



AGENDA

Town Council

June 26, 2023 - 5:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, JUNE 26, 2023 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

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

1.1 LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

3.1 Minutes

[RFD 3.1 Minutes of Regular Council Meeting May 24, 2023](#)

4 - 9

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1 Rimoka Housing Foundation

[RFD Rimoka Housing Foundation](#)

10 - 12

7.2 Rimbey Municipal Library Board Members Reappointment

[RFD Rimbey Municipal Library Members Reappointment](#)

13 - 15

7.3	Rimbey Municipal Library Board Member Reappointment RFD Rimbey Municipal Library Member Reappointment	16
7.4	Municipal Affairs - Meeting Opportunity RFD Municipal Affairs - Meeting Opportunity	17 - 18
7.5	RFP 2023-01 Waste Management Request for Proposal RFD 2023 Waste Management RFP	19 - 21
7.6	Bell Canada Lease Agreement RFD Bell Canada Lease Agreement	22 - 40

8. REPORTS

8.1. Department Reports

8.1.1	Department Reports RFD Department Reports	41
8.1.2	CAO Report Chief Administrative Officer	42
8.1.3	Director of Finance Report Director of Finance Report	43 - 45

8.2. Boards/Committee Reports

8.2.1	Boards/Committee Reports RFD 8.2 Boards/Committee Reports	46 - 62
-------	--	---------

8.3. Council Reports

8.3.1	Council Reports RFD 8.3 Council Report	63
8.3.2	Mayor Pankiw's Report Mayor Pankiw's Report	64
8.3.3	Councillor Clark's Report Councillor Clark's Report	65
8.3.4	Councillor Coston's Report Councillor Coston's Report	66
8.3.5	Councillor Curle's Report Councillor Curle's Report	67
8.3.6	Councillor Rondeel's Report Councillor Rondeel's Report	68

9. CORRESPONDENCE

- 9.1 Correspondence
[RFD 9.1 Correspondence](#)

69 - 71

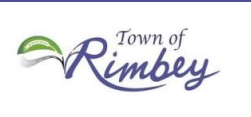
10. OPEN FORUM

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

11. CLOSED SESSION

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Minutes
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Motion by Council to accept the Minutes of May 24, 2023 Regular Council Meeting.

ATTACHMENTS:

[RFD 3.1 Council Meeting Minutes of May 24, 2023](#)

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

June 22, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 22, 2023
Date



MINUTES

Town Council Meeting

Wednesday, May 24, 2023 - 5:00 PM
Town Administration Building - Council Chambers

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

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

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

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 082/2023

Moved by Councillor Clark to accept the Agenda for the May 24, 2023, Regular Council Meeting, as presented.

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

CARRIED

3. MINUTES

3.1. Minutes

Motion 083/2023

Moved by Councillor Coston to accept the Minutes of the Regular Council Meeting of April 24, 2023, as presented.

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

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Declaration of Seniors Week

Motion 084/2023

Moved by Councillor Coston for Mayor Pankiw to proclaim June 5 -11, 2023, as Senior’s Week in the Town of Rimbey.

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

CARRIED

7.2. Proclamation - Longest Day of SMILES

Motion 085/2023

Moved by Councillor Rondeel for Mayor Pankiw to proclaim June 18, 2023, as the Longest Day of SMILES, in the Town of Rimbey.

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

CARRIED

7.3. Rimbey Historical Society Request

Motion 086/2023

Moved by Mayor Pankiw to grant the Historical society permission to install a fence around the playground and picnic area to separate the pavilion and historical building area from the playground and picnic area.

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

DEFEATED

7.4. Historical Society Memorandum of Understanding

Motion 087/2023

Moved by Councillor Coston to accept the revised Memorandum of Understanding between the Town of Rimbey and the Rimbey Historical Society, as presented.

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

Town Council
May 24, 2023

Councillor Rondeel In Favor

CARRIED

7.5. MX Track Expansion Proposal

Motion 088/2023

Moved by Councillor Coston to accept Kinsmen Club’s proposal for the additional 3.26 acres of land (part of Lot 2, Block 1, Plan 082 1573) for the MX Track Expansion and to further amend the agreement to include the payment of 26% of property taxes on Lot 2, Block 1, Plan 082 1573, with the stipulation that the dumping station be installed one year from date of agreement.

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

CARRIED

7.6. Missing Link Fibre Agreement

Motion 089/2023

Moved by Councillor Clark to accept the agreement between Missing Link Internet Inc. and the Town of Rimbey for installations of fibre optic lines in road right-of-ways, and direct Administration to execute a formal agreement between the Town of Rimbey and Missing Link Internet Inc.

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

CARRIED

7.7. Rimbey Municipal Library Member Resignation

Motion 090/2023

Moved by Councillor Coston to accept, with regret, the resignation of Library Board Member Sheila Swier, effective April 2, 2023.

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

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 091/2023

Moved by Councillor Curle to accept the department reports, as information.

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

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 092/2023

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

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

CARRIED

8.3. COUNCIL REPORTS

Motion 093/2023

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

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

CARRIED

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 094/2023

Moved by Councillor Clark to adjourn the meeting at 5:51pm.

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

CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimoka Housing Foundation
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received a letter from Jodi Aichele, Activity Coordinator with Rimoka Housing Foundation, requesting either a cash donation or items from the Town of Rimbey to develop a “Welcome Wagon” type of program for new residents of the Rimbey Valley View Manor.

Rimoka Housing Foundation is also requesting donations of any kind for the 5th year anniversary barbeque held on June 23, 2023.

At the last Committee of the Whole Meeting the following motion was made:

Motion 034/2023 COW

Moved by Mayor Pankiw to table the donation request from Rimoka Housing Foundation until the next Council meeting being held on June 26, 2023.

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

CARRIED

DISCUSSION:

Councillor Curle has discussed the request with Lorne Fundytus, CAO of Rimoka Housing Foundation and they would be happy to have the Town donate Town of Rimbey bags to the Welcome Wagon for the new residents of the Valley View Manor. They estimate that 20 bags per year would be sufficient. The Town of Rimbey pins could be donated as well.

The 5-year anniversary barbeque was held on June 23, 2023. As it was held last week a cash donation would be the most appropriate to help with some of the expenses. Our Community Grant funding for 2023 has been fully used so any donation to the barbeque would be taken from reserves.

RECOMMENDATION:

Administration recommends Council approve the donation of Town of Rimbey bags and Town of Rimbey pins to the Rimoka Housing Foundation Welcome Wagon project and further determine if Council wishes to donate to the 5th year anniversary barbeque.

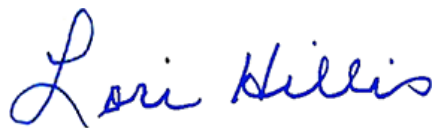
ATTACHMENTS:

[Rimoka Housing - Rimbey Valley View Manor Redacted](#)

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

June 23, 2023
Date

ENDORSED BY:



Lori Hillis, CPA, CA, Chief Administrative Officer

June 23, 2023
Date



Town of Rimbey,

Rimbey Valley View Manor is a non-profit supportive living senior home which houses approximately 88 residents. Our facility supports healthy senior living by ensuring safety and security, promoting socialization, and aiding in personal care and nutritional needs.

Most people live in their own homes their entire lives and moving into senior living can be a huge transition. Their whole environment changes into something unknown and new. Adjusting to a new life at retirement age can become very overwhelming.

We are seeking items or cash donations to develop a "welcome wagon" type program at our facility. A welcome basket would be a great ice breaker and create a smoother experience for new residents. It is our goal to ensure everyone is welcomed and has a sense of being seen and valued.

Please contact our activity coordinator Jodi Aichele (call [REDACTED] or email jodi@rimokahousing.ca) if you have questions or would like to donate items to our program.

Your support will contribute to spreading positivity and joy to new residents as they advance into senior living.

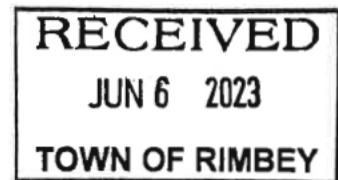
Thank you for your time and consideration.

Jodi Aichele
Jodi Aichele

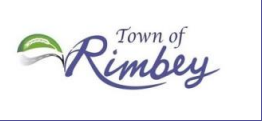
Activity Coordinator
Rimoka Housing Foundation



*5th year Anniversary.
Also having BBQ on June 23, 2023
Requesting donations of
any kind.*



Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Municipal Library Board Members Reappointment
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received a request from Jean Keetch, Rimbey Municipal Library to reappoint Rimbey Municipal Library Board Members, Mike Boorman, John Hull and Marg Ramsey.

DISCUSSION:

The Rimbey Municipal Library Board currently has 5 members. The Libraries Act states a Municipal Library Board shall consist of not fewer than 5 and not more than 10 members, appointed by Council.

RELEVANT POLICY/LEGISLATION:

Libraries Act

RECOMMENDATION:

Administration recommends Council appoint the following individuals to the Rimbey Municipal Library Board for the specified terms:

- Mike Boorman – term expiry date October 31, 2025
- John Hull - term expiry date October 31, 2025
- Marg Ramsey - term expiry date October 31, 2025

ATTACHMENTS:

- [Rimbey Muncipal Library Letter 1](#)
- [Rimbey Municipal Library Letter 2](#)

PREPARED BY: Lori Hillis, CPA, CA, Chief Administrative Officer June 22, 2023
Date

ENDORSED BY:  June 22, 2023
Date
Lori Hillis, CPA, CA, Chief Administrative Officer



June 27, 2017

Town of Rimbey Councilors
Box 350
Rimbey, Alberta
T0C 2J0

Dear Mayor Pankiw and Council;

The Town of Rimbey Library board respectfully requests the reappointment of both Dr. Michael Boorman and John Hull for another term.

Sincerely,

Jean Keetch

A handwritten signature in cursive script that reads "Jean Keetch".

Library Manager



June 9, 2023

Town of Rimbey Councilors
Box 350
Rimbey, Alberta
T0C 2J0

Dear Mayor Pankiw and Council;

According to the Alberta Libraries Act

Appointment

4 (4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.

Marg Ramsey has completed five consecutive terms and the Town of Rimbey Library Board respectfully requests that she be reappointed for another term.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Keetch".

Jean Keetch for
Carrie Korpiniski
Board Chair

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Rimbey Municipal Library Board Member - Reappointment
Item For: Public Information -or- Closed Session

BACKGROUND:

At the Organizational meeting on October 24, 2022, Councillor Lana Curle was appointed a member to the Municipal Library Board through the Committees/Boards Schedule.

DISCUSSION:

Administration has been made aware that the Rimbey Municipal Library Board is not a committee of Council and has its own appointment requirements defined by the Libraries Act and therefore, the appointment of a member of Council to the Rimbey Municipal Library Board will no longer take place as part of the Committee/Boards for Council at the Organizational meeting but as a separate appointment during the annual organizational meeting.

To rectify the appointment for this term, Administration recommends that Councillor Lana Curle be reappointed to the Library Board with the term expiry date of October 31, 2023.

RELEVANT POLICY/LEGISLATION:

Libraries Act

RECOMMENDATION:

Administration recommends Council appoint Councillor Lana Curle to the Rimbey Municipal Library Board with the term expiry date of October 31, 2023.

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

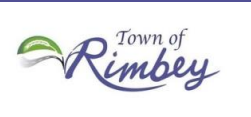
June 23, 2023
Date

ENDORSED BY:

Lori Hillis, CPA, CA, Chief Administrative Officer

June 23, 2023
Date

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Municipal Affairs - Meeting Opportunity
Item For: Public Information -or- Closed Session

BACKGROUND:

Administration received notification of a potential opportunity to meet with Honourable Ric McIver at the 2023 Alberta Municipalities Fall Convention scheduled at the Edmonton Convention Center on September 27-29, 2023.

DISCUSSION:

If Council wishes to attend a meeting with Honourable Ric McIver, issues discussed must be directly related to the Minister of Municipal Affairs ministry. A limit of 3 issues can be discussed. Topics to be discussed will be listed in the request for the meeting.

To determine which Council members wish to attend the 2023 Alberta Municipal Conference & Trade Show.

RECOMMENDATION:

Administration recommends Council determine if a meeting request with Honourable Ric McIver, Minister of Municipal Affairs is warranted and if so, what issues should be discussed.

Administration recommends that Council determine who will be attending the Alberta Municipal Conference & Trade Show on September 27-29, 2023.

ATTACHMENTS:

[Municipal Affairs Email](#)

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

June 23, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 23, 2023
Date

Courtesy of Engagement Team <ma.engagement@gov.ab.ca>

Sent: Thursday, June 15, 2023 3:12 PM

Cc: Karen Pottruff <Karen.Pottruff@gov.ab.ca>; Ali Langah <Ali.Langah@gov.ab.ca>

Subject: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

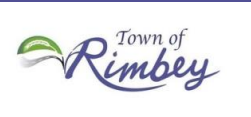
Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square to the right.

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: RFP 2023-01 Waste Management Request for Proposal
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey's Waste Management Contract with Cast-A-Waste expired on March 31, 2023. Administration posted Request for Proposal (RFP) 2023-01 "Curbside Collection and Hauling of Residential Waste, Recycling and Compost" on Alberta Purchasing Connection for the renewal of our waste management contracted services.

DISCUSSION:

The RFP was posted on May 03, 2023, with a closing date of 4:30pm on June 15, 2023.

There were 18 interested companies that downloaded the proposal on Alberta Purchasing Connection.

Administration received fourteen (14) proposals from five (5) contractors before the closing deadline.

The following companies submitted proposals:

- Cast-A-Waste Inc. (solid waste and recycle)
- C & S Disposal Inc. (solid waste, recycle, and compost)
- Empringham Disposal Corp. (solid waste, recycle, and compost)
- Integrity Waste Solutions (solid waste, recycle, and compost)
- GFL Environmental Inc. (solid waste, recycle, and compost)

Tender results are presented in the attached document.

The proposals were reviewed by Administration and all required documents were received with each proposal.

The proposals were evaluated using the evaluation criteria as outlined in the RFP with Empringham Disposal Corp having the highest rated criteria. Reference checks indicate that Empringham Disposal Corp has successfully completed similar waste management services in Rocky Mountain House and Eckville and have indicated that Empringham Disposal Corp is both capable and experienced and business is conducted in a professional manner.

RECOMMENDATION:

Administration recommends Council award the curbside collection and hauling of residential waste, recycling, and compost to Empringham Disposal Corp and to direct Administration to execute a contract between the Town of Rimbey and Empringham Disposal Corp for the Curbside Collection and Hauling of Residential Waste, Recycling, and Compost.

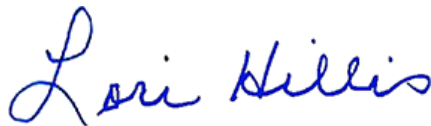
ATTACHMENTS:

[2023 Residential Waste Collection Tender Results](#)

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

June 23, 2023
Date

ENDORSED BY:

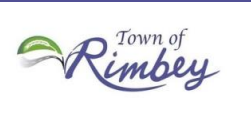


Lori Hillis, CPA, CA, Chief Administrative Officer

June 23, 2023
Date

(RFP 2023-01) CURBSIDE COLLECTION AND HAULING OF RESIDENTIAL WASTE, RECYCLING, AND COMPOST TENDER RESULTS				
EMPRINGHAM DISPOSAL CORP.				
Year	SOLID WASTE	RECYCLE	COMPOST	ANNUAL TOTAL
2023/2024	\$67,200	\$39,000	N/A	\$106,200
2024/2025	\$41,100	\$39,000	\$69,000	\$149,100
2025/2026	\$41,100	\$39,000	\$69,000	\$149,100
2026/2027	\$41,100	\$39,000	\$69,000	\$149,100
2027/2028	\$41,100	\$39,000	\$69,000	\$149,100
Contract total	\$231,600	\$195,000	\$276,000	\$702,600
INTERGRITY WASTE SOLUTIONS				
YEARS	SOLID WASTE	RECYCLE	COMPOST	ANNUAL TOTAL
2023/2024	\$71,284	\$45,727	N/A	\$117,011
2024/2025	\$60,260	\$46,354	\$68,403	\$175,017
2025/2026	\$60,260	\$46,980	\$68,403	\$175,643
2026/2027	\$60,260	\$47,606	\$68,403	\$176,269
2027/2028	\$60,260	\$48,233	\$68,403	\$176,896
Contract total	\$312,324	\$234,900	\$273,612	\$820,836
C & S DISPOSAL INC.				
YEARS	SOLID WASTE	RECYCLE	COMPOST	ANNUAL TOTAL
2023/2024	\$94,336	73,539	N/A	\$167,875
2024/2025	\$73,414	77,216	\$88,049	\$238,679
2025/2026	\$77,085	81,077	\$91,933	\$250,095
2026/2027	\$80,939	85,131	\$96,030	\$262,100
2027/2028	\$84,986	89,388	\$100,331	\$274,705
Contract total	\$410,760	\$406,351	\$376,343	\$1,193,454
GFL ENVIRONMENTAL INC.				
YEARS	SOLID WASTE	RECYCLE	COMPOST	ANNUAL TOTAL
2023/2024	\$100,224	\$100,224	N/A	\$200,448
2024/2025	\$72,036	\$72,036	\$187,920	\$331,992
2025/2026	\$77,047	\$77,047	\$201,074	\$355,168
2026/2027	\$82,434	\$82,434	\$215,106	\$379,974
2027/2028	\$88,197	\$88,197	\$230,265	\$406,659
Contract total	\$419,938	\$419,938	\$834,365	\$1,674,241
CAST-A-WASTE INC.				
YEARS	SOLID WASTE	RECYCLE	COMPOST	ANNUAL TOTAL
2023/2024	\$101,528	\$54,000	N/A	\$155,528
2024/2025	\$96,720	\$66,744	N/A	\$163,464
2025/2026	\$98,940	\$68,736	N/A	\$167,676
2026/2027	\$101,220	\$70,800	N/A	\$172,020
2027/2028	\$103,560	\$72,912	N/A	\$176,472
Contract total	\$501,968	\$333,192	\$0	\$835,160

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Bell Canada Lease Agreement
Item For: Public Information -or- Closed Session

BACKGROUND:

The Town of Rimbey has a lease agreement with Bell Canada for an equipment shelter on a public utility lot in the Town of Rimbey that expires on July 31, 2023. Bell Canada has requested a Confirming and Amending Agreement to extend the lease for an additional 5-year period with 3 renewal options of 5 years each.

DISCUSSION:

Rent for the last renewal term was \$2,368.08/year. CPI for the past 5 years has been approximately 13%. Bell Canada is proposing a 15% increase to \$2,723.29 for the next 5 years, with CPI increases applying to each renewal term.

RECOMMENDATION:

Administration recommends that Council approve the Lease Confirming and Amending Agreement between the Town of Rimbey and Bell Canada as presented.

ATTACHMENTS:

[Bell Canada Current Lease Agreement](#)
[Bell Canada Lease Agreement Renewal](#)

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

June 23, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 23, 2023
Date

EQUIPMENT SHELTER LEASE AGREEMENT

SITE NO.: BWP-0002.5.7A

THIS AGREEMENT made this 21 day of June, 2003

BETWEEN:

TOWN OF RIMBEY

Box 350
Rimbey, AB
T0J 2J0

(the "Landlord")

AND

BELL WEST INC.

2100, 111 – 5th Avenue SW
Calgary, Alberta
T2P 3Y6

(the "Tenant")

WHEREAS:

- A. The Landlord is the registered owner of the Property (as hereinafter defined).
- B. The Landlord wishes to grant and lease to the Tenant and the Tenant wishes to take and lease from the Landlord the Leased Premises (as hereinafter defined) to erect an Equipment Shelter or Shelters (as hereinafter defined) that house electronic equipment that supports the Tenant's fibre optic and wireless communications.
- C. The Landlord has agreed to lease to the Tenant and the Tenant has agreed to lease from the Landlord the Leased Premises subject to the terms and conditions hereinafter contained.

NOW THEREFORE in consideration of the rents, covenants and agreements herein contained and hereby assumed, the parties for themselves and their respective successors and assigns do hereby covenant and agree with one another as follows:

1. DEFINITIONS

In this Lease, unless otherwise stated, the following terms shall have the following meanings:

- (a) "Assignee" shall have the meaning ascribed thereto in section 9 hereof;
- (b) "Commencement Date" means the date upon which the Tenant provides to the Landlord written notice of the Tenant's intention to commence the installation of the Equipment or the Equipment Shelter on the Leased Premises;



- (c) "Contaminants" shall have the meaning ascribed thereto in section 16 hereof;
- (d) "Equipment" means all necessary attachments, cabling, cable trays and associated electronic equipment required for the operation of the Tenant's fibre optic and wireless communications systems;
- (e) "Equipment Shelter" means the Tenant's building which houses the Equipment;
- (f) "GST" means goods and services taxes;
- (g) "Lease" means this lease and all Schedules attached hereto;
- (h) "Leased Premises" means those certain premises being an area of approximately 40ft. x 40ft., (1600 sq. ft.) comprising a portion of the Property and more particularly shown outlined in heavy black ink on the sketch plan attached as Schedule "B" hereto;
- (i) "Option to Renew" shall have the meaning ascribed thereto in section 7 hereof;
- (j) "Property" means the lands municipally and legally described in Schedule "A" attached hereto;
- (k) "Rent" shall have the meaning ascribed thereto in section 5 hereof;
- (l) "Term" shall have the meaning ascribed thereto in section 4 hereof; and
- (m) "Time and Inconvenience Fee" shall have the meaning ascribed thereto in subsection 5.4 hereof.

2. DEMISE OF LEASED PREMISES

The Landlord hereby demises and leases to the Tenant and the Tenant takes and leases from the Landlord the Leased Premises subject to the terms and conditions outlined herein.

3. USE OF LEASED PREMISES

The Tenant shall use the Leased Premises for the construction, installation, attachment, reconfiguration, operation, maintenance and replacement of the Equipment Shelter and the Equipment. The Tenant shall have the further right to construct and maintain both a utility easement and an access road to the Leased Premises, if required.

4. TERM

The term of this Lease shall be five (5) years commencing on the Commencement Date (the "Term").

5. RENT

5.1 Rental. The Tenant shall pay to the Landlord gross rent in the amount set forth in Schedule "C" attached hereto (the "Rent"), excluding GST, for the use of and access to the Leased Premises as granted by the Landlord herein, payable in advance on the Commencement Date and on each anniversary date of the Commencement Date thereafter during the Term and any renewal thereof.

5.2 GST. The Tenant shall pay to the Landlord GST as applicable on the Rent, which GST shall be paid at the time the Rent is payable. The Landlord's GST registration number is 108129370.

5.3 Non-Disclosure. The Landlord and the Tenant each agree to use good faith efforts to refrain from disclosing the financial terms of this Lease, unless required to disclose such terms by law or regulation.



5.4 Time and Inconvenience Fee. Upon execution of this Lease the Tenant shall pay to the Landlord the sum of \$250 (the "Time and Inconvenience Fee") representing compensation for the Landlord's time and inconvenience. The Tenant shall pay the Time and Inconvenience Fee to the Landlord within five (5) business days of the Tenant's execution of this Lease.

6. ACCESS

(a) The Landlord grants to the Tenant, its agents, employees, contractors and any Assignee all rights of direct access to the Leased Premises on a twenty-four (24) hours a day, seven (7) days a week basis and such other rights as are necessary to enable the Tenant, its agents, employees, contractors and any Assignee to install, reconfigure, attach, operate, maintain and replace the Equipment Shelter and Equipment, including but not limited to connecting its Equipment Shelter and Equipment to the public telephone and utility networks, in accordance with the public telephone and utility's requirements or recommendations and any required rights-of-way as may be shown on Schedule "B" attached hereto.

(b) Where available, the Tenant, its agents, employees, contractors and any Assignee shall have the use of and access to any existing access driveway and a twenty-four (24) hour parking space located on the Property, if required.

7. OPTION TO RENEW

Provided the Tenant is not in breach of the Lease at the expiry of the Term, the Tenant shall have three (3) options to renew the Term of this Lease (the "Option to Renew") for a further term of five (5) years each upon the same terms and conditions as contained in this Lease save only for the Rent and for any further option(s) to renew. The Rent for the renewal term(s) shall be as set forth in Schedule "C" attached hereto. The Option to Renew, shall be automatically exercised unless the Tenant gives notice in writing to the Landlord no later than ninety (90) days prior to the date of the expiry of the then current Term of its intention not to exercise the Option to Renew.

If the Tenant does not exercise the Option to Renew, the Tenant shall have no obligation to pay the Rent or any other amounts under this Lease after the expiration of the then current Term, and any portion of the Rent paid by the Tenant in advance shall be refunded by the Landlord to the Tenant on a pro rated basis.

8. ADDITIONAL TAXES

The Tenant shall pay, during the Term hereof, any new taxes, rates, license fees, fees or assessments which may be charged or imposed by an authority upon the Landlord, the Tenant or the Leased Premises as a direct result of the Tenant's use of the Leased Premises or in respect of the privileges hereby granted. For further clarity, the Tenant shall not pay any taxes, rates, license fees, fees or assessments, or any portion thereof, unless the Landlord can demonstrate that such costs have been assessed as a direct result of the Tenant's use of the Leased Premises. The Landlord shall provide written notice to the Tenant in respect of the aforementioned charges before the Tenant is obligated to make any such payment.

9. ASSIGNMENT

This Lease shall be assignable by the Tenant without the prior written consent of the Landlord. Further and for additional clarity, the Tenant may, without consent, from time to time: (i) assign its rights and obligations under this Lease or any portion thereof to any third party (an "Assignee"); (ii) sublet to a third party all or any portion of the Equipment Shelter, Equipment, Leased Premises and rights of access thereto; or (iii) license to a third party a all or any portion of the of Equipment Shelter, Equipment, Leased Premises and rights of access thereto. Upon any such assignment by the Tenant, the Tenant shall have no further obligations or liability to the Landlord hereunder whatsoever.



The Landlord shall have the right to sell, lease convey or otherwise dispose of all or any part of the Property or this Lease or any interest of the Landlord in this Lease to a third party provided the Landlord ensures that such third party agrees to be bound by all of the obligations and liabilities of the Landlord pursuant to this Lease directly with the Tenant.

10. TENANT'S WORK

- (a) The Tenant shall first obtain the approval of the Landlord, acting reasonably, for all work to be done by the Tenant prior to the installation of the Equipment Shelter and Equipment on the Leased Premises, and, at the request of the Landlord, the Tenant shall provide engineering and electrical drawings to be used in the process. Upon the Tenant delivering such drawings to the Landlord, the Landlord shall have five (5) business days to review and approve such drawings, such approval not to be unreasonably withheld. If any changes to the drawings are reasonably necessary, the Tenant shall cause the drawings to be revised and upon providing such revised drawings to the Landlord, the Landlord shall have three (3) business days to review and approve same, such approval not to be unreasonably withheld. If the Landlord does not respond with its approval or rejection within such time then the Landlord will be deemed to have provided its approval.
- (b) The Tenant shall install, attach, repair, operate and maintain the Equipment Shelter and Equipment in a good and workmanlike manner. All installation, reconfiguration, attachment, maintenance, repair and operation to be carried out under this Lease by the Tenant shall be done at the Tenant's expense and risk. Upon the expiration or earlier termination of this Lease, the Tenant agrees to repair at the Tenant's cost and expense, all damages, structural or otherwise, save and except for reasonable wear and tear, that may be caused to the Leased Premises, including all buildings on the Property by reason of the installation, reconfiguration, attachment, maintenance, operation or removal of the Equipment Shelter or Equipment.
- (c) The Tenant and any Assignee may make any alterations and/or improvements during the Term and any extension thereof without requiring the consent of the Landlord. Such alterations and/or improvements may include, but are not limited to the expansion of the existing Equipment Shelter and Equipment or the addition of new Equipment required by the Tenant or any Assignee for the purpose of operating, maintaining or expanding the Tenant's fibre optic and wireless communication systems.
- (d) The Landlord agrees that the Equipment Shelter and Equipment shall not become fixtures of the Lease but shall be and remain the property of the Tenant and may be removed from the Leased Premises at any time and from time to time by the Tenant during the Term or within a reasonable time after expiration or early termination of this Lease, so long as the Tenant makes good any damage caused by such removal, reasonable wear and tear excepted. Failure by the Tenant to remove the Equipment Shelter and Equipment after receipt of at least ninety (90) days prior written notice by the Landlord to remove same upon the expiration or early termination of this Lease will enable the Landlord to remove the Equipment Shelter and Equipment at the reasonable expense of the Tenant.

11. INSURANCE

The Tenant shall, during the Term hereof, keep in full force and effect a policy of insurance with respect to the Leased Premises, in which the limit of Comprehensive General Liability insurance shall not be less than two million dollars (\$2,000,000.00) per occurrence. The Tenant agrees to indemnify the Landlord for any claims or damages caused by the Tenant, its agents, employees, contractors or by any Assignee, except for any damage, loss, injury or death which results from the negligence or willful default of the Landlord, its employees, agents or contractors. This shall be the limit of the Tenant's liability to the Landlord under this Lease.

BP 

12. TERMINATION

12.1 Termination by Tenant. The Tenant shall have the right to terminate this Lease upon thirty (30) days written notice to the Landlord in the event of the occurrence of any of the following:

- (a) the Tenant is unable to secure, on terms and conditions reasonably satisfactory to the Tenant, all necessary consents, approvals, permits and authorizations of any federal, provincial or municipal governmental authority having jurisdiction over the installation, operation, maintenance, repair, replacement and removal of the Equipment Shelter or the Equipment;
- (b) the Equipment Shelter or Equipment is damaged or destroyed and the Tenant determines that it will not effect repairs to, or replace, the Equipment Shelter or Equipment;
- (c) the Tenant no longer requires the Equipment Shelter and Equipment;
- (d) the Landlord defaults in the observance or performance of any of the Landlord's obligations under this Lease, and such default continues for more than thirty (30) days after receipt of written notice of such default by the Landlord to the Tenant, unless such default cannot reasonably be cured within such thirty (30) day period, in which event the period for curing such default shall be extended for the minimum period of time reasonably required to effect such cure, provided that the Landlord promptly commences such cure with reasonable diligence;
- (e) the Landlord makes an assignment for the benefit of creditors or becomes bankrupt, or takes the benefit of and becomes subject to the legislation in force relating to bankruptcy or insolvency, it being understood that the appointment of a receiver, receiver/manager or trustee of the property and the assets of the Landlord's conclusive evidence of insolvency;
- (f) a structure is built or constructed that interferes with, blocks or otherwise degrades or impairs the Tenant's fibre optic communication signals and capabilities and effectively eliminates the Property as a functioning entity within the Tenant's fibre optic and wireless operating systems and after the Tenant has made reasonable efforts to facilitate correcting such interference, degradation or impairment.

12.2 Termination by the Landlord. The Landlord shall have the right to terminate this Lease upon thirty (30) days written notice to the Tenant in the event of the occurrence of any of the following:

- (a) the Tenant defaults in the payment of the Rent or any other sum due under this Lease, and such default continues for more than thirty (30) days after receipt of written notice of such default from the Landlord to the Tenant;
- (b) the Tenant defaults in the observance or performance of any of the Tenant's obligations under this Lease and such default continues for more than thirty (30) days after receipt of written notice of such default by the Tenant to the Landlord, unless such default cannot reasonably be cured within such thirty (30) day period, in which event the period for curing such default shall be extended for the minimum period of time reasonably required to effect such cure, provided that the Tenant promptly commences such cure with reasonable diligence; or
- (c) the Tenant makes an assignment for the benefit of creditors or becomes bankrupt, or takes the benefit of and becomes subject to the legislation in force relating to bankruptcy or insolvency, it being understood that the appointment of a receiver, receiver/manager, or trustee of the property and the assets of the Tenant is conclusive evidence of insolvency.

12.3 Surrender. Upon the expiration or earlier termination of this Lease, the Tenant shall remove the Equipment Shelter and the Equipment from the Leased Premises and shall be responsible for repairing any

BB 

damage caused by such removal, save and except for reasonable wear and tear. If the Tenant does terminate early in accordance with section 12.1 hereof, then the Tenant shall only be responsible to pay the Rent to the date of termination and if the Tenant has prepaid the Rent for the entire year, then the Landlord shall refund the Rent on a pro rated basis.

13. NON EXCLUSIVITY

The Landlord shall have the right to use or permit others to use the Property for the purpose of transmission and reception or any other purpose, provided that in any case such use shall not interfere with, degrade or impair the signals for the Tenant's fibre optic and wireless communications systems, the Equipment Shelter or the Equipment in any manner whatsoever, or interferes with access to the Equipment Shelter or Equipment, as determined by the Tenant. If any new installations interfere with the signal of the Tenant's fibre optic and wireless communication systems, the Equipment Shelter or the Equipment or access to the Equipment Shelter or the Equipment, in addition to any other remedies available to the Tenant, the Landlord shall cause the owner or operator of such new installation to forthwith stop construction and/or operation of the new installation temporarily while the problem or matter is being resolved or corrected and, failing such resolution or correction within a reasonable period of time, the Landlord shall cause the owner or operator to forthwith stop operating permanently and to remove the offending installation.

14. REGISTRATION AND NON-DISTURBANCE

The Tenant may register this Lease or a caveat in respect of this Lease on title to the Property in order to show its interest herein and the Landlord shall provide the Tenant with the legal description for the Property (to insert on Schedule "A" attached hereto). The Landlord agrees to obtain from any prospective purchaser or mortgagee of the Leased Premises or the Property a non-disturbance agreement in writing recognizing and agreeing to be bound by the terms of this Lease. The Landlord further agrees to execute any further documents required by the Tenant with respect to obtaining such non-disturbance agreement and all direct costs shall be borne by the Tenant.

15. INTERFERENCE

The Tenant will indemnify the Landlord from any consequences, which may arise from interference proven to be caused by the Tenant's transmission signal to the existing or new wireless telecommunications provider's equipment situated on the Property as of the Commencement Date. Should interference develop, the Tenant agrees with the Landlord that the Tenant shall take reasonable efforts as mandated by Industry Canada Spectrum Management to cure such interference. The Tenant agrees to cooperate in determining the cause of such interference and if the problem is caused by the Tenant's Equipment, to implement a solution as quickly as possible. Furthermore, the Tenant agrees with the Landlord that the Tenant shall permit future expansion of access and installations by existing tenants located on the Property, including telecommunications providers, provided that such expansion does not adversely effect the Property or the Tenant's Equipment Shelter or Equipment and facilities and that proper notices, drawings and procedures are supplied to the Tenant for review and approval prior to such expansion.

16. ENVIRONMENTAL

The Landlord represents and warrants to the Tenant that, to the best of its knowledge, the Property does not contain and has not been contaminated in the past by any contaminant, pollutant, dangerous substance, toxic substance, hazardous substance, waste, hazardous waste, flammable or explosive material, radioactive material, urea formaldehyde foam insulation, asbestos, polychlorinated biphenyls, polychlorinated biphenyl waste, polychlorinated biphenyl related waste, and any other substance or material now or hereafter declared, defined or deemed to be regulated or controlled in or pursuant to any law, by-law, order, ordinance, ruling, regulation, certificate, approval, consent or directive of any applicable federal, provincial or municipal government, government department, agency or regulatory authority or the *Environmental Protection and Enhancement Act* (Alberta), as amended from time to time (collectively, the

“Contaminants”). If Contaminants are discovered on the Property during the Term or any renewal thereof, then the Landlord shall remove such Contaminants at its expense, or, at its option, indemnify and hold the Tenant harmless from any liability arising from the presence of such Contaminants on the Property.

At any time during the Term or any renewal thereof, the Tenant shall have the right to terminate this Lease should a Phase I Environmental Site Assessment determine that the Property is contaminated.

17. NOTICE

Any notice required by this Lease shall be made in writing and shall be considered given or made on the day of delivery if delivered before 5:00 p.m. by personal delivery or three (3) business days after the day of delivery if sent by prepaid registered mail upon the Landlord or Tenant addressed as follows:

Landlord:

TOWN OF RIMBEY
Box 350
Rimbey, AB
T0J 2J0

Attention: Bill Kostiw
Phone: (403) 843-2113
Fax: (403) 843-6599

Tenant:

BELL WEST INC.
2100, 111 – 5th Avenue SW
Calgary, Alberta
T2P 3Y6

Attention: Director Business Operations & Bell West Legal
Fax: 403 410-4019

Either party hereto may change its aforesaid address for notices in accordance with the provisions of this section.

18. ELECTRICITY

The Tenant shall have the right at any time and at its own cost and expense to connect to and draw power from the Landlord’s electrical power supply. The Tenant shall be responsible for its electrical connection costs and for the electrical consumption used on the Leased Premises. Where permitted by the local hydro utility company, the Tenant shall at its sole expense install a separately metered hydro subservice and such electrical consumption shall be billed separately by the local hydro utility to the Tenant.

19. OVERHOLDING

If the Tenant overholds the Leased Premises beyond the Term of this Lease or any renewal provided herein, the Tenant may continue such holding over as a tenancy from month to month, upon the same terms and conditions as contained in this Lease except that the Rent payable shall be the same Rent last payable hereunder and such Rent shall be payable by the Tenant, at the Tenant’s option, to the Landlord on a monthly basis.



20. CONFIDENTIALITY

The Landlord hereby recognizes the confidential nature of the information contained herein and the Landlord shall not disclose such information to any third party, unless legally compelled to do so, except to mortgagees, prospective purchasers, banks, real estate appraisers, auditors and accountants or other consultants which reasonably need to know such information, provided the same have undertaken to maintain the confidential nature of the information contained herein.

21. MODIFICATION

No change or modification to this Lease shall be valid unless it is in writing and is duly executed by both parties hereto.

22. QUIET ENJOYMENT

The Landlord covenants with the Tenant for quiet enjoyment of the Leased Premises without any interruption or disturbance from the Landlord provided the Tenant performs all its covenants under this Lease.

23. BINDING AGREEMENT

The Landlord covenants that it has good right, full power and absolute authority to grant this Lease to the Tenant and that this Lease shall be binding upon and shall enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

24. ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties hereto with respect to the Leased Premises and there are no prior representations, either oral or written, between them other than those set forth in this Lease. This Lease supersedes and revokes all previous negotiations, arrangements, representations and information conveyed, whether oral or written, between the parties hereto. The Landlord acknowledges and agrees that it has not relied upon any statement, representation, agreement or warranty except such as is expressly set out in this Lease.

25. APPLICABLE LAW

This Lease shall be governed by the laws of the Province of Alberta.

26. EXECUTION

This Lease shall not be in force or bind either of the parties hereto until executed by all the parties named herein.

27. SCHEDULES

This Lease includes the following schedules:

- Schedule A – Property
- Schedule B – Leased Premises
- Schedule C – Rent Payment Schedule
- Schedule D – Rights-of-Way

IN WITNESS WHEREOF the said parties hereto have duly executed this Lease on the dates noted below.

DATED at Calgary, Alberta, this 21 day of July, 2003.

BELL WEST INC., by its authorized signatory:



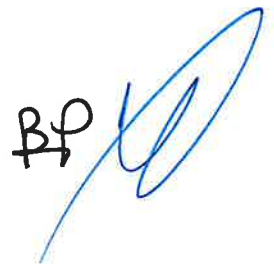
Name: Bernard Parkinson
Title: Director, Business Operations

DATED at RMBCF, Alberta, this 21 day of July, 2003

Dale Barr
Mayor



Bill Kostiw
Town Manager



SCHEDULE A

PROPERTY

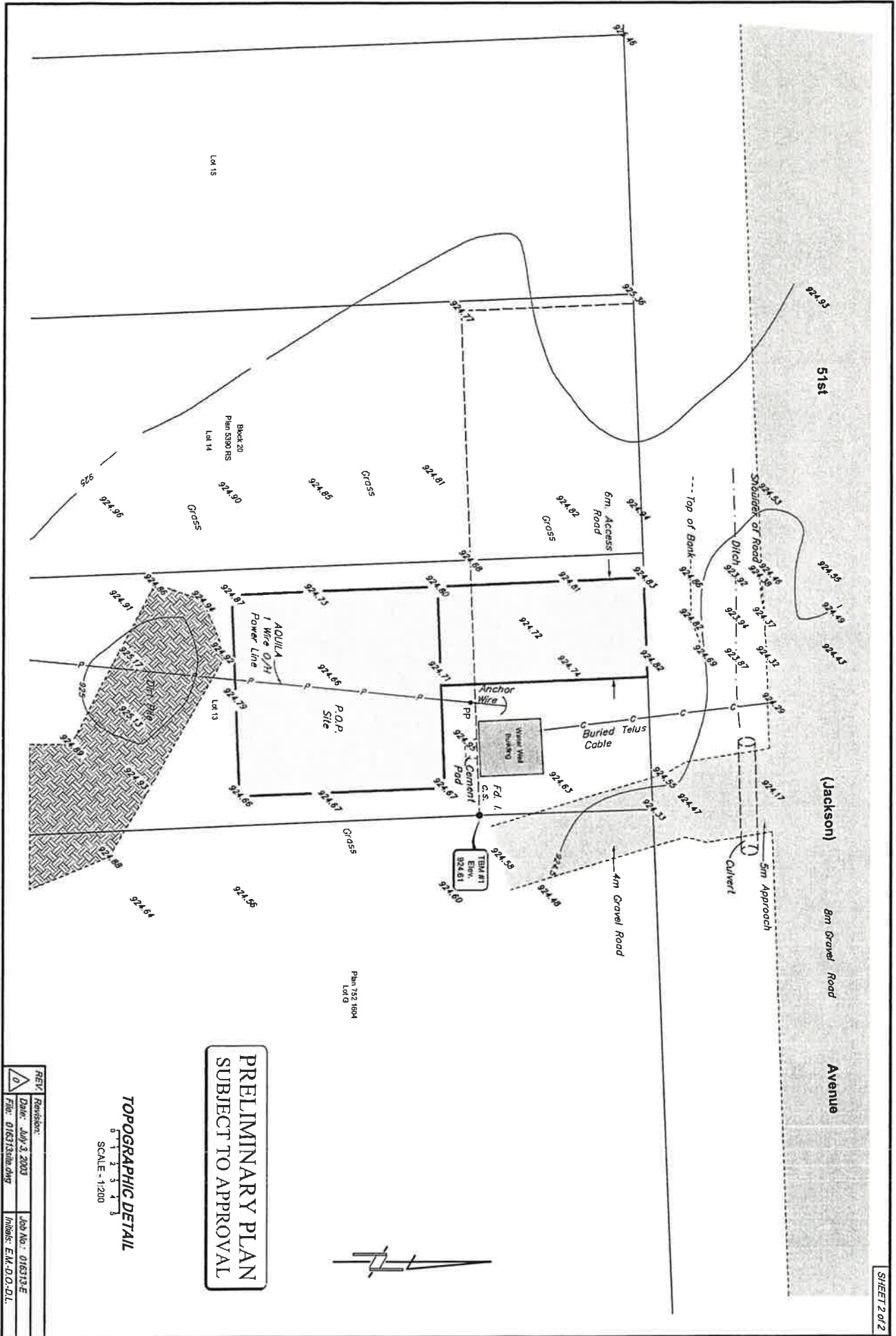
Municipal Address: 51st Avenue & East of 46th Street

Legal Description:

(Schedule "A" will change when new Title is submitted to Town of Rimbey)

A handwritten signature in blue ink, consisting of a stylized 'R' followed by a large, loopy flourish.

SCHEDULE B
LEASED PREMISES



SHEET 2 of 2

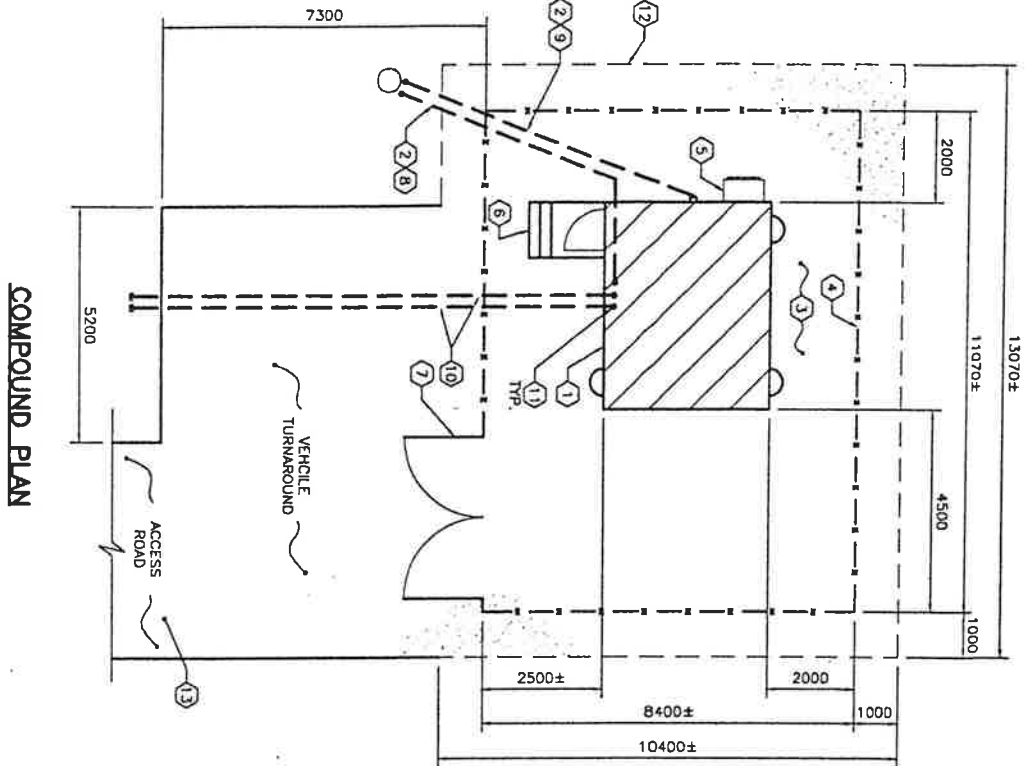
**PRELIMINARY PLAN
SUBJECT TO APPROVAL**

TOPOGRAPHIC DETAIL

SCALE - 1:200

REV	Revised:	DATE	BY
0		July 3, 2003	
DRAWN BY:		JOB NO.:	
F.W. 016313/mh/amy		016313.E	
CHECKED BY:		INSTR.:	
		E.M./D.O./L.	

**SCHEDULE B
LEASED PREMISES
(cont.)**



COMPOUND PLAN

REFERENCE NOTES:

- ① ALBERTA SUPERNET TYPE 3 SHELTER, 3560(W)X4580(L)X3050(H). REFER TO DWG. CS-005 FOR FOUNDATION DETAILS. VERIFY SHELTER SIZE WITH SUPERNET PROJECT MANAGER.
- ② ROUTE POWER & TELCO IN U/G SERVICE TRENCH TO PROPOSED UTILITY POLE.
- ③ GRAVEL COMPOUND.
- ④ CHAINLINK FENCE. REFER TO DWG. CS-005 FOR DETAILS.
- ⑤ HVAC UNIT.
- ⑥ STEEL LANDING & STAIR : NUMBER OF RISERS AND APPROPRIATE SUPPORT FOOTING TO SUIT SITE CONDITIONS. CONTRACTOR TO PROVIDE AND INSTALL STAIR WHICH WILL CONFORM TO ALL APPLICABLE REGULATIONS AND TO THE RELEVANT STIPULATIONS IN THE 1997 ALBERTA BUILDING CODE. CONTRACTOR TO SUBMIT SHOP DRAWINGS FOR REVIEW, PRIOR TO STAIR FABRICATION.
- ⑦ 3.6m WIDE GATE. REFER TO DWG. CS-005 FOR DETAILS.
- ⑧ U/G TELCO ROUTING, 1-103mm RIGID PVC CONDUIT ONLY. ASSUME 20m LENGTH.
- ⑨ U/G POWER ROUTING, 1-103mm RIGID PVC CONDUIT, C/W 3Ø11/0 RWUBO. ASSUME 20m LENGTH.
- ⑩ U/G FIBRE ROUTING, 2-103mm RIGID PVC CONDUITS ONLY. ASSUME 35m LENGTH. CAP CONDUIT BELOW GRADE FOR CONNECTION BY ALBERTA SUPERNET OUTSIDE PLANT SERVICE CONTRACTOR. PROVIDE WOOD STAKE IDENTIFICATION MARKER TO SHOW LOCATION OF CAP.
- ⑪ STUB UP CONDUITS 300mm ABOVE FINISHED FLOOR.
- ⑫ EXTENT OF GRAVEL FOR COMPOUND (1m AROUND OUTSIDE OF FENCE).
- ⑬ PROPOSED 4.86m WIDE ACCESS ROAD ALLOW 30.0m OF ACCESS ROAD FOR BASE SITE.

DO NOT SCALE DRAWING

ISSUE	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW AND COMMENTS	04-03-03	L.F.S

		PROJ. No. _____ SHEET No. _____
SITE ADDRESS: _____		
GUIDELINE DWG. COMPOUND LAYOUT		
TYPICAL NEW SITES SH. 2/3		
DRAWN BY: _____ CHECKED BY: _____	APPROVED BY: _____ DATE: _____	DRAWING No. GS-003

SCHEDULE C

RENT PAYMENT SCHEDULE

The Tenant shall pay Rent to the Landlord as follows:

Rent is payable in advance in annual installments of One Thousand Eight Hundred (\$ 1800.00) per annum commencing on the Commencement Date during the initial Term.

The Rent payable during each renewal Term shall be equal to the Rent prevailing in the immediately preceding Term changed by an amount equal to the change in the Canadian Consumer Price Index (all items) in such immediately preceding Term.



LEASE CONFIRMING AND AMENDING AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 202 ____.

BETWEEN:

TOWN OF RIMBEY

(the “Landlord”)

- and -

BELL CANADA

(the “Tenant”)

BACKGROUND TO THIS LEASE CONFIRMING AND AMENDING AGREEMENT:

- A. By a lease dated the 21st day of July, 2003 (the “Lease”) between the Town of Rimbey (hereinafter referred to as the “Landlord”) as landlord, and Bell West Inc. (hereinafter referred to as the “Original Tenant”), as tenant, in respect of certain space located at 51st Avenue and east of 46th Street, in the Town of Rimbey, Alberta as more particularly described therein (the “Leased Premises”), the Leased Premises were leased to the Original Tenant on the terms set out in the Lease.
- B. By a Certificate of Amalgamation dated February 1, 2005, the Original Tenant was amalgamated with the Tenant the Original Tenant and in this transaction assigned to the Tenant, all of its right, title, interest and obligations in and to the Original Lease and the Lease as defined herein.
- C. The Landlord and Tenant have agreed to extend the term of the Lease and the Landlord and Tenant have agreed upon the rent payable and other terms respecting such extension as more particularly set out herein.

NOW, THEREFORE, in consideration of the sum of TEN DOLLARS (\$10.00) and other consideration now paid by each party to the other, the receipt and sufficiency of which are acknowledged, the Landlord and the Tenant agree as follows:

- 1. The Original Lease, as it is being amended and extended as described above, is referred to in this Lease Confirming and Amending Agreement as the “Lease”.
- 2. The parties hereto hereby acknowledge, confirm and agree that the foregoing recitals are true and accurate in substance and in fact, and the terms defined therein will bear the meanings indicated throughout this Lease Confirming and Amending Agreement.
- 3. The Term of the Lease has been extended for five (5) years for the period from July 21, 2023 up to and including July 20, 2028 (the “First Extension Term”).

4. The Tenant shall pay to the Landlord Rent as set forth in Schedule “C” annexed hereto.

The Tenant shall pay to the Landlord GST as applicable on the Rent (currently 5%), which GST shall be paid at the same time the Rent is payable. The Landlord’s GST registration number is 108129370. The Landlord shall provide Tenant with immediate written notice upon and of any change to its GST registration status.

5. The address(es) for service referred to in Section 17 Notice in the Lease is hereby deleted in its entirety and replaced with:

“Landlord:

Town of Rimbey
Box 350
Rimbey, AB T0C 2J0
Email: lori@rimbey.com

Tenant:

Bell Canada
c/o BGIS O & M SOLUTIONS INC.
87 Ontario St. West, 8th Floor
Montreal, QC H2X 0A7
Attention: Transactions and Lease Management
Fax: 514-840-8404

With a copy to:

Bell Canada Real Estate Services
87 Ontario St. West, 8th Floor
Montreal, QC H2X 1Y8
Attention: Director, Strategic Asset Planning
Fax: 514 391 7990.”

6. Provided the Tenant in not in breach of the Lease at the end of the First Extension Term, the Tenant shall have three (3) options to extend the Term of the Lease (each an “Option to Extend”) for a further term of five (5) years each upon the same terms and conditions as contained in the Lease save only for Rent and for any other option(s) to extend. The Rent for the extension term(s) shall be as set forth in Schedule “C” attached hereto. The Option to Extend, shall be automatically exercised unless the Tenant gives notice in writing to the Landlord no later than ninety (90) days prior to the date of the expiry of the then current Term of its intention not to exercise the Option to Extend.

If the Tenant does not exercise the Option to Extend, the Tenant shall have no obligation to pay the Rent or any other amounts under this Lease after the expiration of the then

- current Term, and any proportion of the Rent paid by the Tenant in advance shall be refunded by the Landlord to the Tenant on a pro rated basis.
7. The Tenant will be permitted to register notice of this Lease Confirming and Amending Agreement on title to the Leased Premises, and the Landlord will take such steps as the Tenant may reasonably require to make such registration possible.
 8. Any capitalized word used herein and not defined will have the meaning attributed thereto in the Lease, unless the context does not permit.
 9. Except as specifically amended by the terms, covenants and agreements of this Lease Confirming and Amending Agreement, all covenants, conditions and agreements as reserved and contained in the Lease are hereby ratified and confirmed.
 10. The parties agree to execute such further and other agreements from time to time as may be reasonably necessary in order to give effect to this Lease Confirming and Amending Agreement.
 11. This Lease Confirming and Amending Agreement will enure to and be binding upon the parties and their respective successors and assigns.
 12. The provisions hereto will be interpreted according to the laws of the province of Alberta.
 13. The invalidity or unenforceability of any provision of this Lease Confirming and Amending Agreement will not affect the validity or enforceability of any other provision, but will be deemed to be severable.
 14. If the party executing this Lease Confirming and Amending Agreement in the Landlord's signature block herein is any party other than the beneficial owner(s) of the property legally described in the Lease (being the Landlord), such party, as the agent, nominee or trustee of the beneficial owner(s), as registered owner or otherwise (the "Intermediary") represents and warrants that it has the good, right, full power and absolute authority to enter into this Lease Confirming and Amending Agreement and grant this Lease and all of the rights hereunder to the Tenant as the duly authorized agent, nominee or trustee of the Landlord, and that all representations, warranties, covenants and agreements contained herein made on behalf of the Landlord will bind the Landlord.
 15. This Lease Confirming and Amending Agreement may be executed in several counterparts and delivered by facsimile or pdf copy, each of which when so executed will be deemed to be an original and such counterparts together will constitute one and the same instrument.
 16. All schedules attached to this Lease Confirming and Amending Agreement will: (a) be binding on the parties, and (b) form part of the Lease:
 - (a) Schedule "C" – Rent Payment Schedule

The Landlord and the Tenant have executed this Lease Confirming and Amending Agreement.

TOWN OF RIMBEY (Landlord)

Per: _____
Name:
Title:

Per: _____
Name:
Title:

BELL CANADA (Tenant)

Per: _____
Name: Rob Malvern
Title: Senior Manager, Real Estate

I have authority to bind the Corporation.

**SCHEDULE “C”
RENT PAYMENT SCHEDULE**

The Tenant shall pay Rent to the Landlord as follows:

The Rent is payable in advance in annual installments of Two Thousand Seven Hundred Twenty-Three Dollars and Twenty-Nine Cents (\$2,723.29) plus applicable GST of One Hundred Thirty-Six Dollars and Sixteen Cents (\$136.16) for a total of Two Thousand Eight Hundred Fifty-Nine \$2,859.45 commencing on July 21, 2023 and thereafter on the first day of each and every year during the First Extension Term.

The Rent payable during each Extension Term shall be equal to the Rent prevailing in the immediately preceding Term changed by an amount equal to the Canadian Consumer Price Index (all items) in such immediately preceding Term.

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Department Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

RECOMMENDATION:

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

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

June 23, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 23, 2023
Date

June 26, 2023
CAO Report



HIGHLIGHTS

Capital Projects:

Streetlights:

Rick Schmidt met with Fortis design team to finalize the placement of the new streetlights on 53 Ave, 56 Ave, and 46th St.

51 Street:

Weather permitting Leduc Construction plans be in Town milling the pavement on 51 Street on or about June 24th in preparation for Border Paving to do the overlay. No parking signs will be put up for both the milling and the overlay. Businesses are being asked to park on the side street during these construction events.

Meetings:

Attended a meeting with Mayor Pankiw and Murray Phillips from Baytex to discuss potential additional water sources.

Attended a meeting with Bonnie Rybak and the Food Bank Transition Committee to discuss construction details.

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

June 26, 2023

Director of Finance Report



HIGHLIGHTS

Accounts Payables Listing - May 17, 2023 - June 15, 2023

ATTACHMENTS

[Payables Listing May 17 - June 15, 2023](#)

PREPARED BY: Wanda Stoddart, Director of Finance

Council Board Report 8.1.3



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

Date Range: 17-May-2023 to 15-Jun-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Foster,Ronald& Walker, Connie ET	49291	17-May-2023	Refund on account 001-17230-003.	232.88
PINEL,KAYLEE	49292	17-May-2023	Kaylee Pinel - refund - cemetery fee - overcharge	262.50
PitneyWorks	49293	17-May-2023	PitneyWorks - postage	6,300.00
Rimbey Lions Club	49294	17-May-2023	Rimbey Lions Club - Steak BBQ - June 2/23	700.00
Staples Professional	49295	17-May-2023	Staples Professional - office supplies	259.13
940918 Alberta Ltd.	49296	31-May-2023	940918 Alberta Ltd - crushing concrete/ashpalt	99,540.00
Alberta Farm Safety	49297	31-May-2023	Alberta Farm Safety Centre - donation - Safety Sr	200.00
Alsco	49298	31-May-2023	Alsco - janitorial supplies	806.85
Automated Aquatics Canada Ltd.	49299	31-May-2023	Automated Aquatics - supplies	2,439.36
Aventurado,Ferdinand Santo	49300	31-May-2023	Ferdinand Aventurado - dev. deposit refund - DP	3,000.00
AVERILL,VANESSA	49301	31-May-2023	Vanessa Averill - swim instructor course	1,656.00
Brownlee LLP	49302	31-May-2023	Brownlee LLP - Auditor's Letters	316.26
Canadian Pacific Railway Company	49303	31-May-2023	Canadian Pacific Railway - Hoadley crossing	296.00
CENTRAL LABS	49304	31-May-2023	Central Labs - North/South lagoon - June 2023	1,410.53
Cimco Refrigeration	49305	31-May-2023	Cimco - supplies	2,464.46
Corkle,Coby	49306	31-May-2023	Coby Corkle - RhPAP - Oktoberfest/Tailgate Part	584.47
Coston,Jamie	49307	31-May-2023	Jamie Coston - May 2023 - expenses	65.56
DOORMASTERS / 10360210 CANADA INC.	49308	31-May-2023	Doormasters - CC - repairs	695.91
Imperial Esso Service (1971)	49309	31-May-2023	Esso - water - pool staff	10.00
IMRIE,HEATHER	49310	31-May-2023	Heather Imrie - expenses - HHHW Roundup	36.96
Jenner,Deanna	49311	31-May-2023	Refund on account 001-14560-011.	605.28
KaDD Scientific Inc.	49312	31-May-2023	KaDD Scientific Inc - enzyme for lagoons	1,104.60
Lacombe Signmasters Ltd.	49313	31-May-2023	Lacombe Signmasters Ltd - Town of Rimbey sign	7,507.50
LOR-AL SPRINGS LTD.	49314	31-May-2023	Lor-Al Springs - water	19.35
Municipal Property Consultants (2009) Ltd.	49315	31-May-2023	Municipal Property Consultants - June 2023 - invr	3,575.95
New Can Truck Parts	49316	31-May-2023	New Can Truck Parts - repairs - street sweeper	382.73
Northside Construction Partnership	49317	31-May-2023	Northside Construction Partnership -RB144 - 51 3	76,813.73
Pankiw,Rick	49318	31-May-2023	Rick Pankiw - May 2023 - expenses	68.00
Rimbey & District Victim Services	49319	31-May-2023	Rimbey & District Vicitm Services - 2023 ARMA F	500.00
RJ Plumbing and Heating	49320	31-May-2023	RJ Plumbing - repairs - pool	397.43
Silver Star Septic Service	49321	31-May-2023	Silver Star Septic Service - Lions Park #1 - May 2	273.00
SKJONSBURG,JESSICA	49322	31-May-2023	Jessica Skjonsberg - janitorial - BYAS - May 2023	350.00
Staples Professional	49323	31-May-2023	Staples Professional - office supplies	820.24
Stationery Stories & Sounds (2005)	49324	31-May-2023	Stationery Stories Sounds - envelopes	1,663.20
THOMPSON,MELISSA	49325	31-May-2023	Melissa Thompson- Zumba clas (March 9 - May 1	500.00
True Way Tire Ltd.	49326	31-May-2023	True Way Tire - repairs	275.47
Uni First Canada Ltd.	49327	31-May-2023	UniFirst - coveralls/supplies	118.12
Wolseley Industrial Canada INC	49328	31-May-2023	Wolseley Industrial - bleach - pool	2,412.41
Accu-Flo Meter Service Ltd.	49329	14-Jun-2023	Accu-Flo - Renewal/Warranty	4,126.50
Alsco	49330	14-Jun-2023	Alsco - janitorial supplies	268.95
AMSC Insurance Services Ltd.	49331	14-Jun-2023	AMSC Insurance - June 2023 - Mayor/Council fe	53.10
Animal Control Services	49332	14-Jun-2023	Animal Control - May 2023 fees	2,772.00
Automated Aquatics Canada Ltd.	49333	14-Jun-2023	Automated Aquatics - supplies	916.13
Black Press Group Ltd.	49334	14-Jun-2023	Black Press Media - May 2023 ads	1,308.88
Border Paving Ltd.	49335	14-Jun-2023	Border Paving - cold mix	1,367.10
Cast-A-Waste Inc.	49336	14-Jun-2023	Cast-A-Waste Inc - June 2023 - garbage/recycle	10,657.50
Central Alberta Fire Protection	49337	14-Jun-2023	Central Alberta Fire Protection - CC - inspection	462.00
Cimco Refrigeration	49338	14-Jun-2023	Cimco- CC - supplies	419.83
CLK DISPLAY FIREWORKS	49339	14-Jun-2023	CLK Display Fireworks - 2023 Canada Day	8,000.00
CORNERSTONE PILATES STUDIO	49340	14-Jun-2023	Cornerstone Pilates - May 2023	275.00
Environmental 360 Solutions (Alberta) Ltd	49341	14-Jun-2023	E360 - 5109 - 54 Ave - bin dump/rent	979.27
Evergreen Co-operative Association	49343	14-Jun-2023	Co-op - supplies	5,480.61
Expert Security Solutions	49344	14-Jun-2023	Expert Security Solutions - Pool - June 2023 - mc	26.20
Geo H. Hewitt Co. Ltd.	49345	14-Jun-2023	Geo. H. Hewitt Co - dog tags	320.15
Imperial Esso Service (1971)	49346	14-Jun-2023	Esso - propane valve	169.45
Karlstrom,Carolyn	49347	14-Jun-2023	Carolyn Karlstrom - facility deposit refund	350.00
LMC LEANNE CROSS	49348	14-Jun-2023	LMC - Leanne Cross - May 2023 - classes	300.00
Longhurst Consulting	49349	14-Jun-2023	Longhurst Consulting - June 2023 inv	3,873.59

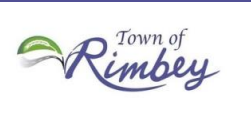
Council Board Report 8.1.3
Council Agenda Report

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

Date Range: 17-May-2023 to 15-Jun-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
LOR-AL SPRINGS LTD.	49350	14-Jun-2023	Lor-al Springs - water	19.35
MLA Benefits Inc.	49351	14-Jun-2023	MLA Benefits - June 2023 - HSA - Mayor/Council	1,657.13
Nikirk Bros. Contracting Ltd.	49352	14-Jun-2023	Nikirk Bros. - water truck - dust control	189.00
On The Mark Productions	49353	14-Jun-2023	On the Mark Productions - Canada Day Celebrati	177.50
Rimbey Express	49354	14-Jun-2023	Rimbey Express - freight - May 2023	170.00
Rimbey Home Hardware	49355	14-Jun-2023	Home Hardware - supplies	515.39
Rimbey Lions Club	49356	14-Jun-2023	Rimbey Lions Club - 2023 Budget approval - Pan	294.00
Rimbey Municipal Library	49357	14-Jun-2023	Rimbey Municipal Library - 2023 Budget - Electio	294.00
Rimbey Nursery School	49358	14-Jun-2023	Rimbey Nursery School - 2023 Budget - RNS Spr	294.00
RMA Insurance Ltd.	49359	14-Jun-2023	RMA Insurance - INS55625/55680(cr)	86.52
Staples Professional	49360	14-Jun-2023	Staples Professional - office supplies	83.09
Superior Safety Codes Inc.	49361	14-Jun-2023	Superior Safety Codes - Bldg insp 5014-53 Ave.	4,089.75
Tagish Engineering Ltd.	49362	14-Jun-2023	Tagish - RB144 - 51 St Storm Main Install - May 2	24,667.73
The Government of Alberta	49363	14-Jun-2023	Gov't of AB - Land Titles - May 2023	10.00
Towle, Jeanette	49364	14-Jun-2023	J.Towle - expenses - payroll conference	2,084.52
Town of Ponoka	49365	14-Jun-2023	Town of Ponoka - compost - May 2023	210.00
Town Of Rimbey	49366	14-Jun-2023	Town of Rimbey - May 2023 - util	4,554.75
TRAUTMAN, JESSICA	49367	14-Jun-2023	Jessica Trautman - facility deposit refund	650.00
Uni First Canada Ltd.	49368	14-Jun-2023	UniFirst - coveralls/supplies	57.37
Vicinia Planning & Engagement Inc.	49369	14-Jun-2023	Vicinia - May 2023 inv.	3,099.83
Wolseley Industrial Canada INC	49370	14-Jun-2023	Wolseley - CR to inv#910623	5,631.47
Canada Revenue Agency	00144-0001	17-May-2023	CRA - deductions (Apr.23-May6/23) biweekly pay	20,867.36
Canada Revenue Agency	00145-0001	31-May-2023	CRA - deductions (May 07-20/23) May 26/23 biw	19,600.06
Eastlink	00145-0002	31-May-2023	Eastlink - May 2023 - cable - fitness centre	104.16
LAPP	00145-0003	31-May-2023	LAPP - Town - May 26/23 biweekly payroll (May 2	9,574.46
Servus Credit Union Ltd.	00145-0004	31-May-2023	Servus - Debenture #45 - Paving	28,145.36
VICTOR CANADA	00145-0005	31-May-2023	Victor - June 2023 - benefits	13,317.04
Alberta Education	00146-0001	15-Jun-2023	Alberta Education - 2nd quarter school req. 2023	230,463.86
ALBERTA MUNICIPAL SERVICE CORPORATION	00146-0002	15-Jun-2023	Alberta Municipal Services - gas/power - May 202	45,999.55
Canada Revenue Agency	00146-0003	15-Jun-2023	CRA - deductions (May 21-June03/23) June 09/2	21,986.10
Eastlink	00146-0004	15-Jun-2023	Eastlink - cable - fitness room	104.16
INNOV8 DIGITAL SOLUTIONS INC.	00146-0005	15-Jun-2023	Innov8 - copies - May 2023	522.45
LAPP	00146-0006	15-Jun-2023	LAPP - Library - June 30/23 payroll	13,334.30
Servus Credit Union - Mastercard	00146-0007	15-Jun-2023	Servus M/C - C.Bowie - May 31/23	2,072.15
Telus Mobility Inc.	00146-0008	15-Jun-2023	Telus Mobility - June 06/23	422.17
Telus Communications Inc.	00146-0009	15-Jun-2023	Telus - Town - June 10/23	2,135.69
VICTOR CANADA	00146-0010	15-Jun-2023	Victor - HSA - April 2023	1,986.11
Waste Management	00146-0011	15-Jun-2023	Waste Management - May 2023 inv	3,373.13
Workers' Compensation Board - Alberta	00146-0012	15-Jun-2023	WCB - issue date: June 06/23	2,147.73
Total:				725,781.38

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Various Community Groups supply Minutes of their board meetings to Council for their information.

RECOMMENDATION:

Motion by Council to accept the board/committee reports, as information.

ATTACHMENTS:

- [BHH Minutes May 1 2023](#)
- [PRLS Board Meeting Minutes May 18, 2023](#)
- [PRLS Board Talk - May 18, 2023](#)
- [Tagish Engineering Status Updates June 8, 2023](#)
- [RCHHS FCSS 2023 Board Minutes May 18, 2023](#)

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

June 22, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 22, 2023
Date

Beatty Heritage House Society

May1, 2023 Meeting

The meeting was called to order at 7:55 pm by Chairperson AudreyAnn Bresnahan.

In attendance: AudreyAnn Bresnahan Florence Stemo

Annette Boorman Judy Larmour

Janet Herzog Teri Ormberg

Evie Burns

Jay Newsham

Members

MINUTES of March 14, 2023 Meeting read by Florence. An error re a date was noted by Annette. That being corrected, Minutes were adopted.

Minutes of April 3, 2023 recorded by Board Member Janet Herzog were read by Janet, and adopted as read.

TREASURER'S REPORT: Treasurer absent, but reported through AudreyAnn a Balance of \$31,457,86.

OLD BUSINESS:

CONCERTS: April 27 - John Hewitt well-received by 36 in attendance.

May 28 - Tim Isberg afternoon performance scheduled.

STUDENT EMPLOYEE: Emily Binder of Calgary has been hired to work 30 hours per week from June 5 until August 18 at \$16/hour. Her Orientation is set for June 6, with Jackie, Florence, and Murray.

GARDENS: MOVED by Florence seconded by Annette that \$200 be available to cover the cost of plants for the summer season. Carried.

Annette, Janet H., Jay and Teri will look after improving the soil in the gardens.

ANNUAL QUILT RAFFLE: 1323 tickets are being printed for our 2023 raffle. The quilt, named " Wooddale Friendship Squares", is the 34th quilt given to our Society by the Wooddale Ladies Club.

EARTH DAY: April 22 - a lovely day. 16 volunteers collected garbage in specified parts of Town; and we had reports that a number of residents picked up garbage in their neighbourhoods. There was some participation by Rimbey Elementary School and Rimbey Christian School in response to our invitation to join us in the Great Global Cleanup.

MAINTENANCE: Problem of rot in the wood in the SW corner of the porch (See April 3 Minutes) to be addressed immediately. Judy will coordinate the planning and the work involved in consultation with Historic Resources Branch of Alberta Culture.

ALBERTA CULTURE DAYS: Suggestion: Spinning demonstration (by Evie Burns) etc. might be added. Other ideas are welcome.

NEW BUSINESS:

WORK BEE: Wed. May 3 - To take inventory, sort, tidy up closets, etc.

NEXT MEETING: Monday, June 5, 2023.

BY-LAWS: Discussion re need for revisiting and possibly updating by-laws.

ADJOURNMENT: By AudreyAnn at 9:40 PM.

Florence Stemo Secretary

Minutes Adopted June 5, 2023. FS



PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

With Regrets: Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent: Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff: Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Guests: Lindsey Bauman and Erin Switenky (MNP)

Call to Order

Meeting called to order at 10:05 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 24/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 25/2023

1.2. Approval of Minutes

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED
PRLS 26/2023

1.3. Business arising from the minutes of the February 23, 2023 meeting

Rilling asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED
PRLS 27/2023

3.1. Approval of the 2022 Parkland Audit

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED
PRLS 28/2023

3.2 Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland’s auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland’s audit. They responded that there is “*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*”

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta’s annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED
PRLS 29/2023

Motion by Deb Smith to change PRLS Executive Committee policy to read “*The Executive Committee is responsible for reviewing and approving Parkland’s audit which will be forwarded to the board at the board’s next meeting.*”

CARRIED
PRLS 30/2023

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

3.3. 2024 Budget/Requisition Increase

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.



Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 31/2023

3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job." Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED
PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED
PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED
PRLS 34/2023

3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31st this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

3.7.1. Director's Report

3.7.2. Library Services Report

3.7.3. I.T. Report

3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED
PRLS 35/2023

3.12. **Parkland Community Update**

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED
PRLS 36/2023

4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED
PRLS 37/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL: [Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
April 27, 2023	Solberg, Lloyd	There are no current assignments.
May 11, 2023	Solberg, Lloyd	Tagish provided some order of magnitude costs for servicing properties west of Quality Inn. We will assist as needed if more information is required.
May 25, 2023	Solberg, Lloyd	There are no current assignments.
June 8, 2023	Solberg, Lloyd	There are no current assignments.
RBYM00144.00 RB144 - 51st Street Storm Main Install		
April 27, 2023	Solberg, Lloyd	Northside is tentatively planning starting construction May 23rd. A pre-construction meeting has been setup for May 3rd. Northside construction has placed construction signage and will send out notices in late April or early May.
May 11, 2023	Solberg, Lloyd	Northside is tentatively planning starting construction May 23rd. Notices and signage has been sent. Alberta Transportation has also been notified of the upcoming work.
May 25, 2023	Solberg, Lloyd	Northside mobilized onto site this week. Construction is on-going.
June 8, 2023	Solberg, Lloyd	Construction is on-going. Northside is pulling the storm line through 50th Avenue currently.
RBYM00147.00 RB147 - Well Level Transmitters		
April 27, 2023	Solberg, Lloyd	Notice to proceed has been sent to Nason to order and install the well transmitters.
May 11, 2023	Solberg, Lloyd	Well level transmitters have been ordered and we are awaiting delivery.
May 25, 2023	Solberg, Lloyd	No change (May 25)
June 8, 2023	Solberg, Lloyd	We are waiting for the well level transmitters. We will follow up with Nason next week to get an update.
RBYM00148.00 RB148 - 43rd St. Preliminary Design		
April 27, 2023	Solberg, Lloyd	Tagish has completed the survey for the project. We are working on preliminary designs.
May 11, 2023	Solberg, Lloyd	Tagish is working on preliminary designs. Tagish has also coordinated Union Street to complete some field work to determine the existing road structure and future pavement design.
May 25, 2023	Solberg, Lloyd	No change (May 25)
June 8, 2023	Solberg, Lloyd	No change (June 8)

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
May 18, 2023
10:00 a.m. Rimbey Provincial Building
Main conference Room

The future depends on what you do today.....Mahatma Gandhi

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

Present: N. Hartford, Chairperson
D. Noble, Vice Chairperson
K. Maconochie, Recording Secretary
P. Makofka, Executive Director
F. Pilgrim, Board Member
M. Griffith, Operations Manager
G. Rondeel, Board Member
B. Coulthard, Board Member
R. Schaff, Board Member
N. Stefanyk, Board Member
S. Bell, Board Member

Regrets:

1. CALL TO ORDER

By: N. Hartford at 10:05 a.m.

2. APPROVAL OF AGENDA

23-05-01 MOTION: By: D. Noble: That the agenda is adopted with the following changes.

Under Old Business add: 7.7 Food Banks Alberta Conference Update

CARRIED

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

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

4. CONSENT AGENDA ITEMS

4.1 Quarterly Reports- 4.1 a) Client Safety Reports- 1/4ly
4.1 b) Big Brothers & Big Sisters-2 times/year
4.1 c) Catholic Social services- 1/4ly

4.2 Monthly Program Reports- 4.2 a) Directors Report
4.2 b) Operations Manager Report

4.2 c) Office Report

- 4.3 2023 Monthly Program statistics
- 4.4 AHS contracted HC & Private HS Client Stats combined
- 4.5 AHS (HC) & Private (HS) billing 2019-2023
- 4.6 AHS (HC) client totals & Hours 2019-2023
- 4.7 Private (HS) Client totals & Hours 2019-2023
- 4.8 Food Bank Hamper Stats 2019-2023

23-05-02 MOTION: By: F. Pilgrim: To accept all items on the Consent Agenda as information.

CARRIED

5. PREVIOUS MEETING MINUTES-April 27, 2023

23-05-03 MOTION: By: B. Coulthard: That the minutes of April 27, 2023 be adopted with the following changes.

Under #2 Approval of the agenda: remove the word "as".

Under #4.1 b) change ¼ ly to twice a year

Under 12.3 remove from motion: P. Makofka and M. Griffith's names and add S. Bell to have signing authority

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. OLD BUSINESS

7.1 Wage Review

23-05-04 MOTION: By R. Schaff: The Operations Manager pay raise will be as per Employee Agreement. Then all other staff wages to receive a 3.6% increase across the board starting March 27, 2023 to coincide with payroll cutoff.

Seconded by: S. Bell

CARRIED

7.2 Food Bank Renovation

Renovations began on May 8, 2023. Letter was sent to the Nazarene Church to provide notice of our move.

R. Schaff gave an update on the status of the renovations. Waiting for the engineer's report for the "storage addition" under the overhang of the building. The area inside the building will be totally secure from the other programs in the building. Should be able to make the move to the new Food Bank within a month, if they want to work there without the storage area being completed.

7.3 FCSS Annual Report Filed

The FCSS Annual Report was completed and sent in on April 28, 2023.

7.4 Memory Kit Update

The Memory Kits are now located here in our resource library, instead of at the public library.

7.5 FCSSA West Central Spring Meeting Highlights

Summary given by M. Griffith.

7.6 Board and Team Leader Retreat

The rooms have been booked for September 13 – 16, 2023 at the Best Western Hotel in Sylvan Lake. The Board Retreat will be the afternoon of Wednesday, Sept 13 until lunch on Friday, Sept 15.

7.7 Food Bank Alberta Conference

This has been rescheduled for September 11-13, 2023 in Lloydminster.

8. FINANCE

8.1 May 18, 2023 meeting highlights.

23-05-04 MOTION: By: S. Bell: That the highlights of the May 18, 2023 Finance Committee Meeting be accepted as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: Sept 27, 2023 at 10:00 a.m.

10. WORKPLACE HEALTH & SAFETY COMMITTEE

Next meeting: Sept 27, 2023 at 1:30 p.m.

11. SPECIAL EVENTS COMMITTEE – May 9, 2023 meeting minutes

Meeting focused on the Senior's Week Fair taking place on June 9 at the Provincial Building in the front parking lot and inside the building. We have space to move indoors by utilizing the ADS room, conference room and foyer.

23-05-05 MOTION: By: D. Noble: To contribute up to \$500.00 for the Senior's Week Fair for the purchase of food and prizes for games.

Seconded by: G. Rondeel

CARRIED

12. NEW BUSINESS

12.1 Ponoka County Special Project Grant Application Review

Change the request from C. Nixon (Block Party) to \$500.00 on the spreadsheet.

23-05-06 MOTION: By F. Pilgrim: That the Board recommends the approved Ponoka County Special Project applications be submitted for the specific amounts requested by each organization to Ponoka County for consideration.

Seconded by: G. Rondeel

CARRIED

12.2 Link2Feed Update

C. Nixon has spent a lot of time with Link2Feed trying to get it to meet our needs, but it is not going to work for us. Misty is working on cancelling this contract.

12.3 Summer Temporary Employment Updates

Interviews completed for the CSJ position and have hired Grace Kitchen for the temporary 16 week summer position.

Looking at recent events with the Community Programs Coordinator, we may need to extend the CSJ position for up to 14 weeks.

23-05-07 MOTION: By: S. Bell: To extend the summer position that is for 8 weeks for the CSJ grant, for up to 6 more weeks at the expense to the agency.

Seconded by: D. Noble

CARRIED

12.4 FCSS Family BBQ

This has been set for June 15, 2023 at P. Makofka's house.

23-05-08 MOTION: By: D. Noble: To contribute \$1,000.00 to the Staff Social fund for the FCSS Family BBQ on June 15, 2023.

Seconded by: N. Stefanyk

CARRIED

12.5 2023 FCSSAA Conference

P. Makofka and M. Griffith have been working with the West-Central Zone planning this event. The Conference will be from Nov 22-24, 2023 and they will be booking rooms at Fantasyland Hotel.

23-05-09 MOTION: By: B. Coulthard: That any Board member and up to 3 staff attend the FCSSAA conference at the expense of the agency.

Seconded by: G. Rondeel

CARRIED

12.6 2023 HCA Appreciation

October 18, 2023 from 2:00-4:00 p.m.

23-05-10 MOTION: By: D. Noble: To proceed with 2023 HCA appreciation in October 2023 at the expense of the agency, up to \$1,500.00.

Seconded by: B. Coulthard

CARRIED

12.7 Town Parade Participation & Canada Day

We have been asked to serve ice-cream at the Canada Day celebration at Pas-ka-poo Park again this year. We would like to do a Welcome to Canada activity with a map and pins to show where individuals and their ancestors immigrated from to Canada. This will later be displayed in the Foyer at our office.

23-05-11 MOTION: By: G. Rondeel: To purchase ice cream for Canada Day event and have booth and swag up to \$750.00.

Seconded by: R. Schaff

CARRIED

July 8, 2023, is the Rimbey Rodeo. We would like to have families join us with their bikes, as we go on the Rimshaw and golf cart.

23-05-12 MOTION: By: N. Stefanyk: To sponsor FCSS parade float decorations and candy, up to \$500.00.

Seconded by: D. Noble

CARRIED

12.8 In Camera – Staff

M. Griffith and K. Maconochie left the meeting at 11:12 a.m.

23-05-13 MOTION: By: D. Noble: To go in camera.

CARRIED

P. Makofka left the meeting at 11:25 a.m.

23-05-14 MOTION: By: D. Noble: To go out of camera at 11:34 a.m.

CARRIED

P. Makofka, M. Griffith and K. Maconochie rejoined the meeting at 11:35 a.m.

13. CORRESPONDENCE

14. ADJOURNMENT: Next meeting Date: June 15, 2023, September 14, 2023 – No board meetings in July & August

23-05-15 MOTION: By: D. Noble: That the FCSS Board meeting adjourns at 11:36 a.m.

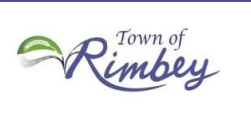
CARRIED

15. BOARD SHARING TIME

N. Hartford- Chairperson

K. Maconochie- Recording Secretary

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Council Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.

RECOMMENDATION:

Motion by Council to accept the reports of Council, as information.

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

June 22, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 22, 2023
Date

June 26, 2023

Mayor Pankiw's Report**HIGHLIGHTS**

Date	Event	Details of Event
May 29	AG Centre Meeting	Met with Jill and Darlene re fundraising gala
May 30	BYAS Building	Met with Leanne regarding BYAS building
May 31	Met with Bill Hval	Talked about Pas Ka Poo Park
June 8	ASCHA webinar	2hr webinar re Governance
June 12	COW meeting	Regular meeting
June 14	Met with Baytex	Met with Murray Phillips and Lori to discuss recycled water
June 21	Rimoka Meeting	Meeting
June 21	Central Alberta Mayors Meeting	Regular meeting in Red Deer
June 22	Leadership Webinar	Alberta Mayors Meeting
June 23	Manor Barbecue	Annual barbecue at Valleyview manor

*Cheque runs and commissioner of oath signatures

PREPARED BY: Rick Pankiw, Mayor

June 26, 2023

Councillor Clark's Report



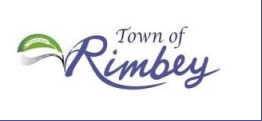
HIGHLIGHTS

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

PREPARED BY: Bonnie Rybak, Executive Assistant

June 26, 2023

Councillor Coston's Report



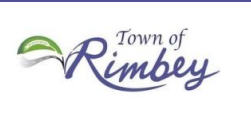
HIGHLIGHTS

Date	Event	Details of Event
May 18	PRL Board Meeting	Regular Board meeting, see minutes
May 24	Council Meeting	Regular council meeting, see minutes
June 5	Beatty House	Regular meeting, see minutes
June 9	Seniors Fair - FCSS	Gave Rimshaw rides to seniors
June 12	Committee of the Whole	Delegations and discussion, see minutes
June 15	PRL Executive meeting	Regular executive meeting

PREPARED BY: Jamie Coston, Councillor

June 26, 2023

Councillor Curle's Report



HIGHLIGHTS

Date	Event	Details of Event
May 2	Council Meeting	Regular meeting of Town Council
May 3	Historical Society	Event Planning Meeting
June 1	Historical meeting	Special meeting re: capital planning
June 8	Library meeting	Regular meeting of library board
June 12	Committee of the Whole Meeting	Regular meeting of Committee of the Whole
June 21	Rimoka Board	All day Strategic Planning meeting
June 23	Rimoka Board	Celebration barbeque for Valleyview Manor
June 26	Town Council	Regular meeting of Town Council

PREPARED BY: Lana Curle, Councillor

June 26, 2023

Councillor Rondeel's Report

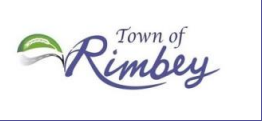


HIGHLIGHTS

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

PREPARED BY: Bonnie Rybak, Executive Assistant

Town Council
REQUEST FOR DECISION



Meeting: June 26, 2023
Submitted By: Lori Hillis, CPA, CA, Chief Administrative Officer
Subject: Correspondence
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Administration recommends Council accept the correspondence from the Parkland Regional Library System, as information.

ATTACHMENTS:

[PRLS - Town of Rimbey 2021 Return on Investment](#)

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

June 22, 2023
Date

ENDORSED BY:

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

Lori Hillis, CPA, CA, Chief Administrative Officer

June 22, 2023
Date



Town of Rimbey 2021 Return on Investment

Your Membership

Total Financial Benefits

\$327,563.39

Return on Investment

\$1.00 = \$14.92

Based on a population of **2,567**, the membership levy for the Town of Rimbey was **\$21,947.85** in 2021.

The **direct financial return** to Rimbey Municipal Library:

2021 materials allotment	\$ 2,900.71
Rural Library Services Grant	\$ 25,263.60
Allotment from S.V. of Parkland Beach ¹	\$ 172.89
Allotment from Ponoka County ²	<u>\$ 5,540.39</u>
TOTAL	\$33,877.59

Cost benefits of PRLS services

Technology Savings to Rimbey Municipal Library:

Computers for library use	\$ 3,318.62
Software & Licensing	\$ 9,105.37
SuperNet connection	<u>\$ 10,200.00</u>
TOTAL	\$22,623.99

Resource Sharing Savings to Rimbey Municipal Library:

Items borrowed from other libraries	12,193@\$15.82	\$ 192,893.26
Digital items borrowed from PRLS	2,243@\$34.85	<u>\$ 78,168.55</u>
TOTAL		\$271,061.81

Combined Savings

\$293,685.80



Additional System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 16 subscription online resources, including:
 - *Ancestry Library Edition*, a popular genealogical research resource.
 - *Consumer Reports* for thorough consumer product information.
 - *Grant Connect*, linking Canadian charities with funding programs.
 - *PressReader*, offering access to newspapers and magazines.
 - *Solaro*, an Albertan study and exam prep resource for grades 3-12.
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- Hosted and managed website with 24/7 technical support
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 38% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
 - Large print books
 - Audio books
 - Program kits (book-based, tech-based, gaming, virtual reality)
 - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Training for library staff and trustees

¹ S.V. of Parkland Beach assigned its rural population of 153 to the Rimbey Municipal Library

² Ponoka County assigned its population of 4,903 to Rimbey Municipal Library