

TOWN OF RIMBEY
TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY JANUARY 23, 2017 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
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4.	Public Hearings	
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9.	Correspondence - None	
10.	Open Forum (Bylaw 894/14 – Council Procedural Bylaw #30 - The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.)	
11.	In- Camera	
	11.1 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, JANUARY 9, 2017 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
Director of Finance – Wanda Stoddart
Contract Development Officer – Liz Armitage
Recording Secretary – Kathy Blakely

Absent:
Director of Community Services – Cindy Bowie
Director of Public Works – Rick Schmidt
Municipal Intern - Michael Fitzsimmons

Public:
3 members of the public

2. Adoption of Agenda 2.1 January 9, 2017 Agenda
11.1 In-Camera Legal (deletion)

Motion 001/17

Moved by Councillor Godlonton to accept the Agenda for January 9, 2017 Regular Council Meeting, as amended.

CARRIED

3. Minutes 3.1. Minutes of Regular Council Meeting December 12, 2016

Motion 002/17

Moved by Councillor Jaycox on to accept the Minutes of the Regular Council Meeting of December 12, 2016, as presented.

CARRIED

4. Public Hearings 4.1 Bylaw 928/16 Amendment to Land Use Bylaw 917/16

Mayor Pankiw opened the Public Hearing for Bylaw 928/16 Amendment to the Land Use Bylaw at 7:02 pm.

Mayor Pankiw advised the gallery Bylaw 928/16 is a bylaw to amend section 12.7 of Bylaw 917/16 Town of Rimbey Land Use Bylaw.

Notice of this public hearing was placed in the December 6 and December 13, 2016 editions of the Rimbey Review and on the Town of Rimbey web site under important notices.

Upon submission of a development permit for a new Manufactured Home within Lindy's Trailer Park it was determined that the setbacks provided in Land Use Bylaw 917/16 do not meet the existing setbacks for the units within the Park.

Development Officer Armitage advised that during preparation of Land Use Bylaw 917/16, the Park owners were invited to a meeting to discuss this section specifically. They were also circulated and provided comments after First Reading. The setback restrictions were not flagged as an issue at that time.

Due to a recent Development Permit application for the placement of a new

trailer, Administration has been working with Lindy's Trailer Park to understand the setbacks that they require. The setbacks required are the same as the setbacks utilized by existing Manufactured Homes already on site.

Based on the discussion Administration recommends the following text amendments be made to Land Use Bylaw 917/16:

12.7 (5) Setbacks

- (a) The minimum yard requirements for manufactured homes shall be at least:
- (i) 3.5 m from a similar manufactured home unit.
 - (ii) 6.0 m from the rear lot line of the manufactured home park.
 - (iii) 2.4 m from any internal access road or common parking area.
 - (iv) 1.2 m from the front lot line of the manufactured home park.

To ensure continuity within the Manufactured Home Park and to enable the owners of the Park to be able to conduct business and provide residential homes to residents of Rimbey, Administration recommends the above noted amendments.

Council gave first reading to Bylaw 928/16 Bylaw Amend Land Use Bylaw 917/16 on November 28, 2016. Council set the Public Hearing date of January 9, 2017 and directed administration to circulate notice of Bylaw 928/16 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks (December 6 and December 13, 2016) prior to the Public Hearing.

2 members of the public joined the meeting at 7:05 pm.

Bylaw 928/16 was circulated to the agencies listed below:

Agency	Circulation Method	Comments Received	Notes
Adjacent Municipality	Email	None	N/A
Public School Board	Email	None	N/A
Alberta Transportation	Email	Yes - Email	No objections.
Alberta Environment	Fax	None	N/A
Alberta Sustainable Resource	Fax	None	N/A
Public Lands Management	Email	None	N/A
Alberta Energy Regulator	Email	Yes - Email	Automated reply, non-applicable.
David Thompson Health Ponoka	Fax	None	N/A
Alta Link Management (power)	Email	Yes - Email	Phone call was made by Elizabeth Armitage (13-Dec-2016).
ATCO Gas	Email	None	N/A
ATCO Pipelines	Email	Yes - Email	No objections.
CP Rail	Fax	None	N/A

No written submissions were received by residents.

Mayor Pankiw asked if any members of the Gallery wished to speak to the Public Hearing regarding Bylaw 928/16 Amendment to the Land Use Bylaw 917/16.

Mr. Ruben Giebelhaus requested clarification regarding why the Town was changing the text of the Bylaw. Development Officer Armitage explained the setback requirements of Lindy's Trailer Park.

Mayor Pankiw asked a second time if any members of the Gallery wished to speak to the Public Hearing regarding Bylaw 928/16 Amendment to the Land Use Bylaw 917/16.

There were no responses from the gallery.

Mayor Pankiw asked a third and final time if any members of the Gallery wished to speak to the Public Hearing regarding Bylaw 928/16 Amendment to the Land Use Bylaw 917/16.

There were no responses from the gallery.

Mayor Pankiw closed the Public Hearing for Bylaw 928/16 Amendment to Land Use Bylaw 917/16 at 7:09 pm.

5. Delegation

5.1 None

6. Bylaws

6.1 Bylaw 928/16 Amendment to Land Use Bylaw 917/16

Motion 003/17

Moved by Councillor Jaycox to give second reading to Bylaw 928/16 Amendment to Land Use Bylaw 917/16.

CARRIED

Motion 004/17

Moved by Councillor Godlonton to give third and final reading to Bylaw 928/16 Amendment to Land Use Bylaw 917/16.

CARRIED

6.2 Bylaw 929/17 Amendment to Land Use Bylaw 917/16

Motion 005/17

Moved by Mayor Pankiw to give first reading to Bylaw 929/17 Amendment to Land Use Bylaw 917/16.

CARRIED

Motion 006/17

Moved by Councillor Webb to advertise Bylaw 929/17 Amendment to Land Use Bylaw 917/16 for 2 consecutive weeks in the Rimbey Review.

CARRIED

Motion 007/17

Moved by Councillor Godlonton to set the Public Hearing for Bylaw 929/17 Amendment to Land Use Bylaw for February 13, 2017.

CARRIED

7. New and Unfinished Business

7.1 Rimbey Business Sector Sustainability Advisory Committee

Motion 008/17

Moved by Councillor Webb to table discussion regarding the Rimbey Business Sector Sustainability Advisory Committee to April 10, 2017 Regular Council Meeting.

CARRIED

7.2 Request to Remove Restrictive Covenant

Mayor Pankiw recessed the Council Meeting at 7:23 pm.

5 members of the public departed the meeting at 7:23 pm.

Mayor Pankiw reconvened the Council Meeting at 7:24 pm

Motion 009/17

Moved by Councillor Webb the Council meeting go in camera at 7:24 pm, pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Director of Finance Wanda Stoddart, Planning and Development Officer Liz Armitage and Recording Secretary Kathy Blakely to discuss a legal issue.

CARRIED

Motion 010/17

Moved by Councillor Godlonton the Council meeting reverts back to an open meeting at 8:10 pm.

CARRIED

Motion 011/17

Moved by Mayor Pankiw for Development Officer Liz Armitage to facilitate a meeting between the land owners of Lot 6, Block 1 and Plan 072 7008 and Lot 3, Block 1, Plan 042 4165.

CARRIED

7.3 Tagish Engineering Ltd Project Status Report to December 13, 2016Motion 012/17

Moved by Councillor Godlonton to accept the Tagish Engineering Ltd Project Status Report to December 13, 2016, as information.

CARRIED

7.4 Rimbey Coop SignsMotion 013/17

Moved by Councillor Webb to accept the report from Development Officer Liz Armitage regarding the Rimbey Signs, as information.

CARRIED

7.5 Policies to be AmendedMotion 014/17

Moved by Councillor Godlonton to amend Policy 1204 Contracts and Agreements, Policy 1704 Donation Tax Receipts, Policy 1705 Tax Arrears Notifications and Tax Sales Charges, Policy 1708 Financial Authority for the Purchase of Goods and Services, Policy 1803 Town of Rimbey Lapel Pins, and Policy 1804 Town Promotional Items, as presented.

CARRIED

7.6 Rimbey Early Child Development CoalitionMotion 015/17

Moved by Mayor Pankiw to have Administration obtain further information as to the date and times of the meetings of the Rimbey Early Child Development Coalition.

CARRIED

8. Reports

8.1 Department Reports - None8.2 Boards/Committee Reports

8.2.1 Beatty Heritage House Society Minutes of November 7, 2016

8.2.2 FCSS/RCHHS Board Meeting Minutes of November 18, 2016

8.2.3 Rimoka Housing Foundation Board Meeting Minutes of November 23, 2016

Motion 016/17

Moved by Councillor Jaycox to accept the Beatty Heritage House Society Minutes of November 7, 2016, FCSS/RCHHS Board Meeting Minutes of November 18, 2016 and the Rimoka Housing Foundation Board Meeting Minutes of November 23, 2016, as information.

CARRIED

9. Correspondence

9.1 Correspondence – None

10. Open Forum

10.1 Open Forum

One person spoke regarding the Council Meeting moving in camera with regards to the restrictive covenant and the road, and requested clarification of a restrictive covenant and a caveat.

Motion 017/17

Moved by Councillor Godlonton to extend the Regular Council Meeting beyond the 90 minutes as allocated for Council Meetings in Bylaw 924/16 Town of Rimbey Procedural Bylaw.

CARRIED

One person spoke regarding the location of future signs and the definition right of way.

One person spoke regarding garage sale signs.

One person spoke regarding the advertising of Council Meetings and Bylaws.

11. In Camera

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

12. Adjournment

Motion 018/17

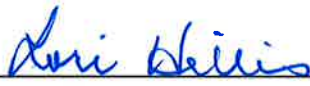
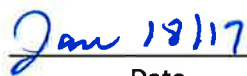

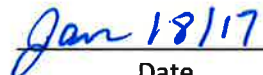
Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:47 pm.

 MAYOR RICK PANKIW

 CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	5.1
Council Meeting Date	January 23, 2017
Subject	Bayan Abou-Ghanim – Fitness Centre
For Public Agenda	Public Information
Background	Mr. Bayan Abou-Ghanim would like to address Council regarding the Fitness Centre to propose the possibility of leasing the fitness centre from the Town and running it privately.
Discussion	
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	Copy of email to Mayor Pankiw
Recommendation	Administration recommends Council accept the proposal from Mr. Bayan Abou-Ghanim regarding the Fitness Center, as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

rick pankiw

From: Rick Pankiw FOIP 176)
Sent: Tuesday, January 10, 2017 8:20 PM
To: rick pankiw
Subject: Fwd: Fitness Center

Sent from my Samsung device

----- Original message -----

From: Bayan FOIP 176)
Date: 2017-01-10 8:15 PM (GMT-07:00)
To: rpankiw@ FOIP 176)
Subject: Fitness Center

Good evening Rick,

This message is in regards to the upcoming Town Council meeting scheduled for January 23.

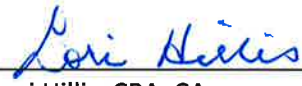
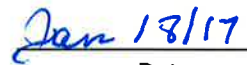


I was hoping that I could propose the possibility of leasing the fitness center from the town and running it as a private entity. In doing so, I will invest in new equipment to ensure that our facility is up to date. This would be extremely beneficial for the town and citizens of Rimbey.

The current facility is in need of an extensive upgrade, which the Town's budget is insufficient to fulfill. Furthermore, there is no opportunity whatsoever in opening a second facility because of the limited market size which is discouraging entrepreneurialism. If the town decides to go forward with this proposal they would be freed from the many operating expenses and in the mean time, will also generate income from the lease.

If you need more information or have any questions, please do not hesitate to contact me.

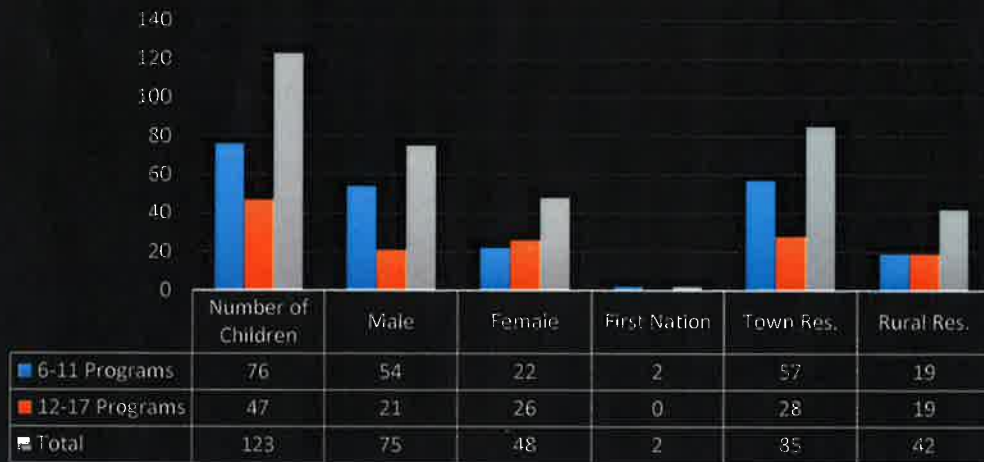
Best regards,

Bayan Abou-Ghanim

Council Agenda Item	5.2
Council Meeting Date	January 23, 2017
Subject	Rimbey Boys and Girls
For Public Agenda	Public Information
Background	Council has asked that the Rimbey Boys and Girls Club provide a report yearly to Council.
Discussion	Annette Peck of the Rimbey Boys and Girls Club will be attending Council to provide Council with their yearly update on the progress of the Club.
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	2016 Rimbey BGC Statistics Boys and Girls Club of Rimbey 2016 Programs Report
Recommendation	Administration recommends Council accept the report from Annette Peck of the Boys and Girls Club of Rimbey, as information.
Prepared By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	
Endorsed By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	

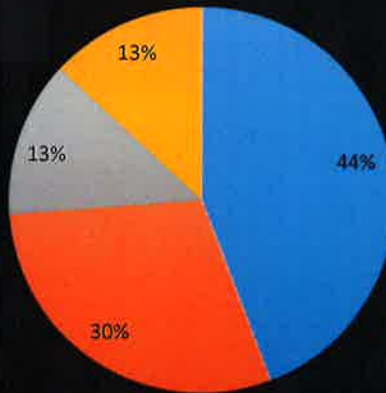
2016 Rimbey BGC Statistics

2016 Demographics

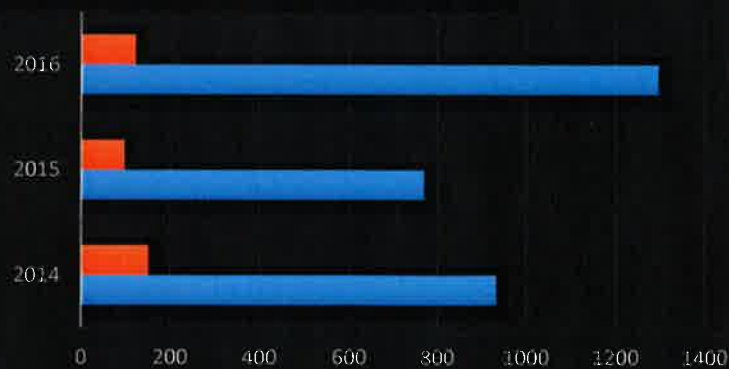


2016 Youth Visits By Program

■ After School Program
 ■ Mid Week Mash Up
 ■ Fantastic Fridays
 ■ Summer Program



Annual Youth Attendance



	2014	2015	2016
Total Number of Unique Youth	152	98	123
Total Program Attendance	934	771	1296

BOYS AND GIRLS CLUB OF RIMBEY
2016 PROGRAMS REPORT



Boys & Girls Clubs
of Wolf Creek

RIMBEY

WACKY WEDNESDAYS

THIS IS A TWO HOUR AFTER SCHOOL PROGRAM COMBINING ONE HOUR OF STRUCTURED PLAY, WITH ONE HOUR OF SPORTBALL IN THE MAIN AUDITORIUM. CERTIFIED LEADERS REINFORCE THE BENEFITS OF TEAMWORK AND PERSONAL GROWTH, AND ENABLE CHILDREN TO GAIN CONFIDENCE AND DEVELOP SOCIAL SKILLS. EACH CLASS CONSISTS OF INDIVIDUALIZED SKILL BUILDING WITH FUN GAMEPLAY FOR KIDS IN GRADES ONE TO SIX.



FUNTASTIC FRIDAYS

THIS IS A FULL DAY PROGRAM ON FRIDAYS WHEN THERE IS NO SCHOOL. WE PROVIDE NEW EXPERIENCES AND OPPORTUNITIES WHERE KIDS CAN BUILD POSITIVE RELATIONSHIPS, DEVELOP SELF-CONFIDENCE AND NEW SKILLS. ACTIVITIES INCLUDE TEAM GAMES INDOORS AND OUT, SELF-DIRECTED PLAY, EXPERIMENTS, IMAGINATIVE LEARNING AND CREATIVE PROJECTS FOR ELEMENTARY AGE CHILDREN. .

SUMMER FUN PROGRAM

THROUGHOUT THE SUMMER WE OFFER A FULL DAY PROGRAM EVERY TUESDAY AND THURSDAY FOR KIDS AGES 5 TO 12. OUR EXPERIENCED STAFF PLAN A DIFFERENT THEME EACH DAY, CONSISTING OF CRAFTS, EXPERIMENTS, GAMES BOTH INDOORS AND OUT AND A CHANCE FOR THE KIDS TO INCLUDE THEIR OWN IDEAS AND FAVORITES. EVERY THURSDAY AFTERNOON THEY ENJOY A TRIP TO OUR RIMBEY AQUATIC CENTRE.



MISSION STATEMENT: BOYS AND GIRLS CLUBS OF WOLF CREEK – RIMBEY IS A SAFE, SUPPORTIVE PLACE WHERE CHILDREN AND YOUTH CAN EXPERIENCE NEW OPPORTUNITIES, OVERCOME BARRIERS, BUILD POSITIVE RELATIONSHIPS AND DEVELOP CONFIDENCE AND SKILLS FOR LIFE.



MID-WEEK MASH-UP

EVERY WEDNESDAY NIGHT, YEAR-ROUND, TEENS DROP IN TO THE BLINDMAN YOUTH CENTRE FROM 6:30PM TO 9:30PM. THE PARTICIPATE IN ACTIVITIES WHICH INCLUDE CONTESTS, CHALLENGES, PING PONG, COOKING, FOOSBALL, AIR HOCKEY, SPECIAL EVENTS, VIDEO GAMES, SNACKS AND JUST HANGING OUT. STAFF USE THEIR INPUT TO PLAN SPECIAL EVENTS EACH WEEK. OUR MAIN GOAL IS TO PROVIDE A SAFE, SUPPORTIVE PLACE FOR TEENS AND OPPORTUNITIES TO BUILD POSITIVE RELATIONSHIPS AND LEARN NEW SKILLS.

STAFF AND VOLUNTEERS

HALEY AND SELENA DO AN EXCELLENT JOB OF MAKING EVERYONE FEEL LIKE THEY BELONG. THEY ARE CARING AND TAKE THE TIME TO CONNECT WITH EACH CHILD ONE-TO-ONE. OUR VOLUNTEERS, BRANDON, WILL, COLE, ALEAH AND AUSTIN ARE A VERY DEDICATED BUNCH. WITH THIS CAPABLE GROUP WE ARE ANTICIPATING CONTINUED SUCCESS AND GROWTH IN 2017.



FINANCES IN ADDITION TO SUPPORT FROM THE TOWN OF RIMBEY

- **MULTI-YEAR FUNDING HAS BEEN OBTAINED FROM UNITED WAY THROUGH THE PONOKA PARTNERSHIP.**
- **MINIMAL REGISTRATION FEES HAVE BEEN CHARGED FOR FULL DAY PROGRAMS.**
- **SEVERAL SMALL GRANTS AND DONATIONS HAVE BEEN OBTAINED THROUGH THE PONOKA PARTNERSHIP.**

**WE ARE EXTREMELY GRATEFUL FOR ALL WE HAVE RECEIVED AND EXCITED FOR THE YEAR TO COME.
THANK YOU FOR YOUR CONTINUED SUPPORT!**

Council Agenda Item	6.1
Council Meeting Date	January 23, 2017
Subject	Bylaw 930/17 Town of Rimbey Cemeteries Bylaw
For Public Agenda	Public Information
Background	<p>In October of 2016, Council passed Bylaw 925/16 Town of Rimbey Cemeteries Bylaw which created the Cemetery Board. The Bylaw as passed, only had provision for 4 Cemetery Board Members.</p> <p>The Town of Rimbey Cemetery Board should consist of 5 members to eliminate the possibility of tied votes during their meetings. A tied vote results in defeated motions for any items to come to a Regular Council Meeting for consideration and ratification by all Council.</p>
Discussion	<p>Bylaw 930/17 Town of Rimbey Cemeteries Bylaw has been created with the following text changes from Bylaw 925/16:</p> <p>From:</p> <p>2) The Cemetery Board shall have four (4) members consisting of two (2) Town of Rimbey Councillors, one (1) representative from Oberhammers Funeral Chapels Ltd, and one (1) representative from Wilson’s Funeral Chapel and Crematorium (Rimbey).</p> <p>To:</p> <p>2) The Cemetery Board shall have five (5) members consisting of two (2) Town of Rimbey Councillors, one (1) representative from Oberhammers Funeral Chapels Ltd, and one (1) representative from Wilson’s Funeral Chapel and Crematorium (Rimbey) and the Town of Rimbey Chief Administrative Officer.</p> <p>From</p> <p>4) Terms of reference will be adopted by resolution specifying the terms of reference of the Board and referencing this Bylaw 925/16.</p> <p>To:</p> <p>4) Terms of reference will be adopted by resolution specifying the terms of reference of the Board and referencing this Bylaw 930/17.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	Bylaw 930/17 Town of Rimbey Cemeteries Bylaw
Recommendation	1. Administration recommends Council give first reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.

2. Administration recommends Council give second reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.
3. Administration recommends Council unanimously agree to consider third and final reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.
4. Administration recommends Council give third and final reading to Bylaw 930/17 Town of Rimbey Cemeteries Bylaw.

Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer



Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer



Date



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 - Title

1. This Bylaw may be cited as the Town of Rimbey Cemeteries Bylaw.

SECTION 2 – 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 Chief Administrative Officer.
- 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.
- g) “Council” mean the Council of the Town of Rimbey.
- h) “Flowering Ornamental” means any perennial, annual and biannual flowering plant.
- i) “Grave” means a lot or niche used as a place of burial.
- j) “Lot” means a lot as shown on a plan of subdivision on record in the Town Office.
- k) “Monument” means any structure in a cemetery erected or constructed on a grave or lot for memorial purposes.
- l) “Niche” means a compartment as shown on a Columbarium Map on record in the Town Office for the storage of cremated remains.
- m) “Town” means the Town of Rimbey.
- n) “Woody Ornamental” means any trees shrubs, creepers and climbers.

SECTION 3 – Duties, Rights and Powers

- 1) The Cemetery Board is hereby established.
- 2) The Cemetery Board shall have five (5) members consisting of two



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

-
- (2) Town of Rimbey Councillors, one (1) representative from Oberhammers Funeral Chapels Ltd, and one (1) representative from Wilson's Funeral Chapel and Crematorium (Rimbey) and the Town of Rimbey Chief Administrative Officer.
 - 3) All the members appointed to the Board will be appointed by the Council of the Town of Rimbey (the "Council") at the annual Organizational Meeting.
 - 4) Terms of reference will be adopted by resolution specifying the terms of reference of the Board and referencing this Bylaw 930/17.
 - 5) The Town of Rimbey Administration will make available to Cemetery Board a suitable venue for the holding of meetings.
 - 6) Three (3) members of the Cemetery Board shall constitute a quorum.
 - 7) The Chairperson of the Board shall be selected by the Board Members.
 - 8) All Cemetery Board meetings will be led by the Chairperson. It shall be the duty of the Chair to summon members for meetings.
 - 9) The Cemetery Board will follow, as closely as practical, in a manner adjudicated by the Chairperson, the procedural bylaw of the Town of Rimbey Council unless and until the Board establishes and adopts different procedures for conducting meetings which it may do at any duly constituted Cemetery Board Meeting.
 - 10) The mandate of the Board will be to provide recommendations to the Town of Rimbey Council regarding the Town of Rimbey's Cemeteries.
 - 11) The Town of Rimbey Council will consider, but will not be bound by any recommendation made by the Cemetery Board to Council.
 - 12) All Cemetery Board meetings will be open to the public.
 - 13) The Mayor shall be an ex-official member of all Council committees and boards which Council has a right to appoint members under the Municipal Government Act.
 - 14) Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council by providing regular activity highlights through their Councillor reports and statements.
 - 15) The Cemetery Board will submit their Minutes to Rimbey Town Council to be accepted as information.
 - 16) All the powers to the Cemetery Board by this bylaw shall be subject to the supervision and control of the Town Council.
 - 17) The Cemetery Board shall have charge of the cemeteries and shall exercise control over all persons employed therein.
 - 18) It shall be the duty of the Cemetery Board to have lots available for the burial of human remains at all times.
 - 19) 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.
 - 20) The Town shall have the authority to have removed any weeds or



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grass, funeral designs, or floral pieces which may become wilted or any other article or thing which is in their opinion unsightly.

- 21) 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.
- 22) 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.
- 23) (a) No person 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 reasonable necessary, or deny entrance, to any person who contravenes paragraph (a) hereof.
- 24) 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 4 – Lots & Niches

- 1) The plans of subdivision of the lands made available for a burial purposes and 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 and niches and interments in the cemetery.
- 3) The Town Office shall make all sales and receive all monies therefrom for all interments made in the cemeteries.
- 4) (a) Lots and 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 resolution of 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 place within the limits of the lots and are level with and not projecting above the ground.



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SECTION 5 - 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 a cement liner is 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 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.
- 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 be bodies of



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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 6 – 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 prescribed 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.
- 3) All monuments placed on Columbarium Niches shall be a standard 10x7 bronze wreath with bud vases.
- 4) Except in 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 Chief Administrative Officer.
- 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



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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 7 - 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 8 – 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.
- 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 9 – 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



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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 Chief Administrative Officer.
- 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 tops 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.

SECTION 10 – 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.



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

READ a First Time in Council this _____ day of _____ 2017.

READ a Second Time in Council this _____ day of _____ 2017.


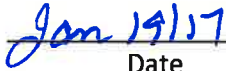

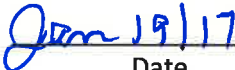
UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this _____ day of _____, 2017.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

Council Agenda Item	7.1
Council Meeting Date	January 23, 2017
Subject	Policies to be Amended
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimbeey Policies.
Discussion	<p>Administration has determined the following policies require amending. Words which have a strikethrough have been removed. Words highlighted in yellow have been added. The logos have also been updated to the new logo.</p> <p>Policy 2202 Community Centre Rental Procedures Policy 2203 Community Centre Kitchen Use Policy 2204 Bull Riding Event Policy 2803 Public Relations Flowers Policy 3207 Blockages & Breaks on Water & Sewer Lines Policy 3208 Water Curbstops Policy 3211 Utility Service Fees, Payment and Penalties Policy 3301 Lagoon Dumping Charges Policy 5101 Non-Profit Organization Campaigns Policy 6001 Compliance Certificate Policy Policy 7001 Employees Use of Town Owned Mobile Equipment</p>
Relevant Policy/Legislation	<p>MGA Section 153 General duties of councillors</p> <p>Policy 2202 Community Centre Rental Procedures Policy 2203 Community Centre Kitchen Use Policy 2204 Bull Riding Event Policy 2803 Public Relations Flowers Policy 3207 Blockages & Breaks on Water & Sewer Lines Policy 3208 Water Curbstops Policy 3211 Utility Service Fees, Payment and Penalties Policy 3301 Lagoon Dumping Charges Policy 5101 Non-Profit Organization Campaigns Policy 6001 Compliance Certificate Policy Policy 7001 Employees Use of Town Owned Mobile Equipment</p>
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to amend all the policies presented. 2. Council may choose to only amend some of the policies presented. 3. Council may choose to not amend any of the policies presented.
Financial Implications	Not applicable

Attachments	MGA Section 153 General duties of councillors Policy 2202 Community Centre Rental Procedures Policy 2203 Community Centre Kitchen Use Policy 2204 Bull Riding Event Policy 2803 Public Relations Flowers Policy 3207 Blockages & Breaks on Water & Sewer Lines Policy 3208 Water Curbstops Policy 3211 Utility Service Fees, Payment and Penalties Policy 3301 Lagoon Dumping Charges Policy 5101 Non-Profit Organization Campaigns Policy 6001 Compliance Certificate Policy Policy 7001 Employees Use of Town Owned Mobile Equipment
Recommendation	Administration recommends Council approve the amendments to Policy 2202 Community Centre Rental Procedures, Policy 2203 Community Centre Kitchen Use, Policy 2204 Bull Riding Event, Policy 2803 Public Relations Flowers, Policy 3207 Blockages & Breaks on Water & Sewer Lines, Policy 3208 Water Curbstops, Policy 3211 Utility Service Fees, Payment and Penalties, Policy 3301 Lagoon Dumping Charges, Policy 6001 Compliance Certificate Policy, Policy 5101 Non-Profit Organization Campaigns, Policy 7001 Employees Use of Town Owned Mobile Equipment, as presented.
Prepared By:  _____ Lori Hillis, CPA, CA Chief Administrative Officer  _____ Date	
Endorsed By:  _____ Lori Hillis, CPA, CA Chief Administrative Officer  _____ Date	

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;



Town of Rimbey Policy Manual

Title:	Community Centre Rental Procedures	Policy No:	2202
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To define rental and lending procedures at the Community Centre.		
Policy Statement:	<p>All community center bookings shall be through the Recreation Office. Recreation staff shall ensure the following:</p> <ol style="list-style-type: none">1. A damage deposit must be paid not more than 14 days after booking the facility.<ol style="list-style-type: none">a) Bookings that are cancelled 30 days or more before the date of the event, shall have their full damage deposit refunded.b) Bookings that are cancelled 15 to 30 days before the date of the event, shall have 50% of their damage deposit refunded.c) Bookings which are not cancelled the renters are absent or bookings cancelled with less than 15 days notice, shall have the entire damage deposit forfeited.2. "On file" security deposits may be left with the Town of Rimbey by individuals and community groups that are in good financial standing with the Town of Rimbey. The "on file" deposit ensures that the renter may rent any facility within the Community Centre and not have to pay a deposit each time. "On file" deposits do not guarantee permanent annual bookings. It is the responsibility of the renter to rebook their event each year. The deposit is a minimum of \$350.00 and is returned without interest when the individual or community group requests.3. The facility rent must be paid 14 days prior to the event taking place.4. Verify that the renter has complied with all conditions of clean-up etc. A checklist for each renter will be provided for this purpose.5. If there are damages or the renter did not comply with the conditions of clean-up, the cost to rectify these conditions, will be deducted from their damage deposit.6. Furniture and equipment from the Community Centre are not normally lent out to anyone; however, any exceptions to this rule must receive prior approval from the Recreation Director Director of Community Services.		

7. All renters must agree to the terms and conditions provided in the Community Centre Rental Agreement and Disclaimer, as amended from time to time by resolution of Council, and attached to this policy.

Initial Policy Date:	June 28, 1986	Resolution No:	346/86
Revision Date:	September 14, 1994	Resolution No.	413/94
Revision Date:	December 13, 2005	Resolution No.	437/05
Revision Date:	January 23, 2017	Resolution No.	

Peter Lougheed Community Centre Rental Agreement and Disclaimer

Please read and sign this form.

Event: _____ Event Date: _____

1. It is the responsibility of the Renter to read and understand the contents of this agreement/disclaimer.
2. The Renter and also the individual signing this application agree to be responsible for and to pay on demand to the Town of Rimbey (1) All fees payable and (2) Any damage to the building or its equipment caused by the user or the users guests, during the rental or event set up/decorating period.
3. All rental fees are to be paid not less than two (2) weeks prior to the rental date or the rental is subject to cancellation.
4. All security deposits shall be paid not more than 14 days after the facility has been booked. Dates not secured with a deposit may be removed from the booking calendar without notice to accommodate other Renters.
5. Cancellation policy:
 - a. Full deposit returned if the event is cancelled 30 days or more prior to event date.
 - b. One half of the deposit returned if event cancelled 15-30 days prior to event date.
 - c. Loss of deposit if event cancelled less than 15 days prior to event date or if the renter is absent.
6. The Renter understands that it is their sole responsibility to maintain control and care of their event and attending guests at all times, and that the Town does not provide staff to act in any other manner than building supervision. Initials: _____ ****
7. The Renter is responsible for all licenses, permits and insurance where required.
8. A copy of the liquor permit is required one week prior to the event. PLEASE NOTE: It is the sole responsibility of the Renter to read, understand and follow the regulations of the liquor permit.
9. The Renter acknowledges and agrees, that the Town of Rimbey assumes no liability or responsibility whatsoever in respect of any loss, or damage incurred by any person or entity as a result of the acts or omissions of any person who has ingested any alcoholic beverage at any function operated or sponsored by the user at the Rimbey Community Centre.

The Renter also acknowledges and agrees the Town has advised the party that it does not carry insurance coverage in respect of such party alcohol liability (PAL) and has suggested that the user consider obtaining suitable insurance coverage for potential party alcohol liability in respect of such function. Initials: _____ ****

10. Building staff will require the names of four people attending your event to act as a contact/security. These people must be identified by the renter and will be asked to attend to matters that may pose a problem to staff or other patrons. These persons are asked to remain until the event is completed and all guests have left the building:

_____	_____
_____	_____

11. As the building is not necessarily staffed for event set-up or decorating, facility Renters are required to arrange these times in advance with Recreation Services.
*****Setting up for an event a day in advance cannot be guaranteed*****
12. Posters, notes or decorations are not to be taped, stapled or tacked to any walls. Also, the use of any type of tape (other than the specialized floor tape) or the use of markers on any floors, whether erasable or not, is *absolutely* prohibited within the Community Centre.
13. Extensive set-ups requiring extra use of the facilities will need to be arranged well in advance. Please note that regular facility charges will apply in all situations where the set-up of your function conflicts with, prevents or limits the use of the facilities for other users.
14. No food or drinks are permitted outside the rented venue, including food service tables.
15. The Community Centre shall be closed to the public and vacated no later than 3:00 a.m. after each rental. Failure to vacate the premises by the specified time, without exception, shall result in an additional charge of \$100.00+GST per hour.
16. The Renter agrees to be responsible for the clean-up requirements of the facility as explained in the Rental Guide and perform these tasks to the satisfaction of building staff prior to leaving the Community Centre. *Renters are responsible for cleaning any extraneous messes which pose a health hazard (i.e. blood, vomit, feces, etc.). These messes, should they occur, need to be cleaned up immediately and to the satisfaction of our Building Staff. Failing to do so will result in a forfeit of the security deposit and possible extra charges for cleaning done by building staff.*
17. Each party shall indemnify and hold harmless the other party, the other party's employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which it is legally responsible, including those arising out of negligence or willful acts by the responsible party, its employees or agents. This hold harmless provision shall survive this Agreement.
18. The Town reserves the right to arrange cancellation of any reserved times due to unavoidable circumstances. Every effort will be made to reschedule.
19. The Renter agrees to comply with and be bound by all rules and regulations concerning the operation of the premises.

Signature of Renter

Date

Recreation Staff Representative

Date



Facility Rental Cleaning Checklist

*Please note that Kitchen Cleaning is separate from this list

The following must be done immediately following your function:

1. Remove decorations and bag all garbage.
2. Clear all tables of garbage, dishes and linens. (Bags are provided for rented linens)
3. Clean bar area including fridge, counters, sinks, dishes, coffee urns and remove all alcohol. Bar floor must be swept and wet mopped.

The Renter is responsible for the following if the 'Clean Fee' has not been arranged and paid for in advance:

4. Tables and chairs are to be wet wiped, stacked and put back into storage areas. Tables need to be stacked tabletop to tabletop to avoid damage.
5. Chairs are put away in stacks of 10 in 7 rows. Please note that staff needs access to the control panel in the storage area and enough space to walk between the chairs and the wall on the right-hand side is necessary.

** Tables and chairs not put away properly may result in extra billing. **
6. Floor dust mopped, spills wet mopped (You do not need to wash the entire floor).
7. Check bathrooms: toilets flushed, counters wiped down. ***Extraneous messes such as vomit, feces or blood presents a significant health hazard to building staff, therefore, the cleaning of such is the sole responsibility of facility renters.***
8. All garbage bagged and taken to dumpster (outside the North Entrance).

Clean up not done to the satisfaction of building staff will result in extra charges being billed to the Renter by the Town of Rimbey, or having the charges deducted from the Facility Deposit.

It is not permitted for Renters to come in to the Centre the day after their event to clean up unless the facility has been booked and paid for in advance.

I understand and agree to the above terms.

Signature

Date

Witness

Date



Town of Rimbey Policy Manual

Title: Community Centre Kitchen Use		Policy No: 2203	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To provide public use of the Community Centre kitchen facility.		
<p>Policy Statement:</p> <p>The Town of Rimbey will provide public use of the Community Centre Kitchen at a rate of \$50.00 per hour or \$150.00 per day. A deposit of \$300.00 will be required for all kitchen rentals. Priority of use will be given to users that hold their event within the Community Centre.</p> <p>A day rate of \$50.00 for the purposes of providing time to prepare a meal for the next day providing that the preparation time would be during regular office hours of 8:30 am-4:30 pm. and the kitchen is not already booked. effective February 11, 2013.</p> <p>All renters must agree to the terms and conditions provided in the Community Centre Kitchen Rental Agreement and Disclaimer, Form in Attachment A. as amended from time to time by resolution of Council, and attached to this policy.</p>			
Initial Policy Date:	February 24, 2005	Resolution No:	74/05
Revision Date:	April 11, 2012	Resolution No.	60/12
Revision Date:	February 11, 2013	Resolution No.	037/13
Revision Date	January 23, 2017	Resolution No.	

Kitchen Rental Agreement and Disclaimer

Please read and sign this form.

Event: _____ Event Date: _____

1. It is the responsibility of the Renter to read and understand the contents of this Agreement and Disclaimer.
2. A security deposit of \$300.00 (three hundred) shall be paid not more than 14 days after the facility has been booked. Dates not secured with a deposit may be removed from the booking calendar without notice to accommodate other Renters. Please note that deposits are returned without interest.
3. All rental fees shall be paid two (2) weeks in advance of use or such use may be subject to cancellation.
4. Cancellation policy:
 - a. Full deposit returned if the event is cancelled 30 days or more prior to event date.
 - b. One half of the deposit returned if event cancelled 15-30 days prior to event date.
 - c. Loss of deposit if event cancelled less than 15 days prior to event date or if the renter is absent.
5. The Renter and also the individual signing this application agree to be responsible for and to pay on demand to the Town of Rimbey (1) All fees payable and (2) Any damage to the building or its equipment caused by the user or the users guests, during the rental period.
6. Renters shall use the Rimbey Community Centre Kitchen (hereto described as the "kitchen" or "Facilities") for the sole and exclusive purpose of food preparation whether for service in the Rimbey Community Centre or at another location in compliance with all laws and food handling practices set forth by the Province of Alberta.
7. The Renter must complete a walkthrough of the kitchen with staff present at the beginning of their event and make note of any damage and/or cleanliness issues.
8. Renters shall vacate the kitchen no later than the end of the rental period, leaving the kitchen in a clean "as you found it" condition with all equipment, tools and utensils returned to their original places. The Renter must complete a walkthrough of the kitchen with staff present after the event is complete to ensure there are no damages or cleanliness issues as a result of their event.
9. Renters shall comply with all applicable laws with respect to its use of the kitchen regarding its service and the consumption of any food prepared at the Rimbey Community Centre, and all laws, rules and regulations set forth by the Province of Alberta, with respect to food safety and sanitation as may govern the preparation of food in the kitchen during the period of use. Renters shall take good care of the kitchen and shall comply with the terms and conditions of any leases, licenses or other agreements relating to the kitchen and shall comply with all of the Town of Rimbey's policies and procedures regarding access to and use of the Town of Rimbey Facilities, including, without limitation, procedures for the cleaning, hygiene and physical security of the Facilities.
10. The Renter acknowledges and agrees, that the Town of Rimbey assumes no liability or responsibility whatsoever in respect of any loss, or damage incurred by any person or entity as a result of the acts or omissions of any person who is working in the kitchen at any function operated or sponsored by the user at the Rimbey Community Centre.

11. Except as set forth in the Inventory List, no supplies, products, labor, services, equipment or other items are supplied for use by the Town of Rimbey. The Town will provide to Renters the supplies needed to run or maintain kitchen equipment such as dishwasher soap and rinse agent, cleaning supplies including brooms, mops, floor cleaner and access to garbage on site, and utilities normally supplied at no additional charge.
12. The Rimbey Community Centre and kitchen shall be closed to the public and vacated no later than 3:00 a.m. after each rental. Failure to vacate the premises by the specified time, without exception, shall result in an additional charge of \$100.00+GST per hour.
13. The Town reserves the right to cancel any reserved times due to unavoidable circumstances. Every effort will be made to reschedule.
14. The Renter agrees to comply with and be bound by all rules and regulations concerning the operation of the premises.

Signature of Renter

Date

Recreation Staff Representative

Date



Kitchen User Guide

**** A Food Handlers Certificate is required by at least one Supervisor who is to remain in the kitchen at all times****

- All items used (dishes, pots, bowls, carafes etc.) are to be washed/dried and returned to their places. When sink washing large items, 1 tablespoon of bleach should be added to the dishwater.
- Cutlery is to be washed **separately** from other dishes as follows:
 - 1) Place cutlery into large wash tray and spray rinse over the sink.
 - 2) Run them through dishwasher once and allow them to cool before handling.
 - 3) Place cutlery into upright wash tray (square with silver handles) and place upright tray into large wash tray. Run through dishwasher again and allow them to cool.
 - 4) Sort cutlery into appropriate trays and cover.
- Empty fridge and wipe it down.
- Coffee urns should be washed by hand, using no soap, rinsed well and returned to storage.
- Counters, sinks, cutting boards, food carts and appliances should be cleaned, *sprayed with a bleach and water solution (2 tbsp of bleach per 4 litres of water)* rinsed and wiped dry. All food contact surfaces should be cleaned in this manner as well.
- Cutlery bins and dishpans used to collect dirty dishes should be washed in the dishwasher after use and returned to storage.
- Garbage needs to be emptied and placed in the dumpster on the North side of the building. Please do not leave partial bags of garbage that contain food.
- Ensure stovetops, ovens, and grill are shut off. Clean stovetops and grill (if used).
- Turn dishwasher off, drain (according to directions by the dishwasher) and rinse food trap.
- Sweep and mop floors before leaving the facility.

Please note that the Town of Rimbeey does not supply liquid dish soap, rubber gloves, dishcloths or dishtowels.



Town of Rimbey Policy Manual

Title: Bull Riding Events

Policy No: 2204

Date Approved:

Resolution No:

Date Effective:

Purpose:

To regulate bull riding events at the ~~Rimbey Arena~~ Vern Poffenroth Memorial Arena located within the Peter Lougheed Community Centre.

Policy Statement:

~~A.~~ The Promoter shall be authorized to organize a bull riding competition and cabaret in the ~~Rimbey Arena~~ Vern Poffenroth Memorial Arena during the summer season when the ice is not in the arena subject to the following terms and conditions

1. The rental rate for this event is \$500.00/day. The rental rate for setup and clean-up will also be \$500.00/day. All dirt must be removed from the Arena floor by 7:00 p.m. the day after the event. Failure to comply will result in additional rental fees of \$500.00/day until the area is adequately cleared of the dirt.
2. Setup for the event may take place no sooner than 48 hours before the event.
3. The damage deposit for this event will be \$3,000.00, payable to the Town one week before the event. The deposit will be retained by the Town until a final inspection has confirmed that the facility has been restored to the standard of cleanliness immediately prior to the event. If damage is reported or if the Arena is not cleaned to the Town's approval, the cost for the repair and/or hiring of cleaning staff will be paid from the damage deposit. Any costs over and above the damage deposit will be billed to the Promoter. Any unused portion of the damage deposit will be returned to the Promoter upon a satisfactory inspection and approval by the Director of ~~Recreation Services~~ Community Services.
4. If the event is cancelled for unforeseen circumstances, the Town will hold \$500.00 from the deposit as a cancellation fee.

5. The Promoter shall, at his/her own expense, and without limiting the Promoter liabilities under this agreement:
 - a) Insure the event under a contract of Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than \$3,000,000, insuring against bodily injury, personal injury, and property damage including loss of use of property and this insurance shall include blanket contractual liability. All Risks Tenant Legal Liability coverage in an amount adequate to cover the Tenant's legal liability for the Demised Premises is required.
 - b) Insure the Promoter's own property against accidental loss or damage and where applicable extend coverage to the property of the Town in the care, custody, or control of the Promoter.
 - c) The Town shall be named as an additionally-named insured on all coverage.
 - d) The Promoter shall provide certification of the required insurance to the Town 48 hours prior to the event.
6. The Promoter shall obtain a Public Resale License from Alberta Liquor & Gaming for the cabaret.
7. The Promoter shall be responsible for compliance with the occupancy load limits and emergency procedures as set by the Rimbey Fire Chief. The Promoter will be responsible for contracting the Rimbey Ambulance should a standby ambulance be required for the bull riding event
8. The Promoter shall obtain adequate security for this event. All security personnel must be informed that the dirt area is off-limits to those attending the cabaret. Only authorized personnel will be allowed on the dirt while it is in the building.
9. The Promoter shall clean the building to the Town's approval. The following is a list of duties that the Promoter will follow in order to meet approval:
 - a) The dirt must be completely removed from the floor and all other areas within or around the facility. This includes all areas where dirt has been tracked. The entire floor must be swept and mopped/scrubbed clean.
 - b) The light fixtures, exhaust fan(s) and rafters above the ice must be cleaned.
 - c) The bathrooms, dressing rooms, spectators areas and hallways must be cleaned, including sweeping and mopping.
 - d) The glass and boards must be washed down.
 - e) The score clock and walls shall be washed as required.
 - f) Garbage cans must be emptied and cleaned and the waste materials placed in the disposal bins.

- g) The stock area outside the facility must be cleaned, and snow, dirt and animal waste removed and disposed of.
- 10. The Promoter shall supply and place a polyethylene cover over the floor and boards in the portion of the arena where dirt will be placed. Penning materials shall be installed to ensure animals and fencing will not come into contact with the arena boards.
- 11. The Promoter must meet with the Director of ~~Recreation Services~~ **Community Services** no later than two weeks prior to the event to discuss staff scheduling.
- 12. The Director of ~~Recreation Services~~ **Community Services** shall personally inspect and approve the set up prior to staging the event.
- 13. The Town may delegate any duties, powers or functions relating to the terms of this agreement to any employee or employees of the Town. The representative of the Town for the purpose of this agreement is the Director of ~~Recreation Services~~ **Community Services**. The Promoter is an independent promoter and shall not be deemed an employee or agent of the Town.
- 14. The Promoter shall not assign this agreement without prior consent of the Town.

Initial Policy Date:	February 27, 2007	Resolution No:	63/07
Revision Date:	January 23, 2017	Resolution No.	
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Public Relations - Flowers		Policy No: 2803	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To give staff consistent instructions regarding this matter.		
<p>Policy Statement:</p> <p>The Municipal Treasurer Director of Finance or Town Manager Chief Administrative Officer shall purchase flowers or a gift basket, as they deem appropriate, for permanent employees and councilors who suffer a serious injury, or illness, or have a death in their immediate family.</p> <p>Flowers or a gift basket may also be purchased by the Municipal Treasurer Director of Finance or Town Manager Chief Administrative Officer, at their discretion, for Committee Members, volunteers or contractors who work closely with the Town.</p> <p>Definitions: "Immediate family" shall mean: a son, daughter, sister, brother, parent or grandparent of an employee or councilor or his/her spouse or cohabitant.</p>			
Initial Policy Date:	August 28, 1991	Resolution No:	656/91
Revision Date:	December 13, 2005	Resolution No.	437/05
Revision Date:	January 23, 2017	Resolution No.	



Town of Rimbey Policy Manual

Title: Blockages & Breaks on Water & Sewer Lines	Policy No: 3207		
Date Approved:	Resolution No:		
Date Effective:			
Purpose:	To provide guidelines for repair of service lines.		
<p>Policy Statement:</p> <ol style="list-style-type: none"> 1. With the exception of the circumstances noted in Clause #2, the property line will be the prime determinant in assigning financial responsibility for the repair of water & sewer service lines. 2. When it appears that a sewer line has been blocked due to improper substances being put in the sewer line, notwithstanding the location of the blockage, the Town Manager Chief Administrative Officer may deem that the property owner must be responsible for all or part of the repair. 3. Should there be any dispute regarding these matters, a video camera inspection may be done at the property owner's expense. If the problem is identified by the municipality as a municipal problem, then the Town of Rimbey will pay the cost of the camera inspection. 4. Owners of property shall be responsible for <u>all</u> repairs inside the property line. 5. The Town of Rimbey will be responsible for repairs outside the property line. <p>"Property line" shall mean the line determined by plan of survey. If the matter does not warrant the cost of a surveyor, and there is no certificate of survey, the Town and the property owner may establish and estimate a mutually agreeable location for the property line.</p>			
Initial Policy Date:	October 23, 1991	Resolution No:	752/91
Revision Date:	June 13, 2006	Resolution No.	179/06
Revision Date:	January 23, 2017	Resolution No.	



Town of Rimbey Policy Manual

Title: Water Curbstops		Policy No: 3208	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To provide guidance to staff and residents on the matter.		
<p>Policy Statement:</p> <ol style="list-style-type: none"> 1. The Town may provide a water shut-off valve (also known as a “curbcock or curbstop”) to be located on or near the property line. 2. The provision of such shut-offs may also be deemed to be a cost of development and an expense of the developer. 3. If the shut-off valve is damaged due to vehicles driving over it, or by other avoidable acts, the Town shall not be responsible for repair or replacement. Repairs must be done to the satisfaction of the Town. 4. If a curbstop is encased in cement, the resultant cement work needed to repair it shall not be a Town responsibility. 5. As of January 23, 2017, the Development Officer shall advise development applicants to refrain from placing the water curbstop in the driveway. 6. The Town may replace curbstops when they become non-functional, show signs of leakage, or for any other reasons the Town deems appropriate. 			
Initial Policy Date:	October 23, 1991	Resolution No:	753/91
Revision Date:	January 23, 2017	Resolution No.	
Revision Date:		Resolution No.	



Town of Rimbey Policy Manual

Title: Utility Service Fee, Payment and Penalties Policy

Policy No: 3211

Date Approved:

Resolution No:

Date Effective:

Purpose:

To provide service fee rates, payment and penalty policies for utility accounts.

Policy Statement:

1.0 Utility Billings

- 1.1 All utility billings shall be processed and forwarded in the name of the property owner(s) as listed on the tax roll.
- 1.2 Utility rates and charges shall be levied for water, sewer, solid waste collection and disposal, recycle and meter service charges commencing when water is turned on to a property.
- 1.3 Utility billings shall be mailed out and collected on a regular schedule as determined by Council.
- 1.4 Billings for services shall be in accordance with rates set out in the ~~Municipal Utility Rates By Law Schedule A~~ (as amended from time to time, by resolution of Council) of Fees for Services Bylaw 905/15.
- 1.5 Billings shall be mailed no later than ten (10) days after the first day of the month following the end of the period for which the account was rendered.
- 1.6 Utility bills shall cease only when an employee or agent of the Town of Rimbey physically turns off the water to a property, however, the owner shall still receive a utility bill if there is an outstanding balance owing. If the utility bill is not paid accordingly, then section 5.1 shall apply.

2.0 Connection / Disconnection Fee

2.1 A fee of fifty dollars (**\$50.00**) shall be charged to any accounts to defray the costs for any of the following:

- a) Shutting off a service.
- b) Reconnecting of service following shutoff.
- c) New service.

3.0 Utility Account Transfers & Fees

3.1 An administration fee of forty dollars (**\$40.00**) shall be charged to any account, when a new owner purchases a property. The non-refundable transfer fee will be charged to the new account holder on the first utility billing.

3.2 **NO utility account** for any property **shall be transferred into the name of a renter**, but shall be forwarded in the name of the property owner only.

3.3 If a property owner chooses, a utility billing may be forwarded in care of a renter, providing that the property owner has signed a 'Utilities Rental Agreement' form as per ~~Appendix 'A'~~ **attached**, allowing that utility account arrears, plus penalties and fees, may be transferred to the property owner's tax roll account, and acknowledging that there may be no notification of such transfers until tax levy notices are mailed in the spring of each year. The forty dollar (**\$40.00**) transfer fee shall apply each time a new account needs to be created.

3.4 **Mobile Home Parks** – Utility billings shall be forwarded to the owner of the manufactured or mobile home. If the mobile home owner chooses, a utility billing may be forwarded in care of a renter, as per section 3.3.

4.0 Payment and Penalties

4.1 The date fixed for payment of utility billings shall be the second last working day of the month in which the utility billings were mailed.

4.2 Any utility account, which remains unpaid on the last working day of the month in which the utility billings were mailed, shall have a **10% late payment penalty** added to the unpaid current balance which will form part of the rate levied.

4.3 Should an account or portion thereof become 2 months in arrears, a written notice shall be forwarded, giving notice of the arrears and final opportunity to pay prior to transferring the arrears to the **property tax roll account**.

5.0 Arrears Transfer to Tax Roll

- 5.1 In the event that payment for the arrears on a utility account is not received at the Town Office by the date and time specified in the written notice (4.3), the **arrears and penalties, plus a forty dollar (\$40.00) administration fee**, will be transferred to the tax roll of the property, without further notice.
- 5.2 These charges become an amount owing to the Municipality and subject to collections under the tax recovery process.

Initial Policy Date:	June 23, 2005	Resolution No:	229/05
Revision Date:	February 12, 2008	Resolution No.	57/08
Revision Date:	February 23, 2011	Resolution No.	50/11
Revision Date	January 23, 2017	Resolution No.	



Policy 3211

Utilities Rental Agreement

Utility Account Number		Street Address			
Legal Description:					
Lot:		Block:		Plan:	
Owner's Name			Renter's Name:		
Owner's Mailing Address:			Renter's Mailing Address:		
Owner's Phone Number:			Renter's Phone Number:		

I, _____, being the owner of the property described above, hereby consent to having the Town of Rimbey utility billing forwarded to the renter at the renter's mailing address as noted above.
The utility billing shall be retained in my name, but forwarded in care of the renter.

I ALSO AGREE TO:

1. Allow any unpaid utility account balances not paid within the specified time to be transferred to the property tax account, plus fees and penalties, knowing that amounts transferred to the tax roll are then subject to penalties applicable to unpaid taxes.
2. Acknowledge that there may not be notification for late or nonpayment of utility billings until tax levy notices are mailed in the spring of each year.
3. A \$40.00 Administration fee being added to the first utility bill issued in care of the renter.

This agreement shall be effective:

_____ Date

 Signature of Property Owner

 Signature of Renter

 Print Name

 Print Name

Please note that the personal information requested in this form is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information is authorized under FOIP, Section 33c, and is to be used in conjunction with the Town of Rimbey Utility Billings. If you have any questions regarding FOIP, please phone 403-843-2113 and ask for the FOIP coordinator.



Town of Rimbey Policy Manual

Title: Lagoon Dumping Charges	Policy No: 3301
Date Approved:	Resolution No:
Date Effective:	
Purpose:	To control unauthorized effluent dumping into the Town of Rimbey's lagoons.

Policy Statement:

1. All companies wishing to dump effluent into the Town of Rimbey lagoons must enter into an agreement with the Town of Rimbey.
2. A fee, as set out in Schedule A, (as amended from time to time by resolution of Council) of the Fees for Services Bylaw 905/15 charge of \$1.70 per cubic metre will be levied against any firms dumping into the Town of Rimbey's lagoons. ~~and that the charge be effective July 1, 2006.~~
3. ~~Any businesses currently not being serviced by the Town's sewer system, may be billed at the normal commercial sewer rate and that whoever they hire to dump their effluent will not be charged the \$1.70 per cubic metre lagoon dumping rate.~~

Initial Policy Date:	June 1, 1992	Resolution No:	319/92
Revision Date:	June 13, 2006	Resolution No.	179/06
Revision Date:	January 23, 2017	Resolution No.	



Town of Rimbey Policy Manual

Title: Non-Profit Organization Campaigns

Policy No: 5101

Date Approved:

Resolution No:

Date Effective:

Purpose:

To provide a timely approval of annual campaigns for non-profit organizations

Policy Statement:

The ~~Town Manager~~ Chief Administrative Officer may grant permission for non-profit organizations to hold their annual campaigns in the Town of Rimbey without prior authorization from Council.

Initial Policy Date: October 29, 1986

Resolution No: 488/86

Revision Date: January 23, 2017

Resolution No.

Revision Date:

Resolution No.



Town of Rimbey Policy Manual

Title: Compliance Certificate Policy

Policy No: 6001

Date Approved:

Resolution No:

Date Effective:

Purpose:

Provide a consistent policy whereby requests for Compliance Certificates are received and processed.

Policy Statement:

GUIDELINES:

1. Compliance Certificates issued by the Town of Rimbey only relate to the placement of the buildings and structures on a site relative to the Land Use Bylaw requirements.
2. All requests for a Certificate of Compliance submitted to the Town must be accompanied by:
 - a. A minimum of two **hard** copies of the valid Real Property Report (RPR) for the property, with at least one being an original bearing an original signature and permit stamp.
 - b. A copy of the certificate of title and applicable caveats no older than ninety (90) days.
 - c. The RPR must be no older than seven (7) years.
 - d. Where the date of the RPR is greater than ninety (90) days prior to the date of applying for a Compliance Certificate, it must be accompanied by a Statutory Declaration indicating that no changes, alterations or additions to the property have been made since the RPR was prepared. The Statutory Declaration must be dated within ninety (90) days of the date of submission.
 - e. An application fee as set out by Town Bylaw and as may be amended from time to time.
 - f. Additional information as required by the Development Officer.

3. When issuing a Compliance Certificate the Development Authority shall:

a. Provide a letter of compliance.

~~b. Stamp and sign RPRs.~~

c. Retain one copy of the letter and stamped RPR for Town records.

4. Compliance Certificates will not be issued until necessary encroachment agreements and/or variances have been obtained.

5. Compliance Certificate will not be issued for individual Condominium units.

6. All Compliance Certificate requests should be processed within seven (7) working days of receipt of the request.

7. Rush order requests of two (2) working days may be requested for an additional fee. Rush order requests cannot be guaranteed.





~~8. Any Compliance Certificate request that results in a non-conforming use shall not be entitled to a refund of the application fee.~~

Initial Policy Date:	April 11, 2012	Resolution No:	67/12
Revision Date:	November 23, 2015	Resolution No.	390/15
Revision Date:	January 23, 2017	Resolution No.	



Town of Rimbey Policy Manual

Title: Employee Use of Town Owned Mobile Equipment		Policy No: 7001	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To clarify the procedure for employees to use Town owned mobile equipment and vehicles.		
Policy Statement: Town employees using town equipment for their personal use can create problems in terms of insurance coverage and in public perception. Therefore town employees can only use Town owned mobile equipment and vehicles for personnel use upon the written request and approval from the Town Manager Chief Administrative Officer.			
Initial Policy Date:	May 8, 1991	Resolution No:	303/91
Revision Date:	September 12, 2006	Resolution No.	264/06
Revision Date:	January 23, 2017	Resolution No.	

Council Agenda Item	7.2
Council Meeting Date	January 23, 2017
Subject	Rimbey Early Child Development Coalition
For Public Agenda	Public Information
Background	In 2013, the Rimbey Early Child Development Coalition was formed as a pilot project to gage how prepared for kindergarten our young children were and raise awareness about the importance of the early years. This project has since drawn to a close, however, due to its success, the government decided to continue to fund coalitions that were created.
Discussion	<p>The Coalition has forwarded correspondence in the hope the Town would like to be involved and have some representation within this group.</p> <p>In consultation with Ms. Evans, the monthly meetings are currently being held in partnership with the Parent Link Centre at the Rimbey Provincial Building on the second Tuesday of the month at 1:30 pm. This may change as Ms. Evans is conducting a poll to see what dates and times are best for those who are currently attending the meetings.</p>
Relevant Policy/Legislation	Not applicable
Options/Consequences	
Financial Implications	None at this time.
Attachments	
Recommendation	Administration recommends Council determine if they want a representative to attend the Rimbey Early Child Development Coalition meetings currently being held in partnership with the Parent Link Centre at the Rimbey Provincial Building on the second Tuesday of the month at 1:30 pm.
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	7.3
Council Meeting Date	January 23, 2017
Subject	Town of Rimbey Cemetery Board Terms of Reference
For Public Agenda	Public Information
Background	<p>In October of 2016, Council passed Motion 423/16 approving the Town of Rimbey Cemetery Board Terms of Reference. The Terms of Reference as adopted, only had provision for 4 Cemetery Board Members in the Composition of the Cemetery Board.</p> <p>The Town of Rimbey Cemetery Board should consist of 5 members to eliminate the possibility of tied votes during their meetings which would result in defeated motions for any items to come to a Regular Council Meeting for subsequent consideration and ratification by all Council.</p>
Discussion	<p>The text of the Composition of the Cemetery Board has been changed as follows:</p> <p>From:</p> <p>The members of “The Cemetery Board ” as appointed at the Town of Rimbey organizational meeting as referenced through Bylaw 925/16 shall have four (4) members, consisting of two (2) Town of Rimbey Councillors, one (1) representative from Oberhammer Funeral Chapels Ltd, and one (1) representative from Wilson’s Funeral Chapel and Crematorium (Rimbey). The Mayor shall be an ex-officio of all Council committees and bodies which Council has a right to appoint members under the Municipal Government Act.</p> <p>To:</p> <p>The members of “The Cemetery Board ” as appointed at the Town of Rimbey organizational meeting as referenced through Bylaw 930/17 shall have five (5) members, consisting of two (2) Town of Rimbey Councillors, one (1) representative from Oberhammer Funeral Chapels Ltd, and one (1) representative from Wilson’s Funeral Chapel and Crematorium (Rimbey) and the Town of Rimbey Chief Administrative Officer. The Mayor shall be an ex-officio of all Council committees and bodies which Council has a right to appoint members under the Municipal Government Act.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	None
Attachments	Town of Rimbey Cemetery Board Terms of Reference

Recommendation	Administration recommends Council approves the Town of Rimby Cemetery Board Terms of Reference as presented.
Prepared By: <div style="display: flex; justify-content: space-between;"><div data-bbox="467 310 1146 457"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</div><div data-bbox="1198 338 1490 422"> _____ Date</div></div> Endorsed By: <div style="display: flex; justify-content: space-between;"><div data-bbox="467 527 1146 674"> _____ Lori Hillis, CPA, Ca Chief Administrative Officer</div><div data-bbox="1198 548 1490 632"> _____ Date</div></div>	



Official Name

The official name of the board is The Cemetery Board of the Town of Rimbey, herein after referred to as **"The Cemetery Board"**.

Composition of the Cemetery Board

The members of **"The Cemetery Board"** as appointed at the Town of Rimbey organizational meeting as referenced through Bylaw 930/17 shall have five (5) members, consisting of two (2) Town of Rimbey Councillors, one (1) representative from Oberhammer Funeral Chapels Ltd, and one (1) representative from Wilson's Funeral Chapel and Crematorium (Rimbey) and the Town of Rimbey Chief Administrative Officer. The Mayor shall be an ex-officio of all Council committees and bodies which Council has a right to appoint members under the Municipal Government Act.

Context of "The Cemetery Board"

The main purpose of **"The Cemetery Board"** is to provide recommendations to the Town of Rimbey council regarding the Town of Rimbey's cemeteries.

Term of Membership

Cemetery Board Members will be appointed annually at the Town of Rimbey Organizational Meeting.

Groups that will be represented on "The Cemetery Board"

- a) Town of Rimbey;
- b) Local Funeral Chapels;

Roles and Responsibilities of "The Cemetery Board"

1. **"The Cemetery Board"** shall consist of the following:
 - a) A Chairperson appointed by members of the Cemetery Board;
 - The Chairperson is responsible for developing the meeting agenda, setting the meeting dates, presiding over the meetings, reporting to Council, through delegation and reporting and adhering to Bylaw 930/17.



CEMETERY BOARD TERMS OF REFERENCE

b) A Deputy Chairperson as voted by **"The Cemetery Board Members"**;

- The Deputy Chairperson is responsible for assuming the responsibilities of the Chair during times of The Chair's absence. The Deputy Chair assists with the Duties of The Chair.

c) A Recording Secretary as voted by **"The Cemetery Board Members"**;

- The recording Secretary takes notes at the meetings, prepares meeting notices, and prepares the meeting reports for Council.

2. All members of **"The Cemetery Board"** shall have equal voting rights within **"The Cemetery Board"**.
3. All members of **"The Cemetery Board"** will be appointed by Council of the Town of Rimbey at the annual Organizational Meeting.
4. Meetings shall take place at the Chair's discretion.
5. All Cemetery Board meetings shall be open to the public.
6. Quorum shall consist of three (3) Cemetery Board Members.

Scope of **"The Cemetery Board"**

"The Cemetery Board shall not:

1. Have any budgetary responsibilities;
2. Receive any honoraria or expense reimbursement unless through resolution of Council;
3. Represent Council, nor make decisions for Council;
4. Discuss circumstances that **"may"** require **"In-camera"** discussion.

"The Cemetery Board " shall:

1. Provide their expertise, enthusiasm, creativity, imagination, for the betterment of the Rimbey Cemeteries and transmit those ideas and best practices to Council.



Resources

"The Cemetery Board" will be afforded any assistance from the Town of Rimbey's Executive Team consisting of the Chief Administrative Officer, Director of Finance, and the Director of Public Works.

Mayor Rick Pankiw

Date

Chief Administrative Officer Lori Hillis

Date

Council Agenda Item	7.4
Council Meeting Date	January 23, 2017
Subject	Town of Rimbey Cemetery Board
For Public Agenda	Public Information
Background	
Discussion	<p>The new Bylaw 930/17 Town of Rimbey Cemeteries Bylaw requires the appointment of the Chief Administrative Officer to the Town of Rimbey Cemetery Board annually at the Organizational Meeting.</p> <p>The Cemetery Board Terms of Reference, as amended, requires the appointment of the Chief Administrative Officer to the Town of Rimbey Cemetery Board annually at the Organizational Meeting.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	None
Attachments	None
Recommendation	Administration recommends Council appoint the Chief Administrative Officer to be a Town of Rimbey Cemetery Board Member as per Bylaw 930/17 and the Town of Rimbey Cemetery Board Terms of Reference
Prepared By:	<p><u><i>Lori Hillis</i></u> _____ <u><i>Jan 18/17</i></u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>
Endorsed By:	<p><u><i>Lori Hillis</i></u> _____ <u><i>Jan 18/17</i></u> _____ Lori Hillis, CPA, Ca Date Chief Administrative Officer</p>

Council Agenda Item	7.5
Council Meeting Date	January 23, 2017
Subject	Advertising
For Public Agenda	Public Information
Background	<p>At the November 19, 2016 Council 2017 Budget deliberations Council discussed advertising at length, and passed the following motion:</p> <p style="text-align: center;"><u>Motion 464/16</u></p> <p style="text-align: center;"><i>Moved by Councillor Jaycox to cut the Town of Rimbey advertising section back to only once per month, following the last Council Meeting of the Month.</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
Discussion	<p>Administration endeavors to insert a monthly bulletin in the Utility Invoices which go out within the first couple days of each month. With the current motion on file to advertise only once per month following the last Council Meeting of the Month, the advertisement would end up coming out in the same time frame as the monthly bulletin.</p> <p>It is beneficial to have the monthly bulletin inserted in the utility invoices as this reaches all residents of Rimbey who have water, sewer and garbage services. If the monthly advertising was to be moved to following the first meeting of the month instead of following the last meeting of the month it would be printed in the newspaper approximately two weeks after the monthly bulletin.</p> <p>Please note, statutory advertisements will be advertised as required, regardless of the time of month.</p> <p>With regards to the advertisement of Regular Council Meetings, the MGA states:</p> <p>The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26</p> <p>Regular council meetings</p> <p style="padding-left: 40px;">193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.</p> <p style="padding-left: 40px;">(2) Notice of regularly scheduled meetings need not be given.</p> <p style="padding-left: 40px;">(3) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change</p> <p style="padding-left: 80px;">(a) to any councillors not present at the meeting at which the change was made, and</p> <p style="padding-left: 80px;">(b) to the public.</p> <p>The Town of Rimbey Council Meeting dates and times are set annually at the Organizational Meeting held in October.</p>

Relevant Policy/Legislation	MGA 193(1)
Options/Consequences	<ol style="list-style-type: none">1. Council could provide a new motion to have the monthly advertisement to follow the first Council Meeting of the Month.2. Council could leave the monthly advertising as indicated in Motion 464/16 to follow the last Council Meeting of the Month.3. Council could instruct Administration to cease the Monthly Bulletin.
Financial Implications	None beyond approved budget.
Attachments	Council Meeting Schedule
Recommendation	Administration recommends Council provide a new motion to have the monthly advertisement to follow the first Council Meeting of the Month.
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 Meetings

The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26

Regular council meetings

193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

(2) Notice of regularly scheduled meetings need not be given.

(3) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change

(a) to any councillors not present at the meeting at which the change was made, and

(b) to the public.

1994 cM-26.1 s193

Council meetings will be held every 2nd and 4th Monday of the month commencing at 7:00 pm, with the exception of:

Monday, December 12/16 (only 1 Meeting)

Monday, July 24/17, (only 1 Meeting)

Monday, August 28/17 (only 1 Meeting)

If any regularly scheduled meeting falls on a statutory holiday, the meeting moves to the Wednesday of the same week, commencing at 7:00 pm.

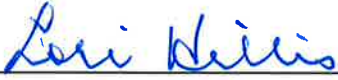
Motion 393/16, Motion 394/16, Motion 395/16

Public welcome to attend.

Regular Council Meeting Dates as set at the Organizational Meeting held Monday October 24, 2016

DAY	DATE	TIME
Monday	November 14/16	7:00 PM
Monday	November 28/16	7:00 PM
Monday	December 12/16	7:00 PM
Monday	January 9/17	7:00 PM
Monday	January 23/17	7:00 PM
Monday	February 13/17	7:00 PM
Monday	February 27/17	7:00 PM
Monday	March 13/17	7:00 PM
Monday	March 27/17	7:00 PM
Monday	April 10/17	7:00 PM
Monday	April 24/17	7:00 PM
Monday	May 8/17	7:00 PM
Wednesday	May 24/17	7:00 PM
Monday	June 12/17	7:00 PM
Monday	June 26/17	7:00 PM
Monday	July 24/17	7:00 PM
Monday	August 28/17	7:00 PM
Monday	September 11/17	7:00 PM
Monday	September 25/17	7:00 PM
Wednesday	October 11/17	7:00 PM
Monday	October 23/17	7:00 PM

This is provided for your information. Cut it out and keep it.

Council Agenda Item	7.6
Council Meeting Date	January 23, 2017
Subject	Tagish Engineering Project Status Update to January 10, 2017
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 January 10, 2017.
Recommendation	To accept the Tagish Engineering Project Status Updates to January 10 2017, as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



PROJECT STATUS UPDATES

January 10, 2017

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.16 RB00 - General Engineering 2016		
December 31, 2013	Matichuk, Gerald	Project Description: This project is for small general requests for the Town.
December 8, 2016	Matichuk, Gerald	Construction Completion inspection was held on Nov 29, 2016. The Contractor will provide a CCTV inspection video report. Contractor will also complete backfilling around low manholes and landscaping deficiencies.
January 5, 2017	Matichuk, Gerald	WSP Engineering has provided CCTV video of stormwater pipe installation, Tagish will review and provide comments to Town staff.
Project: RBYM00106.00 RB106 -NE Lagoon General Engineering		
December 31, 2013	Matichuk, Gerald	Project Description: This project is related to all work involving the NE Lagoon repairs and drainage.
October 13, 2016	Matichuk, Gerald	No Change.
January 5, 2017	Matichuk, Gerald	No Change.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
December 31, 2013	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.
December 8, 2016	Matichuk, Gerald	Access Land Services is continuing to work with land owners to acquire permission to drill new wells. The CAO is looking into the agreement with the Race Track Association, in regards to the land lease and will advise us accordingly.
January 5, 2017	Matichuk, Gerald	Town staff, Access Land Services and Tagish meet with Kinsmen and Race Track executives to discuss where new well could be located which would benefit all users.
Project: RBYM00128.00 RB128 - 2016 Street Improvements		
December 31, 2013	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
December 8, 2016	Matichuk, Gerald	Tagish is working with Border Paving Ltd. to provide all documentation for holdback release.
January 5, 2017	Matichuk, Gerald	Progress payment PPC #6 Holdback Release was completed and submitted to Town for processing.
Project: RBYM00132.00 RB132 - 2017 Street Improvements		
January 5, 2017	Matichuk, Gerald	Tagish staff are working on compiling base map information for the 2017 - Street Improvements tender.

Council Agenda Item	7.7
Council Meeting Date	January 23, 2017
Subject	Rimoka Housing Foundation
For Public Agenda	Public Information
Background	Rimoka Foundation has applied to the Minister of Social Housing to manage the Housing Units in both Ponoka and Rimbey, as was the case before Bethany Group became the management body.
Discussion	
Relevant Policy/Legislation	
Options/Consequences	Not Applicable
Financial Implications	Not Applicable
Attachments	None
Recommendation	Administration recommends Council provide a motion stating that the Town of Rimbey Council supports the Rimoka Housing Foundation Board of Directors in its plans to manage the Social Housing Portfolio for the Rimoka Housing Foundation.
Prepared By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	
Endorsed By:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, Ca Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	

Council Agenda Item	8.1
Council Meeting Date	January 23, 2017
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.
Discussion	
Relevant Policy/Legislation	Not applicable.
Options/Consequences	1. Accept the department reports as information. 2. Discuss items in question with department managers.
Desired Outcome(s)	To keep Council and the community informed of actions taken by the various Town of RimbeY Departments.
Financial Implications	Not applicable.
Follow Up	Advise department managers of an requirements made by Council.
Attachments	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report 8.1.3 Director of Public Works 8.1.4 Director of Community Services Report 8.1.5 Development Officer Report
Recommendation	Motion by Council to accept the department reports as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 18/17

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 18/17

Date

Highlights

- Ongoing correspondence with legal representatives regarding the two lawsuits
- Continuing to work on the FOIP request along with legal counsel. We have been granted an extension from the Office of the Privacy Commissioner.
- Continuing to work on policies and bylaws to bring to Council.
- Meetings with Jubilee Insurance regarding the Town's insurance coverages.
- Preliminary budget meetings with directors
- Budget meeting on November 19, 2016
- ECC training at Ponoka County office.
- Attended the Alberta Emergency Management Summit November 21 and 22.
- Meeting with Berry Architecture, regarding the refurbishment of Parkland Manor.
- Meeting with Carbonbite Innovations regarding solar power for Town buildings.
- Meeting with Fortis regarding new streetlights.
- Meeting with our benefits provider regarding 2017 costs.
- Professional Development courses in Edmonton
- Meetings with Taggish regarding the 2017 capital budget and trail system.

Lori Hillis
Chief Administrative Officer

November/December

Highlights

- Attended 2017 budget meeting.
- Attended a three day FOIP Course in Edmonton.
- Corresponded with Yearend Auditors for preliminary planning for year end audit.
- Started working on year end information needed.
- Corresponding with Servus re: our new town Mastercards which we have received and are using.
- Making sure our tax and utility files are now getting processed through our Servus account.
- Working on insurance information and amounts to bill out to additionally insured.
- Meeting with Group Source representative regarding our Group plan.
- Attending a Vadim software Webinar regarding year end procedures.

Wanda Stoddart
Director of Finance
Town of Rimbey

TOWN OF RIMBEY
VARIANCE REPORT
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2016

OPERATING	2016 Revenues				2016 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
General Municipal Revenues	3,905,456	3,942,557	101%	(37,101)	892,187	892,187	100%	0
Council (11)					177,804	193,307	109%	(15,503)
Administration (12)	21,935	47,447	216%	(25,512)	576,384	517,810	90%	58,574
General Administration (13)					116,480	124,548	107%	(8,068)
Police (21)	64,243	33,545	52%	30,698	49,135	47,806	97%	1,329
Fire (23) Amort - serv agreement	0	0	0%	0	0	25,971	0%	(25,971)
Disaster Services (24)				0	3,050	796	74%	2,254
Intern	20,000		0%	20,000	43,023	52,816	123%	(9,793)
Bylaw Enforcement (26)	146,500	42,688	29%	103,812	228,508	161,026	70%	67,482
Public Works (32)	4,000	9,606	240%	(5,606)	789,256	604,716	77%	184,540
Airport (33)	7,790	760	10%	7,030	15,330	15,812	103%	(482)
Storm sewer (37)					9,800	8,110	83%	1,690
Water (41)	569,644	538,328	95%	31,316	347,125	279,849	81%	67,276
Sewer (42)	332,250	313,845	94%	18,405	289,466	229,632	79%	59,834
Garbage (43)	202,875	203,678	100%	(803)	121,425	91,887	76%	29,538
Recycle (43-01)	41,100	36,123	88%	4,977	92,200	85,980	93%	6,220
Compost	1,150	1,844	160%	(694)	26,463	7,725	29%	18,738
Community Services (FCSS)	190,424	190,424	100%	0	238,424	194,230	81%	44,194
Cemetery (56)	14,900	12,790	86%	2,110	36,327	36,370	100%	(43)
Development (61)	25,700	66,485	259%	(40,785)	98,545	192,728	196%	(94,183)
Econ.Development (61-01) 61-08	22,610	23,133	102%	(523)	34,541	38,220	111%	(3,679)
Recreation Office (72)	14,400	20,049	139%	(5,649)	64,588	56,521	88%	8,067
Pool (72-04)	101,850	102,571	101%	(721)	278,436	204,828	74%	73,608
Parks (72-05)	10,000	10,035	100%	(35)	119,466	65,357	55%	54,109
Fitness Center (72-06)	37,200	35,396	95%	1,804	48,824	28,505	58%	20,319
Arena (72-09)	150,780	172,588	114%	(21,808)	232,807	265,448	114%	(32,641)
Recreation Programs (72-11)	25,000	23,369	93%	1,631	72,510	69,354	96%	3,156
Community Centre (74)	127,400	136,816	107%	(9,416)	284,265	253,588	89%	30,677
Library (74-06)	10,850	10,000	92%	850	131,959	130,710	99%	1,249
Scout Hall (74-08)					5,000	2,099	42%	2,901
Curling Club (74-09)	650	0	0%	650	21,700	16,653	77%	5,047
Museum (74-12)					66,300	72,862	110%	(6,562)
Total Revenues	6,048,707	5,974,077		74,630	5,511,328	4,967,451		543,877
Debenture & Loan Principal Payments					338,831	338,831		0
Total operating and debt repayment	6,048,707	5,974,077		74,630	5,850,159	5,306,282		543,877

**TOWN OF RIMBEY
VARIANCE REPORT**

FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2016

CAPITAL	Grants and reserves	Operating surplus			Year to Date	Variance
New Computers	10,000				12,119	(2,119)
Phone System Upgrade	31,000				34,096	(3,096)
- RCMP Building repairs: Painting, lighting, flooring, HVAC - Police ex	30,000				25,590	4,410
NE Lagoon Repairs		28,537			28,537	
2016 Street Improvements	685,700				641,517	44,183
Watt's septic tie in to Town system	25,000					25,000
New Tandem	70,000				58,306	11,694
2 Way Radios (6)	7,000					7,000
Headache racks, lighting and re-decating on all Town vehicles	13,000				6,115	6,885
(Raven- 2-32-500) Behran Signs						
New mower & sidewalk snow clearing tractor	119,000				96,016	22,984
PW Shop upgrades	16,000				6,692	9,308
Waste Water Composite Samplers/sheds	53,000				27,379	25,621
New Water Well Study & Construction Phase 1 (Phase 2 in 2017 - \$1.6)	607,250				24,227	583,023
Main Water Reservoir/Pump House Upgrades	75,000				49,520	25,480
Fencing around Recycle Bins	8,000					8,000
Clay, Gravel & Cement Blocks for Marshall area	9,000				4,550	4,450
Land Use Bylaw	50,000				35,383	14,617
46 Ave Park - 2014 carryover	50,000				50,000	0
Floor Scrubber (Arena)	7,000				7,100	(100)
Major Zamboni maintenance	15,000				13,214	1,786
E-ceiling repairs (Arena)	8,000				9,568	(1,568)
Swipe Key Security System (carry fwd 2015)	15,000				12,993	2,007
Community Center main auditorium lights	33,000				36,077	(3,077)
Community Center new roof	385,000				295,470	89,530
2 HVAC Units	65,000				36,540	28,460
Pool - Slide pump (new pump relocated to on deck)	10,000					10,000
Pool - Hot tub replacement motor	5,000					5,000
Pool - Family change room floors	5,000					5,000
Server replacement		12,361			12,361	0
SJC Development		18,554			18,554	0
Impound yard - security system		2,660			2,660	0
Proposed 2017 Trail Link		1,166			1,166	0
Concrete Crushing		50,000			50,000	0
SW Stormwater Management Plan		2,513			2,513	0
2008 Ford F150 - w/o accident		(8,106)			(8,106)	0
Auction proceeds - lawn mowers (2) and deck trailer		(9,411)			(9,411)	0
	2,406,950	98,274			1,580,746	924,478
Total operating and capital	8,455,657	6,072,351	74,630	5,850,159	6,887,028	1,468,355

Highlights

ROADS – Routine maintenance on equipment is ongoing. All Equipment and Safety Training has been completed. Prepared Christmas decorations for install and put up. New gravel on roads in early November prior to the snow. Mid-November started moving snow and sanding streets. Clearing snow off streets and sidewalks and sanding is ongoing.

WATER – Routine water samples, testing and maintenance is ongoing. Replacing “0” read water meters as required.

WASTEWATER – Routine sampling, testing and maintenance is ongoing. Discharged both Lagoons and walked Drainage Ditch to look for Beaver damage and repaired when necessary.

CEMETERY – Public Works assisted several families with their needs as required.

RECYCLE – Moving snow when necessary to assist County in maintaining/operating this facility.

R.C.M.P. STATION – Maintenance issues were responded to as required.

OTHER – Assistance was given to residents on various issues.

R. Schmidt
Director of Public Works

Highlights:

Peter Lougheed Community Centre

- Security camera quotes received – installation at the end of February
- Main Auditorium floors refinished between Christmas and New Year's. Re-opened the middle of January
- Tile/grout flooring in the lobby has been thoroughly cleaned with a brush pad
- Carpets cleaned in the Lions and Kinsmen meeting rooms
- Stage floor and walls were painted
- New speakers in the Upper Auditorium to improve sound quality

Community Fitness Centre

- Rubber mat flooring completed. Weights and equipment moved to generate more space in the Fitness Centre
- Walls painted
- Receiving quotes for a rowing machine and new elliptical trainer
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics

Rimbey Aquatic Centre

- Monitoring pool – checking temperature and shoveling snow for access
- Spray park decisions –
- Purchase items for 2017 season – benches, pool toys, replacement pumps

Arena

- Arena Operator #3 helping over the weekend to keep the facility clean and operating smoothly
- Maintenance during the Christmas break such as waxing, extra cleaning, ice maintenance
- Coop signs installed behind the Home bench, add more rink board advertising
- Minor Hockey and Pond Hockey Tournaments ongoing
- Receiving quotes for re-keying the inside doors of the facility
- School PE classes coming daily, therefore modified public skating/shinny in the afternoon

Programs

- Preschool Dance Mondays and Thursdays
- Thursdays - Drop In Sports – Pickleball, basketball, badminton
- Sr. and Tot skate – Thursdays 2-3 pm
- Babysitting Course – Friday, January 27, 2017

Events

- Santa Night was well attended, great weather
- New Year's Eve public skating went well. Good attendance

Cindy Bowie
Director of Community Services



Highlights


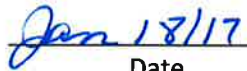

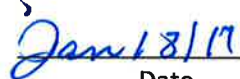
In addition to day-to-day activities, the Planning & Development Department has also been working on the following items:

- **Development Permits.** Administration has been processing development permits and answering resident questions regarding potential development permits on an on-going basis.
- **Certificate of Compliance.** Administration has been processing certificates of compliance and accompanying paperwork as requested.
- **Land.** Administration has been working with legal on confidential items pertaining to land and development.
- **Area Structure Plan Policy.** Administration will begin working to develop policy regarding future Area Structure Plan applications. The policy will likely discuss requirements, fees, standard processing times, etc. One the policy is drafted it will be presented to council for approval.
- **Subdivision Policy.** Administration will begin preparing a subdivision processing policy for future subdivision applications. The policy will likely discuss requirements, fees, standard processing times, etc. One the policy is drafted it will be presented to council for approval.

2016 Development Statistics as of December 31, 2016		
	Applied 2016	Issued 2016
Development Permit Applications	19	18
Subdivision Applications	0	0
Certificate of Compliance Requests	12	11
Building Permit Applications	16	16

2017 Development Statistics as of January 18, 2017		
	Applied 2017	Issued 2017
Development Permit Applications	2	0
Subdivision Applications	0	0
Certificate of Compliance Requests	0	0
Building Permit Applications	1	0

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

Council Agenda Item	8.3 Council Reports
Council Meeting Date	January 23, 2017
Subject	Council Reports
For Public Agenda	Public Information
Background	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
Discussion	
Relevant Policy/Legislation	Not Applicable.
Options/Consequences	<ol style="list-style-type: none"> 1. Accept the reports of Council as information. 2. Discuss items in question arising from the reports.
Financial Implications	Not Applicable.
Attachments	<ul style="list-style-type: none"> 8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Godlonton's Report 8.3.3 Councillor Jaycox's Report 8.3.4 Councillor Payson's Report 8.3.5 Councillor Webb's Report
Recommendation	Motion by Council to accept the reports of Council, as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>

Highlights

- Dec/7/16 Meeting with Fortis regarding Streetlights
 - Dec 8/16 Rimoka Housing Foundation Building Committee Meeting
 - Dec 9/16 Parkland Manor Christmas Party
 - Dec 12/16 Meeting with Amazing Ideas
 - Dec 12/16 Regular Council Meeting
 - Dec 14/16 Rimoka Housing Foundation Board Meeting in Ponoka
 - Dec 15/16 Meeting with Annette Peck regarding Boys & Girls Club
 - Dec 16/16 Meeting with Berry Architect regarding Parkland Manor
 - Dec 19/16 Tagish Engineering Luncheon for Staff
 - Dec 20/16 Parkland Manor Lunch with Seniors
 - Dec 22/16 Rimoka Housing Foundation Building Committee Meeting
 - Jan 9/17 Interview with CTV
 - Jan 9/17 Regular Council Meeting
 - Jan 10/17 Rimbey Cemetery Board Meeting
 - Jan 11/17 Rimoka Housing Foundation Board Meeting in Ponoka
 - Jan 12/17 Rimoka Housing Foundation Building Committee Meeting
 - Jan 12/17 Meeting with MLA Nixon
 - Jan 16/17 Conference Call with ASH re Lodge Funding
 - Jan 17/17 Meeting with Berry Architect regarding Parkland Manor
 - Jan 17/17 Meeting at Ag Centre
 - Jan 18/17 Interview with Rimbey Review
 - Jan 23/17 Regular Council Meeting
 - Signed Cheque Runs
 - Signed Commissioner of Oaths x14
-
- Rick Wm. Pankiw
 - Mayor



Highlights

No written report submitted.

Brian Godlonton
Councillor



Highlights

- Dec 14/16 Rimoka Housing Foundation Board Meeting
- Dec 16/16 Beatty Heritage House Open House
- Dec 21/16 Parkland Manor Christmas Flowers and Chocolates
- Jan 9/17 Rimbey Town Council Regular Meeting
- Jan 11/17 Rimoka Housing Foundation Board Meeting
- Jan 16/17 Beatty Heritage House Board Meeting
- Jan 23/17 Rimbey Town Council Regular Meeting

Mathew Jaycox
Councillor



Highlights

No written report submitted.

Paul Payson
Councillor

Highlights

- Nov 13-17 AAMD&C Convention
- Nov 19/16 Council Budget Meeting
- Nov 28/16 Regular Council Meeting
- Dec 1-2/16 FCSS Board Strategic Planning Regret
- Dec 3/16 Kinsmen Christmas Party
- Dec 5/16 FCSS Cheque Run
- Dec 12/16 Regular Council Meeting
- Dec 14/16 Historical Society Memorandum of Understanding Review
- Dec 17/16 FCSS Board Christmas Party
- Dec 21/16 FCSS Food Bank Hamper Distribution
- Jan 9/17 Regular Council Meeting
- Jan 10/17 Cemetery Board Meeting
- Jan 14/17 Jason Kenny Meeting
- Jan 18/17 FCSS Finance Meeting
- Jan 18/17 Historical Society Meeting
- Jan 23/17 Regular Council Meeting

- Jack Webb
- Councillor