



AGENDA FOR THE COMMITTEE OF THE WHOLE MEETING OF THE TOWN COUNCIL TO BE HELD ON FRIDAY, JANUARY 30, 2015, AT 9:00 AM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. Call to Order
2. Agenda Approval and Additions
3. Minutes of October 10, 2014 2-4
4. Delegation – West Central Planning Agency, Jason Tran 5-13
Regarding: Municipal Development Plan
5. Changes to the Recycle Facility – Rick Schmidt, Public Works Foreman 14-15
6. Compost in Place– Rick Schmidt, Public Works Foreman 16-18
7. Sidewalk Snow Removal – Rick Schmidt 19
8. Impound Yard – Councillor Webb 20
9. Independent Review of Salaries, Wages and Grid – Mayor Pankiw 21
10. Adjournment

TOWN OF RIMBEY

COMMITTEE OF THE WHOLE

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF TOWN COUNCIL HELD ON FRIDAY, OCTOBER 10, 2014 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. 1 Call to Order

Mayor Pankiw called the meeting to order at 9.03 am, with the following in attendance:

Mayor Pankiw
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer - Lucien Cloutier, CLGM
Recording Secretary – Kathy Blakely

Absent:

Public:
Councillor Elect – Brian Godlonton
Bob Stevenson – Economic Development Delegation
Russ Watts, Alberta Transportation Delegation
Lynden Fischer Alberta Transportation Delegation
Adam Saltesz Alberta Transportation Delegation
1 member of the public

2. 2 Agenda Approval and Additions

8. Compost Pick Up (addition)

Moved by Councillor Jaycox to accept the agenda as amended.

CARRIED

3. 3 Minutes of September 12, 2014

Council reviewed the Minutes of the Committee of the Whole Meeting from September 12, 2014.

4. 4 Alberta Transportation – Russ Watts, Lynden Fischer and Adam Saltesz, Highway 53 and Highway 20A

Mayor Pankiw welcomed Russ Watts, Lynden Fischer and Adam Saltesz to the Committee of the Whole Meeting.

Discussion ensued on the Highway 53 paving project through the Town of Rimbey. It was noted the project went very well with only a few problems. Mr. Watts indicated there will still be a final inspection to come.

Discussion ensued on Highway 53 and Highway 20A maintenance concerns. Mr. Watts indicated the Town should be contacting Mr. Lynden Fischer, in the future with maintenance concerns, not the Contractor. It was also requested to have Alberta Transportation lower the speed limit to 30 km/h from the Paskapoo Playground which is located on Highway 20A, on the north edge of Town, to the intersection of Highway 20A(51 St) and Highway 53 (50th Ave.)

Discussion ensued on heavy truck traffic through the downtown core.

There are no plans for a ring road around Rimbey. Mr. Watts indicated there is a danger of economic loss to Town's if highways bypass the towns.

Mayor Pankiw thanked Russ Watts, Lynden Fischer and Adam Saltesz for attending the meeting.

Russ Watts, Lynden Fischer and Adam Saltesz departed the meeting at 9:34

am.

Mayor Pankiw recessed the meeting at 9:34 am.

Mayor Pankiw reconvened the meeting at 9:40 am.

5. 5 Bob Stevenson – Economic Development

Mayor Pankiw welcomed Mr. Bob Stevenson to the Meeting.

Mr. Stevenson indicated to Council he is a member of the community and resides in the community. Mr. Stevenson shared his extensive background with Council.

Mr. Stevenson spoke on a variety of topics including stagnation of the community, grants, community branding, community relations, schools store fronts, councils presence in the community, visitors to Rimbey, potential commercial gains and losses, the Town website, and the draft Rimbey Downtown Sustainability Strategy.

2 members of the public entered the meeting at 10:22 am.

Mr. Stevenson thanked Council for the opportunity to speak with Council.

Mayor Pankiw thanked Mr. Stevenson for his presentation.

Mr. Stevenson departed the meeting at 10:25 am.

Councillor Webb departed the meeting at 10:25 am.

Mayor Pankiw recessed the meeting at 10:25 am.

Mayor Pankiw reconvened the meeting at 10: 32 am.

6. 6 Canadian Association of Petroleum Producers (CAPP)

Mayor Pankiw welcomed Mr. Chris Montgomery and Ms. Anna Stacheychuk of the Canadian Association of Petroleum Producers.

Mr. Montgomery presented a powerpoint presentation which focused on natural gas and conventional oil operations with regards to fracking.

Councillor Webb returned to the meeting at 10:51 am.

It was noted CAPP works with the oil industry and the provincial governments', however they have no enforcement capabilities. They set practices and have no enforcement capabilities.

Discussion ensued on the type of wells. CAPP has links to the regulator and the provincial government. Our town lives in the middle of all these wells. We need to be more proactive with the oil companies. The oil companies need to provide the citizens with more information regarding safety.

One member of the public queried Mr. Montgomery with regards to earthquakes resulting from seismic activity. Mr. Montgomery indicated some induced seismic activity can happen and can be controlled by the volume of water pumped down hole.

Discussion ensued on the possibility of groundwater contamination.

Discussion ensued on the chemicals used in the fracking operations. It was noted a person can find out online what chemicals companies are using in their operations.

Mr. Montgomery indicated he will take the concerns with the waterwells back to the CAPP membership.

Mayor Pankiw thanked Mr. Montgomery and Ms. Stacheychuk for their presentation.

Mr. Montgomery and Ms. Stacheychuk departed the meeting at 11:10 am.

7. Rimbey Downtown Sustainability Strategy

The Rimbey Downtown Sustainability Strategy was presented at the last Committee of the Whole Meeting.

Discussion ensued on an advisory committee and how many committee members to have. It was the consensus of Council to start with seven members and grow to a maximum of eleven members.

One member of the public left the meeting at 11:19 am.

It was noted the MGA requires a Bylaw outlining the roles and mandates of the committee.

It was suggested to bring the Rimbey Downtown Sustainability Strategy to the next Regular Council meeting for ratification and then do a Bylaw.

8. Addition: Final Compost Pick up

Discussion ensued on adding an additional compost pick up date as most of the leaves are still on the trees. Lucian, the Chief Administrative Officer will check with public works to see if this is possible and if so, determine a time.

8. Adjournment

Mayor Pankiw adjourned the meeting.

Time of adjournment: 11:44 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF RIMBEY REQUEST FOR DECISION

Agenda Item	4.0
Committee of the Whole Meeting Date:	January 30, 2015
Subject:	West Central Planning Agency
For Public Agenda	Public Information
Background:	
Discussion:	Mr. Jason Tran from West Central Planning Agency will be attending the Committee of the Whole meeting to discuss the services of West Central Planning Agency and review the Town of Rimbey Land Use Bylaw 762/04 and the Municipal Development Plan (MDP).
Relevant Policy/Legislation/	
Options/Consequences	
Desired Outcome(s)	
Financial Implications:	
Follow Up:	
Attachments:	2015 WCPA Fee Schedule
Recommendation:	
Prepared by:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <hr style="width: 100%;"/> <p>Lori Hillis Acting Chief Administrative Officer</p> </div> <div style="text-align: center;"> <hr style="width: 100%;"/> <p>Date</p> </div> </div>
Endorsed by:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <hr style="width: 100%;"/> <p>Lori Hillis, CA Acting Chief Administrative Officer</p> </div> <div style="text-align: center;"> <hr style="width: 100%;"/> <p>Date</p> </div> </div>
Approved by: Donna Tona, CTS Interim CAO Date: Signature: _____	

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

2015 WCPA Fee Schedule

(effective date January 16, 2015, as approved by
WCPA Board of Directors)

Initial Subdivision Application (due at the time of application):

Three (3) lots or less per application:	\$900.00 plus \$100 per new lot created
Four (4) lots or more per application:	\$1000.00 plus \$200 per new lot created

(Remnant parcels, roads, reserve lots and public utility lots exempt)

Re-application on a refused subdivision	As per above rates.
Re-application to amend an unregistered approval within one year of the original approval date	As per above rates.

Time extension of subdivision approval (first)	\$250.00
Time extension of subdivision approval (second or additional)	\$300.00

Endorsement (due at the time of plan endorsement):

Three (3) lots or less per application:	\$100.00 per new lot plus remainder
Four (4) lots or more per application:	\$200.00 per new lot plus remainder

(Remnant parcels and bare land condominium units are Included. Roads, reserve lots and public utility lots are excluded)

Other Applications:

Lot-line adjustment where no new parcels are created (flat fee)	\$1000.00
Separation of title (flat fee)	\$800.00
Condominium Unit Conversion (buildings only) <i>(Section 75 of the Condominium Property Regulations)</i>	\$40 per unit
Time extension of subdivision approval (first)	\$250.00
Time extension of subdivision approval (second or additional)	\$300.00

Other

Airphoto scan	\$ 15.00
Airphoto scan w / legal linework	\$ 30.00
Deferred Reserve Caveat / Withdrawal of Caveat	\$100.00

Consulting Rates

Member Owners:	Based on Master Agreement
Member Owners (additional projects):	\$100.00 per hour
Member Non-Owners:	\$150.00 per hour
Non-Member:	\$175.00 per hour

WCPA receives requests for mapping projects and research work on historical subdivision files. These projects will be considered on written submission, and will be carried forward as resources allows us to. If necessary, a written estimate of cost will be provided before work proceeds.

WCPA will continue to provide Project services to public agencies and organizations, such as the RCMP and school authorities, at no cost.

Please Note

Fees are non-refundable
Fees are GST-exempt.

Town of Rimbey's Land Use Bylaw & Municipal Development Plan

What happened.....



What we offer & What we have done

Process and manage subdivision applications

Work on the review and rewrite of the Town's Land Use Bylaw

30 percent completion of the Town's Municipal Development Plan

Mapping services: West Central Planning Agency has processed over ten mapping request in 2014. This included Address, LUB, Index and other miscellaneous map request.

Review Areas Structure Plan and Zoning Applications



BN

Town Land Use Bylaw

Work commenced in mid 2011

Preliminary work was completed on the project

It was agreed upon towards the latter end of 2011 to place the project on hold in anticipation of the Town's Municipal Development Plan project. This recommendation was made by then C.A.O Ryan Maier



Municipal Development Plan

The MDP commenced in May of 2012

Phase 1 – 2 was completed by West Central Planning Agency

Work on the MDP was suspended at the request of Rimbey's administrative staff. Phase 3 and Phase 4 were to commence after the October 2013 municipal election.

WCPA has made several attempts between November of 2013 to December of 2014 to restart the MDP process.

Conclusion: The MDP & LUB have been placed on hold due to a number of unforeseen circumstances including changes in Rimbey's administrative staff.

Note: As part of your addendum package please see the corresponding emails between West Central Planning Agency and various administrators from The Town of Rimbey



Rimbey Municipal Development Plan

What is a Municipal Development Plan?

The Municipal Development Plan (MDP) is the main planning document that outlines how land will be used and guides future growth and change within the municipality. It provides broad direction on the types of land uses in various locations within the town. The MDP also provides direction on how development is expected to occur and how decisions on development are made.

What has been completed?

WCPA completed Phase 1 to Phase 2 in 2012 and was awaiting direction from the Town of Rimbey's administration to complete Phase 3 and 4.

Phase 1: Initial Input, Research and Issue Identification (Completed)

Town residents, stakeholders and the bylaw committee are asked for their thoughts and suggestions on land use planning for The Town of Rimbey. After the initial research is completed by the WCPA team, this input will help identify the various issues that need to be addressed in the updated MDP. This phase commenced in May of 2012 and until July 2012.

Phase 2: Strategic Directions and Public Review (Completed)

Working with The Town staff and bylaw committee, the WCPA team will prepare broad, strategic directions for the policies and issues to be addressed in the MDP. These formed the basis of the draft plan. Additional stakeholders meeting in the future are to share the directions with the public and provide opportunity for additional comments and suggestions. This phase occurred in July to August 2012.

Next Steps – Complete Phase 3 and Phase 4 of the MDP

Phase 3: Draft Updated Municipal Development Plan and Public Review

The WCPA team will prepare a draft plan document at this phase based on input and research from the previous phases. The public then can review the draft plan. Open houses and public meetings will be held to give opportunities to find out about the draft plan and provide input. This phase should have been completed in September to October 2012.

Phase 4: Presentation to Town Council and Adoption

The proposed MDP is to be presented to Town Council for their consideration. As part of this process, Council must host a public hearing to enable interested parties to speak directly to Council on the updated MDP. Before the public hearing, the proposed MDP will be made available to the public. This phase should have been completed from October – December 2012.

- Open house in Rimbey for the public at large
 - Any comments from this will be gathered and reviewed by WCPA planners
 - Revisions to the MDP may be made
- MDP will be brought forward to council

- First reading of the MDP will be done before council
 - If passed, WCPA will refer the MDP to various government authorities
 - Alberta Transportation
 - School Boards
 - ESRD
 - Canadian Pacific Railway
 - Adjacent Municipalities
 - The referral period is 30 days – any comments made at this time will be reviewed
- Amendments may be made to the MDP during this period
- Public hearing at Council prior to second reading
- Second Reading of the MDP will be done before council
 - Council can proceed with second reading and third reading at this time OR
 - Council can approve second reading and have WCPA make amendments to the MDP before going for final reading
- Third and final reading of the MDP to adopt the MDP



TOWN OF RIMBEY REQUEST FOR DECISION

Agenda Item	5.0
Committee of the Whole Meeting Date:	January 30, 2015
Subject:	Changes to the Recycle Facility
For Public Agenda	Public Information
Background:	<p>Most of the practices that are being used there are labour intensive and not cost effective. Some of the equipment being used to bundle the cardboard and other recyclables belongs to a private contractor and they charge back to the Town as necessary for its use.</p> <p>The Recycle attendant spends about 20 hours a week dealing with just commercial cardboard. It should be brought up at this time that while the attendant is baling cardboard, the facility is open to anyone dropping off unacceptable materials. There are a few recycle items that were being collected that are not accepted at our Recyclers in the city and this stuff has accumulated over the last few years. One of the items is glass; there is no market for glass</p>
Discussion:	
Relevant Policy/Legislation/	
Options/Consequences	
Desired Outcome(s)	<p>Facility to be open only on the days that Bluffton Landfill is open. Wednesday & Saturday 10:00 a.m. – 6:00 p.m. That way if someone shows up with material not accepted by our facility they can be re-directed to Bluffton.</p> <p>Commercial cardboard bins can be rented by Rimbey businesses from Waste Management at the rate of \$135.00 per month each. This rate will only apply if all 37 of the present commercial users are on board. If some wish to drop out, the rate will go up substantially.</p> <p>At the Recycle Centre, we would have a cardboard bin for residential users and a bin for co-mingled mixed recycling (which would include fibre, plastic & tin ONLY) These would be 30 yard bins. Container rental rates of \$50.00 per bin per month would be paid by the Town. The cardboard bin for residential users would be on an on-call basis at \$240.00 per lift. The co-mingled bin would also be on an on-call basis at a cost of \$290.00/lift, as well as a \$75.00 per tonne processing fee. There will be approximately 2-3 tonnes per lift.</p>
Financial Implications:	2015 Budget will be set a one dump per week per bin and will be re-evaluated as needed.
Follow Up:	





TOWN OF RIMBEY REQUEST FOR DECISION

Attachments:	
Recommendation:	Rates for using the Facility should be charged as follows: Residential – Town/County – Free Commercial – User pay - Metal and Wood– 1 Ton truck = \$25.00 - 3 Ton Truck = \$40.00 - Tractor Trailer Unit - =\$100.00
Prepared by:	<p> _____ Rick Schmidt Public Works Foreman</p> <p><i>Jan 29/15</i>^{RS} _____ Date</p>
Endorsed by:	<p> _____ Lori Hillis, CA Acting Chief Administrative Officer</p> <p><i>Jan 29/15</i> _____ Date</p>
Approved by:	Donna Tona, CTS Interim CAO
Date:	_____
Signature:	_____




TOWN OF RIMBEY REQUEST FOR DECISION

Agenda Item	6.0
Committee of the Whole Meeting Date:	January 30, 2015
Subject:	Compost in Place
For Public Agenda	Public Information
Background:	Our current practice is labour intensive and not cost effective. We do not actually have a Compost Program in place as the material that we pick up is not being properly handled in order for it to be called Compost. We would need to spend a great deal of money to make this a viable Compost Program. We would need at least two employees to take courses on the proper way to deal with compost and we would need to have water and several pieces of machinery to deal with the compost.
Discussion:	<p>Large cities such as Edmonton have promoted their Residents to start Grasscycling. This method is simply leaving the clippings on the lawn while mowing. As the clippings decompose, they will provide water and nutrients to the lawn.</p> <p>By going bagless/grasscycling for one summer, a resident can save up to a full day. Leaving the grass clippings on the lawn (Grasscycling) can cut water use in half and reduce fertilizer use by 25% per household. A household can reduce its greenhouse gas emissions by .25 tonnes per year just by Grasscycling. (The average household produces about 18 tonnes of greenhouse gas emissions per year.)</p>
Relevant Policy/Legislation/	
Options/Consequences	
Desired Outcome(s)	
Financial Implications:	
Follow Up:	
Attachments:	Well-established facts about Grasscycling and process for Grasscycling.
Recommendation:	My recommendation would be to sell off our Compost Truck and inform all residents that if they wish to do their own composting, they can obtain locally a 150 L Composter at the Coop for \$49.99 or a 311.5 L Composter at Home Hardware for \$63.00.

TOWN OF RIMBEY REQUEST FOR DECISION

Prepared by:



Rick Schmidt
Public Works Foreman

Jan 29/15

Date

Endorsed by:



Lori Hillis, CA
Acting Chief Administrative Officer

Jan 29/15

Date

Approved by: Donna Tona, CTS Interim CAO
Date: _____
Signature: _____

Here are some well-established facts about Grasscycling:

- Grass clippings are approximately 80 – 85% water, allowing them to decompose rapidly;
- Cut properly, clippings are virtually unnoticeable;
- Grass clippings disappear within 3 days after cutting;
- It will take slightly longer for clippings to break down later in the growing season as temperatures and moisture content of clippings drop.

Here is the process for Grasscycling:

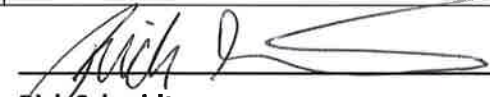
- Mow frequently, about every 4 to 5 days during spring/summer. When growth is slower (late summer and fall), cutting once per week or less will suffice.
- Mow high. Only cut off the top 1/3 of the grass. No more than 1/3 of the grass height should be cut at any one time.
- Mow only when grass is dry. If grass is too long after prolonged wet weather, start with a higher cut & gradually lower it during successive cuttings.
- Clumping may result from cutting wet grass or making too long a cut. Mowing the area again from a different direction will help dissipate the clump.
- Keep the blade sharp.
- Keeps your lawn mower blade at a medium to high height setting to avoid over cutting the grass.

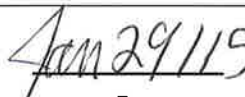


TOWN OF RIMBEY REQUEST FOR DECISION

Agenda Item	7.0
Committee of the Whole Meeting Date:	January 30, 2015
Subject:	Sidewalk Snow Removal
For Public Agenda	Public Information
Background:	Prior to 2010, our sidewalk cleaning was contracted out. The cost was between \$3,500 to \$8,000 per season. In 2010 Public Works purchased their own Sidewalk Sweeper. This costs approximately \$15,000 per season in wages only, not considering the cost of fuel, maintenance (which is becoming even more expensive each year as the machine gets older).
Discussion:	
Relevant Policy/Legislation/	
Options/Consequences	
Desired Outcome(s)	Contract to private business with a 3 year contract in place.
Financial Implications:	Local contractor rates are \$100 per hour for their skidsteer service. Public Works has an average 150 hours per year for our sidewalk snow removal. The local contractor indicated that with a contract in place, the rate would be reduced. Anticipation is that approximately \$15,000 on average annually would be needed to contract the services.
Follow Up:	
Attachments:	
Recommendation:	Put a contractor in place and sell off our Sidewalk Tractor.

Prepared by:


 Rick Schmidt
 Public Works Foreman


 Date

Endorsed by:


 Lori Hillis, CA
 Acting Chief Administrative Officer


 Date

Approved by:	Donna Tona, CTS Interim CAO
Date:	
Signature:	_____


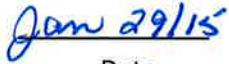
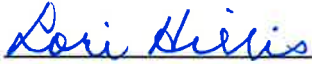
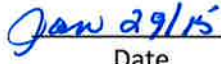


TOWN OF RIMBEY REQUEST FOR DECISION

Agenda Item	8.0
Committee of the Whole Meeting Date:	January 30, 2015
Subject:	Impound Yard
For Public Agenda	Public Information
Background:	
Discussion:	Discussion on our own impound yard requested by Councillor Webb.
Relevant Policy/Legislation/	
Options/Consequences	
Desired Outcome(s)	
Financial Implications:	
Follow Up:	
Attachments:	
Recommendation:	
Prepared by:	 _____ Lori Hillis, CA Acting Chief Administrative Officer
	 _____ Date
Endorsed by:	 _____ Lori Hillis, CA Acting Chief Administrative Officer
	 _____ Date
Approved by:	Donna Tona, CTS Interim CAO
Date:	
Signature:	_____



TOWN OF RIMBEY REQUEST FOR DECISION

Agenda Item	9.0
Committee of the Whole Meeting Date:	January 30, 2015
Subject:	Independent Review of Salaries, Wages and Grid
For Public Agenda	Public Information
Background:	
Discussion:	Discussion on independent review of salaries, wages and grid requested by Mayor Pankiw.
Relevant Policy/Legislation/	
Options/Consequences	
Desired Outcome(s)	
Financial Implications:	
Follow Up:	
Attachments:	
Recommendation:	
Prepared by:	<p> Lori Hillis, CA Acting chief Administrative Officer</p> <p> Date</p>
Endorsed by:	<p> Lori Hillis, CA Acting Chief Administrative Officer</p> <p> Date</p>
Approved by:	Donna Tona, CTS Interim CAO
Date:	
Signature:	