

TOWN OF RIMBEY
TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, SEPTEMBER 12, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Public Hearing - None	
3.	Agenda Approval and Additions	1
4.	Minutes	
	4.1 Minutes of Regular Council Meeting August 22, 2016	2-5
5.	Delegations - None	
6.	Bylaws	
	6.1 Bylaw 922/16 Implementation of a Pre-Authorized Monthly Installment Property Tax Payment Plan	6-8
	6.2 Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board	9-15
	6.3 Bylaw 924/16 Council Procedural Bylaw	16-40
7.	New and Unfinished Business	
	7.1 Budget Meeting Dates	41-42
	7.2 Tagish Engineering Project Status Update to August 23, and Sept 7, 2016	43-49
	7.3 Cemetery Trees	50-59
	7.4 Tree Trimming Update	60
	7.5 Arena Signs	61
8.	Reports	
	8.1 Department Reports – None	
	8.2 Boards /Committee Reports	62
	8.2.1 Beatty Heritage House Society Minutes of Aug 2/16	63
9.	Correspondence - None	
10.	Open Forum (Bylaw 894/14 – Council Procedural Bylaw #30 - The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.)	
11.	In- Camera	
	11.1 Personnel (Pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act)	
	11.2 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)	
	11.3 Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, AUGUST 22, 2016 IN THE COUNCIL CHAMBERS OF THE TOWN
ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:
- Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer – Lori Hillis, CPA, CA
Municipal Intern - Michael Fitzsimmons
Contract Development Officer – Liz Armitage
Recording Secretary – Kathy Blakely
- Absent:
Director of Public Works – Rick Schmidt
Director of Community Services – Cindy Bowie
- Public:
Treena Mielke, Rimbey Review
4 members of the public
Greg Smith, Tagish Engineering
2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. August 22, 2016 Agenda
- Motion 329/16
- Moved by Councillor Webb to accept the Agenda for August 22, 2016 Regular Council Meeting as presented.
- CARRIED
4. Minutes 4.1 Minutes of the Regular Council Meeting July 25, 2016
- Motion 330/16
- Moved by Councillor Jaycox to accept the Minutes of the Regular Council Meeting of July 25, 2016, as presented.
- CARRIED
5. Delegation 5.1 None
6. Bylaws 6.1 Bylaw 921/16 to Repeal Bylaw 895/14
- Motion 331/16
- Moved by Councillor Payson to give first reading to Bylaw 921/16 to Repeal Bylaw 895/14.
- CARRIED
- Motion 332/16
- Moved by Councillor Webb to give second reading to Bylaw 921/16 to Repeal Bylaw 895/14.
- CARRIED

Motion 333/16

Moved by Councillor Jaycox to unanimously agree to consider third reading to Bylaw 921/16 to Repeal Bylaw 895/14.

CARRIED

Motion 334/16

Moved by Councillor Godlonton to give third and final reading to Bylaw 921/16 to Repeal Bylaw 895/14.

CARRIED

7. New and
Unfinished
Business

7.1 Rimbey Co-op Signs on Town Land

Councillor Godlonton requested Mayor Pankiw excuse him from the Council Meeting to eliminate any possible conflict of interest as he works for the Rimbey Co-op.

Councillor Godlonton departed the Council Meeting at 7:02 pm.

Motion 335/16

Moved by Mayor Pankiw to approve the removal of the existing Co-op sign and the construction and installation of new signs at the current locations #1 and #2 and to give permission to remove the tree should it be on Town Land, and further, the Rimbey Coop is to enter into an agreement with the Town of Rimbey regarding long term care of the signs.

CARRIED

Councillor Godlonton rejoined the Council Meeting at 7:15 pm.

7.2 Tagish Engineering Project Status Updates to July 26 and August 10, 2016Motion 336/16

Moved by Councillor Godlonton to accept the Tagish Engineering Project Status Updates to July 26 and August 10, 2016, as information.

CARRIED

7.3 Rimbey Airport TendersMotion 337/16

Moved by Councillor Godlonton to accept the Rimbey Airport Tenders as information.

CARRIED

7.4 PoliciesMotion 338/16

Moved by Councillor Godlonton to rescind Policy 1706 Janitorial Supplies, Policy 1116 Ambulance Full Time Employee Policy, Policy 1502 NSF Cheque, Policy 1801 Lost and Found Property, Policy 4701 Ambulance Standby Fees, and Policy 5401 Community TV Channel.

CARRIED

8. Reports

8.1 Department Reports - None8.2 Boards/Committee Reports

8.2.1 Beatty Heritage House Minutes of June 7 and July 4, 2016

8.2.2 Rimbey Historical Society Minutes of July 20, 2016

Motion 339/16

Motion by Councillor Webb to accept the Beatty Heritage House Minutes of June 7 and July 4, 2016 and the Rimbey Historical Society Minutes of July 20, 2016, as information.

CARRIED

8.3 Council Reports

8.3.1 Mayor Pankiw's Report

8.3.2 Councillor Godlonton's Report

8.3.3 Councillor Jaycox's Report

8.3.4 Councillor Payson's Report

8.3.5 Councillor Webb's Report

Motion 340/16

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

CARRIED

9. Correspondence

9.1 Correspondence – None

10. Open Forum

10.1 Open Forum

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

There was 1 response from the gallery.

One person spoke regarding the Airport Tender.

Mayor Pankiw advised the members of the gallery the next item would be in camera.

Mayor Pankiw recessed the Council Meeting at 7:27 pm.

Treena Mielke of the Rimbey Review and 4 members of the public departed the Council Meeting at 7:27 pm.

Mayor Pankiw reconvened the Council Meeting at 7:29 pm.

11. In Camera

11.1 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)Motion 341/16

Moved by Councillor Webb the Council meeting go in camera at 7:29 pm, pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Municipal Intern Michael Fitzsimmons, Contract Development Officer Liz Armitage, Greg Smith from Tagish Engineering and Recording Secretary Kathy Blakely to discuss land issues.

CARRIED

Motion 342/16

Moved by Councillor Payson the Council meeting reverts back to an open meeting at 8:08 pm.

CARRIED

Treena Mielke of the Rimbey Review and 4 members of the public returned to the Council Meeting at 8:08 pm.

Motion 343/16

Moved by Councillor Jaycox to reject the tender bid submitted of \$50,000.00 from Paul Kusch, Gerald Ernst, Wayne Danser and Peter Couchman for the purchase of the Rimbey Airport.

CARRIED

Motion 344/16

Moved by Mayor Pankiw to leave the existing lease price for the Airport Hangers at the 2015 rates until the September 30, 2016 while Council contemplates what they wish to do.

CARRIED

Motion 345/16

Moved by Godlonton to have Development Officer Liz Armitage and Town Engineer Greg Smith of Tagish Engineering speak immediately with the Engineer from DGE, Blaine Newton to obtain the revised elevation drawings for the Rimoka Housing Foundation to deal with the west slope issue.

CARRIED

Motion 346/16

Moved by Mayor Pankiw for Development Officer Liz Armitage to speak with Brownlee LLP to obtain a written legal opinion regarding legal ramifications of said lands.

CARRIED

12. Adjournment

Motion 347/16

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:10 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

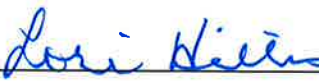
Council Agenda Item	6.1
Council Meeting Date	September 12, 2016
Subject	Bylaw 922/16 Tax Installment Payment Plan.
For Public Agenda	Public Information
Background	On November 28, 1995, Council passed Bylaw 647/95 which allowed for a pre-authorized monthly installment property tax payment plan. This bylaw contains clauses pertaining to Bylaws which have been repealed and includes an outdated tax installment agreement. To date, there are approximately 205 tax rolls which participate in this program.
Discussion	Administration has rewritten the Bylaw with the updated information and has revised Tax Installment Payment Plan Agreement.
Relevant Policy/Legislation	340(1) Bylaw 907/15
Options/Consequences	Not applicable.
Financial Implications	Tax collection for individuals who choose to participate in this program is spread over 12 months with no penalties imposed unless there is a default of payment.
Attachments	Bylaw 922/16 Tax Installment Payment Plan
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council give first reading to Bylaw 922/16 Tax Installment Payment Plan. 2. Administration recommends Council give second reading to Bylaw 922/16 Tax Installment Payment Plan. 3. Administration recommends Council unanimously consider giving third and final reading to Bylaw 922/16 Tax Installment Payment Plan. 4. Administration recommends Council give third and final reading to Bylaw 922/16 Tax Installment Payment Plan.

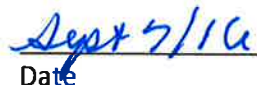
Prepared By:


 Lori Hillis, CPA, CA
 Chief Administrative Officer


 Date

Endorsed By:


 Lori Hillis, CPA, CA
 Chief Administrative Officer


 Date



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, FOR A TAX INSTALLMENT PAYMENT PLAN.

WHEREAS

Pursuant to Section 340(1) of the Municipal Government Act, RSA 2000. Chapter M-26, which permits Council to provide for the payment of taxes by installment;

NOW
THEREFORE

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

1. In this Bylaw,
 - (a) "Town" means the Town of Rimbey;
 - (b) "Taxes: means all taxes levied by the Town and shall include property taxes and local improvement taxes;
 - (c) "Taxpayer" means
 - (i) the owner of a property being taxed, and
 - (ii) the person responsible for paying taxes on behalf of a property owner.
2. A taxpayer may elect to pay taxes on a monthly instalment basis by signing an agreement with the Town on or before Dec 31st of the previous year for the following year provided all taxes, local improvement taxes, penalties and business license fees are fully paid on or before December 31st of the previous year.
3. The monthly installment agreement will include twelve (12) monthly payments due and payable on the 15th day of each month.
4. The monthly instalments shall be calculated as follows:
 - (a) The monthly payment amount for the period of January 1 to May 31 shall be five (5) equal payments calculated by dividing the tax levy of the previous year by twelve (12).
 - (b) The monthly payment amount for the period June 1 to December 31 shall be seven (7) equal payments calculated by crediting the current year's tax levy with the amount paid in the first five monthly payments and dividing the remaining balance of the tax levy of the current year by seven (7).
5. A taxpayer who has signed the monthly tax instalment agreement and if their payments remain up to date shall not be subject to the penalty clauses as outlined in the Tax Penalty Bylaw 870/11.
6. Council authorizes the Chief Administrative Officer, as the sole signatory, to sign the Tax Installment Payment Plan Agreement.
7. The Chief Administrative Officer may cancel a monthly tax installment agreement in the event a taxpayer defaults in making payment on the due date as required.
8. A copy of the Tax Installment Payment Plan Agreement is attached to and forms part of this Bylaw. The Tax Installment Payment Plan Agreement may be changed from time to time as required, by resolution of Council.
9. This agreement may be cancelled at any time upon written notice by either party.
10. Bylaw 647/95 is hereby repealed.
11. This Bylaw shall come into force and effect on the date of third and final reading.



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, FOR A TAX INSTALLMENT PAYMENT PLAN.

READ a First Time in Council this _____ day of _____ 2016.

READ a Second Time in Council this _____ day of _____ 2016.

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this _____ day of _____, 2016.

Mayor Rick Pankiw


Chief Administrative Officer
Lori Hillis

Council Agenda Item	6.2
Council Meeting Date	September 12, 2016
Subject	Bylaw 923/16 Establishment of a Subdivision and Development Appeal Board
For Public Agenda	Public Information
Background	The Subdivision and Development Appeal Board Bylaw required some minor changes to keep it relevant with current Bylaws.
Discussion	<p>On July 23, 2016 Council gave third and final reading to the Town of Rimbey Land Use Bylaw 917/16.</p> <p>The following changes were made to the Subdivision and Development Appeal Board Bylaw to conform to the new Land Use Bylaw 917/16.</p> <p>The Bylaw was given a new Bylaw Number 923/16</p> <p>Section2(f) - the old Land Use Bylaw numbers 762/04 was replaced with the new Land Use Bylaw 917/16.</p>
Relevant Policy/Legislation	MGA 627(1) Bylaw 907/15 Bylaw to Amend Bylaws
Options/Consequences	<ol style="list-style-type: none"> 1. Council may accept the changes recommended by Administration and pass the Bylaw 2. Council may give first reading to Bylaw 923/16 and make any changes they see fit to Bylaw 923/16 and have it brought back to an upcoming Council Meeting for ratification with the changes.
Financial Implications	Not applicable
Attachments	MGA 627(1) Bylaw 907/15 Bylaw to Amend Bylaws Bylaw 923/16 Establishment of a Subdivision and Development Appeal Board
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council give first reading to Bylaw 923/16 Establishment of a Subdivision and Development Appeal Board. 2. Administration recommends Council give second reading to Bylaw 923/16 Establishment of a Subdivision and Development Appeal Board. 3. Administration recommends Council unanimously consider to give third and final reading Bylaw 923/16 Establishment of a Subdivision and Development Appeal Board. 4. Administration recommends Council give third and final reading to Bylaw 923/16 Establishment of a Subdivision and Development Appeal Board.

Prepared By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer




 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date

Intermunicipal service agency

625 A council may by bylaw authorize the municipality to enter into an agreement

- (a) with a regional services commission, or
- (b) with one or more municipalities to establish an intermunicipal service agency

to which the municipality may delegate any of its subdivision authority or development authority powers, duties or functions.

1995 c24 s95

Municipal planning commission

626(1) A council may by bylaw establish a municipal planning commission and may by bylaw authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal planning commission.

(2) An intermunicipal planning commission is deemed to be a municipal planning commission for the purposes of this Part.

(3) If an intermunicipal planning commission or a municipal planning commission is established, the bylaw or agreement establishing it must

- (a) provide for the applicable matters described in section 145(b),
- (b) prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties, and
- (c) in the case of an intermunicipal planning commission, provide for its dissolution.

1995 c24 s95

Appeal board established

627(1) A council must by bylaw

- (a) establish a subdivision and development appeal board, or
- (b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board,

or both.

(2) An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.



AMENDMENT BYLAW NO. 907/15

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A BYLAW TO AMEND BYLAWS

WHEREAS

The Council of the Town of Rimbey have deemed it expedient to establish a bylaw to amend bylaws;

AND WHEREAS

Section 63 of the *Municipal Government Act*, RSA 2000 and amendments thereto, allows a Council, by bylaw, to authorize the revision of all or any of the bylaws of the municipality;

NOW THEREFORE

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

The Bylaw authorizes any of the following:

- a) Consolidating a bylaw by incorporating all amendments to it into one bylaw;
- b) Omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;
- c) Omitting, without providing for its repeal, bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;
- d) Combining 2 or more bylaws into one, dividing a bylaw into 2 or more bylaws, moving provisions from one bylaw to another and creating a bylaw from provisions of another or 2 or more others;
- e) Altering the citation and the title of a bylaw and the numbering and arrangement of its provisions, and adding, changing or omitting a note, heading, title, marginal note, diagram or example to a bylaw;
- f) Omitting the preamble and long title of a bylaw
- g) Omitting forms or other material contained in a bylaw that can more conveniently be contained in a resolution, an adding authority for the forms or other material to be prescribed by resolution
- h) Correcting clerical, grammatical and typographical errors
- i) Making changes, without changing the substance of the bylaw, to bring out more clearly what is considered to be the meaning of a bylaw or to improve the expression of the law.

This Bylaw comes into effect on the date of third and final reading.

READ a First Time in Council this 26th day of October, 2015.

READ a Second Time in Council this 26th day of October, 2015.

UNANIMOUSLY AGREED to present this Bylaw for Third & Final Reading.

READ a Third Time and Finally Passes this 26th day of October, 2015.

Mayor

Chief Administrative Officer



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS

The Municipal Government Act, R.S.A., 2000 Chapter M-26, and amendments thereto, require a Municipality to establish a Subdivision and Development Appeal Board.

NOW
THEREFORE

The Municipal Council of the Town of Rimbey, in the Province of Alberta, duly assembled, enacts as follows:

SECTION 1 – TITLE

1. This Bylaw may be cited as the “Town of Rimbey Subdivision and Development Appeal Board Bylaw”.

SECTION 2 – DEFINITIONS

The following words and terms are defined as follows:

- (a) “Act” means the Municipal Government Act, RSA 2000, M-26 and amendments thereto;
- (b) “Board” means the Subdivision and Development Appeal Board of the Town of Rimbey established pursuant to this Bylaw;
- (c) “Chief Administrative Officer” means the Chief Administrative Officer of the Town of Rimbey appointed by Council;
- (d) “Council” means the Council of the Town of Rimbey;
- (e) “Development Authority” means the person or persons appointed pursuant to the Subdivision and Development Authority Bylaw;
- (f) “Land Use Bylaw” means the Town of Rimbey Land Use Bylaw No 917/16 and amendments thereto;
- (g) “Member” means a member of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
- (h) “Pecuniary Interest” shall have that meaning set out in Division 6 of Part 5 of the Municipal Government Act as applied and adapted in the context of this bylaw;
- (i) “Public Member” means a person who is not a member of Council and who otherwise qualifies as an elector of the Town of Rimbey;
- (j) “Subdivision Authority” means the Subdivision Authority as established pursuant to the Subdivision and Development Authority Bylaw;
- (k) “Town” means the Town of Rimbey.

SECTION 3 – ESTABLISHMENT

1. The Subdivision and Development Appeal Board is hereby established.



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

SECTION 4 – MEMBERSHIP AND TERM

1. The Board shall consist of five (5) members who are public members.
2. A Member of the Board shall not include:
 - a) a person who carries out development or subdivision powers on behalf of the Town;
 - b) an employee of the Town;
 - c) an elected official of the Town.
3. Each member of the Board shall be appointed for a term specified by resolution of Council.
4. A person may be reappointed to the Board upon the expiration of that person's term.
5. In the event of a vacancy, Council may appoint a new member to serve for the remainder of the vacating Member's term.
6. If a Member misses three (3) consecutive meetings without the authorization of the Board, the person is disqualified and the position becomes vacant. Otherwise, a Member of the Board shall not be discharged without cause.
7. The Chairperson of the Board shall be selected by the Board from its membership.

SECTION 5 – PROCEDURE

1. A quorum for the Board shall consist of a majority of the members.
2. In accordance with Part 17 of the Act, the Board may establish committees of the Board from its Board members.
3. The Chairperson of a committee shall be appointed by the Board.
4. In the event of absence or inability of the Chairperson to preside at a Board meeting, the members present constituting the quorum shall elect one of its members to act as Chairperson for that meeting.
5. The Board shall designate a Town of Rimbey administrative staff employee to serve as Secretary to the Board, who shall:
 - a) not have a vote;
 - b) provide notice of the hearing in accordance with the Act respecting subdivision and development appeals;
 - c) notify all Members of the Board of the meetings of the Board, including hearings;
 - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Board;
 - e) for each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;
 - f) undertake such other duties as the Board may require in the conduct of its business.
6. Only those Members present at a whole hearing of an appeal shall be able to vote on the appeal.
7. A decision of the Members forming a quorum at a duly convened meeting of the Board or committee thereof shall be deemed to be the decision of the whole Board.



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

8. In the event of a tie vote, the appeal shall be deemed to be denied.
9. For any procedures not covered in the Act or by a bylaw of the Town, the Board may establish such other procedures as may be required for the conduct of hearings.

SECTION 6 – FUNCTIONS AND DUTIES

1. Within thirty (30) days of receiving written notice of an appeal that is in accordance with the provisions of the Act, the Board shall hold a public hearing to hear an appeal of:
 - a) a decision of the Subdivision Authority or Development Authority,
 - b) a refusal or failure by the Subdivision Authority or Development Authority to make a decision within the time allowed for a decision established in the Act, or
 - c) a stop work order issued by the Development Authority.
2. The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.
3. A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
4. The Board may adjourn to a specific time and date upon its own volition to continue to receive interventions and presentations or to request technical information, legal opinions or other information desired by the Board.
5. Upon conclusion of a hearing, the Board shall deliberate and reach its decision in private.
6. The Chairperson shall be responsible for the conduct of a meeting and may limit a submission if it is determined to be repetitious or inappropriate in any manner.
7. If a Member has a pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall:
 - a) disclose the general nature of the pecuniary interest or likelihood of bias to the Board prior to the Board's consideration of the matter.
 - b) abstain from discussion and disposition on the matter.
 - c) leave the room in which the meeting or hearing is taking place until discussion and disposition of the matter is completed.
8. The abstention of the member and the disclosure of the members interest or bias shall be recorded in the minutes.
9. The Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.
10. A decision of the Board is not final until notification of the decision is given in writing.
11. Notwithstanding any other provision in this Bylaw, an order, decision or approval made, given or issued by the Board may only be signed by the Chairperson.



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

12. If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board on appeal, the Chairperson of the Board is authorized to endorse the subdivision instrument.

Bylaw No. 770/04 is hereby rescinded.

READ a First Time in Council this _____ day of _____ 2016.

READ a Second Time in Council this _____ day of _____ 2016.

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this _____ day of _____, 2016.

Mayor Rick Pankiw

Chief Administrative Officer
Lori Hillis

Council Agenda Item	6.3
Council Meeting Date	September 12, 2016
Subject	Bylaw 924/16 Council Procedural Bylaw
For Public Agenda	Public Information
Background	Administration has started the process of reviewing Policies and Bylaws. The Town of Rimby Council Procedural Bylaw establishes the procedure and conduct of Council.
Discussion	This is a complete rewrite of the Town of Rimby Council Procedural Bylaw. Bylaws from neighbouring communities were reviewed and portions amalgamated into our bylaw. This is a far more comprehensive bylaw covering many areas the previous procedural bylaw did not take into consideration.
Relevant Policy/Legislation	MGA 63(1) Bylaw 907/15 Bylaw to Amend Bylaws
Options/Consequences	<ol style="list-style-type: none"> 1. Council may accept the rewritten bylaw as information. 2. Council may accept the rewritten bylaw as drafted and give all readings. 3. Council may give first reading to Bylaw 924/16 and make any changes they see fit to Bylaw 924/16 Council Procedural Bylaw and have it brought back to an upcoming Council Meeting for ratification with the changes.
Financial Implications	Not applicable.
Attachments	Bylaw 924/16 Council Procedural Bylaw
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council give first reading to Bylaw 924/16 Council Procedural Bylaw. 2. Administration recommends Council to give second reading to Bylaw 924/16 Council Procedural Bylaw. 3. Administration recommends Council unanimously consider to give third and final reading of Bylaw 924/16 Council Procedural Bylaw. 4. Administration recommends Council give third and final reading of Bylaw 924/16 Council Procedural Bylaw.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 7/16

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 7/16

Date

The Town of Rimbey Council Procedural Bylaw

Bylaw 924/16

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

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

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

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

PART I BYLAW TITLE

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

PART II - DEFINITIONS

In this bylaw, unless the context otherwise requires:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Member” shall mean a member of Council.

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

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

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

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

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

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

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

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

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

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

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

“Town” means the Town of Rimbey.

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

PART III - GENERAL

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

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PART IV - INAUGURAL MEETING

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

PART V- ORGANIZATIONAL MEETING

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

PART VI – REGULAR MEETINGS OF COUNCIL

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

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PART VII - IN CAMERA MEETINGS

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

PART VIII - SPECIAL COUNCIL MEETINGS

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

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PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

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

PART X - NOTICE OF MEETINGS

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

PART XI - QUORUM

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

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

PART XII - COUNCIL AGENDA

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

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

PART XIII - REQUEST FOR DECISION

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

PART XIV - MEMBER DEBATING

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

PART XV - MOTIONS

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

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

Which order shall be the order of precedence.

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

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

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

21. Rescinding Motions:

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

PART XXVI - VOTING

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

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

PART XVII - THE VOTE

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

PART XVIII - MAYOR

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

PART XIX - APPEAL RULING

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

PART XX - DELEGATIONS

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

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- limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
3. The Delegation portion of the Council meeting shall provide:
 - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package
 - b. An opportunity for members of the public to ask questions or make brief presentations to Council on matters of public interest or concern.
 4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six month period.
 5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
 6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
 - a. be printed, typewritten or legibly written;
 - b. clearly set out the matter at issue and the request made of Council in respect thereof;
 - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
 7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes, unless the majority of council members present agree to extend the time.
 8. All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.
 9. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or any other public consultation/communication process.

PART XXI – OPEN FORUM

1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal

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

PART XXII - MINUTES

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

PART XXIII - ADJOURNMENT

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

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PART XXIV - BOARDS AND COMMITTEES

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

PART XXV - PROHIBITIONS

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

PART XXVI - ADMINISTRATIVE INQUIRY

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

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

PART XXVII - QUESTION OF PRIVILEGE

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

PART XXVIII - POINTS OF ORDER

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

PART XXIX - PUBLIC HEARINGS

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

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

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

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

PART XXX - BYLAWS

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

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

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

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

The Town of Rimbey Council Procedural Bylaw

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

Part XXXII - Statutory Rules of Conduct

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

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

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

PART XXXIII - CONDUCT OF COUNCIL IN COUNCIL CHAMBERS

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

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

PART XXXIV - CONDUCT OF MEMBERS OF COUNCIL OUT OF CHAMBERS

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

PART XXXV - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS

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

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

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

1. The Mayor or designated appointee shall be the official spokesperson to the media. No Councillor shall represent the Town to the media without consent from the Mayor or his designate.
2. The Mayor or designated appointee shall not speak for the Council or the Town unless a demonstrable understanding that a consensus exists among the majority of Council
3. Member of Council using social media sites must ensure postings do not speak on behalf of Council.
4. Member of Council who establish social media sites outside of the Town shall post a disclaimer as follows: "The postings on this site are my own and don't necessarily represent the Town's position or opinions"
5. Members of council may present facts and information about Council that are in the public domain – e.g. motions of Council, facts and recommendations in reports to Council. Opinions or positions must be clearly identified as those of the Councillor posting the comments.

PART XXXVII - WORKPLACE RESPECT

1. Members of Council and staff are equally entitled to dignity and respect in the performance of their duties. As with any workplace, discrimination, harassment, breach of procedures and or misconduct is detrimental to the Town. Any infractions involving a council member will be fully investigated by the Chief Administrative Officer in consultation with the Mayor or Deputy Mayor.
2. All matters related to such investigation shall be treated in the strictest confidence.
3. The Chief Administrative Officer shall make recommendations to the Mayor or Deputy Mayor following such an investigation.

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4. Council will determine if it is appropriate to issue a written warning, impose sanctions or pursue disqualification against any Council member who displayed harassing, discriminatory behavior, breach of procedures or misconduct. Any actions they deem appropriate will be communicated to the Council member in writing.

PART XXXVIII - CONFIDENTIALITY

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

PART XXXIX - REPEAL

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

PART XL - EFFECTIVE DATE

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

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

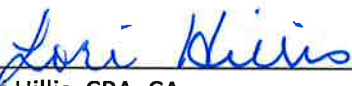



READ a second time this _____ day of _____, 2016.

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

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

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
LORI HILLIS

Council Agenda Item	7.1
Council Meeting Date	September 12, 2016
Subject	Budget Meeting Dates
For Public Agenda	Public Information
Background	<p>The budget is a public document and must be debated in public.</p> <p>As per the MGA 242, Council must adopt an operating budget for each calendar year. Budget deliberations generally require two meetings.</p>
Discussion	<p>Administration would like Council to consider public budget meetings to be held in Council Chambers on Saturday, November 19th and Saturday, November 26th, 2016. The meeting dates and times will be advertised in the local newspaper and on the Town of Rimbey website.</p> <p>Saturdays are easier to provide Council with the opportunity of attending so as not to conflict with work. Budget binders will once again be prepared and administration is targeting the 10th of November to deliver these to Council.</p>
Relevant Policy/Legislation	MGA 242
Options/Consequences	N/A
Financial Implications	N/A
Attachments	MGA 242
Recommendation	Administration recommends the Mayor call a Special Council Meeting for November 19, 2016 and November 26, 2016 for 2017 budget deliberations.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"> _____ Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"> _____ Date</p>

- (i) is used in the production or supply of goods and services or is used for a municipal purpose,
 - (ii) has a useful life extending beyond 12 months and is intended to be used on a continuing basis, and
 - (iii) is not intended for sale in the ordinary course of operations;
- (d) “controlled corporation” means a corporation controlled by a municipality;
- (e) “debt limit” means the debt limit for a municipality determined in accordance with the regulations under section 271;
- (f) “non-profit organization” means
- (i) a society, credit union or co-operative established under a law of Canada or Alberta,
 - (ii) a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding-up, or
 - (iii) any other entity established under a law of Canada or Alberta for a purpose other than to make a profit.

RSA 2000 cM-26 s241;2015 c8 s33

Budgets

Adoption of operating budget

242(1) Each council must adopt an operating budget for each calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year.


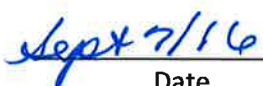
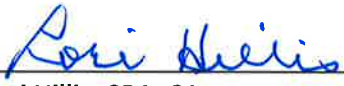

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

1994 cM-26.1 s242

Contents of operating budget

243(1) An operating budget must include the estimated amount of each of the following expenditures and transfers:

- (a) the amount needed to provide for the council’s policies and programs;

Council Agenda Item	7.2
Council Meeting Date	September 12, 2016
Subject	Tagish Engineering Project Status Update to August 23 and September 7, 2016
For Public Agenda	Public Information
Background	Tagish Engineering is supplying their status report.
Discussion	Tagish Engineering is the Town of Rimbey's Engineering firm. As such they are required to provide status updates as well as meeting with Administration.
Relevant Policy/Legislation	Not applicable.
Options/Consequences	Not applicable.
Financial Implications	None at this time.
Attachments	Tagish Engineering Project Status Update to August 23 and September 7, 2016.
Recommendation	To accept the Tagish Engineering Project Status Updates to August 23 and September 7, 2016 , as information.
Prepared By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>
Endorsed By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>



PROJECT STATUS UPDATES

August 23, 2016

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.16 RB00 - General Engineering 2016		
	Matichuk, Gerald	Project Description: This project is for small general requests for the Town.
July 25, 2016	Matichuk, Gerald	Public Works Foreman and Tagish staff meet to discuss the storm water management concerns in the southwest section of Town. Tagish Engineering will prepare a letter outlining the Town options on managing the storm water.
August 8, 2016	Matichuk, Gerald	Tagish staff are reviewing survey data and existing engineering plans to provide Town with options on storm water management in the south west portion of Town.
August 22, 2016	Matichuk, Gerald	August 17, met with Town staff to discuss 3-year Capital Budget planning.
Project: RBYM00106.00 RB106 -NE Lagoon General Engineering		
	Matichuk, Gerald	Project Description: This project is related to all work involving the NE Lagoon repairs and drainage.
July 25, 2016	Matichuk, Gerald	No change, waiting for AMEC Foster Wheeler report on routine testing at the Northwest and South lagoons.
August 8, 2016	Matichuk, Gerald	AMEC Foster Wheeler is completing the annual report on ground water testing on Northeast and South lagoons.
August 22, 2016	Matichuk, Gerald	No Change.
Project: RBYM00125.00 RB125 - Main Reservoir Upgrade		
July 25, 2016	Matichuk, Gerald	No Change.
August 8, 2016	Matichuk, Gerald	Waiting for AMEC Foster Wheeler to complete the annual report to ensure current water treatment procedure complies with Alberta Environment Standards. To be completed by Mid August.
August 22, 2016	Matichuk, Gerald	Waiting for AMEC to complete report on ground water testing.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
	Matichuk, Gerald	Project Description: Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well.
July 25, 2016	Matichuk, Gerald	Access Land Services is working with TAQA to obtain information on current boundary's on the Carey Anderson subdivision and vacant property adjacent to Twp. Rd 430.
August 8, 2016	Matichuk, Gerald	Waiting for AMEC ground water report to be completed prior to selection of drilling sites for new water wells. Report Should be done by Mid August
August 22, 2016	Matichuk, Gerald	No Change.
Project: RBYM00128.00 RB128 - 2016 Street Improvements		
	Matichuk, Gerald	Project Description: Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.
		<ul style="list-style-type: none"> • 50 Street asphalt overlay from 52 Ave to 56 Ave • 49 Street asphalt overlay from 52 Ave to 54 Ave • 49 Street repair and overlay from 49 Ave to 50 Ave • Concrete replacement at various locations

- July 25, 2016 [Matichuk, Gerald](#) J. Branco & Sons Concrete Services is working on removal and replacement on concrete on 50 St. from 52 Av to 56 Av. The contractor has been held up due to frequent rain showers. AMEC has reported that the concrete test samples are achieving the required test strength.
- August 8, 2016 [Matichuk, Gerald](#) J. Branco & Sons Concrete Services have completed the concrete removal and replacement on 50 St from 52 Av to 56 Av, and are working on 49 St. from 52 Av to 54 Av. The Contractor has installed a swale on 46 Av at 51 Av and sections of defective concrete. Border Paving is grinding asphalt at construction locations required to open streets with newly constructed swales, and have removed and repaired road base on 49 Av from 49 Ave to 50 Av.
- August 22, 2016 [Matichuk, Gerald](#) **J. Branco and Sons Concrete Services have completed the concrete repairs and Border Paving has completed the asphalt milling/planning. Border Paving is scheduled to apply the asphalt tack coat and start paving the week of August 22, 2016.**

Project: RBYM00129.00 RB129 - Land Use Bylaw Update

- July 23, 2016 [Solberg, Lloyd](#) Bylaw map has been revised and sent to Liz for her review. The open house for land use bylaw is on July 25th.
- August 22, 2016 [Solberg, Lloyd](#) Project is considered complete unless otherwise indicated by the Town.

Project: RBYM00131.00 RB131 - SW Stormwater Management Plan

- August 22, 2016 [Solberg, Lloyd](#) **Tagish has prepared a cost estimate proposal for the SW Stormwater Management Plan as well as an estimate for the design and construction of a SW stormwater pond. The proposal will be dropped off at the Town on August 22nd for their review.**



PROJECT STATUS UPDATES

September 7, 2016

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.16 RB00 - General Engineering 2016		
August 8, 2016	Matichuk, Gerald	Project Description: This project is for small general requests for the Town. Tagish staff are reviewing survey data and existing engineering plans to provide Town with options on storm water management in the south west portion of Town.
August 22, 2016	Matichuk, Gerald	August 17, met with Town staff to discuss 3-year Capital Budget planning.
September 6, 2016	Matichuk, Gerald	September 1, Tagish met with CAO and Director of Publicworks to discuss 3-year Capital Budget planning. Tagish will prepare a draft budget and submit for the review by September 30, 2016.
Project: RBYM00106.00 RB106 -NE Lagoon General Engineering		
August 8, 2016	Matichuk, Gerald	Project Description: This project is related to all work involving the NE Lagoon repairs and drainage. AMEC Foster Wheeler is completing the annual report on ground water testing on Northeast and South lagoons.
August 22, 2016	Matichuk, Gerald	No Change.
September 6, 2016	Matichuk, Gerald	AMECFW to have report submitted next week.
Project: RBYM00125.00 RB125 - Main Reservoir Upgrade		
August 8, 2016	Matichuk, Gerald	Waiting for AMEC Foster Wheeler to complete the annual report to ensure current water treatment procedure complies with Alberta Environment Standards. To be completed by Mid August.
August 22, 2016	Matichuk, Gerald	Waiting for AMEC to complete report on ground water testing.
September 6, 2016	Matichuk, Gerald	No Change.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
		Project Description: Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well.
August 8, 2016	Matichuk, Gerald	Waiting for AMEC ground water report to be completed prior to selection of drilling sites for new water wells. Report Should be done by Mid August
August 22, 2016	Matichuk, Gerald	No Change.
September 6, 2016	Matichuk, Gerald	On going discussion with Omni-McCann on drilling new at Well # 11 to only the lower water bearing zone. Omni-McCann will be providing a response on the potential on using the Ponoka County well at the race track.
Project: RBYM00128.00 RB128 - 2016 Street Improvements		
		Project Description: Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.
		<ul style="list-style-type: none"> • 50 Street asphalt overlay from 52 Ave to 56 Ave • 49 Street asphalt overlay from 52 Ave to 54 Ave • 49 Street repair and overlay from 49 Ave to 50 Ave • Concrete replacement at various locations
August 8, 2016	Matichuk, Gerald	J. Branco & Sons Concrete Services have completed the concrete removal and replacement on 50 St from 52 Av to 56 Av, and are working on 49 St. from 52 Av to 54 Av. The Contractor has installed a swale on 46 Av at 51 Av and sections of

defective concrete. Border Paving is grinding asphalt at construction locations required to open streets with newly constructed swales, and have removed and repaired road base on 49 Av from 49 Ave to 50 Av.

August 22, 2016 Matichuk, Gerald

J. Branco and Sons Concrete Services have completed the concrete repairs and Border Paving has completed the asphalt milling/planning. Border Paving is scheduled to apply the asphalt tack coat and start paving the week of August 22, 2016.

September 6, 2016 Matichuk, Gerald

Border Paving has completed the asphalt overlays on all streets and will be completing the patch paving during the week of September 5, 2016. Progress Payment # 3 was submitted to the Town for payment.

Project: RBYM00129.00 RB129 - Land Use Bylaw Update

August 22, 2016 Solberg, Lloyd

Project is considered complete unless otherwise indicated by the Town.

Project: RBYM00131.00 RB131 - SW Stormwater Management Plan


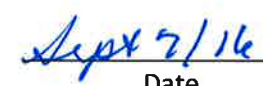

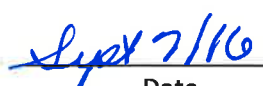
August 22, 2016 Solberg, Lloyd

Tagish has prepared a cost estimate proposal for the SW Stormwater Management Plan as well as an estimate for the design and construction of a SW stormwater pond. The proposal will be dropped off at the Town on August 22nd for their review.

September 2, 2016 Solberg, Lloyd

Tagish met with the Town on September 1st and discussed the stormwater management plan. Project is on hold until the Town decides if they want to go ahead or not.

Council Agenda Item	7.3
Council Meeting Date	September 12, 2016
Subject	Cemetery Trees
For Public Agenda	Public Information
Background	In our budget deliberations it was passed that we would be doing cemetery upgrades in the 2016 year. This included garbage receptacles, park benches and removal and replacement of trees.
Discussion	<p>In July of 2015 Ben Jones from Bushwhacker Tree Services was hired to remove some trees that had blown down. At that time he discovered that several of the trees on the center and south side of the cemetery should be removed because they had been topped previously and the new branches were now ready to break at the center.</p> <p>In July of 2016 we hired Bushwhacker Tree Services to remove the damaged trees. At this time he noted that there were 3 or 4 more damaged trees on the south west corner of the cemetery. They were removed. As there were only 3 trees left on the south side of the cemetery they were also removed for aesthetic purposes.</p> <p>The limbs of the trees were chipped by Bushwhacker Tree Service. The wood chips are now at the Recycle Center for the residents to use in their yards. Town staff is grinding the stumps. The logs from the trees were taken by Ray and Melvin Durand.</p> <p>Further plans for the cemetery upgrades include 1 more park bench and garbage receptacle in each cemetery. These should be delivered in the next week or two.</p> <p>We have been looking at replacement trees in conjunction with a local contractor and a representative of the Cemetery Board. Ornamental Ash has been suggested as a possibility. We are looking for Council decision on what type of tree is to be planted.</p> <p>Damaged shrubs are also going to be removed and we are looking for Council's decision on whether to replace these shrubs or not. If the shrubs are to be replaced a decision on what kind of shrub to plant will need to be made.</p> <p>The fence has been ordered and is expected to be here next week. The gate is scheduled to be installed this week.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	Cemetery Bylaw 818/07

Recommendation	Administration recommends Council decide what type of trees and shrubs to plant in the cemetery.
Prepared By:	<p data-bbox="459 304 1521 462"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p data-bbox="1185 325 1521 430"> _____ Date</p>
Endorsed By:	<p data-bbox="459 493 1521 672"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p data-bbox="1185 535 1521 640"> _____ Date</p>

BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES.

WHEREAS

The Town of Rimbey is the owner and operator of both West Haven Cemetery and Mount Auburn Cemetery;

NOW THEREFORE

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

SECTION 1 – Definitions

In this bylaw, unless the context otherwise requires:

- (a) “Artificial Ornaments” means any cut flowers, silk flowers or wreaths.
- (b) “Burial” means the interment of human remains or cremated human remains in a grave.
- (c) “Caretaker” means the employees actually working at the cemetery under the instruction and supervision of the Town Manager.
- (d) “Cement Liner” means a concrete burial receptacle placed in the plot into which the casket is lowered. The liner is designed to support the weight of the earth and standard cemetery maintenance equipment to prevent the grave from collapsing.
- (e) “Cemetery” means land that is set apart or used as a place for the burial of dead human remains or cremated human remains.
- (f) “Cemetery Board” means the Cemetery Board appointed by the Rimbey Town Council, and shall include any person authorized or appointed to carry out its duties, including town staff.
- (g) “Flowering Ornamental” means any perennial, annual and biannual flowering plant.
- (h) “Grave” means a lot or niche used as a place of burial.
- (i) “Lot” means a lot as shown on a plan of subdivision on record in the Town Office.
- (j) “Monument” means any structure in a cemetery erected or constructed on a grave or lot for memorial purposes.
- (k) “Niche” means a compartment as shown on a Columbarium Map on record in the Town Office for the storage of cremated remains.
- (l) “Town” means the Town of Rimbey.
- (m) “Woody Ornamental” means any trees, shrubs, creepers and climbers.

SECTION 2 – Duties, Rights and Powers

- (1) All the powers to the Cemetery Board by this bylaw shall be subject to the supervision and control of the Town Council.

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BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES.

- (2) The Cemetery Board shall have charge of the the cemeteries and shall exercise control over all persons employed therein.
- (3) It shall be the duty of the Cemetery Board to have lots available for the burial of human remains at all times.
- (4) The Town shall have the authority to order that the graves in any particular section of the cemetery shall be laid in any direction the Town may consider suitable.
- (5) The Town shall have the authority to have removed any weeds or grass, funeral designs, or floral pieces which may become wilted or any other article or thing which is in their opinion unsightly.
- (6) If, in the opinion of the Town, any woody ornamentals situated on or about the cemeteries shall become by means of their roots or branches or in any other way detrimental to adjacent lots, walks or driveways, prejudicial to the general appearance to the grounds or dangerous or inconvenient to the public, the Town shall have the right to remove such woody ornamentals or any parts thereof.
- (7) The Town shall have the right to remove fences, borders, railings, walls, hedges, copings and other enclosures now in existence as they may deem advisable after sufficient notice of their intention to do so has been published in a newspaper circulated in the Town, if the relatives are unknown.
- (8) (a) No persons shall disturb the quiet or good order of the cemetery by improper noise, improper conduct or otherwise.

(b) A member of the Royal Canadian Mounted Police or the Cemetery Board or other person from time to time in charge of the cemeteries may evict therefrom using such force as is reasonably necessary, or deny entrance, to any person who contravenes paragraph (a) hereof.
- (9) Whenever the owner of a lot neglects to make the required repairs or alterations to a lot within 30 days after receiving written notice from the Town to do so, the Town shall have the power to repair such lot and charge the cost thereof to the owner which may be recovered as a debt from the owner to the Town.

SECTION 3 – Lots & Niches

- (1) The plans of subdivision of the lands made available for burial purposes & the Columbarium Map now on record in the Rimbey Town Office, together with all subsequent plans of subdivision of such lands approved by the Town, shall be the plans of the cemetery herein referred to and all interments shall be made and records kept by the Rimbey Town Office in accordance with such plans. Copies of all such plans shall be made available for inspection free of charge at the Rimbey Town Office during normal office hours.
- (2) The Town Office shall administer all sales of lots & niches and interments in the cemetery.

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BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES.

- (3) The Town Office shall make all sales and receive all monies therefrom for all interments made in the cemeteries.
- (4) (a) Lots & niches in the cemetery shall be sold by the Town upon the purchaser paying the amounts set forth in Schedule "A" of this bylaw.

(b) Schedule "A" may be changed from time to time by an amending bylaw of Rimbey Town Council

(c) The funds received by the Town for perpetual care will be invested by the Town and the interest therefrom shall be used to offset the maintenance of the Town of Rimbey's cemeteries.
- (5) Posts to mark the limits of the lots shall be permitted, provided that they are placed within the limits of the lots and are level with and not projecting above the ground.

SECTION 4 – Burials

- (1) No burial shall be permitted in the cemetery unless a proper burial permit is produced by the party applying for the burial. No interment shall be permitted until the Town is provided with the following particulars:

-Name of deceased.
-Name of Funeral Home or person responsible for the burial.
-Date and time of burial.
-Name and address of person to be billed for cemetery lot or niche and perpetual care fees.
- (2) The owner of a lot or niche, or the person instructing the Town to open a grave shall give complete and precise instructions regarding the location of the grave, and the Town shall not be responsible for any errors resulting from the lack of proper instructions.
- (3) The use of cement liners are mandatory.
- (4) (a) Graves shall be dug and interments made only by persons under the supervision and direction of the Town. The Cemetery Board may restrict any grave openings during the winter months, having consideration for weather and ground conditions. The deceased person/persons shall be placed in the burial vault located in Mount Auburn Cemetery, at no charge, for such a period of time as is considered necessary by the Cemetery Board.

(b) No person or persons not under the control or supervision, in person or verbally, of the Town shall open any grave for the purpose of interring or disinterring a body. A proper permit must be provided by the party applying for interment or disinterment.
- (5) No grave for the burial of a deceased person shall be less than 1 meter in depth from the surface of the ground surrounding the grave, from the top of the outermost receptacle.
- (6) No grave for the burial of a stillborn child shall be less than fifty (50) centimeters in depth from the surface of the ground surrounding the grave, from the top of the outermost receptacle. /4

AD

BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES.

- (7) No grave for the burial of cremated remains shall be less than fifty (50) centimeters in depth from the surface of the ground surrounding the grave.
- (8) The burial of cremated remains shall be in such portion or portions of the cemetery as may from time to time be designated by the Cemetery Board.
- (9) In no case shall the cremated remains of more than four persons be interred in a full size lot and in no case shall the cremated remains of more than two persons be interred in a cremation lot or niche.
- (10) The body of an adult person shall not be interred in the same grave in which a body has previously been interred unless the first body has been buried at a depth of at least 250 centimeters from the surface of the ground to the bottom of the grave. The first interment must use a cement liner. In no case shall the bodies of more than two adult persons be interred in the same grave.
- (11) When more than one body is interred in the same grave, the last interment shall be at a depth of at least one (1) meter from the surface of the ground to the top of the outermost receptacle.
- (12) No second interment shall be permitted in any lot in the cemetery on which there are unpaid charges due and payable to the Town.
- (13) All work in the immediate vicinity of a grave shall be discontinued during the burial service.
- (14) All burials within the limits of the cemetery shall be under the supervision and control of the Town, as outlined by this Bylaw.
- (15) Notwithstanding the foregoing, cremated human remains may be scattered on the surface of common ground at no charge. In order that concise records may be kept, applicants for this service must first contact the Town Office and supply the Town with a copy of the Certificate of Cremation along with the information required in Section 4(1) of this bylaw.
- (16) For the purpose of the preceding clause, "Common Ground" shall mean that portion of the cemeteries described in the cemetery plan.

SECTION 5 – Monument

- (1) All persons employed in the construction and erection of monuments or doing other work in the cemeteries whether employed by the Town or not shall be subject to the direction and control, directly or verbally, of the Town.
- (2) No monument shall be erected in the cemeteries until the design, description, and materials have been approved by the Town, a permit for the erection of such monument has been issued and the proscribed fee for such permit as provided for in Schedule "A" of this Bylaw has been paid. Monuments which are placed without a permit will be removed.



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BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES.

- (3) All monuments placed on Columbarium Niches shall be a standard 10x7 bronze wreath with bud vases.
- (4) Except in the Mount Auburn Cemetery, all monuments shall be placed on the foundation provided by the Town and shall be confined within the boundaries of the respective lots, and all monuments shall not exceed 40.5 centimeters above the foundation, or not be within 5 centimeters of the edge of the foundation, provided by the Town.
- (5) No monument shall be erected on Saturdays, Sundays, or holidays unless permission in writing has been granted by the Cemetery Board.
- (6) Except in the Mount Auburn Cemetery, all persons erecting monuments shall ensure to the satisfaction of the Town that such monuments are firmly secured to the foundation.
- (7) All persons erecting monuments shall ensure that the surrounding areas are left in the same conditions found.
- (8) No work shall be done upon any monument, nor shall any monument be removed from any grave or lot without the permission of the Town.
- (9) Concrete or stone slab covers over graves are prohibited.
- (10) The Town shall not be liable for damages resulting from theft, vandalism or damage whatsoever caused to monuments erected upon a plot.
- (11) The Cemetery Board reserves the right to remove any monument at the owner's cost, with written notice.
- (12) Whenever the owner of a lot neglects to make the required repairs or alterations to a monument within 30 days after receiving written notice from the Town to do so, the Town shall have the power to repair such monuments and charge the cost thereof to the owner which may be recovered as a debt from the owner to the Town.
- (13) Notwithstanding subsections 1-10, no upright marker shall be permitted in the West Haven Cemetery.

SECTION 6 – Visitors

- (1) No person shall enter or remain in the cemeteries between the hours of 10:00 p.m. of any day and 6:00 a.m. of the following day.

SECTION 7 – Vehicles in the Cemeteries

- (1) No person shall drive any vehicle through any cemetery at a greater rate of speed than 15 k/h.
- (2) The Cemetery Board may prohibit the driving of vehicles in any part of the cemeteries.
- (3) The Cemetery Board may prohibit the driving of any vehicle in the cemeteries when the roads are in an unfit condition.6

BB

BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF THE RIMBEY CEMETERIES.

- (4) Unless authorized by the Cemetery Board, no bicycle, motorcycle or horse shall be allowed in the cemeteries except when it is part of a funeral procession.
- (5) The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the cemeteries.

SECTION 8 – General Provisions

- (1) Unless permission has been obtained from the Town, no person shall remove, destroy, prune or otherwise interfere with any woody or flowering ornaments in the cemeteries. Any woody ornamentals planted within the boundaries of the cemeteries must be done so under the authorization and/or supervision of the Town.
- (2) Fences, railings, walls, copings, hedges, in or around the lots are prohibited.
- (3) Artificial ornaments are allowed in a continuous basis unless they become unsightly as noted in Section 2(5)
- (4) No person shall destroy, damage, deface, or write upon any monument, tablet or other structure or object in the cemeteries.
- (5) No person shall deposit any paper, sticks, or refuse of any kind on any portion of the lands within the boundaries of the cemeteries except in receptacles provided for that purpose.
- (6) No person shall remove the sod in graves or from any portion of any lot in the cemeteries without first obtaining the written consent of the Cemetery Board.
- (7) All grading, seeding of grass, and sodding work shall be done under the direction of the Town.
- (8) No person, other than an employee of the Town, or the owner of a lot or his agent shall be permitted to care for any lot in any cemetery.
- (9) Benches of a style approved by the Cemetery Board may be permitted in the cemeteries under such conditions as the Cemetery Board may order.
- (10) The top of lots or graves shall be kept level with the surrounding ground.
- (11) No animal shall be allowed in any cemetery unless such animal is on a leash and accompanied by an adult person.
- (12) The Town shall operate the cemeteries in accordance with the Cemeteries Act of Alberta, and other provincial and federal legislation and regulations.
- (13) Flowers are restricted to the bud vases on all niches.



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BYLAW NO. 818/07

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE
OF ALBERTA, TO PROVIDE FOR THE CONTROL AND
REGULATIONS OF THE RIMBEY CEMETERIES.

SECTION 9 – Penalty

- (1) Any person who commits a breach of any of the provisions of this bylaw shall on conviction for such breach, be liable to a penalty not exceeding five hundred (\$500.00) dollars, or not less than twenty-five (\$25.00) dollars, exclusive of costs, or in the case of non-payment if the fine and cost imposed to imprisonment for any period not exceeding sixty (60) days.

All previous bylaws pertaining to cemeteries in Rimbey are hereby rescinded.

This Bylaw shall come into effect on the date of final passage thereof.

Read a First Time in Council this 13 day of November, 2007

Read a Second Time in Council this 13 day of November, 2007

UNANIMOUSLY AGREED to Present Bylaw 818/07 for Third and Final Reading.

Read a Third Time and Finally Passed this 13 day of November, 2007


MAYOR


TOWN MANAGER

SCHEDULE "A" OF BYLAW #818/07

PLOT SALES

\$350.00 for each plot; payable when the plot is reserved. This fee applies to all plots regardless of the residency of the applicant, except as noted below.

\$1700.00 for each niche, payable when the niche is reserved. This fee includes 2 open & closes, perpetual care & memorial plaque with a maximum of 2 engravings.

Children's plots may be sold at one-half of the above price if only a half plot is requested.

\$175.00 for each cremation plot.

50% (fifty percent) of the conventional plot sale charge for Legion members (not including spouses) reserving plots in the Legion section of West Haven Cemetery, in accordance with Section 13(3) of the Cemeteries Act, R.S.A. 1980.

OPENING AND CLOSING

\$320.00 for each opening and closing in summer, excluding cremation

\$400.00 for each opening and closing in winter, excluding cremation.

\$365.00 for each double depth opening and closing in summer.

\$465.00 for each double depth opening and closing in winter.

\$100.00 for opening and closing of a cremation plot in summer.

\$160.00 for opening and closing of a cremation plot in winter.

\$50.00 for additional opening and closing of a niche.

\$250.00 additional charge for any opening and closing required on a statutory holiday or weekend.

\$150.00 additional charge for the opening and closing of a niche required on a statutory holiday or weekend.

\$1000.00 for a disinterment of human remains not cremated.

PERPETUAL CARE

\$110.00 per plot in Mount Auburn and West Haven Cemeteries.




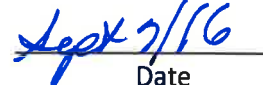
\$110.00 per plot for a cremation plot.


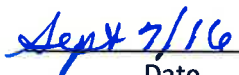


GST will be added to all the above charges.

MONUMENT PERMITS

\$25.00 per permit – no GST



Council Agenda Item	7.4
Council Meeting Date	September 12, 2016
Subject	Tree Trimming Update
For Public Agenda	Public Information
Background	<p>When a complaint is received from a resident or business regarding a tree on town property, Public Works looks at it to ensure it is not an immediate danger or risk to the public, and then it is added to a list for an arborist to look at to determine whether it needs to limbed, topped or removed.</p> <p>Public works follows the recommendation of the arborist.</p> <p>When a tree which needs trimming extends beyond a property line of a residence of business, public works always attempts to contact the homeowner prior to trimming.</p>
Discussion	
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	
Recommendation	Administration recommends Council accept Tree Trimming Update, as information.
Prepared By:	<p> Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> Date</p>
Endorsed By:	<p> Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> Date</p>

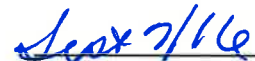
Council Agenda Item	7.5
Council Meeting Date	September 12, 2016
Subject	Arena Signs
For Public Agenda	Public Information
Background	<p>At the July 25, 2016 Regular council Meeting, Council passed:</p> <p><u>Motion 320/16</u></p> <p><i>Moved by Mayor Pankiw to rename the Rimbey Arena located within the Peter Lougheed Community Centre to the Vern Poffenroth Arena, with the name change to take place in October of 2016 at a ceremony held prior to commencement of the Midgets first league hockey game of the year, with the new name to be effective that evening.</i></p> <p style="text-align: right;">CARRIED</p>
Discussion	<p>The following approximate costs are as follows:</p> <p>Scratch'n the Surface: \$775.00 plus GST for a 20 x 24 sign for inside the arena along with 5 - 8 x 10's, one for each of the Poffenroth family members</p> <p>Behren Signs: \$6500.00 plus GST for sign for outside of the arena</p>
Relevant Policy/Legislation	N/A
Options/Consequences	
Financial Implications	
Attachments	
Recommendation	Administration recommends Council determine which signs they would like to purchase with the funds coming from Special Projects.
Prepared By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>
Endorsed By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>

Council Agenda Item	8.2
Council Meeting Date	September 12, 2016
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various community groups supply minutes of their board meetings to Council for their information.
Discussion	
Relevant Policy/Legislation	Not applicable
Options/Consequences	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Financial Implications	Not applicable
Attachments	8.2.1 Beatty Heritage House Society Minutes of August 2, 2016
Recommendation	Motion by Council to accept the Beatty Heritage House Society Minutes of August 2, 2016 as information.

Prepared By:




 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date

Meeting commenced at 7:45 PM.

In the absence of the Chairperson and the Vice- Chairperson: Moved by Fred, seconded by Annelise, that Murray chair the meeting. Carried.

In attendance: Murray Ormberg	Bronwen Jones
Florence Stemo	Fred Schutz
Annette Boorman	Annelise Wettstein

MINUTES of previous meeting (July 4, 2016) read by Florence. One omission noted.

Re: Decision to set the fee for use of the BH for a commercial event:

Moved by Florence, seconded by Bronwen, that the fee for the use of the Beatty House for a commercial event be set at \$150./day (Upper Level - \$100. Lower Level - \$50.). Carried.

Minutes adopted as corrected by Annelise, seconded by Annette. Carried.

CORRESPONDENCE: None.

TREASURER'S REPORT: No Report - Treasurer not in attendance.

OLD BUSINESS:

ALBERTA CULTURE DAYS: No word received re application for grant.

Alberta Culture Committee is two weeks behind schedule. Our plan is progressing.

SUMMER STAFF: Grounds are well-kept. Housecleaning (cupboards, shelves, closets) done. Number of visitors is down.

HEDGE: Trimmed on July 23 by BH members. 3 hours of work. On hand:

Jackie	Mike and Annette	Sheldon and Bronwen
Murray and Teri.	Ken and Florence.	Annelise

RODEO LUNCH: Food Inspector has advised that we submit an application in Feb./17 re the lunch we plan to serve on Parade Day/17.

PICNIC TABLES: Decision made to not buy new tables. We'll continue to borrow tables from Paskapoo Park. A possibility is to borrow tables from the Ag. Society.

NEW BUSINESS:

BUDGET FOR PRESERVATION MATERIALS: Moved by Florence, seconded by Bronwen, that we allot \$400. for materials to be used for preserving photos, documents, artifacts, etc. relating to the BH. Carried.

BIRCH TREES: We will act upon the advice of Beauchamp Colclough re the two birch trees, which have some sort of insect in them.

DEFINITION of term "COMMERCIAL EVENT" as it relates to Motion re fee for use of the BH: (see above): an event, function, trade show, etc. which involves marketing and/or sales.

NEXT MEETING: Tuesday, September 6, 2016. *changed to Thursday, September 1, 2016*

ADJOURNMENT: By Annette at 8:40 PM. *J.S.*

Minutes adopted September 1, 2016.

Florence Stemo