

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

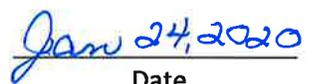
AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON  
TUESDAY, JANUARY 28, 2020 AT 1:00 PM IN THE COUNCIL CHAMBERS OF  
THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY,  
ALBERTA

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|       |   |       |
|-------|---|-------|
| 1     | <b>Call to Order Regular Council Meeting<br/>&amp; Record of Attendance</b>   |       |
| 2.    | <b>Agenda Approval and Additions</b>  | 1     |
| 3.    | <b>Minutes</b>  | 2     |
| 3.1   | Minutes of Regular Council January 14, 2020 .....   | 3-5   |
| 4.    | <b>Public Hearings - None</b>   |       |
| 5.    | <b>Delegations</b>  |       |
| 5.1   | Rimbey Boys and Girls Club Annual Update .....  | 6-26  |
| 6.    | <b>Bylaws</b>   |       |
| 6.1   | 953/19 Road Closure and Sale of Land Bylaw .....  | 27-32 |
| 6.2   | 960/20 Amendment to Land Use Bylaw .....  | 33-37 |
| 6.3   | 961/20 Responsible Pet Ownership Bylaw .....  | 38-51 |
| 7.    | <b>New and Unfinished Business</b>  |       |
| 7.1   | 1128 Whistleblower Policy .....   | 52-61 |
| 7.2   | Budget Meeting Date.....  | 62    |
| 7.3   | Council Meeting Date Change Request .....   | 63    |
| 8.    | <b>Reports</b>  |       |
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| 8.1.2 | Director of Finance Report .....  | 66-71 |
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| 8.2.1 | Rimbey Municipal Library Board Minutes of November 6, 2019 ...  | 78    |
| 8.2.2 | Tagish Engineering Project Status Update of December 19, 2019<br>and January 9, 2020 .....  | 79-80 |
| 8.2.3 | Beatty Heritage House Society Minutes of December 2, 2019 .....   | 81    |
| 8.2.4 | Rimbey FCSS/RCHHS Minutes of December 19, 2019 .....  | 82-84 |
| 8.2.5 | Rimoka Housing Foundation Minutes of November 18, 2019 .....  | 85-86 |
| 8.3   | Council Reports   | 87    |
| 8.3.1 | Mayor Pankiw's Report .....   | 88    |
| 8.3.2 | Councillor Coulthard's Report .....   | 89-90 |
| 8.3.3 | Councillor Curle's Report .....   | 91    |
| 8.3.4 | Councillor Payson's Report .....  | 92    |
| 8.3.5 | Councillor Rondeel's Report .....   | 93    |
| 9.    | <b>Correspondence - None</b>  |       |
| 10.   | <b>Open Forum</b> ( <u>Bylaw 939/18– Council Procedural Bylaw Part XXI 1.</u> 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.   | <b>Closed Session</b>   |       |
| 11.1  | FOIP Section 25 (1)(c)(iii) Disclosure harmful to economic and other interests of a public body –Intermunicipal Collaboration Framework.  |       |
| 11.2  | FOIP Section 27 Privileged Information - Legal  |       |
| 12.   | <b>Adjournment</b>  |       |



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 3.0  |
| <b>Council Meeting Date</b> | January 28, 2020   |
| <b>Subject</b>              | Minutes  |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Attachments</b>          | 3.1 Minutes of Regular Council January 14, 2020  |
| <b>Recommendation</b>       | Motion by Council to accept the Minutes of the Regular Council Meeting of January 14, 2020, as presented.  |
| <b>Prepared By:</b>         | <p><br/>Lori Hillis, CPA, CA<br/>Chief Administrative Officer</p> <p><br/>Date</p>   |
| <b>Endorsed By:</b>         | <p><br/>Lori Hillis, CPA, CA<br/>Chief Administrative Officer</p> <p><br/>Date</p> |

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, JANUARY 14, 2020 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 - 50 AVENUE, RIMBEY, ALBERTA.

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1. Call to Order Mayor Pankiw called the meeting to order at 5:00 pm, with the following in attendance:

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Public Works – Rick Schmidt  
Recording Secretary – Kathy Blakely

Absent:

Public:

Darren Dolman – Rimbey Christian School  
0 member(s) of the public

2. Adoption of Agenda

2.1 January 14, 2020 Agenda

Motion 001/20

Moved by Councillor Coulthard to accept the Agenda for the January 14, 2020 Regular Council Meeting, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

3. Minutes

3.1. Minutes of Regular Council Meeting December 10, 2019

Motion 002/20

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of December 10, 2019, as presented.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

4. Public Hearings

4.1 Public Hearings – None

5. Delegations
- 5.1 Rimbey Christian School
- Motion 003/20
- Moved by Councillor Coulthard to accept the presentation from Rimbey Christian School, as information.
- |                      |                |
|----------------------|----------------|
| <u>In Favor</u>      | <u>Opposed</u> |
| Mayor Pankiw         |                |
| Councillor Coulthard |                |
| Councillor Curle     |                |
| Councillor Payson    |                |
| Councillor Rondeel   |                |
- CARRIED
- Motion 004/20
- Moved by Councillor Rondeel to defer further discussion regarding the Rimbey Christian School to the 2020 budget deliberations.
- Councillor Payson declared a conflict of interest as he works for the Rimbey Christian School and abstained from voting on the motion.
- |                      |                |
|----------------------|----------------|
| <u>In Favor</u>      | <u>Opposed</u> |
| Mayor Pankiw         |                |
| Councillor Coulthard |                |
| Councillor Curle     |                |
| Councillor Rondeel   |                |
- CARRIED
6. Bylaws
- 6.1 Bylaws - None
7. New and Unfinished Business
- 7.1 New and Unfinished Business - None
8. Reports
- 8.1 Department Reports
- 8.1.1 Chief Administrative Officer Report
- 8.1.2 Director of Finance Report
- Motion 005/20
- Moved by Councillor Payson to accept the department reports, as information.
- |                      |                |
|----------------------|----------------|
| <u>In Favor</u>      | <u>Opposed</u> |
| Mayor Pankiw         |                |
| Councillor Coulthard |                |
| Councillor Curle     |                |
| Councillor Payson    |                |
| Councillor Rondeel   |                |
- CARRIED
- 8.2 Boards/Committee Reports
- 8.2.1 Beatty Heritage House Society Minutes of November 4, 2019
- 8.2.2 Tagish Engineering Ltd. Project Status Update to December 5 and December 18, 2019
- 8.2.3 Rimbey Municipal Library Board Minutes of October 2, 2019
- 8.2.4 FCSS/RCHHS Board Minutes of October 17, and November 20, 2019

Motion 006/20

Moved by Councillor Coulthard to accept the Beatty Heritage House Society Minutes of November 4, 2019, Tagish Engineering Project Status Update of December 5 and December 18, 2019, Rimbey Municipal Library Board Minutes of October 2, 2019 and the FCSS/RCHHS Board Minutes of October 17, and November 20, 2019, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

9. Correspondence 9.1 Correspondence - None
10. Open Forum 10.1 Open Forum
11. Closed Session 11.1 Closed Session - None
12. Adjournment 12.1 Adjournment

Motion 007/20

Moved by Councillor Coulthard to adjourn the meeting.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 5:25 pm.

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MAYOR RICK PANKIW

---

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 5.1  |
| <b>Council Meeting Date</b> | January 28, 2020   |
| <b>Subject</b>              | Rimbey Boys and Girls Club Annual Update   |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Background</b>           | The Rimbey Boys and Girls Club has contacted the Town of Rimbey Administration Office to request a delegation of Council to present their annual update. |
| <b>Attachments</b>          | Power Point Slides   |
| <b>Recommendation</b>       | Administration recommends Council accepts the presentation from Rimbey Boys and Girls Club, as information.  |

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 24, 2020*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 24, 2020*

Date



# Boys & Girls Clubs of Wolf Creek

RIMBEY

**2019-2020  
Town Presentation**



# RIMBEY BGC HISTORY AND TIMELINE

Town of Rimbey approached Ponoka Youth Centre to start a Boys and Girls Club Program in Rimbey.

BGC Rimbey programs continue to operate and expand.

All age 12-18 programs are cut due to loss of funding. Programs for ages 5-11 continue and grow.

2013 ----- 2014 ----- 2015-2017 ----- 2018 ----- 2019 ----- 2020

Town of Rimbey enters into a 5 year contract with Ponoka Youth Centre to run BGC programs in exchange for \$25,000/year.

BGC Rimbey programs continue to operate, expand and have a record year with almost 1400 program visits.

Deficit projected with current programming budget. There is a possibility of more programs being cut if funding cannot be found.

BGC Rimbey starts 3 programs and has 152 individual youth attend programs with 950 visits.

Town of Rimbey decreases 2019 funding by 40% and 2020 funding by 60% resulting in program cuts.

## **AFTER SCHOOL PROGRAM**

**AGES 5-11**

The After School Program is a program that provides new opportunities and experiences where children can build positive relationships and develop confidence and skills for life. Activities include active team games, self-directed play, snacks, community involvement, and creative projects.

This program is currently running at full capacity almost every day!

This program fills up within hours at the fall registration night!

## **FUNTASTIC FRIDAYS**

**AGES 5-11**

Funtastic Fridays is a program for school Professional Development Days. The program offers children a fun-filled day of recreation, crafts and games. This program also runs over the Spring Break week when sponsors can be found.

# SUMMER PROGRAM

AGES 5-11

The Summer Program is a full-day program that provides new opportunities and experiences where children can build positive relationships and develop confidence and skills for life. Activities include active team games indoors and out, self-directed play, experiments, imaginative and creative learning.



## DINNER AND DROP IN

AGES 12-18

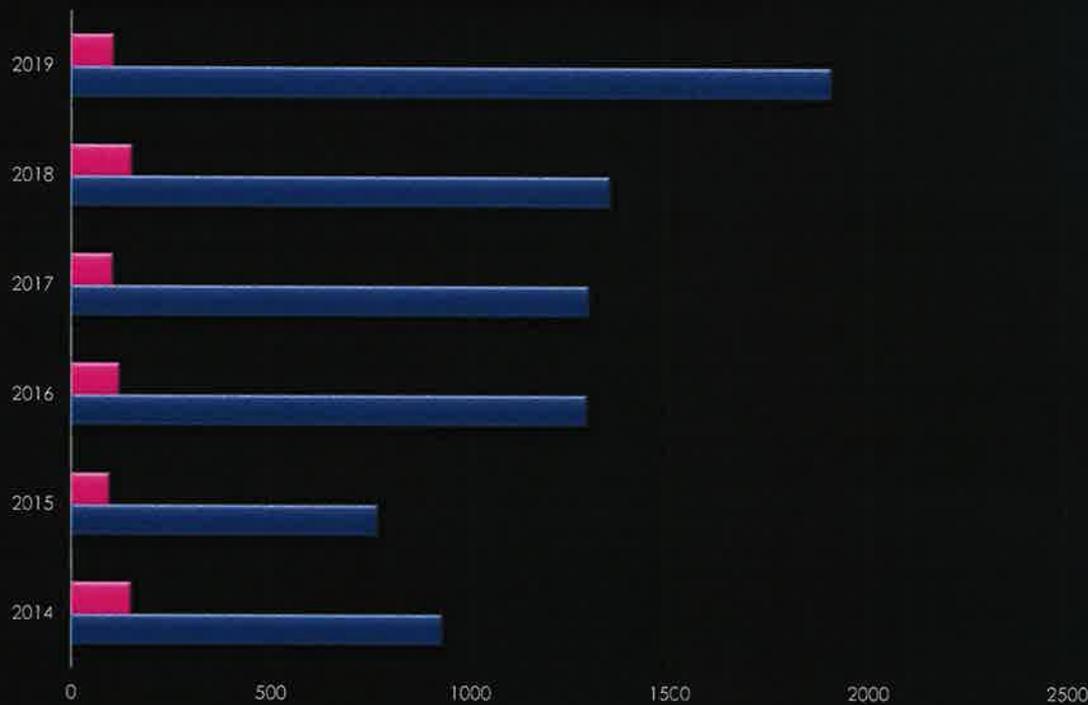
Dinner and Drop In is a fun drop in program that provides activities in a safe, supportive place for youth. It creates opportunities to build positive relationships and learn new skills. Activities include games, creative projects, special events, contests, snacks and just hanging out.



**CANCELLED**  
Due to loss of funding

# 2019 Program Attendance

Annual Youth Program Attendance

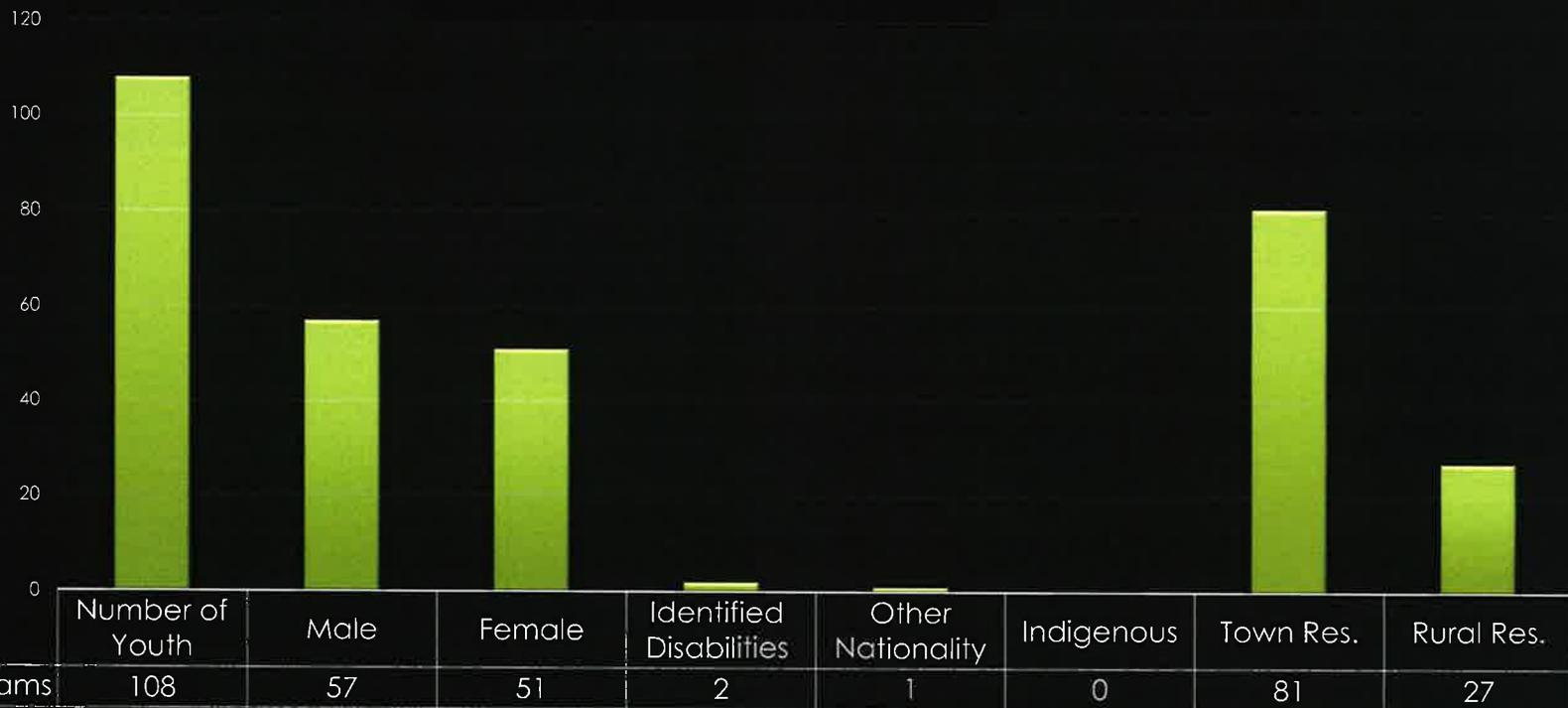


**2019**  
 We have experienced a 40% growth in our programs this year, even with closing down the teen programs!!!

|                                  | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|----------------------------------|------|------|------|------|------|------|
| Total Number of Individual Youth | 152  | 98   | 123  | 106  | 154  | 108  |
| Total Program Attendance         | 934  | 771  | 1296 | 1302 | 1354 | 1909 |

# 2019 Program Demographics

## 2019 Demographics



## **NEW PROGRAMMING LOCATION**

We are very grateful to the Town of Rimbey for the use of space at the Community Centre over the past few years. However, as the program began to grow, we found ourselves in need of dedicated space. In the fall of 2019, we were able to obtain our own space in the basement of the Nazarene Church. This new space has been a big boost to the program and we are experiencing very high attendance rates. This dedicated space has allowed us to be much more efficient with staff time, as they no longer are required to set-up and take-down each day. It has also given the program a permanent location that enables parents and children to know and consider it their own.

## Clarification of County of Ponoka Funding

### Rimbey BGC Demographic Breakdown:

- **County Youth 25% - Ponoka County Donated 12% of BGC Budget in 2019**
- **Town Youth 75% - Town of Rimbey donated 26% of BGC Budget in 2019**



# Ponoka County

November 18, 2019

**TO WHOM IT MAY CONCERN:**

RE: Boys & Girls Clubs of Wolf Creek

Ponoka County wishes to confirm the following facts regarding its contributions toward the Boys & Girls Clubs of Wolf Creek.

- This letter applies to the Boys & Girls Clubs of Wolf Creek only, not the Big Brothers, Big Sisters programs.
- Ponoka County contributes funding each year to the Boys & Girls Clubs of Wolf Creek based upon request and presentations from the Executive Director, leaders and youth of the Ponoka Youth Centre. There is no promise of future funding as the request is reviewed annually and must correspond with our contributions budget line.
- The County gives the money to the Ponoka Youth Centre but does not delineate how it must be divided.

Beth Reitz, the Executive Director, has provided the following table for our information:

| Year | Amount of Money Received from County (for both agencies) | BGC Rimbey's Designation of County Funding Received | BGC Rimbey Percentage of Youth Served | BGC Ponoka's Designation of County Funding Received | BGC Ponoka Percentage of Youth Served |
|------|--|---|---------------------------------------|---|---------------------------------------|
| 2015 | \$10,000   | 70%   | 12%                                   | 30%   | 98%                                   |
| 2016 | \$10,000   | 20%   | 14%                                   | 80%   | 86%                                   |
| 2017 | \$15,000   | 34%   | 14%                                   | 66%   | 86%                                   |
| 2018 | \$15,000   | 34%   | 18%                                   | 66%   | 82%                                   |
| 2019 | \$25,000   | 28%   | TBD                                   | 72%   | TBD                                   |

County Council has agreed that this is a very worthwhile cause and has supported it wholeheartedly for many years. We would encourage the Town of Rimbey Council to consider doing likewise.

Yours truly,

Charlie B. Cutforth  
Chief Administrative Officer

# BENEFITS THAT BOYS AND GIRLS CLUBS BRING TO RIMBEY

## 1. Provides After School Child Care



The Boys and Girls Clubs of Rimbey is the ONLY program that provides after school child care supervision for school-aged youth. Our program allows for children to be picked up at the school and supervised until their parents pick them up from the program. This allows for parents to work without having to worry about the safety of their children after school. This improves the safety of the community and the economic situations of working families.

## **2. Reduces Risk Factors that May Lead to Juvenile Crime**

- **Our programs reduce risk factors which may lead to juvenile crime by providing a safe, supportive place where youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.**
- **Annual outcome reports provide strong indication that our agency programs are having a significant and positive impact on youth in Rimbeey.**

**"The hours from 3 to 6 p.m. are the peak time for juvenile crime and victimization ...research and evaluation studies have demonstrated that the programs can have a positive effect on a range of prevention outcomes, such as avoidance of drug and alcohol use, decreases in delinquency and violent behavior, increased knowledge of safe sex, avoidance of sexual activity, and reduction in juvenile crime."**

**( "After School Programs in the 21st Century" by Amy Magin Wong)**

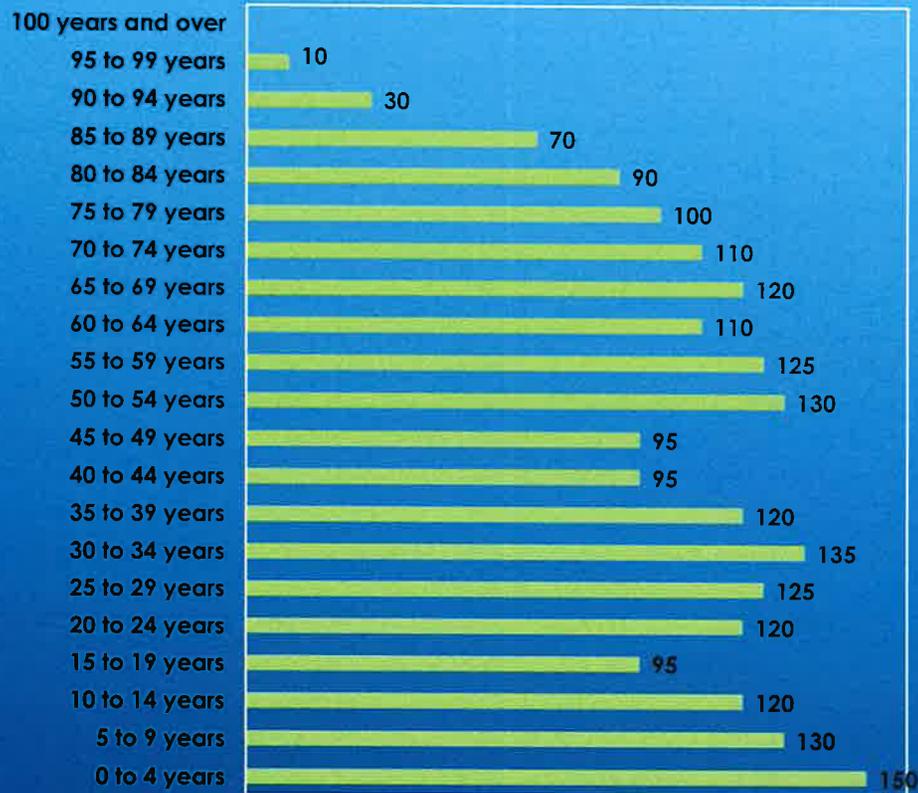
### 3. Saves the Town of Rimbey Money

Boys and Girls Clubs of Wolf Creek provides efficiency to the cost of recreation programming in the Town of Rimbey. If our agency were to have to close the program in Rimbey, the Town of Rimbey would have to replace the programming that would be removed. The cost to the Town of Rimbey to have our agency continue the programming is significantly cheaper than if they had to provide this programming on their own.

| Amount Requested for Annual Assistance   | Estimated Amount If Town Takes Over BGC Programming  |
|--|--|
| <ul style="list-style-type: none"><li>- \$20,000 would reflect only 0.5% of Town Budget (half of a percent)</li><li>- \$10,000 (the current donation) is only 0.25% (a quarter of a percent)</li></ul> | <p><b>1.5% of Town Budget (\$63,000)</b></p> <p>The BGC of Wolf Creek is saving the Town of Rimbey 1% of their budget by bringing in collaborative and efficient recreation programming.</p> |

# PROOF OF NEED

Population Distribution Rimbey  
Statscan 2016 Data

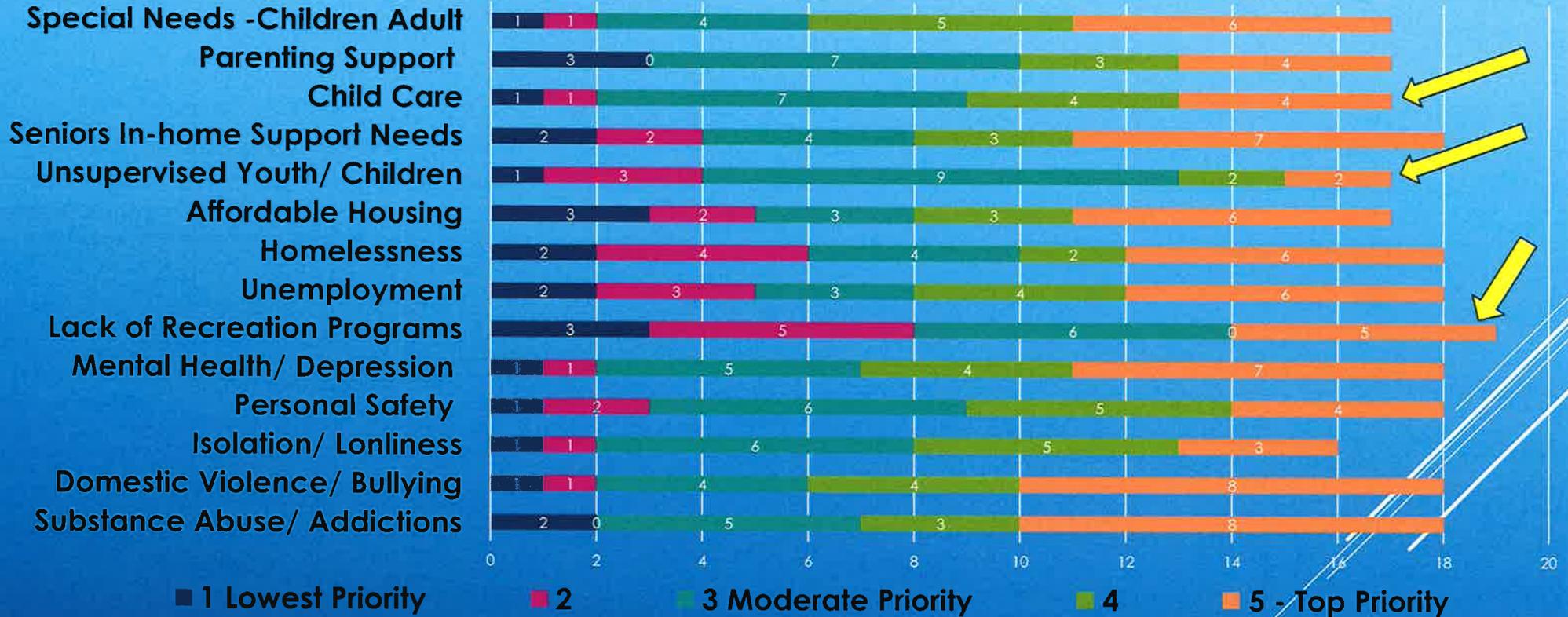


Stats Canada 2016

| Town of Rimbey  |       |
|-----------------|-------|
| Population      | 2,086 |
| 0 to 4 years    | 150   |
| 5 to 9 years    | 130   |
| 10 to 14 years  | 120   |
| 15 to 19 years  | 95    |
| 20 to 64 years  | 1,055 |
| Census families | 570   |

The Boys and Girls Clubs of Wolf Creek programs are seeking funding to support 20% of the population age group.

## Rating of Issues to Be Addressed in Rimbey



The three highest priority social issues identified by the community are: unsupervised youth/ children (64%); child care (45%); and parenting supports (45%).

# CONTINUED PROOF OF NEED

## Quotes From Rimbey Parents:

**"We love the boys and girls club program. The activities and planning are amazing. We recommend the program to all parents we know!!"**

**"It is affordable, and gives kids a place to go to after school."**

**"Our community has limited programs for youth that are affordable. This is a very important program!"**

**"It's probably one of the most important programs/clubs in the community."**

## FYIS

### No Duplication of Community Services

The Boys and Girls Clubs are known for their child and youth programming. All programming is supervised with trained adult staff. Our programming is classified as direct child care as it requires a parent to register them into the program and then sign them out of the program. Parents can trust that the child is supervised at all times. The Library programs, for example, are 'drop-in' programs by nature. They are not considered direct child care supervision. As well, our PD day programs and Summer Programs are full days. This allows for parents to work knowing that their child is supervised for the whole day. This differs from other recreation programs in the community (e.g. dance, sports, clubs, etc.).

### Big Brothers Big Sisters vs. Boys and Girls Clubs

The two agencies share staff, office space and both work with youth; however, that is where their similarities end. Each agency is unique. They have their own charitable status, operate under separate national offices, and have separate budgets, donors and finances.

## **FYIS CONTINUED**

### **Ponoka Assists In Ensuring The Rimbey Agency Receive Additional Funding**

The Ponoka agency assists the Rimbey agency in receiving additional funding. Funders such as President's Choice, United Way and Boys and Girls Clubs of Canada donate funds to the Rimbey programs due to the association with the Ponoka agency. If Rimbey was to separate from the Ponoka Youth Centre, these funds may no longer be available to them. The Ponoka agency handles all of the grant requests, reporting and accounting.

### **The Ponoka Agency Do Not Financially Benefit From The Rimbey Agency**

The Ponoka agency does not receive money that was designated for the Rimbey agency. All money designated to Rimbey is accounted for in the Rimbey agency financials. The Ponoka agency charges a menial satellite fee for handling the Rimbey administrative duties.

# The Future

**The Boys and Girls Clubs of Wolf Creek's desire is to continue to offer the youth of Rimbey safe, supportive programming where they can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.**

**The future of Boys and Girls Clubs of Wolf Creek in Rimbey will directly hinge on the continued financial support of the Town of Rimbey.**

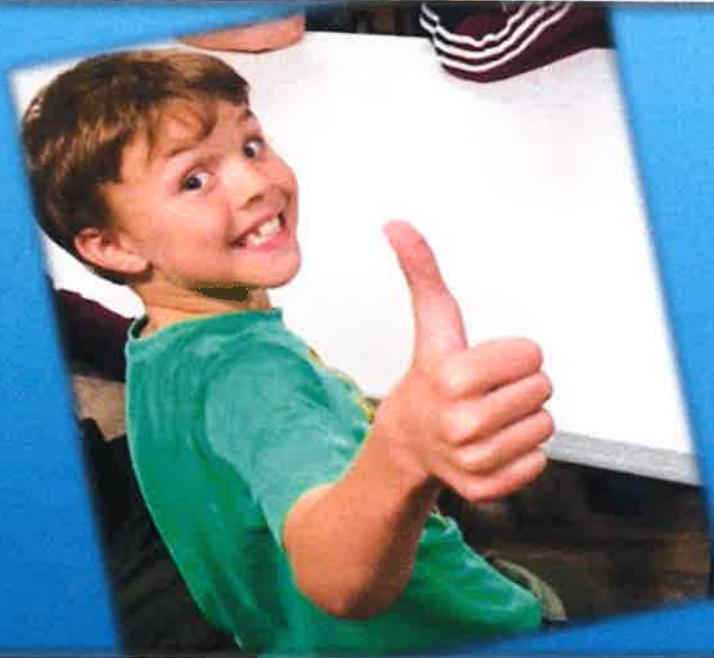
## Our Request

**We would respectfully request that the Town of Rimbey increase the 2020 funding to \$20,000.00 from \$10,000.00.**

The drastic decrease in funding over the last two years has meant we have had to cut all teen programs. Reinstating funding would allow us to once again offer teen programs, as well as expand the much-needed childcare programs that are being requested by the community.

**We would also request that the Town donate \$500 in in-kind swimming fees to our Summer Program.**

# Thank You



**The funding and facility donations from the Town of Rimbey have allowed hundreds of children, youth and families in your community to be a part of programs that enable them to learn and grow!**

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 6.1  |
| <b>Council Meeting Date</b> | January 28, 2020                                 |
| <b>Subject</b>              | Bylaw 953/19 Road Closure and Sale of Land Bylaw |
| <b>For Public Agenda</b>    | Public Information                               |

|                   |  |
|-------------------|--|
| <b>Background</b> | <p>The Town of Rimby received a request to close a portion of the alley behind Lot 3 Block 13 Plan 8320606 east of 51 Street and south of 48 Avenue.</p> <p>The owners of all properties along the remainder of the alley were contacted to determine if anyone else was interested in purchasing the portion of the alley adjacent to their property. The properties contacted were Lot 12, Block 3, Plan 812 0861 and Lot 13, Block 3, Plan 832 0606; Lot 14 &amp; 15, Block 3, Plan 892 0100; Lot 10, Plan 792 2928; Lot 3, Plan 8325ET. The proposed alley closure is depicted on the following image:</p> <p>— Approximate alley location</p> |
|-------------------|--|

The two landowners located on the furthest east end of the alley (Lot 12, Block 3, Plan 812 0861 and Lot 13, Block 3, Plan 832 0606) both expressed interest in purchasing the portion of the alley adjacent to their property and consolidating it into their property, which are depicted in the following image:



- Approximate alley location
- ★ Properties impacted by the proposed closure and land purchase.

First reading of Bylaw 953/19 Road Closure and Sale of Land Bylaw was passed on February 26, 2019.

The bylaw was advertised for two consecutive weeks of March 12 and March 19, 2019 and a Public Hearing was held on April 9, 2019.

Prior to submission to Alberta Transportation, at the request of the applicant, Administration confirmed that the 2 landowners were interested in proceeding with the application. Upon confirmation of continued interest, Administration submitted the application to Alberta Transportation on October 24, 2019. Alberta Transportation provided approval of the Road Closure application and Bylaw 953/19 on November 25, 2019.

Payments from the affected landowners for the estimated surveying costs were received on January 6, 2020 and January 20, 2020.



REQUEST FOR DECISION

|                                    |   |
|------------------------------------|---|
| <b>Discussion</b>                  | Administration is requesting second and third reading of bylaw 953/19 Road Closure and Sale of Land Bylaw.  |
| <b>Relevant Policy/Legislation</b> | Municipal Government Act, Section 22<br>Bylaw 953/19  |
| <b>Options/Consequences</b>        | <ol style="list-style-type: none"> <li>1. Council may give second and third reading of Bylaw 953/19 Road Closure and Sale of Land Bylaw.</li> <li>2. Council may give second reading of Bylaw 953/19 Road Closure and Sale of Land Bylaw and request third reading at a later date.</li> <li>3. Council may request further information.</li> </ol> |
| <b>Financial Implications</b>      | All costs associated with the road closure will be borne by the impacted landowners.  |
| <b>Attachments</b>                 | Bylaw 953/19 Road Closure and Sale of Land  |
| <b>Recommendation</b>              | <p>Administration recommends Council give second reading to Bylaw 953/19 Road Closure Bylaw.</p> <p>Administration recommends Council give third and final reading to Bylaw 953/19 Road Closure Bylaw.</p>  |

**Prepared By:**

*for* *Lori Hillis* *Jan 24, 2020*  
 Elizabeth Armitage, MEDs, MCIP, RPP  
 Planning and Development Officer  
 Date

**Endorsed By:**

*Lori Hillis* *Jan 24, 2020*  
 Lori Hillis, CPA, CA  
 Chief Administrative Officer  
 Date



BYLAW NO. 953/19

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO CLOSE AND SELL A CERTAIN PORTION OF A ROAD.

BEING

A bylaw of the Town of Rimbey in the Province of Alberta for the purpose of closing and selling a certain road in accordance with Section 22 of the municipal Government Act RSA 2000, ch. M-26.

WHEREAS

The roads hereinafter described are no longer required for public travel;

AND WHEREAS

Notice of intention to pass this by-law has been advertised in accordance with Section 22 and 606 of the Municipal Government Act;

AND WHEREAS

No person has claimed to be affected prejudicially by the bylaw;

NOW THEREFORE

After due compliance with the relevant provisions of the Municipal Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

**PART I - TITLE**

This Bylaw may be cited as the Road Closure Bylaw.

**PART II - ROAD CLOSURE**

1. For the purposes of this bylaw, "road" means street, road, lane or public highway;
2. That the following road is hereby closed: All that portion of the land south of Lot 12, Block 3, Plan 812 0861; and south of Lot 13, Block 3, Plan 832 0606 (as shown on the attached Appendix A).
3. That the lane referred to in section two shall be sold to the adjoining owner of Lot 13 and Lot 12 as shown on the attached Appendix A. All parcels shall be sold for \$1.00 (one dollar) each.

**PART III - EFFECTIVE DATE**

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ a First Time in Council this 26 day of Feb 2019.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



BYLAW NO. 953/19

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO CLOSE AND SELL A CERTAIN PORTION OF A ROAD.

Approved by the Minister of Transportation this

25<sup>th</sup> Day of November, 2019.

D Williamson

Des Williamson, Executive Director  
Technical Standards Branch

READ a Second Time in Council this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis



|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 6.2   |
| <b>Council Meeting Date</b> | January 28, 2020  |
| <b>Subject</b>              | Bylaw 960/20 Amendment to Land Use Bylaw 917/16   |
| <b>For Public Agenda</b>    | Public Information  |
| <b>Background</b>           | <p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On January 13, 2020 GLDC Gas Co-op and the Rimbey Christian School Society submitted a land use bylaw amendment application to redesignate a portion of Lot 9 and 10, Block 10, Plan 0721276 from IPU and UX to C2.</p> |

|                   |  |
|-------------------|--|
| <b>Discussion</b> | <p>The subject lands are located as follows:</p> <p>Note that this redesignation application was submitted in conjunction with Subdivision TR-20-01, which is currently in circulation and will be brought forward to Council in February. Please note that the subdivision should be considered by Council prior to passing third reading of Bylaw 960/20.</p> <p>As the subdivision application is not creating a new lot, rather it is consolidating the 2 pieces of land into the existing GLDC lot, it is necessary that the lands be redesignated from UX and IPU to C2.</p> |
|-------------------|--|



REQUEST FOR DECISION

|                                    |   |
|------------------------------------|---|
| <b>Relevant Policy/Legislation</b> | Town of Rimbey Land Use Bylaw 917/16<br>Municipal Government Act RSA 2000, ch. M-26, as amended   |
| <b>Attachments</b>                 | Bylaw 960/20 Amendment to Land Use Bylaw 917/16<br>Application  |
| <b>Recommendation</b>              | Administration recommends Council give first reading to Bylaw 960/20 Amendment to Land Use Bylaw 917/16.<br><br>Administration recommends to advertise Bylaw 960/20 Amendment to Land Use Bylaw 917/16 for two consecutive weeks in the Rimbey Review and circulate to affected agencies.<br><br>Administration recommends holding a public hearing for Bylaw 960/20 Amendment to Land Use Bylaw 917/16 at 5:00 pm on March 10, 2020, during the Regular Council Meeting. |

**Prepared By:**

*for* *Lori Hillis* *Jan 24, 2020*  
 Elizabeth Armitage, MEDs, MCIP, RPP Date  
 Planning and Development Officer

**Endorsed By:**

*Lori Hillis* *Jan 24, 2020*  
 Lori Hillis, CPA, CA Date  
 Chief Administrative Officer



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

WHEREAS Part 6, Section 6.1(2), of the Town of Rimbey Land Use Bylaw 917/16 states that Council may initiate an amendment to the Land Use Bylaw,

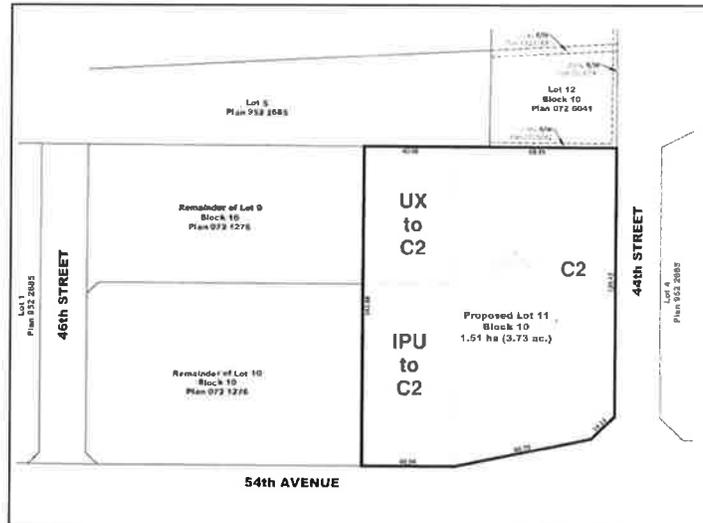
NOW THEREFORE After due compliance with the relevant provisions of the Municipal Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

**PART I - TITLE**

This Bylaw may be cited as the Amendment to the Land Use Bylaw.

**PART II – REDESIGNATION**

- 1) Part of Lot 9, Block 10, Plan 0721276 will be redesignated from UX to C2, being the forty (40') feet from the east boundary, and
- 2) Part of Lot 10, Block 10, Plan 0721276 will be redesignated from IPU to C2, being the forty (40') feet from the east boundary.



**PART III - EFFECTIVE DATE**

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis



BYLAW NO. 960/20

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO  
AMEND LAND USE BYLAW 917/16.

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READ a Second Time in Council this \_\_\_\_ day of \_\_\_\_\_ 2020.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis



**Town of Rimbey**  
**Application for Land-Use Re-designation**

I / We hereby make application to amend the Land-Use Bylaw.

Applicant GLDC Gas Co-op Telephone: 403-843-1050

Mailing Address: P.O. Box 1909 Rimbey, Alberta T0C 2J0

Registered Owner's Name: Rimbey Christian School Society

Telephone: 403-843-4790

Mailing Address: P.O. Box 90 Rimbey, Alberta T0C 2J0

Legal Description: Lot: 9 and 10 Block: 10 Plan: 0721276  
Or Certificate of Title: 072092048+1, 072092048+2

**Amendment Proposed**

From: IPU UX To: C2

**Reasons for Support of Application For Amendment:**

GLDC Gas Co-op would like to purchase parts of the School property to make more room to handle our current expansion. Both parties are amenable to this arrangement pending approval from the Town of subdivision and land use change. GLDC would amalgamate this portion into our current lot.

I/We enclose \$ \_\_\_\_\_ Being the application fee.

Date: January 13, 2020 Applicant:  Signature

|                                    |  |
|------------------------------------|--|
| <b>Council Agenda Item</b>         | 6.3  |
| <b>Council Meeting Date</b>        | January 28, 2020   |
| <b>Subject</b>                     | 961/20 Responsible pet Ownership Bylaw   |
| <b>For Public Agenda</b>           | Public Information   |
| <b>Background</b>                  | <p>At the May 28, 2019 Regular Meeting of Council, Council heard a presentation from Jim DeBoon and MacKenzie DeBoon of Animal Control Services on responsible pet ownership. Council passed the following motion:</p> <p style="text-align: center;"><u><i>Motion 195/19</i></u></p> <p style="text-align: center;"><i>Moved by Councillor Payson for Animal Control Services to draft a new responsible pet ownership bylaw which includes both cats and dogs.</i></p> <p><u><i>In Favor</i></u> <span style="float: right;"><u><i>Opposed</i></u></span></p> <p><i>Mayor Pankiw</i></p> <p><i>Councillor Coulthard</i></p> <p><i>Councillor Curle</i></p> <p><i>Councillor Payson</i></p> <p><i>Councillor Rondeel</i></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| <b>Discussion</b>                  | Administration has received and reviewed a draft of the Responsible Pet Ownership Bylaw supplied by Animal Control Services.   |
| <b>Relevant Policy/Legislation</b> | MGA 7(h)(i)  |
| <b>Financial Implications</b>      | Specified penalties included in Bylaw 961/20<br>New fee for altered and unaltered animals to be included in the Fees for Services Bylaw  |
| <b>Attachments</b>                 | 961/20 Responsible Pet Ownership Bylaw<br>New fee for altered and unaltered animals to be included in the Fees for Services Bylaw  |
| <b>Recommendation</b>              | <p>Administration recommends Council give first reading to Bylaw 961/20 Responsible Pet Ownership.</p> <p>Administration recommends the advertisement of Bylaw 961/20 Responsible Pet Ownership for two consecutive weeks in the Rimbe Review.</p> <p>Administration recommends Council hold a Public Hearing on March 10, 2020, during the Regular Meeting of Council, to enable Council to receive Rimbe resident comments on the 961/20 Responsible Pet Ownership Bylaw.</p>  |



REQUEST FOR DECISION

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Jan 24, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Jan 27, 2020

Date



## Town of Rimbey

Bylaw 961/20

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

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**WHEREAS** A Council of a Municipality may, pursuant to the Municipal Government Act, Chapter M-26, R.S.A. 2000, pass bylaws for the purpose of regulating and controlling domestic animals and activities in relation to them and to provide for the imposition of a fine and or imprisonment due to contravention of said bylaw; and

**WHEREAS** The Council of the Town of Rimbey deems it necessary and expedient to pass a bylaw for the purpose of regulating and controlling dogs and cats within the corporate boundaries of the Town of Rimbey;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF RIMBEY, DULY ASSEMBLED, ENACTS AS FOLLOWS:

### PART ONE- TITLE

1. The Bylaw shall be cited as the "Responsible Pet Ownership Bylaw".

### PART TWO- DEFINITIONS

2. In this bylaw, unless the context otherwise requires, the word, term or expressions:
- a) "Altered" means neutered or spayed.
  - b) "Animal" means dog or cat.
  - c) "Animal Control Officer" means a person or firm engaged by the Town to administer and/or enforce the provisions of the bylaw.
  - d) "Aggressive Dog" means any dog that:
    - i. has been designated an aggressive dog by a justice.
    - ii. has been made the subject of an order under the Dangerous Dog Act.
  - e) "Assistance Dog" mean any professionally trained dog, including a guide, hearing or service dog, that works in partnership with a disabled person to increase his/her independence, safety and mobility.
  - f) "Cat" means either a male or female animal of the feline family.
  - g) "Cat License" means the numbered tag issued by the Town of Rimbey on an annual basis.
  - h) "Contractor" means a person employed or under contract by the Town to enforce the provisions of this bylaw and maintain and administer an impound facility for animals.
  - i) "Dog" means either a male or female animal of the canine family.
  - j) "Dog License" means the numbered tag issued by the Town of Rimbey on an annual basis.
  - k) "Exotic Animals" means an animal not indigenous to Canada and not commonly kept as a household pet in Canada.
  - l) "Former Owner" means the person at the time of impoundment who was the Owner of an Animal which has been subsequently sold or destroyed.
  - m) "Justice" has the meaning as defined in the Provincial Offences and Procedure Act, R.S.A 2000, c. P-34 and amendments thereto.
  - n) "Kennel" means any place, owned by a person, group of persons or corporation engaged in the business of breeding, buying, selling, or boarding more than three dogs and/or three cats.
  - o) "Leash" means a restraint that is less than two meters in length and made of material capable of restraining an animal or Aggressive Dog on which it is being used.



## Town of Rimbey

### Bylaw 961/20

#### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

- p) "Livestock" includes but is not limited to:
- i. a horse, mule, ass, swine, emu, ostrich, camel, alpaca, sheep, or goat.
  - ii. domestically reared or kept deer, reindeer, moose, elk or bison.
  - iii. fur bearing animals including fox, coyote, wolf, weasels, or mink.
  - iv. animals of the bovine species.
  - v. animals of the avian species including chickens, ducks, turkeys, geese, pheasants or pigeons.
  - vi. Bees.
  - vii. all other animals normally kept for agriculture purposes.
- q) "Minor Injury" means any physical injury to a domestic animal or person, caused by an animal or aggressive dog that results in minor bruising small puncture, scratch or tearing of the skin, bleeding, or any other injury that is not life threatening, disfiguring, or debilitating.
- r) "Municipal Ticket" means a municipal ticket issued on behalf of the Town for a violation under this bylaw.
- s) "Muzzle" means a device of sufficient strength placed over an animals or aggressive dogs' mouth to prevent it from biting.
- t) "Officer" includes an Animal Control Officer, a bylaw enforcement officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police.
- u) "Owner" includes any person, partnership, association or corporation:
- i. owning, possessing, having charge of, or control over any animal.
  - ii. harboring any animal.
  - iii. suffering or permitting any animal to remain about his or her house or premises.
  - iv. any person to whom a License has been issued under this bylaw.
- For the purpose of this Bylaw, an animal can have more than one Owner at the same time, any, or all, who may be charged with offences under this Bylaw.
- v) "Park or Parkland" means all recreational land areas owned or controlled by the town, lying within the Town boundaries, and whether improved or in whole or in part, or in its natural state: and includes all buildings or other improvements situated on these land areas.
- w) "Running at Large" shall mean any animal off the premises of the owner and not on a leash held by a person able to control the animal.
- x) "Severe Injury" means any physical injury to a domestic animal or person caused by an animal or aggressive dog that results in severe bruising, multiple punctures or lacerations, any laceration requiring sutures or cosmetic surgery, broken bones, or other injury severe in nature.
- y) "Threatening Behavior" means behavior that creates a reasonable apprehension of a threat of harm and may include growling, lunging, snarling, charging, or chasing.
- z) "Unaltered" means not neutered or spayed.



## Town of Rimbey

Bylaw 961/20

### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

#### PART THREE- RESPONSIBILITY OF THE OWNER

- 3.1 No more than three (3) dogs shall be kept or harbored at one time on land or premise occupied by their owners unless approval to operate a kennel is received by way of a Development Permit from the Town of Rimbey. Kennels will not be permitted in residential areas.
- 3.2 No more than three (3) cats shall be kept or harbored at one time on land or premise occupied by their owners.
- 3.3 Puppies may be kept up to a maximum of four (4) months.
- 3.4 Dog runs may be constructed on private lots in lieu of fencing the total property. All regulations of this by-law shall apply.
- 3.5 A female dog in heat shall be confined and housed on the property of the owner or person having control over the dog in such a manner as to prevent male dogs from accessing the female during the whole period that the dog is in heat.
- 3.6 If an animal defecates on any public or private property other than the property of its owner, the owner shall cause such defecation to be removed immediately. The owner shall be responsible for carrying the necessary apparatus to remove the offending substance.
- 3.7 If an animal defecates on its owners property to the extent that an excessive smell results, the owner shall immediately remove the defecation upon receipt of notice from an Officer, or Health Authority having jurisdiction.
- 3.8 The owner of a dog or aggressive dog is guilty of an offence if such dog barks or howls so as to disturb a person.
- 3.9
  - a) no owner shall permit his animal to damage public or private property.
  - b) when public or private property is damaged by an animal, its owner shall be deemed to have breached the requirements of subsection (a) and is subject to the fines outlined in Schedule "A".
- 3.10
  - a) no owner shall permit his animal on any school ground, or playground.
  - b) Where an animal is found on a school ground, or playground, the owner shall be deemed to have breached the provisions of subsection (a) and is subject to the fines outlined in Schedule "A".
- 3.11 When an aggressive dog is on the premises of its owner, it shall be kept confined indoors under the effective control of a person sixteen years (16) or older, or confined in a secured enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the aggressive dog, and to prevent the entry of person unauthorized by the owner.
- 3.12 When an aggressive dog is off the premises of the owner, it shall be securely muzzled and shall be either harnessed or leashed securely and under the direct control of a person sixteen years (16) or older to effectively prevent it from threatening or harassing any person. This requirement shall not apply when the aggressive dog is confined in a pen meeting the requirements of 3.11 above.

#### PART FOUR- LICENSING PROVISIONS AND OFFENCES

- 4.1 Every person, who owns, keeps or harbors an animal or aggressive dog, which is four (4) months of age, or older must obtain a license for each animal or aggressive dog from the Town of Rimbey yearly. Furthermore, any person who obtains an animal or aggressive dog during any point of the calendar year shall within 30 days of obtaining the animal or aggressive dog obtain a license from the Town of Rimbey. Also, any person who moves into the Town of Rimbey at any point during the calendar year with an animal or aggressive dog shall within 30 days apply for a license from the Town of Rimbey.
- 4.2 Animal licenses must be renewed each year that ownership continues. Renewal of animal licenses are due and payable to the Town of Rimbey on the first day of January in each year and shall be for the period of January 1st to December 31st, each year.



## Town of Rimbey

### Bylaw 961/20

#### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

- 4.3 At the time of purchase of a license, the owner shall record with the Town, their name, mailing address, and physical address if different from mailing address. A description of the animal, including sex, breed, age, along with microchip or tattoo number, or other information pertaining to the animal as requested by the Town.
- 4.4 Upon payment of the current yearly licenses fee, the Town or its designate shall issue a license and a tag with a number and year on it to the owner. Every owner shall provide their animal with a collar to which the license tag shall be attached to at all times, which shall be worn by the animal or aggressive dog for which it is issued at all times.
- 4.5 Every person who fails to purchase a license, for any animal or aggressive dog they own, on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties provided for in this Bylaw.
- 4.6 The license fee for each year or any part thereof for each dog shall be as outlined in the current Fees for Services Bylaw.
- 4.7 If a tag is lost or destroyed, the owner shall apply for a replacement, which shall be issued by the Town of Rimbey upon presentation by owner of a receipt showing payment of the license fee for the current year and upon payment of 50% of the original fee.
- 4.8 A tag is not transferable from one animal to another or one aggressive dog to another and no refund will be made for any issued tag.
- 4.9 No refund shall be made on any paid animal license fee because of death, sale of animal, or upon the owner leaving the Town of Rimbey prior to the expiry date of the license.

#### PART FIVE- ANIMAL CONTROL PROVISIONS

- 5.1 The owner of an animal is guilty of an offence if the animal:
  - a) is running at large.
  - b) is on a park or parkland where animals are prohibited or where the park or parkland area contains a playground apparatus and/or a sand rubber or other materials utilized as a play area.
  - c) destroys or damages any public or private property.
- 5.2 The owner of a cat is guilty of an offence if the cat defecates or sprays on property other than the owner's property or the cat stalks birds.
- 5.3 Any person who owns or occupies a dwelling unit(as defined by the land use bylaw), is guilty of an offence if he or she has more than three(3) dogs over the age of four months on any land which contains or is permitted under the Land Use Bylaw to contain, a dwelling unit.
- 5.4 Any person who owns or occupies a dwelling unit(as defined by the land use bylaw), is guilty of an offence if he or she has more than three(3) cats over the age of four months on any land which contains or is permitted under the Land Use Bylaw to contain, a dwelling unit.
- 5.5 Section 5.3 does not apply to the premises lawfully used for the care and treatment of animals operated by a licensed veterinarian or a person in possession of a development permit to operate a kennel or cattery as authorized by the Town's current Land Use Bylaw.
- 5.6 The owner of an animal or aggressive dog is guilty of an offence if he or she allows the defecation of an animal or aggressive dog to accumulate on private property to such an extent that is it likely to annoy people or constitute a nuisance due to odor or unsightliness.
- 5.7 A person is guilty of an offence if such person springs or otherwise tampers with or damages a live trap in which animals are being trapped, or have been trapped, so as to allow any animal to escape from the trap.



## Town of Rimbey

### Bylaw 961/20

#### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

- 5.8 Any owner of an animal in the Town for a period of 30 days in a calendar year is required to have a current license for the Town unless the owner is visiting and the animal is licensed in another municipality.
- 5.9 A person is guilty of an offence if he or she exercises an animal or aggressive dog while he or she is driving a motor vehicle.
- 5.10 The owner of an animal or aggressive dog is guilty of an offence if he or she fails to ensure the animal or aggressive dog wears a collar and tag when the animal or aggressive dog is off the owner's premises.
- 5.11 The owner of a dog is guilty of an offence if such dog is in an area where signs prohibit the presence of dogs.
- 5.12 No person shall keep or cause to be kept:
  - a) any exotic animal, venomous snake, reptile, insect or spider.
  - b) any wild animal.
  - c) any livestock on any property unless the property is designated as an Agriculture District as provided under the Town Land Use Bylaw and has been approved for such by the Development Officer.

#### PART SIX- THREATEN, ATTACK, OR BIT-ANIMAL PROVISION

- 6.1 The owner of an animal or aggressive dog is guilty of an offence if the animal:
  - a) exhibits threatening behavior towards a person or other domestic animal;
  - b) bites, attacks or causes minor injury to a domestic animal.
  - c) bites, attacks or causes minor injury to a person.
  - d) bites, attacks or causes major injury to a domestic animal.
  - e) bites, attacks or causes major injury or death to a person.
  - f) causes death to a domestic animal.
- 6.2 Section 6.1 applies to the conduct of an animal or aggressive dog whether on or off the property of the owner.

#### PART SEVEN- ADDITIONAL PENALTIES

- 7.1 A Justice, after convicting an owner of dog of an offence under this Bylaw, may, in addition to the fine specified under this Bylaw, order one or more of the following:
  - a) the dog be designated as an aggressive dog.
  - b) the dog be humanely euthanized.
  - c) the owner be prohibited from owning any dog for a specified period of time.

#### PART EIGHT- INTERFERENCE WITH AN OFFICER

- 8.1 Any person, whether or not he or she is the owner of an animal or aggressive dog which is being or has been pursued and or captured, is guilty of an offence if he or she:
  - a) interferes with, or attempts to obstruct, an Officer who is attempting to capture, or who has captured, any animal.
  - b) unlocks or unlatches or otherwise opens the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any animal to escape there from.
  - c) removes, or attempts to remove, any animal from the possession of an Officer.
  - d) refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request.
  - e) provides false or misleading information to an Officer.



## Town of Rimbeby

Bylaw 961/20

### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

#### PART 9 - CONDITIONS AND PROCEDURES TO RENT CAT TRAPS

- 9.1 A residence of the Town of Rimbeby who finds a cat on its property may report a complaint to the Contractor and request a cat trap from the Contractor
- 9.2 The person with the complaint (Complainant) can attend at the office of the Contractor during normal business hours and request a cat trap. In order to obtain a cat trap, the Complainant must sign the form and agreement provided by the Contractor, and the Contractor will then provide a cat trap to the Complainant. The Contractor is responsible to have the Complainant sign a cat trap agreement stating that they will treat the cat humanely.
- 9.3 The Complainant will be required to pay a \$100.00 deposit to the Contractor. This deposit will be returned to the Complainant at such time as the trap is returned and is found to be in the same condition it was at the time it was obtained from the Contractor. If the trap is damaged or stolen the deposit is forfeited to the Contractor and it shall be the responsibility of the Complainant to pay the balance of the cost of the trap to be replaced.
- 9.4 It will be the responsibility of the Complaint to check the trap hourly, or as approved by the Contractor and, if an animal is caught, the Complainant must make arrangements to have the animal picked up or delivered to the Contractor within 24 hours following the trapping. During the week the Contractor will arrange the scheduling of their officers patrols in such a manner to reduce the length of time a cat is kept in a trap to a minimum. Traps are not to be set on weekends or when outside temperatures are constantly below zero (0) degrees. Traps shall be set in a shaded area of the property, away from the sun.
- 9.5 The Contractor may enter the property of the Complainant (but not a dwelling house) to ascertain if a cat has been properly placed or set and if a cat has been trapped.
- 9.6 The Complaint shall not leave a trap set on his property unattended when absent from the property for any period of time more than 3 hours, except as approved by the Contractor.
- 9.7 When the Contractor takes possession of a trapped cat, the Contractor will try to locate an identifying tag or tattoo on the cat and if found will make reasonable efforts to contact the owner of the cat in order to report that it has been impounded by the Contractor.
- 9.8 If the cat owner attends the Contractor's office to claim his or her cat that was trapped on another person's property, an offence ticket for the cat running at large may be issued in accordance with the Bylaw.
- 9.9 If a Complainant is disabled and therefore unable to pick up the cat trap, the Contractor will deliver the trap to the Complaints property, and pick up the trap 72 hours later. No fee shall be charged to the Complaint.
- 9.10 Any person renting a cat trap or the Animal Control Officer shall be responsible for trapping any animal caught as humanely as possible.
- 9.11 Any person who abuses, teases or pokes an animal in a cat trap or is causing pain, suffering, or injury to any animal may be charged with an offence under section 446 of the Criminal Code of Canada.
- 9.12 Any person seeing a cat in a trap being abused is encouraged to telephone and report the abuse to the Contractor, at which time the Contractor will, if warranted after investigation, attend at the premises where the abuse has taken place and remove the cat and the trap forthwith.



## Town of Rimbeby

Bylaw 961/20

### A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

#### PART TEN-IMPOUNDING ANIMALS

- 10.1 Any Officer or any designated Contractor with the Town may seize and impound:
- any animal or aggressive dog running at large.
  - any animal or aggressive dog not wearing a collar or tag while off the premises of the owner.
  - any animal found on a park or playground where animals are prohibited or where the park or parkland area contains a playground apparatus and/or a sand rubber or other materials utilizes as a play area.
  - any female animal or aggressive dog in heat and not confined or housed
- 10.2 Upon receiving an animal or aggressive dog for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the owner of the animal or aggressive dog
- 10.3 Subject to the entry notice provisions of Municipal Government Act, R.S.A. 2000 c.M-26, an Officer may enter upon privately owned property at all times, other than a dwelling house, for the purposes of enforcing the provisions of this Bylaw
- 10.4 An Officer, including an Animal Control Officer is hereby authorized to use live traps, nets or any other similar means to effect capture of animals or aggressive dogs. The Town or its Contractor shall not be held liable for the death or injury of any animal or aggressive dog.
- 10.5 The Contractor shall not sell, euthanize or otherwise dispose of any impound animal or aggressive dog until the animal or aggressive dog is retained in the Contractors Impound facility for seventy-two(72) hours, not including the day of impounding, Sunday's or Statutory Holidays. After the expiration of the seventy-two (72) hours, if the owner has not claimed the impounded animal, the animal becomes property of the Contractor.
- 10.6 Section 10.5 may be overruled if an impounded animal or aggressive dog is deemed to be in immediate and severe medical distress by a licensed veterinarian or other qualified animal health professional, whereas humane euthanasia is the only treatment option to end suffering.
- 10.7 The Contractor may retain an animal for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the animal is a continued danger to persons, animals or property
- 10.8 Any healthy animal may be returned to the owner during the seventy-two (72) hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified between the Town and the Contractor).
- 10.9 Any person claiming an impounded animal shall present government issued photo identification to the Contractor or its staff.
- 10.10 Where an impounded animal or aggressive dog has not been claimed by an owner within 72 hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded animal or aggressive dog.

#### PART ELEVEN- FULL RIGHT AND TITLE

- 11.1 The purchaser of an animal from the Contractor pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the former owner of the animal shall cease upon the purchase.



**Town of Rimbeby**

Bylaw 961/20

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.**

PART TWELVE MUNICIPAL TICKETS AND VIOLATION TICKETS

- 12.1 Where an Officer has reasonable grounds to believe that a person has contravened any provision of the Bylaw:
  - a) he or she may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule "A", which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
  - b) he or she may issue and serve a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
- 12.2 An Officer may, but is not required to issue a Municipal Ticket before issuing a violation ticket under the Provincial Offences Procedure Act.
- 12.3 A Municipal Ticket shall be deemed to be sufficiently served if:
  - a) served personally on the owner of the animal or aggressive dog, or left at the owners residence; or
  - b) mailed to the address of the owner of the animal or aggressive dog.
- 12.4 Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first offence.

PART THIRTEEN – EFFECTIVE DATE

- 13.1 This Bylaw shall take effect on January 1, 2021.
- 13.2 Bylaw 755/03 is repealed on January 1, 2021.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS



**Town of Rimbey**

Bylaw 961/20

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR  
THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

---

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
MAYOR RICK PANKIW

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
LORI HILLIS



**Town of Rimbey**

Bylaw 961/20

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.

| <b>Schedule "A"</b>   |   |
|---|---|
| Fail to license<br>(5.8)  | \$200.00 first offence<br>\$400. 00 second offence<br>\$600.00 third and subsequent offence |
| Animal running at large<br>(5.1(a))   | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Animal on a park or parkland where prohibited<br>(5.1(b))                   | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Animal destroys or damages property<br>(5.1(c))                             | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Cat sprays/defecates/stalks birds<br>(5.2)                                  | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Fail to Confine an animal in heat<br>(3.5)                                  | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Dog barks or howls as to disturb a person<br>(3.8)                          | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Have more than three dogs (3)<br>(5.3)                                      | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Have more than three cats (3)<br>(5.4)                                      | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Fail to remove defecation<br>(3.6)  | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Allowing defecation to accumulate on property<br>(3.7)                      | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Tampering/spring/damage trap<br>(5.7)                                       | \$200.00 first offence<br>\$400. 00 second offence<br>\$600.00 third and subsequent offence |
| Keeping or harboring an exotic animal<br>(5.12)                             | \$100.00 first offence<br>\$200. 00 second offence<br>\$300.00 third and subsequent offence |
| Failure to ensure collar and tag are worn by animal<br>(4.4)                | \$75.00 first offence<br>\$150. 00 second offence<br>\$300.00 third and subsequent offence  |
| Keeping or harboring wild or exotic animals or livestock<br>(5.12(a)(b)(c)) | \$200.00 first offence<br>\$400. 00 second offence<br>\$600.00 third and subsequent offence |



**Town of Rimbeby**

**Bylaw 961/20**

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE CONTROL OF DOGS AND CATS IN THE TOWN.**

|  |   |
|--|---|
| Aggressive dog not muzzled, in control and on a leash<br>(3.12)              | \$200.00 first offence<br>\$400. 00 second offence<br>\$600.00 third and subsequent offence     |
| Animal exhibits threatening behavior to person/animal<br>(6.1(a))            | \$200.00 first offence<br>\$400. 00 second offence<br>\$600.00 third and subsequent offence     |
| Animal bites, attacks or causes minor injury to an animal<br>(6.1(b))        | \$200.00 first offence<br>\$400. 00 second offence<br>\$800.00 third and subsequent offence     |
| Animal bites, attacks or causes major injury to an animal<br>(6.1(d))        | \$500.00 first offence<br>\$1,000. 00 second offence<br>COURT third and subsequent offence      |
| Animal bites, attacks or causes minor injury to a person<br>(6.1(c))         | \$500.00 first offence<br>\$1,000. 00 second offence<br>COURT third and subsequent offence      |
| Animal bites, attacks or causes severe injury or death to person<br>(6.1(e)) | COURT first offence<br>COURT second offence<br>COURT third and subsequent offence               |
| Animal causes death to an animal<br>(6.1(f))                                 | \$500.00 first offence<br>COURT second offence<br>COURT third and subsequent offence            |
| Refuse to provide identification to an officer<br>(8.1(d))                   | \$500.00 first offence<br>\$1,000. 00 second offence<br>COURT third and subsequent offence      |
| Interfere with an officer<br>(8.1(a))  | \$500.00 first offence<br>\$1,000. 00 second offence<br>\$1,500.00 third and subsequent offence |
| Unlock/unlatch a vehicle where an animal is confined<br>(8.1(b))             | \$500.00 first offence<br>\$1,000. 00 second offence<br>\$1,500.00 third and subsequent offence |
| Provide false or misleading information to an officer<br>(8.1(e))            | \$500.00 first offence<br>\$1,000. 00 second offence<br>\$1,500.00 third and subsequent offence |
| Remove or attempt to remove animal from an officer<br>(8.1(c))               | \$500.00 first offence<br>\$1,000. 00 second offence<br>\$1,500.00 third and subsequent offence |

## Fees for Services Bylaw 905/15

| <b>Fees for Services Bylaw 905/15</b>         |          |
|---|----------|
| <b>Responsible Pet Ownership License Fees</b> |          |
| <b>Effective January 1, 2021</b>              |          |
| Altered animal (spayed or neutered)           | \$30.00  |
| Unaltered animal (not spayed or neutered)     | \$60.00  |
| Deposit for Cat Trap                          | \$100.00 |
|   |          |



REQUEST FOR DECISION

|                                    |  |
|------------------------------------|--|
| <b>Council Agenda Item</b>         | 7.1  |
| <b>Council Meeting Date</b>        | January 28, 2020   |
| <b>Subject</b>                     | 1128 Whistleblower Policy  |
| <b>For Public Agenda</b>           | Public Information   |
| <b>Background</b>                  | At the Regular Meeting of Council held December 10, 2019, Council, by way of Motion 377/19, directed Administration to investigate a Whistleblower Policy.   |
| <b>Discussion</b>                  | <p>After searching many municipal websites, Administration was able to find 6 Whistleblower Policies.</p> <p>From the 6 Whistleblower Policies found and reviewed, Administration prepared 1128 Whistleblower Policy. It is an amalgamation of 3 different whistleblower policies.</p> |
| <b>Relevant Policy/Legislation</b> | Public Interest Disclosure (Whistleblower Protection) Act<br>Municipal Government Act 153(b)   |
| <b>Attachments</b>                 | 1128 Whistleblower Policy  |
| <b>Recommendation</b>              | Administration recommends Council approve 1128 Whistleblower Policy, as presented.   |

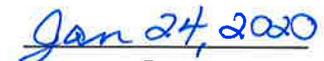
**Prepared By:**

  
 \_\_\_\_\_  
 Lori Hillis, CPA, CA  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Date

**Endorsed By:**

  
 \_\_\_\_\_  
 Lori Hillis, CPA, CA  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Date



# Town of Rimbeey Policy Manual

Title: Whistleblower

Policy No: 1128

Date Approved:

Resolution No:

Date Effective:

Purpose:

To provide a process for employees to report incidents of misconduct without fear of retribution.

## Policy Statement

The Town of Rimbeey is committed to keeping with the highest standards of conduct and ethics. This policy provides a process for submitting and investigating whistleblowing allegations against members of the Chief Administrative Officer, Council and employees. Any whistleblowing allegation shall ensure that the Reporter and any persons involved in supporting the allegation are safeguarded against reprisals, and provide for procedural fairness for anyone accused of wrongdoing.

## Definitions

**Allegation:** means a complaint submitted under the whistleblower policy alleging wrongdoing on the part of any employee, contractor or Member of Council or an allegation of wrongful reprisal under this policy.

**Breach of Policy or Bylaws:** means a breach of the Town of Rimbeey Policy Handbook or Town of Rimbeey Bylaws.

**Chief Administrative Officer (CAO):** means the person appointed to the position of Chief Administrative Officer by Council pursuant to the Municipal Government Act, or their delegate.

**Contractor:** means any person, corporation, or firm with whom the Town of Rimbeey has/had a contract for procurement of goods or services.

**Council:** means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act.

**Director:** means a Director of a department within the Town of Rimbeey, and includes any establishment or organizational unit designated as a department.

**Disciplinary Action:** means any consequence imposed upon a person as a result of finding of wrongdoing which may include, but is not limited to, the following:

- a) Public or private apology;
- b) Educational training on ethical conduct;
- c) Removal of an employee from a position of responsibility within the municipality;
- d) Termination of employment;
- e) Termination of a contract; or
- f) Other disciplinary action deemed appropriate in the circumstances and allowable by law.

**Employees:** means all employees of the Town of Rimbey employed for wages or salary by the Municipality.

**Fraud or other Financial Irregularity includes, but is not limited to:**

- a) Forgery or alteration of cheques, drafts, promissory notes and securities;
- b) Any misappropriation of funds, securities, supplies or any other asset;
- c) Any irregularity in the handling or reporting of money transactions;
- d) Misappropriation of furniture, fixtures, supplies, tools, vehicles, and equipment;
- e) Unauthorized use or misuse of Town property, supplies, tools, vehicles, equipment, materials or records;
- f) Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Town-owned software;
- g) Any claim for reimbursement of expenses that are not made for the exclusive benefit of the Town;
- h) Any similar or related irregularity;

**Improper Governmental Activity:** means any improper or bad faith activity undertaken by the Town or by an employee that is undertaken in the performance of the employee's official duties, whether or not that action is within the scope of his or her employment, including, but not limited to, willful omission to perform duty, actions which are grossly economically wasteful, or which involve gross misconduct, gross incompetence, or gross inefficiency.

**In Good Faith:** means a sincere belief that is absent of malice.

**Investigator:** means the party assigned by this policy to investigate an allegation of wrongdoing.

**Mayor:** means the chief elected official of the Town of Rimbey.

**Protected Disclosure:** means any good faith communication that disclosed or demonstrates an intention to disclose information that may evidence either (1) Fraud or other Financial Irregularities, (2) Breach of Policy or Bylaws, (3) Improper Governmental Activity or (4) any condition that may significantly threaten the health or safety of employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition.

**Reporter:** means the person who has knowledge of a wrongdoing and reports the activity in good faith.

**Respondent:** means the alleged wrongdoer.

**Reprisals:** means action taken against a Reporter or participant in the investigation of wrongdoing. Threats of, or verbal or written reprimand, suspension, termination, loss of advancement opportunities, and change in duties, reduction in pay, change in reporting structure, change in work location, harassment, threats, and coercion, or anything meant to dissuade an employee from reporting or participating in an investigation.

**Whistleblowing:** means confidential allegation received from employees regarding wrongdoing, including accounting, internal controls, auditing matters, bullying and/or harassment and contraventions of Town Policies or Directive and federal and provincial legislation.

**Wrongdoing:** can relate to an act or action and/or behavior that is in violation of Town of Rimbeypolicies, Procedures and Directives, wrongdoing will also include, but is not limited to the following:

- a) Questionable financial, internal accounting controls or auditing practices;
- b) Serious waste of resources;
- c) Mismanagement of public funds or a public asset;
- d) Misappropriation/misuse of funds, equipment or other assets;
- e) Falsification of Town Records
- f) Misuse of position in order to derive a personal benefit;
- g) Conflict of Interest
- h) Proprietary information theft
- i) Safety/security violations
- j) Malicious damage;
- k) Violation of regulatory issues;
- l) Trade compliance;
- m) Violations or circumventions of town policies, bylaws or provincial and federal legislation;
- n) Negligence;
- o) Theft of fraud;
- p) Substance abuse;
- q) Dangerous practices likely to cause physical harm or damage to any person or Town property;
- r) Dangers to employee or public health and safety;
- s) Unethical conduct;
- t) Workplace violence, harassment, and bullying; and/or
- u) Knowingly directing or counselling an employee to commit a wrongdoing as described above.

### **Roles and Responsibilities**

#### **The Chief Administrative Officer shall:**

- a) Promote this policy by promoting a culture of ethical conduct within the Town administration and educating Town staff as to their rights and obligations under this policy.
- b) Ensure that any Protected Disclosure is dealt with immediately, sensitively and confidentially.
- c) Develop procedures to ensure the effective implementation of the policy, the investigation of Allegations and to protect the confidentiality of a Protected Disclosure.
- d) Monitor compliance with and the effectiveness of the requirements of this policy and make recommendations to Council regarding proposed changes.
- e) Provide Council with semi-annual reports respecting administration of this policy.

**Department Directors shall:**

- a) Be responsible for instituting and maintaining internal controls to provide reasonable assurance for the prevention and detection of Wrongdoing. Directors should be familiar with the types of Wrongdoing that might occur in their area and be alert to any indication that Wrongdoing is or was in existence in their operational areas.
- b) Ensure that all staff within their department are familiar with and have access to this policy and that procedures are in place within their department to facilitate the making of a Protected Disclosure.
- c) Not attempt to investigate the suspected Wrongdoing or any condition that may significantly threaten the health or safety of employees or the public or discuss the matter with anyone other than the Chief Administrative Officer.
- d) Shall immediately inform the Chief Administrative Officer upon receipt of a Protected Disclosure from an Employee.

**Mayor or Deputy Mayor shall:**

- a) Refer a Reporter with a complaint of alleged wrongdoing by an employee, to the Chief Administrative Officer;
- b) Refer a Reporter with a complaint regarding the alleged wrongdoing of a member of Council to the Chief Administrative Officer;
- c) Bring to Council's attention, in a closed session, at a duly constituted council meeting or special council meeting, any matter brought to their attention regarding the conduct of the Chief Administrative Officer. If appropriate, employ the use of resources including, but not limited to, opinions from legal counsel, third party consulting and lawful authorities to assist with investigating the alleged incident or activity.
- d) Take appropriate action if investigations confirm wrongdoing by the Chief Administrative Officer or by a Council Member; and
- e) Receive an annual report on alleged complaints of wrongdoing, findings and action taken.

**Employees who, in good faith determine to make a Protected Disclosure shall:**

- a) Not discuss the subject matter of a Protected Disclosure with anyone other than those individuals identified under this policy.
- b) Immediately notify his/her Director unless the Employee has reason to believe that that Director may be involved. In that case, the Employee shall immediately notify the Chief Administrative Officer.
- c) Where an Employee has reason to believe that the Chief Administrative Officer may be involved in Wrongdoing, make the Protected Disclosure to the Mayor.
- d) Where an Employee has reason to believe that an elected official or officials(s) may be involved in Wrongdoing, make the Protected Disclosure to the Chief Administrative Officer, and through the Chief Administrative Officer, to the Mayor.

**Guidelines****1. PROTECTED DISCLOSURE**

- 1.1 Where the Wrongdoing to be complained of is dealt with under another Council approved policy or procedure, that process should be exhausted before a Protected Disclosure is made under this policy.
- 1.2 If any employee believes reasonably, and in good faith, that wrongdoing exists and wishes to report the allegation anonymously, the employee should immediately do so by reporting it in writing and submit it to the Chief Administrative Officer. The Reporter shall include the following information about the allegation in writing:
- a) A description of the wrongdoing;
  - b) The name/position of the individual alleged to having done the wrongdoing;
  - c) The timeframe[s] or date[s] the wrongdoing was done;
  - d) How the Reporter became aware of the wrongdoing;
  - e) If the Reporter is aware of any other City employee who may also have knowledge of the alleged wrongdoing;
  - f) Any other information the Reporter may have; and
  - g) How the Reporter wishes to be contacted (such as Personal cell number; personal email address) in order to be interviewed as part of the investigation process.
- 1.3 Anonymous allegations will only be considered when one or more of the following criteria are met:
- a) There is significant imminent risk to the municipality;
  - b) There is evidence of past, present or imminent criminal activity involving the municipality; or
  - c) The allegation impacts the health, safety, or well-being of elected officials, employees or the general public.
- 1.4 If the Reporter requires temporary job re-assignment during the investigation because of whom the allegation is about and concerns the Reporter may have about coming forward about the person named in the allegation the City will make every reasonable effort to accommodate.
- 1.5 An employee acting in good faith is entitled to protection under this policy.
- 1.6 A person is entitled to protection under this policy only if the wrongdoing is not the result of conduct by the individual seeking protection.
- 1.7 An Individual or individuals implicated by wrongdoing are granted due process.
- 1.8 When making a Protected Disclosure under this policy, and Employee must:
- a) Determine that the improper conduct is a seriously harmful one that has or will cause demonstrably harmful effects;
  - b) Thoroughly review the situation and be confident of the facts as he or she understands them;
  - c) Be able to link the behavior to be disclosed to breaches of legal requirements and/or ethical principles and believe that more harm than good to a number of parties will

- result;
- d) Understand the seriousness of their actions and be ready to assume accountability for a them;
- e) Not engage in reckless or malicious accusations of wrongdoing.

## **2. PROTECTION FROM REPRISAL**

- 2.1 Where an Employee has acted in accordance with the requirements of this policy, neither the Town nor any person acting on behalf of the Town shall:
- a) Dismiss or threaten to dismiss an employee,
  - b) Discipline or threaten to disincipline,
  - c) Impose any penalty upon an employee, or
  - d) Intimidate or coerce and employee.
- 2.2 It is strictly prohibited that a Respondent, or someone acting on behalf of a Respondent, or someone acting independently from a Respondent, perform any acts, whether verbal or physical, to punish or otherwise retaliate against a Reporter or anyone who has participated in the investigation of an allegation.
- 2.3 Any acts of reprisal will be investigated by the investigator and any person who has been found to have engaged in acts of reprisal will face progressive discipline up to and including termination.
- 2.4 Protection against reprisal cannot effectively be provided to those who choose to keep their identities anonymous.
- 2.5 If it is discovered that a person is facing reprisal, the investigator shall take action to stop the reprisal and the person found to be committing the acts of reprisal will face progressive discipline up to and including termination.

## **3. INVESTIGATIONS**

- 3.1 The Chief Administrative Officer shall establish processes and procedures to ensure the objective and impartial investigations of:
- a) The allegations contained within a Protected Disclosure, and
  - b) Allegations of retaliation against an Employee.
- 3.2 An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the Town of any party who might be or becomes involved in or becomes or is the subject of such an investigation.
- 3.3 The Chief Administrative Officer has the primary responsibility for the investigation of all activity as defined in this policy and shall, in his or her sole discretion, determine whether an Allegation merits an investigation, and if so, the manner in which the investigation is to be conducted.

- 3.4 In all circumstances where there appears to be reasonable grounds for suspecting that a Fraud or other Financial Irregularity has taken place, the Chief Administrative Officer, in consultation with the Town's solicitors, will contact the RCMP.
- 3.5 All investigations will be conducted with a sense of urgency and time dependency.
- a) The allegation is received, and within one week (7 calendar days) of receipt an investigation shall commence.
  - b) The investigator will evaluate the allegation and will identify from the allegation, or from interviewing the Reporter, if other persons must be interviewed as part of the investigation.
  - c) The investigator shall provide the Respondent with a summary of the allegations. The Respondent shall provide a response to the allegations in writing. The Respondent shall be interviewed for clarification of their response. If additional persons are identified by the Respondent to have been involved in the allegation, the investigator may interview them.
  - d) In the event that an individual refuses to participate in an interview, they shall provide the investigator with the reasons for the refusal.
  - e) During the course of the investigation, the investigator may withhold the names of those involved in the allegation so to maintain confidentiality, to maintain the integrity of the investigation, and to prevent incidents of retaliation.
  - f) The investigator shall conclude their investigation within 30 days of the allegation having been received and will establish recommendations or actions to remedy the substance of the allegation.
- 3.6 All parties subject to this policy must fully co-operate with the investigation as may be required.
- 3.7 Employees who are Peace Officers and face allegations of wrongdoing may also be part of a formal investigation through the Solicitor General of Alberta.
- 3.8 All investigations are subject to the Freedom of Information and Protection of Privacy Act.
- 3.9 The Chief Administrative Officer may refuse to deal with an Allegation or cease an investigation if he or she is of the opinion that:
- a) The subject matter of the Allegation is one that could more appropriately be dealt with, initially or completely, according to another procedure provide for by another policy or Act of the Province of Alberta or the Dominion of Canada;
  - b) The subject matter of the Allegation is not made in good faith;
  - c) The length of time that has elapsed between the date of the when the subject matter of the Allegation arose and the date when the Allegation was made is such that dealing with the Allegation would serve no useful purpose;
  - d) The Allegation relates to a matter that results from a balanced and informed decision making process on a public policy issue: or
  - e) There is a valid reason for not dealing with the Allegation
- 3.10 If the Chief Administrative Officer determines an Allegation does not merit an investigation under this policy, he or she must inform the person who made the Allegation and provide the reasons why.

- 3.11 Regardless of the form of investigation carried out, the Chief Administrative Officer shall ensure that the investigation is conducted in accordance with a duty to act fairly, including that:
- a) Reasonable notice of the investigation is given to the parties concerned;
  - b) The person is entitled to have someone present to provide advice and assistance (i.e. legal counsel, union representative, colleague);
  - c) The person affected has the right to know the case against him or her, and must be given an opportunity to reply to it; and
  - d) The person is entitled to a decision from an unbiased decision maker and is entitled to the reasons for that decision.
- 3.12 An investigation may result in any of the following decisions;
- a) That on a balance of probabilities, an Allegation is founded,
  - b) That an Allegation is reckless or malicious, or
  - c) That while an Allegation is not reckless or malicious, the Allegation is unfounded.
- 3.13 If, as a result of an investigation, it is determined that an Allegation is upheld or that an Allegation is reckless or malicious, the Chief Administrative Officer shall consider imposing disciplinary action against an Employee as provided by this policy.
- 3.14 If an allegation is determined by the investigator to be substantiated, the Respondent will face progressive discipline up to and including termination.
- 3.15 The following actions may be implemented upon conclusion of their investigation and depending on the severity of the findings:
- a) Apology;
  - b) Training;
  - c) Referral to counseling;
  - d) Mediation
  - e) Reassignment;
  - f) Limiting access to certain areas or individuals within the organization;
  - g) Discipline;
  - h) Termination; or
  - i) Advising the local authorities of a potential criminal offense.
- 3.16 If an allegation is determined by the investigator to be unsubstantiated, the investigator will dismiss the allegation or will further determine if the Reporter was acting in good faith in submitting the allegation.
- 3.17 If an allegation is found to be unsubstantiated, the respondent shall be informed of such.
- 3.18 Investigations into allegations involve a great deal of time, resources, attention, and legal advice. If an allegation has been made by an employee who knows it to be untrue, or false, and/or who advances a misleading allegation in order to target another employee, that employee will be subject to progressive discipline up to and including termination.

**4. Confidentiality**

- 4.1 Every participant in this process is expected to maintain confidentiality throughout the process and thereafter. Only those who must be informed of the details will be involved in order to effectively address the situation.
- 4.2 To protect the interests of all parties involved, all information must remain confidential, subject to the rules listed below, and except where sharing of information is otherwise required by law or with respect to a possible violation of the Criminal Code.
- 4.3 Reporters, Respondents and witnesses will have access to their own statements.
- 4.4 Respondents and Reporters must have sufficient information about the allegations and response of the other parties to enable them to offer rebuttal.
- 4.5 A party that breaches confidentiality with respect to an investigation may be subjected to disciplinary or legal action, regardless of the impact of the outcome of the investigation.
- 4.6 Access to all or part of an Allegation, supporting interviews, or other identifiable information may be refused to the Respondent pursuant to Section 19 of the Freedom of Information and Protection of Privacy Act.
- 4.7 Wherever any determination in respect of an Allegation is made, the Chief Administrative Officer shall review the results of investigations and report the findings to the Employee who made the Allegation and to the appropriate Director, make recommendations to Directors concerned the measures to be taken to correct Wrongdoings and review reports on measures taken by the Directors in response to those recommendations.
- 4.8 The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the Town's losses from the offender or other appropriate sources(s).

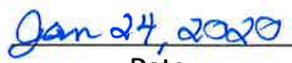
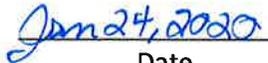
**5. APPEALS**

- 5.1 Nothing in this Policy shall prevent an Employee who has been the subject of an investigation from pursuing any administrative procedure normally open to an Employee or from seeking relief through the courts or under any law in existence at the time.

|                      |  |                |  |
|----------------------|--|----------------|--|
| Initial Policy Date: |  | Resolution No: |  |
| Revision Date:       |  | Resolution No. |  |
| Revision Date:       |  | Resolution No. |  |
|                      |  |                |  |



REQUEST FOR DECISION

|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 7.2   |
| <b>Council Meeting Date</b> | January 28, 2020  |
| <b>Subject</b>              | Budget Meeting Dates  |
| <b>For Public Agenda</b>    | Public Information  |
| <b>Background</b>           | Council must pass budgets annually.   |
| <b>Recommendation</b>       | Administration recommends Council hold a Special Meeting of Council on March 20 commencing at 9:00 am, in the Council Chambers, for the 2020 budget deliberations.  |
| <b>Prepared By:</b>         | <p><br/>Lori Hillis, CPA, CA<br/>Chief Administrative Officer</p> <p><br/>Date</p>  |
| <b>Endorsed By:</b>         | <p><br/>Lori Hillis, CPA, CA<br/>Chief Administrative Officer</p> <p><br/>Date</p> |

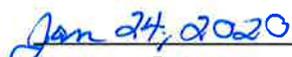


REQUEST FOR DECISION

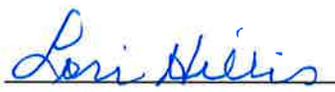
|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 7.3   |
| <b>Council Meeting Date</b> | January 28, 2020  |
| <b>Subject</b>              | Council Meeting Date Change Request   |
| <b>For Public Agenda</b>    | Public Information  |
| <b>Background</b>           | Council set the dates for Council Meetings for November 2019 through October 2020, at the Organizational Meeting held on October 22, 2019.<br><br>It has been determined the Municipal Leaders Caucus is being held on March 25 and 26, 2020. |
| <b>Recommendation</b>       | Administration recommends Council move the Regular Meeting of Council scheduled for Tuesday, March 24, 2020 to Monday, March 23, 2020 commencing at 5:00 pm in the Council Chambers.  |

**Prepared By:**

  
\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

**Endorsed By:**

  
\_\_\_\_\_  
Lori Hillis, CPA, CA  
Chief Administrative Officer

  
\_\_\_\_\_  
Date



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 8.1  |
| <b>Council Meeting Date</b> | January 28, 2020   |
| <b>Subject</b>              | Department Reports   |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Background</b>           | Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.  |
| <b>Discussion</b>           | 8.1.1 Chief Administrative Officer Report<br>8.1.2 Director of Finance Report<br>8.1.3 Director of Public Works Report<br>8.1.4 Director of Community Services Report<br>8.1.5 Planning and Development Officer Report |
| <b>Recommendation</b>       | Motion by Council to accept the department reports, as information.  |

**Prepared By:**



Lori Hillis, CPA, CA  
Chief Administrative Officer

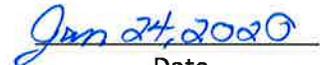


Date

**Endorsed By:**



Lori Hillis, CPA, CA  
Chief Administrative Officer



Date

## Highlights

### **Peace Officer Position**

- We have received several applications however only a few of them have the required Solicitor General training. We will be interviewing in the next couple of weeks.

### **Streetlights**

- Fortis is preparing an updated quote for the replacement of the streetlights west of the 4 way stop to be included in the 2020 budget discussions.

### **2020 Capital and Operating Budgets**

- Continue to work on 2020 Budgets.

### **Brownlee Emerging Trends Workshop**

- Mayor Pankiw, Councillor Curle and Councillor Rondeel have been registered for the Brownlee Emerging Trends Workshop in Edmonton on February 13, 2020.

### **Intermunicipal Collaboration Framework**

- Met with Vicinia Planning and the CAO and Operations Manager from Ponoka County to discuss the ICF regarding recreation funding.

Lori Hillis  
Chief Administrative Officer

## Highlights

- Met with RMA insurance representatives regarding our current insurance coverage.
- Attended Tagish luncheon held at Town office on Dec 12, 2019.
- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2019.
- Dealing with Local Authorities Pension Plan regarding queries and balancing.
- Attended Council meetings on Nov. 12, Nov. 26 and Dec. 10, 2019.
- Working with Central Square Technologies regarding the implementation of our new software system – iCity.
- Training sessions for various modules of our new Software iCity.
- Starting to implement the new Software system.

Wanda Stoddart  
Director of Finance  
Town of Rimby

**TOWN OF RIMBEY**  
**VARIANCE REPORT**  
**FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2019**

| OPERATING                                      | 2019 Revenues    |                  |                   |               | 2019 Expenses    |                  |                    |                |
|--|------------------|------------------|-------------------|---------------|------------------|------------------|--------------------|----------------|
|  | Budget           | Year to Date     | % Revenue to Date | Variance      | Budget           | Year to Date     | % Expenses to Date | Variance       |
| General Municipal Revenues                     | 4,445,314        | 4,377,657        | 98%               | 67,657        | 934,539          | 934,539          | 100%               | 0              |
| Council (11)                                   |                  |                  |                   |               | 217,419          | 201,680          | 93%                | 15,739         |
| Administration (12)                            | 25,035           | 34,590           | 138%              | (9,555)       | 707,404          | 632,572          | 89%                | 74,832         |
| General Administration (13)                    |                  |                  |                   |               | 107,230          | 70,005           | 65%                | 37,225         |
| Police (21)                                    | 92,011           | 65,412           | 71%               | 26,599        | 96,352           | 88,284           | 92%                | 8,068          |
| Fire (23)                                      |                  |                  |                   |               |                  | 25,971           |                    |                |
| Disaster Services (24)                         |                  |                  |                   | 0             | 3,125            | 297              | 10%                | 2,828          |
| Intern   | 0                | 0                | 0%                | 0             | 0                | 0                | 0%                 | 0              |
| Bylaw Enforcement (26)                         | 53,100           | 46,002           | 87%               | 7,098         | 143,393          | 87,790           | 61%                | 55,603         |
| Public Works (32)                              | 4,000            | 28,918           | 723%              | (24,918)      | 771,418          | 546,188          | 71%                | 225,230        |
| Airport (33)                                   | 0                | 0                | 0%                | 0             | 0                | 0                | 0%                 | 0              |
| Storm sewer (37)                               | 0                | 0                | 0                 | 0             | 17,528           | 5,741            | 33%                | 11,787         |
| Water (41)                                     | 552,499          | 532,804          | 96%               | 19,695        | 395,235          | 422,004          | 107%               | (26,769)       |
| Sewer (42)                                     | 327,985          | 315,589          | 96%               | 12,396        | 316,802          | 249,979          | 79%                | 66,823         |
| Garbage (43)                                   | 211,171          | 211,788          | 100%              | (617)         | 99,766           | 95,245           | 95%                | 4,521          |
| Recycle (43-01)                                | 41,196           | 38,706           | 94%               | 2,490         | 91,849           | 89,118           | 97%                | 2,731          |
| Compost  | 1,400            | 2,410            | 172%              | (1,010)       | 20,502           | 12,159           | 59%                | 8,343          |
| Community Services (FCSS)                      | 215,424          | 190,424          | 88%               | 25,000        | 307,392          | 305,970          | 100%               | 1,422          |
| Cemetery (56)                                  | 13,800           | 22,574           | 164%              | (8,774)       | 55,879           | 41,567           | 74%                | 14,312         |
| Development (61)                               | 20,860           | 12,445           | 60%               | 8,415         | 104,918          | 65,729           | 63%                | 39,189         |
| Econ.Development (61-01)                       | 21,500           | 20,862           | 97%               | 638           | 34,229           | 33,812           | 99%                | 417            |
| Recreation Office (72)                         | 150              | 213              | 142%              | (63)          | 59,929           | 40,006           | 67%                | 19,923         |
| Pool (72-04)                                   | 56,650           | 56,393           | 100%              | 257           | 294,774          | 187,624          | 64%                | 107,150        |
| Parks (72-05)                                  | 0                | 0                | 0%                | 0             | 115,424          | 70,792           | 61%                | 44,632         |
| Fitness Center (72-06)                         | 29,000           | 39,547           | 136%              | (10,547)      | 44,158           | 29,279           | 66%                | 14,879         |
| Arena (72-09)                                  | 100,880          | 131,911          | 131%              | (31,031)      | 340,151          | 267,195          | 79%                | 72,956         |
| Recreation Programs (72-11)                    | 6,000            | 3,818            | 64%               | 2,182         | 40,711           | 38,537           | 95%                | 2,174          |
| Community Centre (74)                          | 61,625           | 79,180           | 128%              | (17,555)      | 324,204          | 264,292          | 82%                | 59,912         |
| Library (74-06)                                | 0                | 0                | 0%                | 0             | 130,635          | 128,028          | 98%                | 2,607          |
| Scout Hall (74-08)                             |                  |                  |                   |               | 2,100            | (10)             | 0%                 | 2,110          |
| Curling Club (74-09)                           | 700              | 710              | 101%              | (10)          | 23,300           | 16,246           | 70%                | 7,054          |
| Museum (74-12)                                 |                  |                  |                   |               | 79,100           | 67,188           | 85%                | 11,912         |
| <b>Total Revenues</b>                          | <b>6,280,300</b> | <b>6,211,953</b> |                   | <b>68,347</b> | <b>5,879,466</b> | <b>5,017,827</b> |                    | <b>861,639</b> |
| <b>Debenture &amp; Loan Principal Payments</b> |                  |                  |                   |               | <b>400,235</b>   | <b>297,096</b>   |                    | <b>103,139</b> |
| <b>Total operating and debt repayment</b>      | <b>6,280,300</b> | <b>6,211,953</b> |                   | <b>68,347</b> | <b>6,279,701</b> | <b>5,314,923</b> |                    | <b>964,778</b> |

**TOWN OF RIMBEY**

**VARIANCE REPORT**

**FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2019**

| <b>CAPITAL</b>  | <b>Grants and reserves</b> | <b>Operating surplus</b> |               |                  | <b>Year to Date</b> | <b>Variance</b>  |
|---|----------------------------|--------------------------|---------------|------------------|---------------------|------------------|
| IT - Server and Hosted Mail Upgrade   | 28,000                     |                          |               |                  | 1,175               | 26,825           |
| IT - Accounting Software  | 62,000                     |                          |               |                  | 46,545              | 15,455           |
| Picker Truck  | 40,000                     |                          |               |                  | 39,000              | 1,000            |
| Flail mower for Skid Steer  | 8,000                      |                          |               |                  | 7,300               | 700              |
| JD Traditional Utility Vehicle  | 16,100                     |                          |               |                  | 16,073              | 27               |
| Repeater Station for radios   | 24,000                     |                          |               |                  | 20,802              | 3,198            |
| Concrete crushing   | 100,000                    |                          |               |                  | 99,800              | 200              |
| Water Tower - Building Roof Demolition  | 15,000                     |                          |               |                  |                     | 15,000           |
| Annual Water Valve and Hydrant Replacement  | 70,000                     |                          |               |                  | 169,447             | -99,447          |
| New Well Project Phase 2 - raw water supply line from Well 15 to Well 13. Total project \$770,140 (AMWWP Grant \$459,774; Town Share \$310,366 - MSI)   | 770,140                    |                          |               |                  | 9,294               | 760,846          |
| NE Lagoon Outlet Channel (2018 carryover) - Total project \$750,000 (AMWWP GRANT - \$453,825, Town share \$296,175). Received grant funding \$350,000. Remaining cost \$310,000 (grant \$103,825, Town \$206,175 - reserves | 310,000                    |                          |               |                  | 302,673             | 7,327            |
| Camera and flush various underground mains  | 20,000                     |                          |               |                  | 4,077               | 15,923           |
| 52 Street Sanitary Repair   | 40,000                     |                          |               |                  |                     | 40,000           |
| 51 Street Sanitary Repair (Norm's Tire Shop)  | 18,000                     |                          |               |                  |                     | 18,000           |
| Waterline replacement (Parkland Motor Inn)  | 18,000                     |                          |               |                  |                     | 18,000           |
| Storm Water Monitoring Equipment  | 20,000                     |                          |               |                  | 15,115              | 4,885            |
| 2019 Street Improvements - 53 Ave overlay, 52 Ave overlay, PW pavement repair, CC parking lot repair, Downtown sidewalks, Storm swale Drader, Storm swale imp   | 684,500                    |                          |               |                  | 556,392             | 128,108          |
| 51 Street Major Project - Predesign and Planning  | 136,500                    |                          |               |                  | 27,419              | 109,081          |
| Garbage receptacles, benches, etc.  | 13,600                     |                          |               |                  | 5,884               | 7,716            |
| Tree replanting program design  | 4,000                      |                          |               |                  | 49                  | 3,951            |
| Kinsmen skatepark   | 13,000                     |                          |               |                  | 13,000              | 0                |
| Rimbey Elementary Outdoor Rink  | 3,000                      |                          |               |                  | 3,000               | 0                |
| Evergreen Connector Trail (Engineering, land, legal)  | 12,000                     |                          |               |                  | 14,958              | -2,958           |
| Westhaven (survey, replace 4 pillow blocks and make 2 new pillow blocks)  | 9,800                      |                          |               |                  | 8,805               | 995              |
| Ash Garden  | 3,000                      |                          |               |                  |                     | 3,000            |
| Fence between Cemetery and United Church  | 5,000                      |                          |               |                  | 4,942               | 58               |
| Spray Park concrete surface - Total cost \$45,000 (Grant funding \$11,203, our share \$33,797)  | 45,000                     |                          |               |                  | 22,397              | 22,603           |
| Community Center Back Up Generator (2018 carryover - still waiting for pricing)   | 220,000                    |                          |               |                  | 96,023              | 123,977          |
| Arena - Condenser for ice plant   | 180,000                    |                          |               |                  | 179,525             | 475              |
| Land Purchase - UMC Financial   |                            | 5,526                    |               |                  | 5,526               | 0                |
| Land Purchase - LI Ranches  |                            | 9,238                    |               |                  | 9,238               | 0                |
| Storm Water Management Plan   |                            | 1,278                    |               |                  | 1,278               | 0                |
| Well PW Raw Water Supply Phase  |                            | 10,126                   |               |                  | 10,126              | 0                |
|   | 2,888,640                  | 26,168                   |               |                  | 1,689,863           | 1,224,945        |
| <b>Total operating and capital</b>  | <b>9,168,940</b>           | <b>6,238,121</b>         | <b>68,347</b> | <b>6,279,701</b> | <b>7,004,786</b>    | <b>2,189,723</b> |

## Cheque Register-Summary-Bank

Supplier : 1020405 To ZIM1598

Cheque No. 45871 To 45940

Bank : 1 - Servus



Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

| Cheque # | Cheque Date | Supplier | Supplier Name                      | Status  | Batch | Medium | Amount    |
|----------|-------------|----------|------------------------------------|---------|-------|--------|-----------|
| 45871    | 31-Dec-2019 | ABC2390  | ABC Tree Care                      | Issued  | 23    | C      | 3,066.00  |
| 45872    | 31-Dec-2019 | ANI0683  | Animal Control Services            | Cleared | 23    | C      | 1,428.00  |
| 45873    | 31-Dec-2019 | AONR001  | AON REED STENHOUSE INC.            | Cleared | 23    | C      | 2,411.00  |
| 45874    | 31-Dec-2019 | AUT0325  | Automated Aquatics Canada Ltd.     | Cleared | 23    | C      | 6,453.80  |
| 45875    | 31-Dec-2019 | BRO0214  | Brownlee LLP                       | Cleared | 23    | C      | 833.65    |
| 45876    | 31-Dec-2019 | CAP1193  | Capital H2O Systems Inc.           | Cleared | 23    | C      | 718.47    |
| 45877    | 31-Dec-2019 | EVE0028  | Evergreen Co-operative Association | Cleared | 23    | C      | 5,165.01  |
| 45878    | 31-Dec-2019 | GRU0606  | Grutterink, Herb                   | Cleared | 23    | C      | 682.50    |
| 45879    | 31-Dec-2019 | HIW0047  | Hi-Way 9 Express Ltd.              | Cleared | 23    | C      | 97.49     |
| 45880    | 31-Dec-2019 | LON1235  | Longhurst Consulting               | Cleared | 23    | C      | 248.85    |
| 45881    | 31-Dec-2019 | RIM2033  | Rimbey Express                     | Cleared | 23    | C      | 178.00    |
| 45882    | 31-Dec-2019 | RIM1243  | Rimbey Home Hardware               | Cleared | 23    | C      | 90.25     |
| 45883    | 31-Dec-2019 | RIM0565  | Rimbey Janitorial Supplies         | Issued  | 23    | C      | 1,195.95  |
| 45884    | 31-Dec-2019 | SPL2113  | Splashables Inc.                   | Cleared | 23    | C      | 2,172.08  |
| 45885    | 31-Dec-2019 | SUP0180  | Superior Safety Codes Inc.         | Cleared | 23    | C      | 309.75    |
| 45886    | 31-Dec-2019 | THE0227  | The Government of Alberta          | Cleared | 23    | C      | 25.00     |
| 45887    | 31-Dec-2019 | TIT0680  | Rural Municipalities of Alberta    | Cleared | 23    | C      | 523.03    |
| 45888    | 31-Dec-2019 | TOW0465  | Town Of Rimbey                     | Cleared | 23    | C      | 3,566.95  |
| 45889    | 31-Dec-2019 | UNI1674  | Uni First Canada Ltd.              | Cleared | 23    | C      | 153.63    |
| 45890    | 31-Dec-2019 | WOL0188  | Wolseley Industrial Canada INC     | Cleared | 23    | C      | 957.34    |
| 45891    | 31-Dec-2019 | ALB0437  | Alberta One-Call Corporation       | Issued  | 26    | C      | 9.45      |
| 45892    | 31-Dec-2019 | BLA0967  | Black Press Group Ltd.             | Issued  | 26    | C      | 1,463.27  |
| 45893    | 31-Dec-2019 | C.P.001  | C.P. SEWER PIPE INSPECTION LTD.    | Issued  | 26    | C      | 17,237.43 |
| 45894    | 31-Dec-2019 | CIT0122  | City Of Red Deer                   | Issued  | 26    | C      | 1,334.25  |
| 45895    | 31-Dec-2019 | IMP0019  | Imperial Esso Service (1971)       | Issued  | 26    | C      | 381.00    |
| 45896    | 31-Dec-2019 | NAP0304  | NAPA Auto Parts - Rimbey           | Cleared | 26    | C      | 47.73     |
| 45897    | 31-Dec-2019 | OUT1696  | Outlaw Electric Ltd.               | Issued  | 26    | C      | 379.39    |
| 45898    | 31-Dec-2019 | RIM0132  | Rimbey Builders Supply Centre Ltd. | Cleared | 26    | C      | 79.78     |
| 45899    | 31-Dec-2019 | RIM0187  | Rimbey Implements Ltd.             | Cleared | 26    | C      | 2,594.45  |
| 45900    | 31-Dec-2019 | RJP0725  | RJ Plumbing and Heating            | Issued  | 26    | C      | 291.38    |
| 45901    | 31-Dec-2019 | ALS0038  | Alsco                              | Issued  | 30    | C      | 1,310.77  |
| 45902    | 31-Dec-2019 | CIM1029  | Cimco Refrigeration                | Issued  | 30    | C      | 1,233.60  |
| 45903    | 31-Dec-2019 | PON0788  | Ponoka County                      | Issued  | 30    | C      | 2,057.00  |
| 45904    | 31-Dec-2019 | TAG0493  | Tagish Engineering Ltd.            | Issued  | 30    | C      | 18,936.85 |
| 45905    | 31-Dec-2019 | WAS5484  | Waste-Co Disposal Systems          | Issued  | 30    | C      | 1,457.13  |

Total Computer Paid : 79,090.23

Total EFT PAP : 0.00

Total Paid : 79,090.23

Total Manually Paid : 0.00

Total EFT File : 0.00

35 Total No. Of Cheque(s) ...

**Cheque Register-Summary-Bank**



Supplier : 1020405 To ZIM1598

Batch No. : 27 To 29

Bank : 1 - Servus

Seq : Cheque No. Status : All

Medium : E=EFT-PAP T=EFT-File

| Cheque #                     | Cheque Date | Supplier    | Supplier Name                        | Status           | Batch               | Medium | Amount           |
|------------------------------|-------------|-------------|--------------------------------------|------------------|---------------------|--------|------------------|
| 00003-0001                   | 31-Dec-2019 | ALB1639     | ALBERTA MUNICIPAL SERVICE CORPORATIO | Issued           | 27                  | E      | 43,708.51        |
| 00003-0002                   | 31-Dec-2019 | ENC2429     | ENCON Group Inc.                     | Cleared          | 27                  | E      | 440.72           |
| 00003-0003                   | 31-Dec-2019 | SER2339     | Servus Credit Union - Mastercard     | Cleared          | 27                  | E      | 6,211.91         |
| 00003-0004                   | 31-Dec-2019 | TEL0327     | Telus Mobility Inc.                  | Issued           | 27                  | E      | 113.27           |
| 00003-0005                   | 31-Dec-2019 | WAS1897     | Waste Management                     | Cleared          | 27                  | E      | 2,941.66         |
| 00004-0001                   | 31-Dec-2019 | TEL0793     | Telus Communications Inc.            | Issued           | 29                  | E      | 2,209.46         |
| <b>Total Computer Paid :</b> |             | <b>0.00</b> | <b>Total EFT PAP :</b>               | <b>55,625.53</b> | <b>Total Paid :</b> |        | <b>55,625.53</b> |
| <b>Total Manually Paid :</b> |             | <b>0.00</b> | <b>Total EFT File :</b>              | <b>0.00</b>      |                     |        |                  |

6 Total No. Of Cheque(s) ...

**Town of Rimbey**  
**Cheque Register-Summary-Bank**



Supplier : 1020405 To ZIM1598  
 Cheque No. 45906 To 45940  
 Bank : 1 - Servus

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

| Cheque # | Cheque Date | Supplier | Supplier Name                                 | Status | Batch | Medium | Amount    |
|----------|-------------|----------|---|--------|-------|--------|-----------|
| 45906    | 22-Jan-2020 | 1182211  | 1182211 ALBERTA LTD.                          | Issued | 2     | C      | 1,000.00  |
| 45907    | 22-Jan-2020 | AIR1860  | Air Liquide Canada Inc.                       | Issued | 2     | C      | 118.74    |
| 45908    | 22-Jan-2020 | ALB0737  | Alberta Municipal Health & Safety Association | Issued | 2     | C      | 420.00    |
| 45909    | 22-Jan-2020 | ALB0005  | Alberta Urban Municipalities Association      | Issued | 2     | C      | 3,470.25  |
| 45910    | 22-Jan-2020 | AMS0116  | AMSC Insurance Services Ltd.                  | Issued | 2     | C      | 39.04     |
| 45911    | 22-Jan-2020 | ANA1886  | AN Adventure Distribution & Consulting        | Issued | 2     | C      | 846.10    |
| 45912    | 22-Jan-2020 | BUI0089  | Buist Motor Products Ltd.                     | Issued | 2     | C      | 698.27    |
| 45913    | 22-Jan-2020 | CAP1193  | Capital H2O Systems Inc.                      | Issued | 2     | C      | 108.15    |
| 45914    | 22-Jan-2020 | CAS0527  | Cast-A-Waste Inc.                             | Issued | 2     | C      | 9,397.50  |
| 45915    | 22-Jan-2020 | CIT0122  | City Of Red Deer                              | Issued | 2     | C      | 2,000.00  |
| 45916    | 22-Jan-2020 | COLLI001 | COLLICUTT ENERGY                              | Issued | 2     | C      | 579.60    |
| 45917    | 22-Jan-2020 | EDS0931  | Ed's Auto Rescue                              | Issued | 2     | C      | 78.75     |
| 45918    | 22-Jan-2020 | EXP0837  | Expert Security Solutions                     | Issued | 2     | C      | 1,197.58  |
| 45919    | 22-Jan-2020 | FED0625  | Federation of Canadian Municipalities         | Issued | 2     | C      | 723.46    |
| 45920    | 22-Jan-2020 | HAC0076  | Hach Sales & Services Canada Ltd.             | Issued | 2     | C      | 83.69     |
| 45921    | 22-Jan-2020 | HAN5497  | Hanson, Ryan                                  | Issued | 2     | C      | 202.72    |
| 45922    | 22-Jan-2020 | JOH1731  | John Brooks Company Ltd.                      | Issued | 2     | C      | 342.04    |
| 45923    | 22-Jan-2020 | MLA0662  | MLA Benefits Inc.                             | Issued | 2     | C      | 1,813.47  |
| 45924    | 22-Jan-2020 | MUN0782  | Municipal Property Consultants (2009) Ltd.    | Issued | 2     | C      | 3,580.74  |
| 45925    | 22-Jan-2020 | NEP0376  | Neptune Technology Group Canada Co.           | Issued | 2     | C      | 4,286.10  |
| 45926    | 22-Jan-2020 | OLS0971  | Olson, Allen                                  | Issued | 2     | C      | 1,764.68  |
| 45927    | 22-Jan-2020 | PAC2315  | Pacific Tier Solutions Inc.                   | Issued | 2     | C      | 1,614.31  |
| 45928    | 22-Jan-2020 | PAR5457  | Parkland Community Planning Services          | Issued | 2     | C      | 504.00    |
| 45929    | 22-Jan-2020 | PAR0025  | Parkland Regional Library                     | Issued | 2     | C      | 5,761.31  |
| 45930    | 22-Jan-2020 | PON0788  | Ponoka County                                 | Issued | 2     | C      | 26.00     |
| 45931    | 22-Jan-2020 | RIM0328  | Rimbey & District Chamber Of Commerce         | Issued | 2     | C      | 265.00    |
| 45932    | 22-Jan-2020 | RIM0615  | Rimbey Art Club                               | Issued | 2     | C      | 470.00    |
| 45933    | 22-Jan-2020 | RIM0187  | Rimbey Implements Ltd.                        | Issued | 2     | C      | 27.17     |
| 45934    | 22-Jan-2020 | RIM1146  | Rimbey Municipal Library                      | Issued | 2     | C      | 24,950.00 |
| 45935    | 22-Jan-2020 | SFE1047  | SFE Global                                    | Issued | 2     | C      | 1,260.00  |
| 45936    | 22-Jan-2020 | STA1622  | Rural Municipalities of Alberta               | Issued | 2     | C      | 297.68    |
| 45937    | 22-Jan-2020 | TIT0680  | Rural Municipalities of Alberta               | Issued | 2     | C      | 491.02    |
| 45938    | 22-Jan-2020 | UNI1674  | Uni First Canada Ltd.                         | Issued | 2     | C      | 171.62    |
| 45939    | 22-Jan-2020 | VOLD001  | VOLD JONES & VOLD AUCTION CO. LTD             | Issued | 2     | C      | 3,000.00  |
| 45940    | 22-Jan-2020 | WOL0188  | Wolseley Industrial Canada INC                | Issued | 2     | C      | 1,013.54  |

|                              |                  |                         |             |                     |                  |
|------------------------------|------------------|-------------------------|-------------|---------------------|------------------|
| <b>Total Computer Paid :</b> | <b>72,602.53</b> | <b>Total EFT PAP :</b>  | <b>0.00</b> | <b>Total Paid :</b> | <b>72,602.53</b> |
| <b>Total Manually Paid :</b> | <b>0.00</b>      | <b>Total EFT File :</b> | <b>0.00</b> |                     |                  |

35 Total No. Of Cheque(s) ...

## Highlights

### ROADS

- Sanding streets ongoing;
- Sidewalk cleaning ongoing;
- Moving snow;
- Cleaning of parking lots at Town Office, R.C.M.P. & Fire hall as required
- Checking ice at Rimwest storm pond weekly;
- Hauling snow off streets ;
- Hauling snow from P.W. yards;
- Did some pothole repairs when weather allowed;

### WATER

- Routine maintenance and testing;
- AEP reporting, meter reading and other related work is ongoing;
- Replace broken water meters;

### WASTEWATER

- Routine maintenance and testing;
- AEP reporting and other utility related work is ongoing;

### RECYCLE

- Assist Ponoka County staff as required;

### R.C.M.P. STATION

- Building maintenance as required;
- Removing snow as required and sanding sidewalks;

### CEMETERY

- Opened and closed several burials and cremations;
- Assist families with their needs;
- Put up new flags for Remembrance Day;

### OTHER

- Clean parkette at town office;
- Maintenance at the town office, and library as needed;
- Assisted Development Department as required;
- Assisted residents and visitors with questions or concerns;

### BY-LAW

- Take pictures of complaints & follow-up on same;

R. Schmidt  
Director of Public Works

## Highlights:

### Peter Lougheed Community Centre

- Ongoing cleaning, maintenance and event supervision
- Backup generator installation ongoing
- Elevator repaired
- Adding more LED lights throughout the building

### Community Fitness Centre

- Researching new equipment
- Daily cleaning and maintenance of the area
- Adding more LED lights throughout the area
- Quarterly maintenance performed by Fitness Mechanics and extra maintenance items on existing equipment

### Rimbey Aquatic Centre

- Weekly checks on water and temperature at the facility
- Shovel snow when needed
- Researching capital budget items for slide pump and free flow spray park

### Arena

- Condenser warranty work – high oil temp shutdown
- Minor Hockey and Pond Hockey Games and Tournaments
- Sunday's Family Skate sponsored once again by Servus Credit Union and Evergreen Co-op
- Arena matting – installed in dressing rooms and hallway

### Programs

- Fitness Classes/Dance classes in the Upper Auditorium
- Regular meetings throughout the week

### Events

- Santa Night was a success
- Canada Day grant completed

Cindy Bowie  
Director of Community Services

### Highlights

- **Subdivision / Land Use Redesignation Applications** – Administration received a subdivision application and land use redesignation application from the Rimbey Christian School. Processing of both applications is currently ongoing.
- **Lane / Back-Alley Closure.** On November 27, 2019 the application for lane / back-alley closure was approved by Alberta Transportation based on Bylaw 953/19. Administration is finalizing the details with the landowners and expects second and third reading to be brought to council on January 28, 2020.
- **Back-Alley Encroachments.** A survey of the encroachments has been completed and Administration is now working to contact the appropriate person with Atco to develop a strategy to address each of the encroachments on an individual basis.
- **Resident Questions.** Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- **Development Permits.** Administration has been answering resident questions regarding potential development permits on an on-going basis.
- **Certificate of Compliance.** Administration has been processing certificates of compliance and accompanying paperwork as requested.
- **Intermunicipal Collaboration Framework.** Administration is currently working on a draft Intermunicipal Collaboration Framework with Ponoka County.

The follow chart outlines the 2020 development statistics:

| 2020 Development Statistics to January 16, 2020                         |              |             |
|---|--------------|-------------|
|   | Applied 2020 | Issued 2020 |
| <b>Total Development Permit Applications</b>                            | 0            | 0           |
| <b>Change in Use / Home Occupation Development Permits Applications</b> | 0            | 0           |
| <b>Subdivision Applications</b>   | 1            | 0           |
| <b>Land Use Bylaw Amendments</b>  | 1            | 0           |
| <b>Certificate of Compliance Requests</b>                               | 0            | 0           |
| <b>Building Permit Applications</b>                                     | 0            | 0           |

As of January 16, 2020, there has been no development permit application in 2020.

The following chart outlines historic development statistics:

| Historic Development Statistics   |         |        |         |        |         |        |         |        |
|---|---------|--------|---------|--------|---------|--------|---------|--------|
|   | 2019    |        | 2018    |        | 2017    |        | 2016    |        |
|   | Applied | Issued | Applied | Issued | Applied | Issued | Applied | Issued |
| <b>Development Permit Applications</b>                                  | 40      | 39     | 37      | 34     | 17      | 15     | 19      | 18     |
| <b>Change in Use / Home Occupation Development Permits Applications</b> | 11      | 11     | n/a     | n/a    | n/a     | n/a    | n/a     | n/a    |
| <b>Subdivision Applications</b>   | 1       | 0      | 1       | 1      | 0       | 0      | 0       | 0      |
| <b>Land Use Bylaw Amendments</b>  | 1       | 1      | 3       | 2      | 2       | 2      | 2       | 2      |
| <b>Certificate of Compliance Requests</b>                               | 13      | 13     | 13      | 13     | 10      | 10     | 12      | 11     |
| <b>Building Permit Applications</b>                                     | 7       | 7      | 18      | 18     | 7       | 7      | 16      | 16     |

The following development permits have been approved in 2019:

| Permit Number | Date Issued | Civic Address         | Type of Development                           |
|---------------|-------------|-----------------------|---|
| 01/19         | 01/21/2019  | 5314-45 Avenue        | Home occupation<br>– Handyman Services        |
| 02/19         | 01/28/2019  | 5033-51 Avenue        | Signage                                       |
| 03/19         | 02/26/2019  | 5043-50 Avenue        | Portable poster board sign                    |
| 04/19         | 03/15/2019  | 4917-56 Avenue        | Home occupation<br>– T A Mechanical           |
| 05/19         | 03/18/2019  | 5033-54 Avenue        | Variance – existing garage                    |
| 06/19         | 04/09/2019  | 4909-58 Avenue        | Home occupation<br>– Core Intentions          |
| 07/19         | 04/10/2019  | 5313-47 Street        | Home occupation<br>– City Cab                 |
| 08/19         | 04/15/2019  | 4926-56 Avenue        | Home occupation<br>– Bullseye Septic Services |
| 09/19         | 05/06/2019  | 4702-53 Avenue        | Building demolition                           |
| 10/19         | 05/06/2019  | 5102-51 Street        | Building demolition                           |
| 11/19         | 05/14/2019  | 5315 Drader Crescent  | Replace driveway                              |
| 12/19         | 05/27/2019  | 4613-51 Street        | Building demolition                           |
| 13/19         | 07/02/2019  | 4713 A & B 52 Avenue  | Rear yard detached garage                     |
| 14/19         | 06/13/2019  | #2 5104 61 Avenue     | Change of use and signage                     |
| 15/19         | 06/24/2019  | 4909B-50 Avenue       | Change of use and signage                     |
| 16/19         | 07/08/2019  | 4622 Rimwest Crescent | Sidewalks for wheelchair access               |
| 17/19         | 07/28/2019  | 5201-50 Avenue        | Carport                                       |
| 18/19         | 08/07/2019  | 4402-54 Avenue        | Curb cutout on north portion of property      |

PLANNING AND DEVELOPMENT OFFICER REPORT JANUARY 28, 2020

|       |            |                                  |  |
|-------|------------|----------------------------------|--|
| 19/19 | 08/01/2019 | 4613-51 Avenue                   | Move-in previously owned manufactured home   |
| 20/19 | 08/01/2019 | 4625-57 Avenue                   | Home occupation<br>– Promoved Soul Empowerment   |
| 21/19 | 07/30/2019 | 4633 52 Street                   | Garage   |
| 22/19 | 08/02/2019 | 4911-50 Street Lot 24            | Move-in previously owned manufactured home   |
| 23/19 | 08/08/2019 | 5501-51 Street                   | Fence  |
| 24/19 | 08/14/2019 | 4821-47 Street                   | Replacing sewer pipe between Auction Mart & Town infrastructure.   |
| 25/19 | 08/29/2019 | 4902-49 Street                   | Change of use, addition of internal wall, and signage  |
| 26/19 | 00/03/2019 | 4702-51 Avenue                   | Garage and temporary c-can – VOID  |
| 27/19 | 09/06/2019 | 5102-51 Street                   | Duplex   |
| 28/19 | 09/13/2019 | 5030-51 Avenue                   | Variance – existing garage   |
| 29/19 | 09/12/2019 | 4702-51 Avenue                   | Garage and temporary c-can   |
| 30/19 | 09/25/19   | 4806-52 Avenue                   | Demolition   |
| 31/19 | 11/12/19   | 5501-51 Street                   | Discretionary Home Occupation<br>– Tire's N Tiara's Creations (Day Home)                                       |
| 32/19 |            | 4230-50 Avenue                   | Digital Sign Permit, Not Approved By Alberta Transportation.   |
| 33/19 | 10/07/19   | PasKaPoo Park                    | Foundation   |
| 34/19 | 11/08/19   | 4930-49 Avenue                   | Discretionary - Change of use  |
| 35/19 | 11/08/19   | 6311-52 Street                   | Signage  |
| 36/19 | 11/12/19   | 5320-50 Street<br>5324-50 Street | Demolition   |
| 37/19 | 12/04/19   | 4725-58 Avenue                   | Detached garage  |
| 38/19 | 12/02/19   | 4708-46 <sup>th</sup> Street     | Upgrades to Power, Electrical, Windows, Metal Roofing, Heating, Insulation and Siding. Wires are below ground. |
| 39/19 | 12/12/19   | 5005-50 <sup>th</sup> Avenue     | Temporary Location while renovating current Evergreen Liquor Location  |
| 40/19 | 12/04/19   | 4905-58 <sup>th</sup> Avenue     | New Home with Attached Garage.   |

Elizabeth Armitage, MEdes, RPP, MCIP  
 Planning & Development Officer



REQUEST FOR DECISION

|                             |   |
|-----------------------------|---|
| <b>Council Agenda Item</b>  | 8.2   |
| <b>Council Meeting Date</b> | January 28, 2020  |
| <b>Subject</b>              | Boards/Committee Reports  |
| <b>For Public Agenda</b>    | Public Information  |
| <b>Background</b>           | Various Community Groups supply Minutes of their board meetings to Council for their information.   |
| <b>Attachments</b>          | 8.2.1 Rimbey Municipal Library Board Minutes of November 6, 2019<br>8.2.2 Tagish Engineering Project Status Updates of December 19, 2019 and January 9, 2020<br>8.2.3 Beatty Heritage House Society Minutes of December 2, 2019<br>8.2.4 Rimbey FCSS/RCHHS Minutes of December 19, 2019<br>8.2.5 Rimoka Housing Foundation Minutes of November 18, 2019                   |
| <b>Recommendation</b>       | Motion by Council to accept the Rimbey Municipal Library Board Minutes of November 6, 2019, Tagish Engineering Project Status Updates of December 19, 2019 and January 9, 2020, Beatty Heritage House Society Minutes of December 2, 2019, Rimbey FCSS/RCHHS Minutes of December 19, 2019 and the Rimoka Housing Foundation Minutes of November 18, 2019, as information. |

Prepared By:

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 24, 2020*  
Date

Endorsed By:

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Jan 24, 2020*  
Date

**Rimbey Municipal Library Board Meeting**

**Wednesday, November 6<sup>th</sup> , 2019 (5:00 p.m.)**

**Present:** Mike Boorman, Bev Ewanchuk, John Hull, Jean Keetch, Colleen McNaught, Paul Payson, Marg Ramsey, Desiree Vandenhoven

**Call to Order:** 5:00 p.m.

**Minutes from Last Meeting:** The minutes were read and Mike moved that we adopt the minutes as read, Desiree seconded the motion. All in favor.

**Consent Agenda Items:**

1. Librarians Report –
2. Financial report –
3. Correspondence – The Town of Rimbey sent a letter to the effect that extensions for Mike Boorman, Bev Ewanchuk and Paul Payson were approved for 1 year until July 11, 2020. Colleen McNaught has been accepted on the board as well.

Desiree approved the Consent Agenda items. All in favor.

**Business Arising from the Minutes:**

1. Fund Raising Goals – we tabled this until the Plan of Service meeting in January.
2. Plan of Service – the meeting will be held on Monday, January 6 at 5:00 p.m.
3. Aaron Prichett (Set up Times, Work Assignments, etc) – Security will be overseen by Peggy Makofka and a group she is bringing. Gate – Marg and Barbara, 50/50 – Security folks, Bar Tickets – Paul, Bar – Wendy and Ken Curtis and Jay Cotell. The doors will be open at 7:00 pm and Jean will send an e-mail later about the times for setting up.

**New Business**

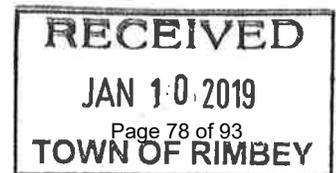
1. Jean presented a proposal for new furniture and a new display area to justify the 50/50 raffle.
2. John will explore options for a private office for Jean.

John made a motion to adjourn the meeting at 6:25 p.m.

**Next Meeting On Monday, January 6<sup>th</sup> at 4:00 p.m.**

President B. Ewanchuk.

Secretary \_\_\_\_\_



| Date  | Project Manager  | Status Update   |
|---|------------------|---|
| <b>Town of Rimbey</b>   |                  |   |
| <b>Project: RBYM00000.19 RB00 - 2019 General Engineering</b>          |                  |   |
| November 21, 2019   | Matichuk, Gerald | Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program and will advise staff with recommendations for necessary repairs.  |
|   |                  | Tagish is working with Public works staff to complete the Replacement Disposition Licence of Occupation for the stormwater outfall at the Blindman River.   |
| December 18, 2019   | Matichuk, Gerald | Bemoco Land Surveying has completed the survey for the Replacement Disposition Licence of Occupation and is revising the plan.  |
|   |                  | Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program.   |
| <b>Project: RBYM00133.00 RB133 - NE Lagoon Outlet Ditch Upgrade</b>   |                  |   |
| November 21, 2019   | Matichuk, Gerald | SmithIron Earthworks fencing crew is working at replacing R/W fence adjacent to the Outlet Ditch. Fencing crew are scheduled to complete all fencing by end of November 2019.   |
| December 18, 2019   | Matichuk, Gerald | SmithIron Earthworks Ltd. fencing crew has completed all fencing work. Tagish has prepared the final progress payment. The project is completed with no additional reporting after December 5, 2019.  |
| <b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>    |                  |   |
| November 21, 2019   | Matichuk, Gerald | Highline Electrical Constructors Ltd. has received shipment of the Transfer Switch. The Contractor will install the Transfer Switch this year with the final connections to be completed in the spring or 2020.   |
| December 5, 2019  | Matichuk, Gerald | Tagish has instructed Highline Electrical Constructors Ltd. to install locks on the Transfer Switch cabinet and secure the temporary fence is secure to the building. Final installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020.                       |
| December 18, 2019   | Matichuk, Gerald | Tagish has instructed Highline Electrical Constructors Ltd. to ensure the temporary fence is installed adjacent to the community Center building and the Transfer Switch cabinet is locked. Final installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020. |
| <b>Project: RBYM00136.00 RB136 - 2019 Street Improvements</b>         |                  |   |
| November 21, 2019   | Matichuk, Gerald | Work on the project is complete for the 2019 season. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.   |
| December 18, 2019   | Matichuk, Gerald | Work on the project is completed with no additional reporting until construction resumes in 2020. The contractor will complete the concrete replacement on 50 Ave (down-town section) in 2020.  |
| <b>Project: RBYM00138.00 RB138 - 51st Street Engineering</b>          |                  |   |
| November 21, 2019   | Solberg, Lloyd   | (Nov. 21) No change.  |
| December 5, 2019  | Solberg, Lloyd   | Planning on submitting the open house package to the Town by the end of the week for their review and then we will discuss the next steps with the Town.  |
| December 19, 2019   | Solberg, Lloyd   | The open house has been put on hold for now. The project will no longer be updated unless something changes.  |
| <b>Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b> |                  |   |
| November 21, 2019   | Matichuk, Gerald | November 21, 2019 Tagish will be completing a preliminary survey for the construction of a raw water supply line from Well PW (17-15). Access Land is working to establish R/W agreement that will be required prior to construction.   |
| December 5, 2019  | Matichuk, Gerald | Tagish has provided staff with a budget estimate to supply and install the raw water supply line. Town staff have submitted the budget estimate to Alberta Transportation for funding approval.   |
| December 18, 2019   | Matichuk, Gerald | Tagish is working with Fortis Alberta to have a budget estimate to supply and install a power supply to Well PW (17-15) site.   |

| Date  | Project Manager  | Status Update  |
|---|------------------|--|
| <b>Town of Rimbey</b>   |                  |  |
| <b>Project: RBYM00000.19 RB00 - 2019 General Engineering</b>          |                  |  |
| December 18, 2019   | Matichuk, Gerald | Bemoco Land Surveying has completed the survey for the Replacement Disposition Licence of Occupation and is revising the plan.<br><br>Tagish is reviewing sanitary sewer videos for the 2019 - Flushing & Video Inspection program.  |
| January 9, 2020   | Matichuk, Gerald | Waiting for Bemoco Land Surveying to complete the plan for the Replacement Disposition Licence of Occupation.<br><br>Tagish is working with staff to provide budget estimate for 2020 Capital projects.  |
| <b>Project: RBYM00133.00 RB133 - NE Lagoon Outlet Ditch Upgrade</b>   |                  |  |
| January 9, 2020   | Matichuk, Gerald | SmithIron Earthworks Ltd. fencing crew has completed all fencing work. Tagish has prepared the final progress payment. The project is completed with no additional reporting after December 5, 2019.   |
| <b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>    |                  |  |
| December 5, 2019  | Matichuk, Gerald | Tagish has instructed Highline Electrical Constructors Ltd. to install locks on the Transfer Switch cabinet and secure the temporary fence is secure to the building. Final installation and commissioning of the stand-by generator and the transfer switch will be completed in the spring of 2020.                    |
| December 18, 2019   | Matichuk, Gerald | No assignment this period (Jan 9, 2020).   |
| January 9, 2020   | Matichuk, Gerald | No assignment this period (Jan 9, 2020).   |
| <b>Project: RBYM00136.00 RB136 - 2019 Street Improvements</b>         |                  |  |
| December 18, 2019   | Matichuk, Gerald | No assignment this period (Jan 9, 2020).   |
| January 9, 2020   | Matichuk, Gerald | No assignment this period (Jan 9, 2020).   |
| <b>Project: RBYM00138.00 RB138 - 51st Street Engineering</b>          |                  |  |
| December 5, 2019  | Solberg, Lloyd   | Planning on submitting the open house package to the Town by the end of the week for their review and then we will discuss the next steps with the Town.   |
| December 19, 2019   | Solberg, Lloyd   | The open house has been put on hold for now. The project will no longer be updated unless something changes.   |
| January 9, 2020   | Solberg, Lloyd   | (Jan.9) No change.   |
| <b>Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b> |                  |  |
| December 5, 2019  | Matichuk, Gerald | Tagish has provided staff with a budget estimate to supply and install the raw water supply line. Town staff have submitted the budget estimate to Alberta Transportation for funding approval.  |
| December 18, 2019   | Matichuk, Gerald | Tagish is working with Fortis Alberta to have a budget estimate to supply and install a power supply to Well PW(17-15) site.   |
| January 9, 2020   | Matichuk, Gerald | Tagish is working with pump supplier to obtain power requirements for Fortis Alberta requires prior to providing a budget estimate to supply and install a power supply to Well PW (17-15) site. Access Land Services is working on obtaining Third Party Authorization from land owner (requirement of Fortis Alberta). |

The meeting was called to order by Chairperson Teri Ormberg at 7:40 pm.

In attendance: Teri Ormberg Jackie Anderson  
Florence Stemo  
Annette Boorman Judy Larmour  
Audreyann Bresnahan Murray Ormberg  
Ed Grumbach. Annelise Wettstein  
Bronwen Jones Add Nancy Adam

MINUTES of previous meeting (November 4, 2019) read by Florence. Minutes adopted as read by Annette; seconded by Annelise. Carried.

TREASURER'S REPORT: Jackie reported a Current Balance of \$32,708.84.

Profit from "Quote the Raven" performance was \$69.51. Jackie moved the adoption of her report. Seconded by Audreyann. Carried.

**OLD BUSINESS:**

TREES THAT NEED ATTENTION: Quote from Cam Rice has not been received.

HOME ROUTES CONCERTS: "Quote the Raven": Nice people; talented musicians; enjoyed by audience and by host, Annelise. Next concert set for Jan. 29/20.

CHRISTMAS LIGHTS: Terry Van Hollen's equipment was not working so Steffen Olsen with his manlift was hired for hanging new lights on the Peace Tree. (3hours).

DECORATING INTERIOR OF HOUSE: To be done November 21 - AM.

LONG-RANGE PLAN: Rebekah Seidel made a short presentation re how this might be accomplished. MOVED by Jackie, seconded by Audreyann that we invite Rebekah to lead a session focused on this subject. Carried. Date set: January 18, 2020 - 10:00am - 2:00pm.

SNOW REMOVAL: The 4-H members will once again do this as part of their volunteer commitment in the community.

NEW BUSINESS: Several dates have been submitted to the Rimbey Co-op re Fri. BBQ. MOVED by Murray, seconded by Jackie that we acknowledge the Co-op's contribution through the barbecues on a plate to be placed on the BHH donor board. Carried.

NEXT MEETING: Monday, January 6, 2020.

ADJOURNMENT: By Ed at 9:00.

Florence Stemo Secretary

Minutes approved at Jan. 6/20 meeting with one omission and one error noted. These have been corrected. F.S.

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
December 19, 2019  
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson  
M. Josephison, Board Member  
I. Steeves, Vice Chairperson  
K. Maconochie, Recording Secretary  
P. Makofka, Executive Director  
G. Rondeel, Board Member  
B. Coulthard, Board Member  
D. Noble, Board Member  
F. Pilgrim, Board Member

REGRETS: R. Schaff, Board Member

1. CALL TO ORDER

The meeting was called to Order by: N. Hartford at 1010 a.m.

2. APPROVAL OF AGENDA

**19-12-01 MOTION:** By: B. Coulthard: That the agenda is adopted with the following changes.

Additions: 11.5 Physician funding  
14.1 Thank you cards

**CARRIED**

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. PREVIOUS MEETING MINUTES – November 20, 2019

**19-12-02 MOTION:** By: F. Pilgrim: That the Minutes of the November 20, 2019 Board Meeting be adopted with the following changes.

To motion 19-11-11 Motion, add "funding as per provincial cutbacks".  
Change the date to Nov 20, 2019, instead of Nov 21, 2019.

**CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

5.1 Ponoka County 2020 Budget approved

6. OLD BUSINESS

6.1 FCSSAA Conference Report

Resolution passed urging government to fund in 3 year cycles.

6.2 Year end expenditures

Well underway and on target

7. FINANCE

7.1 December 19, 2019 Finance Committee Meeting Highlights

**19-12-03 MOTION:** By: I. Steeves: That the Highlights of the December 19, 2019 Finance Committee Meeting be accepted as information.

**CARRIED**

8. WRITTEN REPORTS

- 8.1 Monthly Board Reports
- 8.2 Parent Link Centre – quarterly-none
- 8.3 Big Brothers Big Sisters – quarterly-none
- 8.4 Catholic Social Services – quarterly-none

**19-12-04 MOTION:** By: D. Noble: To accept the Monthly Board Reports as information.

**CARRIED**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

**19-12-05 MOTION:** By: M. Josephson: That the following new draft policies be adopted and recommended, with noted revisions, to the Rimbey FCSS Board to be entered into FCSS/RCHHS Policies:

- FCSS-0218.19 Education Coordinator
- FCSS-0220.19 RN on call
- FCSS-0221.19 Professional Conduct

Next QIRM Meeting will be on Tuesday, May 12, 2020 at 10:30 a.m.

10. DIRECTOR'S REPORT

**19-12-06 MOTION:** By: B. Coulthard: That the Director's Report is accepted as information.

**CARRIED**

11. NEW BUSINESS

11.1 BYAS, lease notice

Notice to the Blindman Youth Action Society that we are giving notice the end of March 2020. The Adult Day Support Program will be moving to the Provincial Building.

11.2 PLC notice of termination

We have received Parent Link's notice of termination for March 31, 2020.

11.3 Family Resource Network

Neighbourhood Place and Ponoka Youth Centre are working on Expression of Interest and so is Wetaskiwin Boy and Girls Club (only for their community).

D. Harris is wrapping up the Healthy Families program. Files to be finished Mar 2 (Feb 28). Families last visit Feb 21, 2020. D. Harris's last day Mar 20, 2020.

11.4 IT Device Agreement

**19-12-07 MOTION:** By: D. Noble: To accept the IT agreement as presented for the new tablets.

**CARRIED**

11.5 Physician funding

P. Makofka read a letter written by Dr. P. Burke, chair of the RhPAP committee, about some of the health cutbacks and how they impact the community. Discussion followed.

12. Workplace Health & Safety Committee – next Meeting: May 19, 2020 at 1:30 p.m.

13. Review of Statistics

- 13.1 2019 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2019
- 13.3 AHS (HC) & Private (HS) billing 2015-2019
- 13.4 AHS (HC) Client Totals & Hours 2015-2019
- 13.5 Private (HS) Client Totals & Hours 2015-2019
- 13.6 Food Bank Hamper Stats 2015-2019
- 13.7 Client Safety Reports – quarterly

**19-12-08 MOTION:** By: I. Steeves: To accept the review of the above reports and statistics as information.

**CARRIED**

14. CORRESPONDENCE

14.1 Thank you cards

15. NEXT MEETING DATE: Board Meeting: Jan 16, 2020 at 10:00 a.m., and no meeting in February 2020

16. ADJOURNMENT

**19-12-09:** By: N. Hartford: That the FCSS Board meeting adjourns at 11:30 a.m.

**CARRIED**

17. BOARD SHARING TIME

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N. Hartford, Chairperson

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K. Maconochie, Recording Secretary



PRESENT: B. Liddle, Board Chair L. Curle T. Dillon S. Lyon  
D. MacPherson P. Hall, CAO J. Weir, CAO W. Sheppard, Recorder  
ABSENT: P. McLauchlin R. Pankiw

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 9:03 a.m.

2. ADOPTION OF AGENDA

MOVED by T. Dillon that the Board meeting agenda be adopted. (RHF 19-11-02) *Carried*

3. APPROVAL OF MINUTES

MOVED by L. Curle the Board accept the minutes of the October 23, 2019 Board meeting. (RHF 19-11-03) *Carried*

MOVED by S. Lyon the Board accept the minutes of the November 6, 2019 Board meeting. (RHF 19-11-04) *Carried*

4. FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the ten months ending October 31, 2019.

MOVED by D. MacPherson that the Board accept for the ten months ending October 31, 2019 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 19-11-05)

*Carried*

5. CAO REPORT

J. Weir had opportunity to meet with the Federal Infrastructure Minister in Calgary on November 13, 2019 and discussed possible passive housing project options moving forward.

P. Hall, J. Weir & R. Pankiw have a meeting with MLA Jason Nixon on November 22, 2019 to discuss the social housing program and Parkland Manor.

Additional car plugs are being installed at Valley View Manor to meet the increased resident demand.

MOVED by T. Dillon the Board accept the CAO report as information. (RHF 19-11-06)

Carried

6. STANDING AGENDA ITEMS

SAFETY

P. Hall was contacted by CCSA regarding our 2020 COR audit and if we would be participating.

MOVED by T. Dillon the Foundation continue with existing health and safety procedures and processes moving forward and opt out of a COR audit in 2020 and review the effectiveness at the end of the year. (RHF 19-11-07)

Carried

HOUSING FIRST

J. Weir will be the Rimoka Housing Foundation representative for the HUB and Housing & Homeless committees moving forward.

7. NEW BUSINESS & CORRESPONDENCE

ROUNDTABLE DISCUSSION

Board Members and J. Weir discussed moving forward and thoughts around the future direction of Rimoka Housing Foundation.

8. NEXT MEETING

The next meeting will be scheduled for December 18, 2019 at Valley View Manor in Rimbey at 9:00 a.m.

MOVED by T. Dillon the meeting adjourn at 10:14 a.m.. (RHF 19-11-08)

Carried

  
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Bryce Liddle, Board Chair

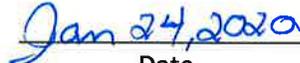
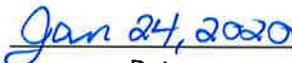
Dec 18/2019  
Date Signed

  
\_\_\_\_\_  
Peter Hall, CAO

Dec 23/2019  
Date Signed



REQUEST FOR DECISION

|                             |  |
|-----------------------------|--|
| <b>Council Agenda Item</b>  | 8.3  |
| <b>Council Meeting Date</b> | January 28, 2020   |
| <b>Subject</b>              | Council Reports  |
| <b>For Public Agenda</b>    | Public Information   |
| <b>Background</b>           | The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.  |
| <b>Attachments</b>          | 8.3.1 Mayor Pankiw's Report<br>8.3.2 Councillor Coulthard's Report<br>8.3.3 Councillor Curle's Report<br>8.3.4 Councillor Payson's Report<br>8.3.5 Councillor Rondeel's Report   |
| <b>Recommendation</b>       | Motion by Council to accept the reports of Council, as information.  |
| <b>Prepared By:</b>         | <p><br/>_____<br/>Lori Hillis, CPA, CA<br/>Chief Administrative Officer</p> <p><br/>_____<br/>Date</p>   |
| <b>Endorsed By:</b>         | <p><br/>_____<br/>Lori Hillis, CPA, CA<br/>Chief Administrative Officer</p> <p><br/>_____<br/>Date</p> |

**Highlights**

| <b>Date</b>    | <b>Event</b>                      | <b>Details of Event</b>   |
|----------------|-----------------------------------|---|
| Nov 27, 2019   | Boys and Girls Club               | Met with Boys and Girls Club at Nazarene Church   |
| Dec 12, 2019   | Tagish Luncheon                   | Lunch with Tagish   |
| Dec 13, 2019   | Lodge                             | Christmas dinner with seniors   |
| Dec 18, 2019   | Rimoka Meeting                    | Regular Meeting   |
| Jan 7, 2020    | Meeting with Minister Jason Nixon | Met with CAO and MLA Nixon to go over concerns and priorities for this year with Minister Nixon |
| Jan 16, 2020   | Crime Industry Meeting            | Regular meeting   |
| Jan 14, 2020   | Council Meeting                   | Regular Meeting   |
| Jan 28, 2020 C | Council Meeting                   | Regular Meeting   |
|                |                                   |   |
|                |                                   |   |
|                |                                   |   |

Cheque runs, Commissionaire signatures and meeting with citizens

Rick Wm. Pankiw  
Mayor

**Highlights**

| <b>Date</b>             | <b>Event</b>                                     | <b>Details of Event</b>  |
|-------------------------|--|--|
| 2019-11-20              | FCSS Meeting                                     | Attend FCSS meeting. Please see minutes.   |
| 2019-11-20              | Christmas Tree lights                            | Assist Gayle Rondeel with Christmas Tree lights outside the Town Office.             |
| 2019-11-26              | Town Council Meeting                             | Attend regular scheduled Town Council meeting. Please see minutes.                   |
| 2019-11-27 – 2019-11-29 | FCSSAA Meeting                                   | Attend the FCSSAA Annual Meeting in Edmonton. A report can be provided upon request. |
| 2019-11-30              | Town of Rimbey Christmas Party                   | Attend the Town of Rimbey Christmas Party and gift exchange.                         |
| 2019-12-01              | FCSS Christmas Party                             | Attend the FCSS Christmas Party and gift exchange.                                   |
| 2018-12-02              | Blindman Yout5h Action Committee Christmas Party | Attend the BYAC Christmas Party and gift exchange.                                   |
| 2019-12-07              | Kinsman Christmas Party                          | Attend the Rimbey Kinsman Christmas Party.   |
| 2019-12-03              | Coffee with Council                              | Coffee with Council. No other attendees.   |
| 2019-12-10              | Coffee with Council                              | Coffee with Council. Lana attended. No other attendees.                              |
| 2019-12-10              | Town Council Meeting.                            | Attend regular scheduled Town Council meeting. Please see minutes.                   |
| 2019-12-13              | FCSS Christmas Party                             | Attend the FCSS Christmas Party and gift exchange.                                   |
| 2019-12-16              | FCSS Christmas Hampers                           | Attend the FCSS Christmas Hamper luncheon.   |
| 2019-12-17              | Coffee with Council                              | Attend Coffee with Council. Gayle Rondeel present. No other public attendees.        |

## COUNCILLOR COULTHARD'S REPORT

|            |                                 |   |
|------------|---------------------------------|---|
| 2019-12-19 | FCSS Meeting                    | Attend the regular scheduled FCSS meeting. Please see minutes.  |
| 2020-01-07 | Coffee with Council             | Attend Coffee with Council. Gayle Rondeel present. Sherry 9LNU) attended and inquired about land use / lot sales. |
| 2020-01-07 | Citizens on Patrol Meeting      | Attend the COP regular scheduled COP meeting. Discussed Criminal records checks, patrol schedule and finance.     |
| 2020-01-09 | Interagency Meeting             | Attend the regular scheduled Interagency meeting. Please see notes.   |
| 2020-01-16 | FCSS Meeting                    | Attend the regular scheduled FCSS meeting. Please see minutes.  |
| 2020-01-20 | Blindman Youth Action Committee | Attend the regular scheduled meeting for BYAC. Discussed finances and building use.                               |

J. W. Coulthard  
Councillor

**Highlights**

|                 |                     |  |
|-----------------|---------------------|--|
| Nov 21          | Historical Society  | Helped Historical Society with celebration at Paskapoo Park, served hot dogs and hot chocolate       |
| Nov 22          | Rimbey Library      | Attended the concert featuring Aaron Pritchett   |
| Nov 26          | Town Council        | Regular meeting of town council, attended by telephone, see minutes                                  |
| Nov 30          | Town Council        | Attended Christmas party for town staff and council,   |
| Dec 10          | Town Council        | Regular meeting of the town council, see minutes   |
| Dec 13          | Rimoka Board        | Attended resident Christmas lunch at the lodge and helped in delivering chocolates to the residents. |
| Dec 31          | Coffee with Council | Attended regular event at the Library, no town members in attendance.                                |
| Jan 14, 2020    | Coffee with Council | Attended regular event at Library, no town members in attendance.                                    |
| Jan 14          | Town council        | Regular town council meeting, see minutes  |
| January 13-17 – |                     | A number of regular meetings were cancelled due to extreme cold temperatures.                        |

Completed a few documents as Commissioner of Oaths.

Lana Curle  
Councillor



**Highlights**

| Date  | Event | Details of Event |
|---|-------|------------------|
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| No written report received at time of publication of the agenda |       |                  |
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Gayle Rondeel  
Councillor