

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, JULY 28, 2020 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA**

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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 - None</b>	
12.	<b>Adjournment</b>	



REQUEST FOR DECISION

<b>Council Agenda Item</b>	3.0
<b>Council Meeting Date</b>	July 28, 2020
<b>Subject</b>	Minutes
<b>For Public Agenda</b>	Public Information
<b>Attachments</b>	3.1 Minutes of Regular Council June 23, 2020
<b>Recommendation</b>	Motion by Council to accept the Minutes of the Regular Council Meeting of June 23, 2020, as presented.
<b>Prepared By:</b>  <p style="text-align: center;"><u>Lori Hillis</u> _____ <u>July 23, 2020</u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>	
<b>Endorsed By:</b>  <p style="text-align: center;"><u>Lori Hillis</u> _____ <u>July 23, 2020</u> _____ Lori Hillis, CPA, CA Date Chief Administrative Officer</p>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY, JUNE 23, 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 (via Telephone)  
Councillor Rondeel  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Recording Secretary – Kathy Blakely
- Public:  
13 members of the public
2. Adoption of Agenda 2.1 June 23, 2020 Agenda
- Motion 145/20
- Moved by Councillor Coulthard to accept the Agenda for the June 23, 2020 Regular Council Meeting, as presented.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel
- CARRIED
3. Minutes 3.1. Minutes of Regular Council Meeting June 9, 2020
- Motion 146/20
- Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of June 9, 2020, as presented.
- In Favor Opposed  
Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel
- CARRIED
4. Public Hearings 4.1 Public Hearings - None

## 5. Delegations

5.1 Evergreen Estates ResidentsMotion 147/20

Moved by Councillor Coulthard to accept the presentation from the residents of Evergreen Estates, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

13 members of the public departed the Council meeting at 5:47 pm.

## 6. Bylaws

6.1 Bylaws - None

## 7. New and Unfinished Business

7.1 Bylaw CommitteeMotion 148/20

Moved by Councillor Rondeel to have Administration prepare a Bylaw for the Bylaw Committee including terms of reference and bring to the July 28, 2020 Regular Meeting of Council.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

7.2 Request for a Tax ReductionMotion 149/20

Moved by Councillor Rondeel to refuse the request for tax reduction for Roll #23440 due to the Town of Rimbey COVID-19 relief measures currently available to all residents and business in the Town of Rimbey.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

## 8. Reports

8.1 Department Reports

## 8.1.1 Chief Administrative Officer Report

Motion 150/20

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

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

8.2 Boards/Committee Reports

## 8.2.1 Tagish Engineering Project Status Update to June 11, 2020

Motion 151/20

Moved by Councillor Curle to accept the Tagish Engineering Project Status Update to June 11, 2020, as information.

In Favor

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel

Opposed

CARRIED

8.3 Council Reports

- 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

Motion 152/20

Moved by Councillor Coulthard to accept the reports of Council, 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 153/20

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: 6:00 pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council   Agenda Item</b>	5.1										
<b>Council Meeting Date</b>	July 28, 2020										
<b>Subject</b>	Rimbey Municipal Library Expansion – John Hull										
<b>For Public Agenda</b>	Public information										
<b>Background</b>	<p>On March 12, 2020 John Hull submitted a letter to Rimbey’s Mayor and Council on behalf of the Rimbey Library Board’s Building Committee. The letter indicates that the Rimbey Municipal Library “has long identified a need for additional space of meet its growing community presence.”</p> <p>Mr. Hull indicated that the Rimbey Library Board’s Building Committee would like to opportunity present their proposal to Council. Their goal is to receive the Town’s formal approval in principle to this proposal.</p> <p>Upon receiving formal approval of the concept in principle, the library would then “proceed with detailed design, drawings, costing and a fundraising campaign”.</p> <p>The original letter indicates that at this time the Library is not seeking any financial support from the Town of Rimbey. Note that the Library may seek financial support from the Town and County down the road.</p> <p>The motion arising out of the April 14, 2020 meeting was:</p> <table border="1" data-bbox="410 1247 1502 1541"> <tr> <td>078/20</td> <td>Moved by Mayor Pankiw to accept the proposal to expand the Town of Rimbey Library at 4938 50 Avenue in principle, with the understanding that: <ul style="list-style-type: none"> <li>a. the Town will be involved in the design process to address the future needs of the Library and the Town.</li> <li>b. Council will provide approval of the final design prior to commencing construction.</li> </ul> </td> <td>Carried</td> <td>Apr 14/20</td> </tr> </table> <p>On May 11, 2020 John Hull presented an alternative design which provided an option for future Town growth. The motion arising out of the May 11, 2020 meeting was:</p> <table border="1" data-bbox="410 1692 1502 1801"> <tr> <td>116/20</td> <td>Moved by Mayor Pankiw to table further discussion regarding the Rimbey Municipal Library expansion to the July 28, 2020 Regular Meeting of Council.</td> <td>Carried</td> <td>May 11/20</td> </tr> </table>			078/20	Moved by Mayor Pankiw to accept the proposal to expand the Town of Rimbey Library at 4938 50 Avenue in principle, with the understanding that: <ul style="list-style-type: none"> <li>a. the Town will be involved in the design process to address the future needs of the Library and the Town.</li> <li>b. Council will provide approval of the final design prior to commencing construction.</li> </ul>	Carried	Apr 14/20	116/20	Moved by Mayor Pankiw to table further discussion regarding the Rimbey Municipal Library expansion to the July 28, 2020 Regular Meeting of Council.	Carried	May 11/20
078/20	Moved by Mayor Pankiw to accept the proposal to expand the Town of Rimbey Library at 4938 50 Avenue in principle, with the understanding that: <ul style="list-style-type: none"> <li>a. the Town will be involved in the design process to address the future needs of the Library and the Town.</li> <li>b. Council will provide approval of the final design prior to commencing construction.</li> </ul>	Carried	Apr 14/20								
116/20	Moved by Mayor Pankiw to table further discussion regarding the Rimbey Municipal Library expansion to the July 28, 2020 Regular Meeting of Council.	Carried	May 11/20								

**Discussion**

On July 17, 2020, John Hull presented the attached emails and design rational for the Rimbey Library to the Town of Rimbey for consideration. The design is the original design presented on April 14, 2020, which addresses the Library's future growth plans, leaving less then optimal design options for future growth of the Town of Rimbey space. Note that in this submission, "the Library Boards asks that Council, after due deliberation, pass a motion to the effect that:

*"The Town of Rimbey formally supports a proposed addition to the north side of the Town's administration Building to meet the critical functional needs of the Library. The funding for planning and construction will be primarily undertaken by the Library Board. A formal agreement of understanding between both parties is to be developed in this regard."*

Town administration continues to support the expansion of the library in principle. However, as the Library is presenting their original design, Town Administration continue to have the same concerns as originally discussed at the April 14, 2020 meeting, and are outlined below:

- Administration notes that the proposed design does not address space requirements for the future Town Office growth requirements. The design as presented may limit future expansion opportunities of the town office. While Administration does not support pursuing an expansion at this time due to other municipal priorities, we anticipate requiring additional office space in the future when resources are available. As the construction for future expansions of the Library and Town Office will occur on different timelines, it is imperative that the design for the library expansion addresses the needs of both the Library and the Town Office to ensure both entities have appropriate space allocated for future expansions.

An additional concern which has been discussed at the previous council meetings and are not addressed in the most recent submission include:

- The Town and Library will need to enter into an agreement that addresses the long-term financial responsibility for improvements completed by the Library should the Library relocate in the future. An important consideration of this discussion must include the fact that if the Library eventually relocates, the Town Office will not require any additional space as the current space used by the Library would be incorporated into the Town Office.

Upon further review, it is Administration's continued perspective that the future design and use of the Town owned building, must address both users' needs and the design presented does not provide a viable option for the future needs of the Town of Rimbey and it cannot be assumed that the Town of Rimbey will relocate its administrative offices so that the Library does not have to relocate. Therefore, based on the designs presented and discussions held to-date, Town administration recommends that the library expansion be contained on the half of the building that the library currently utilizes, thus leaving the portion of the building behind the Town of Rimbey Administration offices undeveloped for future expansion of the Town Office.



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Attachment</b>	Submission emails and letter from Rimbe Municipal Library Board Building Committee
<b>Recommendation</b>	Council determine if they wish to formally support the proposed addition to the entire north side of the Town Administration Building and enter into a formal agreement of understanding between the Rimbe Municipal Library Board and the Town of Rimbe regarding the proposed addition.
<p><b>Prepared By:</b></p> <p style="text-align: center;">   _____  Elizabeth Armitage, MEdes, MCIP, RPP  Planning &amp; Development Officer </p> <p style="text-align: right;"> <u>July 20, 2020</u>  Date </p> <p><b>Endorsed By:</b></p> <p style="text-align: center;">   _____  Lori Hillis, CPA, CA  Chief Administrative Officer </p> <p style="text-align: right;"> <u>July 20, 2020</u>  Date </p>	

July 14, 2020

**Library Expansion: Backgrounder for the July 28 Council Meeting**

1. The Library urgently requires more space. This has been identified in the Library's previous strategic planning documents and will be seen again as a high priority in its upcoming **2020 Plan of Service**. The Library needs additional areas for programming, storage, display and staff work areas.

2. The Agreement between the Town of Rimbey and the Rimbey Municipal Library states: *"The Town provides the Library Board with a facility in which library business may be conducted for the provision of library services and programs to the community. Assessment as to the meeting of such standards is to be determined by the Board and the Town Council referring to such tools as **"Standards for Member Libraries within Alberta's Regional Library Systems..."**"*

3. The calculation of our Library's space requirements as determined by the **Standards for Member Libraries within Alberta's Regional Library Systems**, based on our current usage numbers and Rimbey's trading area population indicates that our Library should have a minimum gross area of **6242 square feet to adequately provide its services to the community**. Our existing gross area (which factors in the building washrooms, circulation corridor, janitor rooms and storage garage) is **3739 square feet, a deficit of 2503 square feet**.

4. The Library Board is in agreement that the best location for the Library is where it is now, serving as a strong presence on Rimbey's main street. To develop a larger Library in a new location would be the most expensive option available.

Since our last meeting, we conducted an evaluation of the Blindman Youth Action building and found it would be almost as expensive to convert it to a Library as to build new. It would require not only a major addition but extensive interior demolition and renovations, (including the installation of the Supernet).

5. The most viable expansion option remains for the Library to add onto the entire north side of the building. Even using a seven metre setback (as required by Fortis), this option would result in a revised gross floor area of **5888 square feet**. This will meet our most immediate requirements, and will allow us to serve the community's needs for at least 12 to 15 years. **Refer to the attached spread sheet analysis of the Option 1 areas and plan.**

**Option 1** increases the Library's gross useable area by about **59%**, and would leave us just a few hundred square feet short of the recommended area.

6. A question was raised at our first meeting with Council about possible Town office expansion. If we construct the north addition and the Town finds it does need to expand, we see three options, depending on their identified needs:

- a. The Town expands into the room north of its current Council Chambers. At the same time, the Library replaces this space with an expansion to the south (into the small park area).
- b. The Town relocates to a new location, and the Library takes over the entire building.
- c. The Library relocates to a new location. It must be noted that based on the Library's efforts to date to find a suitable new location, this would take an extended period of time and would be very expensive.

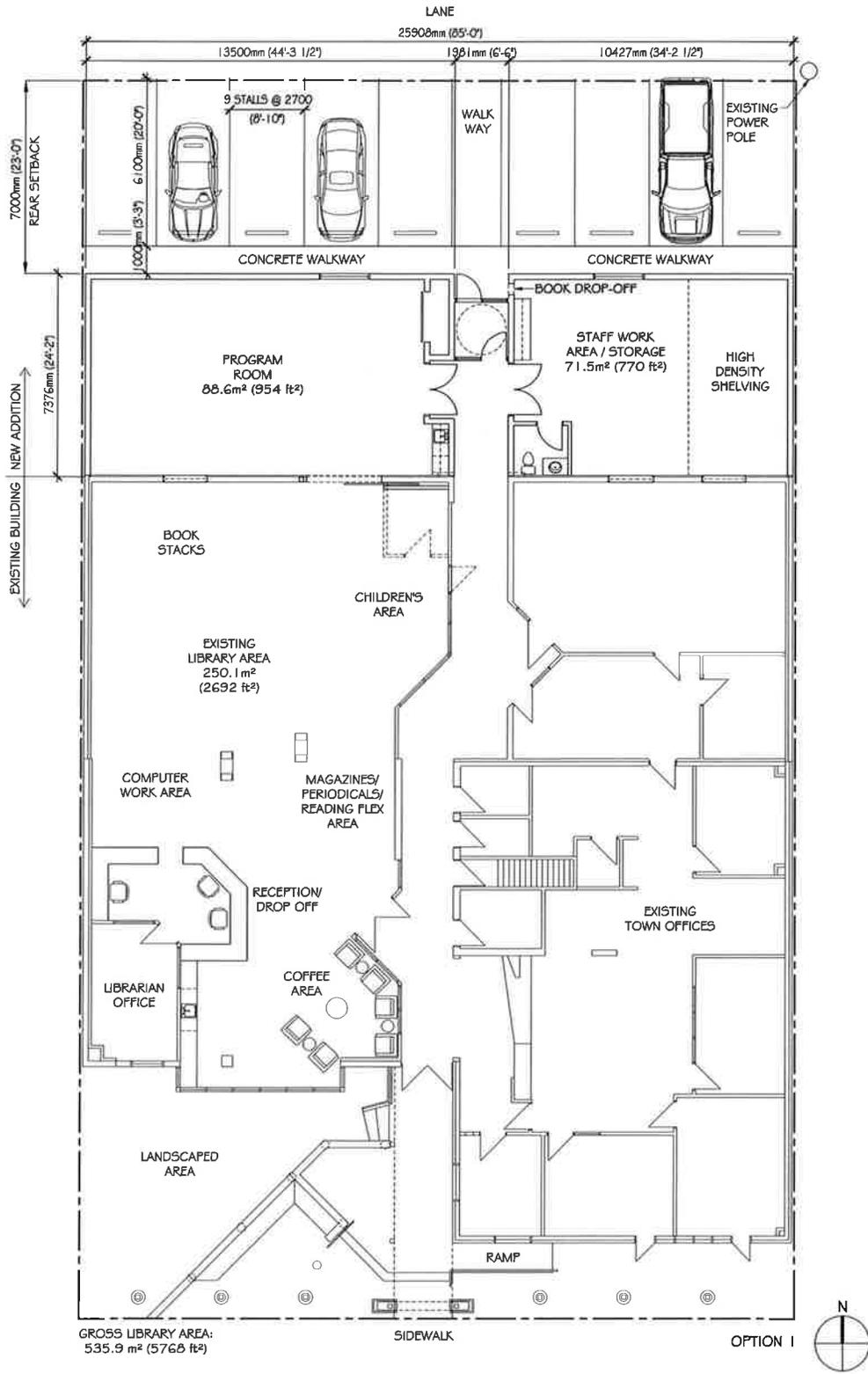
7. Given the information outlined above and our previous discussions, The Library Board asks that Council, after due deliberation, pass a motion to the effect that:

*"The Town of Rimbey formally supports a proposed addition to the north side of the Town's administration building to meet the critical functional needs of the Library. The funding for planning and construction will be primarily undertaken by the Library Board. A formal agreement of understanding between both parties is to be developed in this regard."*

Respectfully submitted by the Rimbey Library Board  
John Hull, Building Committee Chair

July 14, 2020

Library Expansion: Backgrounder for the July 28 Council Meeting



OPTION 1: Rear Expansion

July 9, 2020

July 14, 2020

Library Expansion: Backgrounder for the July 28 Council Meeting

<b>Option 1 Expansion: Area Study</b>			
	Square Feet		
<b>Existing Library (net)</b>	2694		
<b>Existing Library, (gross including washrooms, janitor, circulation, walls, etc)</b>	<b>3619</b>		
<b>Existing storage garage</b>	<b>120</b>	Total Existing Gross	3739
<b>Proposed Addition (net)</b>	1724		
<b>Proposed Addition (gross including circulation, walls)</b>	<b>2149</b>	Total Proposed Addition Gross	2503
<b>Total Library Area, Option 1</b>	<b>5888</b>	<b>Option 1: increase in Library gross area</b>	<b>59%</b>
<i>Gross Area recommended by Parkland Library Services for our service population</i>	6242		
<i>Difference</i>	-354		
July 8, 2020			



REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	July 28, 2020
<b>Subject</b>	970/20 Bylaw Committee
<b>For Public Agenda</b>	Public Information
<b>Background</b>	At the Regular Meeting of Council held June 23, 2020, Council approved motion 148/20, directing Administration to prepare and bring forth to the July 28, 2020 Regular Meeting of Council a bylaw for the establishment of a Bylaw Committee.
<b>Discussion</b>	Administration has prepared, as requested, Bylaw 970/20 Bylaw Committee Bylaw for Council review and adoption.
<b>Attachments</b>	970/20 Bylaw Committee Bylaw
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommend Council give first reading of 970/20 Bylaw Committee Bylaw.</li> <li>2. Administration recommends Council give second reading of 970/20 Bylaw Committee Bylaw.</li> <li>3. Administration recommends Council unanimously consider third and final reading of 970/20 Bylaw Committee Bylaw.</li> <li>4. Administration recommends Council give third and final reading of 970/20 Bylaw Committee Bylaw.</li> <li>5. Administration recommends Council appoint 2 Councillors to the Bylaw Committee until the Organizational Meeting in October 2020.</li> </ol>

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 22, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 22, 2020

Date



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A BYLAW COMMITTEE.

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- WHEREAS Pursuant to Section 145 of the Municipal Government Act, RSA 2000. Chapter M-26, which permits Councils to pass bylaws in relation to the establishment and functions of Council Committees and other bodies and procedures to be followed by Council, Council Committees and other bodies established by the Council
- AND WHEREAS The Council of the Town of Rimbey is desires to create a Committee.
- NOW THEREFORE The Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

**SECTION 1 - Title**

1. This Bylaw may be cited as the Bylaw Committee Bylaw.

**SECTION 2 – Definitions**

In this bylaw, unless the context otherwise requires:

“Bylaw Committee” means the persons appointed by the Rimbey Town Council, and shall include any person authorized or appointed to carry out its duties.

“Member at Large” means a member of the public appointed by Council.

“Council” mean the Council of the Town of Rimbey.

“Town” means the Town of Rimbey.

**SECTION 3 – Establishment**

2. The Bylaw Committee is hereby established.

**SECTION 4 – Composition of the Committee**

3. The Bylaw Committee shall have five (5) members consisting of two (2) Town of Rimbey Councillors, the Chief Administrative Officer, the Executive Assistant and a Member at Large.

**SECTION 5 – Context**

4. The mandate of the Bylaw Committee will be to review previous bylaws of the Town of Rimbey and review new bylaws prior to submission to Council for review and adoption.

**SECTION 6 – Term of Membership**

5. All the members appointed to the Committee will be appointed by the Council of the Town of Rimbey (the “Council”) at the annual Organizational Meeting, with the exception of the inaugural appointment on establishment of the Bylaw Committee, which may be made by resolution upon passing of this bylaw.



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A BYLAW COMMITTEE.

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**SECTION 7 – Roles and Responsibilities**

6. The Bylaw Committee shall consist of the following:
  - a. A Chairperson appointed by the members of the Bylaw Committee;
    - ◆ The Chairperson is responsible for developing the meeting agenda, setting the meeting dates, presiding over the meeting, and reporting to Council.
  - b. A Deputy Chairperson as voted by the Bylaw Committee;
    - ◆ The Deputy Chairperson is responsible for assuming the responsibilities of the Chair during times of the Chair's absence. The Deputy Chair assists with the duties of the Chair.
  - c. A Recording Secretary – the Executive Assistant;
    - ◆ The recording Secretary takes notes at the meetings, prepares meeting notices and prepares the meeting for Council.
7. The Bylaw Committee shall set the date and times of their Bylaw Committee Meetings.
8. All members of the Bylaw Committee shall have equal voting rights within the "Bylaw Committee".
9. Three (3) members of the Bylaw Committee shall constitute a quorum.
10. The Chairperson of the Committee shall be selected by the Bylaw Committee.
11. The Town of Rimbey Council will consider, but will not be bound by any recommendation made by the Bylaw Committee.
12. All Bylaw Committee meetings will be open to the public, for observation only.
13. The Mayor shall be an ex-official member of all Council committees and boards which Council has a right to appoint members under the Municipal Government Act.
14. The Bylaw Committee will submit their Minutes to Rimbey Town Council to be accepted as information.

**SECTION 8 – Scope of the Bylaw Committee**

15. The Bylaw Committee shall not:
  - a) Have any budgetary responsibilities;
  - b) Receive any honoraria or expense reimbursement unless through resolution of Council;
  - c) Represent Council, nor make decisions for Council;
  - d) Discuss circumstances that "may" require "closed session" discussion.



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A BYLAW COMMITTEE.

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**SECTION 9 – Effective Date**

16. This Bylaw shall come into effect on the date of third and final reading.

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

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

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

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

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

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



REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	July 28, 2020
<b>Subject</b>	Rimbey Minor Soccer Association
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>On June 11, 2020 the Rimbey Minor Soccer Association lost their mower shed, as well as its contents, in a fire. Due to a shortfall in insurance coverage, the board is left with the potential of having to replace this equipment out of pocket. Due to COVID-19 the 2020 soccer season was cancelled and as a result no revenue will be generated this year.</p>
<b>Discussion</b>	<p>The Rimbey Minor Soccer Association is requesting the Town of Rimbey to consider a contract with their association regarding the mowing of the soccer fields beginning in the 2021 season. RMSA would compensate the Town for gas used and other minor expenses as deemed appropriate. The Rimbey Minor Soccer Association proposes a 5 year contract, with a review in the 3<sup>rd</sup> year to ensure both parties are satisfied with the agreement.</p> <p>RMSA would require the fields to be mowed 1-2 times per week during the peak growing and playing season (May and June) and once every 1-2 weeks during the rest of the summer.</p> <p>After discussions with the Public Works Director, we have determined that our mowing crews are extremely busy during the peak mowing times (May and June) and at most 1 mowing per week could be done when the crews are already in the area mowing the ball diamonds without increasing staff levels and equipment.</p> <p>Alternatively, in our five year capital plan the NH 6030 mower is scheduled to be replaced in 2022. The Director of Public Works has agreed to push the replacement of one of our 2019 Chev Regular Cab trucks from 2021 to 2022 and move the replacement of the NH 6030 mower ahead from 2022 to 2021. We could then donate the 2011 NH mower to the Soccer Association. We would expect that we could get approximately \$4,000 for the used mower.</p>
<b>Options/Consequences</b>	<ol style="list-style-type: none"><li>1. Enter into a five year contract with the Rimbey Minor Soccer Association for mowing of the soccer fields and increase staff levels and equipment.</li><li>2. Enter into a contract with the Rimbey Minor Soccer Association for the mowing of the soccer fields for a different term and increase staff levels and equipment.</li><li>3. Move the replacement of the NH 6030 mower ahead from 2022 to 2021 and donate the 2011 NH mower to the Rimbey Minor Soccer Association.</li></ol>
<b>Financial Implications</b>	<ol style="list-style-type: none"><li>1. Cost to increase staff positions and equipment.</li><li>2. Potential loss of approximately \$4,000.</li></ol>



REQUEST FOR DECISION

<b>Attachments</b>	Letter from Rimbey Minor Soccer Association
<b>Recommendation</b>	Administration recommends Council move the replacement of the NH 6030 mower ahead from 2022 to 2021, push the replacement of the 2009 Chev Regular Cab from 2021 to 2022 and donate the 2011 NH mower to the Rimbey Minor Soccer Association.
<b>Prepared By:</b>	<p><u>Lori Hillis</u> <u>June 29, 2020</u> Lori Hillis, CPA, CA Date Chief Administrative Officer</p>
<b>Endorsed By:</b>	<p><u>Lori Hillis</u> <u>June 29, 2020</u> Lori Hillis, CPA, CA Date Chief Administrative Officer</p>

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**Rimbey Minor Soccer Association**

[rimbeyminorsoccer@gmail.com](mailto:rimbeyminorsoccer@gmail.com)

(403) 396-3613 (Laurel Barton)

17th June, 2020

**Rimbey Town Council and Office**

4938 50 Ave, Rimbey Alberta, T0C 2J0

Dear Mayor Pankiw and respected Rimbey town councillors,

On behalf of the Rimbey Minor Soccer Association (RMSA), I appreciate the council taking the time to read this letter and consider the following information and request. Should you require any sort of clarification regarding the contents of this letter, please don't hesitate to contact me via the number or email above.

As many of you may be aware, RMSA finds itself in an unfortunate situation. On June 11, 2020 we lost our mower shed, as well as its contents, in a fire. Luckily the fire did not result in any injuries, but due to a shortfall in insurance the board is left with the potential of having to replace this equipment out of pocket. This is particularly unfortunate timing for RMSA, given we had no revenue for 2020 due to COVID and the subsequent season cancellation.

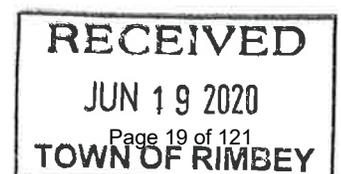
With that in mind, RMSA wishes to ask the town of Rimbey to consider a contract with our association regarding the mowing of our soccer fields in the future (from 2021 forward). We respectfully request that the town consider taking on the mowing of the fields with the assumption that RMSA would compensate the town for gas used and other minor expenses as deemed appropriate.

In terms of time commitment from the town, we approximate the need for mowing to be 1-2 times per week during the peak growing and playing season (May-June), then once every 1-2 weeks during the summer simply for maintenance. Given what we understand about the capacity of the town's mower, we suspect mowing the entire complex to be approximately an hour's work---and as such, that would mean one hour/ week would be a typical undertaking for the town (May-September). The board would continue to take full responsibility for our fields in all other respects, but hope the town will be willing to support youth sport with a commitment to assist with the mowing starting next year.

RMSA would like to suggest that we enter into an agreement regarding the mowing for a period of 5 years; with the arrangement to be reviewed at the 3 year mark to confirm both parties continue to be satisfied with the arrangement. RMSA is very open to discussion of this proposal and members of our board would happily attend your next council meeting to discuss it further.

Sincerely,

Laurel Barton, President, RMSA.



<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	July 28, 2020
<b>Subject</b>	Evergreen Estates Walking Trail
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>In the 2018 Capital Budget Council approved a walking trail from Drader Crescent to Evergreen Estates. The Town of Rimbey was to purchase the land and the Lion’s Club was to fund the construction of the trail. As part of the purchase and subdivision of the required land, Council began negotiations with the affected landowners. The land was transferred to the Town in January 2020. Costs to date incurred by the Town are \$15,000.</p> <p>As per the attached email from the president of the Rimbey Lion’s Club, the membership has defeated a motion to fund the construction of the Evergreen Walking Trail in this construction season unless the Town is willing to supply the matching grant funding.</p>
<b>Discussion</b>	<p>The residents of Evergreen Estates have requested the walking trail be constructed this year. In order to move ahead with the construction this year the Town will either need to enter into an agreement with the Lion’s club to supply the matching grant funding of approximately \$45,000 or to fund the entire construction from the 2020 Capital Budget. The additional funding required for the entire project is approximately \$90,000 in addition to the \$10,000 for engineering costs already in the 2020 Capital Budget.</p>
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Enter into an agreement with the Lion’s Club to supply the matching grant funding of approximately \$45,000. Funds to come from unrestricted surplus.</li> <li>2. Fund the entire project with an estimated cost of \$90,000. Funds to come from unrestricted surplus.</li> <li>3. Postpone the construction of the Evergreen Walking Trail until the Lion’s Club application for grant funding has been approved.</li> </ol>
<b>Financial Implications</b>	As above
<b>Attachments</b>	Email from the President of the Lion’s Club.
<b>Recommendation</b>	<p>Council determines if they wish to participate financially in the construction of the Evergreen Trail and if so, enter into an agreement with the Lion’s Club to supply the matching grant funding or fund the entire project.</p>



REQUEST FOR DECISION

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 23, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 23, 2020

Date

## Lori Hillis

---

**From:** Suzanne Leshchyshyn <sleshchy@gmail.com>  
**Sent:** Friday, July 03, 2020 12:19 PM  
**To:** Rick Pankiw; Lori Hillis  
**Cc:** Pat Ryan; Suzanne Leshchyshyn  
**Subject:** Walking Trail

Hello Mayor Rick,

### **RE: Walking Trail – Evergreen Section**

I am sure you have already heard from other club members that a motion was put forward to the Rimbey Lions club members about working on the walking trails prior to official CFEP grant approval. The Rimbey Lions club members voted and the motion was **defeated**.

**The motions from the July 2019 Rimbey Lions Club Meeting** when yourself and Councillor Bill were present **stand:**

Lion Laverne made a motion to support the Town in partnership, without time commitment, in completing the project of the walking trails. Seconded by Lion Jim. It was noted that \$20,000 has already been committed to the walking trails in a former motion. After further discussion – the motion was amended. Motion to support the Town in partnership, with no time commitment and as funds are available, including the \$20,000 set aside to complete the walking trails. Lion Jim seconded and agreed to the amendments **CARRIED**

Lion Steffen made a motion that we apply for the CFEP grant for the Evergreen walking trail. Discussion and suggested to apply for all appropriate grants available. Lion Steffen amended the motion to apply for the CFEP grant for the Evergreen walking trail and any other appropriate grants available. Seconded Lion Trudy **CARRIED**

As previously mentioned, if the Town wants the Evergreen section of the walking trail built this summer, perhaps the Town and developer could offer the matching grant portion until the Lions Club hears of the decision with the CFEP grant application. As it stands, Community Grants will provide a decision on the grant application in November 2020.

Regards,  
Suzanne Leshchyshyn  
President, Rimbey Lions

<b>Council   Agenda Item</b>	7.3
<b>Council Meeting Date</b>	July 28, 2020
<b>Subject</b>	Request for Compensation of Service Replacement – Will Weenink
<b>For Public Agenda</b>	Public information
<b>Background</b>	On July 20, 2020, Mr. Weenink requested the Town of Rimbey pay for the replacement of the sanitary service for 5102 51 Street.
<b>Discussion</b>	<p>In accordance with subdivision TR/20/02, in the spring of 2020 Mr. Weenink installed a new water line and a new sanitary service to one of the duplex units located at 5102 51 Street. At that time, Mr. Weenink also chose to replace the existing sanitary service that will continue to service the second unit. The existing water line was not replaced.</p> <p>The contractor requested the Director of Public Works come to site on June 8, 2020 at the start of the project before any work had begun. No discussion regarding the replacement of the existing sanitary line occurred at that first meeting. The contractor called the Director of Public works later that same day after the new lines were installed and the sanitary service was replaced. The following pictures were taken by the Director of Public Works at his second site visit on June 8, 2020:</p> <div data-bbox="680 1102 1295 1566" data-label="Image">  </div>



The Director of Public Works was not consulted on the condition of the existing sanitary service prior to the replacement and is therefore unable to verify if the replacement was required.



TOWN OF RIMBEY REQUEST FOR DECISION

When the Director of Public Works was on site for the second time on June 8, 2020, after the replacement was completed, Mr. Weenink verbally requested the Town pay for the replaced sanitary service and pavement. The Director of Public Works indicated that he could not comment on payment and would speak to the Chief Administrative Officer about the request. On July 8, 2020 the Town's Planning and Development Officer received a text message request from Mr. Weenink and responded via email on July 9, 2020 that a written request to council is required.

Normally the Director of Public Works is consulted prior to replacement of services within Town right-of-ways. As such, the Town has the opportunity to inspect the infrastructure and determine if replacement is required as the Town organizes and pays for the cost of replacement from the main to the property line.

However, in this circumstance the Town was not given the opportunity to review the infrastructure prior to replacement, and was not involved in the selection of the company hired to do the replacement and therefore had no involvement in determining the cost.

As the Town was unable to verify if replacement was necessary, and was not able to review replacement costs prior to construction, Administration recommends Council approve funding up to 50% of the cost of replacement. In order to provide the funds, itemized proof of the cost for the sanitary line replacement and associated pavement must be submitted to the Town.

Attachment

Letter from Mr. Weenink

Recommendation

Council approve funding up to 50% of the cost of replacement of the existing sanitary line and associated pavement repairs at 5102 51 Street upon itemized proof of the cost.

Prepared By:

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

July 21, 2020

Date

Endorsed By:

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 21, 2020

Date

1182211 Alberta Ltd

FOIA 17(c)

FOIA 17(c)

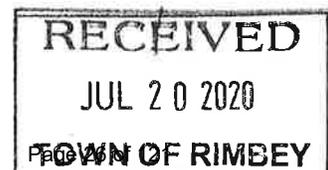
FOIA 17(c)

Dear Town of Rimbey Council:

I am writing to ask the town to pay for the service replacement on 5102 51<sup>ave</sup>. When we installed the new service to the west half of the duplex we also had to hook up the existing service from the property line to the east side of the duplex. The contractor doing the work informed me that the existing service looked to be plugged. He dug it up and it had been plugged because of a sag in the line from the property line to the main line in the street from many years of use. He also contacted Rick Schmidt who came and took pictures of the service issues. I was informed that the town is responsible for the service up to the property line on existing services so I contacted Rick to ask what was happening. He told me that he had forwarded the pictures to Liz and Lori and they would let me know. No one contacted me and after I got the bill for both services I phoned and was then informed that I would have to write this letter to ask the town to pay the portion of the bill related to the damaged service. The town also replaced the water stop just before we purchased the property and never replace the curb they removed to get at the stop. I was quoted \$8500 for the service and \$1200 to hook up the existing service. My total bill was \$14840 plus tax which I have paid at this time so I was hoping that the town would pay for \$5000 of the bill. That would leave me with a bill of \$9840 which is almost what I was quoted. Please let me know what you decide and if you need any more information.

Thanks,

Will Weenink





TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.4														
<b>Council Meeting Date</b>	July 28, 2020														
<b>Subject</b>	Evergreen Estates Local Improvement – Road Widths														
<b>For Public Agenda</b>	Public information														
<b>Background</b>	<p>On June 23, 2020 Administration received a petition requesting pavement within the Evergreen Estates subdivision. A review of the development agreement registered on the titles of all properties notes that paving will be done by local improvement tax whereby the Town will complete the local improvement and a local improvement tax will be imposed on the affected properties with repayment over time.</p> <p>Tagish Engineering completed onsite testing to help determine gravel depths and road widths. Tagish submitted initial cost estimates using the road widths stated in the development agreement and subsequent amended development agreement. Since providing the initial estimates a meeting with Administration, Tagish and Mr. Anderson was held to get further background information. Cost estimates have been revised based on additional information provided by Mr. Anderson.</p>														
<b>Discussion</b>	<p>Attached is a summary report provided by Tagish Engineering regarding two options for consideration by Council. Option 1 requires additional base work to widen the roads to the agreed widths in the development agreement. Option 2 considers narrower road widths for this development as the lots are very large with room for parking within each lot. In this option, no on-street parking will be allowed.</p> <p>The preliminary cost estimates presented provide two options:</p> <table border="1" data-bbox="479 1249 1242 1512"> <thead> <tr> <th colspan="2"><b>Option 1 – With Road Widening</b></th> </tr> <tr> <th><b>Road</b></th> <th><b>Road Width</b></th> </tr> </thead> <tbody> <tr> <td>61 Avenue Collector (east of 52 Street)</td> <td>10m</td> </tr> <tr> <td>61 Avenue Collector (west of 52 Street)</td> <td>10m</td> </tr> <tr> <td>53 Street local</td> <td>8m</td> </tr> <tr> <td>52 Street collector</td> <td>10m</td> </tr> <tr> <td>County Collector (east of 52 street)</td> <td>10m</td> </tr> </tbody> </table> <p>The total estimated cost of option 1 is \$963,728.70</p>	<b>Option 1 – With Road Widening</b>		<b>Road</b>	<b>Road Width</b>	61 Avenue Collector (east of 52 Street)	10m	61 Avenue Collector (west of 52 Street)	10m	53 Street local	8m	52 Street collector	10m	County Collector (east of 52 street)	10m
<b>Option 1 – With Road Widening</b>															
<b>Road</b>	<b>Road Width</b>														
61 Avenue Collector (east of 52 Street)	10m														
61 Avenue Collector (west of 52 Street)	10m														
53 Street local	8m														
52 Street collector	10m														
County Collector (east of 52 street)	10m														



TOWN OF RIMBEY REQUEST FOR DECISION

	<b>Option 2 – Without Road Widening</b>	
	<b>Road</b>	<b>Road Width</b>
	61 Avenue Collector (east of 52 Street)	9m
	61 Avenue Collector (west of 52 Street)	9m
	53 Street local	7.5m
	52 Street collector	9m
	County Collector (east of 52 street) 9m	
	The total estimated cost of option 2 is \$729,823.60.	
<b>Attachment</b>	Evergreen Estates Preliminary Cost Estimates	
<b>Recommendation</b>	Council approve road widths for 61 Ave east of 52 Street, 61 Ave west of 52 Street (Westview Drive), 52 Street and Twp 425 (County Road) to 9.0m top of asphalt width and road width for 53 Street (Evergreen Close) to 7.5m top width.	
<b>Prepared By:</b>		
		<u>July 23, 2020</u>
Lori Hillis, CPA, CA Chief Administrative Officer		Date
<b>Endorsed By:</b>		
		<u>July 23, 2020</u>
Lori Hillis, CPA, CA Chief Administrative Officer		Date

July 22, 2020

File# RB00  
Sent By: MailTown of Rimbey  
Box 350  
Rimbey, Alberta  
T0C 2J0**ATTENTION: Lori Hillis, CAO**

Dear Madam;

**RE: Evergreen Estates Road Upgrade**

As requested, Tagish Engineering has completed two revised preliminary estimates to get the roads related to the Evergreen Estates subdivision upgraded to an asphaltic concrete surface. Tagish completed the first submission to the Town in June and since that time we have met with the Town and Carey Anderson to get further background and information used to revise these estimates. It is understood that cost is important on all projects but especially vital as this project is being considered for local improvement and therefore the product needs to meet the financial expectations of the lot owners in order for the project to proceed. We were also able to gain further information from Mr. Anderson about the gravel road construction which helped estimate existing quantities.

There are two revised estimates which are both lower in cost than the June preliminary estimate. When reviewing the attached estimates there are several major points that should be highlighted.

1. In both estimates the driveways are not being paved instead this would be left to individual lot owners. This lowers the cost of the project, and for lots that are not developed it leaves flexibility in driveway location and sizing.
2. In the estimate labelled "No Road Widening", the road widths for 61<sup>st</sup> Ave, 52<sup>nd</sup> St, and Twp 425 have been revised to 9.0m top of asphalt width. 53<sup>rd</sup> Street has been revised to a 7.5m top width. This aligns much better with the existing gravel base and will not require loss of existing road structure for widening. (Further discussion on road widths in the paragraph below)
3. In both estimates the amount of crushed gravel has been reduced from the previous estimate. The developer was able to provide a cost summary and pictures to help estimate the existing gravel base. Upon further review a layer of gravel was worked into the subgrade initially that made judging the depth in the recent tesholes more difficult. As mentioned in point 2, more of the existing gravel base will stay in place as a result of the modified road widths.

As part of these estimates new road widths are being proposed for the Town's consideration and approval. Tagish Engineering has provided figures from Red Deer County's design standards for similar road widths to help understand the standard they are based on. The main consideration is by reducing the road width there is less room for on street parking. This subdivision has rural cross section roads and very large lots in both the residential and commercial areas and therefore parking can be satisfactory accommodated within the lots themselves, for this reason Tagish feels the narrower road width may be an appropriate selection for the nature of this development.

When considering both estimates Tagish believes they are within general conformance to the intent of the local improvement especially the "No Road Widening" option and therefore the full cost would be applicable to the local improvement.

In summary, the "No Road Widening" option may be a win/win scenario for all parties in considering that the overall local improvement cost has been reduced by acknowledging the fact that the subdivision is of rural design; thus allowing for a narrower road, with the realization that "No Parking" on the roadway would be implemented. If the Town can confirm which option, they prefer than either estimate can be used to initiate the local improvement bylaw process facilitated by others. Tagish would request confirmation of which option is selected and what timelines need to be met for tendering and construction. If upon review of the above information you have any questions or concerns, please contact me.

Yours truly,  
**TAGISH ENGINEERING LTD.**



Greg Smith, P.Eng.  
Principal Engineer

Attach (Cost Estimates(2), Road Cross Sections)

RB00\_LH01\_Evergreen Local Improv\_21July2020.docx



**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate - No Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE A - 61 AVENUE COLLECTOR (EAST OF 52 STREET) - BASE &amp; PAVE - 9m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$3,500.00	\$3,500.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Sawcut, remove and dispose of existing ACP (all depths)	lin.m.	26	\$30.00	\$780.00
5	Cold mill existing asphalt to tie in to proposed asphalt (0-50mm depth)	sq.m.	52	\$50.00	\$2,600.00
6	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	760	\$30.00	\$22,800.00
7	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (125mm average compacted depth) - 3m Width	tonne	50	\$32.00	\$1,600.00
8	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	480	\$110.00	\$52,800.00
9	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	300	\$6.00	\$1,800.00
<b>SCHEDULE A - BASE &amp; PAVE SUBTOTAL</b>					<b>\$88,880.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$8,888.00</b>
<b>SUBTOTAL</b>					<b>\$97,768.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$9,776.80</b>
<b>SCHEDULE A - TOTAL</b>					<b>\$107,544.80</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate - No Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE B - 61 AVENUE COLLECTOR (WEST OF 52 STREET) - BASE &amp; PAVE - 9m width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$4,000.00	\$4,000.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	915	\$30.00	\$27,450.00
5	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (125mm average compacted depth) - 3m Width	tonne	65	\$32.00	\$2,080.00
6	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	560	\$110.00	\$61,600.00
7	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	355	\$6.00	\$2,130.00
<b>SCHEDULE B - BASE &amp; PAVE SUBTOTAL</b>					<b>\$100,260.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$10,026.00</b>
<b>SUBTOTAL</b>					<b>\$110,286.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$11,028.60</b>
<b>SCHEDULE B - TOTAL</b>					<b>\$121,314.60</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate - No Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE C - 53 STREET LOCAL - BASE &amp; PAVE - 7.5m width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$3,750.00	\$3,750.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	900	\$30.00	\$27,000.00
5	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (120mm average compacted depth) - 3m Width	tonne	120	\$32.00	\$3,840.00
6	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (90mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	495	\$110.00	\$54,450.00
7	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	370	\$6.00	\$2,220.00
<b>SCHEDULE C - BASE &amp; PAVE SUBTOTAL</b>					<b>\$94,260.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$9,426.00</b>
<b>SUBTOTAL</b>					<b>\$103,686.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$10,368.60</b>
<b>SCHEDULE C - TOTAL</b>					<b>\$114,054.60</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate - No Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE D - 52 STREET COLLECTOR - BASE &amp; PAVE - 9m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$8,250.00	\$8,250.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$3,000.00	\$3,000.00
3	Shallow utility location and protection	hrs.	10	\$300.00	\$3,000.00
4	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	1950	\$30.00	\$58,500.00
5	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (125mm average compacted depth) - 3m Width	tonne	85	\$32.00	\$2,720.00
6	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	1195	\$110.00	\$131,450.00
7	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	730	\$6.00	\$4,380.00
<b>SCHEDULE D - BASE &amp; PAVE SUBTOTAL</b>					<b>\$211,300.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$21,130.00</b>
<b>SUBTOTAL</b>					<b>\$232,430.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$23,243.00</b>
<b>SCHEDULE D - TOTAL</b>					<b>\$255,673.00</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbe**  
**Evergreen Estates**  
**Preliminary Cost Estimate - No Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE E - COUNTY COLLECTOR (EAST OF 52 STREET) - BASE &amp; PAVE - 9m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$4,250.00	\$4,250.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Sawcut, remove and dispose of existing ACP (all depths)	lin.m.	15	\$30.00	\$450.00
5	Cold mill existing asphalt to tie in to proposed asphalt (0-50mm depth)	sq.m.	30	\$50.00	\$1,500.00
6	Supply, place and compact 20mm granular base course (200mm to 300mm compacted depth) c/w prime coat.	tonne	1370	\$30.00	\$41,100.00
7	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (180mm average compacted depth) - 3m Width	tonne	75	\$32.00	\$2,400.00
8	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	490	\$110.00	\$53,900.00
9	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	310	\$6.00	\$1,860.00
<b>SCHEDULE E - BASE &amp; PAVE SUBTOTAL</b>					<b>\$108,460.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$10,846.00</b>
<b>SUBTOTAL</b>					<b>\$119,306.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$11,930.60</b>
<b>SCHEDULE E - TOTAL</b>					<b>\$131,236.60</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate - No Road Widening**

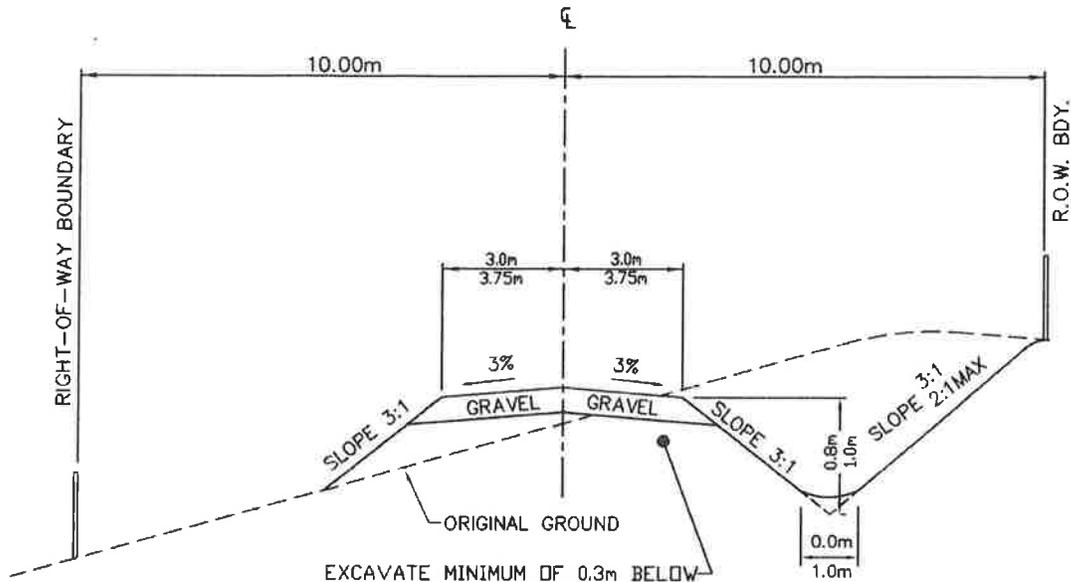
**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
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**SUMMARY OF SCHEDULES**

SCHEDULE A - 61 AVENUE COLLECTOR (EAST OF 52 STREET) - BASE & PAVE	\$88,880.00
SCHEDULE B - 61 AVENUE COLLECTOR (WEST OF 52 STREET) - BASE & PAVE	\$100,260.00
SCHEDULE C - 53 STREET LOCAL - BASE & PAVE	\$94,260.00
SCHEDULE D - 52 STREET COLLECTOR - BASE & PAVE	\$211,300.00
SCHEDULE E - COUNTY COLLECTOR (EAST OF 52 STREET) - BASE & PAVE	\$108,460.00
<b>BASE &amp; PAVE SUBTOTAL</b>	<b>\$603,160.00</b>
<b>CONTINGENCY (10%)</b>	<b>\$60,316.00</b>
<b>SUBTOTAL</b>	<b>\$663,476.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>	<b>\$66,347.60</b>
<b>TOTAL</b>	<b>\$729,823.60</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.



EXCAVATE MINIMUM OF 0.3m BELOW FINISHED SUBGRADE SURFACE  
 COMPACT EXPOSED SURFACE AND RESTORE TO GRADE WITH COMPACTED FILL

SURFACE WIDTH (m)	R.O.W. REQUIRED (m)	NORMAL SIDE SLOPE	MAXIMUM SIDE SLOPE	NORMAL BACK SLOPE	MAXIMUM BACK SLOPE	MINIMUM CURVE RADIUS (M)	MAXIMUM SUPER ELEVATION (m/m)	MAXIMUM GRADIENT (%)
6.0/7.5	20.0	3:1	3:1	3:1	2:1	130	0.06	7.0

**NOTES:**

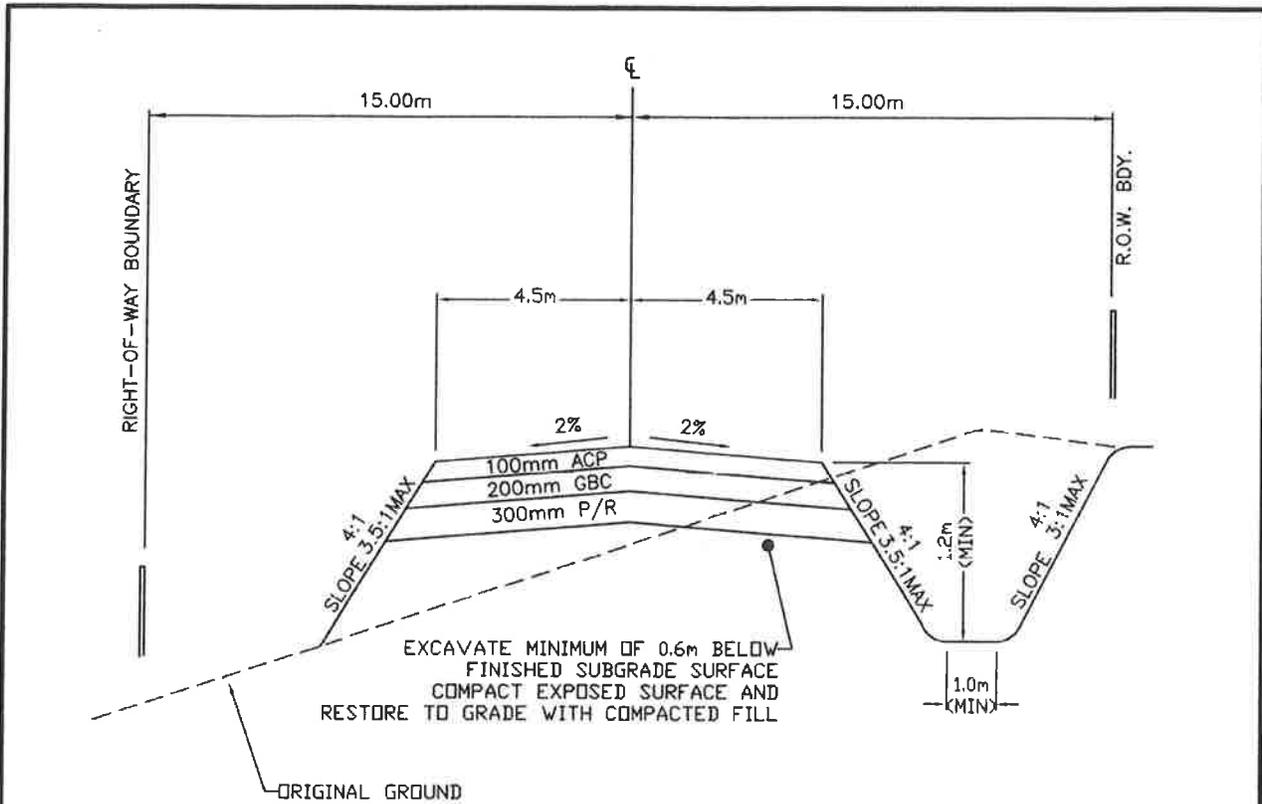
BACKSLOPES 5:1, 7:1, AND 10:1 IF LANDOWNER PREFERENCE

IF ADDITIONAL RIGHT-OF-WAY IS REQUIRED, TRY TO OBTAIN BY BACKSLOPING AGREEMENT, OTHERWISE PURCHASE.

DIMENSIONS  $\frac{X}{Y}$  MINIMUM / DESIRABLE

ANY DEVIATIONS FROM CROSS-SECTIONS MUST BE BASED ON ENGINEERING JUDGEMENT AND MUST BE APPROVED IN ADVANCE BY RED DEER COUNTY.

			<b>RED DEER COUNTY</b>		
			DRAWN BY: L.S.	<b>DESIGN GUIDELINE DRAWINGS ROADWAY DESIGN</b>	APPROVED BY:
			DATE: 30-July-19		ENGINEER
			SCALE: N.T.S.	<b>RURAL LOCAL ROADS LIMITED ACCESS ROAD STANDARD CROSS SECTION</b>	DRAWING NO.
1	July 2019	ISSUED FOR GUIDELINES			<b>5.00Q</b>
NO	DATE	REVISION			



SURFACE WIDTH (m)	R.O.W. REQUIRED (m)	NORMAL SIDE SLOPE	MAXIMUM SIDE SLOPE	NORMAL BACK SLOPE	MAXIMUM BACK SLOPE	MINIMUM CURVE RADIUS	MAXIMUM SUPER ELEVATION (m/m)	MAXIMUM GRADIENT (%)
9.0	30.0	4:1	3.5:1	4:1	3:1	130	0.06	6.0

**NOTES:**

- BACKSLOPES 5:1, 7:1, AND 10:1 IF LANDOWNER PREFERENCE
- IF MINIMUM ROW IS DEEMED ALLOWABLE BASED ON TERRAIN AND DRAINAGE, BACKSLOPING MUST BE OBTAINED FOR ALL PROPERTIES.
- IF ADDITIONAL RIGHT-OF-WAY IS REQUIRED, TRY TO OBTAIN BY BACKSLOPING AGREEMENT, OTHERWISE PURCHASE.

DIMENSIONS  $\frac{X}{Y}$   $\frac{\text{MINIMUM}}{\text{DESIRABLE}}$

ANY DEVIATIONS FROM CROSS-SECTIONS MUST BE BASED ON ENGINEERING JUDGEMENT AND MUST BE APPROVED IN ADVANCE BY RED DEER COUNTY.

			<b>RED DEER COUNTY</b>	
		DRAWN BY: L.S.	<b>DESIGN GUIDELINE DRAWINGS ROADWAY DESIGN</b>	
		DATE: 30-July-19	<b>RURAL LOCAL ROADS COMMERCIAL/ INDUSTRIAL ROAD STANDARD CROSS SECTION</b>	
		SCALE: N.T.S.		
1	July 2019	ISSUED FOR GUIDELINES	APPROVED BY:  ENGINEER DRAWING NO. <b>5.00M</b>	
NO	DATE	REVISION		

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate with Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE A - 61 AVENUE COLLECTOR (EAST OF 52 STREET) - BASE &amp; PAVE - 10m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$5,500.00	\$5,500.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Sawcut, remove and dispose of existing ACP (all depths)	lin.m.	26	\$30.00	\$780.00
5	Cold mill existing asphalt to tie in to proposed asphalt (0-50mm depth)	sq.m.	52	\$50.00	\$2,600.00
6	Excavate and widening road base c/w cutting of existing sideslope and re-placement of material once gravel lift has been established	sq.m.	400	\$20.00	\$8,000.00
7	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	950	\$30.00	\$28,500.00
8	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (125mm average compacted depth) - 3m Width	tonne	50	\$32.00	\$1,600.00
9	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	530	\$110.00	\$58,300.00
10	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	1000	\$6.00	\$6,000.00
<b>SCHEDULE A - BASE &amp; PAVE SUBTOTAL</b>					<b>\$114,280.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$11,428.00</b>
<b>SUBTOTAL</b>					<b>\$125,708.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$12,570.80</b>
<b>SCHEDULE A - TOTAL</b>					<b>\$138,278.80</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate with Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE B - 61 AVENUE COLLECTOR (WEST OF 52 STREET) - BASE &amp; PAVE - 10m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$6,200.00	\$6,200.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Excavate and widening road base c/w cutting of existing sideslope and re-placement of material once gravel lift has been established	sq.m.	625	\$20.00	\$12,500.00
5	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	1205	\$30.00	\$36,150.00
6	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (125mm average compacted depth) - 3m Width	tonne	65	\$32.00	\$2,080.00
7	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	625	\$110.00	\$68,750.00
8	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	1175	\$6.00	\$7,050.00
<b>SCHEDULE B - BASE &amp; PAVE SUBTOTAL</b>					\$135,730.00
<b>CONTINGENCY (10%)</b>					\$13,573.00
<b>SUBTOTAL</b>					\$149,303.00
<b>ENGINEERING &amp; TESTING (10%)</b>					\$14,930.30
<b>SCHEDULE B - TOTAL</b>					\$164,233.30

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate with Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE C - 53 STREET LOCAL - BASE &amp; PAVE - 8m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$4,800.00	\$4,800.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Excavate and widening road base c/w cutting of existing sideslope and re-placement of material once gravel lift has been established	sq.m.	435	\$20.00	\$8,700.00
5	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	1000	\$30.00	\$30,000.00
6	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (120mm average compacted depth) - 3m Width	tonne	120	\$32.00	\$3,840.00
7	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (90mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	525	\$110.00	\$57,750.00
8	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	735	\$6.00	\$4,410.00
<b>SCHEDULE C - BASE &amp; PAVE SUBTOTAL</b>					\$112,500.00
<b>CONTINGENCY (10%)</b>					\$11,250.00
<b>SUBTOTAL</b>					\$123,750.00
<b>ENGINEERING &amp; TESTING (10%)</b>					\$12,375.00
<b>SCHEDULE C - TOTAL</b>					\$136,125.00

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate with Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE D - 52 STREET COLLECTOR - BASE &amp; PAVE - 10m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$12,600.00	\$12,600.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$3,000.00	\$3,000.00
3	Shallow utility location and protection	hrs.	10	\$300.00	\$3,000.00
4	Excavate and widening road base c/w cutting of existing sideslope and re-placement of material once gravel lift has been established	sq.m.	1925	\$20.00	\$38,500.00
5	Supply, place and compact 20mm granular base course (100mm to 200mm compacted depth) c/w prime coat.	tonne	2830	\$30.00	\$84,900.00
6	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (125mm average compacted depth) - 3m Width	tonne	85	\$32.00	\$2,720.00
7	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	1320	\$110.00	\$145,200.00
8	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	2425	\$6.00	\$14,550.00
<b>SCHEDULE D - BASE &amp; PAVE SUBTOTAL</b>					\$304,470.00
<b>CONTINGENCY (10%)</b>					\$30,447.00
<b>SUBTOTAL</b>					\$334,917.00
<b>ENGINEERING &amp; TESTING (10%)</b>					\$33,491.70
<b>SCHEDULE D - TOTAL</b>					\$368,408.70

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbeey**  
**Evergreen Estates**  
**Preliminary Cost Estimate with Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE E - COUNTY COLLECTOR (EAST OF 52 STREET) - BASE &amp; PAVE - 10m Width</b>					
1	Mobilization and Bonding (not to exceed 10%)	L.S.	1	\$5,300.00	\$5,300.00
2	Traffic accommodation, including signage, personnel and roadway maintenance	L.S.	1	\$1,500.00	\$1,500.00
3	Shallow utility location and protection	hrs.	5	\$300.00	\$1,500.00
4	Sawcut, remove and dispose of existing ACP (all depths)	lin.m.	15	\$30.00	\$450.00
5	Cold mill existing asphalt to tie in to proposed asphalt (0-50mm depth)	sq.m.	30	\$50.00	\$1,500.00
6	Excavate and widening road base c/w cutting of existing sideslope and re-placement of material once gravel lift has been established	sq.m.	365	\$20.00	\$7,300.00
7	Supply, place and compact 20mm granular base course (200mm to 300mm compacted depth) c/w prime coat.	tonne	1530	\$30.00	\$45,900.00
8	Supply, place and compact 20mm crushed gravel for driveways tie-ins due to raised road surface (180mm average compacted depth) - 3m Width	tonne	75	\$32.00	\$2,400.00
9	Prepare surface, supply, place and compact 12.5mm Asphaltic Concrete Pavement (100mm compacted depth) - Type M1 (PG 52-34) c/w tack coat	tonne	545	\$110.00	\$59,950.00
10	Supply and place grass seeding to all disturbed side slopes c/w fertilizer and 100mm Topsoil	sq.m.	615	\$6.00	\$3,690.00
<b>SCHEDULE E - BASE &amp; PAVE SUBTOTAL</b>					<b>\$129,490.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$12,949.00</b>
<b>SUBTOTAL</b>					<b>\$142,439.00</b>
<b>ENGINEERING &amp; TESTING (10%)</b>					<b>\$14,243.90</b>
<b>SCHEDULE E - TOTAL</b>					<b>\$156,682.90</b>

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

**Town of Rimbey**  
**Evergreen Estates**  
**Preliminary Cost Estimate with Road Widening**

**Project No: RB00**  
**Date: July 2020**  
**Compiled By: L.S.**  
**Reviewed By: G.S. / G.M.**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SUMMARY OF SCHEDULES</b>					
	SCHEDULE A - 61 AVENUE COLLECTOR (EAST OF 52 STREET) - BASE & PAVE				\$114,280.00
	SCHEDULE B - 61 AVENUE COLLECTOR (WEST OF 52 STREET) - BASE & PAVE				\$135,730.00
	SCHEDULE C - 53 STREET LOCAL - BASE & PAVE				\$112,500.00
	SCHEDULE D - 52 STREET COLLECTOR - BASE & PAVE				\$304,470.00
	SCHEDULE E - COUNTY COLLECTOR (EAST OF 52 STREET) - BASE & PAVE				\$129,490.00
				<b>BASE &amp; PAVE SUBTOTAL</b>	\$796,470.00
				<b>CONTINGENCY (10%)</b>	\$79,647.00
				<b>SUBTOTAL</b>	\$876,117.00
				<b>ENGINEERING &amp; TESTING (10%)</b>	\$87,611.70
				<b>TOTAL</b>	\$963,728.70

Note: This estimate is based on preliminary designs and should only be used for probable cost budgeting purposes. All estimates based on 2020 pricing. Future construction costs are subject to change.

<b>Council Agenda Item</b>	7.5
<b>Council Meeting Date</b>	July 28, 2020
<b>Subject</b>	Cast-A-Waste Inc.
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>The Town of Rimbey currently has a service agreement with Cast-A-Waste Inc. for residential waste collection and residential recycling.</p> <p><b>3.1 TERM OF CONTRACT</b></p> <p>3.1.1 The term of this Agreement shall commence April 1, 2016 (the "Commencement Date") and subject to extension or earlier termination as provided for herein, shall be in effect for a Period of five (5) years.</p> <p>3.1.2 At The Town's discretion the term of the Contract may be extended under the same terms and conditions for one (1) successive period of two (2) years such that the maximum term of the Contract will not exceed seven (7) years.</p> <p>Previous to the current service agreement, their contract was from April 1, 2011 to March 31, 2014, and then extended by two years of April 1, 2014 to March 31, 2016. This extension included increases in compensation.</p>
<b>Discussion</b>	<p>Administration has received a letter from Cast-a-Waste Inc. proposing a two year extension under the same terms and conditions, with the following proposed amendments, to be effective April 1, 2021:</p> <p>Monthly garbage collection to go from \$5,650 per month to \$5,.850 per month          Monthly recycling collection to go from \$3,300 per month to \$3,500 per month</p>
<b>Relevant Policy/Legislation</b>	
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. To enter into a Residential Waste Collection Service Agreement Extension of Contract for the two year period of April 1, 2021 to March 31, 2023 under the same terms and conditions, with monthly garbage collection to go from \$5,650 per month to \$5,850 per month and monthly recycling collection to go from \$3,300 per month to \$3,500 per month.</li> <li>2. Let the current Residential Waste Collection Service Agreement expire and put the required service out for tender.</li> </ol>





# Cast-A-Waste Inc.



Box 1183 Rimbey, AB T0C 2J0 Phone: (403)704-7159

July 13, 2020

Town of Rimbey  
c/o Lori Hillis, CAO  
Box 350  
Rimbey, AB  
T0C 2J0

Dear CAO Hillis,

Cast-A-Waste Inc. enjoys the long partnership established with the Town of Rimbey and would like to request the Town consider an extension as per clause 3.1.2 of the current contract.

The existing contract expires March 31, 2021. We would like to propose a two-year extension under the same terms and conditions, with the following proposed amendments, to be effective April 1, 2021:

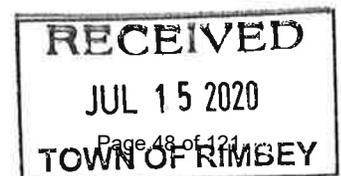
- Monthly garbage collection to go from \$5,650 per month to **\$5,850** per month
- Monthly recycling collection to go from \$3,300 per month to **\$3,500** per month

This request represents an overall increase of 2.2% per year over the next two years, through to spring 2023. The annual Consumer Price Index for Alberta as of January 2020 is 3%. The uncertainty and added costs of the Covid pandemic is sure to increase the annual CPI for 2020 and beyond.

Cast-A-Waste Inc. believes our proposal provides cost assurance for the Town of Rimbey in addition to a continued high level of service to residents for its waste collection needs. Please feel free to contact me at 403-704-7159 to arrange a time to meet if you wish to discuss this proposal further. Cast-A-Waste Inc. looks forward to your response.

Sincerely,

Kelly Giesbrecht, Principal  
Cast-A-Waste Inc.



**RESIDENTIAL WASTE COLLECTION SERVICE AGREEMENT**

This Agreement made effective as of the 22 day of March, 2016

Between:

**TOWN OF RIMBEY**  
(Hereinafter referred to as the "Town")

- and -

**CAST-A-WASTE INC.**  
(Hereinafter referred to as the "Contractor")

This Agreement provides the general terms and conditions under which the Contractor will perform services for the Town, in accordance with the RFP FOR CURBSIDE COLLECTION AND HAULING OF RESIDENTIAL WASTE AND RECYCLING.

WHEREAS the Town desires to provide Residential Solid Waste and Recycling Collection Services to its residents;

AND WHEREAS the Town called for proposals to provide such Residential Solid Waste and Recycling Collection Services pursuant to the RFP FOR CURBSIDE COLLECTION AND HAULING OF RESIDENTIAL WASTE AND RECYCLING;

AND WHEREAS the Contractor prepared and submitted a proposal (the "Proposal") for the provision of Residential Solid Waste and Recycling Collection Services;

AND WHEREAS upon review of the proposals submitted to the Town, the Town has agreed, subject to the terms of this agreement in accordance with the RFP FOR CURBSIDE COLLECTION AND HAULING OF RESIDENTIAL WASTE AND RECYCLING to enter into a contract with the Contractor for the provision by the Contractor of Residential Solid Waste and Recycling Collection Services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants herein contained and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each of the parties) the Town and the Contractor agree as follows:

**ARTICLE 1**  
**SERVICES CONTRACTED**

**1.1 DEFINITIONS**

- 1.1.1. For the purposes of this Agreement, the following definitions shall apply:
- 1.1.2. "Agreement" means this Agreement together with any Schedules;
- 1.1.3. "Commencement Date" means April 1<sup>st</sup>, 2016;
- 1.1.4. "Disposal Site" means such site approved for disposal of Residential Waste as designated by the Town;
- 1.1.5. "Residential Dwelling Unit" means a single-family dwelling or self-contained living units with a multi-family dwelling or a dwelling unit with a multi-family structure (such as a duplex, four-plex or other legally permissible suite with a separate title);
- 1.1.6. "Residential Waste" means the solid waste stream that would normally be generated and discarded from a Residential Dwelling Unit and which includes, but is not limited to: kitchen organic waste, packaging, ashes, yard waste, by-products of the preparation, consumption or storage of food, edible foods and other such material, but excludes construction, renovation and demolition waste, industrial, commercial and institutional, hazardous waste and biological waste;
- 1.1.7. "Recycling" means all items that would normally be recycled as part of a recycling program from a Residential Dwelling Unit and which includes: paper, cardboard/boxboard, plastic, tin, aluminum;
- 1.1.8. "Services" means the Residential Waste and Recycling collection, transportation and disposal services referred to in this Agreement.

**1.2. SCOPE OF SERVICE**

- 1.2.1. The Contractor shall collect, remove, transport and dispose of Residential Waste material from each and every residential dwelling included within the Town of Rimbey Residential Waste Collection Program. Award of this Agreement shall not prevent the Town, occupant, tenant or person in charge from entering into an agreement with any other person or company for the collection, removal and disposal of waste accumulated at a Residential Dwelling Unit, during construction, renovation or demolition of the Residential Dwelling Unit.

1.2.2. The Contractor shall collect, remove, transport and dispose of Residential Recycling Material from each and every residential dwelling included within the Town of Rimbey Residential Waste and Recycling Collection Program. The location of Disposal of recycling material be of the Contractor's choosing, and approved by the Town. Once collected, all recyclable materials become the property and responsibility of the Contractor, as well as any revenue generated from such material.

1.2.3. As of January 2016 there were approximately 959 Residential Dwelling Units in the Town of Rimbey Residential Waste and Recycling Collection Program. The Town estimates that the number of residential dwellings eligible for the Curbside Residential Waste and Recycling Collection program will increase by approximately 1% every year for the term of this Agreement.

1.2.4. The frequency of Residential Waste collection shall be one (1) collection per residential dwelling per week, every Thursday.

1.2.5. The frequency of Residential Recycling collection shall be bi-weekly collection per residential dwelling per month, on Tuesdays, with the proposed schedule to be approved by the Town.

### **1.3. PREPARATION OF RESIDENTIAL WASTE AND RECYCLING FOR COLLECTION**

1.3.1. The Contractor shall not be responsible for collecting Residential Waste and Recycling that is not properly prepared or placed in accordance with the standards and limits as set forth in any resolutions or bylaws passed by the Town from time to time in respect of such matters. The Contractor will be supplied a copy of the limits and standards at the commencement of this Agreement along with any amendments thereto from time to time.

1.3.2. Any Residential Waste set out for collection in excess of the then current limit for Residential Waste collection shall not be collected by the Contractor unless the Town authorizes the collection of such. It is the discretion of the Town to revise the "Unit Limit" from time to time. It is understood there will be a transition period during the first month of this Agreement, whereby all garbage set out for collection shall be collected by the Contractor.

1.3.3. If the Town chooses to transition to a semi-automated collection system, the unit limit for Residential Waste Collection will be one (1) 242 L (64 Gallon) semi-automated waste collection cart of Residential Waste per dwelling unit per week.

- 1.3.4. Carts, cans or bags containing Residential Waste and Recycling to be collected shall be collected in the lane behind each residential dwelling unit. The Town will provide a map to the Contractor of the Residential Waste and Recycling that shall be collected from the front property line of the residential dwelling or curbside. The Contractor shall at no time trespass upon private property to collect Residential Waste and Recycling.
- 1.3.5. The Contractor shall collect Residential Waste and Recycling that is not properly prepared or set out only if specifically requested to do so by the Town.
- 1.3.6. The Contractor's vehicles collecting Residential Waste and Recycling may not at any time drive on driveways, sidewalks, boulevards, or lawns.
- 1.3.7. Subject to the other terms and conditions of this Agreement, the Contractor shall at its own expense collect Residential Waste and Recycling, supply all necessary labour, tools, machinery and equipment in connection with the collection of Residential Waste and Recycling, and do all necessary things to remove and transport in a safe and environmentally responsible manner to the Disposal Site each week.

#### **1.4. MANNER OF COLLECTION**

- 1.4.1. The Contractor, its agents and employees (collectively "Collector(s)"), shall maintain a positive, friendly customer service level and be alert, polite and courteous to the public at all times. The Town shall have the right to request the removal of any Collector who repeatedly does not provide the expected and required level of service.
- 1.4.2. Collection shall be made with a minimum of noise and traffic delay and will not start before 7:00 am. The Collectors will adhere to and abide by all the traffic rules and laws.
- 1.4.3. Collectors shall handle all waste receptacles as carefully and quietly as possible and in the case of annual collection, all waste receptacles and container lids must be placed back on (or in) the receptacles and containers. The Collectors shall return the receptacles and containers to their proper location. The Collectors shall clean up all refuse spilled during Residential Waste and Recycling Collection. The Collectors shall ensure that any emptied receptacles and containers are placed off the traveled portion of the road so as not to interfere with road or sidewalk traffic and placed in a stable position.
- 1.4.4. Any issues with the performance of the waste collection vehicles (i.e. spills or leaks) will be immediately reported to the applicable authorities and to the Town, and cleanup will take place immediately thereafter. It shall be the Contractor's responsibility to be informed of all federal or provincial legislation and procedures to be followed in the event of a hazardous material spill or leak.

- 1.4.5. All waste collection vehicles shall have some form of communication device on board (radio or cell phone) to enable close communication between the Town and the Contractor.
- 1.4.6. All equipment supplied by the Contractor shall meet current safety and environmental regulations.
- 1.4.7. The Collectors shall inform the Town of any issues (i.e. tagged bags or late set out) by telephone at the end of every collection day prior to leaving Rimbey. The Town shall contact the Collectors if any customer service requests have been received. The Contractor/Collectors will service any and all customer service requests the day of the request whenever possible. Timing of the fulfillment of the Customer Service Request(s) is to be determined by the Town.
- 1.4.8. The Collection Route is said to be complete when all dwellings included within the Town have been collected and all Customer Service Requests have been fulfilled.
- 1.4.9. Where a Residential Dwelling Unit is serviced by a gravelled alley or lane way, and where the Contractor must utilize the gravelled alley or lane way for the purpose of collecting Residential Waste, the Contractor shall use reasonable efforts to operate heavy machinery and equipment along the central part of the alley or lane way so as to avoid deep rutting or similar damages to the edges of the alley or lane way. Regular non-emergency use of the emergency brakes is prohibited.
- 1.4.10. In the event that alley or lane way rutting or similar damage occurs, the Contractor shall contact the Town immediately so that repairs can be made during normal working hours. Initial or first occurrence repairs shall be performed by the Town at no charge to the Contractor. Where there is subsequent damage for which the Contractor has been determined to be responsible by the Town, the Contractor will be invoiced for all personnel and equipment costs as per the Town's rates and fees and the Contractor shall pay such invoice in full within 30 days of the invoice date.
- 1.4.11. It is understood and agreed that the Town shall not be responsible for towing charges or damage occasioned by the condition of the Town streets or lanes.
- 1.4.12. At no time shall the Contractor allow any individual, other than the Contractor's agents or employees, in or on a waste collection vehicle while in the Town's corporate boundaries.

## **1.5. SCHEDULE AND TIME**

1.5.1.The Contractor shall collect the Residential Waste and Recycling in accordance with the schedule set out at the beginning of this Agreement between the hours of 7:00 am and 7:00 pm. The Contractor will maintain a consistent pick up route for each waste and recycling collection day; starting and ending each waste and recycling collection day in the same order for each waste and recycling collection occurrence.

1.5.2.Except as otherwise provided, when a scheduled collection day falls on a statutory holiday, the Contractor shall proceed with collection of Residential Waste on the scheduled collection day even though it is a statutory holiday.

1.5.3.If a scheduled collection day falls on a Christmas Day and/or New Year's Day, the Town will adjust the collection schedule and inform the collector.

## **1.6. DISPOSAL**

1.6.1.The Contractor shall collect and transport all Residential Waste to a lawfully approved disposal site and dispose of it in a safe and environmentally responsible manner (regardless of the manner of collection).

1.6.2.All Residential Waste delivered to the Disposal Site will be weighed on a semi-automated scale. The Contractor is required to ensure that their personnel are instructed in the proper use of the scale and adhere to required procedures.

1.6.3.Should scale breakdown occur at the Disposal Site, land weights will be based on average estimated weights for the particular season, being either spring, summer, fall or winter derived from Town records. The estimate will be made by the Town and communicated to the Contractor.

1.6.4.All load weights shall be recorded and certified at the Disposal Site on a per load basis. A copy of the certified record (scale ticket) shall be endorsed by the operator of the Contractor's vehicle and submitted to the Disposal Site unless otherwise directed by the Town.

1.6.5.No load originating or terminating in the Town will be shared with other customers of the Contractor.

**ARTICLE 2**  
**CONTRACTOR'S COVENANTS**

**2.1 ACTS & REGULATIONS**

2.1.1. The Contractor shall comply with all requirements of those federal, provincial, municipal or other governmental bodies, agencies, tribunals or authorities having jurisdiction and lawfully empowered to make and/or impose laws, by-laws, rules, orders or regulations with respect to the Contractor's obligations under the Contract, including, without limitation the following:

- Workers' Compensation Act;
- Labour Relations Code;
- Occupational Health and Safety Act;
- Public Health Act;
- Environmental Protection and Enhancement Act;
- Employment Standards Act;
- Safety Codes Act;
- Hazardous Products Act (Canada);
- Hazardous Material Information Review Act;

2.1.2. The Contractor shall abide by all rules and regulations adopted by The Town and communicated from time to time in writing to the Contractor during the term of Contract.

2.1.3. In response to changing environmental practices along with regulations and legislation adopted or enacted by the Government of Alberta or Canada, The Town may implement reasonable municipal policies from time to time or at any time after the commencement of a Contract with respect to the standards and manner of collection and disposal of solid waste. The Town will provide the Contractor with a copy of such municipal policies adopted at least fourteen (14) days prior to commencement of application of the same. The Contractor shall agree to make any and all changes necessary within a reasonable time to strictly comply with such municipal policies in the performance of its obligations under the Contract. If there is a conflict between the terms of the Contract and such municipal policy, the terms as set forth in the municipal policy shall govern.

2.1.4. The Contractor shall be responsible for all associated costs in connection with its compliance with any municipal policies with respect to the standards and manner of collection and disposal of solid waste adopted from time to time.

2.1.5. If the Contractor is of the opinion that the associated costs to the Contractor to comply with any such municipal policy are unreasonable and the parties are unable to agree to reasonable costs for which the Contractor is responsible, the Contractor may elect within three (3) months of receipt of a copy of such municipal policy, to terminate the contract in accordance with terms of Section 3, "Scope of Work" herein or to proceed to arbitration in accordance with provisions of the Arbitration Act of Alberta and determine the reasonableness and the amount of the associated costs which the Contractor should bear.

2.1.6. If a matter is submitted to arbitration, the Contractor shall continue to provide services pursuant to the Contract without interruption during the course of the arbitration.

## **2.2. PERFORMANCE**

2.2.1. The Town requires written confirmation by a Proponent respecting the Proponent's commitment and ability to comply with legislative requirements and industry standards. The Proposal must respond specifically to the following:

- Confirmation that the Proponent will follow all policies and procedures of The Town;
- Confirmation that the Proponent will attend safety and coordination meetings so that the Proponent may be informed of health or safety hazards at any work location;
- Confirmation of The Town's right to require the Proponent to take additional steps such as additional training or appointment of additional supervision, and the right of The Town to stop work or ultimately terminate the Contract without penalty if work is not being performed safely by the Proponent;
- Prohibition against the Proponent entering into subcontracts with prior approval;
- Confirmation of the obligation to furnish evidence of compliance with all applicable workers' compensation legislation at designated intervals, including confirmation of personal coverage by owners of the business if the owners will be performing work; and,
- Confirmation of the Proponent's obligation to indemnify The Town for any losses, including fines or legal expenses, arising from health and safety liability.

## **2.3. INSURANCE REQUIREMENTS**

2.3.1. The Contractor shall during the term of the Contract and at its own expense maintain with Insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to The Town the following insurance policies:

2.3.1.1. A Commercial General Liability insurance policy for bodily injury (including death) and property damage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive limit for any one occurrence and such policy shall:

- Include the Town of Rimbey as an additional insured;
- Include a cross liability clause;
- Products and Completed Operations Endorsement;
- Non-owned Automobile Liability Endorsement to limits of not less than TWO MILLION DOLLARS (\$2,000,000.) per occurrence;
- Contractors Equipment Floater Endorsement for full replacement costs.

2.3.1.2. An automobile liability insurance policy, covering all owned automobiles used in connection with or relating to the Services provided by the Contractor, such policy shall protect and indemnify the Town and the Contractor and its

employees, agents, servants, invitees, customers and those for whom it is responsible at law, from and against all claims for damage or injury to person or property for the loss of life including liability assumed under this Agreement. The limits of such coverage shall be TWO MILLION DOLLARS (\$2,000,000.00) per automobile and TWO MILLION DOLLARS (\$2,000,000.00) per occurrence.

- 2.3.2. The said insurance policies shall include provision for The Town to be given thirty (30) days written notice prior to cancellation, and thirty (30) days prior notice of any material change.
- 2.3.3. The Contractor shall provide documentary evidence in a form satisfactory to The Town of the above mentioned insurance policy at inception of the Contract and at each renewal date thereafter or when requested by the Town.
- 2.3.4. The Contractor and not The Town shall be responsible for any deductible that may apply in any of the said insurance policies.
- 2.3.5. The insurance requirements detailed here are considered to be the minimum required by the Contractor. These limits may be exceeded by the Contractor without consultation with the Town.

## **2.4. SECURITY CLEARANCE**

The purpose of this section is to ensure that ALL Contractor employees working within and around the Buildings owned and operated by the Town are free of Criminal records and Convictions for offenses against Persons, or Property, for which they have not been pardoned. Authority for access of the Buildings owned and operated by the Town shall be withheld from all persons that have not fulfilled the Security Clearance requirements as specified within this section.

- 2.4.1. NOT assign ANY person to perform work for The Town that is under the age of 16.
- 2.4.2. PRIOR to permitting ANY employee to perform work on the Contractor's behalf within the Town's Buildings, CAUSE that person to submit an accurate and fully completed Security Clearance. A photocopy of identification satisfactory to the Town (usually a Driver's License, Immigration or Passport Documents, or other Photo bearing identification) MUST be provided and accompany the Security Clearance Form.
- 2.4.3. NOT assign ANY person to perform work within the buildings owned and operated by the Town until such time that the Security Clearance Form has been investigated and the result of that investigation is made known to the Town and the Contractor.
- 2.4.4. NOT assign ANY person to perform work within the buildings owned and operated by the Town of Rimbey that is found to have, or otherwise known by the Contractor, to have, a Criminal Record OR Conviction for offenses against persons or property (e.g. theft, shoplifting, assault, sexual offenses, etc.) for which a pardon has not been obtained.

2.4.5. INFORM the Town of any/all contracted employees authorized to work within the Buildings Owned and operated by the Town that is convicted of offenses against persons or property DURING the term of the Contract.

## **2.5. EQUIPMENT**

2.5.1. All waste collection vehicles shall conform to licensing under the Motor Vehicles Act in the Province of Alberta.

2.5.2. Any piece of equipment that exhibits a frequency of breakdowns that impact the delivery of Service under the Contract will be suitably replaced.

## **2.6. USE OF PREMISES**

2.6.1. The Contractor shall be responsible for any and all damage to any premises caused during the provision of services under the Contract.

2.6.2. The Contractor shall not jeopardize the security of any premises and shall conform to any security procedures established by The Town.

## **2.7. OCCUPATIONAL HEALTH & SAFETY**

2.7.1. For the purposes of the Occupational Health and Safety Act, the Contractor is considered to be the "Prime Contractor" as defined in the Act. It is specifically drawn to the attention of the Proponent that the Occupational Health & Safety Act provides in addition to other things that:

- "A Prime Contractor shall ensure, on a project undertaken by the Prime Contractor constructor that, the measures and procedures prescribed by this Act and the regulations are carried out on the project.
- Every employer and every Worker performing Work on the project complies with this Act and the regulations; and
- The health and safety of Workers on the project is protected."

## **ARTICLE 3**

### **CONTRACT DURATION AND TERMS OF PAYMENT**

#### **3.1 TERM OF CONTRACT**

3.1.1. The term of this Agreement shall commence April 1, 2016 (the "Commencement Date") and subject to extension or earlier termination as provided for herein, shall be in effect for a Period of five (5) years.

3.1.2. At The Town's discretion the term of the Contract may be extended under the same terms and conditions for one (1) successive period of two (2) years such that the maximum term of the Contract will not exceed seven (7) years.

### **3.2. FIRM PRICE AND ESCALATION**

3.2.1. The prices set out in schedule "A" attached hereto shall apply during the term of this Agreement. All prices are in Canadian currency. Prices will include all applicable taxes, duties and costs of packing, cartage and transportation and other charges, unless otherwise stipulated.

### **3.3. INVOICE and PAYMENT PROCEDURES**

3.3.1. On a monthly basis, the Contractor shall invoice The Town for collection, transportation and disposal charges, if applicable, for the preceding month. All backup documentation supporting the charges must be included with the invoice and each component of the contract invoiced separate.

3.3.2. The Town will and agree that, conditional upon the Contractor promptly, faithfully and properly fulfilling the terms and conditions of the Contract in every detail to the satisfaction of the Town, it shall pay the Contractor within 30 days after receipt of the Contractor's invoice in Canadian funds subject to adjustments, additions and deductions as provided in the Contract.

3.3.3. The invoices shall be forwarded to The Town on a monthly basis within ten (10) working days from the end of the month within which the work being invoiced was provided. The invoices will be separated out for each different scope of work.

3.3.4. No payments shall be made in accordance with the Contract unless The Town is in receipt of the following, to be provided annually:

- Worker's Compensation Board Certificate of Good Standing (W.C.B. 368).
- Town of Rimbey Business License.

### **3.4. LETTER OF CREDIT**

3.4.1. Within fifteen (15) days of signing the Contract the successful Proponent shall furnish to the Town at their own expense an irrevocable Letter of Credit in an amount to be negotiated as a percentage of the annual contract amount. The Letter of Credit will be adjusted annually at December 31<sup>st</sup> to reflect the current contract amount(s) and must be automatically renewed during the full term of the Contract (including contract extensions). The successful Proponent shall provide proof of renewal each time the Letter of Credit is renewed.

3.4.2. The Letter of Credit shall secure the faithful performance of the Contract including but not limited to the provisions set forth in the agreement. This includes specifications and conditions of the Contract, and in default thereof, to protect the Town against losses, incurred expenses or damage arising by reason of failure of the successful Proponent to faithfully perform the said Contract.

### **3.5. TERMINATION**

3.5.1. Any of the following occurrences or acts will constitute an event of default by the Contractor under this Agreement:

- 3.5.1.1. Non-performance or non-observance of any of the Contractor's covenants, agreements, or obligations hereunder, express or implied, continuing for fifteen (15) days after the Town has given the Contractor notice in writing to rectify the non-performance or non-observance. If the failure cannot be remedied within fifteen (15) days, then the Town in its discretion may extend the time period for rectification or terminate this Agreement;
- 3.5.1.2. An assignment by the Contractor for the benefit of creditors or Contractor becoming bankrupt or insolvent, taking the benefit of any legislation for the protection of a bankrupt or insolvent parties; or
- 3.5.1.3. The appointment of a Receiver for the Contractor.
- 3.5.1.4. In the event either 3.5.1.2 or 3.5.1.3 occurs, the Town will have the right to terminate this Agreement immediately.
- 3.5.1.5. Notwithstanding anything contained herein, the Town may, at any time during the term of this Agreement, upon giving 30 days' notice to the Contractor, terminate this Agreement if the Town is of the opinion that the services supplied by the Contractor no longer has the financial capability to perform its obligations under this Agreement.
- 3.5.1.6. The Town in its sole discretion may terminate this Agreement for reasons including, but not limited to, unethical or criminal activities by the Contractor upon giving 7 days' notice to the Contractor.

In addition to the rights of termination set out in Clause 3.4, Termination, either party may terminate this contract by giving twelve (12) weeks written Notice, which shall be delivered in accordance with the provisions of Clause 27, General Conditions of the Proposal form.

## **ARTICLE 4 GENERAL TERMS AND CONDITIONS**

### **4.1 PERFORMANCE GUARANTEE**

- 4.1.1. Within fifteen (15) days of signing this Agreement the Contractor shall furnish to the Town at the Contractor's own expense an irrevocable Letter of Credit in the amount of \$52,800.00.
- 4.1.2. The Letter of Credit shall secure the faithful performance of this Agreement including but not limited to the provisions set forth in this Agreement. This includes specifications and conditions of this Agreement, and in default thereof, to protect the Town against losses, incurred expenses or damage arising by reason of failure of the Contractor to faithfully

perform this Agreement. In the event of a default by the Contractor, the Town shall be entitled to take action upon the Letter of Credit in such manner as it shall determine in its absolute discretion.

#### **4.2. INDEMNITY**

4.2.1. The Contractor agrees to indemnify and hold harmless the Town from any loss or damage, any and all third party claims, demands, or actions, for which the Contractor is legally responsible, including those arising out of negligence, wilful harm, or crimes by the Contractor or Contractor's employees, agents, or sub-Contractors. This provision shall survive termination of this Agreement.

4.2.2. The Town will not be liable or responsible for any bodily or personal injury or property damage of any nature that may be suffered by the Contractor, its employees, agents or Sub-Contractors in the performance of this Agreement.

#### **4.3. INDEPENDENT CONTRACTOR**

4.3.1. Neither the Contractor, nor anyone used or employed by the Contractor shall be deemed to be the agent, servant or representative of the Town in performance of the Services or in any matter in the performance of this Agreement. Neither party shall assume any liability for the actions, or omissions of the other party except as stated in this Agreement.

#### **4.4. CONFLICT OF INTEREST**

4.4.1. During the term of this Agreement, the Contractor must not engage in or provide to any other person, company or entity, any service or act which could be reasonably perceived to be in conflict with the interest of the Town in respect of the Services being provided by this Agreement to the Town pursuant to this Agreement.

#### **4.5. CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)**

4.5.1. All information including, without limitation, any technology of a proprietary or novel nature, disclosed to the Contractor by the Town or by a third party to the Contractor as a representative on behalf of the Town (which, in addition to the confidentiality requirements hereunder will be kept confidential by the Contractor in accordance with the terms of its disclosure by such third party) or obtained or developed by the Contractor in the performance of Services under this Agreement, other than that which is common knowledge or within the public domain, shall be the confidential property of the Town and shall not be divulged by the Contractor, except to duly authorized representatives of the Town, and shall not be utilized other than in the performance of Services for the Town, unless authorized by the Town in writing. These provisions shall remain binding obligations on the Contractor after the completion, expiration or termination of this Agreement until the Town reasonably determines that the confidential information has become part of the public domain. This requirement shall not prohibit the Contractor from complying with an order to provide information or data issued by a court or other

authority with proper jurisdiction or to act to correct or report a situation which the Contractor may reasonable believe to endanger the safety or welfare of the public.

4.5.2. All documents submitted to the Town are subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act ("FOIPP") as amended, revised or substituted from time-to-time. While this Act allows persons a right of access to records in the Town's custody or control, it also prohibits the Town from disclosing personal or business information where disclosure would be harmful to business interests or would be an unreasonable invasion of personal privacy as defined in Section 16 and 17 of the FOIPP.

#### **4.6. ASSIGNMENT OR SUBCONTRACTING**

4.6.1. The Contractor shall not, without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town, assign or transfer in any manner whatsoever any or all the rights, liabilities, obligations and benefits of this Agreement. It shall however, be a condition of any consent, if given, that the proposed assignee provide the Town with evidence satisfactory to the Town that the assignee can comply with the provisions of this Agreement.

#### **4.7. ENTIRE AGREEMENT AND GOVERNANCE**

4.7.1. This Agreement shall be construed, governed and enforced in accordance with the Laws of the Province of Alberta and the federal laws of Canada in force in the Province of Alberta.

4.7.2. This Agreement contains the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements, arrangements, negotiations and understandings between the parties hereto, relating to the subject matter hereof.

4.7.3. No supplement, modification or amendment of any term, provision or condition of this Agreement shall be binding or enforceable unless executed in writing by the parties hereto.

#### **4.8. TIME**

4.8.1. Time is of the essence on all deliveries of Services by the Contractor and no extension of time given on any occasion will be deemed to be a general waiver of this condition. If for any reason delivery is delayed, the Contractor shall be responsible for any loss or damage sustained by the Town by reason of such delay, unless prior written consent from the Town is given accepting such delay.

#### **4.9. SALVAGE**

4.9.1. The contractor shall not exercise any rights of salvage upon any article of residential waste picked up during the course of his work.

#### 4.10 REMEDIES

4.10.1 All remedies for breach of the Contract conferred upon The Town by the Contract or by the operation of law shall be deemed cumulative and no one remedy shall be exclusive of the other. In addition the following shall apply:

- A Contract penalty of \$10.00 per household per day for residential garbage not picked up as per the Contract schedule, after 5 homes have been missed;
- A Contract penalty of \$500.00 for any spills, or leaks from equipment (hydraulic, garbage juice etc.). This fine is in addition to also being fully responsible for the clean-up charges;
- A Contract penalty of \$250.00 per incident if the Contractor does not respond to a request to attend service requests as required by the Contract.

#### 4.11 NOTICE

4.11.1 Any notice, direction or other instrument required or permitted to be given pursuant to this Agreement shall be in writing and may be given by mailing the same y prepaid registered mail or delivering the same addressed to said parties at the addresses set forth below:

Town of Rimbey  
Attention: Chief Administrative Officer  
Box 350  
4938 – 50<sup>th</sup> Avenue  
Rimbey, AB  
TOC 2J0

Cast-A-Waste Inc.   
Attention: Kelly Giesbrecht ~~or Jay Hohn~~  
Box 1321  
Rimbey, AB  
TOC 2J0

4.11.2 Any aforesaid notice, direction or other instrument, if delivered, shall be deemed to have been given or made on the date on which it was delivered, or if mailed, shall be deemed to have been given or made on the third business day following the date on which it was mailed. If at the date of mailing a postal strike, either threatened or in effect, could delay delivery, the notice, direction or instrument shall not be mailed but shall be delivered.

4.11.3 Any party to this Agreement may change their address for service from time to time by notice given in accordance with the foregoing.

#### 4.12 SEVERABILITY

4.12.1 If any covenant or provision hereof is determined to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other covenant or

provision and all clauses, paragraphs, sub-clauses and sub-paragraphs hereof are declared to be separate and distinct covenants and shall be enforced to the greatest extent permitted by law.

**4.13 HEADINGS**

4.13.1 Article, paragraph, section and clause headings have been inserted for reference and as a matter of convenience only and are not intended to be full or accurate descriptions of the contents thereof.

**4.14 BINDING EFFECT**

4.14.1 This Agreement shall inure to the benefit of, and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, or other legal representatives, successors and permitted assigns.

IN WITNESS THEREOF the Town, of the First Part, has caused its Corporation Seal to be affixed hereto under the hands of the Mayor and Acting Chief Administrative Officer (Acting CAO); and the Contractor, of the Second Part, has hereto caused its seal to be affixed under the hands of the duly authorized representative(s) of the Contractor.

DATED, at the Town of Rimbey, in the Province of Alberta, this 22 day of March, 2016.

**Cast-A-Waste Inc.**

WITNESS: Jeanette Towle

PER: [Signature]

WITNESS: \_\_\_\_\_

PER: \_\_\_\_\_

**Town of Rimbey**

PER: [Signature]

PER: [Signature]

**Schedule "A"**  
**PRICE DETAIL SHEET**

**BACK ALLEY WEEKLY MANUAL WASTE COLLECTION AND DISPOSAL**  
**Pricing Table 1**

<b>Year</b>	<b>Residential Collection/Month</b>	<b>Annual Total</b>
<b>2016/2017</b>	<b>\$5,460.00</b>	<b>\$65,520.00</b>
<b>2017/2018</b>	<b>\$5,460.00</b>	<b>\$65,520.00</b>
<b>2018/2019</b>	<b>\$5,650.00</b>	<b>\$67,800.00</b>
<b>2019/2020</b>	<b>\$5,650.00</b>	<b>\$67,800.00</b>
<b>2020/2021</b>	<b>\$5,650.00</b>	<b>\$67,800.00</b>

**BI-WEEKLY BLUE BAG RECYCLING COLLECTION AND DISPOSAL**  
**Pricing Table 3**

<b>Year</b>	<b>Residential Collection/Month</b>	<b>Annual Total</b>
<b>2016/2017</b>	<b>\$3,200.00</b>	<b>\$38,400.00</b>
<b>2017/2018</b>	<b>\$3,200.00</b>	<b>\$38,400.00</b>
<b>2018/2019</b>	<b>\$3,300.00</b>	<b>\$39,600.00</b>
<b>2019/2020</b>	<b>\$3,300.00</b>	<b>\$39,600.00</b>
<b>2020/2021</b>	<b>\$3,300.00</b>	<b>\$39,600.00</b>

**The Town of Rimbey Solid Waste Management Bylaw**

Bylaw 865/11

**A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO SET FORTH TERMS AND CONDITIONS FOR THE COLLECTION, REMOVAL AND DISPOSAL OF SOLID WASTE THROUGHOUT THE MUNICIPALITY.**

WHEREAS, Pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting services provided by or on behalf of the Municipality and to pass a Bylaw respecting the safety, health and welfare of people;

NOW THEREFORE, the Council of The Town of Rimbey, duly assembled enacts as follows:

**PART I - BYLAW TITLE**

This bylaw may be cited as the "Solid Waste Management Bylaw".

**PART II - DEFINITIONS**

- 1) In this bylaw unless the context otherwise requires:
  - a) "blue bag" means a transparent plastic bag in which acceptable recyclable material may be placed.
  - b) "C.A.O." means the Chief Administrative Officer of the Town of Rimbey, or designate.
  - c) "Collector" means any person authorized to collect, remove and dispose of residential waste pursuant to this Bylaw.
  - d) "highway" means any thoroughfare, street, road, trail, avenue parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes;
    - i) a sidewalk (including the boulevard portion of the sidewalk);
    - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and;
    - iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the lands between the fences or all the lands between the fence and the edge of the roadway as the case may be, but;

## The Town of Rimbey Solid Waste Management Bylaw

Bylaw 865/11

- iv) does not include a place declared by the Lieutenant Governor in Council not to be a highway.
- e) "Peace Officer" means any member of the RCMP, a Peace Officer and a Bylaw Enforcement Officer.
- f) "receptacle" means an animal proof container constructed of non-corrosive durable metal, rubber or plastic, equipped with a water tight cover and two (2) handles to facilitate handling.
- g) "recyclable material" means generally accepted materials for recycling including:
  - i) flattened corrugated cardboard
  - ii) flattened boxboard
  - iii) newsprint
  - iv) magazines and flyers
  - v) other paper and paper products
  - vi) tin – labels removed and rinsed
  - vii) plastic milk jugs and cardboard milk containers – lids removed and rinsed
  - viii) recyclable plastic containers
  - ix) clear glass jars – lids removed and rinsed
  - x) any other material designated recyclable by the Town
- h) "residential waste" means all non-hazardous materials coming from residential dwellings excepting restricted waste as outlined in, but not necessarily limited to, Clause 22 of this Bylaw.
- i) "Town" means the Town of Rimbey.

### PART III – FEE STRUCTURE

- 2) The full cost of residential waste and recycling collection and disposal from eligible premises within all areas of the Town shall be recovered through a solid waste service fee charged on utility bills as set forth by Town policy or Bylaw.
- 3) Every eligible premise must participate in the residential waste management system as provided by the Town.

## The Town of Rimbey Solid Waste Management Bylaw

Bylaw 865/11

- 4) Any utility account in arrears may be subject to additional interest costs or collection procedures as outlined by policy of Bylaw.
- 5) Eligible premises shall include single residential dwellings, mobile homes, duplex residential dwellings, and multi-residential row housing.
- 6) Non-eligible premises shall include all churches, commercial, industrial and institutional property and buildings as outlined by the Town's Land Use Bylaw, and apartments. Waste collection, removal and disposal from non-eligible premises is the sole responsibility and expense of the owner or occupier of the premises.

### PART IV - COLLECTION

- 7) Collection of residential waste shall be on a weekly basis on a day determined by the C.A.O. in consultation with the Collector.
- 8) Collection of recyclable materials shall be once every two weeks on a day determined by the C.A.O. in consultation with the Collector.
- 9) The Town may contract with any person or persons and provide an exclusive or nonexclusive franchise for the collection, removal and disposal of residential waste and recyclable materials upon such terms and conditions as are considered expedient to the Town.
- 10) All eligible premises shall provide and maintain receptacles in good condition to contain all residential waste. All residential waste must be bagged before being placed in a receptacle. Each eligible premise shall be limited to four (4) bags of residential waste per week. Each bag shall weigh no more than 22.5 kg. The Collector reserves the right to refuse pickup of residential waste exceeding these limits. There is no limit to the amount of recyclable material, so long as it is contained in blue bags, eligible for pickup.
- 11) All receptacles must be fitted with covers, which must remain closed. The covers must be suitable to prevent residential waste from spilling or blowing from the receptacles and to prevent water or animals from entering.
- 12) Every person is required to place all recyclable material in a blue bag for collection.
- 13) Every person is required to purchase their own blue bags.

## The Town of Rimbey Solid Waste Management Bylaw

Bylaw 865/11

- 14) No person shall place or keep receptacles upon any alley or highway of the Town. Such receptacles shall be kept at the rear of the building or premise adjacent to the alley so that the Collector shall have unobstructed and convenient access thereto.
- 15) Where any eligible premise is not served by an alley, the receptacles shall be placed for collection at a location as close as possible to the traveled portion of an adjacent highway but not on a sidewalk or in such a location as to interfere with pedestrian or vehicular traffic.
- 16) No person shall place their receptacle out for pickup prior to 5:00pm the evening before the collection day, and no later than 7:00am the morning of, to ensure pickup.
- 17) Where receptacles are placed in the front or on the side of a property for collection of residential waste, they must be removed from the front or side property on the same day that the collection has been made.
- 18) No person shall allow residential waste to spill over or accumulate on any alley, highway or adjoining public or private property. Every person will ensure that all residential waste is kept within their receptacles at all times.
- 19) No person shall allow their receptacles to fall into disrepair or become noxious, offensive or dangerous to public health.
- 20) No person shall pick over, interfere with, disturb, remove, or scatter any residential waste put out for collection or removal.
- 21) No person shall vandalize or willfully damage any residential waste container.
- 22) No person shall place out for collection, or mix with any other residential waste, any of the following items:
  - a) industrial waste, meaning any waste originating from an industrial site;
  - b) combustible or explosive or toxic material which, without limiting the generality of the foregoing, shall include fuels or lubricants, gun powder or bullets, dynamite, blasting caps, motion picture film or radioactive materials;
  - c) household hazardous waste or dangerous goods including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as

## The Town of Rimbey Solid Waste Management Bylaw

Bylaw 865/11

- household, commercial or industrial hazardous waste;
  - d) hypodermic needles, sharp objects or broken glass unless packaged in closed, secure, safety containers;
  - e) pathogenic and biomedical waste;
  - f) luminescent gas-filled light tubes, unless such lights are pre-broken or encased in a container of sufficient size and strength to protect such tubes from breakage during transit;
  - g) compressed propane or butane cylinders;
  - h) large or bulky items such as mattresses, box springs, furniture, major appliances, or auto and truck tires;
  - i) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
  - j) automotive parts including lead-acid batteries, scrap metal, oil filters, empty oil containers, tires and automotive bodies;
  - k) oil or other petroleum by-products;
  - l) sawdust, unless in closed containers before placing in the receptacles;
  - m) construction or renovation materials, stumps, concrete blocks or slabs;
  - n) hot ashes or other burning matter;
  - o) liquid wastes or sludge;
  - p) animal waste including dead animals, carcasses, offal, manure, kennel waste, animal parts or excreta, unless the animal excreta is packaged in a securely tied container before placing the waste in a receptacle;
  - q) commercial waste, meaning any waste originating from a place of business;
  - r) any other waste deemed to be prohibited from collection by the Collector, C.A.O. or Peace Officer.
- 23) All persons shall permit authorized Collectors to enter their property and premise at all reasonable times for the purpose of carrying out their duties.

## The Town of Rimbey Solid Waste Management Bylaw

Bylaw 865/11

- 24) Any owner or occupant of non-eligible premises that does not have its waste removed in a manner satisfactory to the Town shall be charged for costs incurred by the Town to have the waste removed. Any unpaid portion of charges shall be added to the property taxes as per Town policy or Bylaw.
- 25) No person or persons shall deposit any residential waste in the container of a non-eligible premise without the permission of the owner or occupier of the premises.

### PART V - ENFORCEMENT

- 26) The C.A.O. of the Town or a Peace Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 27) Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "A".
- 28) A Peace Officer is hereby authorized and empowered to issue a violation ticket to any person who the Peace Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 29) Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 30) Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 31) A person issued a violation ticket for an offence shall be deemed sufficiently and properly served:
  - a) if served personally on the accused; or
  - b) if mailed by registered mail to the address of the person who has contravened this Bylaw.

**The Town of Rimbey Solid Waste Management Bylaw**

Bylaw 865/11

**PART VI - SEVERABILITY**

- 32) Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

**PART VII - REPEAL**

- 33) Bylaw No. 781/05 is hereby repealed.

**PART VIII - EFFECTIVE DATE**

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

READ a first time this 23 day of March, 2011

READ a second time this 23 day of March, 2011.

UNANIMOUSLY AGREED to present Bylaw 865/11 for third and final reading.

READ a third and final time this 23 day of March, 2011.

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER

## **The Town of Rimbey Solid Waste Management Bylaw**

Bylaw 865/11

### **SCHEDULE A - VIOLATIONS AND PENALTIES**

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$200.00 (Two-hundred dollars).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.1
<b>Council Meeting Date</b>	July 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 8.1.2 Director of Finance Report 8.1.3 Director of Public Works Report 8.1.4 Director of Community Services Report 8.1.5 Development Officer Report
<b>Recommendation</b>	Motion by Council to accept the department reports, as information.
<b>Prepared By:</b>	<p><u>Lori Hillis</u> <u>July 23, 2020</u> Lori Hillis, CPA, CA Date Chief Administrative Officer</p>
<b>Endorsed By:</b>	<p><u>Lori Hillis</u> <u>July 23, 2020</u> Lori Hillis, CPA, CA Date Chief Administrative Officer</p>

## Highlights

- Meeting with Tagish Engineering and representative from Evergreen Estates regarding paving the subdivision

### **Tax and Utility Accounts:**

- We are monitoring our outstanding tax and utility accounts compared to the same time last year to determine if our cash flow is being impacted by residents and business postponing their payments until December 2020 as there is no penalties for either taxes or utilities until the end of the year. At July 21, 2020, there is an increase of \$443,665 (35.95%) in unpaid taxes compared to July 21, 2019. Utility accounts remain consistent with last year.

Lori Hillis  
Chief Administrative Officer

## Highlights

- Attended Council meetings – May 11, May 26 and June 9, 2020 by Zoom.
- Worked on reports for ICity – input the budget figures for 2020 and worked on operating statement for 2020.
- Worked on balancing asset and liability accounts for month end reports year to date.
- Worked on MSI capital grant projects for the 2020 year and submitted them.
- Working on the Tangible Capital Asset amounts and project worksheets for 2020.
- Worked on and submitted the 2020 Statistical Information Return required by the Provincial Government.
- Worked on Taxes in our new ICity system so that they balanced with our assessments and so that the Tax Notices and Assessments could be run and printed.

Wanda Stoddart  
Director of Finance  
Town of Rimby

**TOWN OF RIMBEY**

**VARIANCE REPORT**

**FOR THE SIX MONTH PERIOD ENDING JUNE 30, 2020**

OPERATING	2020 Revenues				2020 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
	General Municipal Revenues	4,114,036	3,899,660	95%	214,376	926,337	406,785	44%
Council (11)					211,449	88,262	42%	123,187
Administration (12)	34,602	10,906	32%	23,696	744,615	367,649	49%	376,966
General Administration (13)					104,385	50,428	48%	53,957
Police (21)	97,318	44,719	46%	52,599	92,746	45,999	50%	46,747
Fire (23)						12,986		
Disaster Services (24)				0	2,990	31,034	1038%	(28,044)
Intern	0	0	0%	0	0	0	0%	0
Bylaw Enforcement (26)	41,300	13,587	33%	27,713	157,649	45,035	29%	112,614
Public Works (32)	7,040	5,487	78%	1,553	804,878	343,716	43%	461,162
Airport (33)	0	0	0%	0	0	0	0%	0
Storm sewer (37)	0	0	0	0	19,314	11,695	61%	7,619
Water (41)	524,345	247,697	47%	276,648	383,934	152,073	40%	231,861
Sewer (42)	313,150	134,025	43%	179,125	314,626	98,881	31%	215,745
Garbage (43)	211,870	106,394	50%	105,476	101,692	46,902	46%	54,790
Recycle (43-01)	39,595	18,757	47%	20,838	101,713	38,872	38%	62,841
Compost	2,410	1,360	56%	1,050	20,043	4,941	25%	15,102
Community Services (FCSS)	215,424	95,212	44%	120,212	258,511	143,015	55%	115,496
Cemetery (56)	20,670	12,007	58%	8,663	46,731	14,470	31%	32,261
Development (61)	20,860	15,410	74%	5,450	103,479	39,174	38%	64,305
Econ.Development (61-01)	21,200	17,784	84%	3,416	30,963	12,905	42%	18,058
Recreation Office (72)	297,750	298,335	100%	(585)	91,029	24,296	27%	66,733
Pool (72-04)	56,650	0	0%	56,650	285,732	44,118	15%	241,614
Parks (72-05)	0	0	0%	0	116,556	27,374	23%	89,182
Fitness Center (72-06)	30,600	9,331	30%	21,269	43,422	11,523	27%	31,899
Arena (72-09)	126,800	50,326	40%	76,474	328,287	152,859	47%	175,428
Recreation Programs (72-11)	6,250	0	0%	6,250	42,041	16,785	40%	25,256
Community Centre (74)	43,900	7,593	17%	36,307	306,925	120,374	39%	186,551
Library (74-06)	0	0	0%	0	134,767	70,694	52%	64,073
Scout Hall (74-08)					0	0	0%	0
Curling Club (74-09)	732	732	100%	0	21,500	9,957	46%	11,543
Museum (74-12)					71,100	58,080	82%	13,020
<b>Total Revenues</b>	<b>6,226,502</b>	<b>4,989,322</b>		<b>1,237,180</b>	<b>5,867,414</b>	<b>2,490,882</b>		<b>3,376,532</b>
<b>Debenture &amp; Loan Principal Payments</b>					<b>412,496</b>	<b>207,605</b>		<b>204,891</b>
<b>Total operating and debt repayment</b>	<b>6,226,502</b>	<b>4,989,322</b>		<b>1,237,180</b>	<b>6,279,910</b>	<b>2,698,487</b>		<b>3,581,423</b>

**TOWN OF RIMBEY**

**VARIANCE REPORT**

**FOR THE SIX MONTH PERIOD ENDING JUNE 30, 2020**

<b>CAPITAL</b>	<b>Grants and reserves</b>	<b>Operating surplus</b>				<b>Year to Date</b>		<b>Variance</b>
Public Works - Windows	10,000							10,000
IT - Accounting Software - 2019 CO	15,455					15,045		410
IT - Computers	1,500							1,500
Tahoe - Buyout	15,500					12,097		3,403
2009 Chev Crew Cab replacement	48,000					41,759		6,241
Salt Dog Sander	13,650							13,650
Snowdogg Snow Plow	13,000							13,000
Curb & Crosswalk Painter	15,300					13,883		1,417
Streetlights (50th Ave from 55th St to 51 St.)	217,554							217,554
Pedestrian Crossing Lights - Hiway 53 and 55 Street	10,000							10,000
New Water Well RB 126 3-04-07-610		13,150				13,150		0
New Well Project Phase 2 3-04-00-84-610	897,500					23,314		874,186
Main Reservoir/Pump HouseUpgrades	835,000					3,225		831,775
NE Lagoon Outlet Ditch upgrade		463				463		0
<b>2020 Street Improvements</b>								
Downtown Concrete Repairs(2019)	67,300					4,465		62,835
Storm Swale - Drader Crescent	8,500							8,500
Storm Swale Improvements - 46 St and 57 Ave)	11,000							11,000
Asphalt repairs(School, Grand Hotel)	120,000							120,000
51 St Maj Project - Predesign		428				428		0
<b>Recycle Depot</b>								
Burn Pit upgrades	15,450							15,450
<b>Parks</b>								
Tree replacement 50 Ave.	7,200					6,125		1,075
Tree repalcement 50 St.	3,000							3,000
Tree replacement 50 Ave. - across from Hospital	3,000							3,000
Evergreen Connector Trail (Eng)	10,000					60		9,940
Evergreen Connector Trail (Lions)	124,800							124,800
<b>Cemetery</b>								
Replace 4 Pillow Blocks	18,300							18,300
Tree Replacement (Mount Auburn)	7,200							7,200
<b>Community Center</b>								
Community Center Back up Generator Complete Spring 2020	110,000					14,497		95,503
Community Center- Main Bathroom Renovations	50,000							50,000
<b>Arena</b>								
Zamboni	125,000					102,970		22,030
Land Purchase - UMC Financial		211				211		0
Land Purchase - LI Ranches		10,298				10,298		0
								0
	2,773,209	24,550				261,990		2,535,769

**TOWN OF RIMBEY  
VARIANCE REPORT**

**FOR THE SIX MONTH PERIOD ENDING JUNE 30, 2020**

Total operating and capital	8,999,711	5,013,872		1,237,180	6,279,910	2,960,477		6,117,192
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## Council Board Report



Supplier : 1020405 to ZIM1598  
Fund : 1 GENERAL FUND  
Include all Payment Types : Yes

Date Range: 04-Jun-2020 to 21-Jul-2020  
Sequence by: Cheque/EFT#  
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Animal Control Services	46333	10-Jun-2020	Animal Control - May 2020 / extra fees	2,929.63
Bemoco Land Surveying Ltd.	46334	10-Jun-2020	Bemoco - RB139 - raw water supply	4,501.00
Digitex Inc.	46335	10-Jun-2020	Digitex - Town - copies	819.77
Expert Security Solutions	46336	10-Jun-2020	Expert Security Solutions - Aquatic Centre - secu	1,068.85
Imperial Esso Service (1971)	46337	10-Jun-2020	Imperial Esso - fuel	36.39
Legacy Ford	46338	10-Jun-2020	Legacy Ford - Unit 12 - repairs	2,736.77
Nikirk Bros. Contracting Ltd.	46339	10-Jun-2020	Nikirk - pull stump	143.85
Rimbey Express	46340	10-Jun-2020	Rimbey Express - freight	178.00
Rimbey Family & Community Support Services	46341	10-Jun-2020	Rimbey FCSS - June 2020 payment	15,868.00
Rimbey Home Hardware	46342	10-Jun-2020	Home Hardware - paint	233.36
Rimbey Implements Ltd.	46343	10-Jun-2020	Rimbey Implements - Toro blade	286.87
Rimbey Trees	46344	10-Jun-2020	Rimbey Trees - trees	6,431.25
RMA Insurance Ltd.	46345	10-Jun-2020	RMA Insurance - vehicle ins - 2020 Chev	139.05
Superior Safety Codes Inc.	46346	10-Jun-2020	Superior Safety Codes - April 2020 closed permit	594.41
Town Of Rimbey	46347	10-Jun-2020	Town of Rimbey - May 2020 - util inv.	3,127.43
True Way Tire Ltd.	46348	10-Jun-2020	True Way Tire Ltd - Unit #17 - install tubes	23.63
Uni First Canada Ltd.	46349	10-Jun-2020	UniFirst - coveralls/supplies	68.56
Urban DirtWorks Inc.	46350	10-Jun-2020	Urban Dirtworks Inc. - haul backhoe	472.50
Waste-Co Disposal Systems 424978 Alberta Ltd.	46351	10-Jun-2020	Waste-Co - May 2020 - 4938 - 50 Ave	640.50
	46352	10-Jun-2020	424978 Alberta Ltd - Inspection Refund	4,000.00
AN Adventure Distribution & Consulting	46353	10-Jun-2020	An Adventure - supplies	223.13
Anderson Service	46354	10-Jun-2020	Anderson Service - supplies	131.25
Aware360 LTD.	46355	10-Jun-2020	Aware360 Ltd. - Safetylink App Renewal 2020 (B	80.85
Black Press Group Ltd.	46356	10-Jun-2020	Black Press Media - May 2020 inv.	1,220.21
BURRAGE,ERIN	46357	10-Jun-2020	Erin Burrage - Development Deposit	3,000.00
Cast-A-Waste Inc.	46358	10-Jun-2020	Cast-A-Waste - June 2020 garbage/recycle	9,397.50
City Of Red Deer	46359	10-Jun-2020	City of Red Deer - May 2020 - Rimbey North - lat	1,243.20
Evergreen Co-operative Association	46361	10-Jun-2020	Evergreen Co-op supplies	2,839.95
Frontline Compression Services Inc.	46362	10-Jun-2020	Frontline Compression - Unit #57 - repairs	90.93
Hi-Way 9 Express Ltd.	46363	10-Jun-2020	Hi-Way 9 - freight - Joe Johnson Equip	170.77
Joe Johnson Equipment Inc.	46364	10-Jun-2020	Joe Johnson Equipment - parts	893.97
Kreutz,Dave	46365	10-Jun-2020	Dave Kreutz - workboots	178.44
MAKOFKA,BRADLEY	46366	10-Jun-2020	Bradley Makofka - facility deposit refund	650.00
MLA Benefits Inc.	46367	10-Jun-2020	MLA Benefits Inc - admin fees/GST - HSA	3,014.37
NAPA Auto Parts - Rimbey	46368	10-Jun-2020	Napa - parts	311.24
Rimbey Implements Ltd.	46369	10-Jun-2020	Rimbey Implements - parts	26.25
Service Family Farms Ltd.	46370	10-Jun-2020	Service Family Farms Ltd - Well d15 land purcha	10,000.00
Stationery Stories & Sounds (2005)	46371	10-Jun-2020	Stationery Stories and Sounds - PW -office supp	16.79
Tagish Engineering Ltd.	46372	10-Jun-2020	Tagish Engineering - RB139 - Water	6,193.03
Uni First Canada Ltd.	46373	10-Jun-2020	UniFirst - coveralls/supplies	64.04
United Farmers Of Alberta	46374	10-Jun-2020	UFA - supplies	31.49
Vicinia Planning & Engagement Inc.	46375	10-Jun-2020	Vicinia - May 2020 inv.	3,252.38
Wolseley Canada Inc.	46376	10-Jun-2020	Wolseley Canada Inc - parts/supplies	754.17
Wolseley Industrial Canada INC	46377	10-Jun-2020	Wolseley Industrial - supplies	726.33
Advanced Fire & Safety Systems Inc.	46378	24-Jun-2020	Advanced Fire & Safety Systems - kitchen exhau	1,249.50
Alberta One-Call Corporation	46379	24-Jun-2020	Alberta One Call - May 2020 notifications	163.80
AMSC Insurance Services Ltd.	46380	24-Jun-2020	AMSC-ins. premiums	39.04
Automated Aquatics Canada Ltd.	46381	24-Jun-2020	Automated Aquatics - supplies - pool	814.88
Brandt Tractor Ltd	46382	24-Jun-2020	Brandt - repairs - Unit 2 - PW	23,798.50
Cimco Refrigeration	46383	24-Jun-2020	Cimco - parts/repairs	4,379.14
Digitex Inc.	46384	24-Jun-2020	Digitex - copies - CC	31.49
Hydrodig Canada Inc.	46385	24-Jun-2020	Hydrodig - hydrovac unit/travel	1,065.75
Imperial Esso Service (1971)	46386	24-Jun-2020	Imperial Esso - fuel - PW	79.01
Lacombe Sign Masters	46387	24-Jun-2020	Lacombe Signmasters - laminated decals	131.02
Longhurst Consulting	46388	24-Jun-2020	Longhurst Consulting - June 2020 - monthly serv	2,092.65
LOR-AL SPRINGS LTD.	46389	24-Jun-2020	Lor-Al Springs - water	16.50
O K Tire Rimbey	46390	24-Jun-2020	OK Tire - tires	280.56
Parkland Regional Library	46391	24-Jun-2020	Parkland Regional Library - 3rd quarter rep. paym	5,761.31

## Council Board Report



Supplier : 1020405 to ZIM1598  
 Fund : 1 GENERAL FUND  
 Include all Payment Types : Yes

Date Range: 04-Jun-2020 to 21-Jul-2020  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
PitneyWorks	46392	24-Jun-2020	Pitney Works - postage	6,300.00
Rimbey Furnace Care & Gas Fitting Ltd.	46393	24-Jun-2020	Rimbey Furnace Care - maint. - Town Office	393.75
Stationery Stories & Sounds (2005)	46394	24-Jun-2020	Stationery Stories & Sounds - envelopes	948.68
Tirecraft Rimbey Inc.	46395	24-Jun-2020	Tirecraft - tire repair	210.33
Top Tech Communications Corp	46396	24-Jun-2020	Top Tech - phone set up	110.25
Town of Ponoka	46397	24-Jun-2020	Town of Ponoka - May 2020 - yard waste remova	270.00
Uni First Canada Ltd.	46398	24-Jun-2020	UniFirst - coveralls/supplies	68.56
AN Adventure Distribution & Consulting	46399	26-Jun-2020	An Adventure - supplies	32.34
Border Paving Ltd.	46400	26-Jun-2020	Border Paving - haul equip.	1,341.53
Buist Motor Products Ltd.	46401	26-Jun-2020	Buist Motors - parts - Unit #11	209.82
Canadian Pacific Railway Company	46402	26-Jun-2020	Canadian Pacific Railway - Hoadley crossing	296.00
Digitex Inc.	46403	26-Jun-2020	Digitex - copies - Town Office	565.40
Municipal Property Consultants (2009) Ltd.	46404	26-Jun-2020	Municipal Property Consultants - July 2020	3,580.74
Rimbey Furnace Care & Gas Fitting Ltd.	46405	26-Jun-2020	Rimbey Furnace Care - RCMP - maint.	136.50
Stationery Stories & Sounds (2005)	46406	26-Jun-2020	Stationery Stories & Sounds - office supplies - C	51.98
Top Tech Communications Corp	46407	26-Jun-2020	Top Tech - repairs	330.75
Town of Rimbey - Pool Float	46408	26-Jun-2020	Town of Rimbey - Pool Float	120.00
Wolseley Industrial Canada INC	46409	26-Jun-2020	Wolseley Industrial - Pool - supplies	432.65
1530066 AB LTD	46410	09-Jul-2020	1530066 AB Ltd - inspection refund	3,000.00
AGAT Laboratories	46411	09-Jul-2020	AGAT Laboratories - testing	1,673.70
Alberta NWT Command	46412	09-Jul-2020	Alberta NWT Command - Legion - recognition bc	285.00
Border Paving Ltd.	46413	09-Jul-2020	Border Paving - Street Improvements - PPC#1	38,695.85
Cast-A-Waste Inc.	46414	09-Jul-2020	Cast-a-Waste - July 2020 - garbage/recycle	9,397.50
Centratech Technical Services	46415	09-Jul-2020	Centratech Technical Services - Youth Action So	2,085.65
DANSER,BYRON	46416	09-Jul-2020	Byron Danser - deposit refund Permit 07/17	2,000.00
Drain Doctor	46417	09-Jul-2020	Drain Doctor - pressure unit/camera	630.00
Expert Security Solutions	46418	09-Jul-2020	Expert Security Solutions - Well 13 - annual fee	1,076.88
Holly's Greenhouse	46419	09-Jul-2020	Holly's Greenhouse - flowers/baskets	3,882.90
Imperial Esso Service (1971)	46420	09-Jul-2020	Imperial Esso - fuel - Unit #20 PW	48.42
Lacombe Sign Masters	46421	09-Jul-2020	Lacombe Signmasters Ltd - PW - signs	1,446.59
Landry,Kristy	46422	09-Jul-2020	Kristy Landry - cardlock refund	25.00
MLA Benefits Inc.	46423	09-Jul-2020	MLA Benefits - HSA/Admin fees - June 2020	1,643.35
Nirkirk Bros. Contracting Ltd.	46424	09-Jul-2020	Nirkirk Bros. Contracting - concrete	473.24
Rimbey Express	46425	09-Jul-2020	Rimbey Express - freight - June 2020	125.00
Rimbey Janitorial Supplies	46426	09-Jul-2020	Rimbey Janitorial - CC - supplies	404.46
Rimbey Municipal Library	46427	09-Jul-2020	Rimbey Municipal Library - quarterly appropriatio	26,168.00
Rimbey Trees	46428	09-Jul-2020	Rimbey Trees - Cemetery	5,512.50
RUFENACHT,SAM	46429	09-Jul-2020	Sam Rufenacht - cardlock refund	25.00
Staples Advantage	46430	09-Jul-2020	Staples Advantage - office supplies	473.94
Stationery Stories & Sounds (2005)	46431	09-Jul-2020	Stationery Stories Sounds - supplies - Res.#1 & 1	24.68
Superior Safety Codes Inc.	46432	09-Jul-2020	Superior Safety Codes - May 2020 - closed perm	174.30
The Government of Alberta	46433	09-Jul-2020	The Gov't of AB - land titles	20.00
Town Of Rimbey	46434	09-Jul-2020	Town of Rimbey - town bills	963.99
Uni First Canada Ltd.	46435	09-Jul-2020	UniFirst - coveralls/supplies	170.08
Vicinia Planning & Engagement Inc.	46436	09-Jul-2020	Vicinia - June 2020 invoice	2,039.63
W.R. Meadows	46437	09-Jul-2020	W.R. Meadows - supplies	620.14
Waste-Co Disposal Systems	46438	09-Jul-2020	Waste-Co - 4938 - 50th Ave - bin dumps	292.42
ALBERTA MUNICIPAL SERVICE CORPORATION	00027-0001	10-Jun-2020	AMSC - power/gas - June05/20	30,789.84
Canada Revenue Agency	00027-0002	10-Jun-2020	CRA - (May 24-June 6/20) June 12/20	17,257.12
Eastlink	00027-0003	10-Jun-2020	Eastlink - May 2020 - cable	89.46
LAPP	00027-0004	10-Jun-2020	LAPP - FCSS June 3/20 (biweekly May 11-24/20)	11,042.37
Servus Credit Union Ltd.	00027-0005	10-Jun-2020	Servus - Debenture #45 - paving	28,145.36
Telus Mobility Inc.	00027-0006	10-Jun-2020	Telus Mobility - June06/20 inv	155.96
VICTOR CANADA	00027-0007	10-Jun-2020	Victor - HSA top-up	125.00
Waste Management	00027-0008	10-Jun-2020	Waste Management - May 2020 - recycle	1,407.67
Alberta Education	00028-0001	24-Jun-2020	Alberta Education - 2nd quarter school requisitor	149,897.77
Canada Revenue Agency	00028-0002	24-Jun-2020	CRA - (June7-20/20) June 26/20 remittance	16,110.57
LAPP	00028-0003	24-Jun-2020	LAPP - FCSS - June 17/20 biweekly payrol	13,144.76

## Council Board Report



Supplier : 1020405 to ZIM1598  
 Fund : 1 GENERAL FUND  
 Include all Payment Types : Yes

Date Range: 04-Jun-2020 to 21-Jul-2020  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Servus Credit Union - Mastercard	00028-0004	24-Jun-2020	Servus - M/C R.Schmidt - May 2020	2,752.46
Telus Communications Inc.	00028-0005	24-Jun-2020	Telus - Beatty House - June 10/20	2,293.77
VICTOR CANADA	00029-0001	26-Jun-2020	Victor Canada - July 2020 benefits	11,619.68
ALBERTA MUNICIPAL SERVICE CORPORATION	00030-0001	09-Jul-2020	AMSC - gas/power - June 2020	28,530.61
Canada Revenue Agency	00030-0002	09-Jul-2020	CRA - July 10/20 (June 21-July4/20)	18,114.74
Eastlink	00030-0003	09-Jul-2020	Eastlink - July 2020 inv.	89.46
LAPP	00030-0004	09-Jul-2020	LAPP - July 10/20 (biweekly payroll June 21-July	9,901.99
VICTOR CANADA	00030-0005	09-Jul-2020	Victor - July 2020 - HSA top-up	375.00
Waste Management	00030-0006	09-Jul-2020	Waste Management - June 2020 - recycle	2,328.88
<b>Total:</b>				<b>591,663.23</b>

## Highlights

### ROADS

- Pothole repairs ongoing;
- Street sweeping ongoing
- Picking up debris from ditches and boulevards;
- Grading ongoing;
- Started cutting grass;
- Landscaping and planting trees;
- Sidewalk repairs being done;
- Painted crosswalks and curbs;
- Weed spraying ongoing;

### WATER

- Routine maintenance and testing;
- AEP reporting, meter reading and other related work is ongoing;
- Fire hydrant – Spring flushing completed;
- Repaired curb stops
- Replacing broken meters as required;

### WASTEWATER

- Routine maintenance and testing;
- AEP reporting and other utility related work is ongoing;
- Testing prior to discharge completed;
- Clear drainage ditch of debris;

### RECYCLE

- Assist Ponoka County staff as required;
- Mowing, hauling yard waste to Ponoka;

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

- Building maintenance as required;
- Grass cutting ongoing;
- Assist with building upgrades;

### CEMETERY

- Assist families with their needs;
- Mowing ongoing;
- Weed spraying in Mount Auburn;
- Watering trees in Mount Auburn ongoing;

**OTHER**

- Maintenance at Town Office and Library as required;
- Assist Development Department as required;
- Assist residents and visitors with questions and concerns;
- Installed benches, garbage cans and picnic tables around Town
  - Cemetery, Walking Trails Parks, etc.

R. Schmidt  
Director of Public Works

## Highlights:

### Peter Lougheed Community Centre

- Ongoing cleaning, maintenance and painting
- Complete backup generator installation – waiting on fencing
- Main bathroom renovations
- Completed dimmable LED lights in the main auditorium
- Office staff looked after the registration of swim lessons

### Community Fitness Centre

- Fitness Centre opened June 22 with new guidelines
- Researching new equipment
- Cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics and extra maintenance items on existing equipment

### Rimbey Aquatic Centre

- Pool and Spray Park opened July 6<sup>th</sup> with restrictions due to Covid 19
- Red Cross Lessons started July 13<sup>th</sup> (7 weeks of lessons will be offered)
- Completing maintenance tasks
- Anti-Entrapment Compliance plan completed – Action required to be compliant
- Hot tubs will remain closed due to their size. Physical distancing is difficult

### Arena

- Maintenance – painting, rink boards, bleachers, dressing rooms, floors
- Zamboni arrived

### Programs

- Fitness Classes and Dance classes in the Upper Auditorium – a few bookings into the summer and fall
- Regular meetings throughout the week – will return in the fall

### Events

- All bookings cancelled or postponed into September

Cindy Bowie  
Director of Community Services

### Highlights

- **Lane / Back-Alley Closure.** Administration initiated the necessary surveying work for the road closure subdivision. The subdivision plan, endorsement documents and transfer of land documents are currently being reviewed.
- **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.

The follow chart outlines the 2020 development statistics:

2020 Development Statistics to July 16, 2020		
	Applied 2020	Issued 2020
Development Permit Applications (non change in use / home occupation)	12	12
Change in Use / Home Occupation Development Permits Applications	6	6
Subdivision Applications	2	2
Land Use Bylaw Amendments	3	3
Certificate of Compliance Requests	6	5
Building Permit Applications	3	3

The following development permits have been approved in 2020:

Permit Number	Date Issued	Civic Address	Type of Development
01/20	03/25/2020	5213-50th Avenue	Basement Development
02/20	04/20/2020	6311-52 Street	Commercial Kitchen Renovation
03/20	04/20/2020	4706-53 Ave	Home Occupation
04/20	04/28/2020	4706-50 Ave	Signage and Use
05/20	06/23/2020	4522-54 Ave	Attached Gymnasium with entry foyer
06/20	05/20/2020	4625-51 Street	Internal Renovations
07/20	05/26/2020	#2 Lindy's	Move out
08/20	05/24/2020	5109-45 Ave	Home Occupation
09/20	06/17/2020	4705-58 Ave	Variance
10/20	05/28/2020	#23 Lindy's	Move out

PLANNING AND DEVELOPMENT OFFICER REPORT JULY 28, 2020

11/20	06/08/2020	4301-54 Ave	Fence & new approach
12/20	06/01/2020	4601-54 Ave	Pouring concrete driveway
13/20	06/02/2020	4630-58 Ave	Adding addition to existing deck
14/20	06/03/2020	5213-50 Ave	Home Occupation
15/20	06/04/2020	4626-51 Ave	Home Occupation
16/20	06/23/2020	5008-50 Ave	Change of Use
17/20	07/02/2020	5504 Drader Crescent	Garage setback variance
18/20	07/09/2020	5041-57 Ave	Demolition

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

Elizabeth Armitage MEDES, RPP, MCIP  
 Planning & Development Officer



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	July 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.
	8.2.1 Rimbey Historical Society Board Meeting Minutes of January 22, February 6, April 22, May 20, and June 17, 2020 8.2.2 Rimbey FCSS/RCHHS Board Meeting Minutes of May 21, 2020 8.2.3 Rimoka Housing Foundation Board Meeting Minutes of February 19, March 25, April 22, and May 20, 2020 8.2.4 Tagish Engineering Project Status Updates to June 24, 2020 8.2.5 Beatty Heritage House Society Board Meeting Minutes of June 9, 2020
<b>Recommendation</b>	Motion by Council to accept the Rimbey Historical Society Board Meeting Minutes of January 22, February 6, April 22, May 20, and June 17, 2020, Rimbey FCSS/RCHHS Board Meeting Minutes of May 21, 2020, Rimoka Housing Foundation Board Meeting Minutes of February 19, March 25, April 22, and May 20, 2020, Tagish Engineering Project Status update to June 24, 2020, and the Beatty Heritage House Society Board Meeting Minutes of June 9, 2020, as information.

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 23, 2020

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 23, 2020

Date

# Rimbey Historical Society Board Meeting Minutes

*At Smithsonian International Truck Museum*

Wednesday, January 22, 2020 @ 6:00 pm

**Present:** Larry Varty, Jack Webb, Jim Schneider, Chuck Hendricks, Randy Bliss, Larry Beckley, and Cheryl Jones (Curator).

**Guests Present:** None

**Call to Order:** Meeting called to order by the acting President, Larry Varty at 6:10 pm.

**Agenda:** Jim Schneider moved, and Larry Beckley seconded the Agenda be accepted – CARRIED

**Minutes:** Jack Webb moved, and Larry Beckley seconded the Minutes from the previous board meeting which was held Wednesday, November 20, 2019 be accepted – CARRIED

**Old Business Arising from Minutes:** None

**President:** Larry Varty – Nothing to report

**Treasurer's Report:** Jack Webb presented the Treasurer's Report and the Historical Society's proposed budget for 2020. Board reviewed and discussed.

Jack Webb moved, and Larry Beckley seconded to both the Treasurer's report and the Historical Society's proposed budget for 2020 be accepted – CARRIED

## **Capital Projects:**

Steeves House – basement stairs are roughed in. Board discussed finishing: the porch floor and stairs with similar linoleum tiles as the Truck Museum coffee area. The basement area floor will be smoothed concrete (no covering), the basement walls will be drywall finished, and the basement ceiling will be left rough.

## **Committee Reports:**

- a) **Grants:** Awaiting online application available for Canada Summer Jobs.
- b) **Gaming/Casino** -Chuck Hendricks reported that the paperwork for Casino is received and will be completed and submitted.
- c) **Maintenance/Restoration Shop & Truck Repairs:** Discussion regarding the Forklift leak, decided would be too costly to fix and could be used as is.
- d) **Buildings & Yard:** Park House fence was run into late one night so it will need repair in the spring.
- e) **Events & Fundraising:** Nothing to report
- f) **Volunteer/Recruitment:** Jim, Chuck and Larry B are recruiting nominations.
- g) **Strategic Planning Committee:** Cheryl has been working on more policies and will have some ready for board approval after the March meeting.

**Town Representation:** Absent

**Park Administration Report: (Attached)**

Cheryl Jones presented a Park Report for the month. Larry V moved, and Jim seconded running the, AGM/Volunteer Appreciation Dinner, ad in the Rimbey Review 2 weeks prior to meeting be accepted- CARRIED

Artifacts for acceptance: Jim moved, and Jack seconded that the artifacts be accepted - CARRIED

**Visitor Information Centre:** Nothing to report

**New Business:**

- a) **Bylaws** – Review for possible discussion at AGM, memberships
- b) **AGM/App. Dinner** – Board set date of February 19, 2020, time 5:00pm
- c) **Meal for Appreciation dinner** – Budget maximum of \$500, Cheryl will arrange, board suggested beef and ham as part of main course.

**Annual General Board Meeting to be held February 19, 2020 at 5:00pm.**

**Next Regular Board Meeting to be held March 18, 2020 at 7:00 pm.**

**Adjournment:** Jack Webb adjourned the Board Meeting at 7:10 pm.

**Rimbey Historical Society  
Annual General Meeting  
Minutes of Wednesday February 6, 2019**

- Present:** There were 40 members present as per sign in sheet
- Order:** Linda Girodat called the meeting to order at 5:30 pm
- Agenda:** Larry Varty moved, Jim Schneider seconded, to approve the agenda as presented. - **CARRIED**
- Minutes:** Chuck Hendricks moved, Randy Bliss seconded, to approve the minutes of February 21, 2018 as presented. **CARRIED**
- President:** President Linda Girodat thanked everyone for coming out. She thanked the volunteers and Cheryl Jones for a great year.
- Treasurer:** Jack Webb went over the yearend financial report. Jack moved approval of Treasurers report, Alvin Goetz seconded. Randy Bliss moved, and Robert Gates seconded, the acceptance of the 2019 budget. Both motions **CARRIED**

**Park**

**Admin:** Cheryl Jones reported on the activities of the park over the year, explaining some of the photos in her annual administration report, handed out at the AGM. Cheryl was very thankful for all the volunteer help all year with many of the projects and events. She expressed how grateful she is for continuing to work at the museum, and thanked the board for her position.

**Town Rep:** Councilor Lana Curle expressed what a great year it has been representing the Town on the Rimbey Historical Board. She talked about her involvement with the International Quilters and how much she enjoys quilting with them. Lana also mentioned the unique historical quilt they have discovered and are finishing. This quilt was started in 1948 by a group of women from Rimbey and when it is completed, it will be donated to the museum to be displayed in the Historical Museum.

**Election of Officers:** Jim Schneider moved, Larry Varty seconded that Jack Webb be the elections chairman. **CARRIED**

Nominating Committee made nominations for the following positions:

- For 2 year terms: President - Linda Girodat  
Secretary – Diane Miller  
3 Directors: Jim Schneider, Chuck Hendricks, Robert Gates
- For 1 year terms: Vice President – Larry Varty  
Treasurer – Jack Webb  
2 Directors - Mathew Jaycox, Kurtis Pillipow  
And (Re-elect) Director - Randy Bliss (grand-fathered)

Jack Webb presented these nominations and then asked for further nominations from the floor three times and hearing none closed nominations. Those persons listed above elected by acclimation. All those nominated accepted the nomination for those positions and were declared elected by acclimation.

Frank Hull appointed and accepted the appointment of Auditor 2019 year.

Cheryl Jones appointed and accepted the appointment of Curator 2019 year.

**Membership fee review:** A motion was brought forth by Frank Girodat to implement an annual membership fee going forward of \$10.00, motion seconded by Bill Hval. The motion to implement annual \$10 memberships, going forward only, was put to a vote. **CARRIED** There was a lengthy discussion of what to do about the existing lifetime memberships with no resolution developed.

**Times and dates for Board meetings** were set for the Third Wednesday of each month commencing with March 20, 2019 to be held in the Smithsonian International Truck Museum. Meeting time will be 7:00pm unless notified of a change in time.

**New Business:** Thank you to everyone who helped with the set up and meal for the Annual General Meeting of 2019 was accomplished by a wonderful collaborative effort of several people.

Eric Hornsey moved adjournment at 6:35pm

Rimbey Historical Society Board of Directors for 2019:

President	Linda Girodat
Vice President	Larry Varty
Secretary	Diane Miller
Treasurer	Jack Webb
Directors (2yrs)	Jim Schneider, Robert Gates, and Chuck Hendricks
Directors (1yr)	Randy Bliss, Mathew Jaycox, and Kurtis Pillipow

**Next Annual General Meeting Wednesday, February 19, 2020**

# **Rimbey Historical Society Board Meeting Minutes**

*At Smithson International Truck Museum*

Wednesday, April 22, 2020 @ 4:00 pm

**Present:** Larry Varty, Bill Hval, Jim Schneider, Chuck Hendricks, Larry Beckley, Sharon Bowness, Celia Hendricks, Janet Carlson, Lana Curle, and Cheryl Jones.

**Guests Present:** None

**Call to Order:** Meeting called to order by the President, Larry Varty at 4:00 pm.

**Agenda:** Larry Beckley moved, and Jim Schneider seconded the Agenda be accepted – CARRIED

**Minutes:** Chuck Hendricks moved, and Sharon Bowness seconded the Minutes from the previous board meeting which was held Wednesday, January 22, 2020 be accepted – CARRIED

**Old Business Arising from Minutes:** None

**President:** Larry Varty thanked all the new members and welcomed them to the board. Larry talked about how the email communications are an adjustment and he hopes we can get back to regular meetings soon. This being the first physical distance meeting is a trial and if members do not feel comfortable coming to any meeting it would be understandable.

**Treasurer's Report:** Cheryl Jones presented the Treasurer's Report for Pauline Hansen. Pauline sent her regrets for not being able to attend the meeting. Larry read an email she submitted in her absence. Board reviewed and discussed the financials. Jim Schneider moved, and Chuck Hendricks seconded the Treasurer's report be accepted – CARRIED

**Committee Reports:** New committee members for 2020 were decided.

- a) **Grants-** Lana Curle
- b) **Gaming/Casino** -Chuck Hendricks
- c) **Maintenance/Restoration & Truck Repairs:** Larry Beckley, Jim Schneider, and Bill Hval
- d) **Buildings & Yard:** Larry Varty, Sharon Bowness, and Chuck Hendricks
- e) **Events & Fundraising:** Lana Curle, Celia Hendricks, Janet Carlson, Diane Miller
- f) **Volunteer/Recruitment:** All Board
- g) **Strategic Planning Committee:** Bill Hval

**Town Representation:** Larry Varty thanked Lana Curle for continuing to represent the Historical Society to the Town Council for another year. Lana brought forth an offer of donation; the old Parkland Manor sign and 2 flag poles. The Board discussed and decided to accept the flag poles but felt the sign would be too big and we could not make use of it. The Farmers' Market at the Park for 2020 was discussed. Lana shared the Town had yet to make a decision on whether the grounds at the Park could be open for limited use while being closed to the public. The Board discussed at length the pros and cons of renting out the Park grounds to the Farmers' Market considering the COVID-19 pandemic. It was

decided that further information is needed before a decision could be reached. Lana and Cheryl will reach out the Market manager (Gayle) and request a written proposal detailing the changes to the 2020 Market and ways in which all new health regulations would be addressed so the board would be able to make an informed decision.

The Board thanked Lana for advocating on behalf of the Historical Society regarding the approval of the annual operational grant from the Town.

**Park Administration Report: (Attached)**

Cheryl Jones thanked the Board for renewing her contract for the year. She also voiced her appreciation on continuing to be able to work with the Museum and Grounds being temporarily closed to the public.

It was reported the Rimbey Museum has once again been awarded the “Recognized Museum” status for 2020-2025 with the Alberta Museums Association. Attaining this designation is a significant accomplishment, not easily attained and one we can be very proud of.

The Board discussed the hiring of summer students. We have yet to hear from the “Canada Summer Jobs” grant, of which we applied for 4 students for 16 weeks. We can hope for 2 positions for 8 weeks but should hear in May if our application was successful. Regardless of receiving this grant a motion was put forward to hire 1 student as our budget has allotted for the position and summer work, even when closed to the public, warrants it. Jim Schneider moved, and Janet Carlson seconded– CARRIED

Artifacts for acceptance: All artifact donations will be put on hold until the pandemic has been lifted.

**Visitor Information Centre:** Cheryl reported Travel Alberta has granted our “Visitor Information Center” renewed accreditation for 2020. Travel Alberta has had to cancel their annual “Spring Training and Conference” for 2020, of which we always attend. They are offering weekly Webinars on a variety of related subjects, for accredited VIC’s to take part in. Cheryl reported taking part in these, which run every Thursday morning. Larry Beckley expressed interest in also taking part in these Webinars, Cheryl will ask to have him put on Travel Alberta’s Webinar contact list.

**New Business:**

a) **Signing authorities**

The Board discussed the signing authorities adding Bill Hval and Pauline Hansen for 2020, but no motion was made.

b) **2020 Farmers’ Market** rental/contract was discussed in Lana’s report.

c) **2020 Capital Projects**

Completion of the Steeves House was approved to go forward with the use of the Casino funds. All other capital projects are to be put on hold considering the uncertainty of revenues due to the temporary Museum and grounds closure. We will get quotes for a possible concrete pad between the Medical Museum and Steeves House.

**Next Regular Board Meeting to be held May 20, 2020 at 4:00 pm.**

**Adjournment:** Sharon Bowness moved for adjournment the Board Meeting at 4:55 pm.

# Rimbey Historical Society Board Meeting Minutes

*At Smithsonian International Truck Museum*

Wednesday, May 20, 2020 @ 4:00 pm

**Present:** Larry Varty, Bill Hval, Pauline Hansen, Diane Miller, Jim Schneider, Chuck Hendricks, Celia Hendricks, Janet Carlson, Sharon Bowness, Larry Beckley, Lana Curle (Town Rep.), and Cheryl Jones (Curator).

**Call to Order:** Meeting called to order by the President, Larry Varty at 4:00 pm.

**Guests Present:** Rimbey Farmer's Market Managers, Gayle and Annette - Presentation on behalf of the Farmer's Market in Rimbey for the 2020 Season. A quick review of their plans, rules, parking, entrance/exit and hours was presented. It was then opened up for questions from the Board. Gayle and Annette left the meeting.

**Agenda:** Jim Schneider moved, and Celia Hendricks seconded the Agenda be accepted – CARRIED.

**Minutes:** Larry Beckley moved, and Bill Hval seconded the Minutes from the previous board meeting which was held Wednesday, April 22, 2020 be accepted – CARRIED.

## **Old Business Arising from Minutes:**

Chuck Hendricks moved that Pauline Hansen, Bill Hval and President Larry Varty will have the Signing Authority for the RHS Board. Motion was seconded by Sharon Bowness -CARRIED.

## **President:** Larry Varty

- It was decided to postpone and discussed at a later date, the construction of a cement pad between the Medical Museum and the Post Office/Steeves House, for a period of time in order to see what happens with the possibility of the ground sinking.

**Treasurer's Report:** Pauline Hansen presented the Treasurer's Report. Pauline Hansen moved, and Jim Schneider seconded the Treasurer's report be accepted – CARRIED.

## **Committee Reports:**

- a) **Grants:** None
- b) **Gaming/Casino:** None
- c) **Maintenance/Restoration & Truck Repairs:** Larry Beckley reported on the activity in the shop. Committee will take some time to clean up the shop.
- d) **Buildings & Yard:** Larry Varty reported that some trees need trimmed throughout the grounds and that the algae has returned in the pond.
- e) **Events & Fundraising:** Committee will post a sign stating the hours for the morning coffee group should end by 9:00 am daily prior to this group returning after the COVID-19 pandemic restrictions are lifted.
- f) **Volunteer/Recruitment:** None
- g) **Strategic Planning Committee:** Bill Hval and Cheryl Jones worked on a Re-Opening with the Pandemic Policy. This policy is in line with requirements by the government prior to Re-Opening.

**Town Representation:** Lana Curle, Town Representative, reported that due to the COVID-19 town operations/atmosphere has changed considerably as the Town Council take this pandemic very seriously.

**Park Administration/Curator Report:** *(Attached)*

Cheryl Jones presented a Park Report for the month

Artifacts for acceptance: None

Visitor Information Centre: Travel Alberta will continue our accredited VIC status even if we do not open this year.

**New Business:**

- Discussion on the Rimbey Farmer's Market (2020) - The Farmer's Market will be ran and controlled by the Market Manager and Farmers' Market Board. The only responsibility of the RHS Board is to rent the park for their use. Lana Curle made the motion to rent the space to the Rimbey Farmer's Market for the 2020 season with a revised 2020 contract, seconded by Janet Carlson - CARRIED.
- The ratification of the Farmer's Market Contract should be done soon. Celia Hendricks and Cheryl Jones will see that this contract gets validated.
- Re-Opening of the Museum & Park (2020) - Larry Beckley made the motion to re-open June 2<sup>nd</sup>, Closed on Sundays and Mondays, Open hours 9:00 am to 3:00 pm. Tours by appointment only and must do the COVID-19 Self-Assessment beforehand. The only building that will be open for tours is the Smithsonian International Truck Museum and Visitor Information Center, Seconded by Jim Schneider - Opposed Chuck Hendricks, Pauline Hansen and Diane Miller - CARRIED.
- Lana Curle requested on behalf of the International Quilters to have access to the museum to finish up a quilt that had been started. Permission was given.
- The number of student helpers needed this summer season will be tabled to the June meeting. We have heard back from Canada Summer Jobs and are only being funded for 280 hours all summer. That is half of what we received last year.

**Next Regular Board Meeting to be held Wednesday, June 17, 2020**

**Adjournment:** Larry Beckley adjourned the Board Meeting at 5:20 pm.

# **Rimbey Historical Society Board Meeting Minutes**

*At Smithson International Truck Museum*

Wednesday, June 17, 2020 @ 4:00 pm

**Present:** Larry Varty, Bill Hval, Pauline Hansen, Diane Miller, Jim Schneider, Chuck Hendricks, Celia Hendricks, Janet Carlson, Sharon Bowness, Larry Beckley, Lana Curle (Town Rep.), and Cheryl Jones (Curator).

Missing: 0

**Guests Present:** 0

**Call to Order:** Meeting called to order by the President, Larry Varty at 4:00pm.

**Agenda:** Jim Schneider moved, and Larry Beckley seconded the Agenda be accepted – CARRIED.

**Minutes:** Chuck Hendricks moved, and Lana Curle seconded the Minutes from the previous board meeting which was held Wednesday, May 20, 2020 be accepted - CARRIED.

**Old Business Arising from Minutes:**

The Farmer's Market will not be held in the PasKaPoo Park this year.

Cheryl Jones reported on the re-opening of the Truck Museum. It has been successful.

**President:** Larry Varty - None

**Treasurer's Report:** Pauline Hansen presented the Treasurer's Report

Pauline Hansen moved, and Celia Hendricks seconded the Treasurer's report be accepted – CARRIED.

**Committee Reports:**

**a) Grants:** None

**b) Gaming/Casino:** None

**c) Maintenance/Restoration Shop & Truck Repairs:**

Bill Hval reported that Larry Beckley, Wayne Thomson and himself reassembled the VanBrunt Seed Drill and put it back under the pole shed.

**d) Buildings & Yard:**

Sharon Bowness reported that they have cleaned the pond and now will work on the problem of algae.

A list of volunteers was taken to help with the trimming of the trees in the park.

A work bee will be held on June 27, 10:00 a.m. Chuck Hendricks, Bill Hval, Larry Varty and Matthew Jaycox will help.

**e) Events & Fundraising:**

A discussion re: the Morning Coffee Group on whether it should be once again allowed or not. Celia Hendricks moved that the Coffee Group can start again on Tuesday, June 30, and Larry Beckley seconded it. Bill Hval and Pauline Hansen opposed. CARRIED. The morning sessions should end by 9:00 a.m., prior to the Museum bring open to the public each day.

The Events Committee should be contacted if any problems occur.

**f) Volunteer/Recruitment:**

At start-up volunteers, manning the Truck Museum, will receive training from Cheryl Jones on the necessary cleaning rules for the Museum, set out by COVID requirements. Pauline Hansen moved, and Bill Hval seconded, to postpone volunteering till next month. CARRIED.

**Park Administration Report: (Attached)**

Cheryl Jones presented a Park Report for the month.

- It was decided not to register the Scout vehicle this year.
- The playground and park grounds will remain closed, for now. Re-opening will be discussed again at our July Board meeting.
- Pavilion Rentals - will cancel the June 24<sup>th</sup> booking, and the July/August bookings will be discussed at the July Board meeting.

Artifacts for acceptance: None

Visitor Information Centre: None

**New Business:**

Larry Beckley moved, and Sharon Bowness seconded that we hire summer help for part time work - July and August up to a total of 280 hours. CARRIED.

**Next Regular Board Meeting** to be held Wednesday, July 15, 2020 @ 4:00 p.m.

**Adjournment:** Sharon Bowness adjourned the Board Meeting at 5:05 pm.

Family and Community Support Services (FCSS)  
Rimbey Community Home Help Services (RCHHS)  
BOARD MEETING MINUTES  
May 21, 2020  
10:00 a.m. Rimbey Provincial Building

PRESENT: N. Hartford, Chairperson  
M. Josephison, Board Member, virtual  
I. Steeves, Vice Chairperson, virtual  
K. Maconochie, Recording Secretary  
P. Makofka, Executive Director, virtual  
G. Rondeel, Board Member, virtual  
B. Coulthard, Board Member, virtual  
D. Noble, Board Member, by phone  
F. Pilgrim, Board Member, virtual  
R. Schaff, Board Member, virtual  
J. Coston, IT support  
P. Nadon, U of A student

REGRETS:

Introduction of Phil Nadon.

1. CALL TO ORDER  
The meeting was called to Order by: N. Hartford at 10:20 a.m.

2. APPROVAL OF AGENDA

**20-05-01 MOTION:** By: D. Noble: That the agenda is adopted with the following changes.

Add under New Business: 11.8 Request for funds for flowers outside the Provincial Building

11.9 FCSSAA Conference update

**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 – April 16, 2020

**20-05-02 MOTION:** By: F. Pilgrim: That the Minutes of the April 16, 2020 Board Meeting be adopted as presented.

**CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

5.1 Year-end Financials signed

Will be submitted to the province with the outcome measures by the end of June. C. Brassard has them ready to go.

5.2 Family Resource Network-FRN updates

Wetaskiwin Boys & Girls Club is the hub for our area. McMan will be the organization that is providing the programs. They are up and running, with some restrictions due to COVID-19.

6. OLD BUSINESS

6.1 2020 FCSS Golf tournament

P. Makofka prepared a letter of transparency to send out to past sponsors and golfers. The letter was shared with Board Members. This will not be sent out until after the June Board Meeting, in case there are changes to gathering restrictions due to COVID-19. The golf tournament may have to be cancelled this year due to COVID-19 restrictions.

6.2 2020 Block Party

**20-05-03 MOTION:** By: F. Pilgrim : That up to \$ 500.00 be used for smaller more community specific initiatives due to COVID-19 restrictions.

**Seconded by:** M. Josephison

**CARRIED**

6.3 COVID-19 Funding Status (Emergency COVID funding)

We have been approved for three of the applications that were submitted. 1) Fill the Fridge-\$13,000.00, 2) Transportation-gas coupons-\$1,000.00 and 3) FCSS Wellness Bags-\$8,800.00.

7. FINANCE

7.1 May 21, 2020 Finance Committee Meeting Highlights

**20-05-04 MOTION:** By: I. Steeves: That the Highlights of the May 21, 2020 Finance Committee Meeting be accepted as information.

**CARRIED**

8. WRITTEN REPORTS

8.1 Monthly Board Reports

8.2 Big Brothers Big Sisters – quarterly-none due

8.3 Catholic Social Services – quarterly-none due

**20-05-05 MOTION:** By: I. Steeves: To accept the Monthly Board Reports as information.

**CARRIED**

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: TBA once we can safely arrange

10. DIRECTOR'S REPORT

**20-05-06 MOTION:** By: D. Noble: That the Director's Report is accepted as information. P. Makofka reported on the highlights from the FCSSAA meeting.

**CARRIED**

11. **NEW BUSINESS**  
11.1 FCSS Board Retreat

**20-05-07 MOTION:** By: M. Josephison: That the 2020 FCSS Board Retreat take place on September 17 & 18 or 24 & 25, 2020, at Canalta (Rimbey) at the expense of the agency.

**Seconded by:** R. Schaff

**CARRIED**

11.2 FCSS Team Leaders Retreat

**20-05-08 MOTION:** By: F. Pilgrim: That the 2020 FCSS Team Leaders Retreat take place on September 18 & 19 or 25 & 26, 2020, at Rimbey Ridge at the expense of the agency.

**Seconded by:** I. Steeves

**CARRIED**

11.3 University of Alberta placement

Phil Nadon – majored in math and computers. Doing data & software engineering. He is currently doing shift management program for us. Phil received a grant to do some practical work in the community and Rimbey FCSS is the lucky recipient of this project.

11.4 Canada Summer Jobs- summer student

We were successful in the application for a summer student. However, we only received funding for 8 weeks instead of the 9 weeks that we applied for. P. Makofka will hire a summer student for June 29 to Aug-21, 2020.

11.5 Food Bank – number of hampers per year

**20-05-09 MOTION:** By: F. Pilgrim : To increase the number of food hampers available to 12 per year, plus the Christmas hamper, per family for the 2020 calendar year due to the current pandemic.

**Seconded by:** I. Steeves

**CARRIED**

11.6 Rimbey FCSS agency – relaunch plans

We will follow the municipal and provincial guidelines for relaunching office programs.

**CARRIED**

11.7 Years of Service-FCSS Family BBQ

**20-05-10 MOTION:** By: R. Schaff: Years of Service awards to be acknowledged at a private presentation, with their gifts, according to their years of service and a card from Peggy, due to COVID-19 and pictures put on the web page.

**CARRIED**

11.8 Request for funds for flowers outside the Provincial Building

**20-05-11 MOTION:** By: M. Josephison: To purchase flowers to plant, up to \$300.00 in the south flower beds outside FCSS office for beautification, at the expense of the agency.

(This will also include a sign to put in the flower beds to recognize the HCA's for their work during pandemic.)

**CARRIED**

11.9 FCSSAA Conference update

Has been cancelled.

12. Workplace Health & Safety Committee – next Meeting: TBA (before QIRM meeting), 2020 at 1:30 p.m.

13. Review of Statistics

13.1 2020 Monthly Program Statistics report

13.2 AHS Contracted HC and Private HS Client Stats combined 2020 – remove WCB amounts from the year that has not been reported on yet.

13.3 AHS (HC) & Private (HS) billing 2016-2020

13.4 AHS (HC) Client Totals & Hours 2016-2020

13.5 Private (HS) Client Totals & Hours 2016-2020

13.6 Food Bank Hamper Stats 2016-2020

13.7 Client Safety Reports – quarterly – not due

**20-05-12 MOTION:** By: D. Noble: To accept the review of the above reports and statistics as information.

**CARRIED**

14. CORRESPONDENCE

15. NEXT MEETING DATE: Board Meeting: June 18, 2020

16. ADJOURNMENT

**20-05-13:** By: N. Hartford: That the FCSS Board meeting adjourns at 12:15 p.m.

**CARRIED**

17. BOARD SHARING TIME

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N. Hartford, Chairperson

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K. Maconochie, Recording Secretary



BOARD MEETING  
Wednesday, February 19, 2020  
10:00 am  
Valley View Manor, Rimbey

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

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MOVED by S. Lyon that the Board meeting agenda be adopted as presented. (RHF 20-02-01) Carried

3. APPROVAL OF MINUTES

MOVED by L. Curle the Board accept the minutes of the December 18, 2019 Board meeting. (RHF 20-02-02) Carried

4. CAO REPORT

J. Weir attended a meeting with MLA Jason Nixon on January 7, 2020 to discuss multiple items of concern for Rimoka Housing Foundation.

There continues to be no agreement in place for the demolition of Parkland Manor from the Alberta Government, however they will provide a project manager to proceed with the utility service disconnects. The Board recommends the services not be disconnected until a decision is made on the building and requested J. Weir provide a letter to government from Ponoka County Regional Fire Chief, Dennis Jones supporting that recommendation for community and building safety.

J. Weir outlined anticipated carbon tax costs for the Foundation in 2020 and will continue to review various options for discussion with government through other housing management bodies.

J. Weir also provided an update on vacancies for each building.

The Valley View Manor began making soup today in an effort to enhance the Meals on Wheels program provided through FCSS Rimbey by creating a good meal option for residents who are unable to access the program. The Foundation will review the effectiveness of the program and determine if options to expand are feasible in the future.

L. Curle discussed the need for additional housing opportunities in the Town of Rimbey as residents are finding it necessary to leave the community for housing options that better suit their needs. A life lease project that allows residents to stay in their homes longer may be a suitable option to meet the communities' requirement.

The Board discussed where the priorities for the Foundation should be placed moving forward to greatest meet the housing requirements for our service area and building requirements.

MOVED by R. Pankiw that the Board present a proposal to the Alberta Seniors Ministry on a new Ponoka supportive living facility. (RHF 20-02-03)

Carried

A needs assessment survey shall be completed to support the proposal to Alberta Seniors for the Ponoka supportive living facility. J. Weir will provide a budget amount at the March Board Meeting for Board approval.

5.	FINANCIAL REPORTS
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J. Weir provided an overview of the financial reports for the twelve months ending December 31, 2019.

MOVED by T. Dillon that the Board accept for the twelve months ending December 31, 2019 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 20-02-04)

Carried

J. Weir provided an overview of the financial reports for the one month ending January 31, 2020.

MOVED by S. Lyon that the Board accept for the one month ending January 31, 2020 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 20-02-05)

Carried

MOVED by R. Pankiw that the Board accept the 2019 expenditures from the endowment accounts for October, November and December. (RHF 20-02-06)

Carried

## BUDGET AMENDMENT

J. Weir requested an amendment to the 2020 Lodge Budget to include \$50,000 for furniture at Golden Leisure Lodge. The amended 2020 Lodge Budget presented includes the removal of other small equipment to offset a portion of the requested increase, which will therefore result in a deficit of \$383,750. The requisition amounts to the municipalities will remain unchanged.

MOVED by L. Curle that the Board approve the amended 2020 Lodge Budget as presented. (RHF 20-02-07)

Carried

6.	STANDING AGENDA ITEMS
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## SAFETY

Nothing to report.

## HOUSING FIRST

Nothing to report.

7. NEW BUSINESS & CORRESPONDENCE

SOCIAL HOUSING CONSTRUCTION

J. Weir advised through preliminary consultations with contractors who have completed similar buildings, our social housing project could cost between \$5-7 million based on \$250 per square foot for construction.

The disposition of Government of Alberta and Town of Ponoka housing assets shall be reviewed moving forward. The Board recommends J. Weir present a proposal to Town of Ponoka Council on the disposition of the low income housing in Ponoka.

8. NEXT MEETING

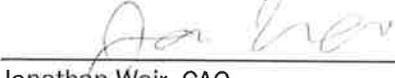
The next meeting will be scheduled for March 25, 2020 at Legacy Place in Ponoka at 10:00 a.m.

MOVED by N. Hartford the meeting adjourn at 10:59 a.m.. (RHF 20-02-08)

Carried

  
\_\_\_\_\_  
Bryce Liddle, Board Chair

June 28/2020  
Date Signed

  
\_\_\_\_\_  
Jonathan Weir, CAO

Apr 28<sup>th</sup> / 2020  
Date Signed



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

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

MOVED by T. Dillon that the Board meeting agenda be adopted as presented. (RHF 20-03-01) *Carried*

3. APPROVAL OF MINUTES

MOVED by N. Hartford the Board accept the minutes of the February 19, 2020 Board meeting. (RHF 20-03-02) *Carried*

6. 2019 AUDITED FINANCIAL STATEMENTS

G. Parker provided an overview of the draft 2019 audited financial statements and outlined the process and parameters involved in the audit.

G. Parker also reviewed the audit findings letter and the audit report on tenant income procedures with the Board.

The normalized results from lodge operations is \$140,614 which would be the amount that could be transferred to reserve accounts.

MOVED by R. Pankiw to amalgamate the two existing lodge reserves and transfer \$140,000 from the 2019 surplus into a building reserve. (RHF 20-03-03) *Carried*

MOVED by T. Dillon the Board accept the audited 2019 financial statements as presented. (RHF 20-03-04) *Carried*

G. Parker left the teleconference at 9:33 a.m

4. CAO REPORT

A written CAO report was provided as part of the agenda package.

J. Weir thanked the employees in Rimbey and Ponoka for all their hard work during this difficult time as they are doing a fantastic job.

Board Members also expressed their appreciation to the staff and their hard work.

MOVED by L. Curle that the Board accept the CAO report as information. (RHF 20-03-05)

Carried

5.	FINANCIAL REPORTS
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J. Weir provided an overview of the financial reports for the two months ending February 29, 2020.

MOVED by S. Lyon that the Board accept for the two months ending February 29, 2020 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 20-03-06)

Carried

MOVED by D. MacPherson the Board approve the addition of Item 5.4 – 2020 Provincial Housing Budget and Item 5.5 – Auditors to the agenda. (RHF 20-03-07)

Carried

#### 2020 PROVINCIAL HOUSING BUDGET

The 2020 Provincial Housing Budget has been amended to reflect the approved budget deficit amount of \$54,390 as provided by the Government of Alberta for the social housing portfolio.

MOVED by N. Hartford that the Board approve the amended 2020 Provincial Housing Budget as presented. (RHF 20-03-08)

Carried

#### AUDITORS

MOVED by D. MacPherson that the Board engage Rowland Parker & Associates to complete the 2020 and 2021 annual audits for the Foundation. (RHF 20-03-09)

Carried

7.	STANDING AGENDA ITEMS
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#### SAFETY

Nothing to report.

#### HOUSING FIRST

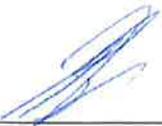
Nothing to report.

8.	NEXT MEETING
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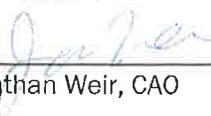
The next meeting will be scheduled for April 22, 2020 at 10:00 a.m. via conference call.

MOVED by S. Lyon the meeting adjourn at 10:46 a.m.. (RHF 20-03-10)

Carried

  
\_\_\_\_\_  
Bryce Liddle, Board Chair

Apr 20 / 2020  
Date Signed

  
\_\_\_\_\_  
Jonathan Weir, CAO

Apr 28 / 2020  
Date Signed



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

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 10:02 a.m.

2. ADOPTION OF AGENDA

MOVED by S. Lyon that the Board meeting agenda be adopted as presented. (RHF 20-04-01) Carried

3. APPROVAL OF MINUTES

MOVED by D. MacPherson the Board accept the minutes of the March 25, 2020 Board meeting. (RHF 20-04-02) Carried

4. CAO REPORT

A written CAO report was provided as part of the agenda package.

J. Weir provided an update to the Board on Covid-19 and related operating constraints and issues including the financial impact on the Foundation to date.

MOVED by T. Dillon that the Board accept the CAO report as information. (RHF 20-04-03) Carried

5. FINANCIAL REPORTS

J. Weir provided an overview of the financial reports for the three months ending March 31, 2020.

MOVED by N. Hartford that the Board accept for the three months ending Mrch 31, 2020 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 20-04-04)

Carried

MOVED by L. Curle the Board approve the endowment account expenditures for January, February and March as presented. (RHF 20-04-05)

Carried

6.	STANDING AGENDA ITEMS
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**SAFETY**

The only safety concern at present is Covid-19 and ensuring our employees are safe and the proper PPE is available as needed.

**HOUSING FIRST**

The majority of the committee work has been postponed with the current pandemic.

MOVED by R. Pankiw the Board accept the Standing Agenda Items updates as information. (RHF 20-04-06) Carried

7.	NEW BUSINESS
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Nothing to report

8.	NEXT MEETING
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The next meeting will be scheduled for May 20, 2020 at 10:00 a.m. via conference call.

MOVED by R. Pankiw the meeting adjourn at 10:40 a.m. (RHF 20-04-07) Carried

  
\_\_\_\_\_  
Bryce Liddle, Board Chair

June 24/2020  
Date Signed

  
\_\_\_\_\_  
Jonathan Weir, CAO

June 17/2020  
Date Signed



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

1. CALL TO ORDER

B. Liddle, Board Chair called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

MOVED by D. MacPherson that the Board meeting agenda be adopted as presented. (RHF 20-05-01) *Carried*

3. APPROVAL OF MINUTES

MOVED by T. Dillon the Board accept the minutes of the April 22, 2020 Board meeting. (RHF 20-05-02) *Carried*

4. CAO REPORT

J. Weir provided an update on the Covid-19 pandemic and present government regulations mandated for our lodge facilities as well as resident, family and our employee's continuing concerns.

Our local Public Health Inspector completed an inspection at Valley View Manor this week and will be completing the inspection at Golden Leisure Lodge on May 22, 2020.

An update was provided on the status of Parkland Manor and quotes on the cost to demolish the building.

The Foundation continues to await approval on our capital maintenance items outlined in last year's business plan from the Provincial Government. If approved, J. Weir would like to propose the Foundation spearhead the coordination of those maintenance items and outsource to local contractors.

MOVED by S. Lyon that the Board accept the CAO report as information. (RHF 20-05-03) *Carried*

5. FINANCIAL REPORTS

J. Weir provided an overview of the financial reports for the four months ending April 30, 2020.

MOVED by N. Hartford that the Board accept for the four months ending April 30, 2020 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;

- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 20-05-04)

Carried

6.	STANDING AGENDA ITEMS
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**SAFETY**

J. Weir completed an OH&S inspection by phone in conjunction with the Covid-19 pandemic at the beginning of May.

**HOUSING FIRST**

The majority of the committee work continues to be postponed with the current pandemic.

MOVED by L. Curle the Board accept the Standing Agenda Items updates as information. (RHF 20-05-05)

Carried

R. Pankiw left the meeting at 10:38 a.m.

7.	NEW BUSINESS
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Nothing to report

8.	NEXT MEETING
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The next meeting will be scheduled for June 17, 2020 at 10:00 a.m. via video conference.

MOVED by S. Lyon the meeting adjourn at 10:43 a.m. (RHF 20-05-06)

Carried

  
\_\_\_\_\_  
Bryce Liddle, Board Chair

June 17/2020  
Date Signed

  
\_\_\_\_\_  
Jonathan Weir, CAO

June 17/2020  
Date Signed

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.20 RB00 - 2020 General Engineering</b>		
May 14, 2020	Matichuk, Gerald	Tagish is reviewing the engineering drawing related to the Rimbey Christian School gymnasium application.
May 28, 2020	Matichuk, Gerald	Waiting for Rimbey Christian School (gymnasium and parking lot expansion) to provide a detailed engineering drawing showing access from proposed development unto 54 Ave.
June 11, 2020	Matichuk, Gerald	Tagish is working with staff to provide a budget estimate to shape and pave the roads in Evergreen Estates. Waiting for Rimbey Christian School (gymnasium and parking lot expansion) to provide a detailed engineering drawing showing access from proposed development unto 54 Ave.
June 24, 2020	Matichuk, Gerald	Tagish is working to provide staff with a budget estimate to complete road reconstruction and paving, c/w Local Improvement costs for each lot in Evergreen Estates.
<b>Project: RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades</b>		
May 28, 2020	Solberg, Lloyd	We are working on the Main Reservoir Designs. The project is expected to go out for tender at the end of summer and begin construction in the early Fall.
June 11, 2020	Solberg, Lloyd	We are working on the Main Reservoir Designs. We have received some information from Chamco for the pumps which we are going through.
June 24, 2020	Solberg, Lloyd	(June 24) No change.
<b>Project: RBYM00135.00 RB135 - Standby Generator Comm Centre</b>		
May 14, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. is scheduled to be on site the week of May 25, 2020. Work will include installation of a concrete pad to mount the transfer switch, the re-routing of the main power supply, connection of the stand-by generator and commissioning.
May 28, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. is on site completing the installation of a concrete pad to mount the transfer switch, the re-routing of the main power supply, connection of the stand-by generator and commissioning. Highline Electrical have indicated that the work should be completed by June 15, 2020.
June 11, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. are on site working to complete the installation of a concrete pad to mount the transfer switch, the re-routing of the main power supply, connection of the stand-by generator and commissioning. Highline Electrical have indicated that the work should be completed by June 17, 2020.
June 24, 2020	Matichuk, Gerald	Highline Electrical Constructors Ltd. have completed the installation of the transfer switch and the re-routing of the main power supply to tie in the transfer switch. Highline Electrical is working with Frontline Compressor Services Ltd. to schedule a time to complete the commissioning.
<b>Project: RBYM00136.01 RB136.01 - 2019/20 Street Improvements</b>		
May 14, 2020	Matichuk, Gerald	J. Branco & Sons Concrete are scheduled to be on site the week of May 18, 2020 to start the concrete sidewalks removals on 50 Avenue between 50 St. & 51 St.
May 28, 2020	Matichuk, Gerald	Waiting for J. Branco & Sons Concrete to arrive on site to start the concrete sidewalks removals on 50 Avenue between 50 St. & 51 St.
June 11, 2020	Matichuk, Gerald	J. Branco & Sons Concrete Concrete Services are on site work to complete the concrete sidewalks removal and replacements at various locations in Town.
June 24, 2020	Matichuk, Gerald	J. Branco & Sons Concrete Concrete Services have completed the concrete sidewalks removal and replacements on 50 Av. and several other locations in Town. J. Branco & Sons Concrete Services are scheduled to return to Rimbey after Publicworks has completed the CMP installation in the lane-way east of 57 Av.
<b>Project: RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b>		
May 14, 2020	Matichuk, Gerald	Bemoco Land Surveying has completed the site surveying for the subdivision and utility right-of-way and is working to complete the registration at Land Titles. Tagish is working with pump suppliers to select the pump for Well PW(17-15).
May 28, 2020	Matichuk, Gerald	Bemoco Land Surveying has completed the site surveying and has forwarded all

June 11, 2020	Matichuk, Gerald	documentation to Land Titles for registration. Waiting for Alberta Registries to complete the registration of the subdivision and Utility Agreement. Tagish is working with Access Land to secure the pipeline crossing agreements required for construction.
June 24, 2020	Matichuk, Gerald	Waiting for Alberta Registries to complete the registration of the subdivision and Utility Agreement (June 24, 2020).

The meeting was called to order by Chairperson Teri Ormberg at 2:45pm.

In attendance: Teri Ormberg Jackie Anderson  
Florence Stemo  
Annette Boorman Judy Larmour  
AudreyAnn Bresnahan Annelise Wettstein  
Bronwen Jones  
Lana Curle - Rimbey Town Councillor

MINUTES of previous meeting (May 4, 2020) read by Florence. Minutes adopted as read by Teri.

CORRESPONDENCE: None.

TREASURER'S REPORT: Current Balance: \$32,054.97. Jackie moved the adoption of her report. Seconded by Annette. Carried.

**OLD BUSINESS:**

**TREES IN NEED OF ATTENTION:** Teri expressed our thanks to the Ibbotson Crew (Sheldon, Connor, and Ronan) for cutting and carrying away the dying weeping birch tree from the south side of the House.

Florence will ask for bids from two parties on the removal of the stump, and also on the cutting and removal of the second birch tree, as it appears to be dying.

**LONG-RANGE PLAN:** Rebekah is to be invited to a meeting to give a report based on the two sessions we have had with representatives from community groups.

**FEDERAL GRANT APPLICATION:** No reply at this time.

**SUMMER EMPLOYEE:** Ryan St.Denis has been hired to work 16 hours a week. AudreyAnn will be the liaison person during the month of June.

**WOODDALE QUILT 2020:** "Spring Comes Softly", a queen-sized quilt, was presented by Teri. Florence will get raffle licence, and order 1220 tickets. Ticket price will remain at \$1.00 each.

**ALBERTA CULTURE DAYS:** No plan yet, in view of the COVID19 situation.

**NEW BUSINESS:**

**YARD (PARK):** Under consideration: area around trees and shrubs, spruce limbs near the ground, bench and shrubs (suggested by Bron), development of garden area, a problem with ants.

**HISTORY OF GARDEN:** Judy gave an outline of her progress on this project. Copies of her work will be sent to each Board Member in the near future.

**NEXT MEETING:** Monday, July 6, 2020.

**ADJOURNMENT:** By Teri at 3:50pm.

Note: Our thanks to Annette and Mike Boorman for hosting our meeting in their garden; and to Bronwen Jones for serving a cool refreshment on a very warm day.

Minutes adopted as read - July 6, 2020. Florence Stemo Secretary



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.3
<b>Council Meeting Date</b>	July 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 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

July 23, 2020

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

July 23, 2020

Date

**Highlights**

<b>Date</b>	<b>Event</b>	<b>Details of Event</b>
June 25	Minister Mtg	Meeting with Jason Nixon surrounding a couple of issues
June 29	Taping	Video taping of MLA Nixon and myself around Town
July 28	Council Mtg	Regular Council Mtg

Numerous commissionaire of oath's  
Cheque Runs

Rick Wm. Pankiw  
Mayor

**Highlights**

Date	Event	Details of Event
No written report received a time of publication of the agenda.		

J. W. Coulthard  
Councillor

Highlights

Date	Event	Details of Event
July 15	Historical Society	Regular meeting go the board, held at museum with social distancing in place
July 28	Town Council	Regular Meeting of Town Council, attended in Council Chambers

Submitted by  
Lana Curle  
Town Councillor

**Highlights**

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

Paul Payson  
Councillor

**Highlights**

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

Gayle Rondeel  
Councillor