

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

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY OCTOBER 7, 2013 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Public Hearing</b>	
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9.	<b>Correspondence</b>	
	9.1 None.....	
10.	<b>In Camera</b>	
	10.1 None	
11.	<b>Adjournment</b>	

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 7, 2013		
Agenda Item No.	2.1	Confidential	Yes	No	XX
Topic	Public Hearing – Bylaw 886/13 – Revised Brix Area Structure Plan				
Originated by	Melissa Beebe		Title	Assistant CAO/DO	


**BACKGROUND:**

Documentation Attached:	Yes	No	XX
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**DISCUSSION:**

Public Hearing to be held regarding Bylaw 886/13.

**RECOMMENDED ACTION:**

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 7, 2013		
Agenda Item No.	2.2	Confidential	Yes	No	XX
Topic	Public Hearing – Bylaw 888/13 – Amendment to Land Use Bylaw Rezoning Brix Dev.				
Originated by	Melissa Beebe	Title	Assistant CAO/DO		


**BACKGROUND:**

Documentation Attached:	Yes	No	XX
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**DISCUSSION:**

Public Hearing to be held regarding Bylaw 888/13.

**RECOMMENDED ACTION:**

CAO 				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, SEPTEMBER 23, 2013, IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

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1. Call to Order Mayor Ibbotson called the meeting to order at 7:00 pm, with the following in attendance:
- Mayor Sheldon Ibbotson  
Councillor Jack Webb  
Councillor Paul Payson  
Councillor Scott Ellis  
Councillor Gayle Rondeel  
CAO Tony Goode  
Assistant CAO/DO – Melissa Beebe  
Director of Finance – Lori Hillis  
Recording Secretary – Kathy Blakely
- Absent:
- Public:  
Treena Mielke – Rimbey Review  
Stephan Olsen, Brix Construction
2. Public Hearing 2.1 None
3. Adoption of Agenda of 3.1. September 23, 2013 Agenda  
Motion 247/13
- Moved by Councillor Webb to accept the agenda as presented.
- CARRIED  
(5-0)
4. Minutes 4.1 September 9, 2013, Council Regular Meeting Minutes  
Motion 248/13
- Moved by Councillor Rondeel to accept the September 9, 2013, Council Regular Meeting Minutes as presented.
- CARRIED  
(5-0)
5. Delegation 5.1 None
6. Bylaws 6.1 Bylaw 886/13 – Revised Brix Area Structure Plan  
Motion 249/13
- Moved by Councillor Webb Council give first reading to Bylaw 886/13 - The Town of Rimbey Revised Brix Area Structure Plan.
- CARRIED  
(5-0)
- 6.2 Bylaw 888/13 Amendment to Land Use Bylaw  
Motion 250/13
- Moved by Councillor Payson Council give first reading to Bylaw 888/13 Amendment to Land Use Bylaw which would rezone Brix Development Phase 1 which is PT of SW ¼ Sec 22-42-2-W5M parcel lots 1 through 5 from CR Country Residential to C2 Highway Commercial.
- CARRIED  
(5-0)

Mr. Olsen departed the meeting at 7:05 pm.

7. New Unfinished Business and 7.1 Community Centre Naming  
Motion 251/13

Moved by Councillor Ellis Council approve and execute the five year agreement with Keyera for the right to name the Rimbey Community Centre under the terms outlined in the agreement to the Peter Lougheed Community Centre and the Town of Rimbey shall invoice Keyera \$25,000.00 annually, for five years, commencing September 30, 2013.

CARRIED  
(5-0)

7.2 Gym Use for Home Schooled Children

Motion 252/13

Moved by Councillor Webb Council agrees to provide 2 hours of gym time per month as requested to be donated to Rimbey and area homeschoolers from October 2013 through April 2014.

CARRIED  
(5-0)

8. Reports 8.1 Department Reports

8.1.1 Finance Reports

Bank Reconciliation to August 31, 2013  
Cash Position to August 31, 2013  
Consolidated Financial Report to August 31, 2013  
Accounts Payable Cheque Listing to September 15, 2013  
Council Expenses for the period August 16 - September 15, 2013

Motion 253/13

Moved by Councillor Payson Council accepts the Bank Reconciliation to August 31, 2013, Cash Position to August 31, 2013 and Consolidated Financial Report to August 31, 2013 as presented.

CARRIED  
(5-0)

Motion 254/13

Moved by Councillor Rondeel Council accepts the Accounts Payable Cheque listing to September 15, as presented.

CARRIED  
(5-0)

Motion 255/13

Moved by Councillor Webb Council accepts Council Expenses for the period August 16-September 15, 2013 as presented.

CARRIED  
(5-0)

8.2 Boards/Committee Reports

8.2.1 Rimoka Housing Foundation Meeting Minutes July 17, 2013  
8.2.2 Rimbey Municipal Library Board Meeting Minutes June 11, 2013

Motion 256/13

Moved by Councillor Webb Council accept the Rimoka Housing Foundation Meeting Minutes of July 17, 2013 and the Rimbey Municipal Library Board Meeting Minutes of June 11, 2013, as presented.

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CARRIED  
(5-0)

8.3 Council Reports  
8.3.1 Mayor's Report  
8.3.2 Councillor Ellis's Report

Motion 257/13

Moved by Councillor Ellis Council accepts Council reports as presented.

CARRIED  
(5-0)

9. Correspondence 9.1 Canadian Diabetes Association

Motion 258/13

Moved by Councillor Rondeel to accept items 9.1, as information.

CARRIED  
(5-0)

10. In Camera None

11. Adjournment Motion 259/13

Moved by Mayor Ibbotson to adjourn the meeting.

CARRIED  
(5-0)

Time of Adjournment: 7:18 pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 07, 2013		
Agenda Item No.	6.1	Confidential	Yes	No	XX
Topic	Bylaw 886/13 – “Revised Brix Area Structure Plan” (2.1)				
Originated by	Melissa Beebe	Title	Assistant CAO/DO		

**BACKGROUND:**

At the September 23, 2013 Regular Council Meeting, Administration presented Bylaw 886/13 – Amendment to Brix Area Structure Plan. Bylaw 886/13 is revised and intended to establish a process of sequencing to ensure the development occurs in a logical, efficient and sequential manner.

By way of Motion 249/13 Council gave first reading to Bylaw 886/13 Revised Brix Area Structure Plan.

Documentation Attached:	Yes	No	XX
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**DISCUSSION:**

Bylaw 886/13 Revised Brix Area Structure Plan was advertised for the weeks of September 24 and October 1, 2013 in the Rimbey Review and on the Town of Rimbey website. There were no written submission received, and 3 residents have requested to speak at the Public Hearing.

**RECOMMENDED ACTION:**

Administration requests that Council consider giving second reading to The Town of Rimbey Revised Brix Area Structure Plan Bylaw 886/13.

Administration requests that Council consider giving third reading to The Town of Rimbey Revised Brix Area Structure Plan Bylaw 886/13.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 07, 2013		
Agenda Item No.	6.2	Confidential	Yes	No	X
Topic	Bylaw 888/13 Amendment to Land Use Bylaw (2.2)				
Originated by	Melissa Beebe		Title	Assistant CAO	

**BACKGROUND:**

At the September 23, 2013 Regular Council Meeting, Administration presented Bylaw 888/13 – Amendment to Land Use Bylaw. Bylaw 888/13 Amendment to Land Use Bylaw is to rezone Phase 1 which is PT of SW1/4-Sec 22-42-2-W5 parcel Lots 1 through 5 from CR Country Residential to C2 Highway Commercial.

By way of Motion 250/13 Council gave first reading to Bylaw 888/13 Amendment to Land Use Bylaw Rezoning of Brix Development.

Documentation Attached:	Yes	No	XX
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**DISCUSSION:**

Bylaw 888/13 Amendment to Land Use Bylaw, Rezoning Brix Development was advertised for the weeks of September 24 and October 1, 2013 in the Rimbey Review and on the Town of Rimbey website. There were no written submission received, and 3 residents have requested to speak at the Public Hearing.

**RECOMMENDED ACTION:**

Administration recommends Council give second reading to Bylaw 888/13 Amendment to Land Use Bylaw which would rezone Brix Development Phase 1 which is PT of SW ¼ Sec 22 22-42-2-W5M parcel lots 1 through 5 from CR Country Residential to C2 Highway Commercial.

Administration recommends Council give third reading to Bylaw 888/13 Amendment to Land Use Bylaw which would rezone Brix Development Phase 1 which is PT of SW ¼ Sec 22 22-42-2-W5M parcel lots 1 through 5 from CR Country Residential to C2 Highway Commercial.

CAO 				
DISTRIBUTION:	Council:	Admin:	Press:	Other:



# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 07, 2013		
Agenda Item No.	7.1	Confidential	Yes	No	XX
Topic	Funding Agreement – Boys & Girls Club of Wolf Creek				
Originated by	Peter Stenstrom		Title	Director of Community Services	

**BACKGROUND:**

Council recently agreed to fund the Boys and Girls Club of Wolf Creek in the amount of \$25,000/year for the next 5 years. An agreement needed to be formed to formalize the parameters around the funding and the proposed agreement is attached here today.

Documentation Attached:	Yes XX	No
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**DISCUSSION:**

The proposed agreement allows the Town to monitor the Club and the impact that the Town's money is having on the community while enabling the Club to act independently. Both parties will have the ability to terminate the agreement after 90 days written notice.

**RECOMMENDED ACTION:**

I recommend that Council approves the funding agreement between the Boys and Girls Club of Wolf Creek and the Town of Rimbey for a period of five years commencing on December 1, 2013 and terminating on November 30, 2018 for funding in the amount of \$25,000.00 per year.

CAO 				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

## FUNDING AGREEMENT

This Agreement made the \_\_\_ day of \_\_\_\_\_ 20\_\_.

BETWEEN

**Boys and Girls Club of Wolf Creek**  
(hereinafter referred to as the “**Club**”)

AND

**Town of Rimbey**  
PO Box 350  
Rimbey, Alberta T0C 2J0  
(hereinafter referred to as the “**Town**”)

WHEREAS the Town wishes to support the Boys and Girls Club to enable them to establish programming in Rimbey by providing funding and facility space.

AND WHEREAS the Club wishes to expand programming to Rimbey, AB .

NOW, THEREFORE, in consideration of the mutual covenants and obligations hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, it is hereby agreed between the Town and the Club (collectively the “**Parties**”), as follows:

### 1. TERM AND OPTION TO RENEW

- a. The term of the Agreement shall be for a period of five (5) years commencing on December 1, 2013 and ending November 30, 2018, subject to earlier termination as provided herein (the “**Term**”).
- b. Provided this Agreement is still in effect and has not been terminated for any reason and provided that the Club notifies the Town in writing at least ninety (90) days prior to the end of the Initial Term, the Club shall have the option, to request an extension of the term for an additional period of five (5) years. The Town shall have no obligation to extend the term.

The Town will provide:

### 2. PAYMENT OF FUNDS

- a. In consideration of the rights granted by the Town to the Club under this Agreement, the Town shall make a donation to the Club in the amount of \$25,000 per year plus an annual adjustment for the Alberta rate of inflation over the course of the five (5) years of the term (each an “**Annual Donation**”).
- b. The Town shall give the first Annual Donation on December 1, 2013 and will repeat each successive year that the agreement is in effect.
- c. Other than the Annual Donation the Town shall not have any further financial obligation to the Club.

The Town will provide:

### **3. TOWN FACILITY USAGE**

- a. The Town will provide the use of the Community Centre's Main Auditorium, Upper Auditorium, Kinsmen Room and Lion's Room at no charge
  - i. Standard booking & scheduling procedures will be in effect.
  - ii. Damage deposits and cleaning fees (if necessary) will apply.
- b. The Town will provide the Rimbey Aquatic Centre at a cost recovery rate only.
  - i. \$30 per hour will cover facility and one lifeguard.
  - ii. \$20 per hour for each additional lifeguard needed to meet the regulated lifeguard to patron ratio.
  - iii. Standard booking & scheduling procedures will be in effect.
  - iv. Cleaning fees (if necessary) will apply.
- c. The Town will provide the Rimbey Arena at a cost recovery rate only.
  - i. \$35 per hour will cover the facility and the arena attendant.
  - ii. Standard booking & scheduling procedures will be in effect.
  - iii. Cleaning fees (if necessary) will apply.
- d. The Town will provide the use of park space, tennis courts and basketball court at no charge.
- e. Other than the Facilities mentioned above, the Town will have no further obligation to provide free or discounted space for the Club.

The Club will provide:

### **4. PROGRAMMING**

- a. The Club will provide Rimbey and area residents with children & youth programming a minimum of two (2) days per week for fifty-two (52) weeks a year.
- b. The Club will expand programming to meet the Town's vision of five (5) days per week, fifty-two (52) weeks a year, programming for all children and youth at their own discretion as demand, funding and appropriate staffing permit.

The Club will provide:

### **5. REPORTING**

- a. The Club will submit a quarterly report to the Town summarizing program options, enrollment figures, fees and an overall assessment of the strength of the service provided by the Club to the community.

### **6. PREMATURE TERMINATION**

- a. In the event that the Town is not satisfied with the results or no longer desires to continue, the Town may, on ninety (90) days written notice, terminate this Agreement. The Club would return funds proportionate to the months remaining on the current year's donation.
- b. In the event that the Club no longer wishes to pursue programming within the Town of Rimbey for any reason, the Club may, on ninety (90) days written notice, terminate this agreement and would return funds to the Town proportionate to the months remaining on the current year's donation.
- c. In the event that the Club is unable to continue programming due to staffing shortages, this agreement will suspend after thirty (30) consecutive days of program inactivity and will resume once replacement staffing is hired. The period of time that the program is suspended will not be funded by the Town and a proportionate amount of funds will be

returned by the Club to the Town based on the number of months of inactivity. The Club will notify the Town within two (2) business days when such a situation exists.

## 7. NOTICE

- a. Any formal communication required under this Agreement shall be in writing and may be delivered by facsimile, mail, email or courier. In case of a notice to the Club, it should be addressed to:

**Beth Reitz**

Boys and Girls Club of Wolf Creek

Telephone: 403-783-3112

Facsimile: 403-783-3108

E-mail: beth@ponokayouthcentre.com

In the case of communication to the Town, it should be addressed to:

**Peter Stenstrom**

Town of Rimbey

Telephone: 403-843-3151

Facsimile: 403-843-4267

E-mail: recreation@rimbey.com

- b. Each communication sent in accordance with this section shall be deemed to be received on the day it was delivered if delivered by hand, on the third business day after it was mailed, or on the same day if it was sent by electronic transmission.

## 8. MISCELLANEOUS

- a. None of the personnel under contract to, or employed by, or volunteering for the Town shall be deemed in any way to have a contractual relationship with the Club whatsoever.
- b. None of the personnel under contract to, or employed by, or volunteering for the Club shall be deemed in any way to have a contractual relationship with the Town whatsoever.
- c. This Agreement shall be binding on the Parties hereto and on all heirs, successors and assigns or licensees of the Parties, and all companies now or hereafter owned or controlled by the Parties, directly or indirectly.
- d. This Agreement may be executed in any number of counterparts and by facsimile copy, portable document format or other electronic format, each of which will be considered an original and which, taken together, will be considered one document.
- e. This Agreement constitutes the entire Agreement between the Town and the Club with respect to the subject matter hereof and supersedes and replaces all prior or contemporaneous proposals, understandings or agreements regarding such subject matter.
- f. This Agreement may only be amended or modified by written agreement between the Parties and signed by a duly authorized representative of each of the Town and the Club. Should either Party propose an amendment, the other Party shall use reasonable commercial efforts to respond within thirty (30) days of receipt of notice of the proposed amendment, provided however that neither party shall be obliged to agree to any amendment.

IN WITNESS WHEREOF, the Parties have made and executed this Agreement effective as of the date first above written.

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Boys and Girls Club of Wolf Creek

Name:

Title:

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Town of Rimbey

Name:

Title:

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 07, 2013
Agenda Item No.	7.2	Confidential	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> XX
Topic	Rimbey Skating Club Storage Space Contract		
Originated by	Peter Stenstrom	Title	Director of Community Services

**BACKGROUND:**

The Rimbey Skating Club (formerly CanSkate) provides the public with skating lessons for children and youth. They have been renting a storage room on the east side of the arena lounge for the storage of their program supplies for a few years. The Club is requesting that they have a room available for their use again for this coming season.

Documentation Attached:	Yes <input checked="" type="checkbox"/> XX	No <input type="checkbox"/>
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**DISCUSSION:**

The Club and the Recreation Dept. have forged an effective partnership over the years providing affordable and quality skating lessons to the public.

The Club needs space to store their supplies. We have space available for them to use on the east side of the arena lounge. We have charged the Club \$150 per season for the space. I see no problem with providing the Club this space again.

**RECOMMENDED ACTION:**

I recommend that council approve the agreement between the Town of Rimbey and the Rimbey Skating Club, where by the Rimbey Skating Club would lease the room in the northeast corner of the concession lobby for storage purposes commencing October 7, 2013 and terminating March 31, 2013 for the amount of \$150.00 plus GST for the term.

CAO 				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

## **RIMBEY ARENA STORAGE ROOM CONTRACT**

This agreement made in duplicate this 7<sup>th</sup> day of October, 2013 A.D., between:

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

AND

**Rimbey Skate Club**  
(referred to as "Lessee" in this agreement)

**WHEREAS** the Lessor is the owner of the facility known as the Rimbey Arena located in Rimbey, Alberta;

**AND WHEREAS** the Lessee by this Agreement hereby agrees to lease from the Lessor the room in the north-west corner of the concession lobby for storage purposes;

**THE PARTIES HERETO MUTUALLY AGREE AND COVENANT AS FOLLOWS:**

1. The Lessor agrees to lease the storage room to the Lessee for the term of Oct. 7<sup>th</sup>, 2013 to March 31<sup>st</sup>, 2014 on the following conditions:
  - a) Rent shall be \$150.00 plus GST for the term.
  - b) The Lessee agrees to use the premises exclusively for the storage of program-related items.
  - c) The Lessee shall not store any items that are deemed hazardous.
  - d) The Lessee will at all times during the continuance of this agreement keep and, at the termination thereof, yield up the storage premises in a good, clean condition.
  - e) The Lessee shall obtain written approval from the Lessor before making any physical additions or alterations to the storage room. Any alterations or improvements would become property of the Lessor.
  - f) The Lessee shall notify the Director of Community Services immediately of any damages to the premises.
  - g) The Lessee will indemnify and save harmless the Lessor, from any and all suits, claims, demands and actions of any kind or nature to which the Lessor shall or may become liable for or suffer by reason of any breach, violation or failure of performance by the Lessee. This includes any injury occasioned to or suffered by any person or persons or any property by reason of any wrongful act, neglect or default on the part of the Lessee or any of their principal agents and employees.
  
2. The Lessor shall have access to the storage room as required while the facility is

open during scheduled Arena or Community Centre hours.

3. The Lessee shall obtain insurance, if any, for the items stored in the premises at the Lessee's own expense.
4. The Lessor and the Lessee may, with mutual consent and in writing, terminate or amend this agreement in full or in part at any time, giving thirty (30) days notice.
5. In the event of the Lessee not properly and satisfactorily performing the covenants duties and stipulations herein contained and provided for, the Lessor may terminate this contract by giving thirty (30) days written notice.
6. The Lessee shall not assign this agreement without written consent of the Lessor.

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

\_\_\_\_\_

\_\_\_\_\_  
*Lessee*

*Witness:* \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CAO



# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 07, 2013		
Agenda Item No.	7.3	Confidential	Yes	No	XX
Topic	Rimbey Skating Club Insurance				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

The Rimbey Skating Club has sent a letter to the Town of Rimbey requesting to be added as an Additional Named Insured to the Town of Rimbey insurance policy for liability coverage. They will be obtaining Sports Accident Coverage from an alternate source.

The Rimbey Skating Club has provided a copy of the waiver club members would be required to sign in order to participate in the program.

Documentation Attached:	Yes XX	No
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**DISCUSSION:**

The Town of Rimbey has their insurance through Jubilee Insurance. Various non-profit organizations have insurance with Jubilee Insurance under the Town of Rimbey.

Jubilee Insurance requires Council to approve the Rimbey Skating Club becoming an Additional Named Insured under the Town of Rimbey Insurance Policy.

**RECOMMENDED ACTION:**

Administration recommends Council approve the Rimbey Skating Club becoming an Additional Named Insured under the Town of Rimbey Insurance Policy.

CAO 				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

September 4, 2013

Town of Rimbey:

We, The Rimbey Skating Club, would like to propose that we would be included under the blanket insurance policy offered by the town. Due to an instructor change in our "Learn to Skate" program, we are unable to get our insurance through our usual provider (Skate Canada) and it would be very beneficial to our club if we were included under the Town of Rimbey's insurance policy for this skating season. We have included a copy of the waiver that we had all our club members sign, and we have also included a copy of the personal/sports accident insurance outline/quote that would insure our skaters for any accidental injury but we will still need liability and property damage insurance which we would hopefully get through the Town of Rimbey. If this proposal is accepted, please forward an invoice to the following address:

Rimbey Skating Club

c/o Sally Tennant

RR 2

Bluffton, AB

TOC OMO

Thank you for your consideration.

Sally Tennant

403-843-4257

[sstennant@albertahighspeed.net](mailto:ss Tennant@albertahighspeed.net)



## Rimbey Community Services Learn to Skate Waiver

I, the undersigned wish to participate or wish to have my child(ren)

\_\_\_\_\_,  
participate in the Learn to Skate Program provided by the Town of Rimbey and Rimbey Community Services.

In consideration of myself or my child(ren) being permitted to participate in this event I hereby agree as follows:

1. I acknowledge that certain activities can be hazardous and that there are inherent risks associated with any activity and that I or my child(ren) could sustain personal injury through participation in this activity and I am hereby accepting to take that risk on behalf of myself or my child(ren).
2. To save harmless and keep indemnified the Town of Rimbey, Rimbey Community Services, its Learn to Skate organizers, and their respective agents, officials, representatives, volunteers or instructors from and against all claims, actions, costs and expenses and demands in respect of death, injury, loss or damage to me or my child(ren)s person in this activity however caused.
3. That I acknowledge that supervision of this program is provided by the instructor or by volunteers and that I shall accept the responsibility of observing my child(ren)s participation in this activity and should I have any objection to the manner in which my child(ren) or myself are supervised I accept the responsibility to remove myself or my child(ren) from the activity.
4. That Rimbey Community Services enforces all safety rules and that the use of proper safety equipment for such activities and wearing of such equipment is considered mandatory.
5. This agreement shall be binding upon myself, my heirs, executors and assigns.

I have carefully read this waiver agreement and I fully understand the same and I am freely and voluntarily executing the same.

DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Signature of Parent/Guardian

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

\_\_\_\_\_  
Rimbey Community Services Representative



# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 07, 2013		
Agenda Item No.	7.4	Confidential	Yes	No	XX
Topic	Rolyat Corp Ltd.				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

The General Municipal Election is on Monday, October 21, 2013. There are 2 candidates running for the position of Mayor and 6 candidates running for the 4 positions of Councillor in the Town of Rimbey.


Documentation Attached:	Yes <input checked="" type="checkbox"/> XX	No
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**DISCUSSION:**

Rolyat Corp Ltd. from Red Deer has sent a proposal to Town of Rimbey Administration offering to put on a 90 minute team building exercise for new and returning Council Members. Members learn to work effectively with each other and with administration. The cost for the session would be \$650.00 which would include travel and handouts and could be scheduled for during the day or in the evening.

**RECOMMENDED ACTION:**

Administration recommends Council authorize administration to hire Rolyat Corp. Ltd. of Red Deer, Alberta to put on a 90 minute team building exercise for new, returning council members and administration staff at a cost of \$650.00, including travel and handouts, and further that a date and time for the exercise be determined by Administration.

CAO 				
DISTRIBUTION:	Council:	Admin:	Press:	Other:



Helping organizations and groups  
become the best they can be

Oct. 3, 2013

Tony Goode, CAO  
Town of Rimbey

Dear Tony Goode

Thank you for agreeing to receive this proposal.

Every time a new council is elected, there is a "period of adjustment" during which the members learn to work effectively with each other and with administration. This can sometimes be a challenge, particularly if there are newly elected councillors who ran on campaigns that were very critical of decisions previously made by re-elected councillors with whom they must now learn to collaborate. Here is what I am proposing to address this.

**Objective:** To develop positive relationships among all councillors and administration, and facilitate their growth into an effective team.

**What:** Hold a 90 minute team building exercise to create a positive, constructive tone for all that follows.

**Why:** To ensure that councillors start building positive relationships with each other and administration right from the beginning and move on from the competitive dynamics inherent in the election process.

**Who:** Town administration, mayor and all elected councillors.

**Where:** At town hall chambers or an off site location.

**When:** As soon as possible after the election.

**How:** By introducing the council to the theory and methods of *Appreciative Inquiry* and using positive questions to develop positive relationships among all the councillors, mayor and administration.

If you are unfamiliar with *Appreciative Inquiry*, I invite you to visit my web site [www.rolyat.ca](http://www.rolyat.ca) and click on the "AI" tab. There you will find lots of information and links to many more resources. If you anticipate that there may be significant antagonism between some of the councillors after the election, I would urge you to look at "*The Generative Metaphor Intervention*" paper on the site. If you find the academic jargon problematic, scroll down to the "Medic Inn" case study which begins on page 7 for inspiration.

After the election I hope I may have the opportunity to work with you and help you and your council get off to a great new start. If you are interested, please call me sooner rather than later. Thank you for considering this proposal.

Sincerely

Jim Taylor

"When people are asked to participate in a change effort targeted at changing behaviors - specifically their behaviors - they are ambivalent at best. When people are asked to bring their best forward for the benefit of the organization they do so with enthusiasm and pride." *Diana Whitney, David Cooperrider, et. al. in "Appreciative Inquiry and Culture Change at GTE: Launching a Positive Revolution"*

Phone/Fax (403) 318-1755  
3421 - 39th St.

web: [www.rolyat.ca](http://www.rolyat.ca)  
Red Deer, AB T4N 5T7

Email: [jim@rolyat.ca](mailto:jim@rolyat.ca)  
CANADA

# TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	October 7, 2013		
Agenda Item No.	8.1.1	Confidential	Yes	No	XX
Topic	Finance Reports				
Originated by	Lori Hillis	Title	Director of Finance		

**BACKGROUND:**

Each month the Director of Finance prepares the following reports:  
 Accounts Payable Cheque Listing


Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is the Accounts Payable Cheque Listing for the period ending September 30, 2013

**RECOMMENDED ACTION:**

Administration recommends Council accept the Accounts Payable Cheque Listing for the period ending September 30, 2013 as presented.

CAO 				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

**Town of Rimbey 2013**  
**Accounts Payable Cheque List**  
**From: 16-Sep-2013 To: 30-Sep-2013**

Vendor Name	Purpose	Cheque	Date	Amount
Uniserve Communications	Web Hosting Sept 12 - Oct 11	PAW 3403	28-Sep-2013	\$20.99
EPCOR	Sept 3 /13 Invoice (Scout Hall)	PAW 3404	24-Sep-2013	\$76.31
Eastlink	Cable Fitness Room: Sept 3 Invoice ( 2	PAW 3405	24-Sep-2013	\$127.05
Telus Communications	Sept 10/13 Invoice	PAW 3406	28-Sep-2013	\$69.58
Telus Communications	Sept 10, 2013 Invoice	PAW 3407	30-Sep-2013	\$69.58
Alberta Education	Education Property Taxes: Sept 30, 2013	PAW 3408	30-Sep-2013	\$202674.73
Telus Mobility Inc.	Sept 5 Invoice	PAW 3409	30-Sep-2013	\$146.11
Roynat Inc.	Monthly Copier Lease :Admin Office and	PAW 3410	28-Sep-2013	\$1925.72
Telus Communications	Sept 10 Invoice	PAW 3411	30-Sep-2013	\$2515.27
ATB Financial (Mastercard)	Municipal Law Course, Meals & Ballot Boxes	PAW 3412	28-Sep-2013	\$1015.45
Alberta Association Of	Water Soluble Bags	34592	30-Sep-2013	\$577.50
Animal Control Services	August 2013 Monthly Patrol	34593	30-Sep-2013	\$907.20
Beebe, Melissa	Mileage: DWSP Course, Keyera Plant &	34594	30-Sep-2013	\$287.00
Bubble Up Marketing	Assistance on updating Calendar link	34595	30-Sep-2013	\$31.50
Cimco Refrigeration	Service Agreement	34596	30-Sep-2013	\$2447.55
Criterion Pictures	Man of Steal Movie	34597	30-Sep-2013	\$39.27
Digitex Inc.	Copy Charges to Sept 6/13 (Rec Office)	34598	30-Sep-2013	\$229.78
Exova Canada Inc.	Cond Corp: Annual Water Sampling	34599	30-Sep-2013	\$167.80
Hi-Way 9 Express Ltd.	Freight	34600	30-Sep-2013	\$322.69
Ibbotson, Sheldon	Mileage: Mayors Caucus	34601	30-Sep-2013	\$67.00
Industrial Machine Inc.	Blade	34602	30-Sep-2013	\$813.48
Lacombe Locksmith	Keys	34603	30-Sep-2013	\$75.60
Langen, Darryl	Meals(Building Maintenance Course)	34604	30-Sep-2013	\$100.00
Lee, Joanne	Community Centre Deposit Refund	34605	30-Sep-2013	\$250.00
Lifesaving Society	Exam Fee	34606	30-Sep-2013	\$102.00
MLA Benefits Inc.	Sept 2013 Health Spending Account	34607	30-Sep-2013	\$826.78
More, Patrick	Cardlock Refund	34608	30-Sep-2013	\$25.00
Newbury, Ronald	Meals(Building Maintenance Course)	34609	30-Sep-2013	\$170.76
Nikirk Bros. Contracting Ltd.	August 2013 Bin Dumps & Bin Rentals	34610	30-Sep-2013	\$11753.44
Pit Stop Parts & Performance	Supplies	34611	30-Sep-2013	\$90.37
PitneyWorks	Postage Meter Account	34612	30-Sep-2013	\$3150.00
Red Deer Lock & Safe Ltd.	Keys	34613	30-Sep-2013	\$49.44
Rimbey Heating Ltd.	Pool Filters	34614	30-Sep-2013	\$51.11
Rimbey Janitorial Supplies	Janitoiral Supplies (RCMP & Community	34615	30-Sep-2013	\$812.18
Rimbey Transport Ltd.	Freight	34616	30-Sep-2013	\$906.85
Rimbey TV & Electronics 1998	Charger	34617	30-Sep-2013	\$31.49
Rimbey Value Drug Mart	Suncreen	34618	30-Sep-2013	\$28.32
Rimstone Ridge Hotel Inc.	Chlorine for Pool	34619	30-Sep-2013	\$197.70
Rocky Mountain Phoenix	Turnout Pants & Coat	34620	30-Sep-2013	\$1340.33
Schmidt, Richard Jr.	Meals(Building Maintenance Course)	34621	30-Sep-2013	\$100.00
Stationery Stories & Sounds	Laminating	34622	30-Sep-2013	\$264.78
Stenstrom, Peter	Ash Tray, Bike Rack & Waste Receptacles <sup>5</sup>	34623	30-Sep-2013	\$2392.16
Strain, Tyler	Cardlock Refund	34624	30-Sep-2013	\$25.00
Tagish Engineering Ltd.	2014 Capital Planning Designs	34625	30-Sep-2013	\$15936.48
TransAlta Energy Marketing	Sept 12 Invoice: Curling Club	34626	30-Sep-2013	\$238.13

**45 cheques for 253449.48**

→ Tagish: Aug. 2013 Professional Services.  
 South Lagoon, NE Lagoon, Walking Trails, 58th Ave, 53 Ave  
 2014 Capital Planning Design



# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council	Meeting Date	October 7, 2013		
Agenda Item No.	8.2.1	Confidential	Yes	No	XX
Topic	FCSS/RCHHS Board Meeting Minutes June 19, 2013				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

The FCSS/RCHHS held a board meeting on June 19, 2013.


Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached is a copy of the FCSS/RCHHS Board Meeting Minutes from June 19, 2013.

**RECOMMENDED ACTION:**

Administration recommends Council accept the FCSS/RCHS Board Meeting Minutes of June 19, 2013 as presented.

CAO 				
<b>DISTRIBUTION:</b>	Council:	Admin:	Press:	Other:

**Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
June 19, 2013  
9:30 a.m. Rimbey Provincial Building**

Present:

Nancy Hartford, Chairperson  
Irene Steeves, Vice Chairperson  
Viola Schneider, Board Member  
Pat Weeks, Board Member  
MaryAnn Josephison, Board Member  
Bill Coulthard, Board Member  
Scott Ellis, Board Member  
Peggy Makofka, Executive Director  
Christine Simpson, Recording Secretary

Regrets:

Paul McLauchlin, Board Member

1. CALL TO ORDER

The Meeting was called to Order by: Nancy Hartford, Chairperson at 10:00 a.m.

2. APPROVAL OF AGENDA

**13-06-01 MOTION:** By: B. Coulthard: That the agenda is adopted with the following additions:

10.9 Compass Refresher course.

CARRIED.

3. PREVIOUS MEETING MINUTES –May 15, 2013

**13-06-02 MOTION:** By: P. Weeks: That the Minutes of the April 17, 2013 meeting be adopted as presented.

CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

5. OLD BUSINESS

5.1 West Central FCSSAA Spring meeting- report by P. Weeks

6. FINANCE

6.1 June 19, 2013 Finance Committee Meeting Minutes/Highlights

**13-06-03 MOTION:** By: I. Steeves: That the Minutes of the June 19, 2013 Finance Committee Meeting be accepted as information.

CARRIED.

6.2 Community Spirit Grant- automatic deposits

7. WRITTEN REPORTS

7.1 Home Support/Personal Care

**13-06-04 MOTION:** By: B. Coulthard: That two staff attend the ACCA at the expense of the Agency. Seconded by: M. Josephison

CARRIED.

7.2 Palliative Care

7.3 Medical Alert

**13-06-03 MOTION:** By: M. Josephison: That two staff attend the Telecare conference at the expense of the Agency. Seconded by: V. Schneider

CARRIED.

- 7.4 Compass Program
- 7.5 Education Coordinator
- 7.6 Seniors Information & Referral Centre
- 7.7 Volunteer Income Tax
- 7.8 Food Bank
- 7.9 Volunteer Services
- 7.10 Adult Day Support
- 7.11 Community Kitchen
- 7.12 Internet Technology
- 7.13 Rimbey Parent Link Centre
- 7.14 Healthy Families/Babies First
- 7.15 Rainbows
- 7.16 Family Resource Library
- 7.17 New Horizon's- Elder Abuse Awareness
- 7.18 Volunteer Visitor
- 7.19 Meals on Wheels
- 7.20 Office Manager/Quality Control

**13-06-05 MOTION:** By: P. Weeks: That the Written Reports be accepted as information.

CARRIED.

#### 8. POLICY/RISK MANAGEMENT COMMITTEE

Policy/Risk Management Committee meeting minutes – June 4, 2013

**13-06-06 MOTION:** By: S. Ellis: That the Board accepts the report given by the Policy/Risk Management Committee. Seconded by: B. Coulthard

CARRIED.

#### 9. DIRECTOR'S REPORT

- 9.1 Central Alberta Immigrant Women's Association
- 9.2 Alberta Continuing Care Association- update
- 9.3 Seniors Week Celebration-report
- 9.4 Meals on Wheels- update
- 9.5 Vitalize Conference –report
- 9.6 Volunteer Alberta AGM- reports
- 9.7 Alberta Health Service- Adult Day Support Program audit- report
- 9.8 Alberta Food Banks Network Association- report
- 9.9 Elder Abuse Awareness Campaign- reports
- 9.10 Rimbey Hospital Disaster Plan- table top exercise
- 9.11 Lacombe/Rimbey FCSS agreement –Parent Link Centre

**13-06-07 MOTION:** By: B. Coulthard: That the Director's Report be accepted as information.

CARRIED.

10. NEW BUSINESS

10.1 FCSS Family Barbeque- June 19, 2013

10.2 FCSS Charity Golf Tournament- update

**13-06-08 MOTION:** By: B. Coulthard: That the Board approves the office close the day of the tournament.

CARRIED.

10.3 FCSS Director's Fall Network- Sept. 18-20

**13-06-09 MOTION:** By: B. Coulthard: That the Board approves one staff member to attend the FCSS Director's Fall Network at the expense of the agency. Seconded by: S. Ellis

CARRIED.

10.4 Ponoka FCSS invitation

**13-06-10 MOTION:** By: I. Steeves: That the Board accepts the Ponoka FCSS invitation, and purchase a small gift for the Ponoka FCSS

CARRIED.

**13-06-11 MOTION:** By: V. Schneider: That the Board approves that the Agency look into designing a new website. Seconded by: M. Josephison

CARRIED.

10.5 Grey Matters Conference 2013

**13-06-12 MOTION:** By: B. Coulthard: That the Board approves two staff members to attend the Grey Matters Conference at the expense of the Agency. Seconded by: M. Josephison

CARRIED.

10.6 HCA Appreciation

**13-06-13 MOTION:** By: M. Josephison: That the Board approves a budget of up to \$1000.00 for HCA staff appreciation. Seconded by: V. Schneider

CARRIED.

10.7 Staff appreciation

**13-06-14 MOTION:** By: B. Coulthard: That the Board approves a budget of up to \$1200.00 for staff appreciation gifts. Seconded by: I. Steeves

CARRIED.

10.8 FCSS Board Retreat

**13-06-15 MOTION:** By: B. Coulthard: That the Board approves a budget of up to \$5000.00 for the Board retreat. Seconded by: I. Steeves

CARRIED.

10.9 Compass Program

**13-06-16 MOTION:** By: M. Josephison: That the Board approves L. Tennant to attend the Compass Program refresher course and the Agency pay for her mileage. Seconded by: S. Ellis

CARRIED.

11. CORRESPONDENCE

- 11.1 April Payroll Memos
- 11.2 Alberta Emergency Management Agency
- 11.3 Verbal report Rimoka-P. McLaughlin
- 11.4 Thank you- M. Josephison
- 11.5 New Horizons Funding

12. NEXT MEETING DATE – September 18, 2013 10:00 a.m.

13. ADJOURNMENT

**13-06-17 MOTION:** By: N. Hartford: That the Meeting adjourns at 11:50 a. m.

CARRIED.

14. BOARD SHARING TIME

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N. Hartford, Chairperson

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C. Simpson, Recording Secretary

# TOWN OF RIMBEY AGENDA ITEMS

Meeting	Council Meeting	Meeting Date	October 07, 2013		
Agenda Item No.	8.3.	Confidential	Yes	No	XX
Topic	Council Reports				
Originated by	Tony Goode		Title	CAO	

**BACKGROUND:**

The Mayor and Councillors provide reports on their activities.

Documentation Attached:	Yes	XX	No
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**DISCUSSION:**

Attached are the following reports:

- 8.3.1 Mayor's Report
- 8.3.2 Councillor Rondeel's Report
- 8.3.3 Councillor Webb's Report
- 8.3.4 Councillor Ellis's Report

**RECOMMENDED ACTION:**

Administration recommends Council accept Council reports as presented.

CAO



DISTRIBUTION:	Council:	Admin:	Press:	Other:
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Mayors report October 4, 2013.

September 20. Coffee with Council.

September 25. Wheelchair rodeo at the Auxiliary Hospital.

September 26. Rimoka Board met with the Bethany Group.

September 27. Attended Seventy-fifth anniversary celebrations at the Alberta Treasury Branches.

September 27. Coffee with Council.

September 30. Attended the Recreation meeting to receive input from residents about the park in Rimwest.

October 2. Signed cheques.

Gayle Rondeel Council Report June 15<sup>th</sup>-October 1<sup>st</sup> 2013

June 19<sup>th</sup> - Rimoka Meeting

June 21<sup>st</sup> Committee of the Whole

June 21<sup>st</sup>- 28<sup>th</sup> Coffee with Council

June 24<sup>th</sup> Council meeting

June 28<sup>th</sup> Ponoka Parade

July 1<sup>st</sup> MC Canada Day

July 6<sup>th</sup>-13<sup>th</sup>-20<sup>th</sup>-27<sup>th</sup> Coffee with Council

July 17<sup>th</sup> Rimoka meeting

July 17<sup>th</sup> Council Meeting

July 19<sup>th</sup> Committee of the Whole

July 25<sup>th</sup> Field trip to the Lagoons

July 30<sup>th</sup> Field trip to Spray Park, check out the leaks and repairs

August 3<sup>rd</sup>- 10<sup>th</sup>-17<sup>th</sup>-24<sup>th</sup>-31<sup>st</sup>, Coffee with Council

August 8<sup>th</sup> Bentley Parade

August 19<sup>th</sup> Council meeting

August 19<sup>th</sup> Met with council and Mayor to discuss CAO position

August 23<sup>rd</sup> Met with Mayor and Council to discuss CAO position

August 30<sup>th</sup> Bylaw committee

September 7<sup>th</sup>-14<sup>th</sup>-21<sup>st</sup>-28<sup>th</sup>, Coffee with council

September 3<sup>rd</sup> Rec Board meeting

September 4<sup>th</sup> Candidate information Workshop with Donna Tona

September 9<sup>th</sup> Council Meeting

September 9<sup>th</sup> COA meeting

September 12<sup>th</sup> Partnership Dinner at Pask-a-poo Park



September 13<sup>th</sup> Interagency Meeting

September 17<sup>th</sup> Rimoka meeting

September 18<sup>th</sup> spoke with CAO of Bethany Group, Spoke with PR from Bethany Group, Spoke with Chair of Bethany Group

September 20<sup>th</sup> Met with Keith Bebee , county councilor, addressed issues he has about Bethany Group

September 26<sup>th</sup> spoke with residence of Parkland Manor and resident from Kansas Ridge 1, to see if they had any concerns that I could take to the Bethany Board Meeting. They had no immediate concerns but were wondering what the future may bring.

September 26<sup>th</sup> Bethany Board Meeting in Camrose. Brought forth concerns of residence.

## Councillor Webb's Monthly Activity Report

- Attended Historical Society appreciation Supper
- Attended Historical Society monthly meeting
- Signed numerous Commissioner of Oaths documents
- Several discussions regarding upcoming election.
- Submitted my Election papers
- Volunteered at the park
- Actively campaigning.

## Councillor Ellis's Report for October

- Nothing to report