

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON
WEDNESDAY, JANUARY 26, 2011 AT 6:30 PM IN THE COUNCIL CHAMBERS OF
THE TOWN ADMINISTRATION BUILDING**

1. **Call to Order Regular Council Meeting
& Record of Attendance**

2. **Public Hearing**

3. **Agenda Approval and Additions**

4. **Minutes**
 - 4.1 Wednesday, January 12, 2011 Council Meeting Minutes 3-7

5. **Delegations**
 - 5.1 Remuneration Committee 8-11

6. **Bylaws**
 - 6.1 Rezoning Bylaw 861/10 Amendment to Land Use Bylaw 12-13
 - 6.2 Nuisance Bylaw 859/10 14-23
 - 6.3 Assessment Review Board Bylaw 862/11 24-29

7. **New and Unfinished Business**
 - 7.1 Council Committee Meeting Format 30
 - 7.2 Rescind Policy 111 – Procedural Bylaw 31-32
 - 7.3 Legal Consultant 33
 - 7.4 Grant in Aid Policy 34-36

8. **Reports**
 - 8.1 Council Reports
 - 8.2 Finance Reports
 - 8.2.1 AP Cheque Run
 - 8.2.2 Consolidated Financial Statement

9. **Correspondence**
 - 9.1 Volunteer Fair Catering Policy Exemption Request 37-39

10. **In Camera**

11. **Adjournment**

Summary of Agenda Items for January 26, 2011:

Bylaws:

- 6.1 Rezoning Bylaw 861/10 as amended from January 12, 2010 meeting with the option of Council passing third reading of the amended bylaw with Part II – Rezoning points with or without points 1 or 2.
- 6.2 Nuisance Bylaw 859/10 has received first and second reading at the January 12, 2010 meeting and being presented for third and final reading.
- 6.3 Assessment Review Board Bylaw 862/11 received first and second reading at the January 12, 2010 meeting and being presented for third and final reading.

New and Unfinished Business:

- 7.1 That Council adopt a scheduled Council committee meeting to be held the third Wednesday of every month at 7:00 pm commencing February 16, 2011.
- 7.2 That Council adopt a resolution to rescind Policy 111 – Procedural Bylaw as the Town of Rimbey has past a Procedural Bylaw 858/10 at the January 12, 2011 meeting.
- 7.3 That Council adopt a resolution directing Administration to engage Mr. Luke Kurata, Barristers and Solicitors of Gaetz Law Office, Red Deer, Alberta to provide certain legal services to the Town of Rimbey and direct the CAO and any member of Council work with Mr. Kurata on certain town legal matters.
- 7.4 That Council review and comment on the draft grant in aid policy to create a fair and equitable process for the granting of financial assistance.

Reports:

- 8.1 Council to provide reports for the months of December and January.
- 8.2 Director of Finance to provide reports for the accounts payable cheque run and the consolidated financial statement.

Correspondence:

- 9.1 That Council pass a resolution that the Volunteer Fair organizing committee be exempt from Community Centre Catering Policy #2203 and be allowed to provide food for their event on February 24th, 2011 in the Community Centre as long as it meets all requirements from Alberta Health Services for Safe Food Handling.

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON WEDNESDAY, JANUARY 12, 2011 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Ibbotson called the meeting to order at 6:30 pm, with the following in attendance:
- Mayor Sheldon Ibbotson
Councillor Jack Webb
Councillor Joe Anglin
Councillor Paul Payson
Councillor Gayle Rondeel
CAO – Tony Goode
Assistant CAO – Ryan Maier
Director of Finance – Jackie McMullen
Recording Secretary - Melissa Beebe
- Public:
16 members of the Public attended
2. Public Hearing 2.1 Rezoning Bylaw 861/10 – Amendment to Land Use Bylaw
- Mayor Ibbotson called the Public Hearing to order to consider second reading of a proposed amendment to the Land Use Bylaw that would rezone property from R2 to R4 listed as follows:
1. Lots 1, 2 and 3, Block 1, Plan 8328 ET (5041 – 57 Avenue and 5611 – 51 Street);
 2. Lot 1, Block 5, Plan 2367 MC (5414 – 51 Street).
- Assistant CAO Maier advised that notice was sent to adjacent property owners within a 60m radius on December 9, 2010, and notices were posted in the December 14 and 21, 2010, editions of the **Rimbey Review**. Written submissions were received from the following:
- Jason Tran, West Central Planning Agency – Neutral
 - Nevelle Roper, Citizens – Opposed (Traffic, Parking)
 - Anne and Walter Ring, Citizens – Opposed (Traffic, Parking)
 - Lorna Hushagen and Henry and Shirley Pobuda, Citizens – Opposed (Noise, Parking, Traffic)
 - Wally and Maryann Josephson, Citizens – Opposed (Noise, Traffic)
- Assistant CAO Maier introduced those presenters wishing to be heard as follows:
- Steffen Olsen, Developer Applicant – In Favour
 - Dennis Nikirk, Citizen – In Favour
 - Steve Schrader, Citizen – In Favour
 - Carey Anderson, Citizen – In Favour
- Mayor Ibbotson asked for the second time if there are any other persons wishing to be heard and they were as follows:
- Joan Coombs, Citizen – Opposed (Noise, Loitering, Traffic)
- Mayor Ibbotson asked for the third and final time if there were any other persons wishing to be heard and received no other comments. Mayor Ibbotson invited Steffen Olsen an opportunity to provide closing summary of application request.
- Mayor Ibbotson closed the Public Hearing at 7:02 pm.
3. Adoption of Agenda Motion 01/11
- Moved by Councillor Rondeel to adopt the agenda with the following amendments:
- New and Unfinished Business:
7.9 Ambulance Service
- CARRIED
4. Minutes 4.1 December 8, 2010 Council Meeting Minutes

Motion 02/11

Moved by Councillor Anglin to accept the December 8, 2010 Council Meeting minutes as amended.

CARRIED

4.2 December 30, 2010 Special Council Meeting MinutesMotion 03/11

Moved by Councillor Anglin to accept the December 30, 2010 Special Council Meeting minutes as presented.

CARRIED

5. Delegation

None

6. Bylaws

6.1 Rezoning Bylaw 861/10 Amendment to Land Use Bylaw

Council reviewed the information that was provided at the Public Hearing and discussed different options available regarding the rezoning concerns that were presented.

Motion 04/11

Moved by Councillor Anglin that Rezoning Bylaw 861/10 be given second reading.

CARRIED

Motion 05/11

Moved by Councillor Payson to amend Rezoning Bylaw 861/10 separating PART II into two points as follows:

PART II – REZONING

- 1) The rezoning of Lots 1, 2 and 3, Block 1, Plan 8328 ET (5611-51 Street and 5041-57 Avenue) which lands are shown on the sketch plan attached as 'Schedule A', from R2 (Low Density Family Residential) to R4 (High Density Residential).
- 2) The rezoning of Lot 1, Block 5, Plan 2367 MC (5414-51 Street), which lands are shown on the sketch plan attached as 'Schedule A', from R2 (Low Density Family Residential) to R4 (High Density Residential).

CARRIED

Motion 06/11

Moved by Councillor Rondeel to table Rezoning Bylaw 861/10 to January 26, 2011, meeting.

CARRIED

6.2 Nuisance Bylaw 859/10

Bylaw and Policy committee presented the revised Nuisance Bylaw 859/10 to Council.

Motion 07/11

Moved by Mayor Ibbotson that Nuisance Bylaw 859/10 be given first reading.

CARRIED

Motion 08/11

Moved by Councillor Anglin that Nuisance Bylaw 859/10 be given second

reading.

CARRIED

6.3 Procedural Bylaw 858/10

Motion 09/11

Moved by Councillor Anglin that Procedural Bylaw 858/10 be given second reading with amendment to PART IV (23) to remove "where appointed members are unable to attend".

CARRIED

Motion 10/11

Moved by Councillor Rondeel that Procedural Bylaw 858/10 be given third and final reading as amended.

CARRIED

6.4 Assessment Review Board Bylaw 862/11

Assistant CAO Maier presented Assessment Review Board Bylaw 862/11 outlining that this bylaw repeals Bylaw 850/10 and permits two or more Councils to jointly establish a Regional Assessment Board.

Motion 11/11

Moved by Councillor Anglin that Assessment Review Board Bylaw 862/11 be given first reading.

CARRIED

Motion 12/11

Moved by Councillor Anglin that Assessment Review Board Bylaw 862/11 be given second reading.

CARRIED

7. New and
Unfinished
Business

7.1 Interim Operating Budget

Motion 13/11

Moved by Councillor Anglin to approve the 2010 operating budget as the interim operating budget for 2011.

CARRIED

7.2 Local Authorities Pension Plan (LAPP)

Moved by Councillor Webb to authorize the Mayor and CAO to enter into an agreement with the Local Authorities Pension Plan (LAPP) for the provision of pension services for all permanent, full-time, non-union staff.

CARRIED

7.3 Town Funded Agency Budget Presentation Meeting

Administration has scheduled an information session for town funded agencies to present their budgets and provide Council information regarding the funding that is provided by the Town. Council agreed the scheduled date of Thursday, January 20, at 9:00 am.

7.4 Aspen Bio Energy Meeting

Council determined that the Aspen Bio Energy Meeting will be on Monday, January 17, at 3:00 pm.

7.5 Council Committee Meetings

Council determined that the first council committee meeting would be held Wednesday, January 19th at 7:00 pm and will have an informal agenda format.

7.6 Traffic Controls – 56 Avenue

Motion 14/11

Moved by Councillor Anglin to authorize the CAO to have three stop signs

installed at the eastern portion of Drader Crescent and 56 Avenue affecting the northbound traffic, 56 Avenue and eastern portion of Drader Crescent affecting eastbound traffic, and 56 Ave and the eastern portion of Drader Crescent affecting the westbound traffic.

CARRIED

7.6 Recreation Infrastructure Canada (RInC) Grant Deadline Extension

Motion 15/11

Moved by Councillor Anglin to accept the deadline of RInC Project #8990 (Rimbey Aquatic Centre) be extended from March 31 to September 30, 2011.

CARRIED

7.8 Delinquent Accounts

Motion 16/11

Moved by Councillor Webb to write-off delinquent account invoice number 9019, 7923, 50040-000, 53140, 7069, 7068, 8765, 8890 and 5627 in the amount of \$4,287.76 which was deemed uncollectable by the collection agency.

CARRIED

Mayor Ibbotson called a short recess at 8:27 pm

Mayor Ibbotson reconvened the meeting at 8:35 pm

7.9 Ambulance Service

Motion 17/11

Moved by Councillor Anglin to direct Administration to write and send a letter of inquiry to Alberta Health Services for clarification of matters considered relevant to the existing and future contract of the ground ambulance service, to include but not limited to the subjects of service quality, asset transfers, lease of building, and/or sales of assets.

CARRIED

Motion 18/11

Moved by Councillor Anglin to direct Administration to contact Alberta Health Services to start the process of upgrading the Rimbey Ambulance Service from BLS to ALS.

CARRIED

8. Reports

8.1 Finance Reports

Director of Finance presented the following reports:

- Pre-paid Accounts Payable for December 31, 2010
- Accounts Payable for January 12, 2011
- Consolidated Financial Statement for December 31, 2010
- Bank Reconciliation to December 31, 2010
- Cash Position to December 31, 2010
- Bank Balance to January 8, 2011
- 2010 Grant Update.

Motion 19/11

Moved by Councillor Anglin to approve the Pre-paid Accounts Payable for December 31, 2010, Accounts Payable for January 12, 2011, Consolidated Financial Statement for December 31, 2010, Bank Reconciliation to December 31, 2010, Cash Position to December 31, 2010, Bank Balance to January 8, 2011 and 2010 Grant Update as presented.

CARRIED

9. Correspondence 9.1 Alone at Christmas Dinner Donation Request

9.2 Rimbey Pee Wee Renegades Donation Request

9.3 FCSS Welcome to Rimbey Bags Financial Partnership

Motion 20/11

Moved by Councillor Rondeel to approve the partnership purchase for the Welcome to Rimbey Bags at a cost of \$345.50.

CARRIED

9.4 Proclaim Environmental Public Health Week

Motion 21/11

Moved by Councillor Anglin to proclaim January 17 to 23, 2011 as Environmental Public Health Week.

CARRIED

10. In Camera None

11. Adjournment Council adjourned the meeting at 9:03 pm.

MAYOR

TOWN MANAGER

Salary Table for Mayor and Counillors compared to Towns of Similar Size

Town	Base Salary per month			Extra Salary			
	Mayor	Counillors	Conditions	Mayor/hr	Counillors/hr	Per diem	Conditions
Grimshaw	462.00	By meeting only?		- per meeting charge for everything – rates vary for type/length of meeting			
Crossfield	813.75	708.75	-covers council meetings, public meetings and prep time	50/day for special meetings inc. board and comm. Meet.		200/day 100/half day (out of town)	-half day is 6 h or less -per diem is to make up for lost wages – no double dip
Athabasca	1057	723					
Carstairs	\$0.44/capita/m 1540	75% of mayor 1155	2008 pop 2656 (figures based on pop of 3500)				
Hanna	1250	666.67	- for all work inside town, yes to double dipping, inc. gas and telephone			100/day in town 150/day out of town or 100/half day	- for training/educational seminars
Fort Macleod	600	350	- honorarium only, meetings paid separately (see right)	150/meeting	100/meeting		-all scheduled and unscheduled meetings
				25/hr	25/hr		-all other meetings/functions
Three Hills	1228.50	677.25	- inc: reg council meetings, budget, prep time, appointments, etc., appearances as official rep - not inc: special council meetings, other meetings approved by coun. Seminars, etc approved by council	35/hr – nearest half hour 1 hr min, travel inc. 1 day max/day - 2 h max for public app.		280	
Gibbons	1500	900		25/meeting	25/meeting	>hr – 25 1 – 3.5 – 75 3.5 – full - 150	- Travel time inc. - max per diem – 3000/yr - max of 48 meeting/yr - no double dip
Sundre	1352	919					
Turner Valley	906.39	678.33				1/3 – 50 ½ - 75 full - 150	- purpose – to reimburse for time off work - includes: workshops, conferences, training sessions
Rimbey	1553.55	1035.70	-includes council meetings, prep work, public interactions	36.50 /hr (2 hr min)	30.45 /hr (2 hr min)	290/243.60 6 hr min (incl. travel time)	- special meetings, committee meetings, conventions, seminars

Benefits and Expenses for Mayor and Councillors

Town	Travel Expenses					Other Expenses		Benefits		
	Mileage	Parking, etc.	Meals	Lodging	Incidental	Cell/phone	Other	Insurance (life, accident)	Health plan/ Health Spending	Spousal Accommodation
Grimshaw	0.50/km	NA	B – 10.00 L – 15.00 D – 25.00	NA	NA	NA	NA	NA	NA	NA
Crossfield	Cost - receipts	Cost - receipts	Cost – receipts or B – 11.50 L – 17.25 D – 28.75 (no receipts)	Cost - receipts	Cost - receipts	NA	NA	NA	NA	NA
Athabasca										
Carstairs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Hanna	0.50/km town vehicle – gas only		B – 11.50 L – 23.00 D – 28.75	Cost, receipts		Cell phone or cell phone allowance		NA	NA	NA
Fort Macleod	500/ year, no receipts					NA	NA	NA	NA	NA
Three Hills	0.50/km	Cost, receipts	B – 10 L – 15 D – 25 50/day (no receipts)	Cost, receipts or 50/night (no receipts)	20/day for out of town - full cost for conventions, ets	NA	NA	yes	NA	Half cost for meals 75/day (with spouse)
Gibbons	According to gas price	Up to 75/ day with receipts				NA	NA	NA	NA	NA
Sundre										
Turner Valley	0.53/km	Yes, receipts	B – 15.50 L – 14.55 D – 40.25	Yes, receipts	NA	NA	NA	NA	NA	NA
Rimby	0.52 /km	Yes, receipts	Yes, receipts	Yes, receipts	Yes, receipts	Cell phone for mayor	NA	yes	Yes (300 /mo)	Whole cost (in province only)

The tables above compare the remuneration paid to Rimby Town Council to other towns in Alberta of similar size. A couple of quick observations of these charts indicate that Rimby has the highest remuneration in pretty much all the categories and that Rimby is the only one with a health spending account for its council.

Please note that in 2009 the Rimby mayor’s salary and expenses (not including credit card expenses) exceeded \$66 000 using the Rimby formula above. Total salaries of Town Council (2009 – salary plus claimed expenses) exceeded \$148 000. These figures seem excessive when compared to other communities near us, even though we have three fewer councillors than most towns. (These figures were compiled by the Rimby Ratepayers Association.)

Recommendations:

1. The first question we looked at was the **basic stipend**. There are two approaches taken by various towns. Either a high monthly stipend that covers most of the local meetings or a low stipend with extra pay for each and every meeting. We thought that the flat rate that covered most of the local business of council is the best approach.
Recommendation: Leave the basic stipend in place, just have it pay for more. The stipend should cover all work – all meetings, phone calls, public interactions and in-town committee work – in the Rimbey area. See below for special compensation. For the COLA adjustment use the annual rate of inflation as of Dec. 31 each year and make it effective the following month.
The Deputy Mayor shall receive an additional \$100/month.
2. **Hourly rates:** We looked at what it should be, what it should cover and whether the mayor should be paid more than the councillors. We don't want these people working for us to suffer financial hardship just to serve on council; this would be too discouraging to people thinking about running in an election. Nor did we think the mayor should be paid more than the councillors, since they are all community members.
Recommendation: The mayor and councillors should be all paid the same basic \$30/hr. This would be for time spent on the job away from Rimbey and would include things like conventions, seminars, workshops, or other activities approved by Town Council. Occasionally there may be special time-consuming activities in town that go beyond what is normally expected of a council member. In that case the hourly rate can be applied, but only through a special motion by council.
3. **Spousal expenses** when accompanying council members on out of town trips: this was a difficult topic to decide on, with lots of arguments on both sides of the issue.
Recommendation: No spousal expenses will be paid by Rimbey taxpayers.
4. **Paying for meals** while out of town: There are two questions here. Some towns provide a basic per meal rate. Others just require that receipts be submitted in order to recoup expenses. Meal prices can vary significantly from place to place. We wanted a program that was easy to administer, yet ensured that council members were not burdened by additional expenses in carrying out their duties on council.
Recommendation: For any official meetings that go over a meal period (including travel time) council members can claim \$10 for breakfast, \$15 for lunch and \$25 for supper without submitting receipts, or, submit receipts (including tip) for total compensation.
5. **Mileage:** The basic rate seems to be fairly consistent in all places at around 50 cents/km. Some had rates that reflected the varying price of gas.
Recommendation: Mileage to be paid as per Revenue Canada guidelines.
6. **Lodging:** This expense would be paid for council when traveling to other places on council business. We liked the Three Hills idea of allowing members to stay with relatives/friends while visiting other places and letting the council members settle with them.
Recommendation: Council members can either claim \$50/day without receipts or submit receipts for full compensation.
7. **Other traveling expenses:** This would include things like parking, and any other incidental expenses that might come up.
Recommendation: Members can receive full compensation by submitting receipts.
8. **Other expenses:** Some places have a cell phone package for the mayor. Most people now have their own cell phones and another one probably wouldn't be wanted.
Recommendation: A cell phone package will be offered to the Mayor or up to \$50 per month for use of personal phone.
9. **Alcohol:** Should it be paid for as an expense?
Recommendation: No
10. **Double-dipping:** Some organizations (eg. Rimoka Foundation) provide hourly and/or per diem compensation for meeting attendance. Should council members be allowed to claim this as well as
Recommendation: No. A claim for meeting attendance can only be made from one organization.

claim hourly expenses from the town?

11. **Benefits and Health coverage:** At present, Rimbey is the only one to offer a health spending account at \$300/month/council member. There is also the question of a health plan as well as life and accident insurance.
12. **Signing off on council expense sheets:** During a short CBC election video clip, our former mayor placed blame for the excessive amounts on expense sheets on the town administration rather than himself or his council.
13. **A supporting structure for the remuneration policy:** We have received remuneration policies from a number of communities. They vary greatly in their length and breadth. A good policy not only explains the compensation for council members, but also how it is put into effect and what is expected in return for this compensation.
14. **Other Expenses Policy:** The issues of paying for political contributions, expenses for golf tournaments, as well as other political functions, and non-political fundraisers were raised in the last election. These were often claimed under the 'other expenses' category and didn't seem have any limits in terms of what was included or how high the expenses could go.

Recommendation: Drop the Health Spending Account. Use whatever benefit package promoted by the AUMA. Council members would have the option of opting into the Local Authorities Pension Plan under the same conditions as Town of Rimbey employees. In the event that a council member chooses not to participate in any of these plans, he/she will be compensated for the municipal portion.

Recommendation: Signing off on council expense sheets should be the job of the mayor, or deputy mayor when acting in the mayor's capacity, as the acting CEO of the town. This job should not be passed on to the CAO.

Recommendation: We are most impressed by Bylaw #1282-06 of the Town of Three Hills. The actual remuneration is contained in Schedule "B" of this bylaw and is changed each year to reflect new realities. The supporting definitions, interpretations, etc. are contained in the main body of the law. We suggest Rimbey Town Council look very carefully at this as a model for a revamped remuneration policy. These policies should be reviewed in the third year of the council mandate, including comparison with similar sized towns, and be completed before the election.

Recommendation: No to paying for contributions to political parties. Transferring funds from municipal government to political parties through expense claims is illegal. For events such as golf tournaments that councillors feel they need to attend in order to promote the town, expenses such as mileage and entry fees can be claimed. For non-political fundraisers, political functions, regular and impromptu meetings with ministers and/or deputy ministers, the same rule applies. Extra remuneration can be paid for these events through a special council motion.

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 762/04.

WHEREAS an application has been made to rezone Lots 1, 2, and 3, Block 1, Plan 8328 ET (5611 – 51 Street and 5041 – 57 Avenue) and Lot 1, Block 5, Plan 2367 MC (5414 – 51 Street) from R2 (Low Density Family Residential) to R4 (High Density Residential),

NOW THEREFORE, after due compliance with the relevant provisions of the Municipal Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

PART I - BYLAW TITLE

This bylaw may be cited as “Amendment to Land Use Bylaw”.

PART II – REZONING

- 1) The rezoning of Lots 1, 2 and 3, Block 1, Plan 8328 ET which lands are shown on the sketch plan attached as ‘Schedule A’, from R2 (Low Density Family Residential) to R4 (High Density Residential).
- 2) The rezoning of Lot 1, Block 5, Plan 2367 MC, which lands are shown on the sketch plan attached as ‘Schedule A’, from R2 (Low Density Family Residential) to R4 (High Density Residential).

PART III - AMENDMENT

- 3) That ‘Schedule C’ of Bylaw No. 762/04 is hereby amended.

PART VIII - EFFECTIVE DATE

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

READ a first time this 8 day of December, 2010.

READ a second time this 12 day of January, 2011.

READ a third and final time this _____ day of _____, 2010.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A



The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING, CONTROLLING, AND ABATING NUISANCES AND REMEDYING DANGEROUS AND UNSIGHTLY PREMISES.

WHEREAS, Pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting nuisances and dangerous and unsightly premises;

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

PART I - BYLAW TITLE

This Bylaw may be cited as the "Nuisance Bylaw".

PART II - DEFINITIONS

- 1) In this Bylaw unless the context otherwise requires:
 - a) "boulevard" means that part of a highway that;
 - (i) is not a roadway; and
 - (ii) is that part of the sidewalk that is not especially adapted to the use or ordinarily used by pedestrians.
 - b) "C.A.O." means the Chief Administrative Officer of the Town of Rimbey.
 - c) "Development Authority" means a person appointed as a Development Authority pursuant to the provisions of Town of Rimbey Bylaw No. 762/04, being the Land Use Bylaw, and amendments thereto.
 - d) "dwelling" means a permanent structure designed or manufactured primarily for the occupation or living quarters for people and includes mobile homes.
 - e) "explosive substance" means and includes;
 - (i) anything intended to be used to make an explosive substance;
 - (ii) anything or any part thereof, used or intended to be used, or adapted to cause, or to aid in causing an explosion in or with an explosive substance, and;
 - (iii) an incendiary grenade, fire bomb, Molotov cocktail, or similar incendiary substance or device and a delaying mechanism or other thing intended for

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

use in connection with such a substance or device.

- f) “non-operational vehicle” means any motor vehicle or part of a motor vehicle which is unlicensed, or uninsured, or derelict, or not in a state to legally travel on a highway.
- g) “nuisance” means any use or activity upon any property which is offensive to any person acting reasonably, or has or may be reasonably expected to have a detrimental impact upon any person or other property in the neighborhood and without limiting the generality of the forgoing, includes the following:
 - (i) grass and/or weeds in excess of twenty (20) centimeters;
 - (ii) the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds pursuant to the Weed Control Act S.A. 2008, c.W-5.1 and amendments thereto;
 - (iii) the causing of opaque, dense, toxic or noxious smoke and permitting such smoke to be emitted to the atmosphere, as determined by the Peace Officer, unless specifically authorized by Council;
 - (iv) the burning of anything other than preservative or chemical free wood or wood products within an acceptable fire pit or fireplace meeting the standards of the Town of Rimbey Land Use Bylaw 762/04 and amendments thereto.
 - (v) the generation of excessive dust and permitting such dust to escape from the property;
 - (vi) the emission of an unpleasant odor and permitting such odor to escape from the property;
 - (vii) the use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;
 - (viii) the failure to control or eliminate insect pests harmful to the growth and development of any trees, shrubs, vegetable or plant life;

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- (ix) the storage or accumulation of dilapidated vehicles or the storage of vehicles contrary to the Land Use Bylaw;
 - (x) the storage or accumulation of or failure to dispose of discarded or dilapidated furniture or household appliances, scrap metals, scrap lumber, cardboard, tires, motor vehicle parts or scrap building materials;
 - (xi) the failure to dispose of or to prevent the spread or scattering of any rubbish or garbage accumulated upon any property, including but not limited to;
 - any rubbish, refuse, garbage, paper, packaging, containers, bottles, cans,
 - rags, clothing, petroleum products, manure, human or animal excrement,
 - sewage or the whole part of an animal carcass; or
 - the whole or a part of any article, raw or processed material, vehicle or other machinery that is disposed of;
 - animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption and storage of food;
 - building waste;
 - garden waste;
 - anything that is designated as waste in the regulations under the Environmental Protection & Enhancement Act R.S.A. 2000, c. E-12 and amendments thereto.
 - (xii) the posting or exhibiting of posters, signs, billboards, placards, writings or pictures on any fence, wall, or property, where the same are accumulated and become in a dilapidated condition.
 - (xiii) the failure to remove graffiti off any buildings, structures, fences etc. within a period of at least two (2) weeks, or a longer period as determined by the Peace Officer.
- h) "Peace Officer" means any member of the RCMP, a Peace Officer and a Bylaw Enforcement Officer.

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- i) “person” includes any owner, agent, lessee or occupier including a corporation and their heirs, executors, administrators or other legal representative of a person or corporation.
- j) “premises” means and includes all land, buildings, excavations, structures and appurtenances thereto.
- k) “recreational vehicle” means any vehicle, trailer or anything designed to be carried on a vehicle or trailer that is designed for temporary habitation of people commonly referred to as a holiday trailer, motor home, camper or tent trailer.
- l) “sign” means anything defined as a sign pursuant to Land Use Bylaw No. 762/04 and amendments thereto.
- m) “Town” means the Town of Rimbey.
- n) “unsightly condition” means:
 - (i) in respect of a structure, a structure whose exterior, relative to the adjacent land and land use, shows signs of significant physical deterioration, and
 - (ii) in respect of land, land that shows signs, relative to the adjacent land and land use, of serious disregard for general maintenance and upkeep.
- o) “weapon” means a firearm or any other device that propels a projectile by means of an explosion, spring, air, gas, string, wire or elastic material and any combination of these things.

PART III - OFFENCES

- 2) No person being the owner, agent, lessee or occupier of any premises or dwelling within the Town of Rimbey shall permit such premises or dwelling or the activities on such place to be or become a nuisance or be in an unsightly condition.
- 3) No person being the owner, agent, lessee or occupier of any premises or dwelling within the Town of Rimbey shall permit the grass, weeds, or other vegetation on a boulevard adjacent to the subject property to become a nuisance by growing uncontrolled. All property owners or occupants are charged with the responsibility of maintaining the boulevard adjacent to, abutting, or flanking their property.

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- 4) No person shall keep a recreational vehicle, in a residential area, in the front yard or in the flanking yard on a corner lot, for a period longer than is reasonably necessary to load or unload the vehicle. The foregoing does not apply between the months of April and October inclusive if;
 - a) there is no vehicle access to the rear yard of the lot, and;
 - b) the vehicle will not overhang the sidewalk or road or otherwise create a traffic hazard, and;
 - c) the parking of the vehicle will not, in the Development Authority's opinion, reduce the value or enjoyment of adjacent properties.
- 5) No person shall place an unauthorized sign or a sign contrary to the Land Use Bylaw on any public or private lands.

PART IV - NOISE

- 6) No person shall make, continue or cause or allow to be made or continued any loud, unnecessary or unusual noise or any noise whatsoever which either annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of other persons within the Town of Rimbey.
- 7) No person shall allow property belonging to him under his control to be used so that there originates from the property any loud unnecessary or unusual noise which disturbs the comfort or repose of other persons in the vicinity of such property or generally within the limits of the Town of Rimbey.
- 8) A loud noise, an unnecessary noise, an unusual noise or a noise which disturbs, injures, or endangers the comfort, repose, health, peace or safety of others is a question of fact for a Court which hears a prosecution of an offence against Section 6 or 7 of this Bylaw.
- 9) In determining if a sound is reasonably likely to disturb the peace of others the following criteria may be considered:
 - a) type, volume and duration of the sound;
 - b) time of day and day of week;
 - c) nature and use of the surrounding area; and
 - d) any other relevant factor.

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- 10) No person shall operate or allow to be operated any sound amplifying equipment from any residence, business premises, vehicle or in any park or other public place so as to unduly disturb residents of the Town.

The above shall not apply to any person or group who has obtained consent or permission from the Council of the Town or from the C.A.O.

- 11) No person shall carry on construction of any kind that can be heard beyond the boundary of the construction site between the hours of 10:00 P.M. (2200 hrs.) and 7:30 A.M. (0730 hrs.).
- 12) No person shall operate any equipment, machinery or mechanical devices or any other tool or device of a noisy nature in a residential area between the hours of 10:00 P.M. (2200 hrs.) and 7:30 A.M. (0730 hrs.).
- 13) Notwithstanding sections 11 and 12 a Peace Officer, C.A.O. or Town Council may allow construction to be carried on, subject to any restrictions or conditions that they may impose.
- 14) No person shall cause or permit or undertake any activity upon any Town property, which constitutes a nuisance.
- 15) No person who occupies any premises shall keep any kind of animal in excessive numbers so as to cause a health concern, damage to other properties or in the opinion of the Development Authority the keeping of the animals in excessive numbers will reduce the value or enjoyment of adjacent properties.
- a) A Provincial Court Judge or Justice of the Peace, in addition to the penalties provided in this Bylaw, may, if he considers the keeping of the excessive number of animals to be serious considering health and property issues, direct or order the owner of the animals to have the animals removed from the Town.

PART V - WEAPONS AND EXPLOSIVES

- 16) No person shall discharge or use any dangerous weapon, devices, firearm or explosive substance within the corporate limits of the Town of Rimbey.
- 17) No person shall allow property belonging to him or under his control to be used so that there originates from his property the setting off or throwing of any fireball, firecracker, or other fireworks or explosive device within the corporate limits of the Town of Rimbey;

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- a) Excepting where special permission is obtained in writing from the CAO outlining any conditions related to the permission for discharge as deemed necessary by Council, notice of which will be transmitted to the Town Peace Officer or the Royal Canadian Mounted Police.

PART VI - SNOW, ICE, DIRT, DEBRIS

- 18) All persons within the Town of Rimbey owning, controlling, or occupying property that adjoins any sidewalk shall remove or cause to be removed and cleared away all snow, ice, dirt, debris or other material from any sidewalk adapted to the use of pedestrians. Such removal shall be completed within 72 hours from the time that the snow, ice, dirt, debris, or other material was formed or deposited there.
 - a) Any person who fails to comply with this section is guilty of an offence and may be issued a violation ticket by a Peace Officer in an amount specified in this Bylaw.
 - b) In default of any person complying with subsection a) above, and in addition to any other remedy available to the Town of Rimbey for noncompliance with this Bylaw, the Town may arrange to have the sidewalk cleared and any cost thereof shall be paid to the Town upon demand and failing payment, such cost shall be charged against the property as a special assessment.
- 19) No person shall remove snow, ice, dirt, debris or other material from a sidewalk or private property by causing it to be placed on any other portion of a highway or on any private property other than their own except to the extent that removal of the snow or ice to private property is impractical.
- 20) No person shall place or permit to be placed any snow, ice, dirt, debris or other material removed from private property on to a highway or other public place in the Town of Rimbey.

PART VII - ENFORCEMENT

- 21) A person who contravenes this Bylaw is guilty of an offence.
- 22) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- 23) For the purposes of this Bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent's exercising the powers or performing the duties on behalf of the person under their agency relationship.
- 24)
- a) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
 - b) if a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.
- 25) A Peace Officer is hereby authorized to carry out an inspection to determine compliance with any provision of this Bylaw.
- 26) The C.A.O. of the Town or a Peace Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 27)
- a) Any person who does not comply with a notice or letter is subject to a fine in the amount of \$200.00. A person who commits a second or subsequent offence within a one-year period shall be subject to a fine of \$400.00.
 - b) Notwithstanding 27) a), A Provincial Court Judge or Justice of the Peace may set a penalty higher than the specified penalty in this Bylaw, but not to exceed \$2,500.00.
- 28) The Town may perform the task or action that any person has not complied with at that person's expense. If the person fails to pay the Town then the amount owing may be added to the person's or owner's taxes.

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

- 29) A Peace Officer is hereby authorized and empowered to issue a violation ticket, pursuant to the Provincial Offences Procedure Act, to any person who the Peace Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 30) Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 31) A Peace Officer who believes that the breach of any section in this Bylaw is of such a serious nature he/she may issue an offender with a violation ticket compelling the offender's appearance in court.
- 32) Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his right to defend any charge of committing a contravention of any provision of this Bylaw.
- 33) A person issued a violation ticket for an offence shall be deemed sufficiently and properly served:
 - a) if served personally on the accused;
 - b) if mailed by registered mail to the address of the person who has contravened this Bylaw.

PART VIII - SEVERABILITY

- 34) Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

PART IX - GENERAL

- 35) Whenever the singular and masculine gender is used in this Bylaw, the same shall include the plural, feminine and neuter gender whenever the context so requires.

PART X - REPEAL

- 36) Bylaws 470/84, 548/88, 627/95, and 736/02 are hereby repealed.

The Town of Rimbey Nuisance Bylaw

Bylaw 859/10

PART XI - EFFECTIVE DATE

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

READ a first time this 12 day of January, 2011

READ a second time this 12 day of January, 2011

READ a third and final time this day of , 2011

MAYOR

CHIEF ADMINISTRATIVE OFFICER

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

Background

Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Regional Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality;

The City of Red Deer will pay for the costs associated with the establishment and operations of the Regional Assessment Review Board and each Regional Partner Municipality will pay both a member fee and a user fee to the City in respect of their portions of those costs.

COUNCIL OF THE TOWN OF RIMBEY ENACTS AS FOLLOWS:

Short Title

- 1 The short title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

Definitions

- 2 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.

(2) In this Bylaw the following terms shall have the meanings shown:
 - (a) "Board" means the Regional Assessment Review Board;
 - (b) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - (c) "Citizen-at-large" means a person who does not represent a specific organization.
 - (d) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*.
 - (e) "LARB" means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation.
 - (f) "Member" means a member of the Regional Assessment Review Board.
 - (g) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.*

- (h) "Regional Partner Municipality" means those municipalities who enter into an agreement with the City to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this Bylaw.

Appointment of Board Members

- 3 (1) The Board shall consist of 20 members who shall be Citizens-at-large appointed by the Nomination Review Committee from lists of eligible persons submitted by Regional Partner Municipalities.
- (2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
- (3) The Nomination Review Committee will consist of 5 representatives appointed jointly by the Regional Partner Municipalities.

Terms of Appointment

- 4 (1) Unless otherwise stated, all Members are appointed for three year terms except in the initial year where two-thirds are appointed for three year terms and the remaining one-third are appointed for a two year term.
- (2) If a vacancy on the Board occurs at any time the Nomination Review Committee may appoint a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Nomination Review Committee may remove a Member at any time on the recommendation of the Designated Officer.

Panels of the Board

- 5 (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
 - (a) three persons selected by the Designated Officer when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - (b) a single member selected by the Designated Officer when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- (2) The Designated Officer may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - (a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and

- (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.
- (c) where possible, the Designated Officer shall include on a 3 person panel a member who is from the municipality under whose jurisdiction the complaint arises.

Chairperson

- 6 (1) The Chairperson of a panel:
- (a) will preside over and be responsible for the conduct of meetings;
 - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
 - (c) will vote on matters submitted to the panel unless otherwise disqualified.

Jurisdiction of the Board

- 7 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality.

Designated Officer of the Board

- 8 (1) The Designated Officer of the Board shall be a person designated by the Chief Administrative Officer of the City of Red Deer (CAO), who shall determine the remuneration of the Designated Officer.
- (2) The Designated Officer shall:
- (a) assist the Board in fulfilling its mandate.;
 - (b) prescribe the remuneration and expenses payable to each member of the Assessment Review Board; and

Meetings

- 9 (1) Meetings will be held at such time and place as determined by the Board.
- (2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

Quorum and Voting

- 10 (1) The quorum for panels of the Board shall be as established by the MGA, namely:
- (a) two members of a panel acting as a local assessment review board; and

- (b) one citizen-at-large and the provincial member of a panel acting as a composite assessment review board.
- (2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- (3) The majority vote of those Members present and voting constitutes the decision of the Board.
- (4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

Conflict of Interest

- 11 (1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - (a) declares that he or she has a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- (3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - (b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

Pecuniary Interest

- 12 (1) The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- (2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

Commencement of Appeals

- 13 (1) A taxpayer may commence an assessment appeal by:
 - (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *'Matters Relating to Assessment Complaints'* regulation and within the time specified in the MGA; and

- (b) paying the applicable fee.

Rules of Order

- 14 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

Adjournments

- 15 (1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:

- (a) allowing the Board to obtain a legal opinion or other professional guidance; or
- (b) to allow a viewing by the Board of the site in respect of which the appeal is being made.

- (2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by email) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

Notice of Decisions & Record of Hearing

- 16 (1) After the hearing of a complaint, the Designated Officer shall:

- (a) under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and
- (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA.

- (2) The Designated Officer will maintain a record of the hearing.

Delegation of Authority

- 17 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:

- (a) its authority to appoint members of the Assessment Review Board to the Nomination Review Committee;
- (b) its authority under section 454(2)(c) to prescribe the remuneration and expenses payable to each member of the assessment review board to the Designated Officer.

Reimbursement of Costs

- 18 The City of Red Deer shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Partner Municipalities will be as set out in the agreements established.

Transitional

The Town of Rimbey Assessment Review Board Bylaw

Bylaw 862/11

- 19 The Board shall hear all complaints arising out of assessments from 2010 and subsequent years.

Appeal Fees

- 20 Appeal fees are payable by the person making an assessment appeal complaint as follows:

- (a) Local Assessment Review Board Appeal - \$50.00
- (b) Composite Assessment Review Board Appeal - \$100.00

Severability

- 21 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall remain.

Repeal

- 22 Bylaw 850/10 is hereby repealed.

READ a first time this 12 day of January, 2011.

READ a second time this 12 day of January, 2011.

READ a third and final time this _____ day of _____, 2011.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Recommendation

Date: January 26, 2011

Title: Council Committee Meeting

Presenter: Administration

Background:

Council discussed having a committee Meeting date set up that would fall in between the scheduled regular Council meeting dates.

Recommendation:

That Council adopts the third Wednesday of every month at 7:00 pm be a scheduled Council Committee Meeting commencing February 16, 2011.

TOWN OF RIMBEY

DATE: January 26, 2011

TITLE: Policy 111 – Procedural Bylaw

BACKGROUND:

The Town of Rimbey currently has Policy 111 – Procedural Bylaw as part of its policies. The policy is attached and was followed by a copy of Bylaws 611/94 and 515/86, which formed the Procedural Bylaw.

DISCUSSION:

The policy currently refers to the old bylaws and is unnecessary, as well as being redundant, as the Town of Rimbey has a Procedural Bylaw, 858/10. There is no need for both a Bylaw and a Policy regarding this topic.

RECOMMENDATION:

That Council pass a resolution to rescind Policy 111 – Procedural Bylaw. (attached)



Town of Rimbey Policy Manual

Title: Procedural By-Law

Policy No.: 111

Supersedes.: New

Approved: July 23, 1986

Resolution No.: 393/86

Effective Date: July 23, 1986

Purpose:

Policy Statement:

A By-Law to deal with procedure and the transaction of business by the Municipal Council of the Town of Rimbey.

Initial Policy was Approved:

Resolution: 393/86

Revised:

Resolution:



Council Recommendation

Date: January 26, 2011

Title: Legal Consultant

Presenter: Administration

Recommendation:

Council directs Administration to engage Mr. Luke Kurata, Barristers and Solicitors of Gaetz Law Office of Red Deer, Alberta to provide certain legal services to the Town of Rimbey.

Council directs that the CAO and any member of Council work with Mr. Kurata on certain town legal matters.



Council Recommendation

Date: January 26, 2011

Title: Grant in Aid Policy

Presenter: Administration

Recommendation:

For Council in review and comment.



Town of Rimbey Policy Manual

Title: Grant in Aid Policy

Policy No.:

Supercedes:

Approved:

Resolution No.:

Effective Date:

Purpose: Fair and Equitable Process for the Granting of Financial Assistance

Policy Statement

The Town of Rimbey will provide a fair and equitable process for the granting of financial assistance, to a maximum of \$500.00, for projects or events that benefit the community.

Guidelines

1. Clubs or organizations may apply for funding for a specific project or event that is locally based, and whose efforts are either local or regional in nature. Applications will not be accepted for operational items such as salaries or supplies for ongoing activities.
2. Applications may be made once per calendar year and funds must be used in the year applied.
3. Grants-in-aid will not be given to any "for profit" organizations or government funded agencies.
4. The maximum amount granted shall be \$500.00.
5. The grant-in-aid application deadline will be advertised in the local newspaper at the beginning of each fiscal year. Applications must be received prior to the advertised deadline date in order to be considered.
6. Applications for grants must be made on the approved application form.
7. Organizations currently receiving a Town of Rimbey property tax exemption are not eligible for a grant-in-aid.
8. Council may accept or reject any application based on merit and availability of funds.
9. A written report and financial statement must be submitted prior to approval of any new grant applications.

Amended:

Date:

Resolution:

Date:

Resolution:

**Town of Rimbey
APPLICATION FOR A DONATION**

Name of applicant: _____

Mailing address: _____

Contact person: _____

Title: _____ Telephone Number: _____

Amount requested: _____

Total budget: _____

Other sources of funding: _____

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives (attached a separate sheet if necessary).

Describe the project. _____

How will your project benefit the Town of Rimbey?

How do you intend to publicize your project?

Will you provide a written report about your project at its completion? Yes _____ No _____

Are there other similar project going on in the Town? Yes _____ No _____

Authorized Signature



Council Recommendation

Date: January 17th, 2011
Title: Volunteer Fair Food Request
Presenter: Rick Kreklewich

Background:

The Community Centre currently has a policy that gives the exclusive right for the in-house to cater all functions in the Community Centre, aside from groups who hold a Federal Charitable Number who wish to cater their own event.

Discussion:

The Volunteer Fair organizing committee would like to provide food from different cultures at their event on February 24th, 2011 in the Community Centre Main Auditorium, prepared by various vendors.

Recommendation:

I recommend that the Volunteer Fair organizing committee be exempt from Community Centre Catering Policy #2203 and be allowed to provide food for their event on February 24th, 2011 in the Community Centre as long as it meets all requirements from Alberta Health Services for safe food handling.

2011 Volunteer Fair



"Cultivating Your Role in the Community!"

Date: Thursday, February 24th, 2011

Time: 2:00 p.m. to 7:00 p.m.

Place: Rimbey Community Centre

The Rimbey Volunteer Centre is inviting all non-profit organizations in and around the region to participate in a **free** community development event, the **1st Annual Volunteer Fair**.

We're working to make this year's event a success. This high-profile opportunity allows non-profit organizations and groups to promote their services, recruit volunteers and network with other nonprofit/voluntary sector organizations.

The Volunteer Fair has been developed to help ensure that volunteerism continues to thrive through increased recognition and public awareness of community groups and associations. And this year will include a multi-cultural theme, dedicated to celebrating and showcasing Rimbey's cultural diversity within our community locally.

Participating organizations are provided with:

- 1 table per club and two chairs
- Club name inclusion in one ad in the Rimbey Review
- Club name inclusion in signage
- Networking Lounge with munchies

Each organization will need to organize the following:

- Volunteers to oversee the table. Set up starts at 12:00 p.m. Take down will be from 7:00 p.m. – 8:00 p.m.
- Any promotional materials, display boards, photos, or other equipment needed

How to Register

To register your organization for the 2011 Volunteer Fair, fill out the form and submit it. The deadline to apply is February 18, 2011, so hurry now to secure your spot! Space is limited.

If you prefer, you can complete and return by fax at (403) 843-3270. Or you may also drop off the completed form at our office at 5025 – 55 Street (Provincial Building).

For more information, contact Lindell Ryan at (403) 843-2030.



Rimbey & District Volunteer Centre

Box 404, Rimbey, AB. T0C 2J0

Phone (403)-843-2030

rimbeyvc@telus.net

December 8, 2010

Town of Rimbey
Box 350
RIMBEY, Alta. T0C 2J0

Dear Mayor Ibbotson and Town Council:

Please accept this letter as an invitation to attend the 1st Annual Volunteer Fair, scheduled on February 24th, 2011, at the Community Centre. This free event would be open to the public featuring many kiosks representing community organizations seeking volunteers. Organizations serving children & youth, seniors, people with special needs, recreation & sports, arts, culture, heritage etc.

An event organized for those who want to find out more about volunteering, or who are interested in becoming volunteers, can visit the different kiosks and talk to representatives of the recruiting organizations. It's a good way to learn more about the organizations that interest them, what services they offer and the kind of volunteers they are looking for.

The theme of this 1st Annual Volunteer Fair will be celebrating and showcasing Rimbey's cultural diversity within our community. How we embrace diversity and the strength that comes from involvement of those from a wide variety of backgrounds and perspectives.

This Volunteer Fair provides an opportunity for families to experience the rich culture, food and entertainment of different ethnic groups in Rimbey and the surrounding community, while shopping around and finding the type of work and the type of organization that suits one's skills and schedules.

As food is an important part of different cultures. I am requesting that the Town consider allowing us to bring in different food samples from different vendors to this event. Sample tickets for the food will be sold and children 12 and under will be free. The different vendors will provide an opportunity to showcase different cultures and the opportunity to sample food from all over the world.

I appreciate you taking these matters to council and would ask that you contact me with their decision.

Yours truly,

Volunteer Centre Manager