimbey Christian School Elementary School
21 Students & 1 Supervisor from Wolf Creek Public School
7 residents)

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 013/2023

Moved by Councillor Clark to accept the Agenda for the February 27, 2023, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 014/2023

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of January 23, 2023, as presented.

- | | |
|--------------------|----------|
| Mayor Pankiw | In Favor |
| Councillor Clark | In Favor |
| 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. 2023 Budget Meeting Dates

Motion 015/2023

Moved by Councillor Coston to hold a Special Meeting of Council on Wednesday, March 8, 2023, commencing at 9:00am, in the Council Chambers, for the 2023 budget deliberations.

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

CARRIED

7.2. Wolf Creek Public School

Motion 016/2023

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

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

CARRIED

7.3. 2023 FCM Conference

Motion 017/2023

Moved by Councillor Clark to table the discussion of which Councillors will attend the FCM Convention in Toronto from May 25 to May 28, 2023, with Mayor Pankiw and the Chief Administrative Officer and bring to next regular Council meeting on March 27, 2023.

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

CARRIED

7.4. MX Track Expansion Proposal

Motion 018/2023

Moved by Councillor Curle to request that Central Alberta Raceways bring the MX Track Expansion Proposal to Council as a delegation to a Committee of the Whole Meeting.

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

CARRIED

7.5. Rimbey Kinsmen Rental Agreement

Motion 019/2023

Moved by Councillor Clark for Administration to draft a letter to Rimbey Kinsmen Club to inform them that the current agreement needs to be signed and returned to the Town and will not include additional days of free rental.

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

CARRIED

7.6. Baytex Energy -Installation in Road-Right-of-Way

Motion 020/2023

Moved by Councillor Clark to 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.

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

CARRIED

7.7. Rimbey United Church

Motion 021/2023

Moved by Councillor Rondeel to deny the request to reduce the rent for the fundraiser being held by the Rimbey United Church, as per Policy 5402.

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

CARRIED

7.8. Extra Water Usage

Motion 022/2023

Moved by Councillor Clark to deny Mr. Turner’s request for relief of \$57.12 caused by excess water usage on his January 2023 utility bill, as per Policy 3211.

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

CARRIED

The elementary students from Wolf Creek School and Rimbey Christian School presented various questions for Mayor and Council.

7.9. Rimbey Neighbourhood Place

Motion 023/2023

Moved by Councillor Coston to table the request from Rimbey Neighbourhood Place Society regarding management of the BYAS building until Neighbourhood Place Society submits the information requested, indicating their proposed future programming.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 024/2023

Moved by Councillor Clark to accept the report from the Chief Administrative Officer and the Director of Finance – Accounts Payable Listing, as information.

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 025/2023

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

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

CARRIED

8.3. COUNCIL REPORTS

Motion 026/2023

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

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

11.1. Closed Session - RFD 11.1 FOIP Section 17(1) Personal Privacy

Motion 027/2023

Moved by Councillor Curle to enter closed session at 3:15pm.

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

CARRIED

Motion 028/2023

Moved by Councillor Clark to come out of closed session at 3:38pm.

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

CARRIED

11.1. Closed Session - RFD 11.1 FOIP Section 17(1) Personal Privacy

Motion 029/2023

Moved by Councillor Clark to accept, with regret, the resignation of Library Board Member Angela Bennik, effective February 15, 2023.

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

CARRIED

11.2. Closed Session - RFD 11.2 FOIP Section 17(1) Personal Privacy

Motion 030/2023

Moved by Councillor Curle to accept, the recommendation to appoint Natalie Stefanyk as a Rimbey FCSS Board Member, effective February 27, 2023.

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

CARRIED

11.3. Closed Session - RFD 11.3 FOIP Section 17(1) Personal Privacy

Motion 031/2023

Moved by Councillor Coston to advertise the position of Chief Administrative Officer on the websites of Alberta Municipalities, Rural Municipalities of Alberta (RMA), and in the Rimbey Review for one week.

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

CARRIED

12. ADJOURNMENT

12.1. Adjournment

Motion 032/2023

Moved by Councillor Curle to adjourn the meeting at 3:41pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer



MINUTES

Town Council Meeting

Wednesday, March 8, 2023 - 9:00 AM

Town Administration Building - Council Chambers

1. CALL TO ORDER SPECIAL COUNCIL BUDGET MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 9:05am with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant
- Wanda Stoddart - Director of Finance
- Cindy Bowie - Director of Community Services

Public: (2) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 033/2023

Moved by Councillor Coston to accept the Agenda for the March 8, 2023, Special Council 2023 Budget Meeting, as presented.

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

CARRIED

3. MINUTES

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. 2023 Capital Budget

Motion 034/2023

Moved by Councillor Rondeel to accept the Capital Budget, as presented.

Mayor Pankiw recessed the Council meeting at 9:49am.

Mayor Pankiw reconvened the Council meeting at 10:02am.

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

CARRIED

7.2. 2023 Operating Budget

Mayor Pankiw recessed the Council meeting at 11:00am.

Mayor Pankiw reconvened the Council meeting at 11:10am.

Motion 035/2023

Moved by Mayor Pankiw to add \$3,400 to the Rimbey Municipal Library Requisition.

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

CARRIED

Motion 036/2023

Moved by Councillor Curle to add 10,000 to the Rimbey Historical Society Requisition.

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

CARRIED

Motion 037/2023

Moved by Councillor Clark to add \$320 and 200 swim passes to the Rimbey Boys and Girls Club Requisition.

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

CARRIED

Motion 038/2023

Moved by Councillor Clark to raise property taxes 1.5% and accept the 2023 Operating Budget as amended, attached to and forming part of these minutes.

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

CARRIED

Motion 039/2023

Moved by Councillor Clark to invite the Rodeo Association to the Committee of the Whole Meeting being held on April 12, 2023, to discuss the parade.

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

CARRIED

8. ADJOURNMENT

8.1. Adjournment

Motion 040/2023

Moved by Councillor Clark to adjourn the meeting at 11:46pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: March 27, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Alberta Dairy Congress
Item For: Public Information -or- Closed Session

BACKGROUND:

On March 2, 2023, Administration received an email from John Mulcair requesting that Council consider sponsoring the Alberta Dairy Congress.

At the Council meeting held on May 9, 2022, Council made the following motion:

Motion 110/2022

Moved by Councillor Curle to provide sponsorship of \$500 for donuts and juice coming from the Community Events Grant Funds.

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

CARRIED

RECOMMENDATION:

Administration recommends that Council determine if they wish to sponsor the 36th Annual Alberta Dairy Congress Event being held on June 6 - June 9, 2023, and if so, indicate the level of sponsorship. As this is an unbudgeted item, any funding would come from Unrestricted Reserves.

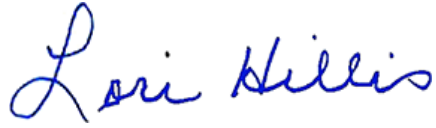
ATTACHMENTS:

[Alberta Dairy Congress 2023 Sponsorship Package](#)
[Email from Alberta Dairy Congress](#)

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

March 16, 2023
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative
Officer

March 16, 2023

Date

36th Annual

Alberta Dairy Congress

Sponsor Package

June 6 - June 9, 2023

Co-operators Agrim Centre Rimbey, Alberta

P.O Box 20089
Leduc, Alberta
T9E 6R2

phone (780) 868-2568

www.albertadairycongress.ca
hkozak@xplornet.ca

If you would like to sponsor this year, please indicate your choice of the following and return to Brenda Kozak. Thank you for supporting the Alberta Dairy Congress!

Brenda Kozak - phone 780-868-2568 OR hkozak@xplornet.ca

SPONSORSHIP OPPORTUNITIES

- Live Feed \$2000
- Jersey Class Sponsor \$500
- Holstein Class Sponsor \$500
- Junior Show Sponsor \$1000
- Exhibitor Clothing Sponsor \$2000
- Coffee/Milk/Donuts Sponsor \$500
- Tuesday Exhibitor Social \$2000
- Thursday Lunch Sponsor \$2000
- Friday Congress Breakfast \$2000
- Friday Banquet Sponsor \$2000
- Straw for Show Barn \$500
- 20 x 20 Outside Booth Sponsor \$400
- Limited Inside Booth Space at Extra Cost \$100
- General Sponsorship \$_____

Limited opportunities available for sponsorship. Please select your request and submit early for best selection. Class sponsorship will be allotted to Jersey and Holstein Show by the committee.

To ensure your company is listed in the program, please complete, sign and return by May 15, 2023.

The office will send you an invoice that will include your sponsorship.

We AGREE to sponsor the above items as marked:

Company Name: _____

Authorized Contact: _____

Address: _____ Postal Code: _____

City: _____ Province: _____

Phone: _____ Fax: _____

Email: _____

Sponsorship Request: _____

Amount: _____

36th Annual

Alberta Dairy Congress

Sponsor Package

June 6 - June 9, 2023

Co-operators Agrim Centre Rimbey, Alberta



Sue Crest

Dear Congress Supporters

As you finalize your sponsor and partner plans for the 2023 year, please consider a contribution to one of Alberta's longest running events. The Dairy Congress provides your business with a unique opportunity to invest in the future of the dairy industry.

The Alberta Dairy Congress has become a staple in the dairy calendar for not only Alberta but Western Canada. We will again be holding our annual event at the Co-operators Agrim Centre in Rimbey, Alberta. This venue provides easy access for the event and allows the sponsors networking opportunities.

Our sponsorship package is meant to help you exceed your business objective. Whether it is meeting prospective clients or renewing existing relationships in an effort to boost your companies profile, please let us help.

There are a variety of sponsorship levels for the Alberta Dairy Congress. As a sponsor you will be recognized during our events. Your support of the Alberta Dairy Congress will highlight your business with the many young dairy professionals entering the dairy industry. As a sponsor you will gain hands on time with actual dairy producers that have their fingers on the pulse of the dairy industry locally, provincially and nationally.

If you would like to take advantage of our sponsorship package and gain opportunities, solutions or services and to be seen by the right people give us a call. If you would like to tailor your sponsorship through interesting ways to activate, provide us with your ideas and we will try to make them happen.

Orville Schmidt

Chairman, 2023 Alberta Dairy Congress

SCHEDULE INFORMATION

June 6 - June 9, 2023

Co-operators Agrim Centre, Rimbey, Alberta

MONDAY, June 5, 2023

4:00 pm Cattle May Arrive on Grounds

TUESDAY, June 6, 2023

6:00 pm Exhibitor Social

WEDNESDAY, June 7, 2023

5:00 pm Junior Show

THURSDAY, June 8, 2023

9:00 am Alberta Holstein Judging School
 12:30 pm Luncheon
 1:30 pm Cattle Sale
 5:00 pm Jersey Show

FRIDAY, June 9, 2023

7 - 9:00 am Congress Breakfast
 9:00 am Holstein Show
 6:00 pm Banquet and Awards

Help Us GROW this Event



PLATINUM (\$3,000.00 +)

- Opportunity to provide event volunteers and category sponsor recognition
- Sponsor recognition in Congress advertising and on the Internet Live Feed
- Onsite recognition on sign boards placed at the Co-operators Agrim Centre
- Recognition on the Alberta Dairy Congress website with a link to your website
- Opportunity to activate through a number of different scenarios by sitting down with Congress officials to bring more recognition to the sponsorship.
- Sponsors choice for recognition as Champion Class Sponsors
- Product Display Opportunities (Booth Space)

GOLD (\$1,000.00 +)

- Onsite recognition on signboards placed at the Congress
- Invitation to discuss opportunity to activate through a number of different scenarios by sitting down with Congress officials to bring more recognition to sponsorship
- Sponsors choice for recognition as Champion class sponsor or Junior show and on the Internet Live Feed
- Product Display Opportunities (Booth Space)

SILVER (\$500.00 +)

- Onsite recognition on sign boards place at the Congress
- Sponsors choice recognition as Holstein or Jersey Class Sponsor
- Limited Booth Space at extra cost

FRIENDS of the Congress (under \$500)

- Onsite recognition on signboards placed at the Congress



From: [John Mulcair](#)
To: [General Info](#); [Lori Hillis](#); [recreation](#)
Cc: [Cori Gross](#)
Subject: ALBERTA DAIRY CONGRESS
Date: Monday, February 27, 2023 10:01:44 PM
Attachments: [82E592051E6040B88B7174CDCB3FC0FC.png](#)
[2023 Sponsorship Package.pdf](#)



February 27,

2023

To Town of Rimbey:

On behalf of the Alberta Dairy Congress, I would like to officially inform you we will be again holding our annual event in the Co-operators Agrim Centre in Rimbey.

It will be held the second week of June, bringing together many dairy production people from all of western Canada. The event will include exhibit trade booths, a junior cattle show, livestock evaluation clinic, a dairy cattle sale, a jersey breed show, a black and white Holstein show and the only red and white Holstein show in Canada, outside Quebec.

We are expecting over 250 head of cattle from close to 100 exhibitors from all over Western Canada, making it one of the top shows in Canada. Last year cattle from this show went on to be exhibited all over North America. Most of our exhibitors and spectators are travelling great distance to attend this 5 day event, with all requiring the services of your town. Such as fuel, restaurants, convenience stores, hotels, refreshments etc.

Several sponsorships are available to recognize your town and your involvement would be greatly appreciated. This event is a volunteer non-profit event, that has run for 33 years in Leduc. Two years ago, we made the move to a more central location in Rimbey. Those two years have been a success.

Enclosed is a sponsorship package and if you have any questions, please contact us.

Sincerely,
Orville Schmidt
Chairman, Alberta Dairy Congress

Sent from [Mail](#) for Windows

Town Council
REQUEST FOR DECISION



Meeting: March 27, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: FCM's 2023 Annual Conference & Trade Show
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.

Motion 017/2023

Moved by Councillor Clark to table the discussion of which Councillors will attend the FCM Convention in Toronto from May 25 to May 28, 2023, with Mayor Pankiw and the Chief Administrative Officer and bring to next regular Council meeting on March 27, 2023.

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

DISCUSSION:

Policy 156 allows for the Mayor and two Councillors to attend the conference when it is held out of Province.

RELEVANT POLICY/LEGISLATION:

Policy 156

FINANCIAL IMPLICATIONS:

Conference registration, flights, rooms, meals

RECOMMENDATION:

Administration recommends Council determine which Councillors will be attending the FCM Convention in Toronto from May 25 to May 28, 2023.

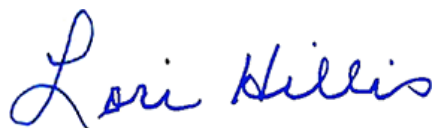
ATTACHMENTS:

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

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

March 16, 2023
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 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> <ul style="list-style-type: none"> AAMD&C (Alberta Association of Municipal Districts & 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>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&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: March 27, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Joint Fire - Quality Management Plan
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey is a member of the West County Regional Fire Services between Ponoka County, the Town of Rimbey and the Summer Village of Parkland Beach and is required to have a Joint Fire Quality Management Plan.

DISCUSSION:

The Joint Fire Quality Management Plan between Ponoka County, Town of Rimbey, Town of Ponoka and Summer Village of Parkland Beach is managed by Ponoka County. Requirements of the Plan include reviewing and updating the Plan every 5 years.

The only change made to the plan created in 2018 is the inclusion of an organizational chart (Section 2.12) outlining the QMP Manager, Secondary Contact and Fire Safety Codes Officers.

RECOMMENDATION:

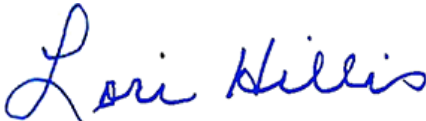
Administration recommends Council accept the Joint Fire Quality Management Plan between Ponoka County, Town of Rimbey, Town of Ponoka and Summer Village of Parkland Beach as presented and to direct Administration to execute the agreement.

ATTACHMENTS:

[Joint Fire -2023 MUNICIPAL Joint Fire QMP](#)

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

March 16, 2023
Date

ENDORSED BY: 
Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 2023
Date

**Ponoka County
Summer Village of Parkland Beach
Town of Rimbey
Town of Ponoka**

Joint Fire Quality Management Plan

QMP Version: November 2022 v1.0

Ponoka County

Joint Quality Management Plan

This Joint Quality Management Plan has been accepted
by the Administrator of Accreditation.

Administrator of Accreditation

Date



Table of Contents

- Schedule A - Scope and Administration.....4**
- 1.0 Scope of Accreditation 5**
 - 1.1 Fire5
- 2.0 Quality Management Plan Administration 6**
 - 2.1 Overall Administration.....6
 - 2.1.1 *Delivery of Safety Codes Services*..... 6
 - 2.1.2 *Contracted Accredited Agency* 6
 - 2.1.3 *Monitoring and Oversight* 6
 - 2.2 Personnel7
 - 2.2.1 *Appointment of a QMP Manager* 7
 - 2.2.2 *SCO Authority* 7
 - 2.2.3 *Declaration of Status*..... 7
 - 2.2.4 *Registry of SCO and Permit Issuers*..... 7
 - 2.2.5 *Training and Professional Development*..... 8
 - 2.3 QMP Access.....8
 - 2.4 Training on the Contents of this QMP9
 - 2.5 Freedom of Information and Confidentiality.....9
 - 2.6 Records.....9
 - 2.7 Council Levy10
 - 2.8 Permit Information and Permissions10
 - 2.9 QMP Amendments and Revisions.....10
 - 2.10 Annual Internal Review.....10
 - 2.11 Cancellation of Accreditation.....11
 - 2.12 Organizational Chart12
 - 2.13 Municipal Agreement – Update or Scope Change.....13
 - 2.14 QMP Manager Information.....15
 - 2.15 Notices15
- Schedule B - Operational Requirements.....16**
- 3.0 Operational Requirements..... 17**
 - 3.1 Definitions17
 - 3.1.1 *Deficiency* 17
 - 3.1.2 *Unsafe Condition* 17
 - 3.1.3 *Final Inspection*..... 17
 - 3.1.4 *Imminent Serious Danger* 17
 - 3.2 Scope of Services.....17
 - 3.3 Interdisciplinary Technical Coordination18
 - 3.4 Orders18
 - 3.5 Emergency Situations.....19
 - 3.6 Alternative Solution Proposals and Variances19
 - 3.7 Site Inspections20
 - 3.8 Site Inspection Reports20

3.9 No-Entry Policy.....21
3.10 Verification of Compliance (VOC)21
3.11 Investigation and Reporting of an Unsafe Condition, Accident, or Fire22

Schedule C -Technical Discipline Service Delivery Standards23

4.0 Technical Discipline Service Delivery Standards..... 24

4.1 Fire 24
 4.4.1 Fire Permits and Permissions 24
 4.4.2 Fire Inspections 24
 4.4.3 Inspection Frequency Definitions:..... 26
 4.4.4 Construction Fire Safety Plans (including demolition) 26
 4.4.5 Fire Investigations 26
 4.4.6 Fire Prevention Programs 27

Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Ponoka County, Summer Village of Parkland Beach, Town of Rimbey and Town of Ponoka**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or**
- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- Fire Prevention Programs (optional).
- Public education.

2.0 Quality Management Plan Administration

Ponoka County, Summer Village of Parkland Beach, Town of Rimbey & Town of Ponoka

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence:
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

Ponoka County, Town of Rimbey, Summer Village of Parkland Beach & Town of Ponoka

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

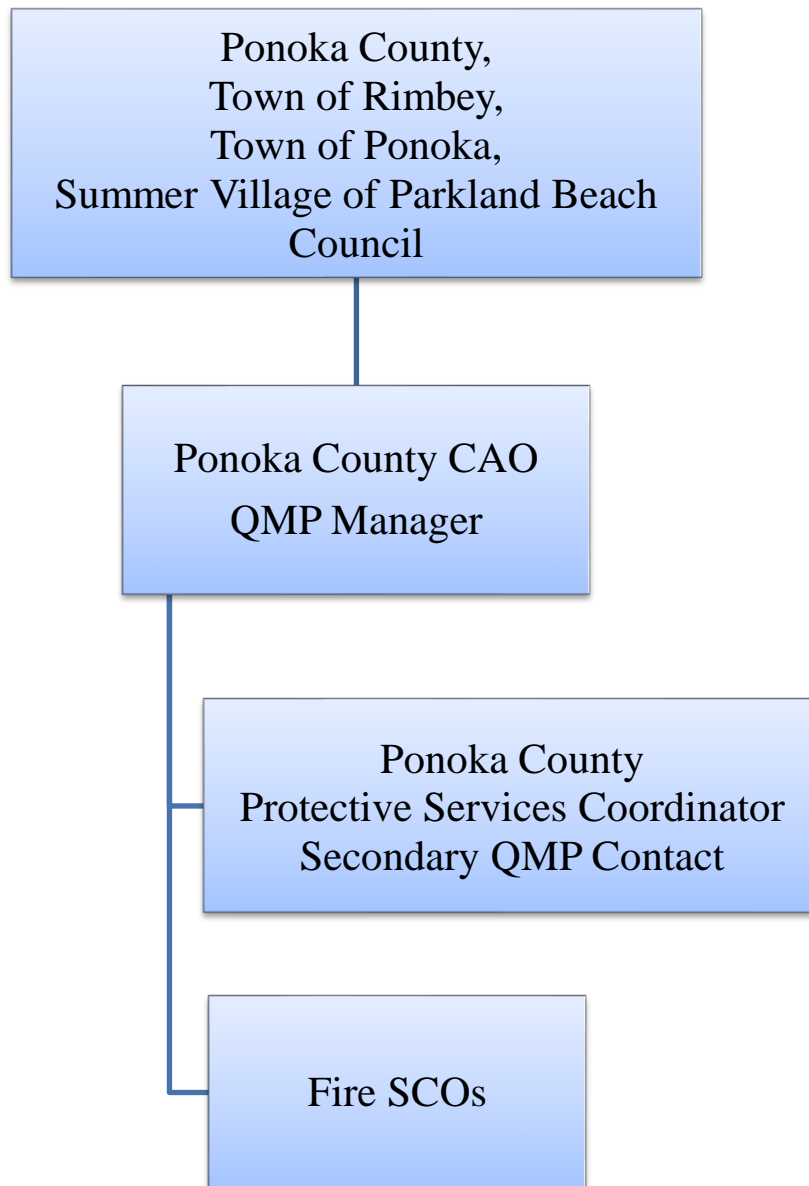
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

2.13 Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

<hr/> Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	<hr/> Date
Charlie B. Cutforth	CAO, Ponoka County
<hr/> Name	<hr/> Job Title
403-783-3333	charliecutforth@ponokacounty.com
<hr/> Phone Number	<hr/> Email Address

<hr/> Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	<hr/> Date
Lori Hillis	CAO, Town Rimbey
<hr/> Name	<hr/> Job Title
403-843-2113	lori@rimbey.com
<hr/> Phone Number	<hr/> Email Address

Council Agenda Item 7.3

Ponoka County, Town of Rimbey, Summer Village of Parkland Beach & Town of Ponoka

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Sandra Lund

CAO, Town of Ponoka

Name

Job Title

Phone Number

Email Address

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Cyril Fourtney

CAO, Summer Village of Parkland Beach

Name

Job Title

Phone Number

Email Address

2.14 QMP Manager Information

<hr/> Charlie B. Cutforth, CAO <hr/> Ponoka County, 4205 Highway 2A , Ponoka AB T4J 1V9	<hr/> Job Title <hr/> 403-783-3333
<hr/> Mailing Address <hr/> charliecutforth@ponokacounty.com	<hr/> Phone Number <hr/>
<hr/> Email Address <hr/>	

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates; and
 - storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:

- construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
 - Verification of Compliance;
 - collection and remittance of Council levies;
 - issuance of Permit Services Reports;
 - investigations; and
 - maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.

- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality’s accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.8 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address,

mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.9 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.10 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.11 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Fire

4.1.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.1.2 Fire Inspections

a. Example Inspection Frequency Table:

Project	Occupancy	Risk rating	Inspection frequency
Compliance inspections	A1	R4	Once every 12 months
	A2	R4	Once every 12 months
	B2	R4	Once every 12 months
	B3	R3	Once every 24 months
	C. 5-12 family	R3	Once every 24 months
	C. 25 family or more	R4	Once every 12 months
	D	R2	Request or complaint
	D High rise	R4	Once every 12 months
	F1	R4	Once every 12 months
	F3	R2	Request or complaint
Storage Tank Systems		R4	Once every 12 months

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Compliance Inspections	Special Events or Sites	○ Once per event
	Group A, Division 1 Assembly	○ On request or complaint
	Group A, Division 2 Assembly	○ On request or complaint
	Group A, Division 3 Assembly	○ On request or complaint
	Group A, Division 4 Assembly	○ On request or complaint
	Group B, Division 1 Detention	○ On request or complaint

Council Agenda Item 7.3

Ponoka County, Town of Rimbey, Summer Village of Parkland Beach & Town of Ponoka

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 2 Treatment	○ On request or complaint
	Group B, Division 3 Care	○ On request or complaint
	Group C Residential – 1 to 5 family	○ On request or complaint
	Group C Residential – 5 to 12 family	○ On request or complaint
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

4.1.4 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.1.5 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.1.6 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

Town Council
REQUEST FOR DECISION



Meeting: March 27, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Food Bank
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Committee of the Whole Meeting held on March 13, 2023, Rod Schaff presented on behalf of the Rimbey Food Bank.

DISCUSSION:

The Rimbey Food Bank is requesting to renovate the BYAS building to accommodate the Food Bank in the back section. Renovations include moving the programming area to the northwest portion of the building by removing one office and the board room and using the front seating area. They would also remove two walls to enlarge the kitchen to incorporate a meeting area, and to construction an addition on the southeast portion of the building. The addition would be used by the Food Bank for storage.

RECOMMENDATION:

Administration recommends that Council determine if they wish to accept the proposal from the Rimbey Food Bank and grant permission to renovate and construct an addition to the BYAS building for the use of the Rimbey Food Bank.

ATTACHMENTS:

[BYAS Building Drawing](#)

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

March 16, 2023
Date

ENDORSED BY:

Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 2023
Date

Town Council REQUEST FOR DECISION



Meeting: March 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.

On March 13, 2023, at the Committee of the Whole Meeting, Alberta Central Raceways was a delegate.

Council made the following motion:

Motion 012/2023 COW

Moved by Councillor Clark to accept the presentation from Central Alberta Raceways, as information and bring forward to the next Regular Council Meeting being held on March 27, 2023.

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

CARRIED

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.

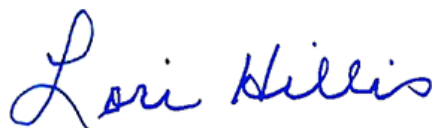
ATTACHMENTS:

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

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

March 16, 2023
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 2023
Date



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)



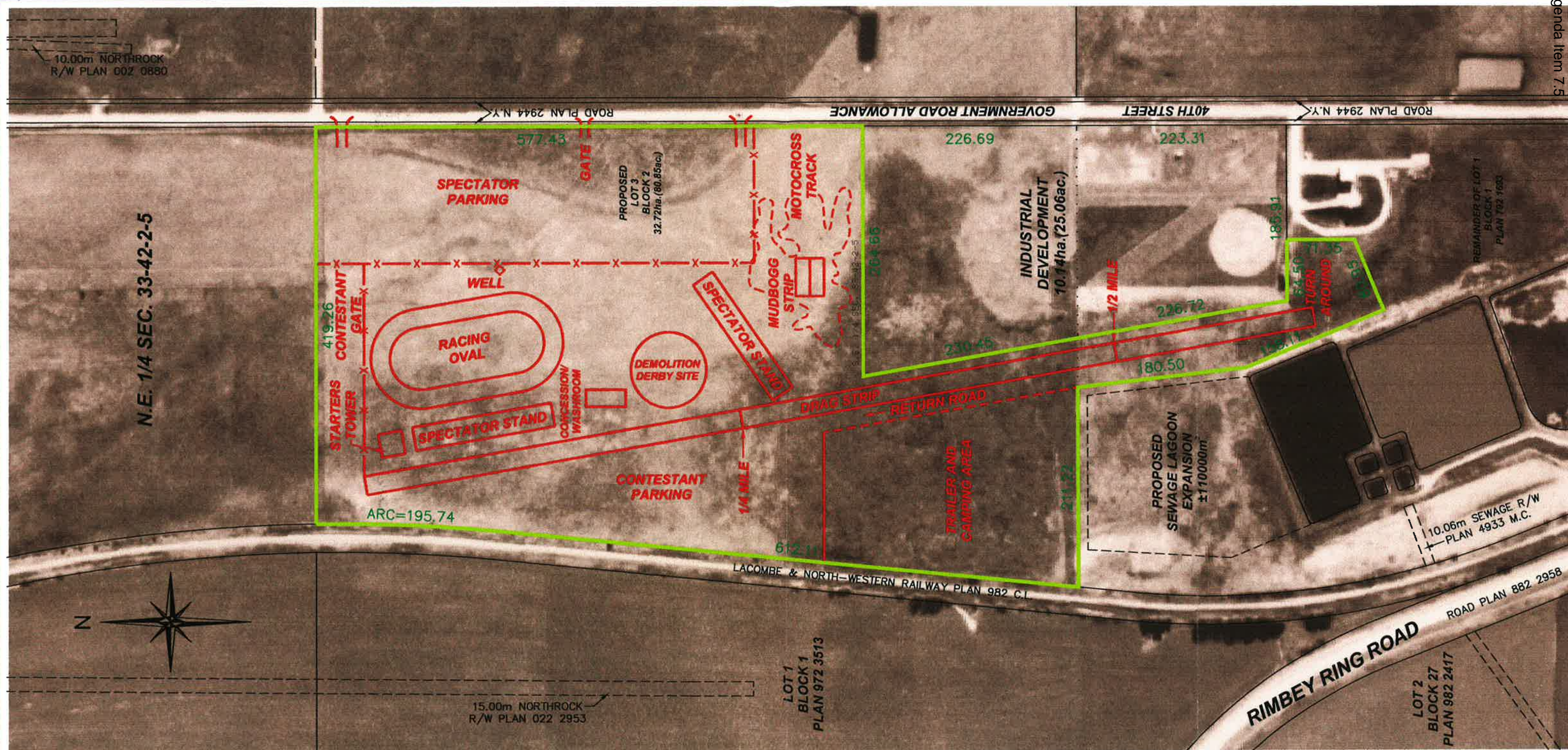
Rimbey Kinsmen (Signature)

Treasurer - Steven Schrader

(Print Name & Title)


Initialed by Town of Rimbey

initialed by Rimbey Kinsmen



RIMBEY KINSMEN MOTOR SPORT PARK


 MAYOR DALE L. BARR


 Allan Adams President

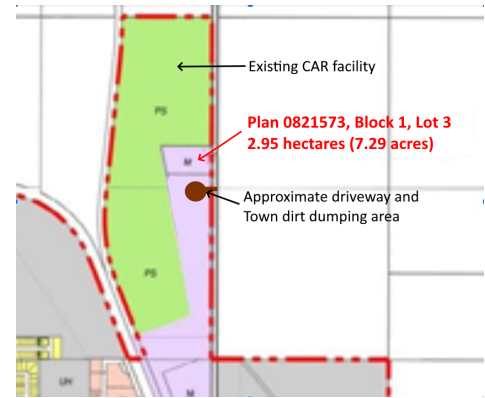
DRAWN BY: PH	OLSON SURVEYS LTD.
DATE: March 29, 2004.	SUITE 11, 5033-52ND STREET
SCALE: 1:4000	LACOMBE, AB. T4L 2A6
FILE NO.: 1051-001-01	PHONE: (403)782-5358 FAX: (403)782-3508
DRAWING NO.: 105100101T-6	INTERNET: http://www.spatialbase.com/surveys



MX Track Expansion

Request:

The Kinsmen Club of Rimbe (Kinsmen) is requesting that our current Letter of Understanding with the Town of Rimbe (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).

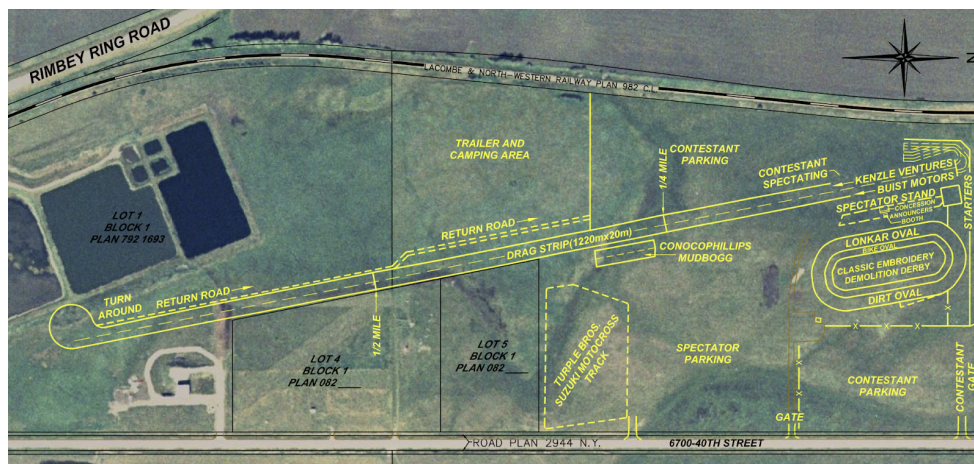


Purpose:

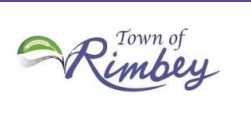
The request for additional land is driven by the Kinsmen’s desire to accommodate an ever growing interest of both competitors and spectators to make Rimbe their preferred race destination. This additional land would accomplish several key functions, including but not limited to:

- 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 Council
REQUEST FOR DECISION



Meeting: March 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.

On March 21, 2023, Administration received the attached request letter from Rimbey Neighbourhood Place.

DISCUSSION:

Rimbey Neighbourhood Place has presented the following three options:

1. Lease the entire building from the Town for \$8,000 per year. Neighbourhood Place collects all current lease revenue (including potential Food Bank revenue) and can sub lease and rent space in the building to other organizations. The Town continues to pay all utility and maintenance costs of the building.
2. Lease the entire building from the Town for a three-year term. Lease payment of \$8,000 in year 1, \$9,000 in year 2, and \$10,000 in year 3. Neighbourhood Place collects all current lease revenue (including potential Food Bank revenue) and can sub lease and rent space in the building to other organizations. The Town continues to pay all utility and maintenance costs of the building.
3. Lease only the front portion of the building (not including the potential Food Bank space) for \$5,000 per year. Neighbourhood Place collects all current lease revenue and can sub lease and rent space in the building to other organizations. The town continues to pay all utility and maintenance costs of the building except for janitorial costs which would be paid by Neighbourhood Place.

The attached spreadsheet shows the implications of the above options to the Town.

OPTIONS/CONSEQUENCES:

1. Choose one of the options presented by Neighbourhood Place.
2. The Town continues to manage and operate the building.
3. Choose a different option not presented here.

RECOMMENDATION:

Administration recommends Council determine if they wish to choose one of the options presented by Rimbey Neighbourhood Place Society or direct Administration to continue to manage and operate the building.

ATTACHMENTS:

[Rimbey Neighbourhood Place Letter](#)

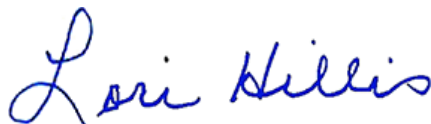
[BYAS Building Revenues & Expenses- Implications to the Town](#)

[BYAS Building Revenues & Expenses - Implications to Neighbourhood Place](#)

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

March 16, 2023
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 2023
Date



Rimbey Neighbourhood Place Society

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

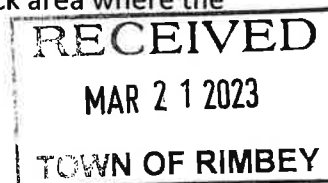
March 16, 2023

Dear Mayor Pankiw and Rimbey Town Council

Re: Blindman Youth Action Society Building

After attending several town council meetings and getting a feel for the direction the council may want to go, the Neighbourhood Place Board has developed different proposal options we hope will be agreeable to you. The following options have been drafted without knowing the expenses that were paid for Natural Gas, Electricity, Water & Sewer for 2022 for the BYAS building. We would plan to hold the Food Bank's rent at \$500 (what they currently pay) for 6 months and then with discussions with the town and the food bank, compare the utility costs, and adjust accordingly. The janitorial cost should decrease as the food bank will manage their own in house for their space.

1. Rimbey Neighbourhood Place will lease the entire BYAS (Blindman Youth Action Society) Building for \$8000. /year (paid quarterly). The expenses – gas, electricity, water and sewer, insurance (building insurance), janitorial and maintenance will be covered by the town. This agreement would be with the understanding that the Rimbey Food bank would be coming into the building AND that Neighbourhood Place will have the ability to sub lease and/or rent space in the building to other organizations.
2. Rimbey Neighbourhood Place will lease the entire BYAS (Blindman Youth Action Society) Building for a three-year term - \$8000. For the first year, \$9000. for the second year and \$10000. for the third year; all paid quarterly. The expenses – gas, electricity, water and sewer, insurance (building insurance), janitorial and maintenance will be covered by the town. This agreement would be with the understanding that the Rimbey Food bank would be coming into the building AND that Neighbourhood Place will have the ability to sub lease and/or rent space in the building to other organizations.
3. Rimbey Neighbourhood Place will lease the front area of the BYAS (Blindman Youth Action Society) Building for \$5000. /year (paid quarterly). The area would be from the back kitchen wall across the width of the building (excluding the back area where the



food bank intends to occupy). The expenses – gas, electricity, water and sewer, insurance (building insurance), and maintenance will be covered by the town. Neighbourhood Place would take care of their own janitorial. This agreement would be with the understanding that the Rimbey Food bank would be coming into the building AND that Neighbourhood Place will have the ability to sub lease and or rent space in the building to other organizations.

We hope that we have been able to suggest some solutions that are a good compromise for all parties and that we can proceed with an agreement and the start of a great partnership that will last for years to come. Thank you for your time on this matter, your care and attention in very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be 'Lance Hannesson', with a long horizontal flourish extending to the right.

Lance Hannesson,

Rimbey Neighbourhood Place Board Chairperson

**Blindman Youth Action Society Building
Revenues and Expenses
Implications to the Town**

	Current			
	Agreements	NP Option 1	NP Option 2	NP Option 3
Revenues:				
Chamber of Commerce (Office)	3,000			
McMann Central	4,800			
Rimbey Neighbourhood Place (Note 1)	2,400	8000	8000	5000
Rimbey Neighbourhood Place (Office)	4,500			
Blindman Valley Lions Club	360			
	<u>15,060</u>	<u>8,000</u>	<u>8,000</u>	<u>5,000</u>
Expenses: (based on 2022 actual unless otherwise noted)				
Janitorial (per contract)	4,500	4500	4500	
Gas	2,118	2118	2118	2118
Power	2,547	2547	2547	2547
Town utilities	154	154	154	154
Garbage collection	816	816	816	816
Insurance (Town cost)	600	600	600	600
Building repairs	337	337	337	337
Snow removal (done by PW)	0			
	<u>11,073</u>	<u>11,072</u>	<u>11,072</u>	<u>6,572</u>
Net profit (loss)	<u>3,987</u>	<u>(3,072)</u>	<u>(3,072)</u>	<u>(1,572)</u>

Note 1:

Net Profit (loss)	
Year 2 NP pays (\$9,000)	(2,072)
Year 2 NP pays (\$10,000)	(1,072)

Blindman Youth Action Society Building
Revenues and Expenses
Implications to Neighbourhood Place

	Current			
	Agreements	NP Option 1	NP Option 2	NP Option 3
Revenues:				
Chamber of Commerce (Office)		3000	3000	3000
McMann Central		4800	4800	4800
Rimbey Neighbourhood Place (Note 1)				
Rimbey Neighbourhood Place (Office)				
Blindman Valley Lions Club		360	360	360
Food Bank		6000	6000	
	<u>0</u>	<u>14,160</u>	<u>14,160</u>	<u>8,160</u>
 Expenses: (based on 2022 actual unless otherwise noted)				
Janitorial (per contract)				4500
Gas				
Power				
Town utilities				
Garbage collection				
Insurance (Town cost)				
Building repairs				
Snow removal (done by PW)				
Lease	6,900	8000	8000	5000
	<u>6,900</u>	<u>8,000</u>	<u>8,000</u>	<u>9,500</u>
 Net profit (loss)	 <u>(6,900)</u>	 <u>6,160</u>	 <u>6,160</u>	 <u>(1,340)</u>

Note 1:

Net Profit (loss)

Year 2 NP pays (\$9,000)

5,160

Year 2 NP pays (\$10,000)

4,160

Town Council
REQUEST FOR DECISION



Meeting: March 27, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Policy 156
Item For: Public Information -or- Closed Session

BACKGROUND:

Policy 156 – Councillor Attendance at Conferences/Meetings needs to be updated as the conferences referred to in the policy have changed names.

RELEVANT POLICY/LEGISLATION:

Policy 156

RECOMMENDATION:

Administration recommends Council approve the revision of Policy 156 - Councillor Attendance at Conferences/Meetings, as presented.

ATTACHMENTS:

[0156 Council Attendance at Conferences Meetings](#)

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

March 23, 2023
Date

ENDORSED BY:


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

Lori Hillis, CPA, CA, Chief Administrative Officer

March 23, 2023
Date



Town of Rimbey Policy Manual

		<h1 style="text-align: center;">Town of Rimbey Policy Manual</h1>	
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="text-align: center;"> RMA AAMD&C (Alberta Association of Municipal Districts & Counties)- Alberta Municipalities AUMA (Alberta Urban Municipalities Association) FCM (Federation of Canadian Municipalities) Municipal Leaders Caucus (MLC) 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 Municipal Leaders Caucus (MLC) Mayor's Caucus.</p> <p>The Mayor and one (1) Councillor may attend the two (2) RMA AAMD&C-Conferences per year. All Council may attend the annual Alberta Municipalities 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:	March 22, 2023	Resolution No.	

March 27, 2023
CAO Report



HIGHLIGHTS

Emergency Management:

Attended the Regional Emergency Management tabletop exercise held at Ponoka County Office in Ponoka. Tabletop event was a heavy snowfall in the Rimbey and Parkland Beach area. The Town had seven participants as well as representation from the Rimbey FCSS and the Rimbey RCMP.

Attended the annual Community Emergency Management Program (CEMP) review for the Town of Rimbey with Brian Boutin from Alberta Emergency Management. The meeting was held in conjunction with the Town of Ponoka and Ponoka County. Reviewed the legislative requirements, emergency program, exercises and training and best practices.

Budget:

Budget meeting was held on March 8, 2023.

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

March 27, 2023

Director of Finance Report



HIGHLIGHTS

Worked on 2022 financial year end, made necessary adjustments and balanced all the asset and liability accounts.

Worked on the 2022 year end working papers for the annual audit. The documents have been sent to the auditors and they are currently working on the year end audit.

T4's and T4 summaries for 2022 were completed, filed with Canada Revenue Agency and sent out to employees.

Local Authorities Pension Plan (LAPP) was balanced for the 2022 year and reports filed with Alberta Pensions. The 2022 year for Local Authorities Pension Plan was closed off with Alberta Pensions and a balanced closure letter was received.

Completed the 2023 Workers Compensation Annual Report.

Worked on the tax assessments Re: regular, linear and the new Designated Industrial Properties sent from our assessor and the Alberta Government - updating in our system.

ATTACHMENTS

[RFD 8.1.2 Payables Listing Feb.18 - March 21, 2023](#)

PREPARED BY: Wanda Stoddart, Director of Finance

Council Board Report 8.1.2
 Council Agenda Report



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

Date Range: 18-Feb-2023 to 21-Mar-2023
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Alberta NWT Command	49046	28-Feb-2023	AB-NWT Royal Canadian Legion - 2023 Military	315.00
AlSCO	49047	28-Feb-2023	AlSCO - janitorial supplies	863.44
AN Adventure Distribution & Consulting	49048	28-Feb-2023	An Adventure - door alarm	279.62
Beagle Electric	49049	28-Feb-2023	Beagle Electric - material advance - CC/curling cl	6,825.00
BEATON,ANNE	49050	28-Feb-2023	Anne Beaton - cardlock refund	25.00
Canadian Pacific Railway Company	49051	28-Feb-2023	CP Railway - Hoadley crossing	296.00
CORKLE,DRYDEN	49052	28-Feb-2023	Dryden Corkle - cardlock refund	25.00
DURAND,MELVIN	49053	28-Feb-2023	Melvin Durand - RhPAP - cookies - Valentine's D	125.00
Hach Sales & Services Canada Ltd.	49054	28-Feb-2023	Hach - supplies	2,100.00
HUSE,KELLY	49055	28-Feb-2023	Kelly Huse - cardlock refund	25.00
Imperial Esso Service (1971)	49056	28-Feb-2023	Esso - propane	231.00
John Deere Financial Inc.	49057	28-Feb-2023	John Deere Financial- Brandt - parts - Unit #21	2,020.89
Kansas Ridge Mechanical Ltd.	49058	28-Feb-2023	Kansas Ridge Mechanical- repairs - Library	253.47
Lewis,Lori	49059	28-Feb-2023	Lori Lewis - refund - cooking class	130.00
Longhurst Consulting	49060	28-Feb-2023	Longhurst Consulting - supplies	26.25
LOR-AL SPRINGS LTD.	49061	28-Feb-2023	Lor-Al Springs - water	19.35
LOWE,AVERY	49062	28-Feb-2023	Avery Lowe - cardlock refund	25.00
Morrison,Bob	49063	28-Feb-2023	Bob Morrison - cardlock refund	25.00
Municipal Property Consultants (2009) Ltd.	49064	28-Feb-2023	Municipal Property Consultants - March/23 fees /	5,539.45
Nikirk Bros. Contracting Ltd.	49065	28-Feb-2023	Nikirk - snow removal - CC	651.00
Pankiw,Rick	49066	28-Feb-2023	Rick Pankiw - Feb. 2023 expenses	125.12
RECEIVER GENERAL FOR CANADA	49067	28-Feb-2023	Receiver General for Canada - Innovation Scienc	482.52
Rimbey & District Chamber Of Commerce	49068	28-Feb-2023	Rimbey & District Chamber of Commerce - 2023	265.00
Rimbey Implements Ltd.	49069	28-Feb-2023	Rimbey Implements - supplies	1,821.59
Rimbey Janitorial Supplies	49070	28-Feb-2023	Rimbey Janitorial - CC - supplies	810.60
RJ Plumbing and Heating	49071	28-Feb-2023	RJ Plumbing - repairs - arena	594.68
Staples Professional	49072	28-Feb-2023	Staples Professional - supplies - PW	166.30
Stationery Stories & Sounds (2005)	49073	28-Feb-2023	Stationery Stories Sounds - window non-security	1,663.20
Titan Supply LP	49074	28-Feb-2023	Titan Supply - grader blade	458.92
Towle,Jeanette	49075	28-Feb-2023	J.Towle - expenses - 2023 National Payroll Conf.	1,569.75
Uni First Canada Ltd.	49076	28-Feb-2023	UniFirst - coveralls/supplies	127.05
WHATMORE,JENNI	49077	28-Feb-2023	Jenni Whatmore - facility deposit refund	157.50
Wolseley Industrial Canada INC	49078	28-Feb-2023	Wolseley - CR to inv#896338	1,034.51
556436 Alberta Ltd.	49079	08-Mar-2023	Central Sharpening - sharpen ice knife	204.75
AlSCO	49080	08-Mar-2023	AlSCO - janitorial supplies	268.95
AMSC Insurance Services Ltd.	49081	08-Mar-2023	AMSC Insurance - Mayor/Council - March 2023	53.10
AN Adventure Distribution & Consulting	49082	08-Mar-2023	An Adventure - supplies	175.30
Asian Food Treats	49083	08-Mar-2023	Asian Food Treats - budget meeting	276.57
Beagle Electric	49084	08-Mar-2023	Beagle Electric - Lighting up-grade	4,106.99
Black Press Group Ltd.	49085	08-Mar-2023	Black Press Media - Feb. 2023 - ads	512.12
Buist Motor Products Ltd.	49086	08-Mar-2023	Buist Motor Products - Bylaw vehicle VIN #GR23	112.35
Canalta Rimbey	49087	08-Mar-2023	Canalta Real Estate Services - refund - double p	35.00
CENTRAL LABS	49088	08-Mar-2023	Central Labs - Feb. 2023 - North and South Lago	1,306.20
CORNERSTONE PILATES STUDIO	49089	08-Mar-2023	Cornerstone Pilates Studio - pilates sessions	175.00
DILIGENT CANADA	49090	08-Mar-2023	Diligent (ICompass) - (Apr. 2023 - Apr. 2024) - ye	4,205.82
Environmental 360 Solutions (Alberta) Ltd	49091	08-Mar-2023	E360 - 4705 - 46 Ave - bin dumps	812.37
Evergreen Co-operative Association	49092	08-Mar-2023	Co-op - supplies	3,310.28
Expert Security Solutions	49093	08-Mar-2023	Expert Security - pool monitoring - March 2023	26.20
Hi-Way 9 Express Ltd.	49094	08-Mar-2023	Hi-Way 9 - freight	105.84
Imperial Esso Service (1971)	49095	08-Mar-2023	Esso - propane - arena	201.00
KUBIK,RON	49096	08-Mar-2023	Ron Kubik - Cooking Class	139.45
Longhurst Consulting	49097	08-Mar-2023	Longhurst Consulting - March 2023 inv	3,873.59
LOR-AL SPRINGS LTD.	49098	08-Mar-2023	Lor-Al Springs - water	13.60
MLA Benefits Inc.	49099	08-Mar-2023	MLA Benefits - March 2023 - HSA - Mayor/Counc	1,587.16
Nikirk Bros. Contracting Ltd.	49100	08-Mar-2023	Nikirk Bros - snow removal - CC	798.00
Recycling Council Of Alberta	49101	08-Mar-2023	Recycling Council of Alberta - 2023 Membership	175.00
Reynolds Mirth Richards & Farmer LLP	49102	08-Mar-2023	Reynolds Mirth Richards Farmer - professional se	220.50
Rimbey Express	49103	08-Mar-2023	Rimbey Express - freight	250.00

Council Board Report 8.1.2



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

Date Range: 18-Feb-2023 to 21-Mar-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Rimbey Home Hardware	49104	08-Mar-2023	Home Hardware - supplies	59.29
Superior Safety Codes Inc.	49105	08-Mar-2023	Superior Safety Codes - January 2023 - closed p	2,209.78
Town Of Rimbey	49106	08-Mar-2023	Town of Rimbey - Fejb. 2023 utilities	1,227.52
Uni First Canada Ltd.	49107	08-Mar-2023	UniFirst - coveralls/supplies	88.38
United Farmers Of Alberta	49108	08-Mar-2023	UFA - bylaw - fuel - Feb.2023	299.89
Vicinia Planning & Engagement Inc.	49109	08-Mar-2023	Vicinia - Feb. 2023 inv.	2,157.16
Winters,Katherine	49110	08-Mar-2023	Katherine Winters - liquor licenses for cooking cla	200.00
Wolseley Canada Inc.	49111	08-Mar-2023	Wolseley Canada - parts	1,409.21
Wolseley Industrial Canada INC	49112	08-Mar-2023	Wolseley - parts	2,289.39
Alberta Boilers Safety Association	49113	15-Mar-2023	Alberta Boilers Safety Assoc. - annual registratio	125.15
Alsco	49114	15-Mar-2023	Alsco - janitorial supplies	337.28
AMSC Insurance Services Ltd.	49115	15-Mar-2023	AMSC Insurance - firefighter premium	250.00
Animal Control Services	49116	15-Mar-2023	Animal Control - February 2023 inv.	1,517.25
Beatty Heritage House Society	49117	15-Mar-2023	Beatty Heritage House Society - 2023 Grant	4,000.00
Blindman Handivan Society	49118	15-Mar-2023	Blindman Handivan Society - 2023 Budget	20,000.00
Cast-A-Waste Inc.	49119	15-Mar-2023	Cast-A-Waste - March 2023 - garbage/recycle fee	9,817.50
Centerline Auto Service	49120	15-Mar-2023	Centerline Auto Service - PW - 2009 Chev VIN#9	880.54
Cimco Refrigeration	49121	15-Mar-2023	Cimco - CC - brine analysis	642.60
City Of Red Deer	49122	15-Mar-2023	City of Red Deer - 2023 RARB Membership Fee	2,000.00
GHESQUIERE, TRENT	49123	15-Mar-2023	Trent Ghesquiere - cardlock refund	25.00
Grayson Excavating LTD.	49124	15-Mar-2023	Grayson Excavating Ltd - watermain leak50th St/	7,705.95
Hillis,Lori	49125	15-Mar-2023	L.Hillis - expenses	163.41
Nikirk Bros. Contracting Ltd.	49126	15-Mar-2023	Nikirk Contracting - fillcrete - watermain leak - 50t	6,276.91
O K Tire Rimbey	49127	15-Mar-2023	OK Tire - Unit #6 - PW	4,051.07
ORNAMENTAL BRONZE LIMITED	49128	15-Mar-2023	Ornamental Bronze Limited - columbarium plaque	470.40
Rimbey Christian School Society	49129	15-Mar-2023	Rimbey Christian School - 2023 Budget	294.00
RIMBEY EXHIBITION & RODEO ASSOCIATION	49130	15-Mar-2023	Rimbey Exhibition & Rodeo Association - 2023 Bi	2,000.00
Rimbey Family & Community Support Services	49131	15-Mar-2023	Rimbey Family & Community Support Services -	23,803.00
Rimbey Historical Society	49132	15-Mar-2023	Rimbey Historical Society - 2023 Budget	40,000.00
SKJONSBURG, JESSICA	49133	15-Mar-2023	Jessica Skjonsberg - BYAS - janitorial - Feb. 202	400.00
Staples Professional	49134	15-Mar-2023	Staples Professional - PW - Lexmark cartridges	534.00
Tagish Engineering Ltd.	49135	15-Mar-2023	Tagish Engineering - February 2023 - General Er	5,968.17
Titan Supply LP	49136	15-Mar-2023	Titan Supply - parts	266.20
Towle, Jeanette	49137	15-Mar-2023	J.Towle - expenses for Town Office	70.00
Uni First Canada Ltd.	49138	15-Mar-2023	UniFirst - coveralls/supplies	69.23
WESTVAC INDUSTRIAL LTD.	49139	15-Mar-2023	Westvac - parts - Unit # 62	1,342.19
Canada Revenue Agency	00136-0001	28-Feb-2023	CRA - deductions (Feb.12-25/23) Mar.03/23 biwe	21,588.82
Eastlink	00136-0002	28-Feb-2023	Eastlink - cable - fitness room	104.16
INNOV8 DIGITAL SOLUTIONS INC.	00136-0003	28-Feb-2023	Innov8 - copies - CC / Town	258.54
LAPP	00136-0004	28-Feb-2023	LAPP - FCSS - Mar.8/23 biweekly payroll (Feb.13	10,862.15
Servus Credit Union Ltd.	00136-0005	28-Feb-2023	Servus - Debenture - #47 - Evergreen Estates Pa	112,262.04
Servus Credit Union - Mastercard	00136-0006	28-Feb-2023	Servus M/C - C.Bowie - Jan.31/23	9,200.52
VICTOR CANADA	00136-0007	28-Feb-2023	Victor - March 2023 - benefits	12,901.92
Alberta Education	00137-0001	08-Mar-2023	Alberta Education - 1st quarter school req. 2023	230,463.87
ALBERTA MUNICIPAL SERVICE CORPORATION	00137-0002	08-Mar-2023	AMSC - gas/power - Mar.07/23	54,147.36
Eastlink	00137-0003	08-Mar-2023	Eastlink - cable - fitness centre	104.16
VICTOR CANADA	00137-0004	08-Mar-2023	Victor - HSA - Jan. 2023	1,702.28
Canada Revenue Agency	00138-0001	16-Mar-2023	CRA - deductions (Feb.26-Mar.11/23) Mar.17/23	21,347.14
LAPP	00138-0002	16-Mar-2023	LAPP - Library - Mar.31/23 payroll	11,684.82
Servus Credit Union - Mastercard	00138-0003	16-Mar-2023	Servus M/C - L.Hillis - Feb.28/23	865.68
Telus Mobility Inc.	00138-0004	16-Mar-2023	Telus Mobility - Mar.06/23	357.16
Telus Communications Inc.	00138-0005	16-Mar-2023	Telus - Beatty House - Mar.10/23	2,037.64
Waste Management	00138-0006	16-Mar-2023	Waste Management - Feb. 2023 - recycle	3,333.20
Workers' Compensation Board - Alberta	00138-0007	16-Mar-2023	WCB - Apr.05/23	2,147.73
Total:				690,342.01

March 27, 2023
Public Works Report



HIGHLIGHTS

ROADS

- Grading and snow removal for winter months ongoing
- Sanding of roads as well as sidewalks ongoing
- Para ramps being accessed and maintained with cleanup and sanding ongoing
- Gravel and sanding at 51st Street (Post Office) ongoing

WATER

- Routine maintenance and testing.
- AEP reporting
- Meter readings ongoing and zero read meters being replaced
- HACH services out to do some annual calibrations and servicing
- Sterling Mechanical from RD was out to repair generator at Reservoir
- Annual water reporting
- ERRIS reporting (Lagoons) to Federal Government

WASTEWATER

- Routine maintenance and testing AEP reporting and other related work is ongoing.
- Request submitted to AEP – Amendment to allow access for Baytex

RECYCLE

- Assist Ponoka County staff as required
- Christmas tree pickup for residents
- Meet and greet with Kaitlyn Hogan the new Field Service Inspector for ARMA so she had some knowledge of our site
- New overhead doors for the facility have been ordered
- Information sourcing with WM and our current bin costing

R.C.M.P. STATION

- Building maintenance as requested
- Snow removal and sanding of lot and sidewalks and walkways is ongoing

CEMETERY

- Opening and closing of graves as requested
- Snow removal is ongoing throughout the winter season
- Assist families with their needs

OTHER

- Maintenance at Town Office and Library as requested
- Assist Development Department as required
- Assist Town residents and visitors with any questions or concerns

PREPARED BY: Rick Schmidt, Director of Public Works

March 27, 2023

Community Services Report



HIGHLIGHTS

PETER LOUGHEED COMMUNITY CENTRE

- Cleaning and maintenance of the facility
- Facility Bookings - Fundraising Events, markets, meetings, Dance Recitals, school PE classes
- Purchasing Capital Items
- Maintenance on Entrance/Exit doors, snow removal
- Booking Fitness Classes
- Curling Rink lounge has new LED lights

COMMUNITY FITNESS CENTRE

- Memberships
- Daily cleaning and maintenance of the area
- Researching treadmills, calf block, chinning triangle and 45 lb weight plates
- Quarterly maintenance performed by Fitness Mechanics when needed and extra maintenance items on existing equipment

RIMBEY AQUATIC CENTRE

- Weekly checks
- Researching Spray Park operational system (flow-through vs recirculation)- costs
- Anti-Entrapment grates ordered for compliance for AHS. Install in the spring
- Purchase pool supplies
- Swimming Lessons - Lifesaving Society will be offering lessons in 2023. Purchasing new supplies and completing new schedule for the summer
- Hiring lifeguards/Instructors

ARENA

- Ice scheduling - practices, games, Tournaments, school PE classes
- Calgary team has booked ice for a U11 Tournament - March 24-26
- Ice removal on Monday. March 27
- Purchasing Concession area Makeup Air Unit
- Minor Ball and Soccer have booked the Arena for practices in April

PROGRAMS

- Drop In Sports - Badminton/pickle ball - Tuesday/Thursday afternoons (4-6 players) & evenings (8-12 players)
- Family/Public Skate - Sunday nights 5:15-7:30 pm (40-50 skaters)
- Sr/Parent and Tot skate - (6 skaters)
- Programs: Cooking Class - 1/month to May, Zumba - Thursday nights (15 participants)
- Gentle Fit - Tues/Thurs 10:40-10:50 am 6 participants, Pilates - moving to Saturday mornings on April 1
- New Fitness Instructors arriving from the other Fitness Centre to hold programs at the Community Centre - Yoga and Weight Strength Training Classes

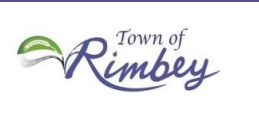
EVENTS

- Canada Day Activities being planned. Bouncy inflatables and Fireworks booked.

PREPARED BY: Cindy Bowie, Director of Community Services

March 27, 2023

Development Officer Report



HIGHLIGHTS

Highlights

- Administration is currently reviewing one subdivision application.
- Resident Questions. Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- Development Permits. Administration has been answering resident questions regarding potential development permits on an on-going basis.
- Certificate of Compliance. Administration has been processing certificates of compliance and accompanying paperwork as requested.

The Following chart outlines the 2023 development statistics:

2023 Development Statistics - Up to March 27, 2023

	Applied 2023	Issued 2023	In Progress 2023
Development Permit Applications (non change in use / home occupation)	6	5	1
Change in Use / Home Occupation Development Permits Applications	1	1	0
Subdivision Applications	0	0	0
Land Use Bylaw Amendments	0	0	0
Certificate of Compliance Requests	1	1	0
Building Permit Applications	1	1	0

The following development permits have been approved in 2023:

Permit Number	Date Issued	Civic Address	Type of Development
01/23		In-Progress	
02/23	02.10.2023	4901-51 Street	Signage
03/23	03.03.2023	5031-50 Avenue	Signage
04/23	03.03.2023	Unit #3 4242-51 Avenue	Signage

05/23	03.03.2023	5214-44 Street	Home Occupational Permit
06/23	03.06.2023	5049-50 Avenue	Signage
07/23		CANCELLED 03.09.2023	

The following chart outlines historic development statistics:

Historic Development Statistics

	2022		2021		2020		2019		2018	
	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued
Development Permit Applications	47	44	41	40	34	33	40	39	37	34
Change in Use / Home Occupation Development Permits Applications	8	8	9	9	13	13	11	11	n/a	n/a
Subdivision Applications	2	1	1	1	3	3	1	0	1	1
Land Use Bylaw Amendments	1	1	4	4	4	4	1	1	3	2
Certificate of Compliance Requests	11	11	18	18	12	12	13	13	13	13
Building Permit Applications	28	13	30	30	12	12	7	7	18	18

PREPARED BY: Liz Armitage, Development Officer

Town Council
REQUEST FOR DECISION



Meeting: March 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:

- [Committee of the Whole Meeting Minutes Feb 13, 2023](#)
- [Rimbey Municipal Library Board Meeting Nov 24, 2022](#)
- [Parkland Regional Library Annual Report 2022](#)
- [Tagish Engineering Project Status Updates March 16, 2023](#)
- [FCSS Board Minutes February 2023](#)
- [Rimbey Municipal Library Board Minutes Feb 16, 2023](#)
- [Beatty House 2022 Annual Report Redacted](#)

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

March 16, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

March 16, 2023
Date



MINUTES Committee of the Whole Meeting

Monday, February 13, 2023 - 5:00 PM
Town Administration Building - Council Chambers

1. CALL TO ORDER COMMITTEE OF THE WHOLE MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00pm with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant
- Liz Armitage - Development Officer
- Rick Schmidt - Director of Public Works

Delegates:
Claude Mindorff with PACE Canada LP via Conference Call
Cpl. Matthew Funk with the Rimbey RCMP

Public: (1) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 001/2023 COW

Moved by Councillor Coston to accept the agenda for the February 13, 2023, Committee of the Whole Meeting, as amended.

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

CARRIED

3. MINUTES

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Delegation: Rimbey RCMP

Motion 002/2023 COW

Moved by Councillor Curle to accept the presentation from Cpl. Matthew Funk with the Rimbey RCMP, as information.

- | | |
|------------------|----------|
| Mayor Pankiw | In Favor |
| Councillor Clark | In Favor |

Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

5.2. Delegation: Claude Mindorff with PACE Canada LP

Motion 003/2023 COW

Moved by Councillor Clark to accept Claude Mindorff 's presentation regarding a solar farm in Rimbey, as information.

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

CARRIED

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Waste Management

Motion 004/2023 COW

Moved by Councillor Clark for Administration to bring a detailed sample Request for Proposal forward to the next Council meeting on February 27, 2023, at 1:00pm.

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

CARRIED

7.2. Alberta Health Services Citizens Bus

Motion 005/2023 COW

Moved by Councillor Coston to accept the presentation from Councillor Curle regarding Alberta Health Services bus, as information.

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

CARRIED

8. OPEN FORUM

9. CLOSED SESSION

9.1. Closed Session - RFD 11.1 FOIP Section 17(1) Personal Privacy

Motion 006/2023 COW

Moved by Councillor Clark to enter in closed session at 6:13pm.

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

CARRIED

Motion 007/2023 COW

Moved by Councillor Curle to end the closed session at 6:44pm.

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

CARRIED

10. ADJOURNMENT

10.1. Adjournment

Motion 008/2023 COW

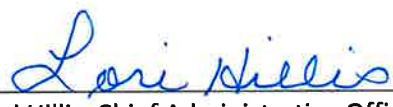
Moved by Councillor Coston to adjourn the meeting at 6:45pm.

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

CARRIED



Rick Pankiw, Mayor



Lori Hillis, Chief Administrative Officer

RIMBEY MUNICIPAL LIBRARY BOARD MEETING November 24, 2022

1. **Call to order:** Sheila called the meeting to order at 7:04 PM. Members in attendance include: Mike Boorman, Lana Curle, John Hull, Carrie Korpiniski, Sheila Swier (Jean Keetch).

2. **Land Acknowledgement:**

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.

3. **Approval of the Agenda:** Are there any changes, additions or omissions? John Hull moved to adopt the agenda as presented/amended. Seconded by Mike Boorman.

4. **Minutes of previous meeting:** (attached)

The provisional minutes have been shared with everyone. Are there any omissions or errors?

5. **Consent Agenda Items:**

1. Correspondence?? Card from Jason Nixon.

2. Librarian's report (attached) Jean to give Sheila an outline of events. Sheila to seek assistance with proper protocol re approaching indigenous presenters for more programming. Looking to do more art/craft cultural workshops and a possible Pow Wow.

3. Financial report (attached)

Approval of Consent Agenda: Mike Boorman moved to adopt consent agenda items as amended to include the budget. Seconded by Lana Curle.

Old Business Arising From Minutes:

1. Library expansion and grand opening: comments?

2. Policies Review: This item will just continue to be carried over until we are in the position to tackle it.

3. Meeting with Hailey. Re: Wage increase for Librarian

4. Discussing regarding a salary increase for Jean Keetch. It was noted that there was a cost of living increase of 8%. It was also noted that Jean is currently below the average starting wage for her position in this province.

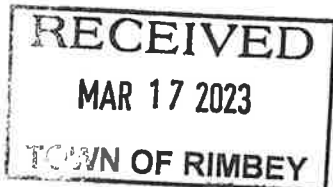
- a. John Hull moved to pass a revised budget showing a cost of living increase of 8% for salary with the increase split between the town and county. Seconded by Mike Boorman. Passed with all in favour.
5. Brief discussion regarding increased advertising/exposure of evening programs: where are we at with this? To be tabled to another time.

New Business Action Items:

1. Requiring a new Library Board secretary position – John Hull volunteered.

Adjournment:

Mike Boorman moved that at 8:13PM to adjourn the meeting. Seconded by John Hull. The next Rimbey Municipal Board Meeting will be held on January 19 at 7PM.

A handwritten signature in black ink, appearing to read "John Hull", with a horizontal line extending to the right.

Parkland Regional Library System 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2022.



Photo from Caroline Municipal Library



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.

2022 Annual Report



Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Teresa Rilling

Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair)
Barb Gilliat (Vice Chair)
Deb Coombes
Debra Smith
Jamie Coston
Janice Wing
Joy-Anne Murphy
Leonard Phillips
Norma Penney
Shannon Wilcox

Director: Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221)

Manager of Finance and Operations: Donna Williams (ext. 141)

Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Barb Gilliat
Deb Coombes
Debra Smith
Joyce McCoy
Jul Bissell
Shawn Peach
Stephen Levy
Teresa Cunningham
Teresa Rilling

[Complete Board and Municipality list here.](#)

*Statistics based on 2022 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities



Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
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.
March 2, 2023	Solberg, Lloyd	Capital budgets for various projects have been sent to the Town for review and consideration. There are no other current assignments.
March 16, 2023	Solberg, Lloyd	Town has provided information on this years Capital budgets. Tagish will open up new projects for the upcoming work. There are no other current assignments.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
February 16, 2023
10:00 a.m. Rimbey Provincial Building
Main conference Room

The best preparation for good work tomorrow is to do good work today...Elbert Hubbard

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
F. Pilgrim, Board Member
M. Griffith, Operations Manager
G. Rondeel, Board Member
R. Schaff, Board Member
N. Stefanyk- Guest
S. Bell- Guest

Regrets: D. Noble, Board Member B. Coulthard, Board Member

1. CALL TO ORDER

By: N. Hartford at 10:09 a.m.

2. APPROVAL OF AGENDA

23-02-01 MOTION: By: R. Schaff: That the agenda is adopted with the following changes.

New Business:

- 11.16 Board Resignation
- 11.17 ADS Fundraising Approval
- 11.18 Retirement Policy

CARRIED

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

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

4. 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 2023 Monthly Program statistics
- 4.4 AHS contracted HC & Private HS Client Stats combined
- 4.5 AHS (HC) & Private (HS) billing 2019-2023
- 4.6 AHS (HC) client totals & Hours 2019-2023
- 4.7 Private (HS) Client totals & Hours 2019-2023
- 4.8 Food Bank Hamper Stats 2019-2023

23-02-02 MOTION: By: F. Pilgrim: To accept all items on the Consent Agenda as information.

CARRIED

- 5. PREVIOUS MEETING MINUTES- Dec 15, 2022

23-02-03 MOTION: By: I. Steeves : That the minutes of December 15, 2022, be adopted as presented.

CARRIED

- 6.. BUSINESS ARISING FROM THE MINUTES
N. Stefanyk and S. Bell left the meeting at 10:15 A.M.

- 6.1 Board Recommendation to Town of Rimbey and west half of Ponoka County

23-02-04 MOTION: By: R. Schaff: That the Rimbey FCSS Board approves the recommendation of the two board applicants to both municipalities.

CARRIED

N. Stefanyk and S. Bell returned to the meeting at 10:20 A.M.

- 6.2 Longhurst Update:

23-02-05 MOTION: By: G. Rondeel: That the Rimbey FCSS Board approves the new proposal from Longhurst and that Rimbey FCSS signs the new agreement.

Seconded by: R. Schaff

CARRIED

- 7. OLD BUSINESS

- 7.1 Accreditation follow up results
Evidence that FCSS submitted was accepted. Infection/prevention piece will be reviewed in March 2023.

- 7.2 AHS Contract Update
No information regarding if FCSS was successful. Rimbey FCSS is working on Business Continuity plan as a precaution. Received a one year extension to ADSP on Monday Feb 13, 2023, with two conditions: 1) Accreditation 2) System access, use & requirements.

- 7.3 Opening Minds through Art
The final report was accepted by Alberta Health Services.

- 7.4 2022 Food Bank Donor list

The Food Bank Donor list for 2022 was printed in the Rimbey Review on January 24, 2023.

7.5 Communication between Rimbey & Ponoka FCSS
Ponoka FCSS and Rimbey FCSS management team meeting regarding contracts.

8. FINANCE

8.1 January 19, 2023, and Feb 16, 2023, meeting highlights

23-02-06 MOTION: By: I. Steeves: That the highlights of the January 19, 2023, and Feb 16, 2023, Finance Committee Meetings be accepted as information.

CARRIED

8.2 Review Engagement Process

All financial information has been submitted to the accountant. Accountant confirmed attendance for March 16 AGM.

8.3 Food Bank Social Services Support Funding

FCSS received grant funding from the Food Bank Social Services Support Funding and applied for the Donor Matching Grant funding.

8.4 CVITP Funding Agreement

Received the CVITP grant funding.

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

23-02-07 MOTION: By: I. Steeves: That the following new policy FCSS-0233.23 Research Information Management be entered into FCSS/RCHHS Policy

CARRIED

23-02-08 MOTION: By: F. Pilgrim: That the following revised policy FCSS- 0028.97 Health Care Aide Pay Schedule be entered into FCSS/RCHHS Policy. That the following revised policy FCSS 0039.39 Staff Sick Benefits be entered into FCSS/RCHHS Policy retro to January 1, 2023.

Seconded by: G. Rondeel

CARRIED

23-02-09 MOTION: By: F. Pilgrim: To adopt the Mission Statement to include inclusivity as follows as recommended by the QIRM.

“We are a united responsive, innovative, and caring organization dedicated to excellence in the support of needed services which are preventive in nature provided in the most equitable efficient and effective manner, respecting the value each person brings and ensuring they feel welcomed.”

CARRIED

Next meeting: April 26, 2023, at 10:30 a.m.

10. WORKPLACE HEALTH & SAFETY COMMITTEE

23-02-10 MOTION: By: I. Steeves: To accept the highlights from the Workplace Health & Safety Committee as information.

Yellow strip on the outside step repainted as it was slippery -special coating put on it.

Incident report forms changed for client incidents and program incidents.

CARRIED

Next meeting: April 26, 2023 @ 1:30 p.m.

11. NEW BUSINESS

11.1 FCSS Golf Cart Permission Letter to Town Office

23-02-11 MOTION: By: R. Schaff: That the Rimbey FCSS Board approves sending a letter to the Town of Rimbey asking permission to use both the Rimshaw and the Golf Cart on streets from the months of May to September 2023.

CARRIED

11.2. Food Bank Canada National Conference June 25-28, 2023, in Edmonton

23-02-12 MOTION: By: I. Steeves: That the Rimbey FCSS Board approves to send four FCSS Staff to the Food Bank Canada National Conference on June 25-28, 2023, in Edmonton.

Seconded by: G. Rondeel

CARRIED

11.3 Transportation Meeting- community updates

The transportation committee developed in response to new transportation opportunities in the community.

11.4 AGM notice & review of Board member terms

23-02-13 MOTION: By: G. Rondeel: That the Rimbey FCSS Board AGM will be held on March 16, 2023

Seconded by: R. Schaff

CARRIED

11.5 Volunteer Appreciation

23-02-14 MOTION: By: F. Pilgrim: That the Rimbey FCSS Board approves to purchase 85, \$5 gift cards for volunteers, and donate \$150 to the Rimbey & District Volunteer Committee for their special event on April 20,2023.

Seconded by: R. Schaff

CARRIED

11.6 Special Event Committee- Tabled until March

11.7 Set meeting date with Minister's Office of Seniors, Community & social Services

23-02-15 MOTION: By: G. Rondeel: That the Rimbey FCSS Board approves sending an invite for a zoom meeting with the Minister's Office of Senior, Community & Social Services at our April 20, 2023, Rimbey FCSS Board Meeting.

CARRIED

11.8 Ponoka County- Approval of Rimbey FCSS 2023 budget

Rimbey FCSS 2023 Budget was approved by Ponoka County.

11.9 West Central FCSSAA- conference planning & Director's Network

23-02-16 MOTION: By: I. Steeves: That the Rimbey FCSS Board approves P. Makofka and M.Griffith to sit on the West Central FCSSAA conference planning committee.

CARRIED

23-02-17 MOTION: By: F. Pilgrim: That the Rimbey FCSS Board approves sending P. Makofka and M. Griffith to the Director's Network Conference May 3-5,2023 in Jasper.

Seconded by: G. Rondeel

CARRIED

11.10 2023 Fund Raising plans

23-02-18 MOTION: By: R. Schaff that Rimbey FCSS to host a special event at Spruce Haven Resort in August 2023 and have a Loonie Auction.

Seconded by: F. Pilgrim

CARRIED

11.11 Executive Directors Performance Review- Board Chair to arrange

11.12 IT Concerns

Rimbey FCSS worked with Longhurst IT through our concerns and is now working on further security steps.

11.13 Curling for Kids – Big Brothers Big Sisters Rimbey

23-02-19 MOTION: By: R. Schaff: That the Rimbey FCSS Board approves sponsoring the Rimbey Big Brothers Big Sisters Curling for Kids event for \$400.

Seconded by: G. Rondeel

CARRIED

11.14 Walking Group

23-02-20 MOTION: By: I. Steeves: Rimbey FCSS removes the faulty walking sticks from the program.

CARRIED

11.15 Business Continuity Revision- SWOT exercise: B. Soderberg joined the meeting at 11:40 a.m. and left at 12:03 p.m.

11.16 Board Resignation

23-02-21 MOTION: By: R. Schaff: That the Rimbey FCSS Board accepts I. Steeves resignation from the Rimbey FCSS/RCHHS Board effective March 16, 2023

Seconded by: F. Pilgrim

CARRIED

11. 17 Adult Day Support Fundraising Approval

23-02-22 MOTION: By: G. Rondeel. That the Rimbey FCSS Board approves Adult Day Support to fundraise for their program.

CARRIED

11.18 Retirement Policy

23-02-23 MOTION: By: F. Pilgrim. That the Rimbey FCSS Board approves the presented changes to Policy # FCSS-0023.96 Retirement Policy.

CARRIED

12. CORRESPONDENCE

12.1 Minister Jeremy Nixon's Office- Alberta works Information.

12.2 Thank you card from staff.

13. ADJOURNMENT: Next meeting Dates: March 16, 2023

23-02-024 MOTION: By: I. Steeves: That the FCSS Board meeting adjourns at 12:10 p.m.

CARRIED


14. BOARD SHARING TIME

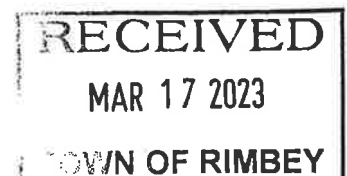
N. Hartford- Chairperson

K. Maconochie- Recording Secretary

RIMBEY MUNICIPAL LIBRARY BOARD MEETING February 16th 2023

- Lana approved the Feb. agenda. Mike seconded. Passed.
- Mike moved the provisional minutes from previous monthly meeting (Nov) be accepted. Lana seconded. Passed.
- Charlie Cutforth retires in June. He has been a great supporter of our library.
- \$\$ can be donated for our pantry and ATB beefs it up. (I didn't catch the exact amount they donate.)
- Lana moved and Mike seconded that \$4500 be moved from the capital reserve into the operation reserve. Passed.
- Mike moved and Lana seconded to adopt the consent agenda items as presented. Passed.
- Great suggestion from Lana followed by excellent discussion surrounding a "fresh" perspective from a specific library program delegate to approach and present to Town and County Councils.
- Meeting with the Library Booster Society (Friends of the Library) was placed on hold until after hearing from the Casino Board regarding what the funds can be used to purchase. An agreement between the Friends and the Board must be reached.
- Mike moved, Linda seconded that the annual report be adopted as is. Passed.
- There was a brief building update regarding the one year walk through: four deficiencies noted.


Mar 17/2023





Audreyann/Donald Bresnahan [redacted]
[redacted] Audreyann Bresnahan [redacted]

Beatty Heritage House Annual Report for 2022

January starts the year off by turning off the Christmas lights, taking them down and storing them until next season.

February and March we applied for a government grant to supplement hiring a summer student which we begin to advertise and interview for.

In March we hold our annual meeting when a new executive is elected. The chairperson gives a report of the past year's activities and a copy is forwarded to the Town Office.

April we celebrated Earth Day by putting hand drawn posters, of the environment, in the store windows done by the Rimbey Elementary and Christian School children.

In May the AHA Inspector checked the Beatty House for the purpose of serving food. All areas were complied and certification was granted.

Our student started working on May 18th. Thank you to the Town Office for administrating her payment of wages every two weeks. The main floor toilet tank need some repair and Kansas Ridge Mechanical generously donated their services.

June - flowers were planted in the flower beds around the house and rock garden.
Hired and paid for the repair and painting of front steps of the Beatty House

July we hosted a BBQ after the rodeo parade. The Blindman Valley Lions Club helped us with extra manpower. The Town had given us a \$500.00 grant to help offset the cost of purchasing supplies which enabled us to make a profit. Our student plus a committee member attended the FCSS Block Party and gave a display and demonstration of information regarding the Beatty House.

August brings an end to the student employment on August 22nd.

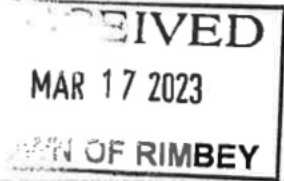
September was Arts and Culture Month. Tickets were sold on a quilt made by the Wooddale Ladies Club. The draw is usually the last weekend in September along with some cultural event.

October the leaves were raked by members and the house checked for winter. The roof required some repairs that Python Construction generously donated their time to do.

November the Town offered two of their Town workmen to remove old Christmas lights from high up in trees with a bucket lift. They also helped put up new lights. This is only necessary every five years and was much appreciated as the general population enjoys the lights. The lights are turned on one day in November for Santa Night.

December the lights are turned on from December 1st to January 7th. The Rimbey 4-H Club donates it time to keep the sidewalks clear of snow during the winter months.

The Beatty House members appreciate all the help given by the Town and community.
Report submitted by Audreyann Bresnahan, chairperson.



[redacted]
: Audreyann/Donald Bresnahan [redacted]

Town Council
REQUEST FOR DECISION



Meeting: March 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

March 22, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

March 22, 2023
Date

March 27, 2023

Mayor Pankiw's Report



HIGHLIGHTS

Date	Event	Details of Event
February 27, 2023	Council Meeting	Regular Council Meeting
March 8, 2023	Budget Meeting	2023 Budget Meeting
March 13, 2023	Committee of the Whole	Delegations presented to Council
March 2023	Commissioners Signing	Signed numerous paper and cheque runs

PREPARED BY: Rick Pankiw, Mayor

March 27, 2023

Councillor Clark's Report



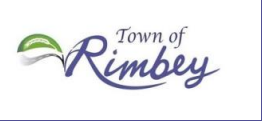
HIGHLIGHTS

Date	Event	Details of Event
March 2, 2023	C.O.P. Meeting	Discussed upcoming AGM and need of more members to survive.
March 8, 2023	Budget Meeting	Discussed the new budget proposed by Administration
March 13, 2023	C.O.W. Meeting	Committee of the Whole Meeting NHP/Food Bank
March 21, 2023	RCMP Town Hall	Sgt. St. Cyr and other members gave Rimbey Statistics and more

PREPARED BY: Wayne Clark, Councillor

March 27, 2023

Councillor Coston's Report



HIGHLIGHTS

Date	Event	Details of Event
February 27	Council Meeting	Regular council meeting, see minutes
March 13	Committee of the Whole	Delegations presented to Council, see minutes.
March 14	Beatty House Meeting	AGM
March 16	PRL Executive	Budget and salary grid

PREPARED BY: Jamie Coston, Councillor

March 27, 2023

Councillor Curle's Report



HIGHLIGHTS

Date	Event	Details of Event
March 1, 2023	Transportation meeting	Meeting with many town stateholders to discuss transportation needs
March 8, 2023	Budget Meeting	Special meeting to develop next years budget
March 15, 2023	Historical Society	Regular meeting, held at the museum
March 16, 2023	Library meeting	Regular meeting of the library
March 13, 2023	COW meeting	Committee of the Whole

PREPARED BY: Lana Curle, Councillor

March 27, 2023

Councillor Rondeel's Report

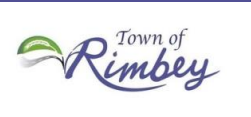


HIGHLIGHTS

Date	Event	Details of Event
No written report received at time of publication of the agenda.		

PREPARED BY: Bonnie Rybak, Executive Assistant

Town Council
REQUEST FOR DECISION



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

RECOMMENDATION:

Administration recommends Council accept the correspondence from the Jay Newsham, as information.

ATTACHMENTS:

[RFD 9.1 Correspondence](#)

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

March 22, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

March 22, 2023
Date

Town of Rimbey

I recently moved to Rimbey and one of the first stops was to the local Library of course. The staff made me feel very welcome and provided me with so much information needed and were instrumental in helping me get settled in.

Coming from a larger area, I have been amazed at what the Rimbey Library is able to accomplish! They have their finger on the pulse of this area and are able to serve residents, newcomers and visitors in countless ways. The availability of computer access, interlibrary loans and programming is essential in a small rural area. Their collection, although small, is kept up to date and relevant to the needs and interests of local patrons.

The programs run for adults are always interesting and topics selected appropriate for our times. Special events like "Music in the Park" are a wonderful treat! Also, the programs run for children are absolutely amazing and the kids love them! The Summer Reading Club gives them something to look forward to each week and the staff do a great job running this program.

Your Rimbey Library staff must be commended on the service they are able to provide for this community. They make the library a safe haven to meet others, provide information and resources as well as a place for all ages to learn, dream and grow. With times as they are the expenses for everything from cost of supplies to cost of running events and programs have increased so dramatically. It is vital to fund your library adequately so staff is able to keep up the standard of excellence they continually strive for in their "essential" service to this community. Your local library after all is the "hub that connects all"!

Sincerely,



Jay Newsham

(retired librarian)

