

**TOWN OF RIMBEY
TOWN COUNCIL AGENDA**

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY,
JANUARY 26, 2021 AT 5:00 PM VIA ZOOM CONFERENCE:**

LOGIN:

<https://us02web.zoom.us/j/89291039183?pwd=emlwWHRNQ0tCMzBNQkJoJycGxUdz09>

Meeting ID: 892 9103 9183 Passcode: 189957

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1-2
3.	Minutes	3
3.1	Minutes of Regular Council January 12, 2020	4-7
4.	Public Hearings - None	
5.	Delegations –	8
5.1	Sgt. Pierre ST-CYR, RimbeY RCMP	9 14
6.	Bylaws –	15
6.1	Tax Incentive Bylaw	16 41
7.	New and Unfinished Business - None	
8.	Reports	
8.1	Department Reports	42
8.1.1	Chief Administrative Officer	43
8.1.2	Director of Finance Report	44
8.1.3	Director of Public Works Report	45
8.1.4	Director of Community Services Report	46
8.1.5	Planning and Development Officer Report	47-48
8.2	Boards/Committee Reports	49
8.2.1	Tagish Engineering Project Status Update of January 7, 2021	50-51
8.2.2	Bylaw Committee Meeting Minutes of December 1, 2020	52-53
8.3	Council Reports	54
8.3.1	Mayor Pankiw’s Report	55
8.3.2	Councillor Coulthard’s Report	56
8.3.3	Councillor Curle’s Report	57
8.3.4	Councillor Payson’s Report	58
8.3.5	Councillor Rondeel’s Report	59
9.	Correspondence - None	

10. **Open Forum** (Bylaw 939/18– 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. **Closed Session – None**
12. **Adjournment**



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	January 26, 2021
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council January 12, 2021
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of January 12, 2021, as presented.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021
Date

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON
TUESDAY, JANUARY 12, 2021 VIA ZOOM CONFERENCE.

LOG IN

:<https://us02web.zoom.us/j/86366882131?pwd=Mjk3cjBPbCthSEZYOUtLbDZuWEdpdz09>
Meeting ID: 863 6688 2131 Passcode: 810791

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
Director of Community Services - Cindy Bowie
Chief Administrative Officer – Lori Hillis, CPA, CA
Director of Finance – Wanda Stoddart
Recording Secretary – Bonnie Rybak

Public:

1

member of the public

2. Adoption of
Agenda

2.1 January 12, 2021 Agenda

Motion 001/21

Moved by Councillor Bill Coulthard to accept the Agenda for the January 12, 2021
Regular Council Meeting, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

3. Minutes

3.1. Minutes of Regular Council Meeting December 8, 2020

Motion 002/21

Moved by Councillor Paul Payson to accept the Minutes of the Regular Council Meeting
of December 8, 2020, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

3.2. Minutes of Special Council Meeting December 22, 2020

Motion 003/21

Moved by Councillor Lana Curle to accept the Minutes of the Special Council Meeting of December 22, 2020, as presented.

In Favor

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

Opposed

CARRIED

4. Public Hearings 4.1 Public Hearings - None

5. Delegations 5.1 Delegations - None

6. Bylaws 6.1 Bylaws-Urban Hen

Motion 004/21

Moved by Councillor Bill Coulthard to give first reading to the Urban Hen Bylaw as presented.

In Favor

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

Opposed

CARRIED

7. New and Unfinished Business 7.1 Winter Outdoor Activities

Motion 005/21

Moved by Councillor Bill Coulthard to accept the report of winter activities for information.

In Favor

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

Opposed

CARRIED

8. Reports

8.1 Department Reports

8.1.1 Chief Administrative Officer Report

8.1.2 Director of Finance Report

Motion 006/21

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

In Favor

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

Opposed

CARRIED

8.2 Boards/Committee Reports-None

9. Correspondence

9. Correspondence - None

10 .Open Forum

10.1 Open Forum None

11. Closed Session

11.1 Closed Session – FOIP Section 27(1)(a) Privileged Information- Legal Tax Incentive Bylaw

Motion 007/21

Moved by Councillor Bill Coulthard to open closed session at 5:26 pm

In Favor

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

Opposed

CARRIED

Motion 008/21

Moved by Councillor Lana Curle to close the closed session.

In Favor

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

Opposed

CARRIED

12. Adjournment

12.1 Adjournment

Motion 009/21

Moved by Mayor Rick Pankiw to adjourn the meeting.

In Favor

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

Opposed

CARRIED

Time of Adjournment: 5:33pm.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

Council Agenda Item	5.1
Council Meeting Date	January 26, 2021
Subject	Sgt. Pierre ST-CYR, Rimbey RCMP
For Public Agenda	Public Information
Background	Sgt. ST-CYR has been invited to provide an update to Council.
Discussion	<p>The RCMP has piloted a new project to create a camera registry to hopefully have an impact on crime in our community. This project is a coordinated effort between several Central Alberta detachments and will be going "live" on February 1, 2021.</p> <p>They are looking for support from the Town by posting a link to the registry program on our website and distributing the flyers in our utility bills.</p>
Attachments	January 19, 2021 Email from Sgt. St-Cyr Poster All Municipalities PDF Rimbey Letter PDF Rimbey PDF
Recommendation	<p>To accept the update provided by Sgt. ST-CYR of the Rimbey RCMP, as information.</p> <p>To direct Administration to post a link to the CAPTURE project on the Town of Rimbey website and to include the pamphlets supplied by the local RCMP detachment in the next monthly utility billing.</p>

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Bonnie Rybak

From: Rick Pankiw
Sent: Tuesday, January 19, 2021 12:06 PM
To: Lori Hillis; CouncilGroup; Bonnie Rybak
Subject: FW: Project CAPTURE with the Rimbey RCMP
Attachments: Poster All Municipalities.pdf; Rimbey Letter.pdf; Rimbey.pdf

FYI and Council discussion

Rick

From: St-Cyr, Pierre [<mailto:Pierre.St-Cyr@rcmp-grc.gc.ca>]
Sent: January 19, 2021 11:55 AM
To: Rick Pankiw
Subject: Project CAPTURE with the Rimbey RCMP

Good morning, Sir;

I hope this email finds you well. There is a new project that you and the Council for Rimbey should be made aware of. Several regional detachments are currently collaborating to create a camera registry to hopefully have an impact on crime in our communities. This is a coordinated effort between the following detachments: Rimbey, Sylvan Lake, Blackfalds, Innisfail and Rocky Mountain House. All costs associated to this have been covered by the respective Detachments. The program covers the entire geographical area for all detachments, but provides for separate information and query options for investigators.

We are now prepared to go 'live' with this on February 1st, 2021. As a result, we are asking for the Town and support as below:

We are looking to bring this program live on Feb. 1. Could I ask you to look into your municipality providing the following assistance?

- a) Publish the attached posters and flyers. These will need to be personalized for each detachment, however Sgt. Lesyk in Sylvan Lake has already done this, I will ask her to disseminate. I suggest we need quite a few, as the primary target is the business community, however it is very much appropriate for residential properties in the rural areas as well.
- b) Prepare to provide a link to the program on the website(s).
- c) Potentially disseminate the flyers through the mail along with regular correspondence. For example, the Town of Rimbey could be putting flyers in with every tax bill.
- d) Any additional advertising/promotion the municipality feels is appropriate. i.e. business groups, Chamber of Commerce, Legion, etc.

I will be looking to the KDIV Print Shop for further assistance as well, I would like to secure business cards for members to hand out. Let me know what can or can't be accomplished and I will find another path if needed.

The closest live example of what I can provide is a link to Red Deer's version. <https://www.reddeercapture.ca/>

Below is a link to what the policing side of the Rimbey program will look like, each detachment is linked to the same website. You are welcome to try logging in to see how easy it is for the public to Register/Add/Remove a camera. Lots of information in the FAQ's. Keeping in min that this is not the live version and people have been testing it out to

familiarize themselves, so I doubt if anything in there is accurate and nothing will migrate over to the live version. It is, however the final product. Please just don't remove any users so that we can continue with familiarization.

This is the test/training site for the new camera registry which I expect will be set up and running February 1st. The general public will be able to add/remove themselves and their cameras. Rest assured the identity (name, addresses and location of cameras) is only accessible to the police. Camera owners will have to be logged in to see where their own cameras are located and they will not be able to see where other cameras are located. Only the RCMP will have the option to see where all the cameras are located !

Here is the link to access the website:

<https://crimecapture.avowebworks.com/user>

Submitted for your awareness and for any assistance the Town of Rimbey can provide,

Regards,

Sgt. Pierre St-Cyr

**Detachment Commander
Rimbey RCMP Detachment
K Division - Central Alberta**

Work: 1 (403)-843-2224

Cell: 1 (403)-597-0491

Fax: 1 (403)-843-2750



CAPTURE

CRIMECAPTURE.CA



Register
your
security
camera

**Help police investigate
crimes and keep your
community safe.**

The registry is voluntary and secure. Sign up and help protect your property, your family and your community.

REGISTER YOUR CAMERA(S) AT
CRIMECAPTURE.CA



**CAPTURE
CRIMECAPTURE.CA**



Dear CITIZEN
Re: Crime Capture Registration

Thank you for your participation in voluntarily registering your camera(s) with Rimbey's Crime Capture program. Your willingness to be a part of reducing crime in your community is greatly appreciated.

We can confirm we have received your recorded location(s) of your security camera(s). In the event that you move, or choose to add or remove any camera(s), we would ask that you update your information accordingly on CrimeCapture.ca.

Please find enclosed a Rimbey RCMP Crime Capture window sticker that can be applied to any surface without causing damage as it adheres through static electricity.

On behalf of the Royal Canadian Mounted Police, thank you for making your community safer.

Sgt. Pierre St-Cyr
Detachment Commander
Rimbey RCMP





crimecapture.ca



CAPTURE is a voluntary camera registry that records the locations of security cameras in Rimbeypol and surrounding area.

The purpose of **CAPTURE** is to build a registry of private security camera locations to assist in police investigations.

Often, security cameras capture evidence that can be used to solve a crime. If an incident happens, Rimbeypol RCMP can view the list of camera locations, and contact the registered camera owners.

By providing the Rimbeypol RCMP with the location of your security cameras, you could be helping to shorten the required time for investigations and providing key information to ensure people responsible for crime are held responsible.

Community Assisted Policing Through Use of Recorded Evidence



crimecapture.ca



CAPTURE is a voluntary camera registry that records the locations of security cameras in Rimbeypol and surrounding area.

The purpose of **CAPTURE** is to build a registry of private security camera locations to assist in police investigations.

Often, security cameras capture evidence that can be used to solve a crime. If an incident happens, Rimbeypol RCMP can view the list of camera locations, and contact the registered camera owners.

By providing the Rimbeypol RCMP with the location of your security cameras, you could be helping to shorten the required time for investigations and providing key information to ensure people responsible for crime are held responsible.

Community Assisted Policing Through Use of Recorded Evidence



crimecapture.ca



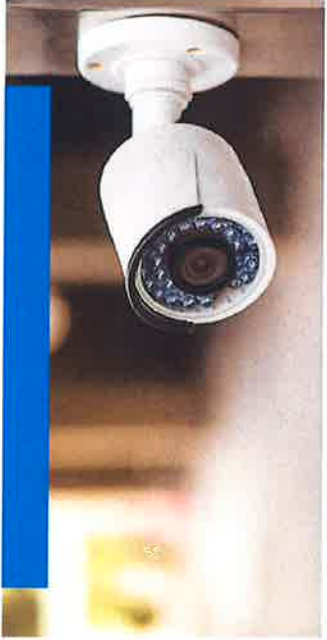
CAPTURE is a voluntary camera registry that records the locations of security cameras in Rimbeypol and surrounding area.

The purpose of **CAPTURE** is to build a registry of private security camera locations to assist in police investigations.

Often, security cameras capture evidence that can be used to solve a crime. If an incident happens, Rimbeypol RCMP can view the list of camera locations, and contact the registered camera owners.

By providing the Rimbeypol RCMP with the location of your security cameras, you could be helping to shorten the required time for investigations and providing key information to ensure people responsible for crime are held responsible.

Community Assisted Policing Through Use of Recorded Evidence



ABOUT CAPTURE

- Registering your camera is voluntary
- Multiple cameras can be registered
- Joining the registry does not mean you are obligated to give access to or share the footage – by registering you are only providing the location of your camera
- The information is not shared publicly – it is only available to the Rimbey RCMP
- You can withdraw registration at any time

Help police investigate crimes and keep your community safe.

The registry is voluntary and secure. Sign up and help protect your property, your family and your community.

REGISTER YOUR CAMERA(S) AT

crimecapture.ca

In collaboration with Blackfalds, Innisfail, Rimbey, Rocky Mountain House & Sylvan Lake RCMP

ABOUT CAPTURE

- Registering your camera is voluntary
- Multiple cameras can be registered
- Joining the registry does not mean you are obligated to give access to or share the footage – by registering you are only providing the location of your camera
- The information is not shared publicly – it is only available to the Rimbey RCMP
- You can withdraw registration at any time

Help police investigate crimes and keep your community safe.

The registry is voluntary and secure. Sign up and help protect your property, your family and your community.

REGISTER YOUR CAMERA(S) AT

crimecapture.ca

In collaboration with Blackfalds, Innisfail, Rimbey, Rocky Mountain House & Sylvan Lake RCMP

ABOUT CAPTURE

- Registering your camera is voluntary
- Multiple cameras can be registered
- Joining the registry does not mean you are obligated to give access to or share the footage – by registering you are only providing the location of your camera
- The information is not shared publicly – it is only available to the Rimbey RCMP
- You can withdraw registration at any time

Help police investigate crimes and keep your community safe.

The registry is voluntary and secure. Sign up and help protect your property, your family and your community.

REGISTER YOUR CAMERA(S) AT

crimecapture.ca

In collaboration with Blackfalds, Innisfail, Rimbey, Rocky Mountain House & Sylvan Lake RCMP



REQUEST FOR DECISION

Council Agenda Item	6.1
Council Meeting Date	January 26, 2021
Subject	Tax Incentive Bylaw 974/21
For Public Agenda	Public Information
Background	<p>In September of 2020 Mayor Pankiw requested Administration to investigate the possibility of implementing a Tax Incentive Bylaw to encourage the development of non-residential properties in the Town of Rimbe.</p> <p>In 2019 Sections 364.2 and 364.3 of the <i>Municipal Government Act</i> came into force to provide for a new mechanism to incentivize development. Section 364.2 allows Council, by bylaw, to grant tax exemptions or tax deferrals to non-residential properties. Following the requirements of these sections of the MGA, Administration has reached out to Brownlee LLP to prepare the appropriate bylaw and agreements.</p>
Discussion	<p>The purpose of Bylaw 974/21 Tax Incentive Bylaw is to allow tax exemptions from municipal taxes for qualifying Non-Residential properties in the Town of Rimbe. Although Section 364.2 of the MGA allows for both tax exemptions and/or tax deferrals Bylaw 974/21 only includes tax exemptions and does not include tax deferrals.</p> <p>As per Section 4.2.3 of Bylaw 974/21, to be eligible for the tax exemptions outlined, the assessed value of the qualifying property must increase by a certain defined amount as a result of the development. Administration suggests that the minimum amount be set at \$250,000 which would allow the construction of a new building as well as substantial renovations of an existing building to be eligible for the tax exemption.</p> <p>Section 5.2 sets out the application fee for the tax incentive program. Administration is recommending an application fee of \$1,000. This is consistent with our Subdivision application fee and slightly higher than our minor land use bylaw amendment fee of \$750 and lower than our major land use bylaw amendment fee of \$1,500.</p> <p>Section 5.3 sets out the timeframe of when applications can be received. In this draft bylaw an application may be submitted after all development permits have been approved and received by the Town within 60 days of the start of construction. These dates could be changed to allow earlier or later submissions such as applications must be received before construction commences or, to allow applications to be submitted up to the date construction is complete.</p>



REQUEST FOR DECISION

	The attached Tax Incentive Agreement will be completed for each application and will be reviewed by Administration. Administration will determine eligibility and provide recommendations to Council about whether the applicant qualifies for an exemption. Council will then consider the application and direct, by resolution, that Administration enter into a Tax Incentive Agreement or refuse the application.
Relevant Policy/Legislation	MGA Sections 364.2 and 364.3
Options/Consequences	1. Direct Administration to revise the bylaw to incorporate further changes 2. Pass first reading of Tax Incentive Bylaw 974/21
Attachments	Draft Town of Rimbey Tax Incentive Bylaw Draft Tax Incentive Agreement for corporate developers Draft Tax Incentive Agreement for individual developers
Recommendation	Council pass first reading of Bylaw 974/21 Tax Incentive Bylaw

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR
THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

WHEREAS The Town of Rimbey considers it desirable to encourage the development of non-residential properties for the general benefit of the Town;

AND WHEREAS Pursuant to Section 364.2 of the *Municipal Government Act*, RSA 2000, c M-26, Council may pass a tax incentives bylaw to encourage development and revitalization of non-residential properties for the general benefit of the Town;

AND WHEREAS The Town of Rimbey is responsible for carrying out measures that will develop and maintain a viable community pursuant to Section 3(c) of the *Municipal Government Act*, which includes measures to improve the long-term economic outlook for the Town,

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

1 TITLE

1.1 This Bylaw may be referred to as the "Tax Incentives Bylaw".

2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- c) "Applicant" means a person who applies for an Exemption;
- d) "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- e) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- f) "Bylaw" means this Tax Incentives Bylaw;
- g) "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- h) "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Fee and the application requirements for non-residential tax incentives and the application form for non-residential tax incentives as set out in Appendices "A" and "B", respectively, attached hereto;
- i) "Council" means all the councillors of the Town including the chief elected official for the Town;
- j) "Development or Revitalization" means, in respect of a Non-residential Property, construction of a new Structure, construction of an expansion to an existing Structure and/or renovation or improvement of an existing Structure, but excludes demolition of a Structure if that demolition does not occur in conjunction with construction of a new replacement Structure;
- k) "Exemption" means an exemption from taxation for Non-residential Property as provided for in Part 10, Division 2 of the Act. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- l) "Non-residential Property" means non-residential as defined in the Act in respect of property;
- m) "Qualifying Property" means a Non-residential Property that is the subject of Development or Revitalization;
- n) "Structure" means a structure as that term is defined in s 284(1)(u) of the Act that is Non-residential Property;
- o) "Tax Incentive Agreement" means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property; and
- p) "Town" means the Town of Rimbey in the Province of Alberta.

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

3 PURPOSE

3.1 The purpose of this Bylaw is to allow tax incentives in the form of Exemptions from taxation under Part 10, Division 2 of the Act for Qualifying Properties in the Town that meet the requirements of this Bylaw.

4 CRITERIA FOR AN EXEMPTION

4.1 In order to apply for an Exemption, an Applicant must meet the following criteria:

4.1.1 The Applicant must be the Assessed Person for the Qualifying Property that is the subject of the application; and

4.1.2 The Applicant must have no outstanding monies owing to the Town.

4.2 In order to qualify for an Exemption, the Non-residential Property in question must be a Qualifying Property, and must meet the following additional criteria:

4.2.1 The Qualifying Property must be located within the geographical boundaries of the Town;

4.2.2 All required Town development approvals with respect to the Development or Revitalization of the Qualifying Property must have been issued;

4.2.3 The Development or Revitalization of the Qualifying Property must cause the assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, to experience an incremental increase of at least \$250,000 between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year to which an Exemption provided pursuant to this Bylaw is to apply; and

4.2.4 The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

4.3 No Exemption shall be provided in respect of any Development or Revitalization that was completed before this Bylaw comes into force.

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

5 APPLICATION FOR AN EXEMPTION

5.1 Applicants must submit a Complete Application to the CAO.

5.2 The Application Fee is \$1,000.

5.3 Complete Applications may be submitted after all required Town development approvals with respect to the Development or Revitalization have been issued, and Complete Applications must be received on or before the date that is sixty (60) days after the date on which construction of the Development or Revitalization has commenced.

5.4 Complete Applications must be received on or before October 1st of the year prior to the year in which the requested Exemption is to commence.

5.5 Complete Applications may be considered and approved in accordance with the requirements of this Bylaw before construction of the Development or Revitalization of the Qualifying Property is complete, however, the Exemption will not apply until all such construction is complete and has been inspected and approved for occupancy.

5.6 Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, in the discretion of the CAO, is necessary to complete the application.

5.7 The CAO will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.

5.8 The CAO has the discretion to reject applications that are incomplete or illegible.

5.9 Applicants whose applications are returned as incomplete or illegible may resubmit an application provided the application is resubmitted by the deadline provided in section 5.4 of this Bylaw.

5.10 The CAO will advise Applicants in writing with reasons if their application is rejected.

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

6 CONSIDERATION OF APPLICATIONS

6.1 Administration shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provide a written report with recommendations to Council.

6.1.1 In conducting a review pursuant to section 6.1, Administration may rely upon financial documentation and estimates provided by the applicant to make an initial determination of whether or not the criterion in section 4.2.3, regarding assessed value, is met. For greater certainty, and without limiting any other provision of this Bylaw, an initial determination made pursuant to this section shall not prevent the subsequent cancellation of an Exemption, in accordance with this Bylaw, in the event that it is determined, on the basis of future assessments, that the criterion in section 4.2.3 has not, in fact, been met.

6.3 Council shall review the Complete Application and Administration's report and may:

6.3.1 pass a resolution directing Administration to enter into a Tax Incentive Agreement; or

6.3.2 pass a resolution refusing the Complete Application.

6.4 A resolution directing Administration to enter into a Tax Incentive Agreement must include:

6.4.1 the future taxation years to which the Exemption applies; and

6.4.2 the details and extent of the Exemption, which shall be as follows:

6.4.2.1 In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption;

6.4.2.2 In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption;

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

6.4.2.3 In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.

6.5 An Exemption must not exceed three (3) consecutive tax years.

6.6 A resolution passed under section 6.3.2 refusing an application must include the reason(s) for refusal.

6.7 Administration shall provide written notice of a refusal to an Applicant which must include the resolution passed under section 6.3.2.

7 TAX INCENTIVE AGREEMENT

7.1 Where Council has passed a resolution approving an Exemption, Administration shall draft a Tax Incentive Agreement in accordance with the resolution of Council.

7.2 A Tax Incentive Agreement must outline:

7.2.1 the taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;

7.2.2 the extent of the Exemption for each taxation year to which the Exemption applies;

7.2.3 a deadline for submission of proof that the Qualifying Property has been approved for occupancy;

7.2.4 any criteria in section 4 which formed the basis of granting the Exemption and the taxation year or years to which the criteria applies all of which are deemed to be a condition or conditions of the Tax Incentive Agreement the breach of which will result in the cancellation of the Exemption for the taxation year or years to which the criteria applies;

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

7.2.5 In the event of a cancellation pursuant to section 8.1 of this Bylaw, any monies owed to the Town shall be immediately paid by the Applicant; and

7.2.6 any other conditions Administration deems necessary and the taxation year(s) to which the condition applies.

7.3 Tax Incentive Agreements shall be executed by the chief elected official or their delegate and the CAO.

8 CANCELLATION OF TAX INCENTIVE AGREEMENT

8.1 If at any time after an Exemption is granted, Administration determines that:

8.1.1 the Applicant or their application did not meet or ceased to meet any of the criteria in section 4 which formed the basis of granting the Exemption;

8.1.2 tax arrears are owing with respect to the Qualifying Property; or

8.1.3 there was a breach of any condition of the Tax Incentive Agreement;

Administration shall make a recommendation to Council and Council may, by resolution, cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

8.2 A resolution passed by Council pursuant to section 8.1 must include reasons and identify the taxation year or years to which the cancellation applies.

8.3 Administration shall provide written notice of a cancellation to an Applicant which must include the resolution passed under section 8.1.

9 REVIEW

9.1 Where an application has been rejected by Administration on the basis that it is incomplete, Applicants may apply to Council within 14 days of receiving notice of the refusal to review the decision to reject the application.



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- 9.2 Applicants may apply to Council within 14 days of receiving a Tax Incentive Agreement to review the Tax Incentive Agreement on the limited issue of whether the Tax Incentive Agreement follows the direction of Council. Council may revise the Tax Incentive Agreement or provide direction to Administration to revise the Tax Incentive Agreement in accordance with Council's initial resolution.
- 9.3 Applicants may apply to Council within 14 days of receiving a notice of cancellation to review the cancellation and Council may uphold or revoke the cancellation.
- 9.4 Applications for judicial review of a decision pursuant to this Bylaw must be filed with the Court of Queen's Bench and served not more than sixty (60) days after the date of decision.

10 SEVERABILITY

10.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed valid.

READ A FIRST TIME THIS _____ DAY OF _____ 2020.

READ A SECOND TIME THIS _____ DAY OF _____ 2020.

READ A THIRD TIME THIS _____ DAY OF _____ 2020.

SIGNED AND PASSED THIS _____ DAY OF _____ 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR
THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

Appendix "A"

**Application Requirements for Non-Residential Tax Incentives
Pursuant to the Tax Incentives Bylaw No. [Insert Number]**

1. All applications for an Exemption under to the Tax Incentives Bylaw must include the following information:
 - a) a signed and dated application form;
 - b) the Application Fee;
 - c) if the Applicant is not an individual, an agent authorization form or directors' resolution;
 - d) if the Applicant is a corporation, a corporate registry record of the Applicant dated within 60 days of the date of the application;
 - e) a land titles certificate for the lands on which the Qualifying Property is located dated within 60 days of the date of the application;
 - f) a description of the business conducted, or to be conducted, on the Qualifying Property;
 - g) copies of all development permits issued with respect to the Development or Revitalization of the Qualifying Property;
 - h) an estimate of when the Qualifying Property will be approved for occupancy after completion of the Development or Revitalization;
 - i) an explanation of how the application meets the criteria for an Exemption; and
 - j) financial documentation related to the Development or Revitalization of the Qualifying Property that indicates that the increase in assessed value that is required by the Tax Incentives Bylaw is, or will be, met, which shall include, without limitation, construction cost estimates, copies of receipts and paid invoices and estimates regarding the current and expected future value of the Qualifying Property.

Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

2. Applicants may provide any other material, including additional print, visual or audio-visual material, which the Applicant believes will support their application.

NOTE: Applications and all material provided will be included in reports to Council and the Council agenda packages that are available to the public.

All Qualifying Properties will be subject to inspection by Town staff to ensure the validity of the application.

DRAFT



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

Appendix "B"

Application Form for Non-Residential Tax Incentives Pursuant to the Tax Incentives Bylaw No. [Insert Number]

Applicant Information:

Applicant Name:	
Registered Corporate Name, If Different:	
Legal Description of Assessed Property:	
Mailing Address of Assessed Property:	
Corporate Registry Office Address of Applicant:	

Agent Information:

Name of Authorized Agent for Applicant:	
Mailing Address for Agent:	
Email Address for Agent:	
Telephone Number for Agent:	



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

--	--

Personal Information required by Town of Rimbey application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Head at [insert contact information].

Provide, or append, a brief description of the business conducted, or to be conducted, on property:

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria set out in the Tax Incentives Bylaw:

What date is the subject property expected to be approved for occupancy:

Any additional documentation must be appended to the application. Indicate if the application includes the following:



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

- Corporate Registry Record (if applicable) (required)
- Land Titles Certificate
- Agent Authorization Form/Directors' Resolution (if applicable) (required)
- Application Fee
- Financial Documentation re: Increase in Value (required) materials (optional)
- Other
- Copies of development permit(s) (required)

Date of the Application

Signature of Applicant (or Applicant's Agent)

Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

DATE APPLICATION WAS RECEIVED

NAME OF RECIPIENT

READ a first time this _____ day of _____, 2021.

MAYOR RICK PANKIW



Town of Rimbey

Bylaw 974/21

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATIONS FOR THE TAX INCENTIVES BYLAW.

CHIEF ADMINISTRATIVE OFFICER
LORI HILLIS

READ a second time this _____ day of _____, 2021.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
LORI HILLIS

READ a third and final time this _____ day of _____, 2021.

MAYOR RICK PANKIW

CHIEF ADMINISTRATIVE OFFICER
LORI HILLIS

THIS AGREEMENT MADE EFFECTIVE this ____ day of _____, 20____.

BETWEEN:

TOWN OF RIMBEY
(hereinafter referred to as "the Town")

OF THE FIRST PART

- and -

[INSERT NAME OF PARTY]
(hereinafter referred to as "the Developer")

OF THE SECOND PART

TAX INCENTIVE AGREEMENT

WHEREAS:

- A. Pursuant to Section 364.2 of the Act, Council for the Town has passed a Tax Incentives Bylaw that allows for Exemptions from municipal taxation for a specified term for purposes of encouraging development and revitalization of non-residential properties for the general benefit of the Town.
- B. Pursuant to the Tax Incentives Bylaw, the Developer submitted an application to the Town for an Exemption relating to the Qualifying Property, and that application was accepted by Administration and subsequently approved by Council, by resolution, on [insert date], a copy of which resolution is attached hereto as Schedule "A" to this Agreement.
- C. Pursuant to the Section 364.2(5) of the Act, an approved tax exemption pursuant to a Tax Incentives Bylaw must be granted in a written form.
- D. The Town and the Developer have agreed to enter into this Agreement to set out the terms of the Exemption and any conditions associated with the Exemption.

NOW THEREFORE, in consideration of the mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Town and the Developer agree as follows:

1. Interpretation

1.1 For the purposes of this Agreement, the following words shall have the meaning ascribed below:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;

- (b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "Agreement" means this Tax Incentive Agreement;
- (d) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;
- (e) "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- (f) "Council" means all the councillors of the Town including the chief elected official for the Town;
- (g) "Development or Revitalization" means, in respect of a Non-residential Property, construction of a new Structure, construction of an expansion to an existing Structure and/or renovation or improvement of an existing Structure, but excludes demolition of a Structure if that demolition does not occur in conjunction with construction of a new replacement Structure;
- (h) "Exemption" means an exemption from taxation for Non-residential Property as provided for in Part 10, Division 2 of the Act, being property taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- (i) "Non-residential Property" means non-residential property as defined in the Act in respect of property;
- (j) "Qualifying Property" means the Non-residential Property that is legally described and identified in Schedule "B" to this Agreement, which is the subject of Development or Revitalization; and
- (k) "Tax Incentives Bylaw" means the Town of Rimbey Bylaw No.974/21.

2. Term and Extent of Exemption

2.1 Subject to the conditions set out within this Agreement, the Exemption established in section 2.3 of this Agreement, applies to the following taxation years:

- (a) [insert first taxation year];
- (b) [insert second taxation year]; and
- (c) [insert third taxation year].

2.2 The extent of the Exemption is as follows:

- (a) for the first taxation year identified in section 2.1(a) of this Agreement, the Qualifying Property shall receive a 100% Exemption;
- (b) for the second taxation year identified in section 2.1(b) of this Agreement, the

Qualifying Property shall receive an 80% Exemption;

- (c) for the third taxation year identified in section 2.1(c) of this Agreement, the Qualifying Property shall receive a 60% Exemption.

3. Conditions of Agreement

- 3.1 The Developer must provide proof to the Town, satisfactory to the Town in its sole discretion, that the Qualifying Property has been approved for occupancy, no later than December 31st of the year immediately prior to the first taxation year specified in section 2.1(a) of this Agreement.
- 3.2 It is a condition of this Agreement in respect of every taxation year in which the Exemption Applies, as set out in section 2.1 of this Agreement, that the Developer and the Qualifying Property meet all of the following:
 - (a) the Developer must be the Assessed Person for the Qualifying Property;
 - (b) the Developer must have no outstanding monies owing to the Town;
 - (c) the Qualifying Property must be located within the geographical boundaries of the Town;
 - (d) the development of the Qualifying Property must qualify as Development or Revitalization;
 - (e) the Development or Revitalization must be complete and the Qualifying Property inspected and approved for occupancy by December 31st of the year immediately prior to the first taxation year specified in section 2.1(a) of this Agreement;
 - (f) all required Town development approvals with respect to the Development or Revitalization of the Qualifying Property must be issued;
 - (g) The assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, must have experienced an incremental increase of at least \$[insert minimum dollar threshold included in Section 4.2.3 of Tax Incentives Bylaw] between the taxation year immediately prior to the commencement of construction of the Development or Revitalization and the first taxation year identified in section 2.1(a) of this Agreement.
- 3.3 Failure to meet or a cessation of compliance with any of the conditions in sections 3.1 or 3.2 constitutes an act of default by the Developer.
- 3.4 In addition, the following constitute acts of default by the Developer and are applicable to every taxation year that the Exemption applies:
 - (a) the Developer having misrepresented or omitted any information required on the application package submitted to the Town for purposes of applying for the Exemption;
 - (b) the Developer becoming bankrupt within the meaning of the *Bankruptcy and*

Insolvency Act, RSC 1985, c B-3, as amended or repealed and replaced from time to time;

- (c) a receiver, interim receiver, receiver and manager, custodian or liquidator is appointed for the business, property, affairs or revenues of the Developer, which are not diligently challenged or contested by the Developer; or
- (d) any steps are taken or action or proceeding instituted by the Developer or by any other person, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Developer or the Developer's assets, which are not diligently challenged or contested by the Developer.

4. Cancellation of Exemption and Agreement

- 4.1 Administration acting reasonably, in good faith and in a bone-fide manner, may determine whether or not the Developer has committed an act of default under this Agreement. In the event Administration so determines that the Developer has committed an act of default under this Agreement, Administration shall make a recommendation to Council that the Agreement and the Exemption be cancelled with respect to one or more of the taxation years specified in section 2.1 of this Agreement.
- 4.2 Council may, by resolution, cancel the Agreement and the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.
- 4.3 A resolution passed by Council to cancel the Exemption must include reasons and identify the taxation year or years to which the cancellation applies.
- 4.4 Administration must provide written notice of a cancellation to the Developer which must include the resolution passed by Council.
- 4.5 In the event of a cancellation of the Exemption and this Agreement, any monies owed to the Town shall be immediately pay by the Developer. For the purposes of this paragraph, "immediately" means 30 days.
- 4.6 Upon cancellation of the Exemption and this Agreement, all benefits of the Developer under this Agreement shall cease.

5. Indemnity

- 5.1 The Developer shall indemnify and save harmless the Town, and all of its respective officials, officers, employees and authorized representatives, from and against any and all losses, costs (including, without restriction, all legal costs on a solicitor and his own client full indemnity basis), damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Agreement including, without restriction, any default by the Developer in the due and punctual performance of any of its representations, warranties, covenants and agreements contained within this Agreement.

6. General

6.1 The Developer acknowledges and understands that this Agreement does not constitute an approval for development of any kind including, but not limited to, a development permit.

6.2 The parties to this Agreement shall execute and deliver all further documents and assurances necessary to give effect to this Agreement and to discharge the respective obligations of the parties.

6.3 A waiver by either party hereto of the strict performance by the other of any covenant or provision of this Agreement shall not, of itself, constitute a waiver of any subsequent breach of such covenant or provision or any other covenant or provision of this Agreement.

6.4 Whenever under the provisions of this Agreement any notice, demand or request is required to be given by either party to the other, such notice, demand or request may be given by delivery by hand to, by courier, or by registered mail sent to, the respective addresses of the parties being:

TOWN OF RIMBEY
Box 350
Rimbey AB T0C 2J0

[insert name of party]

Attention: Chief Administrative Officer _____

provided, however, that such addresses may be changed upon ten (10) days' notice and provided, further, that if in the event that notice is to be served at a time when there is an actual or anticipated interruption of mail service affecting the delivery of such mail, the notice shall not be mailed but shall be delivered by courier, hand, email, or fax.

6.5 The Developer covenants and agrees that in addition to the provisions contained in the text of this Agreement, the Developer shall be bound by the additional provisions found in the Schedules of this Agreement as if the provisions of the Schedules were contained in the text of this Agreement. This Agreement shall not amend, vary, waive or in any way discharge the obligations of the Developer under any separate development agreement or permits respecting any development or the Lands.

6.6 Notwithstanding anything contained within this Agreement, the Developer acknowledges, understands and agrees that the Developer shall be fully responsible to the Town for the performance by the Developer of all the Developer's obligations as set forth in this Agreement. The Developer further acknowledges, understands and agrees that the Town shall not be obligated in any circumstances whatsoever to commence or prosecute any claim, demand, action or remedy whatsoever against any person with whom the Developer may contract for the performance of the Developer's obligations.

6.7 In the event that either party is rendered unable wholly, or in part, by force majeure to carry out its obligations under this Agreement, other than its obligations to make payments of money due hereunder, such party shall give written notice to the other party stating full particulars of such force majeure. The obligation of the party giving such notice shall

be suspended during the duration of the delay resulting from such force majeure.

The term "*force majeure*" shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the party claiming a suspension, which, by the exercise of due diligence, such party shall not have been able to avoid or overcome; provided however, the term "*force majeure*" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event.

- 6.8 This Agreement shall not be assignable by the Developer without the express written approval of the Town. Such approval shall be subject to conditions contemplated within this Agreement and may be withheld by the Town in its discretion.
- 6.9 This Agreement shall enure to the benefit of, and shall remain binding upon (jointly and severally, where multiple parties comprising the Developer), the heirs, executors, administrators, attorney under a power of attorney, and other personal representatives of all individual parties and their respective estates, and shall enure to the benefit of, and shall remain binding upon, all successors and assigns (if and when assignment permitted herein) of all corporate parties.
- 6.10 The Agreement shall be governed by the laws of the Province of Alberta.
- 6.11 Time shall in all respects be of the essence in this Agreement.
- 6.12 If any provision hereof is contrary to law or is otherwise unenforceable such provision shall be severed and the remainder of this Agreement shall be of full force and effect.
- 6.13 Whenever the singular, plural, masculine, feminine or neuter is used throughout this Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires.
- 6.14 This Agreement, together with the other documents contemplated herein, constitute the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties, unless specifically excluded herein or therein and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

6.15 The Developer and the Town each hereby acknowledges that they are hereby executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that each is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever and that each is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.

IN WITNESS WHEREOF, the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, as of the day and year first above written.

TOWN OF RIMBEY

Per: _____
Mayor (c/s)

Per: _____
Chief Administrative Officer

[INSERT NAME OF DEVELOPER]

Per: _____
(c/s)

Per: _____

WITNESS

WITNESS

Schedule "A" – Council Resolution

[Insert Council Resolution]

Schedule "B" – Qualifying Property

[Insert Legal Description of Property]

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

- 1. I am an officer, director or agent of _____ named in the within or annexed instrument.
- 2. I am authorized by _____ to execute the instrument without affixing a corporate seal.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta, this)
___ day of _____, 20__.

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)

AFFIDAVIT OF EXECUTION FOR WITNESS

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

- 1. I was personally present and did see _____ named in the within (or annexed) Instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
- 2. The same was executed at _____, in the Province of Alberta, and that I am the subscribing witness thereto.
- 3. I know the said _____ and he/she is, in my belief, of the full age of eighteen years.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta,)
this ___ day of _____, 20__.

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I am an officer, director or agent of _____ named in the within or annexed instrument.
2. I am authorized by _____ to execute the instrument without affixing a corporate seal.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta, this)
____ day of _____, 20____.)

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)
_____)

AFFIDAVIT OF EXECUTION FOR WITNESS

I, _____, of _____,
in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I was personally present and did see _____ named in the within (or annexed) Instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. The same was executed at _____, in the Province of Alberta, and that I am the subscribing witness thereto.
3. I know the said _____ and he/she is, in my belief, of the full age of eighteen years.

SWORN BEFORE ME at _____)
_____, in the Province of Alberta,)
this ____ day of _____, 20____.)

A COMMISSIONER FOR OATHS IN AND FOR)
ALBERTA)
_____)



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	January 26, 2021
Subject	Department Reports
For Public Agenda	Public Information
Background	Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.
Discussion	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 Planning and Development Officer Report
Recommendation	Motion by Council to accept the department reports, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Highlights

Evergreen Paving Project:

- Letters of Intent to Construct a Local Improvement were mailed to the property owners of Evergreen Estates on November 10, 2020. Last day to receive a petition against the local improvement was December 10, 2020. As a valid petition against the proposed local improvement tax was not received by the deadline a Local Improvement Tax Bylaw will be brought forward to Council in the near future.

Regional Assessment Review Board

- Participated in the selection committee for four new board members for the Regional Subdivision and Development Review Board. Four current board members were reappointed for an additional three year term.

Lori Hillis
Chief Administrative Officer

Highlights

- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2020.
- Dealing with Local Authorities Pension Plan regarding queries and balancing for year end preparation.
- Checking on LAPP regarding leaves.
- Attended Council meetings on Nov. 10, Nov. 24, 2020.
- Working on iCity system re: year end and closing modules, updating constants for payroll for new year, etc.
- Working on employee retirement regarding Local Authorities Pension Plan.

Wanda Stoddart
Director of Finance
Town of Rimby

Highlights

ROADS

- Sanding streets ongoing;
- Snow removal of sidewalks & sanding as required
- Grading snow started;
- Removed snow from Main Drag;
- Christmas Decorations put up November 24/20;
- Director's Office being built & painted;

WATER

- Routine maintenance and testing;
- AEP reporting;
- Meter reading and other related work is ongoing;
- Replacing broken meters as required;
- Repairs to Water leak @ 51st Street & 49th Avenue;
- Did Annual testing;

WASTEWATER

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

RECYCLE

- Assist Ponoka County staff as required;
- Move snow as required;

R.C.M.P. STATION

- Building maintenance as required;
- Snow removal ongoing;

CEMETERY

- Opening and Closing for Burials and Cremations;
- Assist families with their needs;
- Snow removal as required;;
- Put up new flags for Remembrance Day;

OTHER

- Maintenance at Town Office and Library as required;
- Assist Development Department as required;
- Assist residents and visitors with questions and concerns;

Duncan Campbell
Acting Director of Public Works

h

Highlights:

Peter Lougheed Community Centre

- Check the facility weekly
- Generator installed – bi weekly start up on Sundays 12:10 – 1:10 pm
- Closed according to AHS
- Leak repair on a line off the Hot water tank
- Capital budget items

Community Fitness Centre

- Closed according to AHS
- All the new equipment has arrived – Stairmaster is ready for use
- Cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics when needed and extra maintenance items on existing equipment

Rimbey Aquatic Centre

- Year-end purchases for the pool
- Anti-Entrapment Compliance plan completed – Action required to be compliant – budgeting for new drain covers and other required equipment to make the pool compliant
- Monitoring temperatures and shoveling snow as needed

Arena

- Repair Dressing Room Make Up Air unit
- Repair leak on a line off the hot water tank
- Yuken valve to be replaced on Compressor 2 on the ice plant. Running on 1 compressor
- Maintenance – ongoing
- Waiting on the removal of the old Zamboni
- Closed according to AHS

Programs

- Cancelled

Events

- Annual bookings cancelled or postponed into February

Cindy Bowie
Director of Community Services

Highlights

- **Resident Questions.** Administration is answering ongoing development questions from residents. Questions are typically related to building decks, fences, house renovations and potential business locations.
- **Development Permits.** Administration has been answering resident questions regarding potential development permits on an on-going basis.
- **Certificate of Compliance.** Administration has been processing certificates of compliance and accompanying paperwork as requested.

The follow chart outlines the 2021 development statistics:

2020 Development Statistics to January 20, 2021			
	Applied 2021	Issued 2021	In Progress 2021
Development Permit Applications (non change in use / home occupation)	3	0	3
Change in Use / Home Occupation Development Permits Applications	0	0	0
Subdivision Applications	0	0	0
Land Use Bylaw Amendments	0	0	0
Certificate of Compliance Requests	0	0	0
Building Permit Applications	0	0	0

The following development permits have been approved in 2021:

Permit Number	Date Issued	Civic Address	Type of Development
25/20			IN PROGRESS
01/21			IN PROGRESS
02/21			IN PROGRESS
03/21			IN PROGRESS

DEVELOPMENT OFFICER REPORT JANUARY 26, 2021

The following chart outlines historic development statistics:

Historic Development Statistics										
	2020		2019		2018		2017		2016	
	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued
Development Permit Applications	34	33	40	39	37	34	17	15	19	18
Change in Use / Home Occupation Development Permits Applications	13	13	11	11	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision Applications	3	3	1	0	1	1	0	0	0	0
Land Use Bylaw Amendments	4	4	1	1	3	2	2	2	2	2
Certificate of Compliance Requests	12	12	13	13	13	13	10	10	12	11
Building Permit Applications	12	12	7	7	18	18	7	7	16	16

Elizabeth Armitage MEDES, RPP, MCIP
 Planning & Development Officer



REQUEST FOR DECISION

Council Agenda Item	8.2
Council Meeting Date	January 26, 2021
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Attachments	8.2.1 Tagish Engineering Project Status Update of January 7, 2021 8.2.2 Bylaw Committee Meeting <Minutes of December 1, 2020
Recommendation	Motion by Council to accept Tagish Engineering Project Status Update of January 7, 2021 and the Bylaw Committee Meeting Minutes of December 1, 2020 as information.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021

Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.20 RB00 - 2020 General Engineering		
November 26, 2020	Matichuk, Gerald	Tagish is working with the Developer on the Hwy 20 Travel Centre, in providing information related to engineering design standards.
December 10, 2020	Matichuk, Gerald	Tagish is working to provide a budget estimate for concrete replacement and repairs on 50 St between 50 Ave and 52 Ave. Tagish is working with the Developers Engineer in outlining the requirements for servicing on the Hwy 20 Travel Centre.
December 23, 2020	Matichuk, Gerald	Tagish is working with Town staff and the insurance company related to the fire at Well 10.
January 7, 2021	Matichuk, Gerald	Town staff are working with the insurance company and a demolition company to remove and dispose of Well 10 wellhouse building.
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
November 26, 2020	Solberg, Lloyd	We are just finalizing our designs. We would like to meet with the Town to finalize designs prior to Tender. When we meet with the Town we will discuss Tender dates.
December 10, 2020	Solberg, Lloyd	We had some discussion with Public Works this week to discuss a few outstanding items. Tagish and subs are working on finalizing a few details for design. We are anticipating the Tender coming out in the early new Year.
December 23, 2020	Solberg, Lloyd	Tagish and subs are working on finalizing a few details for design. We are anticipating the Tender coming out in the early new Year.
January 7, 2021	Solberg, Lloyd	Tagish and subs are working on finalizing a few details for design. We are anticipating the Tender coming out in the early new Year.
RBYM00135.00 RB135 - Standby Generator Comm Centre		
November 26, 2020	Matichuk, Gerald	Tagish is working with Highline Electrical on preparing the PPC #6 for work completed for the installation of the fire alarm integration equipment. Frontline is working on completing the final integration between the generator and transfer switch.
December 10, 2020	Matichuk, Gerald	Frontline has installed the electrical hardware between the generator and the transfer switch and has contacted Highline to complete the final electrical hook ups between the generator and transfer switch.
December 23, 2020	Matichuk, Gerald	Highline Electrical have indicated that all of there electrical work is complete. Frontline is working to ensure the standby generator is fully operational.
January 7, 2021	Matichuk, Gerald	Frontline has indicated that standby generator is fully operational and has contacted Highline Electrical to reprogram the system to fully automatic.
RBYM00136.01 RB136.01 - 2019/20 Street Improvements		
November 26, 2020	Matichuk, Gerald	Public Works, J. Branco & Sons and Tagish have agreed that with the unpredictable weather the concrete installation to extend the swale in Drader Crescent will be completed in the spring of 2021 (Oct 29, - Nov 26, 2020).
December 10, 2020	Matichuk, Gerald	Public Works, J. Branco & Sons and Tagish have agreed that with the unpredictable weather the concrete installation to extend the swale in Drader Crescent will be completed in the spring of 2021 (Oct 29, - Dec 10, 2020).

December 23, 2020 Matichuk, Gerald Public Works, J. Branco & Sons and Tagish have agreed that with the unpredictable weather the concrete installation to extend the swale in Drader Crescent will be completed in the spring of 2021 (Oct 29, - Dec 23, 2020).

January 7, 2021 Matichuk, Gerald Public Works, J. Branco & Sons and Tagish have agreed that with the unpredictable weather the concrete installation to extend the swale in Drader Crescent will be completed in the spring of 2021 (Oct 29, - Jan 7, 2021).

RBYM00138.00 RB138 - 51st Street Engineering

November 26, 2020 Solberg, Lloyd (November 26) No change.

December 10, 2020 Solberg, Lloyd We will update the costs for this project in the early new Year.

December 23, 2020 Solberg, Lloyd Dec. 23 (No change)

January 7, 2021 Solberg, Lloyd Tagish will work on revising the cost estimates in the next few weeks and sent to the Town for their review.

RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply

November 26, 2020 Matichuk, Gerald Pidherney's Inc. has completed the tie-in to the existing 150mm PVC raw water supply line at Well 13. The Contractor has completed the installation of 838 lin. meter of 150mm PE raw water supply line and has indicated that work is scheduled to be completed by December 15, 20-20.

December 10, 2020 Matichuk, Gerald Pidherney's Inc. has completed the installation of the 150mm PVC raw water supply line and is working at fusing the pipe at the drilling locations. The Contractor is working at completing the backfilling and site clean up and has indicated that all work should be completed by December 18, 2020 with final clean up completed after spring thaw in 2021.

December 23, 2020 Matichuk, Gerald Pidherney's Inc. has completed the installation of the 150mm PVC raw water supply line and backfilling at the bell hole locations. Pidherney's contract is basically complete, final cleanup and backfilling adjustments will be completed after spring thaw 2021.

January 7, 2021 Matichuk, Gerald No assignment this period (Jan 7, 2021). Pidherney's Inc. will be on site after spring thaw to complete the cleanup and backfilling adjustments.

TOWN OF RIMBEY

BYLAW COMMITTEE MEETING MINUTES

MINUTES FOR BYLAW COMMITTEE MEETING OF THE TOWN OF RIMBEY HELD ON TUESDAY, DECEMBER 01, 2020 AT 3:00 VIA ZOOM CONFERENCE.

- 1 Call to Order Chairperson Rondeel called the Bylaw Committee Meeting to order at 3:00 pm with the following in attendance:

Chairperson Gayle Rondeel
Councillor Lana Curle
Committee Member Connor Ibbotson
Chief Administrative Officer - Lori Hillis
Recording Secretary – Kathy Blakely

Absent
Deputy Chair Janet Carlson

Public
0 members of the public

2. Adoption of Agenda

2.1 December 01 2020 Agenda

Motion 2020BC022

Moved by Councillor Lana Curle to accept the agenda for the December 01, 2020 Bylaw Committee Meeting as presented.

In Favor

Chairperson Gayle Rondeel
Councillor Lana Curle
Committee Member Connor Ibbotson

Opposed

CARRIED

3. Minutes

3.1 Minutes of November 17, 2020 Bylaw Committee Meeting

Motion 2020BC023

Moved by Committee Member Connor Ibbotson to accept the Minutes of the November 17, 2020 Bylaw Committee Meeting, as presented.

In Favor

Chairperson Gayle Rondeel
Councillor Lana Curle
Committee Member Connor Ibbotson

Opposed

CARRIED

4. New and Unfinished Business

4.1 Urban Hens

Motion 2020BC024

Moved by Councillor Lana Curle to accept the Urban Hen information, as information.

In Favor

Chairperson Gayle Rondeel
Councillor Lana Curle
Committee Member Connor Ibbotson

Opposed

CARRIED

5. Adjournment

5.1 Adjournment

Motion 2020BC025


Moved by Councillor Lana Curle to adjourn the Bylaw Committee Meeting at 3:57 pm.

In Favor

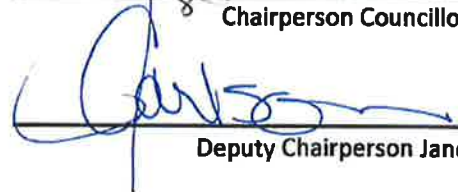
Chairperson Gayle Rondeel
Councillor Lana Curle
Committee Member Connor Ibbotson

Opposed

CARRIED



 Chairperson Councillor Rondeel



 Deputy Chairperson Janet Carlson



REQUEST FOR DECISION

Council Agenda Item	8.3
Council Meeting Date	January 26, 2021
Subject	Council Reports
For Public Agenda	Public Information
Background	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
Attachments	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
Recommendation	Motion by Council to accept the reports of Council, as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021
Date

Highlights

Date	Event	Details of Event
Jan 5, 2021	Meeting	Met with a potential developer for cannabis store
Jan 7, 2021	Meeting	Introduce a potential business owner to comm real estate owner
Jan 11, 2021	Calls	Started taking numerous calls and mtgs with taxpayers regarding responsible pet owner bylaw
Jan 12,2021	Reg Council Mtg	See Town website for minutes
Jan 14,2021	Met with Rimoka Chair and Vice Chair at Parkland Manor to do walk thru with Berry Architects to discuss demoltion	Parkland Manor demolition
Jan 20,2021	Rimoka Mtg	Regular meeting in Ponoka
Jan 21,2021	Industry Crime Watch Meeting	Regula meeting regarding crime in our area
Jan 26,2021	Regular Council Mtg	See website for minutes

Numerous commissionaire of oath's
Cheque Runs

Rick Wm. Pankiw
Mayor

Highlights

Date	Event	Details of Event
2020 Dec 15	Town Council Meeting	Attend regularly scheduled Town Council meeting via Zoom. (please see minutes)
2020 Dec 22	Town Council Meeting	Attend "Special" Town Council meeting via Zoom. (please see minutes)
2021 Jan 12	Town Council Meeting	Attend regularly scheduled Town Council meeting via Zoom. (please see minutes)
2021 Jan 14	Interagency Meeting.	Attend the regularly scheduled Interagency meeting via Zoom. (notes available upon request)
2021 Jan 21	Rimbey Regional Synergy Group	Attend the RRSG meeting via Zoom. (notes available upon request)
2021 Jan 29	Town Council Meeting	Attend regularly scheduled Town Council meeting via Zoom. (please see minutes)

J. W. Coulthard
Councillor



Highlights

Dec 22	Council meeting	Attended by Zoom, Special Council meeting
Jan 5	Bylaw committee	Attended by Zoom, regular meeting of the Bylaw Committee
Jan 12	Town Council	Regular meeting of Town Council, attended by Zoom
Jan 20	Rimoka Board Meeting	Regular meeting, held at Town of Ponoka Council Chambers
Jan 26	Town Council	Regular meeting of Town Council, attended by Zoom
Submitted by		

Lana Curle
Councillor

Highlights

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

Paul Payson
Councillor

Highlights

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

Gayle Rondeel
Councillor