

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY JANUARY 22, 2019 AT 1:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
3.	Minutes	2
	3.1 Minutes of Regular Council January 8, 2019	3-8
4.	Public Hearings - None	
5.	Delegations	
	5.1 Sgt. Kurtis Pillipow – Rimbey RCMP Update.....	9
	5.2 Rimbey Boys and Girls Club – Annual Update	10-25
6.	Bylaws	
	6.1 948/18 Smoking Bylaw	26-35
7.	New and Unfinished Business	
	7.1 Policy 3101 Snow Removal Policy	36-46
	7.2 Policy 3102 Rimoka Storm Pond.....	47-49
	7.3 Town of Rimbey and Rimbey Municipal Library Board Agreement	50-60
	7.4 Town of Ponoka Request for Letter of Support.....	61
	7.5 Budget Meeting Dates	62
	7.6 Uncollectable Accounts	63-64
8.	Reports	
	8.1 Department Reports	65
	8.1.1 Chief Administrative Officer Report.....	66
	8.1.2 Chief Financial Officer Report.....	67-69
	8.1.3 Director of Public Works Report.....	70-71
	8.1.4 Director of Community Services Report.....	72
	8.1.5 Planning and Development Officer Report.....	73-74
	8.1.6 Bylaw Enforcement Report.....	75-76
	8.2 Boards/Committee Reports	77
	8.2.1 Rimbey Municipal Library Minutes of November 5, 2018.....	78
	8.2.2 Beatty Heritage House Society Minutes of November 5, 2018..	79
	8.3 Council Reports	80
	8.3.1 Mayor Pankiw’s Report	81
	8.3.2 Councillor Coulthard’s Report	82-85
	8.3.3 Councillor Curle’s Report	86
	8.3.4 Councillor Payson’s Report	87
	8.3.5 Councillor Rondeel’s Report	88
9.	Correspondence	89
	9.1 Alberta Seniors and Housing	90
10.	Open Forum <small>(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.</small>	
11.	In Camera - None	
12.	Adjournment	



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	January 22, 2019
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council January 8, 2019
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of January 8, 2019, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
TUESDAY, JANUARY 8, 2019 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
Chief Financial Officer – Wanda Stoddart
Director of Public Works – Rick Schmidt
Recording Secretary – Kathy Blakely

Absent:

Public:

Treena Mielke – RimbeY Review
0 member(s) of the public
Town of Ponoka Mayor Rick Bonnett – Delegation
Regional Fire Chief Dennis Jones – Delegation
Brian Austrom – Vicinia Planning and Engagement Inc.

2. Adoption of
Agenda

2.1 January 8, 2019 Agenda

Motion 001/19

Moved by Councillor Curle to accept the Agenda for the January 8, 2019 Regular Council Meeting, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

3. Minutes

3.1. Minutes of Regular Council December 11, 2018

Motion 002/19

Moved by Councillor Coulthard to accept the Minutes of the Regular Council Meeting of December 11, 2018, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

4. Public
Hearings

4.1 Public Hearings - None

5. Delegations

5.1 Town of Ponoka – Mayor Rick Bonnett

Mayor Pankiw welcomed Mayor Bonnett to the Council Meeting.

Mayor Bonnett thanked Council for the opportunity to speak to Council this evening.

Mayor Bonnett advised the Town of Ponoka is in the midst of a disagreement with the Government of Alberta regarding funding for a field house/multi purpose health and wellness centre. He advised Council the Town of Ponoka is going to withhold their education portion of property taxes to the Province of Alberta, based on the disproportionate grant funding being able to be accessed by smaller rural and urban communities by the Government of Alberta compared to Calgary and Edmonton. During the 2018 fall AUMA convention, the Town of Ponoka met with Alberta Infrastructure and Municipal Affairs whereby they were instructed to use their MSI funding.

Mayor Bonnet is requesting Town of Rimbey Council provide, by way of motion, a letter of support of their actions to withhold the education portion of property taxes.

Mayor Pankiw thanked Mayor Bonnett for his presentation to Council regarding the funding for their field house/multi purpose health and wellness centre.

Motion 003/19

Moved by Councillor Coulthard to accept the presentation from Town of Ponoka Mayor Rick Bonnett, as information.

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

Opposed

CARRIED

Mayor Bonnett departed the Council Meeting at 5:19 pm.

5.2 Regional Fire Chief Dennis Jones

Mayor Pankiw welcomed Regional Fire Chief Dennis Jones to the Council Meeting.

Chief Jones reviewed the information he provided prior to the meeting such as calls and responses per department or region, courses and training hosted or arranged by Ponoka County Regional Fire Services, noteworthy events for 2018, and upcoming 2019 events. He noted there would be a continued focus on providing and arranging for quality training and there would be a Regional Fire Services full policy and procedure review as it has been three years since its establishment.

Mayor Pankiw thanked Regional Fire Chief Jones for his presentation to Council.

Motion 004/19

Moved by Councillor Coulthard to accept the presentation from Regional Fire Chief Dennis Jones, as information.

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

Opposed

CARRIED

Regional Fire Chief Dennis Jones departed the Council Meeting at 5:53 pm.

7. New and
Unfinished
Business7.1 Rimoka Storm Pond

Mayor Pankiw departed the Council meeting at 6:16 pm.

Mayor Pankiw rejoined the Council Meeting at 6:18 pm.

Motion 005/19

Moved by Councillor Coulthard to allow skating on the Rimoka Storm Pond and have two (2) signs, one indicating to "use at own risk" and one installed when necessary indicating "danger thin ice".

In FavorOpposed

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED

Motion 006/19

Moved by Mayor Pankiw for Public Works to put down matting on the east side of the pond as an entrance to protect the liner in the pond from damage.

In FavorOpposed

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED

Motion 007/19

Moved by Councillor Payson to have Public Works check the thickness of the ice once a week until February 28, 2019.

In FavorOpposed

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED

8. Reports

8.1 Department Reports

8.1.1 Chief Financial Officer Report – Accounts Payable Listing

Motion 008/19

Moved by Councillor Curle to accept the Department Reports, as information.

In FavorOpposed

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Tagish Engineering Ltd Project Status Updates to December 6, 2018
- 8.2.2 Rimbey Historical Society Board Meeting Minutes of January 17, March 21, April 18, May 16, June 20, July 18, August 15, September 19, and October 17, 2018.
- 8.2.3 Rimoka Housing Foundation Board Meeting Minutes of September 19, October 11, and October 31, 2018.
- 8.2.4 Rimbey Family and Community Support Services/Rimbey Community Home Help Services Board Meeting Minutes of December 20, 2016, February 15, March 15, April 12, May 17, June 14, September 20, October 17, November 13, December 20, 2017, February 20, March 22, April 19, May 17, June 21, September 20, October 18 and November 15, 2018.

Motion 009/19

Moved by Councillor Payson to accept the Tagish Engineering Ltd Project Status Updates to December 6, 2018, Rimbey Historical Society Board Meeting Minutes of January 17, March 21, April 18, May 16, June 20, July 18, August 15, September 19, and October 17, Rimoka Housing Foundation Board Meeting Minutes of September 19, October 11, and October 31, 2018, Rimbey Family and Community Support Services/Rimbey Community Home Help Services Board Meeting Minutes of December 20, 2016, February 15, March 15, April 12, May 17, June 14, September 20, October 17, November 13, December 20, 2017, February 20, March 22, April 19, May 17, June 21, September 20, October 18 and November 15, 2018, as information.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

9. Correspondence Correspondence – None10. Open Forum 10.1 Open Forum

There were no members of the public present at the meeting.

Mayor Pankiw recessed the Council Meeting at 6:33 pm.

Director of Public Works Rick Schmidt departed the Council Meeting at 6:37 pm.

Mayor Pankiw reconvened the Council Meeting at 6:37 pm.

11. In Camera
- 11.1 FOIP Section 25(1)(c) Disclosure harmful to economic and other interests of a public body – Intermunicipal Collaboration Framework
- 11.2 FOIP Section 25(1)(c) Disclosure harmful to economic and other interests of a public body – Repsol Oil & Gas Canada Inc.

Motion 010/19

Moved by Councillor Coulthard the Council meeting go in camera at 6:37 pm, pursuant to discuss:

11.1 FOIP Section 25(1)(c) Disclosure harmful to economic and other interests of a public body – Intermunicipal Collaboration Framework with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Mr. Brian Austrom of Vicinia Planning and Engagement Inc., Chief Administrative Officer Lori Hillis as Administrative Support, Chief Financial Officer Wanda Stoddart as Administrative Support and Recording Secretary Kathy Blakely as Administrative support.

11.2 FOIP Section 25(1)(c) Disclosure harmful to economic and other interests of a public body – Repsol Oil & Gas Canada Inc. with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis, Chief Financial Officer Wanda Stoddart as Administrative Support and Recording Secretary Kathy Blakely as Administrative support.

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

CARRIED

Mr. Brian Austrom of Vicinia Planning and Engagement Inc. departed the Council Meeting at 7:14 pm.

Motion 011/19

Moved by Councillor Curle the Council meeting reverts back to an open meeting at 7:18 pm.

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

CARRIED

Motion 012/19

Moved by Councillor Coulthard to authorize CAO Lori Hillis to execute the Treated Effluent Access and Option Agreement with Repsol Oil and Gas Canada Inc. for the term of January 1, 2019 through December 31, 2019.

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

CARRIED

12. Adjournment

Motion 013/19

Moved by Councillor Payson to adjourn the meeting.

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

Opposed

CARRIED

Time of Adjournment: 7:25 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

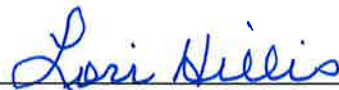
Council Agenda Item	5.1
Council Meeting Date	January 22, 2019
Subject	Sgt. Kurtis Pillipow – Rimby RCMP Update
For Public Agenda	Public Information
Background	Sgt. Kurtis Pillipow of the Rimby RCMP has been invited to Council to provide an update for Council.
Recommendation	Administration recommends Council accepts the presentation from Sgt. Kurtis Pillipow, as information.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer



Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer



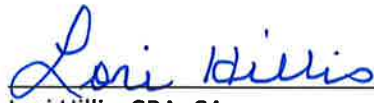
Date

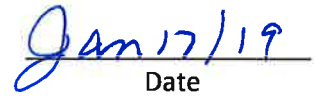


REQUEST FOR DECISION

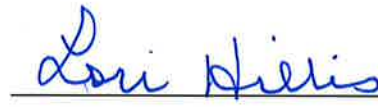
Council Agenda Item	5.2
Council Meeting Date	January 22, 2019
Subject	Rimbey Boys and Girls Club – Annual Update
For Public Agenda	Public Information
Background	The Rimbey Boys and Girls Club has contacted the Town of Rimbey Administration Office to request a delegation of Council to present their annual update.
Attachments	Power Point Slides
Recommendation	Administration recommends Council accepts the presentation from Rimbey Boys and Girls Club, as information.

Prepared By:


Lori Hillis, CPA, CA
Chief Administrative Officer


Date

Endorsed By:


Lori Hillis, CPA, CA
Chief Administrative Officer


Date



Boys & Girls Clubs of Wolf Creek

RIMBEY



RIMBEY BGC HISTORY AND TIMELINE

Town of Rimbey approached Ponoka Youth Centre to start a Boys and Girls Club Program in Rimbey.

BGC Rimbey programs continue to operate and expand

No teen programs will be run. Only ages 6-11 programs will run due, in part, to funding cuts.

2013 ----- 2014 ----- 2015-2017 ----- 2018 ----- 2019

Town of Rimbey enters into 5 year contract with Ponoka Youth Centre to run BGC programs in exchange for \$25,000/year.

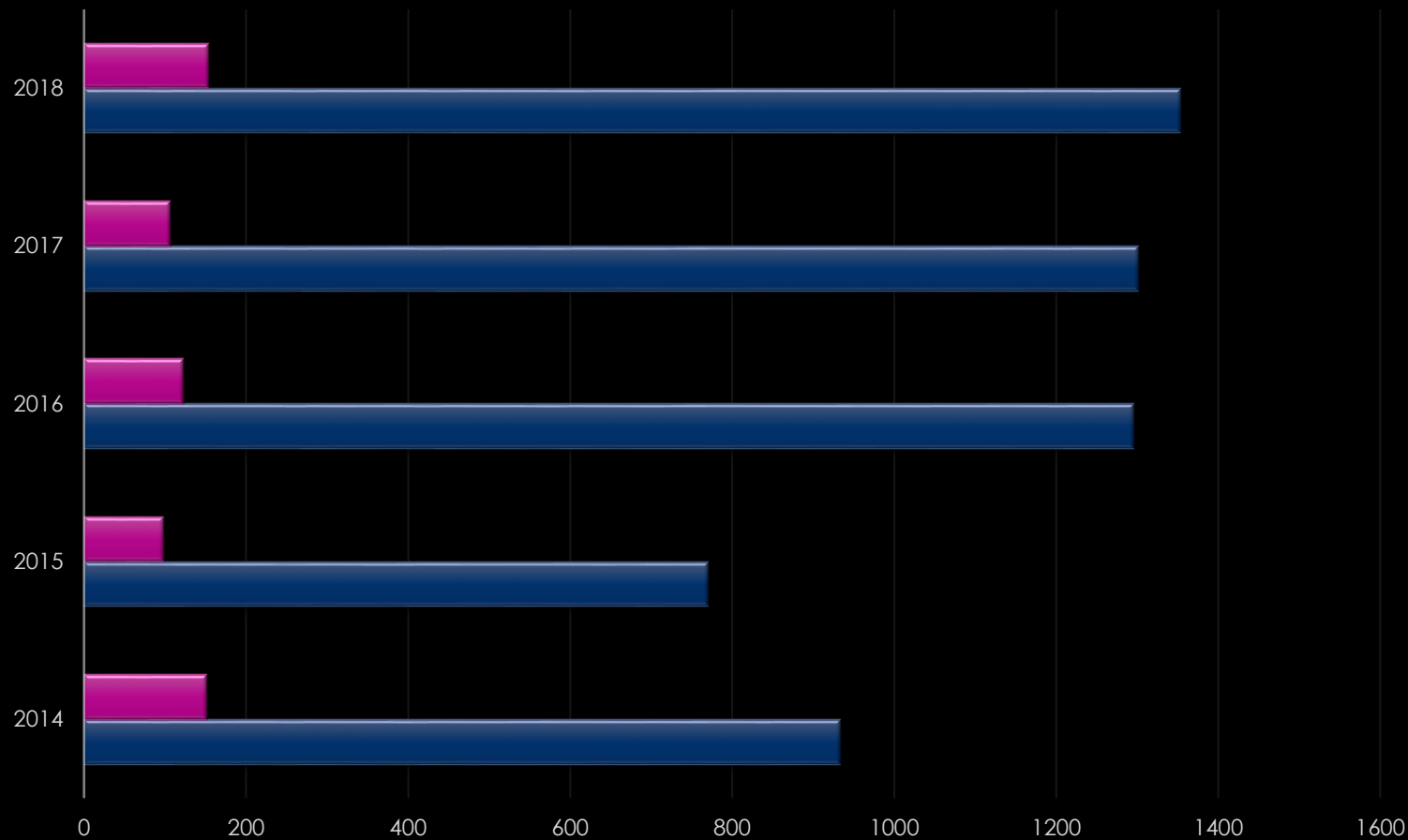
BGC Rimbey programs continue to operate, expand and have a record year with almost 1400 program visits.

BGC Rimbey starts three programs and has 152 individual youth attend programs with 950 visits.

Town of Rimbey decreases 2019 funding by 40% and 2020 funding by 60% resulting in program cuts.

2018 Program Attendance

Annual Youth Program Attendance

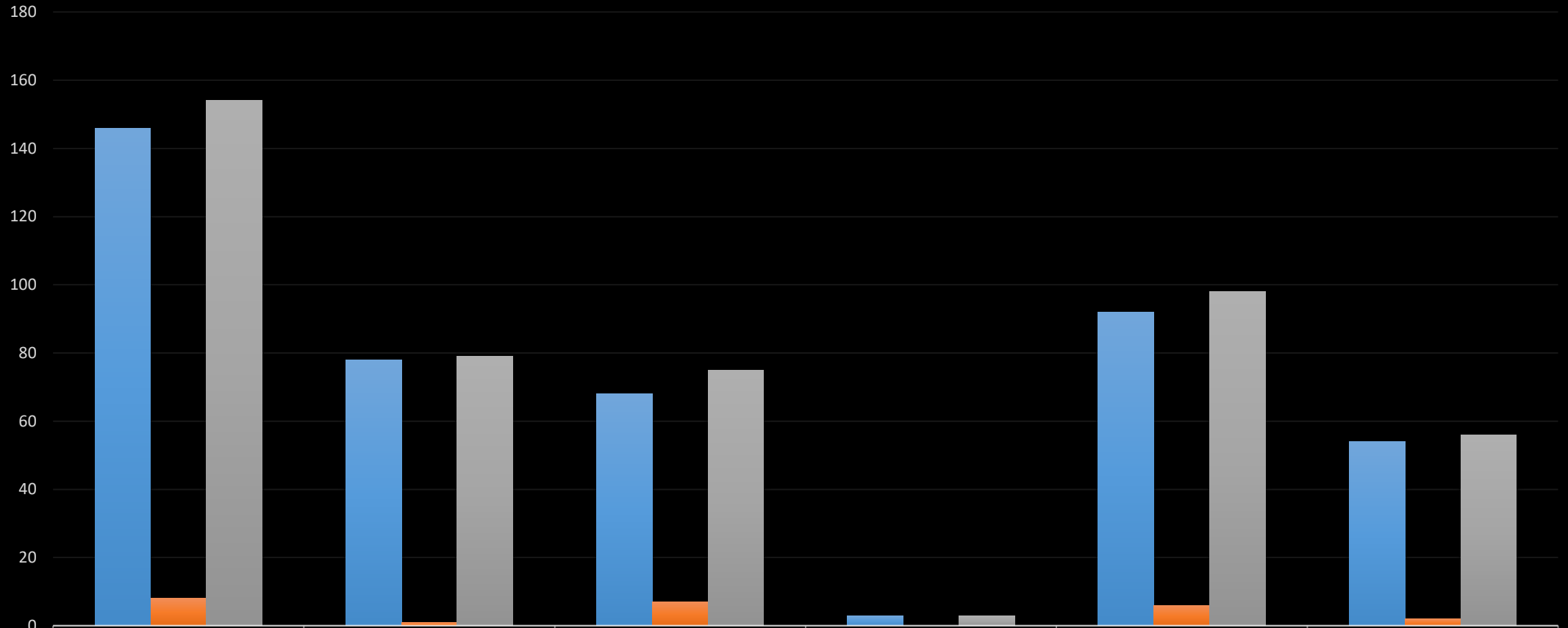


	2014	2015	2016	2017	2018
■ Total Number of Unique Youth	152	98	123	106	154
■ Total Program Attendance	934	771	1296	1302	1354

2018
Program Visits = 1354
Individual Youth = 154
Total Programs = 5

2018 Demographics

2018 Demographics



	Number of Children	Male	Female	First Nation	Town Res.	Rural Res.
■ 6-11 Programs	146	78	68	3	92	54
■ 12-17 Programs	8	1	7	0	6	2
■ Total	154	79	75	3	98	56

AFTER SCHOOL PROGRAM

AGES 6-11

The After School Program expanded to three days per week in 2018. It is a program that provides new opportunities and experiences where children can build positive relationships and develop confidence and skills for life. Activities include active team games, self-directed play, snacks, community involvement, and creative projects.



The After School Program had 767 visits from 68 different children in 2018!

FUNTAISTIC FRIDAYS

AGES 6-11

Ages:6-11

Funtastic Fridays is a program for school Professional Development Days. The program offers children a fun-filled day of recreation, crafts and games. This program also runs over the Spring Break week.



Funtastic Fridays had 157 visits from 33 different children in 2018!

SUMMER PROGRAM

AGES 6-11

The Summer Program is a full-day program that provides new opportunities and experiences where children can build positive relationships and develop confidence and skills for life. Activities include active team games indoors and out, self-directed play, experiments, imaginative and creative learning.



Summer Program had 292 visits from 25 different children in 2018!

DINNER AND DROP IN

AGES 12-18

Dinner and Drop In is a teen drop in program that provides activities in a safe, supportive place for youth to create opportunities to build positive relationships and learn new skills. Activities include games, creative projects, special events, contests, snacks and just hanging out.



Dinner and Drop In had 82 visits from 8 different children in 2018!

Thank you to our Financial Supporters in Rimbey in 2018!

- Town of Rimbey
- United Way of Central Alberta
- President's Choice Children's Charity
 - County of Ponoka
 - EQUUS

2018 Rimbey Partnerships

- **Wolf Creek Public School Division (administration and staff)**
- **Big Brothers Big Sisters of Rimbey**
- **Rimbey Interagencies**
- **Boys and Girls Clubs of Canada**
- **Town of Rimbey**

2018 Finances

(Unaudited)

2018 Total Revenue: \$58,133.50

(Town of Rimbey's Contribution: \$26,008.00)

2018 Total Expenses: \$44,867.00

FYIS

Big Brothers Big Sisters vs. Boys and Girls Clubs

The two agencies share staff, office space and both work with youth; however, that is where their similarities end. Each agency is unique. They have their own charitable status, operate under separate national offices, and have separate budgets, donors and finances. They do not share their finances.

The Ponoka Agencies Do Not Financially Benefit From The Rimbey Agencies

The Ponoka agencies do not receive money that was designated for the Rimbey agencies. All money designated to Rimbey is accounted for in the Rimbey agency financials. The Ponoka agencies charge a menial satellite fee for handling the Rimbey administrative duties.

FYIS CONTINUED

Ponoka Assists In Ensuring The Rimbey Agencies Receive Additional Funding

The Ponoka agency assists the Rimbey agency in receiving additional funding, due to the status of the Ponoka agency with funders. Funders such as President's Choice, United Way and Boys and Girls Clubs of Canada donate funds to the Rimbey programs due to the association with the Ponoka agency. If Rimbey were to separate from the Ponoka Youth Centre, these funds may no longer be available to them.

The Ponoka agency handles all of the grant requests, reporting and accounting.

Ponoka County Funding

Each year the Ponoka agency meets with the Ponoka County Council to request funding for the Boys and Girls Programs in both Ponoka and Rimbey. The money is then split between the agencies. For the past four years, the Ponoka agency has given the Rimbey program an excess of their share in order to help the Rimbey program gain a firm foundation in its initial stages.

The Future

The Boys and Girls Clubs of Wolf Creek's desire is to continue to offer the youth of Rimbey safe, supportive programming where they can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Due to the fact that the Boys and Girls Club programs were brought to Rimbey upon the request from the Town of Rimbey, the future of Boys and Girls in Rimbey will directly hinge on the future financial support given by the Town of Rimbey.

Thank You



The funding and facility donations from the town of Rimbey has allowed hundreds of children, youth and families in your community to be a part of programs that enable them to learn and grow!

Council Agenda Item	6.1																												
Council Meeting Date	January 22, 2019																												
Subject	948/18 Smoking Bylaw																												
For Public Agenda	Public Information																												
Background	<p>At the Regular Meeting of Council held October 23, 2018, Council passed the following motions:</p> <p><u>Motion 345/18</u></p> <p>Moved by Councillor Rondeel to give first reading to 948/18 Smoking Bylaw.</p> <table border="0"> <tr> <td><u>In Favor</u></td> <td style="text-align: right;"><u>Opposed</u></td> </tr> <tr> <td>Mayor Pankiw</td> <td></td> </tr> <tr> <td>Councillor Coulthard</td> <td></td> </tr> <tr> <td>Councillor Curle</td> <td></td> </tr> <tr> <td>Councillor Payson</td> <td></td> </tr> <tr> <td>Councillor Rondeel</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">CARRIED</td> </tr> </table> <p><u>Motion 346/18</u></p> <p>Moved by Councillor Curle to hold an open house regarding 948/18 Smoking Bylaw on Wednesday, November 14, 2018, from 6:00 pm to 8:00 pm in the Council Chambers.</p> <table border="0"> <tr> <td><u>In Favor</u></td> <td style="text-align: right;"><u>Opposed</u></td> </tr> <tr> <td>Mayor Pankiw</td> <td></td> </tr> <tr> <td>Councillor Coulthard</td> <td></td> </tr> <tr> <td>Councillor Curle</td> <td></td> </tr> <tr> <td>Councillor Payson</td> <td></td> </tr> <tr> <td>Councillor Rondeel</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">CARRIED</td> </tr> </table> <p>An open house was held on Wednesday, November 14, 2018. This open house was advertised in the Rimbey Review for the weeks of Oct 30th-Nov 5th and Nov 6th-Nov 12th. It was also on the Town of Rimbey website, the front and backdoors and at the front counter. Approximately 25 people attended the Open House. A questionnaire was made available to the public and 32 questionnaires were return to Administration by November 23, 2018.</p> <p>During the December 11, 2018 Regular Council Meeting Council reviewed the results of the questionnaire and Council directed Administration to remove the section of Bylaw 948/18 regarding signs and change each mention of distances of 6m to 5m.</p>	<u>In Favor</u>	<u>Opposed</u>	Mayor Pankiw		Councillor Coulthard		Councillor Curle		Councillor Payson		Councillor Rondeel			CARRIED	<u>In Favor</u>	<u>Opposed</u>	Mayor Pankiw		Councillor Coulthard		Councillor Curle		Councillor Payson		Councillor Rondeel			CARRIED
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Councillor Rondeel																													
	CARRIED																												



TOWN OF RIMBEY REQUEST FOR DECISION

	<p>At the Regular Meeting of Council held December 11, 2018 Council passed the following motion:</p> <p><u>Motion 392/18</u></p> <p>Moved by Councillor Coulthard to give second reading to 948/18 Smoking Bylaw.</p> <p><u>In Favor</u> <u>Opposed</u> Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</p> <p style="text-align: right;">CARRIED</p>
Discussion	As per instructions from Council, Administration has removed the section of Bylaw 948/18 regarding signs and changed each mention of distances of 6m to 5m.
Relevant Policy/Legislation	Municipal Government Act The Tobacco and Smoking Reduction Act
Financial Implications	As this bylaw is an additional enforcement bylaw, there is potential for increased workload on the town's Peace Officer. At this time, we are not recommending additional financial resources be allocated to the Peace Officer Program. However, in the future there may be additional enforcement related costs.
Attachments	Proposed Smoking Bylaw 948/18. 948/18 Smoking Bylaw Questionnaire Results Report
Recommendation	Administration recommends Council give third reading to 948/18 Smoking Bylaw.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

WHEREAS Health officials have determined that secondhand tobacco and cannabis smoke is a health hazard or discomfort for many persons;

AND WHEREAS the Council of the Town of Rimbey deems it expedient and appropriate to limit the effects of secondhand smoke for residents and visitors to the Town of Rimbey;

AND WHEREAS the Council deems it expedient and appropriate to regulate the smoking of tobacco and cannabis products in public places and workplaces within the Town of Rimbey; and, in accordance with the *Municipal Government Act R.S.A. 2000 c. M-26 as amended*, has the authority to pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) businesses, business activities and persons engaged in business;

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

SECTION 1 - SHORT TITLE

1.1 This Bylaw may be cited as the "Smoking Bylaw".

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1 "**Ashtray**" means a receptacle for tobacco ashes and for cigar and cigarette butts;
- 2.2 "**Building**" includes anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a Person could enter;
- 2.3 "**C.A.O.**" means the Chief Administrative Officer of the Town of Rimbey.
- 2.4 "**Cannabis**" means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act (Canada)* and its regulations, as amended from time to time and includes edible products that contain cannabis.
- 2.5 "**Council**" means the Council of the Town of Rimbey;
- 2.6 "**Educational Institution**" means a public or private school or post-secondary institution;
- 2.7 "**Employee**" includes a person who:
 - a) performs any work for or supplies any services to any Employer; or
 - b) receives any instructions or training in the activity, business, work, trade, occupation or profession of the Employer.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

- 2.8 **“Employer”** includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- 2.9 **“Health Care Institution”** means a public hospital, and the land with which it is contained;
- 2.10 **“Municipal Tag”** means a ticket or similar document issued by the Town pursuant to the *Municipal Government Act R.S.A. 2000, c. M-26, as amended*, and as referred to in Section 8 below;
- 2.11 **“Peace Officer”** means any member of the RCMP, a Peace Officer and a Bylaw Enforcement Officer or any other person designated by the CAO.
- 2.12 **“Person”** includes an individual, proprietorship, corporation or society;
- 2.13 **“Private Residence”** means a self contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway, but does not include any portion of such area used as a workplace with the exception of a hotel room or motel room;
- 2.14 **“Proprietor”** means the owner, or his agent or representative of a Public Place referred to in this bylaw, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, where applicable includes:
 - a) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;
 - b) a Regional Health Authority Board appointed pursuant to the provisions of the Regional Health Authority Act;
 - c) the Board of Governors, Board of Trustees, or President of an Educational Institution;
- 2.15 **“Public”** means any person other than the owner, lessee, proprietor or employer of a particular building or place;
- 2.16 **“Public Building”** means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:
 - a) all classes of the public are invited;
 - b) the proprietor has the right to exclude any particular person;
 - c) payment, membership or the performance of some formality is required prior to access;
 - d) the public has access to the building only at



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

- certain times, or from time to time;
- e) a member of the public has access only if they are a member or if they are accompanied by a member;
 - f) Subject to subsection j) and k) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a Public Building;
 - g) a public premises where food or beverages are served that is not fully contained within an enclosed building; and
 - h) an outside extension of an eating or drinking establishment regardless of whether it is covered;
 - i) Buildings owned and operated by the Town of Rimbey

Where a building includes a private residence, the following shall apply:

- j) that portion of the building containing the private residence shall be deemed to not be a public building;
- k) If a building contains two or more private residences, those common areas of the building including washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages shall be deemed to be a public building;

2.17 “Public Place” means:

- a) Public Buildings and those areas within 5m of an entrance or exit to a Public Building;
- b) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- c) Educational Institution;
- d) Health Care Institution and
- e) Workplaces and those areas within 5m of an entrance or exit to a Workplace;

2.18 “Public Space” means any place to which the public has access as of right or by invitation, expressed or implied. This includes:

- a) parks and playgrounds;
- b) green spaces;
- c) streets and lanes;
- d) sidewalks;
- e) pathways;
- f) right of ways;
- g) common spaces;
- h) parking lots;
- i) municipal reserve property;
- j) environmental reserve property;
- k) all Town of Rimbey owned buildings and land.

2.19 “Public Transportation Vehicle” means a school bus, a bus owned or operated by or on behalf of the Town of Rimbey, a taxicab, limousine or other similar vehicle which is being used by a passenger or passengers for hire or which is being offered for hire;



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

- 2.20 **“Public Transportation Vehicle Shelter”** means any structure with a roof designed to protect a passenger from the elements while waiting for a school bus, a bus owned or operated by or on behalf of the Town of Rimbey, a taxicab, limousine or other similar vehicles;
- 2.21 **“Public Use District Land”** means land within the Town of Rimbey that is designated Public Use as described in the Land Use Bylaw, as amended from time to time;
- 2.22 **“Tobacco Product”** means a product composed of whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves.
- 2.23 **“Town”** means the Town of Rimbey;
- 2.24 **“Town Building”** means any of the buildings owned, leased, operated or occupied by the Town of Rimbey;
- 2.25 **“Sign”** means a sign as prescribed in Section 5;
- 2.26 **“Smoke” or “Smoking”** means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hooka pipe, vaporizer or other lighted smoking implement designed to burn or heat tobacco, cannabis or any other weed or substance for the purpose of inhaling or tasting of its smoke or emissions.
- 2.27 **“Violation Ticket”** means a ticket issued pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000 c. P-34, as amended* and regulations thereunder, and as referred to in Section 9 of this bylaw;
- 2.28 **“Workplace”** means any enclosed area of a building or structure in which an employee works and includes washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms and enclosed parking garages utilized by an employee. Without limiting the generality of the foregoing:
 - a) a place is a Workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
 - b) subject to clause d) below, if an employee works in any portion of a building, the entire building shall be deemed to be a workplace;
 - c) home offices that employ non-residents or that require public access shall be deemed to be a workplace; and
 - d) any portion of a building that is used exclusively as a private residence, including a hotel room or a motel room shall not be deemed to be a workplace.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

SECTION 3 - GENERAL PROVISIONS

CANNABIS

3.1 For the regulations regarding the Smoking of Cannabis within the limits of the Town of Rimbey

3.1.1 The smoking of Cannabis is strictly prohibited in or on the following places:

- a) Public Building;
- b) Public Place;
- c) Public Space;
- d) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- e) Public Use District Land

TOBACCO

3.2 For the regulations regarding the Smoking of Tobacco within the limits of the Town of Rimbey

3.2.1 No Person may Smoke Tobacco within the following prescribed distances:

- a) 5m of an entrance or exit to a Public Building;
- b) 5m of an entrance or exit to a Public Place;
- c) Public Transportation Vehicles and Public Transportation Vehicle Shelters; and
- d) 5m of an entrance or exit to a Workplace.

SECTION 4 - ASHTRAYS

4.1 The proprietor and employer of every Public Place shall ensure that no ashtrays are placed or allowed to remain in any Public Place.

4.2 The proprietor and employer of every Public Place, if employees or members of the public from time to time gather to smoke at a location outside the Public Place, ensure that ashtrays are placed more than 5m from the entrance or exit of the Public Place.

SECTION 5 – PENALTIES

5.1 Any corporation which fails or neglects to perform the duties or requirements imposed upon it under the provisions of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000).

5.2 Any individual, other than a corporation, who contravenes any of the provisions or requirements of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand dollars (\$1,000).

5.3 The specified fine for an offence committed pursuant to this bylaw is established at:

Individual	\$250.00
Corporations	\$1000.00



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

- 5.4 In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

SECTION 6 – MUNICIPAL TAGS

- 6.1 A Peace Officer is hereby authorized and empowered to issue a municipal tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 6.2 A municipal tag may be issued to such person:
 - a) either personally;
 - b) by mailing a copy to such person at his last known post office address, or
 - c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.
- 6.3 The municipal tag shall be in a form approved by the CAO and shall state:
 - a) the name of the person;
 - b) the offence;
 - c) the municipal or legal description of the land on or near where the offence took place, including the date and time;
 - d) the appropriate penalty for the offence as specified in Section 6 of this bylaw;
 - e) that the penalty shall be paid within 30 days of the issuance of the municipal tag;
 - f) any other information as may be required by the CAO.
- 6.4 Where a municipal tag is issued pursuant to Section 7 of this bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay the penalty to the Town the penalty specified within the time period indicated on the municipal tag.
- 6.5 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

SECTION 7 - VIOLATION TICKET

- 7.1 In those cases where a municipal tag has been issued and if the penalty specified on a municipal tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34 as amended*.
- 7.2 Notwithstanding Section 7 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to *Part II of the Provincial*



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

SECTION 8 - SEVERABILITY

8.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

SECTION 9 - ENFORCEMENT

9.1 For the enforcement of this bylaw, a Peace Officer, upon producing proper identification, may at all reasonable hours, enter any Designated Public Place and may make examinations, investigations and inquiries.

9.2 A Peace Officer is a Designated Officer for the purposes of ss. 542 – 545 of the *Municipal Government Act, R.S.A. 2000, c.M-26, as amended.*

SECTION 10 – EFFECTIVE DATE

10.1 This Bylaw shall come into effect upon third and final reading.

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

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

BYLAW NO. 948/18



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, RESPECTING SMOKE-FREE PUBLIC PLACES AND WORKPLACES.

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

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

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

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	January 22, 2019
Subject	Policy 3101 Snow Removal
For Public Agenda	Public Information
Background	The Town of Rimbey has a snow removal policy to establish a consistent, cost effective standard of practice for clearing roads of snow and ice for safe travel within the corporate limits of the Town of Rimbey.
Discussion	With the passing of the new Town of Rimbey Traffic Bylaw 951/18, clauses in Policy 3101 Snow Removal need to be updated. Wording containing a strikethrough will be removed. Wording highlighted in yellow will be added.
Relevant Policy/Legislation	Policy 3101 Snow Removal
Attachments	Policy 3101 Snow Removal
Recommendation	Administration recommends Council approve Policy 3101 Snow Removal, as presented.

Prepared By:

Lori Hillis
 Lori Hillis, CPA, CA
 Chief Administrative Officer

Jan 17/19
 Date

Endorsed By:

Lori Hillis
 Lori Hillis, CPA, CA
 Chief Administrative Officer

Jan 17/19
 Date



Town of Rimbey Policy Manual

Title: Snow Removal

Policy No: 3101

Date Approved:

Resolution No:

Date Effective:

Purpose:

To establish a consistent, cost-effective standard of practice for clearing roads of snow and ice for safe travel within the corporate limits of the Town of Rimbey.

Policy Statement:

A system of labour, equipment and materials on a priority basis, in keeping with the requirements of the Town and Alberta Transportation shall be adopted.

Procedures:

A: Communication/Execution

1. General Public - Public Works will monitor conformance to this policy, exercise judgment in interpretation of this policy and periodically recommend changes to this policy when required.
2. The Public Works Department equipment and or Contractors hired by the Town of Rimbey may clear snow at any time.

B Road Priorities

1. **Road Priorities** – as outlined on attached map – There may be snowfall events which exceed the capacity of available manpower and equipment to carry out the work listed under each priority within the time allotted; the order of priority will not change in such a case.

Priority 1 – Snow plowing and removal as required, at 10 cm service level.

Priority 2 – Snow-plowing and removal within 48 hours following the end of a snowfall of 10 cm or greater service level. Snow will be removed off 50 ave at the conclusion of Priority 2 snow removal between 47th and 53 streets.

Priority 3 Residential - Snow plowing and removal within 120 hours following the end of a snowfall of 15cm or greater.

Priority 4 Back Alleys – Snow plowing and removal as required when rutting or drifting occurs, or when roadways and lanes become impassable due to accumulated snowfall, service level. **If snow accumulation is 122cm (4 feet) or greater, alleys will be closed and garbage service will be moved to the front streets. (Effective January 01, 2017)**

C: Service Level Roads

Roads

The sequence of clearing will be established at the discretion of the Public Works department within each priority category.

- a. On roadways with boulevards on both sides and no sidewalks on either side, snow windrows shall be plowed to and stored on either or both boulevards.
- b. On roadways with a centre median, snow shall be plowed to and stored on the median.
- c. On roadways with boulevards on both sides between the curb and sidewalk, snow windrows shall be plowed onto either or both boulevards.
- d. On roadways with a boulevard on one side and a monolithic sidewalk on the other side, the snow shall be plowed to the side with the boulevard only.
- e. On roadways with sidewalks on both sides, snow windrows shall be plowed adjacent to the sidewalk on roads edge at Public Works Directors discretion.
- f. Public Works may select locations for temporary snow storage where traffic **volumes, parking constrictions, multi-family development, roadway alignment constraints** or such like matters make snow storage within the road right-of-way **Inconvenient and unsafe**.

Driveways and Lane Crossings – Where a snow windrow is placed across a private driveway entrance, a public driveway entrance, the Town will open up the windrow at all such locations by pushing the majority of the snow to each or both sides of the crossing.

Laneways – When laneways become impassable or rutted or drifted in, the snow will be flattened and pushed by front-end loader.

D: Service Level Sidewalks

Priority 1 Sidewalk

50th-54th Ave to 50th Street East Side is deemed a priority One Sidewalk and will be maintained by Public Works for the benefit of the Kansas Ridge residents.

It is the responsibility of the property owner to remove snow from adjacent sidewalks as per Town of Rimbey Traffic Bylaw 951/18. ~~Bylaw 909/15~~. The Town of Rimbey will not remove snow from any sidewalks, unless it was deposited on the sidewalk by Town snow removal crews.

E: Service Level Parking Lots

Parking lot cleaning will commence as part of Priority 2 clearing due to the facilities being essential components of the Municipal Emergency Plan for the Town of Rimbey.

Sand, Chips, De-icers

As road conditions become slippery, abrasives and/or melting agents may be applied at hazardous locations such as hills, curves and intersections if other techniques are ineffective or inappropriate. The application is done on a priority basis similar to snow removal.

F: Service Level Downtown Business District

The Business District shall be identified as:

- East/West Highway 53 extending east to Highway 20 and west to the Town limits.
- South of 4 way stop to 45th ave;
- North of 4-way stop to 51 ave;
- 50th street from 49th ave to 52nd ave;
- 49th ave from 49th street to 51 street;
- 49th street from 50th ave to 48th ave.

1. Businesses

- **Businesses are permitted to shovel their sidewalk to curb edge;**
- **Snow will be removed as per Road Priority 2;**
- **Businesses engaging contractors to clear their lots will NOT be allowed to push snow from their properties, onto roadways, and/or Town property;**
- **Contractors are allowed access to the Town's snow storage site at no charge and must phone ahead to make arrangements.**

Contractors

- **Contractors hauling snow to the Town snow storage site must have commercial equipment, insurance satisfactory to the Town and use at their own risk.**

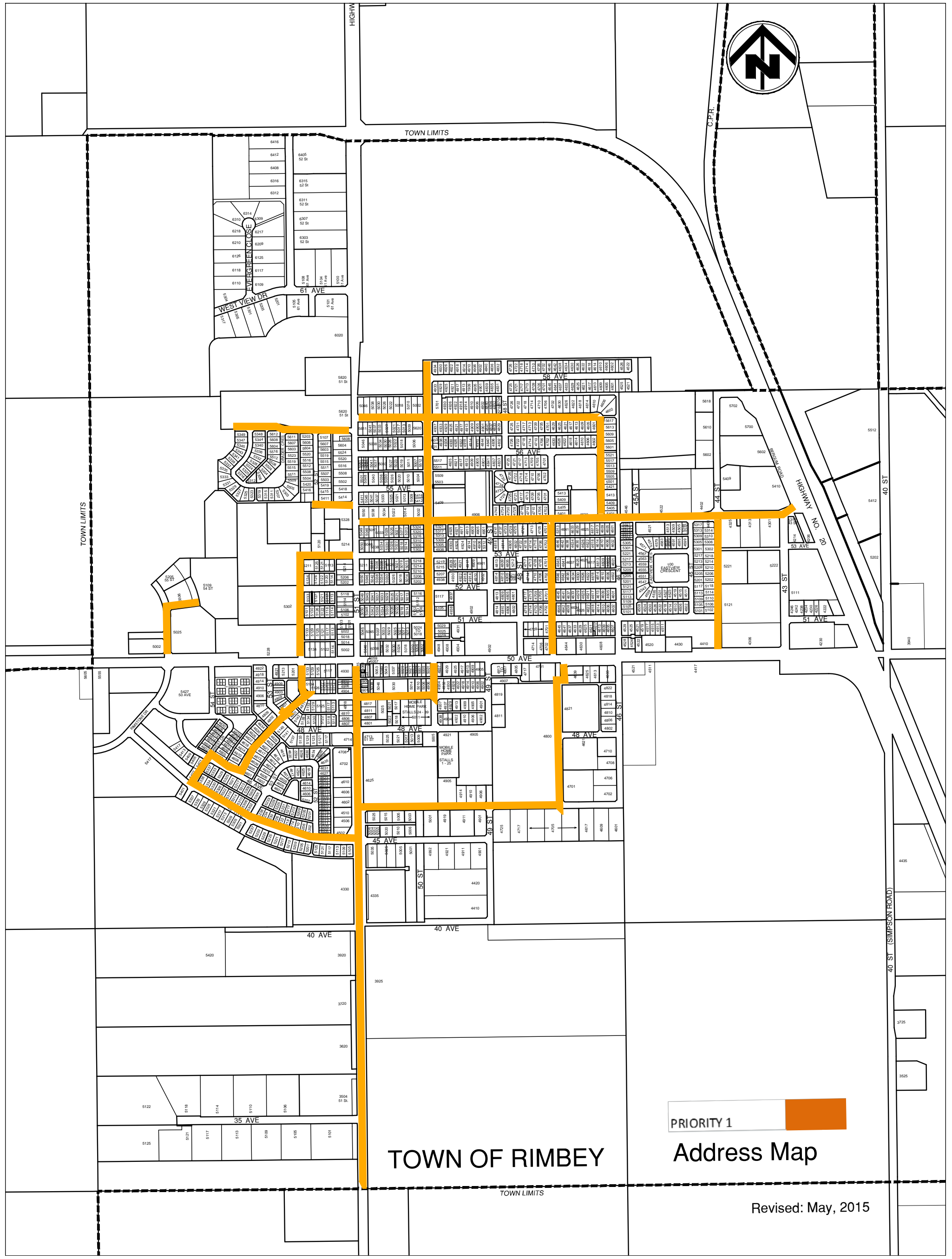
Bylaw 951/18 909/15

~~13.8 At all times Town of Rimbey Snow Clearing Equipment and Street Sweeping Equipment shall have the right of way on Rimbey Streets unless so directed by a Peace Officer or a Traffic Flag Person.~~


~~13.9 At all times snow clearing contractors duly hired by the Town of Rimbey shall have the right of way when working with Town crews.~~

13.8 At all times, Snow Clearing Equipment and Street Sweeping Equipment of the Town of Rimbey, and or Contractors hired by the Town of Rimbey, shall have the right of way on Rimbey streets unless so directed by a Peace Officer or a Traffic Flag Person.

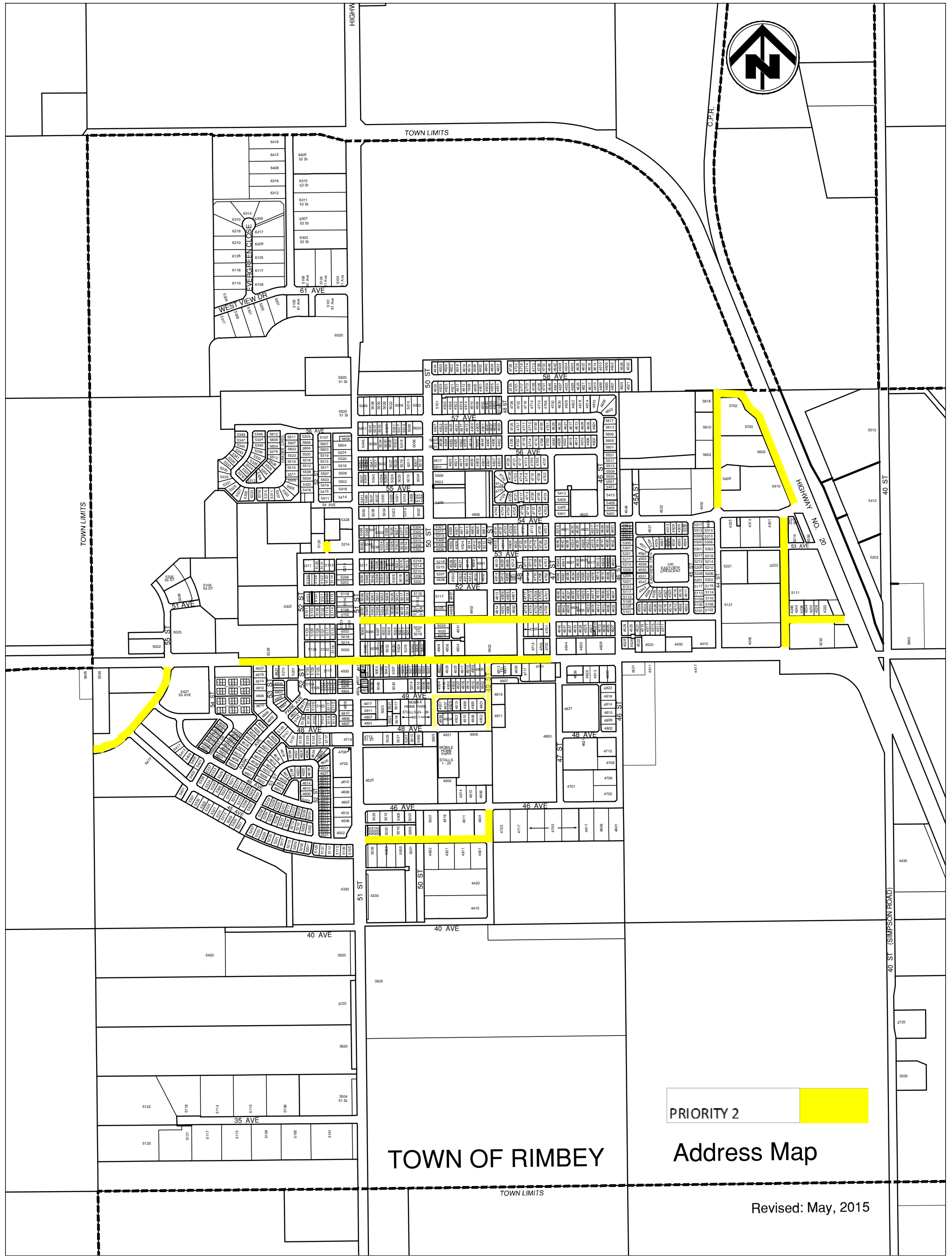
Initial Policy Date:	August 22, 2011	Resolution No:	193/11
Revision Date:	November 23, 2015	Resolution No.	393/15
Revision Date:	December 10, 2015	Resolution No.	402/15
Revision Date		Resolution No	




TOWN OF RIMBEY

PRIORITY 1 
Address Map

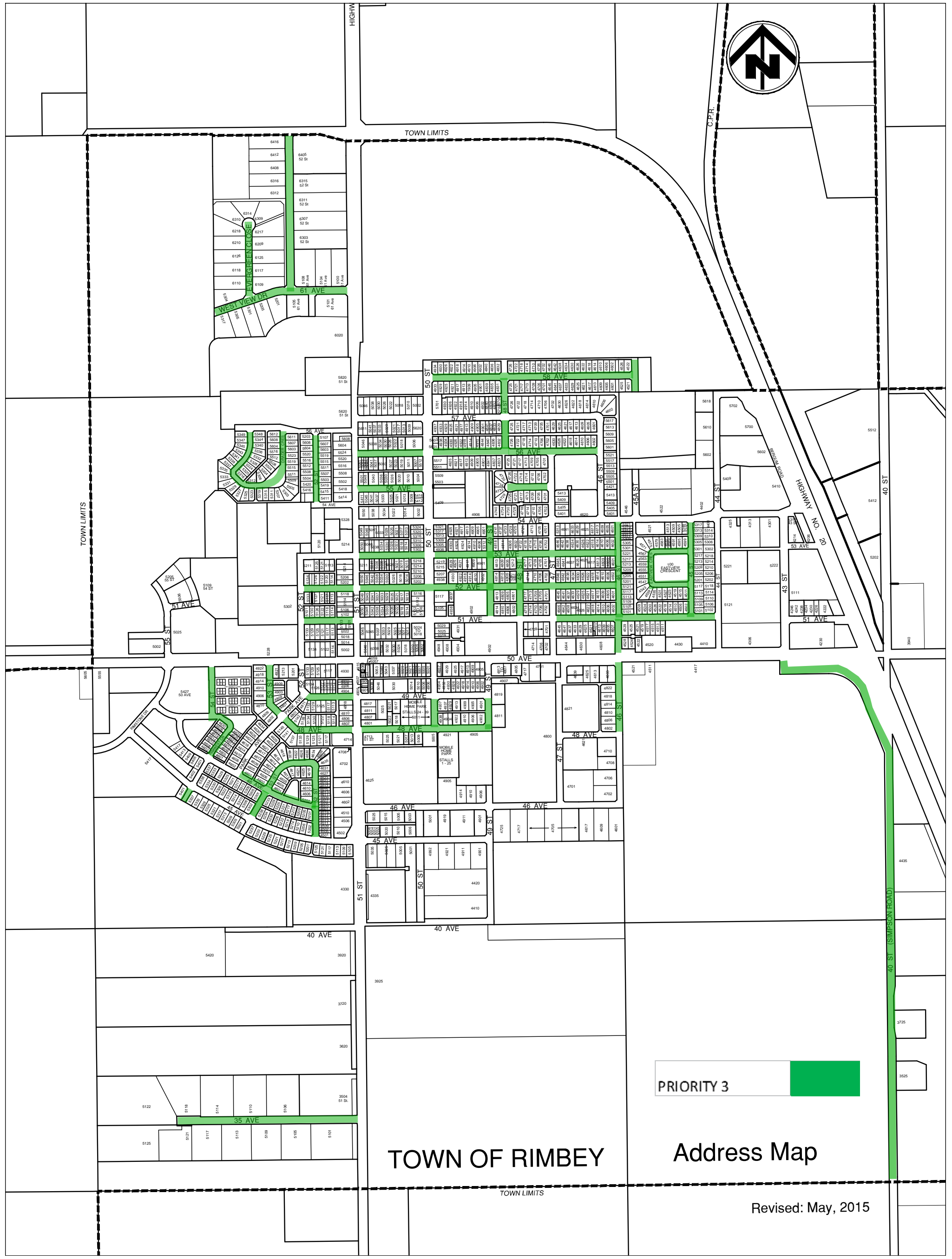
Revised: May, 2015



TOWN OF RIMBEY

PRIORITY 2 
Address Map

Revised: May, 2015



PRIORITY 3

TOWN OF RIMBEY

Address Map

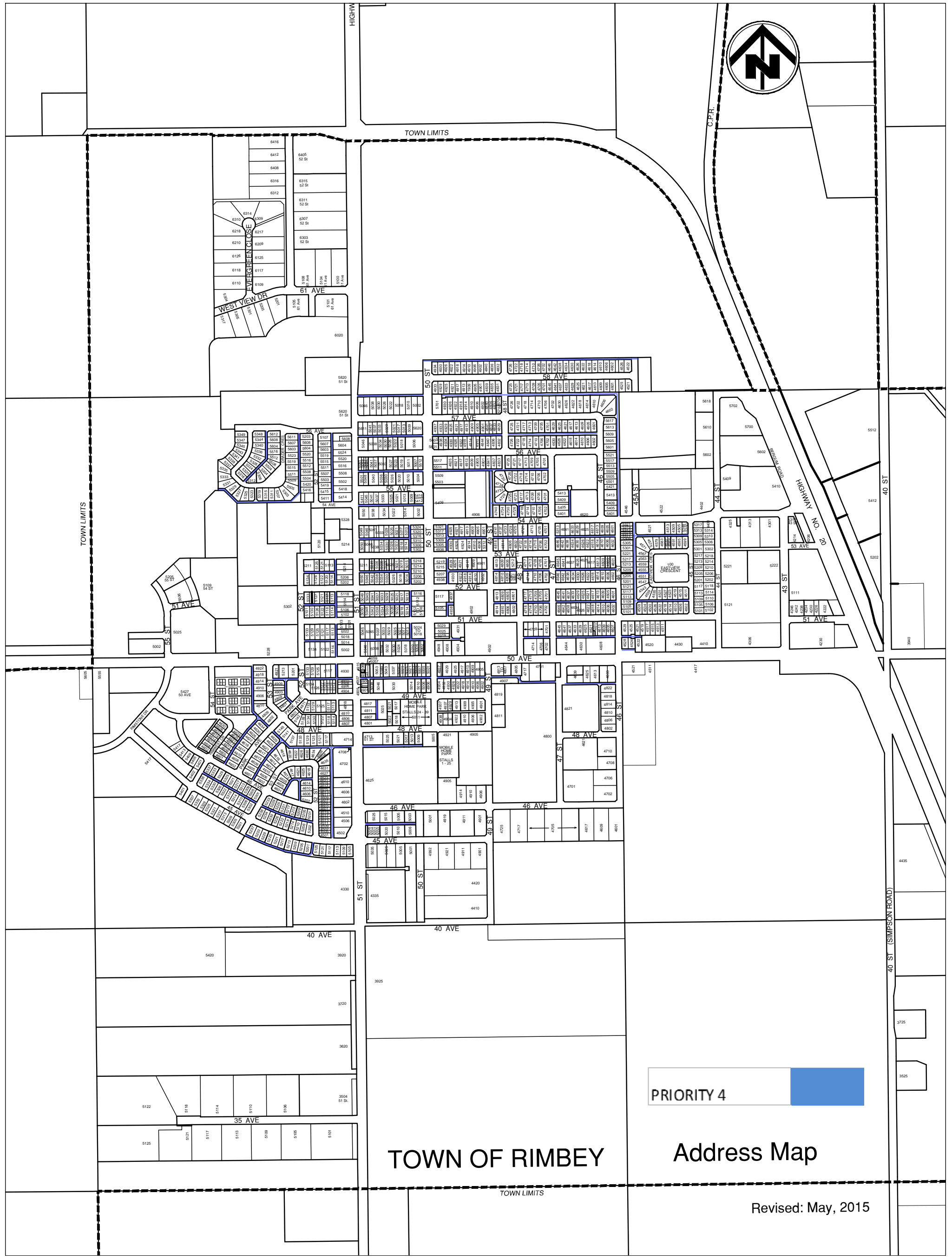
Revised: May, 2015



TOWN LIMITS

TOWN LIMITS

40 ST (SIMPSON ROAD)

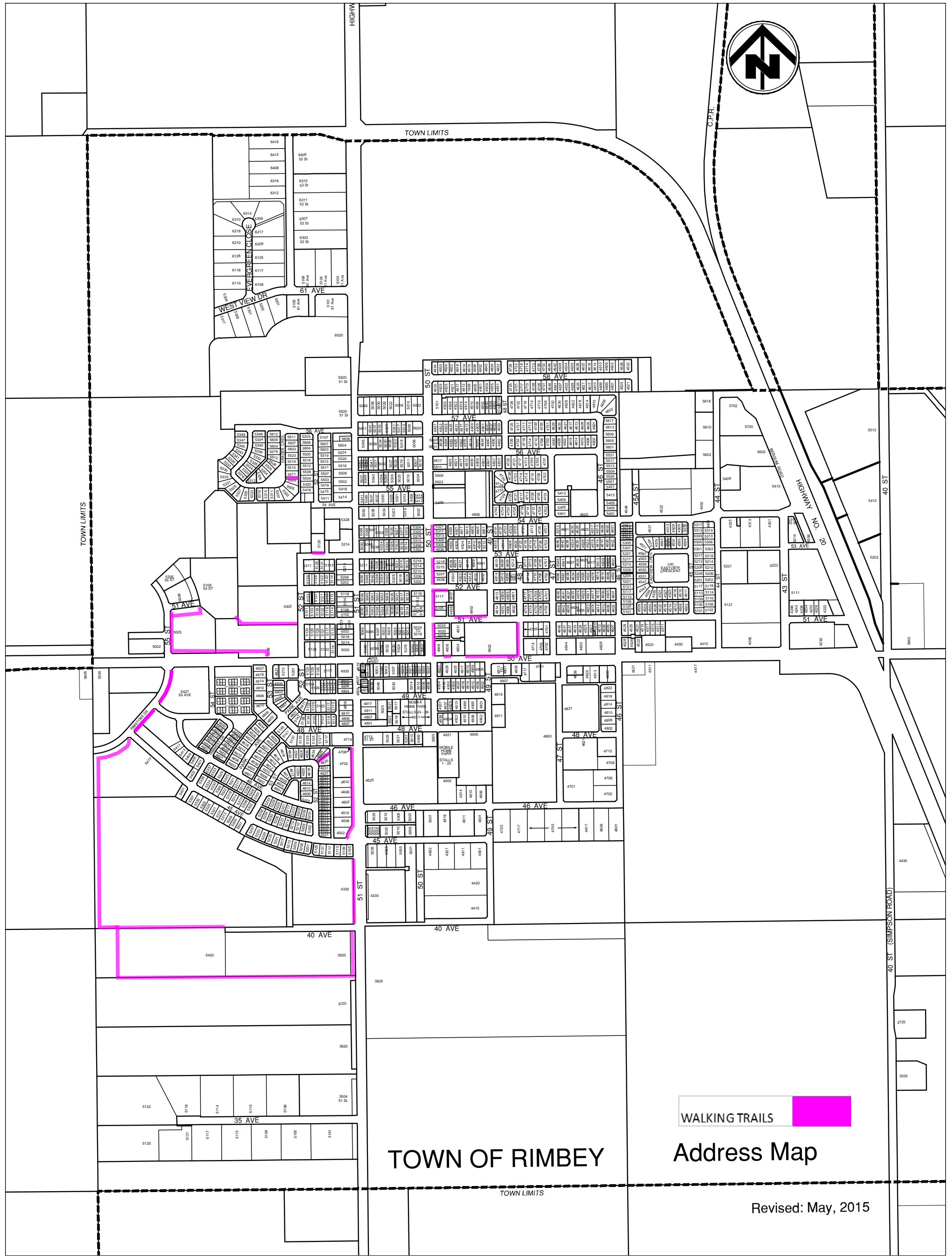


PRIORITY 4

TOWN OF RIMBEY

Address Map

Revised: May, 2015

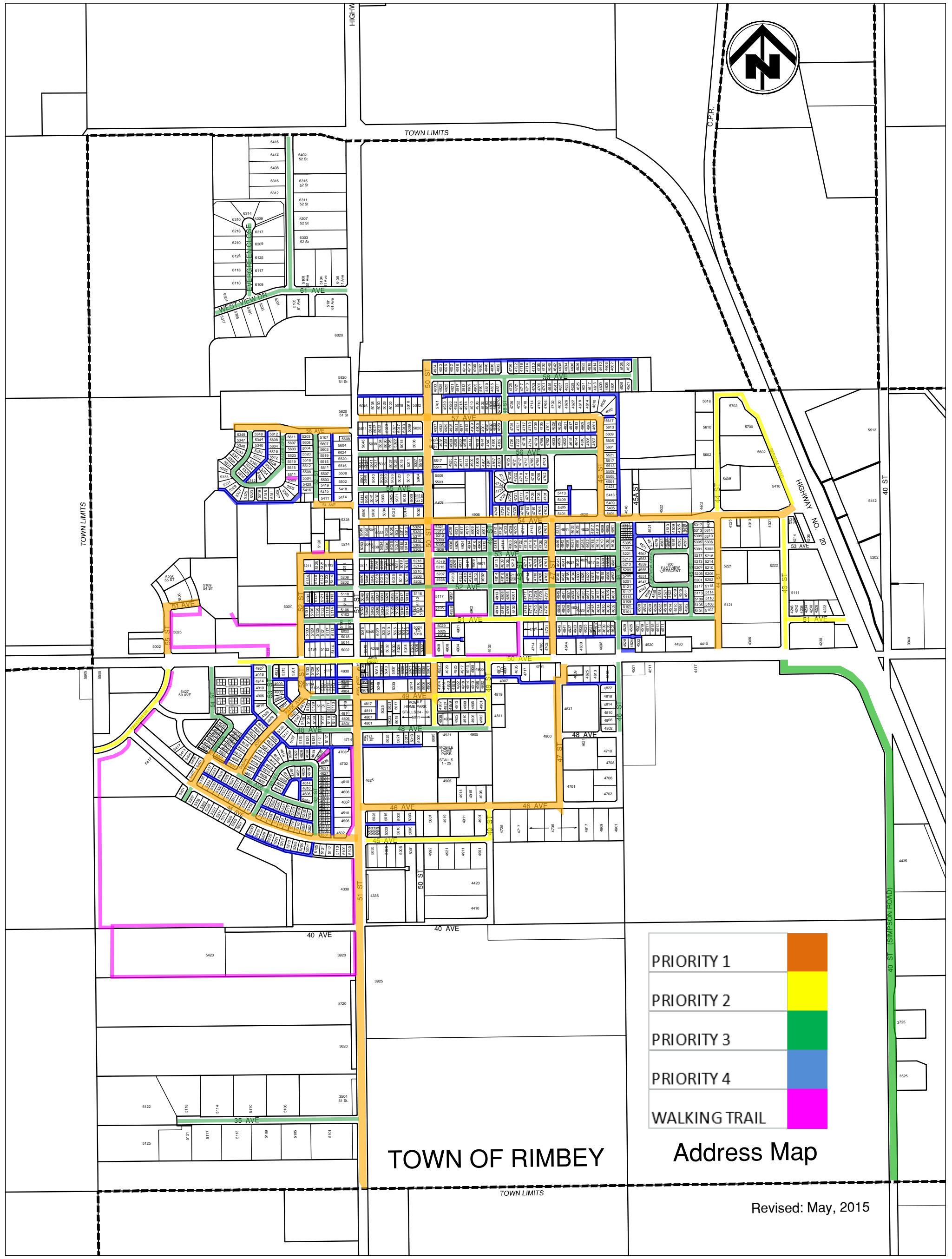


WALKING TRAILS

TOWN OF RIMBEY

Address Map

Revised: May, 2015



PRIORITY 1

PRIORITY 2

PRIORITY 3

PRIORITY 4

WALKING TRAIL

TOWN OF RIMBEJ

Address Map

Revised: May, 2015

Council Agenda Item	7.2
Council Meeting Date	January 22, 2019
Subject	Policy 3102 Storm Ponds
For Public Agenda	Public Information
Background	<p>At the regular Meeting of Council held January 8, 2019, Council discussed skating on the Rimoka Storm Pond and passed the following motions:</p> <p><u>Motion 005/19</u></p> <p><i>Moved by Councillor Coulthard to allow skating on the Rimoka Storm Pond and have two (2) signs, one indicating to “use at own risk” and one installed when necessary indicating “danger thin ice”.</i></p> <p><u>In Favor</u> <u>Opposed</u> Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</p> <p style="text-align: right;">CARRIED</p> <p><u>Motion 006/19</u></p> <p><i>Moved by Mayor Pankiw for Public Works to put down matting on the east side of the pond as an entrance to protect the liner in the pond from damage.</i></p> <p><u>In Favor</u> <u>Opposed</u> Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</p> <p style="text-align: right;">CARRIED</p>



REQUEST FOR DECISION

Motion 007/19

Moved by Councillor Payson to have Public Works check the thickness of the ice once a week until February 28, 2019.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

During discussions it was recommended to establish a policy regarding the use of the Rimoka Storm Pond.

Discussion

Policy 3102 Storm Ponds has been created to set guidelines for the use of the Storm Ponds.

Relevant Policy/Legislation

Policy 3102 Storm Ponds

Attachments

Policy 3102 Storm Pond

Recommendation

Administration recommends Council approve Policy 3102 Storm Pond, as presented.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date



Town of Rimbey Policy Manual

Title: Storm Ponds	Policy No: 3102
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Date Approved:	Resolution No:
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Date Effective:

Purpose:	To set guidelines for the use of the storm pond(s)
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Policy Statement:

1. Public Works will install signs, indicating to “use at own risk” or “danger thin ice”, depending on the thickness of the ice of the storm pond(s).
2. Public Works will install matting prior to December 1st as an entrance to the storm pond(s) to protect the liner in the pond from damage and remove it after February 28th.
3. Public Works will check the thickness of the ice once a week from December 1st through February 28th.
4. Minimum ice depth for use of storm pond(s) shall be twenty (20 cm) centimetres.
5. Public Works Employees shall follow standard operating safety procedures while at the storm pond(s).

Initial Policy Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date:		Resolution No.	
Revision Date		Resolution No	

Council Agenda Item	7.3
Council Meeting Date	January 22, 2019
Subject	Town of Rimbey and Rimbey Municipal Library Board Agreement
For Public Agenda	Public Information
Background	<p>The Town of Rimbey and the Rimbey Municipal Library Board have an agreement with regards to the funding and operations of the Rimbey Municipal Library.</p> <p>Historically, the Town of Rimbey contracted for janitorial services which it deemed most appropriate, necessary and advantageous for the Library in terms of cost and quality of service.</p>
Discussion	<p>The Rimbey Municipal Library Board has advised the Town of Rimbey they wish to procure their own janitorial services.</p> <p>A new agreement has been prepared which includes the following changes:</p> <p>Wording with a strikethrough will be removed. Wording highlighted in yellow will be added.</p> <p>2.9 Library patron means an individual or group who has paid an annual borrower's card fee obtained a library card for the purpose of borrowing items from the Library, or who enters the Library physically or electronically to make use of Library resources;</p> <p>8.1 Library Facility The Town provides the Board with a facility in which library business may be conducted for the provision of library services and programs to the community, such facility to be adequate as determined through discussion between the Board and Town Council. "Adequacy" of the facility includes, but is not limited to, type of facility, location, access, physical dimensions, safety standards, maintenance, amenities and other quality features, and the like. Assessment as to the meeting of such standards is to be determined by the Board and Town Council referring to such tools as "Standards for Member Libraries within Alberta's Regional Library Systems; "Health and Safety Guide for Libraries" prepared by the Canadian Centre for Occupational Health and Safety, and "Alberta Occupational Health and Safety". The Town ensures that the costs associated with operating the library facility, such as maintenance, and the like (except those which are specified elsewhere in the Letter of Understanding) are included in the Town's annual appropriation to the Board. Such costs are to be included in the Library's estimates of operating expenditures. Costs for Utilities are recorded as expenditures within the Library's budget. See Schedule A.</p>



REQUEST FOR DECISION

8.3 Janitorial
The Town contracts for those janitorial services which it deems most appropriate, necessary, and advantageous for the Library in terms of cost and quality of service. Costs of these services are included as expenditures in the Library Budget and will be billed semi-annually.

The Library will be responsible for their own janitorial services.

Schedule A

The Library will be financially responsible for:

1. Minor interior wear and tear including paint if necessary.
2. 50% of Insurance costs for the entire building.
3. 50% of the Janitorial costs for the entire building. 100% of janitorial costs for the library, including all janitorial supplies.

Attachments Town of Rimbej and Rimbej Municipal Library Board Agreement

Recommendation Administration recommends Council authorize Mayor Pankiw to execute the new Town of Rimbej and Rimbej Municipal Library Board Agreement, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Agreement between the Town of Rimbey and the Rimbey Municipal Library Board

1. OVERALL OBJECTIVE OF THE LETTER OF UNDERSTANDING

The Council of the Town of Rimbey and the Board of the Rimbey Municipal Library seek to clarify and formalize the relationship between the Town of Rimbey and the Rimbey Municipal Library Board. This document aims to support and interpret legislation as it applies to the Rimbey context in order to provide maximum benefit to ratepayers and library patrons. To this end, Council and Board associate in a spirit of co-operation and open communication while preserving their individual corporate identities.

2. DEFINITIONS

In this letter of understanding:

- 2.1 Board means the Board of Trustees of the Rimbey Municipal Library Board appointed by the Rimbey Town Council;
- 2.2 Council means the Mayor and Councillors of the Town of Rimbey;
- 2.3 Town means the administrative system in place in the Town of Rimbey to manage the provisions of services to the citizens of Rimbey;
- 2.4 Municipality means the Town of Rimbey;
- 2.5 Library means the Rimbey Municipal Library;
- 2.6 Libraries Act means the Alberta Libraries Act Chapter L-11 proclaimed in force March 2010 and the Libraries Regulation (Alberta Regulation 141/98); and amendments thereto;
- 2.7 Community means the population potentially serviced by the Rimbey Municipal Library, residing in the geographical region which includes but is not limited to the boundaries of the Town of Rimbey;
- 2.8 Taxpayer means an individual or business who/which contributes property tax monies to the Town of Rimbey;
- 2.9 Library patron means an individual or group who has obtained a library card for the purpose of borrowing items from the Library, or who enters the Library physically or electronically to make use of Library resources;
- 2.10 Annual appropriation means the tax-generated revenue provided by Council to the Board for the purposes of supplying library services and programs to the community;

- 2.11 Municipal Public Service means programs of assistance or benefit aimed at the community and funded primarily from tax-generated revenue;
- 2.12 Library reserve means surplus income or those monies annually budgeted by the Board for future use determined by the Board.
- 2.13 Chief Administrator or Chief Administrative Officer means the executive officer for the Town or designate.
- 2.14 Library Director means the executive officer for the Library or designate.

3. BASIC PREMISES FROM FRAMEWORK LEGISLATION

- 3.1 That Municipal Bylaw of the Town of Rimbey established the Board as a corporation in its own right, as defined in provincial legislation, with all the rights and responsibilities therein;

(Libraries Act, Section 3, Subsection 4: "On being established the municipal library board is a corporation and shall be known as "The Town of Rimbey Library Board.")

- 3.2 That, having been established under the aforementioned bylaw, the Board is subsequently bound by the Alberta Libraries Act;

- 3.3 That Council shall appoint Board members pursuant to the Libraries Act;

- 3.4 That the Library Board as a governing board has the mandate to manage, regulate and control library operations in order to provide library services to the community subject to terms and conditions imposed by enabling legislation;

(Libraries Act, Section 7: "The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.")

- 3.5 That the Board annually determines resources required to operate the Library and requests an appropriation from Council in accordance with the Libraries Act. The Board shall work within the Town's budget timelines and schedules;

- 3.6 That Council, through its enactment of Municipal Bylaw deems it expedient to provide library service in the community and therefore annually provides an appropriation for library funding from municipal tax-generated revenue;

- 3.7 That the province grants library funding depending upon the Board's adherence to the Libraries Act in accordance with the Department of Municipal Affairs Grants Regulation;

3.8 That Council has the right to veto bylaws enacted by the Board in accordance with the Libraries Act.

4. OTHER BASIC PREMISES

4.1 That the Library is a municipal public service;

4.2 That the benefit to taxpayers and library patrons is greatest when the Town and the Library work co-operatively to maximize the use of available resources;

4.3 That Council and Board intend the delivery of the most effective library service possible, while recognizing the dependence of quality service upon financial, physical and human resources;

4.4 That the Town provides services as specified in Schedule A at the town's expense.

4.5 That the Town and the Library each have schedules and priorities, and every effort will be made by both organizations to accommodate these in order to provide the highest level of services possible to our community.

4.6 That the Library is better able to manage and coordinate its services and its personnel when directly responsible for them, rather than at arm's length.

5. COMMUNICATION

The basic premise underlying all communications is that Board or Council representatives speak with one voice as authorized by their respective bodies.

5.1 Political Link:

Library Board<----->Town Council

The formal communication link is between the Mayor (or designate) and the Board Chair (or designate). An informal link occurs between Board members at large and Town Councillors.

A special link exists in the person of the Council member(s) appointed to serve as Board member(s), in that those individuals are expected to liaise with Council on library matters and to the Board on Council matters affecting the library operation.

Council and Board representatives meet at least once annually, to present budget and plans. Other meetings may be scheduled as needed, to ensure continued open communication between Board and Council.

5.2 Administrative Link

Library Administration <----->Town Administration

Administrative liaison between the Library and the Town is between the Library Director and the Town's Chief Administrator. Operational communications may be delegated to employees in either organization when situations warrant.

In order to facilitate communication, the Library Director may be invited to attend meetings with Town personnel. Similarly, the Town's Chief Administrator may be invited to attend Library Board meetings and/or meetings with Library personnel.

Library issues requiring Council consideration are conveyed to the Town's Chief Administrator who arranges for their addition to the Council's agenda. Results of Council deliberations on library matters are routinely communicated to the Library Director by the Chief Administrator.

Similarly, Council issues requiring Library Board consideration are conveyed to the Library Director who arranges for their addition to the Board's agenda. Results of Library Board deliberations are communicated by the Library Director to the Chief Administrator for distribution as required.

6. FINANCE

6.1 Budget Process

The Board requests from Council an annual appropriation for the purpose of supplying library services and programs to the community.

In accordance with the timeline established by Council, the Board and Library Director prepare and submit the Library's appropriation request. The Board will provide a copy of the annual budget for information purposes. The Town's Chief Administrator will convey to the Library Director the estimated budgeted expenses per Schedules A.

The Board will keep the Town informed of needs assessment and strategic planning for expansion or creation of new facilities. The Board may request capital funding for such projects in the form of capital grants.

6.2 Annual Appropriation from the Town

In response to the Board's request, Council provides an annual appropriation in quarterly payments on or before January 15, April 15, July 15 and October 15 to the Library intended to maximize benefit to taxpayers and library patrons. In particular, Council and Board work together to achieve maximum levels of funding from supplementary sources, such as provincial library grants based on matching funds.

In addition to an annual appropriation, Council may allocate special grants for various purposes, such as capital purchases, facility upkeep, upgrade, or expansion and special events.

Once the appropriation has been made by Council, the Board has the sole authority to allocate use of the funds in accordance with the Libraries Act.

6.3 Funding Sources

The Library receives funding from a variety of sources, including but not limited to, the Province of Alberta, Ponoka County, and the Town of Rimbey.

6.4 Tendering and Purchasing

Board policy governs the tendering and purchasing of goods and services for the Library. The Board makes the final decisions on purchasing and the awarding of contracts, in accordance with Board policy.

6.5 Assignment of Costs

The Library Director authorizes and tracks all allocations to the Library's revenue and expenditure accounts according to the budget approved by the Board and as per Board policy.

6.6 Budget Surplus/Deficit

If in a given year a surplus accrues in the Library budget, that amount is deposited into the capital, operational, contingency and/or special projects reserve accounts as designated by the Board.

If in a given year net loss occurs, the Board will, where possible, allocate funds from the Operational Reserve fund to cover the deficit or re-allocate resources as necessary. If required, the Board and Council may jointly negotiate a resolution.

6.7 Library Reserve

The Board may maintain a library reserve fund to be allocated according to Board policies. The Board determines use of funds in the Library Reserve.

6.8 Annual Audit

An annual financial report is conducted on the Library's accounts by a person/agency selected by the Board and approved by Council. Cost of the Library annual financial report is allocated to the Library budget.

After completion and acceptance of the financial report, the Board presents the report to Council.

6.10 Financial Records

The Library stores the Library's original documents pertaining to financial matters, including personnel and payroll. The retention and disposition of these documents will be in accordance with the Board's policy for records management.

7. PERSONNEL

7.1 Employment

All individuals employed to work in the Library are employees of the Board, and function under the Board's Personnel Policies.

As per Board policy, the Board alone is responsible for the employment (including hiring, supervising, evaluation, termination, and the like) of the Library Director.

As per Board policy, the Board delegates to the Library Director the management of employment functions for all its employees below the level of Library Director.

7.2 Salaries, Wages and Benefits

The Board determines salaries, wages, and benefits paid to its employees. Library pay rates will be comparable to libraries of similar size.

8. Facilities

8.1 Library Facility

The Town provides the Board with a facility in which library business may be conducted for the provision of library services and programs to the community, such facility to be adequate as determined through discussion between the Board and Town Council.

"Adequacy" of the facility includes, but is not limited to, type of facility, location, access, physical dimensions, safety standards, maintenance, amenities and other quality features, and the like. Assessment as to the meeting of such standards is to be determined by the Board and Town Council referring to such tools as "Standards for Member Libraries within Alberta's Regional Library Systems; "Health and Safety Guide for Libraries" prepared by the Canadian Centre for Occupational Health and Safety, and "Alberta Occupational Health and Safety".

The Town ensures that the costs associated with operating the library facility, such as maintenance, and the like (except those which are specified elsewhere in the Letter of Understanding) are included in the Town's annual appropriation to the Board. Such costs are to be included in the Library's estimates of operating expenditures.

The Library will identify long-range facility needs and participate in preparing to meet them not only with assessment and strategic planning, but also with contributions to a capital fund.

8.2 Maintenance

The Town is responsible for the mechanical aspects of heating, lighting, air conditioning, exterior building upkeep, exterior landscaping, and the like. The Library Board is responsible for costs associated with the operation of the library, which includes, but is not limited to, upkeep of the interior.

See Schedule A

8.3 Janitorial

The Library will be responsible for their own janitorial services.

8.4 Insurance

All library facilities, furnishings, capital equipment, and other holdings are adequately insured under the Town's insurance policies. The Library will be billed annually for their portion of the property and liability as well as bond and crime insurance.

9. OTHER AREAS OF AGREEMENT

The Board, Town Council, and their respective Administrative staff will work collaboratively on issues and opportunities related to Town and Library services for local and area residents.

9.1 Town Committees and Events

In consultation with Town personnel, the Library may participate in Town functions, on special committees (i.e. Safety), training sessions, and the like. Where costs are incurred, the Board and Council, through their Administrative staff, will negotiate the allocation of expenditures. However, it is understood that the Library will bear the costs of time and costs for such things as staff training.

10. AMENDMENT OF THE LETTER OF UNDERSTANDING

The terms of the Letter of Understanding are subject to review at the request of either party.

Either party to the agreement may notify the other in writing of proposed amendments prior to the review. This agreement remains in effect unless the review deems amendment appropriate. Either party may cancel the agreement with 90 days written notice.

11. ADMINISTRATION OF THE LETTER OF UNDERSTANDING

Changes in this Letter of Understanding agreed on by the parties hereto, however, may be made at any time, provided that such changes are properly produced in writing and executed by authorized representatives of the parties to the Letter of Understanding.

It is the responsibility of the Library Director to provide communication relevant to the provisions of this agreement to the Library Board, Library employees, and the Town's Chief Administrator. It is the responsibility of the Chief Administrator to provide communication relevant to the provisions of this agreement to Town Council, Town employees, and the Library Director.

In witness whereof the parties have hereunto executed this document on the date indicated below.

Date of execution: _____

FOR THE TOWN OF RIMBEY:

Mayor

Witness

Print Name

Print Name

FOR THE TOWN OF RIMBEY LIBRARY BOARD:

Board Chair

Witness

Print Name

Print Name

Schedule A

Town will be financially responsible for:

1. Major building maintenance which includes but is not limited to, structural, roof, electrical, plumbing and heating ventilation and air conditioning units.
2. Payment of Utilities including power, natural gas, water, sewer and garbage.
3. Capital upgrades which include but are not limited to: replacement of carpet, flooring.
4. Snow and ice removal.

The Library will be financially responsible for:

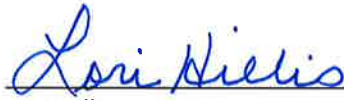
1. Minor interior wear and tear including paint if necessary.
2. 50% of Insurance costs for the entire building.
3. 100% of janitorial costs for the library, including all janitorial supplies.



REQUEST FOR DECISION

Council Agenda Item	7.4
Council Meeting Date	January 22, 2019
Subject	Town of Ponoka Request for Letter of Support
For Public Agenda	Public Information
Background	At the Regular Meeting of Council held January 8, 2019, Town of Ponoka Mayor Rick Bonnett made a presentation to Council requesting a motion for a letter of support in their action to withhold education taxes to the Government of Alberta.
Recommendation	Administration recommends Council determine a course of action.

Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer

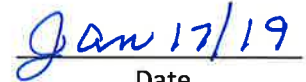


Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer



Date



REQUEST FOR DECISION

Council Agenda Item	7.5
Council Meeting Date	January 22, 2019
Subject	Budget Meeting Dates
For Public Agenda	Public Information
Background	Council must pass budgets annually.
Recommendation	Administration recommends Council hold a Special Meeting on March 14 and March 22, 2019 commencing at 9:00 am, in the Council Chambers, for the budget deliberations.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19

Date



REQUEST FOR DECISION

Council Agenda Item	7.6
Council Meeting Date	January 22, 2019
Subject	Uncollectable Accounts
For Public Agenda	Public Information
Background	The Town of Rimbeey has attempted to collect the outstanding balances on two utility accounts for over a year.
Discussion	The owners of both accounts have sold and moved on. We have no forwarding addresses or phone numbers.
Financial Implications	Loss of utility receivable valued at \$210.98.
Attachments	List of Uncollectable Accounts
Recommendation	<ol style="list-style-type: none"> 1. Administration recommends Council approve the write off of the outstanding utilities on account 17710-006 in the amount of \$81.62. 2. Administration recommends Council approve the write off of the outstanding utilities on account 50110-001 in the amount of 129.36.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19

Date

	Invoice #	Description of Charges	Date Debt was Incurred	Amount Requested to Write-Off
1)	17710-006	Outstanding utilities. Owner sold property August 31, 2017. There was no forwarding address or phone number provided. (Lot 38, Block 21, Plan 7823190)	August 31, 2017	\$81.62
2)	50110-001	Outstanding utilities. Owner sold property as of July 31, 2017. Bill of Sale for trailer (on rented lot) was provided August 09, 2017. No forwarding address or phone number was provided. (Lot #11, Block 3, Plan 1321266)	July 31, 2017	\$ 129.36
			TOTAL	\$210.98



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	January 22, 2019
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi monthly advising Council fo the work progress for the time period.
Discussion	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 Community Peace Officer Report
Recommendation	Motion by Council to accept the department reports, as information.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19
Date

Highlights

- Met as a member of the Administrative Committee for the Regional Subdivision and Development Review Board to select board members. There were over thirty applicants with twelve board members have been selected. Training will be provided for the Board in January 2019.
- Attended the open house hosted by Council to discuss the Town of Rimbey Smoking Bylaw with residents.
- Met with Brian Austrom and Vicinia Planning regarding the status of the Intermunicipal Development Plan and the Intermunicipal Collaborative Framework. The Intermunicipal Development Plan will be discussed with Ponoka County Administration on January 23, 2019. Preliminary work has begun on the Intermunicipal Collaborative Framework.

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.
- Dealing with Local Authorities Pension Plan re queries, balancing, etc.
- Working with employees regarding Group Benefits, LAPP and other queries.
- Dealing with insurance re: Accident claims – re Hydrants.
- Checking on LAPP regarding leaves and buy back information.
- Working on budget.
- Attended the Nov 27/18 Regular Council Meeting.
- Working on balancing accounts in preparation for the year end.

Wanda Stoddart
Chief Financial Officer
Town of Rimbey

Town of Rimbey 2018
Accounts Payable Cheque List
From: 31-Dec-2018 To: 31-Dec-2018

Vendor Name	Purpose	Cheque	Date	Amount
Telus Mobility Inc.	Dec.31/18 - cell	PAW5032	31-Dec-2018	146.66
Waste Management	waste management - Dec. 2018	PAW5033	31-Dec-2018	2078.94
Alberta Municipal Services...	AMSC - power/gas - Dec.31/18	PAW5034	31-Dec-2018	45684.94
Servus Credit Union	L.Hills - Servus M/C - Dec.31/18	PAW5035	31-Dec-2018	750.40
Servus Credit Union	W.Stoddart - Servus M/C - Dec.31/18	PAW5036	31-Dec-2018	58.79
Servus Credit Union	C.Bowie - Servus M/C - Dec.31/18	PAW5037	31-Dec-2018	270.59
Servus Credit Union	R.Schmidt - Servus M/C - Dec.31/18	PAW5038	31-Dec-2018	210.00
Servus Credit Union	K.Blakely - Servus M/C - Dec.31/18	PAW5039	31-Dec-2018	839.19
Big Hill Services Ltd.		44172	31-Dec-2018	2940.00
Bowie, Cindy		44173	31-Dec-2018	149.07
Digitex Inc.		44174	31-Dec-2018	642.97
Guardian Chemicals Inc.		44175	31-Dec-2018	705.89
Holman, David		44176	31-Dec-2018	25.00
Longhurst Consulting		44177	31-Dec-2018	6814.50
RJ Plumbing and Heating		44178	31-Dec-2018	1063.65
SmithIron Earthworks Ltd.		44179	31-Dec-2018	66893.49
Tagish Engineering Ltd.		44180	31-Dec-2018	33770.53
Wood Environment &...		44181	31-Dec-2018	6927.17
556436 Alberta Ltd.		44182	31-Dec-2018	220.50
Access Land Services		44183	31-Dec-2018	2221.59
Alberta Assoc. of Community...		44184	31-Dec-2018	500.00
AlSCO		44185	31-Dec-2018	976.06
Animal Control Services		44186	31-Dec-2018	1428.00
Behren Signs		44187	31-Dec-2018	105.53
Canadian Pacific Railway...		44188	31-Dec-2018	248.00
Digitex Inc.		44189	31-Dec-2018	55.50
Evergreen Co-operative...		44190	31-Dec-2018	3112.73
Grutterink, Herb		44191	31-Dec-2018	840.00
Hi-Way 9 Express Ltd.		44192	31-Dec-2018	58.68
Imperial Esso Service (1971)		44193	31-Dec-2018	410.71
Industrial Machine Inc.		44194	31-Dec-2018	1256.96
Nikirk Bros. Contracting Ltd.		44195	31-Dec-2018	468.56
Petty Cash		44196	31-Dec-2018	117.80
Rimbey Express		44197	31-Dec-2018	182.25
Rimbey Home Hardware		44198	31-Dec-2018	129.03
Rimbey Implements Ltd.		44199	31-Dec-2018	78.05
Rimbey TV & Electronics 1998		44200	31-Dec-2018	85.05
Robertson, Albert		44201	31-Dec-2018	247.44
Rural Municipalities of Alberta		44202	31-Dec-2018	3315.04
Sanitec		44203	31-Dec-2018	64.74
Superior Safety Codes Inc.		44204	31-Dec-2018	339.68
Town Of Rimbey		44205	31-Dec-2018	1521.77
Uni First Canada Ltd.		44206	31-Dec-2018	106.29
United Farmers Of Alberta		44207	31-Dec-2018	222.86
Vicinia Planning & Engagement...		44208	31-Dec-2018	3247.27
Vivid Signs & Designs		44209	31-Dec-2018	115.50
Wood Environment &...		44210	31-Dec-2018	386.18
Black Press Group Ltd.		44211	31-Dec-2018	760.57
Alberta One-Call Corporation		44212	31-Dec-2018	3.15

Town of Rimbey 2018
Accounts Payable Cheque List
From: 31-Dec-2018 To: 31-Dec-2018

Vendor Name	Purpose	Cheque	Date	Amount
Border Paving Ltd.		44213	31-Dec-2018	41107.29
City Of Red Deer		44214	31-Dec-2018	1129.48
Rimbey TV & Electronics 1998		44215	31-Dec-2018	26.25
Urban DirtWorks Inc.		44216	31-Dec-2018	8551.88
		53 cheques for		\$243,612.17

Highlights

ROADS

- Installed Snow Boards on Tandems;
- Work on 46 Street & 57 Avenue Storm Swale completed until Spring;
- Removed Snow from Main Drag;
- Sanding streets ongoing;
- Removing Snow from streets;
- Removed snow piles from Parking lots;

WATER

- Routine maintenance and testing;
- AEP reporting, meter reading and other related work is ongoing;
- Valve Exercising ongoing;
- Hydrant Flushing completed;
- Annual Water Testing completed;

WASTEWATER

- Routine maintenance and testing;
- AEP reporting and other utility related work is ongoing;
- Work being done on Drainage Ditch;
- Discharged North & South Lagoons;

RECYCLE

- Assist Ponoka County staff as required;

R.C.M.P. STATION

- Building maintenance as required;

COMPOST

- Hauled Final Yard Waste to the Town of Ponoka;

CEMETERY

- Opened and closed several burials and Cremations;
- Installed new Flags at Cenotaph for Remembrance Day;
- Assist families with their needs;

PARKS

- Picked up litter;
- Levelling soft surfaces;

OTHER

- Cleaned Parkette at Town Office on daily basis;
- 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**

- Supervising Events
- Flooring quotes
- Audio quotes
- Ongoing cleaning, maintenance and event supervision
- Policies and Procedures for Recreation Facilities

Community Fitness Centre

- Researching new equipment
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics & extra maintenance items on existing equipment

Rimbey Aquatic Centre

- Spray Park – foldable picnic tables in 2019
- Winter shutdown –check facility weekly – shovel snow
- Ordered supplies for next year

Arena

- Games and Tournaments over the weekends
- Extra Public skating times over the Christmas holidays – open to the public
- Ice scheduling for the season – weekly changes
- Waxed floors

Programs

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

Events

- Torch Relay for the 2019 Canada Winter Games – Jan. 23 11:30 am start
- 2019 Canada Day Grant submitted
- Alberta Recycling Grant submitted – spray on rubber surface at Spray Park

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.
 - The second cannabis retail Development Permit application is deemed refused as per the MGA. The applicant did not submit additional documentation and a request for a time extension within the allotted time.
- **Certificate of Compliance.** Administration has been processing certificates of compliance and accompanying paperwork as requested.
- **Intermunicipal Development Plan.** Administration is currently working on a draft Intermunicipal Development Plan with Ponoka County.
- **Intermunicipal Collaboration Framework.** Administration is currently working on a draft Intermunicipal Collaboration Framework with Ponoka County.
- **Enforcement.** Administration is currently addressing two separate complaints received by residents that pertain to land use and development.
- **Lane / Back-Alley Closure.** Administration with working with area residents to process a request to close a lane / back-alley location at XXX.
- **Policies.** As per the Modernized Municipal Government Act requirements, Administration has posted all Town Policies related to Planning & Development and with summary of each policy on the Town’s website. As a part of this, Administration will be reviewing the policies over the next few months.

The following chart outlines the final 2018 development permit statistics.

2018 Development Statistics		
	Applied 2018	Issued 2018
Development Permit Applications	37	34
Subdivision Applications	1	1
Certificate of Compliance Requests	13	13
Building Permit Applications	18	18

PLANNING AND DEVELOPMENT OFFICER REPORT

The following chart outlines the 2019 development permit statistics as of January 15, 2019:

2019 Development Statistics to January 15, 2018		
	Applied 2019	Issued 2019
Development Permit Applications	0	0
Subdivision Applications	0	0
Certificate of Compliance Requests	1	0
Building Permit Applications	0	0

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

Highlights

BYLAW

- Complaints in general are super low - do not get many at all.
- Getting great response to the new tow policy in conjunction with the new window stickers' reference abandoned vehicles and derelicts.
- November and part of December I dealt with approx. 20 nuisance yards and 50% had complied. Some were held over to the spring time due to the winter weather.
- Sidewalks and business shoveling are being addressed - seem to be getting through to just about everyone.
- One business licence that was addressed in person over 2 years letters etc. had not gotten to the person, business owner rectified the issue on the same day as the conversation.
- One aggressive dog complaint was actually an issue between neighbours.
- Approx. 3 barking dog complaints

TRAFFIC

- Have done approx. 70 traffic stops - very few tickets written mostly warnings. Have had one 3 day suspension and tow due to alcohol consumption.
- Directed traffic on occasion when events are large and Community Centre had high traffic flow, and at the schools.
- Regularly run speed checks around the school or 30 km zones nearby.
- Got word that High School students go to fast going to A&W at lunchtime by the Christian school, caught several students speeding as well as some adults going home for lunch.
- Work with RCMP doing traffic and running speed checks.
- Traffic checks around the schools in morning and afternoons, sometimes hold traffic to let the busses out.

Community Involvement

- Power point presentation at the Rimbey and District Citizens on Patrol (RAD/COP) meeting and Anti-Fraud meeting to show the differences between a Police Officer, CPO and a By-Law Officer.
- Schools (Elementary and High School) requested my presence - I floor walk both most days.
- Go to lunch meetings for Community Wellness and Inter-Agencies when they come up.
- Preparing a Distracted Driving presentation for High School and the Outreach school.
- Attended PChad Presentation Jan. 16, 2019

Rimbey Enforcement Services
Community Peace Officer
Chanse Trenholm #17143



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	January 22, 2019
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Attachments	8.2.1 Rimbey Municipal Library Board Minutes of November 5, 2018 8.2.2 Beatty Heritage House Society Board Minutes of November 5, 2018
Recommendation	Motion by Council to accept the Rimbey Municipal Library Board Minutes of November 5, 2018 and the Beatty Heritage House Society Board Minutes of November 5, 2018, as information.
Prepared By:	<p><u>Lori Hillis</u> Lori Hillis, CPA, CA Chief Administrative Officer</p> <p><u>Jan 17/19</u> Date</p>
Endorsed By:	<p><u>Lori Hillis</u> Lori Hillis, CPA, CA Chief Administrative Officer</p> <p><u>Jan 12/19</u> Date</p>

**Rimbey Municipal Library Board Meeting
Tuesday, Nov. 5, 2018. (7:00 p.m.)**

Present: Mike Boorman, Erika Cissel, Bev Ewanchuk, Jean Keetch, Paul Payson, Marg Ramsey, Desiree Vandenhoven
Away: Darlene Bauer
Call to Order: 7:03 p.m.

Minutes from the Last Meeting - The minutes were read and Mike moved that we adopt the minutes as read. All in favor.

Consent Agenda Items:

1. Librarians Report
2. Financial Report
3. Correspondence - The budget needs to be into the town office by November 30, 2018. Desiree Vandenhoven has been approved as a library Board Member and Paul Payson will continue on as the Town's Rep. on the Board for the 2018-2019 term.

Erika approved the Consent Agenda Items. - All in favor.

Business Arising from the Minutes

1. Performance Review - Bev needs sheets from Erika and Paul and she will be compile them for the next meeting.
2. Fund Raising Update - we have sent a request for both the Bottle Collecting and for the Cow Patty play next year.
3. Nov. Event (Black Water Crude) - Nov. 23/18
Erika will order tablecloths and napkins from Rob Ronnie. Jay will tend the bar, Jean will order the booze. Set up at 1:00 pm. Barbara will make 8 security arm bands. Gate for the dance only.
4. Community Engagement - Jean will try to meet with Barry F. as a starting point.

New Business

1. Budget - Mike moved the adoption of the New 2019 Budget as presented. Desiree seconded. All in favor.

Mike adjourned the meeting at 8:42 p.m.

Next Meeting: Monday, January 7th at 7:00 pm.

Secretary _____

Chairperson _____

Beatty Heritage House Society

November 5, 2018 Meeting

The meeting was called to order by Chairperson Teri Ormberg at 8:10 PM.

In attendance: Teri Ormberg Jackie Anderson
Florence Stemo
Annette Boorman Bronwen Jones
Audreyann Bresnahan Murray Ormberg
Ed Grumbach Annelise Wettstein
Lana Curle - Rimbey Town Councillor

MINUTES of previous meeting (September 17, 2018) read by Florence. Minutes adopted as read by Audreyann; seconded by Bronwen. Carried.

CORRESPONDENCE: A note from Home Routes performer Christine Campbell, expressing her appreciation for the welcome she had received at her Rimbey concert on October 27.

TREASURER'S REPORT: Jackie reported a Balance of \$29,969.94; and moved the adoption of her report. Seconded by Murray. Carried.

OLD BUSINESS:

TOURIST INFO CENTRE: Report has been sent to Town Council.

HOME ROUTES CONCERT: Third concert: Russ Kelley on November 25.

An extra concert featuring Pierre Schryer and Adam Dobres has been set for January 31, 2019.

CHRISTMAS LIGHTS: Hedge is to be decorated with new LED lights.

Work Bee to put up lights will be held the morning of November 12, in order to be ready for Santa Night on November 23. The Star, donated by Leon Adam some years ago, needs attention. Murray will attend to the problem.

ALBERTA CULTURE DAYS EVENT: September 28 - Home Routes Concert featuring Brazilian musician, Marco Castillo - a good "cultural event": a fine musician.

OUTSIDE SPOTLIGHTS: They are now working. Problem was solved without calling an electrician.

NEW BUSINESS:

CHRISTMAS PARTY: An "open house" for members, their families, and "friends of the Beatty Heritage House" (those who have supported the House with donations, volunteer work, and/or attendance at events). To be held December 9, 2:00 - 5:00pm; snacks and beverages to be provided by Board Members. Harpist Talitha Peacock will play background music - Christmas selections to set a festive mood.

TREES THAT NEED ATTENTION: Aged crab apple, several spruces - decisions to be made so needed work can be done in the spring.

DECORATING THE INTERIOR: To be done before December 1.

NEXT MEETING: Monday, January 7, 2019.

ADJOURNMENT: By Audreyann at 9:45 PM.

Florence Stemo Secretary

PS Minutes adopted January 7, 2019.



REQUEST FOR DECISION

Council Agenda Item	8.3
Council Meeting Date	January 22, 2019
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 reports of Council, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17/19

Date

Highlights

Dec5,2018	Central Alberta mayors Meeting	Regular Meeting
Dec 11,2018	Meeting with MLA Nixon	Met with MLA Nixon re help with Government concerns
Dec 12, 2018	Rimoka Meeting	Regular monthly meeting in Rimbey
Dec 14, 2018	Waste Management Meeting in Ponoka	Met with Mayor Bonnett and other Mayors to discuss waste
Dec 11, 2018	Council Meeting	Regular Council Meeting
Dec 21, 2018	Developers Meeting	Met with 3 potential developers with Liz and Lori
Jan 8, 2019	Council Meeting	Regular Council Meeting
Jan 15,2019	Open House	Held an open house for public at Community Centre
Jan 22, 2019	Council Meeting	Regular Council Meeting

Numerous cheque runs and Commissionaire signs in las t 2 months

Rick Wm. Pankiw
Mayor

Highlights

Date	Event	Details of Event
22-10-2018	Blindman Youth Action Committee	Discussion regarding Boys and Girls Club. They will have no program until January 2019 due to lack of clients. A new Janitorial contract was drawn up. Paid bills. Next meeting Dec 03, 2018.
23-10-2018	Council Meeting	Organization Meeting held to determine Council Representatives to committees. Dates were also set for Council meeting times in January and February. Regular Council meeting. Delegation attended requesting additional details regarding the issuing a permit for a cannabis store. The Nuisance and Smoking bylaws were discussed. The Community Center naming rights sponsorship were detailed. The Mayor and Councilor's reports were submitted.
08-11-2018	Interagency Meeting	The meeting was well attended which may have resulted in changing the day to Thursday instead of Friday. Pizza was served. A round table discussion was held with a wealth of information brought forward by all attendees. Next meeting January 10, 2019.
09-11-2018	Coffee With Council	Mayor Pankiw, Lana Curle and Gayle Rondeel were in attendance. No one else attended.
11-11-2018	Remembrance Day Ceremonies	Attended the Rimbey Remembrance Day Services in full dress RCMP uniform. The Community Center was full to capacity with standing room only. We Will Remember.
13-11-2018	Town Council Meeting.	Discussion regarding Christmas Hours, Rimbey Lions Club walking trail overlay, Rimbey Town logo, Town equipment use, National Addictions Awareness Week. Reports were also received from Tagish Engineering and finance.
14-11-2018	Smoking Bylaw Open House	The Town held an Open House to answer questions citizens may have regarding the new smoking bylaw. A questionnaire was also provided for people to fill out to voice their concerns.
15-11-2018	Rimbey FCSS Meeting.	Attended the monthly FCSS meeting. Details ae available on request.

COUNCILLOR COULTHARD'S REPORT– OCT.23,2018 – JAN. 23, 2019

15-11-2018	Rimbey FCSS Quality Assurance	Attended the Rimbey FCSS Quality Assurance Review meeting. A multiple of topics were discussed with regards to quality review, report and updates.
17-11-2018	ICS 200 Training	Attended the ICS 200 Training 0900-1500.
27-11-2018	Town Council Meeting	Regular Town Council Meeting. 2019 Capital Projects presentation by Tagish Engineering. Regional Development Board changes. 2019 Interim Budget discussion, Departmental Reports, Councilor's Reports.
03 -05-12-2018	AEMA Conference	Attend the annual AEMA Conference in Edmonton. I attended the opening meeting and key note speakers, Incident Command System in Alberta breakout session, and Operations Support session on the 4 th . I had a court case on the 05 th and had to return to Rimbey.
07-12-2018	Taggish Engineering Luncheon	Attend the annual Taggish Engineering Luncheon at Council Chambers.
07-12-2018	Coffee with Council	Mayor Pankiw and Gayle Rondeel attended. Frank Girodat attended to discuss his displeasure on how the Town was doing snow removal.
07-12-2018	Kinsman Christmas Party	Attended the Rimbey Kinsman Town Christmas Party. The events were well attended with a Family Feud type of entertainment. Very enjoyable.
08-12-2018	Rimbey Town Christmas Party	Attended the Town of Rimbey Christmas party. A very well planned out party by the Office Staff for the Town employees. A dinner was served and a gift exchange. The evening also included a crib tournament. Thanks to all who took time to put on this vent. It was GRAND....
11-12-2018	Town Council Meeting	Attended the regular Town Council Meeting. Earl Glebelhaus attended and gave a History of the Development of the Town of Rimbey. A detailed map showing a history of the changes to the town. Safety Codes, the Smoking Bylaw, single use plastic bags, and policy regarding the Peter Lougheed Community Center auditorium use were also discussed.
14-12-2018	Regional Waste Disposal Meeting	Attended a presentation in Ponoka it discusses new technological advances in waste disposal.

COUNCILLOR COULTHARD'S REPORT– OCT.23,2018 – JAN. 23, 2019

17-12-2018	Rimbey Food Bank Volunteer Luncheon	Attended the Food Bank Volunteer Luncheon. I welcomed all the volunteers and thanked them for their efforts on providing eighty hampers for local residents.
19-12-2018	FCCS Board Christmas Party	Attend the Rimbey FCSS Board Christmas Party at James Grille and Bar.
20-12-2018	FCSS Board Meeting	Attend the monthly FCSS Board meeting. Discussion regarding Home Care, Statistics, The Food Bank and general operations.
21-12-2018	Coffee with Council	Attend Coffee with Council. No delegates
28-12-2018	Coffee With Council	Coffee with Council
04-01-2019	Coffee With Council	Attended Coffee with Council. Discussed out door skating and Winter market on Feb. 02. 2019.
05-01-2019	EMS Christmas Party	Attended EMS Christmas Party. Lots of changes on the way.
07-01-2019	Citizens on Patrol	Attended COP meeting. Paul McLaughlin has “abandoned “ his efforts to get COP going in the Rural area. Rimbey COP will now be taking care of the Rural scheduling and whatever else needs to be done to assist with the rural COP. Training to start in February. ACCOPA has a trainer that can do forty people at a time. County of Ponoka has donated \$2,000 to get started . General meeting scheduled for Jan. 16, 2019 at 1900 at the Community Center. This meeting is scheduled to determine who is still interested and to update the community.
08-01-2019	Town Council	Attend weekly Town Council meeting. Mayor Bonnet attended to update council on the Town of Ponoka’s hold back on the Education Taxes and to request a letter of support form Rimbey Town Council. Dennis Jones, our Regional Fire Chief attended and updated council with a annual report. A discussion was held regarding the Rimoka Storm Pond. Council agreed to post the pond “ use at your own risk”. The ice surface will be checked by town staff to ensure thickness. Matting will be laid down to protect the rubber liner. If the ice is determined to be too thin signs will be posted “ no skating”. Written reports were received from Taggish Engineering, Rimoka Housing Foundation, Rimbey FCSS.

10-01-2019	Interagency Meeting	Attended Rimbey Interagency Meeting. Round table introduction and report from all agencies who attended. I reported on Town Council involvement with legislation regarding Cannabis in the Province, crossing lights t the school, outdoor skating, COP status.
15-01-2019	Town Council Town Hall Meeting	Town Hall meeting with council. Details on next report.
16-01-2019	Citizens on Patrol Town Hall Meeting	Citizens on Patrol Town Hall open meeting. Details on next months report.
23-01-2019	Town Council Meeting	Town Council Meeting. Report to be filed on next months report.
15-01-2019	REPORT SUBMITTED	(J.W. Bill Coulthard)

Bill Coulthard
Councillor

Highlights

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

Lana Curle
Councillor

Highlights

Date	Event	Details of Event
January 7/19	Library Board Meeting	
January 8/19	Regular Council Meeting	See Minutes
January 14/19	Neighbourhood Place Board Meeting	
January 15/19	Town Hall Open Forum	

Paul Payson
Councillor

Highlights

Date	Event	Details of Event
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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	January 22, 2019
Subject	Correspondence
For Public Agenda	Public Information
Attachments	9.1 Alberta Seniors and Housing
Recommendation	Administration recommends Council accept the correspondence from Alberta Seniors and Housing, as information.

Prepared By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 19 / 19
Date

Endorsed By:

Lori Hillis
Lori Hillis, CPA, CA
Chief Administrative Officer

Jan 17 / 19
Date



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at www.alberta.ca/ministry-seniors-housing.aspx or email seniorsinformation@gov.ab.ca for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Enclosure

