

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY JUNE 25, 2019 AT 5:00 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 &amp; Record of Attendance</b>	
2.	<b>Agenda Approval and Additions</b>	1
3.	<b>Minutes</b>	2
	3.1 Minutes of Regular Council June 11, 2019 .....	3-8
	3.2 Minutes of Special Email Council Meeting June 12, 2019.....	9-19
4.	<b>Public Hearings - None</b>	
5.	<b>Delegations - None</b>	
6.	<b>Bylaws</b>	
	6.1 958/19 Town of Rimbey Borrowing Bylaw .....	20-22
	6.2 959/19 Town of Rimbey Borrowing Bylaw .....	23-26
7.	<b>New and Unfinished Business</b>	
	7.1 Nesting Place RV Park Shower House.....	27-29
	7.2 Rimbey 2019 Public Auction .....	30-33
	7.3 Workplace Harassment Prevention Policy 1122 .....	34-37
8.	<b>Reports</b>	
	8.1 Department Reports	38
	8.1.1 Director of Finance - Accounts Payable Listing.....	39-41
	8.2 Boards/Committee Reports	42
	8.2.1 Tagish Engineering Ltd. Project Status Update to June 6, 2019....	43-44
	8.3 Council Reports	45
	8.3.1 Mayor Pankiw’s Report .....	46
	8.3.2 Councillor Coulthard’s Report .....	47
	8.3.3 Councillor Curle’s Report .....	48
	8.3.4 Councillor Payson’s Report .....	49
	8.3.5 Councillor Rondeel’s Report .....	50
9.	<b>Correspondence - None</b>	
10.	<b>Open Forum (Bylaw 939/18– Council Procedural Bylaw Part XXI 1.</b> 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>In-Camera - None</b>	
12.	<b>Adjournment</b>	



REQUEST FOR DECISION

<b>Council Agenda Item</b>	3.0
<b>Council Meeting Date</b>	June 25, 2019
<b>Subject</b>	Minutes
<b>For Public Agenda</b>	Public Information
<b>Attachments</b>	3.1 Minutes of Regular Council June 11, 2019 3.2 Minutes of Special Email Meeting June 12, 2019
<b>Recommendation</b>	1. Motion by Council to accept the Minutes of the Regular Council Meeting of June 11, 2019, as presented.  2. Motion by Council to accept the Minutes of the Special Email Council Meeting of June 12, 2019, as presented.

Prepared By:

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*

Date

Endorsed By:

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*

Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, JUNE 11, 2019 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 Rondel  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Community Services – Cindy Bowie (6:00 pm)  
Recording Secretary – Kathy Blakely

Absent:

Public:  
Treena Mielke – Rimbey Review  
Rimbey RCMP – Sgt. Kurtis Pillipow  
Rimbey Christian School – Pieter Broere  
1 member of the public

2. Adoption of Agenda

2.1 June 11, 2019 Agenda

Motion 216/19

Moved by Councillor Coulthard to accept the Agenda for the June 11, 2019 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 May 28, 2019

Motion 217/19

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of May 28 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 RCMP – Sgt. Kurtis Pillipow

Mayor Pankiw welcomed Sgt. Pillipow to the Council Meeting.

Sgt. Pillipow provided Council with an overview of events in the Town of Rimbey and Area.

Mayor Pankiw thanked Sgt. Pillipow for his presentation.

Motion 218/19

Moved by Councillor Payson to accept the information from Sgt. Kurtis Pillipow, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Sgt. Pillipow departed the Council Meeting at 5:18 pm.

5.2 Rimbey Christian School – Pieter Broere

Mr. Broere provided Council with information regarding the outdoor skating rink at the Rimbey Christian School.

Motion 219/19

Moved by Councillor Coulthard to accept the information from Pieter Broere regarding the Rimbey Christian School outdoor skating rink, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

Mr. Broere departed the Council Meeting at 5:36 pm.

## 6. Bylaws

6.1 956/19 Town of Rimbey Tax Discount BylawMotion 220/19

Moved by Councillor Curle to give second reading to 956/19 Town of Rimbey Tax Discount Bylaw.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

Councillor Rondeel

CARRIED

Motion 221/19

Moved by Councillor Payson to give third and final reading to 956/19 Town of Rimbey Tax Discount Bylaw.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson

Opposed

Councillor Rondeel

CARRIED

7. New and  
Unfinished  
Business

7.1 Nesting Place RV Park Shower HouseMotion 222/19

Moved by Councillor Rondeel to table further discussion on the Nesting Place RV Park Shower House to the June 25, 2019 Regular Council Meeting.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.2 World Elder Abuse Awareness Day – June 15Motion 223/19

Moved by Councillor Coulthard to proclaim June 15 as World Elder Abuse Awareness Day in Rimbey Alberta and encourage all of our residents to recognize and celebrate the accomplishments of older adults.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.3 Rimstone DriveMotion 224/19

Moved by Mayor Pankiw to approve the addition of the construction and paving of the remaining portion of Rimstone Drive to our 2019 Street Improvement Project in the 2019 Capital Budget, with Rimoka Housing Foundation paying \$60,000 and the Town of Rimbey will pay the remaining costs from the Federal Gas Tax Fund. A copy of the amended 2019 Capital Budget is attached to and forms part of these minutes.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 8. Reports

8.1 Department Reports

## 8.1.1 Director of Finance Report

Motion 225/19

Moved by Councillor Curle to accept the Director of Finance Report, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports

## 8.2.1 Rimoka Housing Foundation Minutes of April 24, 2019

## 8.2.2 Tagish Engineering Project Status Update of May 24, 2019

## 8.2.3 Beatty Heritage House Society Minutes of May 6, 2019

Motion 226/19

Moved by Councillor Coulthard to accept the Rimoka Housing Foundation Minutes of April 24, 2019, Tagish Engineering Project Status Update of May 24, 2019 and the Beatty Heritage House Society Minutes of May 6, 2019, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 9. Correspondence

Correspondence

## 9.1 Alberta Recreation and Parks (2)

## 9.2 Ronald McDonald House Charities Alberta

Motion 227/19

Moved by Councillor Coulthard to accept the correspondence from Alberta Recreation and Parks and Ronald McDonald House Charities Alberta, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 10. Open Forum

10.1 Open Forum

The member of the public did not wish to speak at the open forum.

1 member of the public departed the Council Meeting at 5:49 pm.

Mayor Pankiw recessed the Council Meeting at 5:49 pm.

Mayor Pankiw reconvened the Council Meeting at 5:52 pm.

## 11. In Camera

- 11.1 FOIP Section 17 (1) Disclosure harmful to personal privacy – Vern Poffenroth Arena Concession
- 11.2 FOIP Section 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body – Purchase of Land

Motion 228/19

Moved by Councillor Coulthard the Council meeting go in camera at 5:52 pm, to discuss:

- 11.1 FOIP Section 17 (1) Disclosure harmful to personal privacy – Vern Poffenroth Arena Concession with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support, Director of Finance Wanda Stoddart as Finance Support, Director of Community Services Cindy Bowie as Community Services Support, and Recording Secretary Kathy Blakely as Administrative Support.
- 11.2 FOIP Section 25(1)(c)(iii) disclosure harmful to economic and other interests of a public body – Purchase of Land with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support, Director of Finance Wanda Stoddart as Finance Support, and Recording Secretary Kathy Blakely as Administrative Support.

In Favor Opposed  
 Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

CARRIED

Director of Community Services Cindy Bowie departed the Council Meeting at 6:07 pm.

Motion 229/19

Moved by Councillor Coulthard the Council meeting reverts back to an open meeting at 6:54 pm.

In Favor Opposed  
 Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

CARRIED

Motion 230/19

Moved by Mayor Pankiw to give the Director of Community Services, the authority to interview and award the contract for the Vern Poffenroth Memorial Arena Concession Lease, to the applicant she feels who could best fulfill the contract.

In Favor Opposed  
 Mayor Pankiw  
 Councillor Coulthard  
 Councillor Curle  
 Councillor Payson  
 Councillor Rondeel

CARRIED

12. Adjournment

Adjournment

Motion 231/19

Moved by Councillor Curle to adjourn the meeting.

In Favor

- Mayor Pankiw
- Councillor Coulthard
- Councillor Curle
- Councillor Payson
- Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 6:56 pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE SPECIAL EMAIL MEETING OF TOWN COUNCIL HELD ON  
WEDNESDAY, JUNE 12, 2019

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1. Purchase of Land

Motion 232/19

Moved by Mayor Pankiw the Town of RimbeY offers to purchase from UMC Financial the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6 for a combined total of \$500,000.00.

In Favor

Mayor Pankiw – see attached email vote  
Councillor Coulthard – see attached email vote  
Councillor Curle – see attached email vote  
Councillor Payson – see attached email vote  
Councillor Rondeel – see attached email vote

Opposed

CARRIED

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

**Lori Hillis**

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**From:** Rick Pankiw  
**Sent:** Wednesday, June 12, 2019 3:52 PM  
**To:** Lori Hillis; CouncilGroup; paul.p; Gayle Rondeel  
**Subject:** RE: Special Meeting via email Agenda and Motion

In favor

**From:** Lori Hillis  
**Sent:** June 12, 2019 10:56 AM  
**To:** CouncilGroup; paul.p; Gayle Rondeel  
**Subject:** Special Meeting via email Agenda and Motion

Please vote using "Reply All" indicating "In Favor" or "Opposed" to the following motion:

**NOTICE AND AGENDA OF  
SPECIAL COUNCIL MEETING VIA EMAIL  
June 12, 2019**

**939/18 COUNCIL PROCEDURAL BYLAW  
PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS**

3. With the unanimous consent of Council, an electronic Special Council Meeting via email may be conducted for a very high priority or time sensitive mater and only in exceptional circumstances. The email notice of such meeting shall include the meeting Agenda, any supporting material and the motion to be voted on. Members will vote using "Reply All" to the email indicating "In Favor" or "Opposed" to the motion. At the discretion of the Chief Administrative Officer if there is significant discussion or debate by the members on the resolution, the meeting will be adjourned and the matter brought forward at the next Council Meeting.

**AGENDA:**

1. Purchase of Land

The motion to be voted on by **replying all** "in favor" or "opposed" is:

Motion 232/19

Moved by Mayor Pankiw the Town of Rimbey offers to purchase from UMC Financial the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6 for a combined total of \$500,000.00.

Lori Hillis, CPA, CA  
Chief Administrative Officer  
Town of Rimbey  
Box 350  
Rimbey AB T0C2J0  
403-843-2113  
[lori@rimbey.com](mailto:lori@rimbey.com)

**Lori Hillis**

---

**From:** Lori Hillis  
**Sent:** Wednesday, June 12, 2019 3:40 PM  
**To:** (jwcoul@telus.net)  
**Subject:** FW: Special Meeting via email Agenda and Motion

**From:** Lori Hillis  
**Sent:** Wednesday, June 12, 2019 10:56 AM  
**To:** CouncilGroup; 'paul.p@rimbeychristianschool.com'; Gayle Rondeel  
**Subject:** Special Meeting via email Agenda and Motion

Please vote using "Reply All" indicating "In Favor" or "Opposed" to the following motion:

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**AGENDA:**

1. Purchase of Land

The motion to be voted on by **replying all** "in favor" or "opposed" is:



Motion 232/19

Moved by Mayor Pankiw the Town of Rimbey offers to purchase from UMC Financial the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6 for a combined total of \$500,000.00.

Lori Hillis, CPA, CA  
Chief Administrative Officer  
Town of Rimbey  
Box 350  
Rimbey AB T0C2J0  
403-843-2113  
[lori@rimbey.com](mailto:lori@rimbey.com)

In favour  


**Kathy**

---

**From:** Lori Hillis  
**Sent:** Wednesday, June 12, 2019 9:54 PM  
**To:** Kathy  
**Subject:** Fwd: Special Meeting via email Agenda and Motion

Sent from my Samsung device

----- Original message -----

**From:** Lana Curle <[Lana.Curle@rimbey.com](mailto:Lana.Curle@rimbey.com)>  
**Date:** 2019-06-12 9:43 PM (GMT-07:00)  
**To:** Rick Pankiw <[rick.pankiw@rimbey.com](mailto:rick.pankiw@rimbey.com)>  
**Cc:** Lori Hillis <[lori@rimbey.com](mailto:lori@rimbey.com)>, CouncilGroup <[CouncilGroup@rimbey.com](mailto:CouncilGroup@rimbey.com)>, "paul.p" <[paul.p@rimbeychristianschool.com](mailto:paul.p@rimbeychristianschool.com)>, Gayle Rondeel <[Gayle.Rondeel@rimbey.com](mailto:Gayle.Rondeel@rimbey.com)>  
**Subject:** Re: Special Meeting via email Agenda and Motion

In favour

Sent from my iPad

On Jun 12, 2019, at 3:52 PM, Rick Pankiw <[rick.pankiw@rimbey.com](mailto:rick.pankiw@rimbey.com)> wrote:

In favor

**From:** Lori Hillis  
**Sent:** June 12, 2019 10:56 AM  
**To:** CouncilGroup; paul.p; Gayle Rondeel  
**Subject:** Special Meeting via email Agenda and Motion

Please vote using "Reply All" indicating "In Favor" or "Opposed" to the following motion:

**NOTICE AND AGENDA OF  
SPECIAL COUNCIL MEETING VIA EMAIL  
June 12, 2019**

**939/18 COUNCIL PROCEDURAL BYLAW  
PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS**

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AGENDA:

1. Purchase of Land

The motion to be voted on by *replying all* "in favor" or "opposed" is:

Motion 232/19

Moved by Mayor Pankiw the Town of Rimbey offers to purchase from UMC Financial the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6 for a combined total of \$500,000.00.

Lori Hillis, CPA, CA  
Chief Administrative Officer  
Town of Rimbey  
Box 350  
Rimbey AB T0C2J0  
403-843-2113  
[lori@rimbey.com](mailto:lori@rimbey.com)

**Lori Hillis**

---

**From:** paul.p.rimbeychristianschool.com <paul.p@rimbeychristianschool.com>  
**Sent:** Wednesday, June 12, 2019 3:42 PM  
**To:** Lori Hillis; CouncilGroup; Gayle Rondeel  
**Subject:** Re: Special Meeting via email Agenda and Motion

in favour

On June 12, 2019 at 12:56 PM Lori Hillis <[lori@rimbey.com](mailto:lori@rimbey.com)> wrote:

Please vote using "Reply All" indicating "In Favor" or "Opposed" to the following motion:

**NOTICE AND AGENDA OF  
SPECIAL COUNCIL MEETING VIA EMAIL**

**June 12, 2019**

**939/18 COUNCIL PROCEDURAL BYLAW**

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Lori Hillis, CPA, CA

Chief Administrative Officer

Town of Rimbey

Box 350

Rimbey AB T0C2J0

403-843-2113

[lori@rimbey.com](mailto:lori@rimbey.com)

**Lori Hillis**

---

**From:** Gayle Rondeel  
**Sent:** Wednesday, June 12, 2019 3:45 PM  
**To:** Lori Hillis; CouncilGroup; paul.p  
**Subject:** RE: Special Meeting via email Agenda and Motion

in favor

---

**From:** Lori Hillis  
**Sent:** Wednesday, June 12, 2019 10:56 AM  
**To:** CouncilGroup; paul.p; Gayle Rondeel  
**Subject:** Special Meeting via email Agenda and Motion

Please vote using "Reply All" indicating "In Favor" or "Opposed" to the following motion:

NOTICE AND AGENDA OF

SPECIAL COUNCIL MEETING VIA EMAIL

June 12, 2019

939/18 COUNCIL PROCEDURAL BYLAW

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AGENDA:

1. Purchase of Land

The motion to be voted on by replying all "in favor" or "opposed" is:

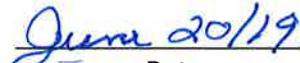
**Motion 232/19**

Moved by Mayor Pankiw the Town of Rimbey offers to purchase from UMC Financial the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6 for a combined total of \$500,000.00.

Lori Hillis, CPA, CA  
Chief Administrative Officer  
Town of Rimbey  
Box 350  
Rimbey AB T0C2J0  
403-843-2113  
[lori@rimbey.com](mailto:lori@rimbey.com)



REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	June 25, 2019
<b>Subject</b>	958/19 Town of Rimbey Borrowing Bylaw for the Purchase of Land
<b>For Public Agenda</b>	Public Information
<b>Relevant Policy/Legislation</b>	MGA S.258
<b>Financial Implications</b>	Debenture of \$1,230,000 repaid over 15 years.
<b>Attachments</b>	958/19 Town of Rimbey Borrowing Bylaw
<b>Recommendation</b>	Administration recommends Council give first reading to 958/19 Town of Rimbey Borrowing Bylaw for the Purchase of Land.  Administration recommends Bylaw 958/19 Town of Rimbey Borrowing Bylaw for the Purchase of Land be advertised for two consecutive weeks in the Rimbey Review.
<b>Prepared By:</b>	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>
<b>Endorsed By:</b>	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>



**Town of Rimbey Borrowing Bylaw  
for the Purchase of Land**

Bylaw 958/19

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MUNICIPAL COUNCIL TO INCUR INDEBTEDNESS BY THE ISSUANCE OF A DEBENTURE IN THE AMOUNT OF \$1,230,000 FOR THE PURPOSE OF PURCHASING 49 ACRES OF LAND (MORE OR LESS) LOCATED AT NE 20-42-2 W5M**

WHEREAS The Council of the Town of Rimbey has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing of the purchase of land.

The total cost of the project is estimated to be \$1,230,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Debentures \$1,230,000

In order to purchase the 49 acres of land (more or less) located at NE 20-42-2-W5M, it will be necessary for the Municipality to borrow the sum of \$1,230,000, for a period not to exceed fifteen (15) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to or in excess of fifteen (15) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$2,016,673, and no part of the principal or interest is in arrears.

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

**TITLE**

- 1. This Bylaw may be cited as the Purchase of Land Bylaw.

**TERMS**

- 2. That for the purpose of purchasing of 49 acres of land (more or less) located at NW 20-42-2-W5M the sum of one million, two hundred thirty thousand dollars (\$1,230,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of \$1,230,000 is to be paid by the Municipality at large.
- 3. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of 49 acres of land (more or less) located at NW 20-42-2-W5M.
- 4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority, or another authorized financial institution, on the date of borrowing, and not to exceed five (5.0%) percent.
- 5. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.



**Town of Rimbey Borrowing Bylaw  
for the Purchase of Land**

Bylaw 958/19

- 6. The indebtedness shall be contracted on the credit and security of the Municipality.
- 7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

**EFFECTIVE DATE**

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

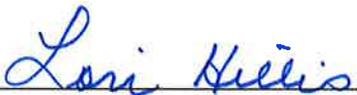
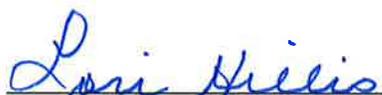
READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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



REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.2
<b>Council Meeting Date</b>	June 25, 2019
<b>Subject</b>	959/19 Town of Rimbey Borrowing Bylaw for the Purchase of Land
<b>For Public Agenda</b>	Public Information
<b>Relevant Policy/Legislation</b>	MGA S.258
<b>Financial Implications</b>	Debenture of \$500,000 repaid over 15 years.
<b>Attachments</b>	959/19 Town of Rimbey Borrowing Bylaw
<b>Recommendation</b>	Administration recommends Council give first reading to 959/19 Town of Rimbey Borrowing Bylaw for the Purchase of Land.  Administration recommends Bylaw 959/19 Town of Rimbey Borrowing Bylaw for the Purchase of Land be advertised for two consecutive weeks in the Rimbey Review.
<b>Prepared By:</b>	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>
<b>Endorsed By:</b>	<p> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p> _____ Date</p>



**Town of Rimbey Borrowing Bylaw  
for the Purchase of Land**

Bylaw 959/19

**A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MUNICIPAL COUNCIL TO INCUR INDEBTEDNESS BY THE ISSUANCE OF A DEBENTURE IN THE AMOUNT OF \$500,000 FOR THE PURPOSE OF PURCHASING THE LANDS KNOWN AS Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6.**

WHEREAS The Council of the Town of Rimbey has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing of the purchase of land.

The total cost of the project is estimated to be \$500,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Debentures \$500,000

In order to purchase the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6, it will be necessary for the Municipality to borrow the sum of \$500,000, for a period not to exceed fifteen (15) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to or in excess of fifteen (15) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$2,016,673, and no part of the principal or interest is in arrears.

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

**TITLE**

- 1. This Bylaw may be cited as the Purchase of Land Bylaw.

**TERMS**

- 2. That for the purpose of purchasing the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6, the sum of five hundred thousand (\$500,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of \$500,000 is to be paid by the Municipality at large.



**Town of Rimbey Borrowing Bylaw  
for the Purchase of Land**

Bylaw 959/19

3. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of the lands known as Plan 072 9960, Block 19, Lot 1, Plan 082 6554, Block 14, Lot 15, Plan 082 6554, Block 15, Lot 10, Plan 082 6554 Block 14, Lot 16, Plan 082 6554 Block 14, Lot 17, Plan 082 6554, Block 14, Lot 18, Plan 112 0539, Block 20, Lot 1, Plan 162 3868, Block 19, Lot 2, Plan 162 3868, Block 19, Lot 3, Plan 162 3868, Block 19, Lot 4, Plan 162 3868, Block 19, Lot 5, and Plan 162 3868, Block 19, Lot 6.
4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority, or another authorized financial institution, on the date of borrowing, and not to exceed five (5.0%) percent.
5. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the Municipality.
7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

**EFFECTIVE DATE**

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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



**Town of Rimbey Borrowing Bylaw  
for the Purchase of Land**

Bylaw 959/19

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

<b>Council Agenda Item</b>	7.1		
<b>Council Meeting Date</b>	June 25, 2019		
<b>Subject</b>	Nesting Place RV Park Shower House		
<b>For Public Agenda</b>	Public Information		
<b>Background</b>	<p>The Rimbey Lions Club operates the Nesting Place RV Park. The Campground Operating Agreement, clause k) states: "The Lions Club shall obtain written approval from the Town before making any physical additions or alterations to permanent structures, fixtures or grounds at the Nesting Place RV Park. If this lease is terminated by the Town prior to the end of the term, any such capital expenses must be reimbursed to the Lions Club by the Town at a prorated value, 20% straight-line depreciation year over year".</p> <p>The term of the lease is from April 15, 2018 to October 15, 2022.</p>		
<b>Discussion</b>	<p>The Rimbey Lions Club has requested approval to insulate the shower house at the campground. It is their intention to use 2 /14 rigid Styrofoam to cover the entire building, including the gables, strapped with 1x4 and covered with tin siding. The color of the siding is to be agreed on.</p> <p>At the Regular Meeting of Council held June 11, 2019, Council received the above noted information and requested information as to the cost of the project. Council passed the following motion:</p> <p style="text-align: center;"><u><i>Motion 222/19</i></u></p> <p style="text-align: center;"><i>Moved by Councillor Rondeel to table further discussion on the Nesting Place RV Park Shower House to the June 25, 2019 Regular Council Meeting.</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> <p><u><i>In Favor</i></u></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> </td> <td style="width: 40%; vertical-align: top; text-align: right;"> <p><u><i>Opposed</i></u></p> </td> </tr> </table> <p style="text-align: right;"><b>CARRIED</b></p> <p>Steffen Olsen has advised the approximate cost of the aforementioned project is \$8,000.00.</p>	<p><u><i>In Favor</i></u></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><u><i>Opposed</i></u></p>
<p><u><i>In Favor</i></u></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><u><i>Opposed</i></u></p>		
<b>Attachments</b>	Written request		



REQUEST FOR DECISION

**Recommendation**

Administration recommends Council approve the Rimby Lions Club request to insulate the Nesting Place RV Park Shower House, at their expense, with 2 /14 rigid Styrofoam which would cover the entire building, including the gables, strapped with 1x4 and covered with tin siding and the color of the siding is to be white.

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*

Date

**Kathy**

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**From:** Steffen Brix Olsen FOIA 176)  
**Sent:** Monday, June 03, 2019 4:46 PM  
**To:** Kathy  
**Subject:** Insulation

To the town of Rimbey.

The Lions Club of Rimbey would like to insulate the showerhouse at the Campground.

The heating bill this winter was very high, and as you know we have to keep the building heated through the winter to keep it from freezing.

The insulating would consist of 2 1/4 rigid Styrofoam covering the entire building including the gables, strapped with 1x4 and covered with tin siding. Color of the siding to be agreed on.

Thanks for your attention to this matter.

yours

Steffen Olsen  
Chair of the campground committee

<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	June 25, 2019
<b>Subject</b>	Rimbey 2019 Public Auction
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>As required by the MGA, a municipality must annually prepare a tax arrears list showing the parcels of land on which there are tax arrears for more than one year as at March 31. Further to this, any parcel of land shown on the 2018 tax arrears list which remains in arrears as of March 31, 2019, must be offered for sale at public auction between September 15, 2019 and November 15, 2019.</p> <p>Administration has scheduled the Rimbey 2019 Public Auction date for Thursday, September 19, 2019 at 10:00 a.m. in the Council Chambers of the Town of Rimbey Office, 4938 – 50 Avenue, Rimbey, Alberta, which will be advertised as per the MGA.</p>
<b>Discussion</b>	The properties have been deemed by our Director of Finance and our legally contracted tax collector as being in arrears and as a municipality we must be deal with them in the proper manner.
<b>Relevant Policy/Legislation</b>	In compliance with S. 417 of the MGA, the Registrar (Land Titles) sends notices (prior to August 1, 2018) to all registered property owners and caveat holders regarding tax notification, stating that if tax arrears are not paid before March 31 in the following year (2019), the municipality must offer the parcel for sale at public auction. The Town of Rimbey and TAXervice also provide correspondence to advise the property owner of the pending auction if arrears are not paid in full.
<b>Options/Consequences</b>	These properties have been fulfilled of the Town’s due diligence. S. 422 of the MGA prescribes the adjournment of an auction if the tax arrears are paid and a proper notice is posted to cancel the tax sale.
<b>Financial Implications</b>	<p>Roll 17410 is in arrears \$7,481.78 which includes penalties and utility arrears for over 2 years.</p> <p>Roll DHM 50160 is in arrears \$1,807.52 which includes penalties and utility arrears for over 2 years.</p> <p>Should the property not sell, S.424 (1) of the MGA prescribes that the municipality may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction. The Municipality becomes the owner of the land free of all encumbrances except as prescribed in S. 424(3) of the MGA. S. 425 of the MGA prescribes that the municipality that becomes the owner may dispose of the parcel by selling it as close to market value or by depositing in the account referred to in S. 427(1) of the MGA an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause 425(1)a.</p>

	<p>There are other sections that pertain to the disposal of the property or subsequent authority of the Minister to transfer or revival of the title on payment of arrears of which Administration must be diligent regarding the rules within the MGA S. 426, 427, 428, and 429.</p>
<p><b>Attachments</b></p>	<p>Town of Rimbye 2019 Public Auction Terms and Conditions</p>
<p><b>Recommendation</b></p>	<p>Administration recommends Council approve the Terms and Conditions of Sale Public Auction as listed follows:</p> <ol style="list-style-type: none"> <li>1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.</li> <li>2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.</li> <li>3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.</li> <li>4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.</li> <li>5. The purchaser of the property will be responsible for property taxes for the current year.</li> <li>6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.</li> <li>7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:             <ol style="list-style-type: none"> <li>a. The full purchase price if it is \$10,000 or less; OR</li> <li>b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.</li> </ol> </li> <li>8. GST will be collected on all properties subject to GST.</li> <li>9. The risk of the property lies with the purchaser immediately following the auction.</li> <li>10. The purchaser is responsible for obtaining vacant possession.</li> <li>11. The purchaser will be responsible for registration of the transfer including registration fees.</li> <li>12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.</li> <li>13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.</li> <li>14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.</li> </ol>



REQUEST FOR DECISION

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*

Date

## Town of Rimbey - 2019 Public Auction – Terms and Conditions

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1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
  - a. The full purchase price if it is \$10,000 or less; OR
  - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

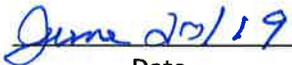


REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.3
<b>Council Meeting Date</b>	June 25, 2019
<b>Subject</b>	Workplace Harassment Prevention Policy 1122
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Town of Rimbey, as an employer, is required by Occupational Health and Safety, to have a Workplace Harassment Prevention Policy.
<b>Discussion</b>	With the permission of the Village of Linden, Administration has reviewed their Workplace Harassment Prevention Policy and used it as a basis for our policy.
<b>Relevant Policy/Legislation</b>	Occupational Health and Safety Act, s.37
<b>Attachments</b>	Workplace Harassment Prevention Policy 1122
<b>Recommendation</b>	Administration recommends Council approve Workplace Harassment Prevention Policy 1122, as presented.

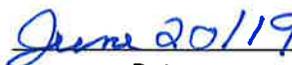
**Prepared By:**

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

  
\_\_\_\_\_  
Date

**Endorsed By:**

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

  
\_\_\_\_\_  
Date



# Town of Rimbey Policy Manual

Title: Workplace Harassment Prevention Policy

Policy No: 1122

Date Approved:

Resolution No:

Date Effective:

Purpose:

To provide a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including customers, other employees, directors, workers and members of the public, etc.

The Town of Rimbey (as the employer) is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

### What is workplace harassment

Harassment that is covered under the Alberta Human Rights Act occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits workplace harassment based on these grounds. Harassment that is not linked to one of these protected grounds is not covered under the Act. The behavior need not be intentional in order to be considered harassment.

Examples of harassment that will not be tolerated by the Town of Rimbey (as the employer) are; verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Town of Rimbey (as the Employer) will also not tolerate the display of pornographic, racist or offensive signs or images; offensive jokes based on the race, gender or other grounds protected under the Act that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Reasonable action taken by the employer or director relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents or raise concerns.

The Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and directors will receive relevant information and instruction on the contents of the policy and procedures.

Directors will adhere to this policy and the supporting procedures. Directors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise concerns about harassment and to report any incidents to the appropriate person.

**How to proceed if you are being harassed.**

1. If it is possible, tell the harasser that their behavior is unwelcome and ask them to stop.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a complaint. If, after asking the harasser to stop their behavior, the harassment continues, report the problem to one of the following individuals; a. Department Director (if possible) and b. Chief Administrative Officer.

You also have the right to contact the Alberta Human Rights Commission to make a complaint of harassment that is based on any of the grounds protected from discrimination under the Alberta Human Right Act. The protected grounds are: race, religious beliefs, colour gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status and sexual orientation. Visit the Commission's website at [albertahumanrights.ab.ca](http://albertahumanrights.ab.ca) for contact information. You can also report any incident of assault that has occurred to the police.

The Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

**Internal harassment complaint process**

1. Once an internal complaint is received by the Town of Rimbey (as the employer), it will be kept strictly confidential. Appropriate actions will be undertaken immediately to deal with the allegations. Action taken may include mediation.
2. The Chief Administrative Officer will interview you as well as the alleged harasser and any individuals who may be able to provide relevant information related to your allegations. All information collected will be kept in confidence.
3. If appropriate, the Town of Rimbey, (as the Employer), will attempt to resolve the complaint by mediation. If mediation is not successful, an investigation will be undertaken by an investigator designated by the Town of Rimbey (as the Employer).

4. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether or not there was a finding of harassment.
5. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
6. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint as well as anyone providing information will be protected from any form of retaliation by either co-workers or directors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the company or harassment for having made a complaint or having provided evidence regarding the complaint.

An employer must offer support to workers who are affected by an incident of harassment. An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of harassment or violence is advised to consult a health professional (of the worker's choice) for treatment or referral. The Town of Rimbey (as the Employer), provides an employee assistance program (EAP) at the workplace. An EAP is a confidential, short term, counselling service for employees to offer help in resolving personal problems that are affecting work. Workers could consider accessing services and resources through the program when seeking support dealing with personal issues from workplace harassment or violence. When a worker is treated or referred by a physician for treatment relating to harassment or violence that occurred at the work site, and if the treatment sessions occur during regular work hours, the employer cannot make any deduction from the worker's wages and benefits.

Employer pledges to respect the privacy of all concerned as much as possible. The Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective actions, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

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



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.1
<b>Council Meeting Date</b>	June 25, 2019
<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>Attachments</b>	8.1.1 Director of Finance Report – Accounts Payable Listing
<b>Recommendation</b>	Motion by Council to accept the report from the Director of Finance – Accounts Payable Listing, as information.

**Prepared By:**

Wanda Stoddart  
Wanda Stoddart  
Director of Finance

June 17/19  
Date

**Endorsed By:**

Lori Hillis  
Lori Hillis, CPA, CA  
Chief Administrative Officer

June 20/19  
Date

**Town of Rimbey 2019**  
**Accounts Payable Cheque List**  
**From: 07-Jun-2019 To: 19-Jun-2019**

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Telus Mobility Inc.	cell	PAW5150	11-Jun-2019	146.69
Workers' Compensation Board -...	WCB - June 2019	PAW5151	11-Jun-2019	1785.00
Eastlink	cable - fitness room	PAW5152	11-Jun-2019	86.31
Alberta Municipal Services...	gas/power	PAW5153	11-Jun-2019	34071.30
Waste Management	May 2019 - recycle	PAW5154	11-Jun-2019	3187.54
LAPP	LAPP - June 14/19 (biweekly May 26-June...	PAW5155	11-Jun-2019	8502.95
ENCON Group Inc.	Encon - June 2019	PAW5156	11-Jun-2019	9900.18
Canada Revenue Agency	June 14/19 (May 26-June 08/19)	PAW5157	11-Jun-2019	17439.11
Canada Revenue Agency	May 31/19 (May 12-25/19)	PAW5158	11-Jun-2019	17254.97
LAPP	LAPP - FCSS - June 5/19 (May 13-26/19...	PAW5159	11-Jun-2019	1382.27
LAPP	LAPP - May 31/19 (biweekly May 12-25/19)	PAW5160	11-Jun-2019	8502.95
ENCON Group Inc.	HSA - top up - Encon	PAW5161	11-Jun-2019	333.35
Servus Credit Union	SLGM - May 14-17/19 - Kananaskis, AB	PAW5162	11-Jun-2019	650.94
Servus Credit Union	May 31/19 - M/C	PAW5163	11-Jun-2019	324.66
Servus Credit Union	Staples - supplies	PAW5164	11-Jun-2019	366.36
Servus Credit Union	May 31/19 - Servus M/C R.Pankiw	PAW5165	11-Jun-2019	880.00
Alberta Urban Municipalities...		44664	11-Jun-2019	315.00
Alsco		44665	11-Jun-2019	1161.03
AN Adventure Distribution &...		44666	11-Jun-2019	37.80
Anderson Service		44667	11-Jun-2019	114.97
Animal Control Services		44668	11-Jun-2019	1606.50
Automated Aquatics Canada Ltd.		44669	11-Jun-2019	1025.86
Baker, Randall		44670	11-Jun-2019	25.00
Barteski, Rochelle		44671	11-Jun-2019	450.00
Beatty Heritage House Society		44672	11-Jun-2019	4000.00
Black Press Group Ltd.		44673	11-Jun-2019	1177.96
Blindman Handivan Society		44674	11-Jun-2019	20000.00
Canadian Pacific Railway...		44675	11-Jun-2019	248.00
Carruthers, Carol		44676	11-Jun-2019	1167.68
Cast-A-Waste Inc.		44677	11-Jun-2019	9397.50
Cimco Refrigeration		44678	11-Jun-2019	47125.31
E.M. Chopiuk		44679	11-Jun-2019	967.20
Expert Security Solutions		44680	11-Jun-2019	483.79
Greenlees, Nicholas		44681	11-Jun-2019	25.00
Hach Sales & Services Canada...		44682	11-Jun-2019	254.31
Hi-Way 9 Express Ltd.		44683	11-Jun-2019	124.08
Hillis, Lori		44684	11-Jun-2019	458.00
Hunter Hydrovac Inc.		44685	11-Jun-2019	1365.00
Jack's Auto Repair		44686	11-Jun-2019	300.48
KaDD Scientific Inc.		44687	11-Jun-2019	678.30
Landry, Kristy		44688	11-Jun-2019	25.00
Lee, Bob		44689	11-Jun-2019	25.00
LOR-AL SPRINGS LTD.		44690	11-Jun-2019	16.50
MLA Benefits Inc.		44691	11-Jun-2019	1607.77
New Can Truck Parts		44692	11-Jun-2019	1423.28
Nikirk Bros. Contracting Ltd.		44693	11-Jun-2019	626.07
Ponoka County		44694	11-Jun-2019	1519.25
Rimbey & District Citizens		44695	11-Jun-2019	2000.00
Rimbey Art Club		44696	11-Jun-2019	950.00

**Town of Rimbey 2019**  
**Accounts Payable Cheque List**  
**From: 07-Jun-2019 To: 19-Jun-2019**

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Rimbey Exhibition Assoc.		44697	11-Jun-2019	2000.00
Rimbey Family & Community...		44698	11-Jun-2019	28000.00
Rimbey Heating Ltd.		44699	11-Jun-2019	211.94
Rimbey Historical Society		44700	11-Jun-2019	40000.00
Rimbey Home Hardware		44701	11-Jun-2019	681.31
Rimbey Implements Ltd.		44702	11-Jun-2019	812.80
Rimbey Janitorial Supplies		44703	11-Jun-2019	1396.08
Rimbey Municipal Library		44704	11-Jun-2019	500.00
RJ Plumbing and Heating		44705	11-Jun-2019	221.54
Rural Municipalities of Alberta		44706	11-Jun-2019	172.01
SmithIron Earthworks Ltd.		44707	11-Jun-2019	89602.96
Softline Solutions AB Inc.		44708	11-Jun-2019	25200.00
Stationery Stories & Sounds...		44709	11-Jun-2019	13.91
Stoddart, Wanda		44710	11-Jun-2019	473.72
Superior Safety Codes Inc.		44711	11-Jun-2019	141.75
The Government of Alberta		44712	11-Jun-2019	30.00
Tirecraft Rimbey Inc.		44713	11-Jun-2019	27.25
Town Of Rimbey		44714	11-Jun-2019	2788.30
Uni First Canada Ltd.		44715	11-Jun-2019	203.25
Vicinia Planning & Engagement...		44716	11-Jun-2019	5366.47
Waste-Co Disposal Systems		44717	11-Jun-2019	420.68
Whitgan Creations & Gifts		44718	11-Jun-2019	1716.75
Wolseley Industrial Canada INC		44719	11-Jun-2019	2581.74
Alberta Highway Services Ltd.		44720	19-Jun-2019	1927.80
Alberta One-Call Corporation		44721	19-Jun-2019	163.80
All About Bouncing		44722	19-Jun-2019	871.50
AN Adventure Distribution &...		44723	19-Jun-2019	212.57
Black Dragon Fireworks Inc.		44724	19-Jun-2019	3750.00
Bullseye Septic Service		44725	19-Jun-2019	404.25
City Of Red Deer		44726	19-Jun-2019	1502.50
Clean Harbors Canada, Inc.		44727	19-Jun-2019	3280.22
Curle, Lana		44728	19-Jun-2019	132.96
Fleetwood Air Equipment		44729	19-Jun-2019	823.60
Hanson, Ryan		44730	19-Jun-2019	83.98
Heart of a Child		44731	19-Jun-2019	945.00
Heilemann, Len		44732	19-Jun-2019	133.88
Hi-Way 9 Express Ltd.		44733	19-Jun-2019	132.59
Hydrodig Canada Inc.		44734	19-Jun-2019	913.50
Imperial Esso Service (1971)		44735	19-Jun-2019	431.79
Lee, Kathy		44736	19-Jun-2019	55.00
Longhurst Consulting		44737	19-Jun-2019	1795.50
M & M Refrigeration		44738	19-Jun-2019	1050.00
NAPA Auto Parts - Rimbey		44739	19-Jun-2019	100.41
On The Mark Productions		44740	19-Jun-2019	577.50
Pankiw, Rick		44741	19-Jun-2019	667.96
Payson, Paul		44742	19-Jun-2019	70.00
RECEIVER GENERAL FOR...		44743	19-Jun-2019	382.80
Rimbey Express		44744	19-Jun-2019	196.00
Rimbey Fas Gas o/a 1662899...		44745	19-Jun-2019	22.31

**Town of Rimbey 2019**  
**Accounts Payable Cheque List**  
**From: 07-Jun-2019 To: 19-Jun-2019**

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Rimbey Furnace Care & Gas...		44746	19-Jun-2019	483.00
Rimbey Historical Society		44747	19-Jun-2019	100.00
RMA Insurance Ltd.		44748	19-Jun-2019	106.09
Rondeel, Gayle		44749	19-Jun-2019	73.08
Rural Municipalities of Alberta		44750	19-Jun-2019	5690.20
Tagish Engineering Ltd.		44751	19-Jun-2019	33546.10
Team Aquatic Supplies Ltd		44752	19-Jun-2019	360.68
Tirecraft Rimbey Inc.		44753	19-Jun-2019	377.29
Tisdale, Maria		44754	19-Jun-2019	70.00
Towle, Jeanette		44755	19-Jun-2019	1085.29
Town of Ponoka		44756	19-Jun-2019	165.00
Town Of Rimbey		44757	19-Jun-2019	500.00
Trautmann, Lucille		44758	19-Jun-2019	121.39
Uni First Canada Ltd.		44759	19-Jun-2019	60.18
Waste-Co Disposal Systems		44760	19-Jun-2019	47.88
Winters, Katherine		44761	19-Jun-2019	99.69
Wolseley Industrial Canada INC		44762	19-Jun-2019	343.09
			<b>115 cheques for</b>	<b>\$471,935.06</b>



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	June 25, 2019
<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 Tagish Engineering Ltd. Projects Status Update of June 6, 2019
<b>Recommendation</b>	Motion by Council to accept the Tagish Engineering Ltd. Projects Status Update of June 6, 2019, as information.

Prepared By:

Lori Hillis, CPA, CA  
Chief Administrative Officer

Date

Endorsed By:

Lori Hillis, CPA, CA  
Chief Administrative Officer

Date

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.19 RB00 - 2019 General Engineering</b>		
May 9, 2019	Matichuk, Gerald	Tagish is working with Access Land Services related to finalize the land purchase for the Evergreen Connector Walking Trail.
May 23, 2019	Matichuk, Gerald	Town staff and Tagish are working with Developers on the Town's requirements for development.
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
May 9, 2019	Matichuk, Gerald	Waiting for response from Alberta Environment and Parks on the approval for Well PW17-15 April 11, - May 9, 2019).
May 23, 2019	Matichuk, Gerald	Waiting for response from Alberta Environment and Parks on the approval for Well PW17-15 April 11, - June 6, 2019).
<b>Project: RBYM00133.00 RB133 - NE Lagoon Outlet Ditch Upgrade</b>		
May 9, 2019	Matichuk, Gerald	SmithIron Earthworks Ltd. is on site and is working on installation of a 1200mm culvert across Twp. Road 424 and landscaping within the ditch right-of-way prior to the fencing crews installing the boundary fence. The fencing Contractor is scheduled to be on site the week of May 22, 2019.
May 23, 2019	Matichuk, Gerald	SmithIron Earthworks Ltd. is on site and is working on completing the ditch excavation, landscaping and grass seeding. The fencing Contractor is on site the week of May 22, 2019.
June 6, 2019	Matichuk, Gerald	SmithIron Earthworks Ltd. continues to work on completing the ditch landscaping and grass seeding. The fencing Contractor is working in various locations to accommodate the landowners requirements for the use of cattle pasture.
<b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>		
May 9, 2019	Matichuk, Gerald	Highline Electrical Constructors Ltd. are on site and are working on installation of the electrical conductors for the installation of the transfer switch. Frontline Compression Services are working with the Town to their "Service Contract" requirements.
May 23, 2019	Matichuk, Gerald	Frontline Compression Services are working with the Town to their "Service Contract" requirements. Highline Electrical Constructors Ltd. are on site.
June 6, 2019	Matichuk, Gerald	Highline Electrical Constructors Ltd. has poured the concrete pad for the generator and is allowing the concrete to cure for the recommended 28 day period. Highline has indicated that the transfer switch is being built and will be installed in conjunction with the generator. Frontline Compression Services are working with the Town to their "Service Contract" requirements.
<b>Project: RBYM00136.00 RB136 - 2019 Street Improvements</b>		
May 9, 2019	Matichuk, Gerald	May 9, 2019 Town staff and Tagish is meeting with the Contractor to make out the concrete removal sections. The Contractor has indicated that the concrete work will start in the week of May 20, 2019.
May 23, 2019	Matichuk, Gerald	J. Branco and Sons Concrete Services are scheduled to be on site May 24, and will be working on 53 Ave between 47 St and 50 St. Tagish survey crew has completed the layout on 52 St from 45 Ave to 53 St.
June 6, 2019	Matichuk, Gerald	J. Branco and Sons Concrete Services are on site and working on concrete replaced on 53 Ave between 47 St. and 50 St. Border Paving has indicated that asphalt milling and paving will follow once the replacement concrete structures have cured.
<b>Project: RBYM00137.00 RB137 - 2019 Utility Upgrades</b>		
May 9, 2019	Matichuk, Gerald	The Request For Proposal (RFQ) documents have been sent out to four (4) local underground Contractors for pricing. A pre-tender meeting was held on May 9, 2019 with RFQ submissions due May 9, 2019.
May 23, 2019	Matichuk, Gerald	Tagish has reviewed the Request For Proposal (RFQ) and are working with lowest bidder (Urban Dirtworks Inc.) to finalize the Service Agreement Contract.
June 6, 2019	Matichuk, Gerald	Urban Dirtworks Inc. are working to complete the Service Agreement Contracts. Urban Dirtworks Inc. has indicated the work is scheduled to be completed by the end of August 2019.

**Project: RBYM00138.00 RB138 - 51st Street Engineering**

May 8, 2019	Solberg, Lloyd	Tagish is finalizing some preliminary cross sections. We will contact the Town in around 2 weeks to discuss the options.
May 23, 2019	Solberg, Lloyd	(May 23) No change.
June 6, 2019	Solberg, Lloyd	(June 6) Will follow up with the Town by next week in regards to project designs thus far.



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.3
<b>Council Meeting Date</b>	June 25, 2019
<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 8.3.2 Councillor Coulthard's Report 8.3.3 Councillor Curle's Report 8.3.4 Councillor Payson's Report 8.3.5 Councillor Rondeel's Report
<b>Recommendation</b>	Motion by Council to accept the reports of Council, as information.

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*  
Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*June 20/19*  
Date

**Highlights**

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
May 29-June 3	FCM	Attended FCM Conference in Quebec City
June 4	Seniors Week	Attended Seniors Week Lunch at Drop Inn Centre and gave speech
June 11	Council Meeting	Regular Council Meeting see minutes
June 12	Mayors Caucas	Attended Leaders Caucas in Ponoka
June 19	Rimoka Meeting	Rimoka Meeting in Rimbey see minutes
June 20	Lions Club	Meeting with new president and Lori Hillis
June 25	Council Meeting	Regular Council Meeting see minutes
June 14	Bar b que	Annual bar b que at Seniors Lodge

Cheque runs, commissionaire of oaths and met with residents

Rick Wm. Pankiw  
Mayor

**Highlights**

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
01 Jun 2019	Crestomere 4H Show	Attend Crestomere 4H Club Show. Judged the "Mechanical" entries.
01 Jun 2019	Citizens on Patrol	Patrol from 1900-2300 .
03 Jun 2019	Citizens on Patrol	Attend Citizens on Patrol meeting. Please see minutes.
05 Jun 2019	Town of Rimbey Signs	Attend Melvin Durands sign shop to access Town signs he has created and changed.
10 Jun 2019	FCSS Trishaw	Put together the FCSS Trishaw at Rod Schaff's shop.
11 Jun 2019	FCSS Trishaw	Complete fabrication of FCSS Trishaw.
11 Jun 2019	Town Council Meeting	Attend Rimbey Town Council meeting. Please see minutes.
18 Jun 2019	COP / Rural Crime Watch Super.	Attend Gull Lake North Citizens on Patrol/ Rural Crime Watch supper at Parkland Beach Hall.
19 Jun 2019	FCSS Board meeting.	Attend FCSS Board meeting. Please see minutes.

J. W. Coulthard  
Councillor

## Highlights

May 30	Attraction and Retention Committee	Tailgate Hot Dog BBQ for the staff of our health-related groups in Rimbey. Held at the hospital in the west parking lot. Gave out more than 9 dozen hot dogs, well received!
May 31	Coffee with Council	Attended regular program at the Rimbey Library, no citizens in attendance. This program is now suspended over the summer months.
June 7	Rimoka	Attended the summer BBQ at the Valley View Manor, rainy weather so festivities held inside.
June 11	Town Council	Regular meeting of council, see minutes.
June 15	Rimbey Homecoming	Brought greetings from the town to this event.
June 16	Farmers Market Father's Day	Volunteered at this event.
June 19	Rimoka	Regular board meeting held in Rimbey.
June 19	Rimbey Historical	Regular meeting of this board.
June 25	Town Council	Regular meeting of Rimbey Town Council

Lana Curle  
Councillor

**Highlights**

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
May 27	BYAS Board	Regular Board Meeting of the Blindman Youth Action Committee
May29-June 2	FCM Conference	-Quebec City Library Tour -Quebec City Incinerator and Bio-Fuel Plant Tour -Federal Leaders Addresses
June 10	Neighbourhood Place	Regular Board Meeting
June 22	Byas Garage Sale	Fundraiser
June 24	BYAS Board	Regular Board Meeting of the Blindman Youth Action Committee

Paul Payson  
Councillor

**Highlights**

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
No written report received at time of publication of the agenda		

Gayle Rondeel  
Councillor