



# AGENDA

## Town Council

October 28, 2024 - 6:00 PM

Town Administration Building - Council Chambers

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**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, OCTOBER 28, 2024 AT 6:00PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.**

Page

### 1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

#### 1.1 LAND ACKNOWLEDGEMENT

### 2. AGENDA APPROVAL AND ADDITIONS

### 3. MINUTES

#### 3.1 Minutes of Regular Council

[Request for Decision - RFD-24-178 - Pdf](#)

3 - 9

### 4. PUBLIC HEARINGS

### 5. DELEGATIONS

### 6. BYLAWS

#### 6.1 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws

[Request for Decision - RFD-24-175 - Pdf](#)

10 - 15

### 7. NEW AND UNFINISHED BUSINESS

#### 7.1 Direct Control Development Permit 28-24

[Request for Decision - RFD-24-174 - Pdf](#)

16 - 25

7.2	Policy 3211 <a href="#">Request for Decision - RFD-24-176 - Pdf</a>	26 - 30
7.3	Change to Speed Zones in the Town of Rimbey <a href="#">Request for Decision - RFD 24-170-Pdf - Pdf</a>	31 - 32
7.4	Rimbey Elementary School Parent Council <a href="#">Request for Decision - RFD-24-179 - Pdf</a>	33 - 34

## 8. REPORTS

### 8.1. Department Reports

8.1.1	Department Reports <a href="#">Request for Decision - RFD-24-180 - Pdf</a>	35
8.1.2	CAO Report <a href="#">CAO Report-28 Oct 2024 - Pdf</a>	36
8.1.3	Director of Finance Report <a href="#">Director of Finance Report - Pdf</a>	37 - 38

### 8.2. Boards/Committee Reports

8.2.1	Boards/Committee Reports <a href="#">Request for Decision - RFD-24-177 - Pdf</a>	39 - 59
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## 9. CORRESPONDENCE

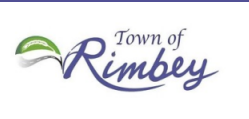
## 10. OPEN FORUM

([Bylaw 939/18 - Council Procedural Bylaw Part XXI 1](#)). The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

## 11. CLOSED SESSION

## 12. ADJOURNMENT

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Minutes  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Minutes of Regular Council Meeting of September 23, 2024, as presented.

**RECOMMENDATION:**

To accept Minutes of the Regular Council Meeting of September 23, 2024, as presented.

**ATTACHMENTS:**

[2024 09 23 Regular Council Meeting Minutes](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**



# MINUTES

## Town Council Meeting

Monday, September 23, 2024 - 5:00 PM  
Town Administration Building - Council Chambers

**1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE**

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Gayle Rondeel
- Councillor Lana Curle
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer
- Duncan Campbell - Director of Public Works

Public: (7) members of the public & Sergeant Dru Abernethy

1.1. LAND ACKNOWLEDGEMENT

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 151/2024

Moved by Councillor Curle to accept the Agenda for the September 23, 2024, Regular Council Meeting, as amended.

- |                      |          |
|----------------------|----------|
| Mayor Pankiw         | In Favor |
| Councillor Clark     | In Favor |
| Councillor Curle     | In Favor |
| Councillor Rondeel   | In Favor |
| Councillor Johnstone | In Favor |

CARRIED

**3. MINUTES**

3.1. Minutes

Motion 152/2024

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of August 26, 2024, as amended.

- |                      |          |
|----------------------|----------|
| Mayor Pankiw         | In Favor |
| Councillor Clark     | In Favor |
| Councillor Curle     | In Favor |
| Councillor Rondeel   | In Favor |
| Councillor Johnstone | In Favor |

CARRIED

**4. PUBLIC HEARINGS**

**5. DELEGATIONS**

**6. BYLAWS**

**7. NEW AND UNFINISHED BUSINESS**

7.1. RCMP Sergeant Dru Abernethy

Motion 153/2024

Moved by Councillor Clark to accept Sergeant Dru Abernethy's presentation, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7.2. AED Proposal

Motion 154/2024

Moved by Mayor Pankiw to invite Garreth Jones back to Committee of the Whole Meeting on November 13, 2024, to provide more information about the AED proposal.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7.3. Legacy Lane - Green Compost Carts

Motion 155/2024

Moved by Councillor Clark to not remove the compost carts at Legacy Lane Condominiums as to not set a precedence with other residents.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7.4. Sentinel Curling Championship - Platinum Sponsor Request

Motion 156/2024

Moved by Councillor Johnstone for the Town of Rimbey to be a Platinum Sponsor for the 2025 Curling Alberta Women’s Championship, Presented by Sentinel Storage.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

7.5. Sewage Concerns - Grundy, Grutterink and Repas

Motion 157/2024

Moved by Mayor Pankiw for the Town to install another manhole to accommodate the Grundy and Repas sewage connection but the lines trenched in will be at residents’ cost subject to the Development Officer’s approval.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

7.6. Rimbey Entrance Sign

Motion 158/2024

Moved by Councillor Curle for Council to investigate other town signs and bring prices forward to the 2025 Budget Meeting.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

7.7. Historical Society - Fence Proposal

Motion 159/2024

Moved by Councillor Clark to leave the Historical Society as is, with no fence and for the with gates to remain open from May 1 to October 31, seven days a week from 9:00 am - 9:00 pm, and during the winter season open from Tuesday to Saturday 9:00 am - 4:00 pm, during regular business hours.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

**8. REPORTS**

8.1. DEPARTMENT REPORTS

Motion 160/2024

Moved by Councillor Curle to accept the department reports, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 161/2024

Moved by Councillor Clark to accept the board/committee reports, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

**9. CORRESPONDENCE**

**10. OPEN FORUM**

Mark Grundy voiced his concern about a commitment from the Town for the sewage connection.

**11. CLOSED SESSION FOIP SECTION 17(1) PERSONAL PRIVACY 11.1 / 11.2 / 11.3**

11.1. FOIP Section 17(1) Personal Privacy - Application for Bylaw Committee Members at Large

Motion 162/2024

Moved by Councillor Johnstone to go into closed session at 6:00 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

Motion 163/2024

Moved by Councillor Johnstone to revert to open session at 6:16 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

Motion 164/2024

Moved by Councillor Johnstone to appoint Ellery Derksen and Rob Rondeel as members of the Bylaw Committee, effective September 23, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

11.2. FOIP Section 17(1) Personal Privacy - Library Board Members Resignation

Motion 165/2024

Moved by Councillor Curle to accept, with regret, the resignation of Library Board Member Joan Gammie and Bronwen Jones.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED



11.3. FOIP Section 17(1) Personal Privacy - Application for Rimbey Municipal Library

Motion 166/2024

Moved by Councillor Clark to appoint Angela Bennik to be a Municipal Library Board Member for a three-year term, commencing September 23, 2024, and ending on October 31, 2026.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

**12. ADJOURNMENT**

12.1. Adjournment

Motion 167/2024

Moved by Councillor Clark to adjourn the meeting at 6:17pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor
Councillor Curle	In Favor

CARRIED

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Rick Pankiw, Mayor

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Craig Douglas, Chief Administrative Officer

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

At the Committee of the Whole Meeting held on October 16, 2024, Council made the following motion:

Motion 048/2024 COW

Moved by Councillor Clark to bring the discussion to repeal Bylaw 807/07 forward to the next Regular Council Meeting on October 28, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

On October 1, 2024, the Bylaw Committee reviewed Bylaw 828/08 concerning the Rimbey Solid Waste Transfer Station located at NE 28-42-2-W5. The committee determined that the bylaw is no longer valid or necessary, as the transfer station is managed by the County of Ponoka. Bylaw 807/07, which is referenced in Bylaw 828/08, also needs to be repealed.

**RECOMMENDATION:**

Administration recommends that Council repeal Bylaw 828/08 and Bylaw 807/07.

**ATTACHMENTS:**

[Bylaw 807-07 & Bylaw 828-08](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**

Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**



**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REGULATE THE OPERATION OF THE RIMBEY SOLID WASTE TRANSFER STATION:**

**WHEREAS**

The Council of the Town of Rimby deems it desirable to establish regulations for the operation of the Rimby Solid Waste Transfer Station located at NE 28-42-2-W5, and

**WHEREAS**

The Council of the Town of Rimby deems it appropriate to establish fees for the use of the Rimby Solid Waste Transfer Station:

**NOW THEREFORE**

Council of the Town of Rimby duly assembled, hereby enacts as follows:

**DEFINITIONS** – for the purposes of this Bylaw.

**Transfer Station** shall mean any lands and buildings located at NE 28-42-2-W5 used to process and store solid waste materials

**Pick up Trucks** shall include ¼, ½, and regular boxed ¾-Ton trucks.

1. No person other than a resident or rate payer of the Town of Rimby, Summer Village of Parkland Beach, or Ponoka County, shall deposit or cause to be deposited, refuse, garbage or waste materials unless written permission has been obtained from the Town Manager, and
2. No person shall deposit, or cause to be deposited at the transfer station
  - a) The whole or any major portion of a motor vehicle, farm, or industrial machinery or equipment, or a tank or a vessel of a size greater than 3 cubic meters.
  - b) Sand, gravel or stones
  - c) Grain, hay straw or grass except when in a form acceptable for composting, as determined by the transfer station attendant.
  - d) Dead animals, dead fowl, manure or sewage.
  - e) Inflammable liquids, industrial waste, oil, chemicals, or other materials which may be a public hazard.
3. Trees larger than 2 inches (50mm) in diameter shall be cut into 16 inch lengths prior to acceptance.
4. Prior approval for the disposal of demolition and/or building materials at the Transfer Station must be obtained from the Foreman of Public Works.
5. No person shall burn or ignite garbage or refuse deposited at the Transfer Station excepting wood designated for burning in the hot burn area by the Station Attendant and under the supervision of the Attendant.
6. No person shall deposit or cause to be deposited any refuse or garbage within the station area in a place other than designated by the Station Attendant.
7. The fees for depositing refuse or garbage at the Transfer Station shall be levied as a price per load as follows: *per the Solid Waste Transfer Site Operations' Policy 3302*
  - ~~a) Cars, sports utility vehicles, single axle utility trailers, and pick up trucks of ½ and ¾ ton size shall be at NO CHARGE.~~
  - ~~b) Trucks over ¾-ton and dual axle utility trailers shall be charged \$30.00/load, payable to the Town of Rimby.~~
8. A person having deposited any refuse, garbage, object, or material at or near the Transfer Station in contravention of this bylaw shall be issued with a notice requiring such refuse, garbage, object or material be removed within a

*see 8/28/08*

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO  
REGULATE THE OPERATION OF THE RIMBEY SOLID WASTE TRANSFER  
STATION:**

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specified time period.

9. Any person who contravenes any of the provisions of this bylaw is guilty of an offense, and is liable upon summary conviction to a fine of not less than \$200.00 and not more than \$2,500.00.
10. The "Attendant Procedures" as outlined at Schedule "A" form part of this bylaw, as they pertain to the operation of the Transfer Station.
11. This bylaw shall come into force and effect upon final passage.

Schedule "A" shall form part of this bylaw and may be amended from time to time by resolution of Council.

This Bylaw shall come into effect upon the final passage thereof.

Bylaw Nos. 639/95 and 644/95 are hereby rescinded.

READ a First Time in Council this 27th day of February, 2007

READ a Second Time in Council this 13<sup>th</sup> day of March, 2007

UNANIMOUSLY AGREED to Present Bylaw No. 807/07 for Third & Final Reading.

Read a Third Time and Finally Passed this 13<sup>th</sup> day of March, 2007

  
MAYOR

  
TOWN MANAGER

## BYLAW 807/07

## SCHEDULE "A"

## ATTENDANT PROCEDURES

- a) The attendant shall be responsible to ensure that the access road is completely free of litter when he arrives at and leaves the waste management facility each day.
- b) The attendant shall ensure that the waste transfer facility is completely free of litter and maintained in a clean efficient manner. It shall be the responsibility of the Town to ensure that adequate gravel and grading is provided.
- c) ~~Every person that arrives at the site to deposit waste must sign a ledger and identify their civic and mailing address and vehicle size on the form provided by the Town.~~ *Sil 8/28/08*
- d) The attendant must inspect every load and satisfy himself that the contents are acceptable at the site in accordance with Bylaw No. 807/07 and these operating regulations.
- e) After inspection and confirmation that the load's contents are acceptable, the attendant shall direct the person to the appropriate area(s) to deposit the waste.
- f) The attendant shall ensure that the load is deposited in a clean and proper manner.
- g) The attendant shall ensure that the household waste is pushed to the back of the transfer building on a regular basis so that no litter can escape.
- h) The attendant shall ensure that any litter that may escape when loading the transfer trailer is picked up immediately.
- i) Should any person be uncooperative or not agreeable to the directions provided, the attendant shall contact the contracted operator. If, in the judgment of the attendant the situation warrants, he shall contact the RCMP first and then the contracted operator immediately following.
- j) The attendant shall ensure that the gate to the site is locked when he leaves the site.
- k) The attendant shall ensure that fences, roads, buildings, and facilities are in good repair and advise the contracted operator if a concern arises.
- l) Should the attendant find waste deposited along the road or at the gate of the facility, he shall inspect the waste in an attempt to identify the owner. Should he be successful in finding a name, he shall contact the contracted operator immediately.

## DUMPING OF WASTE MATERIALS

- a) All waste entering the Waste Transfer Facility must be separated and deposited in designated areas that are clearly signed. These areas are as follows:
  - i. Household waste must be dumped in the transfer building as close to the back of the building as possible.
  - ii. Burnable materials (wood only) must be deposited in the burn pit south of the household waste building. A sign will clearly identify the burn area. Fence posts (untreated or rotten) and barbed wire are acceptable as well as unpainted burnable wood building material. Heavily or newly painted wood is not acceptable and must be deposited in the household waste building.
  - iii. Tires must be deposited in a designated area for this purpose. Tires must be separated from the rims.

- iv. Metal and iron must be deposited in the enclosed area signed for this purpose. It is located beside the burn pit.
- v. Pesticide containers will not be accepted and must be taken to the Bluffton landfill or other designated sites.

**EMERGENCY RESPONSE PLAN**

- a) BURNING SHALL BE STRICTLY CONTROLLED BY THE ATTENDANT AND SHALL TAKE PLACE IN THE HOT BURN PIT ONLY!
- b) Should a fire start in any of the facilities, the attendant shall contact the Rimbey Fire Department immediately and request assistance. Following this contact the attendant shall contact the contracted operator.
  - i. Rimbey RCMP – 843-2223
  - ii. Rimbey Fire Department – 843-2026
  - iii. Nikirk Bros. Contracting – 843-2664
  - iv. Town Office – 843-2113

BYLAW 828/08

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND THE OPERATION OF THE RIMBEY SOLID WASTE TRANSFER STATION BYLAW 807/07**

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**REAS** The Council of the Town of Rimbey deems it desirable to amend regulations for the operation of the Rimbey Solid Waste Transfer Station located at NE 28-42-2-W5, and

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

Point 7. of Bylaw 807/07, be amended to read as follows:

“The fees for depositing refuse or garbage at the Transfer Station shall be levied as per the Solid Waste Transfer Site Operations Policy 3302”.

**THAT** Point 7. a) and 7. b) of Bylaw 807/07 be deleted,

**THAT** Schedule “A”, Attendant Procedures, Point c) be deleted.

This Bylaw shall come into effect upon the final passage thereof.

READ a First Time in Council this 8 day of April, 2008

READ a Second Time in Council this 8 day of April, 2008

UNANIMOUSLY AGREED to Present Bylaw No. 828/08 for Third & Final Reading.

Read a Third Time and Finally Passed this 8 day of April, 2008

  
MAYOR

  
TOWN MANAGER

# Town Council REQUEST FOR DECISION



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Direct Control Development Permit 28-24  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the Committee of the Whole Meeting on October 16, 2024, Council made the following motion:

### Motion 049/2024 COW

Moved by Councillor Curle to bring the Direct Control Development Permit 28-24 forward to the next Regular Council Meeting on October 28, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

On August 28, 2024, Collette Flegal submitted a Development Permit application to convert unit C within 4906 – 50 Street (Lot 1, Block 9, Plan 148BT) from commercial to residential. Additional information was submitted on September 6, 2024. In reviewing the application, Administration has had additional conversations with Superior Safety Codes.

The following images show the location of the property:







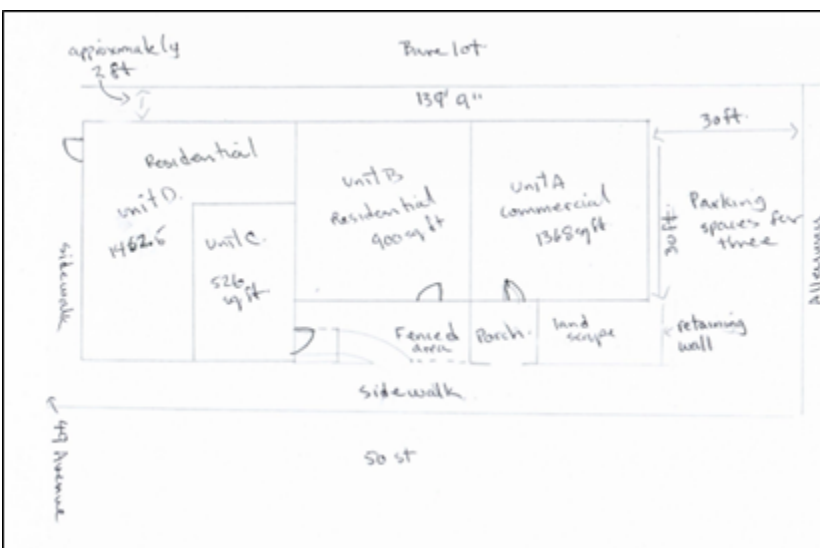
The property received council approval for redesignation from Commercial to Direct Control (Direct Control – 2020-01) on April 14, 2020. The Land Use Bylaw 1008/24 maintains the Direct Control district.

### DISCUSSION:

As a Direct Control District, per the Municipal Government Act and Land Use Bylaw 1008/24, Council must review the Development Permit and provide approval or refusal.

Currently Units A, B and C are utilized for commercial purposes and Unit D is a residential unit.

The applicant has indicated that they would like to convert Unit C to an additional residential unit. The following is a drawing of the proposed site plan.



Note the following from the applicant regarding renovations:

“Unit C will require the change of a toilet area to a shower. The Electrical will need to be altered for a stove and the addition of an HRV unit. Otherwise, there will be minimal change to the space.”

No external renovations requiring a Development Permit are anticipated.

Based on the description from the applicant, a Development Permit for renovations is not required. However, the applicant will be required to obtain building permits to ensure the residential units have the appropriate building permits in place. All costs associated with obtaining the required building permits are the responsibility of the landowner.

Administration has had a discussion with Superior Safety Codes regarding ensuring the property has the appropriate building permits. This process is not the Town’s responsibility, and therefore the applicant will have to work with Superior Safety Codes to satisfy the building code requirements.

It appears that while the Land Use Bylaw amendment was processed in 2020, a development permit was never applied for and/or issued for Unit D to become a residential unit. Therefore, Administration recommends including Unit D within the Development Permit to ensure all uses on site are appropriately permitted.

Administration has reviewed the application and drafted a Development Permit for Council’s consideration. The Development Permit is attached to this report.

**RELEVANT POLICY/LEGISLATION:**

- Town of Rimbey Land Use Bylaw 2008/24
- Municipal Government Act RSA 2000, ch. M-26, as amended.

**RECOMMENDATION:**

The Development Officer recommends that Council approve Development Permit 28-24 as presented, and the Mayor to sign the Development Permit.

**ATTACHMENTS:**

- [DP 28 24 - Application - Change in Use](#)
- [Rimbey plan 2](#)
- [DP 28 24](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**



Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**



**PLANNING & DEVELOPMENT SERVICES**

4938-50<sup>th</sup> Ave P.O. Box 350  
Rimbey, Alberta  
T0C 2J0  
403-383-2366 or 403-843-2113  
www.rimbey.com; Email: liz@rimbey.com

**DEVELOPMENT PERMIT APPLICATION INFORMATION PACKAGE**

**INFORMATION AND CHECKLIST REQUIREMENTS**

A development permit is to ensure the proposed development is compliant in accordance with Town of Rimbey's Land Use Bylaw. A building permit approves the applicant for the structure(s) being built in accordance with the Alberta Building Code and Safety Code Act of Alberta.

**Required Information Checklist**

- Application Form
- Signatures of all Registered Landowners
- Site Plan – Please see pg. 4 for requirements.
- Building Plans – 1 copy (i.e., floor plan, elevations including all dimensions)
- Landowner Authorization – if applicable
- Statutory Declaration Form – if applicable
- Site Access Application – if applicable
- Rural Address Application – if applicable
- Storm Water Management Plan, Landscaping Plan & Letters of Credit – if applicable
- Application Fee - \$70.00 – Permitted Development Permit
  - \$150.00 – Discretionary Permit
  - \$200.00 – Variance
  - \$3000.00 - Security Deposit - \$3000.00 minimum or 1% of construction up to 1,000,000.00 + \$1.50/\$1000.00 of construction value over 1,000,000.00.

Please be advised that additional information may be required by the Development Authority

Applicant Name: Collette Flegal Signature: [Signature] Date: Aug 28, 2024

**IMPORTANT INFORMATION**

- An application is not complete until a development officer has deemed it so.
- The Development Authority has 40 days to render a decision upon receipt of this application.
- Colour renderings are required for all sign, industrial, commercial, and institutional developments.
- In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Town of Rimbey, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
- Any development or changes to your property may affect your property assessment and taxes. If you have any questions or concerns, please call the Town of Rimbey at 403-843-2113.

**ADDITIONAL PERMIT REQUIREMENTS**

Please be advised that your development project may require approvals and permits other than those issued by the Town of Rimbey. Approval may be required from the following agencies, but are not limited to:

- Alberta Environment
- Alberta Energy and Utilities Board
- Alberta Infrastructure & Transportation
- Alberta Health Services
- National Resources Conservation Board (NRCB)
- Petroleum Tank Management Association of Alberta
- Alberta Agriculture
- Other agencies as required

It is the applicant's responsibility to obtain any necessary permits as Planning & Development Services may require copies. All projects should commence with consideration of the Homeowners FireSmart Guidelines and the Provincial Fire Code.

Property owners can obtain information regarding utilities, well, pipeline etc., that may be located on, over or below their property by contacting Alberta Energy Regulator Toll Free at 1.855.297.8311 or visit the website: [www.aer.ca](http://www.aer.ca).

**PLANNING & DEVELOPMENT SERVICES**  
**DEVELOPMENT PERMIT – PAGE 2**



**DEVELOPMENT PERMIT APPLICATION**

Permit Applicant:  Owner  Applicant

Applicant Name: Collette Flegal Professional Corporation

Mailing Address: Box 762

City: Red Deer Province: Alberta Postal Code: T4N 5H2

Phone: 403-872-4709 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: collette.flegal@gmail.com

Landowner Name (If Applicant is not the landowner provide landowner authorization): Collette Flegal

**PLEASE NOTE: When your permit is ready, you will receive an electronic copy and a hard copy will follow in the mail. Please contact the Planning and Development Desk if you require more information.**

**SECTION B – SITE INFORMATION**

Street/Rural Address: 4906 - 50 ST Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Legal Subdivision: Part of:  NE  NW  SE  SW ¼ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M

Land Use District: \_\_\_\_\_ Parcel Size: 0.1507  Ha  Acres ROLL # 10730

**SECTION C – DEVELOPMENT DETAILS**

Residential  Commercial/ Industrial/ Institutional Is demolition required? Yes  No

Describe the proposed development (i.e., single family dwelling, accessory building, demolition, etc.):

I would like to convert one unit from commercial to bachelor suite

Existing buildings & present use: commercial / residential

Approx Value of Proposed Development: \$ 10,000 Size: \_\_\_\_\_  Sq ft.  Sq m.

If the development is a Manufactured home, please provide the following (Please Note: If manufactured home is greater than 5 years old, provide pictures):

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ CSA/CAN #: \_\_\_\_\_ Year: \_\_\_\_\_

**SECTION D – GEOGRAPHIC INFORMATION**

Are any of the following within ½ mile of the proposed development?

- |                                   |   |   |   |
|-----------------------------------|---|---|---|
| Landfill or garbage disposal site | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Confined livestock operation              | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Sewage treatment plant or lagoon  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Multi lot residential subdivision         | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| River or water body               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Provincial Highway                        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Slopes of 15% or greater          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Sour gas well, pipeline & abandoned wells | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

**PLANNING & DEVELOPMENT SERVICES**  
**DEVELOPMENT PERMIT – PAGE 3**



**SECTION F - HOME BUSINESS OPERATION DETAILS**

The home business shall be in accordance with the Land Use Bylaw 917/16 and will be reviewed to ensure the scale and intensity is appropriate for the character of the neighborhood and that it is complementary and compatible with adjacent land uses.

For all non-residential developments (i.e., COMMERCIAL, INDUSTRIAL, HOME BUSINESS MAJOR OR MINOR, etc.) please provide the following additional information.

Describe the business operation:

Business Name:

Office Location:

**HOME BUSINESS ADVERTISING / MARKETING / SIGNAGE**

Will the business be advertised / marketed / have a sign?  Yes  No

Advertising / Marketing / Signage details:

**HOME BUSINESS TRAFFIC**

Will the development generate additional traffic to the business / home?  Yes  No

Traffic Details:

**HOME BUSINESS STAFFING & VEHICLES**

How many people will your business employ? \_\_\_\_\_ Residential employees

\_\_\_\_\_ Non-residential employees

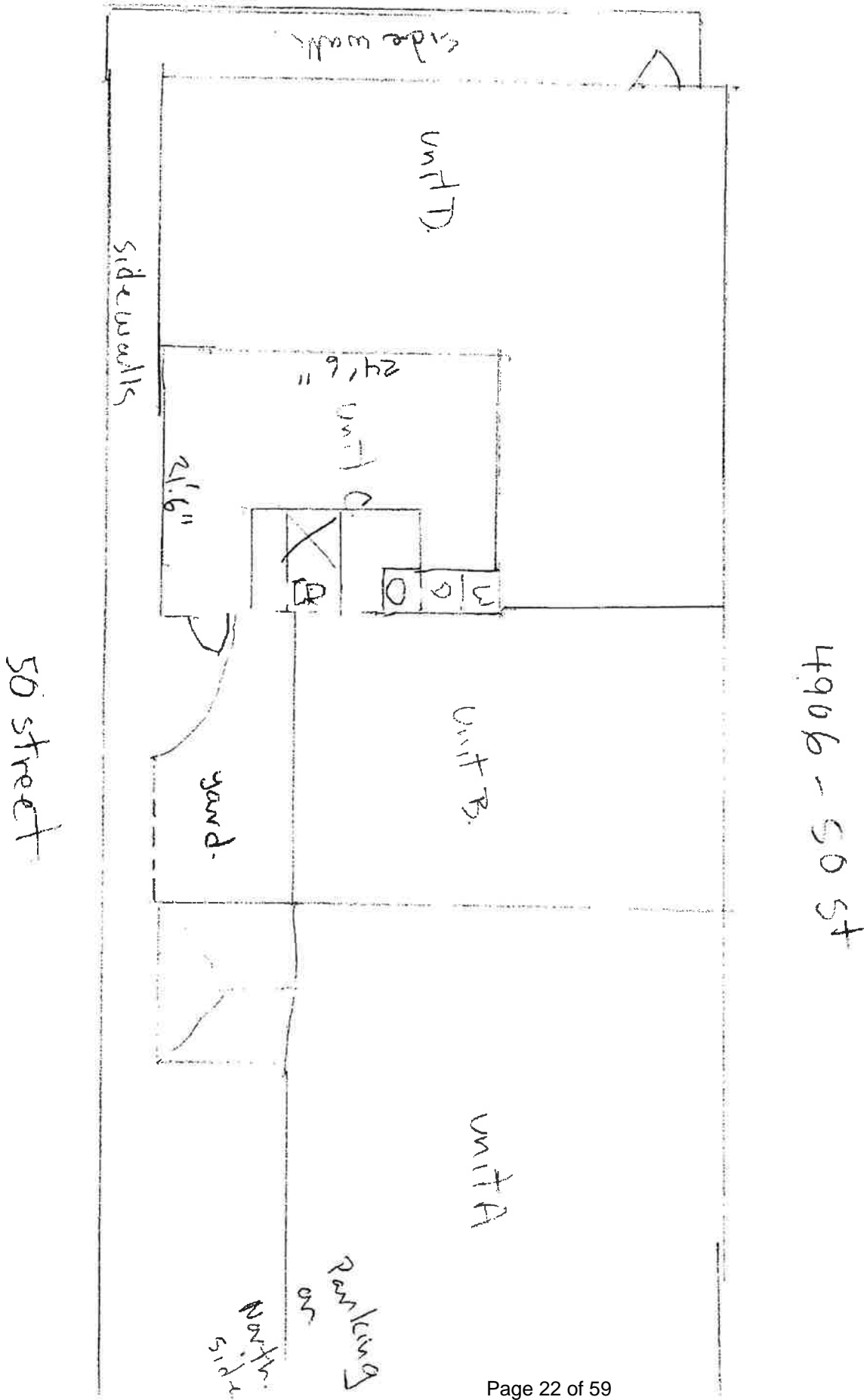
How many vehicles will be directly associated with the business? \_\_\_\_\_

**HOME BUSINESS OUTDOOR STORAGE**

Will there be outdoor storage?  Yes  No

Will it be visible from the road?  Yes  No

Outdoor storage screening / securing details:



**PLANNING & DEVELOPMENT SERVICES  
DEVELOPMENT PERMIT – PAGE 4**



1. All site plans must indicate all buildings and signs and provide the distance measurements **from all property boundaries** as well as distances **between** all existing and proposed structures and the property lines (i.e., from the closest point of structure to closest point of another structure and/or property lines).
2. All site plans must indicate abandoned pipelines and oil and gas wells if they exist on the subject property as well as the required set back distances.
3. Your site plan must include the location of all roads and/or road allowances. Show the location of the access to your property.
4. Include location of existing shelterbelts, septic systems, utility lines, watercourses, steep slopes, or any other feature used to determine the location of the proposed development.
5. Measurements must be recorded in either metres or feet. Other units will not be accepted. (ie: centimetres)
6. All Site Plans may be hand drawn; however, it **must** be legible and to a scale that is satisfactory to the development officer.

**SECTION G – FINAL AUTHORIZATION**

By submitting an application for development, I am allowing the right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

Collette Flegal	<i>Collette Flegal</i>	Aug 28, 2024
Applicant's Name (print)	Applicant's Signature	Date
Same		
Owner Name	Owner Signature	Date
Owner Name	Owner Signature	Date

**PAYMENT INFORMATION**

<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input checked="" type="checkbox"/> Credit Card	<input type="checkbox"/> Cheque No.:	<input type="checkbox"/> Please call for payment (credit card only)
Credit Card No.:		4520 7060 3720 5031		Exp. Date: 08/24
Name on Card:		Collette Flegal		Signature of Card Holder: <i>Collette Flegal</i>

**FOR OFFICE USE ONLY**

Date Received:	File Number:	Legal File No.:
Application Fee: <input type="checkbox"/> <input type="checkbox"/>		Linc No.:
Roll No.: <input type="checkbox"/> <input type="checkbox"/>	Receipt No.:	Region: Division:

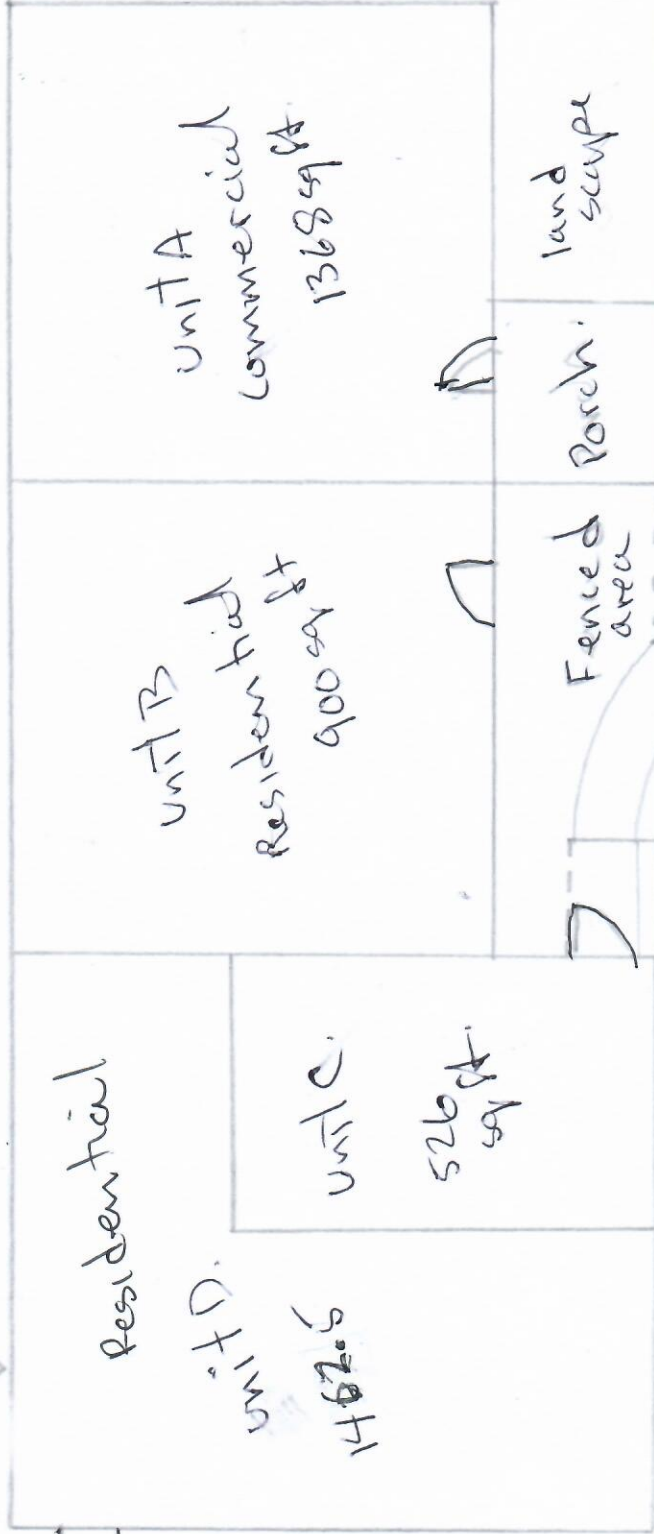
**Please Note:** The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer/ Development Officer at the Town of Rimbey.

Bare lot

approximately  
2 ft

139' 9"

30ft.



Parking for spaces three

retaining wall

Unit A  
Commercial  
1368 sq ft

Unit B  
Residential  
900 sq ft

Unit C  
526 sq ft

Unit D  
1462.6

land scape

Porch

Fenced area

sidewalk

50 st

49 Avenue





Town Of Rimbey
Development Services Department
4938-50th Avenue, Rimbey AB, Box 350 T0C 2J0
P: (403) 843-2113 F: (403) 843-6599
E: generalinfo@rimbey.com
www.rimbey.com

DEVELOPMENT PERMIT

APPLICATION NO: 28/24

APPLICANT: Collette Flegal Professional Corporation

ADDRESS: Box 762
Red Deer, AB T4N 5H2

LOT S1/2 1 BLOCK 9 PLAN 148BT
Part Of 1/4 Sec TWP RG W MER

CIVIC ADDRESS: 4906-50 Street
ROLL No.: 10730
DESIGNATION: DC

APPLICATION FOR A DEVELOPMENT PERMIT TO CONSTRUCT AND/OR COMPLETE THE FOLLOWING IMPROVEMENTS (the "development"):

- 1. Change in Use – Changing commercial unit to a residential unit. – DISCRETIONARY

CONDITIONS: Subject to the qualifications stated below, it is hereby certified that:

- 1. The development must be located in accordance with the requirements in Land Use Bylaw 1008/24 and those outlined in the application dated August 28, 2024 and additional site plan submitted on September 6, 2024.
a. Unit C and Unit D, 4906-50 Street be approved as a residential unit.
2. This Development Permit does not authorize any renovations / construction activities.
3. If the development authorized by this permit in not commenced within twelve (12) months from the date of issue on the development permit, and completed three (3) years of the date of issue, the permit is deemed to be void, unless an extension to this period is granted by the Development Authority
4. The development must be in accordance with the Land Use Bylaw 1008/24.
5. Any changes to the Development approved under this Development Permit will require a new Development Permit.
6. Contact all utility companies for line locations prior to any excavating (1-800-242-3447).
7. Conform to all regulations required by Provincial Authorities (ex. Alberta Building Code) administered by the Town of Rimbey's Building Inspection Agency and all Federal Authorities, including obtaining an approved building permit prior to construction.

It has been decided that the application be: APPROVED

DATE NOTICE OF DECISION GIVEN: October 16, 2024

MAYOR

IMPORTANT NOTICE

- 1. A Development Permit may be appealed up to Twenty-one (21) days after the Notice of Decision is given to the applicant.
2. A Development Permit DOES NOT BECOME VALID until twenty-one (21) days after the date of decision is given. This period allows for the affected individuals to file any appeals.
3. A Development Permit is NOT A BUILDING PERMIT and, notwithstanding that plans and specification for the building have been submitted as part of an application for a Development Permit, work or construction shall neither commence nor proceed until a Building Permit has been issued pursuant to application Bylaws and regulations.
4. In accordance with MGA s.685, s.686 and s.687, an appeal may be made by a person claiming to be affected by a decision made by the Development Officer pursuant to the Town of Rimbey Land Use Bylaw in effect at the time of issuance.
5. An appeal shall be made by servicing a written NOTICE OF APPEAL, including fee, to the secretary of the Subdivision and Development Appeal Board within twenty-one (21) days after the Notice of Decision has been given.

NOTE: BEFORE PROCEEDING WITH THE DEVELOPMENT IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT NO APPEALS HAVE BEEN RECEIVED, THAT THE DECISION OF APPROVAL IS FINAL AND A DEVELOPMENT PERMIT ISSUED.

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Policy 3211  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

At the Regular Council Meeting held on April 22, 2024, Council passed Motion 056/2024, approving Bylaw 1003/24 Fees for Service Bylaw. This bylaw includes amendments to Schedule "A" Fees for Services. As a result, Policy 3211, Utility Service Fee, Payment, and Penalties Policy, must be updated to reflect the changes made to the fees and services outlined in Bylaw 1003/24. At the Committee of the Whole Meeting held on October 16, 2024, the following motion was made:

**Motion 050/2024 COW**

Moved by Councillor Rondeel to bring Policy 3211 forward to the next Regular Council Meeting held on October 28, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

**RECOMMENDATION:**

Administration recommends that Council approve Policy 3211, as presented.

**ATTACHMENTS:**

[3211 Utility Service Fee, Payment and Penalties Policy with Track Changes](#)


**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**

October 24, 2024  
**Date**

Craig Douglas, Chief Administrative Officer

		<h2 style="color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Utility Service Fee, Payment and Penalties Policy		Policy No: 3211	
Date Approved: January 23, 2017		Resolution No: 028/17	
Date Effective: January 23, 2017			
Purpose:		To provide service fee rates, payment and penalty policies for utility accounts.	
<p>Policy Statement:</p> <p><b>1.0 Utility Billings</b></p> <p>1.1 All utility billings shall be processed and forwarded in the name of the property owner(s) as listed on the tax roll.</p> <p>1.2 Utility rates and charges shall be levied for water, sewer, solid waste collection and disposal, recycle and meter service charges commencing when water is turned on to a property.</p> <p>1.3 Utility billings shall be mailed out and collected on a regular schedule as determined by Council.</p> <p>1.4 Billings for services shall be in accordance with rates set out in Schedule A ,(as amended from time to time, by resolution of Council) of Fees for Services Bylaw-905/15.</p> <p>1.5 Billings shall be mailed no later than ten (10) days after the first day of the month following the end of the period for which the account was rendered.</p> <p>1.6 Utility bills shall cease only when an employee or agent of the Town of Rimbey physically turns off the water to a property, however, the owner shall still receive a utility bill if there is an outstanding balance owing. If the utility bill is not paid accordingly, then section 5.1 shall apply.</p>			

**2.0 Connection / Disconnection Fee**

2.1 A fee of fifty dollars (~~\$50.00~~**65.00**) shall be charged to any accounts to defray the costs for any of the following:

- a) Shutting off a service.
- b) Reconnecting of service following shutoff.
- c) New service.

**3.0 Utility Account Transfers & Fees**

3.1 An administration fee of forty dollars (**\$40.00**) shall be charged to any account, when a new owner purchases a property. The non-refundable transfer fee will be charged to the new account holder on the first utility billing.

3.2 **NO utility account** for any property *shall be transferred into the name of a ~~renter, but~~renter but* shall be forwarded in the name of the property owner only.

3.3 If a property owner chooses, a utility billing may be forwarded in care of a renter, providing that the property owner has signed a 'Utilities Rental Agreement' form as per attached, allowing that utility account arrears, plus penalties and fees, may be transferred to the property owner's tax roll account, and acknowledging that there may be no notification of such transfers until tax levy notices are mailed in the spring of each year. The ~~forty dollar~~forty-dollar (\$40.00) transfer fee shall apply each time a new account needs to be created.

3.4 **Mobile Home Parks** – Utility billings shall be forwarded to the owner of the manufactured or mobile home. If the mobile ~~home owner~~homeowner chooses, a utility billing may be forwarded in care of a renter, as per section 3.3.

**4.0 Payment and Penalties**

4.1 The date fixed for payment of utility billings shall be the second last working day of the month in which the utility billings were mailed.

4.2 Any utility account, which remains unpaid on the last working day of the month in which the utility billings were mailed, shall have a **10% late payment penalty** added to the unpaid current balance which will form part of the rate levied.

4.3 Should an account or portion thereof become 2 months in arrears, a written notice shall be forwarded, giving notice of the arrears and final opportunity to pay prior to transferring the arrears to the **property tax roll account**.

Utility Service Fee, Payment and Penalties Policy	Policy No: 3211	Page 3
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**5.0 Arrears Transfer to Tax Roll**

- 5.1 In the event that payment for the arrears on a utility account is not received at the Town Office by the date and time specified in the written notice (4.3), the **arrears and penalties, plus a forty dollarforty-dollar (\$40.00)** administration fee, will be transferred to the tax roll of the property, without further notice.
- 5.2 These charges become an amount owing to the Municipality and subject to collections under the tax recovery process.

Initial Policy Date:	June 23, 2005	Resolution No:	229/05
Revision Date:	February 12, 2008	Resolution No.	57/08
Revision Date:	February 23, 2011	Resolution No.	50/11
Revision Date	January 23, 2017	Resolution No.	028/17
<u>Revision Date</u>		<u>Resolution No.</u>	



Policy 3211

# Utilities Rental Agreement

Utility Account Number		Street Address			
<b>Legal Description:</b>					
Lot:		Block:		Plan:	
Owner's Name			Renter's Name:		
Owner's Mailing Address:			Renter's Mailing Address:		
Owner's Phone Number:			Renter's Phone Number:		

I, \_\_\_\_\_, being the owner of the property described above, hereby consent to having the Town of Rimbey utility billing forwarded to the renter at the renter's mailing address as noted above.  
***The utility billing shall be retained in my ~~name, but name but~~ forwarded in care of***

***the renter. I ALSO AGREE TO:***

1. Allow any unpaid utility account balances not paid within the specified time to be transferred to the property tax account, plus fees and penalties, knowing that amounts transferred to the tax roll are then subject to penalties applicable to unpaid taxes.
2. Acknowledge that there may not be notification for late or nonpayment of utility billings until tax levy notices are mailed in the spring of each year.
3. A \$40.00 Administration fee being added to the first utility bill issued in care of the renter.

**This agreement shall be effective:**

\_\_\_\_\_ Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

--

# Town Council REQUEST FOR DECISION



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Change to Speed Zones in the Town of Rimbey  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

At the Committee of the Whole Meeting held on October 16, 2024, Council discussed the speed change in the Town of Rimbey and made the following motion:

### Motion 051/2024 COW

Moved by Councillor Johnstone to bring the discussion of the speed change in the Town of Rimbey forward to the next Regular Council Meeting to held on October 28, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

## RECOMMENDATION:

Administration recommends Council determine if they wish to proceed with the speed change in the Town of Rimbey, as per the Alberta Transportation 's report.

## ATTACHMENTS:

[Letter from Honourable Jason Nixon](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 23, 2024  
**Date**

**ENDORSED BY:**

October 23, 2024  
**Date**

Craig Douglas, Chief Administrative Officer



LEGISLATIVE ASSEMBLY  
ALBERTA

The Honourable Jason Nixon, ECA  
MLA Rimbey-Rocky Mountain House-Sundre  
Minister Seniors, Community & Social Services

January 12, 2024

Mayor Rick Pankiw  
Town of Rimbey  
Box 350  
Rimbey, AB  
T0M 2J0

Your Worship:

I write to inform you that the proposed changes by Alberta Transportation and Economic Corridors to speed limits on Highway 53 and Highway 20A within the Town of Rimbey are set to proceed. I know this has been a top priority for yourself and council and am pleased to see the changes go ahead.

More information will follow from Alberta Transportation in the coming weeks on the implementation of the speed limit adjustments and signage.

Sincerely,

Honourable Jason Nixon, ECA  
MLA for Rimbey-Rocky Mountain House-Sundre

RECEIVED  
FEB 23 2024  
TOWN OF RIMBEY

RECEIVED  
FEB 23 2024  
TOWN OF RIMBEY



Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Rimbey Elementary School Parent Council  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

On October 15, 2024, Administration received a letter from the Rimbey Elementary School Parent Council requesting support for their Breakfast with Santa & Silent Auction being held on November 23, 2024.

**RECOMMENDATION:**

Administration recommends that Council determine if they wish to support the Breakfast with Santa & Silent Auction being held by the Rimbey Elementary School Parent Council.

**ATTACHMENTS:**

[Breakfast with Santa & Silent Auction -Redacted](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**

October 24, 2024  
**Date**

Craig Douglas, Chief Administrative Officer



Dear Town of Rimbey,

Rimbey Elementary School Parent Council is excited to announce that we will be hosting our first Breakfast with Santa & Silent auction, in Rimbey on November 23rd, 2024.

We have purchased live wreaths, rectangular centerpieces, and mini Christmas trees, from Blooms, and are asking for help from local businesses to decorate them for our silent auction. We are raising money towards the RES parent council outdoor classroom project for students at the Rimbey Elementary.

You are free to decorate the wreath/centerpiece/mini tree however you choose; festive theme, sports theme, business swag and gift certificates from your business, whatever your heart desires. We would like to get the decorated wreath, centerpiece or tree back to Blooms, by November 15th so we have a week to share and advertise them prior to our event. We will be doing a lot of promotion of this event and will ensure our sponsors & donors get the advertising and credit they deserve.

If you are interested in supporting this event but unable to donate and participate with a wreath, centerpiece or mini tree, we would gladly accept and greatly appreciate donations towards the cost of hosting the event or items for the event (eg. individual hot chocolate packages, whip cream, cups for hot chocolate, Christmas chocolates/candies, candy canes) . We are also looking for sponsorship towards our Santa Cookies for the event.

This has the potential to be a wonderful and annual community event and amazing fundraiser for the Rimbey Elementary School, and we are looking so forward to it.

If you have any questions or would like to participate by decorating a wreath or centerpiece, please contact Rachel Dietz, Tisa Sylvester, Allison Goodwin or Kelly LeBlanc. Thank you for your time, consideration and support; it truly takes a village.

Sincerely,

Rimbey Elementary School Parent Council

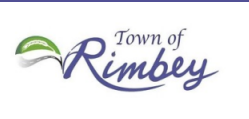
Rachel- [REDACTED]

Tisa- [REDACTED]

Allison- [REDACTED]

Kelly- [REDACTED]

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 24, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Department Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

**RECOMMENDATION:**

Motion by Council to accept the department reports, as information.

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink that reads "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

October 28, 2024  
**CAO Report**



**HIGHLIGHTS**

**MEETINGS**

- Attended the AB Munis Convention & Trade Show - September 25-27
- Post deployment CPO equipment meeting September 29
- Meeting with Misty Griffiths - Funding Models Discussion - October 1
- Attended LGAA Zone Meeting - October 10
- Meeting with Peter Hall CAO of Ponoka County - October 17
- Attended Food Bank Grand Opening - October 17
- Meeting with Bill Hval - October 24
- Meeting Keyera Corporate- October 24

**ADMINISTRATIVE**

- Interviewed candidate for CPO position - October 23
- Budget & Procurement Seminar - October 23
- Border Paving final walk through - October 28
- Ongoing wage comparisons
- Ongoing policy reviews

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 28, 2024

# Director of Finance Report



## ATTACHMENTS

[Payables Listings October 03 - 21, 2024](#)

**PREPARED BY:** Wanda Stoddart, Director of Finance

Council Board Report 8.1.3



Supplier : 1020405 to ZINCK  
 Fund : 1 GENERAL FUND  
 Include all Payment Types : Yes

Date Range: 03-Oct-2024 to 21-Oct-2024  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
ALBERTA MUNICIPAL CLERKS ASSOCIATION	50669	03-Oct-2024	Alberta Municipal Clerks Association - pre-pay 20	550.00
AMSC Insurance Services Ltd.	50670	03-Oct-2024	AMSC Insurance - Mayor/Council - Oct.2024	52.29
Border Paving Ltd.	50671	03-Oct-2024	Border Paving - cold mix	1,572.32
Bowie,Cindy	50672	03-Oct-2024	C.Bowie - reimbursement for expenses	531.11
Boys & Girls Club of Wolf Creek	50673	03-Oct-2024	Boys and Girls Club of Wolf Creek (Rimbey) 2024	10,320.00
CENTRAL LABS	50674	03-Oct-2024	Central Labs - Sept. 2024 - north/south lagoons	1,410.53
CENTRAL SQUARE CANADA SOFTWARE INC.	50675	03-Oct-2024	Central Square - 2025 Annual Maintenance Fee	8,412.23
Clark,Wayne	50676	03-Oct-2024	W.Clark - Sept. 2024 expenses	355.52
County Cast-A-Waste Inc.	50677	03-Oct-2024	County Cast-A-Waste - BYAS - Oct-Dec./24 garb	214.20
CRAWFORD,SUSAN	50678	03-Oct-2024	Susan Crawford - cardlock refund	25.00
DOUGLAS,CRAIG	50679	03-Oct-2024	C.Douglas - Sept.2024 expenses	240.00
Environmental 360 Solutions (Alberta) Ltd	50680	03-Oct-2024	E360 - 4938-50 Ave - Sept.2024 - bin dumps	885.69
Expert Security Solutions	50681	03-Oct-2024	Expert Security Solutions - CC - Oct-Dec/24 - mo	147.73
Hi-Way 9 Express Ltd.	50682	03-Oct-2024	Hi-Way 9 - freight - WR Meadows	102.13
Imperial Esso Service (1971)	50683	03-Oct-2024	Esso - propane - arena	102.00
JOHNSTONE,RONALD JEFF	50684	03-Oct-2024	J.Johnstone - Sept. 2024 expenses	118.00
Longhurst Consulting	50685	03-Oct-2024	Longhurst Consulting - Oct.2024 fees	4,342.87
LOR-AL SPRINGS LTD.	50686	03-Oct-2024	Lor-Al Springs - water	19.35
NAPA Auto Parts - Rimbey	50687	03-Oct-2024	Napa - supplies	38.46
NETTE,MIKE	50688	03-Oct-2024	Mike Nette - cardlock refund	25.00
Nikirk Bros. Contracting Ltd.	50689	03-Oct-2024	Nikirk - fill sand	15.75
Rimbey Art Club	50690	03-Oct-2024	Rimbey Art Club - 2024 Budget - Community Eve	238.10
Rimbey Janitorial Supplies	50691	03-Oct-2024	Rimbey Janitorial - Town Office/RCMP	1,094.10
RJ Plumbing and Heating	50692	03-Oct-2024	RJ Plumbing - install new faucet - arena	299.49
SPIKER,MARCY	50693	03-Oct-2024	Marcy Spiker - facility deposit refund	150.00
Superior Safety Codes Inc.	50694	03-Oct-2024	Superior Safety Codes - Aug. 2024 - closed perm	12,673.50
TEETS,HEIDI	50695	03-Oct-2024	Heidi Teets - facility deposit refund	375.00
Town Of Rimbey	50696	03-Oct-2024	Town of Rimbey - util - Sept.2024	2,256.04
Western Recreation & Development Inc.	50697	03-Oct-2024	Western Recreation & Development Inc - supplies	787.50
556436 Alberta Ltd.	50698	08-Oct-2024	Central Sharpening - sharpen ice knife	279.30
Black Press Group Ltd.	50699	08-Oct-2024	Black Press Media - Sept. 2024 ads	1,442.11
Evergreen Co-operative Association	50700	08-Oct-2024	Co-op - fuel	2,756.53
FISHER,ZOBEIDA	50701	08-Oct-2024	Zobeida Fisher - programming - CC	180.00
LINDE CANADA INC.	50702	08-Oct-2024	Linde Canada - cylinder rent	41.11
Longhurst Consulting	50703	08-Oct-2024	Longhurst - Surface Pro - J.Johnstone	2,452.58
MLA Benefits Inc.	50704	08-Oct-2024	MLA Benefits - Oct.2024 - Mayor/Council - HSA \$	1,847.01
Rimbey Express	50705	08-Oct-2024	Rimbey Express - freight	170.00
Rimbey Family & Community Support Services	50706	08-Oct-2024	Rimbey Family & Community Support Services -	49,748.27
Stationery Stories & Sounds (2005)	50707	08-Oct-2024	Stationery Stories Sounds - stamp	22.05
Towle,Jeanette	50708	08-Oct-2024	J.Towle - expense- early reg for NPI Conf. 2025	1,363.95
Town of Ponoka	50709	08-Oct-2024	Town of Ponoka - Sept. 2024 - compost	60.00
ULINE CANADA CORPORATION	50710	08-Oct-2024	Uline - map storage - PW	236.08
Uni First Canada Ltd.	50711	08-Oct-2024	UniFirst - coveralls/supplies	82.26
Wolseley Industrial Canada INC	50712	08-Oct-2024	Wolseley - bleach - PW	2,134.35
MYHSA	00200-0001	03-Oct-2024	myHSA - Oct.02/24	132.79
Waste Management	00200-0002	03-Oct-2024	Waste Management - Sept.2024	5,454.62
ALBERTA MUNICIPAL SERVICES CORPORATION	00201-0001	08-Oct-2024	Alberta Municipal Services Corporation -gas/pow	43,555.84
Canada Revenue Agency	00201-0002	08-Oct-2024	CRA - deductions (Sept22-Oct.05/24) biweekly p	19,345.40
LAPP	00201-0003	08-Oct-2024	LAPP - FCSS (Sept.23-Oct.06/24) PP #21 2024	8,119.86
MYHSA	00201-0004	08-Oct-2024	myHSA - Oct.04/24	141.22
Wolseley Industrial Canada INC	CREDIT-INV	03-Oct-2024	Wolseley - PW - transmitter	0.00
<b>Total:</b>				<b>186,919.24</b>

Town Council  
**REQUEST FOR DECISION**



**Meeting:** October 28, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Boards/Committee Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Various Community Groups supply Minutes of their board meetings to council for their information.

**RECOMMENDATION:**

Motion by Council to accept the board / committee reports, as information.

**ATTACHMENTS:**

- [Beatty Heritage House Society Minutes - Sept 3, 2024](#)
- [Bylaw Committee Minutes 2024 05 07](#)
- [RCHHS June 20 Board Minutes](#)
- [Rimoka Minutes May 15-September 18, 2024](#)
- [Tagish Engineering Project Status Updates September 26, 2024](#)
- [Tagish Engineering Project Status Updates October 10, 2024](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

**ENDORSED BY:**

Craig Douglas, Chief Administrative Officer

October 24, 2024  
**Date**

Beatty Heritage House Society Minutes

September 3, 2024 Meeting

The meeting was called to order at 7:40 pm by Chairperson AudreyAnn Bresnahan.

In attendance: AudreyAnn Bresnahan Florence Stemo

Phayrene Altman.	Ed Grumbach
Annette Boorman.	Teri Ormberg
Lana Curle (Councillor)	Annelise Wettstein

MINUTES of July 2nd Meeting read by. Florence. There being no errors or omissions, Florence declared the Minutes Adopted as presented.

MINUTES of August 6th Meeting (as recorded by Teri Ormberg) read by Florence. Minutes Adopted as presented.

CORRESPONDENCE : None.

TREASURER'S REPORT: Treasurer absent; no Report.

#### OLD BUSINESS:

SUMMER EMPLOYEE: Satisfactory to very satisfactory depending on the task. Chloe was careful and thorough with indoor work and willing to learn about mowing and gardening. She was punctual, friendly, and adaptable to having several different bosses, as various Board Members took a turn planning her day and supervising her work.

ARBOURIST: Work scheduled for this season - Completed.

ARBOUR BENCH: Discussion re the placement of the bench. Sean will secure it in place when decision is made.

#### ALBERTA CULTURE DAYS:

Concert - Tribute to Gordon Lightfoot - Fri. Sept. 27th. Tickets - \$25.

Afternoon Event : "SCONES AND SWEET SOUNDS" - Tea and Display of early music recording machines and some instruments; Background music from the Big Band Era.

Sat. Sept. 28th. No charge. Winning ticket in the quilt raffle to be drawn.

GROUNDS CARE: Report from the Committee. Consensus, that work to address the potential problem of water damage to the base of the House, be continued from the southeast corner, along the EAST SIDE to the steps; then NORTH of the steps, preparing for a new bed extending to the NORTHEAST CORNER of the House.

Work to protect against water drainage against the foundation is to proceed along the NORTH SIDE, but at this time, without a flower bed.

Work along the WEST SIDE will include improvement of the current flower bed while addressing the potential moisture-damage problem.

Consensus that hedge would be fine until next season - no need to trim this Fall.

NEW BUSINESS: Need to freshen up some of interior woodwork eg. sun-damaged window sills. Professional is to be contacted.

NEXT MEETING: Monday, October 7th, 2024 - 7:30pm

ADJOURNMENT: By Ed at 9:20pm.

Florence Stemo Secretary

Minutes Adopted - October 7th 2024. F.S.





# MINUTES

## Bylaw Committee Meeting

Tuesday, May 7, 2024 - 3:00 PM

Town Administration Building - Council Chambers

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**1. CALL TO ORDER BYLAW COMMITTEE MEETING & RECORD OF ATTENDANCE**

Chairperson Rondeel called the meeting to order at 3:00 P.M. with the following in attendance:

- Chairperson Gayle Rondeel
- Committee Member Jeff Johnstone
- Committee Member Camille McKay
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer
- Liz Armitage - Development Officer – Via Conference Call

Absent: Councillor Jamie Coston

Public: (0) members of the public

1.1. LAND ACKNOWLEDGMENT

**2. AGENDA APPROVAL AND ADDITIONS**

2.1. Agenda Approval and Additions

Motion 2024BC014

Moved by Committee Member Johnstone to approve the agenda for the meeting of May 7, 2024, as presented.

Chairperson Rondeel	In Favor
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor
Councillor Coston	Absent

CARRIED

**3.**

**MINUTES**

3.1. Minutes

Motion 2024BC015

Moved by Committee Member McKay to accept the Minutes of the Bylaw Committee Meeting of April 2, 2024, as presented.

Chairperson Rondeel	In Favor
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor
Councillor Coston	Absent

CARRIED

**4.**

**NEW AND UNFINISHED BUSINESS**

4.1. 917/16 Land Use Bylaw

Motion 2024BC016

Moved by Committee Member Johnstone to accept 917/16 Land Use Bylaw, with the following changes and to bring forward to Council for approval.

Chairperson Rondeel	In Favor
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor
Councillor Coston	Absent

CARRIED

4.2. 1007/24 Solid Waste Management Bylaw

Motion 2024BC017

Moved by Committee Member Johnstone to accept 1007/24 Waste Management Bylaw with the changes list below, and to bring forward to Council for review.

- Change "Administrator" to "CAO" throughout the bylaw
- Section 3.4 - Remove
- Section 3.5 - Add "situation" after "emergency"
- Section 3.1(d) Add "Recyclable Materials"
- Section 3.9 - Add "Recyclable Material or"
- Section 4.5 - Change "Householder" to "Utility Owner"
- Section 4.9 - Move up above 4.4

Bylaw Committee  
May 7, 2024

- Section 4.15 - Remove
- Section 5.5 - Remove
- Section 5.10 & 5.11 - Add the word "on" before "the day prior to Collection."
- Section 5.12 - Add "or in approved enclosure."
- Section 5.16 - Remove
- Section 5.17 - Remove the last sentence in this section.
- Section 5.16, 5.19, and 5.20 - Remove.
- Section 5.21 - Add "sealed" blue bags and "previously" approved containers for collection.
- Section 5.22 - Add " or recyclable container."
- Section 5.24 - Remove "or lane"
- Section 6.3 - Create a schedule "D."

Chairperson Rondeel	In Favor
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor
Councillor Coston	Absent

CARRIED

5.

**ADJOURNMENT**

5.1. Adjournment

Motion 2024BC018

Moved by Committee Member McKay to adjourn the meeting at 4:04 P.M.

Chairperson Rondeel	In Favor
Committee Member Johnstone	In Favor
Committee Member McKay	In Favor
Councillor Coston	Absent

CARRIED

  
Gayle Rondeel, Chairperson

  
Craig Douglas, Chief Administrative Officer

Bylaw Committee  
May 7, 2024

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING AGENDA  
June 20, 2024  
10:00 a.m. Rimbey Provincial Building  
Main conference Room

Attendance: N. Hartford-Board Chair, D. Noble –Vice Chair, F. Pilgrim-Board Member, M. Griffith- Executive Director, R. Pankiw-Board Member, S. Bell- Board Member, J. Carlson- Recording Secretary

Regrets: R. Schaff-Board Member, N. Stefanyk-Board Member.

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

1. CALL TO ORDER By: N. Hartford at 10:20 a.m.
2. APPROVAL OF AGENDA

**24-06-01 MOTION:** By R. Pankiw to accept the agenda with the following addition:

12.5 Release of Information  
7.2 Space  
12.6 Food Bank Steering Committee

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

*A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.*

4. CONSENT AGENDA ITEMS

4.1 Quarterly Reports- 4.1 a) Client Safety Reports- 1/4ly  
4.1 b) Ponoka Youth Centre-1/2ly  
4.1 c) Catholic Social services- 1/4ly

4.2 Monthly Program Reports-  
4.2a) Directors Report  
4.2 b) Office Report

4.3 2024 Monthly Program statistics  
4.4 AHS contracted HC & Private HS Client Stats combined  
4.5 AHS (HC) & Private (HS) billing 2020-2024  
4.6 AHS (HC) client totals & Hours 2020-2024  
4.7 Private (HS) Client totals & Hours 2020-2024  
4.8 Food Bank Hamper Stats 2020-2024

**24-06-02 MOTION** By: D. Noble to accept the consent agenda items as information.

5. PREVIOUS MEETING MINUTES-May 23, 2024

**24-06-03 MOTION** By: F. Pilgrim that the May 23, 2024, be adopted as presented

6.. (Obj) BUSINESS ARISING FROM THE MINUTES

7. OLD BUSINESS

7.1 AHS Bus - Grant for transportation has been declined. ED will check on insurance again. We will need more members on the transportation committee if this project goes ahead. R. Pankiw would consider this after January 2025.

7.2 SPACE- M. Griffith, D. Noble and R. Schaff met with Alberta Infrastructure about taking over the space upstairs in the Provincial Building. Discussed rent increase and renovations needed before moving RCHHS up into that space.

7.3 ED evaluation: There was a leadership survey sent to all staff via google forms to assist with the evaluation process. Completely confidential.

Board has requested that the new office staff be introduced to the board members

8. FINANCE

8.1 FCSS Annual Report Update- F. Pilgrim presented updates from finance meeting to Board members.

8.2 Servus Accounts- Still working on the issues with online banking

8.3 IT Equipment Food Bank/Office/Satellite Office.

Finance Committee recommends the purchase of necessary IT equipment for the new Food Bank Office, and a cell phone, as well as the RCHHS Satellite office in Winfield and the funds for this equipment come from RCHHS

**24-06-04 MOTION** By: S. Bell to spend up to \$15,000.00 on the necessary equipment for these two new offices. **Seconded** By D. Noble. **All in Favor**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE –Next meeting June 19- postponed- Suggested to postpone until September

10. WORKPLACE HEALTH & SAFETY COMMITTEE- Next meeting. June 19-postponed- Suggested to postpone until September

11. SPECIAL EVENTS

11.1 Board Participation Opportunities: Events happening in the next month Canada Day festivities at Pask A Poo Park- promoting Board Recruitment. Would be nice to have a Board Member present. No one volunteered.

Rimbey Rodeo Parade- July 13. Ask. Previous Board Member B. Coulthard and previous ED P. Makofka to ride in the parade. R. Pankiw suggested inviting them to be grand Marshalls and ride in a truck.

Community Block Party- July 25<sup>th</sup> at Lions Park from 3:00p.m. to 7:00p.m. S. Bell Volunteered and D. Noble volunteered

12. NEW BUSINESS

12.1 In-Camera Session

12.2 Tech Enhancement Project- Presentation by L. Butcher on the need for tech enhancement at RCHHS office. The need for an implementation consultant on staff or on a consultant basis. Great presentation, The Board of Directors have tabled this discussion until July finance meeting when the E.D can come with more information on the financial implication of this new role.

12.3 Proposed new Agenda- the Board approved the new agenda format to begin using in September.

12.4 Board Operational Planning- Tabled to a future date

12.5 Release of Information- Reminder to be careful about our wording, our legal entity is Rimbey Community Home Help Services Association and Family Community Support Services is one of the pillars of the organization. The AHS contract is held by RCHHS and the boundaries for that have expanded but not for FCSS.

12.6 Food Bank Steering Committee- S. Bell reported the committee meets monthly. G. Rondeel has joined the committee, they are looking for more committee members. Grand opening for the Food Bank is October 17

13. QUALITY ASSURANCE- none

14. CORRESPONDENCE-none

15. ADJOURNMENT: By: N. Hartford at 12:40 p.m.

16. BOARD SHARING TIME

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N. Hartford- Board Chair

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J. Carlson- Recording Secretary



BOARD MEETING  
Wednesday, May 15, 2024  
10:00 a.m.  
Legacy Place, Ponoka

PRESENT: S. Lyon Board Vice-Chair K. Ferguson N. Hartford D. MacPherson  
G. Rondeel D. Weir L. Fundytus, CAO W. Sheppard, Recorder  
ABSENT : L. Curle

1. CALL TO ORDER

S. Lyon, Board Vice-Chair called the meeting to order at 10:01 a.m.

2. ADOPTION OF AGENDA

MOVED by D. MacPherson that the Board meeting agenda be adopted as presented. (RHF 24-05-01)  
Carried

3. APPROVAL OF MINUTES

MOVED by D. Weir the Board approve the minutes of the April 17, 2024 Board meeting. (RHF 24-05-02)  
Carried

4. CAO REPORT

L. Fundytus provided an overview of the May CAO report.

MOVED by K. Ferguson that the Board accept the CAO report as information. (RHF 24-05-03)  
Carried

5. FINANCIAL REPORTS

L. Fundytus provided an overview of the financial reports for March.

MOVED by N. Hartford that the Board accept for the three months ending March 31, 2024 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 24-05-04)  
Carried

6. BUILDING COMMITTEE REPORT

L. Fundytus provided an update on the Ponoka Seniors Housing Development.

Board Members agreed to provide a joint letter with signature support from all municipalities to Jason Nixon, Minister of Seniors, Community and Social Services, requesting a meeting to further discuss the Ponoka Seniors Housing project.

7.	OLD BUSINESS
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**POLICY HR-09 EMPLOYEE RECOGNITION**

MOVED by G. Rondeel the Board approve Policy HR-09 Employee Recognition as presented.  
(RHF 24-05-05)

*Carried*

**POLICY CS-21 MEDICAL ASSISTANCE IN DYING (MAID)**

Nothing to report.

8.	NEW BUSINESS
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**POLICY CS-22 SMOKING**

MOVED by D. MacPherson the Board approve Policy CS-22 Smoking with the requested amendments.  
(RHF 24-05-06)

*Carried*

**POLICY CS-23 NO PETS**

MOVED by N. Hartford the Board approve Policy CS-23 No Pets as presented. (RHF 24-05-07)

*Carried*

*Opposed K. Ferguson & G. Rondeel*

**POLICY CS-24 ALCOHOL USE**

MOVED by K. Ferguson the Board approve Policy CS-24 Alcohol Use as presented. (RHF 24-05-08)

*Carried*

**POLICY FIN-22 LATE PAYMENTS & ARREARS**

MOVED by K. Ferguson the Board approve Policy FIN-22 Late Payments & Arrears with the requested amendments (RHF 24-05-09)

*Carried*

9.	CORRESPONDENCE
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Provided as information.

10.	NEXT MEETING
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Council Agenda Item 8.2.1

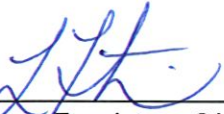
The next meeting will be scheduled for 10:00 a.m. on June 19, 2024 at Valley View Manor in Rimby.

MOVED by G. Rondeel the meeting adjourn at 11:32 a.m. (RHF 24-05-10)

Carried

  
\_\_\_\_\_  
Lana Curle, Board Chair

June 19/2024  
Date Signed

  
\_\_\_\_\_  
Lorne Fundytus, CAO

June 19/2024  
Date Signed



EMAIL MOTION  
Tuesday, May 28, 2024  
4:31 p.m.

PRESENT: L. Curle, Board Chair N. Hartford S. Lyon D. MacPherson G. Rondeel  
D. Weir L. Fundytus, CAO W. Sheppard, Recorder

ABSENT: K. Ferguson

1. OPERATIONAL REVIEW POLICIES

L. Fundytus provided the Board by email the following three policies as requirements highlighted from the Government of Alberta Operational Review:

- Policy ADM-02 Cyber Privacy Policy;
- Policy CS-26 Eviction;
- Policy CS-25 Senior Housing Point Scoring.

MOVED by N. Hartford that the Board approve Policy ADM-02 Cyber Privacy Policy, Policy CS-26 Eviction and Policy CS-25 Senior Housing Point Scoring as presented. (RHF 24-05-11)

Carried

  
\_\_\_\_\_  
Lana Curle, Board Chair

June 19/2024  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Lorne Fundytus, CAO

June 19/2024  
\_\_\_\_\_  
Date Signed



BOARD MEETING

Friday, June 21, 2024

10:00 a.m.

Town of Rimbeey Council Chambers, Rimbeey

PRESENT: L. Curle K. Ferguson N. Hartford D. MacPherson G. Rondeel  
 D. Weir L. Fundytus, CAO W. Sheppard, Recorder  
 ABSENT : S. Lyon

1. CALL TO ORDER

L. Curle, Board Chair called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MOVED by N. Hartford that the Board meeting agenda be adopted as presented. (RHF 24-06-01) Carried

3. APPROVAL OF MINUTES

MOVED by D. MacPherson the Board approve the minutes of the May 15, 2024 Board meeting. (RHF 24-06-02) Carried

MOVED by G. Rondeel the Board approve the minutes of the May 28, 2024 email motion. (RHF 24-06-03) Carried

4. CAO REPORT

L. Fundytus provided an overview of the June CAO report.

MOVED by K. Ferguson that the Board accept the CAO report as information. (RHF 24-06-04) Carried

5. FINANCIAL REPORTS

L. Fundytus provided an overview of the financial reports for April.

MOVED by D. Weir that the Board accept for the four months ending April 30, 2024 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 24-06-05)

Carried

6. BUILDING COMMITTEE REPORT

L. Fundytus provided an update on the Ponoka Seniors Housing Development.

The estimated cost of the project with the approved floor plans is \$31.16 M. RPK Architects has submitted the plans to structural planning to determine actual costs and that will meet the CMHC Class C requirements for the project.

A meeting with Minister of

7. OLD BUSINESS

POLICY CS-21 MEDICAL ASSISTANCE IN DYING (MAID)

Nothing to report.

8. NEW BUSINESS

2024 PROVINCIAL HOUSING BUDGET - FINAL

MOVED by D. Weir the Board approve the 2024 Provincial Housing Budget as presented. (RHF 24-06-06) Carried

ASSET TRANSFER – PONOKA COMMUNITY HOUSING

L. Fundytus provided an overview of the GoA’s asset transfer program where ownership of Alberta Social Housing Corporation (ASHC) buildings can become transferrable to the Housing Management Body.

One community housing unit in Ponoka is presently accessible for ownership transfer and Legion Anniversary Arms, Slater Place, Reid Manor, Kansas Ridge 1 and Kansas Ridge 2 will be requested in the 2024-2025 Business Plan.

MOVED by D. Weir the Board approve pursuing the asset transfer of 5106 38 Street in Ponoka if Rimoka Housing Foundation receives full ownership and proceeds. (RHF 24-06-07) Carried

POLICY LL-03 MAINTENANCE RESERVE

MOVED by D. MacPherson the Board approve Policy LL-03 Maintenance Reserve as presented. (RHF 24-06-08) Carried

POLICY LL-04 OPERATING and CAPITAL MAINTENANCE

MOVED by K. Ferguson the Board approve Policy LL-04 Operating and Capital Maintenance as presented. (RHF 24-06-09) Carried

**POLICY RS-05 RENT DETERMINATION**

MOVED by K. Ferguson the Board approve Policy RS-05 Rent Determination as presented.  
(RHF 24-06-10)

*Carried*

**POLICY CS-12 ANNUAL RENT REVIEW - LODGES**

MOVED by N. Hartford the Board approve Policy CS-12 Annual Rent Review – Lodges as presented.  
(RHF 24-06-11)

*Carried*

**9. CORRESPONDENCE**

Provided as information.

**10. NEXT MEETING**

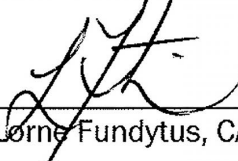
The next meeting will be scheduled for 10:00 a.m. on September 18, 2024 at Legacy Place in Ponoka.

MOVED by D. MacPherson the meeting adjourn at 11:14 a.m. (RHF 24-06-12)

*Carried*

  
\_\_\_\_\_  
Lana Curle, Board Chair

  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Lorne Fundytus, CAO

  
\_\_\_\_\_  
Date Signed



EMAIL MOTION  
Thursday, June 27, 2024  
11:34 a.m.

PRESENT: L. Curle, Board Chair      K. Ferguson      N. Hartford      S. Lyon      G. Rondeel  
          D. Weir                              L. Fundytus, CAO      W. Sheppard, Recorder

ABSENT: D. MacPherson

1.	2024-2025 BUSINESS PLAN
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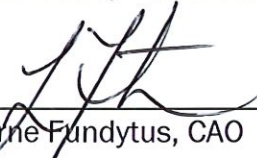
L. Fundytus provided the Board by email the updated 2024-2025 Business Plan appendices for submission to the Government of Alberta.

MOVED by G. Rondeel that the Board approve 2024-2025 Business Plan appendices as presented.  
(RHF 24-06-13)

*Carried*

  
\_\_\_\_\_  
Lana Curle, Board Chair

  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Lorne Fundytus, CAO

  
\_\_\_\_\_  
Date Signed



BOARD MEETING  
Wednesday, September 18, 2024  
10:00 a.m.  
Legacy Place, Ponoka

PRESENT: L. Curle K. Ferguson N. Hartford S. Lyon G. Rondeel  
D. Weir L. Fundytus, CAO W. Sheppard, Recorder  
ABSENT : D. MacPherson  
GUEST : C. Cutforth, Ponoka Lodge Project Building Committee

1. CALL TO ORDER

L. Curle, Board Chair called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

MOVED by S. Lyon that the Board meeting agenda be adopted with the addition of Item 9.5 ASCHA Regional Meeting Voting Proxy. (RHF 24-09-01)

Carried

3. PRESENTATION - Ponoka Lodge Project

L. Fundytus, C. Cutforth and S. Lyon provided an update on the Ponoka Lodge Project which included:

- building and suite designs;
- occupancy stabilization;
- construction options, including a portion of modular construction;
- project costing;
- and project resources for funding.

The present funding models from the federal and provincial governments would leave approximately 70% of the project costs the responsibility of the Rimoka Housing Foundation.

Our project is presently a Class C budget level for AHPP and CMHC funding submissions. The cost to move forward to Class B would be an additional \$300,000 which is recommended by our consultant, D. Weiss.

There has been no confirmed date from the Government of Alberta for AHPP funding submissions.

Board Members agreed a presentation by D. Weiss, our consultant, to all the councils of our municipalities to better understand the project costs and municipal responsibilities would be beneficial.

C. Cutforth left the meeting at 11:13 a.m.

4. APPROVAL OF MINUTES

Council Agenda Item 8.2.1

MOVED by D. Weir the Board approve the minutes of the June 21 Board meeting and the June 27 email minutes. (RHF 24-09-02) Carried

5.	CAO REPORT
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L. Fundytus provided an overview of the September CAO report.

MOVED by K. Ferguson that the Board accept the CAO report as information. (RHF 24-09-03) Carried

6.	FINANCIAL REPORTS
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L. Fundytus provided an overview of the financial reports for May, June and July.

MOVED by N. Hartford that the Board accept for the five months ending May 31, 2024, the six months ending June 30, 2024 and the seven months ending July 31, 2024 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 24-09-04) Carried

MOVED by D. Weir that the Board approve the endowment account expenditures for the months January, February and March as presented. (RHF 24-09-05) Carried

MOVED by S. Lyon that the Board approve the endowment account expenditures for the months April, May and June as presented. (RHF 24-09-06) Carried

7.	BUILDING COMMITTEE REPORT
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The building committee report was included in the Ponoka Lodge Project presentation.

8.	OLD BUSINESS
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**POLICY CS-21 MEDICAL ASSISTANCE IN DYING (MAID)**

Nothing to report.

9.	NEW BUSINESS
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**POLICY LL-06 ADMINISTRATIVE FEE ON RENTAL SUITES**



Council Agenda Item 8.2.1

MOVED by G. Rondeel the Board approve Policy LL-06 Administrative Fee on Rental Suites as presented. (RHF 24-09-07) Carried

**POLICY LL-07 MOVE IN MOVE OUT INSPECTION**

MOVED by S. Lyon the Board approve Policy LL-07 Move In Move Out Inspection as presented. (RHF 24-09-08) Carried

**POLICY FIN-13 INVENTORY OF ASSETS**

MOVED by N. Hartford the Board approve Policy FIN-13 Inventory of Assets as presented. (RHF 24-09-09) Carried

**POLICY HR-11 FIRST AID TRAINING**

MOVED by K. Ferguson the Board approve Policy HR-11 First Aid Training as presented. (RHF 24-09-10) Carried

**ASCHA REGIONAL MEETING VOTING PROXY**

L. Fundytus advised the Board, he was appointed the Rimoka Housing Foundation's proxy votes for resolutions at the ASCHA Central Regional meeting with his registration.

**10. CORRESPONDENCE**

Provided as information.

**11. NEXT MEETING**


The next meeting will be scheduled for 10:00 a.m. on October 10, 2024 at Valley View Manor in Rimbey.

The November Board meeting will be rescheduled to November 27, 2024 at Legacy Place in Ponoka.

MOVED by S. Lyon the meeting adjourn at 11:38 a.m. (RHF 24-09-11) Carried

  
\_\_\_\_\_  
Lana Curle, Board Chair

Oct 10, 2024  
Date Signed

  
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Lorne Fundytus, CAO

Oct 11/24  
Date Signed

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM0000.24 RB00 - 2024 General Engineering</b>		
August 15, 2024	Smith, Greg	We discussed the well 10r and patches with contractors at our pre-con meeting. They will take the work on. We will assist the Town with project management on these.
August 28, 2024	Smith, Greg	Well 10r repair was completed last week. There is a new valve the Town would like changed on 48th that they will work on once all contract items are complete.
September 11, 2024	Smith, Greg	No current general items
September 25, 2024	Smith, Greg	No current general items
<b>RBYM00149.00 RB149 - 2024 Rimbey Mapbook</b>		
August 15, 2024	Smith, Greg	No change
August 28, 2024	Smith, Greg	There have been revisions identified through the capital program that can be made this fall once construction is complete.
September 11, 2024	Smith, Greg	No change
September 25, 2024	Smith, Greg	No change
<b>RBYM00150.00 RB150 - 2024 Street &amp; Utility Impro</b>		
August 15, 2024	Smith, Greg	Pre-con meeting was held on Tuesday. Grayson is hoping to start underground work late next week.
August 28, 2024	Smith, Greg	The two water valves are complete. Grayson is working on County Ave hydrant the will return to the fire hydrant on Drader.
September 11, 2024	Smith, Greg	All underground work is complete, concrete work is ongoing.
September 25, 2024	Smith, Greg	Concrete is complete, we are awaiting BP to complete road paving which should be soon, we have requested a schedule from them.

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September 25, 2024	Smith, Greg	Concrete is complete, we are awaiting BP to complete road paving which should be soon, we have requested a schedule from them.
October 10, 2024	Smith, Greg	Drader was paved on Saturday. Landscaping and patching to follow shortly.