

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD  
ON MONDAY SEPTEMBER 24, 2012 AT 6:30 PM IN THE COUNCIL  
CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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1. **Call to Order Regular Council Meeting  
& Record of Attendance**
  
2. **Public Hearing**
  
3. **Agenda Approval and Additions**
  
4. **Minutes**
  - 4.1 September 10, 2012, Council Meeting Minutes ..... 2-4
  
5. **Delegations**
  - 5.1 Rimoka Chair and CAO .....
  
6. **Bylaws**
  - 6.1 Bylaw 879/12 –A Bylaw of the Town of Rimbey, in the Province of Alberta, to appoint a designated officer and establish the position of Assistant CAO/Development Officer. 5
  
7. **New and Unfinished Business**
  - 7.1 MP Blaine Calkins – Letter of Delegation Invitation
  - 7.2 MLA Joe Anglin - Letter of Delegation Invitation
  - 7.3 Parkland Regional Library Projected Budget..... 6-25
  
8. **Reports**
  - 8.1 Council Reports
    - 8.1.1 Mayor’s Report ..... 26-30
    - 8.1.2 Councillor Ellis’s Report
    - 8.1.3 Councillor Payson
    - 8.1.4 Councillor Rondeel
    - 8.1.5 Councillor Webb
  - 8.2 Board/Committee Reports
    - 8.2.1 Rimoka Housing Foundation ..... 31-35
  - 8.3 Finance Reports
    - 8.3.1 Bank Reconciliation August ..... 36
    - 8.3.2 Cash Position August ..... 37
    - 8.3.3 Consolidated Financial Statement August ..... 38-39
    - 8.3.4 Accounts Payable Cheque Run September 15/12..... 41-41
  
9. **Correspondence**
  - 9.1 Canadian Diabetes Association..... 42
  - 9.2 Correctional Services Canada – Restorative Justice Week 2012 ..... 43-44
  - 9.3 Rimbey & Area Early Child Development Coalition ..... 45
  - 9.4 Elections Alberta..... 46-47
  
10. **In Camera**
  
11. **Adjournment**

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
MONDAY, SEPTEMBER 10, 2012, IN THE COUNCIL CHAMBERS OF THE  
TOWN ADMINISTRATION BUILDING

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1. Call to Order Mayor Ibbotson called the meeting to order at 6:31 pm, with the following in attendance:
- Mayor Sheldon Ibbotson  
Councillor Gayle Rondeel  
Councillor Jack Webb  
Councillor Paul Payson  
Councillor Scott Ellis Via Skype  
Assistant CAO – Ryan Maier  
Recording Secretary - Melissa Beebe  
Recording Secretary (in training) – Kathy Blakely  
Absent:  
CAO Tony Goode
- Public:  
Rimbey Review – Trena Meikle
2. Public Hearing None
3. Adoption of Agenda 3.1. September 10, 2012 Agenda
- Motion 158/12
- Moved by Councillor Rondeel to accept the agenda as presented.
- CARRIED  
(5-0)
4. Minutes 4.1 August 20, 2012, Council Meeting Minutes
- Motion 159/12
- Moved by Councillor Webb to accept the August 20, 2012, Council Meeting minutes as presented.
- CARRIED  
(5-0)
5. Delegation None
6. Bylaws None
7. New and Unfinished Business 7.1 Franchise Fee Agreements – ATCO Gas and FORTIS ALBERTA
- Melissa Beebe explained that we received franchise fees at a rate of 24%, in the amount of approximately \$12000.00 a month from ATCO Gas.
- FortisAlberta supplied documentation to the Town of Rimbey indicating what the franchise fees are currently, and what the Town of Rimbey could expect if the franchise fees were increased from the current 7% to 9%. The franchise fees come from the funds collected on electricity distribution by Fortis Alberta. Discussion ensued regarding franchise fees and how it impacts residents everywhere. If the Town of Rimbey implements a higher franchise fee, then the Residents would see a higher cost on their electricity bills. It is a way to increase revenue without increasing taxes. Council reviewed a list of franchise fees for other municipalities of comparable size. Mayor Ibbotson indicated that he was not in favor of an increase to the franchise fee from Fortis Alberta.
- Motion 160/12
- Moved by Councillor Webb that the Town of Rimbey maintain the current rates for franchises fees paid to the Town of Rimbey by ATCO Gas and Fortis Alberta.
- CARRIED

(5-0)

## 8. Reports

- 8.1 Department Reports
- 8.1.1 Development Officer Report
  - 8.1.2 Community Services Report
  - 8.1.3 Fire Department Report
  - 8.1.4 Bylaw Report – none
  - 8.1.5 Public Works Report
  - 8.1.6 Parks Report

Motion 161/12

Moved by Councillor Ellis to accept the Department Reports as presented.

CARRIED  
(5-0)

Motion 162/12

Move by Councillor Rondeel that the Recreation Department provide a full written detailed report of the operations of the pool for the 2012 season to the Recreation Board at their October 2012 meeting.

CARRIED  
(5-0)

- 8.1.7 Finance Reports
- 8.1.7.1 Bank Reconciliation July
  - 8.1.7.2 Cash Position July 2012
  - 8.1.7.3 Consolidated Financial Statement July
  - 8.1.7.4 Accounts Payable Cheque Run – July 13/12
  - 8.1.7.5 Accounts Payable Cheque Run – July 31/12
  - 8.1.7.6 Accounts Payable Cheque Run – August 15/12
  - 8.1.7.7 Accounts Payable Cheque Run – August 31/12

Motion 163/12

Moved by Councillor Webb to accept the Financial reports as presented.

CARRIED  
(5-0)

- 8.2 Board/Committee Reports
- 8.2.1 Rimbey Historical Society June 19 & July 17/12
- Councillor Ellis advised Council that he attended the July 17, 2012 Historical Society Meetings. Councillor Rondeel inquired as to why the Historical Society accepted the higher quote \$13000.00 plus GST for the electrical work in the truck museum and was advised that the quote was higher but it also included more work than originally required.

Motion 164/12

Moved by Councillor Ellis to accept the Historical Society Reports as presented.

CARRIED  
(5-0)

## 9. Correspondence

- 9.1 Joyce Tona – Drainage Issue
- This item was covered in the Public Works Department Report. It was noted that it is a manhole where the pavement has settled. There are several in the area that require repair. To repair the affected areas would require asphalt overlay patching at a cost of approximately \$2000.00 per manhole. Council asked that a letter be sent to Mrs. Tona thanking her for her letter and advise her that the Town is aware of the problem and the infrastructure repairs will be brought forth in the budgeting process.

- 
- 9.2 Big Brothers Big Sisters of Rimbey – Thank you.
- 9.3 The Rimbey Exhibition & Rodeo Board – Thank you.
- 9.4 Chapman Riebeek LLP – Bylaw Ticket 6(h) Unattached trailer on street.  
Chapman Riebeek LLP advised the Town of Rimbey that a court date has been set for December 5, 2012 with regards to an individual challenging a fine for a vehicle which was ticketed and removed from the street.
- 9.5 Brent Bratland – Drader Crescent Traffic Issue  
Discussion ensued on this particular street in question where the paved street turns and an alley continues on forward. It was noted that this is a problem area with people racing up the alley. A copy of Mr. Bratland's letter was forwarded upon receipt, to the RCMP and Bylaw Enforcement requesting increased patrolling until solutions to the problem could be found. Council recommended that Administration ask for recommendations from the RCMP, Bylaw Enforcement and Public Works about slowing down traffic in that area. Council also requested that a letter be sent to Mr. Bratland advising him of the above.
- 9.6 Council Invites – MP & MLA

Motion 165/12

Moved by Councillor Payson that letters be sent to MLA Joe Anglin and MP Blaine Calkins requesting their attendance as a delegation to an upcoming Town of Rimbey Council Meeting.

CARRIED  
(5-0)

Motion 166/12

Moved by Councillor Webb to accept 9.1, 9.2, 9.3, 9.4 and 9.5 as information as presented.

CARRIED  
(5-0)

10. In Camera      None

11. Adjournment      Council adjourned the meeting at 7:13 pm.

\_\_\_\_\_  
MAYOR

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

**BY-LAW 879/12**

**A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO APPOINT A DESIGNATED OFFICER AND ESTABLISH THE POSITION OF ASSISTANT CHIEF ADMINISTRATIVE OFFICER / DEVELOPMENT OFFICER**

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**WHEREAS**

The Municipal Government Act, R.S.A., 2000, Chapter M-26, authorizes a Council to establish one or more positions to carry out the powers, duties and functions of a Designated Officer by Bylaw;

**AND WHEREAS**

Council may give a Designated Officer Position any title the Council considers appropriate;

**AND WHEREAS**

Council deems it appropriate to establish and title this Designated Officer position as "Assistant Chief Administrative Officer / Development Officer (Ass't CAO/DO)", with the following general duties.

**NOW THEREFORE**

The Council of the Town of Rimbey, duly assembled, hereby enact as follows:

1. The duties of the Assistant Chief Administrative Officer/ Development Officer are to:
  - a. Prepare and approve all development and building permits;
  - b. Assist the Town Manager in Planning & Economic Development projects;
  - c. Prepare all Subdivision applications for Council approval;
  - d. Attend and take minutes at all Development Committee meetings;
  - e. Prepare and maintain the Land Use Bylaw;
  - f. Prepare and approve all Compliance Certificates;
  - g. Prepare and maintain grants and grant reconciliation;
  - h. Prepare and maintain the Local Improvement Files;
  - i. Draft all Local Improvement Bylaws for approval by Council;
  - j. Be the Municipal Infrastructure and Maintenance System Administrator and oversee the Municipal Infrastructure and Maintenance System maintenance;
  - k. Attend all Regular and Committee Meetings as required;
  - l. Be the signing authority for all Accounts Payable and Payroll cheques;
  - m. Become a Commissioner For Oaths;
  - n. Other duties as may be assigned from time to time;
  
2. Melissa Beebe of Rimbey, Alberta, is appointed as a Designated Officer of the Town of Rimbey and act in the capacity of Assistant Chief Administrative Officer / Development Officer.
  
3. Bylaw No. 848/10 is hereby rescinded.

This By-Law comes into effect on the date of third & final reading.

**READ** a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2012

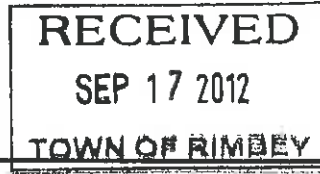
**READ** a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2012

**UNANIMOUSLY AGREED** to present this By-Law for Third & Final Reading.

**READ** a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER



5404 - 56 Avenue  
Lacombe, AB T4L 1G1  
Ph. (403) 782-3850  
Fax. (403) 782-4650

**Parkland Regional Library**  
Cooperation ■ Innovation ■ Service

September 10, 2012

Mr. Tony Goode Manager  
Town of Rimbey  
Box 350  
Rimbey, AB T0C 2J0

Dear Mr. Goode:

Please find attached a print copy of the projected budget for Parkland Regional Library for the years 2013 - 2015. You are also being sent an electronic copy in case that is more useful to you.

The Parkland Regional Library Board requests that your council approves of the 2013 budget and notifies PRL before November 1<sup>st</sup> so that any concerns can be addressed at the PRL Board meeting on November 8<sup>th</sup>. Please note that PRL requires acceptance of the budget in writing. The 2014 and 2015 budgets are projections created to assist PRL and municipal councils plan their future funding allocations.

Please note that I am available to speak to your council on the budget. If you have any questions, please contact me.

Sincerely,

Ronald J. Sheppard, Director

RS:aa

Attachs.



# **Proposed Budget 2013-2015**

**PARKLAND REGIONAL LIBRARY**  
**Proposed 2013-2015 Budget**

Present  
Budget

	2012	2013	2014	2015
<b>INCOME</b>				
1 Provincial Grant	904,936	914,880	914,880	914,880
2 Membership Fees	1,406,038	1,461,043	1,526,888	1,576,983
3 School Contracts	170,117	158,270	158,270	158,270
4 Media Contracts	64,498	58,518	58,518	58,518
5 Rural Library Services Grant	419,634	423,520	423,520	423,520
6 AMBC Contract Fees	79,741	79,741	79,741	79,741
7 Interest Income	45,000	40,000	40,000	40,000
8 School Horizon Maintenance Fees	7,500	6,550	6,550	6,550
9 Technology Reserve transfer - to balance budget	19,845			
<b>TOTAL INCOME</b>	<b>3,117,309</b>	<b>3,142,522</b>	<b>3,208,367</b>	<b>3,258,462</b>
<b>LIBRARY MATERIALS</b>				
1 Book Allotment PRL	319,499	321,887	321,887	321,887
2 Book Allotment SCHOOL	39,347	36,325	36,325	36,325
3 Rural Library Services Grant	419,634	423,520	423,520	423,520
4 Cataloguing Tools	3,400	3,470	3,540	3,610
5 AMBC Service Subscription	9,675	9,600	9,600	9,600
6 AMBC Contract Allotment	33,660	33,660	33,660	33,660
7 Large Print Books	13,000	13,000	13,000	13,000
8 Online Databases	18,700	15,880	16,360	16,850
9 Periodicals	2,300	2,570	2,700	2,840
10 Audio book and eContent materials	28,000	28,000	28,000	28,000
11 Reference Books	3,000	3,000	3,000	3,000
12 Children's Programming Boxes	500	500	500	500
13 Library Professional Collection	3,000	3,000	3,000	3,000
14 Media Co-acquisition Tapes	3,200	2,500	2,500	2,500
15 Video/DVD Purchases	3,000	3,000	3,000	3,000
<b>TOTAL LIBRARY MATERIALS</b>	<b>899,915</b>	<b>899,912</b>	<b>900,592</b>	<b>901,292</b>
<b>COST OF SERVICES</b>				
1 Audit	14,900	16,500	17,300	18,200
2 Bank expenses	1,300	600	600	600
3 Bank Investment Fees	3,700	3,700	3,800	3,900
4 Building Repairs/Maintenance	25,000	27,000	27,000	27,000
5 Computer Maint. Agree. Software licenses	88,000	104,500	115,500	119,000
6 Continuing Education	20,000	20,000	20,000	20,000
7 Dues/Fees/Memberships	10,000	9,500	10,000	11,000
8 Equipment - Lease/Rental/Maint.	6,900	7,000	7,100	7,250
9 Film Showcase	1,300	1,300	1,300	1,300
10 Freight	11,500	11,500	11,500	11,500
11 Insurance	19,500	19,500	19,500	19,500
12 Internet Connection Fees	23,500	26,650	27,000	28,000
13 Janitorial expense	25,000	26,500	26,500	26,500
14 Legal/Consulting	2,000	2,000	2,000	2,000
15 Libraries Advisory Group - moved to line 30	1,500	0	0	0
16 Outlets - Contribution to Operating	800	800	800	800
17 Photocopy	4,500	10,000	10,000	10,000
18 Postage	7,250	6,000	6,000	6,000
19 Postage Reimbursement	3,500	3,500	3,500	3,500
20 Promotion/Trade Shows/Publicity	5,000	5,000	5,000	5,000
21 Recruitment/Advertising	2,000	1,500	1,500	1,500
22 Salaries	1,403,828	1,449,958	1,492,264	1,527,749
23 Salaries - Employee Benefits	280,766	297,241	305,914	313,189
24 Supplies/Stationery/Processing/Recon	35,000	31,361	31,697	30,682
25 Telephone	14,000	14,000	14,000	14,000
26 Travel	12,000	14,000	14,000	14,000
27 Trustee expense	23,000	21,000	21,000	21,000
28 Utilities	35,000	36,000	37,000	38,000
29 Van expense	37,000	35,000	35,000	35,000
30 Workshop/Training expense	11,000	11,000	11,000	11,000
31 Amortization - prior Dec 31 2008 before change in allocation	38,650	0	0	0
32 Budgeted for reserves - Vehicle and Technology	50,000	30,000	30,000	30,000
<b>TOTAL COST OF SERVICES</b>	<b>2,217,394</b>	<b>2,242,610</b>	<b>2,307,775</b>	<b>2,357,170</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>	<b>3,117,309</b>	<b>3,142,522</b>	<b>3,208,367</b>	<b>3,258,462</b>
Surplus/Deficit	0	0	0	0
<b>AMOUNT PER CAPITA REQUIRED</b>	<b>7.07</b>	<b>7.28</b>	<b>7.62</b>	<b>7.87</b>



## Notes for the Parkland Regional Library Budget 2013-2015

Parkland's budget is developed according to Board policy. 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 2013 – 2015 are calculated using 2010 official population figures for the provincial grant with a \$0.05 rate increase.

The budget for 2013 – 2015 is a very conservative budget with respect to operations.

Despite the increased licencing costs, projected savings in other areas of operations mean that the budget for 2013 reflects an increase of only 2.97% (down from last year's projected increase of approximately 6.50%).

Points within the budget to note include:

### Under Income:

- The provincial operating grant rate for regional systems has been adjusted to \$4.60 per capita to reflect the current government rates but using 2010 population figures.
- PRL analyzed the cost vs. expenses of both our school contracts and believe that as long as the current number of schools continue to participate in contract services, the school services side of operations will continue to pay for themselves including a modest profit. Since school budgets are going to be tight over the next year, PRL will not be raising school contract fees lest more schools withdraw and force an end to school library and media services through Parkland. The cessation of school services would force PRL to lay off staff and could force an increase in the per capita rates municipalities pay to Parkland.

### Under Library Materials:

- The Rural Library Services Grant has been increased to reflect the current provincial grant rate of \$5.45 per capita (see line #3).
- The database line has been decreased to reflect the lower cost of databases due to the lower U.S. dollar (see line #8).

### Under Cost of Service

- The most significant cost increase in this section is line 5, the Computer Maintenance Agreement Software Licenses line. The increase to this line is in support of PRL's project to ongoingly support the management and upgrades of member library computer networks.
- The Libraries Advisory Group line (#15) will be eliminated in 2013. The cost for these meetings will become part of the Workshop line (line #30).
- The Photocopy line (#17) has been increased to reflect our new contract for an additional networked colour photocopier. Using a colour photocopier as a network printer saves considerable money over paying for toner for individual printers. Toner cartridges were paid for from the Supplies line (#24). You will see that the Supplies line has been decreased to reflect at least partially the increase in the Photocopy line and the reduced use of toner cartridges.

- Beginning in 2013, **Parkland will cease** billing municipalities to cover the cost of amortization of capital assets prior to December 31, 2008 (see line #31). **Instead this** amortization expense will become part of newly recommended year-end adjustments made to/from an unrestricted operating surplus account.
- Starting in 2013, Parkland will start collecting less revenue from municipalities for funding our IT and Vehicle Reserves (see line #32). **Instead**, as mandated by PRL's Executive Committee, Parkland will use some of our reserve funds to offset operational expenses and thereby reduce our reserve levels as directed.

Please refer to the Budget Supplement on pages 14-16 for details on planned expenditures using reserve funds.

## Complete Notes to the 2013 – 2015 Budgets

### PARKLAND REGIONAL LIBRARY

#### Proposed 2013-2015 Budget

		Present Budget			
		2012	2013	2014	2015
<b>INCOME</b>					
1	Provincial Grant	904,936	914,880	914,880	914,880
2	Membership Fees	1,406,038	1,461,043	1,526,888	1,576,983
3	School Contracts	170,117	158,270	158,270	158,270
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7	Interest Income	45,000	40,000	40,000	40,000
8	School Horizon Maintenance Fees	7,500	6,550	6,550	6,550
9	Technology Reserve transfer - to balance budget	19,845			
<b>TOTAL INCOME</b>		<b>3,117,309</b>	<b>3,142,522</b>	<b>3,208,367</b>	<b>3,258,462</b>

Assumption:

Alberta Municipal Affairs will calculate the operating grants issued to PRL based on 2010 population figures at a rate of \$4.60 per capita and rural library service grant rates at \$5.45 per capita with a current service population of 198,887 .

**Income – line details**

- 1. Provincial Grant:* this amount is based on 2010 population figures used by the provincial government from Alberta Municipal Affairs official population figures with the current rate of \$4.60 per capita giving an estimated income of \$914,880
- 2. Membership Fees:* \$7.28 per capita for most members in 2013; some members who joined PRL after 1998 are paying locked-in rates per their membership acceptance – please see accompanying documentation at the end of the budget for individual municipality costs
- 3. School Contracts:* based on school library service contract pricing and reduced student population figures due to withdrawals
- 4. Media Contracts:* based on school media pricing and reduced student population figures due to withdrawals

*5. Rural Library Services Grant:*

grant received from Municipal Affairs using 2010 population figures for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board - passed directly to libraries, as directed by these municipalities (calculated at the increased rate of \$5.45 per capita – see line 3 under Library Materials) – estimated at \$423,520

*6. AMBC Contract Fees:*

based on AMBC per capita contract pricing with a proportional – material allotment expenditure line increase as well (see line 6 under Library Materials); contract income will be held though 2014

*7. Interest Income:*

estimate based on the returns from the RBC Dominion Parameters program, the Community Credit Union short-term investments, and current bank account – decreased slightly to reflect the anticipated returns on investments and PRL's termination of stock investments

*8. School Horizon Maintenance Fees:*

the sub-licensing fees charged to schools for Horizon; based on current contract pricing and current school participation

*9. Technology Reserve Transfer:*

by order of the executive committee, one time transfer to reduce the per capita rate charged to municipalities – line eliminated

<b>LIBRARY MATERIALS</b>					
1	Book Allotment PRL	319,499	321,887	321,887	321,887
2	Book Allotment SCHOOL	39,347	36,325	36,325	36,325
3	Rural Library Services Grant	419,634	423,520	423,520	423,520
4	Cataloguing Tools	3,400	3,470	3,540	3,610
5	AMBC Service Subscription	9,675	9,600	9,600	9,600
6	AMBC Contract Allotment	33,660	33,660	33,660	33,660
7	Large Print Books	13,000	13,000	13,000	13,000
8	Online Databases	18,700	15,880	16,360	16,850
9	Periodicals	2,300	2,570	2,700	2,840
10	Audio book and eContent materials	28,000	28,000	28,000	28,000
11	Reference Books	3,000	3,000	3,000	3,000
12	Children's Programming Boxes	500	500	500	500
13	Library Professional Collection	3,000	3,000	3,000	3,000
14	Media Co-acquisition Tapes	3,200	2,500	2,500	2,500
15	Video/DVD Purchases	3,000	3,000	3,000	3,000
<b>TOTAL LIBRARY MATERIALS</b>		<b>899,915</b>	<b>899,912</b>	<b>900,592</b>	<b>901,292</b>

### Library Materials Expenditures - line details

1. *Book Allotment PRL:* reflects allotment rate of \$1.60 per capita for 2013 – 2015
2. *Book Allotment Schools:* assumes student population for allotment (see line 3 under Income) and calculated at the allotment rates based on the various contract options for the school agreements
3. *Rural Library Services Grant:* provincial grant estimated at \$423,520 and 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 (calculated at \$5.45 per capita using 2010 population figures – see line 5 under income)
4. *Cataloguing tools:* based on actual with slight increases - includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries
5. *Alberta Multilingual Book Consortium Subscription:* subscription cost to the consortium which allows client public libraries access to blocks of multilingual books for their patrons – reflects new contract fee for 2013 – 2015 (see line 6 under Income)

- 6. AMBC Contract Allotment:* reflects increase in allotment as per contract agreement for books bought by PRL as agent of the Alberta Multilingual Book Consortium to distribute multilingual books province-wide (see line 6 under Income)
- 7. Large Print Books:* held steady at 2012 level
- 8. Online Databases:* subscription fees for increased variety of databases including the Universal Subscription Core from TAL – based on actual with slight decrease due to the reduced value of the U.S. dollar
- 9. Periodicals:* slight increase from 2012; includes public performance licensing fees
- 10. Audiobook and eContent Materials:* to support the audio, downloadable e-audio and e-book purchases – held at 2012 level
- 11. Reference Books:* to purchase material for the PRL reference collection – held at 2012 level
- 12. Children's Programming Boxes:* minimal funds allocated to refresh and build new boxes - held at \$500
- 13. Library Professional Collection:* to purchase much needed material for PRL's in-house collection on computer/automation subjects, governance, library design, policy and program development, and library operations; for use by PRL staff and client libraries – held at 2012 level
- 14. Media Co-acquisition DVDs:* provincial consortium fee to access bulk purchasing and reproduction rights of educational DVDs and covered by the media contract income, (see line 4 under Income) – reduced then held to reflect reduced student count due to fewer contracts
- 15. DVD Purchases:* to purchase educational videos for the media collection with costs covered completely by media contract – held at 2012 level (see line 4 under Income)

<b>COST OF SERVICES</b>					
1	Audit	14,900	16,500	17,300	18,200
2	Bank expenses	1,300	600	600	600
3	Bank Investment Fees	3,700	3,700	3,800	3,900
4	Building-Repairs/Maintenance	25,000	27,000	27,000	27,000
5	Computer Maint.Agree. Software licenses	88,000	104,500	115,500	119,000
6	Continuing Education	20,000	20,000	20,000	20,000
7	Dues/Fees/Memberships	10,000	9,500	10,000	11,000
8	Equipment - Lease/Rental/Maint.	6,900	7,000	7,100	7,250
9	Film Showcase	1,300	1,300	1,300	1,300
10	Freight	11,500	11,500	11,500	11,500
11	Insurance	19,500	19,500	19,500	19,500
12	Internet Connection Fees	23,500	26,650	27,000	28,000
13	Janitorial expense	25,000	26,500	26,500	26,500
14	Legal/Consulting	2,000	2,000	2,000	2,000
15	Libraries Advisory Group - moved to line 30	1,500	0	0	0
16	Outlets - Contribution to Operating	800	800	800	800
17	Photocopy	4,500	10,000	10,000	10,000
18	Postage	7,250	6,000	6,000	6,000
19	Postage Reimbursement	3,500	3,500	3,500	3,500
20	Promotion/Trade Shows/Publicity	5,000	5,000	5,000	5,000
21	Recruitment/Advertising	2,000	1,500	1,500	1,500
22	Salaries	1,403,828	1,449,958	1,492,264	1,527,749
23	Salaries - Employee Benefits	280,766	297,241	305,914	313,189
24	Supplies/Stationery/Processing/Recon	35,000	31,361	31,697	30,682
25	Telephone	14,000	14,000	14,000	14,000
26	Travel	12,000	14,000	14,000	14,000
27	Trustee expense	23,000	21,000	21,000	21,000
28	Utilities	35,000	36,000	37,000	38,000
29	Van expense	37,000	35,000	35,000	35,000
30	Workshop/Training expense	11,000	11,000	11,000	11,000
31	Amortization - prior Dec 31 2008 before allocation change	38,650	0	0	0
32	Budgeted for reserves - Vehicle and Technology	50,000	30,000	30,000	30,000
<b>TOTAL COST OF SERVICES</b>		<b>2,217,394</b>	<b>2,242,610</b>	<b>2,307,775</b>	<b>2,357,170</b>

### Cost of Services – line details

1. *Audit:* audit contract with Collins Barrow; 2013 based on an estimate with a small cushion – estimated amounts for the 2014 – 2015
2. *Bank Expenses:* for cost of cheques and direct deposit fees - reduced in 2013 and then held to reflect lower service fees
3. *Bank Investment Fees:* fee for management of the Parameters Investment Program – based on estimate with slight increases to cover anticipated rise in costs
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased based on estimate then held
5. *Computer Maint. Agree./ Software Licenses :* includes, but is not limited to, Horizon, Citrix, Panda, Peachtree, Quickbooks, Webinteractive, Calcium, VMware, and Zimbra e-mail software, and the maintenance costs for the websites for libraries project - line increased to account for increased costs as well as the new costs associated with PRL's management of wireless networks for member libraries and for computer desktop management of member libraries
6. *Continuing Education:* funds to attend workshops such as the Alberta Library Conference, technology courses (costs in this area are escalating), COSUGI conference for Horizon users – held at \$20,000
7. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMDC, CLA, ALA, APLAC, and TAL. - based on actual and reduced in 2013 with modest increases thereafter to cover anticipated rise in costs
8. *Equipment – Lease/Rental/Maint.:* lease payment for postage meter and scale required to comply with standards, laminator maintenance agreement, and equipment repairs – based on actual with modest increases to cover anticipated rise in costs
9. *Film Showcase:* used to cover the costs for PRL staff to travel to meetings of the Alberta Video Co-Acquisitions Consortium for the



- selection of school media videos - held at 2012 level (see line 4 under "Income")
- 10. Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at 2012 level
- 11. Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – held at 2012 level
- 12. Internet Connection Fees/Dedicated Lines:* for conference calling, internet service provision and two dedicated telephone lines - based on a contract with Platinum with slight increases thereafter in case bandwidth needs to be increased further
- 13. Janitorial Expense:* based on actual with slight increases in 2013 then held – includes snow removal and yard maintenance
- 14. Legal/Consulting/Advocacy:* line reflects PRL's need to periodically hire various external consultants – held at 2012 level
- 15. Libraries Advisory Group:* line to provide lunch and cover other miscellaneous costs for 3 Libraries Advisory Group meetings per year – line eliminated in 2013 and expenses to be covered under the Workshop line #30
- 16. Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800
- 17. Photocopy:* line increased in 2013 then held due to the replacement of individual printers by a more cost effective networked photocopier
- 18. Postage:* based on actual and reduced in 2013 then held
- 19. Postage Reimbursement:* held at \$3,500
- 20. Promotion/Trade Shows/Publicity:* includes, but not limited to, Systems' brochures & hospitality expense at ALC, AUMA, AAMD&C, LGAA conventions, gifts/donations, flowers for libraries' anniversaries, promotional items – held at \$5,000

21. *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 reduced to \$1,500 then held
22. *Salaries:* on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal – increased to reflect predicted staffing levels
23. *Salaries-Employee Benefits:* all staff at full benefits including LAPP and Blue Cross - increased to reflect anticipated costs
24. *Supplies/Stationery:* includes book-related supplies as well as barcodes, barcode label protectors, patron membership cards supplied to public libraries, building supplies, and stationery supplies – new is the purchasing of small non-capital IT items as needed - reduced to reflect savings in printer toner due to our new networked photocopier with slight increases thereafter
25. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – held at \$14,000
26. *Travel:* includes consulting travel to public and school libraries (to reimburse staff when not using the PRL passenger van), administrative travel, annual IT visits, and staff travel to workshops/conferences – increased in 2013 based on actual then held
27. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the ALC; 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) – reduced based on averages then held
28. *Utilities:* based on three-year averages with slight increase ongoingly
29. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a Dodge Caravan for staff use - based on actual; reduced in 2013 then held

- 30. Workshop/Training:* includes costs for all workshops or training activities, or program initiatives held at PRL or other locations— held at \$11,000
- 31. Amortization* rate for amortization estimated each year for PRL's capital assets prior to January 1, 2009 (building, furniture and fixtures, computer equipment, other equipment, and vehicles) – line eliminated in 2013; amortization expenses are to be covered by adjusting fund account levels
- 32. Budgeted for Reserves:* line created to fund the Vehicle and Technology Reserves for covering current and ongoing purchases (see notes 5-D of the Budget Supplement) - line reduced to \$30,000 with projected IT expenses being covered by reserves.

**Proposed 2013-2015 Budget**

	Present Budget			
	2012	2013	2014	2015
<b>TOTAL INCOME</b>	3,117,309	3,142,522	3,208,367	3,258,462
<b>TOTAL LIBRARY MATERIALS</b>	899,915	899,912	900,592	901,292
<b>TOTAL COST OF SERVICES</b>	2,217,394	2,242,610	2,307,775	2,357,170
<b>TOTAL EXPENSES</b>	3,117,309	3,142,522	3,208,367	3,258,462
<b>Surplus/Deficit</b>	0	0	0	0
<b>AMOUNT PER CAPITA REQUIRED</b>	7.07	7.28	7.62	7.87

## **Budget Supplement**

### **Explanation points to the 2013-2015 Budget dealing with Capital Assets, Amortization and Reserves.**

When PRL prepares its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves (see budget line 32 under Cost of Services). Staffs make all applicable computer and vehicle purchases directly from reserves.

Staff has a good idea of the yearly IT purchases needed because PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure. However, it is important to note that unplanned for initiatives, and/or the rapidly changing nature of library services all mean that PRL's IT related purchases including software licensing are frequently the most difficult parts of our budget to predict and control. 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.

Vehicle purchases will be managed in the same way as computer purchases.

**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.**

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	
<b>Amortization Reserve</b>				
Anticipated funds required to cover current portion of amortization expense	52,840.00	55,182.00	57,658.00	A
from prior years (Jan 1, 2009 forward)				
<i>(actual amount will be affected by asset disposals during the year)</i>				
<b>Vehicle Reserve</b>				
Anticipated funds required to purchase new vehicles	0.00	33,000.00	34,000.00	B
<i>(actual amount will be based on exact purchase price in the year)</i>				
<b>Technology Reserve</b>				
Anticipated funds required to purchase computer hardware and software	43,050.00	40,707.00	41,175.00	B
<i>(actual amount will be based on exact purchase price in the year)</i>				
	<u>95,890.00</u>	<u>128,889.00</u>	<u>132,833.00</u>	
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>				
Vehicle selling price	0.00	5,000.00	5,000.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>				
	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>				
<b>Amortization Reserve</b>				
Residual Amortization anticipated - Vehicles purchase	0.00	23,100.00	23,800.00	B
Residual Amortization anticipated - Technology purchases	30,135.00	28,495.00	28,822.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>				
<b>Vehicle Reserve</b>				
Proceeds from the sale of vehicles	0.00	5,000.00	5,000.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>	<u>30,135.00</u>	<u>56,595.00</u>	<u>57,622.00</u>	
<b>4 CAPITAL ASSET EXPENSE ALLOCATION</b>				
Current Amortization estimated - Vehicles purchase	0.00	9,900.00	10,200.00	B
Current Amortization estimated - Technology purchases	12,915.00	12,212.00	12,353.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>				
<b>Amortization - Capital asset expense</b>				
Amortization expense anticipated from prior years (Jan 2009 forward)	52,840.00	55,182.00	57,658.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>	<u>65,755.00</u>	<u>77,294.00</u>	<u>80,211.00</u>	

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**Budgeted expense to build reserves and use for current and ongoing capital purchases (see line 32 of the budget)**

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**Vehicle Reserve**

Policy budget item- movement of \$5,000 per vehicle to the Vehicle Reserve	15,000.00	15,000.00	15,000.00	E
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**Technology Reserve**

Policy budget item-to fund Technology purchases	15,000.00	15,000.00	15,000.00	E
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	<u>30,000.00</u>	<u>30,000.00</u>	<u>30,000.00</u>	
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## Requisition Amount for each Municipality for 2013-2015

	2013 Requisition	2014 Requisition	2015 Requisition	
1. ALIX	7.28	7.62	7.87	ALIX
2. ALLIANCE	7.28	7.62	7.87	ALLIANCE
3. AMISK	7.28	7.62	7.87	AMISK
4. BASHAW	7.28	7.62	7.87	BASHAW
5. BAWLF	7.28	7.62	7.87	BAWLF
6. BENTLEY	7.28	7.62	7.87	BENTLEY
7. BIG VALLEY	7.28	7.62	7.87	BIG VALLEY
8. BIRCHCLIFF SV	7.28	7.62	7.87	BIRCHCLIFF SV
9. BITTERN LAKE	7.28	7.62	7.87	BITTERN LAKE
10. BLACKFALDS	7.28	7.62	7.87	BLACKFALDS
11. BOWDEN	7.28	7.62	7.87	BOWDEN
12. CAMROSE	7.28	7.62	7.87	CAMROSE
13. CAMROSE COUNTY	7.28	7.62	7.87	CAMROSE COUNTY
14. CAROLINE	7.28	7.62	7.87	CAROLINE
15. CARSTAIRS	7.28	7.62	7.87	CARSTAIRS
16. CASTOR	7.28	7.62	7.87	CASTOR
17. CLEARWATER M D	7.28	7.62	7.87	CLEARWATER M D
18. CLIVE	7.28	7.62	7.87	CLIVE
19. CORONATION	7.28	7.62	7.87	CORONATION
20. CREMONA	7.28	7.62	7.87	CREMONA
21. CZAR	7.28	7.62	7.87	CZAR
22. DAYSLAND	7.28	7.62	7.87	DAYSLAND
23. DELBURNE	7.28	7.62	7.87	DELBURNE
24. DIDSBURY	7.28	7.62	7.87	DIDSBURY
25. DONALDA	7.28	7.62	7.87	DONALDA
26. ECKVILLE	7.28	7.62	7.87	ECKVILLE
27. EDBERG	7.28	7.62	7.87	EDBERG
28. ELNORA	7.28	7.62	7.87	ELNORA
29. FLAGSTAFF COUNTY	7.28	7.62	7.87	FLAGSTAFF COUNTY
30. FORESTBURG	7.28	7.62	7.87	FORESTBURG
31. GULL LAKE	7.28	7.62	7.87	GULL LAKE
32. GALAHAD	7.28	7.62	7.87	GALAHAD
33. HALF MOON BAY SV	7.28	7.62	7.87	HALF MOON BAY SV
34. HARDISTY	7.28	7.62	7.87	HARDISTY
35. HAY LAKES	7.28	7.62	7.87	HAY LAKES
36. HEISLER	7.28	7.62	7.87	HEISLER
37. HUGHENDEN	7.28	7.62	7.87	HUGHENDEN
38. INNISFAIL	7.28	7.62	7.87	INNISFAIL
39. JARVIS BAY SV	7.28	7.62	7.87	JARVIS BAY SV
40. KILLAM	7.28	7.62	7.87	KILLAM
41. LACOMBE	7.28	7.62	7.87	LACOMBE



42. LACOMBE COUNTY	7.28	7.62	7.87	LACOMBE COUNTY
43. LOUGHEED	7.28	7.62	7.87	LOUGHEED
44. MOUNTAIN VIEW COUNTY	7.28	7.62	7.87	MOUNTAIN VIEW COUNTY
45. NORGLIWOLD SV	7.28	7.62	7.87	NORGLIWOLD SV
46. OLDS	7.28	7.62	7.87	OLDS
47. PAINT EARTH COUNTY	7.28	7.62	7.87	PAINT EARTH COUNTY
48. PARKLAND BEACH SV	7.28	7.62	7.87	PARKLAND BEACH SV
49. PENHOLD	7.28	7.62	7.87	PENHOLD
50. PONOKA	7.28	7.62	7.87	PONOKA
51. PONOKA COUNTY	7.28	7.62	7.87	PONOKA COUNTY
52. PROVOST	7.28	7.62	7.87	PROVOST
53. PROVOST MD	7.28	7.62	7.87	PROVOST MD
54. RED DEER COUNTY	7.28	7.62	7.87	RED DEER COUNTY
55. RIMBEY	7.28	7.62	7.87	RIMBEY
56. ROCKY MT HOUSE	7.28	7.62	7.87	ROCKY MT HOUSE
57. ROCHON SANDS SV	6.77/7.28	7.62	7.87	ROCHON SANDS SV
58. ROSALIND	7.28	7.62	7.87	ROBALIND
59. SEDGEWICK	7.28	7.62	7.87	SEDEWICK
60. STETTLER	7.28	7.62	7.87	STETTLER
61. STETTLER COUNTY	7.28	7.62	7.87	STETTLER COUNTY
62. STROME	7.28	7.62	7.87	STROME
63. SUNBREAKER COVE SV	7.28	7.62	7.87	SUNBREAKER COVE SV
64. SUNDRE	7.28	7.62	7.87	SUNDRE
65. SYLVAN LAKE	7.28	7.62	7.87	SYLVAN LAKE

## Mayors Report to September 21, 2012

Aug 21. Met with Greg and Wes of Tagish engineering, Tony, Ryan, Melissa, and Councillors Rondeel, Payson and Webb. Discussed the Borrow Pit for clay to be used in Cell 5. Plan is to excavate clay and leave a channel. This will allow for better drainage in the northeast of Rimbey. Another issue discussed is the drainage ditch from the northeast lagoon. Tagish recommends (also recommended in the Infrastructure Study) the drainage ditch be cleaned out to improve the flow of effluent. Before this work can proceed the landowners and pipeline companies have to be approached. There are up to 18 pipelines passing through the ditch.

Aug 22. Toured the provincial building with 4 employees of the Infrastructure Ministry, Ryan, Melissa, and Councillors Payson and Rondeel. The building is large and more than half of the space is not occupied. The next step is to talk to the Minister of Infrastructure.

Aug 23. Attended the ECD Coalition meeting held at Neighbourhood Place.. The Coalition in Rimbey has received a grant of \$30,000 to promote early childhood development in our area. Data release and fair is scheduled at the Community Centre for January 10, 2013. Child entertainer Mary Lambert is tentatively scheduled to be at the event. There will be an explorer them with five activities to demonstrate methods of encouraging childhood development. Work is being done on logos, advertising, calendars and other material promoting childhood development.

August 29. Met with Tony, Ryan, Melissa and two representatives to discuss the nine million dollar upgrade to

the truck terminal east of the railroad siding. The emergency response plan was also discussed.

Aug 30. Met with Tony, Vern, Melissa and Rob Fergusson. Mr. Fergusson is developing a product that replaces asphalt. He described its characteristics and explained it costs substantially less to apply.

Aug 31. Conversations with Council. Topics discussed included the need for condos in Rimbey.

September 11. Meet with members of the Recreation Board and reviewed playground construction, pool shutdown and the enhanced repairs of the pool drain.

September 12. I attended the flag raising of the Big Brothers Big Sisters flag at the Town Office and read the proclamation declaring September Big Brothers Big Sisters Month in Rimbey.

September 12. Attended Central Alberta Mayor and Reeves Caucus. Linda Sloan, AUMA President, attended and provided an update on the upcoming issues to be discussed at the annual convention. The Co-Chair of the United Way described this years fundraising plans. Then the Honourable James Foster, a retired Court of Queens Bench Justice, made a convincing case for the need for a new expanded court House in Red Deer to serve Central Alberta. The current Court House was constructed 30 years ago. Since its construction the Courthouses in Lacombe and Innisfail have been closed and the workload moved to Red Deer. And, the population has nearly doubled in Central Alberta over that time. Four studies have been conducted over the years and each recommended building a larger courthouse. Each study has received the same response from government. "Wait till we have more

money". The most recent study recommends tripling the size from 9000 square feet to 27,000 to 30,000 square feet. (From 7 court rooms to 21). Support from Central Alberta municipalities is being sought to encourage the Province to make a commitment to replacing the existing facility. Justice Foster believes the proposed 150 million dollar project should be done in phases. If the provincial government commits to a new courthouse it is expected to take 8 years to open.

September 13. Did a tour of Gibson's upgraded truck terminal. About 300 to 400 cubes of oil is being unloaded daily.

September 13. Met with Mrs McCready about the sidewalks in front of her house. She wants her old sidewalk replaced or repaired.

September 14. Met with Melissa, Ryan, and Greg of Tagish to review status of construction projects. Border Paving is in Town working to finish the areas around the concrete sidewalks done by Raiders. The geotechnical report on the Northeast Lagoon is done and the warranty work should commence soon. The plan involves replacing the berm that is leaking. Once it is repaired the water can be pumped from the fifth cell and it can then be determined if the center of the cell is leaking. If leaks are found then work will be completed to repair the middle of cell 5. One of the issues complicating the matter is the bottom of the cell is a meter below the level of the ground water. Concerns about frost and having the work done before cold weather arrives were discussed. The report on the test holes drilled on 58<sup>th</sup> ave indicate the soil tested is now compacted enough to allow for a lift of asphalt to be applied.

September 14. Nineteen representatives of groups and agencies attended the Interagency meeting. Alberta Health

Services has set up a program to provide free fluoride service for 1 and 2 year old children. It is available through Rimbey Community Health at 4709-51 street (403-843-2288).

Sergeant Groves has started the DARE Program in the local schools for Grades 5 and 6.

September 14. I had an opportunity to discuss two issues with Sergeant Groves regarding smoking by students near the schools and speeding in the alley by the Bus Barn. Sergeant Groves was aware of both issues. On the smoking problem he had already spoken to students twice in the preceding week. The Outreach School has brought in speakers about the adverse health affects of smoking and actively discourages their students from smoking. They also ask the students to be conscious of the neighbours and to be careful not to litter. On the alley traffic the RCMP are surveying the area. Tire tracks indicate high speeds in the alley and sliding around corners. A recommendation on methods, beyond increased enforcement, of reducing traffic speed will be made in near future.

September 14. Conversations with council.

September 14. I attended the Chili Cook off and helped spoon out the Chili made by Gayle. Unfortunately, the Town's entry did not win. First place went to the school entry for something like the twelve consecutive year.

September 15. I attended the Penhold Parade in the 1957 International with Ron of Public Works.

September 19. Met with Staff Sergeant Shane Ramteemal who is participating in a review of the local RCMP detachment. Tony and Mellissa also attended.

September 19. I attended the hearings in Red Deer regarding the proposed federal riding boundaries and expressed opposition to having Rimbey included in the Yellowhead riding. All fourteen presenters spoke against the proposed boundaries. The common position is the ridings should be oriented on an east to west basis because this follows the population flows in our area. The final Report is to be presented to Parliament in November.

September 20. Committee of the whole.

## MINUTES

In Attendance	Legion	D. MacPherson	
	Town of Ponoka	L. Henkelman	J. Jacobs
	Town of Rimbey	G. Rondeel	J. Webb
	County of Ponoka	K. Beebe	P. McLauchlin - Chair
	The Bethany Group	D. Beesley (regrets)	D. Buist
		M. Wideman - Recorder	

### 1. CALL TO ORDER

The meeting was called to order at 8:59am by P. McLauchlin. Introductions were made.

### 2. ADOPTION OF THE AGENDA

The Agenda was approved with addition of 'Reid Manor' under New Business.

**RHF 12-06-01      MOVED by J. Jacobs that the Board accept the Agenda with additions.      CARRIED**

### 3. APPROVAL OF MINUTES

**RHF 12-06-02      MOVED by L. Henkelman that the Board accept the minutes of the May 11, 2012 meeting as circulated.      CARRIED**

Minutes of May 30, 2012 Teleconference will be amended to indicate that P. McLauchlin made the motion. Clarification that a minimum of one vacant suite will be maintained.

**RHF 12-06-03      MOVED by J. Jacobs that the Board accept the minutes of the May 31, 2012 meeting as amended.      CARRIED**

### 4. FINANCIAL REPORTS – May 31, 2012

Review of Summary notes provided. Payments to G. Hildebrand are now complete.

- Lodge Operations
- Senior Self Contained – currently under budget, due in part to occupancy levels in Reid Manor. Waiting on approval from government for federal renovation grant projects in community housing.
- Life Lease Operations – statements were provided to residents in May, and were well received.
- Cash in Bank Report
- 2012 Federal Stimulus Funding – elevators came in under budget, so excess funds were reallocated to other projects, such as windows in community housing. Anticipate another extension past June.

- Direct Debit Payments
- Endowment Account Expenditures

**RHF 12-06-04**      **MOVED by J. Webb to approve the Endowment Account Expenditures as presented.**      **CARRIED**

- Cheque Register – return of one Life Lease is included in May Register.

**RHF 12-06-05**      **MOVED by P. McLaughlin to approve the May 7, 2012 Cheque Register as presented.**      **CARRIED**

*Conflict of Interest declared by L. Henkelman*

**RHF 12-06-06**      **MOVED by J. Jacobs to approve the April 18, May 23 and June 6, 2012 Cheque Registers.**      **CARRIED**

**RHF 12-06-07**      **MOVED by K. Beebe to approve the unaudited Financial Reports as presented.**      **CARRIED**

#### **5. APPOINTMENT OF AUDITORS**

Review of report prepared by L. Henderson outlining the benefits of distributing a Request for Proposals, where all existing auditor firms will be invited to participate in the RFP. Other firms identified as potentially viable candidates will also be invited to submit a proposal.

Discussions will take place with the Board prior to selection of Auditors.

**RHF 12-06-08**      **MOVED by D. MacPherson to approve the RFP process for Appointment of the 2012 / 2013 Auditors, with results of the RFP to be discussed with the Board.**      **CARRIED**

#### **6. OPERATIONAL REPORT**

Review of report prepared by D. Buist.

- Several minor complaints have been received, resolution is being sought. Board members are providing consistent messaging when complaints are brought to them.
- Legacy Place does still have a waiting list, of approximately 30 people. These people are contacted when a suite becomes available, but many are not yet prepared to move or are waiting for a specific floor plan.

**RHF 12-06-09**      **MOVED by J. Webb to accept the Operational Report as information.**      **CARRIED**



**7. PREVIOUS BUSINESS**

**a. Proposed Rimbey Project**

Seniors are currently still with Health. A letter was sent to the Ministers on behalf of the Board, seeking clarification.

At this time there are no resident complaints to the government, that we are aware of.

Correspondence attached from Ponoka County was a requirement for the project. Property still remains in the County's name.

Both new MLAs will be invited to attend the September Board Meeting.

**b. Review of Board of Directors Remuneration**

Policy is under revision, to be provided at the September Board meeting.

**RHF 12-06-10      MOVED by L. Henkelman that Board Members will only be compensated for a Board Meeting if they attend.      CARRIED**

**RHF 12-06-11      MOVED by J. Jacobs that Board Member remuneration will be clear and transparent, to be included in the year end audited financial statements.      CARRIED**

**8. NEW BUSINESS**

**a. Reid Manor**

**RHF 12-06-12      MOVED by D. MacPherson that the Board move In-Camera.      CARRIED**

**RHF 12-06-13      MOVED by D. MacPherson that the Board move Out-of-Camera.      CARRIED**

**9. CORRESPONDENCE**

**a. Letter from Ponoka County – May 25, 2012**

Letter received from Ponoka County confirming formal support for the proposed Seniors Housing project. Discussed under 7(a) above.

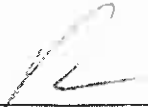
**10. DATE & LOCATION OF NEXT MEETING**


Discussion regarding lack of Board Member availability during the winter months, and the potential of meeting throughout the summer.

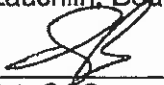
A special meeting will be scheduled in July or August to meet with the MLAs, pending their availability.

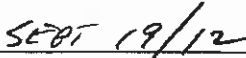
The next regular Board Meeting will be at 9:00am Wednesday September 19, 2012 at Rimbey.

11.	<b>ADJOURNMENT</b>	MOVED by J. Webb that the meeting adjourn at 10:19am	<b>CARRIED</b>
-----	--------------------	--	----------------

  
\_\_\_\_\_  
Paul McLaughlin, Board Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dave Buist, CAO

  
\_\_\_\_\_  
Date

Board meeting minutes were recorded by M. Wideman of The Bethany Group.

**Kathy**

---

**From:** Michelle Wideman <Michelle.Wideman@bethanygrp.ca>  
**Sent:** Thursday, September 20, 2012 10:43 AM  
**To:** Kathy  
**Subject:** Rimoka Minutes  
**Attachments:** Signed Rimoka Minutes June 2012.pdf

Good Morning Melissa,

Attached are the Rimoka Minutes from June.

Thank you!

*Michelle Wideman*

Executive Assistant  
The Bethany Group

Phone: 780.679.2023

E-mail: [michelle.wideman@bethanygrp.ca](mailto:michelle.wideman@bethanygrp.ca)

 Please consider the environment before printing this e-mail

**Confidentiality Notice:** This electronic transmission and any attached documents or other writings are intended for the person or entity to which it is addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. If you have received this communication in error, please immediately notify the sender by return e-mail and destroy the communication. Any disclosure, copying, distribution or the taking of any action concerning the contents of this communication or any attachments by anyone other than the named recipient is strictly prohibited.

**Bank Reconciliation  
to August 31, 2012**

	<b>ATB (23 and 24) General</b>	<b>TOTAL</b>
Balance July 31, 2012	4,322,984.49	4,322,984.49
ADD RECEIPTS	635,329.73	
ADD: INTEREST	9,792.21	
ADD: TRANSFERS		
LESS EXPENSES	(375,984.17)	
LESS: TRANSFER		
LESS: DEBENTURES		
LESS: SCHOOL REQUISITION		
LESS: RET'D CHEQUES	(159.06)	
LESS: BANK CHARGES	(1,089.12)	
ADD: ADJUSTMENTS(prior month)		
ADD: BANK ERROR		
Balance August 31, 2012	<u>4,590,874.08</u>	<u>4,590,874.08</u>

\_\_\_\_\_  
MAYOR

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

**Cash Position  
As of August 31, 2012**

	31-Jul-12	31-Jul-12	31-Aug-12	31-Aug-12
Bank Account				
Cash	\$4,322,984.49		\$4,590,874.08	
Investments	\$0.00		\$0.00	
Total		\$4,322,984.49		\$4,590,874.08
Less:				
Other Reserves/Allowances	-\$829,890.83		-\$829,890.83	
Trust Accts.	-\$180,593.65		-\$181,673.65	
Unexpended Grant Revenue				
BMTG Grant	-\$521,523.95		-\$521,523.95	
FGTG Grant	-\$338,189.76		-\$338,189.76	
AMIP Grant	-\$182,042.36		-\$182,042.36	
MSI Capital Grant	-\$1,382,204.73		-\$1,382,204.73	
Hospital Storm Sewer Grant	-\$92,228.41		-\$92,228.41	
Monies Spent on Capital Items	\$953,870.56		\$976,032.31	
Total		-\$2,572,803.13		-\$2,551,721.38
<b>Unrestricted Cash</b>		<b>\$1,750,181.36</b>		<b>\$2,039,152.70</b>
Budgeted 2012 Operating Expenses	\$4,744,807.00			
2012 Debt Principal Payments	\$365,269.00			
	\$5,110,076.00			
5,110,076 / 12 = 425,839.67				
Two Month Average Operations		-\$851,679.33		-\$851,679.33
<b>Cash Position</b>		<b>\$898,502.03</b>		<b>\$1,187,473.37</b>

**Consolidated Financial Statement As of Month Ending August 31 2012**

OPERATING Department	Budgeted			YTD Actual			Bal. of Budget
	Revenues	Expenses	Surplus/Deficit	Revenues	Expenses	Surplus/(Deficit)	Remaining
General Administration (10)	2,584,878.00		2,584,878.00	2,463,933.41		2,463,933.41	(120,944.59)
Council (11)		127,645.00	(127,645.00)		60,582.83	(60,582.83)	67,062.17
Administration (12)	15,449.00	618,813.00	(603,364.00)	9,946.07	386,925.90	(376,979.83)	226,384.17
General Operating (12-13)		82,680.00	(82,680.00)		52,779.15	(52,779.15)	29,900.85
Police (21)	63,750.00	66,904.00	(3,154.00)	55,169.65	35,036.74	20,132.91	23,286.91
Fire (23)	60,000.00	125,440.00	(65,440.00)	21,288.63	31,948.05	(10,659.42)	54,780.58
Disaster Services (24)		4,250.00	(4,250.00)	0.00	0.00	0.00	4,250.00
Ambulance (25)	0.00	0.00	0.00	0.00	3,457.92	(3,457.92)	(3,457.92)
Bylaw Enforcement (26)	18,700.00	38,707.00	(20,007.00)	19,290.00	16,137.68	3,152.32	23,159.32
Public Works (32)	6,250.00	567,250.00	(561,000.00)	910.00	276,205.28	(275,295.28)	285,704.72
Airport (33)	1,020.00	8,275.00	(7,255.00)	873.00	4,259.79	(3,386.79)	3,868.21
Storm Sewer (37)		3,000.00	(3,000.00)		2,557.99	(2,557.99)	442.01
Water (41)	458,831.00	332,121.00	126,710.00	292,567.80	179,678.70	112,889.10	(13,820.90)
Sewer (42)	271,429.00	247,333.00	24,096.00	174,434.36	112,990.39	61,443.97	37,347.97
Garbage (43)	204,784.00	142,830.00	61,954.00	134,850.22	100,281.09	34,569.13	(27,384.87)
Recycle (43-01)	35,616.00	53,501.00	(17,885.00)	23,571.71	30,883.78	(7,312.07)	10,572.93
FCSS (51)	158,686.00	178,522.00	(19,836.00)	119,015.00	138,851.00	(19,836.00)	0.00
Cemetery (56)	11,350.00	17,633.00	(6,283.00)	12,660.92	15,735.78	(3,074.86)	3,208.14
Development (61)	36,600.00	92,351.00	(55,751.00)	20,222.30	54,336.39	(34,114.09)	21,636.91
Econ.Development (61-01)		47,573.00	(47,573.00)		19,724.00	(19,724.00)	27,849.00
RV Park (61-08)	79,950.00	61,756.00	18,194.00	62,428.95	26,456.31	35,972.64	17,778.64
Subdivision Land (66)			0.00			0.00	0.00
Recreation Office (72)	146,850.00	105,361.00	41,489.00	146,604.29	42,562.41	104,041.88	62,552.88
Pool (72-04)	35,950.00	152,416.00	(116,466.00)	127,712.27	123,029.25	4,683.02	121,149.02
Parks (72-05)	0.00	46,200.00	(46,200.00)		35,839.71	(35,839.71)	10,360.29
Racquetball (72-06)	21,000.00	10,950.00	10,050.00	14,921.15	4,512.92	10,408.23	358.23
Arena (72-09)	93,925.00	243,028.00	(149,103.00)	50,956.26	149,312.07	(98,355.81)	50,747.19
After School Program(72-10)	10,000.00	10,921.00	(921.00)	10,646.25	11,482.47	(836.22)	84.78
Recreation Programs (72-11)	34,700.00	111,840.00	(77,140.00)	13,924.77	54,037.36	(40,112.59)	37,027.41
Community Centre (74)	39,250.00	235,142.00	(195,892.00)	22,996.55	145,609.17	(122,612.62)	73,279.38
Library (74-06)	11,000.00	111,940.00	(100,940.00)	2,486.53	84,102.30	(81,615.77)	19,324.23
Scout Hall (74-08)					5,116.47	(5,116.47)	(5,116.47)
Museum (74-12)		81,600.00	(81,600.00)	(13,528.24)	58,200.13	(71,728.37)	9,871.63
Requisitions (80)	804,825.00	818,825.00	(14,000.00)	789,716.76	417,226.38	372,490.38	386,490.38
<b>Operating Totals</b>	<b>5,204,793.00</b>	<b>4,744,807.00</b>	<b>459,986.00</b>	<b>4,577,598.61</b>	<b>2,679,859.41</b>	<b>1,897,739.20</b>	<b>1,437,753.20</b>

**Consolidated Financial Statement As of Month Ending August 31 2012**

OVERALL Department	Budgeted			YTD Actual			Bal.of Budget
	Revenues	Expenses	Surplus/Deficit	Revenues	Expenses	Surplus/Deficit	Remaining
Operating Totals	5,204,793.00	4,744,807.00	459,986.00	4,577,598.61	2,679,859.41	1,897,739.20	1,437,753.20
Deb/Loan Principal Payments		365,269.00	-365,269.00		217,561.07	-217,561.07	147,707.93
Capital Purchases		1,744,142.00	-1,744,142.00		976,032.31	-976,032.31	768,109.69
Contributed Assets		0.00	0.00		0.00	0.00	0.00
Reserve Funds Set Up		0.00	0.00		0.00	0.00	0.00
Unexpended Capital Grants		0.00	0.00		0.00	0.00	0.00
Overexpended Capital Grants	0.00		0.00	0.00		0.00	0.00
TCA Disposals	0.00		0.00	0.00		0.00	0.00
Unfunded Amortization	0.00		0.00	0.00		0.00	0.00
Debt. Proceeds	0.00		0.00	0.00		0.00	0.00
Reserve Funds Used			0.00	0.00		0.00	0.00
Unrestricted Surplus Used			0.00	0.00		0.00	0.00
Annual Budget	<u>5,204,793.00</u>	<u>6,854,218.00</u>	<u>-1,649,425.00</u>	<u>4,577,598.61</u>	<u>3,873,452.79</u>	<u>704,145.82</u>	<u>2,353,570.82</u>

CAPITAL Department	Budgeted		YTD Actual		Bal.of Budget
		Expenses		Expenses	Remaining
Pumper Truck		110,542.00		119,228.50	-8,686.50
20' Construction Trailer		6,500.00		6,495.00	5.00
200' Rigid Inspection Camera		15,100.00		12,825.13	2,274.87
54 Ave Storm Line - Hwy 20		100,000.00		97,980.75	2,019.25
Sidewalk Rkeplacement		100,000.00		8,631.60	91,368.40
45&46 St-51 Ave Reconstruct		650,000.00		153,688.70	496,311.30
South Lagoon Baffle Curtain		10,000.00			10,000.00
47&48 St-51 Ave Reconstruct		327,000.00		327,000.00	0.00
45A-47 St-54Ave Paving		202,000.00		201,894.97	105.03
New Truck		22,000.00		34,116.69	-12,116.69
Ag Society Land		70,000.00			70,000.00
Lions Park		20,000.00			20,000.00
46 Ave Park (Rim West)		48,000.00			48,000.00
BMX Park Playground		50,000.00			50,000.00
Bball Backboards/Light Protect		13,000.00		5,020.80	7,979.20
Replace Well Pumps		0.00		7,575.92	-7,575.92
58 Avenue Road		0.00		1,574.25	-1,574.25
Total		<u>1,744,142.00</u>		<u>976,032.31</u>	<u>768,109.69</u>

**Town of Rimbey 2012**  
**Accounts Payable Cheque List**  
**From: 01-Sep-2012 To: 15-Sep-2012**

Vendor Name	Purpose	Cheque	Date	Amount
Direct Energy Regulated	May/June/July/August 2012 invoices	PAW3185	04-Sep-2012	\$117.30
Pitney Bowes	Postage Meter Lease Sept1-Nov30/12	PAW3186	01-Sep-2012	\$181.69
Telus Mobility Inc.	August 2012 invoice	PAW3187	04-Sep-2012	\$25.67
Telus Mobility Inc.	August 2012 invoice	PAW3188	06-Sep-2012	\$25.67
Telus Mobility Inc.	August 2012 invoice	PAW3189	04-Sep-2012	\$277.82
Telus Communications	August 2012 invoice	PAW3190	01-Sep-2012	\$52.02
Workers' Compensation Board	- Installment payment	PAW3191	05-Sep-2012	\$2081.25
Uniserve Communications	Webhosting Sept12-Oct11/12	PAW3192	12-Sep-2012	\$20.99
Darlene's Lawn & Garden	maintenance at Legacy Lane	33285	06-Sep-2012	\$2055.11
Advanced Fire & Safety	Annual Fire Extinguisher Inspection	33286	15-Sep-2012	\$1098.09
Alberta Association Of	blades	33287	15-Sep-2012	\$994.23
Alberta Elected Officials	Affordable Housing Seminar	33288	15-Sep-2012	\$357.00
Alberta One-Call Corporation	25 notifications August 2012	33289	15-Sep-2012	\$78.75
Alsco	Laundry services	33290	15-Sep-2012	\$1419.41
AMSC 2012	event charge - P.Payson	33291	15-Sep-2012	\$15.75
AMSC Insurance Services Ltd.	Benefits october 2012	33292	15-Sep-2012	\$34.32
Anderson Service	Husquvarna Power Cutter	33293	15-Sep-2012	\$1995.00
Animal Control Services	Impound fees August 2012	33294	15-Sep-2012	\$1159.20
Armstrong, Z. Paulette	Summer Fun Program Awards	33295	15-Sep-2012	\$72.72
Automated Aquatics Canada	Quick dissolve stabilizer powder	33296	15-Sep-2012	\$299.04
Big Hill Services Ltd.	Paper line kit/cloth goal creases	33297	15-Sep-2012	\$231.00
Black Press Group Ltd.	Advertising Aug7,14,12, & 28th	33298	15-Sep-2012	\$1470.00
Canadian Pacific Railway	Flasher contract Aug1-31/12	33299	15-Sep-2012	\$257.43
Cast-A-Waste Inc.	Roll off bin August 2012	33300	15-Sep-2012	\$9429.00
Central Alberta Economic	Business Retention & Expansion Training	33301	15-Sep-2012	\$42.00
Central City Asphalt	Progress Payment #3 to July31/12	33302	15-Sep-2012	\$317313.80
Cimco Refrigeration	Customer Support Agreement	33303	15-Sep-2012	\$2364.60
City Of Red Deer	Water analysis Rimbey South	33304	15-Sep-2012	\$1091.60
Cleartech Industries Inc.	Hydrochloric Acid/Sodium Hypochlorite	33305	15-Sep-2012	\$1608.64
Craft "N" Chat	Summer Fun Program Materials & Supplies	33306	15-Sep-2012	\$443.54
Falk, Emily	Mileage-Pickup pool chemicals-Edmonton	33307	15-Sep-2012	\$176.49
Imperial Esso Service (1971)	fuel	33308	15-Sep-2012	\$954.38
Jubilee Insurance Agencies	Boiler & Mach July1/12-June30/13	33309	15-Sep-2012	\$37901.43
Konica Minolta Business	copy chg to Aug22/12	33310	15-Sep-2012	\$580.46
Littke, Juanita	Custodial Services Aug15-Sept15/12	33311	15-Sep-2012	\$367.50
Meridian Maverick	bleach	33312	15-Sep-2012	\$1313.81
MLA Benefits Inc.	September 2012 HSA	33313	15-Sep-2012	\$800.00
Municipal Property Consultants	Sept 2012 1479 parcels	33314	15-Sep-2012	\$2612.84
NAPA Auto Parts - Rimbey	silver red reflective tape	33315	15-Sep-2012	\$299.27
New Can Truck Parts	truck inspection	33316	15-Sep-2012	\$315.00
Nikirk Bros. Contracting Ltd.	Bin rent /dumps August 2012	33317	15-Sep-2012	\$1363.69
North Star Sports Inc.	Balance Benches	33318	15-Sep-2012	\$1113.91
Ormberg, Teresa	August 2012 invoice	33319	15-Sep-2012	\$38.85
RC Strategies	Rimbey Master Plan to Aug31/12	33320	15-Sep-2012	\$5355.00
Red Deer Lock & Safe Ltd.	service call	33321	15-Sep-2012	\$241.50
Rimbey & District Tire Shop	tire repair	33322	15-Sep-2012	\$15.75
Rimbey Builders Supply Centre	4" swivel castors	33323	15-Sep-2012	\$146.29
Rimbey Co-op Association	fuel	33324	15-Sep-2012	\$2469.17



**Town of Rimbey 2012**  
**Accounts Payable Cheque List**  
**From: 01-Sep-2012 To: 15-Sep-2012**

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Rimbey Furnace Care & Gas	repairs at well#12	33325	15-Sep-2012	\$214.20
Rimbey Home Hardware	sponges	33326	15-Sep-2012	\$1028.89
Rimbey Implements Ltd.	blades	33327	15-Sep-2012	\$260.63
Rimbey Transport Ltd.	freight charges	33328	15-Sep-2012	\$102.53
Rimbey TV & Electronics 1998	phone/return cords/gva vcard	33329	15-Sep-2012	\$128.07
Rocky Mountain Phoenix	service pump/parts	33330	15-Sep-2012	\$1893.46
Staples, Terry	yard cleanup	33331	15-Sep-2012	\$220.00
Stationery Stories & Sounds	stationary supplies	33332	15-Sep-2012	\$1305.98
Tagish Engineering Ltd.	Prof serv to August 31/12	33333	15-Sep-2012	\$21414.02
Team Aqualic Supplies	hoodies/shirts/tanktops/pants	33334	15-Sep-2012	\$77.42
The Government of Alberta	searches August 2012	33335	15-Sep-2012	\$35.00
Town Of Rimbey	August 2012 invoice	33336	15-Sep-2012	\$676.63
Trophy Loft	name plates shipping & handling	33337	15-Sep-2012	\$78.23
United Farmers Of Alberta	fuel	33338	15-Sep-2012	\$647.24
Urban Dirt Works	Sewer service repair	33339	15-Sep-2012	\$4525.96
Weldco	helium	33340	15-Sep-2012	\$10.97
West Central Planning Agency	TR/12/01	33341	15-Sep-2012	\$100.00
			<b>65 cheques for</b>	<b>435397.21</b>

September 4, 2012

**Rimbey Town Council**  
**Box 350**  
**Rimbey, AB T0C 2J0**

I am writing on behalf of the Red Deer & District Branch of the Canadian Diabetes Association to request that as Town Council Members, you officially proclaim the month of November as *Diabetes Awareness Month*.

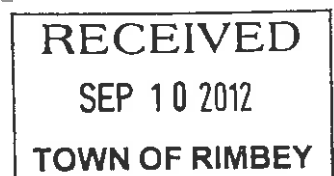
During the month of October 15- November 15th, volunteers and staff will be sharing important information about the seriousness of diabetes in various ways, including community presentations and a **Door to Door Residential Campaign in your Community**.

Thank you for considering our request to issue a proclamation for Diabetes Awareness Month. We sincerely appreciate your support and efforts to promote the health of Canadians in communities across Canada.

Best regards,



Natalie Garza  
Residential Campaign Coordinator





It gives me great pleasure to call upon all Mayors, Chiefs, Reeves, Councillors and community leaders from across Canada to **proclaim Restorative Justice Week 2012**. The Correctional Service of Canada (CSC) has been an active partner in the restorative justice community for more than a decade and has been proud to provide leadership to the annual celebration since 1996.

Restorative Justice Week 2012 will be held in Canada, and throughout the world, from **November 18<sup>th</sup> - 25<sup>th</sup>** for the purpose of sharing the concrete learning and results that have come from the growing experience of practitioners and stakeholders in the application of a restorative justice approach and processes.

The theme this year is **“Diverse Needs; Unique Responses”**. This theme recognizes that restorative justice is an approach that addresses the various needs of people impacted by crime and conflict that are created when a person has been harmed or treated unfairly. Restorative justice processes, in response to crime and conflict, are highly adaptable to different people, environments, and systems as the identified needs of the people involved help formulate the unique response that can contribute to a person's sense of safety, justice and well-being.

Municipal recognition of Restorative Justice Week increases from year to year. In 2011, 301 municipalities across Canada proclaimed Restorative Justice Week representing 17.19% of the Canadian population. In addition, the provinces of Nova Scotia, Manitoba, and British Columbia proclaimed the Week. Restorative Justice Week was also celebrated in at least 19 other countries. This year, with your support, we hope to build on this success. Here are some ideas of what you could do as leaders in your community:

- Declare / proclaim Restorative Justice Week 2012. Included with this letter is a copy of the proclamation. A printable version can also be found on our website: <http://www.csc-scc.gc.ca/text/rj/rj2012/genproc-eng.shtml>;
- Host a town hall meeting to promote and raise awareness about how restorative justice is expressed in your communities;
- Challenge your community partners to create a local planning committee for Restorative Justice Week 2012 activities;
- Invite a guest speaker from your community, who is involved in restorative justice, to share their perspectives.

Should you require someone to talk to your city council or if you would like more information, please contact CSC's Restorative Justice Division at [restorativejustice@csc-scc.gc.ca](mailto:restorativejustice@csc-scc.gc.ca). **Please fax a copy of the proclamation or the minutes of the meeting declaring/proclaiming Restorative Justice Week 2012, as well as your contact information, to 613-943-2171.**

For more information on Restorative Justice Week 2012 and available resources, or to let us know if your city, town or village is planning an event, visit [www.csc-scc.gc.ca/text/rj/index-eng.shtml](http://www.csc-scc.gc.ca/text/rj/index-eng.shtml). Not only will your Restorative Justice Week event be posted online, it will also be published in the Restorative Justice Week National Report.

Note: If for any reason policy precludes your jurisdiction from proclaiming events, please advise as this information is collected annually for statistical purposes and reflected in the National Report.

Don Head  
Commissioner





*WHEREAS*, in the face of crime or conflict, restorative justice offers a philosophy and approach that views these matters principally as harm done to people and relationships; and

*WHEREAS*, restorative justice approaches strive to provide support and opportunities for the voluntary participation and communication between those affected by crime and conflict (victims, offenders, community) to encourage accountability, reparation and a movement towards understanding, feelings of satisfaction, healing and a sense of closure; and

*WHEREAS*, this year's theme for Restorative Justice Week is "*Diverse Needs; Unique Responses*", it is an opportunity to learn about restorative justice, educate and celebrate along with other communities across the country during the week.

*THEREFORE*, I, \_\_\_\_\_, do hereby  
 (Title and Name),

proclaim *November 18 - November 25, 2012 as Restorative Justice Week* in the  
 \_\_\_\_\_ of \_\_\_\_\_.  
 (type of municipality) (name of municipality)

***Did you know?***

**The first five years of a child's life are the most critical period in development and have a lifelong impact on learning, health, work, relationships, and well-being.**



**Save the Date!**



*Rimbey & Area Early Child Development Coalition would like to invite you to join us for dinner on*


**October 24th, 2012 from 4:00-7:00pm**

*at the Provincial Building Board Room to find out how the young children in our community are doing developmentally, and what role we can play as a community to enhance the important early years. Recent local research findings from the Early Child Development Mapping project, an initiative of Alberta Education will be shared.*

**Please RSVP by e-mail by  
October 12th, 2012 to:**

**Leanne @**

**Rimbey Neighbourhood place - [rimbeynp@telus.net](mailto:rimbeynp@telus.net)**



**Dinner is  
Included**

**For more information please go to:**

**[www.ecmap.ca](http://www.ecmap.ca)**

**RECEIVED**

**SEP 14 2012**

**TOWN OF RIMBEY**



**ECMap**

**Early Child Development  
Mapping Project Alberta**



chief electoral office

10000 100th Ave  
Edmonton, Alberta T5C 1H6  
Canada

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Website: [www.elections.ab.ca](http://www.elections.ab.ca)

September 5, 2012

Mayor Sheldon Ibbotson  
Town of Rimbey  
PO Box 350  
Rimbey, AB T0C 2J0

Dear Mayor Ibbotson:

**Subject: Receipt of Remittance – Town of Rimbey**

Receipt of the remittance from the Town of Rimbey, in the amount of \$359.50, as payment of the administrative penalty, is acknowledged. This Office considers this matter closed.

This Office will be contacting the Progressive Conservative Association of Alberta (the Registered Party) and some of the Constituency Associations of the Registered Party. Prohibited contributions received by the Registered Party and Constituency Associations of the Registered Party from a prohibited corporation, in this instance the Town of Rimbey, after April 22, 2012, must be returned to the prohibited corporation. As well, the Registered Party and Constituency Associations of the Registered Party will be advised that they can voluntarily return any prohibited contributions received prior to April 22, 2012.

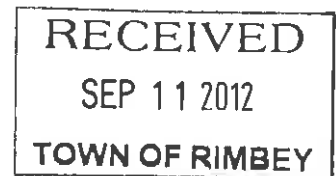
Should you require any additional information, please do not hesitate to contact this Office at 780-427-7191 (toll free at 310-0000 then 780-427-7191) or by email at [info@elections.ab.ca](mailto:info@elections.ab.ca).

Sincerely,

O. Brian Fjeldheim  
Chief Electoral Officer

cc: Mr. Tony Goode  
Chief Administrative Officer

Enclosures



**R**ceived from \_\_\_\_\_ Date September 5, 2012 143696  
Reçu de Town of Rimbey  
Three hundred and fifty-nine 50  
Cheque # 33284 100 Dollars  
Re: Administrative Penalty  
\$ 359.50 A Villetard  
Elections Alberta

RECEIVED  
SEP 11 2012  
TOWN OF RIMBEY