

TOWN OF RIMBEY
TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY DECEMBER 12, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1
3.	Minutes	
4.1	Minutes of Regular Council Meeting November 28, 2016	2-6
4.	Public Hearings - None	
5.	Delegations - None	
6.	Bylaws - None	
7.	New and Unfinished Business	
7.1	Policies to be Amended	7-16
7.2	Policies to be Rescinded	17-29
7.3	Request to Discharge Restrictive Covenant.....	30-45
8.	Reports	
8.1	Department Reports - None	
8.2	Boards/Committee Reports	46
8.2.1	FCSS /RCHHS Board Meeting Minutes of Oct 19/16.....	47-50
9.	Correspondence - None	
10.	Open Forum (Bylaw 894/14 – Council Procedural Bylaw #30 - 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.	In- Camera - None	
12.	Adjournment	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
MONDAY, NOVEMBER 28, 2016 IN THE COUNCIL CHAMBERS OF THE
TOWN ADMINISTRATION BUILDING

1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Mayor Pankiw
Councillor Godlonton
Councillor Jaycox
Councillor Payson
Councillor Webb
Chief Administrative Officer – Lori Hillis, CPA, CA
Recording Secretary – Kathy Blakely

Absent:
Director of Finance – Wanda Stoddart
Contract Development Officer – Liz Armitage
Director of Community Services – Cindy Bowie
Director of Public Works – Rick Schmidt
Municipal Intern - Michael Fitzsimmons

Public:
Treena Mielke, Rimbey Review(7:03)
4 members of the public

2. Adoption of Agenda 2.1 November 28, 2016 Agenda

Motion 504/16

Moved by Councillor Payson to accept the Agenda for November 28, 2016 Regular Council Meeting as presented.

CARRIED

3. Minutes 3.1. Minutes of Regular Council Meeting November 14, 2016
3.2 Minutes of Council 2017 Budget Meeting November 19, 2016

Motion 505/16

Moved by Councillor Godlonton to accept the Minutes of the Regular Council Meeting of November 14, 2016, as presented.

CARRIED

Motion 506/16

Moved by Councillor Jaycox to accept the Minutes of the Council 2017 Budget Meeting of November 19, 2016, as presented.

CARRIED

4. Public Hearings 2.1 None

5. Delegation 5.1 None

6. Bylaws 6.1 Bylaw 926/16 Business License Bylaw

Motion 507/16

Moved by Councillor Jaycox to give first reading to Bylaw 926/16 Business License Bylaw.

CARRIED

Motion 508/16

Moved by Councillor Godlonton to give second reading to Bylaw 926/16 Business License Bylaw.

CARRIED

Motion 509/16

Moved by Mayor Pankiw to unanimously agree to consider third and final reading of Bylaw 926/16 Business License Bylaw.

CARRIED

Motion 510/16

Moved by Councillor Godlonton to give third and final reading to Bylaw 926/16 Business License Bylaw.

CARRIED

6.2 Bylaw 927/16 Retention and Destruction of Municipal Documents BylawMotion 511/16

Moved by Councillor Godlonton to give first reading to Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw.

CARRIED

Motion 512/16

Moved by Councillor Webb to give second reading to Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw.

CARRIED

Motion 513/16

Moved by Mayor Pankiw to unanimously agree to consider third and final reading of Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw.

CARRIED

Motion 514/16

Moved by Councillor Webb to give third and final reading to Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw.

CARRIED

6.3 Bylaw 928/16 Amendment to Land Use Bylaw 917/16Motion 515/16

Moved by Councillor Jaycox to give first reading to Bylaw 928/16 Amendment to Land Use Bylaw

CARRIED

Motion 516/16

Moved by Councillor Godlonton to set the public hearing for Bylaw 928/16 Amendment to the Land Use Bylaw for January 9, 2017 during the Regular Council Meeting and Administration shall circulate notice of Bylaw 928/16 to relevant agencies.

CARRIED

Motion 517/16

Moved by Councillor Webb for Administration to advertise the public hearing for Bylaw 928/16 Amendment to the Land Use Bylaw two consecutive weeks in the Rimbey Review for the Weeks of Dec 6, 2016 and Dec 13, 2016.

CARRIED

7. New and Unfinished Business

7.1 Town of Rimbey 2017 Operating BudgetMotion 518/16

Moved by Councillor Godlonton to approve the Town of Rimbey 2017 Operating Budget, as presented.

CARRIED

7.2 Town of Rimbey 2017 Capital BudgetMotion 519/16

Moved by Councillor Jaycox to approve the 2017 Capital Budget, as presented.

CARRIED

7.3 Rimbey Business Sector Sustainability Advisory CommitteeMotion 520/16

Moved by Councillor Payson to table discussions regarding the Rimbey Business Sector Sustainability Advisory Committee to the January 9, 2017 Regular Council Meeting.

CARRIED

7.4 Tagish Engineering Project Status Update to November 15, 2016Motion 521/16

Moved by Councillor Godlonton to accept the Tagish Engineering Project Status Updates to November 15, 2016, as information.

CARRIED

7.5 Ponoka County – ACP Grant, Water Tenders for Regional Fire ServicesMotion 522/16

Moved by Councillor Jaycox the Town of Rimbey shall collaborate with Ponoka County and the Summer Village of Parkland Beach on an ACP Grant for the Water Tenders for Regional Fire Services.

CARRIED

8. Reports

8.1 Department Reports

- 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 Officers Report

Motion 523/16

Moved by Councillor Godlonton to accept the department reports as information.

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Beatty Heritage House Society Board Meeting Minutes of September 1, 2016
- 8.2.2 Rimbey Historical Society Minutes of October 19, 2016
- 8.2.3 Rimoka Housing Foundation Board Meeting Minutes of October 16, 2016

Motion 524/16

Moved by Councillor Webb to accept the Beatty Heritage House Society Board Meeting Minutes of September 1, 2016, the Rimbey Historical Society Minutes of October 19, 2016 and the Rimoka Housing Foundation Board Meeting Minutes of October 16, 2016, as information.

CARRIED

8.3 Council Reports

- 8.3.1 Mayor Pankiw's Report
- 8.3.2 Councillor Godlonton's Report
- 8.3.3 Councillor Jaycox's Report
- 8.3.4 Councillor Payson's Report
- 8.3.5 Councillor Webb's Report

Motion 525/16

Moved by Councillor Jaycox to accept the Reports of Council, as information.

CARRIED

9. Correspondence 9.1 Correspondence – None10. Open Forum 10.1 Open Forum

One person inquired about the spray park, why didn't it work and if there is any recourse to get it fixed.

One person spoke regarding the public budget meetings and if they are open to the public.

Mayor Pankiw recessed the Council meeting at 7:26 pm.

4 members of the public and Treena Mielke of the Rimbey Review departed the meeting at 7:26 pm.

Mayor Pankiw reconvened the Council meeting at 7:28 pm.

11. In Camera 11.1 Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)Motion 52616

Moved by Councillor Godlonton the Council meeting go in camera at 7:28 pm, pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Planning and Development Officer Liz Armitage (via telephone) and Recording Secretary Kathy Blakely to discuss legal issues.

CARRIED

Motion 527/16

Moved by Councillor Webb the Council meeting reverts back to an open meeting at 7:40 pm.

CARRIED

2 members of the public returned to the Council Meeting.

12. Adjournment

Motion 528/16

Moved by Councillor Webb to adjourn the meeting.




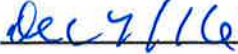
CARRIED

Time of Adjournment: 7 41 pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

Council Agenda Item	7.1
Council Meeting Date	December 12, 2016
Subject	Policies to be Amended
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimbey Policies.
Discussion	<p>Administration has determined the following policies require amending. Words which have a strikethrough have been removed. Words highlighted in yellow have been added. The logos have also been updated to the new logo.</p> <p>Policy 155 Council Remuneration</p> <p>Policy 1101 Retirement Gifts</p> <p>Policy 1112 Interim Position Policy</p> <p>Policy 1115 Emergency Expenditures</p> <p>Policy 1703 Bad Debts Uncollectable Accounts</p>
Relevant Policy/Legislation	<p>MGA Section 153 General duties of councillors</p> <p>Policy 155 Council Remuneration</p> <p>Policy 1101 Retirement Gifts</p> <p>Policy 1112 Interim Position</p> <p>Policy 1115 Emergency Expenditures</p> <p>Policy 1703 Bad Debts Uncollectable Accounts</p>
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to amend all the policies presented. 2. Council may choose to only amend some of the policies presented. 3. Council may choose to not amend any of the policies presented.
Financial Implications	Not applicable
Attachments	<p>MGA Section 153 General duties of councillors</p> <p>Policy 155 Council Remuneration</p> <p>Policy 1101 Retirement Gifts</p> <p>Policy 1112 Interim Position</p> <p>Policy 1115 Emergency Expenditures</p> <p>Policy 1703 Bad Debts Uncollectable Accounts</p>

Recommendation	Administration recommends Council approve the amendments to Policy 155 Council Remuneration, Policy 1101 Retirement Gifts, Policy 1112 Interim Position, Policy 1115 Emergency Expenditures and Policy 1703 Uncollectable Accounts, as presented.
Prepared By:	<p style="text-align: center;"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"> _____ Date</p>
Endorsed By:	<p style="text-align: center;"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"> _____ Date</p>

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;



Town of Rimbey Policy Manual

Title: Council Remuneration

Policy No: 155

Date Approved:

Resolution No:

Date Effective:

Purpose:

1. To set appropriate rates of pay for Council
2. Members of Town Council should be reimbursed for all direct expenses as a result of their duties

Policy Statement:

Base Fees

The Mayor will be paid ~~\$1,653.32~~ **\$793.85** ~~per month~~ **bi-weekly** to cover the regular monthly Council meeting, all background work, general public interaction, in-Town charity functions, local meetings, committee meetings, attendance to functions and gatherings where the Mayor’s presence is requested but not required; but he/she deems it appropriate to attend.

Councillors will be paid ~~\$1,135.28~~ **\$545.14** ~~per month~~ **bi-weekly** to cover the regular monthly Council meeting, background work, general public interaction, local meetings, committee meetings, and events where and when a Councillors attendance is requested but not required by Council. The Deputy Mayor shall receive an additional ~~\$100.00 per month~~ **\$46.15 bi-weekly**.

Cost of living will automatically be applied to Council remuneration and meeting rates as per Town Staff salaries, according to the Alberta Consumer Pricing Index, on January 1st of every year.

Other Expenses

Travel and subsistence expenses shall be paid in accordance with Policy #1108.

Cell Phone Costs – The Mayor shall receive a cell phone paid for by the Town or an allowance of ~~\$100.00 per month~~ **\$46.15 bi-weekly** for use of their personal phone.

Hourly Rates

Councillors shall be further compensated for attendance at the following events:

~~Alberta Government~~

~~Alberta Urban Municipalities Association~~

University of Alberta; and

Other organizations interested in or working with local governments.

~~Meetings with other Municipalities~~

The A.U.M.A. Annual Convention

AAMD&C Convention

FCM Convention

Mayor's Caucus's

A.U.M.A. Regional Seminars

University of Alberta Elected Officials Seminars

Meetings called and organized by with any branch of the Alberta Government, or any other municipal government

Field trips and research trips to other Municipalities

Any other meetings or attendance at functions approved by resolution of Council

Compensation shall be as follows:

~~\$31.93~~ \$32.57/ hour to a maximum of ~~\$319.30~~ \$325.69/ day

Councillors shall be responsible for filling in their own claim forms for these events.

Compensation will not be provided for attendance at meetings or functions where expenses are paid by other organizations (ex. Rimoka Foundation).

Benefits

Group Accident Insurance As per Provider Rates

Health Spending Account \$300 per month

Initial Policy Date:	October 20, 2003	Resolution No:	457/03
Revision Date:	October 13, 2009	Resolution No:	321/09
Revision Date:	February 23, 2011	Resolution No:	046/11
Revision Date:	February 24, 2014	Resolution No:	055/14



Town of Rimbey Policy Manual

Title: Retirement or Resignation Gifts		Policy No: 1101																					
Date Approved:		Resolution No:																					
Date Effective:																							
Purpose:	The intent of this policy is to provide guidelines to determine when retirement gifts are to be given to employees in appreciation for their service.																						
<p>Policy Statement:</p> <p>The following policy applies for permanent and permanent part time employees retirement or resignation gifts which will be purchased by the Town. Part time employees will receive a prorated gift based on FTE.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">2 years or less</td> <td style="text-align: right;">nothing</td> </tr> <tr> <td>2 to 5 years</td> <td style="text-align: right;">\$50.00</td> </tr> <tr> <td>5 to 10 years</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>10 years and over</td> <td style="text-align: right;">\$200.00</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">2 years or less</td> <td style="text-align: right;">nothing</td> </tr> <tr> <td>2 to 5 years</td> <td style="text-align: right;">\$ 100.00</td> </tr> <tr> <td>5 to 9 years</td> <td style="text-align: right;">\$ 200.00</td> </tr> <tr> <td>10 to 14 years</td> <td style="text-align: right;">\$ 300.00</td> </tr> <tr> <td>15-19 Years</td> <td style="text-align: right;">\$ 400.00</td> </tr> <tr> <td>20 + years</td> <td style="text-align: right;">\$ 500.00</td> </tr> </table>				2 years or less	nothing	2 to 5 years	\$50.00	5 to 10 years	\$100.00	10 years and over	\$200.00	2 years or less	nothing	2 to 5 years	\$ 100.00	5 to 9 years	\$ 200.00	10 to 14 years	\$ 300.00	15-19 Years	\$ 400.00	20 + years	\$ 500.00
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10 to 14 years	\$ 300.00																						
15-19 Years	\$ 400.00																						
20 + years	\$ 500.00																						
Initial Policy Date:	October 29, 1986	Resolution No:	516																				
Revision Date:																							
Revision Date:																							



Town of Rimbey Policy Manual

Title: Interim Position Policy

Policy No: 1112

Date Approved:

Resolution No:

Date Effective:

Purpose:

Acting Pay may be granted to those personnel who are required to assume the duties of another employee who is absent, as per guidelines established.

Policy Statement:

When a permanent employee ceases employment with the Town of Rimbey, there is usually a gap between that employee's departure and the start of work for his/her replacement. Often this gap lasts a month or longer.

During this time, a ~~subordinate~~ employee is often required to fulfill most of the departing employee's duties as well as their own. ~~For example:~~

~~When the Town Manager leaves, the secretary treasurer may become the interim Town Manager; (and the Assistant secretary Treasurer or Municipal Clerk becomes the interim Secretary Treasurer.)~~

~~When the Recreation Director leaves, the Recreation Secretary becomes the interim Recreation Director.~~

~~When the Head Librarian leaves, the assistant librarian becomes the interim Head Librarian.~~

~~When the Public Works foreman leaves, the equipment operator two becomes the interim Public Works Foreman.~~

~~When the Secretary Treasurer leaves, the Assistant Secretary Treasurer, becomes the interim Secretary Treasurer.~~

The employee who "fills in" on an interim basis, as well as continuing their regular duties, warrants additional compensation for having to do two jobs at once.

The relieving employee shall be paid at the first salary level of the pay range assigned to the relieved position that is monetarily higher than his/her own. In the case the position is a lesser rate of pay, the employee's rate will not be reduced.

This policy shall come into effect when there is a permanent change in personnel, or a change lasting 60 calendar days or longer (e.g. in the case of illness or injury, leave of absence, education leave, interim appointment in a vacant position, maternity leave, sabbatical, extended sick leave,)

It does not apply for sick leave of less than 60 days, vacation, bereavement leave, or any other temporary absence of a staff member lasting less than 60 days.

Acting pay is not automatic and must be approved in writing, prior to commencing the job, by the appropriate supervisor, with a copy of the approval forwarded to the Payroll Clerk to be accepted and be submitted to the Chief Administrative Officer for final authorization. The final approved authorization will be forwarded to the Payroll Department

This policy shall not be in effect if ~~Town Council~~ the Chief Administrative Officer determines that two or more employees can jointly fill the duties of a vacated position, but ~~Council~~ the Chief Administrative Officer shall consult with the affected employees before making a determination.

~~Therefore, when a Town of Rimbey employee fulfills an interim position at a higher level, then the employee shall be entitled to compensation based on level one of the salary grid of the higher position.~~

~~This policy approved by Council on the 26th day of May, 1993.~~

Initial Policy Date:	May 26, 1993	Resolution No:	255/93
Revision Date:			
Revision Date:			



Town of Rimbey Policy Manual

Title: Emergency Expenditures	Policy No: 1115
Date Approved:	Resolution No:
Date Effective:	
Purpose:	
<p>Policy Statement:</p> <p>Emergency Expenditures</p> <ul style="list-style-type: none"> a) A situation where there is a real and immediate threat to safety, health, and / or property unless the situation is quickly rectified. b) A situation where the municipality may face a financial loss or legal liability if it does not take action immediately. c) Any other situation that Rimbey Town Council, duly assembled, deems to be an emergency. <p>An emergency expenditure may be authorized to deal with any of the above related situations. For an emergency as defined in clause a) and b), a report shall be submitted to Rimbey Town Council requesting ratification of the expenditure.</p> <p>The following officers may authorize an emergency expenditure: Director of Disaster Services, Director of Emergency Management Town Manager, Chief Administrative Officer, Municipal Treasurer, Director of Finance, Public Works Foreman, Director of Public Works, Recreation Director, Director of community Services, Director of Ambulance, RCMP NCO I/C, and Fire Chief. Director of Disaster Services, Director of Emergency Management, Chief Administrative Officer, Municipal Treasurer, Director of Finance, Public Works Foreman, Director of Public Works, Recreation Director, Director of community Services, Director of Ambulance, RCMP NCO I/C, and Fire Chief.</p>	
Initial Policy Date:	February 8, 10995
Revision Date:	October 13, 2005
Resolution No:	79/95
Resolution No:	364/05
Revision Date:	



Town of Rimbey Policy Manual

Title: Bad Debts Uncollectable Accounts		Policy No: 1703	
Date Approved:		Resolution No:	
Date Effective:			
Purpose:	To ensure consistent handling of bad debt accounts uncollectable accounts .		
<u>Policy Statement:</u>			
<ol style="list-style-type: none"> 1. All accounts receivable remaining unpaid after 90 days may be sent to the collection agency. 2. All utility accounts remaining unpaid after 90 days and where the property had been sold prior to transferring the unpaid amount to the tax roll may be sent to the collection agency. 3. The Town Manager Chief Administrative Office or Municipal Treasurer Director of Finance may authorize an account to be sent to the collection agency prior to the 90 days outstanding. 4. When the collection agency deems an account to be uncollectable, a request will be made to Council to write off the bad debt. 5. When Council has approved the bad debt to be written off, the account shall be removed from the appropriate sub ledger and added to the bad debts list maintained in the Town's computer system. 			
Initial Policy Date:	(Policy 3203) Oct 1986	Resolution No:	494/86
Revision Date:	(Policy 1703) June 13, 2006	Resolution No.	179/06
Revision Date:			

Council Agenda Item	7.2
Council Meeting Date	December 12, 2016
Subject	Policies to be Rescinded
For Public Agenda	Public Information
Background	The MGA, Division 3, Section 153 (b) allows for Council to participate generally in developing and evaluating the policies and programs of the municipality. Administration is in the process of reviewing Town of Rimby Policies.
Discussion	<p>Administration has determined the following policies are no longer relevant and should be rescinded.</p> <p style="padding-left: 40px;">Policy 1002 Position Descriptions</p> <p style="padding-left: 40px;">Policy 1202 Tendering Fire Protection Inspections</p> <p style="padding-left: 40px;">Policy 1701 Delinquent Accounts</p> <p style="padding-left: 40px;">Policy 1702 Outstanding Accounts Receivable</p>
Relevant Policy/Legislation	<p>MGA Section 153 General duties of councillors</p> <p>Policy 1002 Position Descriptions</p> <p>Policy 1202 Tendering Fire Protection Inspections</p> <p>Policy 1701 Delinquent Accounts</p> <p>Policy 1702 Outstanding Accounts Receivable</p>
Options/Consequences	<ol style="list-style-type: none"> 1. Council may choose to rescind all the policies presented. 2. Council may choose to only rescind some of the policies presented. 3. Council may choose to not rescind any of the policies presented.
Financial Implications	Not applicable
Attachments	<p>MGA Section 153 General duties of councillors</p> <p>Policy 1002 Position Descriptions</p> <p>Policy 1202 Tendering Fire Protection Inspections</p> <p>Policy 1701 Delinquent Accounts</p> <p>Policy 1702 Outstanding Accounts Receivable</p>
Recommendation	Administration recommends Council rescind Policy 1002 Position Descriptions, Policy 1202 Tendering Fire Protection Inspections, Policy 1701 Delinquent Accounts and Policy 1702 Outstanding Accounts Receivable.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

dec 7/16

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

dec 7/16

Date

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

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1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;



Town of Rimbeey Policy Manual

Title: Position Descriptions

Policy No.: 1002

Supercedes

Approved: Sept. 10, 1986

Resolution No.: 453

Effective Date: Sept. 10, 1986

Purpose:

To define positions and duties as per the Department Structure

Policy Statement:

That the attached position descriptions be adopted for the Town of Rimbeey

Amended:

Date:

Resolution:

Date:

Resolution:

POLICY FORMAT

TOWN OF RIMBEY

TITLE: Position Description

AUTHORITY: Motion # 453 EFFECTIVE DATE: Sept. 10/86 Policy No: 1002
Supercedes: New

APPROVAL: _____

POLICY STATEMENT:

That the attached position descriptions be adopted for the Town of Rimbey.

PURPOSE: To define positions and duties as per the Department Structure.

DEFINITIONS:

Position Title: Town Manager (Bylaw #642/95)

Reports to: Mayor and Council

Subordinate

Positions: Secretary-Treasurer, Public Works Foreman,
Recreation Director, Recycling Co-Ordinator

Position Summary: Directs the overall planning; co-ordinating; and control of specified municipal operations in accordance with the objectives; policies, and plans approved by Council.

1. Recommends objectives, policies, and programs to Council. Acts as the Chief Administrative Officer of the Municipality in accordance with the Municipal Government Act, R.S.A. 1994, excepting those administrative duties which are delegated to the Secretary-Treasurer as noted in bylaw #637/95 and amendments thereto.
2. Directs the implementation and monitors progress of policies and programs approved by Council; evaluates and recommends changes as required.
3. Co-ordinates departmental activities, recommends to Council any necessary changes in duties or authority of departments.
4. Directs the development of budgets and the establishment of financial control. Works with the Secretary-Treasurer in coordinating budget information, supervises all Department Heads in preparing their budget estimates, works with subordinate boards (e.g. library board, recreation board) in reviewing budget estimates when required.
5. Ensures that expenditures and revenues are within the Council-approved budget, and are consistent with the town's policies regarding finance.
6. Within established personnel policies and budget guidelines, participates in the appointment, promotion, demotion, transfer, or dismissal of staff. Ensures that reference checks are done prior to the hiring of staff.
7. Coordinates the prompt and proper handling of all major requests, enquiries, or complaints by the public.
8. Directs the execution of all documents, agreements, or contracts approved by Council. Arranges the renewal and re-negotiation of contracts when appropriate.
9. Attends all regular and special meetings of Council and other meetings as requested by Council. Chairs all meetings of the management team. Prepares Council agenda packages, responds to all Council enquiries at Council meetings.

10. Drafts correspondence resulting from decisions of Council. Ensures that other staff are informed of Council decisions that may affect their departments.
11. Co-ordinates the provision of special services (e.g. legal, audit, consulting, engineering) to the Town.
12. Acts as liasion between the municipality and the RCMP, fire department, and other emergency services. Serves as deputy director of disaster services, ensures that Municipal Emergency Plan is kept up-to-date.
13. Acts as bylaw enforcement officer.
14. Administers all risk management and loss control within the municipality.
15. Administers the insurance program of the Town, assisting the community groups who purchase insurance through the municipality.
16. Responsible for the Quality Management Plan of the municipality, as noted in the Plan.
17. Acts as Secretary to the Development Appeal Board, participates in the subdivision approval process. Assists in the negotiation of all subdivision and development agreements.
18. Acts as airport manager for Rimbey Municipal Airport.
19. Acts as Secretary for municipal committees and Boards, or assigns this responsibility to other staff.
20. Assists Boards who directly employ municipal employees with personnel matters, (e.g. Library Board, FCSS Board). Advises these Boards on matters pertaining to employee relations, and of any performance problems or concerns.
21. Performs other duties as may be requested by Council.

File: JobDes3.txt

POSITION TITLE: RCMP Clerk-Steno

REPORTS TO: RCMP NCO

INCUMBENT:

POSITION SUMMARY: Responsible for performing stenographic duties for the local RCMP detachment; operates detachment office equipment; prepares documents.

TASK NO.	DESCRIPTION
1.	Responds to all counter and telephone enquiries. Directs enquiries as appropriate.
2.	Types all correspondence and reports. Files materials. Keeps filing system up-to-date. Classifies all filed materials. Creates new files as necessary.
3.	Receives information from the public. Records in proper format as directed.
4.	Prepares court documents. Keeps all records up-to-date.
5.	Operates detachment radio equipment. Relays information to patrol cars.
6.	Prepares statistical reports and summaries as directed.
7.	Maintains a current record of office supplies. Orders new supplies within approved limits.
8.	Performs other related work as requested by the supervisor.

POLICY FORMAT
TOWN OF RIMBEY

TITLE: Tendering Fire Protection Inspections

AUTHORITY: Motion # 559/88 EFFECTIVE DATE: _____ Policy No: 1202
APPROVAL: 559/88 Supercedes: New

POLICY STATEMENT: SPECIFICATIONS FOR TENDERING FIRE PROTECTION INSPECTIONS

1. *Devise a form to keep track of all information such as:*

*Name of piece of equipment and the size of it
Serial Number
Hydrostatic Test Date
Inspections Date
Repairs or work done
Location of equipment
Name of person servicing and date and signature
Any other information deemed necessary by the Town
Any other information deemed necessary by the Fire Department*

2. *Provide a copy of Provincial Certification papers.*

3. *Must be qualified to inspect and repair:*

*Fire extinguishers - all types
Alarm systems
Kitchen grill emergency systems*

4. *All inspections will be done at same time each year.*

PURPOSE:

Continued.....

DEFINITIONS:

POLICY FORMAT
TOWN OF RIMBEY

TITLE: Tendering Fire Protection Inspections (Continued)

AUTHORITY: Motion # EFFECTIVE DATE: _____ Policy No: 1202
SUPERCEDES: New
APPROVAL: _____

POLICY STATEMENT: SPECIFICATIONS FOR TENDERING FIRE PROTECTION INSPECTIONS

5. *Costs must include a break down for each item such as:*

- inspection cost*
- mileage costs if any*
- cost per refill -- size and type*
- refill costs of extinguishers used by Fire Department*
- transportation costs*
- hourly rate of repairs -- include mileage*

This tender must include any other costs you might anticipate, now and in the future.

6. *There are to be no hidden costs; the tender must include all anticipated costs.*

7. *You are responsible for an on sight inspection before tendering. Places where fire protection equipment are kept are as follows: (This list may be modified or added to)*

- Community Centre -- Curling Rink -- Racquet Courts*
- Town Administration Building and Fire Hall*

PURPOSE:

Continued....

DEFINITIONS:

POLICY FORMAT
TOWN OF RIMBEY

TITLE: .Tendering Fire Protection Inspections (Continued)

AUTHORITY: Motion # EFFECTIVE DATE: _____ Policy No: 1202
SUPERCEDES: New

APPROVAL: _____

POLICY STATEMENT: SPECIFICATIONS FOR TENDERING FIRE PROTECTION INSPECTIONS

All Town Vehicles -- trucks, grader, back-hoe, etc.

Town Shop

Old Community Centre

Arena

Swimming Pool

Water Well Buildings

Water Storage Buildings

Paskapoo Historical Park Buildings

Fire Vehicles

Airport

8. All tenders are to be in the Town Administration office by 4:00 p.m. on or before the date specified in the tender package.

PURPOSE: To provide consistency in the tendering of fire protection inspections within the Town of Rimbey.

DEFINITIONS:

POLICY FORMAT
TOWN OF RIMBEY

TITLE: DELINQUENT ACCOUNTS

AUTHORITY: TOWN COUNCIL EFFECTIVE DATE: March 5/96 Policy No: 1701
 APPROVAL: MOTION #109/96 Supercedes: _____

POLICY STATEMENT: The Town will post the names of businesses, organizations, or individuals who have delinquent accounts with the Town of RimbeY.
 The delinquent account holder will be notified by letter, mailed to their last known address, two weeks prior to the name being posted.
 The Secretary Treasurer has the discretion to waive posting of a name if warranted by extenuating circumstances.

MOBILE HOME LICENSE FEES: In 1995 mobile homes became part of the tax roll. All outstanding mobile home fees from 1994 or prior will be posted April 1/96.

BUSINESS LICENSE FEES: The name of any business or individual who has a business license fee outstanding for the current year, as of August 1 shall be posted.

UTILITY ACCOUNTS: Utility accounts where the Town has shut the water service off due to non-payment will have the name posted if the account is still outstanding 45 days after the shut-off date.

Final utility accounts still outstanding 45 days after the due date will have their names posted.

PURPOSE:

DEFINITIONS:



Town of Rimbey Policy Manual

Title: Outstanding Accounts Receivable

Policy No.: 1702

Supersedes New

Approved: July 8/87

Resolution No.: 220/87

Effective Date: July 8/87

Purpose:

To ensure consistent handling of outstanding accounts receivable.

Policy Statement:

Reasonable attempts will be made by the administration to collect all outstanding accounts receivable. If, after these attempts are made, and all reasonable avenues of conformation have been checked and the account remains unpaid, the Treasurer may turn the matter over to a commercial collection agency, or proceed through small debts court should the amount warrant it.

Collections will not be placed into the hands of a collection agency unless they are 120 days overdue.

Amended:

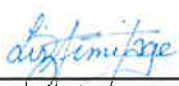
Date: July 8/87

Resolution: 220/87

Date:

Resolution:

Council Agenda Item	7.3
Council Meeting Date	December 12, 2016
Subject	Request to Discharge Restrictive Covenant
For Public Agenda	Public Information
Background	<p>In 2015 Mr. Anderson submitted a request to Alberta Transportation and the Town of Rimbey to remove the Restrictive Covenant from Lot 6, Block 1, Plan 072 7008, and reattach Road Plan 042 4165 back to the title of Lot 6.</p> <p>After review by Administration and Alberta Transportation it was determined that an Area Structure Plan was required prior to any action being taken. Alberta Transportation prepared a letter (as attached) to Mr. Anderson explaining that at this time neither Alberta Transportation nor Administration supported removing the restrictive covenant nor closing the road and consolidating it with Lot 6.</p> <p>Mr. Anderson again approached the Town with the same request in early 2016. On February 1, 2016 a letter was sent to Mr. Carey Anderson from former Interim CAO Donna Tona. On February 8, 2016 Donna Tona, Liz Armitage and Mayor Pankiw met with Carey Anderson to discuss the request. At this meeting it was determined that the best course of action was an in-person meeting with Alberta Transportation.</p> <p>On March 1, 2016 Donna Tona, Liz Armitage and Carey Anderson met with Alberta Transportation representatives Lee Bowman and Sandy Choi. A thorough review was conducted by all parties of the documentation available and it was determined that at this time Alberta Transportation will not support closing the road at this time without an new Area Structure Plan providing long term planning for the lands south of Evergreen Estates. It was also determined that Alberta Transportation does not have an interest in the Restrictive Covenant. However, if it is removed from title, development of this road will be the responsibility of the Town. Thus, the Town will be responsible to pay for the development of the road when required.</p> <p>Further, the Restrictive Covenant pertains to lands not owned by Mr. Anderson, and therefore removal of the Restrictive Covenant likely requires agreement of the Town and the other land owner. At that time we requested legal advice on removing the restrictive covenant, which was provided by Mr. Richard Gregory B.A. LL.B on March 21, 2016.</p> <p>On December 6, 2016, a new request to remove the Restrictive Covenant was received by Administration (as attached).</p>

<p>Discussion</p>	<p>Administration is currently conducting a review of the most recent request submitted by Mr. Anderson. At this time before any recommendations can be made to Council, Administration recommends:</p> <ul style="list-style-type: none"> • Seeking clarification from Mr. Richard Gregory B.A. LL.B. regarding the legal opinion provided on March 21, 2016. • Requesting a quote to design and construct the road be provided by the Town's Engineer, Tagish Engineering.
<p>Relevant Policy/Legislation</p>	<p>Municipal Government Act</p>
<p>Options/Consequences</p>	<p>Council may choose to:</p> <ol style="list-style-type: none"> 1. Accept this report as information and do nothing at this time. 2. Accept this report and provide direction to administration regarding next steps.
<p>Financial Implications</p>	<p>Short term costs related to a legal review. Long term costs may include the construction of a road.</p>
<p>Attachments</p>	<p>Carey Anderson request Dated December 5, 2016. Past Correspondence Restrictive Covenant</p>
<p>Recommendation</p>	<ul style="list-style-type: none"> • Seek clarification from Mr. Richard Gregory B.A. LL.B. regarding the legal opinion provided on March 21, 2016. • Request a quote to design and construct the road be provided Tagish Engineering.
<p>Prepared By:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  _____ Elizabeth Armitage, MEDES, RPP, MCIP Contract Planning & Development Officer </div> <div style="text-align: right;"> <u>December 8, 2016</u> Date </div> </div> <p>Endorsed By:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> _____ Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: right;"> _____ Date </div> </div>	

rick pankiw

From: Carey Anderson <carey@albertahighspeed.net>
Sent: Monday, December 05, 2016 9:57 AM
To: rick pankiw
Subject: Restrictive Covenant Release

Good morning , Rick I am sending you the two estimates for the construction of the future road in Evergreen estates. I hope we can resolve this issue at the next council meeting , as it was already discussed with the town council as well as Mr Lee Bowmen from Alberta Transportation. My understanding is that I will provide 1/3 of the funds which will be put in a trust account for the construction of the future road in exchange for the release of the restrictive covenant which is attached to lot 6 Block 1 Plan 0727008 listed as instrument number 042 297 463 registered 20/07/2004. I am hoping this can be resolved in the near future as it has been a detriment to the sale of this lot . Thank you for your time and for attending to this at the next council meeting .

Carey / Evergreen Estates



PHONE: (403)843-2664 FAX: (403)843-6505
E-MAIL: nbd@nikirkbra.com
BOX 28 RIMBEY, AB, T0C-2J0

PROJECT COST ESTIMATE/QUOTE

COMPANY: Carey Anderson PROJECT: Evergreen Estates
ATTENTION: Carey DATE: Nov 9, 2016
FAX#: PHONE: 403-783-0546
E-MAIL: carey@albertahighspeed.net

PREPARED BY : Chris Nikirk

Estimate to construct subdivision road as requested.

Equipment and labour to prepare 66m X 11m roadway to design specification - \$4,650.00
- includes base work, place and compact base gravel and top gravel.

Supply and deliver 250yds of 2" base gravel @ \$23.50/yd = \$5405.00

Supply and deliver 115yds of 3/4" surface gravel @ \$23.50/yd = \$2702.50

Total project estimate - \$12,757.50 plus G.S.T.

Note* - Utility locates, surveying and any required testing by others.

Thanks for the opportunity to quote this project.

Brueckle Back Products

(403) 783-0546

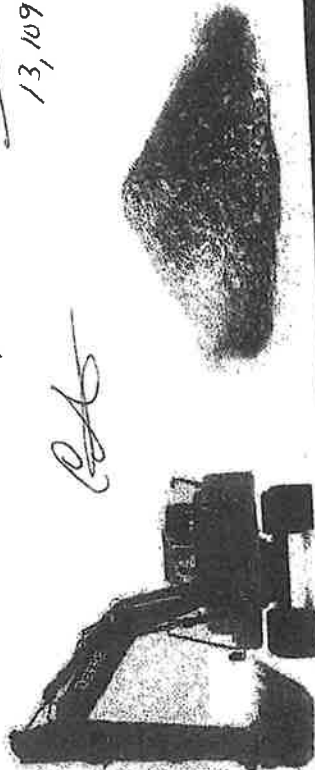
Carey Anderson
 Box 1885
 Rimley, Alberta
 T0C 2T0

Road Construction Estimate

- Supply Equipment and labor to construct 66x11 m road way to gravel base specs - 4260.00
- Supply 250 yds of course base gravel and compact to specs 250 yd @ 23.50 5875.00
- Supply 100 yds of 1" surface gravel and compact to specs 100 @ 23.50 2350.00

Total project estimate 12,485
 Plus GST - 624.50
13,109.25

CA



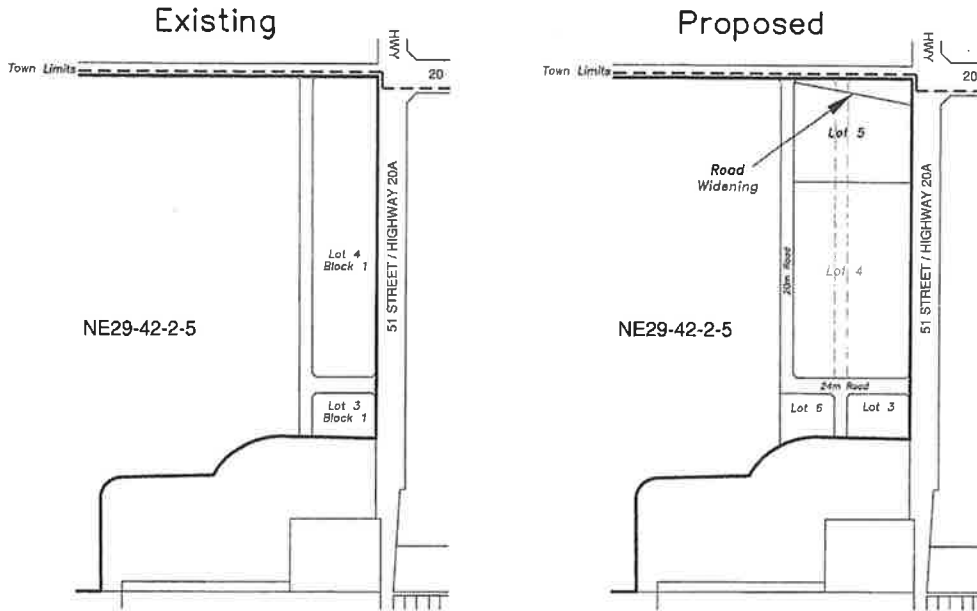
Tandem Gravel Truck - \$115.00 per hour
 Tandem Gravel Truck and Pup - \$160.00 per hour

Drawing showing proposed subdivision in the

Town of Rimbey

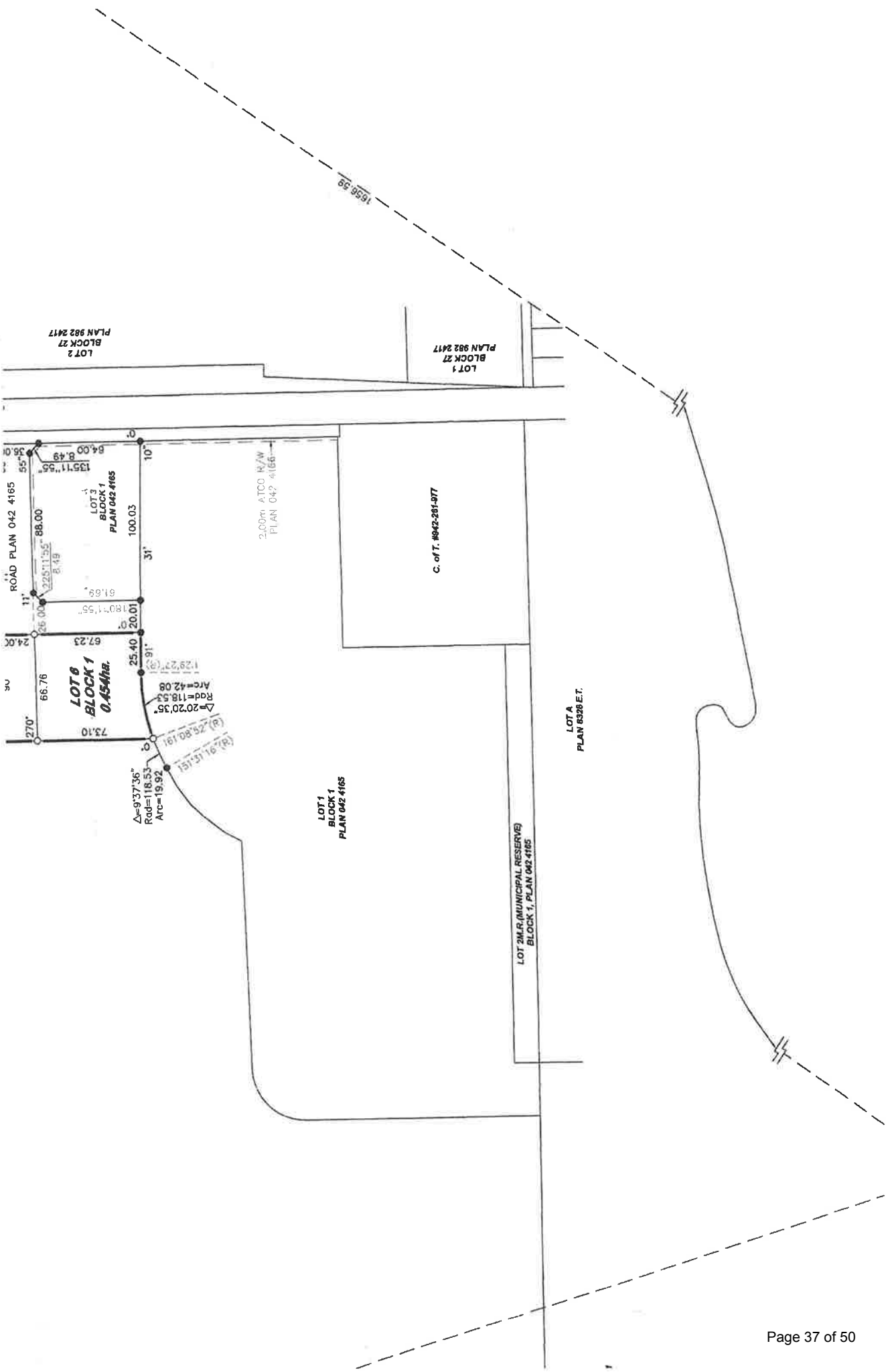
NE 29-42-2-5

Lots 3 & 4 Block 1 Plan 042 4165



Scale
1:7500

WEST CENTRAL PLANNING AGENCY <small>Suite 105, D111 - 50th Avenue Wetaskiwin, AB T9A 0S5 Phone 780-352-2215 Fax 780-352-2211</small>	TR/06/03	Registered Owner(s): 062208 Alberta Ltd.
	— denotes titled area	Photos: 1027859
Drawn: April 4, 2006	Revised: September 26, 2006	AutoCAD File: TR0603



August 25th, 2015

File: Rimbey (Sub)

1027859 ALBERTA LTD.
BOX 1365
RIMBEY, AB T0C 2J0
Sent via email to: carey@albertahighspeed.net

Attention: Carey Anderson

**RE: REQUEST TO REMOVE RESTRICTIVE COVENANT AND CONSOLIDATE
ROAD PLAN 042 4165 WITH LOT 6, BLOCK 1, PLAN 072 7008 WITHIN NE 29-42-02-W5
HIGHWAY 20A (51ST STREET) AND 61ST AVENUE, EVERGREEN ESTATES**

Thank you for your request to remove the Restrictive Covenant from Lot 6, Block 1, Plan 072 7008, and reattach Road Plan 042 4165 back to the title of Lot 6.

As land use and transportation is inherently linked, we have consulted and reviewed your request with the Town of Rimbey to ensure alignment with Town policies.

In absence of an Area Structure Plan (ASP) or a recent planning framework that addresses growth in the area, we have determined that the decision be tabled until we have a better understanding of the impact the proposed consolidation of part of Road Plan 042 4165 has on the overall road network and future development in the area.

We appreciate your patience and would like to revisit your request once a strategic planning and transportation framework is in place that provides us with better context to make an informed decision.

Should you have any questions or wish to discuss any of these points, please do not hesitate to contact Lee Bowman or Sandy Choi from Alberta Transportation at 403-340-5166 or Michael Fitzsimmons or Liz Armitage from the Town of Rimbey at 403-843-2113.

Sincerely,



Sandy Choi
Development & Planning

/sc

cc: Town of Rimbey – Michael Fitzsimmons
Town of Rimbey – Liz Armitage



February 1, 2016

1027859 ALBERTA LTD.
BOX 1365
RIMBEY, AB T0C 2J0

Attention: Carey Anderson:

RE: REQUEST TO REMOVE RESTRICTIVE COVENANT AND CONSOLIDATE ROAD PLAN 042 4162 WITH LOT 6, BLOCK 1, PLAN 072 7008 WITHIN NE 29-42-02-W5 HIGHWAY 20A (51ST STREET) AND 61ST AVENUE, EVERGREEN ESTATES

Thank you for your continued interest and request to remove the Restrictive Covenant from Lot 6, Block 1, Plan 072 7008, and reattached Road Plan 042 4165 back to the title of Lot 6.

Town Council and Administration have reviewed your request, and continue to support the position outlined in the letter from Alberta Transportation dated August 25, 2015.

As discussed previously, the Town requires an Area Structure Plan (ASP) for the subject lot and surrounding area before the request can be processed by either the Town or Alberta Transportation. Please note that within the Town of Rimbey the responsibility of preparing and paying for an ASP lies with the developer.

Should you wish to prepare an ASP to assist the Town and Alberta Transportation in reviewing your request, the ASP must outline future development plans including (but not limited to) future growth and the transportation networks.

Should you have any questions or wish to discuss any of these points further, please contact Liz Armitage directly at 403.383.2366.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Tona".

Donna Tona, Interim CAO
Town of Rimbey

cc: Town of Rimbey – Liz Armitage
Alberta Transportation – Sandy Choi
Mayor R. Pankiw

Duplicate
COPY

**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

042297463

ORDER NUMBER: 30197370

ADVISORY

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

RESTRICTIVE COVENANT

THIS RESTRICTIVE COVENANT made this 16th day of June, 2004.

BETWEEN:

887288 ALBERTA LTD.,
of Rimbey, Alberta T0C 2J0
(hereinafter called "the Grantor"),

OF THE FIRST PART,

- and -

887288 ALBERTA LTD.,
of Rimbey, Alberta T0C 2J0
(hereinafter called "the Grantee"),

OF THE SECOND PART.

WITNESSES THAT WHEREAS:

A. The Grantor is the registered owner of the following described lands:

THE NORTH EAST QUARTER OF SECTION TWENTY NINE (29)
TOWNSHIP FORTY TWO (42)
RANGE TWO (2)

WEST OF THE FIFTH MERIDIAN,
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS

A) PLAN 5430LZ - ROAD 0.533 1.318

B) ALL THAT PORTION DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH
EAST CORNER OF THE SAID QUARTER SECTION; THENCE NORTHERLY ALONG
THE EAST BOUNDARY THEREOF ONE HUNDRED AND SEVENTEEN (117) METRES;
THENCE WESTERLY AND AT RIGHT ANGLES TO THE SAID EAST BOUNDARY ONE
HUNDRED AND FORTY (140) METRES; THENCE SOUTHERLY AND PARALLEL TO
THE SAID BOUNDARY TO A POINT ON THE SOUTH BOUNDARY; THENCE

EASTERLY ALONG THE SOUTH BOUNDARY TO THE POINT OF COMMENCEMENT
CONTAINING 1.64 4.05
C) PLAN 042 4165 SUBDIVISION 14.249 35.21
EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter called "the Original Lands").

B. The Grantor is presently subdividing the Original Lands, and upon such subdivision it will then be the owner of the following described lands:

LOTS 1, 3 AND 4
BLOCK 1
PLAN 042 4165

EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter called "the Subdivided Lands").

C. Concurrently with the such subdivision, the Grantor is entering into a Development Agreement with the Town of Rimbey, in the Province of Alberta, the provisions of which will run with the Subdivided Lands and Bind all present and future registered owners of the Subdivided Lands.

NOW, THEREFORE, UNDER SEAL, the parties hereto agree, for themselves and any successors in title, that the following restrictions and conditions apply now and in future to the development of the Subdivided Lands:

1. That in respect of the future Access Road referred to in the aforesaid Development Agreement with the Town of Rimbey (which is particularly referenced in Schedule "C" of such Agreement), it is agreed by the parties hereto as follows:

(a) that if further development approval is granted by the Town of Rimbey or other appropriate authority in respect of Lot 1 of the Subdivided Lands ON OR BEFORE

December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owner of such Lot 1;

- (b) that if further development approval is granted by the Town of Rimbey or other appropriate authority in respect of any of Lots 3 and 4 of the Subdivided Lands ON OR BEFORE December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owner of such Lot 3 or Lot 4, as the case may be;
- (c) that if further development approval is granted in respect of Lot 1 of the Subdivided Lands AFTER December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owners of the aforesaid Lots 3 and 4, to be shared proportionally by such registered owners in relation to the respective number of acres of each such Lot 3 and 4;
- (d) that if further development approval is granted in respect of any of Lots 1, 3 or 4 of the Subdivided Lands AFTER December 31, 2007, then the full cost of developing and constructing the required Access Road shall be borne solely by the registered owners of the aforesaid Lots 3 and 4, to be shared proportionally by such registered owners in relation to the respective number of acres of each such Lot 3 and 4.

2. That the restrictions contained herein shall pass with, extend to, run with and bind the Subdivided Lands so as to bind all successors and assigns deriving title to the Subdivided Lands or any portion thereof or any interest therein from, under or through the Grantor or its successors and assigns.

3. That any costs and expenses for developing and constructing the aforesaid Access Road reasonably incurred pursuant to the aforesaid Development Agreement by the registered owner of any portion of the Subdivided Lands that should be paid for by the registered owner of another portion of the Subdivided Lands (as provided for in this Restrictive Covenant) which

has not been paid or reimbursed by such responsible registered owner, may be recovered by the aforesaid registered owner incurring such costs and expenses from such responsible registered owner, along with any solicitor and client costs incurred in respect of such recovery, in a Court of competent jurisdiction, including the Court of Queen's Bench of Alberta and any successor Court.

4. Upon the subject Access Road being fully constructed and completed to the satisfaction of the Town of Rimbey, Alberta Transportation and any other relevant authority having appropriate jurisdiction, this Restrictive Covenant shall be considered to be terminated and no longer of any effect, and any registered owner of any of Lots 1, 3 and 4 of the Subdivided Lands, or any portion of the same if there has been further subdivision, may take such steps as are necessary to have this Restrictive Covenant, or any Caveat relating to it, discharged in whole with the Edmonton Land Titles Office.

IN WITNESS WHEREOF this Restrictive Covenant was executed, sealed and delivered by the parties hereto as of the day and year first above written.



887288 ALBERTA LTD.

Per:

[Handwritten signature]



887288 ALBERTA LTD.

Per:

[Handwritten signature]



042297463

042297463 REGISTERED 2004 07 20
RESC - RESTRICTIVE COVENANT
DOC 5 OF 6 DRR#: 9781798 ADR/WBARKER


Council Agenda Item	8.2
Council Meeting Date	December 12, 2016
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various community groups supply minutes of their board meetings to Council for their information.
Discussion	
Relevant Policy/Legislation	Not applicable
Options/Consequences	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
Financial Implications	Not applicable
Attachments	8.2.1 FCSS/RCHHS Board Meeting Minutes of Oct 19,, 2016
Recommendation	Motion by Council to accept the FCSS/RCHHS Board Meeting of Minutes of October 19, 2016, as information.

Prepared By:


 Lori Hillis, CPA, CA
 Chief Administrative Officer


 Date

Endorsed By:


 Lori Hillis, CPA, CA
 Chief Administrative Officer


 Date

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
October 19, 2016
10:00 a.m. Rimbey Provincial Building

Present:

N. Hartford, Chairperson
I. Steeves, Vice Chairperson
F. Pilgrim, Board Member
I. Wegmann, Board Member
J. Webb, Board Member
P. Weeks, Board Member
M. Josephson, Board Member
P. Makofka, Executive Director
J. Adams, Recording Secretary

Regrets: B. Coulthard, Board Member

1. The meeting was called to order by N. Hartford at 10:07 a.m.
2. **APPROVAL OF AGENDA**
16-10-01 MOTION: By: I. Wegmann: That the agenda be adopted as presented/with the following additions:
10.10 Delegation P. McLaughlin at 11:30
10.11 Delegation J. Nixon TBA
14.2 Letter from Ponoka County

CARRIED
3. **PREVIOUS MEETING MINUTES – September 7th, 2016**
16-10-02 MOTION: By: I. Steeves: That the Minutes of the Sept. 7th, 2016 Board Meeting be adopted as presented.

CARRIED
4. **BUSINESS ARISING FROM THE MINUTES - None**
5. **OLD BUSINESS**
5.1 ADSP Advisory Committee – Oct 25th at 1:30 In the Provincial Building

5.2 Rimbey Drop In Centre & Community Kitchen Partnership Update

5.3 Alberta Emergency Management Summit
6. **FINANCE**
6.1 Oct. 19th, 2016 Finance Committee
16-10-03 MOTION: By: I. Steeves: That the Minutes of the October 19th, 2016, Finance Committee meeting be accepted as Information.

CARRIED

6.2 2017 FCSS Budget Proposal
19-10-04 MOTION: By: J. Webb: To adopt the budget proposal and submit the 2017 FCSS Budget to the Town of Rimbey and Ponoka County for their consideration.
CARRIED

7. WRITTEN REPORTS

- 7.1 Home Support/Personal Care
- 7.2 Compass Program
- 7.3 Education Coordinator
- 7.4 Community Information & Referral Centre
- 7.5 Volunteer Income Tax
- 7.6 Welcome to Canada
- 7.7 Food Bank
- 7.8 Volunteer Services
- 7.9 Palliative Care
- 7.10 Medical Alert
- 7.11 Volunteer Visitor
- 7.12 Meals on Wheels
- 7.13 Kitz 4 Kidz
- 7.14 Adult Day Support- appointment of Board Member to this committee
- 7.15 Community Kitchen
- 7.16 Information Technology
- 7.17 Rimbey Parent Link Centre
- 7.18 Healthy Families/Young Parent Outreach
- 7.19 Rainbows

19-10-05 MOTION: By F. Pilgrim: To send one staff member for training in the Rainbows program at the expense of the agency.
Seconded by: I. Wegmann

CARRIED

- 7.20 Family Resource Library
 - 7.21 Big Brothers Big Sisters – quarterly report
 - 7.22 Office Manager/Quality Improvement/Accreditation Coordinator
- 16-10-06 MOTION:** By: P. Weeks: That the Written Reports be accepted as information.

CARRIED**8. QUALITY IMPROVEMENT COMMITTEE**

Next Meeting Date: Nov. 10th, 2016 at 1:00 p.m. at the Rimbey Provincial Building.

16-10-07 MOTION: By: J. Webb: That the Sept. 20th, 2016 Minutes of the Quality Improvement Committee be accepted as information.

CARRIED**9. DIRECTOR'S REPORT**

- 9.1 Mrs. Pudding – Education Humor Presentation
- 9.2 ACCA Conference
- 9.3 Canada 150
- 9.4 Ponoka County Regional Emergency Management
- 9.5 ACCA Labour Relations Workshop
- 9.6 C.A. FCSS Consortium Updates
- 9.7 HCA Appreciation
- 9.8 Elder Abuse Community conversation
- 9.9 Interagency

16-10-08 MOTION: By: I. Wegmann: That the Director's Reports be accepted as information.

CARRIED**10. NEW BUSINESS**

10.1 FCSSAA Voting Delegates

16-10-09 MOTION: By: M. Josephison: That N. Hartford and P. Makofka be appointed as the voting delegates at the 2016 FCSSAA Annual General Meeting.

CARRIED

10.2 Catholic Social Services Family Counselling Proposal

16-10-10 MOTION: By: P. Weeks: To offer support to the Catholic Social Services program for 2017 with a \$ 5000.00 contribution subject to approval from the Town of Rimbey and Ponoka County at their budget process.

Seconded: By: J. Webb

CARRIED

10.3 BBBS proposal for 2017 funding

16-10-11 MOTION: By: I. Steeves: To support Rimbey BBBS program in the amount of \$ 10,000 for 2017 with the condition that Ponoka County and Town of Rimbey approve the Rimbey FCSS budget for 2017 in their budget process.

Seconded: By: M. Josephison

CARRIED

10.4 Rimbey Kinsmen Christmas Party

16-10-12 MOTION: By: I. Steeves To purchase three tables for \$450.00 each and give complimentary tickets to Board members and staff and their guests.

Seconded: By: J. Webb

CARRIED

10.5 AHS Annual Service Letter

16-10-13 MOTION: By: I. Wegmann: To accept the AHS Annual Service Letter as Information.

CARRIED

10.6 Compassion Fund and program delivery

16-10-14 MOTION: By: I. Wegmann: To set up the Special Donation Chequing Account to require only one signature, and to maintain a balance of \$1000.00 in it; and to open a Special Donation Savings Account, requiring two signatures, for the remaining funds.

Seconded: By: F. Pilgrim

CARRIED

10.7 FCSS Board Retreat – 2016

10.8 2015 Provincial FCSS Reconciliation

16-10-15 MOTION: By: I. Steeves: To accept the 2015 Provincial Financial Reconciliation as Information.

CARRIED

10.9 Central Alberta FCSS Consortium Agreement – Tabled until the November 16th, 2016 meeting.

10.10 Delegation – P. McLaughlin

10.11 Delegation – J. Nixon MLA

- 11. Progress Report on 2016 Operational Plan Chart (quarterly review) – no report at this time
- 12. Workplace Health & Safety - (quarterly review)
 - 12.1 WHS Committee - September 23, 2016 Meeting Minutes
 - 16-10-16 MOTION:** By: I. Steeves: To accept the draft of the above Workplace Health & Safety Committee Meeting Minutes, September 23, 2016 as information.

CARRIED

- 12.2 Client/Staff incident report – (quarterly report)
- 16-10-17 MOTION:** By: P. Weeks: To accept the Client/Staff incident report as information.

CARRIED

Reeve P. McLaughlin joined the meeting at 11:30 a.m.

- 13. Review of Statistics
 - 13.1 Home Care & Home Support Client totals
 - 16-10-18 MOTION:** By: F. Pilgrim: To accept the Home Care & Home Support Statistics as information.

CARRIED

- 13.2 Monthly Program Statistics
- 16-10-19 MOTION:** By: I. Steeves: To accept the Monthly Program Statistics as information.

CARRIED

- 13.3 Client Safety Report – quarterly - no report at this time

- 14. CORRESPONDENCE
 - 14.1 FCSSAA Board Meeting Minutes
 - 14.2 Letter from Ponoka County

- 15. NEXT MEETING DATES:
 - November 16, 2016
 - December 20, 2016
 - No meeting in January, 2017
 - February 15, 2017

- 16. ADJOURNMENT
- 16-10-20 MOTION:** By: N. Hartford: That the meeting adjourns at 11:45 a.m.

CARRIED

J. Nixon MLA joined the meeting at 11:45.

- 17. BOARD SHARING TIME

N. Hartford, Chairperson



J. Adams, Recording Secretary