



**TOWN OFFICE**  
 4938-50 Ave,  
 Box 350  
 (P) 403-843-2113  
 (F) 403-843-6599  
 (E) generalinfo@rimbey.com

**PUBLIC WORKS**  
 4705-46 Ave,  
 Box 350  
 (P) 403-843-2725  
 (F) 403-843-4960  
 (E) publicworks@rimbey.com

**RECREATION**  
 5109-54 St,  
 Box 350  
 (P) 403-843-3151  
 (F) 403-843-4267  
 (E) recreation@rimbey.com

www.rimbey.com  
 Office Hours 8:30 am—4:30 pm

**Notice of Open House and Public Hearing  
 Town of RimbeY Land Use Bylaw 917/16**

Council will hold an Open House and Public Hearing for Land Use Bylaw 917/16 in which any person may ask questions or make comments. The Open House is scheduled for **Monday, July 25, 2016 at 4:00pm to 6:30pm** and the Public Hearing is scheduled for **Monday, July 25, 2016 at 7:00pm** during the Regular Council Meeting. Both the Open House and the Public Hearing will be held in the Council Chambers of the Administration Office at the Town of RimbeY.

Interested parties may pick up a copy of the Land Use Bylaw at the Town of RimbeY Administration Office during regular office hours or visit [www.rimbey.com](http://www.rimbey.com) to view it online.

Written submissions regarding the LUB will be accepted on or before July 8, 2016. Submission may be submitted to:

RE: Land Use Bylaw  
 Development Officer  
 Town of RimbeY  
 Box 350  
 RimbeY, Alberta  
 TOC 2J0

Verbal representations may be made by registering for the Public Hearing at the Town Office.

Interim Chief Administrative Officer Donna Tona, CTS

**Employment Opportunity  
 Finance Assistant**

**Reports to: Chief Administrative Officer**

General Outline

This position performs advanced duties related directly to municipal finance. Work is performed under limited supervision according to policy and/or standard procedures. Initiative and judgment are required.

Examples of Work - The following list does not represent an exhaustive list of the expected duties of the position, merely an example of some expected duties:

- Processing of grant applications and reporting;
- Processing of payroll and benefits ;
- Maintenance of the general ledger and make accurate entries, including closing of year-end accounts, accounts receivable and accounts payable;
- Administer all accounting modules, which include but are not limited to; C/R, A/R, A/P, utilities, taxes, collections, business licensing and cemetery function;
- Processing of tax certificates and searches;
- Processing of bank reconciliations;
- Meet the public in a courteous and diplomatic manner and answer inquiries concerning Town policy, procedures and programs and refer inquiries as appropriate;
- Other duties as may be assigned or required.

Minimum Requirements

Post-secondary training in accounting or finance. Ability to use discretion regarding confidential matters. Ability to deal effectively with the public, employees and others in a courteous and tactful manner and maintain positive and harmonious relationships amongst all with whom the employee may come in contact. Excellent organizational skills to handle multiple tasks and the personal initiative to take on tasks as required. Experience in a municipal setting would be an asset.

Deadline for applications is 4:30 p.m., July 22, 2016. Candidates should submit their resumes and references to:

Town of RimbeY  
 Attn: Lori Hillis, Chief Administrative Officer  
 Box 350  
 RimbeY, AB TOC 2J0  
 Fax: (403) 843-6599  
 E-mail: generalinfo@rimbey.com

The Town of RimbeY thanks all persons who submit resumes, however, only those chosen for interviews will be contacted.

**UPCOMING COUNCIL MEETINGS**

Monday, July 25/16 7:00 pm  
 Monday, August 22, 2016 7:00 pm  
 All Council Meetings are open to the public.

**IMPENDING POSTAL STRIKE**

**Please be advised, in the event of a postal strike, the Town of RimbeY will not put your monthly invoice in the mail. Please stop by the office to pick it up. To avoid late payment penalties, Town of RimbeY invoices must be paid two days prior to the last business day of the month.**

Recreation and Community Services 403-843-3151

Thank you to all of the Canada Day volunteers and participants for helping make this year's celebration amazing. Thank you the government of **Canada** for supporting this event.

**RimbeY Rodeo Parade Route**



**THE 65TH ANNUAL  
 RimbeY Rodeo  
 Weekend  
 PARADE**



**July 9th  
 11am**

If you would like to participate in the RimbeY Rodeo Parade, please fill out the Rodeo Parade Application on [www.rimbey.com/administration/forms-and-applications](http://www.rimbey.com/administration/forms-and-applications)

