

TOWN OF RIMBEY
TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, FEBRUARY 9, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. **Call to Order Regular Council Meeting & Record of Attendance**
2. **Public Hearing**
 - 2.1 None
3. **Agenda Approval and Additions**
4. **Minutes**
 - 4.1 January 26, 2015 Regular Council Meeting 1-6
5. **Delegations**
 - 5.1 None.....
6. **Bylaws**
 - 6.1 None
7. **New and Unfinished Business**
 - 7.1 2015 Operating Budget..... 7-8
 - 7.2 Recycle Facility 9-10
 - 7.3 Sidewalk Snow Removal 11-26
 - 7.4 Independent Review Salaries, Wages and Employee Grids 27
 - 7.5 Tagish Engineering Ltd Project Status Update to January 27, 2015 28-31
 - 7.6 Community Events Grant Program Application..... 32-34
 - 7.7 West Central Planning Agency 35-36
 - 7.8 Rimbey Christian School 37
8. **Reports**
 - 8.1 Department Reports - None
 - 8.2 Boards/Committee Reports
 - 8.2.1 Rimoka Housing Foundation Organizational Meeting Minutes of December 10, 2014 and Rimoka Housing Foundation Board Meeting Minutes of December 10, 2014 38-45
9. **Correspondence**
 - 9.1 None
10. **Open Forum**
11. **In Camera - None**
12. **Adjournment**

1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Interim Chief Administrative Officer – Donna Tona, CTS
Acting Chief Administrative Officer/Chief Financial Officer – Lori Hillis, CA
Public Works Foreman – Rick Schmidt
Recording Secretary – Kathy Blakely

Absent:

Public:
Treena Mielke, Rimbey Review
No members of the public

Mayor Pankiw asked everyone to rise for a Moment of Silence in honor of RCMP Constable David Wynn who lost his life in the line of duty.

Mayor Pankiw welcomed Interim Chief Administrative Officer, Donna Tona to the Council Meeting.

2. Public Hearing 2.1 None

3. Adoption of Agenda 3.1. January 26, 2015 Agenda

Motion 020/15

Moved by Councillor Godlonton to accept the agenda as presented.

CARRIED

4. Minutes 4.1 January 12, 2015, Council Regular Meeting Minutes

Motion 021/15

Moved by Councillor Webb to accept the January 12, 2015 Council Regular Meeting Minutes as presented.

CARRIED

5. Delegation 5.1 None

6. Bylaws 6.1 897/15 Rimbey Business Sector Sustainability Advisory Committee

Motion 022/15

Moved by Councilor Jaycox to have five (5) persons to constitute a quorum.

CARRIED

Motion 023/15

Moved by Councillor Godlonton to give first reading of Bylaw 897/15 Rimbey Business Sector Sustainability Advisory Committee.

CARRIED

Motion 024/15

Moved by Councillor Webb to give second reading of Bylaw 897/15 Rimbey Business Sector Sustainability Advisory Committee.

CARRIED

Motion 025/15

Moved by Councillor Jaycox for Council to unanimously agree to consider third reading of Bylaw 897/15 Rimbey Business Sector Sustainability Advisory Committee.

CARRIED

Motion 026/15

Moved by Councillor Jaycox to give third and final reading of Bylaw 897/15 Rimbey Business Sector Sustainability Advisory Committee.

CARRIED

6.2 898/15 Bylaw to Repeal Bylaw 748/03

It was noted there was an administrative wording error in the Request for Decision, Recommendation Section, which will be corrected from Bylaw 899/15 to Bylaw 898/15.

Motion 027/15

Moved by Councillor Godlonton to give first reading of Bylaw 898/15 to repeal Bylaw 748/03.

CARRIED

Motion 028/15

Moved by Councillor Jaycox to give second reading of Bylaw 898/15 to repeal Bylaw 748/03.

CARRIED

Motion 029/15

Moved by Councillor Payson for Council to unanimously agree to consider third reading of Bylaw 898/15 to repeal Bylaw 748/03.

CARRIED

Motion 030/15

Moved by Councillor Webb to give third and final reading of Bylaw 898/15 to repeal Bylaw 748/03.

CARRIED

6.3 899/15 Bylaw to Repeal Bylaw 879/12

Motion 031/15

Moved by Councillor Webb to give first reading of Bylaw 899/15 to repeal Bylaw 879/12.

CARRIED

Motion 032/15

Moved by Councillor Jaycox to give second reading of Bylaw 899/15 to repeal Bylaw 879/12.

CARRIED

Motion 033/15

Moved by Councillor Godlonton for Council to unanimously agree to consider third reading of Bylaw 899/15 to repeal Bylaw 879/12.

CARRIED

Motion 034/15

Moved by Councillor Payson to give third and final reading of Bylaw 899/15 to repeal Bylaw 879/12.

CARRIED

7. New and Unfinished Business

7.1 Rimbey Business Sector Sustainability Advisory Committee

Motion 035/15

Moved by Councillor Webb to repeal motion 004/15.

CARRIED

7.2 Rimbey Business Sector Sustainability Advisory Committee Terms of Reference

It was noted there is an administrative clerical amendment required to change Roles and Responsibilities of "The Committee", item 1.d, to Eight (8) from Four (4).

It was noted there is an administrative clerical amendment required to change Roles and Responsibilities of "The Committee", item 5, from Three (3) to Five (5).

Motion 036/15

Moved by Councillor Jaycox to accept the Terms of Reference stated here and allow administration to make the amendments as required.

CARRIED

7.3 Community Policing 2015 Operating Budget

Motion 037/15

Moved by Councillor Godlonton to pass the 2015 Enforcement Operating Budget as presented.

CARRIED

7.4 Tagish Engineering Project Status Updates for Dec 16/14 and Jan 13/15

Motion 038/15

Moved by Councillor Webb to accept Tagish Engineering Project Status Updates as information.

CARRIED

7.5 West Central Planning Agency

Motion 039/15

Moved by Councillor Godlonton Council will rescind motion 010/15 and provide a resolution to continue with the West Central Planning Agency.

CARRIED

7.6 Payroll Outsourcing

Motion 040/15

Moved by Councillor Webb to allocate \$10,000 in the 2015 Operating Budget to cover the payroll outsourcing.

CARRIED

8. Reports

8.1 Department Reports

- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Chief Financial Officer Report
- 8.1.3 Public Works Foreman's Report
- 8.1.4 Director of Community Services Report
- 8.1.5 Community Peace Officer's Report
- 8.1.6 Fire Department Report

Motion 041/15

Moved by Councillor Webb to accept the reports of the departments as presented.

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Rimbey Municipal Library Board Meeting Minutes of November 17, 2015

Motion 042/15

Motion by Councillor Jaycox to accept the Minutes of the Rimbey Municipal Library Board of November 17, 2014, as presented.

CARRIED

8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Godlonton's Report
- 8.3.3 Councillor Jaycox's Report
- 8.3.4 Councillor Webb's Report

Councillor Payson provided a written report.

Motion 043/15

Moved by Councillor Webb to accept the reports of Council as presented.

CARRIED

9. Correspondence

- 9.1 Rimbey & District Chamber of Commerce - AGM
- 9.2 Red Deer River Watershed Alliance

Motion 044/15

Motion by Councillor Godlonton to accept the correspondence from the, Rimbey & District Chamber of Commerce – AGM, and the Red Deer River Watershed Alliance, as information.

CARRIED

10. Open Forum

10.1 Open Forum

No members of the public were in attendance at the meeting.

Mayor Pankiw recessed the meeting at 7:55 pm.

Treena Mielke of the Rimbey Review departed the meeting at 7:55 pm.

Mayor Pankiw reconvened the meeting at 8:03 pm.

11. In Camera

11.1 Personnel (Pursuant to Division 2, section 17(2) of the Freedom of Information and Protection of Privacy Act).

Motion 045/15

Moved by Councillor Jaycox the Council meeting go in camera at 8:04 pm, pursuant to Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act, with Interim Chief Administrative Officer Donna Tona, Acting Chief Administrative Officer Lori Hillis, Public Works Foreman Rick Schmidt and Recording Secretary Kathy Blakely in attendance, to discuss personnel issues.

CARRIED

Motion 046/15

Moved by Councillor Webb the meeting reverts back to an open meeting at 8:09 pm.

CARRIED

Motion 047/15

Moved by Mayor Pankiw to appoint Mr. Bob Stevenson as the Chairman of the Rimbey Business Sector Sustainability Advisory Committee, with the following individuals as Members of the Rimbey Business Sector Sustainability Advisory Committee: Mr. Melvin Durand, Ms. Michelle Andrishak, Mr. Duane Adams, Ms. Gayle Rondeel, Ms. Jackie Stratton, Mr. Steffen Olsen, Mr. Steven Schrader, Mr. Terry Von Hollen and Mr. Tony Delyster, and to forward the contact information for the Committee Members to Mr. Stevenson.

CARRIED

Motion 048/15

Moved by Councillor Webb to accept the resignation of Municipal Library Board Member Ms. Valerie Warren.

CARRIED

Motion 049/15

Moved by Councillor Jaycox to appoint Ms. Shannon Kiss as a Rimbey Municipal Library Board Member for a period of three (3) years effective January 27/2015.

CARRIED

12. Adjournment

Motion 050/15

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:14 p.m.

MAYOR





ACTING CHIEF ADMINISTRATIVE OFFICER



Council Agenda Item	7.1
Council Meeting Date	February 09, 2015
Subject	2015 Operating Budget
For Public Agenda	Public Information
Background	<p>Public budget meetings were held on November 1, 2014 and November 29, 2014 to discuss service levels, capital projects and the draft operating and capital budgets.</p> <p>The 2014 Operating Budget was passed as the 2015 Interim Operating Budget at the December 9, 2014 regular meeting of Council.</p>
Discussion	<p>In previous years, the annual operating budget has not been passed until the Town has received the property assessments from the Assessor at the end of February, the school requisition from the province and the Rimoka requisition. After these amounts are known, they are incorporated into the budget and Council sets the mill rate. The mill rate is set so that enough revenue is generated in municipal taxes to fund the budgeted expenses for the year.</p> <p>The budget, along with the mill rate has been presented at public budget meetings in the spring of each year. After the presentation, Council sets the mill rate and passes the operating budget, usually in April of each year. This practice results in the delay of new or changed service levels and projects planned for the upcoming year as the departments are working from the prior year budget.</p> <p>The MGA does not require the annual budget to wait to be passed until the property assessments are known. The act also does not require that the budget is presented to the public in a separate meeting as all budget deliberations are held as public meetings where the public is encouraged to attend. The operating budget can be passed at any time and in the spring adjustments are made which incorporate the revenue generated from the property assessments. The mill rate is still set in the spring after the amount of required revenue is calculated.</p> <p>Council may also reduce, enhance, delete or add services or items to the budget after it has been passed and once the property assessments are known if Council feels that the required revenue would increase the mill rate beyond an acceptable level. These decisions would be included in the spring adjustments.</p>
Relevant Policy/Legislation	MGA
Options/Consequences	<ul style="list-style-type: none"> - Council can direct Administration to bring the 2015 Operating Budget to the February 23, 2015 regular meeting of Council. - Council can direct Administration to continue to work with the 2015 interim operating budget as passed at the December 9, 2014 regular meeting of Council
Desired Outcome(s)	Administration recommends that the Town of Rimbey move toward passing the



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	operating budget before December 31 each year, as do the majority of municipalities in the province. Working with a current budget allows administration to tender in an appropriate manner so as to save the Town money, allows Administration to plan and forecast, eliminates rush spending and will move the budget cycle into the Tri-Annual method that Administration will be working on with Council for the 2015 year	
Financial Implications	To be determined	
Follow Up	To present the 2015 operating budget at the February 23, 2015 regular meeting of Council for resolution or discussion and follow-up will be determined on the resolution of Council.	
Attachments		
Recommendation	Administration is requesting that the 2015 operating budget be brought to the February 23, 2015 regular meeting of Council for discussion and/or resolution.	
Prepared By:	 _____ Lori Hillis, CA Chief Financial Officer/Acting CAO	 _____ Date
Endorsed By:	 _____ Lori Hillis, CA Acting Chief Administrative Officer	 _____ Date



Council Agenda Item	7.2
Council Meeting Date	February 9, 2015
Subject	Recycle Facility
For Public Agenda	Public Information – SERVICE LEVEL CHANGE
Background	<p>The Rimbey Recycle centre currently uses practices that are labour intensive and administration has determined they are 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 working only with commercial cardboard. The attendant bales cardboard, and 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 recycling vendors and the unaccepted materials have accumulated over the last few years. One of the items of concern is glass; there is no market for glass.</p> <p>The honour exchange was a very good idea and worked well at first. The last couple of years the facility is not in keeping with Rimbey’s expectations. It is rough looking, and embarrassing to Administration, Council and our residents and customers.</p> <p>Furniture, appliances, windows, exercise equipment, electronics and other things are left at this centre and with limited space; most of these items are destroyed from the weather. Public Works hauls around 15 Tandem truckloads of this stuff to the Bluffton landfill site annually at our cost.</p>
Discussion	Service Level Change
Relevant Policy/Legislation	Currently the Town of Rimbey does not have a recycle policy or bylaw.
Options/Consequences	<p>Currently the Town of Rimbey’s hours for the recycling depot is inconsistent with the Bluffton Landfill’s hours and it causes an inconvenience to the Rimbey residents and provides a poor service.</p> <p>As well, commercial use of this facility leaves Administration struggling to deal with some of the scrap metal and pallets, extra-large wire spools, hotel signs and large oilfield piping that our equipment struggles with and at times cannot handle.</p>
Desired Outcome(s)	<p>Administration recommends our facility to be open only on the days that the Bluffton Landfill is open which are Wednesday and Saturday 10:00 a.m. – 6:00 p.m. In this manner we can re-direct any customers with materials that are unacceptable at our facility and they can be served in Bluffton at minimal interruption.</p> <p>Administration recommends the following for Council consideration:</p> <ul style="list-style-type: none"> • Commercial customer cardboard bins could be rented by business for commercial cardboard from Waste Management. • Our current 37 commercial users would be by charged by Waste



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	<p>Management at the rate of \$135.00 per month each.</p> <ul style="list-style-type: none"> • This rate will only apply if all present commercial users are on board. If some wish to opt out, the rate will increase substantially. • Should Council approve this service level change, the Town will cease commercial cardboard handling from the date of the service level change resolution. <p>Administration also recommends the following solutions:</p> <ul style="list-style-type: none"> • The Town would provide a 30 yard bin for cardboard and a 30 yard bin for co-mingled mixed recycling (fiber, plastic and tin <u>ONLY</u>) at the recycle centre for residential users. • These bins would cost the Town \$100 per month. • The cardboard bin would be picked up on an on-call basis at \$240 per call. • The co-mingled bin would also be picked up on an on-call basis at a cost of \$290 per call. <ul style="list-style-type: none"> ○ There is also a \$75 per tonne processing fee for the co-mingled recycle. Each co-mingled recycle bin will contain 2 to 3 tonnes of recycling.
Financial Implications	<p>If the Town requires one pick up per bin per week there is no budget change from our current service level. Any additional pickups will increase our cost however any decrease in number of pickups will reduce our recycling costs and allow us the flexibility to allocate funds to reserves.</p>
Follow Up	<p>Following Council's approval of this service level, the Fees and Services Bylaw will be sent for amendment and a policy change will be enacted to meet this service level change.</p>
Attachments	<p>None</p>
Recommendation	<p>Administration recommends the following rates for Council's consideration:</p> <ul style="list-style-type: none"> • Residential – Town/County – Free • Commercial – User pay • Metal – 1 Ton truck = \$25.00 • All trucks over 1 Ton = \$40.00 to \$50.00 • Burn Pit – the rates should be the same with a restriction of all materials to be under 6' in length and 1" in Diameter
Prepared By:	<p><u><i>Rick Schmidt</i></u> <u><i>Feb 6/15</i></u> Rick Schmidt Date Public Works Foreman</p> <p><u><i>Lori Hillis</i></u> <u><i>Feb 6, 2015</i></u> Lori Hillis, CA Date Acting Chief Administrative Officer</p>



Council Agenda Item	7.3
Council Meeting Date	February 9, 2015
Subject	Sidewalk Snow Removal – SERVICE LEVEL CHANGE
For Public Agenda	Public Information
Background	<p>Prior to 2010, sidewalk cleaning was contracted out.</p> <p>The cost was \$3,500-\$8,000 per season. In 2010 Public Works purchased their own sidewalk sweeper. This has been costing the Town approximately \$15,000 per season in wages. This is not considering the cost of fuel and maintenance.</p> <p>The Committee of the Whole, January 30, 2015 provided direction to Administration to investigate the cost of contracting out this service.</p>
Discussion	<p>In investigating the snow removal policy it clearly states, <i>“Sidewalk clearing will commence independent of road clearing and is typically done after a major snowfall event, if resources permit. It is the responsibility of the property owner to remove snow from adjacent sidewalks as per Bylaw 859/10. The Town of Rimbey is not obligated to remove snow from any sidewalks, unless it was deposited on the sidewalk by Town snow removal crews.”</i></p> <p>The Town is obligated to clear their own sidewalks as per this policy and Bylaw.</p>
Relevant Policy/Legislation	<p>Town of Rimbey Snow Removal Policy 3101/193-11 Town of Rimbey Bylaw 859/10</p>
Options/Consequences	<ul style="list-style-type: none"> - Should Council resolve to continue the current enhanced service level, which exceeds our policy, sweeping will continue. - Should Council resolve to decrease the enhanced service, the policy and Bylaw will stand as written.
Desired Outcome(s)	<p>Administration recommends that we continue to adhere to the Policy, as amended below, and the current Bylaw. Administration will provide education and information to Rimbey businesses regarding this enhanced service level decrease.</p> <p>Administration recommends the policy change in S.(4) and strike: <i>“sidewalk clearing will commence independent of road clearing and is typically done after a major snowfall event, if resources permit. Clearing will progress along the route established in the attached map, according to priority.”</i></p>
Financial Implications	<p>Reducing the enhanced service to adhere to our current bylaw will save \$5,000-\$7,000 per year which can be allocated to reserves.</p>
Follow Up	<p>Upon resolution or direction, Administration will provide the policy change, service level change, budget change, or maintain status quo.</p>
Attachments	<p>Town of Rimbey Snow Removal Policy.</p>



TOWN OF RIMBEY REQUEST FOR DECISION

Recommendation	Administration recommends removing the sidewalk snow sweeping clause in Policy 3101 and selling the sidewalk tractor and broom to purchase a sweeping broom for the skid steer which will enable us to provide increased service to the walking trails and promote healthy communities.	
Prepared By:	 Rick Schmidt Public Works Foreman	<u>Feb 6/15</u> Date
Endorsed By:	 Lori Hillis, CA Acting Chief Administrative Officer	<u>Feb 6, 2015</u> Date



Town of RimbeY Policy Manual

Title: Snow Removal Policy **Policy No.:** 3101
Supercedes: NEW
Approved: August 22, 2011 **Resolution No.:** 193/11
Effective Date: August 22, 2011

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:

Within approved budget parameters and the terms of this policy, the traveling public will be provided with safe roads, sidewalks and parking lots in a cost effective and efficient manner. A system of assigning labor, equipment and materials on a prioritized basis shall be adopted. Levels of service will be established for routes dependent upon their priority ranking.

Procedures:

- 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. 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, as per service levels.

Priority 2 – Snow plowing and removal within 24 hours following the end of a snowfall of 10cm or greater, as per service levels.

Priority 3 – Snow plowing and removal within 96 hours following the end of a snowfall of 15cm or greater, as per service levels.

Amended:

Date: **Resolution:**
Date: **Resolution:**

Priority 4 – Snow plowing and removal as required when rutting or drifting occurs, or when roadways and lanes become impassable due to accumulated snowfall, as per service levels.

3. Service Levels

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 monolithic sidewalks on both sides, snow windrows shall be plowed onto the sidewalk on one side only. The selection of which side shall be based on consideration of efficiency of plowing, number of driveways and fire hydrants and number of properties affected. The snow plowed onto the sidewalks may spill onto the road right-of-way between the back of the sidewalk and the property line.
- f. The Public Works Department may select locations for snow removal where traffic volumes, parking constrictions, multi-family development, roadway alignment constraints or such like matters make snow storage within the road right-of-way inappropriate.

Driveways and Lane Crossings – Where a snow windrow is placed across a private driveway entrance, a public driveway entrance, or a lane entrance, the Town will open up the windrow at all such locations by pushing 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.

4. Sidewalks

Sidewalk clearing will commence independent of road clearing and is typically done after a major snowfall event, if resources permit. Clearing will progress along the route established in the attached map, according to priority. It is the responsibility of the property owner to remove snow from adjacent sidewalks as per Bylaw #859/10. The Town of Rimbey is not obligated to remove snow from any sidewalks, unless it was deposited on the sidewalk by Town snow removal crews.

Amended:

Date:

Resolution:

Date:

Resolution:

5. 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.

6. 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.

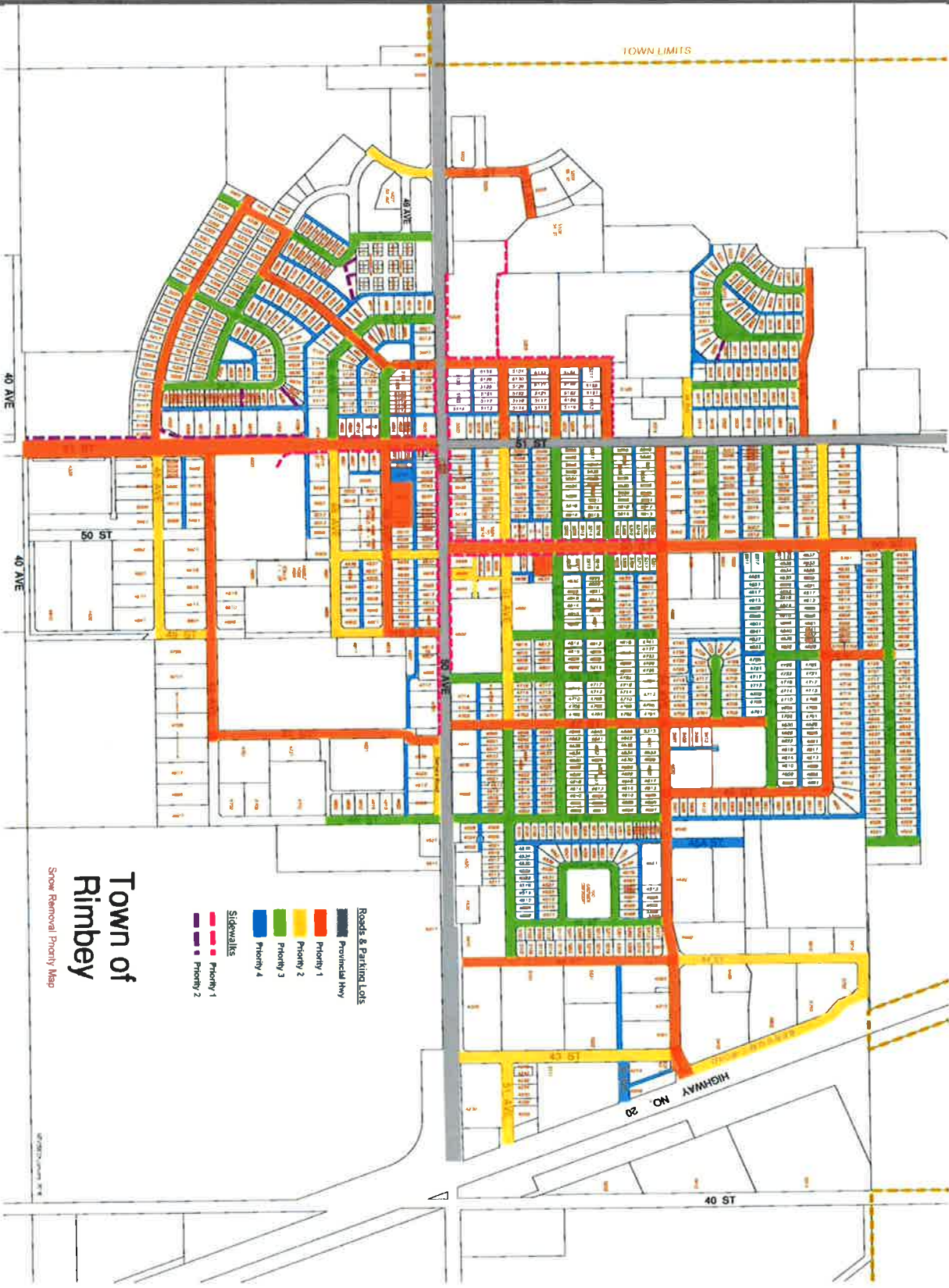
Amended:

Date:

Resolution:

Date:

Resolution:



Town of Rimbey
Snow Removal Priority Map

- Roads & Parking Lots**
- Provincial Hwy
 - Priority 1
 - Priority 2
 - Priority 3
 - Priority 4
- Sidewalks**
- Priority 1
 - Priority 2

Amended:

Date:

Date:

Resolution:

Resolution:

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.

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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.

4 of 10

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.

5 of 10

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;

6 of 10

AK

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.

7 of 10

AA

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.

8 of 10

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 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 26 day of January, 2011


MAYOR


CHIEF ADMINISTRATIVE OFFICER

RA



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.4
Council Meeting Date	February 09, 2015
Subject	Independent Review of Salaries and Employee Grids
For Public Agenda	Public <u>Information</u> from Committee of the Whole January 29, 2015
Background	Council requested Administration bring the information to the February 09 meeting regarding this issue.
Discussion	Administration respectfully requests more time on this issue. The time between the Committee of the Whole and the Council meeting did not leave enough time to complete this request.
Relevant Policy/Legislation	Not applicable
Options/Consequences	Not applicable
Desired Outcome(s)	Administration would appreciate more time to be thorough and conduct a properly place assessment for Council's information.
Financial Implications	None at this time
Follow Up	Request requires more time to facilitate the request from Committee of the Whole
Attachments	None
Recommendation	
Prepared By:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><u><i>Donna Tona</i></u> Donna Tona, CTS Interim Chief Administrative Officer</p> </div> <div style="width: 35%; text-align: right;"> <p><u><i>Feb 6, 2015</i></u> Date</p> </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><u><i>Lori Hillis</i></u> Lori Hillis, CA Acting Chief Administrative Officer</p> </div> <div style="width: 35%; text-align: right;"> <p><u><i>Feb 6, 2015</i></u> Date</p> </div> </div>



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.5
Council Meeting Date	February 09, 2015
Subject	Tagish Engineering Report to January 27, 2015
For Public Agenda	Public Information
Background	Tagish Engineering is supplying their status report
Discussion	Tagish Engineering is the Town of Rimbey's Engineering Firm. As such they are required to provide status updates as well as meetings with administration.
Relevant Policy/Legislation	Not applicable
Options/Consequences	Not applicable
Desired Outcome(s)	Not applicable
Financial Implications	None at this time
Follow Up	None at this time
Attachments	Tagish Engineering Ltd. Project Status Update to January 27, 2015
Recommendation	Administration respectfully requests Council accept the report.

Prepared By: Lori Hillis for Feb 6, 2015
 Donna Tona, CTS
 Interim Chief Administrative Officer
 Date

Endorsed By: Lori Hillis Feb 6, 2015
 Lori Hillis, CA
 Acting Chief Administrative Officer
 Date



PROJECT STATUS UPDATES

January 27, 2015

A handwritten signature in blue ink, appearing to be "JD", located at the bottom right of the page.

Town of Rimbey

RB00 – Rimbey General

This project is for small general requests for the Town.

(December 2) Contractor working at the NE lagoon has installed part of the platform support and is fabricating the piping to complete the piping upgrade.

(December 16) Contractor is working at completing the sub-drain manhole upgrade, work is scheduled to be completed by December 19, 2014.

(January 13) The Contractor has installed one pump in the sub-drain manhole, the second pump was not installed due to parts for the float controls were missing.

(January 27) Contacted Aqua Flow Meter Services Ltd. and received confirmation that a portion of the water meters could fail due to a problem with the size of the magnet used in the manufacture of some of the water meters installed in 2005 – 2006. Aqua Flow is working with the Public Works Department on supplying a replacement for the meters that fail.

RB87 – Hwy 20 Intersections – (GM)

This project consists of granular base construction (ready for asphalt paving to be completed by others) for both the 54 Av and 58 Av intersections on Hwy 20. Alberta transportation as agreed to pave the intersections in conjunction with the asphalt overlaying of Hwy 53

(December 2) Contractor has completed the extra work related to erosion control and has submitted invoices for payment.

(December 16) Final progress payment was submitted to Town for payment. Construction Completion Certificate (CCC) are being prepared and will be submitted to Town.

(January 13 - 27, 2015) No Change.

RB106 Rimbey Northeast Lagoon Subdrain Upgrades - GS

This project is related to all work involving the NE Lagoon repairs and drainage.

(Dec 1) The Town has confirmed that AMEC will do testing.

(Dec 13) We don't have a firm schedule from AMEC to start the testing.

(Jan 12) No change, Amec is trying to schedule during warm weather forecast as it is better for the testing equipment.

(January 27) Waiting for AMEC to confirm date as to when testing will start at the NE Lagoon.

RB108 2013 Walking Trails– GM

Project: Construct an asphalt trail system from the Rimbey Community Center to Hwy 53 - 55 St, then south along the west boundary of NE 20 – 42 – 2 W, connecting to the Lions Walking Trail.

(December 2) Contractor was contacted to submit the required documentation required prior to release of holdback.

(December 16) Construction Completion Certificate (CCC) are being prepared and will be submitted to Town.

(January 13) No Change.

(January 27) Processing holdback release on work completed in 2014 only.

RB120 – Community Center HVAC Upgrades – (GM)

This project involves the replacement of three (3) Air Handling Units and the Control System for the Rimbey Community Center.

AHU-1 Is the air handling unit that serves the main entrance and administrative areas.

AHU-4 Is the unit that serves the north side of the main auditorium.

AHU-6 Is the air handling unit for the fitness area.

(December 2) Digital Direct Controls are on site and are scheduled to be complete by December 4, 2014. The final hookups and commissioning are scheduled for the week of December 8, 2014.

(December 16) Contractors have completed the installation of the AHU and controls. The units will be commissioned in the week of Dec 15, 2014.

(January 13) AHU were commissioned however the gas regulator will have to be increased in size. All work to be completed by week of January 19.

(January 27) Public Works Department is working with KB Engineering and the Contractors to complete the installation of the HVAC units.

RB122 – Water System Upgrades 2014 – (GM)

(December 2) No Change.

(December 16) Nason is returning contracts this week and will then be sent to the Town. Has Public Works been able to verify the water valves on the supply lines?

(January 13) Signed contracts were sent to the Town for endorsement. Town forces are confirming if the water valves at Well 13 can be isolated to be able to complete pipe and meter upgrade.

(January 27) Town forces have confirmed operation of the valves at Well 13. Waiting for the Town to return the signed contracts for the 2014 Water System Upgrades.

RB124 – NE Lagoon Outlet Ditch Improvements – (LS)

(Dec 2) Awaiting input from Town before we can proceed.

(Dec 15 - Jan 27, 2015) No change.



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.6	
Council Meeting Date	February 9, 2015	
Subject	Community Grants Program Application	
For Public Agenda	Public Information	
Background	The Rimbey and District Volunteer Week Committee will be hosting their event at the Peter Loughheed Community Centre on April 13, 2015. This special event is a thank you to all of the volunteers in our community and surrounding areas.	
Discussion	The Volunteer Week Appreciation Evening will include a light supper and entertainment for all nonprofit community organizations. This is a free event held for all volunteers in the community and district.	
Relevant Policy/Legislation	Community Events Grant Program Policy #5402	
Options/Consequences	Council may choose to assist the Rimbey and District Volunteer Week Committee with the \$500 towards their Event. Council may choose not to assist the Rimbey and District Volunteer Week Committee.	
Desired Outcome(s)	The Volunteer Appreciation Event will be a major success and a many volunteers will come and enjoy the evening.	
Financial Implications	\$500 from the Community Events Grant Program budget	
Follow Up	A letter will be sent to the organization after the meeting on the decision of Council.	
Attachments	Grant Application	
Recommendation	That Council approves the \$500 towards the Rimbey and District Volunteer Week Committee's Appreciation Evening on April 13, 2015 in the Peter Loughheed Community Centre.	
Prepared By:	<u><i>Cindy Bowie</i></u> Cindy Bowie Director of Community Services	<u><i>Feb 6/15</i></u> Date
Endorsed By:	<u><i>Lori Hillis</i></u> Lori Hillis, CA Acting Chief Administrative Officer	<u><i>Feb 6, 2015</i></u> Date



Town of Rimbey
Community Events Grant Program Application

Contact/Group Information

Group/Assoc: Rimbey District Volunteer Week Committee Date: January 26, 2015
 Contact Name: Laine Dahms Title/Position: Treasurer
 Mailing Address: Box 404 Rimbey, AB T0C 2J0
 Telephone Number: 403-843-7823 or 403-843-2271 Email: Laine.dahms@alberta.healthservices.ca

Describe the primary objectives of your organization:

To say Thank you to all our Volunteers in our Community and surrounding area. Our evening event will include a light supper and entertainment. All nonprofit community organizations are invited.

Project/Event Information

Name of Project/Event: Volunteer Week Appreciation Evening Event
 Date of Event: April 13, 2015 Expected Attendance: 200

Provide a description of the project/event for which this funding is being applied for:

This is a free event held for all our volunteers in our Community and District. We are saying Thank you for all that they do.

Project/Event Funding

What is the funding amount requested from your organization for this project/event \$ 500.00
 *Note: The maximum amount of funding available for this application is \$500.00

Will your organization be requesting funds from any other sources for this project/event? If so, please list your funding sources below with anticipated funding amounts.

1. Enhancement Funding \$ 500.00
2. Powder Mill County Special Projects 500.00
3. _____ \$ _____
4. _____ \$ _____

LDH

Budget Information

Expenses

Advertising	\$ 197.61
Entertainment	\$ 200.00
Event Supplies	\$ 391.60
Meal	\$ 636.88
Set up Fee	\$ 200.00
Stationary Supplies	\$ 161.70
Equipment / maintenance	\$ 906.50
Total Expenses:	\$ 2694.19




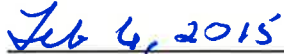
Revenues

Donations	\$ 2194.80
Interest	\$ 6.10
Volunteer Enhancement Fund	\$ 495.00
	\$
	\$
	\$
	\$
	\$
Total Revenues:	\$ 2695.90
Net Profit/Loss:	\$ 1.71

RK



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.7	
Council Meeting Date	February 09, 2015	
Subject	West Central Planning Agency	
For Public Agenda	Public <u>Information</u> from Committee of the Whole January 29, 2015	
Background	West Central Planning Agency was requested by Councilor Jaycox to provide a fee for services comparing the price of the Municipal Development Plan if completed in house vs. a private consulting firm.	
Discussion	Administration has received the comparison and has attached the document for this request for information.	
Relevant Policy/Legislation	Not applicable	
Options/Consequences	Not applicable at this time	
Desired Outcome(s)	Not applicable at this time	
Financial Implications	None at this time	
Follow Up	Request completed as per Committee of the Whole	
Attachments	West Central Planning Agency document outlining the fee structure.	
Recommendation	Administration recommends Council receive as information as per Committee of the Whole.	
Prepared By:	 Donna Tona, CTS Interim Chief Administrative Officer	 Date
Endorsed By:	 Lori Hillis, CA Acting Chief Administrative Officer	 Date

Kathy

From: Jason Tran <jtran@westcentralplanning.ca>
Sent: Monday, February 02, 2015 4:17 PM
To: rick pankiw; Mathew Jaycox; paul payson; Brian Godlonton; jack webb
Cc: Kemi Apanisile; Anna Lim; Kathy
Subject: WCPA Hours in Services for Rimbey in 2014

Hello Mayor and Council,

At the last meeting, Council Jaycox had asked me to get some information on how many hours we work for Rimbey. I can only come up with the numbers in 2014, going back further will required additional work; I hope this would be enough to show Rimbey that it is in the interest of Rimbey to stay with WCPA.

2014

MDP review – 16 hours
Rezoning reviews – 5 hours
Area Structure Plan reviews – 17 hours
Mappings and Auto CAD requests – 15 hours
Subdivision related to new and old applications – 45 hours
Meetings and Phone calls with Rimbey administration - 20 hours
Miscellaneous items (i.e. questions regarding process, municipal reserves and etc.) – 5 hours

Total of 2014: **123 hours**

If the Town has a private consultant at a cost of \$100.00 per hour; it would costs the Town **\$12,300.00** per year.

Last year (2014), Rimbey pays WCPA an annual fee of **\$7021.08**. As you all can see, the annual fee you paid to us is well worth the consultation times that we spent with Rimbey.


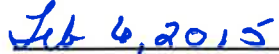


Yours truly,

Jason T. Tran, RPP, MCIP
Manager, WCPA
Suite 101, 5111-50 Avenue,
Wetaskiwin, AB T9A 0S5

Web: www.westcentralplanning.ca
Email: jtran@westcentralplanning.ca
Phone: 780-352-2215
Fax: 780-352-2211



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	7.8	
Council Meeting Date	February 09, 2015	
Subject	Rimbey Christian School	
For Public Agenda	Public <u>Information</u> from Committee of the Whole January 29, 2015	
Background	Council requested Administration bring the information to the February 09 meeting regarding this issue.	
Discussion	Administration respectfully requests more time on this issue. The time between the Committee of the Whole and the Council meeting did not leave enough time to complete this request.	
Relevant Policy/Legislation	Not applicable	
Options/Consequences	Not applicable	
Desired Outcome(s)	Administration would appreciate more time to be thorough and provide the proper time for the Cemetery Committee to provide a response to properly facilitate the children's request.	
Financial Implications	None at this time	
Follow Up	Request requires more time to facilitate the request from Committee of the Whole	
Attachments	None	
Recommendation		
Prepared By:	 Donna Tona, CTS Interim Chief Administrative Officer	 Date
Endorsed By:	 Lori Hillis, CA Acting Chief Administrative Officer	 Date



TOWN OF RIMBEY REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	February 9, 2015
Subject	Boards/Committees Reports
For Public Agenda	Public Information
Background	Various community groups supply minutes of their board meetings to Council for their information.
Discussion	
Relevant Policy/Legislation	Not applicable
Options/Consequences	Accept the various community group board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Desired Outcome(s)	To keep Council and the community informed of actions taken by the various community groups.
Financial Implications	Not applicable
Follow Up	Not applicable
Attachments	8.2.1 Rimoka Housing Foundation Organizational Meeting Minutes of December 10, 2014 and Rimoka Housing Foundation Meeting Minutes of December 10, 2014.
Recommendation	Motion by Councillor to accept the Rimoka Housing Foundation Organizational Meeting Minutes of December 10, 2014 and Rimoka Housing Foundation Meeting Minutes of December 10, 2014 as information.
Prepared By:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><u>Lori Hillis</u> Lori Hillis Acting Chief Administrative Officer</p> </div> <div style="width: 35%; text-align: right;"> <p><u>Feb 4, 2015</u> Date</p> </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><u>Lori Hillis</u> Lori Hillis, CA Acting Chief Administrative Officer</p> </div> <div style="width: 35%; text-align: right;"> <p><u>Feb 4, 2015</u> Date</p> </div> </div>

Rimoka Housing Foundation
 Organizational Meeting
 December 10, 2014 @ 9:00am
 Legacy Place, Ponoka

MINUTES

In Attendance:	Legion	D. MacPherson	
	Town of Ponoka	L. Gulka	R. Bonnett (for T. Falkiner)
	Town of Rimbey	R. Pankiw	J. Webb (for M. Jaycox)
	Ponoka County	P. McLauchlin	B. Liddle
	The Bethany Group	D. Beesley	S. Mickla
		M. Wideman (recorder)	

1.	<p>CALL TO ORDER</p> <p>The Organizational Meeting was called to order at 8:57am by Denis Beesley, assuming the role of Board Chair</p>
2.	<p>ORGANIZATIONAL MEETNG</p>
a.	<p>Election of Board Chair</p> <p>D. Beesley called for nominations for the position of Board Chair.</p> <ul style="list-style-type: none"> - MOVED by D. MacPherson that P. McLauchlin be nominated as Board Chair. P. McLauchlin accepted the nomination. - MOVED by J. Webb that R. Pankiw be nominated as Board Chair. R. Pankiw accepted the nomination. <p>D. Beesley called for further nominations three times, and hearing no further nominations, requested nominations cease. Vote by secret ballot, tabulated by D. Beesley.</p> <p>P. McLauchlin was declared Board Chair by majority vote.</p> <p>MOVED by R. Bonnett to destroy the ballots.</p>
b.	<p>Election of Board Vice-Chair</p> <p>P. McLauchlin assumed the Chair and called for nominations for the position of Board Vice-Chair.</p> <ul style="list-style-type: none"> - MOVED by R. Pankiw that B. Liddle be nominated as Board Vice-Chair. B. Liddle accepted the nomination.



	<p>P. McLaughlin called for further nominations three times, and hearing no further nominations, requested nominations cease.</p> <p>B. Liddle was declared Board Vice-Chair.</p>
3.	<p>ADJOURNMENT</p> <p>The December 10, 2014 Organizational Meeting was declared adjourned at 9:00am</p>

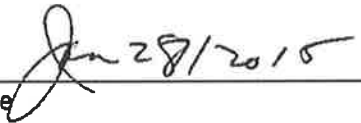


Paul McLaughlin, Board Chair

Date JAN 28 2015



Sharon Mickla, Director Client Services



Date

AK

Rimoka Housing Foundation
 Monthly Board Meeting
 December 10, 2014 @ 9:00am
 Legacy Place, Ponoka

MINUTES

In Attendance:	Legion	D. MacPherson	
	Town of Ponoka	L. Gulka	R. Bonnett (for T. Falkiner)
	Town of Rimbey	R. Pankiw	J. Webb (for M. Jaycox)
	Ponoka County	P. McLaughlin, Chair	B. Liddle, Vice Chair
	The Bethany Group	D. Beesley	S. Mickla
		M. Wideman (recorder)	
Observer:	Edwin Erickson		

1.	CALL TO ORDER The Board Meeting was called to order at 9:00am by Paul McLaughlin, Board Chair.
2.	ADOPTION OF AGENDA Addition of 'Complaints' under New Business. RHF 14-12-01 MOVED by R. Bonnett that the Board approve the Agenda for December 10, 2014 as amended. CARRIED
3.	APPROVAL OF MINUTES RHF 14-12-02 MOVED by B. Liddle that the Board accept the minutes of October 15, 2014 as circulated. CARRIED
4.	FINANCIAL REPORTS Review of Financial Statements for the ten months ended October 31, 2014 <ul style="list-style-type: none"> - Lodge Operations continue positive to budget, surplus after requisition is currently \$193,000. - Non-recurring maintenance includes the Hazmat survey in Rimbey, which would become a project cost once the funds are accessible. RHF 14-12-03 MOVED by R. Pankiw to accept the Financial Statements – Lodges for the ten months ended October 31, 2014 as presented. CARRIED <ul style="list-style-type: none"> - Legacy Place is currently full, one suite remains rented.

	RHF 14-12-04	MOVED by R. Bonnett to accept the Financial Statements – Legacy Place for the ten months ended October 31, 2014 as presented.	CARRIED
5.	2015 BUDGET REQUEST		
	a.	<p>Lodges</p> <p>Review of General Assumptions and Proposed Budget</p> <ul style="list-style-type: none"> – Discussion regarding the 2% budgeted increase for salaries and benefits. The Town of Rimbey froze all salary increases for 2015 and is not in favor of an increase to the Rimoka Foundation staff. Rather, they suggest no increase, to be reevaluated in fall 2015. Further discussion regarding difficulties with staff recruitment, including the loss of qualified staff to Alberta Hospital Ponoka and Rimbey LTC. Currently rates for Rimoka are lower than the lodge industry average or unionized sites. A comparison of staff rates in central Alberta will be provided. – Proposed budget is for the requisition to remain at \$423,200 with any surplus to be placed into reserves, which are projected to be approximately \$700,000 by the end of 2014. CMHC advises 4% of yearly revenue to be maintained each year in reserve funds. There is an additional \$140,000 internally restricted operating reserve. Fund dates back to the early 2000's, and the Board has the authority to allocate how all reserves are used. – Review of capital budget which includes the replacement of a commercial dishwasher for Golden Leisure Lodge at \$15,000. <p>RHF 14-12-05 MOVED by J. Webb to accept the 2015 Lodge Budget Request as presented, with the requisition to remain at \$423,200. CARRIED</p> <p>RHF 14-12-06 MOVED by L. Gulka to accept the 2015 Capital Budget Request of \$15,000 as presented. CARRIED</p>	
	b.	<p>Legacy Place</p> <p>Review of Proposed Budget for 2015. Projected turnover of 4 units in 2015 is based on history.</p> <p>RHF 14-12-07 MOVED by R. Bonnett to accept the 2015 Legacy Place Budget Request as presented. CARRIED</p>	
6.	OPERATIONAL REPORT		
		<p>Review of report prepared by S. Mickla</p> <ul style="list-style-type: none"> – Both Golden Leisure Lodge and Parkland Manor are currently full with waitlists for admission. Legacy Place is also full with a healthy waitlist of approximately 85 people. 	

	<ul style="list-style-type: none"> - Management of KR I & II will shift to Wendy Filewich effective January 1st, 2015. - Will circulate dates for the Christmas presentation of flowers and chocolates for Parkland and Golden Leisure. Also dates for Christmas events in Slater, Legion Arms and Reid Manor will be shared. <p>RHF 14-12-08 MOVED by R. Pankiw that the Board accept the Operational Report as presented. CARRIED</p>
7.	RIMBEY PROJECT
a.	<p>Update & Next Steps</p> <p>The RFP for Architects was posted on APC last week, closing January 6th. Mandatory site visit for interested Architects will be held next week in Rimbey. Hope for permission from Government shortly to proceed with the Construction Management posting on APC.</p> <p>A basic spec sheet will be provided to the Board for reference, and once selected the Architects will provide a more comprehensive report.</p> <p>All encumbrances have been pulled from land, and ownership will be transferred to the Foundation by the end of next week. Paul will engage government (Don Squire) in discussion about protection of interests in the land.</p> <p>Foundation will then apply for a development agreement with the Town of Rimbey. Rimbey Council will also discuss the potential to waive the building and development permit fees. The Performance Deposit will proceed with the developer.</p>
b.	<p>Appointments to Building Committee</p> <p>RHF 14-12-09 MOVED by R. Bonnet that B. Liddle, M. Jaycox, and R. Pankiw be appointed to the Building Committee. CARRIED</p> <p>Architect information will be provided to the Committee for review in advance of the interviews.</p>
c.	<p>Approval Letter from Minister to Borrow</p> <p>Have been in contact with ATB and Servus Credit Union, both who are interested and have the capacity for lending on this project. A Business Case was requested by both institutions, and a draft was provided for Board review.</p> <p>RHF 14-12-10 MOVED by B. Liddle to approve the provision of the Business Case to ATB and Servus Credit Union. CARRIED</p>

8.	STANDING AGENDA ITEMS	
a.	<p>Operations Sub Committee</p> <p>Committee will be meeting again in January. The October meeting went well, staff turnover has been extremely low in Ponoka over the last 6 months. Email system was identified as a concern for some staff uncomfortable with technology. Ongoing 'Email' 101 classes are offered, and opportunities to familiarize staff with the system are being considered, i.e. emailing paystubs.</p> <p>Request from Golden Leisure Lodge for endowment funds to replace the prints/photographs in the Lodge hallways at a cost of approximately \$1,000.</p>	<p>RHF 14-12-11 MOVED by R. Bonnett by to approve the Request for Endowment Funds as presented. CARRIED</p>
b.	<p>Housing Portfolio Update</p> <p>Review of Housing Report and financial statements.</p> <p>Discussion regarding cracks in Kansas Ridge sidewalks. Have had difficulty arranging for contractors, will be a priority project in the spring.</p>	<p>RHF 14-12-12 MOVED by J. Webb to accept the Housing Portfolio Update as information. CARRIED</p>
9.	PREVIOUS BUSINESS	
a.	<p>The Bethany Group Evaluation Process</p> <p>Review of results from the Evaluation Tool. Management/Operations was an area identified as a concern, in particular Communications. Will be included in the Strategic Planning session.</p>	<p>RHF 14-12-13 MOVED by R. Pankiw to accept the results of the Evaluation Tool as Information. CARRIED</p>
b.	<p>Final Approval of Business Plan</p> <p>Final review and approval of the Business Plan, for submission to Government.</p>	<p>RHF 14-12-14 MOVED by L. Gulka to accept the Business Plan as presented, for submission to government. CARRIED</p>

10.	NEW BUSINESS & CORRESPONDENCE	
	a.	<p>Complaints/Concerns Reporting Process</p> <p>Review of draft flowsheet to clarify the reporting process when receiving a complaint. Simplifies the process and ensures follow-up when a resolution has been found.</p>
	b.	<p>Annual Report to the Community</p> <p>Review of 2013-2014 Annual Report to the Community, to be provided to residents and the municipalities.</p>
	c.	<p>Complaints Received</p> <p>Discussion regarding concerns identified in Kansas Ridge I, including walk-in showers, sidewalk issues and access to building keys in an emergency. A response will be prepared by Denis, with a cc to the Board.</p> <p>A complaint was also received regarding smoking. The Board have made the decision to take a proactive stand on becoming smoke-free in all lodges and self-contained buildings. The rights of all residents, smokers and non-smokers will be considered, i.e. provision of a smoking gazebo outside.</p> <p>RHF 14-12-15 BOARD MOTION that Administration look into the implementation of a smoke-free policy in all Rimoka lodges and self-contained buildings. CARRIED</p>
11.	DATE & LOCATION OF NEXT MEETING	
	The next Rimoka Board meeting will be held on Wednesday January 21 at 9:00am in Parkland Manor, Rimbey.	
12.	ADJOURNMENT	
	<p>RHF 14-12-16 MOVED by J. Webb the December 10, 2014 Board Meeting be adjourned at 11:25am CARRIED</p>	

Paul McLaughlin, Board Chair

JAN 28 2015

Date

Sharon Mickla, Director Client Services

Date