

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY NOVEMBER 14, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
3.	Minutes	
4.1	Minutes of Council Organizational Meeting October 24, 2016	2-5
4.2	Minutes of Regular council Meeting October 24, 2016.....	6-11
4.	Public Hearings - None	
5.	Delegations	
5.1	Mr. Craig Teal – PCPS	12-18
6.	Bylaws - None	
7.	New and Unfinished Business	
7.1	Rimbey & District Crime Watch Association.....	19-21
7.2	Rimbey Business Sector Sustainability Advisory Committee	22-23
7.3	Refurbishment of Parkland Manor.....	24
7.4	Policies to be Rescinded	25-34
7.5	Policies to be Amended	35-42
7.6	Tagish Engineering Project Status Update to Oct 27, 2016	43-46
7.7	Policies to be Approved.....	47-48
7.8	FCM 2017	49
8.	Reports	
8.1	Department Reports - None	
8.2	Boards/Committee Reports	50
8.2.1	Rimbey Municipal Library Board Meeting Minutes of Sept 12, 2016.....	51
8.2.2	Rimbey Historical Society Minutes of Sept 21/16.....	52-53
8.2.3	Rimoka Housing Foundation Board Meeting Minutes of Sept 14/16.....	54-56
9.	Correspondence - None	
10.	Open Forum (Bylaw 894/14 – Council Procedural Bylaw #30 - The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.)	
11.	In- Camera	
11.1	Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL ORGANIZATIONAL MEETING

MINUTES OF THE ORGANIZATIONAL MEETING OF TOWN COUNCIL HELD ON MONDAY, OCTOBER 24, 2016 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 6:30 pm, with the following in attendance:

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Recording Secretary – Kathy Blakely

Absent:
Contract Development Officer – Liz Armitage
Director of Public Works – Rick Schmidt
Director of Community Services – Cindy Bowie
Municipal Intern - Michael Fitzsimmons

Public:
3 members of the public

2. Adoption of Agenda 2.1 October 24, 2016 Agenda

Motion 392/16

Moved by Councillor Godlonton to accept the Agenda for October 24, 2016 Organizational Council Meeting as presented.

CARRIED

3. Schedule 3.1. Council Meeting Dates and Times

Motion 393/16

Moved by Councillor Jaycox to schedule Regular Council Meetings every 2nd and 4th Monday of the month commencing at 7:00 pm.

CARRIED

Motion 394/16

Moved by Councillor Webb there only be one meeting in December 2016 on Monday, December 12, 2016 and only one meeting per month in the months of July and August, being Monday, July 24, 2017 and Monday, August 28, 2017, commencing at 7:00 pm.

CARRIED

Motion 395/16

Moved by Councillor Jaycox that if any regularly scheduled Council meeting falls on a statutory holiday, the Council meeting moves to the Wednesday of the same week, commencing at 7:00 pm.

CARRIED

4. Conventions 4.1 Council Conventions

Motion 396/16

Moved by Councillor Godlonton Council attend the AUMA Convention being held in Calgary from Nov 22-24, 2017, the AAMD&C Convention being held in Edmonton, Spring Mar 20-22, 2017 and Fall Nov 15-17, 2017, the FCM Conventions being held in Ottawa from June 1-4, 2017 and the Mayor and

Deputy Mayor to attend the 2017 Mayor Caucus meetings in 2017.

CARRIED

5. Appointments 5.1 Development Officer

Motion 397/16

Moved by Mayor Pankiw to appoint Mrs. Elizabeth Armitage of Vicinia Planning + Engagement Inc. as Planning and Development Officer of the Town of Rimbey.

CARRIED

Motion 398/16

Moved by Mayor Pankiw, Mrs. Elizabeth Armitage of Vicinia Planning + Engagement Inc. is to be added to the Town of Rimbey Insurance Policy with Jubilee Insurance as an Additional Insured with respect to Planning and Development Only.

CARRIED

5.2 Legal

Motion 399/16

Moved by Councillor Jaycox to add Chapman Riebeek LLP to the legal team of the Municipality, to now include Brownlee LLP, Sirrs and Chapman Riebeek LLP.

CARRIED

5.3 Bylaw and Policy Committee

Motion 400/16

Moved by Councillor Payson to terminate the Bylaw and Policy Committee.

CARRIED

5.4 Cemetery Board

Motion 401/16

Moved by Councillor Webb to appoint Councillor Godlonton and Councillor Webb, a representative from Oberhammer Funeral Chapels Ltd and a representative from Wilson Funeral Chapels and Crematorium (Rimbey) to the Town of Rimbey Cemetery Board, effective on the date of final reading of Bylaw 925/16.

CARRIED

5.5-5.17 Committee/Board Appointments (Schedule A)5.18 Subdivision and Development Appeal Board5.19 Rimbey Business Sector Sustainability Advisory CommitteeTown of Rimbey

SCHEDULE A
Committee / Boards October 2016 – 2017

	Committees / Boards	Mayor Pankiw	Councillor Jaycox	Councillor Payson	Councillor Godlonton	Councillor Webb	CAO Lori Hillis
	Deputy Mayor (6 month term)		Nov 1 2016 – Apr 30, 2017 Motion 348/15	May 1, 2017 – Oct 31, 2017 Motion 348/15			
	Signing Authorities (6 month term)		Nov 1 2016 – Apr 30, 2017 Motion 348/15	May 1 2017 – Oct 31, 2017 Motion 348/15			

Council Internal Committees

5.3	Bylaw & Policy Committee (3)	Committee Terminated – Motion 400/16					
5.4	Cemetery Board Members of Council (2) Representative from Oberhammer Funeral Chapels Ltd (1) Representative from Wilson's Funeral Chapel and Crematorium (Rimbey) (1)				X	X	

Council Community Committees

ADD	Beatty Heritage House		X				
5.5	Blindman Youth Action Society (1)			X			
5.6	Chamber of Commerce (1)				X		
5.7	Disaster Services Committee(3)		X	X			X
5.8	FCSS Board (1)					X	
5.9	Fire Commission (1)	X					X
5.10	F.O.I.P. Coordinator						X
5.11	Historical Society Board (1)					X	
5.12	Interagency Committee (2)	X			X		
5.13	Rimbey Municipal Library Board (1)			X			
5.14	Parkland Regional Library Board (1)	X				X	
5.15	Neighborhood Place (1)			X			
5.16	Rimoka Foundation Board (2)	X	X				
5.17	Wellness Committee (1)				X		

5.18	Subdivision and Development Appeal Board		
	SDAB Board Member	(Vacant)	November 1, 2016 – October 31, 2019
	SDAB Board Member	(Vacant)	November 1, 2016 – October 31, 2019

5.19	Rimbey Business Sector Sustainability Advisory Committee		
	Chairman		
	Board Member		
	Board Member		
	Board Member		
	Board Member		
	Board Member		
	Board Member		

Motion 402/16

Moved by Councillor Godlonton to adopt all board appointments according to Schedule A.

CARRIED

Motion 403/16

Moved by Councillor Jaycox to continue to advertise for the SDAB Board.

CARRIED

Motion 404/16

Moved by Councillor Webb to table the Rimbey Business Sector Sustainability Advisory Committee to the November 14, 2016 Regular Council Meeting.

CARRIED

6. Adjournment

Motion 405/16

Moved by Councillor Jaycox to adjourn the meeting.

CARRIED

Time of Adjournment: 7:10 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, OCTOBER 24, 2016 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 7:11 pm, with the following in attendance:

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Director of Community Services – Cindy Bowie
Recording Secretary – Kathy Blakely

Absent:
Contract Development Officer – Liz Armitage
Director of Public Works – Rick Schmidt
Municipal Intern - Michael Fitzsimmons

Public:
Treena Mielke, Rimbey Review
Mr. Paul Kusch – Delegation Rimbey Airport
8 members of the public

2. Adoption of Agenda 2.1 October 24, 2016 Agenda
7.12 Family Violence Prevention Month (addition)

Motion 406/16

Moved by Councillor Godlonton to accept the Agenda for October 24, 2016 Regular Council Meeting as amended.

CARRIED

Motion 407/16

Moved by Councillor Webb to extend the Regular Council Meeting beyond the 90 minutes as allocated for Council Meetings in Bylaw 924/16 Town of Rimbey Procedural Bylaw.

CARRIED

3. Minutes 3.1. Minutes of Regular Council Meeting September 26, 2016
3.2 Minutes of Special Council Meeting September 30, 2016

Motion 408/16

Moved by Councillor Godlonton to accept the Minutes of the Regular Council Meeting of September 26, 2016, as presented.

CARRIED

Motion 409/16

Moved by Councillor Jaycox to accept the Minutes of the Special Council Meeting of September 30, 2016, as amended.

CARRIED

4. Public Hearings 2.1 None

5. Delegation 5.1 Mr. Paul Kusch – Rimbey Airport

Mr. Paul Kusch advised that Mr. Couchman will be speaking on behalf of the airport group. Mr. Couchman suggested Council consider carefully the long term survival of the Rimbey Airport. He outlined their proposal would have the

airport run itself.

Motion 410/16

Moved by Councillor Jaycox to accept the presentation from Mr. Couchman, as information.

CARRIED

6. Bylaws

6.1 Bylaw 925/16 Cemeteries Bylaw

Motion 411/16

Moved by Councillor Jaycox to give first Reading to Bylaw 925/16, Town of Rimbey Cemeteries Bylaw.

CARRIED

Motion 412/16

Moved by Councillor Godlonton to give second reading to Bylaw 925/16 Town of Rimbey Cemeteries Bylaw.

CARRIED

Motion 413/16

Moved by Mayor Pankiw for Council to unanimously agree to present by Bylaw 925/16 Town of Rimbey Cemeteries Bylaw for third and final reading.

CARRIED

Motion 414/16

Moved by Councillor Payson to give third and final reading to Bylaw 925/16 Town of Rimbey Cemeteries Bylaw.

CARRIED

7. New and Unfinished Business

7.1 Franchise Fees - Fortis

Motion 415/16

Moved by Mayor Pankiw to leave the Franchise fee at the current rate of 14%.

CARRIED

7.2 Franchise Fees Atco Gas and Pipelines Ltd.

Motion 416/16

Moved by Councillor Webb to leave the Atco Gas and Pipelines Ltd. Franchise fee at the current rate of 25%.

CARRIED

7.3 Water Curbstops

Motion 417/16

Moved by Councillor Godlonton to deny the request from the owner of Plan 9822435, Block 8, Lot 25 to pay compensation for the repairs to the driveway, and abide by Town of Rimbey Bylaw 776/05, Policy 3207 Town of Rimbey Policy Blockages & Breaks on Water & Sewer Lines and Policy 3208, all of which indicate the property owner is liable for the cost of repairs.

CARRIED

7.4 Rimbey Art ClubMotion 418/16

Moved by Councillor Jaycox to approve the Rimbey Art Club becoming an Additional Named Insured under the Town of Rimbey insurance policy through Jubilee Insurance.

CARRIED

7.5 PoliciesMotion 419/16

Moved by Councillor Payson to amend Policy 152 Expense Claim Forms – Mayor/Councillors, Policy 168 Personnel Records, and Policy 1108 Reimbursement for Council Staff Boards & Commissions, as presented.

CARRIED

7.6 Rimbey AirportMotion 420/16

Moved by Councillor Godlonton to accept the tender documents received as information.

CARRIED

7.7 Tagish Engineering Project Status Update to October 4, 2016Motion 421/16

Moved by Councillor Jaycox to accept the Tagish Engineering Project Status Update to October 4, 2016, as information.

CARRIED

7.8 Arena Home Bench Advertising Signs – Rimbey Coop Proposal

Councillor Godlonton departed the meeting at 8:01 pm to eliminate any possible conflict of interest as he works for the Rimbey Coop.

Motion 422/16

Moved by Councillor Jaycox to approve to give the Rimbey Coop Home Bench Advertising Signs for free of charge for the 2016/2017 year, then the charge shall be \$350.00 plus GST, per sign, for each year, for ten years, and further the upkeep and maintenance of the signs is solely the responsibility of the Rimbey Coop.

CARRIED

Councillor Godlonton returned to the Council Meeting at 8:13 pm.

7.9 Terms of Reference – Cemetery BoardMotion 423/16

Moved by Councillor Webb to accept the Terms of Reference - Cemetery Board, as presented

CARRIED

7.10 Request to Waive FeesMotion 424/16

Moved by Mayor Pankiw to waive the Development Permit Fees and the Performance Deposit for Rimoka Housing Foundation to complete the installation of shallow utilities along Rimstone Drive.

CARRIED

7.11 Request for permission to hunt within Town of Rimbey LimitsMotion 425/16

Moved by Councillor Jaycox. to adhere to the Town of Rimbey Nuisance Bylaw 905/15 and deny Mr. Sargent's request to hunt geese within the Town of Rimbey Limits, and advise Mr. Sargent that he may use a propane cannon to deter the migratory geese.

CARRIED

7.12 Family Violence Prevention MonthMotion 426/16

Moved by Councillor Godlonton to proclaim the Month of November 2016, as Family Violence Prevention Month, in the Town of Rimbey.

CARRIED

8. Reports

8.1 Department Reports – None8.2 Boards/Committee Reports - None8.3 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 Payson's Report
- 8.3.5 Councillor Webb's Report

Motion 427/16

Moved by Councillor Webb to accept the Reports of Council, as information.

CARRIED

9. Correspondence

9.1 Correspondence – None

10. Open Forum

10.1 Open Forum

One person inquired about the Special Council Meeting and also inquired about the trees and shrubs for the Cemetery.

One person thanked Council for making the Family Violence Prevention Month Proclamation and advised Council there will be a Poverty Supper at the Legion on Sunday evening at 6:00 pm.

Mayor Pankiw recessed the Council meeting at 8:40 pm.

Director of Community Services Cindy Bowie and 8 members of the public departed the meeting at 8:40 pm.

Mayor Pankiw reconvened the Council meeting at 8:53

11. In Camera

11.1 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)

11.2 Land (Pursuant to Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act)

Motion 428/16

Moved by Councillor Godlonton the Council meeting go in camera at 8:53 pm, pursuant to Division 2, Sections 24(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Director of Finance Wanda Stoddart, and Recording Secretary Kathy Blakely to discuss land issues.

CARRIED

Mr. Stan Cummings and Karen Conover of SJC Development Corporation were asked to join the in camera session at 8:54 pm.

Mr. Stan Cummings and Karen Conover of SJC Development Corporation departed the in camera session at 9:15 pm.

Motion 429/16

Moved by Councillor Webb the Council meeting reverts back to an open meeting at 9:50 pm.

CARRIED

Motion 430/16

Moved by Mayor Pankiw to advise Mr. Cummings that Council respectfully denies the request that a potential development permit for Plan 082 6554, Block 14, Lot 15, would not make the buyer responsible to construct and pave a portion of the development of 47th and 46th avenues.

CARRIED

Motion 431/16

Moved by Councillor Godlonton to refuse the offer to purchase from Ponoka County in the amount of \$1.00 for the purchase of the Rimbey Airport.

CARRIED

Motion 432/16

Moved by Councillor Godlonton to refuse the offer from the Rimbey Airport Group in the amount of \$50,000.00 plus GST, to purchase the Rimbey Airport.

CARRIED

Motion 433/16

Moved by Mayor Pankiw to revert back to the 2015 hangar lease rates for the remainder of 2016 and then effective January 1, 2017 the Town of Rimbey will increase the rates by 10 percent each year for five years.

CARRIED

12. Adjournment

Motion 434/16

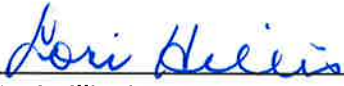
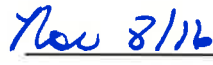

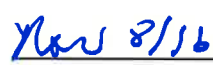
Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 9:53 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	5.1
Council Meeting Date	November 14, 2016
Subject	PCPS Delegation – Craig Teal
For Public Agenda	Public Information
Background	Mr. Craig Teal, from PCPS will presenting to Council regarding planning services.
Discussion	
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	
Attachments	Power Point Presentation Slides (14)
Recommendation	Administration recommends Council accept the presentation from Mr. Craig Teal regarding planning services, as information.
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>



An Introduction to PCPS and Services Offered

PRESENTATION TO RIMBEY COUNCIL

Mission

- ❖ To provide professional community planning services contributing to vibrant, livable municipalities

Values

- ❖ Commitment
- ❖ Consultative
- ❖ Entrepreneurial
- ❖ Flexibility
- ❖ Integrity
- ❖ Learning
- ❖ Quality
- ❖ Respect
- ❖ Collaborative
- ❖ Teamwork

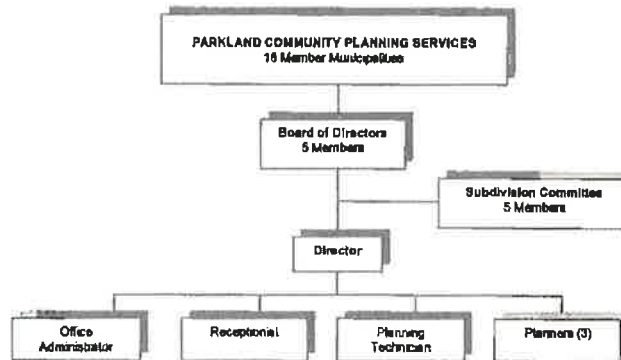


Role of PCPS

- Founded April 1, 1995 as Intermunicipal Services Agency under S. 625 of MGA
- Provide community planning advisory services
 - Subdivision Authority
 - Statutory and non-statutory documents
 - Public engagement
 - Day-to-day assistance
 - Development and marketing for municipal land
- Regional collaboration
- Act as your municipal planner



Governance and Structure



Operating Philosophy

- Put the planning needs and interests of member municipalities first and support the development of sustainable, well planned communities
- Provide a full range of planning services able to meet the needs of members
- Advocate for good planning practice and decision making
- Support continued professional development in delivery of planning services and advice
- Advocate for the responsible use of public resources in planning decisions and service delivery



Why Do Planning

- Protect public interest
 - Analyze long-term effect on municipality
 - Ensure development pays fair share
 - Effective, high quality designs
 - Clear policies for protecting and developing land
- Residents understand goals for growth
- Council has policies that support the decisions they make
- Existing planning documents require updating to encourage development



Why Choose PCPS

- Member owned – not for profit
- Quality professional planning assistance
- Shared service for cost effectiveness
- Dedicated core of professional planners and planning support staff
- Conflict of interest guidelines
- Professionals on contract to communicate with other professionals to safeguard the interests of the municipality




Current Services

- Statutory and non-statutory plans
- Land Use Bylaw
- Public participation
- Day-to-day advice
- Policy and strategies
- Planning systems supports
- Design (community, neighbourhood, subdivision, site)
- Planning graphics
- Intermunicipal planning
- Growth management
- Planning research
- Subdivision processing
- Planning implementation
- GIS data and map creation




Member Benefits

Annual Work Plan	Retain Subdivision Revenue	On Demand
Service Agreement	Subdivision Authority	Day-to-Day Assistance
Attendance to Provide Expertise	Base Map Updates	\$150/hr
Council/MPC	Mapping	Lower Rate



Non-Members

- Market service rate \$175/hr plus
- Higher hourly rate to compensate for no minimum annual usage amount
- Service agreement not required
 - No annual work program to ensure projects are scheduled with other municipality's projects
 - Does not guarantee project can be completed immediately – delay based on member project priority
- Same planning services available



Business Model

Categories	Average Annual Amount
Under 750 population	\$5,000
> 750 and < 1,500 population	\$10,000
1,500 and < 3,000 population	\$20,000
3,000 and over population	\$40,000

- Town of Rimbey population 2,378 – average amount \$20,000/yr
- Subdivision fees returned to municipality



Summary

- Member owned – operate on a not for profit basis
- Preferred level of service
- Yearly fee \$20,000
- Preferred member rate
- Subdivision fees returned to members
- Members have access to regional collaboration

Council Agenda Item	7.1
Council Meeting Date	November 14, 2016
Subject	Rimbey & District Crime Watch Association
For Public Agenda	Public Information
Background	On October 24 2016 Administration received a letter form Linda Campbell of the Rimbey & District Crime Watch Association.
Discussion	<p>The Rimbey & District Crime Association is requesting to use the Kinsman Room located in the Peter Loughheed Community Centre to hold their monthly meetings. The meetings would take place on the second Tuesday of each month from September through June and would last approximately 1 hour.</p> <p>The Rimbey & District Crime Association is requesting Council donate the costs of the meeting room.</p> <p>For Council's information, the Rimbey & District Crime Association have already used the Kinsman Room in September and October of 2016 free of charge.</p>
Relevant Policy/Legislation	Not applicable
Options/Consequences	<ol style="list-style-type: none"> 1. Council may grant the donation request of the rental of the Kinsmen Room. 2. Council may opt to deny the donation request of the rental of the Kinsmen Room. 3. Council may opt to charge a reduced rate for the rental of the Kinsmen Room.
Desired Outcome(s)	For Council to discuss and determine a resolution regarding the Rimbey & District Crime Watch Association donation request.
Financial Implications	Should Council decide to grant the donation request of the Kinsmen Room rental for the period of October 2016 to June 2017, there would be a loss of rental revenue in the amount of \$150.00 plus GST.
Follow Up	To advise the Rimbey & District Crime Watch Association of the decision of Council.
Attachments	Letter from the Rimbey & District Crime Watch Association.
Recommendation	Administration recommends Council authorize the Rimbey & District Crime Watch Association to hold their monthly one hour meetings, on the second Tuesday of each month, in the Kinsmen Room at the Peter Loughheed Community Centre, free of charge, for the period October 2016 through June 2017., with the exception of December 2016, whereby they will be required to select a different evening or a different room, and further, the Rimbey & District Crime Watch Association shall apply in writing for the rental, each and every year prior to August.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Nov 7/16

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Nov 7/16

Date

RIMBEY & DISTRICT CRIME WATCH ASSOCIATION

BOX 919, RIMBEY, AB.

TO TOWN COUNCIL, RIMBEY, AB.

Dear Council Members:

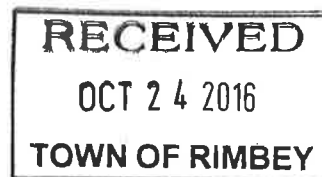
The board members would once again like to thank council for allowing us the use of the Kinsman Room for our monthly meetings. We are requesting that the courtesy be extended for the 2016-17 season (September to June). We meet on the 2nd Tuesday of the month and meetings are generally about 1 hour in length. The board would be very grateful if the monetary fee be waived, as we are a non-profit organization.

Thank you for your consideration. We may be contacted by mail at the above address, or I may be reached at 403-843-6411.




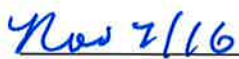
Yours truly,

Linda Campbell, secretary.

Linda Campbell
Oct 24, 2016.



Council Organizational Agenda Item	7.2														
Council Organizational Meeting Date	November 14, 2016														
Subject	Rimby Business Sector Sustainability Advisory Committee														
For Public Agenda	Public Information														
Background	<p>This item was brought before the Council Organizational Meeting on October 24, 2016, where it was table to the November 14, 2016 Regular Council Meeting.</p> <p><u>Motion 404/16</u></p> <p>Moved by Councillor Webb to table the Rimby Business Sector Sustainability Advisory Committee to the November 14, 2016 Regular Council Meeting.</p> <p style="text-align: right;">CARRIED</p> <p>The Rimby Business Sector Sustainability Advisory Committee was established in 2015 by way of Bylaw 897/15 and its terms of reference were adopted by motion 036/15.</p> <p>The Current Committee Members are</p> <table border="0"> <tr> <td>Chairman</td> <td>Bob Stevenson (resigned Oct 19/16)</td> </tr> <tr> <td>Committee Member</td> <td>Melvin Durand</td> </tr> <tr> <td>Committee Member</td> <td>Duane Adams</td> </tr> <tr> <td>Committee Member</td> <td>Steffon Olsen</td> </tr> <tr> <td>Committee Member</td> <td>Steven Schrader</td> </tr> <tr> <td>Committee Member</td> <td>Tony Delyster</td> </tr> <tr> <td>Committee Member</td> <td>Derrick Nordstrom</td> </tr> </table> <p>A email received Wednesday, October 19' 2016 indicates that Mr. Bob Stevenson will be stepping down as Chairman of the Committee.</p>	Chairman	Bob Stevenson (resigned Oct 19/16)	Committee Member	Melvin Durand	Committee Member	Duane Adams	Committee Member	Steffon Olsen	Committee Member	Steven Schrader	Committee Member	Tony Delyster	Committee Member	Derrick Nordstrom
Chairman	Bob Stevenson (resigned Oct 19/16)														
Committee Member	Melvin Durand														
Committee Member	Duane Adams														
Committee Member	Steffon Olsen														
Committee Member	Steven Schrader														
Committee Member	Tony Delyster														
Committee Member	Derrick Nordstrom														
Discussion	<p>Bylaw 897/15 states:</p> <p>4. All Committee members will be appointed to the Committee on a continuous basis or until such time that:</p> <p>a) The Council passes a resolution to cancel the appointment of one or more Committee members, which it may do so at any time, for any reason; or</p> <p>b) The Council determines that the mandate of the Committee is complete and passes a resolution to cancel all Committee member appointments and/or enacts a bylaw to rescind this bylaw.</p>														
Relevant Policy/Legislation															

Options/Consequences	<ol style="list-style-type: none">1. To accept the Committee Members as previously appointed.2. To make changes to the Committee appointments.3. To terminate the Committee and request Administration to bring forth a bylaw to rescind the bylaw.
Financial Implications	
Attachments	
Recommendation	Administration recommends Council to determine a course of action for the Rimby Business Sector Sustainability Advisory Committee.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>

Council Agenda Item	7.3
Council Meeting Date	November 14, 2016
Subject	Refurbish Parkland Manor
For Public Agenda	Public Information
Background	On November 4, 2016 Mayor Pankiw travelled to Edmonton for a meeting with Janet Parsons of Alberta Seniors Housing regarding the refurbishment of Parkland Manor. Previous discussions regarding the refurbishment of Parkland Manor have included moving the Rimbey Municipal Library and the West Country OutReach School to the existing manor site. Mayor Pankiw has discussed this with both Jean Keetch at the Library and Alva Holliday, Principal of the Out Reach School.
Discussion	As a result of the November 4, 2016 meeting, Alberta Seniors Housing has requested conceptual drawings of the proposal which includes refurbishing the existing Parkland Manor into 20 independent Seniors Apartments, the Rimbey Municipal Library and the West Country Out Reach school. Administration is requesting to work with Rimoka CAO to obtain a quote for these conceptual drawings.
Relevant Policy/Legislation	N/A
Options/Consequences	
Financial Implications	None
Attachments	
Recommendation	That Council instructs administration to work with Rimoka CAO to obtain conceptual drawings quote for the refurbishment of the existing Parkland Manor to include 20 independent Senior Apartments, the Rimbey Municipal Library and the West Country Outreach School.

Prepared By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer



 Date

Council Agenda Item	7.4
Council Meeting Date	November 14, 2016
Subject	Policies to be Rescinded
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimbey Policies.
Discussion	<p>During a review of policies, it was discovered the following Policy 1113 Part Time Policy and Policy 1114 Weekend Attendance at Seminars and Conferences were marked “to be rescinded”. A search of minutes of previous years resulted in no motions being found to rescind these policies.</p> <p>Policy 1113 and Policy 1114 will be covered in the Employee Policy when it is reviewed at a later date.</p> <p>Policy 7002 Exit Interviews was marked rescinded by Motion 265/06, however, a review of motion 265/06, does not include Policy 7002, therefore it is still in effect.</p>
Relevant Policy/Legislation	<p>MGA Section 153 General duties of councillors</p> <p>Policy 1113 Part Time Policy</p> <p>Policy 1114 Weekend Attendance at Seminars and Conferences</p> <p>Page 3, Regular Council Minutes, September 12, 2006, Motion 265/06</p> <p>Policy 7002 Exit Interviews</p>
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to rescind all the policies recommended for rescinding. 2. Council may choose to only rescind some of the policies recommended for rescinding. 3. Council may choose to not rescind any of the policies recommended for rescinding.
Financial Implications	Not applicable
Attachments	<p>MGA Section 153 General duties of councillors</p> <p>Policy 1113 Part Time Policy (to be rescinded)</p> <p>Policy 1114 Weekend Attendance at Seminars and Conferences (to be rescinded)</p> <p>Policy 7002 Exit Interviews (to be rescinded)</p>
Recommendation	Administration recommends Council rescind policies Policy 1113 Part Time Policy, Policy 1114 Weekend Attendance at Seminars and Conferences and Policy 7002 Exit Interviews.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Nov 7/16

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Nov 7/16

Date

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

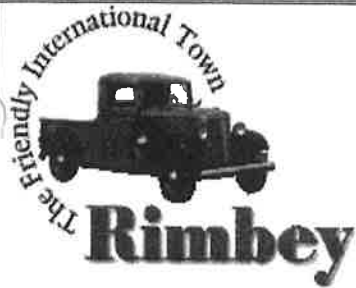
1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;



Town of Rimbey Policy Manual

Title: Part Time Policy

Policy No.: 1113

Supercedes.:

Approved: July 14th, 1993

Resolution No.: 336/93

Effective Date: July 14th, 1993

Purpose:

Policy Statement:

Definitions:

"Part time employee" shall mean a Town of Rimbey employee working less than 35.0 hours per week on a permanent ongoing basis. Presently this consists of the following four positions: Librarian, Assistant Librarian, Landfill Attendant, and Recreation Secretary.

"Average Day" shall mean a consistent amount of hours per day, determined by the total hours worked per calendar year (by the person or persons working the position) divided by the number of working days per year. Presently the number of working days per year are 250 (365 less 104 (weekends) and 11 (statutory holidays)).

Enactment

Part time employees shall be entitled to file grievances in the same manner as full time employees, as specified in full time employee policy #1101 (also known as the personnel policy).

Part time employees shall be entitled to the same Christmas bonus as full time employees, as specified in policy #1102.

Part time employees shall not be entitled to paid sick leave, but they may receive paid bereavement leave. Bereavement shall be based on the number of days away from work multiplied by the "average day" hours. A part time employee may be granted bereavement leave at the discretion without loss of wages at the discretion of the employer.

Payment of vacation pay shall be done as specified by the Employment Standards Code, and its regulations. Any outstanding vacation pay shall be paid out at the end of the municipality's fiscal year, i.e., some time in December of the following year.

To be rescinded

Part time employees shall be paid an average day's wages for all statutory holidays and other holidays specified in the Town of Rimbey's full time employee policy, but shall not normally work those days. Part time employees required to work on holidays shall be paid at a rate of time and a half (1 ½) for all hours worked over and above their regular day's pay.

Part time employees shall clearly show on their time sheets the hours they have worked. The Town of Rimbey shall not be responsible for errors made in the completion of time sheets.

Part time employees shall not be eligible for employee benefit plans.

There shall be prior consultation with all affected staff before any changes are made to this policy.

This policy shall be effective on the date of approval noted below.

Other employment conditions not presently addressed shall be dealt with by involving the affected employees, their department heads, the Town Manager, and the Employee Relations Committee of Council.

This policy approved by Town Council on the 14th day of July 1993.

Initial Policy was Approved:

Resolution:

Revised:

Resolution:

POLICY FORMAT
TOWN OF RIMBEY

TITLE: Policy re: Weekend attendance at seminars & conferences

AUTHORITY: Council resolution #599/94 EFFECTIVE DATE: Dec. 14/94 Policy No: 1114
Supercedes: _____

APPROVAL: _____

POLICY STATEMENT:

Background

There are times when a seminar, conference, or other educational session extends into a weekend, or takes place on a weekend.

In accordance with policy #1110, the municipality pays registration fees, return transportation, hotel/motel costs, and meals. Some benefit is realized by the municipal employees who attend these events; and there should be some recognition from staff as to the mutually beneficial nature of these events.

Policy

No overtime (or time off in lieu of overtime) will be paid for attendance at seminars, conferences, and other professional development events held during a Saturday or Sunday.

This policy shall take effect Dec. 14/94.

To be rescinded

PURPOSE:

DEFINITIONS:

Policies to be Amended

Administration requested that the following policies be amended: 5401 and 7001.

Motion 264/06

Moved by Councillor Stewart Tarney to amend policies #5401 and #7001.

CARRIED UNANIMOUS

Policies to be Rescinded

Administration requested that the following policies be rescinded: #6202, #6301, #6302, #8001, #8002, and #8003.

Motion 265/06

Moved by Councillor Clark to rescind policies #6202, #6301, #6302, #8001, #8002, and #8003.

CARRIED UNANIMOUS

Street Repairs

Administration and Council recognize that there are huge road repairs and sidewalk repairs required. Street repair will begin in identified areas that are severely distressed. These are the areas identified for this year's budget and a paving company has been contracted to do repairs on the following areas: 45th Ave from 52 to 55 Street, 47 Street from 50 to 51 Ave, 50th Ave water repair, approach off east side of 45th Ave, entrance to Coop of 51 Ave. Next years street repair budget will consider an overlay of 54 Ave (Country Lane) and the south portion of 52nd Street.

Motion 266/06

Moved by Councillor Clark to approve street repairs as presented by Administration.

CARRIED UNANIMOUS

Bernice Birtsch withdrew from meeting at 7:30 pm.

Safe Communities Coalition for Central Alberta

Motion 267/06

Moved by Councillor Stewart Tarney to approve membership of the Safe Communities Coalition for Central Alberta and to forward the information to RCMP, High School, FCSS, Rimoka and Hospital

CARRIED UNANIMOUS

Reports – Council

The following reports were provided by Council:

Councillor Clark

- Olds Flying Club will be flying into Rimbey on October 3 at 6:00 pm to hold their flying club meeting. This is an opportunity to showcase our community. These clubs are always in contact with political officials and are very aware of funding opportunities available for municipal airports.

Councillor Stewart Tarney

- Attended West Central Planning Agency Meeting. Activities in development are up and all members received dividend cheques.

Councillor Karroll

- Nothing to report

Mayor Barr

- This has been a busy summer for Administration with many development issues dealt with. Development is up in all areas including new housing.
- Special Events Committee is actively going ahead with 2007 International Truck Celebration, which is spearheaded by the Historical Society and the town is committed to help out.

EXIT INTERVIEWS

Policy Statement:

Exit interviews are conducted with individuals as they leave the employ of the Town of Rimbey for the purpose of gathering valuable input on improving management practices.

Guidelines:

The interviews are conducted by an outside consultant or volunteer appointed by Town Council.

The interviews are voluntary.

Opportunities for improvement identified through the exit interview process will be discussed with the appropriate personnel, while making every attempt to maintain the confidentiality of specific comments made during the interview. Sample questions are attached to this policy.

Approved by Town Council:

this 7th day of April, 1998.

Resolution #141/98

*Rescinded
motion 265/06 X
#7002 not in the motion
therefore still in effect.*

EXIT INTERVIEW

Employee Name: _____ Date: _____

1. What is your reason for leaving?
2. Why did you decide to seek employment elsewhere?
3. Are there any other reasons why you are leaving?
4. Was your job here the way you thought it would be after hearing it described in your hiring (or promotional) interview?
5. As an employee, were you given all of the information you needed to perform your job?
6. How did you feel about the quality of training you received for your job?
7. How did you feel about the supervision in your unit?
8. How did you feel about your job? Were you accomplishing something worthwhile through your job?
9. How did you feel about your rate of pay in relation to the type of work you did?
10. How do you feel about opportunities for advancement within the Town?
11. What do you think of Town benefits?
12. What was the most common complaint of fellow employees?
13. What were the things you liked most about working here?
14. What were the things you liked least about working here?




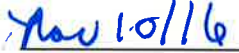
- 15. What changes would you make to make this a better place to work?
- 16. Would you refer friends to the Town of Rimbey?
- 17. Is there anything you would like to add about your reasons for leaving?

Interviewer's name

Date interview conducted: _____

Interviewer's Comments: _____

Council Agenda Item	7.5
Council Meeting Date	November 14, 2016
Subject	Policies to be Amended
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimby Policies.
Discussion	<p>The following policies require minor amendments. Words crossed out have been removed and words highlighted in yellow have been added.</p> <p>Policy 169 Plaques for Departing Elected Officials</p> <p>Policy 1001 Department Structure</p> <p>Policy 5402 Community Events Grant Program: The Town has two programs in place. The Community Events Grant Program and the Public Relations Program both used to assist community groups with fund raising events. The Community Events Grant Program provides funding up to \$500 per event and the Public Relations Program is used to purchase a table at community events.</p> <p>We are suggesting that these programs should be combined as they are used for the same purpose; to assist community groups with their fundraising efforts.</p> <p>The combined program would fall under Policy 5402 Community Events Grant Program.</p>
Relevant Policy/Legislation	MGA Section 153 General duties of councillors Policy 169 Plaques for Departing Elected Officials Policy 1001 Department Structure Policy 5402 Community Events Grant Program
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to amend all the policies recommended for amending. 2. Council may choose to only amend some of the policies recommended for amending. 3. Council may choose to not amend any of the policies. 4. Council may choose to rescind any of the policies recommend for amending.
Financial Implications	As determined by each policy.
Attachments	MGA Section 153 General duties of councillors Policy 169 Plaques for Departing Elected Officials Policy 1001 Department Structure Policy 5402 Community Events Grant Program

Recommendation	Administration recommends Council amend Policy 169 Plaques for Departing Elected Officials, Policy 1001 Department Structure, and Policy 5402 Community Events Grant Program, as presented. Administration recommends Council authorize Administration to amend the logo in all policies, which require no further amendments other than the logo.
Prepared By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>
Endorsed By:	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

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1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;



Town of Rimbey Policy Manual

Title: Plaques for Departing Elected Officials

Policy No.: 169

Supersedes.: Amended

Approved:

Resolution No.:

Effective Date:

Purpose:

To provide a consistent procedure in recognizing departing elected officials.

Policy Statement.

Plaques will be purchased for ~~Councillors or the Mayor~~ **Members of Council** when they resign, or decide not to seek re-election, or **are defeated** in a general municipal election.

Plaques shall not be purchased for a Mayor or Councillors who resigns after less than one year of service, unless a resolution of Council instructs otherwise. Plaques shall not be purchased for a Mayor or Councillor who is disqualified from holding office.

The following price guidelines shall be followed regarding the total cost of the plaque to be purchased:

- ~~1. Councillor or Mayor with one to three years of service, including those who have served only one term in office – plaque costing not more than \$ 70.00 (seventy dollars)~~ **Members of Council with one or more years of service – plaque costing not more than \$125.00 (one hundred twenty five dollars).**
- ~~2. Councillor or Mayor with more than three years service – plaque costing not more than \$ 90.00 (ninety dollars)~~

~~Other gifts may be substituted in lieu of plaques at Council's discretion, but the above noted cost limits shall still be followed.~~

Initial Policy was Approved: October 14, 1992

Revised:

Resolution: 411/92

Resolution:



Town of Rimbey Policy Manual

Title: Department Structure

Policy No.: 1001

Supersedes Amended

Approved:

Resolution No.:

Effective Date:

Purpose: To define the structure of the Town Organization.

Policy Statement:

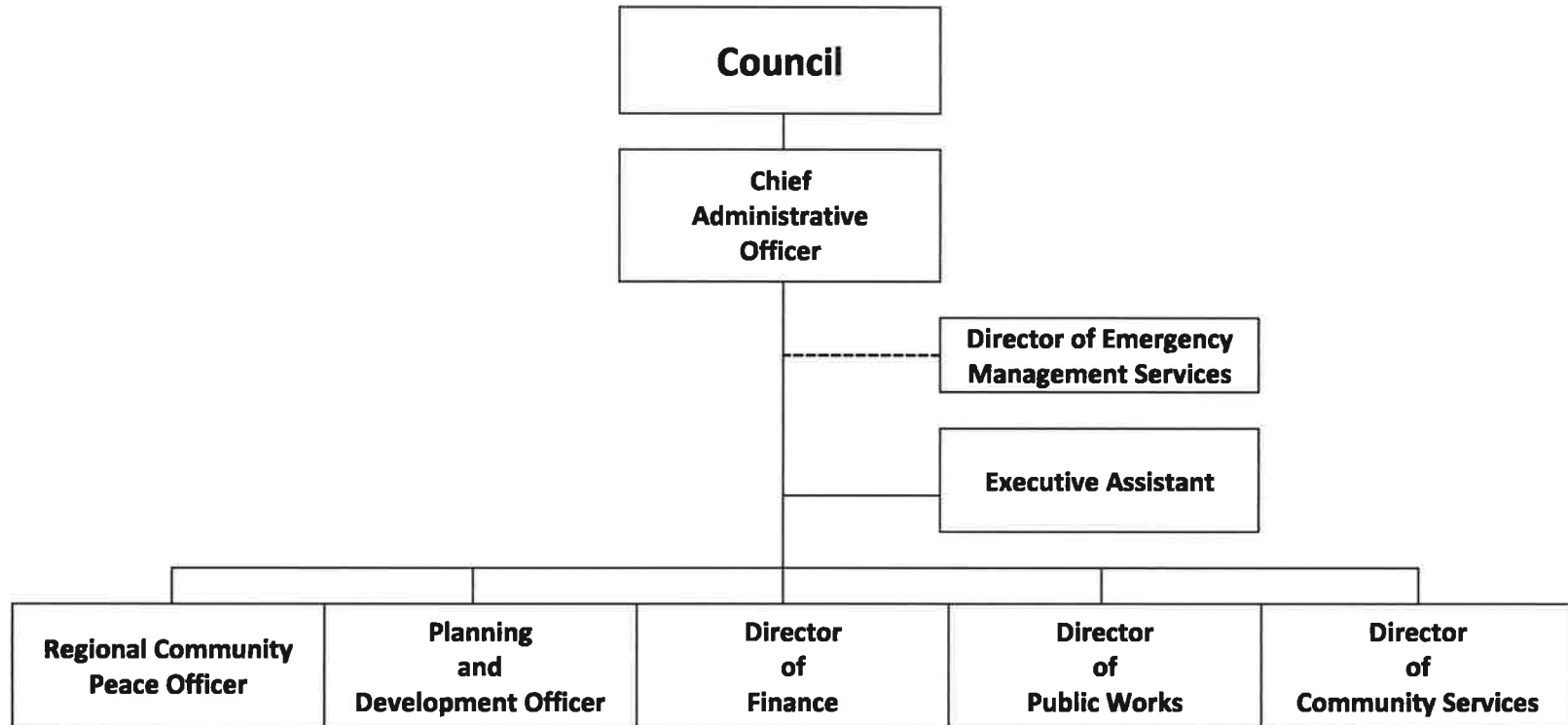
To adopt the organization structure, as amended from time to time, as set out in the attached Organizational Chart.

Initial Policy as Approved: September 10, 1986
Revised:

Resolution : 453/86
Resolution:



TOWN OF RIMBEY





Town of Rimbey Policy Manual

Title: Community Events Grant Program **Policy No.:** 5402

Supersedes: Amended

Approved: **Resolution No.:**

Effective Date:

Purpose: To provide a source of funding for eligible community groups to assist in hosting a community event.

Policy Statement:

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

Definitions

1. "Community Event" is defined according to the following:
 - a. Event primarily designed and delivered for the general population; or
 - b. Event that is locally based and whose efforts are either local or regional in nature.
2. "Eligible Event" is defined according to the following:
 - a. Event that appeals to the general population and has a high level of community acceptance.
 - b. Proceeds from the event are solely intended to support the community.
 - c. Event that is hosted within the Town of Rimbey and must be open and accessible to the public regardless of age, sex, creed, or religion.
 - d. Event is non-partisan in nature.
3. "Eligible Group" is defined according to the following:
 - a. Organizations including registered non-profit societies, Canadian registered charities that operate in the Rimbey area or other community groups/organizations.
 - b. Organizations that are non-partisan in nature.
 - c. Organizations currently receiving a municipal property tax exemption are not eligible to receive funding.

Amended:

Date:	March 23/11	Resolution:	78/11
Date:	January 9/12	Resolution:	03/12
Date:	April 14/14	Resolution:	123/14

Responsibilities


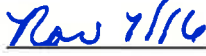
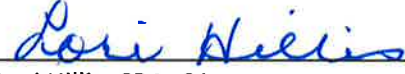
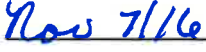
1. The Town of Rimbey Community Services coordinates, promotes and receives applications for the Community Events Grant Program up to December 31st of the calendar year or until funding expires. Organizations are eligible to apply for funding in advance or 30 days after their event, provided the application is received within the calendar year.
2. The Director of Community Services reviews the grant applications in accordance with this policy and makes funding recommendations to Town Council.
3. In their application for a Community Events Grant, recipients shall illustrate all projected expenses and revenues as it relates to their event.
4. The Town of Rimbey will not be held responsible for any claims related to the proposed activity.
5. Submit a signed Financial Statement/Expenditure Report within 60 days of completion of the event, verifying that funds were used for the purpose awarded.
6. Acknowledge receipt of the Community Events Grant Program funding where appropriate.

Standards

1. Applications must be submitted using the approved application form.
2. A Financial Statement detailing the actual expenditures and revenues of the event must be submitted no later than 60 days after the event in order to receive funding.
3. Organizations shall be limited to one Community Events Grant per calendar year.
4. If an event is cancelled, or is not completed within the calendar year, all awarded funds shall be returned to the Community Events Grant Program.
5. Eligible expenses may include, but are not limited to:
 - a. Facility Rental Costs
 - b. Equipment Rental Costs
 - c. Guest Speakers/honorariums
 - d. Printing/Advertising
 - e. Trophies/Medals/Plaques
6. The maximum amount granted shall be \$500.00
7. Council may accept or reject any application based on merit and availability of funds.

Amended:

Date:	March 23/11	Resolution:	78/11
Date:	January 9/12	Resolution:	03/12
Date:	April 14/14	Resolution:	123/14

Council Agenda Item	7.6
Council Meeting Date	November 14, 2016
Subject	Tagish Engineering Project Status Update to October 27, 2016
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 meeting with Administration.
Relevant Policy/Legislation	Not applicable.
Options/Consequences	Not applicable.
Financial Implications	None at this time.
Attachments	Tagish Engineering Project Status Update to October 27, 2016.
Recommendation	To accept the Tagish Engineering Project Status Updates to October 27, 2016, as information.
<p>Prepared By:</p> <p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>	
<p>Endorsed By:</p> <p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>	



PROJECT STATUS UPDATES

October 27, 2016

Date	Project Manager	Status Update
Town of Rimbey		
Project: RBYM00000.16 RB00 - General Engineering 2016		
December 31, 2013	Matichuk, Gerald	Project Description: This project is for small general requests for the Town.
October 3, 2016	Matichuk, Gerald	Tagish staff are preparing 2017 Capital Budget Estimates complete with project descriptions.
October 13, 2016	Matichuk, Gerald	Tagish staff submitted 2017 Capital Budgets estimates to Town staff for consideration.
October 27, 2016	Matichuk, Gerald	No assignment this period.
Project: RBYM00106.00 RB106 -NE Lagoon General Engineering		
December 31, 2013	Matichuk, Gerald	Project Description: This project is related to all work involving the NE Lagoon repairs and drainage.
October 3, 2016	Matichuk, Gerald	Waiting for AMEC Foster Wheeler to complete ground water testing report.
October 13, 2016	Matichuk, Gerald	No Change.
October 27, 2016	Matichuk, Gerald	AMEC Foster Wheeler have completed the ground water testing and provide a report on the Town's ground water wells.
Project: RBYM00125.00 RB125 - Main Reservoir Upgrade		
October 3, 2016	Matichuk, Gerald	No assignment this period. (Oct 3 - Oct 27)
Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1		
December 31, 2013	Matichuk, Gerald	Project Description: Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well.
October 3, 2016	Matichuk, Gerald	Omni-McCann is reviewing the Ponoka County Well Report and will provide comments regarding the wells projected yield.
October 13, 2016	Matichuk, Gerald	Omni-McCann provided an analysis on the wells in the neighbourhood of the Towns existing ground water wells and provided a recommendation on potential new well locations. Access Land Services are finalizing work agreements for new well drilling locations.
October 27, 2016	Matichuk, Gerald	Waiting for Access Land Services to finalize work agreement documents for new wells.
Project: RBYM00128.00 RB128 - 2016 Street Improvements		
December 31, 2013	Matichuk, Gerald	Project Description: Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.
		<ul style="list-style-type: none"> • 50 Street asphalt overlay from 52 Ave to 56 Ave • 49 Street asphalt overlay from 52 Ave to 54 Ave • 49 Street repair and overlay from 49 Ave to 50 Ave • Concrete replacement at various locations
October 3, 2016	Matichuk, Gerald	Confirming quantities and preparing progress payment # 4. Discussions with J. Branco and Sons Concrete Services to schedule concrete replacements on 50 Av.
October 13, 2016	Matichuk, Gerald	Progress Payment PPC#4 was submitted to the Town for payment. October 13, Town staff, J. Branco & Sons and Tagish marked out locations of trip hazards to be replaced in the down town area. Contractor is scheduled to be on site the week of October 17, weather permitting.

October 27, 2016 Matichuk, Gerald

J. Branco and Sons Concrete Services has completed the 2016 sidewalk repairs on 50 Ave between 50 St and 51 St. A construction completion inspection on the project is scheduled for October 27, 2016.

Project: RBYM00131.00 RB131 - SW Stormwater Management Plan

September 2, 2016 Solberg, Lloyd

Tagish met with the Town on September 1st and discussed the stormwater management plan. Project is on hold until the Town decides if they want to go ahead or not.

October 13, 2016 Solberg, Lloyd

2017 Capital Plan was sent to the Town. SW Stormwater Management Plan was one of the recommended projects. Project is on hold until/if the Town decides to go ahead with the project.

Council Agenda Item	7.7
Council Meeting Date	November 14, 2016
Subject	Policies to be Approved
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimby Policies.
Discussion	Policy 156 Councillor Attendance at Conferences/Seminars was created to provide guidance to determine Elected Officials attendance at Conventions and Meeting.
Relevant Policy/Legislation	MGA Section 153 General duties of councillors Policy 156 Councillor Attendance at Conferences/Meetings
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to amend the policy. 2. Council may choose to approve the policy as presented.
Financial Implications	
Attachments	MGA Section 153 General duties of councillors Policy 156 Councillor Attendance at Conferences/Meetings
Recommendation	Administration recommends Council approve Policy 156 Councillor Attendance at Conferences/Meetings as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

Nov 9/16

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer


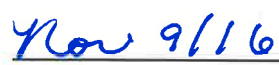


Nov 9/16




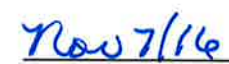
Date



Town of Rimbey Policy Manual

Title: Councillor Attendance at Conferences/Meetings	Policy No: 156
Date Approved:	Resolution No:
Date Effective:	
Purpose:	To provide guidance to determine Elected Officials attendance at Conventions/Meetings.
Policy Statement:	The Council of the Town of Rimbey recognizes the importance of Council attendance at conferences, and accepts responsibility for payment of related fees and expenses for attendance at such conferences.
<p>The Mayor and Councillors may attend the following conferences/seminars:</p> <ul style="list-style-type: none"> AAMD&C (Alberta Association of Municipal Districts & Counties) AUMA (Alberta Urban Municipalities Association) FCM (Federation of Canadian Municipalities) AUMA Mayors Caucus's Any other conference/seminar deemed necessary by Council. <p>The Mayor and Deputy Mayor may attend the Mayor's Caucus.</p> <p>The Mayor and one (1) Councillor may attend the two (2) AAMD&C Conferences per year.</p> <p>All Council may attend the annual AUMA Conference.</p> <p>Attendance at the Annual FCM Conference will be limited to the Mayor and two Councillors when the conference is held out of province. The Councillors shall rotate until all Councillors have attended.</p> <p>The Mayor and all Councillors may attend the Annual FCM Conference when it is held in the Province of Alberta.</p> <p>Expenses for attendance at conferences/seminars will be reimbursed as per Policy 155.</p> <p>It is expected all delegates will conduct him/her self in such a manner to positively reflect the values of the Town of Rimbey by attending all sessions punctually and professionally.</p>	
Initial Policy Date:	Resolution No:
Revision Date:	
Revision Date:	

Council Agenda Item	7.8
Council Meeting Date	November 14, 2016
Subject	FCM 2017
For Public Agenda	Public Information
Background	The FCM Convention for 2017 is being held in Ottawa, Ontario, from June 1-4, 2017.
Discussion	<p>Last year the FCM Convention was held in Winnipeg, Manitoba. Attendees were Mayor Pankiw, Councillor Godlonton and Councillor Webb.</p> <p>The 2017 delegates should be Mayor Pankiw, Councillor Jaycox and Councillor Payson. Unfortunately, due to work commitments, Councillor Payson can not attend.</p> <p>Administration will be bringing forth a policy relating to staff attendance at conferences and conventions. The Chief Administrative Officer will be listed as a delegate to the FCM Conference in the policy.</p>
Relevant Policy/Legislation	
Options/Consequences	
Financial Implications	Cost of registration, hotels and flights.
Attachments	
Recommendation	Administration recommends Council determine which Council Members, along with Mayor Pankiw and Chief Administrative Officer Lori Hillis will attend the FCM Convention in Ottawa Ontario, from June 1-4, 2017.
Prepared By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>
Endorsed By:	<p style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </p> <p style="text-align: right;">  _____ Date </p>

Council Agenda Item	8.2
Council Meeting Date	November 14, 2016
Subject	Boards/Committee 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 groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Financial Implications	Not applicable
Attachments	8.2.1 Rimby Municipal Library Board Meeting Minutes of September 12, 2016 8.2.2 Rimby Historical Society Minutes of September 21, 2016 8.2.3 Rimoka Housing Foundation Board Meeting Minutes of September 14, 2016
Recommendation	Motion by Council to accept the Rimby Municipal Library Board Meeting Minutes of Sept 12, 2016, the Rimby Historical Society Minutes of September 21, 2016, and the Rimoka Housing Foundation Board Meeting Minutes of September 14, 2016 as information.
Prepared By:	
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	
Endorsed By:	
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: center;">  _____ Date </div> </div>	

**Rimbey Municipal Library Board Meeting
Monday, Sept. 12th, 2016. (6:00 p.m.)**

Present: Mike Boorman, Robin Burns, Jay Cottell, Bev Ewanchuk, Jean Keetch, Marg Ramsey.
Away: Paul Payson

Call to Order

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

Consent Agenda Items:

1. Librarians Report -
2. Financial Report -
3. Correspondence - Mike approved the consent agenda items

Business Arising from the Minutes

1. Dueling Pianos - March 11, 2017 - a deposit of \$682.00 was sent. Jean will ask Parkland Motel for 2 rooms for the band and it was decided that we will get the hot dog carousel and have a bar as well.
2. May Fund Raiser - we made a total of \$6113.02 this year and it will be held on Saturday, June 10, 2017 next year.
3. Concession at the Ball Tournament this weekend - a schedule was drawn up for workers and Mike will bring the BBQ and Grill from Jean's house.

New Business

1. Alberta Library Conference - Jean has booked 2 rooms for April 27 - 30, 2017.
2. 2017 Budget - Jay moved that we approve the Budget for 2017 as presented, Robin seconded. All in favor.
3. Baying Buffoons - the theatre presentation will be held on November 24 - 27, 2016 and it was decided that:
Thursday, Nov. 24 - dessert night (no bar)
Friday, Nov. 25 - Dinner Theatre with Rob Ronnie catering
Saturday, Nov. 26 - Wine and Cheese Theatre
Sunday, Nov. 27 - Brunch and Matinee starting with the brunch from 12:00 - 1:30

Jay adjourned the meeting at 7:35 p.m

Next Meeting: Monday, October 17th at 6:00 pm.

Secretary



Chairperson



Rimbey Historical Society

Meeting Minutes Wednesday September 21, 2016

Held at the Smithson International Truck Museum

Present: Larry Varty, Eric Hornsey, Jack Webb, Reuben Giebelhaus, Cheryl Jones, Jim Schneider, Linda Girodat, Allan Tarleton, Janet Carlson, Janet Burghardt, Pauline Hansen

Call To Order: Larry called the meeting to order at 7:20pm

Agenda: Jim moved, Eric seconded to approve agenda. CARRIED

Minutes: Eric moved, Jack seconded to accept the minutes of Wednesday August 17, 2016 as presented. CARRIED

Business Arising from the Minutes:

None

President's Report:

None

Treasurer's Report:

Al moved, Eric seconded, treasurer's report be accepted as presented.
CARRIED

Administrator/Curators Report:

Cheryl

Reported that she attended the third Canada 150 Event meeting.

That the Canada 150 Tulip Bulbs were here and would be planted after last Farmers' market.

The back wall of the Sawmill Shed was painted and now that which was removed for painting could please be returned.

Artifacts:

Eric moved and Jim seconded that we accept the artifacts presented which were:
A small quilted wall hanging from the Red Hatters along with some of their History.
A Large wooden wheeled wagon, over 100 years old.

Town Representative Report:

Jack explained that he would take any questions or concerns that the Board had that would concern the Town Council back to the Town Council but that it would also be most beneficial if we presented them ourselves to the Town Council.

Committee Reports:

Grants: Nothing at this time

Gaming Casino: Nothing at this time

Rimbey Historical Society

Restoration& Trucks:

Working on an International Scout

Buildings& Yard:

Some more cleanup around sawmill

Events and Fundraising:

Park Cafe needs some more discussions for better recruitment.

Farmers Market contract to be looked at and discussed

Volunteer& Recruitment:

Volunteers constantly being sought after.

Strategic Planning:

The work being done by this committee was presented to the board for their approval and reading. Jim moved and Pauline seconded that the Code of Ethics, Framework Policies, and Human Resources Policy 5.2.1 be accepted as presented Carried. The rest of the Policy's to be approved at October board meeting. It was felt by most of the board that Human Resources Policy 5.2.1 needed to be revisited for more discussion at a later date.

New Business:

Farmers Market Contract to come up at next meeting.

Next Meeting:

Wednesday October 19th 7:00pm at the Smithson International Truck Museum.

Adjournment: Jack moved adjournment 8:00pm



BOARD MEETING
Wednesday, September 14, 2016
9:30 am
Legacy Place, Ponoka

PRESENT: P. McLaughlin, Board Chair L. Gulka M. Jaycox
R. Pankiw B. Liddle P. Hall, CAO M. Nielsen, Recorder
ABSENT: D. MacPherson

CALL TO ORDER

P. McLaughlin, Board Chair called the meeting to order at 9:33 a.m.

ADOPTION OF AGEND

MOVED by R. Pankiw that the Board meeting agenda be adopted. (RHF 16-09-01)

Carried

APPROVAL OF MINUTES

MOVED by M. Jaycox that the Board accept the minutes of the June 15, 2016 Board meeting. (RHF 16-09-02)

Carried

FINANCIAL REPORTS

For the seven months ended July 31, 2016

MOVED by C. Prediger that the Board accept the Lodge Financial Statements for the seven months ended July 31, 2016 as information. (RHF 16-09-03)

Carried

MOVED by R. Pankiw that the Board accept the Legacy Financial Statements for seven months ended July 31, 2016 as information. (RHF 16-09-04)

Carried

MOVED by M. Jaycox to accept the Cash in Bank report and cheque registers as presented. (RHF 16-09-05)

Carried

L. Gulka joined the meeting at 9:52 a.m.

B. Liddle joined the meeting at 10:00 a.m.

A handwritten signature in black ink, appearing to be a stylized 'R' or similar character.

NEW BUSINESS & CORRESPONDENCE

POLICY UPDATES

Some policies have been completed while some are still in progress and will be on a continuous basis while all areas of operations are being reviewed.

MOVED by C. Prediger to accept the policies as presented. (RHF16-09-10)

Carried

SPRINKLER RFP

P. Hall has completed RFP for Golden Leisure Lodge sprinkler upgrade and will proceed after attending APC training on September 21, 2016.

GRADE ISSUES GOLDEN LEISURE LODGE

There has been significant water intake in the crawl spaces at the Lodge in Ponoka and in the parkade and stairwells at Legacy Place that requires re-grading and landscaping of the grounds. P. Hall anticipates receiving quotes by next week at which time he will review and award the project to ensure it is completed as soon as possible. He will also inform the insurance company of grade and water issues.

FOIP REQUEST

The Foundation has received a FOIP request to be addressed by P. Hall.

BANK SIGNING AUTHORITY

MOVED by R. Pankiw to approve the authorized signing authorities for the Rimoka Housing Foundation to be the Board Chair (Paul McLaughlin), Board Vice-Chair (Loanna Gulka), the Ponoka Manager (Ronda Lamey), the CAO (Peter Hall) replacing Interim CAO (Wendy Sheppard) and Board Member (David MacPherson) as an additional authorized signing authority. (RHF16-09-11)

Carried

MOVED by C. Prediger to approve a credit card for Rimoka CAO (Peter Hall) in the amount of \$15,000; Finance Manager (Wendy Sheppard) in the amount of \$10,000; and all other managers Ronda Lamey, Leanne MacInnis and Brad Raugust to remain at existing \$1000 limits. (RHF16-09-12)

Carried

ASCHA

C. Prediger requests more information regarding becoming ASCHA members. P. Hall will invite ASCHA to discuss further with Board Members the benefits of membership.

MOVED by R. Pankiw that Rimoka reinstate their membership with ASCHA. (RHF16-09-13)

Carried

Action Log

Rimoka Housing Foundation – June 15, 2016 Board Meeting

ACTION	PERSON RESPONSIBLE	TARGET DATE (If applicable)	COMPLETED	IN PROGRESS
Send a bid to Alberta Purchasing Connection regarding sprinkler system in Golden Leisure Lodge	W. Sheppard			✓
Send P. McLaughlin due to/from statement with TBG	W. Sheppard	June 16		✓
Provide R. Pankiw with list of complaints regarding Eastlink Internet service	W. Sheppard		COMPLETED	
Provide a letter to R. Pankiw on process of how assisted tubs were chosen	W. Sheppard		COMPLETED	
Contact Insurance company regarding no-smoking policy and coverage clauses	W. Sheppard		COMPLETED	

Action Log

Rimoka Housing Foundation – Sept. 14, 2016 Board Meeting

ACTION	PERSON RESPONSIBLE	TARGET DATE (If applicable)	COMPLETED	IN PROGRESS
Inventory of Parkland Manor's furnishings, linens, and kitchen supplies	P. Hall			
Contact Insurance company regarding water/grading issue at Golden Leisure and Legacy Place	P. Hall			
Invite ASCHA to meet with Board	P. Hall			

