

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, SEPTEMBER 26 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Public Hearing - None	
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9.	Correspondence - None	
10.	Open Forum (Bylaw 894/14 – Council Procedural Bylaw #30 - 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.	In- Camera - None	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, SEPTEMBER 12, 2016 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

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

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson(7:45 pm)
Councillor Webb
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Director of Public Works – Rick Schmidt
Contract Development Officer – Liz Armitage
Recording Secretary – Kathy Blakely

Absent:
Director of Community Services – Cindy Bowie
Municipal Intern - Michael Fitzsimmons

Public:
Treena Mielke, Rimbey Review (7:15 pm)
1 members of the public

2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. September 12, 2016 Agenda
11.4 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act) addition

Motion 348/16

Moved by Councillor Jaycox to accept the Agenda for September 12, 2016 Regular Council Meeting as amended.

CARRIED

4. Minutes 4.1 Minutes of the Regular Council Meeting August 22, 2016

Motion 349/16

Moved by Councillor Godlonton to accept the Minutes of the Regular Council Meeting of August 22, 2016, as presented.

CARRIED

5. Delegation 5.1 None

6. Bylaws 6.1 Bylaw 922/16 Implementation of a Pre-Authorized Monthly Installment Property Tax Payment Plan

Motion 350/16

Moved by Councillor Jaycox to give first reading to Bylaw 922/16 Implementation of a Pre-Authorized Monthly Installment Property Tax Payment Plan.

CARRIED

Motion 351/16

Moved by Councillor Godlonton to give second reading to Bylaw 922/16 Implementation of a Pre-Authorized Monthly Installment Property Tax Payment Plan.

CARRIED
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Motion 352/16

Moved by Councillor Webb to unanimously consent to consider third and final reading of Bylaw 922/16 Implementation of a Pre-Authorized Monthly Installment Property Tax Payment Plan.

CARRIED

Motion 353/16

Moved by Councillor Jaycox to give third and final reading to Bylaw 922/16 Implementation of a Pre-Authorized Monthly Installment Property Tax Payment Plan.

CARRIED

6.2 Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal BoardMotion 354/16

Moved by Mayor Pankiw to give first reading to Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board.

CARRIED

Motion 355/16

Moved by Councillor Godlonton to give second reading to Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board.

CARRIED

Motion 356/16

Moved by Councillor Webb to unanimously consent to consider third and final reading of Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board.

CARRIED

Motion 357/16

Moved by Mayor Pankiw to give third and final reading to Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board.

CARRIED

6.3 Bylaw 924/16 Council Procedural BylawMotion 358/16

Moved by Mayor Pankiw to give first reading to Bylaw 924/16 Council Procedural Bylaw.

CARRIED

Motion 359/16

Moved by Councillor Godlonton to give second reading to Bylaw 924/16 Council Procedural Bylaw.

CARRIED

7. New and Unfinished Business

7.1 Budget Meeting DatesMotion 360/16

Moved by Mayor Pankiw to hold Special Council Meetings on November 19 and November 26, 2016, for 2017 budget deliberations commencing at 9:00 am on both Saturdays.

CARRIED

7.2 Tagish Engineering Project Status Updates to August 23 and Sept 7, 2016Motion 361/16

Moved by Councillor Godlonton to accept the Tagish Engineering Project Status Updates to August 23 and September 7, 2016, as information.

CARRIED

7.3 Cemetery Trees

Councillor Payson joined the Council meeting at 7:45 pm.

Motion 362/16

Moved by Councillor Godlonton to have the Cemetery Board and the Director of Public Works and the Chief Administrative Officer meet to discuss the trees and determine which kind of trees they would suggest for Mount Auburn Cemetery and bring those recommendations to Council.

CARRIED

7.4 Tree Trimming UpdateMotion 363/16

Moved by Councillor Godlonton to accept the Tree Trimming Update, as information.

CARRIED

7.5 Arena SignsMotion 364/16

Moved by Councillor Jaycox to purchase one 20" x 24" sign for the inside of the arena along with five 8 X 10 copies, one for each of the Poffenroth family members, at an approximate cost of \$775.00 plus GST and one sign for the exterior of the arena at an approximate cost of \$3,500.00 plus GST, with the funds coming from Special Projects, and these signs to be unveiled on October 15, 2017 at 7:00 pm.

CARRIED

8. Reports

8.1 Department Reports - None8.2 Boards/Committee Reports

8.2.1 Beatty Heritage House Society Minutes of August 2, 2016

Motion 365/16

Motion by Councillor Payson to accept the Beatty Heritage House Society Minutes of August 2, 2016, as information.

CARRIED

9. Correspondence

9.1 Correspondence – None

10. Open Forum

10.1 Open Forum

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

There was one response from the gallery.

One person spoke regarding the cemetery trees and requested Council obtain a profession opinion regarding the trees.

Mayor Pankiw recessed the Council Meeting at 8:04 pm.

1 member of the public and Treena Mielke of the Rimbey Review departed the meeting at 8:04 pm.

Mayor Pankiw reconvened the Council Meeting at 8:10 pm.

Motion 366/16

Moved by Councillor Godlonton to extend the Regular Council Meeting beyond the 90 minutes as allocated for Council Meetings in Bylaw 894/14 Town of Rimbey Procedural Bylaw.

CARRIED

11. In Camera

11.1 Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act)

11.2 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)

11.3 Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)

11.4 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)

Motion 367/16

Moved by Councillor Jaycox the Council meeting go in camera at 8:10 pm, pursuant to Division 2, Sections 17(2), 24(1) and 27(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Contract Development Officer Liz Armitage, Director of Finance Wanda Stoddart, Director of Public Works Rick Schmidt, and Recording Secretary Kathy Blakely to discuss personnel, land and legal issues.

CARRIED

Contract Development Officer Liz Armitage, Director of Finance Wanda Stoddart, Director of Public Works and Recording Secretary Kathy Blakely were dismissed from the Council Meeting at 9:30 pm. Chief Administrative Officer Lori Hillis to record the remaining minutes.

Motion 368/16

Moved by Councillor Webb the Council meeting reverts back to an open meeting at 9:51 pm.

CARRIED

Motion 369/16

Moved by Mayor Pankiw to appoint Allan Tarleton to the Town of Rimbey Subdivision and Development Appeal Board for the term of September 13, 2016 to October 31, 2018, effective immediately.

CARRIED

Motion 370/16

Moved by Councillor Godlonton to re-advertise the sale of the Rimbey Airport with the same previous advertisement with the addition of a clause in the advertisement to include a business case showing the benefits to the Town of Rimbey, and the advertisement is to run for 2 weeks with a closing date October 14, 2016.

CARRIED

12. Adjournment

Motion 371/16


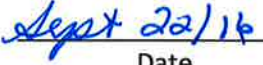

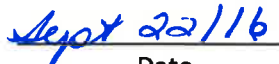
Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 9:53 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	5.1
Council Meeting Date	September 26, 2016
Subject	Pamela Kurmey
For Public Agenda	Public Information
Background	Administration has received a letter of request from Mrs. Pamela Kurmey to attend Council as a delegation to discuss the repair of her driveway.
Discussion	
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	Mrs. Kurmey's letter Bylaw 776/05 Policy 3207 Blockages & Breaks on Water & Sewer Lines Policy 3208 Water Curbstops
Recommendation	Administration recommends Council accept Mrs. Kurmey's presentation as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

September 21ST 2016.

A request to appear before Council.

To Whom it May Concern:

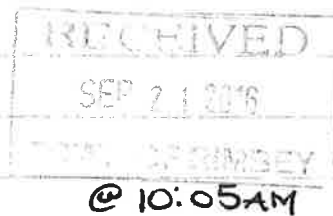
I am requesting to appear before council in order to discuss the repair of my driveway. The Town of Rimbey or their subcontractors ripped up my driveway on or about July 14, 2016. To date there has been no repairs done.

I would like to appear before Council on September 26, 2016.

Thank you for your timely response to this matter.

Sincerely,

Pamela Kurney



Rimbey, Alberta.

TOC 250



**A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA,
TO REGULATE THE USE OF WATERWORKS IN THE TOWN OF RIMBEY.**

- 2.09 Turning on water – after any construction, reconstruction, alteration or change, or the completion of any work requiring Municipal authorization, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the Water Department. Water shall be turned on or off only by an authorized employee of the Town.
- 2.10 To maintain an adequate supply of water and adequate water pressure within the Town of Rimbey, the Council may impose restrictions on the use of water.
- 2.11 In the case of a water shortage caused by weather conditions, mechanical reasons, or otherwise, the Town Manager has the authority to set limitations on rationing of water. If, in the opinion of the Town Manager and/or Town Foreman, during such water shortages, any user is abusing his water privileges, the Town Manager may authorize services to said premises to be temporarily suspended. The period of suspension shall be determined by the Town Manager, or in the absence of the Town Manager, the Town Foreman.
- 2.12 Except as hereinafter provided, no persons other than authorized employees of the Town shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- 2.13 The Chief of the Town Fire Department, his assistants and officers, and members of that Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or fire practices, or for making trial testing of hose pipe, or for fire protection, but all such cases shall be under the direction and supervision of the said Chief or his duly authorized assistants, and in no event shall any inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- 2.14 No person shall in any manner obstruct the free access to any hydrant or valve or stop cock. No vehicle, building, rubbish, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within five (5) meters of the hydrant in a direction parallel with the said property line.
- 2.15 The Town shall assume the full responsibility and costs for any water service line, which may hereinafter be frozen between the property line and the street main. Any water service line frozen between the property line and the meter shall be the responsibility of the person owning the said property. Any costs incurred by the Town, in thawing frozen lines on behalf of a person, shall be recoverable as and subject to penalties, as taxes.
- 2.16 The Department, may shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of or non-compliance with any of the provisions of this By-Law or Board of Health regulation, and may refuse to turn on the water until satisfied and assured that the consumer intends to comply with this By-Law or Health Regulations.
- 2.17 The Town hereby reserves the right to turn off water service without notice to any or all consumers for any purpose that, in the opinion of the Town, may be expedient to do so. It is hereby declared that no person shall have any claim for compensation or damages as a result of the Town turning off the water service without notice or from the failure of the water supply system from any cause whatsoever.
- 2.18 No person shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes due to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties by the By-Law, be required to assume all costs involved in said repair.

3.0

Wells and Other Sources of Water Supply:

- 3.01 No well or other source of water except the Town water mains shall be used in the Town of Rimbey without a permit being obtained from the Town.



Town of Rimbey Policy Manual

Title: Blockages & Breaks on Water & Sewer Lines

Policy No.: 3207

Supercedes

Approved: October 23, 1991

Resolution No.: 752/91

Effective Date: October 23, 1991

Purpose: To provide guidelines for repair of service lines.

Policy Statement:

1. With the exception of the circumstances noted in Clause #2, the property line will be the prime determinant in assigning financial responsibility for the repair of water & sewer service lines.
2. When it appears that a sewer line has been blocked due to improper substances being put in the sewer line, notwithstanding the location of the blockage, the Town Manager may deem that the property owner must be responsible for all or part of the repair.
3. Should there be any dispute regarding these matters, a video camera inspection may be done at the property owner's expense. If the problem is identified by the municipality as a municipal problem, then the Town of Rimbey will pay the cost of the camera inspection.
4. Owners of property shall be responsible for all repairs inside the property line.
5. The Town of Rimbey will be responsible for repairs outside the property line.
6. "Property line" shall mean the line determined by plan of survey. If the matter does not warrant the cost of a surveyor, and there is no certificate of survey, the Town and the property owner may establish and estimate a mutually agreeable location for the property line.

Amended:

Date: June 13, 2006

Resolution: 179/06

Date:

Resolution:



Town of Rimbey Policy Manual

Title: Water Curbstops

Policy No.: 3208

Supersedes

Approved: October 23, 1991

Resolution No.: 753/91

Effective Date: October 23, 1991

Purpose: To provide guidance to staff and residents on the matter.

Policy Statement:

1. The Town may provide a water shut-off valve (also known as a "curbcock or curbstop") to be located on or near the property line.

The provision of such shut-offs may also be deemed to be a cost of development and an expense of the developer.

2. If the shut-off valve is damaged due to vehicles driving over it, or by other avoidable acts, the Town shall not be responsible for repair or replacement. Repairs must be done to the satisfaction of the Town.
3. If a curbstop is encased in cement, the resultant cement work needed to repair it shall not be a Town responsibility.
4. The Town may replace curbstops when they become non-functional, show signs of leakage, or for any other reasons the Town deems appropriate.


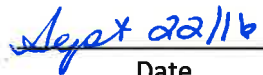
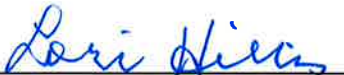
Amended:

Date:

Resolution:

Date:

Resolution:

Council Agenda Item	5.2
Council Meeting Date	September 26, 2016
Subject	Beatty Heritage House Society
For Public Agenda	Public Information
Background	Administration has received a letter of request from The Beatty Heritage House Society to give Council an update on the Tourist Information Centre.
Discussion	
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	Letter from Beatty Heritage House Society
Recommendation	Administration recommends Council accept the Beatty Heritage House Society report, as information.
Prepared By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	
Endorsed By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	



Box 675
Rimbey, AB T0C2J0
Sept. 15, 2015

Town of Rimbey
Rimbey, AB T0C2J0

Dear Rimbey Town Council:

This past summer the Town again provided funds to supplement the grant money that we received from the Federal Government's Canada Summer Jobs program. This enabled us to hire our student to care for the House and Grounds, and enabled the Town to hire a student to provide Visitor Information. These two positions were filled by 3 students this summer. The Beatty House was open 7 days a week throughout the summer months from May long weekend until Labour Day weekend from 9:00 am to 5:30 pm.

With the Paskapoo Park site designated the official Tourist Information Centre, and signs directing tourists to that location, we are wondering if the Beatty House continues to be valuable as an Information Centre. It is a significant amount of work for our volunteer members to do the hiring and supervision. Also, this year the number of tourists to the house was significantly reduced. We had approximately 170 visitors to the House this past summer - one quarter of the number visiting during the previous season.

Representatives of the Society would be happy to attend a Town meeting or to meet informally to discuss this matter while this is fresh in thought.


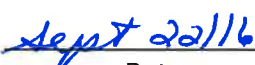


We look forward to your response.

With appreciation,

A handwritten signature in cursive script, appearing to read "Jackie Anderson".

Florence Stemo

Jackie Anderson, Treasurer
Florence Stemo, Secretary
Beatty Heritage House Society

Council Agenda Item	6.1
Council Meeting Date	September 26, 2016
Subject	Bylaw 924/16 Council Procedural Bylaw
For Public Agenda	Public Information
Background	<p>At the September 12, 2016, Regular Council Meeting, Council reviewed Bylaw 924/16 Council Procedural Bylaw and gave the bylaw first and second reading.</p> <p>Prior to third and final reading, Council requested the following changes be made:</p> <p>PART XII – COUNCIL AGENDA, 3. (addition) Oral reports will be allowed, with a written report to be included in the next months report.</p> <p>PART XXXIII – CONDUCT OF COUNCIL IN COUNCIL CHAMBERS, f. (addition) Shall not use electronic devices for recording during council meetings for purposes other than meeting related duties.</p> <p>PART XXXVI – SPEAKING OR ACTING ON BEHALF OF COUNCIL OR THE TOWN, 1. (omitted) The Mayor or designated appointee shall be the official spokesperson to the media. No Councillor shall represent the Town to the media without consent from the Mayor or his designate.</p> <p>The remaining items in this Part were renumbered as a result of the omission.</p>
Discussion	As Bylaw 924/16 did not receive third reading at the September 12, 2016 Regular Council Meeting, the clause “UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading” was removed from the Bylaw.
Relevant Policy/Legislation	MGA 63(1) Bylaw 907/15 Bylaw to Amend Bylaws
Options/Consequences	
Financial Implications	Not Applicable
Attachments	Bylaw 924/16 Council Procedural Bylaw
Recommendation	Administration recommends Council give third and final reading to Bylaw 924/16 Council Procedural Bylaw.
Prepared By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>
Endorsed By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE AND CONDUCT OF COUNCIL.

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws in relation to the procedure and conduct of Council; and

WHEREAS, the Council of the Town of Rimbey desires to establish a procedural and conduct Bylaw;

NOW THEREFORE, the Council of The Town of Rimbey, duly assembled enacts as follows:

PART I BYLAW TITLE

1. This bylaw may be cited as the "Council Procedural Bylaw".

PART II - DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Act" shall mean the Municipal Government Act, Statutes of Alberta, 2000, chapter M-26 as amended or replaced from time to time.

"Administrative Inquiry" shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.

"Business Casual" means dressing professionally, looking relaxed, yet neat and pulled together.

"Bylaw" shall mean a Bylaw of the Town of Rimbey.

"Chairperson" or chair shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.

"Chief Administrative Officer (CAO)" shall mean the person appointed as Manager of the Town of Rimbey and whatsoever subsequent title may be conferred on him or her by Council or Statute, and includes any person who holds this position in an acting capacity.

"Conflict of Interest" means any pecuniary interest, including all those persons, employer and legal entities whose financial interests in a decision of Council will disqualify the Councillor, as defined in Division 6, Section 169 and 170 of the Municipal Government Act, and amendments thereto.

"Council" shall mean the Municipal Council of the Town of Rimbey, elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act, acting at a duly assembled meeting thereof.

"Councillor" means the current Mayor and members of Town Council elected pursuant to the provisions of the Municipal Election Act and the

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

Local Authorities Election Act, whose term is unexpired, who has not resigned and who continues to be eligible to hold office as such under the terms of the Municipal Government Act.

“Delegation” shall mean a person or group of persons wishing to appear before the council to address a specific matter.

“Deputy Mayor” shall mean the member who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.

“Discrimination” means differential treatment of an individual or group of individuals based on cultural background, religious belief, gender, gender identification, marital status, positions, physical characteristics, age. Discrimination can be intentional or unintentional and includes systemic discrimination in which neutral systems often have an inconsistent or unequal effect upon a particular group.

“Harassment” means any unwanted physical or verbal conduct that is based on, but not restricted to cultural background, age, religion, gender, marital status, position, mental or physical disability, pardoned conviction, gender identification or any other conduct that a reasonable person ought to have deemed as being unwelcome.

“In-Camera” shall mean a meeting not open to the public due to the matter(s) to be discussed are within one of the exceptions to disclosure as outlined in the *Freedom of Information and Protection of Privacy Act*.

“Mayor” shall mean the Chief Elected Official elected in accordance with the Municipal Government Act.

“Member” shall mean a member of Council.

“MGA” means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.

“Person” shall include an individual, partnership, corporation, trustee, executor or administrator.

“Point of Information” shall mean a request directed to the Mayor, or through the Chair to another member or to staff, for information relevant to the business at hand, but not related to a point of procedure.

“Point of Order” shall mean the raising of a question by a member or staff to call attention to any departure from the Procedure Bylaw.

“Point of Procedure” shall mean a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion.

“Procedural Bylaw” means the current, active Procedural Bylaw of the Town of Rimbey, which established the procedural guidelines and conduct of Council

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

“Public Forum” shall mean the portion of the meeting where a person(s) present at the meeting are allowed to address Council regarding issues arising from the meeting in progress

“Public Hearing” shall mean a meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, and any other matter at the direction of Council.

“Privilege” shall mean a raising of a question which concerns a member of council, or the council collectively when a member believes that another member has spoken disrespectfully towards him or the Council, or when he or she believes his or her comments have been misunderstood or misinterpreted by another member or members.

“Quorum” shall mean a majority of those members elected and serving on Council.

“Respect” means consideration for self and others, including consideration for others people’s privacy, their physical space and belongings and respect for different viewpoints, philosophies, physical ability beliefs and personality.

“Town” means the Town of Rimbey.

“Written Notice” shall mean letter, email, or facsimile.

PART III - GENERAL

1. This Bylaw shall govern the proceedings of Council.
2. When any matter relating to the proceedings of Council is not addressed in the Bylaw, reference shall be made in accordance with the Municipal Government Act; and then Roberts Rules of Order.
3. In the event of conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
4. Any provisions in this Bylaw may be repealed, amended or varied, or additions made, by Bylaw.
5. Notwithstanding the above, and in the absence of any statutory obligations, any provision of this Bylaw may be waived by resolution of council, provided a majority of the members vote in favor thereof, to deal with a matter under consideration.
6. In the absence of, or in the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other member as Acting Mayor as provided for by the Act.

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

PART IV - INAUGURAL MEETING

1. The Organizational Meeting immediately following a General Municipal Election shall be called the Inaugural Meeting.
2. During the Inaugural Meeting the Chief Administrative Officer shall:
 - a. Take the Chair;
 - b. Call the meeting to order;
 - c. Preside over the meeting until the Oath, prescribed by the Oaths of Office Act, has been administered to the Mayor.
3. After the Mayor has taken the Oath and assumed the Chair, the Councillors who have been elected at an election, immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

PART V- ORGANIZATIONAL MEETING

1. An Organizational Meeting of Council shall be held annually pursuant to Section 192 of the Municipal Government Act.
2. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting.
3. The agenda for the Organizational Meeting shall be restricted to:
 - a. the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election;
 - b. the establishment of regular meeting dates and times for Council Meetings;
 - c. the appointment of the Deputy Mayor;
 - d. the appointment of Signing Authorities;
 - e. the appointment of members to act on committees, board and other bodies on which Council is entitled to representation;
 - f. any such other business as is required by the Act.

PART VI – REGULAR MEETINGS OF COUNCIL

1. The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council.
2. In the case where a Regular Council Meeting conflicts with a General Holiday, the Regular Council Meeting shall be held in the Council Chambers of the Town on a day and time established, by resolution of Council, at the annual Organizational Meeting of Council.
3. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.

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PART VII - IN CAMERA MEETINGS

1. Council may, by resolution, go into an In Camera meeting to consider a matter which is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, which meeting:
 - a. may be held in private;
 - i. may exclude any person or persons therefrom; or include any person or persons, and shall not have the power to pass any resolution except one to revert to the open meeting.
2. Councillors are to keep in confidence matters discussed in private at a Council Meeting until discussed at a meeting held in public.

PART VIII - SPECIAL COUNCIL MEETINGS

1. The Mayor may call a Special Meeting of Council pursuant to Section 194 of the Municipal Government Act, whenever he or she considers it expedient to do so.
2. The Mayor must call Special Council meeting if he or she receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
3. Where a Special Meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.
4. The Mayor calls a Special Meeting of Council by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
5. A Special Council meeting may be held with less than 24 hours' notice to all councilors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
6. No business other than that stated in the notice calling the Special Council meeting shall be transacted at any Special Meeting of Council, unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.
7. The Chief Administrative Officer shall place at the disposal of each Council member a copy of the agenda and supporting material as soon as possible after the call of a Special Meeting.

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PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

1. A meeting may be conducted by means of electronic or other communication facilities if,
 - a. Notice is given to the public of the meeting, including the way in which the meeting is to be conducted.
 - b. The facilities enable the public to watch and listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
 - c. The facilities enable all of the meeting's participants to watch or hear each other.
2. Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
3. With the unanimous consent of Council, an electronic Special Council Meeting via email may be conducted for a very high priority or time sensitive matter and only in exceptional circumstances. The email notice of such meeting shall include the meeting Agenda, any supporting material and the motion to be voted on. Members will vote using "Reply All" to the email indicating "In Favor" or "Opposed" to the motion. At the discretion of the Chief Administrative Officer if there is significant discussion or debate by the members on the resolution, the meeting will be adjourned and the matter brought forward at the Next Council Meeting.

PART X - NOTICE OF MEETINGS

1. Section 196(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 states: Notice of Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
2. Notice to the public of Regular Council Meetings and Special Council Meetings shall be deemed to be given by the Chief Administrative Officer posting notice of all meeting dates and times at the Town Office, OR advertising the meeting dates and times in the local newspaper OR on its website.

PART XI - QUORUM

1. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall call the members to order.
2. In the event the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the members of Council present and the Council shall stand

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adjourned until the next Regular Council Meeting or another Special Meeting is called.

PART XII - COUNCIL AGENDA

1. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
2. All items for the Agenda, including all documents and notice of delegations, shall be delivered in writing to the Chief Administrative Officer by noon on the Wednesday of the week preceding the meeting of Council.
3. The Mayor and Councillors will provide a written report, of their activities which will be included in the agenda package of the second Council Meeting of the month, however, should there only be one scheduled meeting, the reports will be due and included in the agenda package of that meeting. Oral reports will be allowed, with a written report to be included in the next months report.
4. No further additions to the Agenda will be presented unless the addition is of an emergent nature and the Mayor is in agreement.
5. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.
6. The order of business on the agenda shall be as follows:
 - 1) Call to Order
 - 2) Adoption of Agenda
 - 3) Approval of Minutes
 - 4) Public Hearings
 - 5) Delegations
 - 6) Bylaws
 - 7) New and Unfinished Business
 - 8) Reports
 - 9) Correspondence
 - 10) Open Forum
 - 11) In Camera
 - 12) Adjournment
7. The order of business established in Part XII 6. shall apply unless Council otherwise determines by a majority vote of the members in attendance

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and the vote on the matter of priority of business shall be decided without debate.

PART XIII - REQUEST FOR DECISION

1. A Request for Decision must be used to introduce a matter for consideration by Council.
2. A Request for Decision, with all supporting documentation shall be submitted to the Chief Administrative Officer to be included in a Regular Council Meeting Agenda.

PART XIV - MEMBER DEBATING

1. A member wishing to speak on a matter before the meeting should indicate his or her intentions by raising his or her hand and, being recognized by the Chair, should not speak more than once until every member has had the opportunity to speak, except:
 - a. In the explanation of a material part of the speech which may have been misunderstood; or
 - b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the resolution to the meeting.
2. The member shall confine themselves to the question and avoid personality.
3. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires consent of the Chair.
5. Through the chairperson, a member may ask:
 - a. For an explanation of any part of the previous speaker's remarks; and
 - b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
6. All questions or debate shall be directed through the Chair.

PART XV - MOTIONS

1. A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.

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2. Following debate on the motion under consideration, the Chair may call for a vote on the motion. The motion may be:
 - a. Amended;
 - b. Carried;
 - c. Defeated;
 - d. Withdrawn by the presenter subject to there being no objection by a member of Council;
 - e. Tabled to another meeting.
3. When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
5. Every motion, when moved and presented to the Chairperson is the property of council; a motion may only be withdrawn with the unanimous consent of Council.
6. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
7. The mover of a motion must be present when the vote on the motion is taken.
8. When a matter is under debate, no motion shall be received other than a motion to:
 - a. Fix the time for adjournment;
 - b. Adjourn;
 - c. Withdraw;
 - d. Table;
 - e. Call the question (that the vote must now be taken);
 - f. Postpone to a certain time or date (only debatable for time and date);
 - g. Refer;
 - h. Amend;
 - i. Postpone indefinitely;

Which order shall be the order of precedence.

9. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
10. When speaking to a motion, a member shall state whether he or she is for or against the motion before entering upon the substance of her or her remarks.

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11. No motion shall be offered that is substantially the same as the one that has already be expressed during the same meeting.
12. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
13. After the Chairperson has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
14. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was carried, carried unanimously or defeated. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
15. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
16. A "Motion to Table" may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a "Motion to Raise from the Table."
17. A "Motion to Refer" shall require direction as to the person or group to which it is being referred and is debatable.
18. A "Motion to Postpone Indefinitely" must include a reason for postponement and is debatable.
19. Amendment:
 - a. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The chairperson shall rule on the disputes arising from amendments.
 - b. An amendment proposing a direct negative is out of order.
 - c. No member shall move to amend his or her own motion.
 - d. The amendment shall be voted upon. If any amendment is carried, the main motion as amended shall be put to the vote, unless a further amendment is proposed.
 - e. Nothing in this section shall prevent other proposed amendments being read for the information of the members.
20. Reconsideration
 - a. After a motion has been voted upon, and before moving to the next item on the agenda, any member who voted with the prevailing side may move for reconsideration and shall state the reason therefore.
 - b. Reconsideration shall then be open to debate, voted upon and shall require the votes of a majority of members present to pass.

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- c. If a Motion for Reconsideration is moved at a subsequent meeting by a member who voted with the prevailing side, it shall be preceded by a Request for Decision and shall require a majority vote for the members present to carry.
- d. If a Motion to Reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date. Debate on the matter to be reconsidered shall proceed as though it had not previously been voted upon.
- e. Debate on a Motion for Reconsideration must be confined to reasons for or against reconsideration.
- f. A notice for reconsideration of any decided matter shall not operate to stop or delay action on the decided matter, unless the Council by a majority vote of the members present shall so direct.
- g. A motion that has been approved for reconsideration and passes automatically suspends the previous motion.

21. Rescinding Motions:

- a. A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
- b. A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
- c. Notice to rescind a motion shall be a request for decision or the inclusion of the item on an agenda delivered to the members of Council before the meeting.

PART XXVI - VOTING

- 1. When a Motion to Close Debate and Take the Vote is presented, it shall be put to a vote without debate and, if carried by a majority Vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- 2. When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 3. A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
- 4. Every member present, including the Mayor or Chairperson, shall vote on every matter, unless
 - a. In a specific case, the member is excused by motion of Council from Voting; or
 - b. Disqualified from voting by reason of pecuniary interest;

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5. A member who has a reasonable belief that he or she has a pecuniary interest as defined in the Municipal Government Act in any matter before Council, shall so declare and disclose his or her interest and shall abstain from debate and voting on the matter and shall remove him or herself from Council Chambers until the matter is concluded. The minutes shall indicate the declaration disclosure, the time at which the member left the room and the time the member returned. A member whose pecuniary interest arises due to the paying of the bills shall not be required to leave the Council Chambers.

PART XVII - THE VOTE

1. Any Bylaw or motion on which there is an equality of votes shall be deemed to be decided in the negative.

PART XVIII - MAYOR

1. Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at his discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
2. The Mayor shall preside over the conduct of the meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.

PART XIX - APPEAL RULING

1. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council
2. If the decision is appealed, the Chairperson shall give concise reasons for his ruling and council, without debate, shall decide the question. The ruling of Council shall be final.

PART XX - DELEGATIONS

1. A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council:
 - a. shall address correspondence to the Chief Administrative Officer clearly stating the matter or issue to be discussed. Such correspondence shall be included with the Agenda;
2. A delegation, scheduled to address Council on a topic shall address the Chair upon recognition by the Chair. The scheduled delegate shall be

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limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.

3. The Delegation portion of the Council meeting shall provide:
 - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package
 - b. An opportunity for members of the public to ask questions or make brief presentations to Council on matters of public interest or concern.
4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six month period.
5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
 - a. be printed, typewritten or legibly written;
 - b. clearly set out the matter at issue and the request made of Council in respect thereof;
 - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes, unless the majority of council members present agree to extend the time.
8. All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.
9. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or any other public consultation/communication process.

PART XXI – OPEN FORUM

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

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decision shall be made on any matter discussed with Council during the open forum session.

PART XXII - MINUTES

1. The Chief Administrative Officer or his or her designate shall:
 - a. Attend all Regular Council and Special Council meetings of the Council
 - b. record all minutes of Council Meetings and Special Meetings in the English language, without note or comment,
 - c. record the names of the Councillors present at Council Meetings
 - d. record the time of arrival and/or departure of Council members at meetings should member of Council arrive late at a meeting or depart prior to the completion of a meeting.
 - e. ensure the minutes of each Council Meeting or Special Meeting are given to Council for adoption at a subsequent Council Meeting;
2. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
3. Administration is authorized to electronically record the Regular Council and Special Council meetings to ensure accuracy of the motions.
4. If a member wished to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Chief Administrative Officer before Council has officially confirmed the minutes.
5. Ensure that the last page of the minutes of each meeting is signed by the Mayor or presiding officer and the Chief Administrative Officer.
6. The Chief Administrative Officer may delegate any duties to the Recording Secretary, but the Chief Administrative Officer shall accept all responsibilities of the Recording Secretary.

PART XXIII - ADJOURNMENT

1. A motion to Adjourn the meeting shall be in order except:
 - a. When a member is in possession of the floor; or when it has been decided that the vote now be taken; or
 - b. During the taking of a vote.
2. When at any session of the Council, the duration of time reaches a total of ninety (90) minutes, the Chair shall call for a review of the agenda and Council will determine the action. When it has been determined that the meeting shall be in recess for the evening, the time and date of resumption of the meeting shall be by a majority vote of Council.

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PART XXIV - BOARDS AND COMMITTEES

1. The Council shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. The Council may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.
3. Appointed Councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.
4. The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

PART XXV - PROHIBITIONS

1. A member shall not:
 - a. Use offensive words or unparliamentary language or conduct in Council;
 - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d. Enter the Council Chambers while a vote is being taken;
 - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave his or her seat for the duration of the meeting.
3. At the discretion of the Chair, the member may resume his or her seat following an apology.
4. Should the individual refuse to leave his or her seat, the Mayor may request his or her removal by the police.
5. A member who wishes to leave the meeting of Council, without intent to return prior to the adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the minutes.

PART XXVI - ADMINISTRATIVE INQUIRY

1. All questions or administrative inquiries from Council should be directed through the Chief Administrative Officer.

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2. No member of Council shall have the power to direct or interfere with the performance of any work for the town. This shall in no way however, interfere with or restrict the right of a Councillor to seek information through the Chief Administrative Officer.
3. The Chief Administrative Officer may approve a meeting of a Councillor with a member of staff, through an appointment only, but the information gathered must be presented/distributed to all member of Council.
4. All questions or inquiries from Council members to the Administration should be made in writing to ensure clarity and completeness of the request. Such inquiries should be directed through the Chief Administrative Officer for review and distribution to the appropriate department or individual for response.
5. Once the Chief Administrative Officer acquires the response(s) to and administrative inquiry, it will be distributed to all members of Council for information, regardless of who submitted the inquiry.

PART XXVII - QUESTION OF PRIVILEGE

1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

PART XXVIII - POINTS OF ORDER

1. A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order. The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
2. A member called to order by the Chair person shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

PART XXIX - PUBLIC HEARINGS

“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

“Close” used in relation to a Public Hearing, means to terminate the Public Hearing.

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1. At the commencement of a Public Hearing, the Chairperson shall:
 - a. State the matter to be considered at the hearing;
 - b. Inform those present of the procedure, which shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or opposed to the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public hearings will also be made available to the public.
 - c. Ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the Act;
 - d. Request that the administrative staff present a report on the issue at hand;
 - e. Allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
2. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
 - a. The Chairperson will read out each written submission in favour of the matter being considered.
 - b. The Chairperson will call on each person who is in favour of the matter being considered.
 - c. The Chairperson will read out each written submission opposed to the matter being considered.
 - d. The Chairperson will call on each person who is opposed to the matter being considered.
3. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
 - a. be in legible writing
 - b. name the individual authorized to speak;
 - c. indicated the proposed matter be considered to be spoken to; and
 - d. be signed by the person giving the authorization.
4. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
5. All speakers shall adhere to the timeframes as set out in the "Rules of Procedure for Public Hearings".
6. The Chairperson will allow staff to make closing comments.
7. The Chairperson will allow the applicant to make closing comments.
8. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close the Public Hearing before opening another Public Hearing.
9. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

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10. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
11. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make a written submission, and further there shall be printed copies of the same available to those in attendance at the Hearing.
12. Any member of Council, who has not attended a Public Hearing for a Bylaw or resolution, is not eligible to vote on said Bylaw or resolution.

PART XXX - BYLAWS

1. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
2. A motion on first reading of a bylaw shall be decided without amendment or debate.
3. Pursuant to the MGA, every proposed bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and Chief Administrative Officer. The Chief Administrative Officer shall include the date of the passing upon every bylaw.
4. When a Bylaw is not subject to a statutory public hearing;
 - a. Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
 - b. A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;
 - c. A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
 - d. After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw:
 - e. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at second reading.
 - f. The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council
 - g. When all amendments have been accepted or rejected, a motion for second reading of the Bylaw shall be placed.
 - h. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed shall be signed by the Mayor and Chief Administrative Officer and sealed.
5. A Bylaw which requires a statutory public hearing shall be presented on a motion for first reading.
 - a. Council may at this point:

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- i. Debate the substance of the Bylaw, and
 - ii. Propose and consider amendments to the Bylaw
 - b. A proposed amendment shall be put to a vote and if carried shall be considered as having been incorporated into the Bylaw at first reading.
 - c. When all amendments have been dealt with, the motion for first reading of the Bylaw shall be placed.
 - d. Following the Public Hearing, a motion for second reading may be placed and further amendments presented.
 - e. Those members of Council who have not attended the Public Hearing for said Bylaw are not eligible to vote on second and third readings of the Bylaw.
 - f. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw upon being passed, shall be signed by the Mayor and the Chief Administrative Officer and sealed.
6. A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented to Council for third reading at the same meeting at which it received two readings.
7. When Council unanimously agrees that a Bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting.
8. A Bylaw shall be passed when a majority of the members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
9. A Bylaw which has been defeated at first or second reading may be subject to a motion to reconsider and section XV 20 shall apply.
10. When a bylaw is defeated at third reading, the first reading and second reading are deemed to be rescinded and the Bylaw is not eligible for reconsideration.
11. When a Bylaw has been given three readings by Council, it is
 - a. A municipal enactment of the Town; and
 - b. Effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.

PART XXXI COUNCIL REVIEW OF ORDERS ISSUED UNDER THE MUNICIPAL GOVERNMENT ACT – SECTION 545/546

1. In this section, the following terms have the following meanings:
 - a. “Appellant” means the person who received a written order under Section 545 or 546 of the Municipal Government Act;
 - b. “Order to Remedy” means an order issued under Section 545 or Section 546 of the Municipal Government Act;
 - c. “Staff” means a designated officer of the Town of Rimbey or an employee whom has been delegated the responsibility to issue an Order to Remedy.

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

2. Upon receipt of a written request pursuant to Section 547 of the Municipal Government Act, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
3. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.
4. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
5. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
6. The procedure in a Council Review is as follows:
 - a. The Chair will open the Council Review; introduce members of Council Staff and the Appellant or their representative;
 - b. The Chair will describe the council Review process and deal with any preliminary matters;
 - c. The Appellant will be invited to make opening remarks and presentations (maximum of ten (10) minutes) followed by questions to the Appellant by councillors;
 - d. Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councillors;
 - e. The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councillors;
 - f. Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
 - g. The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councillors.
7. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the council Review in the absence of the Appellant.
8. At the conclusion of the Council Review, Council may confirm, vary, substitute or cancel the Order to Remedy.

Part XXXII - Statutory Rules of Conduct

1. Each member of Council must be familiar with Part 5, Division 6 of the Municipal government Act, including the following:
 - a. Pecuniary interest, including all those persons and legal entities whose financial interests in a decision of council will disqualify the Councillor (Section 170)
 - b. The definition of "Councillor's family" including the definition of "Spouse" (Section 169)
 - c. The duty of a Councillor to declare a conflict of interest as soon as it arises, not take part in any discussion of the issue giving rise to

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

the conflict of interest and to excuse him or herself from Council Chambers (Section 172)

2. Council members have an obligation to vote, as per Section 183 (1) of the Municipal Government Act and must be familiar with the consequences of failing to vote on a matter and the consequences of wrongly voting in the presence of a conflict of interest (disqualification).
3. Each Council Member has the right to administrative advice on possible or identified conflict of interest issues and on defenses if necessary.
4. Council shall be familiar with the following statutory rules of conduct for Councillors:
 - a. Absenteeism, Sections 174(1)(d) of the Municipal Government Act states the Councillor is absent from all regular council meetings held during any period of eight (8) consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) or (3) applies,
 - b. section 174(1)(e)(i) of the Municipal Government Act refers to conviction of a criminal offence punishable by five or more years in prison,
 - c. Violations of section 124 or 125 of the Criminal Code of Canada refers to the improper use of public office,
 - d. Section 174(i) of the Municipal Government Act refers to a Councillor's use of information obtained while serving on Council to gain a pecuniary benefit in respect of any matter,
 - e. The Local Authorities Election Act reference to political contributions
 - f. Disqualification in accordance with any portion of Section 174 of the Municipal Government Act.

PART XXXIII - CONDUCT OF COUNCIL IN COUNCIL CHAMBERS

1. Members of Council shall conduct themselves in a professional manner within the Council Chambers by observing the following;
 - a. No offensive language or rude gestures,
 - b. No shouting or rising out of the chair during debate;
 - c. no physical or verbal personal attacks on fellow Council Members, Administration, the public or the media,
 - d. No defamation (i.e. an act of communication that causes someone to be shamed, ridiculed, held in contempt or lower in the estimation of the community),
 - e. Shall not portray behavior that will limit the right of others to express their opinion
 - f. Shall not use electronic devices for recording during council meetings for purposes other than meeting related duties
 - g. Shall dress in a business casual manner that is non-offensive, neat, clean and appropriate for the representation of Council
 - h. Shall demonstrate respect for the role of the Chair, particularly with regard to the Chair's right to restore order and limit debate
 - i. Shall raise objections only through the appropriate process and motions
 - j. Shall demonstrate respect for the role of the chief Administrative Officer as the principle employee of Council.

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

- k. Shall refrain from unauthorized or improper use of Town property, included but not limited to, telephones, computers, copier, fax machine, and other office equipment.
2. Members of Council shall support the decision making role of Council by adhering to and demonstrating respect for policies, Bylaw, resolution and decision of the Town. This does not in any way limit an individual Councillor's right to have and articulate a different opinion than the majority during debate of a matter before Council.
3. Once a decision is reached and voted on, each member of Council is expected to honor and respect the decision and support the whole of Council on the decision.

PART XXXIV - CONDUCT OF MEMBERS OF COUNCIL OUT OF CHAMBERS

1. Members of Council demeanor while representing the Town at outside functions shall be in a professional manner consistent with all provisions of this Bylaw.
2. Members of Council shall act in the best interest of the Town in carrying out the functions and duties entrusted upon them.
3. Members of Council shall not use their positions to secure special privileges, favour or exemptions for themselves or any other person.
4. Any work related questions pertaining to administration and the operations of the Town shall be directed through the Chief Administrative Officer.
5. Members of Council shall not pledge the credit of the Town in connection with any matter whatsoever.
6. Members of Council will direct their inquiries and requests for assistance through the Chief Administrative Officer.
7. No members of Council shall attempt to direct the work of Town staff or the Town's contractors.
8. Members of Council will respect the work space and schedule of staff and will not unduly disrupt the day to day work of the Town Staff.
9. Members of Council shall not access file cabinets/rooms, the safe, staff work desk/space or storage areas unless they are required to do so by direction of Council or approval of the Chief Administrative Officer.
10. Without restricting the ability of Councillors to decide the best use of their time, it is expected that Councillors be in attendance at events where related registration fees and or living expenses are paid by the Town.

PART XXXV - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS

1. Members of the public and media who constitute the audience in the Council Chambers during a Council meeting shall:

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

- a. not address Council without permission from the Chairperson;
 - b. maintain order and quiet;
 - c. not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council;
 - d. refrain from wearing headwear, unless for ethnic/religious reason, in Council Chambers;
 - e. refrain from any use of recording devices in the Council Chambers
2. A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
 3. The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.

PART XXXVI - SPEAKING OR ACTING ON BEHALF OF COUNCIL OR THE TOWN

1. The Mayor or designated appointee shall not speak for the Council or the Town unless a demonstrable understanding that a consensus exists among the majority of Council
2. Member of Council using social media sites must ensure postings do not speak on behalf of Council.
3. Member of Council who establish social media sites outside of the Town shall post a disclaimer as follows: "The postings on this site are my own and don't necessarily represent the Town's position or opinions"
4. Members of council may present facts and information about Council that are in the public domain – e.g. motions of Council, facts and recommendations in reports to Council. Opinions or positions must be clearly identified as those of the Councillor posting the comments.

PART XXXVII - WORKPLACE RESPECT

1. Members of Council and staff are equally entitled to dignity and respect in the performance of their duties. As with any workplace, discrimination, harassment, breach of procedures and or misconduct is detrimental to the Town. Any infractions involving a council member will be fully investigated by the Chief Administrative Officer in consultation with the Mayor or Deputy Mayor.
2. All matters related to such investigation shall be treated in the strictest confidence.
3. The Chief Administrative Officer shall make recommendations to the Mayor or Deputy Mayor following such an investigation.
4. Council will determine if it is appropriate to issue a written warning, impose sanctions or pursue disqualification against any Council member who displayed harassing, discriminatory behavior, breach of procedures or

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

misconduct. Any actions they deem appropriate will be communicated to the Council member in writing.

PART XXXVIII - CONFIDENTIALITY

1. Members of Council shall safeguard any confidential information which comes before them and respect the requirements of the Freedom of Information and Protection of Privacy Act, or its successor, the Municipal Government Act or any other legislation which creates legal requirements which are specific to Council.
2. Members of Council shall not use confidential information for the personal profit of themselves or any other person.
3. Members of Council shall not communicate confidential information to anyone not entitled to receive it.

PART XXXIX - REPEAL

1) Bylaws No. 515/86, No. 611/94, No. 858/10, No. 889/13 and 894/14 are hereby repealed.

PART XL - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.


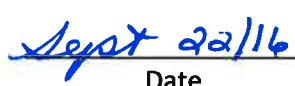

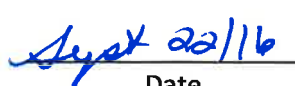
READ a first time this _____ day of _____, 2016.

READ a second time this _____ day of _____, 2016.

READ a third and final time this _____ day of _____, 2016.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
LORI HILLIS

Council Agenda Item	7.1
Council Meeting Date	September 26, 2016
Subject	Parkland Regional Library's 2017 Proposed Budget
For Public Agenda	Public Information
Background	<p>Particular attention should be paid to the first few pages of the Notes for the Parkland Regional Library Budget 2017. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget.</p> <p>The Parkland Regional Library Board requests Council approve the 2017 budget and notifies PRL before November 1st. This way any budget revisions can be addressed at the PRL Board meeting on November 10th.</p>
Discussion	<p>In 1997, the Town of Rimbey became a member of the Parkland Regional Library and entered into an agreement whereby as per the agreement, each party to the agreement shall pay to the PRL Board and amount which is the product of the per capita requisition. The population of a municipality that is party to the agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.</p> <p>The budget indicates an amount per capita increase of 2% from \$7.88 to \$8.04 which results in an increase of \$374.77 from 2016 to 2017.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	Increase of previous requisition by \$374.77
Attachments	Parkland Regional Library Proposed Budget 2017
Recommendation	Administration recommends Council approve the Parkland Regional Library Board 2017 Budget and notify Parkland Regional Library prior to November 1, 2016.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"> _____ Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, Ca Chief Administrative Officer</p> <p style="text-align: right;"> _____ Date</p>



5404 - 56 Avenue
Lacombe, AB T4L 1G1

Ph. (403) 782-3850
Fax. (403) 782-4650

Parkland Regional Library

Cooperation ■ Innovation ■ Service

September 12, 2016

Ms. Lori Hillis, Manager
Town of Rimbey
Box 350
Rimbey, AB T0C 2J0

Dear Ms. Hillis:

Please find attached a print copy of the 2017 budget for Parkland Regional Library. You are also being sent an electronic copy in case that is more useful to you.

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2017*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget.

The Parkland Regional Library Board requests that your council approve the 2017 budget and notifies PRL before November 1st. That way any budget revisions can be addressed at the PRL Board meeting on November 10th.

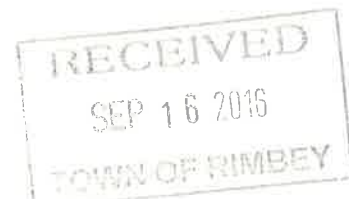
I am available to speak to your council regarding PRL's budget. If you have any questions, please contact me.

Sincerely,

Ronald J. Sheppard, Director

RS:aa

Attachs.





PROPOSED BUDGET 2017

Proposed 2017 Budget
PARKLAND REGIONAL LIBRARY

Present
Budget

		2016	2017
INCOME			
1	Provincial Grant	963,195	987,432
2	Membership Fees	1,637,910	1,689,091
3	Rural Library Services Grant	428,077	428,737
4	Interest Income	40,000	35,000
5	FN Provincial Grant	0	101,250
TOTAL INCOME		3,069,182	3,241,510
LIBRARY MATERIALS			
1	Book Allotment PRL	271,260	237,404
2	Rural Library Services Grant	428,077	428,737
3	Cataloguing Tools	3,700	4,000
4	Large Print Books	13,000	13,000
Econtent			
5	eContent materials Allotment	38,500	92,000
6	eContent Platform fees, Subscriptions	27,000	17,750
7	Periodicals	1,800	1,975
8	Audio Book Materials	5,500	5,500
9	Reference Materials	6,000	6,000
10	Programming Boxes	750	750
11	Library Computers	68,648	63,027
12	FN Provincial Grant expenses	0	20,000
TOTAL LIBRARY MATERIALS		864,236	890,143
COST OF SERVICES			
1	Audit	15,000	14,000
2	Bank expenses	500	1,500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	28,000	28,000
5	Communications/Marketing/Advocacy	5,000	7,000
6	Computer Maint. Agree. Software licenses	149,560	145,000
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	11,000	11,000
9	Freight	7,500	7,500
10	Insurance	15,500	15,500
11	Internet Connection Fees	20,160	23,500
12	Janitorial expense	27,500	29,000
13	Legal/Consulting/Advocacy	2,000	2,000
14	Outlets - Contribution to Operating	800	800
15	Photocopy	9,000	9,000
16	Postage	5,000	6,000
17	Postage Reimbursement	3,500	8,000
18	Promotion/Trade Shows/Publicity	6,500	6,500
19	Recruitment/Advertising	1,500	1,500
20	Salaries	1,392,944	1,498,321
21	Salaries - Employee Benefits	299,483	325,885
22	Supplies/Stationery/Processing/Recon	40,000	40,861
23	Telephone	13,000	13,000
24	Travel	13,000	15,000
25	Trustee expense	21,000	25,000
26	Utilities	37,000	37,000
27	Vehicle expense	41,000	41,000
28	Workshop/Training expense	15,000	15,000
TOTAL COST OF SERVICES		2,204,947	2,351,367
TOTAL Expenses (library materials & cost of service)		3,069,182	3,241,510
Surplus/Deficit			0
AMOUNT PER CAPITA REQUISITION		7.88	8.04

2%

Notes for the Parkland Regional Library Budget 2017

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2017 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2017, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2015 population statistics.

The budget for 2017 is a conservative budget with respect to operations. One of Parkland's major pressures has been to pay for the increasing demand for eContent.

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2015 population statistics and \$4.70 per capita (line 1).
- First Nations (FN) Provincial Grant income is new (line 5). This grant is calculated at \$10.25 per capita and is based on a total reserve residence population of 9,878. This grant is supposed to be ongoing.

Under Library Materials:

- PRL Book Allotment (line 1) has been reduced by seventeen cents to \$1.13 per capita. Funds from Book Allotment are being reallocated to support eContent (line 5).
- Line 6, eContent Platform fees Subscriptions has been reduced since Parkland no longer participates in the TAL Core of databases. Instead additional funding has been allocated to line 5, to pay for eContent.
- Line 12, First Nations (FN) Provincial Grant expense is also new. This money is set aside to provide for services specific to First Nations communities in our area.

Under Cost of Service

- The lines for staff salaries and benefits have been increased in 2017. See lines 20 and 21. Line 20 supports a revised wage and salary grid with its incremental increases.

In section 1 of the Budget Supplement document that follows the budget notes, you will see there is one vehicle being purchased in 2017. In the same section, there are three transfers from the Technology reserve. These are: \$41,500 to pay for routine, planned PRL computer hardware purchases, another \$80,000 to pay for computers for member libraries and finally \$115,000 to pay for replacement SuperNet CED units for member libraries and HQs.

In section 3 of the Budget Supplement is the amount of \$63,027 that will be transferred into the Technology Reserve (matching line 11 in the Budget under Library Materials).

Section 5 of the Budget Supplement shows no transfers from operating to increase reserve levels. Given our current reserve levels, we have temporarily suspended budgeting for the Vehicle and Technology Reserves.

Section 6 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Brief Notes – September 2016**INCOME**

1. Estimate, based on announcement from the Public Library Services Branch (PLSB)
2. Estimated requisition to municipalities to balance budget
3. Estimate, based on the announcement from PLSB
4. Reduced to reflect the anticipated returns on investments
5. New grant from the PLSB to provide system services to First Nations reserve residents calculated at \$10.25 per capita.

LIBRARY MATERIALS

1. Reflects allotment rate of \$1.13 per capita for 2017
2. Grant estimate, based on information from the PLSB
3. Based on actual with a slight increase in 2017
4. Held at the 2016 amount
5. Line reflects materials allotment for the purchase of eContent
6. Line to pay for platform fees/subscriptions for eContent
7. Increased slightly in 2017
8. Held at the 2016 amount
9. Held at the 2016 amount
10. Held at the 2016 amount
11. Line decreased slightly – based on current population
12. New line created to ensure funding is available for outreach activities and services to First Nations (FN) reserve residents.

COST OF SERVICES

1. The fee for 2017 is \$14,000
2. Increased to \$1,500 - to cover the cost of cheques with an increase to allow staff to explore additional service options such as electronic banking services
3. Held at \$4,500
4. Held at \$28,000 - based on four-year averages
5. Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – increased to \$7,000
6. For software maintenance agreements and subscriptions - line decreased due to some savings found, includes the maintenance fee for our website, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks and other software for Parkland and member libraries
7. Held at \$20,000
8. Held at \$11,000 – to cover PRL's cost to belong to member organizations
9. Held at \$7,500
10. Held at \$15,500 based on estimates
11. Based on a contract with Platinum – increased to cover expended demand for additional internet bandwidth
12. Increased slightly to \$29,000 – includes snow removal, yard maintenance, janitorial services and small repairs
13. Line used to pay for external consultants and cover legal fees – held at 2016 level
14. Held at \$800
15. Held at 2016 level
16. Increased slightly \$6,000 – based on four year averages
17. Increased by \$4,500 due to an increase in use of the ship-to-patron mail delivery service
18. Held at \$6,500
19. Held at \$1,500
20. Increased to reflect predicted staff salary costs based on current staff levels and a revised salary grid
21. Increased to reflect predicted staff benefits costs based on current staff levels
22. Based on a six-year review and using an average – includes minor technology purchases, held at 2016 level of \$40,000 with a small addition to balance the budget
23. Held at 2016 level of \$13,000
24. Increased slightly to \$15,000
25. Increased to \$25,000 to support trustee activities
26. Based on five-year averages – held at 2016 level
27. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices – held at 2016 level of \$41,000
28. Held at 2016 level of \$15,000 used for projects for training library managers and staff, and library conference expenses

Complete Notes to the 2017 Budget

Proposed 2017 Budget PARKLAND REGIONAL LIBRARY

	Present Budget	
	2016	2017
INCOME		
1 Provincial Grant	963,195	987,432
2 Membership Fees	1,637,910	1,689,091
3 Rural Library Services Grant	428,077	428,737
4 Interest Income	40,000	35,000
5 FN Provincial Grant	0	101,250
TOTAL INCOME	3,069,182	3,241,510

Income – line details

- 1. Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) that the grant for regional systems will be calculated using 2015 population statistics at \$4.70 per capita - this rate is subject to change annually.
- 2. Membership Fees:* \$8.04 per capita – requisition to municipalities to balance budget.
- 3. Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board – the grant passed directly to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2015 population statistics at \$5.55 per capita – see line 2 under Library Materials.
- 4. Interest Income:* estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term

investments, and current bank account – reduced slightly to reflect the anticipated returns on investments.

5. FN Provincial Grant.

This is a new grant from the PLSB which is supposed to be ongoing. It is calculated at \$10.25 per capita based on First Nations (FN) reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents with some expectation that regional systems will engage in outreach activities to FN communities.

	2016	2017
LIBRARY MATERIALS		
1 Book Allotment PRL	271,260	237,404
2 Rural Library Services Grant	428,077	428,737
3 Cataloguing Tools	3,700	4,000
4 Large Print Books	13,000	13,000
Econtent		
5 eContent materials Allotment	38,500	92,000
6 eContent Platform fees, Subscriptions	27,000	17,750
7 Periodicals	1,800	1,975
8 Audio Book Materials	5,500	5,500
9 Reference Materials	6,000	6,000
10 Programming Boxes	750	750
11 Library Computers	68,648	63,027
12 FN Provincial Grant expenses	0	20,000
TOTAL LIBRARY MATERIALS	864,235	890,143

Library Materials Expenditures - line details

1. *Book Allotment PRL:* reflects allotment rate of \$1.13 per capita. Reallocated after consultation with member libraries to fund the increased demand for eContent (see line five under Library Materials).
2. *Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 3 under income.
3. *Cataloguing tools:* based on actual with a slight increase – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
4. *Large Print Books:* held steady at 2016 level.

5. eContent Materials

Allotment:

allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, hoopla, and potentially other eContent. Hoopla use has increased greatly as has the demand for ebooks.

6. eContent Platform fees and Subscription fees:

to pay for platform fees for 3M ebooks, Novelist, Novelist Select subscriptions, or other eContent.

7. Periodicals:

increased very slightly; includes public performance rights licensing fee.

8. Audiobook Materials

held at 2016 level – to support the physical audio collection.

9. Reference Materials:

held at 2016 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.

10. Programming Boxes:

held at 2016 level - to refresh and build new programming kits to use for programming in member libraries.

11. Member Library Computers (New):

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

12. FN Provincial Grant Expense:

line to provide funding for FN outreach initiatives and funded through the FN Provincial Grant (see line 1 under income).

	2016	2017	
COST OF SERVICES			
1	Audit	15,000	14,000
2	Bank expenses	500	1,500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	28,000	28,000
5	Communications/Marketing/Advocacy	5,000	7,000
6	Computer Maint. Agree. Software licenses	149,560	145,000
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	11,000	11,000
9	Freight	7,500	7,500
10	Insurance	15,500	15,500
11	Internet Connection Fees	20,160	23,500
12	Janitorial expense	27,500	29,000
13	Legal/Consulting/Advocacy	2,000	2,000
14	Outlets - Contribution to Operating	800	800
15	Photocopy	9,000	9,000
16	Postage	5,000	6,000
17	Postage Reimbursement	3,500	8,000
18	Promotion/Trade Shows/Publicity	6,500	6,500
19	Recruitment/Advertising	1,500	1,500
20	Salaries	1,392,944	1,498,321
21	Salaries - Employee Benefits	299,483	325,885
22	Supplies/Stationery/Processing/Recon	40,000	40,861
23	Telephone	13,000	13,000
24	Travel	13,000	15,000
25	Trustee expense	21,000	25,000
26	Utilities	37,000	37,000
27	Vehicle expense	41,000	41,000
28	Workshop/Training expense	15,000	15,000
	TOTAL COST OF SERVICES	2,204,947	2,351,367

Cost of Services – line details

1. *Audit:* 2016 based on actual.
2. *Bank Expenses:* increased by \$1,000 to cover the cost of cheques and other new banking services including enhanced electronic services.
3. *Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2016 level.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – held at 2016 level based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – increased by \$2,000 to pay for offsite office space rented for PRL's communications staff.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for PRL and member library computers, website software, PRL's management of wireless networks, and licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – based on actual, held at 2016 level.
9. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at 2016 level.
10. *Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – held at 2016 level, using an average of actual costs.

- 11. Internet Connection Fees.* for internet service provision to Parkland HQ and member libraries –increased to meet anticipated demands for additional bandwidth.
- 12. Janitorial Expense.* slight increase – also includes snow removal, yard maintenance, and small repairs.
- 13. Legal/Consulting/Advocacy.* line used to pay for external consultants and cover legal fees – held at 2016 level.
- 14. Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
- 15. Photocopy.* has been held at 2016 level – reflects actual costs.
- 16. Postage.* slight increased - based on actual costs.
- 17. Postage Reimbursement.* increased significantly, based on actual and estimates – reflects increased use of the “ship-to-patron” service.
- 18. Promotion/Trade Shows/Publicity.* held at 2016 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA and AAMD&C conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
- 19. Recruitment/Advertising.* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed – line held at \$1,500.
- 20. Salaries.* estimated at the maximum level and increased to support a new wage and salary grid. The budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.

- 21. Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
- 22. Supplies/Stationery Processing/Recon:* includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners – based on a six-year review and held at 2016 level with a small addition to balance the budget.
- 23. Telephone:* includes line charges, toll free numbers, mobile telephones, and long distance costs – held at \$13,000.
- 24. Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL staff vehicle) – based on actual and estimates, increased to \$15,000.
- 25. Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – increased to \$25,000.
- 26. Utilities:* based on five-year averages – held at \$37,000.
- 27. Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a vehicle for staff use – based on averages, held at 2016 level of \$41,000.
- 28. Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000.

**Proposed 2017 Budget
PARKLAND REGIONAL LIBRARY**

Present
Budget

	2016	2017
TOTAL INCOME	3,069,182	3,241,510
TOTAL LIBRARY MATERIALS	864,235	890,143
TOTAL COST OF SERVICES	2,204,947	2,351,367
TOTAL EXPENSES	3,069,182	3,241,510
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	7.88	8.04
		2%

Budget Supplement

Explanation points to the 2017 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There is one planned vehicle purchase in 2017.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library
Budget Supplement - Movement of Funds

Explanation points to the 2017 Budget dealing with Capital Assets, Amortization and Reserves. In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2017
Amortization Reserve	
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	59,730.00
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	30,500.00
Technology Reserve	
Anticipated funds required to purchase PRL computer hardware	41,500.00
Anticipated funds required to purchase member library computers	80,000.00
Anticipated funds required to purchase member libraries Wireless equipment	0.00
*Anticipated funds required to purchase member libraries SuperNet CED units <i>(actual amount will be based on exact purchase price in the year)</i>	115,000.00
	326,730.00
*Parkland has applied for a Community Initiative Program Grant in the hope of offsetting these costs.	
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	8,500.00
	8,500.00
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - Vehicle purchases	21,350.00
Residual Amortization anticipated - Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	29,050.00
Vehicle Reserve	
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	8,500.00
Technology Reserve	
Budgeted for member library computers	63,027.00
	121,927.00
4 CAPITAL ASSET EXPENSE ALLOCATION	

Current Amortization estimated - Vehicle purchases	9,150.00
Current Amortization estimated - Technology purchases	12,450.00
<i>(actual amounts will be based on exact purchase amounts in the year)</i>	

Amortization - Capital asset expense

Amortization expense anticipated from prior years (Jan 2009 forward)	59,730.00
<i>(actual amount will be affected by asset disposals during the year)</i>	

81,330.00

5 Budgeted expense to build reserves and use for current and ongoing capital purchases

Vehicle Reserve

Policy budget item- movement of \$5,000 per vehicle to the Vehicle Reserve	0.00
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Technology Reserve

Policy budget item - to fund Technology purchases	0.00
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0.00

6 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - purchases from years previous to Dec 31, 2008	19,043.00
<i>(actual amounts will be based on exact disposals amounts in the year)</i>	

Council Agenda Item	7.2
Council Meeting Date	September 26, 2016
Subject	Community Events Grant Program Application – Rimbeey Gymnastic Society
For Public Agenda	Public Information
Background	The Rimbeey Gymnastics Society will be hosting a Community Halloween Dance at the Peter Lougheed Community Centre on Friday, October 28 th , 2016.
Discussion	The Rimbeey Gymnastics Society will be hosting a Community Halloween Dance to ensure there will be a safe activity for families to participate in. The dance will be a fundraiser in support of the Gymnastics Society. Funding is currently available in the program to cover this request.
Relevant Policy/Legislation	Community Events Grant Program Policy #5402
Options/Consequences	Council may choose to assist the Rimbeey Gymnastics Society with the \$500 towards their Event. Council may choose not to assist the Rimbeey Gymnastics Society. Council may select a different amount of support. Under the current policy, the maximum contribution is \$500.
Financial Implications	\$500 from the Community Events Grant Program budget
Attachments	Grant Application
Recommendation	This application follows the policy guidelines and therefore it is recommended that Council approve the \$500 towards the Rimbeey Gymnastics Society's Community Halloween Dance on October 28 th , 2016
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Cindy Bowie Director of Community Services </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



Town of Rimby
Community Events Grant Program Application

Contact/Group Information

Group/Assoc: Rimby Gymnastic Society Date: Oct 28, 2016 Sept 13, 2016
Contact Name: Donna Kercher Title/Position: Director
Mailing Address: Rimby Gymnastics Box 1704, Rimby, AB
Telephone Number: 403 843-4392 work Email: rimbygymclub@hotmail.ca

Describe the primary objectives of your organization:

not for profit parent ran organization.
Provides gymnastic at a recreational level. opportunities
are provided to develop fitness health, personal
excellence in a fun, safe, secure environment to all ages /
levels. Promote love of sport and keep open communication
with athletes, students, parents, coaches, and community involvement.

Project/Event Information

Name of Project/Event: Community Halloween Dance
Date of Event: Oct 28, 2016 Expected Attendance:

Provide a description of the project/event for which this funding is being applied for:

a community function for everyone.
It is to provide a safe Halloween atmosphere
and hopefully help support the club.

Project/Event Funding

What is the funding amount requested from your organization for this project/event: \$ 500.00
*Note: The maximum amount of funding available for this application is \$500.00

Will your organization be requesting funds from any other sources for this project/event? If so, please list your funding
sources below with anticipated funding amounts.

- 1. Asking Businesses families \$
2. Silent Auction Items. \$
3. \$
4. \$

Budget Information

Expenses

	\$
Auditorium Rental	\$ 717.50
Candy (Give Away Bags)	\$ 150.00
Decorations / Silent Auction	\$ 300.00
Advertising / Newspaper	\$ 225.00
Handout printing	\$ 50.00
	\$


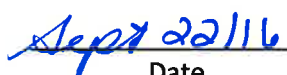

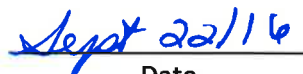
Total Expenses: \$ 1442.50

Revenues

Admission	\$ 500.00
50 / 50	\$ 200.00
Silent Auction	\$ 200.00
Concession	\$ 0
	\$
	\$
	\$

Total Revenues: \$ 900

Net Profit/Loss: \$ - 542.50

Council Agenda Item	7.3
Council Meeting Date	September 26, 2016
Subject	Christmas Hours
For Public Agenda	Public Information
Background	For the past several years, the Town's operations have been closed for five (5) consecutive days depending on where Christmas Day and Boxing Day fall on the calendar. The current Employee Policy 1103 of the Town identifies closure for Christmas Day and Boxing Day. Previously, Council has graciously given Town Staff Christmas Eve off as well which normally resulted in a five day closure of operations.
Discussion	In 2016, Christmas Eve falls on a Saturday, Christmas Day (Stat) on a Sunday, and Boxing Day(Stat) on a Monday. As Christmas Day, which is a statutory holiday fall on a Sunday, Tuesday, December 27 th would be closed in lieu of the stat falling on a weekend. Administration respectfully requests Council consider closure of operations on Friday, December 23 or Wednesday, December 28, 2016. The additional day's closure will allow staff to spend more time with their families and sufficient time for safe travel if employees have to travel to be with their families. It is also a much needed break for the staff as this year has been a very productive and engaging year.
Relevant Policy/Legislation	Policy 1103
Options/Consequences	
Financial Implications	Loss of productivity for the day which Town operations are closed.
Attachments	N/A
Recommendation	Administration recommends Council approve the closure of Operations for the Town for the entire day of Friday, December 23, 2016 or Wednesday, December 28, 2016 and the employees of the Town of Rimbey be paid for the entire day.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

Council Agenda Item	8.1
Council Meeting Date	September 26, 2016
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.
Discussion	
Relevant Policy/Legislation	Not applicable.
Options/Consequences	<ol style="list-style-type: none"> 1. Accept the department reports as information. 2. Discuss items in question with department managers.
Desired Outcome(s)	To keep Council and the community informed of actions taken by the various Town of Rimbey Departments.
Financial Implications	Not applicable.
Follow Up	Advise department managers of an requirements made by Council.
Attachments	<ul style="list-style-type: none"> 8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report 8.1.3 Director of Public Works 8.1.4 Director of Community Services Report 8.1.5 Development Officer Report
Recommendation	Motion by Council to accept the department reports as information.

Prepared By:




Lori Hillis, CPA, CA
Chief Administrative Officer

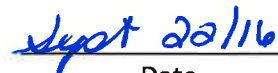


Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer



Date

Highlights

- Met with Economic Development specialist regarding the Town's economic development plans
- Several conference calls with Servus and Chase regarding merchant machines and the changeover to Servus
- Attended the CAEP exit meeting
- Met with Suella Brody regarding Rockin Rimbey
- Met with Wes Moose and Frank Schwieger regarding solar power ideas for our Town buildings
- Met with Charlie Cutforth, Peter Hall, and Reeve McLaughlin regarding the trail system
- Met with Robyn Hycha regarding budget software
- Discussion with software provider regarding an upgrade to our accounting software
- Attended an assessment appeal board hearing
- Met with Donna Tona, CPO Mercier and the CAO's of both SV of Parkland Beach and SV of Gull Lake to discuss peace officer duties and scheduling
- Attended a webinar regarding final distribution of funds from Alaire. The town stands to receive about \$25,000 on the Alarie Insurance Reciprocal wind up. If there are no objections filed we should receive the funds in January or February 2017.
- Ongoing correspondence with legal representatives regarding the two lawsuits
- We are presently working on the FOIP request along with legal council
- Ongoing correspondence with the insurance company regarding the cemetery damages
- Follow up correspondence with the chief of staff for Minister Mason regarding the meeting between Mayor Pankiw, Donna Tona and Minister Mason. We are waiting for the Minister's office to respond.
- Currently working on several policies and bylaws to bring to Council in the next few months.
- Meetings with Taggish regarding the 2017 capital budget and trail system

Lori Hillis
Chief Administrative Officer

Highlights

We have completed some of the transition of our banking services to Servus. Our last two payrolls have been uploaded from our software system, Vadim to the CAFT system for Servus and after a couple of initial glitches have worked well. We unfortunately will still have to manually input our taxes and utilities files into Servus and this is going to be a time consuming exercise for our office staff to set up. We are attempting to set these up our October/16 files if not, for sure for November/16.

We are in the process of billing the Town of Ponoka for the Peace Officer Services (Kyle Koller) from Feb/16 to the end of August/16 including the capital amounts for the equipment that was transferred.

Wanda Stoddart
Director of Finance

TOWN OF RIMBEY
VARIANCE REPORT
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2016

OPERATING	2016 Revenues				2016 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
	General Municipal Revenues	3,905,456	3,743,809	96%	161,647	892,187	429,737	48%
Council (11)					177,804	120,656	68%	57,148
Administration (12)	21,935	32,731	149%	(10,796)	576,384	327,410	57%	248,974
General Administration (13)					116,480	47,446	41%	69,034
Police (21)	64,243	24,105	38%	40,138	49,135	51,032	104%	(1,897)
Disaster Services (24)				0	3,050	(887)	129%	3,937
Intern	20,000		0%	20,000	43,023	36,634	85%	6,389
Bylaw Enforcement (26)	146,500	31,552	22%	114,948	228,508	136,186	60%	92,322
Public Works (32)	4,000	13,901	348%	(9,901)	789,256	402,123	51%	387,133
Airport (33)	7,790		0%	7,790	15,330	3,595	23%	11,735
Storm sewer (37)					9,800	4,233	43%	5,567
Water (41)	569,644	355,401	62%	214,243	347,125	201,072	58%	146,053
Sewer (42)	332,250	208,094	63%	124,156	289,466	155,386	54%	134,080
Garbage (43)	202,875	135,878	67%	66,997	121,425	58,157	48%	63,268
Recycle (43-01)	41,100	24,099	59%	17,001	92,200	47,879	52%	44,321
Compost	1,150	1,451	126%	(301)	26,463	4,513	17%	21,950
Community Services (FCSS)	190,424	146,072	77%	44,352	238,424	194,230	81%	44,194
Cemetery (56)	14,900	9,178	62%	5,722	36,327	22,935	63%	13,392
Development (61)	25,700	48,524	189%	(22,824)	98,545	99,635	101%	(1,090)
Econ.Development (61-01) 61-08	22,610	19,300	85%	3,310	34,541	42,829	124%	(8,288)
Recreation Office (72)	14,400	14,318	99%	82	64,588	37,365	58%	27,223
Pool (72-04)	101,850	95,402	94%	6,448	278,436	147,365	53%	131,071
Parks (72-05)	10,000	10,035	100%	(35)	119,466	44,245	37%	75,221
Fitness Center (72-06)	37,200	21,549	58%	15,651	48,824	13,882	28%	34,942
Arena (72-09)	150,780	130,592	87%	20,188	232,807	143,390	62%	89,417
Recreation Programs (72-11)	25,000	20,874	83%	4,126	72,510	30,371	42%	42,139
Community Centre (74)	127,400	89,011	70%	38,389	284,265	146,498	52%	137,767
Library (74-06)	10,850	0	0%	10,850	131,959	93,261	71%	38,698
Scout Hall (74-08)					5,000	1,483	30%	3,517
Curling Club (74-09)	650	0	0%	650	21,700	11,712	54%	9,988
Museum (74-12)					66,300	55,454	84%	10,846
Total Revenues	6,048,707	5,175,876		872,831	5,511,328	3,109,827		2,401,501
Debenture & Loan Principal Payments					338,831	200,854		137,977
Total operating and debt repayme	6,048,707	5,175,876		872,831	5,850,159	3,310,681		2,539,478

TOWN OF RIMBEY

VARIANCE REPORT

FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2016

CAPITAL	Grants and reserves	Operating surplus			Year to Date	Variance	
New Computers	10,000				12,119	(2,119)	
Phone System Upgrade	31,000				17,048	13,952	
RCMP Building repairs: Painting, lighting, flooring, HVAC	30,000				19,683	10,317	
NE Lagoon Repairs		17,299			17,299		
2016 Street Improvements	685,700				186,605	499,095	
Watt's septic tie in to Town system	25,000					25,000	
New Tandem	70,000				58,306	11,694	
2 Way Radios (6)	7,000					7,000	
Headache racks, lighting and re-decating on all Town vehicles	13,000				6,115	6,885	
New mower & sidewalk snow clearing tractor	119,000				96,016	22,984	
PW Shop upgrades	16,000				6,692	9,308	
Waste Water Composite Samplers	53,000				27,379	25,621	
New Water Well Study & Construction Phase 1 (Phase 2 in 2017 - \$1.6)	607,250				21,279	585,971	
Main Water Reservoir/Pump House Upgrades	75,000				47,478	27,522	
Fencing around Recycle Bins	8,000					8,000	
Clay, Gravel & Cement Blocks for Marshall area	9,000					9,000	
Land Use Bylaw	50,000				35,383	14,617	
46 Ave Park - 2014 carryover	50,000				50,000	0	
Floor Scrubber (Arena)	7,000				7,100	(100)	
Major Zamboni maintenance	15,000				13,214	1,786	
E-ceiling repairs (Arena)	8,000				9,568	(1,568)	
Swipe Key Security System (carry fwd 2015)	15,000				12,993	2,007	
Community Center main auditorium lights	33,000				36,077	(3,077)	
Community Center new roof	385,000				295,470	89,530	
2 HVAC Units	65,000				9,600	55,400	
Pool - Slide pump (new pump relocated to on deck)	10,000					10,000	
Pool - Hot tub replacement motor	5,000					5,000	
Pool - Family change room floors	5,000					5,000	
Server replacement		12,361			12,361	0	
SJC Development		18,554			18,554	0	
Impound yard		2,660			2,660	0	
	2,406,950	50,874			1,018,999	1,438,825	
Total operating and capital	8,455,657	5,226,750		872,831	5,850,159	4,329,680	3,978,303

Highlights

ROADS – D & M Concrete has completed the concrete crushing. Approximately 1,000 yards of 1” material was crushed and an additional 4,000 yards of 4” to 5” material was crushed. Crushing more of the larger stuff allowed for more material to be crushed and a larger area cleaned up. Border Paving finished up the pavement overlays around Town. Repairs to some pavement issues in Rim-West Crescent were completed as well. Pot Hole repair and street sweeping are ongoing. Routine mowing is ongoing. Street signs have been installed in Evergreen Estates. A new street light fixture has been ordered for Rim-West Crescent. It should arrive in early November.

WATER – Public Works has repaired 5 water services during the months of July and August. Routine day to day activities are ongoing. (water sampling, water meters and other maintenance)

WASTEWATER – Effluent samplers have arrived and will be installed in September or early October. Day to day activities is ongoing.

CEMETERY –Public Works has assisted several families with their needs. Trees that were deemed unsafe by the contracted arborist were removed. Ram Fencing has ordered new fencing for Mount Auburn Cemetery and should be here to install it in September. Park Benches have been ordered and should arrive in late September. Routing mowing in ongoing.

COMPOST – Weekly compost pick up is ongoing. The average week would be about 20 cans of compost. Compost is being hauled from our pit at the Recycle to the Town of Ponoka’s facility once a week.

RECYCLE – The Town of Rimbey continues to work with Ponoka County to operate this facility. Routine mowing is ongoing.

PARKS – Park Benches, Picnic Tables and Refuse Containers have been ordered and should arrive late in September. Mowing and other maintenance is ongoing.

BALL DIAMONDS – Routine mowing in ongoing.

SIDEWALKS - J. Brandtco and Son are done the main concrete replacement around town. They are due back in Rimbey in the last week of September or early part of October to start the downtown sidewalk repairs.

R.C.M.P. STATION – New lighting, paint and flooring were done. Answered several maintenance requests. Routine mowing is ongoing.

OTHER – Public Works has assisted several contractors, service groups and residents throughout Rimbey over the summer. (Eg: Rocking Rimbey, help locate pins and even hauled 1 or 2 Power Scooters back to Parkland Manor)

R. Schmidt
Director of Public Works

Highlights:

Peter Lougheed Community Centre

- 2 new HVAC units will be supplied and installed by Rimbey Heating Ltd
- Main Auditorium painting completed
- Seasonal maintenance

Community Fitness Centre

- Researching rowing machine, flooring and additional space for equipment
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics

Rimbey Aquatic Centre

- Pool closed for the season – Sept. 5th last day.
- Winterizing pool
- Spray park decisions – researching options for 2017 budget
- Attendance down - weather closures due to a lot of thunderstorms in the area

Arena

- Jonathan Miller is the new Arena Operator II – Lead Hand
- Put in the Ice, ready for Ref clinic on Sept. 17
- Minor Hockey began Sept. 19 and Pond Hockey begins Sept. 26
- All floors cleaned and waxed
- New entrance matting between front doors
- New thermostat being replaced for Dressing Room heat

Programs

- Preschool Dance Mondays and Thursdays
- Zumba
- Drop In Sports
- Sr. and Tot skate – Thursdays 2-3 pm

Events

- Successful Mass Registration
- Santa Night planning
- Canada Day Grant to be completed in November

Cindy Bowie
Director of Community Services







Highlights

In addition to day-to-day activities, the Planning & Development Department has also been working on the following items:

- **TR/15/05 Subdivision.** The subdivision has been endorsed and will be registered at Land Titles by the applicant's surveyor.
- **Rimoka.** Administration has been continuously working with Rimoka on various aspects of the seniors lodge development.
- **Signage within Alberta Transportation Highway Right-Of-Ways.** Administration has been working with Co-Op and Alberta Transportation to develop locations for future co-op signage.
- **Development Permits.** Administration has been answering resident questions regarding potential development permits. Administration has been reviewing a commercial development permit located in Evergreen Estates area.
- **County Notification Policy.** Town administration is preparing a policy to provide guidance to administration and council for all Ponoka County circulations. Once prepared this will be presented to Council for approval.
- **Area Structure Plan Policy.** Town administration is working to develop policy regarding future Area Structure Plan applications. The policy should discuss requirements, fees, standard processing times, etc. One the policy is drafted it will be presented to council for approval.
- **Subdivision Policy.** Town administration will be preparing a subdivision processing policy for future subdivision applications. The policy should discuss requirements, fees, standard processing times, etc. One the policy is drafted it will be presented to council for approval.

2016 Development Statistics as of September 15, 2016		
	Applied 2016	Issued 2016
Development Permit Applications	13	12
Subdivision Applications	0	0
Certificate of Compliance Requests	8	8
Building Permit Applications	11	7

Liz Armitage
Contract Planning & Development Officer
Vicinia Planning & Engagement Inc.

Council Agenda Item	8.2
Council Meeting Date	September 12, 2016
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various community groups supply minutes of their board meetings to Council for their information.
Discussion	
Relevant Policy/Legislation	Not applicable
Options/Consequences	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Financial Implications	Not applicable
Attachments	8.2.1 FCSS/RCHHS Minutes of June 15, 2016 8.2.2 Rimoka Housing Foundation Board Meeting Minutes June 15, 2016 8.2.3 Rimbeey Historical Society Minutes of May 18, June 15, July 20 and August 17, 2016
Recommendation	Motion by Council to accept the FCSS/RCHHS Minutes of June 15, 2016, the Rimoka Housing Foundation Board Meeting Minutes of June 15, 2016 and the Rimbeey Historical Society Meeting Minutes of May 18, June 15, July 20 and August 17, 2016, as information.
Prepared By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	
Endorsed By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 15, 2016
10:00 a.m. Rimbey Provincial Building

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

1. **CALL TO ORDER**

The meeting was called to order by N. Hartford at 10:05 a.m.

2. **APPROVAL OF AGENDA**

16-06-01 MOTION: By: J. Webb: That the agenda be adopted with the following additions:

- 8.1 Terms of Reference
- 8.2 Client Home Safety Plan
- 8.3 Incident Reports
- 10.11 Canada 150 Grant

CARRIED

3. **PREVIOUS MEETING MINUTES – May 18, 2016**

16-06-02 MOTION: By: F. Pilgrim: That the minutes of the May 18th, 2016 Board Meetings be adopted as presented.

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 Summer Student updates

5. **OLD BUSINESS**

5.1 FCSS Staff/Family Barbecue

5.2 Board Member self-evaluation, peer review & competency

6. **FINANCE**

6.1 June 15, 2016 Finance Committee Meetings Minutes/Highlights

16-06-03 MOTION: By: I. Steeves: That the Minutes of the June 15, 2016 Finance Committee meetings be accepted as information.

CARRIED

6.2 GST Review

16-06-04 MOTION: By: J. Webb: To accept the Finance committee recommendation of asking BDO to complete the GST rebate claim every six months for RCHHS and the Rimbey Food Bank. Seconded by: B. Coulthard

CARRIED

7. WRITTEN REPORTS
- 7.1 Home Support/Personal Care
 - 7.2 Compass Program
 - 7.3 Education Coordinator
 - 7.4 Community Information & Referral Centre
 - 7.5 Volunteer Income Tax
 - 7.6 Welcome to Canada
 - 7.7 Food Bank

16-06-05 MOTION: By: M. Josephison: That the Food Bank coordinator has the flexibility and discretion to expand the current policies for number of hampers a family can receive on a yearly basis and on a case by case review in consultation with the Executive Director. Reports shall be presented at regular FCSS/RCHHS Board meetings. This is to be reviewed by this Board in twelve months.

Seconded by: I. Steeves

CARRIED

- 7.8 Volunteer Services
- 7.9 Palliative Care
- 7.10 Medical Alert
- 7.11 Volunteer Visitor
- 7.12 Meals on Wheels
- 7.13 Kitz 4 Kidz
- 7.14 Adult Day Support
- 7.15 Community Kitchen
- 7.16 Information Technology
- 7.17 Rimbey Parent Link Centre
- 7.18 Healthy Families/Young Parent Outreach
- 7.19 Rainbows
- 7.20 Family Resource Library
- 7.21 Big Brothers Big Sisters – no report at this time (quarterly)
- 7.22 Office Manager/Quality Improvement/Accreditation Coordinator

16-06-06 MOTION: By: P. Weeks: That the Written Reports be accepted as information.

CARRIED

8. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

- 8.1 Terms of Reference

16-06-07 MOTION: By: I. Steeves: That the Terms of Reference for the Quality Improvement/Client Safety/Risk Management Committee be adopted as recommended.

CARRIED

- 8.2 Client Home Safety Plan

16-06-08 MOTION: By: B. Coulthard: That the client Home Safety Plan be adopted as recommended by the Quality Improvement/Client Safety/Risk Management Committee.

CARRIED

- 8.3 Incidents Reports

16-06-09 MOTION: By: F. Pilgrim: That the agency incidents will now include a section of "action taken" as recommended by the Quality Improvement/Client Safety/Risk Management Committee.

CARRIED

9. DIRECTOR'S REPORT

- 9.1 ACCA Members Meeting
- 9.2 Regional Disaster Services
- 9.3 FCSS Regulations Review
- 9.4 ADSP Caregiver Tea

- 9.5 Rimbey Wellness Update
- 9.6 Ponoka Rimbey Adult Learning Council
- 9.7 Central Alberta Immigrant Women's Association
- 9.8 AHS Standards

16-06-10 MOTION: By: J. Webb: That the Director's Report be accepted as information.

CARRIED

10. NEW BUSINESS

10.1 2016 Charity Golf Tournament

16-06-11 MOTION: By: B. Coulthard: That the FCSS/RCHHS agency purchase golf balls at a cost of up to \$1000.00 for the FCSS Charity Golf Tournament. Seconded by: M. Josephison

CARRIED

10.2 FCSS Board Retreat

16-06-12 MOTION: By: B. Coulthard: That the Rimbey FCSS/RCHHS plan the 2016 Board Retreat at the expense of the agency up to a maximum of \$ 6000.00. Seconded by: I. Wegmann

CARRIED

10.3 Rimbey FCSS Block Party

16-06-13 MOTION: By: J. Webb: That the permission be granted to host the Community Block Party on July 21st, 2016 at the expense of the agency up to \$ 2500.00. Seconded by: I. Steeves

CARRIED

10.4 Grey Matters Conference

16-06-14 MOTION: By: I. Steeves: That permission be granted for two staff members to attend the Grey Matters Conference 2016 in Grande Prairie, Sept. 20-22 at the expense of the agency up to an amount of \$700.00. Seconded by: B. Coulthard

CARRIED

10.5 HCA Appreciation Event

16-06-15 MOTION: By: B. Coulthard: That the 2016 HCA appreciation event be planned at the expense of the agency up to \$2000.00. Seconded by: I. Wegmann

CARRIED

10.6 Launch of Compassion Fund

B. Coulthard exited the meeting at 11:30 a.m.

10.7 Volunteer Fair planning

16-06-16 MOTION: By: P. Weeks: That the 2016 Volunteer Fair be planned for Sept. 30th, 2016 at the expense of the agency up to \$1500.00. Seconded by: F. Pilgrim

CARRIED

10.8 Community Garden funding – Food Banks Canada

16-06-17 MOTION: By: J. Webb: That Rimbey Food Bank apply for Food Banks Canada funding for the community Gardens to cover costs of a watering system.

CARRIED

10.9 2016 IQ ACCA Conference

16-06-18 MOTION: By: J. Webb: That permission be granted for two staff members to attend the IQ ACCA Conference in Edmonton in September, 2016 at the expense of the agency. Seconded by: M. Josephison

CARRIED

10.10 Suicide Prevention Workshop

16-06-19 MOTION: By: I. Wegmann: That permission be granted for one staff member to attend the Suicide Prevention Workshop on June 13th, 2016 in Wetaskiwin at the expense of the agency. Seconded by I. Steeves

CARRIED

10.11 Canada 150 Grant

16-06-20 MOTION: By: P. Weeks: That FCSS support the Canada 150 anniversary project and Canada150 Grant Application.

CARRIED

11. Progress report on 2016 goals & objectives – see attached
12. Workplace Health & Safety Committee – no report at this time (quarterly)
13. Review of Statistics
 - 13.1 Home Care & Home Support Client totals
 - 13.2 Monthly Program Statistics
 - 13.3 Client Safety Reports
14. Correspondence
 - 14.1 May Payroll Memos
 - 14.2 Rimbey & Area Community Newsletter
 - 14.3 VSU presentation
 - 14.4 AB Seniors & Housing
15. Next Meeting Dates: No meeting in July or August unless called by the FCSS Board Chair.
 - September 7, 2016
 - October 19, 2016
 - November 16, 2016
16. ADJOURNMENT:

16-06-21 MOTION: By: N. Hartford: That the meeting adjourns at 12:05 p.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Adams, Recording Secretary



BOARD MEETING
Wednesday, June 15, 2016
9:00 am
Parkland Manor, Rimbey

PRESENT: P. McLauchlin, Board Chair L. Gulka R. Bonnett M. Jaycox
R. Pankiw D. MacPherson W. Sheppard, Interim CAO
M. Nielsen, Recorder

ABSENT: B. Liddle

EXCUSED: C. Prediger

GUESTS: I. Lyster (Contractor for Hair Salon Services at Parkland Manor)

CALL TO ORDER

P. McLauchlin, Board Chair called the meeting to order at 8:58 a.m.

ADOPTION OF AGENDA

ADDITION TO AGENDA to add 7.4 Design of Salon for new Rimbey project and 8.3 C.A.O hire update.

MOVED by L. Gulka that the Board meeting agenda be adopted as amended. (RHF 16-06-01)

Carried

APPROVAL OF MINUTES

MOVED by M. Jaycox that the Board accept the minutes of the May 18, 2016 Board meeting. (RHF 16-06-02)

Carried

FINANCIAL REPORTS

For the four months ended April 30, 2016

MOVED by R. Bonnet that the Board accept the Statement of Financial Position for the four months ended April 30, 2016 as information. (RHF 16-06-03)

Carried

MOVED by R. Pankiw that the Board accept the Lodge Financial Statements for the four months ended April 30, 2016 as information. (RHF 16-06-04)

Carried

MOVED by L. Gulka that the Board accept the Legacy Financial Statements for four months ended April 30, 2016 as information. (RHF 16-06-05)

Carried

pg. 1

MOVED by R. Pankiw to accept the Cash in Bank report and cheque registers as presented. (RHF 16-06-06)

Carried

CAO REPORT

Grant funding for the installation of the sprinkler system does not include fire panel upgrades or aesthetics to the building. Sprinkler pipes will hang below the ceiling by approximately two inches. Golden Leisure Lodge did upgrade the fire panel in 2015 but it is unknown at this time if those upgrades will be sufficient for the sprinkler system.

W. Sheppard will get a Request for Proposal on Alberta Purchasing Connection for a consultant to complete the fire sprinkler upgrade.

L. Gulka will attend the Alberta Seniors and Housing Engagement Session on June 29th in Red Deer.

The two options for internet connection service for the new Lodge in Rimbey were either Telus or Eastlink; because Telus is unable to provide service it automatically defaults to Eastlink. The residents of Parkland Manor have expressed concerns with Eastlink as their current provider. W. Sheppard will provide a list of complaints and concerns to R. Pankiw which he will discuss with Eastlink.

MOVED by D. MacPherson that the Board accept the CAO report as information. (RHF 16-06-07)

Carried

STANDING AGENDA ITEMS

SENIORS SELF CONTAINED

P. McLauchlin has a meeting with D. Beesley on June 16th to discuss the letter of support that government has requested from Rimoka Housing Foundation and The Bethany Group, and to go over due to/from statement.

RIMBEY PROJECT

UPDATE FROM BUILDING COMMITTEE

S. Boylan requires a letter from Rimoka stating what steps were taken to purchase the assisted tubs. W. Sheppard will provide a letter to R. Pankiw.

B. Newton, engineer with BNE will be at the Rimbey site June 23 at 10:00 a.m. to investigate the slope on the northwest side of the building and advise if a retaining wall will be necessary.

MOVED by P. McLauchlin that L. Gulka and R. Pankiw be remunerated by Rimoka Housing Foundation for their services on the Rimbey project and that they prepare and provide monthly invoices. (RHF-06-08)

Carried

SHALLOW SERVICES

MOVED by P. McLauchlin to continue working on an agreement with SJC Developments for provision of shallow services. (RHF-06-09)

Defeated

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MOVED by R. Pankiw to enact the default portion, Section 10, of the Tri-Party Agreement allowing the installation of the shallow services to move forward and permitting the Town of Rimbey and Rimoka Housing Foundation to place a caveat against SJC Developments. (RHF 16-06-10)

Carried

PROJECT CHARTER

The Project Charter has now been signed and returned to Alberta Seniors & Housing.

SALON DESIGN

I. Lyster, stylist for Parkland Manor, will meet with R. Pankiw and M. Jaycox to look over the current plans for the salon at the new building. Concerns raised from I. Lyster include sink height, availability of plug-ins and the possibility of providing separate stand-alone shampoo sinks.

NEW BUSINESS & CORRESPONDENCE

NO SMOKING POLICY

W. Sheppard will contact the insurance company to inquire if a no smoking policy was implemented and a fire was caused by smoking if Rimoka Housing Foundation would be denied coverage.

Tabled

CAO HIRE UPDATE

Three interviews were held on June 13 with two more interviews being conducted on June 15. The top two recommendations will then be handed over to the Board. Start date for the new CAO is uncertain at this time dependent on the timeline for the candidate, but anticipating August 1 or September 1.

DATE AND LOCATION OF NEXT MEETING

The next regularly scheduled Board meeting will be held on September 7, 2016 at Legacy Place in Ponoka at 9 am.

ADJOURNMENT

MOVED by R. Pankiw that the meeting adjourn at 11:05 a.m. (RHF 16-06-11)

Carried



Paul McLaughlin, Board Chair

Sep 14 / 2014
Date Signed



Wendy Sheppard, Interim CAO

Sep 14 / 2014
Date Signed

Action Log

Rimoka Housing Foundation – April 20, 2016 Board Meeting

ACTION	PERSON RESPONSIBLE	TARGET DATE (if applicable)	COMPLETED	IN PROGRESS
Contact supplier to install security cameras at the new lodge site	R. Pankiw		COMPLETED	
Gather more information regarding emergency power requirements	R. Pankiw			
Set up conference call with D. Squire and Board Members regarding funding mechanism options	P. MacLauchlin			D. Squire has not yet returned call

Action Log

Rimoka Housing Foundation – May 18, 2016 Board Meeting

ACTION	PERSON RESPONSIBLE	TARGET DATE (if applicable)	COMPLETED	IN PROGRESS
Prepare a request for auditor proposal for 2016	W. Sheppard			
Follow up with Rimbey Co-op regarding invoice for donated BBQ	R. Pankiw			✓
Contact Shaw cable regarding providing internet connection/services to new Rimbey Lodge	W. Sheppard		Services have defaulted to Eastlink as per Government	
Contact electrical engineer regarding generator switch	R. Pankiw			Still waiting for cost on switch
Contact government official in charge of contracts for project charter signing	L. Gulka		Charter Signed	

Rimbey Historical Society
Meeting Minutes May 18, 2016
Held at the Smithson International Truck Museum

Present: Larry Varty, Eric Hornsey, Jack Webb, Reuben Giebelhaus, Cheryl Jones, Jim Schneider, Linda Girodat, Allan Tarleton, Janet Carlson, Janet Burghardt, Pauline Hansen

Call to Order: Larry Varty called the meeting to order at 7:30pm

Agenda: Jim moved, Rueben seconded to approve agenda. CARRIED

Minutes: Al moved, Jack seconded to accept the minutes of the March 16 2016 meeting as presented. CARRIED

Business Arising from the Minutes:

Board member's Insurance - Jack reported he was still waiting to hear.

President's Report: None

Treasurer's Report:

The monies from the Town had been received.

Linda moved, Jack seconded, treasurer's report be accepted as presented.
CARRIED

Administrator/Curators Report:

Pas Ka Poo Historical Park officially opens 7 days of the week starting this week-end May 21 2016

Getting busy with school tours. Summer Students starting. Trees are being carved with the Canada tree almost done. Buildings and Grounds being cleaned for the season. Pond is refilled and ready for fish. Moving around some exhibits in the Medical Museum for the reception of the Janette Oke's artifacts.

Allan mentioned that at the Alberta Museum course being delivered in Rimbey April 29 - 30 2016 that the facilitators being from the Royal Alberta Museum and the Alberta Museum had several accolades for the overall park and especially the display of the artifacts in such a manner for the public to enjoy but also in a manner that protects these artifacts from deterioration.

Allan moved, Jim seconded that we accept the Artifacts and cabinets from the Janet Oke writing museum. CARRIED

Eric moved, Reuben seconded that a collection of Square Dancing Outfits be accepted. CARRIED

Cheryl reported that all the necessary paper work was in place for the transfer of the Janet Oke writing Museum to the Rimbey Historical Society and all that was needed was a work bee to transport to Rimbey.

Town Representative Report:

Town will be assisting the Beatty House to obtain a new sign for information center.

Jack stated that the Park and associated Museums were a Jewel to the Town.

Rimbey Historical Society

Committee Reports:

Grants: Looking at other possibilities of grants.

Letter from the Ponoka County stating that our request was not forthcoming but has not been denied. Economic times has put it on hold.

Gaming Casino: None

Restoration& Trucks:

Jim reported that the garden boxes had been picked up by the town.

Jim reported that he had three tractors in and around the shop.

Minne being prepped for painting, two Cockshutt's having tires changed. He went to Ardrosen to pick up five tires of which three were usable.

Buildings& Yard:

Cheryl reported that the Sleigh on the Lean Too had been damaged and needed repair.

Larry would like to put together a work bee and clean up around the Sawmill as well as some painting on back inside of Sawmill shed building.

Events and Fundraising:

A list of events to the end of August presented.

Pauline suggested that we put up some kind of donation tube which would show the rising amount and that this is for the Steeves House move.

Volunteer& Recruitment: Still needing Volunteers for the Park Cafe Kitchen on Saturday mornings.

Strategic Planning: Allan stated that this is a work in progress and deals with Policies and Procedures for the Museum Accreditation coming upon in November.

New Business:

Allan reminded the board that they will need Secretary for next two months.

The "Go Green" Park go cups had arrived and it was decided that they would go on sale for the sum of \$12.00 dollars and a free coffee.

Next Meeting: Wednesday June 15, 7:30pm at the Smithson International Truck Museum.

Adjournment: Jack moved adjournment 8:15pm

Rimbey Historical Society
Meeting Minutes June 15, 2016

- Present:** Larry Varty, Janet Carlson, Linda Girodat, Reuben Giebelhaus, Jim Schneider, Jack Webb, Pauline Hansen, Cheryl Jones & Bernice Birtsch
- Order:** Larry Varty called the meeting to order at 7:30 p.m.
- Agenda:** Moved Linda Girodat and seconded by Jim Schneider to approve the agenda as presented. CARRIED
- Minutes:** Moved by Janet Carlson & seconded by Jack Webb to approve the minutes of the May 18, 2016 meeting. CARRIED
- Delegation:** The delegation of the Farmers' Market did not attend. The Board went on to discuss various items dealing with going green at the Farmers' Market.
- Old Business:** None.
- President:** No report.
- Treasurer:** Janet Carlson presented the Treasurer's Report ending May 31, 2016.

Moved by Janet Carlson and seconded by Reuben Giebelhaus to approve the Treasurer's Report as presented. CARRIED
- Park Admin.** Cheryl Jones gave her Park Administrator's report.
- Town Rep:** Jack Webb informed the Board that the Town was getting busy for Canada Day with Rick Pankiw acting as the MC. The Town has been busy with sidewalks. The Town has approved \$60,000.00 loan towards the renovation of the Truck Museum if the Historical Society is approved for the Canada 150 grant.

Committee Reports

- Grants:** Janet Carlson informed the Board that they are busy filling out papers for the STEP grant and that they have not heard yet from the Canada 150 grant.
- Gaming** No Report
- Restoration & Trucks:** Jim Schneider reported that they had 48 IH going, 2 fuel pumps in the shop, the MM tractor is fixed, the Cockshutt 50 is in shop to be painted and they are getting the trucks ready for the parade.

Page 2.

**Buildings
& Yard:**

Reuben Giebelhaus reported they cut the long cabinet in half for the writing museum and are building a display case for quilts.

Larry Varty reported that he will bring large rocks for the pond.

Park Events: Linda Girodat asked about volunteers for the Old Timers breakfast on June 18, 2016, the Canada Day event on July 1, 2016 and the Show & Shine on July 10, 2016.

Volunteer

& Recruitment Janet Carlson reported that the search for volunteers has not been going very well.

Strategic

Planning: Allan Tarleton & Janet Carlson are looking over the strategic plan.

New Business:

Next Meeting: July 20, 2016

Adjournment: Moved by Jim Schneider to adjourn the meeting at 8:11 p.m.

Rimbey Historical Society
Meeting Minutes July 20, 2016

- Present:** Linda Girodat, Reuben Giebelhaus, Jim Schneider, Jack Webb, Eric Hornsey, Janet Burghardt, Cheryl Jones & Bernice Birtsch
- Order:** Linda Girodat called the meeting to order at 7:35 p.m.
- Agenda:** Moved Jack Webb and seconded by Jim Schneider to approve the agenda as presented.
CARRIED
- Minutes:** Moved by Eric Hornsey & seconded by Jim Schneider to approve the minutes of the June 15, 2016 meeting. CARRIED
- Old Business:**
- President:** No report.
- Treasurer:** Cheryl Jones presented the Treasurer's Report ending June 30, 2016.

Moved by Reuben Giebelhaus and seconded by Jack Webb to approve the Treasurer's Report as presented. CARRIED
Moved by Jim Schneider and seconded by Reuben Giebelhaus to put the \$2000.00 toward the landscaping. CARRIED
- Park Administrators Report:** Cheryl Jones presented report.
Moved by Eric Hornsey and seconded by Janet Burghardt to allow Bob Morrison to store 2 C-Cans in the back area in stalls 18 & 19 of the RV parking. CARRIED
Moved by Eric Hornsey and seconded by Janet Burghardt to accept the donated artifacts as presented. CARRIED
- Town Rep:** Jack Webb informed the Board that the parade was wonderful especially the park vehicles and that Council were very pleased with the Historical Society.
- Committee Reports**
- Grants:** Cheryl Jones informed the Board that they won't hear about the Canada 150 grant until Sept. 20, 2016.
- Gaming** No Report
- Restoration & Trucks:** Jim Schneider reported that they repaired the concrete benches and the phone booth.

Page 2.

Buildings

& Yard: Eric Hornsey reported that they sorted out a few jobs and that the memorial shelf was put up and they have a busted buggy.

Park Events: Linda Girodat reported that Canada Day was a success, the Farmers Market kitchen is doing well and the Show & Shine was a bit of a wash out..

Volunteer

& Recruitment: No Report.

Strategic

Planning: Janet Burghardt reported that the Strategic Planning is ongoing.

New Business:

Next Meeting: August 17, 2016

Adjournment: Moved by Eric Hornsey to adjourn the meeting at 8:10 p.m.

Rimbey Historical Society

*Meeting Minutes Wednesday August 17, 2016
Held at the Smithson International Truck Museum*

Present: Larry Varty, Eric Hornsey, Jack Webb, Reuben Giebelhaus, Cheryl Jones, Jim Schneider, Linda Girodat, Allan Tarleton, Janet Carlson, Janet Burghardt.

Call To Order: Larry Varty called the meeting to order at 7:30pm

Agenda: Jim moved, Rueben seconded to approve agenda. CARRIED

Minutes: Al moved, Janet C seconded to accept the minutes of Wednesday July 20 2016 as presented. CARRIED

Business Arising from the Minutes:

Some discussion held on the placement and usage of a C -Can possibly being donated by Bob Morrison.

President's Report:

Larry expressed his thanks to Bernice Birtsch for filling in as Secretary for past two months and also to Linda Girodat for running last month's meeting.

He also expressed his thanks to those that have done some tremendous work around the park.

Treasurer's Report:

Janet moved, Linda seconded, treasurer's report be accepted as presented.
CARRIED

Administrator/Curators Report:

Cheryl reported that she attended the Canada 150 Event meeting and that she would be attending a further meeting Wednesday August 24th Provincial Building 10:00AM.

Pictures were taken of all the International trucks at a cost of \$120.00 and that they will be used for future promotional items.

Park grounds have been on a constant cleaning and upgrading.

RV Parking (RV Storage Rental) is being cleaned up ready for the winter.

Cheryl reported that we have the opportunity to place a couple of "pop-up" exhibits around Town with some artifacts but mostly photos and posters.

Jim S moved, Allan T seconded that Cheryl arrange for some "pop-up" exhibits.
CARRIED

The Janette Oke exhibit is being very well received and some of her books have been sold through the gift shop.

A pocket watch from Rev Patstone's Grandson was offered to the Society.
Jack W moved, Eric H seconded, that we accept. CARRIED

Rimbey Historical Society

Town Representative Report:

Jack commented of the use of the Kenworth Truck being used to pull the Chamber of Commerce float in the Red Deer parade.

Committee Reports:

Grants: Nothing at this time

Gaming Casino: Nothing at this time

Restoration& Trucks:

Continuing to work on small things, repairing a park bench

Buildings& Yard:

Eric reported replacing steps on the rental building, repairing the roof on the Black Smith's Shop and some smaller repairs. Saw Mill ready to paint.

Events and Fundraising:

Park Cafe on Saturday Mornings still opening with volunteers.

Will display some trucks and set up table at the Lions Rock N Rimbey (AI to look after)

Volunteer& Recruitment:

Volunteers constantly being sought after

Strategic Planning:

Allan stated that it is now time for him and Janet to put their heads together to finalize the policies and prepare a presentation for the Rimbey Historical Board.

New Business:


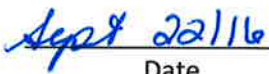
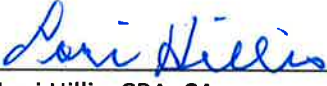
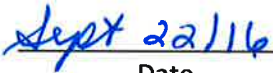
Presentation of the Strategic Planning Committee to the Board will be a Pot Luck Supper for the Board on September 21st 5:30pm at the Pavilion.

Painting of the Sawmill to be sometime next week.

Next Meeting:

Wednesday, 21st of September, 7:30pm, at the Smithson International Truck Museum.

Adjournment: Jack moved adjournment 8:30pm

Council Agenda Item	8.3 Council Reports
Council Meeting Date	September 26, 2016
Subject	Council Reports
For Public Agenda	Public Information
Background	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
Discussion	
Relevant Policy/Legislation	Not Applicable.
Options/Consequences	1. Accept the reports of Council as information. 2. Discuss items in question arising from the reports.
Financial Implications	Not Applicable.
Attachments	8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Godlonton's Report 8.3.3 Councillor Jaycox's Report 8.3.4 Councillor Payson's Report 8.3.5 Councillor Webb's Report
Recommendation	Motion by Council to accept the reports of Council, as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

Highlights

- Aug 24/16 Canada 150 meeting at FCSS
- Aug 25/16 Rimoka Housing Foundation Building Committee Meeting at lodge site
- Aug 27/16 Rock'n Rimbey Car Show and Supper
- Aug 29/16 Meeting at Town Office
- Sept 1/16 Rimoka Housing Foundation Building Committee Meeting at lodge site
- Sept 8/16 Parkland Regional Library Meeting
- Sept 8/16 Meeting with Peter Hall, CAO Rimoka Housing Foundation
- Sept 9/16 Meeting with Pam Kurney
- Sept 12/16 Regular Council Meeting
- Sept 14/16 Rimoka Housing Foundation Meeting in Ponoka
- Sept 14/16 Central Alberta Mayors Meeting in Red Deer
- Sept 15/16 Rimoka Housing Foundation Building Committee Meeting at lodge site
- Sept 15/16 Meeting with Tim Lekas re: proposed new walking trail
- Sept 15/16 Meeting with Stacey Johnson regarding naming of arena
- Sept 22/16 Rimbey Lions Club Meeting
- Sept 24/16 Rimbey High School Graduation Ceremony
- Sept 26/16 Regular Council Meeting

Cheque runs throughout the month

Commission of Oaths

Meeting with CAO, Development Officer and Tagish Engineering

Rick Wm. Pankiw

Mayor

Highlights

- Aug 12/16 Rimbey and Area Wellness Fundraising BBQ
 - Aug 22/16 Regular Council Meeting
 - Sept 12/16 Regular Council Meeting
 - Sept 17/16 Breakfast at Pask-A-Poo Park
 - Sept 26/16 Regular Council Meeting
- Many meetings with concerned citizens
Signed several commissions of oaths

Brian Godlonton
Councillor

Highlights

- Sept 12/16 Regular Council Meeting
- Sept 14/16 Rimoka Housing Foundation Board Meeting
- Sept 26/16 Regular Council Meeting

Many conversations with citizens about Rimoka lodge and what is planned for the old lodge.

Commissioner of Oaths

Mathew Jaycox
Councillor

Highlights

- No written report submitted.

Paul Payson
Councillor

Highlights

- July 25/16 Land Use Bylaw Open House
- July 27/16 Canada 150 Meeting
- July 28/16 Meeting with Richard Gregory regarding CAO
- Aug 11/16 FCSS Golf Tournament Meeting
- Aug 11/16 County and Rimoka Meeting
- Aug 17/16 Rimbey Historical Society Meeting
- Aug 18/16 FCSS Golf Tournament
 - Signed 2 cheque runs
 - Commission of Oaths

- Aug 18/16 FCSS Board Planning Meeting
- Aug 22/16 Regular Council Meeting
- Aug 24/16 Canada 150 Meeting
- Sept 7/16 FCSS Golf Tournament Wind Up Committee
- Sept 7/16 FCSS Board Meeting
- Sept 12/16 Regular Council Meeting
- Sept 17/16 Volunteered at Pas-ka-poo Park
- Sept 21/16 Rimbey Historical Society Strategic Planning Meeting
- Sept 21/16 Rimbey Historical Society Meeting
- Sept 26/16 Regular Council Meeting
 - Several meetings with residents regarding cemetery trees, sidewalks and roads

Jack Webb
Councillor