

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY,
MARCH 23, 2021 AT 5:00 PM VIA ZOOM.

LOGIN:

<https://us02web.zoom.us/j/83356008315?pwd=UEVuZWVfYjdWcHc5aGd4OTA1d09wdz09>

Meeting ID: 833 5600 8315 Passcode: 910173

1	Call to Order Regular Council Meeting & Record of Attendance	
2.	Agenda Approval and Additions	1-2
3.	Minutes	3-8
3.1	Minutes of Regular Council March 09, 2021	
4.	Public Hearings - None	
5.	Delegations – Rimbeby Municipal Library – John Hull.....	9-10
6.	Bylaws	
6.1	974/21 Tax Incentives Bylaw.....	11-30
6.2	976/21 Amendment to Land Use Bylaw 917/16.....	31-77
6.3	977/21 Amendment to Land Use Bylaw 917/16.....	78-85
6.4	978/21 Amendment to Emergency Municipal Management Bylaw 893/14	86-96
7.	New and Unfinished Business	
7.1	Library Expansion Design.....	97-98
7.2	Evergreen Estates Paving.....	99-102
7.3	Rimbey Lions Club.....	103-107
8.	Reports	
8.1	Department Reports	108
8.1.1	Chief Administrative Officer.....	109
8.1.2	Director of Finance Report.....	110-112
8.1.3	Director of Public Works Report.....	113-114
8.1.4	Director of Community Services Report.....	115
8.1.5	Planning and Development Officer Report.....	116-117
8.2	Boards/Committee Reports	118
8.2.1	Tagish Engineering Project Status Update to March 5, 2020.....	119-120
8.2.2	Bylaw Committee Meeting Minutes February 2, 2021.....	121-122
8.2.3	Parkland Regional Library February 25, 2021	123-131

8.3	Council Reports	132
8.3.1	Mayor Pankiw's Report.....	133
8.3.2	Councillor Coulthard's Report.....	134
8.3.3	Councillor Curle's Report.....	135
8.3.4	Councillor Payson's Report.....	136
8.3.5	Councillor Rondeel's Report.....	137

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**

11.1 FOIP Section 17(1) Personal Privacy – Bylaw Committee Member Application

12. **Adjournment**



REQUEST FOR DECISION

Council Agenda Item	3.0
Council Meeting Date	March 23, 2021
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council March 09, 2021
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of March 09, 2021, as presented.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

TOWN OF RIMBEY
TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON TUESDAY,
MARCH 9, 2021 VIA ZOOM CONFERENCE.

LOGIN:

<https://us02web.zoom.us/j/86437563378?pwd=dDhPN0szTGRHMmo2Q0YxVDVXMUxFTU09>

Meeting ID: 864 3756 3378 Passcode: 936000

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
Development Officer-Liz Armitage
Recording Secretary – Bonnie Rybak

Public:

2

members of the public

2. Adoption of
Agenda

2.1 March 9, 2021 Agenda

Motion 037/21

Moved by Councillor Bill Coulthard to accept the Agenda for the March 9, 2021 Regular Council Meeting, as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

3. Minutes

3.1. Minutes of Regular Council Meeting February 9, 2021

Motion 038/21

Moved by Councillor Lana Curle to accept the Minutes of the Regular Council Meeting of February 23, 2021, 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

7. New and Unfinished Business

7.1 Library ExpansionMotion 043/21

Moved by Councillor Gayle Rondeel to accept the Library Expansion revised site plan submitted on March 3, 2021 to include asphalt parking lot at the rear of the building and the parking stalls reduced to 8 to accommodate larger vehicles. Also, to bring back the library expansion report to the next Council meeting to discuss library funding.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.2 Roadway Cross Section & SecurityMotion 044/21

Moved by Councillor Lana Curle to accept the Roadway Cross Section design as presented.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Motion 045/21

Moved by Councillor Bill Coulthard that Council direct the Development Authority to require securities in the amount of \$10,000 as a condition of the development permit for the Commercial development located at 5111-43 Street in Rimbey, Alberta.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

7.3 Rimbey Community Centre Demolition QuoteMotion 046/21

Moved by Councillor Paul Payson to direct Administration to award the contract for the remediation, demolition and removal of the building materials of the Rimbey Old Community Centre Demolition to Zuess Demo & Recycling for the contract price of \$54,990 plus GST with funding to come from Reserves.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

11. Closed Session11.1 Closed Session – FOIP Section 27 Privileged Information-LegalMotion 050/21

Moved by Mayor Rick Pankiw to move to a closed session at 5:46 pm to discuss:

11.1 FOIP Section 27-Privileged Information-Legal - with Mayor Pankiw, Councillor Coulthard, Councillor Curle, Councillor Payson, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support, and Bonnie Rybak as Administrative Support.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Motion 051/21

Moved by Councillor Lana Curle to end the closed session at 6:05 pm

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

12. Adjournment12.1 AdjournmentMotion 052/21

Moved by Councillor Bill Coulthard to adjourn the meeting.

In Favor

Mayor Pankiw
Councillor Coulthard
Councillor Curle
Councillor Payson
Councillor Rondeel

Opposed

CARRIED

Time of Adjournment: 6:06 pm.

 MAYOR RICK PANKIW

 CHIEF ADMINISTRATIVE OFFICER LORI HILLIS



REQUEST FOR DECISION

Council Agenda Item	5.1
Council Meeting Date	March 23, 2021
Subject	Rimbey Municipal Library
For Public Agenda	Public Information
Background	On March 12, 2021, Administration received a letter from John Hull from the Rimbe Library Board requesting an amendment to the Letter of Understanding agreement with the Town of Rimbe to recognize the addition to the Town's building.
Attachments	Letter from Rimbe Municipal Library
Recommendation	Council accepts the presentation as information.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date



March 12, 2021

Town of Rimbey
Rimbey AB

Dear Mayor and Council, CAO Lori Hillis,

With fundraising for our expansion well underway, an interesting concern was raised at our last Board meeting. The Library Board believes that an amendment to our **Letter of Understanding agreement** with the Town will be necessary to recognize the addition to the Town's building.

Section 8 of our agreement requires that the Town provide an *"adequate facility to carry out Library services and programs"*. We have long identified our need for more Library space, and this was recently quantified by an analysis of space needs based on the document *"Standards for Member Libraries within Alberta's Regional Library System"*.

After several fruitful discussions over last year, Town Council agreed to the Library's request to extend the building to the north, gaining us a little over 2000 square feet of useable space and increasing the Library's area by over 50%.

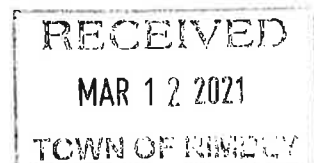
The Library has undertaken the funding of this addition, and we are making progress towards our goal of raising a total of \$500,000. We are hopeful we can begin construction later this summer.

The Board believes we need to be looking at adding an amendment to our agreement which would recognize and protect our substantial capital investment in the Town's building, should the Town ever decide to expand its current space or sell the building.

I suggest we set a meeting to discuss this issue, and then, if necessary, get together with a lawyer to get the wording for the agreement change. We look forward to your thoughts on this.

Yours truly,

John Hull
cc: Rimbey Library Board





REQUEST FOR DECISION

Council Agenda Item	6.1
Council Meeting Date	March 23, 2021
Subject	Tax Incentives Bylaw 974/21
For Public Agenda	Public Information
Background	<p>On January 26, 2021, Council passed Motion 012/21 to give first reading to the Tax Incentive Bylaw as presented and Motion 013/21 to bring the Tax Incentive Bylaw back for second reading in a month.</p> <p>On March 9, 2021, Council passed Motion 039/21 Moved by Councillor Bill Coulthard to have the minimum amounts of increased assessment required to be eligible for the 974/21 Tax Incentives Bylaw be set at \$250,000.</p>
Discussion	Tax Incentive Bylaw 974/21 has been updated to include the minimum amount of increased assessment required to be eligible for the tax incentive to be \$250,000.
Relevant Policy/Legislation	MGA Sections 364.2 and 364.3
Attachments	Town of Rimbey Tax Incentive Bylaw 974/21
Recommendation	<ol style="list-style-type: none">1. Administration recommends Council give second reading to Tax Incentives Bylaw 974/21.2. Administration recommends Council give third and final reading to Tax Incentives Bylaw 974/21.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 10, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 10, 2021
Date



Town of Rimbe

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 Rimbe 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 Rimbe 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;
- 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;

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

- 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.

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



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.

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.

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;

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.



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 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;

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.



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.

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.

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 26 DAY OF January 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS _____ DAY OF _____ 2021.

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.**

READ A THIRD TIME THIS _____ DAY OF _____ 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SIGNED AND PASSED THIS _____ DAY OF _____ 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Rimbeey

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 974/21

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.
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.



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. 974/21**

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:	

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:



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.

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:

- 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

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

Attention:

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)

Council Agenda Item	6.2
Council Meeting Date	March 23, 2021
Subject	Bylaw 976/21 Amendment to Land Use Bylaw 917//16
For Public Agenda	Public Information

Background	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On March 9, 2021 Keith and Glenna Spelrem submitted a land use bylaw amendment application to redesignate Lot 20, Block 9, Plan 8120791 (4502 51 Street) from Highway Commercial (C2) to Residential. To support their application, they included a package dated January 19, 2021 that was presented by delegation to Town Council on February 23, 2021.</p> <p>The following images show the location of the property:</p> <div style="display: flex; flex-direction: column; align-items: center;">   </div>
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A review of the property file indicates:

- A redesignation request was applied for in April 2005. The Spelrem's were verbally told in June 2005 that the application was declined.

Motion 368/05

Moved by Councillor Karrol that the request to rezone southern most portion of Lot 23, Block 9, Plan 852 0326 from C2 to R1 be denied on grounds that commercial property is limited.

CARRIED (Councillor Huff sustained from vote)

- A discretionary Development Permit was issued on January 9, 2007. (DP application 40/07) to construct a commercial building.
- A redesignation request was submitted and not approved by Council in 2013 (Bylaw 887/13)

Motion 159/13

Moved by Councillor Rondeel Council give second reading to Bylaw 887/13 Rezoning Spelrem Amendment to Land Use Bylaw.

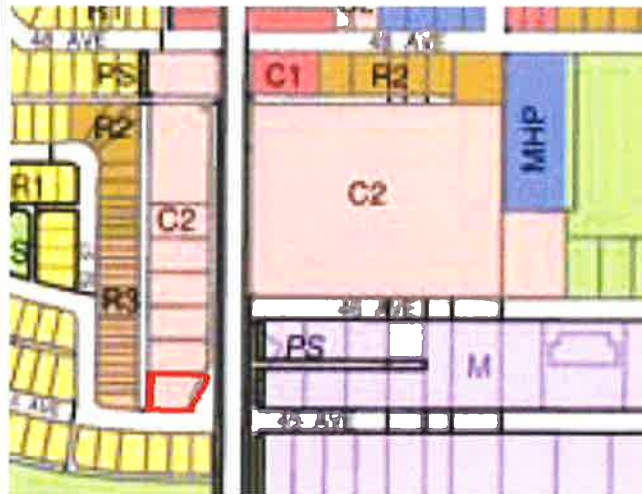
**DEFEATED
(0-5)**

- The Spelrem's received a commercial tax rebate as an incentive for building a commercial building. The total value of the rebate was \$3,028.90 paid over 3 years:
 - 2008 rebate - \$719.25
 - 2009 rebate - \$756.894
 - 2010 rebate - \$1,552.81

Discussion

The property is currently zoned C2, as per Land Use Bylaw 917/16. Land Use Bylaw 917/16 does not allow ground level residential in the C2 district as either a permitted or discretionary use.

As per Land Use Bylaw 917/16, the properties to the north, facing onto 51 Street are designated C2. The properties to the south are designated R1. The properties to the west are designated R3. The properties to the east are designated Industrial. Below is an image of the property from the town's Land Use Bylaw map.



The Municipal Development Plan, indicates that the subject property is intended to be C2. As the MDP map is conceptual, changing one property on the transition between C2 to R1 is acceptable.

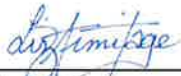

As part of this redesignation application, 26 letters were received by the Town from neighbours. The letters were prepared by the Spelrem's and given to their neighbours to fill in and send directly to the Town office. All 26 letters support the redesignation application to change the property from C2 to Residential. The main reasons for supporting the change to residential appear to be:

- Increased traffic and parking in the neighbouring residential community if the property becomes a traditional commercial use
- Increased noise if the property becomes a traditional commercial use
- A decline in neighbouring residential property values if the property becomes a traditional commercial use.

Should council approve the land use redesignation, effectively permitting residential in this location, the applicant will be responsible for applying for building permits to



REQUEST FOR DECISION

	ensure the residential use has the appropriate building permits in place.
Relevant Policy/Legislation	Town of Rimbey Land Use Bylaw 917/16 Municipal Government Act RSA 2000, ch. M-26, as amended
Options/Consequences	<ol style="list-style-type: none"> 1. Pass first reading of Bylaw 976/21 Amendment to Land Use Bylaw 917/16 and set Public Hearing date for May 11, 2021 at 5:15 pm. 2. Pass first reading of Bylaw 976/21 Amendment to Land Use Bylaw 917/16 and set Public Hearing date of an alternate date and time.
Financial Implications	Not Applicable
Attachments	<ul style="list-style-type: none"> o Bylaw 976/21 Amendment to Land Use Bylaw 917/16 o Application o Package submitted on January 19, 2021 that was presented by delegation to Town Council on February 23, 2021. o Neighbours Correspondence Letters
Recommendation	<p>Administration recommends Council give first reading of Bylaw 976/21 Amendment to Land Use Bylaw 917/16.</p> <p>Administration recommends advertising Bylaw 976/21 Amendment to Land Use Bylaw for two consecutive weeks in the Rimbey Review.</p> <p>Administration recommends setting a public hearing for Bylaw 976/21 Amendment to Land Use Bylaw 917/16 on May 11, 2021 at 5:15 pm.</p>
Prepared By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Elizabeth Armitage, MEdes, MCIP, RPP Planning and Development Officer </div> <div style="text-align: right;"> <hr/> March 18, 2021 Date </div> </div>
Endorsed By:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Lori Hillis, CPA, CA Chief Administrative Officer </div> <div style="text-align: right;"> <hr/> March 18, 2021 Date </div> </div>



BYLAW NO. 976/21

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 – REDESIGNATION

- 1) Lot 20, Block 9, Plan 8120791 will be redesignated from C2 to R1.
- 2) That the Land Use District Map of Bylaw No. 917/16 is hereby amended as per attached map in Schedule A.

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 _____ 2021.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

READ a Second Time in Council this ____ day of _____ 2021.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



BYLAW NO. 976/21

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

READ a Third Time and Finally Passed this ____ day of _____
2021.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

SCHEDULE A

Land Use Re-designation Map





Town of Rimbeey
Application for Land-Use Re-designation

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

Applicant KEITH & GLENNA SPELREM Telephone: [redacted] KEITH'S CELL [redacted] KEITH'S WORK

Mailing Address: [redacted] RIMBEY, AB TDC 250

Registered Owner's Name: KEITH SPELREM & GLENNA SPELREM

Telephone: [redacted] KEITH [redacted] GLENNA

Mailing Address: [redacted] RIMBEY, AB TDC 250

Legal Description: Lot: 20 Block: 9 Plan: 8120791
Or Certificate of Title:

Amendment Proposed

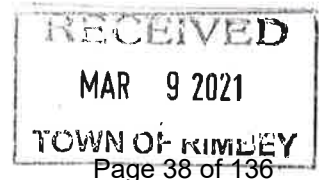
From: C-2 To: RESIDENTIAL

Reasons for Support of Application For Amendment:

As presented in information package dated 19 Jan. 2021 and by delegation at town meeting on 23 Feb. 2021

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

Date: 9 March 2021 Applicant: [Signature] Signature



January 11, 2021

Keith and Glenna Spelrem
4502 51 Street
Box 1005
Rimbey, AB T0C 2J0

Mayor Rick Pankiw
Box 350
Rimbey, AB T0C 2J0

Dear Mayor Pankiw,

It is our intention to submit an application to rezone our property, located at 4502 51 Street, Lot 20, Block 9, Plan 8120791. Under current zoning bylaws, our property is listed for highway commercial use. At some point in the future, we would potentially like to sell, which brings up a number of concerns for the surrounding residences and an active highway commercial business.

Apparent and shared concerns include:

- increased traffic
- increased parking and the unpleasant sight of required off-street parking
- increased noise
- potential for decline of neighbouring property values
- alteration to the current community dynamic
- issues of compatibility between commercial and residential property

Having lived at this address for over 12 years, we have greatly enjoyed and benefited from the community cohesion and appeal that this wonderful neighbourhood offers, and we would like to see this continue.

The original purpose of classifying land use into zones is to create compatibility and to reasonably avoid conflicting activities. With this in mind we would like to ask you to support us in our application to rezone the above property to Residential.

If you have any questions please call Keith at 403.843.2570, M-Th 08:30-17:00 or email kei91aut@hotmail.com. Thank you so very much for your time.

Sincerely,

Keith Spelrem

Glenna Spelrem

Encl: Chronological Background Information
Doc I Discretionary Development Application
Doc II Agenda Item No. 6.2
Points to Consider
Schedule A Map

Re: 4502 51 Street

Lot 20, Block 9, Plan 8120791, Zoned C2

This submission is being made to provide **chronological background information** for the above property.

2005 April - we purchased the property known as Lot 23, Block 9, Plan 8520326, 3 lots amalgamated into one property. It was our goal and vision to develop the property to best suit the residential and commercial interests and needs of the area. At that time, our intent was to subdivide the property to create two C2 lots and rezone the south-most lot to two R1 lots.

2005 June - R. H. Riddett of West Central Planning Agency advised the Town to pass a partial plan cancellation bylaw to revert the property to the three original C2 lots: Lots 18, 19, 20, Block 9, Plan 8120791. Through extensive consultation, Mr. Riddett agreed that the rezoning of the south lot, now known as Lot 20, would better blend the area. It would provide an appropriate transition from the R1 properties on 45 Avenue to the commercial properties on 51 Street. With his support, we applied to have Lot 20 rezoned to two R1 lots.

While no formal notice of the Council's decision was received, we were verbally told by Councillor Rhonda Rae Stewart Tarney that our application to rezone to R1 had been declined based on the opinion that C2 properties were limited at the time. Subsequently, we considered different commercial building options, including one that would utilize two C2 lots (Lots 19 and 20).

2007 January - an application for a Discretionary Development Permit (see attached Doc I) was submitted for a building utilizing Lots 19 and 20, with a lower floor residence (access from 45 Avenue) and main floor Highway Commercial (access from 51 Street). This building would address a number of challenges such as the significant grade change (approx. 10ft) and blending the R1 properties on 45 Avenue to commercial properties on 51 Street.

Motion 18/07 was moved by Councillor Stewart Tarney to accept Developer's proposal in principle for Lot 19 and 20, Block 9, Plan 8120791 subject to plans approved by the development authority (carried unanimous).

Motion 19/07 moved by Councillor Clark to adjourn Public Hearing Meeting for lot 19 and 20, Block 9, Plan 8120791 with no public objections was made at 6:25pm. (carried unanimous).

We now have approval to design a building using two lots, with a residence accessed from 45 Avenue, a residential area, and a commercial space accessed from 51 Street, a commercial area.

After much consultation and consideration we came to the conclusion this development would be cost prohibitive, therefore final plans **were not submitted**.

cont...

2007 June - we designed and had engineered plans drawn up for a building that would utilize one lot, be much more cost effective and also address the grade change issue. These plans for Lot 20, Block 9, Plan 8120791, with access from 45 Avenue, were submitted to the Development Authority for review. Development application No. 40/07 was issued, signed and stamped by development officer Russell Warthroe on June 6, 2007.

2007 August - groundwork started.

2008 October - majority of construction complete, water turned on.

2013 April - an application to rezone Lot 20, Block 9, Plan 8120791 from C2 Highway Commercial to R2 Low Density General Residential was submitted.

It is important to note, when referencing Agenda Item No. 6.2 (see attached Doc II) in the Town of Rimbey minutes, the information provided in the Background section contains significant errors. As described above (see 2007 January), a Discretionary Development Permit was applied for and approved, in principle, for the building described in the Background section. That was advertised in January 2007, not 2009 as stated in the Background section. These plans were not submitted nor was a building permit issued for that building, therefore the information is redundant. No conflict exists between plans that were submitted and approved and the subsequent development.

The correct information is that a Development application No. 40/07 was approved and issued for a building on Lot 20, Block 9, Plan 81250791 with access from 45 Avenue, as described above (see 2007 June). This building has been completed.

2013 May - application was declined.



DISCRETIONARY DEVELOPMENT APPLICATION

Notice of Decision of the Development Officer

This is to notify you with respect to a decision of the Development Officer, whereby a **Discretionary Development Permit** has been **tentatively** issued authorizing a residence below the main floor, in a Highway Commercial (C2) District, at the location below.

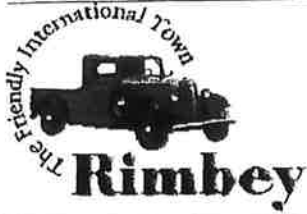
Lot: 19 & 20 Block: 9, Plan: 812 0791
Civic Address: 4502 & 4506 - 51 Street

Date of Decision: January 9, 2007

*** The Town Of Rimbey Land-Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal by serving written notice of appeal to the Secretary of the Development Appeal Board within fourteen (14) days after notice of the decision is given. The deadline for receiving appeals is Tuesday, January 23, 2007 at 4:30 p.m.

Before making a decision on this proposal, Council will hold a Public Hearing at which any person claiming to be affected by the development may ask questions or state their opinion. This hearing will be held immediately prior to the regular Council Meeting on January 23rd, 2007 at 6:00 p.m, in the Council Chambers at the Town Administration Building.

Russell Wardrope
Town Manager



Town of Rimbey

Box 350 Rimbey, Alberta T0C 2J0
Phone: (403) 843-2113 Fax: (403) 843-6599
E-mail: rtown@telusplanet.net www.rimbey.com

Appendix A

Keith & Glenna Spelrem
Box 1005
Rimbey, AB
T0C 2J0

June 6, 2007

Dear Sir or Madam:

**Re: Development Application No. 40/07
New Commercial Development**

Please be advised that your development application construct a commercial building on **20, Block: 9, Plan: 812 0791** has been approved subject to the following conditions:

- 1) Provide front-view plan and 2 sets of blue prints as soon as possible.
- 2) Rimbey requires that sewer backflow valves be installed in all new buildings.
- 3) Contact all utility companies for line locations prior to any excavating.
- 4) Conform to all regulations required by all Provincial Authorities (i.e. Alberta Building Standards, etc.) administered by the Town of Rimbey's Building Inspection Agency and all Federal Authorities.
- 5) Conform to all other regulations outlined in the Town of Rimbey's Land-Use Bylaw No. 762/04 pertaining to the proposed development.

If you have any questions or concerns regarding these conditions, please feel free to give me a call.

Sincerely,


Russell Wardrop
Town Manager &
Development Officer



Town of Rimbey

Box 350 Rimbey, Alberta T0C 2J0
 Phone: (403) 843-2113 Fax: (403) 843-6599
 E-mail: rtown@telusplanet.net www.rimbey.com

APPLICATION FOR DEVELOPMENT PERMIT Land-Use Bylaw No. 762/04

Tax Roll No: 19800 Application No: 40/07
 Applicant: Keith & Glenna Spelrom Telephone: (403) 843-2570
 Mailing Address: Box 1005 Rimbey, AB T0C 2J0
 Civic Address of Property to be Developed: 4502 - 51 Street
 Legal Address: Lot: 20 Block: 9 Plan: 812 0791
 Existing Use: Vacant Land Use District: C2
 Proposed Development: Commercial - Upscale Office Bldg.
 Registered Owner's Name: _____ Telephone: _____
 Mailing Address: _____

LOT SIZE: Width: _____ x Length: _____ = Area: _____
 LOT TYPE: Corner: Interior: _____ SET BACKS: Front Yard: 31 Side Yard: 30 Rear Yard: 28
 AREA (in sq ft): Mnf 2580 2nd Flr: _____ Att' Gr _____ Height: _____ Coverage _____ %
 OFF STREET PARKING: Existing Spaces: _____ Proposed: _____ Total Required: _____
 Size of Spaces: _____

Discretionary Permit:

ADVERTISING DATE: _____ DAB DATE: _____ ISSUE DATE: _____
 FEES: APPLICATION FOR DISCRETIONARY PERMIT (\$100.00) = \$ _____

Development Permit:

DATE OF COMMENCEMENT/COMPLETION: ASAP ESTIMATED PROJECT VALUE: \$ 200,000

Development Permit Fee: Value \$ _____ x Rate \$ \$2.00/\$1000 (min \$50) = \$ 400.00
Projects Over 1,000,000 (Contact the Town Office)

Receipt # 102812 Total Payable to the Town of Rimbey \$ 400.00

Be it understood that:

- A) The cost for repair of damages to Town Property shall be the responsibility of the 'Property Owner'.
- B) Commercial or industrial - beautification as deemed necessary by the Development Authority.

I have read and understood the terms herein and hereby apply for permission to carry out the development described above and on the attached plans and specifications. I further certify that the registered owner of the land described above is aware of and in agreement with this application.

*

 Signature of Applicant

Date: June 6/07

**LOT 22C
BLOCK 9
PLAN 012 5196**

90°09'15"
55.31

LANE

0°09'00"

94.19

54.40

180°09'15"

SERVICE ROAD

ROAD PLAN 1076 M.C.

GOVERNMENT ROAD ALLOWANCE

20°32'05"
(radial)

0°07'38"
(radial)

180°09'12"
7.30

32.31
210°09'10"

Arc=24.01
Δ=2°24'27"
Rad=571.50

10.14
270°09'13"

225°09'10"
7.07

45TH AVENUE

See Lotta

TOWN OF RIMBEY AGENDA ITEM

Meeting	Council	Meeting Date	April 29, 2013		
Agenda Item No.	6.2	Confidential	Yes	No	XX
Topic	Bylaw 887/13 – "Rezoning Spelrem Amendment to Land Use"				
Originated by	Melissa Beebe	Title	Assistant CAO/DO		

BACKGROUND:

This building permit was issued as a Commercial Upscale Office Building. The plans indicated a commercial main floor visible to the north with parking on the north lot with residential below visible to the south and parking access from lane. This was advertised back in January 2009 as a discretionary development permit. The Land Use Bylaw 762/04 Commercial permitted uses allow for residences above the main floor and the discretionary process was to have a commercial building with a residence downstairs instead of above the main floor. After further review, of the plans that were approved for development it shows the building was developed as a commercial development.

Although the parcel is not being used for a commercial use at this time, rezoning it to residential will preclude any future commercial activity from happening.

Documentation Attached:	Yes XX	No
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DISCUSSION:

Administration received an application from property owner for an amendment to the Land Use Bylaw requesting reclassification of the rezoning of Lot 20, Block 9, Plan 812 0791 (4502-51 Street). Bylaw 887/13 – Amendment to Land Use Bylaw from C2 (Highway Commercial) to R2 (Low Density General Residential).

Access to the parcel is off of 45 Avenue, consistent with the residential parcels across the street. This is due to future prospective development of a turning lane off of 51 Street.

A public Hearing could be scheduled for Monday, May 27, 2013, once first reading is completed by Council. This date allows for the two weeks of advertising and notification to adjacent Landowners.

RECOMMENDED ACTION:

That Council give first reading to Bylaw 887/13 Amendment to Land Use Bylaw 762/04 – rezoning from C2 to R2 and schedule a public hearing for May 27, 2013 @ 7:00 pm.

CAO				
DISTRIBUTION:	Council:	Admin:	Press:	Other:

Points to Consider Re: Lot 20, Block 9, Plan 8120791 (the Lot)
See attached Schedule A - map

- The Lot is C2 Highway Commercial and yet no highway access is available. The stated purpose of a C2 property **"...is to provide land for services to the travelling public, for businesses, which generate or benefit from exposure to large volumes of vehicle traffic..."** This cannot be fulfilled nor is it appropriate based on the location of the lot in question. In addition, many of the permitted uses of properties zoned C2 Highway Commercial are seen to be inappropriate in a residential area. Nowhere else in Rimbey is C2 property accessed in a residential neighbourhood.
- On a previous rezoning application (2005) for this Lot, the application was declined based on the opinion there was limited C2 properties available. Since then there has been substantial C2 Highway Commercial property developed in Rimbey in areas where businesses will benefit from high vehicle traffic volume.
- The civic address of the Lot is 4502 51 Street, suggesting the property is located and accessed from 51st Street. However, the Lot has never had access to 51 Street as the end of the Service Road Right of Way turning lane of the original design juts into what otherwise would have been a rectangular lot; this forces any activity relating to the Lot onto 45th Avenue which is R1 Residential across the street.
- The Lot is located at the south end of Block 9 and is significantly lower in elevation than adjacent commercial lots to the north of it. Therefore the relationship of the Lot to the commercial lots to the north of it is limited both by this drop in elevation and by activity relating to the Lot having to be on 45 Avenue instead of 51 Street.
- The neighbouring residential area is home to numerous families with children, as well as seniors. The 45 Avenue development did not allow for sidewalks which results in high foot/bicycle/skateboard traffic on the road. The increased traffic associated with delivery and customers of a business would create considerable safety issues.
- R1 residential property facing C2 Highway Commercial property is not found anywhere else in Rimbey. This will potentially have a negative impact on property values of the neighbouring R1 properties.
- Because of its relative isolation from the other commercial lots to the north on Block 9 the rezoning of this lot has no significant negative effect on these properties.
- It is inevitable that properties of different zoning classifications are going to come into contact and conflict with each other. If possible, it is desirable to blend the differences of these properties in the transition from one to the other. Rezoning the Lot to residential will successfully blend the transition from residential housing on 45 Avenue to the other commercial lots on Block 9 to the north on 51 Street.

Lori Hillis

From: keith s <kei91aut@hotmail.com>
Sent: Monday, February 08, 2021 10:57 AM
To: Lori Hillis
Subject: Spelrem

Lori,

We are expecting you will receive letters pertaining to our upcoming rezoning application of 4502-51 street. Our plan is to set a delegation with council on the second meeting of February in order to get an idea if it even makes sense to apply. We were recommended by Liz and Rick that having the letters in before the delegation may be helpful in our bid.

We assume these letters can be used as part of the delegation process as well as being forwarded to the application process if it gets that far.

Keith and Glenna Spelrem

February 5, 2021

Re: Rezoning Application for 4502 51 Street, Rimbey, Alberta

Applicants: Glenna and Keith Spelrem

Dear neighbours,

We would like to inform you of our upcoming application to rezone our property, located at 4502 51 Street. Under current zoning bylaws, our property is listed for highway commercial use. At some point in the future, we would potentially like to sell, which brings up a number of concerns for surrounding residences at the arrival of an active highway commercial business.

Apparent and shared concerns include:

- increased traffic and associated risks
- increased parking and the unpleasant sight of required off-street parking
- increased noise
- potential for decline of neighbouring property values
- alteration to the current community dynamic
- issues of compatibility between commercial and residential property

Having lived at this address for over 12 years, we have greatly enjoyed and benefited from the community cohesion and appeal that this wonderful neighbourhood offers, and we would like to see this continue. The original purpose of classifying land use into zones is to create compatibility and to reasonably avoid conflicting activities.

Subsequently, we will be applying to the Town of Rimbey to rezone the property to residential. If approved, this measure will ensure that the neighbourhood continues to benefit from the overall cohesion that currently exists within this area of town.

We would like to ask you to support us in our application. You can help us by signing the attached letter of support, or drafting your own, and mailing in the postage-paid envelope to town council by February 13, 2021. You can also email Lori Hillis, CPA, CA - Chief Administrative Officer at lori@rimbey.com

Please contact Keith at 403.843.2570 M-Th, 8:30am-5:00pm, if you have any questions. Thank you for your consideration.

Sincerely,

Keith Spelrem
4502 51 Street
Rimbey, AB

Glenna Spelrem

Encl: Town of Rimbey Bylaw 917/16
Letter of Support

Table 12.12.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> • First Accessory Building 13.4 m² and under 944/18 • First Accessory Building 13.4 m² and over 944/18 • Accessory Uses • Auction mart • Automotive sales and/or rental • Automotive supply store • Bakery • Car/Truck wash • Club • Convenience store • Dry cleaning/laundromat services • Financial Services • Funeral home • Gas bar • Grocery store • Hotel • Office • Medical clinic • Motel • Personal services • Public administration • Religious Institution • Restaurant • Restaurant – drive thru • Retail • Sign, excluding dynamic sign 944/18 	<ul style="list-style-type: none"> • Additional Accessory Buildings 944/18 • Air supported structure and fabric-covered structure 944/18 • Any permitted use with a height exceeding 10 metres • Adult entertainment • Amusement arcade • Automotive service and/or paint shop • Brewery, winery and distillery 940/18 • Brewpub 940/18 • Cannabis retail sales 944/18 • Child care facility 944/18 • Commercial recreation & entertainment facility 941/18 • Contracting services • Dynamic Sign 944/18 • Gambling and gaming hall • Head shop • Housing, apartment (low rise), second story and above 944/18 • Housing, apartment (high rise), second story and above 944/18 • Liquor store • Nightclub • Pawn shop • Recycling depot • Repair shop • Solar Collectors • Theatre • Trucking establishment • Utility installations • Warehouse

12.12 HIGHWAY COMMERCIAL (C2)

(1) Purpose

The C2 – Highway Commercial designation is intended to accommodate the development of a wide array of commercial uses on lots adjacent to roadways that facilitate large volumes of automotive traffic.

(2) Permitted and Discretionary Uses

Table 12.12.1 outlines the permitted and discretionary uses contemplated in the C2 designation where approval is subject to the issuance of an authorized development permit.

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

Attention: Mayor and Councillors of the Town of Rimbey

I am writing to express my support of Keith and Glenna Spelrem's application to rezone the property Lot 20, Block 9, Plan 8120791, 4502 51 Street, from highway commercial to residential.

I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically: - More traffic - it's already a busy corner - there are only two entrances & exits for a big area
- It would de-value my place - I live across the back alley
- Safety of the many people who use the walking trail

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



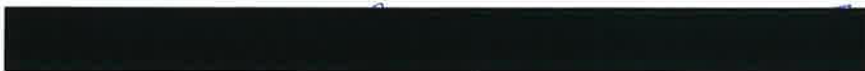
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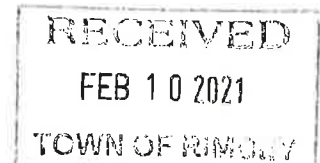


Print



Address





February 5, 2021

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Box 350
Rimbey, Ab T0C 2J0

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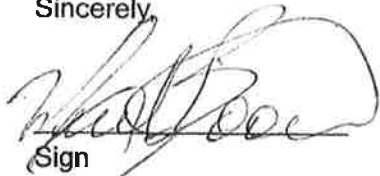
I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically: I live directly across the street from this property. I would not be very happy to have a business across from me. I have young kids across traffic

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



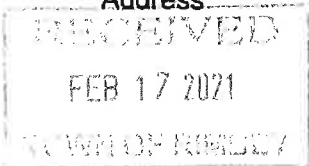
Sign

Merrily Froeman

Print

5109 45 Ave

Address



A business in this area would dramatically change value, appearance + disturb the community greatly. Please rezone.

not be ideal for young kids running around. Excess traffic + noise associated would be a problem as well as, a decrease in property value

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

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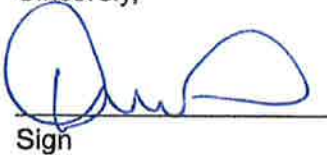
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Specifically:

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



Sign

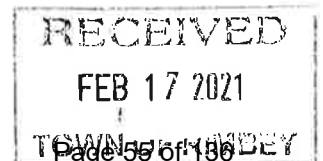
Darrell Peters The Co-operators

Print

4606 51 St. Rimbey

Address

Re-zoning this property will have zero affect on our business or any businesses on 51 st. To me it makes perfect sense to have this re-zoned to Residential.



February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

parking + traffic

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

[Redacted Signature]

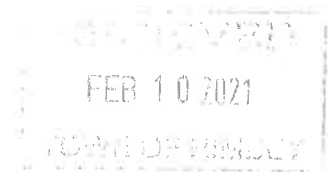
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[Redacted Name]

Print

[Redacted Address]

Address



February 5, 2021

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Box 350
Rimbey, Ab T0C 2J0

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Specifically:

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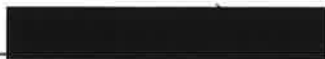
Thank you for your service.

Sincerely,

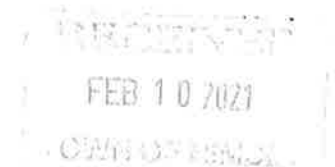

Sign




Print




Address



February 5, 2021

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Rimbey, Ab T0C 2J0

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Specifically:

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



Sign



Print



Address



February 5, 2021

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Box 350
Rimbey, Ab T0C 2J0

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically: *This property has worked incredibly well as a residence; for the owners, the neighbourhood and for the town, since its development. I feel more problems than gains could arise if it is sold and becomes a commercial venue. If possible I would prefer that it be zoned Residential to avoid any future problems of compatibility.*

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

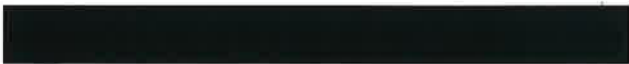
Thank you for your service.

Sincerely

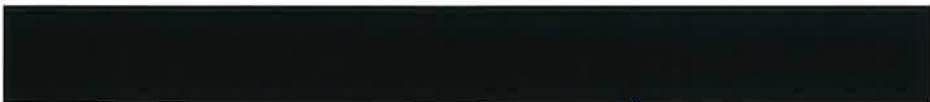


Feb. 7. 2021

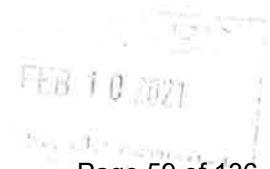
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Address



February 5, 2021

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Box 350
Rimbey, Ab T0C 2J0

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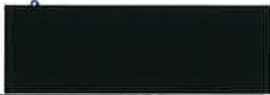
I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically: *45 Avenue is already a main thoroughfare with lots of traffic. We don't need something commercial to increase the flow of traffic.*

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



Sign



Print



Address

FEB 10 2021

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

Attention: Mayor and Councillors of the Town of Rimbey

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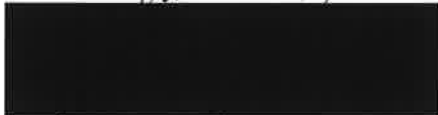
Specifically: - *Reasons why:*

- 1- Very poor access - congestion, very poor parking - if any!*
- 2- Keep it Residential - R1 only!!*
- 3- The extra traffic - no thanks!*

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



Sign



Print



Address

FEB 10 2021

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

Attention: Mayor and Councillors of the Town of Rimbey

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

I would much prefer that this property be zoned as residential. I do not want a commercial building on my street. Their house faces 45 Ave. not 51st. so their address should reflect that.

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

[Redacted Signature]

Sign

[Redacted Print Name]

Print

[Redacted Address]

Address

Glenna & Keith have been good neighbors. They keep their property neat & tidy, they are friendly, quiet and a benefit to the neighborhood.

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

Attention: Mayor and Councillors of the Town of Rimbey

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,



Print



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February 5, 2021

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

- not knowing what business could potentially move into the location (bar/pub)(drive-thru restaurant) that could lower property values.
- increased noise & traffic

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

[Redacted Signature]

Feb 10/21

Sign

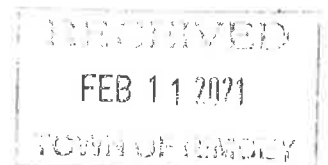
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Feb 10/21

Print

[Redacted Address]

Address



February 5, 2021

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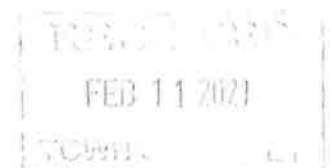
Thank you for your service.

Sincerely,


Sign


Print


Address



February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

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Specifically:

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Sincerely,



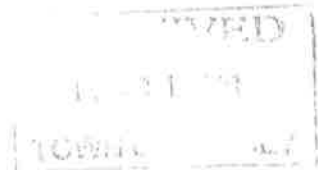
Sign



Print



Address



July 15, 2021

Michelle CAD
July 15, 2021
Rimbey, AB T0L 2J0

Attention: Mayor and Councillors of the Town of Rimbey

I am writing to express my support of Keith and Glenna Spalrem's application to rezone the property Lot 20, Block 9, Plan 8120791, 4502 51 Street, from highway commercial to residential

I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold

Specifically

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Comments:

[Redacted]

Sign:

[Redacted]

[Redacted]

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

Attention: Mayor and Councillors of the Town of Rimbey

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

This property is a home & a unique building. It complements the entrance to 45 Ave. We would not want an active commercial business in this location.
The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

[Redacted signature block]

[Redacted name block]

[Redacted address block]

Address

RECEIVED
FEB 12 2021
TOWN BY

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

Attention: Mayor and Councillors of the Town of Rimbey

I am writing to express my support of Keith and Glenna Spelrem's application to rezone the property Lot 20, Block 9, Plan 8120791, 4502 51 Street, from highway commercial to residential.

I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically: *- INCREASED TRAFFIC AND PARKING PROBLEMS*
- DECREASED PROPERTY VALUE
- NOISE

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

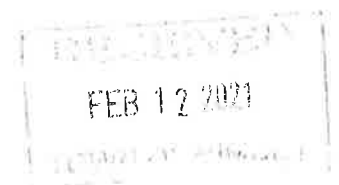
Thank you for your service.

Sincerely,

Sign

Print

Address



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Specifically:

- INCREASED TRAFFIC AND PARKING
- NOISE
- PROPERTY DAMAGE DUE TO NON RESIDENTS IN AREA

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

[Redacted Signature]

Feb 6, 2021

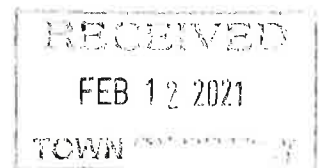
Sign

[Redacted Print Name]

Print

[Redacted Address]

Address



February 5, 2021

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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

1. Increased traffic in residential area, due to access to the property is off 45 Ave.
2. Increased parking concerns in residential area.
3. Increased noise in residential area.

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

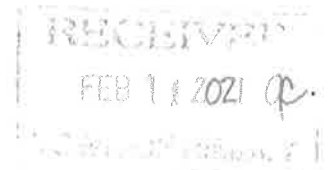
[Redacted signature]

[Redacted name]

Print

[Redacted address]

Address



February 5, 2021

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Rimbey, Ab T0C 2J0

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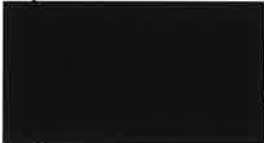
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Specifically:

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Thank you for your service.

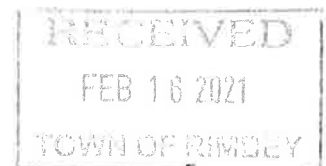
Sincerely,



Print



Address



February 5, 2021

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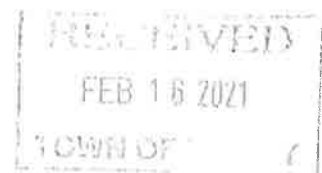
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Thank you for your service.

Sincerely,

Sign

Rimbey AB
T0C 2J0



February 5, 2021

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Specifically:

INCREASE TRAFFIC

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

Thank you for your service.

Sincerely,

[Redacted Signature]

[Redacted Print Name]

Print

[Redacted Address]

Address

RECEIVED
FEB 16 2021
TOWN OF RIMBEY

February 5, 2021

Lori Hillis CAO
Box 350
Rimbey, Ab T0C 2J0

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Thank you for your service.

Sincerely,



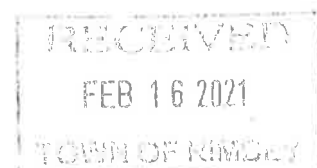
Sign



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I have a number of concerns regarding an active highway commercial business moving into that location when the property in question is sold.

Specifically:

- an increase in traffic + busyness
- increased noise
- a decline in property values

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

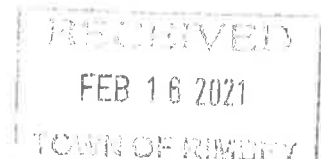
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Sincerely,

 _____
Sign

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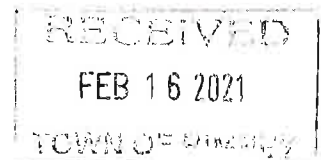
- Keeping 45 Ave a Residential Block, as a quiet neighbourhood.
- 1) For the safety of ours & the neighbours kids & grand children
 - 2) Keeping traffic to a minimum on the corner, for the safety of walkers doing the loop or circuit of the KI Trail

The impact of an active highway commercial business in a R1 neighbourhood affects the safety and quality of life of the residents. I urge you to support this application.

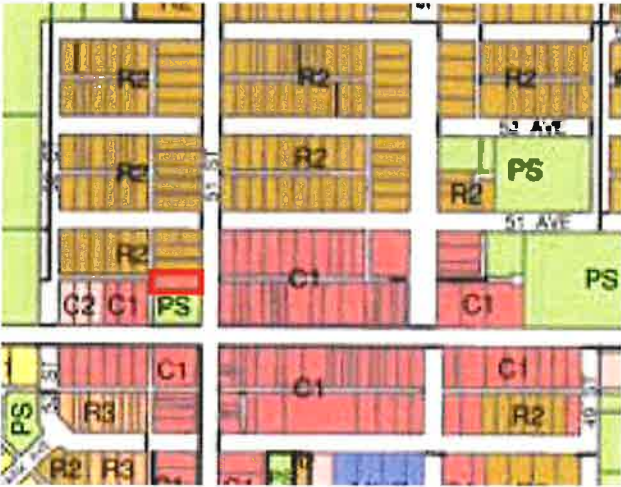
Thank you for your service.



Address



Council Agenda Item	6.3
Council Meeting Date	March 23, 2021
Subject	Bylaw 977/21 Amendment to Land Use Bylaw 917/16
For Public Agenda	Public Information
Background	<p>Bylaw 917/16, the Town of Rimbeey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>On March 11, 2021 Bayan Abou Ghamin submitted a land use bylaw amendment application redesignate Lot 1, Block 3, Plan 8328 ET (5014 – 51 Street) from Central Commercial (C1) to Residential.</p> <p>The following images show the location of the property:</p> <div data-bbox="493 846 1170 1335" data-label="Image">  </div> <div data-bbox="493 1373 1295 1862" data-label="Image">  </div>

<p>Discussion</p>	<p>The applicant indicates that the “property has been used as a residential dwelling for over 5 years. Recently I was notified of the commercial zoning of the property and need it changed to residential since there are tenants occupying the home.”</p> <p>The Town has determined that there are no permits providing approval for the building to be used for primarily residential purposes.</p> <p>The property is currently zoned C1, as per Land Use Bylaw 917/16. Land Use Bylaw 917/16 does not allow ground level residential in the C1 district as either a permitted or discretionary use.</p> <p>As per Land Use Bylaw 917/16, the property is surrounded by lands designated C1 on the south, east and southwest. The properties to the north and northwest are designated R2. Below is an image of the property from the town’s Land Use Bylaw map.</p>  <p>The Municipal Development Plan indicates that the subject property is intended to be C1. As the MDP map is conceptual, changing one property on the transition between C1 to R2 is acceptable.</p> <p>Should council approve the land use redesignation, effectively permitting residential in this location, the applicant will be responsible for applying for building permits to ensure the residential use has the appropriate building permits in place.</p>
<p>Relevant Policy/Legislation</p>	<p>Town of Rimbey Land Use Bylaw 917/16 Municipal Government Act RSA 2000, ch. M-26, as amended</p>
<p>Options/Consequences</p>	<ol style="list-style-type: none"> 1. Pass first reading of Bylaw 977/21 Amendment to Land Use Bylaw 917/16 and set Public Hearing date for May 11, 2021 at 5:00 pm. 2. Pass first reading of Bylaw 977/21 Amendment to Land Use Bylaw 917/16 and



REQUEST FOR DECISION

set Public Hearing for an alternate date and/or time.

Attachments

- Bylaw 977/21 Amendment to Land Use Bylaw 917/16
- Application

Recommendation

Administration recommends Council give first reading of Bylaw 977/21 Amendment to Land Use Bylaw 917/16.

Administration recommends advertising Bylaw 977/21 Amendment to Land Use Bylaw for two consecutive weeks in the Rimbey Review.

Administration recommends holding a public hearing for Bylaw 977/21 Amendment to Land Use Bylaw 917/16 on May 11, 2021 at 5:00 pm.

Prepared By:

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

March 18, 2021

Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 18, 2021

Date



Town of Rimbeey
Application for Land-Use Amendment

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

Applicant Bayan Abou Ghanim Telephone: [Redacted]

Mailing Address: Box [Redacted], Rimbeey

Registered Owner's Name: Bayan Abou Ghanim

Telephone: [Redacted]

Mailing Address: [Redacted] Rimbeey, AB T0C 250.

Legal Description: Lot: 1 Block: 3 Plan: 8328 ET. Or Certificate of Title:

Amendment Proposed

Reasons for Support of Application For Amendment: Property has been used as a residential dwelling for over 5 years. Recently I was notified of the commerial zoning of the property and need it changed to residential since there is tennants occupying the home.

I/We enclose \$ 750.00 Being the application fee. Pd CR# 7549.

Date: March 11/2021 Applicant: [Signature] Signature

RECEIPT RECORD



Town of Rimbey
4938 50th Avenue Box 350
RIMBEY, AB T0C 2J0
Phone No. : (403)843-2113
Fax No. : (403)843-6599

--- Item ID #0001 ---
REZONE : RE ZONING APPLICATI
GL : 1-1-610000-531
1@ 750.00 750.00
Payment Subtotal 750.00
PST 0.00
GST108129370RT0001 0.00

Payment Total 750.00
=====

MASTER CARD 750.00
NAME:: BAYAN ABOU-GNANIM
REF:: MASTERCARD
Change 0.00

11-Mar-21
D:000000424
GAIL

15:13:25
B:2021031003
R:0000007549



BYLAW NO. 977/21

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 – REDESIGNATION

- 1) Lot 1, Block 3, Plan 8328 ET will be redesignated from C1 to R2.
- 2) That the Land Use District Map of Bylaw No. 917/16 is hereby amended as per attached map in Schedule A.

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 _____ 2021.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

READ a Second Time in Council this ____ day of _____ 2021.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis



BYLAW NO. 977/21

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

READ a Third Time and Finally Passed this ____ day of _____,
2021.

Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

SCHEDULE A
Land Use Re-designation Map



Council Agenda Item	6.4
Council Meeting Date	March 23, 2021
Subject	Bylaw 978/21 Amendment to Bylaw 893/14 Municipal Emergency Management Bylaw
For Public Agenda	Public Information
Background	<p>The Local Authority Emergency Management Regulation (LAEMR) came into force January 1, 2020.</p> <p>In accordance with section 3(3) of the Local Authority Emergency Management Regulation, the Managing Director of the Alberta Emergency Management Agency has prescribed that the command, control, and coordination system that will be used in local authority's emergency management agencies shall be the Incident Command System (ICS). The implementation of ICS will be reflected through the bylaws and emergency management plans for each local authority.</p>
Discussion	To comply with the Local Authority Emergency Management Regulation the Town of Rimbey's Bylaw 893/14 must be amended to include that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the Local Authority's Emergency Management Agency.
Relevant Policy/Legislation	Local Authority Emergency Management Regulation
Attachments	<p>Bylaw 978/21 Amendment to Bylaw 893/14 Municipal Emergency Management Bylaw</p> <p>Bylaw 893/14 Municipal Emergency Management Bylaw</p>
Recommendation	<ol style="list-style-type: none"> 1. Council gives first reading of Bylaw 978/21 Amendment to Bylaw 893/14 Municipal Emergency Management Bylaw. 2. Council gives second reading of Bylaw 978/21 Amendment to Bylaw 893/14 Municipal Emergency Management Bylaw. 3. Council unanimously consider third and final reading of Bylaw 978/21 Amendment to Bylaw 893/14 Municipal Emergency Management Bylaw 4. Council gives third and final reading of Bylaw 978/21 Amendment to Bylaw 893/14 Municipal Emergency Management Bylaw



REQUEST FOR DECISION

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 18, 2021
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 18, 2021
Date



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND EMERGENCY MUNICIPAL MANAGEMENT BYLAW 893/14.

WHEREAS A bylaw of the Town of Rimbey, in the Province of Alberta, pursuant to Section 63 of *The Municipal Government Act*, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000, and amendments thereto, to allow revision of the bylaw to improve the expression of the law;

NOW THEREFORE The Town of Rimbey Council, duly assembled enacts the following amendment to By-Law 893/14:

1. Add Section 5(e) as follows:
 - (e) ensure the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Town of Rimbey Agency will be used by the local authority's emergency management agency;
2. Existing Sections 5(e) and 5(f) shall be renumbered to become Sections 5(f) and 5(g).

PART III - EFFECTIVE DATE

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

Given the first reading this 23th day of March, 2021 and was carried unanimously

Given the second reading this 23th day of March, 2021 and was carried unanimously

By unanimous consent of Council to proceed at this time with third reading to Bylaw 978/21;

Bylaw 978/21 was given third and final reading this 23rd day of March, 2021 and was unanimously passed.

j
Mayor Rick Pankiw

Chief Administrative Officer Lori Hillis

Municipal Emergency Management Bylaw

Bylaw 893/14

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA BEING THE MUNICIPAL EMERGENCY MANAGEMENT BYLAW.

WHEREAS, Council of the Town of Rimbey is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency;

WHEREAS, it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

WHEREAS, it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Ponoka County to such a degree that local resources would be inadequate to cope with the situation; and

WHEREAS, Council wishes to enter into a regional emergency management partnership with the other three municipalities within the geographical boundaries of Ponoka County for the purpose of integrated emergency management planning and operations.

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

1. *This Bylaw may be cited as the Municipal Emergency Management Bylaw.*
2. *In this Bylaw,*
 - (a) *"Act" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8;*
 - (b) *"Council" means the Council of the Town of Rimbey;*
 - (c) *"Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;*
 - (d) *"Director of Emergency Management" means the individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Town of Rimbey;*

Municipal Emergency Management Bylaw

Bylaw 893/14

- (e) *"Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;*
- (f) *"Minister" means the Minister responsible for the Emergency Management Act;*
- (g) *"Municipal Emergency Advisory Committee" means the committee of Council established under this Bylaw;*
- (h) *"Municipal Emergency Management Agency" means the agency established under this Bylaw;*
- (i) *"Ponoka Regional Emergency Advisory Committee" means a regional committee comprised of a Councillor, or designate, from each of the partnering municipalities of the Ponoka Regional Emergency Partnership;*
- (j) *"Ponoka Regional Emergency Management Agency" means the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ponoka Regional Emergency Partnership;*
- (j) *"Ponoka Regional Emergency Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs; and*
- (j) *"Ponoka Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ponoka Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Ponoka County.*

3. *There is hereby established a Municipal Emergency Advisory Committee to advise Council on the development of emergency plans and programs.*

4. *There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Section 12 of this Bylaw.*

5. *Council shall*

- (a) *by resolution, appoint one of its members to serve on the Municipal Emergency Advisory Committee;*
- (b) *provide for the payment of expenses of the members of the Municipal Emergency Advisory Committee;*

Municipal Emergency Management Bylaw

Bylaw 893/14

- (c) *by resolution, on the recommendation of the Municipal Emergency Advisory Committee, appoint a Director of Emergency Management and Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;*
 - (d) *ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Rimbey;*
 - (e) *approve the Town of Rimbey's emergency plans and programs; and*
 - (f) *review the status of the Ponoka Regional Emergency Management Plan and related plans and programs at least once each year.*
6. *Council may*
- (a) *by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and*
 - (b) *enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.*
7. *The Town of Rimbey Emergency Advisory Committee shall*
- (a) *review the Ponoka Regional Emergency Management Plan and related plans and programs on a regular basis; and*
 - (b) *advise Council, duly assembled, on the status of the Ponoka Regional Emergency Management Plan and related plans and programs at least once each year.*
8. *The Municipal Emergency Management Agency shall be comprised of one or more of the following:*
- (a) *the Director of Emergency Management;*
 - (b) *the Deputy Director(s) of Emergency Management;*
 - (c) *the Chief Administrative Officer or other administrative staff member(s) of the municipality;*
 - (d) *the Fire Chief or designate;*
 - (e) *the Communications Officer (Public Information Officer) or designate;*
 - (f) *the Public Works Manager/Foreman or designate;*
 - (g) *the Planning and Development Manager or designate;*
 - (h) *the Family and Community Support Services Manager or designate;*

Municipal Emergency Management Bylaw

Bylaw 893/14

8.A *In addition, the following public and private organizations may be invited to provide representative(s) to the Municipal Emergency Management Agency:*

- (a) the NCO in Charge, Local RCMP Detachment or designate;*
- (b) the Ambulance Service Manager or designate;*
- (c) the School Division Superintendent or designate;*
- (d) representative(s) from Alberta Health Services;*
- (e) representative(s) from adjacent communities which have entered into mutual aid agreements;*
- (f) representative(s) from local business or business associations (e.g. Chamber of Commerce);*
- (g) representative(s) from local industry or industrial associations;*
- (h) representative(s) from local telecommunications service provider;*
- (i) representative(s) from Municipal Affairs, Alberta Emergency Management Agency;*
- (j) representative(s) from Alberta Environment & Sustainable Resource Development;*
- (k) representative(s) from Alberta Transportation; and*
- (l) anybody else who might serve a useful purpose in the preparation or implementation of the Ponoka Regional Emergency Management Plan.*

9. *The Director of Emergency Management shall*

- (a) assist in the preparation and coordination of the Ponoka Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Town of Rimbey;*
- (b) act as director of emergency operations, or ensure that someone is designated under the Ponoka Regional Emergency Management Plan to so act, on behalf of the Municipal Emergency Management Agency; and*
- (c) coordinate all emergency services and other resources used in an emergency; and/or*
- (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).*

10. *The power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, or the Deputy Mayor, alone, or in their absence, any two members of Council. This committee may, at any time when it is satisfied*

Municipal Emergency Management Bylaw

Bylaw 893/14

that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

11. *When a state of local emergency is declared, the person or persons making the declaration shall*
 - (a) *ensure that the declaration identifies the nature of the emergency and the area of the Town of Rimbey in which it exists;*
 - (b) *cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and*
 - (c) *forward a copy of the declaration to the Minister forthwith.*

12. *Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may*
 - (a) *cause the Ponoka Regional Emergency Management Plan or any related plans or programs to be put into operation;*
 - (b) *acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;*
 - (c) *authorize or require any qualified person to render aid of a type the person is qualified to provide;*
 - (d) *control or prohibit travel to or from any area of the Town of Rimbey;*
 - (e) *provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town of Rimbey;*
 - (f) *cause the evacuation of persons and the removal of livestock and personal property from any area of the Town of Rimbey that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;*
 - (g) *authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;*
 - (h) *cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;*

Municipal Emergency Management Bylaw

Bylaw 893/14

- (i) *procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town of Rimbey for the duration of the state of local emergency;*
 - (j) *authorize the conscription of persons needed to meet an emergency; and*
 - (k) *authorize any persons at any time to exercise, in the operation of the Ponoka Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.*
13. *When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.*
14. *A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when*
- (a) *a resolution is passed under Section 13;*
 - (b) *a period of seven days has lapsed since it was declared, unless it is renewed by resolution;*
 - (c) *the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or*
 - (d) *the Minister cancels the state of local emergency.*
15. *When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.*
16. *No action lies against the Town of Rimbey or a person acting under the Town of Rimbey's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.*
17. *Bylaw No. 692/99 passed on May 10, 1999, dealing with the establishment of a Disaster Services/Emergency Management Committee and/or Agency is hereby rescinded.*

Municipal Emergency Management Bylaw

Bylaw 893/14


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

READ a first time this 14th day of April, 2014.

READ a second time this 14th day of April, 2014.

UNANIMOUSLY AGREED to present this By-Law for Third and Final Reading.

READ a third and final time this 14th day of April, 2014.


MAYOR


ACTING CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Council Agenda Item	7.1
Council Meeting Date	March 23, 2021
Subject	Library Expansion
For Public Agenda	Public Information
Background	<p>On January 22, 2021 the Rimbey Library Board formally applied for the Development Permit for construction of the extension.</p> <p>Development Permits are approved by the Development Authority in accordance with the Land Use Bylaw. However, as the building is a Town owned building, the Development Authority is requesting Council review the design and provide input prior to issuing the permit.</p> <p>On March 9, 2021, Council passed the following motion:</p> <p><u>Motion 043/21</u></p> <p>Moved by Councillor Gayle Rondeel to accept the Library Expansion revised site plan submitted on March 3, 2021 to include asphalt parking lot at the rear of the building and the parking stalls reduced to 8 to accommodate larger vehicles. Also, to bring back the library expansion report to the next Council meeting to discuss library funding.</p> <p><u>In Favor</u> <u>Opposed</u></p> <p>Mayor Pankiw Councillor Coulthard Councillor Curle Councillor Payson Councillor Rondeel</p>
Discussion	<p>At the March 9, 2021 Council meeting, Administration indicated:</p> <ol style="list-style-type: none">1. Council must provide a motion indicating landowner authorization for the Development Permit for the Library expansion at 4938 50th Avenue to proceed.2. Council may want to consider ensuring the Library has sufficient finances are in place prior to commencing construction. <p>Administration recommends that sufficient financing be required for the following work to be completed prior to commencing construction:</p> <ul style="list-style-type: none">• 100% completion of base building structure.• 100% completion of building envelope.• 100% completion of mechanical, electrical and plumbing systems.• 100% completion of interior finishes. Interior finishes include completion



REQUEST FOR DECISION

of ceiling, drywall, flooring, doors and lighting. Furniture and shelving systems are not considered interior finishes.

- 100% completion of parking area.

Two possible strategies to address ensuring the Library has sufficient funding in place prior to commencing construction are:

1. Council does not provide land owner authorization for the Development Permit to be processed until sufficient funding is in place.
2. Council provides authorization for the Development Permit to proceed at this time and passes a second motion indicating that prior to construction commencing the library must provide assurance that sufficient finances are in place to complete the work itemized above to the satisfaction of Council.

Recommendation

Provide landowner authorization for the Development Permit for the Library expansion at 4938 50th Avenue to proceed based on the design approved by Council on March 9, 2021.

Prior to construction commencing on the library expansion at 4938 50th Avenue the Library Board must provide written documentation that sufficient finances are in place to complete the following design elements:

- 100% completion of base building structure.
- 100% completion of building envelope.
- 100% completion of mechanical, electrical and plumbing systems.
- 100% completion of interior finishes. Interior finishes include completion of ceiling, drywall, flooring, doors and lighting. Furniture and shelving systems are not considered interior finishes.
- 100% completion of parking area.

Administration to send a letter to the Library indicating the financial requirements identified in the previous motion.

Prepared By:




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

March 11, 2021

 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

March 18, 2021


 Date

Council Agenda Item	7.2								
Council Meeting Date	March 23, 2021								
Subject	Evergreen Estates Street Improvements								
For Public Agenda	Public Information								
Background	The Town of Rimbey requested our Engineers, Tagish Engineering Ltd. to request tenders for the Evergreen Estates Street Improvements. Tenders were advertised publicly with a closing date of March 9, 2021.								
Discussion	<p>Tender documents were picked up by nine (9) companies. Four (4) companies returned tender submissions. All required Bonding and Consent of Surety were received with each tender. The tenders were reviewed for accuracy and are as follows:</p> <table data-bbox="673 835 1209 976"> <tr> <td>Border Paving Ltd.</td> <td>\$656,892.76</td> </tr> <tr> <td>Central City Asphalt Ltd.</td> <td>\$707,153.07</td> </tr> <tr> <td>TBL Construction Ltd.</td> <td>\$904,549.29</td> </tr> <tr> <td>Kantrax Contractors Ltd.</td> <td>\$1,043,044.68</td> </tr> </table> <p>Tagish Engineering advises they have worked with Border Paving Ltd. in the past with projects for the Town of Rimbey and other municipalities and have found them both a capable and experienced paving contractor.</p> <p>Border Paving Ltd. has indicated work would be scheduled to start June 7, 2021 and would be completed by July 5, 2021.</p> <p>Tagish Engineering recommends Council award the tender submitted by Border Paving Ltd., for the tendered price of \$656,892.76, including GST.</p> <p>Upon receipt of notification of acceptance from the Town of Rimbey, Tagish Engineering Ltd. will issue a Notice of Award to the successful bidder and prepare contract documents for endorsement.</p>	Border Paving Ltd.	\$656,892.76	Central City Asphalt Ltd.	\$707,153.07	TBL Construction Ltd.	\$904,549.29	Kantrax Contractors Ltd.	\$1,043,044.68
Border Paving Ltd.	\$656,892.76								
Central City Asphalt Ltd.	\$707,153.07								
TBL Construction Ltd.	\$904,549.29								
Kantrax Contractors Ltd.	\$1,043,044.68								
Options/Consequences	<ol style="list-style-type: none"> 1. Council accepts the recommendation of Tagish Engineering Ltd. and award the tender to Border Paving Ltd. 2. Council selects an alternate contractor. 3. Council redirects Tagish Engineering Ltd to retender the projects. 								
Financial Implications	As per the awarded tender.								
Attachments	Tagish Engineering Letter of Recommendation								



REQUEST FOR DECISION

Recommendation	Administration recommends Council approve the recommendation from Tagish Engineering Ltd to award the tender of the Evergreen Estates Street Improvements as submitted, to Border Paving Ltd., for the tendered price of \$656,892.76, including GST.
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Prepared By:	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	<u>March 16, 2021</u> Date
Endorsed By:	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	<u>March 16, 2021</u> Date

March 10, 2021

File#: RB141
Sent by: Mail/EmailTown of Rimbey
4938 – 50th Avenue
Rimbey, Alberta
T0C 2J0**ATTENTION: Lori Hillis, CAO**

Dear Madam:

**RE: Evergreen Estates Street Improvements
Tender Results and Recommendations**

The tender was closed on March 09, 2021 for the above project. The tender call was advertised publicly, and documents were picked up by nine (9) companies. Four (4) tenders were received by the online bidding system before the closing time. The bid amounts are presented below (including GST).

Border Paving Ltd.	\$ 656,892.76
Central City Asphalt Ltd.	\$ 707,153.07
TBL Construction Ltd.	\$ 904,549.29
Kantrax Contractors Ltd.	\$1,043,044.68

The bids were reviewed by our office and all required Bonding and Consent of Surety were received with each tender.

The Bidders were evaluated using the "Evaluation Criteria" as outlined in the tender with Border Paving Ltd. having the highest rated criteria. Border Paving Ltd. has successfully completed projects for the Town of Rimbey and other municipalities and have found them both a capable and experienced paving contractor.

Border Paving Ltd. has indicated that work is scheduled to start June 07, 2021 and completed by July 05, 2021.

The total project costs are anticipated to be the following (Not including GST):

Construction – Border Paving Ltd.	\$625,612.15
Engineering Design & Procurement	\$28,600.00
Construction Inspection & Material Testing	\$37,750.00
Construction Contingency	\$37,861.45
Project Total	\$729,823.60

Based on the above, we respectfully recommend award of the contract to Border Paving Ltd. at the tender price of \$ 656,892.76 (including GST).

If you are in agreement, please notify us and we will prepare contract documents for endorsement and issue a Notice of Award to the successful bidder.

Should you have any questions, do not hesitate to contact us at 403-346-7710.

Respectfully,

TAGISH ENGINEERING LTD



Gerald Matichuk
Senior Project Manager

RB141_LH02- Tender Results and Recommendation to Owner_10March2021



REQUEST FOR DECISION

Council Agenda Item	7.3
Council Meeting Date	March 23, 2021
Subject	Rimbey Lions Club
For Public Agenda	Public Information
Background	<p>The Rimbey Lions Club has requested that the Town and the Rimbey Lions Club enter into an agreement where the Rimbey Lions Club and the Town of Rimbey will jointly donate to the Rimbey Municipal Library Expansion.</p> <p>The Rimbey Lions Club and the Town of Rimbey have a Campground Operations Agreement where the Town of Rimbey is the owner of the facility known as the Nesting Place RV Park and the Rimbey Lions Club agrees to operate and manage the Nesting Place RV Park. The current agreement expires on October 15, 2022.</p> <p>Clause 9 in the Campground Operations Agreement states that either party may terminate the agreement by providing the other party with written notice at the end of the operating season, but no later than November 15th of that year.</p>
Discussion	<p>The Rimbey Lions Club will donate \$50,000 to the Library Expansion project in 2021 and an additional \$10,000 per year for the years 2022 to 2026 (5 years). The donation will be from both the Rimbey Lions Club and the Town of Rimbey. In exchange for the donations, the Rimbey Lions Club has requested a 10 year extension to the Campground Operations Agreement due to expire on October 15, 2022.</p> <p>In addition, the Rimbey Lions Club requests that if the Campground Operations Agreement is terminated by the Town at any time before the end of the extension (October 15, 2032), the Town will reimburse the Rimbey Lions Club \$50,000 on a prorated basis.</p> <p>Administration recommends that the Town of Rimbey and the Rimbey Lions Club enter into an agreement whereby the Rimbey Lions Club donates \$50,000 in 2021 and \$10,000 per year beginning in 2022 for 5 years (total of \$100,000 over 6 years) in the name of the Rimbey Lions Club and the Town of Rimbey in exchange for an 10 year extension of the current Campground Operations Agreement.</p> <p>Administration also recommends that the current Campground Operations Agreement between the Town of Rimbey and the Rimbey Lions Club due to expire on October 15, 2022 be extended for eleven years to October 31, 2032. The eleven year extension is needed as the current agreement does not expire until 2022 and we would be renewing it one year early.</p>
Financial Implications	None



REQUEST FOR DECISION

Attachments	Campground Operations Agreement between the Town of Rimbeey and the Rimbeey Lions Club.
Recommendation	<p>The Town of Rimbeey and the Rimbeey Lions Club enter into an agreement whereby the Rimbeey Lions Club donates \$50,000 in 2021 and \$10,000 per year beginning in 2022 for 5 years (total of \$100,000 over 6 years) in the name of the Rimbeey Lions Club and the Town of Rimbeey in exchange for an 10 year extension of the current Campground Operations Agreement.</p> <p>The current Campground Operations Agreement between the Town of Rimbeey and the Rimbeey Lions Club due to expire on October 15, 2022 be extended for eleven years to October 31, 2032.</p>

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

CAMPGROUND OPERATIONS AGREEMENT

This agreement made in duplicate this 29th day of September, 2016 A.D., between:

The Town of Rimbey
(referred to as "the Town" in this agreement)

AND

The Rimbey Lions Club
(referred to as "the Lions Club" in this agreement)

WHEREAS the Town is the owner of the facility known as the Nesting Place RV Park located in Rimbey, Alberta;

AND WHEREAS the Lions Club by this Agreement hereby agrees to operate and manage the Nesting Place RV Park;

THE PARTIES HERETO MUTUALLY AGREE AND COVENANT AS FOLLOWS:

1. That the Lions Club shall manage and operate the Nesting Place RV Park for five operating seasons, starting April 15th, 2018 and ending October 15th, 2022. This would include all land located within the property of Lot 5, Block 1, Plan 902 0977.
2. The Town agrees to provide the Lions Club with the opportunity to manage and operate the Nesting Place RV Park, based on the following terms and conditions:
 - a) The Nesting Place RV Park land will be held by the Lions Club for the purpose of managing and operating a campground.
 - b) The Town will pay all utilities (includes power, propane heating and telephone), garbage collection fees and opening and winterizing costs at the beginning and end of each season. The Town will invoice the Lions Club for all utilities, garbage collection fees and opening and winterizing costs at the end of each season for the duration of the contract.
 - c) The Lions Club will collect all revenues from the operation of the campground, less expenses as previously outlined.
 - d) The Town will provide water testing and maintenance of the water lines and all other related infrastructure for water use.
 - e) The Lions Club will be responsible for handling all inquiries in regards to the Nesting Place RV Park. A contact name and phone number must be provided to the Town to refer all inquiries.
 - f) The Lions Club shall ensure the shower building is clean, presentable and in good working order.
 - g) The Lions Club is responsible for all mowing and trimming at the Nesting Place RV Park. All garbage must be collected and the fire pits cleaned out on a regular basis.
 - h) The Lions Club shall provide all materials, supplies (firewood included), maintenance equipment and resources necessary for the operation, management and maintenance of the campground.

- i) The Lions Club shall ensure all maintenance activities are performed in a timely manner and at a high quality to ensure an effective operation that enhances the image of the Town. Annual maintenance and repairs on park benches will be the responsibility of the Lions Club.
 - j) The Lions Club shall supply all the personnel and staff necessary to provide high quality, friendly and helpful service to the public. The Lions Club may sub-contract positions as part of this agreement. The Lions Club would be solely responsible for all remuneration of their employees but may propose collaboration with the Town of Rimbey regarding the administration of that employment with respect to: WCB, Income Tax, Employment Insurance and other employment costs.
 - k) The Lions Club shall obtain written approval from the Town before making any physical additions or alterations to permanent structures, fixtures or grounds at the Nesting Place RV Park. If this lease is terminated by the Town prior to the end of the term, any such capital expenses must be reimbursed to the Lions Club by the Town at a prorated value, 20% straight-line depreciation year over year.
 - l) The Lions Club shall be responsible for the advertising and promoting the Nesting Place RV Park at their own expense.
 - m) The Town will supply the Lions Club with a full propane tank for heating at the commencement of the agreement. At the end of the term, the Lions Club will supply the Town with a full propane tank in return.
 - n) The Lions Club will be supplied with three keys to the facility. For the purpose of maintaining security during and after the terms of the agreement, it is important that the Lions Club refrain from duplicating keys.
 - o) The Town shall fix/repair all deficiencies found during the walkthrough including leaking shower taps, missing tiles in the shower area and spreading out gravel to fill the potholes on roadways.
3. The Town will require that the Lions Club, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the term of the contract specific types of insurance with insurers licensed in the Province of Alberta. The Lions Club will be required to provide the Town with a Certificate of Insurance. The Lions Club shall at its sole cost and expense place and maintain during the term of the agreement the following insurance:
- a. Insurance against loss or damage by fire and such additional perils as they are defined in a standard fire insurance contract on all improvements, furnishings, property, equipment and contents owned by the Lions Club.
 - b. **Comprehensive General Liability** insurance protecting and indemnifying the Lions Club and the Town against any and all claims for injury or damage to person or property of for loss of life occurring upon, in or about the Leased Premises, for an amount of not less than \$5,000,000.00 and which policy shall name the Town as an Additional Insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving the Town 30 days prior written notice.

c. **Automobile Liability** on all vehicles owned, operated or licensed in the name of the Operator, or used in the management, operation and maintenance of the Campground, in an amount of not less than \$2,000,000.

4. Town staff shall have access to the Nesting Place RV Park as required.
5. The Lions Club will not be required to pay property taxes or purchase a business license.
6. The Lions Club will not be required to provide a financial report of any kind related to the operations of the Nesting Place RV Park. Upon termination of this agreement, the Lions Club will make general statistics regarding camper count, revenues and expenses available to the Town.
7. The Lions Club will not be responsible for replacing any trees that are showing signs of dying.
8. The Lions Club will comply with all local, provincial and federal regulations in respect to their operations.
9. Either party may terminate the agreement by providing the other party with written notice at the end of the operating season, but no later than November 15th of that year.
10. The Town may delegate any duties, powers or functions relating to the terms of this agreement to any employee or employees of the Town. The representative of the Town for the purpose of this agreement is the Director of Community Services. The Lions Club shall not be deemed an employee or agent of the Town.
11. The Lions Club shall not assign this agreement without prior consent of the Town.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the day and year first above written.

Roy KESSAR

Witness: J. S. B. OLSEN
(Print Name)

[Signature]
Lions Club President

[Signature]
Mayor Rick Pankiw

[Signature]
Chief Administrative Office
Lori Hillis, CPA, CA



REQUEST FOR DECISION

Council Agenda Item	8.1
Council Meeting Date	March 23, 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
Recommendation	Motion by Council to accept the department reports, as information.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date



Highlights

COVID – 19 Updates:

- Attended weekly virtual meetings with Dr. Deena Hinshaw regarding COVID 19 updates with municipalities.

Capital Budget:

- Met with Tagish Engineering regarding 2021 Capital Budget. Currently working on the 2021 Capital and Operating Budgets.

Peace Officer Program:

- Met with Peter Hall with Ponoka County regarding contracting our Peace Officer to the County for a few hours per month.

Lori Hillis
Chief Administrative Officer

Highlights

- Worked on 2020 financial year end, making the necessary adjustments and balancing for all the asset and liability accounts.
- Worked on the 2020 year end working papers for the annual audit. The documents have been sent to the auditors and they are currently working on the year end audit.
- The 2020 tax arrears' listing has been sent to TaxService so they can continue with the tax recovery process.
- T4's and T4 summaries for 2020 were completed and sent out.
- Local Authorities Pension Plan (LAPP) was balanced for the 2020 year and reports filed with Alberta Pensions. The 2020 year for Local Authorities Pension Plan was closed off with Alberta Pensions and a closure letter was received.
- Completed the Workers Compensation Report for the 2021 year.
- Attended Council meetings – January 26, February 9 and February 23, 2021 via Zoom.
- Working on the tax assessments Re: regular and linear and the new Designated Industrial Properties sent from our assessor. Updating in our system.

Wanda Stoddart
Director of Finance
Town of Rimbey

Council Board Report



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

Date Range: 03-Mar-2021 to 16-Mar-2021
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
AN Adventure Distribution & Consulting	47062	03-Mar-2021	An Adventure - supplies	132.30
Brownlee LLP	47063	03-Mar-2021	Brownlee LLP - professional services	18,360.96
Bullseye Septic Service	47064	03-Mar-2021	Bullseye Septic - pump Evergreen lift station	1,176.00
Expert Security Solutions	47065	03-Mar-2021	Expert Security Solutions - pool - Mar./21 monitor	26.20
Grutterink,Herb	47066	03-Mar-2021	H.Grutterink - CC - Jan./21 snow removal	892.50
Horobets,Andrii& Horobets, Alina	47067	03-Mar-2021	A.Horobets - development deposit refund	3,000.00
Imperial Esso Service (1971)	47068	03-Mar-2021	Imperial Esso - arena - propane	24.00
Longhurst Consulting	47069	03-Mar-2021	Longhurst Consulting - March 2021 monthly serv	2,092.65
MLA Benefits Inc.	47070	03-Mar-2021	MLA Benefits - HSA - Mayor/Council - Feb.2021	1,540.04
NAPA Auto Parts - Rimbe	47071	03-Mar-2021	Napa - tools	107.58
NIKIRK,DENNIS	47072	03-Mar-2021	D.Nikirk - development deposit refund	3,000.00
Rimbe Express	47073	03-Mar-2021	Rimbe Express - freight	125.00
Rimbe Family & Community Support Services	47074	03-Mar-2021	Rimbe FCSS - March 2021 payment	15,868.00
Rimbe Fas Gas o/a 1662899 Alberta Ltd	47075	03-Mar-2021	Fas Gas - propane	71.40
Rimbe Home Hardware	47076	03-Mar-2021	Rimbe Home Hardware - paint/supplies	710.92
The Government of Alberta	47077	03-Mar-2021	Land Titles - SR#L107208	10.00
Town Of Rimbe	47078	03-Mar-2021	Town of Rimbe - utilities - Feb.2021	603.42
Uni First Canada Ltd.	47079	03-Mar-2021	UniFirst - coveralls/supplies	69.73
Wolseley Industrial Canada INC	47080	03-Mar-2021	Wolseley Industrial - CR for inv#804286	216.86
Access Land Services	47081	10-Mar-2021	Access Land - RB139 - water well	1,354.32
Advanced Fire & Safety Systems Inc.	47082	10-Mar-2021	Advanced Fire & Safety - cleaning/repair	315.00
Alberta Boilers Safety Association	47083	10-Mar-2021	Alberta Boilers Safety Assoc. - annual reg. fee	117.50
Alberta One-Call Corporation	47084	10-Mar-2021	Alberta One Call - Feb. 2021 notifications	66.15
Alsco	47085	10-Mar-2021	Alsco - janitorial supplies	235.23
Black Press Group Ltd.	47087	10-Mar-2021	Black Press Media - Feb. 2021 invoice	658.20
Carlson,Janet	47088	10-Mar-2021	Janet Carlson - dev. deposit refund	3,000.00
CENTRAL OFFICE SUPPLIES CORPORATION	47089	10-Mar-2021	Central Office Supplies - minute paper	996.45
Cimco Refrigeration	47090	10-Mar-2021	Cimco - parts	53.60
City Of Red Deer	47091	10-Mar-2021	City of Red Deer - lab analysis	1,243.20
Darcy's Drilling Services Ltd.	47092	10-Mar-2021	Darcy's Drilling - RB126 - ground water well	1,273.13
Environmental 360 Solutions (Alberta) Ltd	47093	10-Mar-2021	Environmental 360 - 5109-54 St	657.51
Evergreen Co-operative Association	47094	10-Mar-2021	Evergreen Co-op - supplies	3,209.16
Hi-Way 9 Express Ltd.	47095	10-Mar-2021	Hi-Way 9 - freight - PW	72.35
Imperial Esso Service (1971)	47096	10-Mar-2021	Imperial Esso - propane - arena	24.00
Kansas Ridge Mechanical Ltd.	47097	10-Mar-2021	Kansas Ridge Mechanical - repairs - RCMP stati	517.91
McKie,Tannis& McKie, Michael	47098	10-Mar-2021	Refund on account 003-18880-003.	90.98
Nikirk Bros. Contracting Ltd.	47099	10-Mar-2021	Nikirk Bros. Contracting - fillcrete	7,807.29
Pankiw,Rick	47100	10-Mar-2021	R.Pankiw - Mar.15/21 - expense claim	147.50
Staples Advantage	47101	10-Mar-2021	Staples Advantage - shredder/supplies	3,906.26
Superior Safety Codes Inc.	47102	10-Mar-2021	Superior Safety Codes - Jan. 2021 invoice	1,645.88
Tagish Engineering Ltd.	47103	10-Mar-2021	Tagish - general engineering	25,917.29
Uni First Canada Ltd.	47104	10-Mar-2021	UniFirst - coveralls/supplies	74.70
United Farmers Of Alberta	47105	10-Mar-2021	UFA - fuel - bylaw	226.43
Urban DirtWorks Inc.	47106	10-Mar-2021	Urban Dirtworks - 50 St / 53 Ave repair	5,473.13
Vicinia Planning & Engagement Inc.	47107	10-Mar-2021	Vicinia - Feb. 2021 - invoice	3,583.13
W.R. Meadows	47108	10-Mar-2021	WR Meadows - supplies	242.51
Wood Environment & Infrastructure Solutions	47109	10-Mar-2021	Wood Environment - Groundwater monitoring	2,162.74
Animal Control Services	47110	11-Mar-2021	Animal Control - Feb. 2021 - monthly fee	1,428.00
Cast-A-Waste Inc.	47111	11-Mar-2021	Cast-A-Waste - March 2021 - garbage/recycle	9,397.50
Rimbe Janitorial Supplies	47112	11-Mar-2021	Rimbe Janitorial Supplies - RCMP Office	290.85
RMA Insurance Ltd.	47113	11-Mar-2021	RMA Insurance - generator	101.97
UFA CO-OPERATIVE LIMITED	47114	11-Mar-2021	UFA Co-operators - property tax refund	1,271.28
LAPP	00059-0001	03-Mar-2021	LAPP - biweekly payroll Mar.5/21 (Feb.14-27/21)	9,420.01
VICTOR CANADA	00059-0002	03-Mar-2021	Victor - HCSA top up	125.00
ALBERTA MUNICIPAL SERVICE CORPORATION	00060-0001	10-Mar-2021	Alberta Municipal Services - gas/power Mar.5/21	42,374.11
Eastlink	00060-0002	10-Mar-2021	Eastlink - cable - gym	94.71
LAPP	00060-0003	10-Mar-2021	LAPP - FCSS biweekly payroll (Feb.15-28/21) M	1,394.35
Servus Credit Union Ltd.	00060-0004	10-Mar-2021	Servus Credit Union - Debenture #46 - pool	91,490.32

Council Board Report



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

Date Range: 03-Mar-2021 to 16-Mar-2021
 Sequence by: Cheque/EFT#
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Telus Mobility Inc.	00060-0005	10-Mar-2021	Telus Mobility - Mar.06/21	151.86
Waste Management	00060-0006	10-Mar-2021	Waste Management - Feb.2021 - recycle	2,533.01
Canada Revenue Agency	00061-0001	11-Mar-2021	CRA - Mar.05/21 (Feb.14-27/21)	18,334.78
Servus Credit Union - Mastercard	00061-0002	11-Mar-2021	Servus M/C - C.Bowie - Feb.2021	2,592.76
Total:				294,099.62

Highlights

ROADS

- Sanding streets ongoing;
- Snow removal of sidewalks & sanding as required
- Grading snow ongoing;
- Cleared snow from main drag;
- Christmas Decorations taken down;
- Director's Office being built & painted – Now completed;

WATER

- Routine maintenance and testing;
- AEP reporting;
- Meter reading and other related work is ongoing;
- Replacing broken meters as required;
- Did Annual Reporting to AEP
- Replaced 3 Valve stands & Keys;
- Boxed and Filed 2020 reports;
- Repaired Valve leak at 50 Street & 53 Avenue;

WASTEWATER

- Routine maintenance and testing;
- AEP reporting and other utility related work is ongoing;
- Annual reporting to AEP and WSER;
- Boxed and filed 2020 reports;

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;;

OTHER

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

Rick Schmidt
Director of Public Works

Highlights:

Peter Lougheed Community Centre

- Geocaching review
- Check the facility weekly
- Generator – bi weekly start up on Sundays 1:10 – 1:40 pm
- Cleaning Kitchen area
- Open for Markets, Dance, Low intensity Fitness Classes, Blood Donor Clinic

Community Fitness Centre

- Open for low intensity work outs – must book appointments
- Appointment available Weekdays 8 am – 8 pm, Weekends 8 am – 2 pm
- Cardlock system remains disabled, users must speak to staff to gain access
- 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

- Advertising for Lifeguard/Instructor employment opportunities
- 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

- Opened February 16th for team practices (10 participants including coach per side)
- 6 week development camp offered by Minor Hockey and Pond Hockey
- Using 3-4 hours of ice on weeknights and Saturdays are 6-8 hours of ice use, Sunday 2-4 hours of ice use
- Ice removal Monday, March 29th
- Checking ice plant 2/3 times a day – running smoothly
- Maintenance – ongoing
- Waiting on the removal of the old Zamboni

Programs

- Low intensity fitness class and Dance

Events

- Blood Donor Clinic, Indoor markets

Cindy Bowie
Director of Community Services

DEVELOPMENT OFFICER REPORT MARCH 23, 2021

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.
- **Red Tape Reduction.** Administration submitted information to the Alberta Provincial Government to outline our efforts to reduce red tape and timelines for processing development permit and subdivision application.

The follow chart outlines the 2021 development statistics:

2020 Development Statistics to March 17, 2021			
	Applied 2021	Issued 2021	In Progress 2021
Development Permit Applications (non change in use / home occupation)	8	4	4
Change in Use / Home Occupation Development Permits Applications	3	2	1
Subdivision Applications	0	0	0
Land Use Bylaw Amendments	2	0	2
Certificate of Compliance Requests	2	0	2
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	02/02/2021	4613-56 Ave	Kitchen Renovation
02/21	01/25/2021	4906-54 Ave	Demolition
03/21	01/25/2021	#102 5005-50 Ave	Cannabis Store
04/21	In Progress		
05/21	02/02/2021	4702-43 Street	New Menu Signage
06/21	02/01/2021	5001-50 Ave	Interior Renovations/Change of Use

DEVELOPMENT OFFICER REPORT MARCH 23, 2021

07/21	02/04/2021	#102 5005-50 Ave	Interior Renovations/Change of Use
08/21		In Progress	
09/21		In Progress	
10/21		In Progress	
11/21		In Progress	

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	March 23, 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 Project Status Update to March 5, 2021 8.2.2 Bylaw Committee Meeting February 2, 2021 8.2.3 Parkland Regional Library February 25, 2021
Recommendation	Motion by Council to accept the reports as information.

Prepared By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 16, 2021
Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.21 RB00 - 2021 General Engineering		
January 20, 2021	Matichuk, Gerald	Tagish staff are reviewing a Transportation Impact Assessment (TIA) for the Rimbey Travel Center submitted by Davis Development and JCB Engineering.
February 4, 2021	Matichuk, Gerald	Tagish is working with administration in preparing budget estimates for 2021 Capital projects, and Davis Development on the Rimbey Travel Center Hwy 20 development.
February 18, 2021	Matichuk, Gerald	Tagish is working with administration and Davis Development on the Rimbey Travel Center Hwy 20 development.
March 4, 2021	Matichuk, Gerald	Tagish is working with administration and Davis Development on the Rimbey Travel Center Hwy 20 development (Feb 18 - March 4, 2021).
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
January 21, 2021	Solberg, Lloyd	Tagish to set up a meeting with Public Works to go through reservoir design and finalize a few details, then we will put the project out for Tender.
February 4, 2021	Solberg, Lloyd	Tagish had a meeting with the Town to confirm details. We are looking to have the Tender go out February 17th and close March 10th.
February 18, 2021	Solberg, Lloyd	We have pushed the Tender date back a week to finalize reviews. We are looking to have the Tender go out February 24th and close March 17th.
March 3, 2021	Solberg, Lloyd	Tender went out February 24th. We had the pre-tender meeting on March 3rd. Tender closes March 17th.
RBYM00135.00 RB135 - Standby Generator Comm Centre		
January 20, 2021	Matichuk, Gerald	The Community Center Standby Generator installation is complete. The standby generator automatically started, ran and shut off on January between 12:10 and 1:10
February 3, 2021	Matichuk, Gerald	This project is completed (Feb 04, 2021).
February 18, 2021	Matichuk, Gerald	This project is completed (Feb 04 - Feb 18, 2021).
March 4, 2021	Matichuk, Gerald	This project is completed (Feb 04 - March 4, 2021).
RBYM00136.01 RB136.01 - 2019/20 Street Improvements		
January 20, 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 20, 2021).
February 4, 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, - Feb 04, 2021).
February 18, 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, - Feb 18, 2021).
March 4, 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, - March 4, 2021).
RBYM00138.00 RB138 - 51st Street Engineering		
January 21, 2021	Solberg, Lloyd	The revised cost estimate has been completed. We are finalizing internal reviews and it will be sent to the Town shortly.
February 4, 2021	Solberg, Lloyd	The cost estimate has been sent to the Town. There are no current deliverables and the project will no longer be updated unless things change.
RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
January 21, 2021	Solberg, Lloyd	We are working on progress payments for work completed last month. Pidherneys will be on site after spring thaw to complete the cleanup and backfilling adjustments.

February 4, 2021	Solberg, Lloyd	There are no current deliverables. Pidherneys will be on site after spring thaw to complete the cleanup and backfilling adjustments.
February 18, 2021	Solberg, Lloyd	There are no current deliverables. Pidherneys will be on site after spring thaw to complete the cleanup and backfilling adjustments.
March 3, 2021	Solberg, Lloyd	Pidherneys will be on site after spring thaw to complete the cleanup and backfilling adjustments. The Well control building for Well 15 has been tendered in conjunction with the Main Reservoir.

RBYM00140.00 RB140 - Rimbey MSP Projects

January 21, 2021	Solberg, Lloyd	Tagish will set up a meeting with Public Works to discuss these projects along with the Main Reservoir. They will be added to the Main Reservoir Tender.
February 4, 2021	Solberg, Lloyd	The portion of this work will be tendered with the Main Reservoir. Tender to open February 17th and close March 10th.
February 18, 2021	Solberg, Lloyd	The portion of this work will be tendered with the Main Reservoir. Tender to open February 24th and close March 17th.
March 3, 2021	Solberg, Lloyd	The portion of this work will be tendered with the Main Reservoir. Tender closes March 17th.

RBYM00141.00 RB141 - Evergreen Est Street Imp

February 18, 2021	Matichuk, Gerald	Tagish is working preparing the Tender and drawings for the Evergreen Estates Street Paving. Tender pickup is schedule for Feb 23, 2021 with Tender closing on March 09, 2021. Work will involve the shaping and surface preparation of the existing roadways, supply and compaction of granular base and installation of asphaltic concrete pavement.
March 4, 2021	Matichuk, Gerald	The Evergreen Estates Street Paving tender pickup was on Feb 23, 2021. March 3, 2021 a virtual Teams pre-tender meeting was held with five contractors participating. Project Tender closing will be March 09, 2021.

RBYM00142.00 RB142 - 2021 Street Improvements

February 18, 2021	Matichuk, Gerald	No assignment this period (Feb 18, 2021).
March 4, 2021	Matichuk, Gerald	No assignment this period (Feb 18 - March 4, 2021).

**TOWN OF RIMBEY
BYLAW COMMITTEE MEETING MINUTES**

**MINUTES FOR BYLAW COMMITTEE MEETING OF THE TOWN OF RIMBEY HELD ON
TUESDAY, FEBRUARY 2, 2021 AT 3:00 P.M. VIA ZOOM CONFERENCE.**

<https://us02web.zoom.us/j/82357709260?pwd=VkpDSIBRL3Vwa2VSMGMrMndlQXZyUT09>

Meeting ID: 823 5770 9260

Passcode: 802136

- 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
Deputy Chair Janet Carlson
Committee Member Connor Ibbotson
Chief Administrative Officer - Lori Hillis
Recording Secretary – Bonnie Rybak

Public

1

member of the public

2. Adoption of Agenda 2.1 February 2, 2021 Agenda

Motion 2021BC009

Moved by Committee Connor Ibbotson to accept the agenda for the February 2, 2021 Bylaw Committee Meeting as presented.

In Favor

Chairperson Gayle Rondeel
Councillor Lana Curle
Deputy Chairperson Janet Carlson
Committee Member Connor Ibbotson

Opposed

CARRIED

3. Minutes 3.1 Minutes of January 5, 2021 Bylaw Committee Meeting

Motion 2021BC010

Moved by Councillor Lana Curle to accept the Minutes of the January 5, 2021 Bylaw Committee Meeting, as presented.

In Favor

Chairperson Gayle Rondeel
Councillor Lana Curle
Deputy Chairperson Janet Carlson
Committee Member Connor Ibbotson

Opposed

CARRIED

4. New and Unfinished Business

4.1 Bylaw Definitions

Motion 2021BC011

Moved by Councillor Lana Curle to table the bylaw definitions until the March 2, 2021 Bylaw Committee meeting.

In Favor

Opposed

Chairperson Gayle Rondeel
Councillor Lana Curle
Deputy Chairperson Janet Carlson
Committee Member Connor Ibbotson

CARRIED

4.2 Tax Incentives Bylaw

Motion 2021BC012

Moved by Committee Member Conner Ibbotson to accept the tax incentives bylaw as information.

In Favor

Opposed

Chairperson Gayle Rondeel
Councillor Lana Curle
Deputy Chairperson Janet Carlson
Committee Member Connor Ibbotson

CARRIED

5. Adjournment 5.1 Adjournment

Motion 2021BC013


Moved by Councillor Lana Curle to adjourn the Bylaw Committee Meeting at 4:18 pm.


In Favor

Opposed

Chairperson Gayle Rondeel
Councillor Lana Curle
Deputy Chairperson Janet Carlson
Committee Member Connor Ibbotson

CARRIED



Chairperson Councillor Rondeel


Deputy Chairperson Janet Carlson



PRLS Board Meeting Minutes February 25, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:11 a.m. on Thursday February 25, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor

Present via Zoom: Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets: Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent: Jackie Almberg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

Staff: Ron Sheppard, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Call to Order

Meeting called to order at 10:11 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Janine Stannard to excuse Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, and Bonita Wood from attendance at the board meeting on February 25, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 1/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED
PRLS 2/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the November 12, 2020 minutes. There were two errors in the minutes; Glen Carrit attended the meeting and was marked absent. Also, the Vice-chair of the Advocacy Committee for 2021 is Norma Penney, not Barb Gilliat as mentioned.

Motion by Barb Gilliat to approve the minutes of the November 12, 2020 meeting as amended.

CARRIED

PRLS 3/2021

1.3. Business arising from the minutes of November 12, 2020 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion by Bruce Gartside to approve the consent agenda as presented.

CARRIED

PRLS 4/2021

Cora Knutson entered the meeting at 10:19 a.m.

3.1. Vacant Position on Parkland’s Executive Committee

Parkland’s Executive Committee has the ten-member maximum allowed by the Libraries Regulation.

Unfortunately, Jason Alderson has resigned and is leaving the province. This created a vacancy on the Executive Committee that needed to be filled.

According to board policy, when a vacancy exists for a representative for a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat shall remain vacant until the next organizational meeting of the Parkland Board.

Nominations were called and Len Philips volunteered to be the representative replacing Alderson on the Executive Committee.

Motion by Daryl Lougheed to appoint Len Philips to Parkland’s Executive Committee representing electoral constituency #4.

CARRIED

PRLS 5/2021

3.2. 2020 in Review – Approval of the 2020 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. Sheppard spoke to the challenges of 2020.

Given those challenges, with service interruptions and library closures caused by the pandemic, an extensive statistical comparison between 2019 and 2020 would be of limited value. However, some highlights from 2020 were:

- Cardholders system wide are at 31, 771.
- The total collection in the system catalogue is 680,384.
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations.
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! Of these visits, the vast majority were virtual.
- Adapting to the virtual world and the need to support libraries through the pandemic, Parkland consulting staff hosted over 30 virtual meetings with 296 attendees.
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019.
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020.

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with their vital services.

Motion by Barb Gilliat to approve the Parkland Regional Library System's *2021 Public Library Survey and 2020 Annual Report* as presented.

CARRIED
PRLS 6/2021

3.3. Advocacy Committee Report

Gord Lawlor gave the Advocacy Committee report.

The committee has determined the following priorities for 2021:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

Activities in support of these priorities will include distribution of municipal ROIs and a System return on investment, including an advocacy learning component in Parkland board meetings, delivering virtual orientations to board members (new or not), creating a welcome package for newly elected councilors, and sharing regional library advocacy tools to member boards (e.g. key messages, communication samples and templates, etc.).

Committee member Bill Rock then talked about Parkland's new building, introducing the 2-minute video of the old and new headquarters. Sheppard outlined and explained the iGUIDE virtual tour of the new building and explained how to use it and where it is located on Parkland's website.

Motion by Cindy Trautman to accept the Advocacy Committee Report for information.

CARRIED
PRLS 7/2021

3.4. Strategic Plan Review

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year. However, staff did not recommend attempting to produce a new strategic plan for 2022 or undertake a needs assessment in 2021.

At present, it is difficult to engage with our municipal councils, library boards, and member library staff while Alberta is under the restrictions imposed to combat COVID-19. Organizing an effective needs assessment would be very difficult under the current circumstances.

Given the highly irregular nature of library service at present, it is also unlikely that a needs assessment undertaken this year would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic.

Staff recommended that the board review the current plan of service and extend it for one more year. The current plan could then be filed with the Public Library Services Branch with the intention of engaging in a needs assessment in 2022 for a new strategic plan covering the years 2023 – 2025.

At their January 28th meeting, the Executive Committee made the following motion after discussing this matter:

Motion by Janine Stannard to recommend to the board that Parkland renew the Strategic Plan for one more year.

CARRIED

As part of reviewing Parkland's current strategic plan, staff asked the board to consider whether the current four goals are still relevant and should still be considered priority for the system. This is especially the case since Parkland's 2022 budget should reflect the strategic plan in numeric form.

After some discussion, it was decided that the board still supports the four goals in the Parkland Strategic Plan.

Motion by Janine Stannard to extend Parkland's current strategic plan for one more year through 2022.

CARRIED
PRLS 8/2021

Motion by Jas Payne to support the four goals in the strategic plan as presented.

CARRIED
PRLS 9/2021

3.5. eBook Purchase

Sheppard explained that historically Parkland has maintained separate online platforms for eAudiobooks and eBooks in an effort to streamline the eLibrary experience for patrons. Specifically, RBDigital was owned by Recorded Books, an audiobook publisher who had exclusive rights to many recordings/eAudiobooks.

Recently, RBDigital was purchased by Overdrive, another eContent provider. A couple of years ago, the Public Library Services Branch (PLSB) began supporting digital content

through access to eMagazines and some eAudiobook content on the RBDigital platform. That content has now moved to Overdrive and is only accessible on their platform. This means Parkland must now operate using both the Overdrive and Bibliotheca Cloud Library platforms for eBooks and eAudiobooks if Parkland is to provide the full array of content we did previously.

Since Parkland is now an Overdrive subscriber, staff requested the Executive Committee authorize \$25,000 from the Unrestricted Reserve to create an initial collection of eBooks. At their January 28th meeting, the Executive Committee approved the motion to move up to \$25,000 from the Unrestricted Reserve to purchase eContent from Overdrive. This new base collection will let member libraries focus on purchasing new eBooks for 2021 with this year's allotment. During the pandemic, the use of Parkland's eContent has gone up significantly, due to library closures.

Motion by Lori Reid to accept for information

CARRIED
PRLS 10/2021

Ann Zacharias left the meeting at 11:32

3.6. Advocacy Cooperation with Yellowhead Regional Library

Over the past few months, Parkland's Director and Yellowhead Regional Library's (YRL) Director, Karla Palichuk, have been working closely on a number of advocacy related projects. Due to the cooperative nature of Sheppard and Palichuk's advocacy work, Palichuk and YRL Board Chair Hank Smit were invited to Parkland's Advocacy Committee meetings as guests. Having staff and board members from YRL attend Parkland's Advocacy Committee meetings ongoingly was discussed at the January 28th Executive Committee meeting. The Committee made a motion endorsing YRL's participation in Parkland's advocacy efforts.

YRL plans to send up to five members of their board and staff to PRLS' meetings. Not only is the additional input useful but it will disperse the work required related to Parkland's advocacy efforts. YRL will benefit too. However the Parkland board is responsible for appointing members to the Advocacy Committee.

After some discussion, it was agreed that YRL staff would continue to work with Parkland in its advocacy efforts.

Motion by Janine Stannard to allow representatives from Yellowhead Regional library to attend Parkland Advocacy Committee meetings.

CARRIED
PRLS 11/2021

3.7. Parkland Community Update

The cover page of the meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update. The responses were as follows:

1. *What was the most important thing Parkland did in 2020?*

Heather Ryan: Moved into a new building after 60 years

Lori Reid: Maintaining van runs for interlibrary loan material

Bruce Gartside: Parkland continued to prove their value

Shannon Wilcox: Provided tech support to the libraries

Daryl Lougheed: Explored and supported alternative service delivery models

Norma Penney: Parkland continued to stay relevant throughout this pandemic

Les Stulberg: Parkland continued to operate and did not shut down in the Pandemic.

Pat Toone: Provided weekly updates and virtual coffee breaks for the library staff and volunteers

Janine Stannard: Held a virtual conference in participation with three other partners

Janine Stannard: Weekly Parkland Updates were very valuable!

2. *What was the most important thing your library did in 2020?*

Jas Payne: Sylvan Lake stayed central to the community.

Barb Gilliat: Libraries learned to adapt!

Janine Stannard: Libraries supported and shared the new innovative ways member libraries continued to operate.

Norma Penney: Provided safe contactless services to the public throughout the pandemic.

Janine Stannard: We hired a new manager!

Heather Ryan: Staying open and finding new ways to deliver services

Jas Payne: Sylvan Lake reaffirmed their importance by being available when many other services could not.

Les Stulberg: Stettler Library offered Curbside service, outreach service to senior lodges and colonies, curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

Pat Toone: Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue the book clubs after the pandemic.

3. *What is the most important thing that libraries (system or municipal) should do in 2021?*

Janine Stannard: Continue to grow, adapt, and advocate!

Bill Rock: Stay open

Jas Payne: Speak up and advocate for libraries' importance.

Shannon Wilcox: remain flexible

Heather Ryan: Be responsive to ever changing needs

Norma Penney: Continue offering the same level of service our libraries expect.

Deborah Juch: Find a way to adapt programming to the outdoors

Bill Windsor: Provide digital support to the community.

Heather Ryan: We expect to continue online programs for those who like them even when in-person meeting is allowed once again

Bill Windsor: Didsbury council is considering doubling the footprint of their library

3.8.1. Director's Report

3.8.2. Library Services Report

3.8.3. Finance and Operations Report

Smith asked if there were any questions regarding the Director's, Library Services, or the Finance and Operations reports. Colleen Schalm announced the date for the 2021 joint virtual conference with The Alberta Library, Peace Library System and Yellowhead Regional Library; September 22-24, 2021.

Motion by Janine Stannard to receive the Director's, Library Services, and Finance and Operations reports for information.

CARRIED
PRLS 12/2021

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:59 a.m.

CARRIED
PRL 13/2021

Meeting adjourned at 11:59 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 25, 2021

Parkland Annual Report

Despite the many challenges of 2020, with service interruptions and library closures caused by the pandemic, some service highlights are worth mentioning:

- Cardholders system wide are at 31,771
- The total collection in the system catalogue is 680,384
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! The vast were virtual
- Parkland consulting staff hosted over 30 virtual meetings with 296 attendees
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with vital services.

The annual report to members will be forthcoming.

Executive Committee Seat

Jason Alderson, the representative from zone #4, has resigned and is leaving the province. This has created a vacancy on Parkland's Executive Committee that needed to be filled. Len Phillips, representing the Town of Rocky Mtn. House, volunteered to sit on the Executive Committee at the February Board Meeting. Welcome Len!

PRLS Strategic Plan

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year.

Given the highly irregular nature of library service at present, it is unlikely that a needs assessment undertaken in 2021 would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic. The board discussed the four goals in the current strategic plan and agreed that they are still relevant. It was also decided to extend Parkland's current strategic plan for one more year, through 2022.

Advocacy Committee Report

The Advocacy Committee has met twice since the last board meeting in November. The focus of these meetings has been to establish priorities for 2021. These include:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

In December, the committee began working collaboratively with Yellowhead Regional Library (YRL) on advocacy related tools. This collaboration has been very successful, so much so that YRL will be cooperating in its advocacy efforts with Parkland for the foreseeable future.

Advocacy members also introduced a virtual tour of the new Parkland building which is available to view on our website [here](#).

Stronger Together 2021

Parkland will be collaborating once again with the Alberta Library, (TAL) the Peace Library System, (PLS) and Yellowhead Regional Library, (YRL) to offer a free virtual conference. *Stronger Together* will be held from September 22-24, 2021. More information will be forthcoming.

Community News from Trustees

The cover page of the board meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update.

1. What was the most important thing Parkland did in 2020?

- Moved into a new building after 60 years
- Maintaining van runs for interlibrary loan material
- Parkland continued to prove their value
- Provided tech support to the libraries
- Explored and supported alternative service delivery models
- Parkland continued to stay relevant throughout this pandemic
- Parkland continued to operate and did not shut down in the Pandemic.
- Provided weekly updates and coffee breaks for the libraries
- Held a conference in participation with three other partners
- Parkland Updates were very valuable!

2. What was the most important thing your library did in 2020?

- Sylvan Lake stayed central to the community.
- Libraries learned to adapt!
- Libraries supported and shared the new innovative ways member libraries continued to operate.
- Provided safe contactless services to the public throughout the pandemic.
- We hired a new manager!
- Staying open and finding new ways to deliver services
- Sylvan Lake reaffirmed their importance by being available when many other services could not.
- Stettler Library offered Curbside service, outreach service to senior lodges and colonies,

curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

- Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue.

3. What is the most important thing that libraries (system or municipal) should do in 2021?

- Continue to grow adapt and advocate!
- Stay open
- Speak up and advocate for libraries' importance.
- Remain flexible
- Being responsive to ever changing needs
- Continue offering the same level of service our libraries expect.
- Find a way to adapt programming to the outdoors
- Provide digital support to the community.
- We expect to continue online programs for those who like them even when in-person meeting is once again allowed
- Didsbury council is considering doubling the footprint of their library

Board Members Present

Debra Smith (Board Chair), Gord Lawlor

Board Members Present via Zoom

Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets

Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent

Jackie Almberg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

Next Meeting: May 20, 2021, 10:00 AM (Zoom)



REQUEST FOR DECISION

Council Agenda Item	8.3
Council Meeting Date	March 23, 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, CPA, CA
Chief Administrative Officer

January 20, 2021
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

January 20, 2021
Date

MAYOR 'S REPORT- MARCH 23, 2021

Highlights

Date	Event	Details of Event
Mar 5 th	Meeting with MLA	Meeting in Sundre with MLA Nixon to discuss operating/capital budget concerns with MLA
Mar 9 th	Council Meeting	Regular Council Meeting see minutes
Mar 10 th	Meet with Steffen	Meeting with Steffen regarding Lions Club
Mar 23 rd	Council Meeting	Regular Council Meeting see minutes

Numerous commissionaire of oath's
Cheque Runs

Rick Wm. Pankiw
Mayor

Highlights

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

J. W. Coulthard
Councillor



Highlights

Date	Event	Details of Event
Feb 26	Conference	Attended AUMA provincial budget analysis by Zoom
Mar 2	Bylaw meeting	Regular meeting of the Bylaw Committee by Zoom
Mar 9	Town Council	Regular meeting of Town Council by Zoom
Mar 17	Historical Society	Regular meeting, attended in person
Mar 23	Town Council	Regular meeting of Town Council 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
January 28, 2021	FCSS	Regular Board Meeting
February 2, 2021	Bylaw committee	Regular Meeting of Bylaw Committee
February 9, 2021	Council	Regular Council Meeting, see minutes
February 18, 2021	FCSS	Regular FCSS Board Meeting
February 23, 2021	Council	Regular Council Meeting, see minutes
March 2, 2021	Bylaw committee	Regular Meeting of Bylaw Committee
March 18, 2021	FCSS	Regular Board Meeting
March 9, 2021	Council	Regular Council Meeting, see minutes
March 23, 2021	Council	Regular Council Meeting, see minutes

Gayle Rondeel
Councillor