

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY SEPTEMBER 25, 2018 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
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4.	Public Hearings - None	
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10.	Open Forum (Bylaw 939/18– Council Procedural Bylaw Part XXI 1.The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.	
11.	In Camera - None	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
TUESDAY, SEPTEMBER 11, 2018 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 5:00 pm, with the following in attendance:

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Planning and Development Officer - Liz Armitage
Recording Secretary – Kathy Blakely

Absent:

Public:
Treena Mielke - Rimbey Review
Mr. Leslie Johnson
0 members of the public
2. Adoption of Agenda
2.1 September 11, 2018 Agenda

Motion 279/18

Moved by Councillor Coulthard to accept the Agenda for the September 11, 2018 Regular Council Meeting, as presented.

In Favor Opposed
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED
3. Minutes
3.1 Minutes of Regular Council August 28, 2018

Motion 280/18

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of August 28, 2018, as presented.

In Favor Opposed
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED
4. Public Hearings 4.1 Public Hearings - None
5. Delegations 5.1 Delegations – None
6. Bylaws 6.1 Bylaws – None

7. New and
Unfinished
Business7.1 Coffee with CouncilMotion 281/18

Moved by Councillor Curle to accept the information that Council is welcome to come to the lodge and have coffee with the seniors at any time, however, as this is their home and not a public venue, it has been recommended by the CAO of the lodge, that it is not preferable for Council to hold their public "Coffee with Council" at the lodge, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.2 Evergreen Walking Trails UpdateMotion 282/18

Moved by Councillor Rondeel to accept the Evergreen Walking Trails Update from the Development Officer, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.3 PoliciesMotion 283/18

Moved by Mayor Pankiw to approve the amendments to Policy 155 Council Remuneration and Policy 156 Council attendance at Conferences/Meetings, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8. Reports

8.1 Department Reports

8.1.1 Chief Financial Officer – Accounts Payable Listing

Motion 284/18

Moved by Councillor Curle to accept the report from the Chief Financial Officer regarding the Accounts Payable Listings, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports

8.2.1 Tagish Engineering Project Status Update to August 16, 2018

Motion 285/18

Moved by Councillor Payson to accept the Tagish Engineering Project Status Update to August 16, 2018, as information.

In Favor
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel

Opposed

CARRIED

9. Correspondence Correspondence

9.1 Alberta Recreation and Parks Association
 9.2 Alberta Municipal Affairs

Motion 286/18

Moved by Councillor Coulthard to accept the correspondence from Alberta Recreation and Parks and Alberta Municipal Affairs, as information.

In Favor
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel

Opposed

CARRIED

10. Open Forum 10.1 Open Forum

There were no members of the public in attendance.

Mayor Pankiw recessed the Council Meeting at 5:24 pm.

Treena Mielke of the Rimbey Review, and Chief Financial Officer Wanda Stoddart departed the Council Meeting at 5:24 pm.

Mayor Pankiw reconvened the Council Meeting at 5:26 pm.

11. In Camera
- 11.1 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Southwest Storm Water Pond
 - 11.2 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Encroachment into Utility Right of Way
 - 11.3 FOIP Section 17 (1) Disclosure harmful to personal privacy – Library Board Resignation
 - 11.4 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Proposal and consideration of options relating to deferred municipal reserve.

Motion 287/18

Moved by Councillor Curle the Council meeting go in camera at 5:26 pm, pursuant to discuss:

11.1 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Southwest Storm Water Pond with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Planning and Development Officer Liz Armitage as Planning and Development Support, Chief Administrative Officer Lori Hillis, and Recording Secretary Kathy Blakely as Administrative support

11.2 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Encroachment into Utility Right of Way with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Planning and Development Officer Liz Armitage as Planning and Development Support, Chief Administrative Officer Lori Hillis, and Recording Secretary Kathy Blakely as Administrative support

11.3 FOIP Section 17 (1) Disclosure harmful to personal privacy – Library Board Resignation with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Planning and Development Officer Liz Armitage as Planning and Development Support, Chief Administrative Officer Lori Hillis, and Recording Secretary Kathy Blakely as Administrative support

11.4 FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Proposal and consideration of options relating to deferred municipal reserve with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Planning and Development Officer Liz Armitage as Planning and Development Support, Land Owner Mr. Leslie Johnson, Chief Administrative Officer Lori Hillis, and Recording Secretary Kathy Blakely as Administrative support

In FavorOpposed

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED

Mr. Leslie Johnson departed the In-Camera session at 5: 37 pm.

Motion 288/18

Moved by Councillor Curle the Council meeting reverts back to an open meeting at 6:01 pm.

In FavorOpposed

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED

Motion 289/18

Moved by Councillor Coulthard that Council will accept a payment of \$57,765, in consideration of 0.18 hectares of land as outlined in the Deferred Reserve Caveat registered on Lot 11, Block 5, Plan 0823784 and upon payment, the applicant will be responsible to prepare the documentation necessary to discharge the caveat, which will be executed by the Town of Rimbey, and returned to the applicant for submission to Alberta Land Titles.

In Favor
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel

Opposed

CARRIED

Motion 290/18

Moved by Councillor Payson to accept the information regarding the encroachments into Utility Right of Way, as information.

In Favor
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel

Opposed

CARRIED

Motion 291/18

Moved by Mayor Pankiw to allow administration to counteroffer LI Ranches for the purchase of land regarding the SW Storm Water Pond.

In Favor
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel

Opposed

CARRIED

Motion 292/18

Moved by Councillor Curle to accept, with regret, the resignation of Mrs. Marilyn Sargeant from the Rimbey Municipal Library Board effective September 2, 2018.

In Favor
 Mayor Pankiw
 Councillor Coulthard
 Councillor Curle
 Councillor Payson
 Councillor Rondeel

Opposed

CARRIED

9. Adjournment

Motion 293/18

Moved by Councillor Coulthard to adjourn the meeting.

In Favor
Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 6:05 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	5.1
Council Meeting Date	September 25, 2018
Subject	Craig Teal – Regional Subdivision and Development Appeal Board
For Public Agenda	Public Information
Background	Administration has invited Mr. Craig Teal to do a presentation to Council regarding a Regional Subdivision and Development Appeal Board
Attachments	
Recommendation	Administration recommends Council accept the presentation from Mr. Craig Teal regarding a Regional Subdivision and Development Appeal Board as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

September 25, 2018 – Town of Rimbey

Concepts – Service Options

- Option A
 - Share a pool of Board members and costs to recruit, train and organize
 - Provide own Clerk and support staff and arrange for own appeals
- Option B
 - Share a pool of Board members and costs to recruit, train and organize
 - Share a pool of Clerks (planners and non-planners) and support staff to arrange appeals

Concepts - Governance

- Regional SDAB is established and supported by existing entities
- Panel of CAOs from Participating Municipalities (named Administrative Committee)
- Role is to select Board Members, set policies and procedures for operating SDAB and appeals
- No standing annual meetings envisioned; mostly start up for initial recruitment and policies

Concepts – Size and Selection of Board

- A pool of 12 Board Members would be recruited and trained for a 3 year term
- Selection criteria would be established by the Administrative Committee
- Council authority to appoint Board members is delegated to the Administrative Committee
- Board selects own Chair and Vice-Chair who will normally by the Presiding Officer for an appeal

Concepts – Appointment of Clerk

- Delegated by Council to the Administrator (PCPS Director) who can then sub-delegate
- If a planner as Clerk, will be a PCPS staff member
- If a non-planner as Clerk, will be a municipal employee from a Participating Municipality (will be looking for volunteers)
- Administrator would appoint clerk for an appeal based on option selected by CAO of municipality having the appeal

Concepts – Costs for Pooled Services

- Costs are based on three year budget estimates and then averaged for annual fees
- Option A estimated at \$410/year if 12 participating municipalities and dropping to \$300/year if 20 or more participating municipalities
- Option B estimated at \$250/year if 12 participating municipalities and dropping to \$180/year if 20 or more participating municipalities

Concepts – Costs for An Appeal

- Municipality having the appeal bears all direct costs related to the appeal including:
 - Board member per diems and expenses
 - Hourly charges for Clerk (unless own was provided)
 - Legal expenses
 - Audio and digital recording and transcript expenses
 - Printing, venue rental, advertising, etc
- Estimates for two scenarios based on Clerk as planner or non-planner
- Municipality sets appeal fees and retains any fees paid by appellant

Concepts – Term of Agreement

- Three (3) year minimum term to start and then term is subject to termination clauses
- Three years based on the three budget and averaging of costs over the three year period
- Three years based on training re-certification for Board members and Clerks

Timelines for Moving Ahead

- Confirmation of participation by October 19, 2018
- Recruiting Committee, setting out recruitment criteria, recruiting and selecting Board Members by November 30, 2018
- Training in January 2019



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	6.1
Council Meeting Date	September 25, 2018
Subject	Committee of the Whole
For Public Agenda	Public Information
Background	<p>At the Regular Meeting of Council held August 28, 2018, Council discussed Committee of the Whole and passed the following motion:</p> <p style="text-align: center;"><u>Motion 266/18</u></p> <p style="text-align: center;"><i>Moved by Councillor Rondeel for Administration to prepare a Committee of the Whole Bylaw with terms of reference and bring back to the September 25, 2018 Regular Council Meeting.</i></p> <p><u>In Favor</u> <u>Opposed</u></p> <p>Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</p> <p style="text-align: right;">CARRIED</p>
Discussion	As per direction from Council, Administration has prepared Bylaw 948/18 Committee of the Whole.
Relevant Policy/Legislation	MGA 145
Attachments	947/18 Committee of the Whole Bylaw
Recommendation	Administration recommends Council give first reading to 947/18 Committee of the Whole Bylaw.

Prepared By:

Lori Hillis Sept 21/18
 Lori Hillis, CPA, CA Date
 Chief Administrative Officer

Endorsed By:

Lori Hillis Sept 21/18
 Lori Hillis, CPA, CA Date
 Chief Administrative Officer



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CREATING A COMMITTEE OF THE WHOLE

WHEREAS

Under the authority of and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26 and amendments thereto (hereinafter referred to as the "MGA") a Municipal Council is authorized to do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by resolution or bylaw.

WHEREAS

It is deemed expedient by Council that a Bylaw provide for the establishment and processes of a Town of Rimbey Committee of the Whole.

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 Committee of the Whole Bylaw.

SECTION 2 – Name and Composition

- 1. The Committee of the Whole is the formal name of the Committee of the Whole and is comprised of each member of the Town of Rimbey Council.

SECTION 3 – Support Staff

- 1 The Chief Administrative Officer (CAO), or his/her designate, is the principal advisor to the Committee of the Whole. Attendance of specific municipal staff is at the discretion of the CAO.

SECTION 4 - Authority

- 1. The Committee of the Whole is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Committee of the Whole Meeting. All recommendation resolutions must be brought forward to a Regular Meeting of Council for ratification. The Committee of the Whole meetings serve as an opportunity for Council to be provided with information on governance and policy matters. These meetings serve as an opportunity for Council to seek clarification on matters relating to Council Business.

SECTION 5 - Frequency of Meetings

- 1. The dates and times of the Committee of the Whole Meetings will be set at the Annual Organizational Meeting held each October.

SECTION 6 Chairman

- 1. The Committee of the Whole meeting will be chaired by the Mayor or the Deputy Mayor in the absence of the Mayor.

SECTION 7 – Quorum

- 1. MGA Quorum requirements will prevail for the Committee of the Whole.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CREATING A COMMITTEE OF THE WHOLE

SECTION 8 - Regulations

1. The Committee of the Whole is intended principally as a forum for discussion rather than as a decision making venue.
2. The Committee of the Whole Meeting shall be open to the public.
3. Delegations may make presentations to the Committee of the Whole by appointment only, booked through the CAO.
4. The Committee of the Whole may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
5. The Committee of the Whole may refer an item to the CAO for additional information or clarification, but must move the issue forward to a Regular Council Meeting for consideration and decision upon receipt of the required information.
6. An agenda will be prepared by the CAO and supplied to each Committee Member and placed on the Town of Rimbey Website in accordance with the Town of Rimbey Council Procedural Bylaw.
7. Minutes of the Committee of the Whole Meeting will be forwarded to a Regular Meeting of Council for acceptance.

SECTION 9 – Mandate of the Committee of the Whole

1. The mandate of the Committee of the Whole is to:
 - a) Hear from delegations and/or refer delegations to Council
 - b) Review matters forwarded to it by the CAO
 - c) Consider matters placed on the agenda by other members of Council and/or refer such issues to the CAO for a report.
 - d) Issues facing the municipality
 - e) Special Projects

SECTION 10 – Term

1. The Committee of the Whole is a permanent standing committee of Council.

SECTION 11 – Effective Date

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

READ a First Time in Council this _____ day of _____ 2018.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSE OF CREATING A
COMMITTEE OF THE WHOLE**

READ a Second Time in Council this _____ day of _____, 2018.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading

READ a Third Time and Finally Passed this _____ day of _____, 2018.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

**TOWN OF RIMBEY REQUEST FOR DECISION**

Council Agenda Item	7.1
Council Meeting Date	September 25, 2018
Subject	Franchise Fees - Atco Gas & Pipelines
For Public Agenda	Public Information
Background	<p>The Town of Rimbey has a Natural Gas Distribution System Franchise Agreement with Atco Gas and Pipelines, which is Schedule A of Town of Rimbey Bylaw 906/15. This Agreement commenced on January 1, 2016 and expires December 31, 2025.</p> <p>Atco Gas & Pipelines agrees to collect from Consumers and pay to the Town a franchise fee calculated as a percentage of Atco's total revenue derived from the Delivery Tariff including the fixed charge, base energy charge, demand charge but excludes the cost of Natural Gas within the Municipal service area.</p> <p>The franchise fee may be adjusted annually at the option of the Municipality and cannot exceed 35%.</p> <p>Historical percentages collected by the Town of Rimbey are as follows:</p> <ul style="list-style-type: none">2013 – 24%2014 – 24%2015 – 24%2016 – 25%2017 – 25%2018 – 26%
Discussion	<p>Atco Gas and Pipelines Ltd. forecast their Delivery Tariff revenue for 2019 to be \$821,762. Based on the current franchise fee percentage of 26%, the forecast 2019 franchise fee received by the municipality would be \$213,658. If the municipality increased the franchise fee percentage from 26 to 27% the anticipated funds received by the municipality would be \$221876. An increase of \$8,218.</p>
Relevant Policy/Legislation	Bylaw 906/15
Options	<ol style="list-style-type: none">1. Council may choose to accept the Atco Gas and Pipelines Ltd. Franchise Fee increase of 1% from 26% to 27%.2. Council may choose a different Atco Gas and Pipelines Ltd. Franchise Fee percentage increase.3. Council may choose to leave the Atco Gas and Pipelines Ltd Franchise Fee at 26%.
Financial Implications	As listed above



TOWN OF RIMBEY REQUEST FOR DECISION

Attachments	Atco Letter
Recommendation	Administration recommends Council increase the franchise fee percentage 1% from 26% to 27%.
Prepared By:	<p><u>Wanda Stoddart</u> _____ <u>Sept 21/18</u> _____ Date Wanda Stoddart Chief Financial Officer</p>
Endorsed By:	<p><u>Lori Hillis</u> _____ <u>Sept 21/18</u> _____ Date Lori Hillis, CPA, CA Chief Administrative Officer</p>

August 28, 2018

Town of Rimbey
PO Box 350
Rimbey, AB
T0C 2J0

Attention: Lori Hills / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Pursuant to Clause 5 of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2019; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2019, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Rimbey a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Rimbey, this percentage is 26.00%.

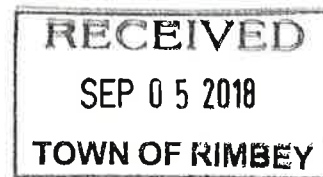
In 2017, our Delivery Tariff revenue in the Town of Rimbey was \$901,974. Our forecast Delivery Tariff revenue for 2019 is \$821,762. Therefore, based on the current franchise fee percentage, the forecast 2019 franchise fee revenue would be \$213,658.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (403) 357-5241.

Yours truly,



Bruce Legault
Manager, Red Deer
ATCO Gas Distribution



Council Agenda Item	7.2						
Council Meeting Date	September 25, 2018						
Subject	Franchise Fees – Fortis Alberta						
For Public Agenda	Public Information						
Background	<p>The Town of Rimbey has an Electrical Distribution Franchise Agreement with Fortis Alberta Inc., which is Schedule A of Town of Rimbey Bylaw 883/13. The Agreement became effective July 1, 2013 with an initial term of ten (10) years and may be renewed for a further period of five (5) years.</p> <p>Fortis Alberta agrees to collect from Consumers and pay to the Town a franchise fee calculated as a percentage of Fortis Alberta’s total revenue in that year derived from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.</p> <p>The franchise fee may be adjusted annually at the option of the Municipality and cannot exceed 20%.</p> <p>Historical percentages collected by the Town of Rimbey are as follows:</p> <table style="margin-left: 40px;"> <tr><td>2013 – 7%</td></tr> <tr><td>2014 – 7%</td></tr> <tr><td>2015 – 14%</td></tr> <tr><td>2016 – 14%</td></tr> <tr><td>2017 – 14%</td></tr> <tr><td>2018 – 15%</td></tr> </table>	2013 – 7%	2014 – 7%	2015 – 14%	2016 – 14%	2017 – 14%	2018 – 15%
2013 – 7%							
2014 – 7%							
2015 – 14%							
2016 – 14%							
2017 – 14%							
2018 – 15%							
Discussion	<p>Fortis Alberta Inc. has estimated our franchise revenue will be approximately \$290,246 at the current rate of 15%.</p> <p>An increase of 1% from 15% to 16% will generate revenue of \$309,595 for the Town of Rimbey. An overall increase of \$35,049.</p> <p>For the average residential customer using 625 kWh’s per month, an increase of 1% will cost an additional \$14.81 per year. (additional \$1.24 per month)</p>						
Relevant Policy/Legislation	Bylaw 883/13						
Options	<ol style="list-style-type: none"> 1. Council may choose to accept the Fortis Alberta Franchise Fee increase of 1% from 15% to 16%. 2. Council may choose a different Fortis Alberta Franchise Fee percentage increase. 3. Council may choose to leave the Fortis Alberta Franchise Fee at 15%. 						

Financial Implications	As previously noted.
Recommendation	Administration recommends increasing the Fortis Alberta Inc. Franchise fee by 1% from 15% to 16% for the 2019 budget year.
Prepared By:	<p><u>Wanda Stoddart</u> <u>Sept 21/18</u> Wanda Stoddart Date Chief Financial Officer</p>
Endorsed By:	<p><u>Lori Hillis</u> <u>Sept 21/18</u> Lori Hillis, CPA, CA Date Chief Administrative Officer</p>

Council Agenda Item	7.3
Council Meeting Date	September 25, 2018
Subject	Organizational Meeting Date
For Public Agenda	Public Information
Background	<p>Council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.</p> <p>Council Procedural Bylaw 939/18 states the following:</p> <p>PART V- ORGANIZATIONAL MEETING</p> <ol style="list-style-type: none"> 1. An Organizational Meeting of Council shall be held annually pursuant to Section 192 of the Municipal Government Act. 2. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting. 3. The agenda for the Organizational Meeting shall be restricted to: <ol style="list-style-type: none"> a. the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election; b. the establishment of regular meeting dates and times for Council Meetings; c. the appointment of the Deputy Mayor; d. the appointment of Signing Authorities; e. the appointment of members to act on committees, board and other bodies on which Council is entitled to representation; f. any such other business as is required by the Act.
Relevant Policy/Legislation	MGA 192 939/18 Council Procedural Bylaw
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council hold the Council Organizational Meeting at 5:00 pm on Tuesday, October 23, 2018, in the Council Chambers located in the Town of Rimbey Administration Office, 4938 50 Avenue, Rimbey, Alberta. 2. Administration recommends Council hold a Regular Meeting of Council at 5:30 pm on Tuesday, October 23, 2018, in the Council Chambers located in the Town of Rimbey Administration Office, 4938 50 Avenue, Rimbey, Alberta.



TOWN OF RIMBEY REQUEST FOR DECISION

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Council Agenda Item	7.4
Council Meeting Date	September 25, 2018
Subject	Subdivision and Development Appeal Board
For Public Agenda	Public Information
Background	<p>The Town of Rimbey currently has a Subdivision and Development Appeal Board consisting of 5 members which must qualify to be an elector of the Town of Rimbey, as per Town of Rimbey Subdivision and Development Appeal Board Bylaw 923/16. The Board Members are appointed by Council for a determined period of time. Although the Town currently has a full regiment of board members, these positions are very difficult to fill when they become vacant. Town of Rimbey Subdivision and Development Appeal Board Bylaw 923/16 allows for the reappointment of a board member when their term expires.</p>
Discussion	<p>The MGA states:</p> <p>Appeal board established</p> <p>627(1) A council must by bylaw</p> <ul style="list-style-type: none"> (a) establish a subdivision and development appeal board, or (b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board, <p>or both.</p> <p>(2) An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.</p> <p>(3) Unless an order of the Minister authorizes otherwise, a panel of a subdivision and development appeal board hearing an appeal must not have more than one councillor as a member.</p> <p>(4) The following persons may not be appointed as members of a subdivision and development appeal board:</p> <ul style="list-style-type: none"> (a) an employee of the municipality; (b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality; (c) a member of a municipal planning commission. <p style="text-align: right;">RSA 2000 cM-26 s627;2016 c24 s94</p> <p>An Intermunicipal Regional Subdivision and Development Appeal Board ensures there will always be a complete compliment of Board Members and clerks to hear appeals and deal with agendas, correspondence and decisions. Participating in a Intermunicipal Regional SDAB also provides for an arms-length board who would not know the appellant as their friend or neighbour, which can put a board member in an uncomfortable position.</p>



TOWN OF RIMBEY REQUEST FOR DECISION

Relevant Policy/Legislation	MGA 627 Appeal Board Establishment Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board
Financial Implications	<ul style="list-style-type: none"> - Service Package A (Shared Board) goes to \$410 per year if there are 12 participating municipalities for this option; and - Service Package B (Shared Clerks) goes to \$250 per year if there are 12 participating municipalities for this option. <p>These figures may go back up depending on training related costs in Year 4. They could also remain the same or go down depending on whether or not more than 12 municipalities participate in each option.</p> <p>Plus hearing costs and board member expenses. It would be recommended to budget for 2 SDAB Hearings a year.</p>
Attachments	Sample Agreement with Parkland Community Planning Services for the Establishment of an Intermunicipal Regional Subdivision and Development Appeal Board with Schedule A – Sample Bylaw.
Recommendation	<p>Administration recommends Council participate in the Intermunicipal Regional Subdivision and Development Appeal Board by signing an Intermunicipal Regional Subdivision and Development Appeal Board Agreement for Members and Clerks, and preparing a Regional Intermunicipal Subdivision and Development Appeal Board Bylaw.</p> <p>Administration recommends the disbandment of the Town of Rimbey Subdivision and Development Appeal Board and repeal of Bylaw 923/16 Town of Rimbey Subdivision and Development Appeal Board.</p>

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

This Agreement dated this _____ day of _____, 20____

BETWEEN:

[Set out the names of all the Participating Municipalities]

Being municipal corporations pursuant to the *Municipal Government Act*, R.S.A. 2000
Chapter M-26

(collectively the "Participating Municipalities")

-and-

PARKLAND COMMUNITY PLANNING SERVICES
Being an intermunicipal service agency created pursuant to the *Municipal Government Act*,
R.S.A. 1980, Chapter M-26

("PCPS" or the "Coordinator")

**AN AGREEMENT TO ESTABLISH THE REGIONAL INTERMUNICIPAL SUBDIVISION
AND DEVELOPMENT APPEAL BOARD AND TO PROVIDE FOR INTERMUNICIPAL
REGIONAL SUBDIVISION AND DEVELOPMENT BOARD SERVICES**

BACKGROUND

- A. Each Participating Municipality has passed a bylaw authorizing the Participating Municipality to enter into an agreement with the other Participating Municipalities establishing a Regional Intermunicipal Subdivision and Development Appeal Board (the "Regional Board") having jurisdiction within their respective boundaries in accordance with the *Municipal Government Act*, R.S.A. 2000 Chapter M-26.
- B. The Participating Municipalities want to establish the function and role of the Regional Board as well as the rights and obligations of the Participating Municipalities in accordance with the terms and conditions of this Agreement.
- C. The Participating Municipalities want to retain PCPS and PCPS agrees to be retained as the Coordinator for the Regional Board and provide services and support for the Regional Board in accordance with the terms and conditions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree each with the other as follows:

1) **AGREEMENT TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

1.1 The Participating Municipalities hereby agree amongst themselves to establish the Intermunicipal Subdivision and Development Appeal Board for the purpose of carrying out the functions of a Subdivision and Development Appeal Board in accordance with the Act, Bylaw and this Agreement.

2) **DEFINITIONS AND SCHEDULES**

In this Agreement, unless the context provides otherwise, the following words or phrases will have the following meanings:

- 2.1 **"Act"** means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time, together with all Regulations passed thereunder;
- 2.2 **"Administrator"** means the individual appointed as Administrator for the purpose of this Agreement by the Coordinator;
- 2.3 **"Administrative Committee"** means the Administrative Committee created by the Bylaw;
- 2.4 **"Agreement"** means this Agreement as the same may be amended from time to time and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions if used in any article, section or paragraph of this Agreement refer to this Agreement including the Schedules attached hereto and do not refer solely to a particular article, section or paragraph unless specifically stated herein;
- 2.5 **"Board Member"** means an individual appointed as a member to the Regional Board and **"Board Members"** means all the individuals appointed as members to the Regional Board;
- 2.6 **"Business Day"** means a day other than a Saturday, Sunday or statutory holiday in the Province of Alberta;
- 2.7 **"Bylaw"** means a Bylaw in the form as set out in **Schedule "A"**;
- 2.8 **"Chief Administrative Officer"** means the individual appointed as Chief Administrative Officer by Council of each Participating Municipality in accordance with the Act or his/her designate;
- 2.9 **"Clerk"** means a person qualified and appointed as clerk to the Regional Board in accordance with the Act;
- 2.10 **"Coordinator"** means Parkland Community Planning Services;
- 2.11 **"Council"** means the duly elected body of a Participating Municipality;
- 2.12 **"Designated Officer"** has the same meaning as in the Act;
- 2.13 **"Director"** means the individual appointed as Director for the Coordinator;
- 2.14 **"Force Majeure"** means acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of this Agreement, acts of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the Party claiming a suspension, which, by the

exercise of due diligence, such Party shall not have been able to avoid or overcome; provided however, the term "Force Majeure" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a Party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event;

- 2.15 **"Participating Municipality"** means a municipality which is a party to this Agreement and **"Participating Municipalities"** means all of the municipalities which are parties to this Agreement;
- 2.16 **"Party"** means a party this Agreement and **"Parties"** means two or more parties to this Agreement;
- 2.17 **"Panel"** means a panel of the Regional Board consisting of three (3) or five (5) Members;
- 2.18 **"Regional Board"** means the Intermunicipal Subdivision and Development Appeal Board created pursuant to this Agreement and the Bylaw;
- 2.19 **"Services"** means the Board coordination and support services provided by the Coordinator pursuant to **Schedule "B"**;
- 2.20 **"Service Fee"** means the annual Service fee and additional fees set out in **Schedule "C"**; and
- 2.21 **"Subject Participating Municipality"** means that Participating Municipality which has had an appeal filed to the Regional Board from a decision of its Development Authority or Subdivision Authority, an order issued by its Development Authority or a deemed refusal.
- 2.22 The following schedules form part of this Agreement:
 - Schedule A** – Form of Bylaw
 - Schedule B** – Service Options
 - Schedule C** – Annual Service Fees and Additional Fees
 - Schedule D** - Participating Municipalities Contact Information

3) **TERM**

- 3.1 The term of the Agreement commences on _____, 201_ and shall continue until terminated by one or more Parties as follows (the **"Term"**):
 - a) Any Participating Municipality may terminate its participation in this Agreement at any time by providing not less than sixty (60) days' prior written notice to the Coordinator. The terminating Participating Municipality shall forfeit the full amount of that Participating Municipality's annual Service Fee paid or owing for that calendar year in which the notice of termination is effective.
 - b) The Coordinator may terminate this Agreement at any time by providing not less than six (6) months' prior written notice to the Participating Municipalities effective January 1 of the subsequent year.
 - c) This Agreement may be terminated at any time by the mutual written agreement of the Participating Municipalities and the Coordinator.

- 3.2 Notwithstanding Clause 3.1, neither the Participating Municipalities nor the Coordinator may terminate this Agreement during the first three years of the Term.
- 3.3 All amounts owing by one Party to another Party as at the effective date of termination shall be paid in accordance with the terms of this Agreement. The Coordinator shall issue a final invoice to any Participating Municipality affected by a notice of termination within thirty (30) of the effective date of termination.

4) PARTICIPATING MUNICIPALITY RESPONSIBILITIES

Pre-Conditions to Receiving Service

- 4.1 A Participating Municipality is entitled to receive Services pursuant to this Agreement upon completion of the following:
 - a) the Participating Municipality's Council has passed a Bylaw and the Participating Municipality has provided a copy of the Bylaw to the Coordinator;
 - b) the Participating Municipality has provided payment in full to the Coordinator of the Service Fee for the first year of the Term; and
 - c) the Participating Municipality has provided written notification to the Coordinator of which Services the Participating Municipality wants to receive.

Payment of Service Fees

- 4.2 During each calendar year of the Term, each Participating Municipality shall pay the annual Service Fee to the Coordinator on or before January 31.
- 4.3 A Participating Municipality may change the level of Service it receives from the Coordinator at any time by providing written notice to the Coordinator and paying any resulting increase in Service Fee. There shall be no refund of annual Service Fee amount paid by the Participating Municipality where the Participating Municipality opts to reduce the level of Service it receives during a calendar year.
- 4.4 Upon receipt of an appeal to the Regional Board, the Subject Participating Municipality is responsible to pay all administration and other fees identified in **Schedule "C"** in addition to the annual Service Fee.
- 4.5 In the event of that a decision of the Regional Board is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Subject Participating Municipality shall be responsible to pay all actual costs incurred by the Coordinator in preparing and coordinating the filing of the Regional Board's record with the Court of Appeal and such other matters that may be requested or required to support the Regional Board's response to the application or merit hearing including the administration and other fees identified in **Schedule "C"** in addition to the annual Service Fee.
- 4.6 Participating Municipalities shall pay all Service Fees in addition to the annual Service Fees to the Coordinator within Thirty (30) days after receipt of an invoice from the Coordinator.

Legal Fees

- 4.7 If the Subject Participating Municipality or the Coordinator is of the opinion that legal services are required for the purpose of a specific appeal hearing to be conducted by the Regional Board, the Chief Administrative Officer and the Administrator shall consult and jointly coordinate the retention of appropriate legal counsel for the Regional Board. Legal counsel shall only be retained to assist the Regional Board with the approval of the Chief Administrative Officer of the Subject Participating Municipality. The Subject Participating Municipality is responsible to pay all legal fees within thirty (30) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Administrator and Chief Administrative Officer.
- 4.8 If a Regional Board decision is subject to a leave to appeal application or appeal to the Alberta Court of Appeal, the Subject Participating Municipality's Chief Administrative Officer and the Administrator shall consult and coordinate the retention of appropriate legal counsel for the Regional Board. The Subject Participating Municipality is responsible to pay all legal fees within Thirty (30) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Administrator and Chief Administrative Officer.

Recording Fees

- 4.9 If the Coordinator determines that audio or digital recording and/or transcript services are required for the conduct of a specific appeal, the Chief Administrative Officer and the Administrator shall consult and jointly coordinate the arrangement of appropriate recording and/or transcript service for the Regional Board. Recording and/or transcript services shall only be requested to assist the Regional Board with the approval of the Chief Administrative Officer of the Subject Participating Municipality. The Subject Participating Municipality is responsible to pay all recording and/or transcript fees within thirty (30) days of receipt of the invoice from the Coordinator or the transcript firm directly, as may be mutually determined by the Administrator and Chief Administrative Officer.

Annual Information Provision

- 4.10 On or before January 31 of every calendar year during the Term, each Participating Municipality shall provide the following information to the Coordinator in writing:
- a) The applicable appeal fees in accordance with the applicable bylaw(s) of the Participating Municipality; and
 - b) Copies of Certificates evidencing the Insurance requirements referred to in Section 10 of this Agreement.

Clerk and Administrative Support for the Board

- 4.11 Where a Participating Municipality has opted to provide a Clerk for the Regional Board and administrative support for the processing of appeals using its own staff or personnel other than the staff of or Clerks provided by the Coordinator, that Participating Municipality shall:

- a) notify the Coordinator of the name of the Clerk appointed for the purpose of assisting the Regional Board with the appeal within two (2) Business Days of the Participating Municipality's receipt of the notice of appeal to the Regional Board, and
 - b) provide and book a suitable venue for the conduct of the appeal hearings by the Regional Board, taking into consideration the anticipated number of attendees to the particular appeal hearing, after coordinating the appeal hearing date(s) with the Coordinator.
- 4.12 Where the Participating Municipality has opted to utilize a Clerk provided by and other administrative staff of the Coordinator to assist the Regional Board with the appeal hearing, the Participating Municipality shall provide all documentation and information needed by the Clerk and Regional Board for the conduct of an appeal hearing to the Coordinator within two (2) Business Days of the Participating Municipality receiving the notice of appeal to the Regional Board. The information to be provided to the Coordinator includes, but is not limited to (as applicable):
- a) the notice of appeal where the appeal has been filed with the Participating Municipality not the Coordinator,
 - b) confirmation of receipt of the applicable appeal fee,
 - c) notice of decision being appealed,
 - d) copy of the Development Permit being appealed,
 - e) copy of the Stop Order being appealed,
 - f) copy of the original application together with all supporting documents, plans, studies, etc.,
 - g) current copies of all relevant statutory plans, conceptual schemes, non-statutory plans, Land Use Bylaw, policies and procedures relating to the matter that is the subject of the appeal,
 - h) copies of all relevant meeting minutes, staff reports, correspondence, circulation comments and other communications,
 - i) copy of advertisement of the decision being appealed,
 - j) any other record or information relevant to the appeal, and
 - k) the location of the venue for the appeal hearing.
- 4.13 Where the Coordinator is providing the Clerk and administrative services for a Regional Board hearing, the Coordinator shall be responsible to book a suitable venue for the conduct of the appeal hearing, taking into consideration the anticipated number of attendees to the appeal hearing. The Subject Municipality shall be responsible to pay for all booking and rental fees and other costs associated with the hearing venue.
- 4.14 From time to time, the Coordinator and a Participating Municipality's may agree that the Participating Municipality will authorize a Designated Officer to perform the role of pool Clerk for the Regional Board. In that instance, the Coordinator shall arrange for all appropriate training for the Designated Officer as required for a Clerk pursuant to the Act. The Participating Municipality shall be compensated for the Designated Officer's time acting as pool Clerk for the Regional Board as the Coordinator and Participating Municipality may agree in writing.

Filing of Appeals to the Regional Board

- 4.15 Each Participating Municipality shall publish on its website and advise on all written decisions issued by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority that the decision or Stop Order may be appealed in accordance with the Act by filing a notice of appeal together with the applicable appeal fee either with a) the Participating Municipality or b) the Coordinator at the addresses as referenced in Section 12.2 to the attention of the Clerk of the Regional Intermunicipal Appeal Board. A notice of appeal filed with either the Participating Municipality or the Coordinator shall be deemed to be filed with the Clerk in accordance with the Bylaw.
- 4.16 The Subject Participating Municipality is solely responsible for ensuring compliance with any decision rendered by the Regional Appeal Board.

Administrative Committee

- 4.17 In accordance with the Bylaw, the Chief Administrative Officer of each Participating Municipality is a member of the Administrative Committee. The Administrative Committee is responsible to ensure that there are not less than five (5) and not more than twelve (12) individuals appointed as Board Members at all times during the Term.
- 4.18 Each Participating Municipality will assist with the recruitment of Board Members by providing notices and postings on their respective websites as requested by the Coordinator from time to time.

5) COORDINATOR RESPONSIBILITIES

- 5.1 Subject to a Participating Municipality's satisfaction of the conditions set out in Section 4.1 and the Participating Municipality's payment of the Service Fees due and payable each year during the Term, the Coordinator shall provide Services to that Participating Municipality in accordance with the terms and conditions of this Agreement and the Bylaw.
- 5.2 The Coordinator shall review the Service Fees every three (3) years. If the Coordinator determines that a change is required to the Service Fees, the Coordinator will notify the Participating Municipalities in writing no later than June 30th of the proposed change to the Service Fee to be effective January 1 of the subsequent year.
- 5.3 Subject to the Administrative Committee fulfilling its obligations pursuant to Section 4.17, the Coordinator shall ensure that there is a pool of not less than five (5) and not more than twelve (12) Board Members who are available and who have received training in accordance with the Act at all times during the Term.
- 5.4 The Coordinator shall arrange for training of all individuals appointed as Board Members by the Administrative Committee up to a maximum of twelve (12) within six (6) months of the appointment.

- 5.5 The Coordinator shall ensure that there is a pool of not less than two (2) trained and qualified Clerks available to assist the Regional Board at all times during the Term.
- 5.6 The Coordinator shall keep a record of all appeals filed in accordance with the Act for a period of not less than ten (10) years from the date of receipt of the notice of appeal. The Coordinator shall provide the Subject Participating Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Subject Participating Municipality at the sole cost and expense of the Subject Participating Municipality.
- 5.7 The Coordinator shall retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for a period of not less than ten (10) years from the date of receipt of such paper records. The Coordinator shall provide the Subject Participating Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Subject Participating Municipality at the sole cost and expense of the Subject Participating Municipality.
- 5.8 The Coordinator shall keep a record of all Board Member and Clerk appointments and training and shall report this information to Municipal Affairs from time to time as required by the Act.
- 5.9 The Coordinator, where requested and agreed to by the Subject Participating Municipality, shall retain legal services on behalf of the Regional Board.
- 5.10 The Coordinator, where requested and agreed to by the Subject Participating Municipality, shall cause audio or digital recordings and transcripts of appeal hearings to be made.
- 5.11 The Coordinator shall notify the Subject Participating Municipality in writing of receipt of a notice of appeal and provide a copy of the notice of appeal to the Subject Participating Municipality within Two (2) Business Days of receipt of the notice of appeal. Where the Coordinator has received the appeal fees on behalf of the Subject Participating Municipality, the Coordinator shall remit these fees to the Subject Participating Municipality upon conclusion of the appeal.
- 5.12 The Coordinator, where providing Clerk Services to the Subject Participating Municipality, shall be responsible to coordinate all arrangements and perform all administrative functions related the holding of the Regional Board appeal hearing in accordance with the requirements of the Act including (as applicable):
 - a) Scheduling the appeal hearing,
 - b) Coordinating not less than three (3) Board Members to sit on the Panel. At the option of the Subject Participating Municipality, the Coordinator shall coordinate five (5) Board Members to sit on the Panel,
 - c) Arranging for a Clerk for the appeal hearing,
 - d) Providing notice in writing of the hearing,
 - e) Making all relevant documents and materials respecting the appeal available for public inspection electronically on the Coordinator's website and at the Coordinator's office,
 - f) Preparation of Regional Board appeal hearing minutes and summary of the evidence heard by the Regional Board,
 - g) Preparation of the Regional Board notice of decision, and
 - h) Providing a copy of the Regional Board's notice of decision to all relevant parties.

- 5.13 Where a Regional Board decision is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Coordinator shall coordinate the preparation and filing of the Regional Board hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the Regional Board's response to the leave to appeal application or merit hearing.

6) ALL PARTIES' RESPONSIBILITIES

- 6.1 Both the Coordinator and the Subject Participating Municipality shall make every reasonable effort to ensure that all information that will be or is intended to be used in a Regional Board appeal hearing is complete and accurate and provided to the other Party in a timely fashion.
- 6.2 All Parties acknowledge and agree that they are subject to the provisions of the Bylaw and where there is any conflict between the Bylaw and this Agreement, the provisions of the Bylaw shall prevail to the extent of the conflict.

7) PRIVACY

- 7.1 All Parties acknowledge and agree that they are subject to the ***Freedom of Information and Protections of Privacy Act (FOIPP)*** and that they will only collect and release information in accordance with the provisions of FOIPP.
- 7.2 Participating Municipalities shall ensure that any information of a confidential or protected nature which it provides to the Coordinator is clearly marked as such.
- 7.3 All Participating Municipalities shall ensure that their planning and development applications and forms of notice of appeal having the requisite acknowledgement and agreement pursuant to FOIPP that any party submitting an application or notice of appeal acknowledges and agrees that the information submitted by that party in support of its application or appeal shall be subject to release to the public.

8) DISPUTE RESOLUTION

- 8.1 If any dispute arises between any of the Participating Municipalities and the Coordinator with respect to the interpretation or application of the provisions of this Agreement, the Parties shall first attempt to resolve the dispute by direct negotiations between the Chief Administrative Officer of the Participating Municipality and the Director within thirty (30) days of receipt of notice of the matter in dispute. If the Chief Administrative Officer or the Director cannot resolve the dispute, then such dispute will be referred to two elected officials from the Participating Municipality and two elected officials from the PCPS Board of Directors, who will then meet to discuss and attempt to resolve the matter in dispute in a timely fashion.
- 8.2 In the event the dispute cannot be resolved by the elected officials of the Participating Municipality and the Coordinator within thirty (30) days of the dispute being referred to them, then, upon mutual consent of the Parties, the Parties may utilize the Alberta Municipal Affairs Mediation Services program to assist in resolving the dispute. The Parties shall bear their own costs of mediation.

- 8.3 In the event the dispute cannot be resolved through mediation, then the dispute will be determined by arbitration in accordance with the following:
- a) The Parties will agree upon a single arbitrator (the "**Arbitrator**") and in the event that the Parties are unable to agree upon the Arbitrator, the matter will be referred to the Court of Queen's Bench of Alberta for the appointment of the Arbitrator;
 - b) The decision of the Arbitrator will be binding upon the Parties;
 - c) The cost of arbitration will be borne by the Party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
 - d) The Arbitrator will not alter, amend or otherwise change the terms and conditions of this Agreement;
 - e) Except as modified herein, the provisions of the **Arbitration Act** will apply to any arbitration conducted pursuant to this Agreement; and
 - f) Notwithstanding any provision contained herein to the contrary, if any dispute which has been submitted to the Arbitrator has not been determined by the Arbitrator within 45 days of receipt of the notice to arbitrate, either Party at any time thereafter, but prior to the determination being made by the Arbitrator, will have the right of recourse to the Court of Alberta having jurisdiction for determination of the dispute, and upon the commencement of any action for such purpose the jurisdiction of the Arbitrator with respect of such dispute will cease.

9) RELEASE AND HOLD HARMLESS

9.1 With the exception of gross negligence or willful breach of this Agreement, the Bylaw or the Act, the Participating Municipalities agree to release and hold harmless the Coordinator together with its Board of Directors, officers, employees, contractors, volunteers, and agents together with the Clerks and Board Members (collectively referred to as the "**Coordinator Parties**") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind that the Participating Municipalities may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of or in connection with the performance or intended performance of the Coordinator Parties' obligations pursuant to the Act, Bylaw and this Agreement.

9.2 The provisions set forth in Section 9.1 will survive the expiration of the Term or the termination of this Agreement.

10) INSURANCE

10.1 Throughout the Term, each of the Participating Municipalities shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:

- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
- b) General Liability insurance policy of not less than \$2,000,000 per occurrence. The Coordinator must be named as an additional insured.

10.2 Throughout the Term, the Coordinator shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:

- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
- b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

11) FORCE MAJEURE

11.1 If a Participating Municipality or the Coordinator fail to meet their respective obligations hereunder within the respective time prescribed, and such failure is directly caused or materially contributed to by Force Majeure, such failure will be deemed not to be a breach of the obligations, provided that, in such event, the Participating Municipality or the Coordinator will use their commercially reasonable efforts to put themselves in a position to carry out their obligations hereunder as soon as reasonably possible, to the extent that it is within their power.

12) NOTICES

12.1 All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:

- (a) personally, by delivering it to the Party on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on a Business Day. Personally delivered notice shall be deemed received when actually delivered as aforesaid;
- (b) by telecopier, e-mail or by any other like electronic method by which a written or recorded message may be sent, directed to the Party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or
 - ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or
- (c) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

12.2 Notices shall be sent to the following addresses:

To the Participating Municipalities at the addresses set out in **Schedule "D"**.

To the Coordinator at:

PCPS
Unit B 4730, Ross Street
Red Deer AB T4N 1X2
Phone: (403)-343-3394
E-Mail: PCPS@pcps.ab.ca

13) SUCCESSORS

13.1 This Agreement will enure to the benefit of and be binding upon the Parties and the successors and assigns thereof.

14) ENTIRE AGREEMENT

14.1 This Agreement is the whole agreement between the Parties and replaces any prior Agreement existing between the parties.

14.2 This Agreement may not be modified, changed, amended or waived except by signed written agreement of the Parties.

15) UNENFORCEABILITY

15.1 If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to be severed from the remainder of the Agreement, and the remainder of the Agreement will be enforceable.

16) ASSIGNMENT

16.1 This Agreement will not be assignable by any Participating Municipality or the Coordinator to any other person, agency, firm or corporation without the prior written consent of the other Parties.

17) COUNTERPART AND ELECTRONIC SIGNATURES

17.1 This Agreement may be executed in any number of counterparts by the Parties. All counterparts so executed will be the same effect as if all Parties actually had joined in executing one and the same document. Any faxed or electronic (pdf) copy of a signature will be deemed to be an original signature.

The Parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

PARKLAND COMMUNITY PLANNING SERVICES

C/S

[PARTICIPATING MUNICIPALITIES' SIGNATORY LINES AS APPLICABLE]

SCHEDULE A – SAMPLE BYLAW

(municipality name)

(bylaw number)

Regional Intermunicipal Subdivision and Development Appeal Board Bylaw

Bylaw (number) of the (municipality), in the Province of Alberta, being a bylaw to authorize the (municipality) to enter into an agreement with one or more other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and to authorize the (municipality) entering into an agreement with Parkland Community Planning Services (PCPS) for the provision of intermunicipal subdivision and development appeal board services.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended (the “Act”) allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of the (municipality) considers it beneficial to enter into an agreement with certain other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and for the provision of subdivision and development appeal board services to be provided by Parkland Community Planning Services;

NOW THEREFORE the Council of the (municipality) duly assembled enacts as follows:

Short Title

- 1) The short title of this bylaw shall be the “Regional SDAB Bylaw.”

Definitions

- 2) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*.
- 3) In this Bylaw, the following terms shall have the meanings shown:

“**Act**” means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed thereunder;

“**Administrative Committee**” means that committee established pursuant to this Bylaw;

“**Administrator**” means the individual appointed as Administrator for the purpose of the Agreement by the Coordinator;

“**Agreement**” means the Agreement to Establish the Regional Intermunicipal Subdivision and Development Appeal Board and to Provide for Regional Intermunicipal Subdivision and Development Board Services to be entered into between the Participating Municipalities and the Coordinator;

"Board Member" means a person appointed to the Regional Board;

"Clerk" means the person(s) appointed and qualified to carry out the functions of the clerk of the Regional Board in accordance with this Bylaw and the Act;

"Common Law Bias" means a situation where a Board Member's personal or private interests may or may be perceived as influencing the Board Member on a matter before the Regional Board including but not limited to: direct or indirect Pecuniary Interest, pre-judgment, closed mindedness, undue influence, relationship with any of the parties involved in the matter including family members, close friends and business associates;

"Conflict of Interest" means both Common Law Bias and Pecuniary Interest;

"Coordinator" means the Parkland Community Planning Services;

"Designated Officer" has the same meaning as in the Act;

"Development Authority" has the same meaning as in the Act;

"Municipal Planning Commission" has the same meaning as in the Act;

"Municipality" means the municipal corporation of (insert name of municipality) together with its jurisdictional boundaries, as the context requires;

"Panel" means a panel of the Regional Board consisting of either three (3) or (five) Board Members;

"Participating Municipality(ies)" means the municipalities which are parties to the Agreement;

"Pecuniary Interest" has the same meaning as prescribed in Part 5, Division 9 of the Act;

"Presiding Officer" means that Board Member who is chairing a Regional Board or Panel meeting;

"Regional Board" means the Regional Intermunicipal Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw;

"Resident" means an individual who lives in a Participating Municipality on a daily and permanent basis and whose primary residence is located within a Participating Municipality;

"Subdivision Authority" has the same meaning as in the Act; and

"Subdivision and Development Appeal Board" has the same meaning as in the Act.

Establishment of the Regional Board and Composition

- 4) The Municipality is hereby authorized to enter into the Agreement with the Participating Municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of Regional

Intermunicipal Subdivision and Development Appeal Board services by Parkland Community Planning Services.

- 5) The Regional Intermunicipal Subdivision and Development Appeal Board is hereby established and authorized to exercise the functions of the Subdivision and Development Appeal Board for the Municipality in accordance with the Act.
- 6) The Regional Board shall be composed of a minimum of five (5) Board Members and a maximum of twelve (12) Board Members.
- 7) It is preferred, but not required, that one Member who is a resident of the Participating Municipality be appointed from each Participating Municipality.

Powers and Duties of Board

- 8) The Regional Board shall hear and decide upon appeals made with respect to a decision made by the Subdivision Authority and the failure or refusal to make a decision by the Subdivision Authority in accordance with the Act.
- 9) The Regional Board shall hear and decide upon appeals made against a decision or order made by the Development Authority and the failure or refusal to make a decision by the Development Authority in accordance with the Act.

Administrative Committee

- 10) The Administrative Committee is hereby established.
- 11) The Administrative Committee shall consist of all the Participating Municipalities' Chief Administrative Officers or their respective designates.
- 12) The Administrator or his/her designate shall be a non-voting member of the Administrative Committee.
- 13) The Administrative Committee is hereby delegated the authorization and power to appoint Board Members in accordance with this Bylaw.
- 14) The Administrative Committee's functions, powers and duties are as follows:
 - a) subject to this Bylaw, establish qualifications and expectations for Board Members;
 - b) appoint Members to the Regional Board who meet the qualifications of a Board Member as specified in this Bylaw and as may be established by the Administrative Committee from time to time;
 - c) develop policies and procedures governing hearings, conduct of Board Members and other Regional Board matters;
 - d) evaluate Board Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Board Members, as may be required;
 - e) ensure Board Members are provided with adequate mentoring and training to effectively fulfil their role;

- f) establish rates of remuneration and expenses for Board Members;
 - g) remove and replace Board Members as deemed necessary by the Administrative Committee in accordance with this Bylaw; and
 - h) act as a liaison between Participating Municipalities and the Coordinator.
- 15) The Administrative Committee shall meet on at least an annual basis and as often as deemed necessary by the Administrative Committee or as may be reasonably requested by the Coordinator.
- 16) The Administrative Committee shall conduct its meetings in accordance with the Act and may develop its own meeting procedure rules as it deems appropriate from time to time.
- 17) Quorum for a meeting of the Administrative Committee shall be five (5) Chief Administrative Officers or their respective designates together with the Administrator or his/her designate.
- 18) Decisions of the Administrative Committee shall be determined by a simple majority vote of those Chief Administrative Officers or their designate present at the meeting.

Board Members

- 19) A Board Member shall not include:
- a) an employee of any Participating Municipality,
 - b) a member of any Municipal Planning Commission, or
 - c) any person who carries out Subdivision or Development Authority powers, duties or functions on behalf of any Participating Municipality.
- 20) Board Members shall be not less than 18 years of age and it is preferred, but not required, that Board Members be a Resident of a Participating Municipality.
- 21) At least 50% of the Board Members shall be Residents of a Participating Municipality

Terms of Board Member Appointment

- 22) All Board Members shall be appointed for a two (2) or three (3) year term, at the discretion of the Administrative Committee, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- 23) The Administrative Committee may re-appoint a Board Member at the expiration of his/her term.
- 24) A Board Member may resign from the Regional Board at any time by providing written notice to the Administrator to that effect.
- 25) The Administrative Committee may remove a Board Member at any time if:

- a) in the opinion of the Administrative Committee, a Board Member is not performing his/her duties in accordance with the Act, this Bylaw or the rules of natural justice,
 - b) a Board Member is absent for more than three (3) consecutive meetings of a Panel to which he/she has been assigned without reasonable cause, or
 - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.
- 26) Notwithstanding any vacancy in the membership of the Regional Board, the remaining Board Members may exercise and perform the powers and duties of the Regional Board.
- 27) In the event that a vacancy occurs on the Regional Board with more than one (1) year left in the that Board Member's term, the Administrative Committee shall appoint a replacement Board Member within six (6) months of the notice of the vacancy and the person so appointed to fill such vacancy shall hold office for the balance of the period that his/her predecessor would have held the position of Board Member.
- 28) Upon being appointed as a Board Member, an individual must successfully complete the training as prescribed by the Act prior to participating in a Regional Board appeal hearing.

Appointment and Duties of Chair and Vice-Chair of the Regional Board

- 29) At its organizational meeting held in any calendar year, the Regional Board shall appoint a Chair and Vice-Chair from amongst the Board Members.
- 30) The Chair and Vice-Chair shall hold office for a period of two (2) years from the date of appointment.
- 31) The Chair, and in his/her absence, the Vice-Chair, shall:
- a) preside at meetings of the Regional Board; and
 - b) serve as the Presiding Officer for a Panel hearing an appeal if the Chair or Vice-Chair is assigned to hear the appeal.
- 32) In the absence of the Chair or Vice-Chair, the Board Members of every Panel hearing an appeal shall select a Presiding Officer from among themselves who shall:
- a) preside over and be responsible for the conduct of the hearing;
 - b) vote on matters submitted to the Panel unless disqualified to do so; and
 - c) sign orders, decisions and documents issued by the Regional Board.

Authorization of Appointment of the Clerk to the Regional Board

- 33) The position of Clerk of the Regional Board is hereby established to carry out the powers, duties and functions of a Designated Officer of the Municipality which shall be the powers, duties and functions of a Clerk prescribed by the Act.
- 34) The Administrator is hereby appointed into the position of Clerk to the Regional Board.
- 35) The Administrator is hereby authorized to appoint one or more Clerks of the Regional Board.

Clerk of the Regional Board

- 36) The Clerk of the Regional Board shall provide administrative and logistical support to the Regional Board in accordance with the Act and shall:
 - a) not have a vote in any proceedings of the Regional Board;
 - b) give at least five (5) days written notice of a hearing of an appeal to:
 - i) in the case of an appeal against an order, decision or a failure to make a decision by a development authority, the parties indicated in the Act; and
 - ii) in the case of an appeal against a decision or a failure to make a decision by the subdivision authority, the parties indicated in the Act;
 - c) notify Board Members of the meetings of the Regional Board, including hearings;
 - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Regional Board;
 - e) for each Regional Board appeal hearing, record and issue a decision of the Regional Board and its findings, with reasons, to all affected parties in accordance with the Act;
 - f) obtain legal counsel to advise the Regional Board when required;
 - g) be authorized to sign on behalf of the Regional Board any order, decision, approval, notice, or any other thing made, given or issued by the Regional Board; and
 - h) undertake such other duties as the Regional Board may require.

Filing an Appeal

- 37) A party may appeal to the Regional Board in accordance with the Act.
- 38) A notice of appeal is deemed to be filed with the Regional Board on the date that all information requirements related to a notice of appeal prescribed in the Act and the applicable appeal fee are received by the Clerk within the time period for filing a notice of appeal prescribed in the Act.

Establishment of Board Panels for Individual Hearings

- 39) Where a matter has been appealed to the Regional Board, the following Panels may be established at the discretion of the Administrator in consultation with the Chief Administrative Officer of the Participating Municipality in which the appeal was filed:
- a) a Panel consisting of three (3) Board Members; or
 - b) a Panel consisting of five (5) Board Members.
- 40) Board Members from one (1) municipality may not form the majority of any Panel hearing an appeal.
- 41) It is preferred, but not required, that a Board Member appointed from a Participating Municipality sit on the Panel hearing an appeal involving that Participating Municipality.
- 42) A Panel shall not have more than one Board Member who is a councillor.
- 43) A decision of a Panel is the decision of the entire Regional Board.

Appeal Hearings

- 44) Within thirty (30) days of receiving written notice of an appeal that is filed in accordance with the provisions of the Act, the Regional Board shall hold a public hearing to hear an appeal from:
- a) a decision of a Subdivision Authority or Development Authority;
 - b) a Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established in the Act; or
 - c) an order issued by a Development Authority.
- 45) The hearings of the Regional Board shall be in public, but the Regional Board may at any time recess and deliberate and make its decisions in private.
- 46) The Regional Board shall hear all those persons from whom it is required to hear by the applicable provisions of the Act.
- 47) A request for adjournment of a hearing may be granted at the discretion of the Regional Board, but any adjournment must be to a specific time and date.
- 48) The Regional Board may adjourn an appeal hearing to a specific time and date upon its own volition to request technical information, legal opinions, or other information desired by the Regional Board.
- 49) Upon conclusion of a hearing, the Regional Board shall deliberate and reach its decision in private and in doing so shall determine an appeal in accordance with the provisions of the Act.

50) Audio and/or video recordings of hearings may be made by the Clerk. No other recordings of appeal hearings shall be permitted. Recordings of appeal hearings, if made, shall be retained for at least six (6) months following the adjournment of the hearing and after that time may be destroyed subject to legal and/or legislative requirements.

Quorum and Voting at Hearings

51) A quorum of the Regional Board shall be as follows:

- a. two (2) Board Members for a panel of the Regional Board consisting of three (3) Board Members; and
- b. three (3) Board Members for a panel of the Regional Board consisting of five (5) Board Members.

52) All Board Members must vote on all matters before the Regional Board unless a Board Member declares a Conflict of Interest.

53) Where a Board Member of a Panel hearing an appeal absents declares a Conflict of Interest, the Clerk may appoint a replacement Board Member to the Panel.

54) Only those Board Members present at the entire hearing of an appeal shall be able to vote on the appeal, provided those Board Members voting form a quorum.

55) The majority vote of those Board Members present and voting constitutes the decision of the Panel and Regional Board.

56) In the event of a tie vote, the appeal shall be deemed to be denied.

Rules of Order

57) The Regional Board shall conduct appeal hearings in accordance with:

- a) the provisions of the Act and related Regulations;
- b) the principles of natural justice and procedural fairness; and
- c) the policies and procedures established by the Administrative Committee.

Conflict of Interest

58) Where a Board Member is of the opinion that he/she may have a Conflict of Interest in respect of a matter before the Board, the Board Member shall absent him/herself from the Regional Board proceedings while that matter is being discussed. Prior to leaving the meeting, the Board Member shall:

- a) declare that he/she has a Conflict of Interest; and
- b) describe in general terms the nature of the Conflict of Interest.

59) All Board Members are bound to adhere to and comply with the Pecuniary Interest provisions of the Act.

60) The Clerk shall cause a record to be made in the hearing minutes of the Board Member's absence and reasons for it.

Notice of Decisions and Record of Hearing

61) After the conclusion of an appeal hearing, the Clerk shall:

- a) under the direction of the Presiding Officer, prepare the decision or order of the Regional Board and the reasons for the decision in compliance with the Act; and
- b) arrange for the order or decision of the Regional Board to be signed and distributed in accordance with the requirements of the Act.

62) The Regional Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.

63) A decision of the Regional Board is not final until notification of the decision is issued in writing.

64) The Clerk shall maintain a record of the appeal hearing in accordance with the Act.

Subdivision Endorsement

65) If a Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Regional Board on appeal, the Presiding Officer of the Panel that heard the appeal, or in his/her absence any other Board Member of the Panel that heard the appeal is authorized to endorse the subdivision instrument.

Number and Gender References

66) All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or a female person, or a corporation or a partnership.

Severability

67) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Transition and Effective Date

68) Bylaw (insert number of current SDAB bylaw) is hereby repealed.

69) This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

Read a first time this ____ day of _____, _____.

Read a second time this ____ day of _____, _____.

Read a third time this ____ day of _____, _____.

Signed and passed this ____ day of _____, _____.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE B – SERVICE OPTIONS

In response to the varying needs and capabilities of Participating Municipalities, two different service packages/levels are available:

- **Service Package A** focuses on the organization and training of a qualified pool of Board Members that is shared by Participating Municipalities.
- **Service Package B** focuses on sharing the administrative arrangements for receiving notices of appeal, coordinating and holding appeals and issuing decisions through a qualified pool of Clerks that provide support to the Regional Board.

A. Service Package A – Shared Pool of Board Members

- The Participating Municipalities share in the recruiting and organizing of a pool of twelve (12) Board Members available to sit on Panels to hear appeals
- The Participating Municipalities share in the cost of training and certification of twelve (12) Board Members

Services include:

- Assistance with recruiting and selection of Board Members in accordance with the Agreement and the Bylaw
- Arranging for and providing training of Board Members in accordance with the Act
- Reporting Board Member training to Alberta Municipal Affairs in accordance with the Act
- Organizing the general orientation and organizational meetings of the Regional Board

Exclusions to Services:

- Municipalities participating in only **Service Package A** are required to provide and train their own Clerks and provide all administrative support required for the Regional Board hearing an appeal, in accordance with the Act, at the municipality's sole cost and expense.
- Municipalities participating in only **Service Package A** are required to pay Board Member per diems and expenses directly to the Board Members assigned to an appeal in accordance with the rates outlined in **Schedule C**.
- The provision of services directly related to holding an appeal on a particular matter is not included in **Service Package A** or **Service Package B**. These services are subject to additional fees in accordance with **Schedule C**.

B. Service Package B – Shared Administration and Clerks (Only as “Add- On” to Service Package A)

- **Service Package B** is only available as an “add-on” to **Service Package A**.
- All services included in **Service Package A**
- The Participating Municipalities share in the administrative costs to have a system in place to process all appeal hearings and making arrangements for hearing appeals in accordance with the Act.
- The Participating Municipalities share in the cost of training and certification of four (4) Clerks (2 planners and 2 non-planner) in accordance with the Act.

Services included:

- Arranging for and providing for training of Clerks in accordance with the Act
- Reporting Clerk training to Alberta Municipal Affairs in accordance with the Act
- General administration of policies, procedures and information brochures

Exclusions to Services:

- The provision of services directly related to holding an appeal on a particular matter is not included in **Service Package A** or **Service Package B**. These services are subject to additional fees in accordance with **Schedule C**.

C. Services Related to Holding an Appeal for Additional Fees (Rates set out in Schedule C)

The following will be offered by the Coordinator where the Coordinator provides the Clerk and administrative support for a specific hearing:

- Receive notice of appeal, collect and remit fee to the Participating Municipality and determine whether filing timelines have been met
- Notify Participating Municipality of appeal
- Coordinate a Panel of not less than three (3) Board members and, at the option of the Participating Municipality, five (5) Board Members
- Schedule hearing date with appellant(s), respondent(s), Participating Municipality and Board Members forming the Panel within 30 days from the date of receipt of the notice of appeal
- Coordinate the hearing venue with the Participating Municipality
- Prepare appeal agenda package and arrange for distribution
- Prepare and send out notice of appeal in accordance with the Act and arrange for posting with Participating Municipality
- Make all relevant documents and materials respecting the appeal available for public inspection electronically on the Coordinator's website and at the Coordinator's office
- Attend hearing and assist Presiding Officer with conduct of hearing
- Prepare record of proceedings
- Attend and assist Panel with deliberations and preparation of decision
- Distribution of decision to affected parties

D. Services Related to a Leave to Appeal Application to the Court of Appeal or a Court of Appeal Merit Hearing for Additional Fees (Rates set out in Schedule C)

The following services will be provided by the Coordinator where the Coordinator provided the Clerk and administrative support for a specific Regional Board appeal hearing and the Regional Board's decision on that appeal is the subject of a leave to appeal application to or merit hearing at the Court of Appeal:

- a) coordinate legal counsel to represent the Regional Board in consultation with the Chief Administrative Officer of the Subject Participating Municipality, and
- b) coordinate the preparation and filing of the Regional Board hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the Regional Board's response to the leave to appeal application or merit hearing.

E. Other Service Offerings

The Coordinator may provide other services at such rates as the Parties may mutually agree to from time to time.

SCHEDULE C – SERVICE FEES AND OTHER FEES

1. **ANNUAL SERVICE FEE:** (Participating Municipality must confirm in writing which Service Package is being chosen at time of Annual Service Fee payment)

SERVICE PACKAGE A: \$410.00 (Note: this fee amount requires at least 12 Participating Municipalities) or minimum of \$300.00 if there are 20 or more Participating Municipalities)

SERVICE PACKAGE B: \$250.00 (Note: this fee amount requires at least 12 Participating Municipalities) or minimum of \$180.00 if 20 or more Participating Municipalities)

2. **ADDITIONAL FEES:**

- a. Clerk services provided by a planner will be charged at a rate of \$150/hour and Clerk services provided by a non-planner will be charged at a rate of \$70/hour.
- b. Administrative support services to the Regional Board and Clerk will be charged at a rate of \$70/hour.
- c. Court of Appeal fees: where the Coordinator is providing services relating to a leave to appeal application to or merit hearing at the Court of Appeal, these services will be charged at the rate of \$150/hr where the service is performed by a planner and at a rate of \$70/hr where the service is performed by a non-planner.
- d. Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Participating Municipality will be obligated to pay the hourly rates for the effort put into the file.
- e. Board Member Per Diems: in instances where an appeal proceeds to a hearing; the Participating Municipality will be obligated to pay Board Member Per Diems in accordance with the following:

Up to 4 hours	Over 4 Hours
\$150	\$300

- f. Meals and Expenses: will be charged to the Participating Municipality in accordance with policies and procedures prescribed by the Coordinator.
- g. Office/Print Supplies: will be charged to the Participating Municipality on a cost recovery basis.
- h. Legal Services: will be charged to the Participating Municipality on a cost recovery basis.
- i. Audio, Digital Recording and Transcript Services: will be charged to the Participating Municipality on a cost recovery basis.
- j. Venue booking fees, rates and charges will be charged to the Participating Municipality on a cost recovery basis.

SCHEDULE "D"

PARTICIPATING MUNICIPALITIES CONTACT INFORMATION



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.5
Council Meeting Date	September 25, 2018
Subject	Subdivision and Development Appeal Board Hearing Decision of September 14, 2018
For Public Agenda	Public Information
Background	A Subdivision and Development Appeal Board Hearing was held September 11, 2018 with regards to a refused development permit for a garage on an empty lot.
Attachment	Decision of the Town of RimbeY Subdivision and Development Appeal Board
Recommendation	To accept the Subdivision and Development Appeal Board Decision dated September 14, 2018, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Decision of the Town of Rimbey
Subdivision and Development Appeal Board

Date of Decision: September 14, 2018

1. On September 11, 2018, the Town of Rimbey Subdivision and Development Appeal Board (the "SDAB") heard an appeal filed by Scott Ellis (the "Appellant") on August 15, 2018. The Appellant appealed the decision of the Development Authority refusing a Development Permit (Application No. 26/18) with respect to a detached garage on an empty lot at 5332 Drader Crescent (Plan 0324580, Block 7, Lot 15) within the Town of Rimbey. The Development Permit had been refused by the Development Authority as the garage is an accessory building being developed prior to the issuance of a development permit for the principal building or use on the lot. The Development Authority had no jurisdiction to grant the request as the request directly contravenes the Town of Rimbey Land Use Bylaw 917/16.
2. The property is districted R1 Low Density Residential District.

Summary of Hearing

Position of the Development Authority

3. The SDAB heard first from the Development Authority. Development Officer Liz Armitage advised Development Permit 26/18 was denied as the Development Authority does not have the power to vary the Land Use Bylaw for an accessory building being developed prior to the issuance of a development permit for the principal building or use on the lot.
4. The Development Authority is unable to deviate from this clause. As such a Development Permit Refusal was issued on August 13, 2018. On August 15, 2018, the appellant submitted an appeal to the SDAB.
5. Mrs. Armitage advised due to the aforementioned requirements of the Land Use Bylaw, the Development Authority was unable to approve the application. However, she advised it was worth noting the following history of similar developments within the Town:
 6. She explained a similar accessory building was developed on an otherwise undeveloped lot in 2015 on 58 Avenue. This structure was a garage and a primary residential structure has not been built on the site. Land Use Bylaw 762-04 was in effect at that time. Clause 10.3 of Bylaw 762-04 permitted the development of an accessory building if no main building exists on the lot. The clause stated:

10.3 The Development Authority may refuse to accept an application for a development permit for an accessory building if no main building exists on the lot.

7. As a direct result of the application on 58 Avenue, Land Use Bylaw 917/16 removed clause 10.3 and introduced clause 8.1(8) which removed the Development Authorities discretion and would encourage residential homes be built within residential districts. Further, at this time, the Development Authority expressed the following concerns with approving accessory buildings on lots without a primary residence:
 - Creating an inconsistent street front for passing pedestrians
 - Creating a potential long term non-residential development within a residential neighbourhood, may have direct impact on adjacent neighbours who anticipate living next a residential home, not a garage.
 - Upon completion of the garage the Town has no ability to require a residential house to be built on the lot, and as such the lot may never be further developed to have a residential structure.
8. In conclusion Mrs. Armitage stated the Development Authority does not consider the development of a garage without a primary residence to be appropriate within a residential neighbourhood.

Position of the Appellant

9. The Appellant asked that the SDAB grant permission to build a 28' x 28' garage on Lot 15, Block 7, Plan 0324580 which is 5332 Drader Crescent.
10. Mr. Ellis advised 5332 is the last undeveloped lot on Drader Crescent and is adjacent to their home at 5328 Drader Crescent. It is their desire to create more green space for the neighbourhood as well as have a detached garage in the back. He noted the garage would alleviate some of the congestion on Drader Crescent due to parking on the street and the larger, landscaped yard could create an appealing green space.
11. When Mr. Ellis purchased the vacant lot, they were advised by the CAO at the time the construction of the garage would be permissible. Since then, the Town of Rimbey has a new Land Use Bylaw and he is requesting an exception to build a detached garage without a plan to build a house in the near future.
12. Mr. Ellis advised they have been informed they cannot build an "accessory building" before being approved to build a house, and to comply with the bylaw could put up a temporary shelter or build a mother-in-law suite, but neither of these options are as appealing to them as putting a garage along the back alley.

13. Mr. Ellis indicated they would position the garage off the alley, with appropriate setbacks, which would allow for the building of a house on the front of the lot in the future. They would finish the garage to match their home located on the adjacent lot.
14. The proposed garage would be 28' x 28' which should leave plenty of room for the construction of a house in the future. He indicated building the structure will give them extra storage for vehicles and their boat. They do not have any intentions at this time to join the two lots into one.
15. Mr. Ellis indicated the alley is currently encroaching onto their property as people cut the corner as they drive down the alley. Mr. Ellis indicated he will be constructing a fence on the property which will control the traffic wandering off the alley and control the pedestrian foot traffic and garbage

Position of those in Support of the Appeal

16. Cindy Bowie, the Appellant's neighbor directly north of the vacant lot advised the SDAB that she has no issues with the proposed garage being constructed on the lot or the placement of it. She further indicated the garage would get some of the traffic into garages instead of on the road.
17. Mr. William Weenik indicated he had lived in two different houses in Drader Crescent and noted that traffic and vehicle congestion has always been an issue in Drader Crescent.

Documentation

18. The following documents were submitted to the SDAB and entered as evidence forming part of the record of this Hearing:
 1. Notice of Subdivision and Development Appeal Board Hearing
 2. Subdivision and Development Appeal Board Hearing Agenda
 3. Scott & Chris Ellis Development Permit Application #26/18
 4. Map of 5332 Drader Crescent
 5. Notice of Decision Development Permit for Variance
 6. Letter to Board Members from Scott and Chris Ellis
 7. Receipt of payment for Development Permit and Appeal Board
 8. Page 33 Town of Rimbey Land Use Bylaw 917/16
 9. Page 37 Town of Rimbey Land Use Bylaw 917/16
 10. Page 38 Town of Rimbey Land Use Bylaw 917/16
 11. Page 39 Town of Rimbey Land Use Bylaw 917/16
 12. Page 44 Town of Rimbey Land Use Bylaw 917/16
 13. Page 91 Town of Rimbey Land Use Bylaw 917/16
 14. Page 92 Town of Rimbey Land Use Bylaw 917/16

15. Page 93 Town of Rimbey Land Use Bylaw 917/16
16. Page 7 of previous Town of Rimbey Land Use Bylaw 762/04
17. Telephone Message from Helen Anderson, Aug 28, 2018 – in support
18. Scott Ellis email of Aug 30, 2018
19. Development Authority Report dated Sept 5, 2018
20. Email from Tim Buist – 424978 Alberta Ltd. September 10, 2018 – in support

Decision

19. The appeal was filed in time and the SDAB has jurisdiction to deal with the Appeal.
20. The Appeal is **DENIED** and the decision of the Development Authority is UPHeld for the following reasons:
 1. This development is not in keeping with the rest of the neighborhood; one lot with a garage but no residence.
 2. No means to control when or if a residence will be built in the future.
 3. Although there was no opposition to this development with neighbors now, it may not be appealing to future neighbors.
 4. Town of Rimbey Land Use Bylaw 917/16 exists to provide structure to the neighborhood and to ensure compliance over time with development now and in the future.


Chairman Jack Webb

This decision may be appealed to the Alberta Court of Appeal on a question of law or jurisdiction under Section 688 of the Municipal Government Act, RSA 2000, c M-26. An application for permission to appeal this decision must be filed with the Court of Appeal of Alberta within 30 days of receipt of this decision.

Council Agenda Item	7.6																		
Council Meeting Date	September 25, 2018																		
Subject	North East Lagoon Outlet Ditch Upgrade																		
For Public Agenda	Public Information																		
Background	<p>The North East Lagoon Outlet Ditch Upgrade was approved in the 2018 Capital Budget at a value of \$700,000 (Received Alberta Municipal Water/Wastewater Partnership Grant for 60%, \$420,000, Town of Rimbey Share 40% \$280,000).</p> <p>Tagish Engineering prepared a Tender which was advertised publicly and documents were picked up by twelve companies of which six submitted tenders. All tenders included the necessary bonding, insurance documentation, 15% contingency allowance and GST.</p>																		
Discussion	<p>Six Tenders were received and reviewed for accuracy as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>SmithIron Earthworks Ltd.</td> <td style="text-align: right;">\$519,157.37</td> <td style="text-align: right;">(corrected)</td> </tr> <tr> <td>Carbon Earthworks Ltd.</td> <td style="text-align: right;">\$800,402.24</td> <td></td> </tr> <tr> <td>Dirt Danny Construction Ltd.</td> <td style="text-align: right;">\$812,667.09</td> <td style="text-align: right;">(corrected)</td> </tr> <tr> <td>Urban Dirtworks Inc.</td> <td style="text-align: right;">\$1,005,988.14</td> <td style="text-align: right;">(corrected)</td> </tr> <tr> <td>Pidherney's Inc.</td> <td style="text-align: right;">\$1,212,584.49</td> <td></td> </tr> <tr> <td>Kichton Contracting Ltd.</td> <td style="text-align: right;">\$1,585,087.15</td> <td></td> </tr> </table> <p>Tagish Engineering has checked the contractors' references and is confident the Contractor is capable to complete the work. SmithIron Earthworks Ltd. has indicated they would begin October 3, 2018 and finish by May 31, 2019.</p> <p>Tagish Engineering recommends awarding the Tender Submitted by SmithIron Earthworks Ltd, for the tendered price of \$519,157.37 (GST Included). Upon receipt of notification of acceptance from the Town of Rimbey, Tagish Engineering Ltd, would issue a "Notice of Award" to SmithIron Earthworks Ltd.</p>	SmithIron Earthworks Ltd.	\$519,157.37	(corrected)	Carbon Earthworks Ltd.	\$800,402.24		Dirt Danny Construction Ltd.	\$812,667.09	(corrected)	Urban Dirtworks Inc.	\$1,005,988.14	(corrected)	Pidherney's Inc.	\$1,212,584.49		Kichton Contracting Ltd.	\$1,585,087.15	
SmithIron Earthworks Ltd.	\$519,157.37	(corrected)																	
Carbon Earthworks Ltd.	\$800,402.24																		
Dirt Danny Construction Ltd.	\$812,667.09	(corrected)																	
Urban Dirtworks Inc.	\$1,005,988.14	(corrected)																	
Pidherney's Inc.	\$1,212,584.49																		
Kichton Contracting Ltd.	\$1,585,087.15																		
Options/Consequences	<ol style="list-style-type: none"> 1. Council could accept the recommendation of Tagish Engineering Ltd. and award the contract to SmithIron Earthworks Ltd. 2. Council could select an alternate contractor. 3. Council could redirect Tagish Engineering Ltd. to retender the project. 																		
Financial Implications	As per the awarded tender.																		
Attachments	Tagish Engineering letter of recommendation.																		



TOWN OF RIMBEY REQUEST FOR DECISION

Recommendation

Administration recommends Council approve the recommendation from Tagish Engineering Ltd. to award the contract for the North East Lagoon Outlet Ditch Upgrade, as duly submitted, to SmithIron Earthworks Ltd. for the tendered price of \$519,157.37, including GST.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date



September 20, 2018

File# RB133
Sent By: E-mail

Town of Rimbey
Box 350
Rimbey, Alberta
T0C 2J0

ATTENTION: Lori Hillis, CAO

Dear Madam;

**RE: Town of Rimbey, NE Lagoon Outlet Ditch Upgrades – 2018
Letter of Recommendation**

The Tender for the above project closed on September 20, 2018. The Tender was advertised publicly and documents were picked up by twelve (12) companies. Six (6) Tender submission were received, and checked for accuracy and are outlined as follows:

SmithIron Earthworks Ltd.	\$519,157.37	(corrected)
Carbon Earthworks Ltd.	\$800,402.24	
Dirt Danny Construction Ltd.	\$812,667.09	(corrected)
Urban Dirtworks Inc.	\$1,005,988.14	(corrected)
Pidherney's Inc.	\$1,212,584.49	
Kichton Contracting Ltd.	\$1,585,087.15	

All tenders included the necessary bonding, insurance documentation, 15% contingency allowance, and GST.

The Contractors references were checked and Tagish Engineering Ltd. is confident that the Contractor is capable to complete the work. SmithIron Earthworks Ltd. has indicated that work begin October 3, 2018 and finish by May 31, 2019.

We respectfully recommend awarding the Tender submitted by SmithIron Earthworks Ltd., for the tendered price of **\$519,157.37 (GST Included)**. Upon receipt of notification of acceptance from the Town of Rimbey, Tagish Engineering Ltd, will issue a "Notice of Award" to SmithIron Earthworks Ltd.

If you require additional information please contact our office at your earliest convenience.
Yours truly,

TAGISH ENGINEERING LTD.

Gerald Matichuk
Gerald Matichuk
Senior Project Manager

RB133_LH03_Letter of Recommendation _September 20, 2018



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.7
Council Meeting Date	September 25, 2018
Subject	Evergreen Trail Subdivision
For Public Agenda	Public Information
Background	<p>The Town of Rimbey began formally processing a subdivision for the creation of a walking trail from Evergreen Estates to Pas-Ka-Poo Park. The applicant is the Town of Rimbey.</p> <p>The subdivision includes a small amount of property from the following two lots (depicted Attachment 1):</p> <p>LEGAL DESCRIPTION: Lot 1, Block 1, Plan 042 4165 NE29 42-2-5</p> <p>OWNER: Lot 1, Block 1, Plan 042 4165 – Salim & Wafa Abou Ghanim NE29 42-2-5 – Kriz Farming</p>
Discussion	<p>The intent of the subdivision is to create a walking trail from Evergreen Estates to Pas-Ka-Poo Park.</p> <p>The property of the proposed subdivision does not fall within an approved Area Structure Plan.</p> <p>The Town of Rimbey circulated notice of the subdivision to government agencies and adjacent landowners on September 12, 2018, with a deadline for comments of September 21, 2018. Alberta Transportation submitted a letter of No Objection, noting the following:</p> <p><i>With reference to the proposed subdivision of lands to facilitate the future construction of a walking trail. Although the proposed subdivision does not comply with Section 14 of the Subdivision and Development Regulations, we have no objections to the proposal as submitted and are prepared to grant a variance in accordance with Section 16 of the Subdivision and Development Regulations.</i></p> <p>No other written comments were received by the staff report deadline of September 20, 2018. Any written comments received after September 20, 2018 will be read into the record at the Council meeting on September 25, 2018.</p>



TOWN OF RIMBEY REQUEST FOR DECISION

	<p>As the proposed subdivision is consistent with Town policy, Administration recommends approval of subdivision file TR/18/01 contingent on the following list of conditions:</p> <ol style="list-style-type: none"> 1. Engage an Alberta Land Surveyor to prepare a plan of subdivision to be registered at Land Titles Office based on the drawing prepared by Tagish Engineering Ltd. dated February 28, 2018. On completion of the survey plan, the surveyor must submit the plan to the Town of Rimbey for endorsement. 2. Any outstanding taxes on the property are to be paid in full. 3. Prepare a deferred reserve caveat for Lot 1, Block 1, Plan 042 4165 indicating the remaining Municipal Reserve required at time of future subdivision.
Relevant Policy/Legislation	Municipal Government Act Subdivision and Development Regulations
Options/Consequences	Option 1: Approve the subdivision with the conditions proposed. Option 2: Approve the subdivision with revised conditions. Option 3: Refuse the subdivision stating reasons.
Financial Implications	Council approve the subdivision with the conditions proposed.
Attachments	Response Letter from Alberta Transportation Proposed Subdivision Plan
Recommendation	N/A

Prepared By:



 Elizabeth Armitage, MEdes, MCIP, RPP
 Planning and Development Officer

September 20, 2018

 Date

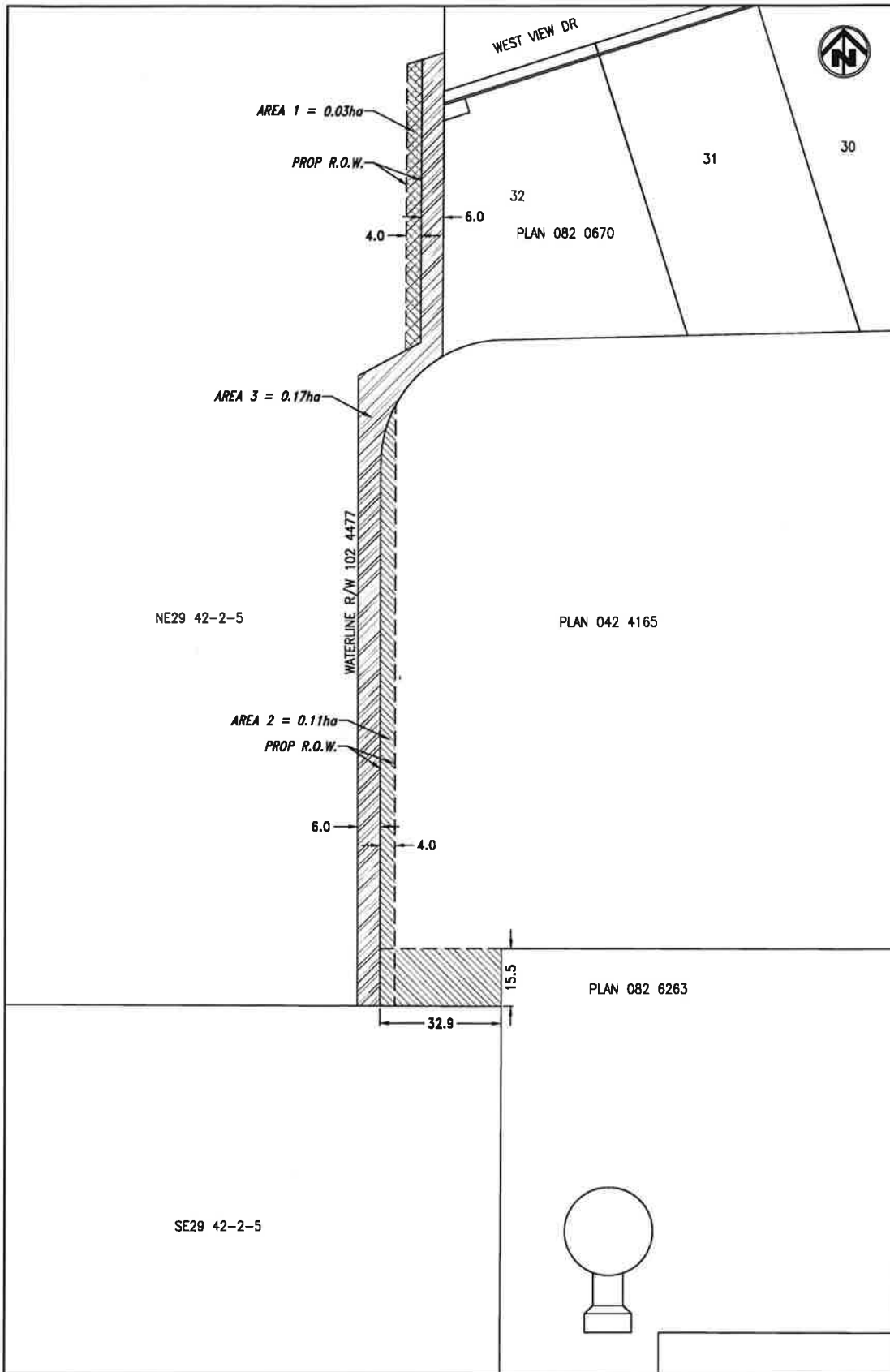
Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

Sept 21/18

 Date



TAGISH
ENGINEERING
LTD
Consulting Engineers

G4, 5550 - 45 St.
RED DEER, AB T4N 1L1
Ph: (403) 348-7710
E-mail: admin@tagish-engineering.com

Client
TOWN OF RIMBEY
Project
EVERGREEN
CONNECTOR

Drawing
PROPOSED SUBDIVISION
LOCATION PLAN

Scale: 1 : 1,250	Date: FEB 28, 2018
Drawn: AW	Project No.: RB00
Designed: GM	Dwg File: RB00_WALKING TRAIL_28FEB2018.dwg
Checked: GM	
Approved: GS	

Drawing No.

September 14, 2018

File: Rimbey (Sub)
Town File: TR/18/01

Town of Rimbey
4938 50 Avenue
Rimbey, AB T0C 2J0
Sent via email to: generalinfo@rimbey.com

Attention: Elizabeth Armitage

**RE: PROPOSED SUBDIVISION TO FACILITATE WALKING TRAIL CONSTRUCTION
LOT 1, BLOCK 1, PLAN 042 4165 AND PT. NE 29-42-02-W5
REFERRAL DISTANCE TO HIGHWAY 20A & HIGHWAY 20A**

With reference to the proposed subdivision of lands to facilitate the future construction of a walking trail. Although the proposed subdivision does not comply with Section 14 of the Subdivision and Development Regulations, we have no objections to the proposal as submitted and are prepared to grant a variance in accordance with Section 16 of the Subdivision and Development Regulations.

Legal and physical access to Pt. NE 29-42-02-W5 as well as Lot 32, Block 1, Plan 082 0670 is still available via West View Drive. Legal and physical access to Lot 1, Block 1, Plan 042 4165 is maintained via Road Plan 042 4165.

If you have any questions, please contact me at 403-340-5166. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi
Development & Planning
SC/sc



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.8
Council Meeting Date	September 25, 2018
Subject	Parkland Regional Library 2019 Proposed Budget
For Public Agenda	Public Information
Background	The Town of Rimbeey became a member of the Parkland Regional Library in November of 1997. The Town of Rimbeey pays a cost per capita to be a member.
Discussion	The Parkland Regional Library is requesting approval of the 2019 increase to their requisition. The Town of Rimbeey paid a per capita rate of \$8.12 in 2018 and the per capita increase to the 2019 budget is proposed at \$8.25 which is .13 cent per capita or 1%.
Relevant Policy/Legislation	Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3
Financial Implications	2019 requisition estimated at \$21,178 (2567x\$8.25)
Attachments	Parkland Regional Library 2019 Proposed Budget
Recommendation	Administration recommends Council approve the Parkland Regional Library 2019 Proposed Budget estimated requisition for the Town of Rimbeey at \$8.25 per capita, for a total of \$21,178.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Kathy

From: PRL Operations <operations@prl.ab.ca>
Sent: Wednesday, September 19, 2018 3:52 PM
To: Municipal Administrators
Cc: Donna Williams; Ronald Sheppard; Kara Wiebe
Subject: Parkland Regional Library's 2019 Proposed Budget
Attachments: PRL 2019 Proposed Budget Synopsis and Full Notes.pdf

Importance: High

Attention: Municipal Administrators

Please find attached a copy of the 2019 Proposed Budget for Parkland Regional Library. The budget is also available on Parkland's website through the following link.

<http://www.prl.ab.ca/~media/parkland/prl-2019-proposed-budget-synopsis-and-full-notes.ashx?la=en>

In compliance with your municipality's agreement with Parkland, the board asks that by November 1st, your council notify Parkland of their approval/disapproval of the increase in the 2019 per capita requisition. Should a budget revision be necessary, it can be adjusted at the board meeting on November 8th.

Parkland's Director, Ron Sheppard, is available to speak to your council regarding the budget upon request. Please contact Parkland if you any questions. We can be reached at 403-782-3850 or by email at operations@prl.ab.ca.

Parkland Regional Library 5404-56 Avenue Lacombe AB T4L 1G1
403.782.3850 1.800.567.9024 prl.ab.ca

I respectfully acknowledge that I work and live on Treaty 6 territory, traditional lands of First Nations and Métis people.

Parkland Regional Library 2019 Proposed Budget Synopsis

PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. Provincial grants amount to approximately 45.5% of PRL's total income.

Points within the budget to note include:

- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core, eContent subscription (line 2.5).
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla. This provincially sponsored resource will be discontinued in 2019.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index adjustment in compliance with Parkland's Compensation Policy (line 3.13).
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

**Proposed 2019 Budget
PARKLAND REGIONAL LIBRARY**

Present
Budget

		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,357,564
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	239,125	247,637
2.3	Cataloguing Tools	4,000	3,800
2.4	Computer Maint. Agree. Software licenses	164,081	168,049
2.5	eContent Platform fees, Subscriptions	18,250	44,400
2.6	FN Provincial Grant expenses		59,357
2.7	Freight	7,500	6,500
2.8	Internet Connection Fees	10,800	10,800
2.9	Member Library Computers Allotment	63,245	65,504
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,100
2.12	Postage Reimbursement	7,000	7,000
2.13	Supply purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	37,000	43,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,000	3,800
2.17	eContent	80,600	45,000
2.18	Large Print	13,000	10,000
2.19	Programming Box	750	1,000
2.20	Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries		1,127,864	1,190,885
Cost of Services			
3.1	Audit	16,200	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	17,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	13,750
3.9	Janitorial/Outdoor maintenance expense	29,500	34,500
3.10	Photocopy/Printing	9,000	7,000
3.11	Postage	5,000	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,537,027	1,566,669
3.14	Salaries - Employee Benefits	338,146	346,960
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	12,500	11,000
3.17	Travel	15,000	12,000
3.18	Trustee expense	22,000	22,000
3.19	Utilities	35,000	35,000
TOTAL Cost of Services		2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)		3,267,987	3,357,564
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.12	8.25
			1.6%



Proposed BUDGET 2019

Full Notes

Notes for the Parkland Regional Library Budget 2019

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

8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.

8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents or 1.6%.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core database subscriptions and now includes Audio Cine moved from periodicals.
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Provincial grants amount to approximately 45.5% of PRL's total income.
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$126,800. The only other anticipated reserve fund transfers for 2019 involve the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2019

INCOME

- 1.1 The Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Held to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and reduced slightly from the 2018 amount
 - 2.4 Line increased slightly to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to an upgrade for one of our licensed resources (Novelist), the new TAL core eResources subscriptions and includes Audio Cine fees moved from periodicals
 - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2019 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
 - 2.7 Reduced slightly based on actual costs
 - 2.8 Held at 2018 amount
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Decreased to \$1,100 - fees for the subscription to Audio Cine for public performance rights have been moved to line 2.5
 - 2.12 Held at 2018 amount
 - 2.13 Held at 2018 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Increased to \$43,000 due to the purchase of a third cargo van and a second consulting vehicle - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
 - 2.15 Held at 2018 level of \$15,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2019

- 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2019 due to the need to limit the cost of the hoopla streaming media service
- 2.18 Reduced in 2019 due to the trend of reduced use of the large print collection
- 2.19 Increased slightly to \$1,000
- 2.20 Reduced slightly in 2019 to accommodate other budget priorities

COST OF SERVICES

- 3.1 The fee for 2019 is an estimate which also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Reduced to \$17,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2018 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Held at \$13,750 based on a 5 year review of actual costs
- 3.9 Increased to \$34,500 for additions from line 3.4 for janitorial building maintenance items - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Reduced to \$7,000 based on usage over last three years
- 3.11 Increased slightly to \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 used for - based on a five-year review
- 3.16 Reduced to \$11,000 - based on actual costs
- 3.17 Reduced to \$12,000 - based on a five-year review
- 3.18 Held at 2018 level of \$22,000 - to support trustee activities
- 3.19 Based on five-year averages - held at \$35,000

Complete Notes to the 2019 Budget

Proposed 2019 Budget PARKLAND REGIONAL LIBRARY

		Present Budget	
		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,357,564

Income – line details

1.1 Provincial Grants: for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant: the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6.

1.3 Membership Fees: \$8.25 per capita – requisition to municipalities to balance the budget. This is an increase of 1.6% or thirteen cents per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

		2018	2019
Support Materials & Services Directly to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	239,125	247,637
2.3	Cataloguing Tools	4,000	3,800
2.4	Computer Maint. Agree. Software licenses	164,081	168,049
2.5	eContent Platform fees, Subscriptions	18,250	44,400
2.6	FN Provincial Grant expenses		59,357
2.7	Freight	7,500	6,500
2.8	Internet Connection Fees	10,800	10,800
2.9	Member Library Computers Allotment	63,245	65,504
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,100
2.12	Postage Reimbursement	7,000	7,000
2.13	Supply purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	37,000	43,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,000	3,800
2.17	eContent	80,600	45,000
2.18	Large Print	13,000	10,000
2.19	Programming Box	750	1,000
2.20	Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries		1,127,864	1,190,985

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

2.3 Cataloguing tools: based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.

2.4 Computer Maint. Agree.

Software Licenses: for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL's management of wireless networks, PRL's computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.5 eContent Platform fees
and Subscription fees:*

to pay for platform fees for 3M ebooks, and Novelist, Novelist Select subscriptions, now includes Audio Cine fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium) or other eContent as needed – increased but see 2.17 as it has decreased).

*2.6 FN Provincial
Grant Expense:*

line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services.

2.7 Freight:

vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – reduced slightly from 2018 level.

*2.8 Internet Connection
Fees:*

for internet service provision to member libraries and HQ – held at 2018 level.

2.9 Member Library

Computers:

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

2.10 Outlet - Contribution to Operating:

amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.11 Periodicals:

decreased due to moving Audio Cine the public performance rights licensing fee to line 2.5; includes professional development publications and library journals.

2.12 Postage

Reimbursement:

held at 2018 level, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.

2.13 Supplies purchased

Cataloguing/Mylar:

held at 2018 level, line for purchasing library materials processing such as pre-cut "mylar" book covers, cataloguing records, and multimedia cases.

2.14 Vehicle Expense:

includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the recent purchases of a third cargo van and a second staff consulting vehicle.

2.15 Workshop/Training:

includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000.

PRL Circulating Collections

2.16. Audiobook Materials:

reduced – used to support the physical audio collection.

2.17 eContent:

reduced due to drastically diminishing funding for the hoopla streaming media service – includes allotment for

3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

- 2.18. Large Print Books:* reduced in 2018 due to the trend of reduced use of the large print collection.
- 2.19 Programming Boxes:* increased slightly to \$1,000 - to refresh and build new programming kits for programming in member libraries.
- 2.20 Reference Materials:* reduced due to other budget priorities – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

		2018	2019
Cost of Services			
3.1	Audit	16,200	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	17,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	13,750
3.9	Janitorial/Outdoor maintenance expense	29,500	34,500
3.10	Photocopy/Printing	9,000	7,000
3.11	Postage	5,000	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,537,027	1,566,669
3.14	Salaries - Employee Benefits	338,146	346,960
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	12,500	11,000
3.17	Travel	15,000	12,000
3.18	Trustee expense	22,000	22,000
3.19	Utilities	35,000	35,000
TOTAL Cost of Services		2,140,123	2,166,579

Cost of Services – line details

- 3.1 Audit:* 2018 is based on an estimate – now includes costs for an annual letter from PRL’s lawyer required for the audit process.
- 3.2 Bank Expenses:* held at 2018 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2018 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – reduced to \$17,000 as janitorial items for the building have been moved to line 3.9 – costs are based on five-year averages.

- 3.5 Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2018 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators’ Council (APLAC); and The Alberta Library (TAL).
- 3.8 Insurance:* includes the buildings, HQ’s contents, PRL’s outlet libraries contents, vehicle, general liability, bond and crime – held at the 2018 level, using an average of actual costs.
- 3.9 Janitorial Expense:* increased to \$34,500 to include additional activities previously allocated to line 3.4 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* reduced – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if outside source is used for publications.
- 3.11 Postage:* slight increased - based on actual costs.
- 3.12 Promotion/Trade Shows/Publicity:* held at 2018 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for the Alberta Library Conference (ALC), Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.

- 3.13 Salaries:* estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2019.
- 3.14 Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
- 3.15 Supplies/Stationery/ Building:* held at 2018 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.
- 3.16 Telephone:* includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$11,000.
- 3.17 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, reduced to \$12,000.
- 3.18 Trustee Expense:* held to 2018 level - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).
- 3.19 Utilities:* based on five-year averages – held at \$35,000.

**Proposed 2019 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2018	Proposed Budget 2019
TOTAL Income	3,267,987	3,357,564
TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985
TOTAL Cost of Services	2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)	3,267,987	3,357,564
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.12	8.25
		1.6%

Budget Supplement

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

There are no planned vehicle purchases in 2019.

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

Parkland Regional Library
 Budget Supplement - Movement of Funds

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2019	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$48,603	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRL assets - 2019, \$35,100)</i>	\$126,800	B
	\$175,403	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$23,510	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C

Technology Reserve

Budgeted for member library computers

\$65,504

\$89,014

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets

\$11,590

B

(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated from years (Jan 2009 forward)

\$48,603

A

(actual amount will be affected by asset disposals during the year)

\$60,193

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

Current Amortization expense anticipated - from years previous to Dec 31, 2008

\$17,525

(actual amounts will be based on exact disposals amounts in the year)



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.9
Council Meeting Date	September 25, 2018
Subject	Rimby Chamber of Commerce Sponsorship Request
For Public Agenda	Public Information
Background	<p>The Town of Rimby is a member of the Rimby Chamber of Commerce. The Rimby Chamber of Commerce has inquired if the Town of Rimby would like to sponsor the Lifetime Achievement Award for 2018. This award is determined by the amount a person or persons, of Rimby, donate or volunteer to our community, the number of organizations represented in our Community and the number of years.</p> <p>The Awards Night will be held on Thursday, October 18, 2018 at 6:00 pm.</p>
Discussion	<p>As sponsor of this event, the task of selecting the winner would fall to the Town, however, if we do not wish to take on the task, the Chamber would be willing to select for us. They will collect the nominations on our behalf and submit them to us as early as possible from the deadline, to give the Town the opportunity to review.</p> <p>There is \$515.00 available in the Community Events Grants which could be used for this \$200.00 sponsorship.</p>
Financial Implications	The Annual Sponsorship fee is \$200.00. This provides the Town with two supper tickets and two drink tickets as well as the Town's name and logo engraved on the plaque.
Recommendation	Administration recommends Council approve the request from the Rimby Chamber of Commerce for the Town of Rimby to be the sponsor of the Lifetime Achievement Award for 2018 with a cost of \$200.00 and the funds to come from the Community Events Grants.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	September 25, 2018
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.
Attachments	8.1.1 Chief Administrative Officer Report 8.1.2 Chief Financial Officer Report 8.1.3 Director of Public Works Report 8.1.4 Director of Community Services Report 8.1.5 Development Officer Report 8.1.6 Bylaw Enforcement Report
Recommendation	Motion by Council to accept the department reports as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Highlights

- Several conference calls with Shawn Menard regarding the writing of the grant for the 51 street (4 way stop) project. Grant application was filed with the Provincial Government on July 31, 2018. Shawn is hopeful that we hear something before the end of the year.
- Meeting with Gibsons regarding their facility within the town limits. They are looking to potentially drill a new disposal well. They are working to determine the best site for the project and will meet with us again when they have the details finalized.
- Performed the clerk duties at the July 25 SDAB Hearing.
- Signed documents regarding the acquisition of land for the Evergreen Walking Trail. Update was provided to Council at the September 5, 2018 Regular Council Meeting.
- Met with Evergreen Estates Residents regarding their concerns.
- Met with Integrated Benefits representative regarding the Town of Rimbey employee benefit package.
- Met with resident regarding their property tax assessment.
- Meeting with Les Johnson regarding deferred municipal reserve caveat.

Lori Hillis
Chief Administrative Officer

Highlights

- Checking out insurance values and verifying lists of equipment and property according to information sent out by our insurance provider.
- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2018.
- Attended Council meetings – July 24 and August 28, 2018.
- Working on RFD's to present to Council. Working on Energy RFD and Employee Benefits RFD.
- Met with Scott Hanrahan from Integrated Benefits regarding employee benefits.

Wanda Stoddart
Chief Financial Officer
Town of Rimbey

TOWN OF RIMBEY
VARIANCE REPORT
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2018

OPERATING	2018 Revenues				2018 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
	General Municipal Revenues	4,141,892	3,871,521	93%	270,371	926,981	469,715	51%
Council (11)					206,942	129,898	63%	77,044
Administration (12)	26,935	15,093	56%	11,842	620,424	413,508	67%	206,916
General Administration (13)					107,080	57,067	53%	50,013
Police (21)	37,760	28,389	75%	9,371	69,403	36,079	52%	33,324
Fire (23)						17,314		
Disaster Services (24)				0	3,125	0	0%	3,125
Intern	0	0	0%	0	0	0	0%	0
Bylaw Enforcement (26)	18,000	30,433	169%	(12,433)	130,357	40,083	31%	90,274
Public Works (32)	4,000	10,672	267%	(6,672)	774,669	398,908	51%	375,761
Airport (33)	1,162	75,760	6520%	(74,598)	14,735	4,523	31%	10,212
Storm sewer (37)					10,800	5,415	50%	5,385
Water (41)	553,032	371,381	67%	181,651	359,001	210,700	59%	148,301
Sewer (42)	322,850	239,905	74%	82,945	313,800	129,420	41%	184,380
Garbage (43)	207,476	138,491	67%	68,985	114,753	62,450	54%	52,303
Recycle (43-01)	40,828	27,823	68%	13,005	93,780	56,221	60%	37,559
Compost	1,925	1,081	56%	844	17,498	5,145	29%	12,353
Community Services (FCSS)	190,424	146,071	77%	44,353	286,148	212,751	74%	73,397
Cemetery (56)	15,800	10,453	66%	5,347	49,729	23,053	46%	26,676
Development (61)	20,860	13,537	65%	7,323	92,489	64,781	70%	27,708
Econ. Development (61-01)	22,500	18,440	82%	4,060	39,473	30,946	78%	8,527
Recreation Office (72)	15,150	14,917	98%	233	62,251	21,011	34%	41,240
Pool (72-04)	107,150	112,362	105%	(5,212)	307,505	143,621	47%	163,884
Parks (72-05)	10,500	10,537	100%	(37)	138,571	50,973	37%	87,598
Fitness Center (72-06)	31,300	21,496	69%	9,804	49,657	15,699	32%	33,958
Arena (72-09)	153,380	121,932	79%	31,448	253,920	153,899	61%	100,021
Recreation Programs (72-11)	25,750	19,521	76%	6,229	52,603	24,908	47%	27,695
Community Centre (74)	131,900	92,113	70%	39,787	308,721	153,770	50%	154,951
Library (74-06)	10,850	0	0%	10,850	135,734	100,455	74%	35,279
Scout Hall (74-08)					4,280	3,357	78%	923
Curling Club (74-09)	700	690	99%	10	23,300	12,079	52%	11,221
Museum (74-12)					76,000	64,042	84%	11,958
Total Revenues	6,092,124	5,392,618		699,506	5,643,729	3,111,791		2,531,938
Debenture & Loan Principal Payments					341,305	217,763		123,542
Total operating and debt repayment	6,092,124	5,392,618		699,506	5,985,034	3,329,554		2,655,480

**TOWN OF RIMBEY
VARIANCE REPORT**

FOR THE EIGHT MONTH PERIOD ENDING AUGUST 31, 2018

CAPITAL	Grants and reserves	Operating surplus			Year to Date	Variance
New Computers	16,500				16,764	(264)
Planning ICF and IDP	65,000					65,000
Town Office - Roof Repair	25,000				20,330	4,670
Library Flooring	22,000				22,011	(11)
RCMP Building Repair, new roof, garage door opener, lighting	49,100				40,285	8,815
Fitness Centre - cable machine	8,000				6,600	1,400
Pool Concrete Surface	60,000					60,000
Water Well Drilling Program (Multi-Year program) 2018/2019 - 1.6 M	630,100				49,424	580,676
Comm Centre - LED lights for upper auditorium, Lions Room CC Lobby	6,000				5,474	526
Comm Centre Backup generator	100,000				9,444	90,556
Public Works Building Upgrades - Alarm System \$6500	6,500				5,795	705
Public Works Building Upgrades - Flooring \$7,500	7,500				8,306	(806)
Water - Main Valve Stand Replacements	8,000					
Water Valve replacements	40,000					40,000
Hydrant Replacements	40,000				5,697	34,303
Main Valve Replacements	15,000					15,000
NE Lagoon Outlet Ditch Upgrade	700,000				17,833	682,167
Stormwater - Drader Crescent - Fence (99000, Cement Swale (8500) and Re-Survey Storm Pond (2200)	20,600				8,620	11,980
Storm Main Installations on 40th Ave	181,100					181,100
Cemetery - Perpetual Care		9,800			9,975	(175)
2018 Street Improvements	610,300				187,026	423,274
Simpson Road - with County of Ponoka	200,000				185,985	14,015
Oil, gravel, grade and pack - Roads	42,000				32,395	9,605
Trail from Westview Dr. (Evergreen Subdivision) to 56 Ave.	110,000				17,807	92,193
Trail from CC to Drader Cres	236,000					236,000
Hiway 53 and 51 Street - 4 way stop		8,878			8,878	
Storm Water Management Plan(RB131)		25,008			25,008	
Town Signs		10,000			10,000	
	3,198,700	53,686			693,657	2,550,729
Total operating and capital	9,290,824	5,446,304	699,506	5,985,034	4,023,211	5,206,209

Town of Rimbey 2018
Accounts Payable Cheque List
From: 06-Sep-2018 To: 19-Sep-2018

Vendor Name	Purpose	Cheque	Date	Amount
Servus Credit Union Ltd.	Debenture # 41 - Roads	PAW4928	07-Sep-2018	31341.92
Servus Credit Union Ltd.	Deb. #46 - pool	PAW4929	07-Sep-2018	43093.63
Servus Credit Union Ltd.	Deb. #44 - lagoon	PAW4930	07-Sep-2018	48396.69
LAPP	LAPP - Sept.07/18 (biweekly payroll Aug.19-...	PAW4931	07-Sep-2018	7911.09
Canada Revenue Agency	RP0001 / RP0002 - Sept 07/18 (Aug.19-...	PAW4932	07-Sep-2018	13593.55
Waste Management	recycle fees	PAW4933	12-Sep-2018	2355.28
Alberta Education	2018 - 3rd quarter req.	PAW4934	12-Sep-2018	233499.82
LAPP	LAPP - FCSS - Sept.12/18 (biweekly Aug20-...	PAW4935	12-Sep-2018	1272.92
Servus Credit Union	Servus - M/C - L.Hillis	PAW4936	12-Sep-2018	323.92
Servus Credit Union	Servus - M/C - W.Stoddart	PAW4937	12-Sep-2018	1508.37
Servus Credit Union	Servus - M/C - C.Bowie	PAW4938	12-Sep-2018	1356.76
Servus Credit Union	Servus - M/C - R.Schmidt	PAW4939	12-Sep-2018	251.21
Servus Credit Union	Servus - M/C - K.Blakely	PAW4940	12-Sep-2018	331.98
Alberta Municipal Services...	AMSC - Sept.10/18 gas/power	PAW4941	12-Sep-2018	37892.40
Telus Mobility Inc.	cell - Sept.06/18	PAW4942	13-Sep-2018	147.08
Workers' Compensation Board -...	Sept. 2018 invoice	PAW4943	13-Sep-2018	2240.45
Canada Revenue Agency	Sept.21/18 (Sept.02-15/18) CRA	PAW4944	19-Sep-2018	12750.65
LAPP	LAPP Pension p0ayment Sept.21/18 (Sept.02-...	PAW4945	19-Sep-2018	7911.09
Eastlink	Eastlink - cable - CC	PAW4946	19-Sep-2018	79.10
Telus Communications Inc.	Telus - Sept.10/18	PAW4947	18-Sep-2018	1981.34
556436 Alberta Ltd.		43786	07-Sep-2018	282.45
Access Land Services		43787	07-Sep-2018	510.62
AN Adventure Distribution &...		43788	07-Sep-2018	1135.18
Aurora Flags and Banners Inc.		43789	07-Sep-2018	755.69
Beagle Electric		43790	07-Sep-2018	1017.09
Canadian Pacific Railway...		43791	07-Sep-2018	248.00
Canadian Red Cross Society		43792	07-Sep-2018	140.57
Curle, Lana		43793	07-Sep-2018	603.75
Digitex Inc.		43794	07-Sep-2018	44.11
Hach Sales & Services Canada...		43795	07-Sep-2018	246.12
Hehli, Ruth		43796	07-Sep-2018	25.00
Restall, Brenda		43797	07-Sep-2018	188.43
Rimbey Janitorial Supplies		43798	07-Sep-2018	1202.04
Town Of Rimbey		43799	07-Sep-2018	3326.51
Uni First Canada Ltd.		43800	07-Sep-2018	75.17
AlSCO		43801	12-Sep-2018	1785.72
AN Adventure Distribution &...		43802	12-Sep-2018	182.28
Border Paving Ltd.		43803	12-Sep-2018	124938.55
High Pressure Flushing		43804	12-Sep-2018	13377.00
Hunter Hydrovac Inc.		43805	12-Sep-2018	5187.00
LEX3 Engineering Inc.		43806	12-Sep-2018	1050.00
Longhurst Consulting		43807	12-Sep-2018	1575.00
LOR-AL SPRINGS LTD.		43808	12-Sep-2018	16.50
Mad Catering		43809	12-Sep-2018	308.70
MLA Benefits Inc.		43810	12-Sep-2018	1538.47
NAPA Auto Parts - Rimbey		43811	12-Sep-2018	416.57
New Can Truck Parts		43812	12-Sep-2018	43.05
Nikirk Bros. Contracting Ltd.		43813	12-Sep-2018	485.62
Rimbey Express Inc.		43814	12-Sep-2018	150.00

Town of Rimbey 2018
Accounts Payable Cheque List
From: 06-Sep-2018 To: 19-Sep-2018

Vendor Name	Purpose	Cheque	Date	Amount
Rural Municipalities of Alberta		43815	12-Sep-2018	2167.99
Superior Safety Codes Inc.		43816	12-Sep-2018	195.30
Uni First Canada Ltd.		43817	12-Sep-2018	70.65
Wolseley Industrial Canada INC		43818	12-Sep-2018	978.21
AMSC Insurance Services Ltd.		43819	13-Sep-2018	41.12
Animal Control Services		43820	13-Sep-2018	1428.00
Black Press Group Ltd.		43821	13-Sep-2018	1101.10
Kleeper Construction		43822	13-Sep-2018	1726.99
McVittie, Mona		43823	13-Sep-2018	25.09
Pankiw, Rick		43824	13-Sep-2018	69.12
Rimbey Home Hardware		43825	13-Sep-2018	292.94
RJ Plumbing and Heating		43826	13-Sep-2018	51450.00
Stationery Stories & Sounds...		43827	13-Sep-2018	8.82
Wood Environment &...		43828	13-Sep-2018	2824.76
Pfau, Kathy		43829	13-Sep-2018	52.32
Rondeel, Robert		43830	13-Sep-2018	52.32
Tarlton, Allan		43831	13-Sep-2018	52.32
Webb, Jack		43832	13-Sep-2018	52.32
Cadsand, Daniel		43833	19-Sep-2018	25.00
Cast-A-Waste Inc.		43834	19-Sep-2018	9397.50
Mannix, Sheila		43835	19-Sep-2018	25.00
Rimbey Builders Supply Centre...		43836	19-Sep-2018	127.97
Tagish Engineering Ltd.		43837	19-Sep-2018	20821.49
Vicinia Planning & Engagement...		43838	19-Sep-2018	4820.89
Walker, Jordan		43839	19-Sep-2018	25.00
			74 cheques for	\$706,926.66



Highlights

ROADS

- Street sweeping ongoing;
- Asphalt overlay program completed;
- Assisted with parade;
- Quarterly building inspections;
- Concrete replacement ongoing;

WATER

- Routine maintenance and testing;
- AEP reporting, meter reading and other related work is ongoing;
- Valve exercising ongoing;
- Repaired water leak that was backing up into homeowner's basement;
- Inspected & repaired valves for valve replacements;
- Valve stand replacement was completed;

WASTEWATER

- Met with landowners regarding storm drainage ditch east of Town;
- WSER tests were done and passed and then discharged north & south Lagoons;
- Routine maintenance and testing;
- AEP reporting and other utility related work is ongoing;
- Walk drainage ditch to check flow before, during and after discharge;

RECYCLE

- Ongoing grass maintenance, water cotoneasters as required;
- Assist Ponoka County staff as required;

R.C.M.P. STATION

- Building maintenance as required;
- Ongoing grass maintenance;

COMPOST

- Hauled yard waste to the Town of Ponoka;
- Weekly yard waste pick-up ongoing;

CEMETERY

- Ongoing watering of new trees in Mount Auburn Cemetery;
- Opened and closed for several burials and cremations;
- Ongoing grass maintenance;
- Marked several stones for engraving, assist Monument Company as required;
- Assist families with their needs;
- Removed inner row of trees on north side of Mount Auburn Cemetery;

PARKS

- Ongoing grass maintenance;
- Levelling soft surfaces;

OTHER

- Landscaped 45 Avenue storm pond;
- Sprayed weeds through out areas of town;
- Maintenance at the Town Office, and Library as needed;
- Worked with Tagish Engineering on several projects; (drainage ditch & pavement overlays)
- Assisted Development Department as required;
- Assisted residents and visitors with questions or concerns;

R. Schmidt
Director of Public Works

Highlights:

Peter Lougheed Community Centre

- Weekend Events throughout the Summer/Fall
- Ongoing cleaning, maintenance and event supervision
- Policies and Procedures for Recreation Facilities
- Book King software to be used as our new booking program for the Community Centre, Pool and Arena
- Flowers around town to be removed soon

Community Fitness Centre

- Multi-Functional Trainer + Smith Attachment delivered
- Researching the addition of heavier rubber weights and a new 300 lb rubber weight set plates with bar
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics – cable replaced the rope on the 4 station Magnum cable machine

Rimby Aquatic Centre

- Pool/Spray Park operation went well over the summer. A few weather closures but that was all
- Swim Lessons were fully booked
- Boiler made it through the summer with a lot of TLC and maintenance that was done inhouse
- Stainless steel heat exchanger and NTI Condenser Boiler installed Sept. 5th and fired Sept. 13
- Winter shutdown continues
- Assessing supplies for next year

Arena

- Ice ready for use on Monday, Sept. 17
- Public skates/Shinny will be available in October
- Ice scheduling for the season

Programs

- Boys & Girls Club using the facility – 3 days per week (3:15-5:45 pm Tues/Wed/Thur) and every PD Friday 8:30-4 pm over the school year

Events

- Summer Special events went well

Cindy Bowie
Director of Community Services



Highlights

The Planning & Development Department has also been working on the following items:

- **Resident Questions.** Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences and house renovations.
- **Development Permits.** Administration has been answering resident questions regarding potential development permits on an on-going basis. Development Permits are higher this year, then they have been in the last few years. Administration is currently processing the first cannabis retail sale development permit.
- **Certificate of Compliance.** Administration has been processing certificates of compliance and accompanying paperwork as requested. Administration was unable to grant approval for a garage on an otherwise empty residential parcel. A Subdivision and Development Appeal Board hearing was held on this matter on September 11, 2018.
- **Nuisance Bylaw.** The Town is currently reviewing the Nuisance Bylaw to include cannabis. Administration will present a revised nuisance bylaw to council upon completion of research, including discussions with Alberta Health.
- **Evergreen Estates Trail Subdivision.** Administration is currently processing the subdivision for the future Evergreen Estates Trail.
- **Intermunicipal Development Plan.** Administration is currently working on a draft Intermunicipal Development Plan with Ponoka County.

The following chart outlines the development permit statistics as of September 13, 2018

2018 Development Statistics to September 13, 2018		
	Applied 2018	Issued 2018
Development Permit Applications	31	30
Subdivision Applications	1	0
Certificate of Compliance Requests	11	10
Building Permit Applications	16	16

Elizabeth Armitage, MEdes, RPP, MCIP
Planning & Development Officer

Highlights

BYLAW

- Complaints are low.
- Grass season is over and snow is upon us soon.
- Several complaints of traffic and such offences mostly approached me verbally. Really cannot enforce these until appointed CPO with the County.
- 5 RV related complaints, parked on road.
- In total since my last report I have dealt with approx. 20 complaints.
- I have had approx. 3 unfounded complaints.

CPO Appointment with County

- Met with SOLGEN investigator Sept. 11, 2018, now waiting on final decision.

Training

- Taken First Aid Training in June.
- Taken EVOC training August 17-20, 2018 with Jamie Erickson in Wetaskiwin.

Questions or concern please contact me,

Chanse Trenholm #1655
Bylaw Enforcement Officer
Rimbey Enforcement Services



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	September 25, 2018
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various community groups supply minutes of their board meetings to Council for their information.
Options/Consequences	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Attachments	8.2.1 Tagish Engineering Project Status Update to Aug 30, 2018 8.2.2 Subdivision and Development Appeal Board Minutes of September 11, 2018 8.2.3 Beatty Heritage House Society Minutes of August 6, 2018 8.2.4 Rimoka Housing Foundation Minutes of June 20, 2018
Recommendation	Motion by Council to accept the Tagish Engineering Project Status Updates to August 30, 2018, the Subdivision and Development Appeal Board Minutes of September 11, 2018, Beatty Heritage House Society Minutes of August 6, 2018 and the Rimoka Housing Foundation Minutes of June 20, 2018, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date



PROJECT STATUS UPDATES

August 30, 2018

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.18 RB00 - 2018 General Engineering		
August 2, 2018	Matichuk, Gerald	2018 Hydrant & Valve Replacement program was awarded Urban Dirtworks Inc. Service Agreement documents are being prepared and will be sent to the Contractor for endorsement. The Contractor is scheduled to start construction the week of August 27, 2018.
August 16, 2018	Matichuk, Gerald	Urban Dirtworks Inc. is scheduled to commence construction on the 2018 Hydrant & Valve Replacement program August 27, 2018.
August 29, 2018	Matichuk, Gerald	A meeting held August 28 with Alberta Health Services, Urban Dirtworks Inc., Director of Publicworks, Ponoka County Fire Department to discuss the installation of temporary water service to hospital during the installation of the valve on 50 Ave and 52 St. Urban Dirtworks Inc. is scheduled to commence construction on the 2018 Hydrant & Valve Replacement program Sept 6, 2018.
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
August 2, 2018	Matichuk, Gerald	AMEC is working on preparing a draft report required by Alberta Environment to licensing Well PW17-15 as a ground water production well.
August 16, 2018	Matichuk, Gerald	AMEC has completed the "Water Act Licensing for Town of Rimbey PW17-15" report. AMEC is in the process of submitting the application to Alberta Environment to licensing Well PW17-15 as a ground water production well.
August 29, 2018	Matichuk, Gerald	AMEC has completed the "Water Act Licensing for Town of Rimbey PW17-15" report. AMEC has submitting the application to Alberta Environment to licensing Well PW17-15 as a ground water production well.
Project: RBYM00131.01 RB131.01 - SW Stormwater Management Plan		
August 2, 2018	Solberg, Lloyd	Tagish met with Earl on July 31 to discuss the west pond. The Town has indicated that they are planning on submitting an offer to Earl for land purchase. Awaiting feedback from both the Town and Earl before we can proceed.
August 16, 2018	Solberg, Lloyd	(Aug 16) No change.
August 29, 2018	Solberg, Lloyd	Tagish will complete a design option(s) for the West Pond utilizing more area to the north. Once complete we will send it to the Town for their review.
Project: RBYM00133.00 RB133 - 2017 NE Lagoon Outlet Ditch Upg		
August 2, 2018	Matichuk, Gerald	Tagish is working with Alberta Environment on the requirements related to cleaning out the Outlet Ditch. Tagish is working with Ponoka County to secure the ability to utilize the undeveloped County roadway adjacent to the Outlet Ditch in Section 15 -42 - 2 - W5M.
August 16, 2018	Matichuk, Gerald	Tagish is working on completing the engineering drawings and Tender Documents for the clean-out and construction of the Outlet Ditch - 2018 project. Tagish is working to have the Tender completed by August 31, 2018.
August 29, 2018	Matichuk, Gerald	Tagish and Director of Publicworks are meeting with land owners adjacent to the Outlet Ditch to provide information on the clean-out and construction. Tagish is working to have the Tender completed by August 31, 2018.
Project: RBYM00134.00 RB134 - 2018 Street Improvements		
August 2, 2018	Matichuk, Gerald	Border Paving is completed the asphalt overlay on 47 and 48 St. J. Branco and Sons Concrete Services are scheduled to start work on 50 Ave concrete replacement the week of Aug 13, 2018.
August 16, 2018	Matichuk, Gerald	Due to the delay in receiving ACO drain channel material, J. Branco and Sons Concrete Services will be on site to complete concrete repairs on 50 Ave the week of Aug 27, 2018.
August 29, 2018	Matichuk, Gerald	J. Branco and Sons Concrete Services will be on site the week of September 3, to complete concrete repairs on 50 Ave.

Project: RBYM00135.00 RB135 - Standby Generator Comm Centre

August 2, 2018	Matichuk, Gerald	Tagish is working with Frontline Compression Services Inc.to provide a RFQ for the standby generator for the Community Center.
August 16, 2018	Matichuk, Gerald	Frontline Compression Services Inc.is working on completing a price quotation to provide a standby generator for the Community Center.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

MINUTES OF THE TOWN OF RIMBEY SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING OF SEPTEMBER 11, 2018 HELD IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. Call to Order and Record of Attendance

Chairman Jack Webb opened the Subdivision and Development Appeal Board Hearing at 10:00 am.

Present:

SDAB Board Members:
Chairman Jack Webb
Kathy Pfau
Rob Rondeel
Allan Tarleton

Administration:
Chief Administrative Officer/SDAB Clerk Lori Hillis
Planning and Development Officer Liz Armitage
Recording Secretary Kathy Blakely

Appellant:
Scott Ellis, Land Owner
William Weenik – Land Owners Construction Contractor

Affected Persons:
Cindy Bowie - Neighbour

Members of the public:
0 members of the public

2. Agenda

2.1 Agenda of July 25, 2018 SDAB Hearing

Motion SDAB 5/18

Moved by Allan Tarleton to accept the agenda for the September 11, 2018 SDAB Hearing, as presented.

CARRIED

3. Introductions of SDAB Board Members, Appellant and Affected Persons

Chairman Webb requested all present to introduce themselves.

Board Members Rob Rondeel, Allan Tarleton, Kathy Pfau and Jack Webb introduced themselves.

Chief Administrative Officer Lori Hillis, Planning and Development Officer Liz Armitage and Recording Secretary Kathy Blakely introduced themselves.

Scott Ellis introduced himself as well as William Weenik, his construction contractor and Cindy Bowie his neighbour.

4. Summary of Appeal

Summary of Appeal

Chairman Webb requested a summary of the appeal.

It was advised the applicant submitted a development permit application to develop a garage on an empty lot without a primary residence. Upon review of the Development Permit application the Development Authority noted that Land Use Bylaw Clause 8.1(8) states:

(8) An accessory building shall not be developed or approved on a lot prior to the issuance of a development permit for the principal building or use on the lot.

The following items were provided the SDAB Board Members, the appellant, affected persons, and available for members of the public at the hearing:

1. Notice of Subdivision and Development Appeal Board Hearing
 2. Subdivision and Development Appeal Board Hearing Agenda
 3. Scott & Chris Ellis Development Permit Application #26/18
 4. Map of 5332 Drader Crescent
 5. Notice of Decision Development Permit for Variance
 6. Letter to Board Members from Scott and Chris Ellis
 7. Receipt of payment for Development Permit and Appeal Board
 8. Page 33 Town of Rimbey Land Use Bylaw 917/16
 9. Page 37 Town of Rimbey Land Use Bylaw 917/16
 10. Page 38 Town of Rimbey Land Use Bylaw 917/16
 11. Page 39 Town of Rimbey Land Use Bylaw 917/16
 12. Page 44 Town of Rimbey Land Use Bylaw 917/16
 13. Page 91 Town of Rimbey Land Use Bylaw 917/16
 14. Page 92 Town of Rimbey Land Use Bylaw 917/16
 15. Page 93 Town of Rimbey Land Use Bylaw 917/16
 16. Page 7 of previous Town of Rimbey Land Use Bylaw 762/04
 17. Telephone Message from Helen Anderson, Aug 28, 2018 – In support
 18. Scott Ellis email of Aug 30, 2018
 19. Development Authority Report dated Sept 5, 2018
 20. Email from Tim Buist – 424978 Alberta Ltd. September 10, 2018 – In support
5. Confirmation of SDAB Jurisdiction Chairman Webb confirmed the SDAB has jurisdiction to hear this appeal as it deals with the Town of Rimbey Land Use Bylaw 917/16.
6. Development Authority Presentation The applicant's submitted a development permit application to develop a garage on an empty lot without a primary residence. Upon review of the Development Permit application the Development Authority noted that Land Use Bylaw 917/16, Clause 8.1(8) states:

(8) An accessory building shall not be developed or approved on a lot prior to the issuance of a development permit for the principal building or use on the lot.

The Development Authority is unable to deviate from this clause. As such a Development Permit Refusal was issued on August 13, 2018. On August 15, 2018, the appellant submitted an appeal to the SDAB.

Due to the aforementioned requirements of Land Use Bylaw 917/16, the Development Authority was unable to approve the application. However, it is worth noting the following history of similar developments within the Town:

A similar accessory building was developed on an otherwise undeveloped lot in 2015 on 58 Avenue. This structure was a garage and a primary residential structure has not been built on the site. Land Use Bylaw 762-04 was in effect at that time. Clause 10.3 of Bylaw 762-04 permitted the development of an accessory building if no main building exists on the lot. The clause stated:

10.3 The Development Authority may refuse to accept an application for a development permit for an accessory building if no main building exists on the lot.

As a direct result of the application on 58 Avenue, Land Use Bylaw 917/16 removed clause 10.3 and introduced clause 8.1(8) which removed the Development Authorities discretion and would encourage residential homes be built within residential districts. Further, at this time, the Development Authority expressed the following concerns with approving accessory buildings on lots without a primary residence:

- Creating an inconsistent street front for passing pedestrians
- Creating a potential long term non-residential development within a residential neighbourhood, may have direct impact on adjacent neighbours who anticipate living next a residential home, not a garage.
- Upon completion of the garage the Town has no ability to require a residential house to be built on the lot, and as such the lot may never be further developed to have a residential structure.

Conclusion:

The Development Authority does not consider the development of a garage without a primary residence to be appropriate within a residential neighbourhood. Mrs. Armitage Liz also advised, that should the Board allow the development of the garage, the intended location of the garage would allow for a future residence.

7. Appellant
Presentation

Mr. Ellis noted it has always been his intention to be compliant with the Town's Bylaws. Constructing the garage on their vacant lot would allow for less congestion of vehicles on the street. He indicated it was their intention to have the garage exterior match their house exterior and landscape the rest of the lot. Mr. Ellis indicated he would like to put the garage there to avoid putting more vehicles on the street. It is his intention to build the garage to match their house on the next lot. The proposed garage would be 28' x 28' which should leave plenty of room for the construction of a house in the future. He indicated building the structure will give them extra storage for vehicles and their boat. They do not have any intentions at this time to join the two lots into one.

He noted the old section of Drader Crescent has garages in the back of their residences or none at all, and the new section of Drader Crescent has attached garages on the front of the homes.

It is not their intention to disrupt the curb appeal of the neighborhood and he has consulted with their neighbours to get their opinions on the matter, which have all be amicable.

Mr. Ellis further noted the alley is encroaching on the property.

CAO Hillis indicated the alley will be reshaped as to not encroach onto the property.

Mr. Rondeel inquired if Mr. Ellis had plans for the rest of the lot. Mr. Ellis indicated it would be landscaped to make it part of their yard.

Ms. Armitage indicated the setbacks should be followed, as per the Land Use Bylaw 917/16.

8. Affected Persons
In Support
Presentation

Chairman Webb inquired if there were any affected persons in support who wished to speak.

Present at Meeting:

Ms. Cindy Bowie – immediate neighbor to the vacant lot. Ms. Bowie indicated she has no issues with the proposed garage being constructed on the lot or the placement of it. She further indicated the garage would get some of the traffic into garages instead of on the road.

K Pfau asked Ms. Bowie which side of the vacant lot she lived on. Ms. Bowie indicated she lives on the north side of the vacant lot.

Mr. William Weenik – indicated he has lived in two different houses in Drader Crescent and noted that traffic and vehicle congestion has always been an issue in Drader Crescent.

Correspondence Received:

Helen Anderson via telephone – Helen Anderson of 5504 Drader Crescent has no issues with Scott Ellis constructing a garage on the property located at 5332 Drader Crescent.

424978 Alberta Ltd (Tim Buist) via email – garage on 5332 Drader Crescent is fine with me.

9. Affected Persons
in Opposition
Presentation

Chairman Webb inquired if there were any affected persons in opposition who wished to speak.


There were no affected persons in opposition present.

10. Affected Agencies Presentation
Chairman Webb inquired if there were any Affected Agencies present who wished to speak.
There were no affected agencies present.
11. Question Period
Development Officer Liz Armitage indicated height of the garage will also need to be taken into consideration.
Mr. Rondeel inquired if the vacant lot has a lot of pedestrian traffic. Mr. Ellis indicated there is some and there is some trash, but nothing major. He indicated it is typical small town living and you create relationships with your neighbours.
Mr. Weenik indicated the lot was used as an RV parking lot prior to being purchased by the Ellis's and now it is finished with a lawn.
Mr. Rondeel inquired if the garage would create a change in the pedestrian traffic. Mr. Ellis indicated the yard would be fenced, eliminating the foot traffic.
Mrs. Pfau inquired what was your intention with the vacant lot when you purchased it. Mr. Ellis indicated he did not know at the time of purchase what they were going to do with it in the future and they bought it at that time to prevent further construction until they knew what they wanted to do. Now, they have determined it is time to build on the lot.
Mrs. Pfau indicated the restriction is for an accessory building without a primary residence and inquired if Mr. Ellis would consider putting in a gravel pad instead of a garage. Mr. Ellis indicated he would not be in favor of just a gravel pad as he would like to keep the elements off the items he is storing.
Mr. Tarleton inquired if the purpose for building the garage was for extra storage. Mr. Ellis indicated it was.
Mrs. Pfau inquired if Mr. Ellis could put up a temporary tent structure on a gravel pad to keep the items out of the elements. Mr. Ellis indicated he does not care for tent structures.
Development Officer Liz Armitage advised the Board Members a temporary tent structure is an accessory building and a permit would have to be refused for it just like the garage was without a primary residence.
12. Development Authority Closing Remarks
Chairman Webb asked if the Development Authority would like to make any closing remarks.
Ms. Armitage indicated that should the SDAB allow for the construction of the proposed garage, the Land Use Bylaw 917/16 must be followed in regard to setbacks. She also indicated her preference for a real structure versus a temporary structure as it has better appeal to the community in general.
13. Appellant Closing Remarks
Chairman Webb asked if Mr. Ellis would like to make any closing remarks.
Mr. Ellis thanked the SDAB for hearing his concerns, indicated he had no further comments.
- Recess
Chairman Jack Webb recessed the Subdivision and Appeal Board Hearing at 10:39 am.
Chairman Webb reconvened the Subdivision and Appeal Board Hearing at 10:50 am.


9. Adjournment Motion SDAB 06/18

Moved by Kathy Pfau to adjourn the Subdivision and Development Appeal Board Hearing at 10:50 am

CARRIED



SDAB Board Chairman



SDAB Board Clerk

Beatty Heritage House Society

August 6, 2018 Meeting

The meeting was called to order by Chairperson Teri Ormberg at 7:40 PM.

In attendance: Teri Ormberg Jackie Anderson
Florence Stemo
Annette Boorman Bronwen Jones
Audreyann Bresnahan Murray Ormberg

MINUTES of previous meeting (June 4, 2018) read by Florence. Minutes adopted as read by Murray; seconded by Bronwen. Carried.

TREASURER'S REPORT: Jackie reported a Balance of \$32,951.98, noting that the annual grant of \$4000 from the Town of Rimbey has been received. She also reported that a donation of \$200, given in honour of Teri Ormberg, has been received from the Rimbey 4-H Club. Profit from the Cecile Doo-Kingue Concert amounted to \$128.55. Jackie moved the adoption of her report. Seconded by Florence. Carried.

OLD BUSINESS:

TOURIST INFO CENTRE: Kyla is an excellent hostess in the Tourist Info Centre, and is keeping the House and grounds looking very neat. She is also documenting items pertinent to the history of the BH, and doing touch-up painting, etc. Moved by Florence, seconded by Audreyann, that we give Kyla a gift of \$100 as an expression of our appreciation for her interest, commitment, and effort during this summer season. Motion carried with Murray opposed.

HOME ROUTES CONCERT: Extra concert featuring Cecile Doo-Kingue - June 10 - a full house for this gifted international entertainer; an excellent concert. Schedule of concerts for the 2018-2019 Season has been received.

MASONRY REPAIRS: To be completed this summer.

CHRISTMAS LIGHTS: Moved by Annette, seconded by Murray that we replace the "old" strings of lights used on the hedge by LED lights. Jackie will order the lights.

PERIOD LIGHT FOR LIVING ROOM: Research ongoing.

WINDOW CLEANING: To be done in September by Society members.

CO-OP BBQ: Scheduled for August 10, 2018, 10:30am to 2:00pm.

ALBERTA CULTURE DAYS EVENT: September 28 - Home Routes Concert featuring Brazilian musician, Marco Castillo.

RODEO PARADE BBQ: Nice day; good turnout; profit of \$600.

BLOCK PARTY REPORT: Audreyann (dressed as Mrs. Beatty) and Teri attended. Some interest in the Beatty House, but no new members signed up.

NEW BUSINESS:

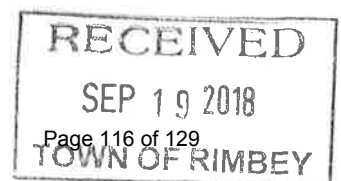
SUNNY 94 given permission to set up at the BHH August 24 (9:00am-2:00pm) (Rock'n Rimbey).

NEXT MEETING: Monday, September 17, 2018.

ADJOURNMENT: By Teri at 9:30 PM.

Florence Stemo Secretary

Minutes adopted at meeting on September 17, 2018





BOARD MEETING
Wednesday, June 20, 2018
9:00 am
Valley View Manor, Rimbey

PRESENT: P. McLauchlin, Board Chair L. Curle B. Liddle D. MacPherson
R. Pankiw P. Hall, CAO W. Sheppard, Recorder
ABSENT: T. Dillon C. Prediger

1. CALL TO ORDER

P. McLauchlin, Board Chair called the meeting to order at 9:11 a.m.

B. Liddle joined the meeting at 9:13 a.m.

2. ADOPTION OF AGENDA

MOVED by L. Curle that the Board meeting agenda be adopted as presented. (RHF 18-06-01)

Carried

3. APPROVAL OF MINUTES

MOVED by R. Pankiw the Board accept the minutes of the May 23, 2018 Board meeting. (RHF 18-06-02)

Carried

P. McLauchlin requested to exchange the order for agenda items 4 & 5

5. CAO REPORT

P. Hall advised the building control and nurse call systems are both currently not working properly at Valley View Manor. A meeting with Berry Architect is scheduled to discuss the shortcomings of both systems.

Due to the construction of Valley View Manor, Rimstone Drive now requires repair to return the road to grade which was not part of the budget. P. Hall will review options to construct the road back to grade through other sources.

Valley View Manor residents requested a new shuffleboard and vending machine be purchased for the new lodge from their endowment fund.

MOVED by B. Liddle that the Board approve the purchase of a shuffleboard and vending machine from the Parkland Manor endowment fund. (RHF 18-06-03)

Carried

An operating agreement with Government for Parkland Manor is in progress and includes a decision on the link between Parkland Manor and Kansas Ridge 1.

MOVED by R. Pankiw that the Board accept the CAO report as information. (RHF 18-06-04)

Carried

4.	FINANCIAL REPORTS
----	-------------------

P. Hall provided an overview of the financial reports for the five months ending May 31, 2018.

The Foundation continues to track ahead of budget in all departments.

MOVED by D. MacPherson that the Board accept for the five months ending May 31, 2018 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank report;
- Cheque Registers, Online and Pre-authorized Payment registers. (RHF 18-06-05)

Carried

6.	STANDING AGENDA ITEMS
----	-----------------------

SAFETY

The OH&S updates are being reviewed and will require policy updates moving forward.

The Health and Safety committees will have a joint safety meeting with our Occupational Health and Safety Officer during the summer.

MOVED by L. Curle that the Board accept the standing agenda items as information. (RHF 18-06-06)

Carried

7.	NEW BUSINESS & CORRESPONDENCE
----	-------------------------------

BUSINESS PLAN

P Hall outlined the updated business plan for the Foundation.

MOVED by L. Curle that the Board accept the 2019-2021 business plan as presented. (RHF 18-06-07)

Carried

P. McLaughlin left the meeting at 10:12 am, and R. Pankiw assumed the Chair.

POLICY CS-13 – RENT-GEARED TO INCOME (RGI) MAXIMUM RENT AMOUNTS

The policy has been updated to include Valley View Manor’s maximum rent amounts and all residents there will be Rent-Geared to Income (RGI).

MOVED by L. Curle that the Board accept policy CS-13 - Rent Geared to Income (RGI) Maximum Rent Amounts as presented. (RHF 18-06-08)

Carried

9.	NEXT MEETING
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The next meeting is scheduled for September 19th at Legacy Place in Ponoka at 9:00 a.m.

MOVED by D. MacPherson that the meeting adjourn at 10:29 a.m. (RHF 18-06-09)

Carried



Paul McLauchlin, Board Chair

Sept 19/2018
Date Signed



Peter Hall, CAO

Sept 19/2018
Date Signed



Wednesday, June 20, 2018
12:32 pm
EMAIL MOTION

PRESENT: P. McLauchlin, Board Chair L. Curle B. Liddle D. MacPherson
R. Pankiw P. Hall, CAO
ABSENT: T. Dillon C. Prediger

1. LEAVE OF ABSENCE


MOVED by L. Curle the Board approve an extension to C. Prediger's leave of absence on the Rimoka Housing Foundation Board. (RHF 18-06-10)

Carried



Paul McLauchlin, Board Chair

Sept 18 / 2018
Date Signed



Peter Hall, CAO


Sept 19 / 2018
Date Signed




TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	8.3
Council Meeting Date	September 25, 2018
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.
Attachments	8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Coulthard's Report 8.3.3 Councillor Curle's Report 8.3.4 Councillor Payson's Report 8.3.5 Councillor Rondeel's Report
Recommendation	Motion by Council to accept the Council reports as information.

Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer

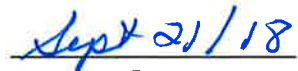


Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer



Date



Highlights

Date	Event	Details of Event
Sept 4	Meeting	Winter Games meeting in Red Deer
Sept 12	Meeting	Central Alberta Mayors Meeting in Red Deer
Sept 13	Elementary School	Chili cook off fundraiser at Community Centre to cook burgers and hotdogs
Sept 11	Meeting	Council Meeting
Sept 19	Meeting	Rimoka Meeting
Sept 19	Lodge	Grand Opening of New Seniors Lodge
Sept 22	High School Grad	Rimbey Grad
Sept 25	Meeting	Council Meeting
Sept 1—25	Various	Cheque runs and commissioner of oath signing

- Rick Wm. Pankiw
- Mayor

Highlights

Date	Event	Details of Event
28-08-2018	Town Council Meeting	Numerous topics were discussed. These included a presentation by the Petroleum Producers of Alberta and the Rimbey Town Council Advertisement Bylaw. More details can be provided upon request
04-09-2018	100 ICS Training	Attended the 100 ICS Training Course held at the Lions Room.
11-09-2018	Town Council Meeting	Numerous topics were discussed. These included Coffee with Council which begins again on Friday the 14 th , The Evergreen Walking Trail and some policy items. More details can be provided upon request.
11-09-2018	Rimbey Citizen on Patrol. COP Meeting	Attended COP meeting. Mandatory changes to the bylaws were finalized and will be forwarded.

J. W. Coulthard
Councillor



Highlights

Sept 4	ICS training	Attended 3 hours of training on incident command training
Sept 10	Attraction and Retention committee	Regular meeting of this committee at Rimbey Hospital and Care Center
Sept 11	Town Council meeting	Regular meeting of town council
Sept 14	Council meeting Coffee with council	Regular meeting at Rimbey Library, 4 community members in attendance
Sept 17	Beatty House	Regular meeting at Beatty House
Sept 18	Training in Lacombe	Training on Municipal Planning hosted by city of Lacombe and presented by Brownlee Law offices, very good information about how this relates to small rural communities
Sept 19	Rimoka meeting	Regular meeting of Rimoka board, grand opening of new lodge.
	Historical Society	Regular meeting of this board
Sept 20	Women's conference	Meeting with group from FCSS related to conference in Feb 2019
Sept 21	Coffee with council	Regular meeting, held at Rimbey Library
Sept 28	Town council	Regular meeting of town council

Submitted by
Lana Curle
Councillor

Highlights

Date	Event	Details of Event
Sept 13	Chili cookoff	Annual elementary school fundraiser
Sept 17	BYAS	Monthly Blindman Youth Action Board Meeting
Sept 18	Neighbourhood Place	Monthly Neighbourhood Place Board Meeting

Paul Payson
Councillor



Highlights

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

Gayle Rondeel
Councillor



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	9.0
Council Meeting Date	September 25, 2018
Subject	Correspondence
For Public Agenda	Public Information
Attachments	9.1 Alberta Municipal Affairs 9.2 Alberta's Rural Health Professions Action Plan
Recommendation	Administration recommends Council accept the correspondence from Alberta Municipal Affairs and Alberta's Rural Health Professions Action Plan, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Sept 21/18

Date



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94815

August 28, 2018

His Worship Rick Pankiw
Mayor, Town of Rimbey
PO Box 350
Rimbey AB T0C 2J0

Dear Mayor Pankiw,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

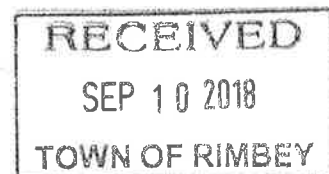
I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2018 operating allocation and any estimated 2017 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Lori Hillis, Chief Administrative Officer, Town of Rimbey



September 2, 2018

Lana Curle and the Rimbey and Area A&R Committee
Town of Rimbey
Box 350
Rimbey, AB
T0C 2J0

Dear Lana and the Rimbey and Area A&R Committee:

Re: RhPAP/Rimbey Skills Weekend for Health Professions Students, August 25-26, 2018

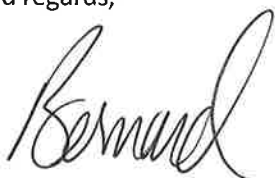
We would like to thank you and your committee for your hard work and planning in making the Rimbey Skills weekend so successful. The obvious team work of the community, and staff at the Rimbey Hospital and Care Centre was very impressive.

Everyone provided such a warm introduction for the medical, nursing and physiotherapy students to life in a rural community, and to rural practice. Students thoroughly enjoyed the amazing evening meal, outdoor activities and dance at Tumbler's Field Farm, with many saying they had finally learned to dance! The Rock 'n Rimbey dance that night was lots of fun, with the whole student contingency getting on the dance floor. Sunday morning at Paskapoo Park and spending a few hours at the Central Alberta Raceways was good entertainment! Burgers were appreciated by all, and the final evaluations from the students were so complimentary about your community and how welcomed they felt.

The health care staff and community members were responsible for making this a successful tour for the students and we appreciate your leadership in making this happen. The students were able to experience rural living and rural health care and many expressed interest in the possibility of rural practice in the future.

Thank you again for your support of RhPAP's Rural Education Outreach program!

Kind regards,



Bernard C. Anderson, MPA, MAEd
Executive Director

