

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY APRIL 10, 2018 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

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1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
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9.	<b>Correspondence - None</b>	
10.	<b>Open Forum</b> (Bylaw 924/16- Council Procedural Bylaw Part XXI 1.The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.	
11.	<b>In Camera</b>	
11.1	Legal (Pursuant to Division 2, Section 23(1) of the Freedom of Information and Protection of Privacy Act)	
11.2	Legal (Pursuant to Division 2, Section 16(1) of the Freedom of Information and Protection of Privacy Act)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON  
TUESDAY, MARCH 27, 2018 IN THE COUNCIL CHAMBERS OF THE TOWN  
ADMINISTRATION BUILDING

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

Mayor Pankiw  
Councillor Coulthard  
Councillor Curle  
Councillor Payson  
Councillor Rondeel  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Community Services Cindy Bowie  
Planning & Development Officer – Liz Armitage  
Recording Secretary – Kathy Blakely

Absent:

Public:  
Treena Mielke, Rimbey Review  
Parkland Airshed Management Zone – Kevin Warren  
Central Alberta Raceways – Tammy Boyes  
2 members of the public

2. Adoption of Agenda 2.1 March 27, 2018 Agenda  
7.3 Scout Hall ( deletion)

Motion 092/18

Moved by Councillor Payson to accept the Agenda for the March 27, 2018 Regular Council Meeting, as amended.

CARRIED

3. Minutes 3.1 Minutes of Special Council March 12, 2018  
3.2 Minutes of Regular Council March 13, 2018

Motion 093/18

Moved by Councillor Curle to accept the Minutes of the Special Council Meeting of March 12, 2018, as presented.

CARRIED

Motion 094/18

Moved by Councillor Payson to accept the Minutes of the Regular Council Meeting of March 13, 2018, as presented.

CARRIED

4. Public Hearings 4.1 Public Hearings - None

5. Delegations 5.1 Central Alberta Raceways - Tammy Boyes

Mayor Pankiw welcomed Tammy Boyes of the Central Alberta Raceways to the Council Meeting.

Ms. Boyes indicated the Central Alberta Raceways are planning to hold a swap meet at the Vern Poffenroth Memorial Arena on August 25, 2018 during Rock'n Rimbey. They are requesting use of the arena rent free. Table rentals are \$15.00 each. Gate cost will be \$5.00 per person and children 12 and under are free. Have room for 105 tables. She noted the first of July will be the cut off for vendors to rent tables. They feel they need to have at least 50 tables to break even.

Mayor Pankiw thanked Tammy Boyes of the Central Alberta Raceways for her presentation regarding a swap meet to be held at the Vern Poffenroth Memorial Arena.

Motion 095/18

Moved by Councillor Coulthard to accept the presentation from Tammy Boyes of the Central Alberta Raceways, as information.

CARRIED

Motion 096/18

Moved by Councillor Rondeel to allow the Central Alberta Raceways to submit a late application for the Community Events Grant for their Swap Meet.

CARRIED

Ms. Boyes departed the Council Meeting at 5:11 pm.

5.2 Parkland Airshed Management Zone – Kevin Warren

Mayor Pankiw welcomed Mr. Warren to the Council Meeting.

Mr. Warren introduced Mr. Neil Berry from the Alberta Energy Regulator who attended as part of his presentation. Mr. Warren gave an overview of the size of area they cover which is approximately 42,000 square kilometers with a population of approximately 285,000 people. He noted PAMZ is a non-profit society which monitors air quality and manages air quality issues in central Alberta. PAMZ operates a regional air quality monitoring program which is aligned with other Airshed zones and Alberta Environment & Parks. They interpret and report on air quality, maintain a process to identify and address air quality issues within the zone, secure funding using fair and equitable emissions based funding formulas and communicate to inform, educate and involve all stakeholders. Mr. Warren indicated there are 4 continuous stations, 3 permanent station, 1 portable, and 26 passive monitoring stations. Mr. Warren indicated participation in PAMZ is voluntary and explained the determination of the 2018 PAMZ Membership Fee Allocation. He advised the Town of Rimbey's invoice would be \$911.59. Mr. Warren indicated PAMZ monitored air quality in Rimbey in October to December of 2007 and in July-October of 2015. Ambient Air Quality levels were consistent with other similar sized towns in PAMZ with elevated hydrocarbons levels observed in 2015.

Mayor Pankiw thanked Mr. Warren for his presentation regarding the Parkland Airshed Management Zone.

Mr. Warren and Mr. Berry departed the Council Meeting at 5:57 pm.

Motion 097/18

Moved by Councillor Coulthard to accept the presentation by Mr. Kevin Warren from the Parkland Airshed Management Zone, as information.

CARRIED

Motion 098/18

Moved by Councillor Curle to defer further discussion regarding the invoice for PAMZ to the 2018 Operating Budget on April 10, 2018.

CARRIED

6. Bylaws

6.1 Bylaws - None

7. New and  
Unfinished  
Business

7.1 Communities in Bloom

1 member of the public departed the meeting at 6:01 pm.

Motion 099/18

Moved by Mayor Pankiw the Town of Rimbey will not participate in Communities in Bloom in 2018.

CARRIED

7.2 Bylaw 917/16 Land Use Bylaw Review

Motion 100/18

Moved by Mayor Pankiw to hold the review of Bylaw 917/16 Land Use Bylaw during the May 8, 2018 Regular Council Meeting.

CARRIED

7.3 Scout Hall - Deleted

7.4 Sidewalk Removal

Motion 101/18

Moved by Councillor Coulthard to extend the meeting beyond the 90 minutes as allocated in Council Procedural Bylaw 924/16.

CARRIED

Motion 102/18

Moved by Mayor Pankiw to defer further discussion regarding the sidewalk removal to the 2018 Operating Budget on April 10, 2018 and for Administration to investigate further costs of the sidewalk.

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 Officer Report
- 8.1.6 Bylaw Enforcement Report

Motion 103/18

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

CARRIED

8.2 Boards/Committee Reports

- 8.2.1 Beatty Heritage House Minutes of March 6, 2017 and January 8, 2018

Motion 104/18

Moved by Councillor Curle to accept the Beatty Heritage House Minutes of March 6, 2017 and January 8, 2018, as information.

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 105/18

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

CARRIED

9. Correspondence
- 9.1 2019 Canada Winter Games
  - 9.2 Rimbey Christian School

Motion 106/18

Moved by Mayor Pankiw to give the Rimbey Christian School 2 hockey prints for their silent auction.

CARRIED

Motion 107/18

Moved by Councillor Curle to accept the correspondence from the 2019 Canada Winter Games and the Rimbey Christian School, as information.

CARRIED

10. Open Forum
- 10.1 Open Forum

One person spoke regarding the hockey prints and gave a brief background on the pictures.

Mayor Pankiw recessed the Council Meeting at 6:51 pm.

1 person departed the Council Meeting at 6:51 pm.

Mayor Pankiw reconvened the Council Meeting at 6:55 pm.

11. In Camera
- 11.1 Legal (Pursuant to Division 2, Section 16(1) of the Freedom of Information and Protection of Privacy Act)

Motion 108/18

Moved by Councillor Curle the Council meeting go in camera at 6:55 pm, pursuant to Division 2, Section 16(1) of the Freedom of Information and Protection of Privacy Act, with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis, Director of Finance Wanda Stoddart, Director of Community Services Cindy Bowie and Recording Secretary Kathy Blakely to discuss a legal issue.

CARRIED

Motion 109/18

Moved by Councillor Coulthard the Council meeting reverts back to an open meeting at 7:01 pm.

CARRIED

Motion 110/18

Moved by Mayor Pankiw to authorize the execution of the agreement for the Rimbey Lions Club to operate the Nesting Place RV Park for the period April 15, 2018 – October 15, 2022.

CARRIED

## 12. Adjournment

Motion 111/18

Moved by Councillor Coulthard to adjourn the meeting.

CARRIED

Time of Adjournment: 7:01 pm.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



<b>Council Agenda Item</b>	4.1
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Public Hearing – Bylaw 940/18 Amendment to Land Use Bylaw 917/16
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On February 22, 2018 Derek Nordstrom submitted a land use bylaw amendment application to add Brewery and Tap Room as a Permitted Use in the C2 district.</p>
<b>Discussion</b>	<p>Town administration has reviewed the requested Land Use Bylaw amendment application and proposes the following clauses in the Land Use Bylaw 917/16 be made to accommodate the addition of the definitions of brewery and brewpub. Administration recommends adding the use to both C1 and C2 district as discretionary use. The reason administration recommends adding it as a discretionary use is to provide the opportunity for neighboring parcels to comment on the development permit during the development permit application and review process.</p> <p>The following excerpts from Land Use Bylaw 917/16 illustrate the proposed amendments. Yellow indicates additions:</p> <p><b>Section 2.2 shall be amended to add:</b></p> <p>(22) “brewery, winery and distillery” means a use where beer, wine, spirits and other alcoholic beverages are manufactured and that may have areas and facilities for the storage, packaging, bottling, canning and shipping of the products made</p> <p>(23) “brewpub” means a restaurant or drinking establishment where beer, wine or alcoholic spirits are produced on-site for consumption within the development and for retail sale. The facility must be appropriately licensed by the Alberta Liquor and Gaming Commission</p>

**Table 12.11.1 (C1 district) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Housing, mixed use</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Retail</li> <li>• Sign</li> <li>• Theatre</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Car/Truck wash</li> <li>• Contracting services</li> <li>• Gas bar</li> <li>• Housing, apartment (low rise)</li> <li>• Housing, apartment (high rise)</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Parking facility</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Restaurant – drive thru</li> <li>• Solar Collectors</li> <li>• Utility installations</li> </ul>

**Table 12.12.1 (C2 District) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Bakery</li> <li>• Car/Truck wash</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Gas bar</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Office</li> </ul>	<ul style="list-style-type: none"> <li>• Any permitted use with a height exceeding 10 metres</li> <li>• Adult entertainment</li> <li>• Amusement arcade</li> <li>• Automotive service and/or paint shop</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Contracting services</li> <li>• Gambling and gaming hall</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Pawn shop</li> <li>• Recycling depot</li> </ul>



- |                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul> | <ul style="list-style-type: none"> <li>• Repair shop</li> <li>• Solar Collectors</li> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Council gave first reading to Bylaw 940/18 Bylaw Amend Land Use Bylaw 917/16 on March 13, 2018. Council set the Public Hearing date of April 10, 2018 and directed administration to circulate notice of Bylaw 940/18 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks prior to the Public Hearing.

Written submission were received from Alberta Transportation. No additional written submissions were received from agencies or members of the public.

No objections were raised by any of the responding agencies. The original comments are attached.

**Relevant Policy/Legislation**

Town of Rimbey Land Use Bylaw 917/16  
Municipal Government Act RSA 2000, ch. M-26, as amended

**Attachments**

Bylaw 940/18  
Application  
Letters of Support submitted by Applicant  
Letter from Alberta Transportation

**Prepared By:**

  
 \_\_\_\_\_  
 Elizabeth Armitage, MEDes, MCIP, RPP  
 Planning & Development Officer

April 4, 2018  
 \_\_\_\_\_  
 Date

**Endorsed By:**

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

Apr 4/18  
 \_\_\_\_\_  
 Date



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

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

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

**PART I - TITLE**

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

**Part II – TEXT AMENDMENT**

**Section 2.2 shall be amended to add:**

(22) “brewery, winery and distillery” means a use where beer, wine, spirits and other alcoholic beverages are manufactured and that may have areas and facilities for the storage, packaging, bottling, canning and shipping of the products made

(23) “brewpub” means a restaurant or drinking establishment where beer, wine or alcoholic spirits are produced on-site for consumption within the development and for retail sale. The facility must be appropriately licensed by the Alberta Liquor and Gaming Commission

**Table 12.11.1 shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Housing, mixed use</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Retail</li> <li>• Sign</li> <li>• Theatre</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Car/Truck wash</li> <li>• Contracting services</li> <li>• Gas bar</li> <li>• Housing, apartment (low rise)</li> <li>• Housing, apartment (high rise)</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Parking facility</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Restaurant – drive thru</li> <li>• Solar Collectors</li> <li>• Utility installations</li> </ul>



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

Table 12.12.1 shall be amended to read:

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Bakery</li> <li>• Car/Truck wash</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Gas bar</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul>	<ul style="list-style-type: none"> <li>• Any permitted use with a height exceeding 10 metres</li> <li>• Adult entertainment</li> <li>• Amusement arcade</li> <li>• Automotive service and/or paint shop</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Contracting services</li> <li>• Gambling and gaming hall</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Solar Collectors</li> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul>

**PART III - EFFECTIVE DATE**

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

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

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



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

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READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis



# Town of Rimbey

## Application for Amendment to the Land-Use By-Law

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

Applicant Derek Nordstrom Telephone: 403-963-7209

Mailing Address: Box 594  
Rimbey, AB T0C 2J0

Registered Owner's Name: 1678223 AB Ltd.

Telephone: 403-963-7209

Mailing Address: Box 594  
Rimbey, AB T0C 2J0

Legal Description: Lot: 1222867 Block: 1 Plan: 37

Or Certificate of Title: \_\_\_\_\_

Suite 102 - 6311-52 street.

Amendment Proposed Add Brewery + Tap Room to Permitted Use of C2

From: Empty Space To: Brewery + Tap Room.

Reasons for Support of Application For Amendment:

see attached letter + documents  
(site plan + floor plan)

I/We enclose \$ 750.00 Being the application fee.

Date: Feb 23/18 Applicant: *Derek Nordstrom*  
Signature



# Nordstrom Dental

Feb 22, 2018

Town of Rimbey  
4938 50 Ave  
Rimbey, AB  
T0C 2J0

Dear Honored Town Council Members:

Please accept this letter in support of the Application for Amendment to the Land-Use Bylaw to add Brewery and Tap Room as a permitted use of Highway Commercial (C2) zone. If approved, this will allow Hawk Tail Brewery Ltd. to occupy the vacant commercial space of Suite 102, 6311-52 Street.

I, Derek Nordstrom, am the owner (along with Angela Nordstrom) of 1678223 AB Ltd, the Landlord for Hawk Tail Brewery Ltd. 1678223 AB Ltd is also the majority owner of Hawk Tail Brewery Ltd. The other owners and partners of Hawk Tail Brewery Ltd. are Randall Vandenhoven, Anthony Goodwin, and Allison Goodwin.

The scope of operations of Hawk Tail Brewery Ltd. will be the commercial scale production and distribution of packaged beer across the province in both cans and kegs. We also will have a Tap Room licensed through AGLC as a "Community Hub" in which we will sell our beer and host local events such as yoga, live concerts, and receptions. Similar businesses in neighboring communities would be Snake Lake Brewery in Sylvan Lake, Siding 14 Brewery in Ponoka, and Blindman Brewery in Lacombe.

I, along with the other owners of Hawk Tail Brewery, feel that Rimbey is an ideal location for our new venture and will provide a net positive benefit to the local community and economy. We will provide residents with another option for entertainment and social activity. We will be sourcing hops and barley from local farmers which will diversify the local agricultural economy. We will have four full time employees at start up and expect to employ over 10 full time people within 2-3 years.

As the landlord, I feel that my building is a perfect location given the almost 5000 SF of space and 22 foot ceilings to accommodate the brewing and fermenting tanks. There is a large parking lot for 21 vehicles (see site plan) which will provide ample space for vehicles preventing congestion on town roads, and the highway location will provide good visibility for our business.

I have spoken to the neighbors of my property and they are in agreement that a brewery is acceptable. I will be presenting letters to attest to this at the March 13, 2018 Council Meeting.



## Nordstrom Dental

The current state of our start up is that we have applied for our Federal Excise Application. We will be applying for our AGLC application once the Federal Excise Application is formally recognized. We have received our loan from a local bank and have hired local trades to develop the space. We anticipate being open for business by August 2018.

I thank you for your time and consideration of this matter, and will be in attendance at the March 13, 2018 Council Meeting to answer any questions you may have about our development.

Sincerely,

Dr. Derek Nordstrom

Nordstrom Dental  
1678223 AB Ltd.  
Hawk Tail Brewery Ltd.

NOT FOR CONSTRUCTION

PROJECT INFORMATION

MIXED USE BUILDING

1678223 AB Ltd.  
Rimby, AB

The owner's responsibility pertains to the site plan and is not to be construed as a warranty.

Notwithstanding to whomsoever, the architect and/or contractor shall not be held responsible for any errors or omissions in the drawings or specifications. The architect and/or contractor shall not be held responsible for any errors or omissions in the drawings or specifications. The architect and/or contractor shall not be held responsible for any errors or omissions in the drawings or specifications.

All plans are subject to the approval of the relevant authority. The architect and/or contractor shall not be held responsible for any errors or omissions in the drawings or specifications. The architect and/or contractor shall not be held responsible for any errors or omissions in the drawings or specifications.

DATE: 15/01/2010

DATE: 15/01/2010

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DATE: 15/01/2010

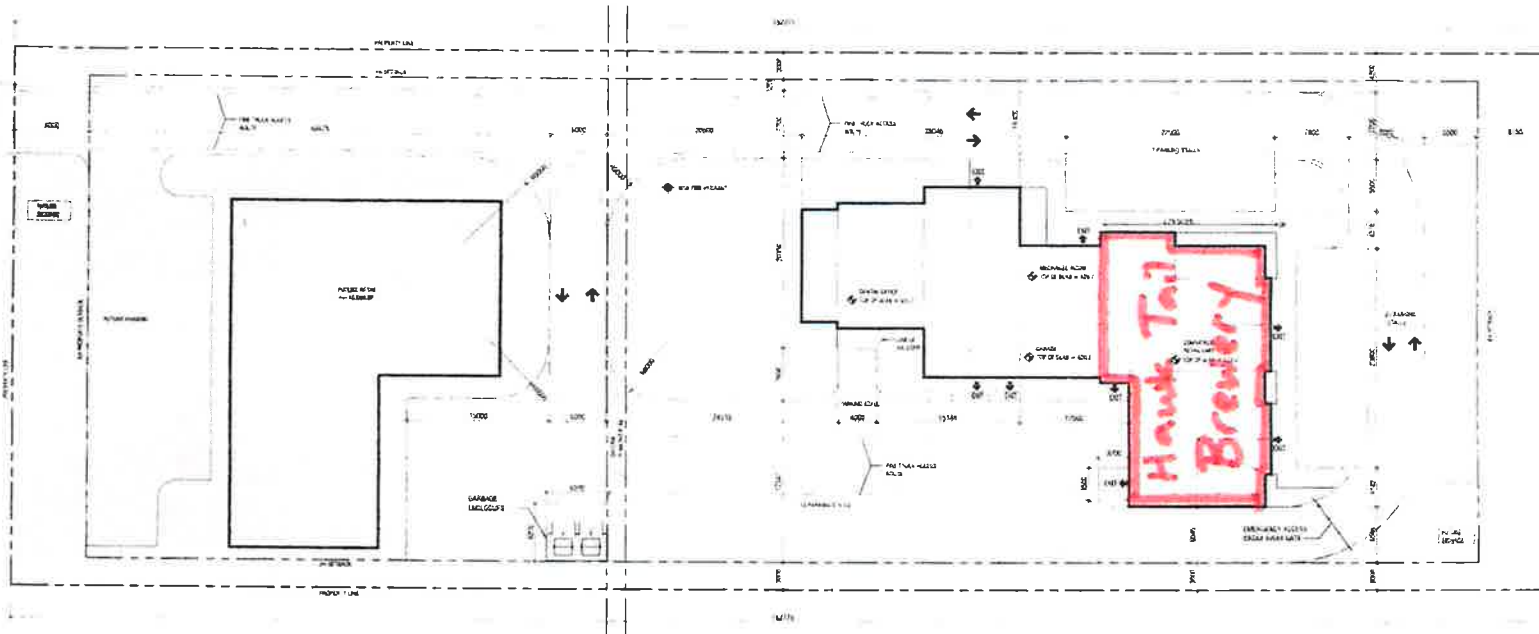
DATE: 15/01/2010

DATE: 15/01/2010

DATE: 15/01/2010

DATE: 15/01/2010

DATE: 15/01/2010



**Site Plan - General Notes**

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.

**Site Plan - Information**

PROJECT NO: 1678223 AB  
 CLIENT: 1678223 AB LTD.  
 DATE: 15/01/2010  
 SCALE: AS SHOWN  
 DRAWN BY: J. [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]

**Site Plan - Symbol Legend**

- [Symbol] CONCRETE DRIVEWAY
- [Symbol] CONCRETE DRIVEWAY
- [Symbol] CONCRETE DRIVEWAY
- [Symbol] CONCRETE DRIVEWAY
- [Symbol] CONCRETE DRIVEWAY
- [Symbol] CONCRETE DRIVEWAY

Site Plan  
SCALE: 1:500



DP 1.00





# HAWK TAIL BREWERY - EXTERIOR SIGNAGE - (Molded Plastic Lettering & Cabinet Signs)



"TAP ROOM" & "BREWERY": Non-illuminated individual molded plastic letters (Landon font), 2025 Black, 24" high, installed 12" above windows & centered as shown below.

ILLUMINATED SINGLE FACE CABINET SIGNS: White Lexan faces, black frames and cabinets. **Option A graphics (see page 2)** are 3M 2 mil opaque vinyl in colors 7725-24 Terra Cotta and 7725-12 Black. **Option B graphics (see page 2)** are digitally printed to accommodate the rustic look of "HAWK TAIL" letter style.

8' diameter circular cabinet sign is installed 6' above windows on largest peak.  
18' x 4' rectangular sign above silver addition is centered vertically and horizontally in available space.



PG 1 of 2



**BLANCHETTNEON**  
12850 St. Albert Trail, Edmonton, AB T5L4H6  
T 780-453-2441 | TF 1-800-226-6366  
blanchettneon.com

The design depicted herein is the sole property of BLANCHETTNEON and may not be reproduced in whole or in part without the permission of that company. Actual colours may vary slightly due to the translucency of acrylic plastics, paints and substrates. Due to limitations, the colours shown here may vary from the actual hue. Dimensions and material types used will be subject to final engineered drawings and site survey information.

**CUSTOMER:**  
HAWK TAIL BREWERY  
(Nordstrom Dental)

**LOCATION:**  
RIMBY, AB

**SALES:**  
Rob Odegard

**DESIGNER:**  
Janice Oppen

**SCALE:**  
1/4"=1'-0"

**DESIGN NUMBER:**  
18-02-062

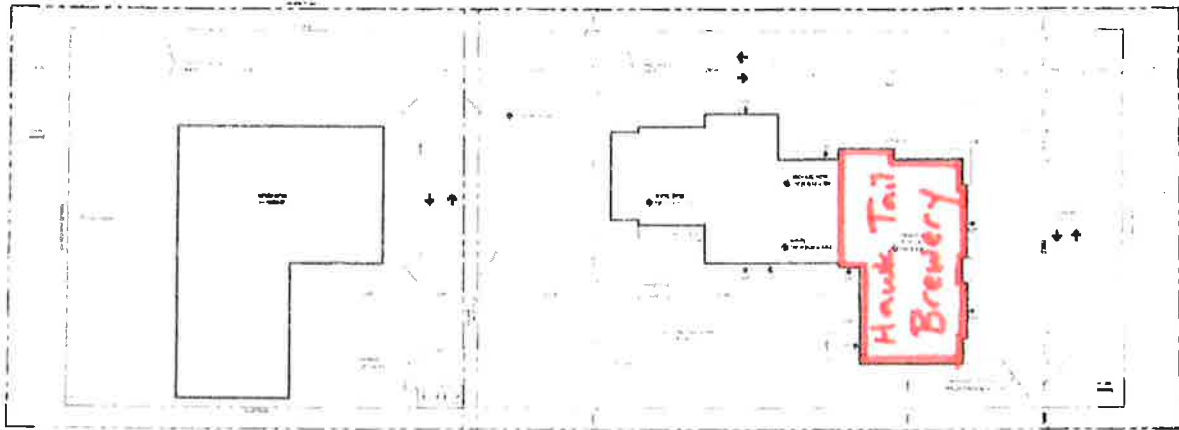
**DATE:** February 2, 2018

**REVISION HISTORY:**  
**DESCRIPTION:**  
Rev. 1 - February 7, 2018 - Remove projection sign, add "Brewery". Molded plastic individual letters for Tap Room & Brewery

**CUSTOMER APPROVAL:** \_\_\_\_\_  
DATE: \_\_\_\_\_

**LANDLORD APPROVAL:** \_\_\_\_\_  
DATE: \_\_\_\_\_

Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name Carey Anderson

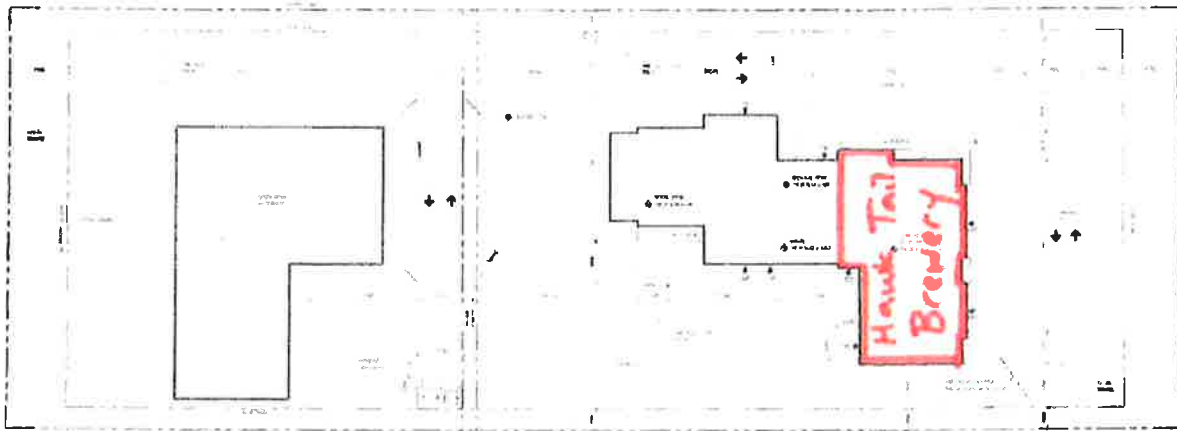
Owner of Evergreen Estates

Neighbor to the South and West

Signature Gary Lind

Date Feb 24/18

Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name YVONNE WATTS

Owner of NW-28-42-2-5

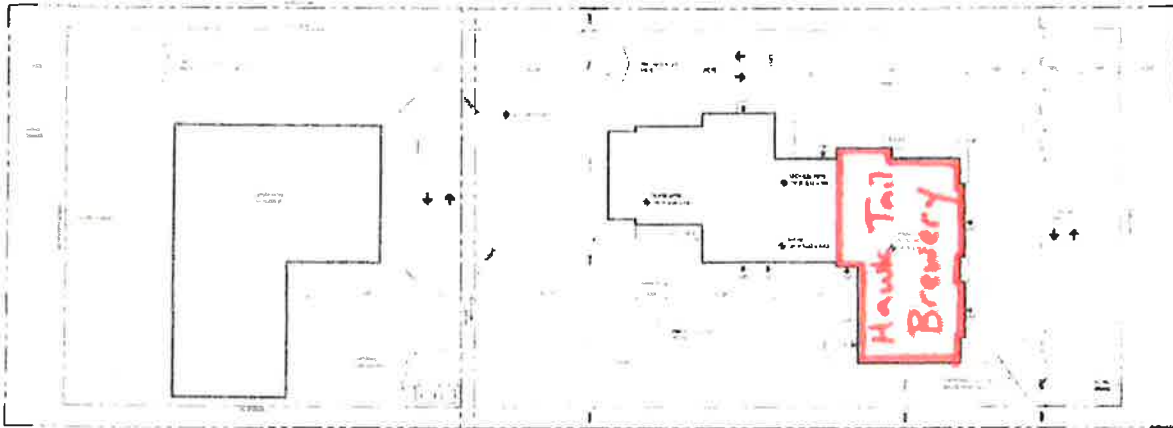
Neighbor to the proposed Brewery & Taproom

Signature Yvonne Watts

Date Feb. 24 2018

Derek Nordstrom 403.963.7209

Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name Derek Nordstrom / 1678223 AB Ltd

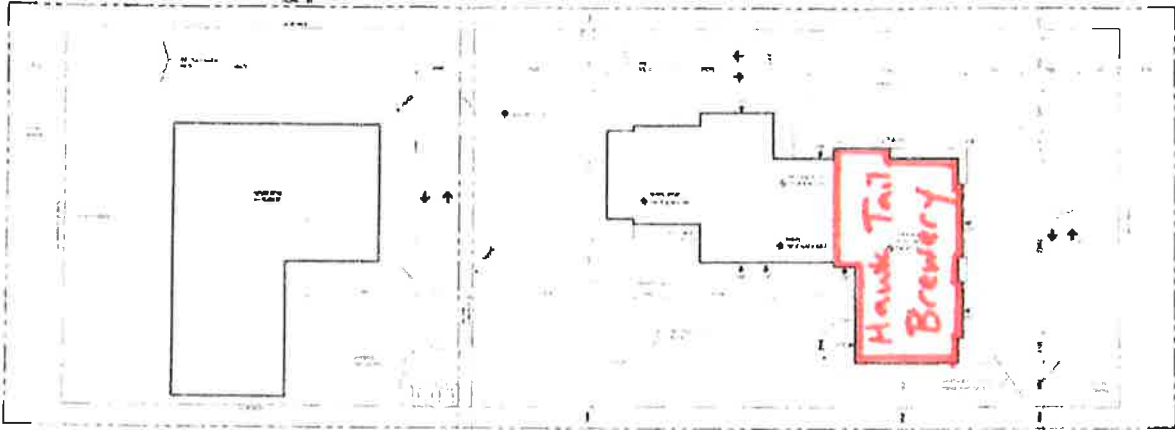
Owner of 6315-52 St / 1222867-1-36

Neighbor to the North.

Signature *Derek Nordstrom*

Date Feb 23, 2018

Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name Frieda Clark

Owner of Rimbey Evergreen Storage

Neighbor to the West

Signature Frieda Clark

Date Feb 26, 2018

March 22, 2018

File: Rimbey (ASP)

Town of Rimbey  
4938 – 50<sup>th</sup> Avenue PO Box 350  
Rimbey, AB T0C 2J0  
Sent via email to: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

Attention: Elizabeth Armitage

**RE: PROPOSED 940/18 AMENDMENT TO LAND USE BYLAW 197/16  
PROPOSED 941/18 AMENDMENT TO LAND USE BYLAW 917/16**

---

With reference to the above, I would advise that we have no objections to the following:

- Proposed Bylaw 940/18 amendment to Land Use Bylaw 917/16 to add “(22) brewery, winery and distillery” and “(23) brewpub” as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District);
- Proposed Bylaw 941/18 amendment to Land Use Bylaw 917/16 to add “(30) commercial recreation and entertainment facility” as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District).

If you have any questions, please contact me at 403-340-5166. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi  
Development & Planning

SC/sc



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	4.2				
<b>Council Meeting Date</b>	April 10, 2018				
<b>Subject</b>	Public Hearing – Bylaw 941/18 Amendment to Land Use Bylaw 917/16				
<b>For Public Agenda</b>	Public Information				
<b>Background</b>	<p>Bylaw 917/16, the Town of Rimby Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On March 2, 2018 Torrey Werenka submitted a land use bylaw amendment application to add recreation play center and child care facility as a Permitted Use in the C1 district.</p>				
<b>Discussion</b>	<p>Town administration has reviewed the requested Land Use Bylaw amendment application and proposes the following clauses in the Land Use Bylaw 917/16 be made to accommodate the addition of a definition of “commercial recreation and entertainment facility”. Administration recommends adding the “commercial recreation and entertainment facility” use to both C1 and C2 district as discretionary use. In addition, Administration recommends adding day care, child” as a discretionary use in the C1 district. The reason administration recommends adding it as a discretionary use is to provide the opportunity for neighboring parcels to comment on the development permit during the development permit application and review process.</p> <p>The following excerpts from Land Use Bylaw 917/16 illustrate the proposed amendments. Yellow indicates additions:</p> <p><b>Section 2.2 shall be amended to add:</b></p> <p>(30) “commercial recreation and entertainment facility” means a facility or establishment that provides recreation or entertainment for gain or profit but does not include a casino or adult entertainment establishment;</p> <p><b>Table 12.11.1 (C1 district) shall be amended to read:</b></p> <table border="1"> <thead> <tr> <th>Permitted Uses</th> <th>Discretionary Uses</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Car/Truck wash</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> </ul> </td> </tr> </tbody> </table>	Permitted Uses	Discretionary Uses	<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Car/Truck wash</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> </ul>
Permitted Uses	Discretionary Uses				
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- |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Hotel</li> <li>• Housing, mixed use</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Retail</li> <li>• Sign</li> <li>• Theatre</li> </ul> | <ul style="list-style-type: none"> <li>• Gas bar</li> <li>• Housing, apartment (low rise)</li> <li>• Housing, apartment (high rise)</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Parking facility</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Restaurant – drive thru</li> <li>• Solar Collectors</li> <li>• Utility installations</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Table 12.12.1 (C2 District) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Bakery</li> <li>• Car/Truck wash</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Gas bar</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul>	<ul style="list-style-type: none"> <li>• Any permitted use with a height exceeding 10 metres</li> <li>• Adult entertainment</li> <li>• Amusement arcade</li> <li>• Automotive service and/or paint shop</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> <li>• Gambling and gaming hall</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Solar Collectors</li> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul>



TOWN OF RIMBEY REQUEST FOR DECISION

Council gave first reading to Bylaw 941/18 Bylaw Amend Land Use Bylaw 917/16 on March 13, 2018. Council set the Public Hearing date of April 10, 2018 and directed administration to circulate notice of Bylaw 941/18 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks prior to the Public Hearing.

Written submission was received from Alberta Transportation. No additional written submissions were received from agencies or members of the public.

No objections were raised by any of the responding agencies. The original comments are attached.

**Relevant Policy/Legislation**

Town of Rimbey Land Use Bylaw 917/16  
Municipal Government Act RSA 2000, ch. M-26, as amended

**Attachments**

Bylaw 941/18  
Application including letters of support.  
Circulation Response

**Prepared By:**

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

April 4, 2018  
Date

**Endorsed By:**

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

Apr 4/18  
Date



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

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

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

**PART I - TITLE**

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

**PART II – TEXT AMENDMENTS**

**Section 2.2 shall be amended to add:**

(30) "commercial recreation and entertainment facility" means a facility or establishment that provides recreation or entertainment for gain or profit but does not include a casino or adult entertainment establishment;

**Table 12.11.1 (C1 district) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Housing, mixed use</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Retail</li> <li>• Sign</li> <li>• Theatre</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Car/Truck wash</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> <li>• Gas bar</li> <li>• Housing, apartment (low rise)</li> <li>• Housing, apartment (high rise)</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Parking facility</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Restaurant – drive thru</li> <li>• Solar Collectors</li> <li>• Utility installations</li> </ul>



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

**Table 12.12.1 (C2 District) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Bakery</li> <li>• Car/Truck wash</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Gas bar</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul>	<ul style="list-style-type: none"> <li>• Any permitted use with a height exceeding 10 metres</li> <li>• Adult entertainment</li> <li>• Amusement arcade</li> <li>• Automotive service and/or paint shop</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> <li>• Gambling and gaming hall</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Solar Collectors</li> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul>

**PART III - EFFECTIVE DATE**

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

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

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



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

---

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

Mayor Rick Pankiw

---

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

Mayor Rick Pankiw

---

Chief Administrative Officer Lori Hillis



# Town of Rimbey

## Application for Amendment to the Land-Use By-Law

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

Applicant: Torvon Maintenance Services Ltd Telephone: 403-350-7881  
[Redacted] Sec 17(1)

Mailing Address: Box 561 Bentley Alberta T0C0J0 Sec 17(1)  
4930-49th Ave

Registered Owner's Name: Torvon Maintenance Services Ltd  
(Torrey Worenska)

Telephone: 403-350-7881 [Redacted] Sec 17(1)

Mailing Address: Box 561 Bentley Alberta, T0C0J0  
4930-49th Ave

Legal Description: Lot: 5 Block: 5 Plan: 542 HWL  
Or Certificate of Title: \_\_\_\_\_

### Amendment Proposed

From: March 01-2018 To: Add usage to C1

Reasons for Support of Application For Amendment:

Recreational play center, possible child care facility

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

Date: March 02-2018 Applicant: Torrey Worenska  
Signature

**Town of Rimbey 1998**  
**Box 350**  
**Rimbey, Alberta T0C 2J0**

Torvon Maintenance Ltd.  
 Box 561  
 Bentley, AB T0C 0J0

Regular Receipt      174919  
 02-Mar-2018

**TRANSACTIONS**

	Description	Amount	Discount	Tax	Total
1-61-00-00-00-535	landuse ammendment	750.00	0.00	0.00	750.00
	<b>Total</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>

**PAYMENT SUMMARY**

Description	Reference	Amount
MasterCard		750.00
<b>Total</b>		<b>750.00</b>
Change		0.00

GST REMITTANCE      10812-9370-

IPC1392  
16' x 12' x 9'H  
4.88m x 3.66m x 2.74m

IPC1335  
16' x 14' x 10'H  
4.88m x 4.27m x 3.05m



IPC1395  
20' x 16' x 8'-6"H  
6.10m x 4.88m x 2.59m

16'  
4.88m

IPC1348  
20' x 16' x 7'H  
6.10m x 4.88m x 2.13m



IPC1395  
20' x 16' x 8'-6"H  
6.10m x 4.88m x 2.59m





March 22, 2018

File: Rimbey (ASP)

Town of Rimbey  
4938 – 50<sup>th</sup> Avenue PO Box 350  
Rimbey, AB T0C 2J0  
Sent via email to: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

Attention: Elizabeth Armitage

**RE: PROPOSED 940/18 AMENDMENT TO LAND USE BYLAW 197/16  
PROPOSED 941/18 AMENDMENT TO LAND USE BYLAW 917/16**

---

With reference to the above, I would advise that we have no objections to the following:

- Proposed Bylaw 940/18 amendment to Land Use Bylaw 917/16 to add "(22) brewery, winery and distillery" and "(23) brewpub" as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District);
- Proposed Bylaw 941/18 amendment to Land Use Bylaw 917/16 to add "(30) commercial recreation and entertainment facility" as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District).

If you have any questions, please contact me at 403-340-5166. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi  
Development & Planning

SC/sc



<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Bylaw 940/18 Amendment to Land Use Bylaw 917/16
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Bylaw 917/16, the Town of Rimby Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On February 22, 2018 Derek Nordstrom submitted a land use bylaw amendment application to add Brewery and Tap Room as a Permitted Use in the C2 district</p>
<b>Discussion</b>	<p>Town administration has reviewed the requested Land Use Bylaw amendment application and proposes the following clauses in the Land Use Bylaw 917/16 be made to accommodate the addition of the definitions of brewery and brewpub. Administration recommends adding the use to both C1 and C2 district as discretionary use. The reason administration recommends adding it as a discretionary use is to provide the opportunity for neighboring parcels to comment on the development permit during the development permit application and review process.</p> <p>The following excerpts from Land Use Bylaw 917/16 illustrate the proposed amendments. Yellow indicates additions:</p> <p><b>Section 2.2 shall be amended to add:</b></p> <p>(22) "brewery, winery and distillery" means a use where beer, wine, spirits and other alcoholic beverages are manufactured and that may have areas and facilities for the storage, packaging, bottling, canning and shipping of the products made</p> <p>(23) "brewpub" means a restaurant or drinking establishment where beer, wine or alcoholic spirits are produced on-site for consumption within the development and for retail sale. The facility must be appropriately licensed by the Alberta Liquor and Gaming Commission</p>

**Table 12.11.1 (C1 district) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Housing, mixed use</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Retail</li> <li>• Sign</li> <li>• Theatre</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Car/Truck wash</li> <li>• Contracting services</li> <li>• Gas bar</li> <li>• Housing, apartment (low rise)</li> <li>• Housing, apartment (high rise)</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Parking facility</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Restaurant – drive thru</li> <li>• Solar Collectors</li> <li>• Utility installations</li> </ul>

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TOWN OF RIMBEY REQUEST FOR DECISION

- |                                                                                                                                                                                                                                    |                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul> | <ul style="list-style-type: none"> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

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No objections were raised by any of the responding agencies. The original comments are attached.

**Relevant Policy/Legislation**

Town of Rimbey Land Use Bylaw 917/16  
Municipal Government Act RSA 2000, ch. M-26, as amended


**Attachments**

Bylaw 940/18  
Application  
Letters of Support submitted by Applicant  
Letter from Alberta Transportation

**Recommendation**

1. Administration recommends Council pass Second for Bylaw 940/18 Amendment to Land Use Bylaw 917/16.
2. Administration recommends Council pass Third and Final Reading for Bylaw 940/18 Amendment to Land Use Bylaw 917/16.

**Prepared By:**

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

April 4, 2018  
Date

**Endorsed By:**

  
Lori Hillis, CPA, CA  
Chief Administrative Officer

Apr 4/18  
Date



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

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

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

**PART I - TITLE**

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

**Part II – TEXT AMENDMENT**

**Section 2.2 shall be amended to add:**

(22) “brewery, winery and distillery” means a use where beer, wine, spirits and other alcoholic beverages are manufactured and that may have areas and facilities for the storage, packaging, bottling, canning and shipping of the products made

(23) “brewpub” means a restaurant or drinking establishment where beer, wine or alcoholic spirits are produced on-site for consumption within the development and for retail sale. The facility must be appropriately licensed by the Alberta Liquor and Gaming Commission

**Table 12.11.1 shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Housing, mixed use</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Retail</li> <li>• Sign</li> <li>• Theatre</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Car/Truck wash</li> <li>• Contracting services</li> <li>• Gas bar</li> <li>• Housing, apartment (low rise)</li> <li>• Housing, apartment (high rise)</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Parking facility</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Restaurant – drive thru</li> <li>• Solar Collectors</li> <li>• Utility installations</li> </ul>



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

Table 12.12.1 shall be amended to read:

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Bakery</li> <li>• Car/Truck wash</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Gas bar</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul>	<ul style="list-style-type: none"> <li>• Any permitted use with a height exceeding 10 metres</li> <li>• Adult entertainment</li> <li>• Amusement arcade</li> <li>• Automotive service and/or paint shop</li> <li>• Brewery, winery and distillery</li> <li>• Brewpub</li> <li>• Contracting services</li> <li>• Gambling and gaming hall</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Solar Collectors</li> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul>

**PART III - EFFECTIVE DATE**

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

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

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



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

---

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor Rick Pankiw

---

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

Mayor Rick Pankiw

---

Chief Administrative Officer Lori Hillis



# Town of Rimbey

## Application for Amendment to the Land-Use By-Law

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

Applicant Derek Nordstrom Telephone: 403-963-7209

Mailing Address: Box 594  
Rimbey, AB T0C 2J0

Registered Owner's Name: 1678223 AB Ltd.

Telephone: 403-963-7209

Mailing Address: Box 594  
Rimbey, AB T0C 2J0

Legal Description: Lot: 1222867 Block: 1 Plan: 37  
Or Certificate of Title: \_\_\_\_\_

Suite 102 - 6311-52 street.

**Amendment Proposed** Add Brewery + Tap Rooms to Permitted Use of C2

From: Empty Space To: Brewery + Tap Room.

Reasons for Support of Application For Amendment:

see attached letter + documents  
(site plan + floor plan)

I/We enclose \$ 750.00 Being the application fee.

Date: Feb 23/18 Applicant: Derek Nordstrom  
Signature





# Nordstrom Dental

Feb 22, 2018

Town of Rimbey  
4938 50 Ave  
Rimbey, AB  
T0C 2J0

Dear Honored Town Council Members:

Please accept this letter in support of the Application for Amendment to the Land-Use Bylaw to add Brewery and Tap Room as a permitted use of Highway Commercial (C2) zone. If approved, this will allow Hawk Tail Brewery Ltd. to occupy the vacant commercial space of Suite 102, 6311-52 Street.

I, Derek Nordstrom, am the owner (along with Angela Nordstrom) of 1678223 AB Ltd, the Landlord for Hawk Tail Brewery Ltd. 1678223 AB Ltd is also the majority owner of Hawk Tail Brewery Ltd. The other owners and partners of Hawk Tail Brewery Ltd. are Randall Vandenhoven, Anthony Goodwin, and Allison Goodwin.

The scope of operations of Hawk Tail Brewery Ltd. will be the commercial scale production and distribution of packaged beer across the province in both cans and kegs. We also will have a Tap Room licensed through AGLC as a "Community Hub" in which we will sell our beer and host local events such as yoga, live concerts, and receptions. Similar businesses in neighboring communities would be Snake Lake Brewery in Sylvan Lake, Siding 14 Brewery in Ponoka, and Blindman Brewery in Lacombe.

I, along with the other owners of Hawk Tail Brewery, feel that Rimbey is an ideal location for our new venture and will provide a net positive benefit to the local community and economy. We will provide residents with another option for entertainment and social activity. We will be sourcing hops and barley from local farmers which will diversify the local agricultural economy. We will have four full time employees at start up and expect to employ over 10 full time people within 2-3 years.

As the landlord, I feel that my building is a perfect location given the almost 5000 SF of space and 22 foot ceilings to accommodate the brewing and fermenting tanks. There is a large parking lot for 21 vehicles (see site plan) which will provide ample space for vehicles preventing congestion on town roads, and the highway location will provide good visibility for our business.

I have spoken to the neighbors of my property and they are in agreement that a brewery is acceptable. I will be presenting letters to attest to this at the March 13, 2018 Council Meeting.



## Nordstrom Dental

The current state of our start up is that we have applied for our Federal Excise Application. We will be applying for our AGLC application once the Federal Excise Application is formally recognized. We have received our loan from a local bank and have hired local trades to develop the space. We anticipate being open for business by August 2018.

I thank you for your time and consideration of this matter, and will be in attendance at the March 13, 2018 Council Meeting to answer any questions you may have about our development.

Sincerely,

Dr. Derek Nordstrom

Nordstrom Dental  
1678223 AB Ltd.  
Hawk Tail Brewery Ltd.

CONSULTANT WORKSHEET

PROJECT INFORMATION

**NOT FOR CONSTRUCTION**

PROJECT INFORMATION

**MIXED USE BUILDING**

**1678223 AB Ltd.  
Rimby, AB**

The Client, Consultant, or other party shall not use these drawings for any purpose other than that for which they were prepared. Any use of these drawings for any other purpose without the written consent of the Consultant is prohibited.

All drawings remain the property of the Consultant. These drawings are Copyright © S<sup>2</sup> Architecture. These drawings are for the use of the Client only. Any reproduction or distribution of these drawings without the written consent of the Consultant is prohibited.

REVISED DATE

1

2

3

4

5

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9

10

DATE: PROJECT NAME: FEBRUARY 13, 2013

SCALE: AS NOTED

DATE: FEBRUARY 13, 2013

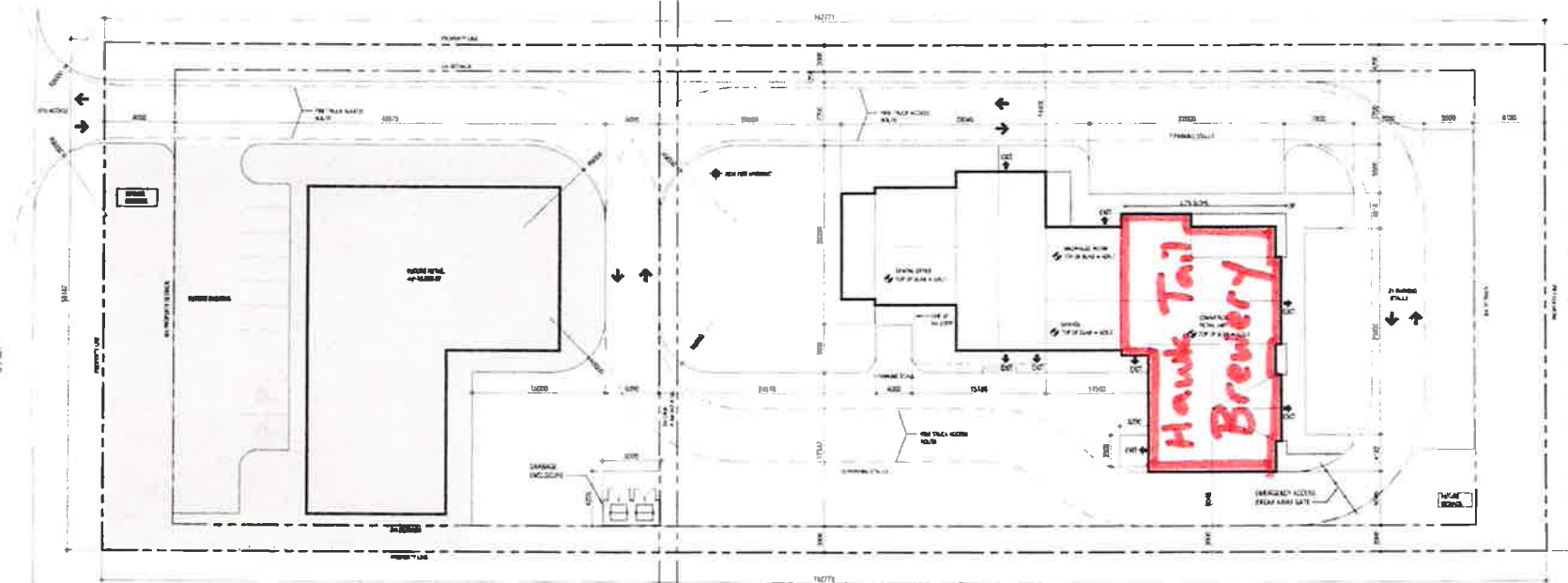
DRAWN BY: EM

CHECKED BY: RL

PROJECT NO.: 1678223

DRAWING TITLE: SITE PLAN

DRAWING NO.: DP 1.00



**Site Plan - General Notes**

1. REFER TO ALL DIMENSIONS AND NOTES FOR GENERAL INFORMATION
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED

**Site Plan - Information**

**PROJECT:** 1678223 AB LTD. RIMBY, AB

**CLIENT:** 1678223 AB LTD. RIMBY, AB

**DATE:** FEBRUARY 13, 2013

**SCALE:** AS NOTED

**PROJECT NO.:** 1678223

**DRAWN BY:** EM

**CHECKED BY:** RL

**Site Plan - Symbol Legend**

- EXISTING DRIVE
- NEW DRIVE
- EXISTING DRIVE
- NEW DRIVE
- EXISTING DRIVE
- NEW DRIVE
- EXISTING DRIVE
- NEW DRIVE

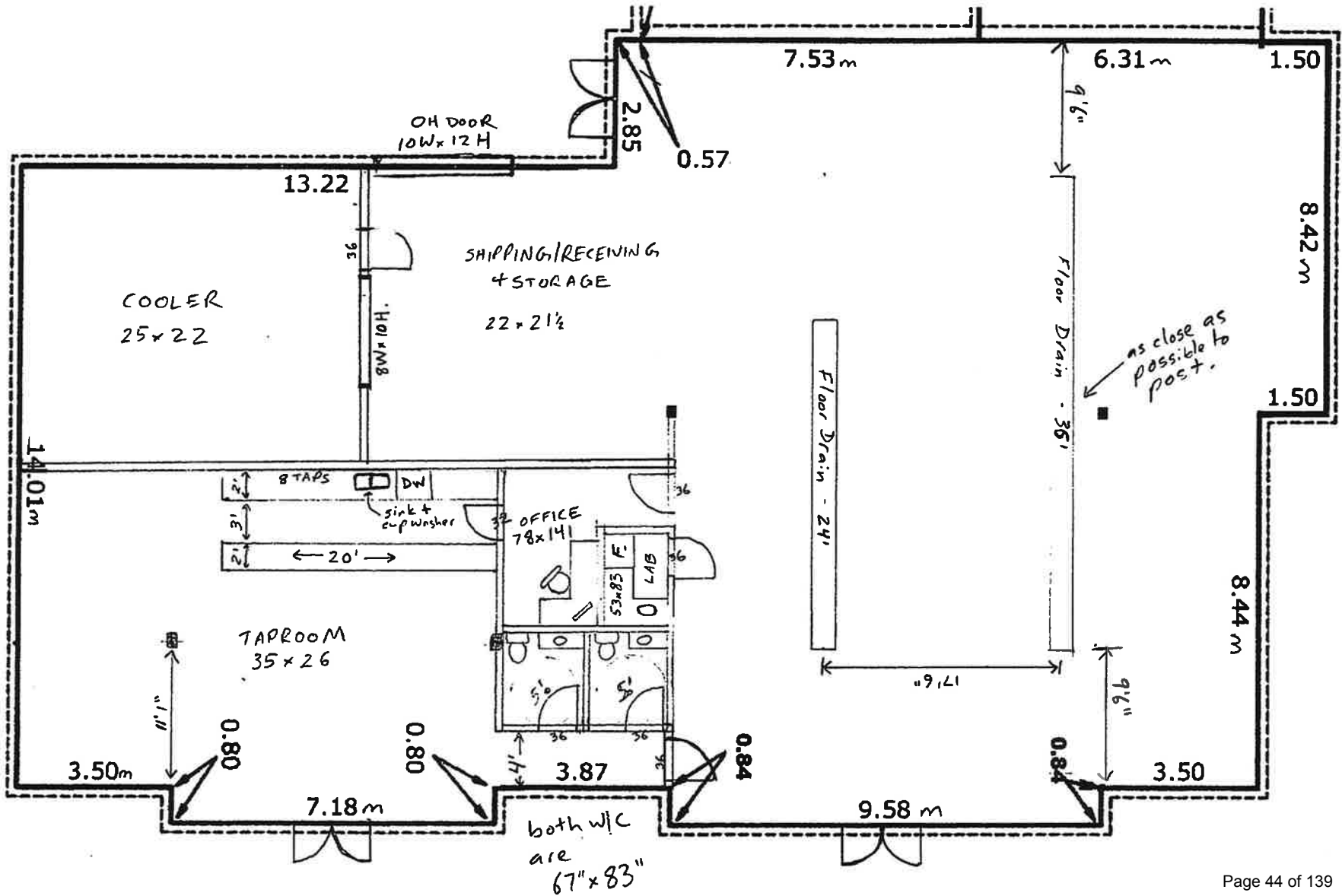
Site Plan  
SCALE: 1:200

SCALE

1mm = 4.86"

HAWK TAIL BREWERY LTD

102 - 6311-52 ST RIMBEY, AB



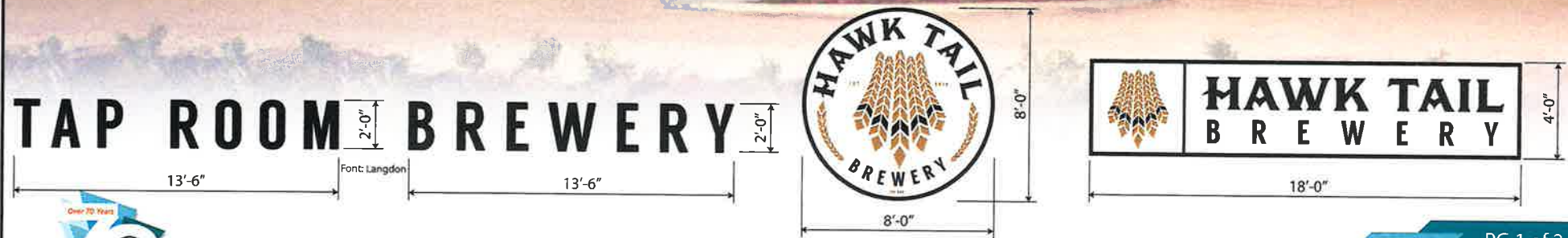
# HAWK TAIL BREWERY - EXTERIOR SIGNAGE - (Molded Plastic Lettering & Cabinet Signs)



"TAP ROOM" & "BREWERY": Non-illuminated individual molded plastic letters (Landon font), 2025 Black, 24" high, installed 12" above windows & centered as shown below.

ILLUMINATED SINGLE FACE CABINET SIGNS: White Lexan faces, black frames and cabinets. **Option A graphics** (see page 2) are 3M 2 mil opaque vinyl in colors 7725-24 Terra Cotta and 7725-12 Black. **Option B graphics** (see page 2) are digitally printed to accommodate the rustic look of "HAWK TAIL" letter style.

8' diameter circular cabinet sign is installed 6' above windows on largest peak.  
18' x 4' rectangular sign above silver addition is centered vertically and horizontally in available space.



PG 1 of 2

Over 70 Years  
  
 Illuminated Sign Manufacturer  
 SINCE 1947  
**BLANCHETTNEON**  
 12850 St. Albert Trail, Edmonton, AB T5L4H6  
 T 780-453-2441 | TF 1-800-226-6366  
 blanchettneon.com

The design depicted herein is the sole property of BLANCHETTNEON and may not be reproduced in whole or in part without the permission of that company. Actual colours may vary slightly due to the translucency of acrylic plastics, paints and substrates. Due to limitations, the colours shown here may vary from the actual hue. Dimensions and material types used will be subject to final engineered drawings and site survey information.

**CUSTOMER:**  
 HAWK TAIL BREWERY  
 (Nordstrom Dental)  
**LOCATION:**  
 RIMBY, AB

**SALES:**  
 Rob Odegard  
**DESIGNER:**  
 Janice Oppen

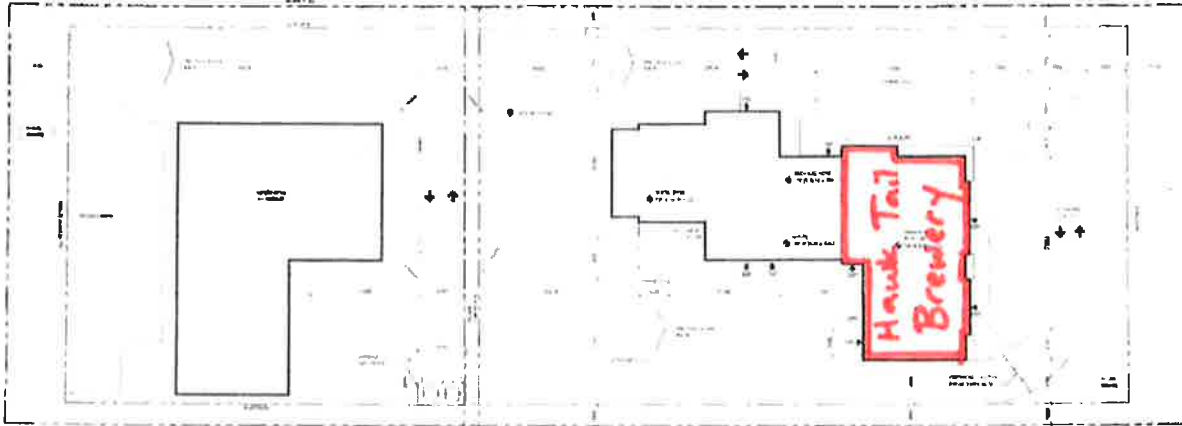
**SCALE:**  
 1/4"=1'-0"  
**DESIGN NUMBER:**  
 18-02-062  
**DATE:** February 2, 2018

**REVISION HISTORY:**  
 DESCRIPTION:  
 Rev. 1 - February 7, 2018 - Remove projection sign, add "Brewery". Molded plastic individual letters for Tap Room & Brewery

**CUSTOMER APPROVAL:**  
 \_\_\_\_\_  
 DATE: \_\_\_\_\_

**LANDLORD APPROVAL:**  
 \_\_\_\_\_  
 DATE: \_\_\_\_\_

**Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery**



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name Carey Anderson

Owner of Evergreen Estates

Neighbor to the South and West

Signature Carey Anderson

Date Feb 24/18

**Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery**



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name YVONNE WATTS

Owner of NW-28-42-2-5

Neighbor to the proposed Brewery & Taproom

Signature Yvonne Watts

Date Feb. 24 2018

Derek Nordstrom 403.963.7209

Letter In Support of Land Use Bylaw Amendment for Hawk Tail Brewery



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name Derek Nordstrom / 1678223 AB Ltd

Owner of 6315-52 St / 1222867-1-36

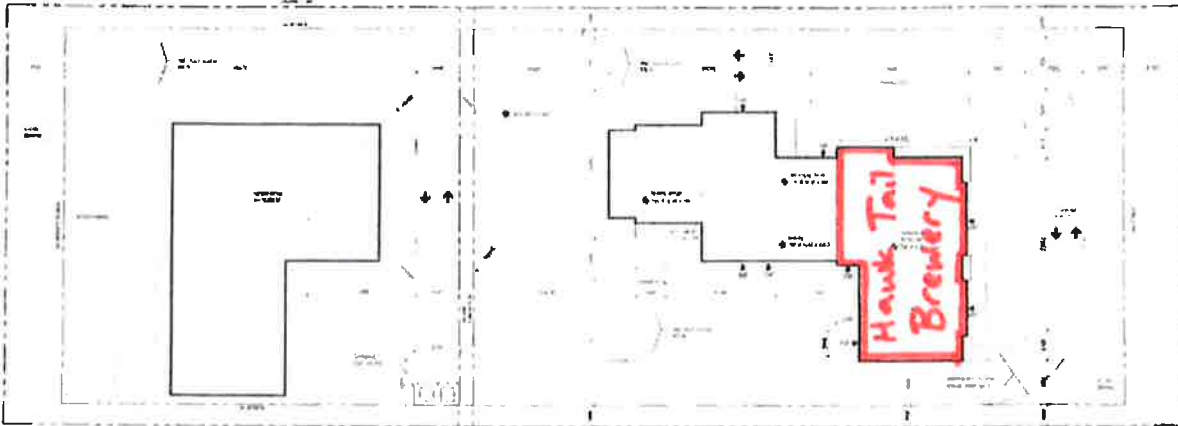
Neighbor to the North.

Signature *Derek Nordstrom*

Date Feb 23, 2018



**Letter in Support of Land Use Bylaw Amendment for Hawk Tail Brewery**



I support the proposed amendment of the Town of Rimbey Land Use Bylaw to add "Brewery and Taproom" to permitted use of Zone C2 Highway Commercial in order to allow Hawk Tail Brewery Ltd. to occupy Suite 102 6311-52 Street, Rimbey, Alberta (Lot 1222867 Block 1 Plan 37).

Name Frieda Clark

Owner of Rimbey Evergreen Storage

Neighbor to the West

Signature Frieda Clark

Date Feb 26, 2018

March 22, 2018

File: Rimbey (ASP)

Town of Rimbey  
4938 – 50<sup>th</sup> Avenue PO Box 350  
Rimbey, AB T0C 2J0  
Sent via email to: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

Attention: Elizabeth Armitage

**RE: PROPOSED 940/18 AMENDMENT TO LAND USE BYLAW 197/16  
PROPOSED 941/18 AMENDMENT TO LAND USE BYLAW 917/16**

---

With reference to the above, I would advise that we have no objections to the following:

- Proposed Bylaw 940/18 amendment to Land Use Bylaw 917/16 to add “(22) brewery, winery and distillery” and “(23) brewpub” as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District);
- Proposed Bylaw 941/18 amendment to Land Use Bylaw 917/16 to add “(30) commercial recreation and entertainment facility” as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District).

If you have any questions, please contact me at 403-340-5166. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi  
Development & Planning

SC/sc



<b>Council Agenda Item</b>	6.2				
<b>Council Meeting Date</b>	April 10, 2018				
<b>Subject</b>	Bylaw 941/18 Amendment to Land Use Bylaw 917/16				
<b>For Public Agenda</b>	Public Information				
<b>Background</b>	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On March 2, 2018 Torrey Werenka submitted a land use bylaw amendment application to add recreation play center and child care facility as a Permitted Use in the C1 district.</p>				
<b>Discussion</b>	<p>Town administration has reviewed the requested Land Use Bylaw amendment application and proposes the following clauses in the Land Use Bylaw 917/16 be made to accommodate the addition of a definition of “commercial recreation and entertainment facility”. Administration recommends adding the “commercial recreation and entertainment facility” use to both C1 and C2 district as discretionary use. In addition, Administration recommends adding day care, child” as a discretionary use in the C1 district. The reason administration recommends adding it as a discretionary use is to provide the opportunity for neighboring parcels to comment on the development permit during the development permit application and review process.</p> <p>The following excerpts from Land Use Bylaw 917/16 illustrate the proposed amendments. Yellow indicates additions:</p> <p><b>Section 2.2 shall be amended to add:</b></p> <p>(30) “commercial recreation and entertainment facility” means a facility or establishment that provides recreation or entertainment for gain or profit but does not include a casino or adult entertainment establishment;</p> <p><b>Table 12.11.1 (C1 district) shall be amended to read:</b></p> <table border="1"> <thead> <tr> <th>Permitted Uses</th> <th>Discretionary Uses</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Car/Truck wash</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> </ul> </td> </tr> </tbody> </table>	Permitted Uses	Discretionary Uses	<ul style="list-style-type: none"> <li>• Art gallery</li> <li>• Bakery</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/Laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Grocery store</li> </ul>	<ul style="list-style-type: none"> <li>• Adult entertainment</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Car/Truck wash</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> </ul>
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- |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Table 12.12.1 (C2 District) shall be amended to read:**

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TOWN OF RIMBEY REQUEST FOR DECISION

Council gave first reading to Bylaw 941/18 Bylaw Amend Land Use Bylaw 917/16 on March 13, 2018. Council set the Public Hearing date of April 10, 2018 and directed administration to circulate notice of Bylaw 941/18 to relevant agencies. Additionally, Council directed administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks prior to the Public Hearing.

Written submission was received from Alberta Transportation. No additional written submissions were received from agencies or members of the public.

No objections were raised by any of the responding agencies. The original comments are attached.

**Relevant Policy/Legislation**

Town of Rimbey Land Use Bylaw 917/16  
Municipal Government Act RSA 2000, ch. M-26, as amended

**Attachments**

Bylaw 941/18  
Application including letters of support.  
Circulation Response

**Recommendation**

1. Administration recommends Council pass Second Reading for Bylaw 941/18 Amendment to Land Use Bylaw 917/16.
2. Administration recommends Council pass Third and Final Reading for Bylaw 941/18 Amendment to Land Use Bylaw 917/16.

**Prepared By:**

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

April 4, 2018  
Date

**Endorsed By:**

Lori Hillis, CPA, CA  
Chief Administrative Officer

Apr 4/18  
Date



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

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

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

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**PART II – TEXT AMENDMENTS**

**Section 2.2 shall be amended to add:**

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**Table 12.12.1 (C2 District) shall be amended to read:**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Auction mart</li> <li>• Automotive sales and/or rental</li> <li>• Automotive supply store</li> <li>• Bakery</li> <li>• Car/Truck wash</li> <li>• Club</li> <li>• Convenience store</li> <li>• Dry cleaning/laundromat services</li> <li>• Financial Services</li> <li>• Funeral home</li> <li>• Gas bar</li> <li>• Grocery store</li> <li>• Hotel</li> <li>• Office</li> <li>• Medical clinic</li> <li>• Motel</li> <li>• Personal Services</li> <li>• Public administration</li> <li>• Religious Institution</li> <li>• Restaurant</li> <li>• Restaurant – drive thru</li> <li>• Retail</li> <li>• Sign</li> </ul>	<ul style="list-style-type: none"> <li>• Any permitted use with a height exceeding 10 metres</li> <li>• Adult entertainment</li> <li>• Amusement arcade</li> <li>• Automotive service and/or paint shop</li> <li>• Commercial Recreation &amp; Entertainment Facility</li> <li>• Contracting services</li> <li>• Day care, child</li> <li>• Gambling and gaming hall</li> <li>• Liquor store</li> <li>• Nightclub</li> <li>• Pawn shop</li> <li>• Recycling depot</li> <li>• Repair shop</li> <li>• Solar Collectors</li> <li>• Theatre</li> <li>• Trucking establishment</li> <li>• Utility installations</li> <li>• Warehouse</li> </ul>

**PART III - EFFECTIVE DATE**

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

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

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



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

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READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis





# Town of Rimbey

## Application for Amendment to the Land-Use By-Law

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

Applicant Torvon Maintenance Services Ltd Telephone: 403-350-7881  
[Redacted] Sec 17(1) [Redacted] Sec 17(1)

Mailing Address: Box 561 Bentley Alberta T0C0J0  
4930-49th Ave

Registered Owner's Name: Torvon Maintenance Services Ltd  
(Torrey Warentka)

Telephone: 403-350-7881 [Redacted] Sec 17(1)

Mailing Address: Box 561 Bentley Alberta, T0C0J0  
4930-49th Ave

Legal Description: Lot: 5 Block: 5 Plan: 542 HWL  
Or Certificate of Title: \_\_\_\_\_

### Amendment Proposed

From: March 01-2018 To: Add usage to C1

Reasons for Support of Application For Amendment:

Recreational play center, possible child care facility  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: March 02-2018 Applicant: Torrey Warentka  
Signature

**Town of Rimbey 1998**  
**Box 350**  
**Rimbey, Alberta T0C 2J0**

Torvon Maintenance Ltd.  
 Box 561  
 Bentley, AB T0C 0J0

Regular Receipt      174919  
 02-Mar-2018

**TRANSACTIONS**

	Description	Amount	Discount	Tax	Total
1-61-00-00-00-535	landuse ammendment	750.00	0.00	0.00	750.00
	<b>Total</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>

**PAYMENT SUMMARY**

Description	Reference	Amount
MasterCard		750.00
<b>Total</b>		<b>750.00</b>
Change		0.00

GST REMITTANCE      10812-9370-

IPC1392  
16' x 12' x 9'H  
4.88m x 3.66m x 2.74m

IPC1335  
16' x 14' x 10'H  
4.88m x 4.27m x 3.05m



IPC1395  
20' x 16' x 8'-6"H  
6.10m x 4.88m x 2.59m

IPC1348  
20' x 16' x 7'H  
6.10m x 4.88m x 2.13m



IPC1395  
20' x 16' x 8'-6"H  
6.10m x 4.88m x 2.59m



March 22, 2018

File: Rimbey (ASP)

Town of Rimbey  
4938 – 50<sup>th</sup> Avenue PO Box 350  
Rimbey, AB T0C 2J0  
Sent via email to: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)

Attention: Elizabeth Armitage

**RE: PROPOSED 940/18 AMENDMENT TO LAND USE BYLAW 197/16  
PROPOSED 941/18 AMENDMENT TO LAND USE BYLAW 917/16**

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With reference to the above, I would advise that we have no objections to the following:

- Proposed Bylaw 940/18 amendment to Land Use Bylaw 917/16 to add "(22) brewery, winery and distillery" and "(23) brewpub" as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District);
- Proposed Bylaw 941/18 amendment to Land Use Bylaw 917/16 to add "(30) commercial recreation and entertainment facility" as a discretionary use in Table 12.11.1 (C1 District) and Table 12.12.1 (C2 District).

If you have any questions, please contact me at 403-340-5166. Thank you for the referral and opportunity to comment.

Sincerely,



Sandy Choi  
Development & Planning

SC/sc



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.3
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Bylaw 943/18 Regional Assessment Review Board
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Town of Rimbey has been a member of a Regional Assessment Review Board since November 14, 2011.
<b>Discussion</b>	The Regional Assessment Review Board is located at the City of Red Deer, who has provided the Town of Rimbey with a new bylaw which must be passed to be in compliance with the new MGA.
<b>Relevant Policy/Legislation</b>	MGA
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Bylaw 943/18 Regional Assessment Review Board.</li><li>2. Analysis and Explanation of Municipal Government Act Amendments to the Central Alberta Regional Assessment Review Board and its Legislative Framework</li></ol>
<b>Recommendation</b>	<ol style="list-style-type: none"><li>1. Administration recommends Council give first reading to Bylaw 943/18 Regional Assessment Review Board.</li><li>2. Administration recommends Council give second reading to Bylaw 943/18 Regional Assessment Review Board.</li><li>3. Administration recommends Council unanimously agree to present Bylaw 943/18 Regional Assessment Review Board for third and final reading.</li><li>4. Administration recommends Council give third and final reading to Bylaw 943/18 Regional Assessment Review Board.</li></ol>

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

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**Purpose**

The purpose of this bylaw is to enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

**Background**

Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

NOW THEREFORE

Council of the Town of Rimby enacts as follows:

**Short Title**

- 1 The short title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

**Definitions**

- 2 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act*.
- (2) In this bylaw the following terms shall have the meanings shown:
  - (a) "Board" means the Regional Assessment Review Board;
  - (b) "CARB" means the Composite Assessment Review Board established in accordance with the *Municipal Government Act* that hears complaints on assessment notices for property other than the property described in section 2(2)(e) of this bylaw and section 460.1(2) of the *Municipal Government Act*;
  - (c) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *Municipal Government Act*;
  - (d) "LARB" means the Local Assessment Review Board established in accordance with the *Municipal Government Act* who hears complaints about assessment notices for:
    - i. residential property with 3 or fewer dwelling units, or
    - ii. farm land, or
 about a tax notice other than a property tax notice, business tax notice or improvement tax notice;



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

- (e) "Member" means a member of the Regional Assessment Review Board;
- (f) "Minister" means the Minister determined by the Province to be responsible for the *Municipal Government Act*;
- (g) "Partner Municipality" means all those municipalities who enter into an agreement with the City to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw, as well as the City of Red Deer;
- (h) "Provincial Member" means a person appointed as a provincial member to a CARB by the Minister.

**Partner Municipalities**

3 The Town of Rimbey and The City of Red Deer hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.

**Regional Board Review Committee**

- 4 (1) The Regional Board Review Committee will consist of 5 Administrators who volunteer from the Partner Municipalities.
- (2) The term for volunteer Regional Board Review Committee Members is one year.
- (3) The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.

**Appointment of Board Members**

- 5 (1) The Regional Board Review Committee shall appoint not more than 20 citizens-at-large to be Members of the Regional Assessment Review Board.
- (2) The total number of Members shall be determined by the Designated Officer.

**Establishment of Boards**

6 The following Central Alberta Regional Assessment Review Boards are established:

- (a) one or more LARB's that consist of one (1) Member;
- (b) one or more LARB's that consist of three (3) Members;
- (c) one or more CARB's that consist of one (1) Provincial Member
- (d) one or more CARB's that consist of one (1) Provincial Member and two (2) Members.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

**Terms of Appointment**

- 7 (1) Unless otherwise stated, all Members are appointed for three year terms except in the initial year where one-third is appointed for three year term; one-third is appointed for a two year term and the remaining one-third are appointed for a one year term.
- (2) If a vacancy on the Board occurs at any time the Regional Board Review Committee may appoint a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Regional Board Review Committee may remove a Member for cause or misconduct on the recommendation of the Designated Officer.
- (6) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

**Presiding Officer**

- 8 The Members of every Board established under section 6(b) of this bylaw will select a Presiding Officer from among themselves who will:
- (a) preside over and be responsible for the conduct of hearings;
- (b) vote on matters submitted to the Board unless otherwise disqualified;
- (c) sign orders, decisions and documents issued by the Board.

**Jurisdiction of the Board**

9 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Partner Municipality.

**Regional Advisory Group**

- 10 (1) Board Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members, and comprised of one Chair and up to 3 Vice Chairs.
- (2) The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
- (a) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;





A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

- (b) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
  - (c) ensure other Members are provided mentoring;
  - (d) act as a liaison between the Members, board administration and the Designated Officer;
- (3) The duties of the Chair of the Regional Advisory Group include:
- (a) chairing meetings of the Regional Assessment Review Board and the Regional Advisory Group;
  - (b) establishing agendas for the Regional Advisory Group and the Regional Assessment Review Board meetings in consultation with the Designated Officer;
  - (c) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Regional Assessment Review Board;
  - (d) appointing an Acting Chair from the Regional Advisory Group;
  - (e) signing correspondence on behalf of the Regional Advisory Group.
- (4) If the Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Clerk may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

**Designated Officer of the Board**

- 11 (1) The Town of Rimbey appoints the City of Red Deer Legislative Services Manager as the Designated Officer of the Board. The remuneration and duties of the Designated Officer are as set out in section 11(1) of the of the City of Red Deer's Regional Assessment Review Board Bylaw.
- (2) The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
  - (3) The Designated Officer shall assist the Board in fulfilling its mandate.
  - (4) The Designated Officer may appoint Acting Clerks to perform the Designated Officer duties and functions provided they have successfully completed the training as prescribed by the Minister.
  - (5) The Designated Officer shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters.
  - (6) The Designated Officer will consult with the Regional Advisory Group and Members on matters affecting the Boards.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

- (7) The Designated Officer will make arrangements for issuing refunds of filing fees in accordance with the MGA and related regulations.
- (8) The Designated Officer will issue instructions to independent legal counsel for the Boards when required.
- (9) The Designated Officer may, at the request of a Presiding Officer of a Board sign orders, decisions and documents issued by the Board.
- (10) The Designated Officer may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group.
- (11) The Designated Officer may set fees payable for persons to obtain copies of the Board's decisions and documents.

**Hearings**

- 12 (1) Hearings will be held at such time and place as determined by the Designated Officer.
- (2) The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* and section 464.1 of the MGA.

**Quorum and Voting at Hearings**

- 13 (1) In accordance with section 458 of the MGA, quorum for the Boards shall be as follows:
- (a) two Members, for LARB's established under section 6(1)(b) of this bylaw; and
  - (b) one Provincial Member and one other Member, for CARB's established under section 6(1)(d) of this bylaw.
- (2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- (3) The majority vote of those Members present and voting constitutes the decision of the Board.

**Conflict of Interest**

- 14 (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the Member may absent himself or herself from the hearing, provided that prior to leaving the hearing, the Member:
- (a) declares that he or she has a conflict of interest; and
  - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Record of Hearing of the Members' absence and the reasons for it.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

- (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
  - (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
  - (b) substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that matter.

**Pecuniary Interest**

- 15 (1) The pecuniary interest provisions of the MGA apply to hearings and meetings of the Board, as though Members were councillors attending meetings of council.
- (2) A Member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a Member of the Board.

**Commencement of Complaints**

- 16 In accordance with section 460 of the MGA, a taxpayer may commence an assessment complaint by:
  - (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *'Matters Relating to Assessment Complaints Regulation'*, Alberta Regulation 201/2017 and within the time limits specified in the MGA; and
  - (b) paying the applicable fee.

**Rules of Order**

- 17 The Board will conduct hearings in accordance with:
  - (1) the express provisions of the MGA and related regulations;
  - (2) principles of natural justice and procedural fairness; and
  - (3) policies and procedures approved by the Board.

**Notice of Decisions & Record of Hearing**

- 18 (1) After the hearing of a complaint, the Designated Officer shall:
  - (a) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
  - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA and the *'Matters Relating to Assessment Complaints Regulation'* Alberta Regulation 201/2017.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

- (2) The Designated Officer will maintain a Record of Hearing in accordance with the MGA and the 'Matters Relating to Assessment Complaints Regulation' Alberta Regulation 201/2017.

**Delegation of Authority**

19 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:

- (a) to the Regional Board Review Committee, its authority under MGA s. 454.1(1)(a) & s. 454.2(1)(a) to appoint members of the Assessment Review Boards;
- (b) to the Designated Officer, its authority under MGA s.454.1(1)(c) & 454.2(1)(c) to prescribe the remuneration and expenses payable to each Member of the assessment review board; and
- (c) to the Designated Officer, its authority under MGA s. 454.1(2), s. 454.2(2) and s. 455(2) to appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair.

**Reimbursement of Costs**

20 The Town of Rimbey shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board as set out in the agreement with the City of Red Deer.

**Transitional**

21 (1) This Bylaw comes into effect on passing of third and final reading.

(2) Bylaw 874/11 is hereby repealed.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

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



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

---

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

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

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis

**ANALYSIS AND EXPLANATION OF MUNICIPAL GOVERNMENT ACT AMENDMENTS  
TO THE CENTRAL ALBERTA REGIONAL ASSESSMENT REVIEW BOARD (RARB) AND ITS LEGISLATIVE FRAMEWORK**

The table below lists the sections of the MGA that have changed and the way in which Regional Board Administration has (or will be) responding to them. Please feel free to share this with your Council's when amending your bylaws.

MGA	CHANGE/IMPACT	ACTION
s. 310(3) - Sending Notices/Notice of Assessment Date	An assessment notice must be sent 7 days prior to the notice of assessment date – this is different from prior years where the assessment date and mailing date were typically the same.  Presumably this is to negate the need to allow for 7 days mailing time as per the Interpretation Act.	No change is required to the bylaw or the agreement. However, municipalities need to be clear when communicating with assessed persons that the Interpretation Act <u>may</u> <sup>1</sup> not apply.  RARB Administration has incorporated this point into the information sessions for Assistant Clerks and the Board Member orientation.
s. 305(1.1) & MRAC s. 14 - Correction of roll to assessment under complaint	Assessors have the ability to make a correction to the assessment. New this year, if a correction is made to an assessment that is under complaint, the Assessor must issue a new Notice of Assessment. With this correction, the Complainant has a new right of complaint and the Assessor must file a statement with the Board setting out the reasons for correction; the correction made and the impact on the amount of the assessment.	No change is required to the bylaw or the agreement.  RARB Administration will be looking for compliance with the section and issuing a Notice of Cancellation when a correction has been made to an assessment notice under complaint.
s. 454 Assessment Review Boards to be established	Establishing an assessment review board is now mandatory for all municipalities; regardless of whether or not a complaint is received.	No change is required to the bylaw or the agreement. The bylaw currently reads:  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>Establishment of Boards</b></p> <p>6 The following Central Alberta Regional Assessment Review Boards are established:</p> <ul style="list-style-type: none"> <li>(a) one or more LARB's that consist of one (1) Member;</li> <li>(b) one or more LARB's that consist of three (3) Members;</li> <li>(c) one or more CARB's that consist of one (1) Provincial Member</li> <li>(d) one or more CARB's that consist of one (1) Provincial Member and two (2) Members.</li> </ul> </div>

<sup>1</sup> Whether or not the Interpretation Act still applies when determining the mailing time sending Assessment Notices is likely to come forward as an argument at a hearing. So, while this is our understanding at the moment, it is possible that through cases, this could be applied differently.

MGA	CHANGE/IMPACT	ACTION
<p>s. 454.1(1)(a) (b)(c) Appointment of members to local assessment review board</p>	<p>Council must:</p> <ul style="list-style-type: none"> <li>(a) appoint at least 3 persons to LARB;</li> <li>(b) prescribe their term of office; and</li> <li>(c) prescribe their remuneration and expenses payable if any.</li> </ul>	<p>No change required to the Bylaw. The current bylaw addresses this.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Delegation of Authority</b></p> <p>19 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:</p> <ul style="list-style-type: none"> <li>(a) to the Regional Board Review Committee, its authority under MGA s. 454.1(1)(a) &amp; s. 454.2(1)(a) to appoint members of the Assessment Review Boards;</li> </ul> <p style="text-align: center;">9 <span style="float: right;">Bylaw 3474/2011</span></p> <ul style="list-style-type: none"> <li>(b) to the Designated Officer, its authority under MGA s.454.1(1)(c) &amp; 454.2(1)(c) to prescribe the remuneration and expenses payable to each Member of the assessment review board; and</li> </ul> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Terms of Appointment</b></p> <p>7 (1) Unless otherwise stated, all Members are appointed for three year terms except in the initial year where one-third is appointed for three year term; one-third is appointed for a two year term and the remaining one-third are appointed for a one year term.</p> <p>(2) If a vacancy on the Board occurs at any time the Regional Board Review Committee may appoint a new person to fill the vacancy for the remainder of that term.</p> <p>(3) A Member may be re-appointed to the Board at the expiration of his/her term.</p> <p>(4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.</p> <p>(5) The Regional Board Review Committee may remove a Member at any time on the recommendation of the Designated Officer.</p> <p>(6) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.</p> </div>
<p>s. 454.1(2) &amp; s. 454.2(2) Appointment of members to local assessment review board &amp; composite assessment review board</p>	<p>Council must designate a chair of the local assessment review board and the composite assessment review board and prescribe the term of office and the remuneration and expenses payable.</p> <p>Note: the person designated is NOT a Presiding Officer – the person designated under this section has responsibilities under s. 454.11 &amp; 454.21 to convene individual panels to hear complaints.</p>	<p>NEW section 19(d) – proposes to have Council give its authority to do this to the Designated Officer for appointments of Chairs. The Designated Officer is the City of Red Deer Legislative Services Manager (s.11(1)).</p> <p>A Regional Assessment Review Board policy will be drafted to outline the considerations and process that the Designated Officer will use in making this appointment. While it has not yet been confirmed, it is likely that the responsibilities under s. 454.11 will be assigned to the Chair of the Regional Advisory Group (see s. 10).</p>

MGA	CHANGE/IMPACT	ACTION
s. 454.11(1) & s. 545(21)(1) & s. 457 Panels of Boards & Replacement of Panel Members	These sections give the function of assigning Panel Members to hearings to the Chair (see above s. 454.1(2) & s. 454.2(2)).	s. 11(9) and s. 13(4) of the bylaw must be removed to comply with these sections of the MGA.  A Regional Assessment Review Board policy will be drafted to outline the considerations and process the Chair will use in making the assignments.
s. 454.11(3)(a) & (b) and s. 454.21 – Panels of Boards	These sections prohibit the assignment of Councillors to Panels – specifically, no more than 1 Councillor may be assigned to a panel regardless of municipality they represent.  Currently there is only one Board Member who is also a Council Member.	No change is required to the bylaw or the agreement.  The bylaw and the agreement are intentionally silent on this point as it is important to our Municipal Partners to be able to have a member of Council sit as a Board Member. <sup>2</sup>
s. 455 Joint establishment of assessment review boards	This is not new. Only the section number has changed.	The ‘Background’ of the bylaw requires an amendment to correct the section reference to s. 455.
s. 456 Clerk	Councils must appoint a Clerk having jurisdiction in their municipality, must jointly appoint the Clerk, and prescribe remuneration and duties. The Clerk must not be an assessor or a designated officer who has authority to grant or cancel tax exemptions on brownfields.	<ul style="list-style-type: none"> <li>• The definition of ‘Designated Officer’ in s. 2(d) of the bylaw requires an amendment to correct the section reference to s. 456.</li> <li>• s. 11(1) of the bylaw requires amending to clarify the appointment of the City’s Legislative Service Manager to act as the Designated Officer / Clerk of the Board and comply with s. 456 of the MGA.</li> </ul>
s. 460 Complaints	In conjunction with the MGA, the regulation governing assessment review boards – <i>Matters Relating to Assessment Complaints</i> – was also updated.	s. 16(a) of the bylaw requires an amendment to correct the reference to the new regulations.
s. 460(14) Complaints & s. 460(1)(2) Jurisdiction of	The ARB no longer has jurisdiction to deal with a complaint about designated industrial property or an amount prepared by the Minister as the equalized assessment for a municipality.	No change is required to the bylaw or the agreement. This will be addressed administratively in Assistant Clerk Info Sessions and in Board Orientation.

<sup>2</sup> If a Councillor is appointed as a Board Member, their appointment is NOT tied to their Council seat.



MGA	CHANGE/IMPACT	ACTION
Board	The composite assessment review board can hear complaints on business tax, improvement tax and a refusal to grant an exemption or deferral for a brownfield tax incentive.	
s. 460(5)(k) & (l) and 460(6) Complaints	Brownfield tax incentives: A complaint may now be about any extent to which a brownfield is exempt under a bylaw; whether the collection of tax on a brownfield is deferred; and about a designated officer's refusal to grant an exemption on brownfields.	No change required to the Bylaw or the Agreement – this will be addressed administratively in Assistant Clerk Info Sessions and in Board Orientation.
s. 460.1(1) & s. 460.1(2) Jurisdiction of assessment review boards	<p>New this year, a local assessment review board has jurisdiction to hear a complaint about a tax notice other than a property tax notice, business tax notice or improvement area tax notice for residential property or farmland.</p> <p>New this year, a composite assessment review board does not have jurisdiction to hear a complaint about linear property or an equalized assessment set by the Minister.</p>	The definition of 'CARB' and 'LARB' in the bylaw require amending to correct the section reference and jurisdiction changes.
s. 461 Address to which a complaint is sent	New this year, a complaint must be filed with the assessment review board (not the designated officer) at the address shown on the notice not later than the complaint deadline (previous version stated "not later than the date shown on that notice").	No change required to the Bylaw or the Agreement – this will be addressed administratively in Assistant Clerk Info Sessions and in Board Orientation.
s. 461(2) Address to which a complaint is sent	The MGA now requires "the applicable filing fee must be paid when a complaint is filed". This has been added even though s. 460(2) says that a complaint must be accompanied with the fee – presumably this will lend the requirement to pay a fee.	No change required to the Bylaw or the Agreement. Municipalities have the ability to establish their own filing fees. This will be addressed administratively in Assistant Clerk Info Sessions and in Board Orientation.
s. 462(1)(b) 462(2)(b) Notice of Hearing	The MGA has been amended to include the word "directly" when identifying who the clerk must notify of a hearing (...any assessed person other than the complainant who is directly affected by the complaint).	No change required to the Bylaw or the Agreement. The Regional Assessment Review Board has a procedure that identifies who the clerk sends a Notice of Hearing to. This procedure was verified by legal to ensure compliance with this wording.
s. 464.1 Hearings open to the public	New this year, the MGA requires that all hearings are public and outlines when and how documents may be made confidential.	<p>s. 12(2) of the Bylaw requires amending to reference the MGA provisions.</p> <p>Prior to the MGA amendments, the regional assessment review</p>

MGA	CHANGE/IMPACT	ACTION
		board addressed privacy concerns in policy. The policy will be reviewed and revisions made where necessary to avoid redundancies and defer to the MGA.
s. 465 Notice to produce or attend	The wording in this section has been amended to include the words "on application" when an application is made to compel the attendance of a person or document.	No changes needed to the Bylaw or the Agreement.
s. 608 Sending documents	This section has been amended significantly. In order for a document to be 'sufficiently sent' when sending by electronic means, the recipient must consent to it AND it is presumed to have been delivered 7 days after it was sent.	No changes are needed to the Bylaw or the Agreement. Board Administration will need to ensure compliance with this section. It is also likely that this section will be 'tested' in hearings in 2018.

The table below lists amendments that are incidental to the MGA changes or have been identified for change over the last 7 years of operations.

OTHER AMENDMENTS	
s. 2(c) Definition	Definition of 'Citizen Representative' removed because it is not used in the Bylaw.
s. 3 Partner Municipalities	Amendments to this section help to clarify the 'joint' relationship of the Partner Municipalities with the City of Red Deer and to each other.
s. 4 Regional Board Review Committee	Revisions to this section gives some guidance to board administration and those Partner Municipalities who choose to be involved in the appointment of board members
s. 5(2) Appointment of Board Members	The addition of this section gives guidance to the Regional Board Review Committee on the number of board members to be appointed. A Regional Assessment Review Board policy will be drafted to outline the considerations and process the Designated Officer will use in making this determination.
s. 7(5) Term of Appointment	This section required clarification to insure against improper removal of a board member.
s. 10(2)(e) Regional Advisory Group	This section has been removed. It is not cost effective to pay the Chair to complete a review of draft decisions. Functionally, this happens during the collaborative decision making process and subsequent drafting of decisions.
s. 11(4) Designated Officer of the Board	This section has been amended to allow for multiple subdelegations.
s. 14(1) Conflict of Interest	This section has been amended to reflect 'hearings' instead of 'meetings'.
s. 18 Notice of Hearing and Record of Decision	Amendments to this section will provide clarity for the preparation of the board decision and will reference the regulations which provide direction on issuing decisions.
s. 20 Reimbursement of Costs	This section has been amended to provide clarity.



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.4
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Bylaw 938/18 Council Code of Conduct
<b>For Public Agenda</b>	Public Information
<b>Background</b>	At a Special Meeting of Council held Monday, March 12, 2018 Council gave first reading to Bylaw 938/18 Council Code of Conduct.
<b>Discussion</b>	Council reviewed the bylaw and requested some changes. The changes have been made to the bylaw. Items with a strike through will be removed and any items highlighted in yellow have been added.
<b>Relevant Policy/Legislation</b>	MGA
<b>Attachments</b>	Bylaw 938/18 Council Code of Conduct
<b>Recommendation</b>	Administration recommends Council gives second reading to Bylaw 938/18 Council Code of Conduct.

**Prepared By:**

Lori Hillis  
Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18  
Date

**Endorsed By:**

Lori Hillis  
Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18  
Date



**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

- WHEREAS Section 146.1 of the Municipal Government Act provides that a Council must, by bylaw, establish a Code of Conduct governing the conduct of Councillors;
- WHEREAS The Code of Conduct for Officials Regulation, *AR Alberta Regulation* provides that a Code of Conduct must contain certain provisions;
- WHEREAS The Town of Rimbey Council recognizes the constituents of the Town of Rimbey elected Members of Council for the purpose of providing effective leadership for the Town of Rimbey and its residents;
- WHEREAS Each individual Councillor of the Town of Rimbey Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Rimbey maintain appropriate conduct when carrying out their roles as Councillors;
- WHEREAS This Code of Conduct must be reviewed every four years from date of passing; and
- WHEREAS The Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.
- NOW  
THEREFORE The Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

This Bylaw shall be called the "Council Code of Conduct"

**1.0 GUIDING PRINCIPLES**

- 1.1 Council should review this Code of Conduct annually at the Organizational Meeting, to ensure the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.
- 1.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

**2.0 MUNICIPAL PURPOSES**

- 2.1 The purposes of the Municipality of Rimbey are to:
  - a) to provide good government,
  - b) to foster the well-being of the environment,
  - c) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, and,
  - d) to develop and maintain safe and viable communities and,
  - e) to work collaboratively with neighbouring municipalities to plan, deliver and fund inter-municipal services.



BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

**3.0 DEFINITIONS**

**3.1** “**Chief Administrative Officer**” has the meaning prescribed under the Municipal Government Act, and may be referred to as the “**CAO**”.

**3.2** “**Conflict of Interest**” means an occurrence where a Councillor’s personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence.

A Conflict of Interest occurrence also includes using the Councillor’s position, confidential information or Town of Rimbey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor’s family, friends or business associates.

**3.3** “**Complained of Councillor**” means the Councillor against whom a complaint has been made under this code of conduct.

**3.4** “**Councillor(s)**” has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbey Council and the Chief Elected Official (Mayor).

**3.5** “**Council**” means the Town of Rimbey Council.

**3.6** “**In Camera**” means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.

**3.7** “**MGA**” means the Municipal Government Act.

**3.8** “**Pecuniary Interest**” means those occurrences as prescribed in the Municipal Government Act, R.S.A. 2000 Chapter M-26.

**3.9** The “**Town**” means the municipality of Rimbey.

**4.0 CODE OF CONDUCT FOR COUNCILLORS**

The Council has adopted the following principles to ensure all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Rimbey Councillors each agree and commit to the following rules of conduct:

**4.1** To act honestly and in good faith at all times.

**4.2** To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council.

**4.3** To respect all opinions of other Councillors.

**4.4** To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council Committee.



**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

- 4.5** To ensure any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express authorization by Council to represent Council's position on an issue.
- 4.6** To strictly follow the Pecuniary Interest requirements provisions of the MGA R.S.A. 2000 Chapter M-26.
- 4.7** To avoid occurrences which may result in a Conflict of Interest.
- 4.8** To avoid occurrences where it may be perceived the Councillor is using their position on Council to gain a personal or pecuniary benefit.
- 4.9** To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor.
- 4.10** To incur expenses in a responsible and reasonable manner.
- 4.11** To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials.
- 4.12** To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town.
- 4.13** To actively participate in all Council and Council Committee Meetings and meetings of other bodies to which they are appointed by the Council in good faith.
- 4.14** To obtain information about the operation or administration of the Town from the CAO.
- 4.15** To participate generally in developing and evaluating the policies and programs of the Town.
- 4.16** To keep in confidence all matters discussed in private camera at a Council Meeting or Council Committee Meeting until the matter is discussed at a public meeting.
- 4.17** To demonstrate fairness, accountability and open mindedness on all matters.
- 4.18** To refrain from improper use of their position as a Councillor to:
  - 4.18.1** gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,
  - 4.18.2** cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or
  - 4.18.3** seek personal benefit or gain from any information obtained through their position as a Councillor.



**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

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- 4.19** A Council or a Councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (MGA Section 201 (2).
- 4.20** To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.
- 4.21** To promote an integrated and strategic approach to inter-municipal land use planning and service delivery with neighboring municipalities.
- 4.22** To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council.
- 4.23** Councillors shall dress in a manner that upholds the dignity and decorum of the Municipal Office during all council meetings.
- 4.24** To adhere to all Town bylaws, policies, and procedures.
- 4.25** Adhere to the Code of Conduct.

**5.0 CODE OF CONDUCT IN PRACTICE**

**5.1 Council Decisions**

- 5.1.1** Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,
- 5.1.2** All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,
- 5.1.3** Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,
- 5.1.4** While an individual Councillor may publicly state they did not vote with the majority of Council on an issue, this must be made in a manner which respects Council, Council's decision and other members of Council.

**5.2 Councillor Expenditures**

- 5.2.1** When incurring expenditures, Councillors shall act responsibly and respect that public monies must be used for the public good,
- 5.2.2** Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,
- 5.2.3** Councillors shall be open and accountable with respect to all expenditures,
- 5.2.4** Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.





**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

**5.3 Dealings with Town administration, staff and members of the public**

**5.3.1** Councillors shall respect the professional opinion of Town administration and staff,

**5.3.2** Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors must refrain from behaviour which may be perceived to be bullying of staff,

**5.3.3** All questions or inquiries from Council members to the Administration should be made in writing to ensure clarity and completeness of the request. Such inquiries should be directed through the Chief Administrative Officer for review and distribution to the appropriate department or individual for response,

**5.3.4** Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), and must not discuss municipal business at any time, without the CAO present, unless authorized by the CAO. No member of Council shall have the power to direct or interfere with the performance of any work for the town,

**5.3.5** Councillors will treat all people with professionalism, courtesy and respect,

**5.3.6** Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

**5.3.6.1** differences in personal opinions, or

**5.3.6.2** race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

**5.3.7** It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

**5.4 Pecuniary Interest**

**5.4.1** It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in MGA,

**5.4.2** It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

**5.4.3** If a Councillor believes they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the MGA including:



**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

**5.4.3.1** Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion the matter arises before Council or Council Committee,

**5.4.3.2** Refraining from discussing the matter with Council,

**5.4.3.3** Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, MGA, section 172(1)(d),

**5.4.3.4** The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the MGA.

**5.4.4** Where a Councillor believes they may have a Pecuniary Interest in a matter before Council or a Council Committee, they should:

**5.4.4.1** Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

**5.4.4.2** Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his their designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

**5.5 Conflict of Interest**

**5.5.1** Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B",

**5.5.2** While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition the gift is accepted on behalf of Council and donated to a local charity,

**5.5.3** This Bylaw does not apply to gifts donated to the Town, nor to gifts or hospitality which are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Town of Rimbey or decision by Council,

**5.5.4** Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town,

**5.5.5** The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,



**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

**5.5.6** A Councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before Council,

**5.5.7** It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation which may result in a Conflict of Interest.

**5.6 Use and Disclosure of Information**

**5.6.1** Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

**5.6.2** Councillors shall inform themselves of and strictly adhere to the provisions of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25 with respect to the access to, gathering, use and disclosure of information,

**5.6.3** Councillors must not release, disclose, publish or comment on confidential information including any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity,

**5.6.4** Councillors must not release information which is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

**5.6.5** Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors, Town of Rimbey administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

**6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT**

**6.1** If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

**6.1.1** Letter of reprimand addressed to the Councillor,

**6.1.2** A request to the Councillor to issue a letter of apology,

**6.1.3** Publication of the letter of reprimand or request for apology and the Councillor's response,

**6.1.4** Require the Councillor to attend training,

**6.1.5** Suspension or removal of the appointment of a Councillor as the Chief Elected Official under section 150(2) of the MGA,

**6.1.6** Suspension or removal of the appointment of a Councillor as the Deputy Chief Elected Official or acting Chief Elected Official under section 152 of the MGA,



**BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.**

**6.1.7** Suspension or removal of the Chief Elected Official's presiding duties under section 154 of the MGA,

**6.1.8** Suspension or removal from some or all of Council Committees and bodies to which council has the right to appoint members,

**6.1.9** Reduction or suspension of remuneration as defined in section 275.1 of the MGA corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

This Code of Conduct, or sanctions imposed under this Code of Conduct shall not prevent any Councillor from fulfilling the legislated duties of a Councillor.

**7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT**

**7.1** Any elector of the Town of Rimbey may make a complaint alleging a breach of the Code of Conduct. Complaints regarding a Councillor's conduct shall be submitted in writing to Council through the CAO, using the form attached as Schedule "C".

**7.2** Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a Special Council Meeting within 30 days of the complaint, to determine if the Council member has breached this bylaw. All discussions surrounding both alleged and substantiated violations of this code shall be conducted during an in-camera meeting of Council, with the intent the discussion shall remain confidential under the appropriate sections of the Freedom of Information and Protection of Privacy (FOIP) Act.

**7.3** The Complained of Councillor shall be given opportunity to address Council at the meeting referred to in section 7.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The Complained of Councillor shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the Complained of Councillor have legal counsel, then the Town shall have the right to legal representation. Should Council determine a member has potentially breached the Code of Conduct, Council shall rise and report such a determination has been made, and shall, at a special open Council session called for that purpose, pass a resolution that shall require the member to appear before an In-camera Special Council Meeting to be sanctioned.

**7.4** The Sanction shall be ratified by resolution at a Regular Meeting of Council.

**7.5** All Sanctions under this Bylaw shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct.

**7.6** Nothing in this section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

**8.0 SEVERABILITY**

**8.1** Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Bylaw as a whole or any part thereof, other than the part so declared to be invalid.



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

This Bylaw comes into effect on the date of third and final reading.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

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

**SIGNATURE**

The undersigned member of Council hereby acknowledges receipt of a copy of Bylaw 938/18, being the Mayor and Councillor's "Code of Conduct By-law".

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**PRINTED NAME**

---

Signature of Member of Council

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Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

**NOTE:** The member of Council acknowledges two copies of the Bylaw were provided to the member. One signed copy of the Bylaw was returned to the CAO and the duplicate copy was retained by the member of Council.

Schedule "A"

Disclosure of Pecuniary Interest Form

Name of Councillor: \_\_\_\_\_

Date of Council Meeting: \_\_\_\_\_

Agenda Item No.: \_\_\_\_\_

Agenda Item Description: \_\_\_\_\_

Describe general nature of Pecuniary Interest: \_\_\_\_\_

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature of Councillor: \_\_\_\_\_

**Schedule "B"**

**GIFTS & GRATUITIES REGISTER**

DATE: \_\_\_\_\_

GIFT GIVEN TO: \_\_\_\_\_

GIFT FROM: \_\_\_\_\_

GIFT: \_\_\_\_\_

VALUE: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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Councillor Signature

\_\_\_\_\_  
Mayor/Chief Administrative Officer



TOWN OF RIMBEY

Council Code of Conduct Complaint Protocol

Formal Complaint Form / Affidavit

I, \_\_\_\_\_ (please print) of the Town of RimbeY, in the Province of Alberta, do solemnly swear/affirm, and declare the following contents of this affidavit as subscribed are true and correct:

Civic Address: \_\_\_\_\_; Mailing Address: \_\_\_\_\_,

of the Town of RimbeY in the Province of Alberta, Postal Code \_\_\_\_\_

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for..., I attended a meeting at which..., etc.) I have reasonable and probable grounds to believe \_\_\_\_\_ (name of member) has contravened section(s) \_\_\_\_\_ of the Council Code of Conduct for the Town of RimbeY. The particulars of which are as follows:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
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(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule "A" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Please see the attached Schedule "C"

This Affidavit is made for the purpose of requesting this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of RimbeY and for no other purpose.

SWORN BEFORE ME at the City/Town of \_\_\_\_\_ )

in the Province of Alberta, )

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )

)

\_\_\_\_\_
Complainant Signature

\_\_\_\_\_ )

A Commissioner for Oath in and for the Province of Alberta )

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offense and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

SCHEDULE "C"

Formal Complaint of the Council Code of Conduct

(if more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.)

Lined area for writing the complaint.

SWORN BEFORE ME at the City/Town of \_\_\_\_\_

in the Province of Alberta, \_\_\_\_\_ )

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ )

\_\_\_\_\_ )

\_\_\_\_\_ )

Complainant Signature

\_\_\_\_\_ )

A Commissioner for Oath in and \_\_\_\_\_ )

for the Province of Alberta \_\_\_\_\_ )



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.5
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Bylaw 939/18 Council Procedural Bylaw
<b>For Public Agenda</b>	Public Information
<b>Background</b>	At a Special Meeting of Council held Monday, March 12, 2018 Council gave first reading to Bylaw 939/18.
<b>Discussion</b>	Council reviewed the bylaw and requested some changes. The changes have been made to the bylaw. Items with a strike through will be removed and any items highlighted in yellow have been added.
<b>Relevant Policy/Legislation</b>	MGA
<b>Attachments</b>	Bylaw 939/18 Council Procedural Bylaw
<b>Recommendation</b>	Administration recommends Council gives second reading to Bylaw 939/18 Council Procedural Bylaw.

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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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 in relation to the procedure and conduct of Council; and

WHEREAS The Council of the Town of Rimbey desires to establish a procedural and conduct Bylaw;

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

**PART I BYLAW TITLE**

- 1. This bylaw may be cited as the "Council Procedural Bylaw".

**PART II - DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- 1. "Administrative Inquiry" shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.
- 2. "Bylaw" shall mean a Bylaw of the Town of Rimbey.
- 3. "Chairperson" or chair shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
- 4. "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the "CAO".
- 5. "Conflict of Interest" means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence.
- 6. A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Rimbey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.
- 7. "Council" means the Town of Rimbey Council.
- 8. "Councillor(s)" has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbey Council and the Chief Elected Official (Mayor).
- 9. "Delegation" shall mean a person or group of persons wishing to appear before the Council to address a specific matter.
- 10. "Deputy Mayor" shall mean the member who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

11. "Discrimination" means differential treatment of an individual or group of individuals based on cultural background, religious belief, gender, gender identification, marital status, positions, physical characteristics, or age. Discrimination can be intentional or unintentional and includes systemic discrimination in which neutral systems often have an inconsistent or unequal effect upon a particular group.
12. "Harassment" means any unwanted physical or verbal conduct that is based on, but not restricted to cultural background, age, religion, gender, marital status, position, mental or physical disability, pardoned conviction, gender identification or any other conduct that a reasonable person ought to have deemed as being unwelcome.
13. "In Camera" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.
14. "Mayor" shall mean the Chief Elected Official elected in accordance with the Municipal Government Act.
15. "Member" shall mean a member of Council.
16. "MGA" means the Municipal Government Act.
17. "Person" shall include an individual, partnership, corporation, trustee, executor or administrator.
18. "Point of Order" shall mean the raising of a question by a member or staff to call attention to any departure from the Procedure Bylaw.
19. "Procedural Bylaw" means the current, active Procedural Bylaw of the Town of Rimbey, which established the procedural guidelines of Council.
20. "Public Forum" shall mean the portion of the meeting where a person(s) present at the meeting are allowed to address Council regarding issues arising from the meeting in progress.
21. "Public Hearing" shall mean a meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, and any other matter at the direction of Council.
22. "Quorum" shall mean a majority of those members elected and serving on Council.
23. The "**Town**" means the municipality of Rimbey.
24. "Written Notice" shall mean letter, email, or facsimile.

**PART III - GENERAL**

1. This Bylaw shall govern the proceedings of Council.
2. When any matter relating to the proceedings of Council is not addressed in the Bylaw, reference shall be made in accordance with the Municipal Government Act, ~~and then Roberts Rules of Order.~~



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

~~3. In the event of conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.~~

4. In the absence of any statutory obligations, any provision of this Bylaw may be waived by resolution of Council, provided a majority of the members vote in favor thereof, to deal with a matter under consideration.

5. In the absence of, or in the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other member as Acting Mayor as provided for by the Act.

**PART IV - INAUGURAL MEETING**

1. The Organizational Meeting immediately following a General Municipal Election shall be called the Inaugural Meeting.

2. During the Inaugural Meeting the Chief Administrative Officer shall:

- a. Take the Chair;
- b. Call the meeting to order;
- c. Preside over the meeting until the Oath, prescribed by the Oaths of Office Act, has been administered to the Mayor.

3. After the Mayor has taken the Oath and assumed the Chair, the Councillors who have been elected at an election, immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

**PART V - ORGANIZATIONAL MEETING**

1. An Organizational Meeting of Council shall be held annually pursuant to Section 192 of the Municipal Government Act.

2. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting.

3. The agenda for the Organizational Meeting shall be restricted to:

- a. the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election;
- b. the establishment of regular meeting dates and times for Council Meetings;
- c. the appointment of the Deputy Mayor;
- d. the appointment of Signing Authorities;
- e. the appointment of members to act on committees, board and other bodies on which Council is entitled to representation;
- f. any such other business as is required by the Act.

**PART VI – REGULAR MEETINGS OF COUNCIL**

1. The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

2. In the case where a Regular Council Meeting conflicts with a General Holiday, the Regular Council Meeting shall be held in the Council Chambers of the Town on a day and time established, by resolution of Council, at the annual Organizational Meeting of Council.
3. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.

**PART VII - IN CAMERA MEETINGS**

1. Council may, by resolution, go into an In Camera meeting to consider a matter which is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, which meeting:
  - a. may be held in private;
    - i. may exclude any person or persons therefrom; or include any person or persons, and shall not have the power to pass any resolution except one to revert to the open meeting.
2. Councillors are to keep in confidence matters discussed in ~~private camera~~ at a Council Meeting until discussed at a meeting held in public.

**PART VIII - SPECIAL COUNCIL MEETINGS**

1. The Mayor may call a Special Meeting of Council pursuant to Section 194 of the Municipal Government Act, whenever he or she considers it expedient to do so.
2. The Mayor must call a Special Council meeting if he or she receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
3. Where a Special Meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.
4. The Mayor calls a Special Meeting of Council by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
5. A Special Council meeting may be held with less than 24 hours' notice to all councilors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
6. No business other than that stated in the notice calling the Special Council meeting shall be transacted at any Special Meeting of Council, unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.
7. The Chief Administrative Officer shall place at the disposal of each Council member a copy of the agenda and supporting material as soon as possible after the call of a Special Meeting.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

**PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS**

1. A meeting may be conducted by means of electronic or other communication facilities if,
  - a. Notice is given to the public of the meeting, including the way in which the meeting is to be conducted.
  - b. The facilities enable the public to watch and listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
  - c. The facilities enable all of the meeting's participants to watch or hear each other.
2. Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
3. With the unanimous consent of Council, an electronic Special Council Meeting via email may be conducted for a very high priority or time sensitive mater and only in exceptional circumstances. The email notice of such meeting shall include the meeting Agenda, any supporting material and the motion to be voted on. Members will vote using "Reply All" to the email indicating "In Favor" or "Opposed" to the motion. At the discretion of the Chief Administrative Officer if there is significant discussion or debate by the members on the resolution, the meeting will be adjourned and the matter brought forward at the next Council Meeting.

**PART X - NOTICE OF MEETINGS**

1. Section 196(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 states: Notice of Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
2. Notice to the public of Regular Council Meetings and Special Council Meetings shall be deemed to be given by the Chief Administrative Officer posting notice of all meeting dates and times at the Town Office, OR advertising the meeting dates and times in the local newspaper OR on its website.

**PART XI - QUORUM**

1. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall call the members to order.
2. In the event the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Council Meeting or another Special Meeting is called.





A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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**PART XII - COUNCIL AGENDA**

1. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
2. All items for the Agenda, including all documents and notice of delegations, shall be delivered in writing to the Chief Administrative Officer by noon on the Wednesday of the week preceding the meeting of Council.
3. The Mayor and Councillors will provide a written report, of their activities which will be included in the agenda package of the second Council Meeting of the month, however, should there only be one scheduled meeting, the reports will be due and included in the agenda package of that meeting.
4. No further additions to the Agenda will be presented unless the addition is of an emergent nature and the Mayor is in agreement.
5. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.
6. The order of business on the agenda shall be as follows:
  - 1) Call to Order
  - 2) Adoption of Agenda
  - 3) Approval of Minutes
  - 4) Public Hearings
  - 5) Delegations
  - 6) Bylaws
  - 7) New and Unfinished Business
  - 8) Reports
  - 9) Correspondence
  - 10) Open Forum
  - 11) In Camera
  - 12) Adjournment
7. The order of business established in Part XII 6. shall apply unless Council otherwise determines by a majority vote of the members in attendance.

**PART XIII - REQUEST FOR DECISION**

1. A Request for Decision must be used to introduce a matter for consideration by Council.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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2. A Request for Decision, with all supporting documentation shall be submitted to the Chief Administrative Officer to be included in a Regular Council Meeting Agenda.

**PART XIV - MEMBER DEBATING**

1. A member wishing to speak on a matter before the meeting should indicate ~~his or her~~ their intentions by raising ~~his or her~~ their hand and, being recognized by the Chair, should not speak more than once until every member has had the opportunity to speak, except:
  - a. In the explanation of a material part of the speech which may have been misunderstood; or
  - b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the resolution to the meeting.
2. The member shall confine themselves to the question and avoid personality.
3. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires consent of the Chair.
5. Through the chairperson, a member may ask:
  - a. For an explanation of any part of the previous speaker's remarks; and
  - b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
6. All questions or debate shall be directed through the Chair.

**PART XV - MOTIONS**

1. A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.
2. Following debate on the motion under consideration, the Chair may call for a vote on the motion.
3. When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
5. Every motion, when moved and presented to the Chairperson is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

6. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
7. The mover of a motion must be present when the vote on the motion is taken.
8. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
9. No motion shall be offered that is substantially the same as the one that has already be expressed during the same meeting.
10. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
11. After the Chairperson has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
12. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was carried or defeated. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
13. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
14. A "Motion to Table" may be made when a member wishes Council to decline to take a position on the main question.
15. Amendment:
  - a. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on the disputes arising from amendments.
16. Rescinding Motions:
  - a. A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
  - b. A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
  - c. Notice to rescind a motion shall be a request for decision or the inclusion of the item on an agenda delivered to the members of Council before the meeting.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

**PART XVI - VOTING**

1. When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.
2. A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
3. Every member present, including the Mayor or Chairperson, shall vote on every matter, unless
  - a. In a specific case, the member is excused by motion of Council from Voting; or
  - b. Disqualified from voting by reason of pecuniary interest;
4. A member who has a reasonable belief that he or she has a pecuniary interest as defined in the Municipal Government Act in any matter before Council, shall so declare and disclose his or her interest and shall abstain from debate and voting on the matter and shall remove him or herself from Council Chambers until the matter is concluded. The minutes shall indicate the declaration disclosure, the time at which the member left the room and the time the member returned. A member whose pecuniary interest arises due to the paying of the bills shall not be required to leave the Council Chambers.

**PART XVII - THE VOTE**

1. Any Bylaw or motion on which there is a tie shall be deemed to be ~~decided in the negative~~ defeated.
2. All votes shall be recorded with the names of those "in favour" and "opposed" and then declared as carried or defeated.

**PART XVIII - MAYOR**

1. Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at their discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
2. The Mayor shall preside over the conduct of the meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.
- ~~3. The Mayor shall speak publicly on behalf of Council, and the Mayor at his discretion may allow the Deputy Mayor to publicly speak on behalf of Council.~~

**PART XIX - APPEAL RULING**

1. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council



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2. If the decision is appealed, the Chairperson shall give concise reasons for his **their** ruling and Council without debate, shall decide the question. The ruling of Council shall be final.

**PART XX - DELEGATIONS**

1. A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council:
  - a. shall address correspondence to the Chief Administrative Officer clearly stating the matter or issue to be discussed. Such correspondence shall be included with the Agenda;
2. A delegation, scheduled to address Council on a topic shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
3. The Delegation portion of the Council meeting shall provide:
  - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package
4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six month period.
5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
  - a. be printed, typewritten or legibly written;
  - b. clearly set out the matter at issue and the request made of Council in respect thereof;
  - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
  - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes, unless the majority of Council members present agree to extend the time.
8. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or any other public consultation/communication process.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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**PART XXI – OPEN FORUM**

1. 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.

**PART XXII - MINUTES**

1. The Chief Administrative Officer or ~~his or her~~ their designate shall:
  - a. Attend all Regular Council and Special Council meetings of the Council
  - b. record all minutes of Council Meetings and Special Meetings in the English language, without note or comment,
  - c. record the names of the Councillors present at Council Meetings
  - d. record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
  - e. ensure the minutes of each Council Meeting or Special Meeting are given to Council for adoption at a subsequent Council Meeting;
2. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
3. Administration is authorized to electronically record the Regular Council and Special Council meetings to ensure accuracy of the motions.
4. If a member wished to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Chief Administrative Officer before Council has officially confirmed the minutes.
5. Ensure that the last page of the minutes of each meeting is signed by the Mayor or presiding officer and the Chief Administrative Officer.
6. The Chief Administrative Officer may delegate any duties to the Recording Secretary, but the Chief Administrative Officer shall accept all responsibilities of the Recording Secretary.

**PART XXIII - ADJOURNMENT**

1. A motion to Adjourn the meeting shall be in order except:
  - a. When a member is in possession of the floor; or when it has been decided that the vote now be taken; or
  - b. During the taking of a vote.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

**PART XXIV - BOARDS AND COMMITTEES**

1. The Mayor shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. The Mayor will consult with Councillors regarding their appointments prior to the organizational meeting. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. The Mayor may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.
3. Appointed Councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.
4. The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

**PART XXV - PROHIBITIONS**

1. A member shall not:
  - a. Use offensive words or unparliamentary language or conduct in Council;
  - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
  - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - d. Enter the Council Chambers while a vote is being taken;
  - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave ~~his or her~~ their seat for the duration of the meeting.
3. At the discretion of the Chair, the member may resume ~~his or her~~ their seat following an apology.
4. Should the individual refuse to leave ~~his or her~~ their seat, the Mayor may request ~~his or her~~ their removal by the police.
5. A member who wishes to leave the meeting of Council, without intent to return prior to the adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the minutes.

**PART XXVI - QUESTION OF PRIVILEGE**

1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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**PART XXVII - POINTS OF ORDER**

1. A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order. The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
2. A member called to order by the Chair person shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

**PART XXVIII - BYLAWS**

1. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
2. A motion on first reading of a Bylaw shall be decided without amendment or debate.
3. Pursuant to the MGA, every proposed Bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and Chief Administrative Officer. The Chief Administrative Officer shall include the date of the passing upon every Bylaw.
4. When a Bylaw is not subject to a statutory public hearing;
  - a. Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
  - b. A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;
  - c. A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
  - d. After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
  - e. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at second reading.
  - f. The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council.
  - g. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed shall be signed by the Mayor and Chief Administrative Officer and sealed.
5. A Bylaw which requires a statutory public hearing shall be presented on a motion for first reading.
  - a. Council may at this point:
    - i. Debate the substance of the Bylaw, and
    - ii. Propose and consider amendments to the Bylaw





A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

- b. A proposed amendment shall be put to a vote and if carried shall be considered as having been incorporated into the Bylaw at first reading.
  - c. When all amendments have been dealt with, the motion for first reading of the Bylaw shall be placed.
  - d. Following the Public Hearing, a motion for second reading may be placed and further amendments presented.
  - e. Those members of Council who have not attended the Public Hearing for said Bylaw are not eligible to vote on second and third readings of the Bylaw.
  - f. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw upon being passed, shall be signed by the Mayor and the Chief Administrative Officer and sealed.
6. A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented to Council for third reading at the same meeting at which it received two readings.
  7. When Council unanimously agrees that a Bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting.
  8. A Bylaw shall be passed when a majority of the members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
  9. When a Bylaw is defeated at third reading, the first reading and second reading are deemed to be rescinded.
  10. When a Bylaw has been given three readings by Council, it is
    - a. A municipal enactment of the Town; and
    - b. Effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.

**PART XXIX - PUBLIC HEARINGS**

“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

“Close” used in relation to a Public Hearing, means to terminate the Public Hearing.

1. At the commencement of a Public Hearing, the Chairperson shall:
  - a. State the matter to be considered at the hearing;
  - b. Inform those present of the procedure, which shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or opposed to the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public hearings will also be made available to the public.
  - c. Ask the Development Authority if the Public Hearing has been advertised in accordance with the Act;
  - d. Request that the Development Authority present a report on the issue at hand;



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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- e. Allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
2. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
  - a. The Development Authority will read out each written submission in favour of the matter being considered.
  - b. The Chairperson will call on each person who is in favour of the matter being considered.
  - c. The Development Authority will read out each written submission opposed to the matter being considered.
  - d. The Chairperson will call on each person who is opposed to the matter being considered.
3. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on ~~his or her~~ **their** behalf. The authorization must:
  - a. be in legible writing
  - b. name the individual authorized to speak;
  - c. indicated the proposed matter be considered to be spoken to; and
  - d. be signed by the person giving the authorization.
4. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
5. All speakers shall adhere to the timeframes as set out in the "Rules of Procedure for Public Hearings".
6. The Chairperson will allow the Development Authority to make closing comments.
7. The Chairperson will allow the applicant to make closing comments.
8. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close the Public Hearing before opening another Public Hearing.
9. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
10. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
11. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make a written submission, and further there shall be printed copies of the same available to those in attendance at the Hearing.
12. Any member of Council, who has not attended a Public Hearing for a Bylaw or resolution, is not eligible to vote on said Bylaw or resolution.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

**PART XXX COUNCIL REVIEW OF ORDERS ISSUED UNDER THE MUNICIPAL GOVERNMENT ACT – SECTION 545/546**

1. In this section, the following terms have the following meanings:
  - a. "Appellant" means the person who received a written order under Section 545 or 546 of the Municipal Government Act;
  - b. "Order to Remedy" means an order issued under Section 545 or Section 546 of the Municipal Government Act;
  - c. "Staff" means a designated officer of the Town of Rimbey or an employee whom has been delegated the responsibility to issue an Order to Remedy.
2. Upon receipt of a written request pursuant to Section 547 of the Municipal Government Act, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
3. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.
4. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
5. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
6. The procedure in a Council Review is as follows:
  - a. The Chair will open the Council Review; introduce members of Council Staff and the Appellant or their representative;
  - b. The Chair will describe the Council Review process and deal with any preliminary matters;
  - c. The Appellant will be invited to make opening remarks and presentations (maximum of ten (10) minutes) followed by questions to the Appellant by councillors;
  - d. Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councillors;
  - e. The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councillors;
  - f. Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
  - g. The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councillors.
7. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the Council Review in the absence of the Appellant.
8. At the conclusion of the Council Review, Council may confirm, vary, substitute or cancel the Order to Remedy.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

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**PART XXXI - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS**

1. Members of the public and media who constitute the audience in the Council Chambers during a Council meeting shall:
  - a. not address Council without permission from the Chairperson;
  - b. maintain order and quiet;
  - c. not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council;
  - d. refrain from wearing headwear, unless for ethnic/religious reason, in Council Chambers;
  - e. refrain from any use of recording devices in the Council Chambers
2. A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
3. The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.

**PART XXXII - REPEAL**

- 1) Bylaws No. 515/86, No. 611/94, No. 858/10, No. 889/13, 894/14 and 924/16 are hereby repealed.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

**PART XXXIII - EFFECTIVE DATE**

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

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_

Mayor Rick Pankiw

\_\_\_\_\_

Chief Administrative Officer Lori Hillis

READ a Second Time in Council this \_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_

Mayor Rick Pankiw

\_\_\_\_\_

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

Mayor Rick Pankiw

\_\_\_\_\_

Chief Administrative Officer Lori Hillis

<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	2018 Operating Budget
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Council held a daylong 2018 Budget Meeting on December 9, 2017. At the conclusion of this meeting Council passed the following motion:</p> <p style="text-align: center;"><u><i>Motion 383/17</i></u></p> <p style="text-align: center;"><i>Moved by Councillor Rondeel to accept the 2018 Operating Budget as amended, attached to and forming part of these minutes.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p>At the December 12, 2017 Regular Council Meeting Council revisited the 2018 Operating Budget and passed the following motions:</p> <p style="text-align: center;"><u><i>Motion 387/17</i></u></p> <p style="text-align: center;"><i>Moved by Councillor Rondeel to rescind Motion 383/17 from the Council 2018 Budget Meeting held December 9, 2017.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p style="text-align: center;"><u><i>Motion 388/17</i></u></p> <p style="text-align: center;"><i>Moved by Councillor Coulthard to accept the 2018 Interim Operating, as presented, attached to and forming part of these minutes.</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
<b>Discussion</b>	The 2018 assessments have come in and Administration has made all the adjustments made during the December 9, 2017 Budget Meeting to bring forward an updated 2018 Operating Budget.
<b>Relevant Policy/Legislation</b>	MGA 242 (1) (2) (3)
<b>Financial Implications</b>	As per the budget
<b>Attachments</b>	2018 Operating Budget
<b>Recommendation</b>	To adopt the 2018 Operating Budget as attached to and forming part of these minutes.



TOWN OF RIMBEY REQUEST FOR DECISION

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/17

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/17

Date

**Town of Rimbey**  
**2018 Budget Changes from Preliminary Budget to Present**

	Draft Budget Dec 9/17	Budget Meeting Changes	Increases & decreases based on 2017 actual costs	Proposed Changes	Draft Budget April 10/18
Revenue	3,537,863				
2% increase in garbage fees		4,168			
Frontage			6,851		
Keyera Naming Rights			25,000		<b>Note 1</b>
<b>Total Revenue</b>	<b>3,537,863</b>	<b>4,168</b>	<b>31,851</b>	<b>0</b>	<b>3,573,882</b>
Expenses	5,999,131				
RCMP Admin from 3 to 4 days per week		14,076			<b>Note 2</b>
Library requisition		3,500			
Handi van Society		20,000			
Boys and Girls Club		25,000			
Citizens on Patrol		2,000			
Council committee fees			7,238		
Parkland Regional Library increase			1,534		
Barricades for alley closure			2,500		
Increase in natural gas and power			14,935		
Snow removal budget decrease			-17,000		<b>Note 3</b>
Lions Club Rock N Rimbey request				0	<b>Note 4</b>
CAEP membership				0	<b>Note 5</b>
CAEP Strategic Planning				0	<b>Note 5</b>
Parkland Airshed Management Zone				0	<b>Note 6</b>
Community Beautification				0	<b>Note 7</b>
Legal fees review of Bylaws - Live Streaming				0	<b>Note 8</b>
Camera and Equipment for Live Streaming				0	<b>Note 9</b>
<b>Total Expenses</b>	<b>5,999,131</b>	<b>64,576</b>	<b>9,207</b>	<b>0</b>	<b>6,072,914</b>
Total Budget Requirement	2,461,268	60,408	-22,644	0	2,499,032
Estimated tax levies	2,400,109				2,437,595
<b>Net Budget Requirement</b>	<b>61,159</b>				<b>61,437</b>
	<b>2.55%</b>				<b>2.52%</b>

**Note 1:**

Keyera has agreed to renew their sponsorship of the Peter Lougheed Community Center.

**Note 2:**

Revisit due to the change from Bylaw Officer to Peace Officer

**Note 3:**

Use Town owned trucks for residential snow removal

**Note 4:**

Rock n Rimbey is requesting an additional \$1,000 for their event. They receive the \$500 Community Events Grant

**Note 5:**

CAEP membership fees (\$1,155) and estimate for Strategic Planning (\$5,000)

**Note 6:**

Parkland Airshed Management Zone - membership \$911.59

**Note 7:**

Community Beautification \$1000

**Note 8:**

Legal review fees for bylaws and policies re: Live Streaming of Council Meetings - \$7,000

**Note 9:**

Camera and Equipment re: Live Streaming of Council Meetings - \$1,200





TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Brix Subdivision
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>On February 14, 2014, Subdivision TR/13/02 located at SW 22-42-2-W5M, Lot 2 Block 1 Plan 1223426 was approved by the Town of Rimbey. On March 23, 2015 the Town of Rimbey Council approved an extension by passing the following resolution:</p> <p><i>Moved by Mayor Pankiw to approve an Extension of Subdivision Approval for the Brix Subdivision located at SW 22-42-2-W5M, Lot 2, Block 1, Plan 1223426 with an expiration date of February 14, 2016.</i></p>
<b>Discussion</b>	<p>Due to the economic conditions of the last few years, Brix Construction was unable to complete the subdivision in the allotted time frame. However, Brix Construction would like to proceed with road construction and additional subdivision this year.</p> <p>As per MGA section 657(6) the MGA does not limit the number of subdivision extensions:</p> <p><i>(6) The council may extend</i> <i>(a) the one-year period referred to in subsection (1), or</i> <i>(b) the one-year period referred to in subsection (5),</i> <i>Whether or not the time period under those subsections has expired.</i></p> <p>Given the past approval and extension of this subdivision, Administration recommends that Council provide an additional one year extension.</p>
<b>Relevant Policy/Legislation</b>	657(6) MGA
<b>Options/Consequences</b>	<ol style="list-style-type: none"><li>1. Deny the request, resulting in a new subdivision application and process.</li><li>2. Approve the request, resulting in the continuation of the subdivision approval.</li></ol>
<b>Attachments</b>	Subdivision Approval Letter and Map Extension approval
<b>Recommendation</b>	Administration recommends that council approve the extension request.



TOWN OF RIMBEY REQUEST FOR DECISION

**Prepared By:**

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

April 3/18  
Date

**Endorsed By:**

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

April 3/18  
Date

# WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

February 13, 2014

WCPA File Number: TR/13/02

Approved By

Name: Melissa Beebe (ACAO) & Development Officer

Signature: *M. Beebe*

Date: Feb 13/14

Brix Construction Inc  
RR#4  
Rimbey, AB  
TOC 2J0

Einar & Jocelyn Olsen  
Box 2164  
Rimbey AB  
TOC 2J0

## Proposed Subdivision of SW 22-42-2-W5M, Lot 2 Block 1 Plan 122.3426

The Town of Rimbey has determined that your application for a subdivision is consistent with Section 654 of the Municipal Government Act, and the application has therefore been **approved**.

In order to complete the subdivision and obtain separate titles, **you must do the following**:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision to be registered at Land Titles Office based on the approved West Central Planning Agency drawing dated December 05, 2013 and revised January 27<sup>th</sup>, 2014. On completion of the survey plan, your surveyor must submit the plan to West Central Planning Agency for endorsement.
2. The applicant is to enter into a development agreement with the town to construct new approaches to serve the proposed lots. This is to be in a location agreed with by the Town of Rimbey and built to their standards.
3. The applicant is to dedicate on the plan of subdivision an internal road right-of-way connecting Highway 20 to 40<sup>th</sup> street. The internal road right-of-way shall be to the satisfactions of Alberta Transportation.
4. Make any necessary changes to the gas utility, AltaGas Utilities, to provide service to the

- lots and provide any easements required.
5. Make arrangements with the power utility, Fortis, to provide service to the lots, and provide any easements required.  
*(You should contact the utilities before finalizing the survey, because they may require easements to be registered simultaneously with the plan of subdivision.)*
  6. Enter into a separate agreement with the Town under section 655 of the MGA to register a deferred servicing agreement for a future sewer system. This agreement will be registered by caveat on title of the lots created.
  7. The developer is to enter into a development agreement with the Town and register a caveat on title for the new lots to be created to pay for any offsite sewer and water treatment that maybe required in the future.
  8. Any outstanding taxes on the property are to be paid.
  9. Dedicate reserves as shown on the drawing. Any remaining reserves are to be deferred by caveat against the balance of the parcel.
  10. An endorsement fee of \$1,200 is payable to West Central Planning Agency.

When all these conditions have been met, WCPA will endorse the survey plan on behalf of the Town to allow your surveyor to register the plan at Land Titles to create title to the units.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us within the year. If you do not submit the plan within the year, you may request a one year extension, and this will normally be granted provided that the circumstances have not changed. After two years, the approval cannot be extended further. Application of Subdivision Approval Extension fee(s) is non-refundable after the decision from the Subdivision Authority Approval.

**Should you wish to appeal any of these conditions, you must file notice of appeal with the Secretary of the Municipal Government Board within 14 days of this letter (not business days). The Board's address:**

Municipal Government Board  
Alberta Municipal Affairs  
15th Floor, Commerce Place  
10155 102 Street  
Edmonton, AB T5J 4L4

**Phone:** 780-427-4864  
**Fax:** 780-427-0986  
**E-mail:** mgbmail@gov.ab.ca

Government departments affected by this subdivision have the right to appeal against this decision, so this office will not endorse any documents or plans until the appeal period has expired, 19 days from the date of this letter.

Regards,

A handwritten signature in blue ink, appearing to read 'Kemi Apanisile', written in a cursive style.

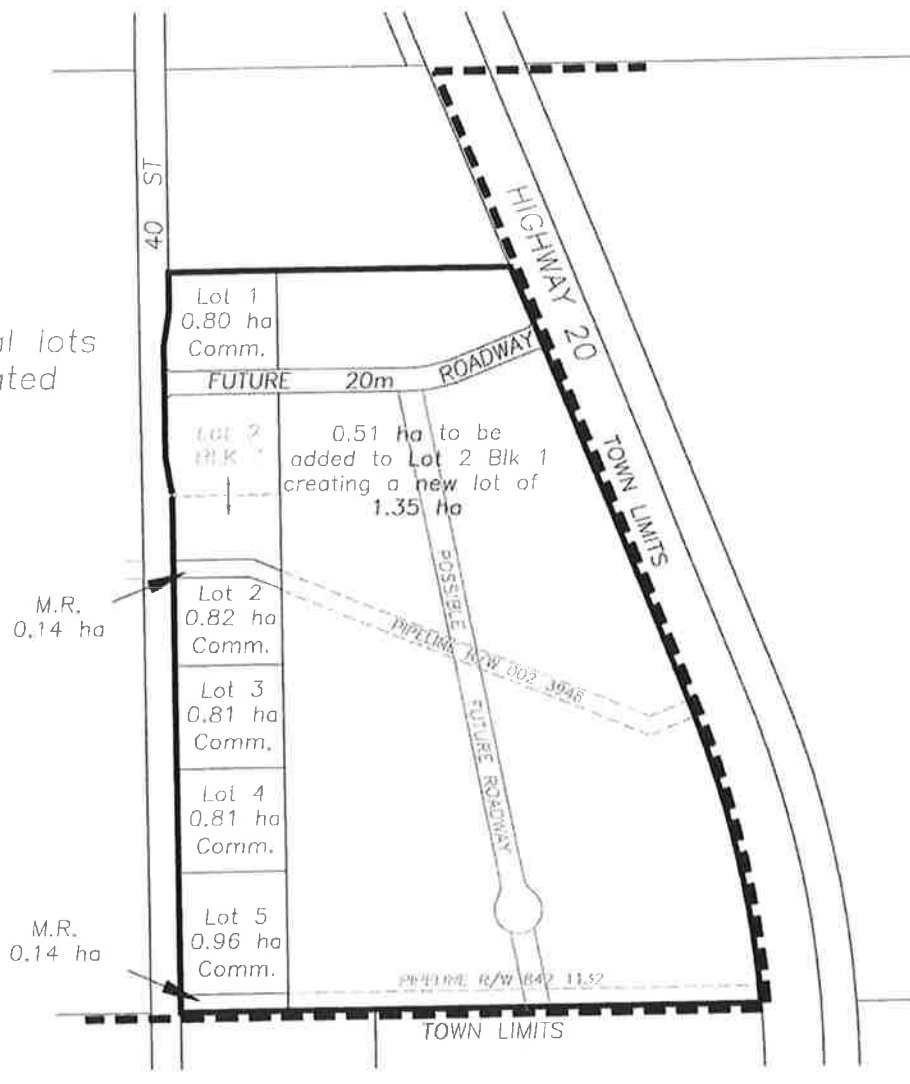
Kemi D. Apanisile, BURPI  
Municipal Planner, WCPA

Proposed Subdivision in the  
**Town of Rimbey**

SW22-42-2 W5

Lot 2 Block 1 Plan 122 3426

5 Commercial lots  
to be created



Registered Owner(s): Brix Construction Inc. (SW22) Einar & Jocelyn Olsen (Lot 2)

— denotes titled area

File: TR/13/02

Drawn: December 5, 2013

Revised: January 27, 2014

**WEST CENTRAL PLANNING AGENCY**

Suite 101, 5111 - 50th Avenue Wetaskiwin, AB T9A 0S5  
Phone 780-352-2215 Fax 780-352-2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca





# The Town of Rimbey

4938-50<sup>th</sup> Ave P.O. Box 350 Rimbey, Alberta T0C 2J0

4/8/2015

**West Central Planning Agency  
#101, 5111 – 50<sup>th</sup> Avenue  
Wetaskiwin, AB  
T9A 0S5**

**Re: Letter received January 14, 2015  
WCPA File Number TR/13/02**

Dear Mr. Apanisile,

Thank you for submitting to Council a request to the Town of Rimbey for an application for Extension of Subdivision Approval on behalf of Brix Construction and Einar and Jocelyn Olsen for their the proposed subdivision of SW 22-42-2 W5M, Lot 2, Block 1 Plan 122.3426.

Council reviewed the request at the Regular Council Meeting held March 23, 2015 and was pleased to pass the following resolution:

*Moved by Mayor Pankiw to approve an Extension of Subdivision Approval for the Brix Subdivision located at SW 22-42-2-W5M, Lot 2, Block 1, Plan 122.3426 with an expiration date of February 14, 2016.*

I trust this extension will provide time for the completion of the subdivision.

Respectfully

**Donna Tona, CT**

**Interim Chief Administrative Officer**

**CC: Brix Construction Inc., RR#4, Rimbey ,AB T0C 2J0  
Einar & Jocelyn Olsen, Box 2164, Rimbey, AB T0C 2J0**

Tel: 403.843.2113  
Fx: 403.843.6599  
E: [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com)  
[www.rimbey.com](http://www.rimbey.com)

**COPY**



Motion 094/15

Moved by Councillor \Jaycox for Council to unanimously agree to consider third and final reading to Bylaw 900/15 Fees for Services.

CARRIED

Motion 095/15

Moved by Councillor Godlonton to third and final reading to Bylaw 900/15 Fees for Services.

CARRIED

7. New and  
Unfinished  
Business

7.1 West Country Outreach Awards and Graduation Banquet 2015Motion 096/15

Moved by Councillor Godlonton Council approve a contribution in the amount of \$150.00 to the West County Outreach School Council for an award at their Graduation and Awards Ceremony which will be held on Friday May 29, 2015, with a member of Council to presenting the award.

CARRIED

7.2 Community Grants Application – Rimbey Lions ClubMotion 097/15

Moved by Councillor Webb Council approves the Community Grants Application in the amount of \$500.00 to the Rimbey Lions Club Pancake Day which was held on March 15, 2015.

CARRIED

7.3 Community Grants Application – Rimbey & District Chamber of CommerceMotion 098/15

Moved by Councillor Godlonton to approve the Community Grants Application in the amount of \$500.00 to the Rimbey Chamber of Commerce for a their Chamber of Commerce Expo which will be held April 24-25, 2015.

CARRIED

7.4 Tagish Engineering Ltd. Project Status Report to March 10, 2015Motion 099/15

Moved by Councillor Jaycox to accept the Tagish Engineering Ltd. Project Status Report to March 10, 2015, as information.

CARRIED

7.5 Brix Subdivision Application for ExtensionMotion 100/15

Moved by Mayor Pankiw to approve an Extension of Subdivision Approval for the Brix Subdivision located at SW 22-42-2-W5M, Lot 2, Block 1, Plan 122.3426 with an expiration date of February 14, 2016.

CARRIED



## TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.5
<b>Council Meeting Date:</b>	March 23, 2015
<b>Subject:</b>	Application for extension of subdivision approval
<b>For Public Agenda</b>	Public Information
<b>Background:</b>	West Central Planning Agency approved the Brix Construction subdivision of SW 22-42-2-WSM, Lot 2 block 1 Plan 122.3426 which expired February 14, 2015.
<b>Discussion:</b>	West Central Planning Agency on behalf of Brix Construction has filed a document with the municipality of which Brix Construction is requesting an extension of their Subdivision Approval to February 14, 2016. All documentation is received within the municipality including the approved subdivision document and the requirements and conditions included therein.
<b>Relevant Policy/Legislation/</b>	West Central Planning Agency protocols and policies Town of Rimbey Land Use Bylaw
<b>Options/Consequences</b>	Due to the fact that West Central Planning Agency has approved the Sub-Division and within the document there are conditions that may take more time to meet, it would not be appropriate to refuse this application.
<b>Desired Outcome(s)</b>	Administration is requesting approval.
<b>Financial Implications:</b>	None
<b>Follow Up:</b>	Brix Construction will be notified by written correspondence of Council's resolution.
<b>Attachments:</b>	West Central Planning Agency Sub Division Approval Document West Central Planning Agency Application for Extension of Subdivision Approval
<b>Recommendation:</b>	Administration recommends Council's approve the extension through resolution.
<b>Prepared by:</b>	 _____ <b>Donna Tona, CTS</b> Acting Chief Administrative Officer <i>Interim</i>
	<i>Mar 19/15</i> _____ Date
<b>Endorsed by:</b>	<i>RA</i>  _____ <b>Lori Hillis, CA</b> Acting Chief Administrative Officer
	<i>Mar 19/15</i> _____ Date

WEST CENTRAL PLANNING AGENCY  
#101, 5111 - 50 AVENUE  
WETASKIWIN, AB T9A 0S5  
Phone: 780-352-2215 Fax: 780-352-2211  
E:mail - [admin@westcentralplanning.ca](mailto:admin@westcentralplanning.ca)

Application for Extension of Subdivision Approval

Name of applicant Brix Construction Inc (Agent - Einar & Lorelyne Olsen)

File Number TR/13/02

Date of Approval February 14, 2014

Date One year approval will expire February 14, 2015

Extension, if approved, will expire February 14, 2016

I wish to extend the approval period for the above noted subdivision for a further twelve months and am requesting a final expiry date of February 14, 2016

The required Non- Refundable extension fee of \$250.00 is enclosed

*A. S. B. Olsen*  
Signature of registered owner or agent

X 12-01-15  
Date

RECEIVED JAN 14 2015

MA.

faxed to TR Jan 15/15

## WEST CENTRAL PLANNING AGENCY

#101, 5111 -- 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 -- FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

February 14, 2014

WCPA File Number: TR/13/02

### APPROVED

Brix Construction Inc  
RR#4  
Rimbey, AB  
TOC 2J0

Einar & Jocelyn Olsen  
Box 2164  
Rimbey AB  
TOC 2J0

Proposed Subdivision of SW 22-42-2-W5M, Lot 2 Block 1 Plan 122.3426

The Town of Rimbey has determined that your application for a subdivision is consistent with Section 654 of the Municipal Government Act, and the application has therefore been approved.

In order to complete the subdivision and obtain separate titles, you must do the following:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision to be registered at Land Titles Office based on the approved West Central Planning Agency drawing dated December 05, 2013 and revised January 27<sup>th</sup>, 2014. On completion of the survey plan, your surveyor must submit the plan to West Central Planning Agency for endorsement.  
*Phase 1 Lot #2 on WCPA Drawing*
2. The applicant is to enter into a development agreement with the town to construct new approaches to serve the proposed lots. This is to be in a location agreed with by the Town of Rimbey and built to their standards.
3. The applicant is to dedicate on the plan of subdivision an internal road right-of-way connecting Highway 20 to 40<sup>th</sup> street. The internal road right-of-way shall be to the satisfactions of Alberta Transportation.
4. Make any necessary changes to the gas utility, AltaGas Utilities, to provide service to the lots and provide any easements required.
5. Make arrangements with the power utility, Fortis, to provide service to the lots, and provide any easements required.  
*(You should contact the utilities before finalizing the survey, because they may require easements to be registered simultaneously with the plan of subdivision.)*
6. Enter into a separate agreement with the Town under section 655 of the MGA to register a deferred servicing agreement for a future sewer system. This agreement will

*AA*

be registered by caveat on title of the lots created.

7. The developer is to enter into a development agreement with the Town and register a caveat on title for the new lots to be created to pay for any offsite sewer and water treatment that maybe required in the future.
8. Any outstanding taxes on the property are to be paid.
9. Dedicate reserves as shown on the drawing. Any remaining reserves are to be deferred by caveat against the balance of the parcel.
10. An endorsement fee of \$1,200 is payable to West Central Planning Agency.  
\$200 R# 3828 for Phase 2 (1 lot)

When all these conditions have been met, WCPA will endorse the survey plan on behalf of the Town to allow your surveyor to register the plan at Land Titles to create title to the units.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us within the year. If you do not submit the plan within the year, you may request a one year extension, and this will normally be granted provided that the circumstances have not changed. After two years, the approval cannot be extended further. Application of Subdivision Approval Extension fee(s) is non-refundable after the decision from the Subdivision Authority Approval.

Should you wish to appeal any of these conditions, you must file notice of appeal with the Secretary of the Municipal Government Board within 14 days of this letter (not business days). The Board's address:

Municipal Government Board  
Alberta Municipal Affairs  
15th Floor, Commerce Place  
10155 102 Street  
Edmonton, AB T5J 4L4

Phone: 780-427-4864  
Fax: 780-427-0986  
E-mail: mgbmail@gov.ab.ca

Government departments affected by this subdivision have the right to appeal against this decision, so this office will not endorse any documents or plans until the appeal period has expired, 19 days from the date of this letter.

Regards,



Kemi D. Apanisile, BURPI  
Municipal Planner, WCPA

MA



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.3
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Fees For Services Bylaw Schedule A
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>All fees for services should be included in the Fees for Services Bylaw Schedule A.</p> <p>Appeal fees were previously found in Bylaw 874/11 Town of Rimby Assessment Review Board Bylaw and now need to be moved to the Fees for Services Bylaw. It stated:</p> <p style="text-align: center;"><i>Appeal fees are payable by the person making an assessment appeal complaint as follows:</i></p> <ul style="list-style-type: none"> <li>a) <i>Local Assessment Review Board Appeal - \$50.00</i></li> <li>b) <i>Composite Assessment Review Board Appeal - \$100.00</i></li> </ul>
<b>Discussion</b>	<p>Bylaw 905/15 Fees for Services states:</p> <p style="text-align: center;"><i>"The attached "Schedule A" for Bylaw 905/15 establishes the fee services to the public and may be amended and replaced by Administration as necessary, by resolution of Council."</i></p> <p>Items on the Fees for Services Schedule A highlighted in yellow have been added.</p>
<b>Attachments</b>	Bylaw 905/15 Fees for Services Schedule A
<b>Recommendation</b>	Administration recommends Council approve the Bylaw 905/15 Fees for Services Schedule A, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date

## Schedule "A" Fees for Services Bylaw 905/15

<b>Schedule "A" Fees for Services Bylaw 905/15</b>	
<b>Administrative Charges</b>	
County Maps	\$15.00 Plain Paper \$20.00 Laminated
F.O.I.P Requests	\$25.00 Application Fee per request, plus as allowed by the FOIP Regulations for research
Land Use Bylaw	\$25.00, including GST
Municipal Development Plan	\$25.00 including GST
N.S.F. Cheques	\$42.50, no GST
Special Meetings With Council	\$50.00 per Council Member in attendance, fee may be waived
Tax Certificates	\$35.00 no GST, written request only
Tax Recovery Notification	\$25.00 no GST
Tax Searches	\$15.00 no GST
Local Assessment Review Board Appeal (LARB)	\$50.00
Composite Assessment Review Board Appeal (CARB)	\$100.00
<b>Business License Fees (Bylaw 926/16)</b>	
Resident Business	\$35.00
Local Area Business	\$85.00
Home Office or Home Business	\$50.00
Non-Resident Business	\$250.00
Daily License (any category)	\$50.00
(50% when purchased after September 30 in any license year.	
<b>Cemetery Fees (Bylaw 930/17)</b>	
Plot	\$500.00/plot effective September 1, 2017
Niche	\$1700.00/niche (includes Perpetual Care)
Children's Plots	50% of the above price if only half plot is requested
Cremation Plot	\$175.00/plot
Legion Members (Not including spouse)	50% of conventional Plot sale charge
Opening and Closing in Summer	\$400.00 effective September 1, 2017
Opening and Closing in Winter	\$600.00 effective September 1, 2017
Double Depth Opening and Closing In Summer	\$700.00 effective September 1, 2017
Double Depth Opening and Closing In Winter	\$800.00 effective September 1, 2017
Opening and Closing of Cremation Plot in Summer	\$125.00 effective September 1, 2017
Opening and Closing of Cremation Plot in Winter	\$200.00 effective September 1, 2017
Additional Opening and Closing of Niche	\$50.00
Opening and Closing on Statutory Holiday or weekend	\$250.00
Opening and Closing of Niche on Statutory Holiday or weekend	\$150.00
Disinterment of Remains Not Cremated	\$1,000.00
Mount Auburn and West Haven Cemetery Perpetual Care	\$110.00/ plot
Perpetual Care of Cremation Plot	\$110.00/plot
Monument Permits	\$25.00 no GST
<b>Dog License Fees (Bylaw 755/03)</b>	
License Fee	\$20.00 per year
Impound Fee	\$40.00 per day

## Schedule "A" Fees for Services Bylaw 905/15

Schedule "A" Fees for Services Bylaw 905/15	
<b>Planning and Development Fees (Bylaw 836/09)</b>	
<b>Development Permit Fees</b>	
Permitted Use Development Permit <small>(development permit fee waived for home office or home business, motion 051/17)</small>	\$70.00
Discretionary Use Permit	\$150.00
Building Accessories (decks, sheds, garages, etc.)	\$50.00/accessory
Modular, Manufactured or Mobile Homes	\$70.00
Multi-Unit Dwellings	\$70.00 + \$25.00/unit (permitted use) \$120.00 + \$25.00/unit (discretionary use)
Signs	\$25.00/sign (permitted use) \$50.00/sign (discretionary use)
Performance Deposit	\$2000.00 or 1% of construction up to \$1,000,000.00 + \$1.50/\$1000.00 of construction value over \$1,000,000.00
<b>Building Permit Fees</b>	
Building Permit Fees	\$5.25/\$1000.00 of construction value up to \$1,000,000.00 + \$3.00/1,000.00 of construction value that exceeds \$1,000,000.00
Minimum Fee	\$60.00
Modular Homes	\$0.35/sq.ft. of main floor space
Demolition Permit Fees	\$50.00 Residential/accessory building greater than 200 sq. ft. \$100.00 residential or commercial improvements requiring an inspection
Re-Inspection Fee	\$75.00
<b>Subdivision Fees</b>	
Application of 3 lots or less	\$900.00 + \$100.00 pr new lot created
Application of 4 lots or more	\$1000.00 + \$200.00 per new lot created
Time Extension of Subdivision Approval (first)	\$250.00
Time Extension of Subdivision Approval (additional)	\$300.00
Endorsement (3 lots or less)	\$100.00 per new lot + remainder
Endorsement (4 lots or more)	\$200.00 per new lot + remainder
Lot line Adjustments Where No New Parcels are Created	\$1,000.00 (flat fee)
Separation of Title	\$800 (flat fee)
Condominium Unit Conversion	\$40.00 per unit
<b>Miscellaneous Fees</b>	
Land Use Bylaw Amendments	\$750.00 (minor), \$1,500.00 (major)
Land Use Bylaw Amendments for Registered Non Profit Societies and Churches	\$500.00 (minor), \$1000.00 (major)
Area Structure Plan Amendments	\$750.00 (minor), \$1,500.00 (major)
Area Structure Plan Amendments for Registered Non Profit Societies and Churches	\$500.00 (minor), \$1000.00 (major)
Municipal Development Plan Amendment	\$750.00 (minor), \$1,500.00 (major)
Municipal Development Plan Amendment for Registered Non Profit Societies and Churches	\$500.00 (minor), \$1000.00 (major)
Outline Plan Amendment	\$750.00 (minor), \$1,500.00 (major)
Development Appeal Board	\$250.00
Encroachment Permit	\$275.00
Variance	\$200.00
Developments and Buildings Without a Permit	10% of estimated construction cost
Compliance Certificates	\$60.00 including GST
Compliance Certificate (Rush order, when available)	\$100.00 including GST
Confirmation of Zoning	\$50.00 including GST



## Schedule "A" Fees for Services Bylaw 905/15

<b>Recreation Services</b>	
<b>Peter Lougheed Community Centre</b>	
<b>Main Auditorium</b>	
Sunday to Thursday	\$300.00
Friday to Saturday	\$350.00
8:30 am to 4:30 pm (Mon. to Fri. - excluding holidays)	\$100.00
Funerals	\$150.00
Security Deposit	\$350.00
<b>Upper Auditorium</b>	
Evenings and Weekends	\$150.00
8:30 am to 4:30 pm	\$100.00
Hourly Rate	\$25.00
Security Deposit	\$150.00
<b>Kinsmen Room</b>	
All Day	\$40.00
Hourly Rate	\$15.00
Security Deposit	\$50.00
<b>Lion's Room</b>	
All Day	\$60.00
Hourly Rate	\$20.00
Security Deposit	100
<b>Kitchen</b>	
	\$150.00/day or \$50.00 per hr
<b>Fitness Centre Memberships</b>	
Adult (year)	\$215.00
Adult (6 months)	\$130.00
Adult (3 months)	\$78.00
Adult (1 month)	\$39.00
Family (year)	\$357.00
Family (6 months)	\$195.00
Family (3 months)	\$130.00
Family (1 month)	\$65.00
Student (year)	\$97.50
Student (6 months)	\$71.50
Student (3 months)	\$52.00
Student (1 month)	\$26.00
Drop In (Adult)	\$5.00
	GST not included in the above fees
<b>Ice Rental Rates</b>	
Youth (local)	\$90.00/hr (2017-2019)
Youth (out of Town)	\$110.00/hr (2017-2019)
Adult (local)	\$130.00/hr (2017-2019)
Adult (out of Town)	\$140.00/hr (2017-2019)
Adult Tournament Rate/Junior B	\$105.00/hr (2017-2019)
Public Skating/Shinny	
<b>Arena - Summer Rates (April-August)</b>	
Per Day	\$350.00/day
Programs	\$35.00/hr
Security Deposit	\$500.00

## Schedule "A" Fees for Services Bylaw 905/15

<b>Rimbey Aquatic Centre</b>	
<b>Adult (18+)</b>	
Daily	\$5.50
10 Punch	\$49.50
Season	\$90.00
Midseason	\$72.00
<b>Seniors (65+)</b>	
Daily	\$4.50
10 Punch	\$40.50
Season	\$80.00
Midseason	\$64.00
<b>Student (13-17)</b>	
Daily	\$4.50
10 Punch	\$40.50
Season	\$80.00
Midseason	\$64.00
<b>Youth (7-12)</b>	
Daily	\$4.00
10 Punch	\$36.00
Season	\$60.00
Midseason	\$48.00
<b>Child (3-6)</b>	
Daily	\$3.00
10 Punch	\$27.00
Season	\$50.00
Midseason	\$40.00
<b>Family</b>	
Daily	\$15.00
10 Punch	\$135.00
Season	\$220.00
Midseason	\$176.00
<b>Lessons</b>	
Preschool	\$35.00
Levels 1-4	\$45.00
Levels 5-10	\$55.00
Private	\$20.00
Semi-Private	\$25.00
Adult	\$40.00
<b>Rentals (per Hour)</b>	
Pool & Area (0-30)	\$80.00
Every extra 30	\$20.00
Party Room	\$15.00
Party Room (day)	\$40.00
<b>School Rentals - open Swim</b>	
May-June 8:30-11:30 am / 12:30-3:00 pm	\$30.00/hour/lifeguard
*0-39 Students = 1 lifeguard	
*40-79 Students = 2 lifeguards	
*80-119 Students = 3 lifeguards	
<b>Miscellaneous</b>	
Swim Diapers	\$1.00
Goggles	\$13-22
Swim Caps	\$8.00
Ear Plugs	\$4.00
<b>Programs</b>	
Bronze Medallion	\$140.00
Bronze Cross	\$110.00
Junior Lifeguard Club	\$100.00

## Schedule "A" Fees for Services Bylaw 905/15

Schedule "A" Fees for Services Bylaw 905/15	
<b>Public Works</b>	
Sanding Truck	\$100.00 per hour (minimum)
Sand/Salt	\$40.00 per cubic Metre (minimum)
Street Sweeper	\$150.00 per hour (minimum)
Tandem Truck	\$115.00 per hour (minimum)
Backhoe	\$130.00 per hour (minimum)
Loader	\$175.00 per hour (minimum)
Skid Steer	\$100.00 per hour (minimum)
Snow Blower	\$100.00 per hour (minimum)
Street Grader	\$175.00 per hour (minimum)
Municipal Vehicles	\$75.00 per hour (minimum)
Grass Cutting Equipment	\$65.00 per hour (minimum)
Dust Control <small>(Dust control services will not be provided after September 1 of each year)</small>	Actual Cost of Dust Control Agent (min, 100m)
Lagoon Dumping Fees	\$8.50 M <sup>3</sup>
All equipment rentals include an operator. GST will also be added to the above rates.	
<b>Recycle Facility</b>	
Residential (Town/County)	Free
Commercial:	
Burn Pit: (All trucks over 1 Ton) <small>Restriction of all materials to be under 6' in length and 1' in diameter</small>	\$40.00-\$50.00
Concrete without Rebar	\$25.00 per tonne
Concrete with Rebar	\$40.00 per ton
<b>Utilities</b>	
Water Consumption	\$2.02m <sup>3</sup> (January 1, 2017)
Sewer	70% of water consumption charges
Meter Service Charges (Flat Rate)	
5/8" meter	\$4.69 monthly
5/8 x 3/4" meter	\$4.69 monthly
3/4" meter	\$4.69 monthly
1" meter	\$7.81 monthly
1 1/2" meter	\$10.94 monthly
2" meter	\$15.63 monthly
3" meter	\$31.25 monthly
4" meter	\$62.5 monthly
Wastewater Disposal Fee	\$8.50 per cubic metre
Garbage Fee (Residential)	\$17.00 per month
Recycle Fee (Residential)	\$3.00 per month
Commercial meter rate depends on meter size.	
All properties are required to have water meters.	
In the event that a utility account is in arrears, the charges levied, penalties and fees may be transferred to the tax roll of the property and be collected by the same procedures as taxes levied by the Town of Rimbeby.	
<b>Municipal Enforcement</b>	
Impound Fees	\$20.00 per day



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.4
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Policy 0112 Council Chambers
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Administration polled ten similar sized communities to determine if they had a protocol for the use of their Council Chambers. None of the communities contacted had such a policy.
<b>Discussion</b>	Administration has prepared a policy regarding use of the Council Chambers
<b>Attachments</b>	Policy 0112 Council Chambers
<b>Recommendation</b>	Administration recommends Council approve Policy 0112 Council Chambers, AS presented.

**Prepared By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date

**Endorsed By:**

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Mar 29/18

Date



# Town of Rimbey Policy Manual

**Title:** Council Chambers

**Policy No.:** 0112

**Approved:**

**Resolution No.:**

**Effective Date:**

**Purpose:** To govern the use of Town of Rimbey Council Chambers.

**Policy Statement:**

Council Chambers will be used for the following purposes:

1. Council Chambers will be used by Council for Council Meetings.
2. Council Chambers may be used by Administration for the purposes of holding a meeting with clients.

**Amended:**

**Date:**

**Resolution:**

**Date:**

**Resolution:**

**Date:**

**Resolution:**



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	April 10, 2018
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various community groups supply minutes of their board meetings to Council for their information.
<b>Options/Consequences</b>	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.
<b>Attachments</b>	8.2.1 Tagish Engineering Project Status Updates to March 29, 2018 8.2.2 Rimoka Housing Foundation Minutes of January 24, 2018
<b>Recommendation</b>	Motion by Council to accept the Tagish Engineering Project Status Updates to March 29, 2018 and the Rimoka Housing Foundation Minutes of January 24, 2018, as information.

**Prepared By:**

Wanda Stoddart for L. Hillis  
Lori Hillis, CPA, CA  
Chief Administrative Officer

Apr 4/18  
Date

**Endorsed By:**

Wanda Stoddart for L. Hillis  
Lori Hillis, CPA, CA  
Chief Administrative Officer

Apr 4/18  
Date



## **PROJECT STATUS UPDATES**

**March 29, 2018**

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**Town of Rimbey****Project: RBYM00000.18 RB00 - 2018 General Engineering**

March 1, 2018	Matichuk, Gerald	Tagish is working with Access Land in preparation for meeting with land owners that may be affected by proposed walking trail route.
March 15, 2018	Matichuk, Gerald	March 22, 2018 Town staff and Access Land is meeting with a land owner regarding acquiring land for the proposed walking trail between 56 Ave and West View Drive.
March 29, 2018	Matichuk, Gerald	Mayor Pankiw and Access Land met with and are negotiating with two (2) landowners to discuss purchasing land for the Evergreen Connector Walking Trail. Tagish is working with Fortis Alberta to determine the maximum instantaneous power usage at the Community Center.

**Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1**

March 1, 2018	Matichuk, Gerald	Tagish and AMEC (Wood Group) provided recommendation to Town regarding retesting of PW17-15.
March 15, 2018	Matichuk, Gerald	No assignment this period.
March 29, 2018	Matichuk, Gerald	A letter of "Notice to Proceed" was sent to AMEC to coordinate the pump test Well PW17-15. AMEC will contact Darcy's Drilling Services Ltd to complete the testing.

**Project: RBYM00131.01 RB131.01 - SW Stormwater Management Plan**

February 28, 2018	Solberg, Lloyd	Tagish has sent the Town a revised version of the preferred pond option. The Town is to review the option and let Tagish know if we need to send it to Earl Gablehouse.
March 15, 2018	Solberg, Lloyd	Tagish met with Council on March 13 and presented the four storm pond options. Tagish will contact the Town and discuss how they want to proceed with the project.
March 28, 2018	Solberg, Lloyd	Town is currently reviewing the four stormwater pond options.

**Project: RBYM00133.00 RB133 - 2017 NE Lagoon Outlet Ditch Upg**

March 1, 2018	Matichuk, Gerald	February 22, 2018 Tagish meet with Plain Midstream to discuss requirements to complete Outlet Ditch improvements, and express the importance for Plains Midstream to lower the existing pipelines to allow for ditch grading. Tagish to send letter to Plains Midstream.
March 15, 2018	Matichuk, Gerald	Tagish has send a letter to Plains Midstream requesting that two (2) pipelines which cross the Outlet Ditch be lowered.
March 29, 2018	Matichuk, Gerald	Waiting for response from Plains Midstream in regards to lowering two (2) pipelines on the Outfall Ditch.

**Project: RBYM00134.00 RB134 - 2018 Street Improvements**

March 1, 2018	Matichuk, Gerald	March 1, 2018 Tenders for the 2018 - Street Improvements closed. Tagish will check all tenders for accuracy and provide Town with recommendation to award Tender.
March 15, 2018	Matichuk, Gerald	The 2018 - Street Improvements Tender was awarded to Border Paving Ltd. Tagish is preparing the contacts and will be sending them to Border Paving for signing..
March 29, 2018	Matichuk, Gerald	Town of Rimbey and Border Paving Ltd. have signed the 2018 - Street Improvement contracts.





BOARD MEETING  
Wednesday, January 24, 2018  
9:00 am  
Parkland Manor, Rimbey

PRESENT: L. Curle T. Dillon B. Liddle R. Pankiw P. Hall, CAO  
W. Sheppard, Recorder  
ABSENT: P. McLaughlin, Board Chair D. MacPherson C. Prediger  
GUESTS: MLA J. Nixon MLA R. Orr

1. CALL TO ORDER

R. Pankiw, Board Vice-Chair called the meeting to order at 9:03 a.m.

2. ADOPTION OF AGENDA

MOVED by L. Curle that the Board meeting agenda be adopted but postpone item 3 until Mr. Nixon arrives.  
(RHF 18-01-01) Carried

4. APPROVAL OF MINUTES

MOVED by L. Curle the Board accept the minutes of the December 5, 2017 Board meeting. (RHF 18-01-02) Carried

5. BUSINESS ARISING FROM MINUTES

All the senior social housing units have been reviewed and an action board is set up for prioritization of suite refurbishments for all the projects.

P. Hall will provide dates for a tour of the reacquired social housing portfolio units as well as the strategic plan meeting coordinated through Shannon Boyce-Campbell with Ponoka FCSS.

In discussion with family members for Parkland Manor resident's, approximately 90% would prefer to move their resident themselves. P. Hall has also confirmed that we can make the move in one week as opposed to two with the moving company.

6. FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the eleven months ending November 30, 2017.

Departments are slightly ahead of budget and anticipate we will be within our requisition amount at the end of the year.

Once all of the out of scope items are purchased for Valley View Manor we will review our investment options.

MOVED by B. Liddle that the Board accept for eleven months ending November 30, 2017 as information:

- Statement of Financial Position;

- Lodges and Legacy Place Financial Statements;
- Cash in Bank report
- and the Cheque Registers, Online Payments and endowment account expenditures.  
(RHF 18-01-03)

Carried

7.	CAO REPORT
----	------------

P. Hall outlined some of the items for discussion at the upcoming strategic planning session: current properties, future expansion options, succession planning and human resources.

P. Hall and L. MacInnis have been busy working on the remaining out of scope items for the new lodge.

MOVED by T. Dillon that the Board accept the CAO report as information. (RHF 18-01-04)

Carried

8.	STANDING AGENDA ITEMS
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**SOCIAL HOUSING**

As of January 1, 2018 we have 14 vacancies in the social housing portfolio. We are endeavoring to have all the apartments ready for occupancy in the next few months and will be hiring local contractors to assist where required.

There are five vacant community housing properties and some require substantial work so there is no definitive date on completion of those units. We will initiate short term leases and managed risk agreements to hopefully mitigate these extreme damages moving forward.

*J. Nixon joined the meeting at 9:50 a.m.*

MOVED by L. Curle to accept the social housing report as information. (RHF 18-01-05)

Carried

R. Pankiw moved back to agenda item 3-MLA visit.

3.	MLA VISIT with Ron Orr and Jason Nixon
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The Board extended its appreciation to J. Nixon and R. Orr for the opportunity to meet and discuss the future of Parkland Manor with our MLA's.

As of today, there are three options for Parkland Manor once it is vacated; repurpose, sell or demolish the building.

P. Hall provided a short tour of Parkland Manor for J. Nixon and R. Orr.

*J. Nixon and R. Orr left the meeting at 10:32 a.m.*

*R. Pankiw left the meeting at 10:34 a.m.*

P. Hall continued with the agenda.

8.	STANDING AGENDA ITEMS
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**SAFETY**

An organizational safety meeting will be held in the next month to review our COR audit action items and our OH&S safety officer will be joining us.

**9. RIMBEY PROJECT**

**UPDATE FROM BUILDING COMMITTEE**

Valley View Manor is moving closer to completion. Berry Architects has outlined the deficiencies that will need to be addressed prior to possession.

**SJC UPDATE**

P. Hall provided an update of our legal status with SJC Development Corporation.

**10. NEW BUSINESS & CORRESPONDENCE**

**POLICY UPDATES**

P Hall provided policy HS-10 on Harassment in the Workplace with the requested changes for review from the last meeting.

**LEGACY PLACE PRICING**

P. Hall recommended we defer the review of the Legacy Place pricing to the strategic planning session.

**LOU PERRIN PHOTO ART**

Lou Perrin from Calgary, specializes in art for hotels and senior lodges. He has located some Rimbey specific pictures from the Calgary archives that he can utilize and would like to provide the art including installation for the new lodge. P. Hall continues to investigate local options as well.

**11. NEXT MEETING**

The next meeting will be part of the strategic planning meeting with a date to be determined. The March Board meeting is tentatively scheduled for March 21<sup>st</sup> in Ponoka.

MOVED by B. Liddle that the meeting adjourn at 11:27 a.m. (RHF 18-01-06)

Carried

  
\_\_\_\_\_  
Paul McLaughlin, Board Chair

*March 20 / 2018*  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Peter Hall, CEO

*March 29 / 2018*  
\_\_\_\_\_  
Date Signed