



# AGENDA

## Town Council

November 22, 2021 - 5:00 PM  
Town Administration Building -  
Council Chambers

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**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, NOVEMBER 22, 2021 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA**

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### 8.3. Council Reports

## 9. CORRESPONDENCE

## 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

FOIP Section 17(1) Personal Privacy Bylaw Committee Member Appointment

## 12. ADJOURNMENT



REQUEST FOR DECISION

<b>Council Agenda Item</b>	3.0
<b>Council Meeting Date</b>	November 22, 2021
<b>Subject</b>	Minutes
<b>For Public Agenda</b>	Public Information
<b>Attachments</b>	3.1 Minutes of Regular Council Meeting November 10, 2021
<b>Recommendation</b>	Motion by Council to accept the Minutes of the Regular Council Meeting of November 10, 2021, as presented.

**Prepared By:**

*Lori Hillis*

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

November 18, 2021

Date

**Endorsed By:**

*Lori Hillis*

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

November 18, 2021

Date



# MINUTES

## Town Council Meeting

Wednesday, November 10, 2021 - 5:00 PM  
Town Administration Building - Council Chambers

**1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE**

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Public: (0) members of the public

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 228/21

Moved by Councillor Clark to accept the Agenda for the November 10, 2021 Regular Council Meeting, with the addition of 7.5 Council Round Table Discussion.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

**3. MINUTES**

3.1. Minutes of Regular Council Meeting October 26, 2021

Motion 229/21

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting of October 26, 2021, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3.2. Minutes of Organizational Meeting on October 26, 2021

Motion 230/21

Moved by Councillor Coston to accept the Minutes of the Organizational Meeting of October 26, 2021, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

- 4. PUBLIC HEARINGS**
- 5. DELEGATIONS**
- 6. BYLAWS**
- 7. NEW AND UNFINISHED BUSINESS**

Motion 231/21

Moved by Councillor Clark to schedule the Regular Council meetings for every second and fourth Mondays of every month at 5:00 pm, unless it falls on statutory holiday and then the meeting would be moved to the following Wednesday.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 232/21

Moved by Councillor Curle to schedule the Regular Council meetings in July and August of 2022 on the fourth Monday of the month at 5:00 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 233/21

Moved by Councillor Coston to schedule the Regular Council meetings in December 2021 on the second Monday of the month at 5:00 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 234/21

Moved by Councillor Coston to schedule the Regular Council meetings on the fourth Monday of January and February at 1:00 pm to allow for the elementary schools to attend the Council meeting during school hours.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 235/21

Moved by Councillor Coston to adopt the 2022 Interim Operating Budget and Three Year Financial Plan as presented with a 4.0% cost of living increase, for staff only excluding Mayor and Councillors, as of January 1, 2022.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 236/21

Moved by Councillor Coston to appoint Mayor Pankiw a member of the Ponoka & Rimbey Adult Learning Board from now until the next organizational meeting in October 2022.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 237/21

Moved by Councillor Rondeel to approve the Parkland Regional Library 2022 Proposed Budget estimated requisition for the Town of Rimbey at \$8.55 per capita, based on 2567 population for a total of \$21,948.00.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.5. Council Round Table Discussion

Motion 238/21

Moved by Councillor Coston to have administration change the school zone to a playground zone on 54th Avenue in front of Christian school.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

**8. REPORTS**

**8.1. DEPARTMENT REPORTS**

Motion 239/2021

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

**8.2. BOARDS/COMMITTEE REPORTS**

Motion 240/2021

Moved by Councillor Curle to accept the FCSS Meeting Minutes of September 16, 2021, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

**8.3. COUNCIL REPORTS**

Motion 241/2021

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

**9. CORRESPONDENCE**

**10. OPEN FORUM**

**11. CLOSED SESSION**

Motion 242/21

Moved by Councillor Clark to move into closed session at 6:10 pm to discuss:

11.1 FOIP Section 16(1) Disclosure Harmful to Business Interest with Mayor Pankiw, Councillor Clark, Councillor Coston, Councillor Curle, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support and Recording Secretary Bonnie Rybak as Administrative Support.

11.2 FOIP Section 17(1) Personal Privacy Bylaw Committee Member Appointment with Mayor Pankiw, Councillor Clark, Councillor Coston, Councillor Curle, Councillor Rondeel, Chief Administrative Officer Lori Hillis as Administrative Support and Recording Secretary Bonnie Rybak as Administrative Support.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 243/21

Moved by Councillor Clark to come out of the closed meeting at 6:29 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 244/21

Moved by Councillor Rondeel to reduce the Letter of Guarantee requirement in the Residential Waste Collection Service Agreement from \$52,800 to \$20,000.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 245/21

Moved by Councillor Coston to bring the 972/20 Bylaw for amendment to the next council meeting on November 22, 2021.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

**12. ADJOURNMENT**

12.1. Adjournment

Motion 246/21

Moved by Councillor Curle to adjourn the meeting at 6:31 pm.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

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Rick Pankiw, Mayor

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Lori Hillis, Chief Administrative Officer



REQUEST FOR DECISION

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	November 22, 2021
<b>Subject</b>	983/21 Bylaw Committee Bylaw
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>On September 8, 2020, Council passed Motion 211/20 to revamp the 970/20 Bylaw Committee Bylaw to allow for up to 5 voting members (2 Town Councilors and 3 Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.</p> <p>On November 10, 2021, Council passed Motion 245/21 to bring 972/20 Bylaw Committee to the next meeting on November 22, 2021 for an amendment to the Bylaw Committee Bylaw to allow for up to 6 voting members (2 Town Councilors and 4 Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.</p>
<b>Discussion</b>	Administration has prepared, as requested, Bylaw 983/21 Bylaw Committee Bylaw for Council review and adoption.
<b>Attachments</b>	Bylaw 983/21 Bylaw Committee Bylaw Draft
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommend Council give first reading of 983/21 Bylaw Committee Bylaw.</li> <li>2. Administration recommends Council give second reading of 983/21 Bylaw Committee Bylaw.</li> <li>3. Administration recommends Council unanimously consider third and final reading of 983/21 Bylaw Committee Bylaw.</li> <li>4. Administration recommends Council give third and final reading of 983/21 Bylaw Committee Bylaw.</li> </ol>

Prepared By:

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

November 18, 2021

Date



REQUEST FOR DECISION

**Endorsed By:**

A handwritten signature in blue ink that reads "Lori Hillis".

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

\_\_\_\_\_  
November 18, 2021

Date



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

WHEREAS Pursuant to Section 145 of the Municipal Government Act, RSA 2000. Chapter M-26, which permits Councils to pass bylaws in relation to the establishment and functions of Council Committees and other bodies and procedures to be followed by Council, Council Committees and other bodies established by the Council

AND WHEREAS The Council of the Town of Rimbey ~~is~~ desires to create a Committee.

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

**SECTION 1 - Title**

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

**SECTION 2 – Definitions**

In this bylaw, unless the context otherwise requires:

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

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

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

“Town” means the Town of Rimbey.

**SECTION 3 – Establishment**

- 2. The Bylaw Committee is hereby established.

**SECTION 4 – Composition of the Committee**

- 3. The Bylaw Committee shall allow for up to ~~65~~ voting members (2 Town Councilors and ~~43~~ Members at Large), plus 2 non-voting administrative staff consisting of the Chief Administrative Officer and a Recording Secretary.

**SECTION 5 – Context**

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

**SECTION 6 – Term of Membership**

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



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

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**SECTION 7 – Roles and Responsibilities**

6. The Bylaw Committee shall consist of the following:
  - a. A Chairperson appointed by the members of the Bylaw Committee;
    - ◆ The Chairperson is responsible for developing the meeting agenda, setting the meeting dates, presiding over the meeting, and reporting to Council.
  - b. A Deputy Chairperson as voted by the Bylaw Committee;
    - ◆ The Deputy Chairperson is responsible for assuming the responsibilities of the Chair during times of the Chair's absence. The Deputy Chair assists with the duties of the Chair.
  - c. A Recording Secretary
    - ◆ The recording Secretary takes notes at the meeting, prepare meeting notices and prepares the request for decision to go to Council.
7. The Bylaw Committee shall set the date and times of their Bylaw Committee Meetings.
8. The 2 Council Members and ~~4~~3 Members at Large shall have equal voting rights within the "Bylaw Committee".
9. Three (3) voting members of the Bylaw Committee shall constitute a quorum.
10. The Chairperson of the Committee shall be selected by the Bylaw Committee.
11. The Town of Rimbey Council will consider, but will not be bound by any recommendation made by the Bylaw Committee.
12. All Bylaw Committee meetings will be open to the public, for observation only.
13. The Mayor shall be an ex-official member of all Council committees and boards which Council has a right to appoint members under the Municipal Government Act.
14. The Bylaw Committee will submit their Minutes to Rimbey Town Council to be accepted as information.

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

15. The Bylaw Committee shall not:
  - a) Have any budgetary responsibilities;
  - b) Receive any honoraria or expense reimbursement unless through resolution of Council;
  - c) Represent Council, nor make decisions for Council;



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

d) Discuss circumstances that “may” require “closed session” discussion.

**SECTION 9 – Effective Date**

16. Bylaw 97~~20~~/20 is hereby repealed.

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

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

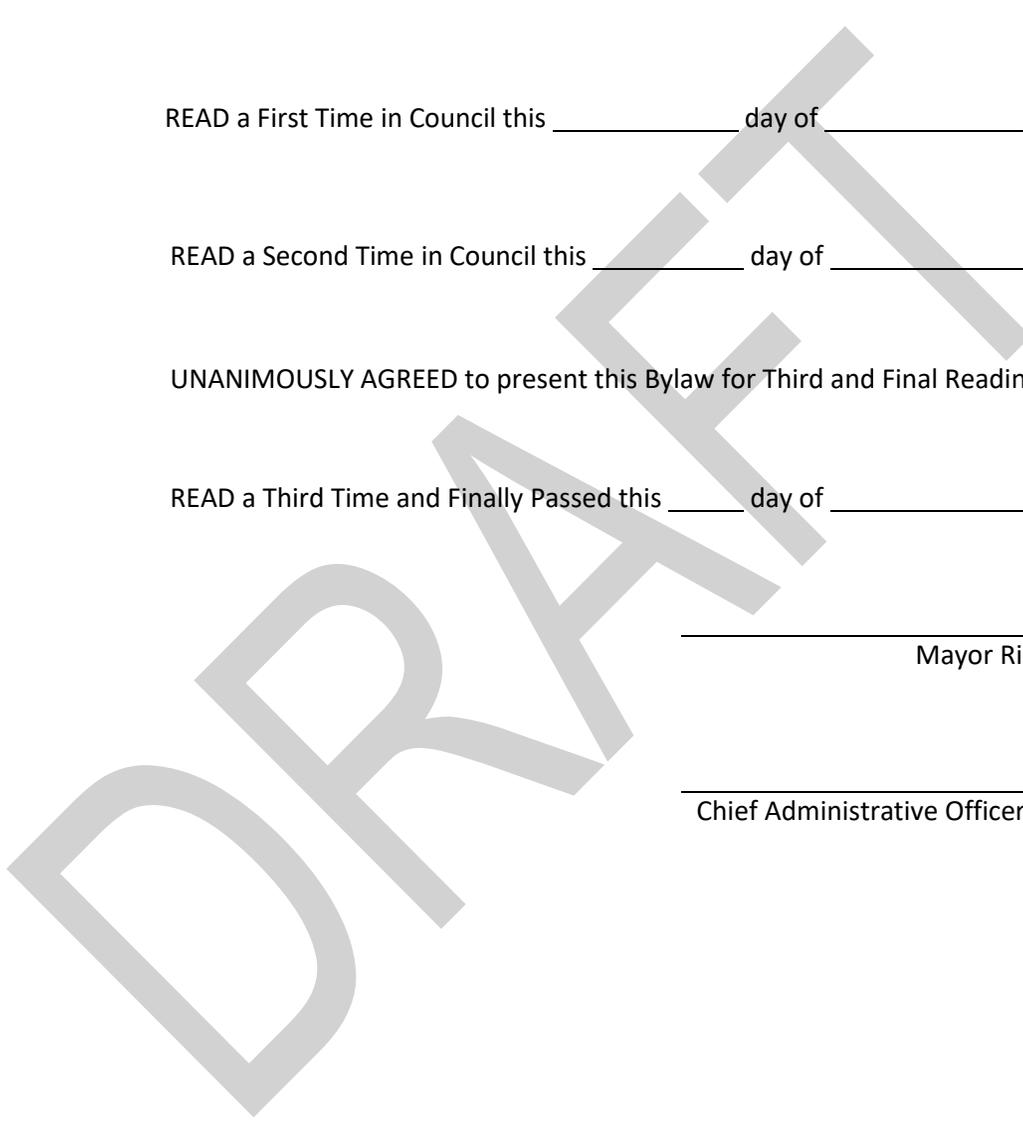
READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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

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

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

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





REQUEST FOR DECISION

<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	November 22, 2021
<b>Subject</b>	Rimbey Art Club
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Administration has received correspondence from the Rimbeby Art Club requesting Council consider a rent reduction for their lease for 2021 due to the COVID-19 pandemic situation.</p> <p>The current 3 year lease agreement of January 1, 2020 to December 31, 2022 indicates rent as follows:</p> <p style="text-align: center;"><b>RENTAL</b></p> <p style="text-align: center;"><i>4. The Art Club will pay to the Town the sum of \$2,000 per year in lease fees to be paid no later than Nov. 15<sup>th</sup> of each year for the term of this Agreement. The lease fee includes the payment of all utilities.</i></p>
<b>Discussion</b>	<p>Due to the ongoing effects of COVID-19 the Rimbeby Art Club has not been able to operate in 2021.</p> <p>Council reduced the Rimbeby Art Club lease payment from \$2,000 to \$500 for the 2020 year. Annual insurance paid by the Art Club is \$545.</p> <p>Rimbey Art Club is requesting a reduction in the combined lease and insurance fees.</p>
<b>Financial Implications</b>	Loss of revenue.
<b>Attachments</b>	Letter from Rimbeby Art Club
<b>Recommendation</b>	Council considers reducing the Rimbeby Art Club annual lease payment for the 2021 year due to COVID-19 circumstances.

Prepared By:

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

November 16, 2021

\_\_\_\_\_  
Date



REQUEST FOR DECISION

**Endorsed By:**

*Lori Hillis*

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

November 16, 2021

Date

Town of Rimbey Council  
Nov. 4, 2021

Rimbey Art Club  
Box 933, Rimbey

Dear Mayor Pankiw and Counsellors,

As we approach the November signing of The Rimbey Art Club annual studio lease with the Town of Rimbey we feel that in order for the club to continue operating into the future we must ask for some consideration on the contracted fee.

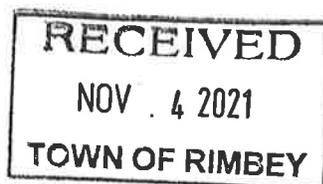
Because of the exceptional times caused by Covid the club has not operated for 19 months. Our normal sources of revenue have not been available: such as membership fees, adult workshop fees, student art class and art show income. All of these activities are open to the entire community, not just to members and they provide our income to operate and manage our costs.

Over the years since the 1984 build of the centre the Rimbey art club lease has had many increases, starting with the first agreement where we simply donated the proceeds of our art club show. Then we moved to paying a set amount of \$500, then \$750, until we reached our present lease cost of \$2500 with insurance included.

I would like to share the history that placed our club in the Peter Lougheed Community Centre. In 1966 the Rimbey Art Club consisted of a group of like minded painters gathering in a basement studio donated by the Rimbey Doctors. Any funds raised were donated to community projects.

In 1984 the building committee for the proposed New Rimbey Community centre approached us about coming into the project as the Art and Cultural component to help them acquire that portion of Government grants. We quickly drafted bylaws and policy and applied for RAC Society status. By taking part in this project we were promised a studio in the centre to be ours to use in perpetuity and we in turn would continue to donate proceeds from our Annual Art Show to the town to help cover operational expenses.

When the building shell was constructed we were provided with a space sprayed on the floor to show where the studio would go. The RAC proceeded to fund raise, call in favours, organize work bees and apply for our own development funds and then we were able to build walls, ceiling, flooring, lighting, cabinets and all the studio components that are available to us today.



We believe that the Rimbey Art Club has enriched lives in our community through the promotion, enjoyment and growth of the visual arts here. We feel that we can continue to handle the maintenance, improvements and operational costs of our space, but the present fees to the Town will make it difficult for us to continue to operate and maintain the Rimbey Art Club.

Please consider our value in this community and how difficult it is for us to regroup and rebuild memberships and projects during this pandemic.

In closing we hope that you will be able to consider reducing the combined lease and insurance fees for the Rimbey Art Club.

A handwritten signature in blue ink that reads "Sharon L. Johnston". The signature is fluid and cursive, with the first name "Sharon" and last name "Johnston" clearly legible.

Respectfully,  
Sharon L. Johnston  
RAC President



<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	November 22, 2021
<b>Subject</b>	Salary Range Comparison Mayor and Council
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Town of Sundre conducted a salary comparison study in January 2021. The study included 12 Alberta municipalities and compared the salary ranges for each municipality. Attached is a comparison of the Town of Rimbey salary ranges for Mayor and Council to the study results. The Town of Rimbey Mayor salary is 11.44% less than the average Mayor salary of the municipalities in the study while Council salaries are 12.67% higher than the average Council salary of the municipalities in the study.
<b>Discussion</b>	<p>Mayor, Council and staff salaries for 2021 remained at 2020 levels with no cost of living increase. The actual inflation rate in Alberta for 2020 was 1.1% and for 2021 is predicted to be at least 4.0%.</p> <p>Options to bring the Mayor and Council salaries in line with other communities are as follows:</p> <ol style="list-style-type: none"> <li>1. Increase the Mayor base salary from \$24,267 to \$27,043 per year to be consistent with the average salary of municipalities in the study and decrease the Councillor base salary from \$15,514 to \$13,549 to be consistent with the average salary of municipalities in the study. Net change to operating budget is a reduction of expenses of \$811.</li> <li>2. Increase the Mayor base salary from \$24,267 to \$31,000 per year to be consistent with the Councillor base salary in comparison to the average salary of municipalities in the study and leave Councillor base salary as they are presently. Net change to operating budget is an increase of \$6,733.</li> <li>3. Increase the Mayor base salary from \$24,267 to \$27,043 and leave Councillor salaries as they are presently. Net change to operating budget is an increase of \$2,776.</li> </ol>
<b>Relevant Policy/Legislation</b>	MGA 242 (1) (2) (3)
<b>Attachments</b>	Salary Range Comparisons



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Recommendation</b>	To increase the Mayor base salary from \$24,267 to \$31,000 per year to be consistent with the Councillor base salary in comparison to the average salary of municipalities in the study and leave Councillor base salary as they are presently with a net change to the operating budget of an increase in expenses of \$6,733.
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**Prepared By:**

*Lori Hillis*

\_\_\_\_\_

Lori Hillis, CPA, CA  
Chief Administrative Officer

November 16, 2021  
Date

**Endorsed By:**

*Lori Hillis*

\_\_\_\_\_

Lori Hillis, CPA, CA  
Chief Administrative Officer

November 16, 2021  
Date

**TOWN OF RIMBEY  
SALARY RANGES COMPARISON (2021)**

Occupation Title	Town of Rimbey	Sundre Survey	
		Average	% Difference
Mayor (Base Pay)	24,267	27,043	11.44%
Deputy Mayor (Base Pay)	16,828		
Councillor (Base Pay)	15,514	13,549	-12.67%

Occupation Title	Town of Rimbey	Sundre Survey	
		Average	% Difference
Mayor (Base Pay)	31,000	27,043	-12.76%
Deputy Mayor (Base Pay)	16,828		
Councillor (Base Pay)	15,514	13,549	-12.67%

	REQUEST FOR DECISION
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<b>Council Agenda Item</b>	8.1
<b>Council Meeting Date</b>	November 22, 2021
<b>Subject</b>	Department Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Department managers supply a report to Council, bi monthly advising Council of the work progress for the time period.
<b>Discussion</b>	8.1.1 Chief Administrative Officer Report 8.1.2 Director of Finance Report 8.1.3 Director of Public Works Report 8.1.4 Director of Community Services Report 8.1.5 Development Officer Report
<b>Recommendation</b>	Motion by Council to accept the department reports, as information.

<b>Prepared By:</b>	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	_____ November 18, 2021 Date
<b>Endorsed By:</b>	 _____ Lori Hillis, CPA, CA Chief Administrative Officer	_____ November 18, 2021 Date



## Highlights

### Evergreen Paving Project:

- Project is complete. We are summarizing the total cost and will send notification to the affected property owners.

### Meetings/Conferences

- Attended AUMA convention in Edmonton from Nov 17 – 19.
- Emergency Management CEMP review meeting with AEMA, Ponoka County, Town of Ponoka and Summer Village of Parkland Beach has been postponed due to scheduling conflicts with AUMA convention.

Lori Hillis  
Chief Administrative Officer

## Highlights

- Worked on balancing asset and liability accounts for month end reports year to date.
- Working on the Tangible Capital Asset amounts and project worksheets for 2021.
- Checking out insurance values and verifying lists of equipment and property according to information sent out by our insurance provider.
- Filling in all of the additional insurance forms that are required this year by our insurance company and their underwriters.
- Sending out insurance forms to all of our Additionally Named Insured – these forms are required to be filled in by the insurance underwriters. The forms again required a lot of additional information than in previous years.
- Dealing with LAPP re queries, balancing, etc.
- Working with employees regarding Group Benefits, LAPP and other queries.
- Working on updating banks and Group benefits for new Councillors.

Wanda Stoddart  
Director of Finance  
Town of Rimbey

## Council Board Report 18.1.2



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

Date Range: 03-Nov-2021 to 18-Nov-2021  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Accu-Flo Meter Service Ltd.	47707	15-Nov-2021	Accu-Flo - replacement meters/parts	19,432.98
AERZEN CANADA	47708	15-Nov-2021	Aerzen - air filter	72.30
ALBERTA MUNICIPAL TAXATION PROFESSIONALS ASS	47709	15-Nov-2021	AB Municipal Taxation Prof. Association - Registr	175.00
Alberta One-Call Corporation	47710	15-Nov-2021	Alberta One Call - Oct. 2021 Notifications	36.38
Alsco	47711	15-Nov-2021	Alsco - janitorial supplies	562.72
AN Adventure Distribution & Consulting	47712	15-Nov-2021	An Adventure - supplies	398.58
Animal Control Services	47713	15-Nov-2021	Animal Control - Oct. 2021 patrols	1,428.00
Black Press Group Ltd.	47714	15-Nov-2021	Black Press Media - Oct.2021 - ads	944.94
Border Paving Ltd.	47715	15-Nov-2021	Border Paving - PP#4 - RB142	156,605.44
Brownlee LLP	47716	15-Nov-2021	Brownlee LLP_ - professional services	8,828.09
Bubble Up Marketing	47717	15-Nov-2021	Bubbleup Marketing - Nov.1/21-Oct.31/22 - Annu.	315.00
Buist Motor Products Ltd.	47718	15-Nov-2021	Buist Motors - 2020 Chev VIN#LZ124004 - new k	207.24
Cast-A-Waste Inc.	47719	15-Nov-2021	Cast-A-Waste - Nov.2021 garbage/recycle collect	9,817.50
City Of Red Deer	47720	15-Nov-2021	City of Red Deer - Oct.2021 lab analysis	1,319.64
DARK HORSE DEVELOPMENTS INC	47721	15-Nov-2021	Dark Horse Dev. Inc - DP 29/21 - Dev. Dep. refur	3,000.00
Environmental 360 Solutions (Alberta) Ltd	47722	15-Nov-2021	Environmental 360 - 4938 - 50 Ave - bin dumps	613.73
Evergreen Co-operative Association	47724	15-Nov-2021	Co-op - supplies - Advanced Polls	1,533.83
Expert Security Solutions	47725	15-Nov-2021	Expert Security Solutions - Aquatic Centre - Nov.:	26.20
Fleetwood Air Equipment	47726	15-Nov-2021	Fleetwood Air Equipment - filter	203.58
Grundy, Graham	47727	15-Nov-2021	Graham Grundy - DP 25/21 - dev. deposit refund	3,000.00
Hi-Way 9 Express Ltd.	47728	15-Nov-2021	Hi-Way 9 - freight - Fleetwood Air	32.81
Staples Professional	47729	15-Nov-2021	Staples Professional - office supplies	847.75
Stone, Garner & Stone, Janet	47730	15-Nov-2021	Refund on account 005-53110-003.	93.08
Boys & Girls Club of Wolf Creek	47731	15-Nov-2021	Boys & Girls Club - 2021 Approved Community G	10,000.00
Hunter Hydrovac Inc.	47732	15-Nov-2021	Hunter Hydrovac - repair - 56 Ave.	2,331.00
Hydrodig Canada Inc.	47733	15-Nov-2021	Hydrodig - 43 St. Development	441.00
Imperial Esso Service (1971)	47734	15-Nov-2021	Imperial Esso - propane	108.00
Longhurst Consulting	47735	15-Nov-2021	Longhurst Consulting - Nov. 2021 inv.	2,092.65
LOR-AL SPRINGS LTD.	47736	15-Nov-2021	Lor-Al Springs - water	16.50
MLA Benefits Inc.	47737	15-Nov-2021	MLA Benefits - HSA - Mayor/Council	1,650.05
NAPA Auto Parts - Rimbey	47738	15-Nov-2021	Napa - parts	761.18
New Can Truck Parts	47739	15-Nov-2021	New Can Truck Parts - CVIP - Ford 8000	2,457.22
Pitney Bowes	47740	15-Nov-2021	Pitney Bowes Leasing - Sept - Nov.2021	185.79
Rimbey Express	47741	15-Nov-2021	Rimbey Express	100.00
Rimbey Family & Community Support Services	47742	15-Nov-2021	Rimbey FCSS - Nov. 2021 payment	15,868.00
Rimbey Home Hardware	47743	15-Nov-2021	Rimbey Home Hardware - supplies	147.36
Rimbey Implements Ltd.	47744	15-Nov-2021	Rimbey Implements - parts	69.73
Rimbey Janitorial Supplies	47745	15-Nov-2021	Rimbey Janitorial - CC - supplies	470.40
Rimbey TV & Electronics 1998	47746	15-Nov-2021	Rimbey TV - phone case/cover	52.50
Royal Canadian Legion	47747	15-Nov-2021	Royal Canadian Legion - wreath	100.00
RYBAK, BONNIE	47748	15-Nov-2021	Bonnie Rybak - expense - supplies - council	40.17
Scratchin' The Surface	47749	15-Nov-2021	Scratchin the Surface - name plates - Council	29.40
Superior Safety Codes Inc.	47750	15-Nov-2021	Superial Safety Codes - Sept. 2021 closed permit	1,408.47
ALBERTA MUNICIPAL SERVICE CORPORATION	00086-0001	16-Nov-2021	AMSC - Nov.05/21 gas/power inv	36,604.30
Canada Revenue Agency	00086-0002	16-Nov-2021	CRA - deductions (Oct24-Nov06/21) Nov.12/21 b	17,057.31
Eastlink	00086-0003	16-Nov-2021	Eastlink - cable - fitness centre	94.71
INNOV8 DIGITAL SOLUTIONS INC.	00086-0004	16-Nov-2021	Innov8 - copies - CC / Town	499.13
LAPP	00086-0005	16-Nov-2021	LAPP - Lov.12/21 (Oct 24 - Nov.06/21) biweekly p	12,386.51
Servus Credit Union - Mastercard	00086-0006	16-Nov-2021	Servus M/C - R.Pankiw - Oct.31/21	5,353.80
Telus Mobility Inc.	00086-0007	16-Nov-2021	Telus Mobility - Nov.06/21	187.71
VICTOR CANADA	00086-0008	16-Nov-2021	Victor Canada - Nov.2021 benefits	10,689.30
Waste Management	00086-0009	16-Nov-2021	Waste Management - Oct. 2021 recycle	3,907.36
Workers' Compensation Board - Alberta	00086-0010	16-Nov-2021	WCB - Nov. 2021	1,932.00
<b>Total:</b>				<b>336,536.34</b>



## Highlights

### ROADS

- Street sweeping throughout late summer months into the fall as needed;
- Pot hole filling on going as required;
- Curbs and crosswalks finished painted and new center road division lines added in the downtown business area;
- Reconstruct and build up 53 Ave at the new Rimbey Travel Center;
- Grading of alleys and roadways as needed;
- Road crack sealing completed;
- 50<sup>th</sup> Street landscaping and tree planting complete for the year;
- Shrub and flower beds on 50<sup>th</sup> Ave didn't get built this year but will be added next year along with the beds on 50<sup>th</sup> Street;
- Paving and concrete work on 47 Street is complete;
- Publicworks finished the dirt work on the edges on the new pavement in Evergreen Estates;
- Sidewalk and Road survey complete;
- Sign and post survey are complete;
- Quarterly building inspections ongoing;
- Concrete and pavement completed on 50<sup>th</sup> Street; (The Vault)
- Sidewalk storm drains repaired and added on 50<sup>th</sup> Ave; (North side near James Bar and Grill)
- Respond to resident concerns about pothole, uneven sidewalks, missing signs, etc;
- Load crushed asphalt and concrete to customers as required;
- Publicworks cleaned up after all our contractors this season to help ensure the capital projects were completed this year;
- Reconfigure new signage at 42 Street and 54 Ave;

### WATER

- Routine maintenance and testing;
- AEP reporting
- Meter readings ongoing;
- Replace failed water meter as required ;
- Fire hydrants – Fall flushing and pressure testing;
- Upgrades at reservoir #1 and #2 ongoing with completion set for approximately mid to late winter;
- Well #15 & #10R construction is nearing completion;
- Well #15 & #10R water licences are sent away for final approval for use;
- Hauled dirt in and landscaped the well #15 site and planted grass;
- Elite Site Services completed the deep services work on 56 Ave. A leak started less than 12 hours after they finished. The leak was caused by poorly compacted bedding material;
- Pressure test and flow the pressure reducing valves in the lower water stage;
- The new Canadian drinking water standards for lead in drinking water changed in 2020 and the mandated testing was completed this year. The results came back and there were no known sources of lead in our water system and our test result were well below the new mandate of less than .05 mg/l;
- Respond to questions and concerns regarding water taste and clarity;
- Annual water testing for the water system approval was completed;

**WASTEWATER**

- Routine maintenance, testing and AEP reporting and other related work is ongoing;
- Baytex completed their effluent transfer from our lagoons to job site near Bluffton and billing was completed;
- Complete Bio assay testing for the South Lagoon for discharge;
- Released the South Lagoon effluent to the Blindman river;
- Annual sanitary main flushing completed for the year;
- Piezometer well testing to take place the week of November 21;
- Discharge outlet and drainage ditch checked regularly;
- Respond to concerns of sewer odours, plugged piping and other questions;

**STORM WATER**

- Routine maintenance, testing and AEP reporting and other related work is ongoing;
- Storm catch basins flushed of debris;
- 4 KM's of storm drainage ditch checked regularly for beaver dams and other blockage;
- Fence repairs along drainage ditch is ongoing;
- Culvert and ditches cleared of silt and gravel prior to freeze up;

**RECYCLE**

- Assist Ponoka County staff as required;
- Haul tires to Bluffton for recycling there;
- Haul material in to the facility to improve the roadway and burn pits;
- Work with Alberta Recycling to work out details about our recycling program;

**YARD WASTE**

- Yard waste pick up finished Oct 18 for the year;
- Haul yard waste to Town of Ponoka facility;

**R.C.M.P. STATION**

- Building maintenance as requested;
- Mowing;
- Parking lot repairs;
- Weed spraying;
- Work to find a contractor for the Reno's;

**CEMETERY**

- Opening and Closing of graves as requested;
- Cleaned up the Cemetery for Remembrance Day;
- Grass cutting is was ongoing throughout the late summer season into the fall;
- Assist families with their needs;
- 4 new pillow blocks added to the cemetery;
- New Columbarium pad was built and awaiting arrival of the new Columbarium;
- Finish landscaping around new pillow blocks and Columbarium pad;

**PARKS**

- Soft surfacing maintained weekly;
- Skate board parked daily for debris’;
- Equipment condition visually inspected weekly;
- Grass mowing was ongoing into late October;
- Grass mowing and maintenance on the walking trail is on going;
- Reseed the grass on portions of the new walking trial;

**OTHER**

- Maintenance at Town Office and Library as requested;
- Assist Development Department as required;
- Assist Town residents and visitors with any questions or concerns;
- Assist of departments as required;
- Assist Enforcement with property clean ups;
- Numerous meeting with contractors, engineers and sales people;
- Communicate with AEP regarding our water, waste water and storm water approvals
- Submit disposition for the storm water outfall at the Blindman river:
- Submit weekly work schedules, Council progress reports and other communications;

Rick Schmidt  
Director of Public Works

**Highlights**

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

The follow chart outlines the 2021 development statistics:

2021 Development Statistics to November 19, 2021			
	Applied 2021	Issued 2021	In Progress 2021
Development Permit Applications (non change in use / home occupation)	30	27	3
Change in Use / Home Occupation Development Permits Applications	8	8	0
Subdivision Applications	1	1	0
Land Use Bylaw Amendments	4	4	0
Certificate of Compliance Requests	15	15	0
Building Permit Applications	30	19	11

The following development permits have been approved in 2021:

Permit Number	Date Issued	Civic Address	Type of Development
25/20	05/21/2021	5111-43 St	Commercial Building Development
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	03/21/2021	4938-50 Ave	Library Expansion
05/21	02/02/2021	4702-43 Street	New Menu Signage
06/21	02/01/2021	5001-50 Ave	Interior Renovations/Change of Use
07/21	02/04/2021	#102 5005-50 Ave	Interior Renovations/Change of Use

08/21	02/04/2021	5014-54 street	Home Occupational Business (Land-Use Bylaw Amendment)
09/21	03/31/2021	4906-54 Ave	Landscaping
10/21	03/31/2021	4402-54 Ave	Addition
11/21	03/31/2021	4633-54 Ave	Demolition & rebuild Garage
12/21	04/07/2021	4939-49 Ave	Restaurant Patio
13/21	04/13/2021	4832-58 Ave	Addition of shed to side yard
14/21	04/07/2021	5002-50 Ave	Restaurant Patio
15/21	04/16/2021	5046-50 Ave	Replace signage
16/21	04/30/2021	5321 46 Street	Variance for existing shed
17/21		In progress	
18/21	04/23/2021	5002-50 Ave	Patio Roof
19/21	05/06/2021	4629 Park Ave.	Garage Door
20/21	05/06/2021	#102& 103 6311-52 Street	Patio Expansion
21/21	05/13/2021	6118 Evergreen Close	Shed in rear yard
22/21	05/20/2021	4702-57 Avenue	24 x 24 Detached Garage
23/21	05/07/2021	5411-52 Street	10 x 20 shed
24/21	05/27/2021	5301 Westview Drive	Discretionary Home Based Business
25/21	05/28/2021	4613-57 Avenue	22 x 28 Detached Garage
26/21	06/17/2021	3620-51 Street	Discretionary Home Based Business
27/21	07/05/2021	4502-51 Street	Zoning Changed from Commercial to Residential
28/21	07/10/2021	6312-52 Street	Construction of New Storage Building
29/21	07/10/2021	6312-52 Street	Construction of New Storage Building
30/21	08/03/2021	4948-50 <sup>th</sup> Avenue	Replacing Existing sign faces in 3 signs
31/21	08/03/2021	Bay 13, 5201-43 Street	Interior work for Liquor Store
32/21	07/30/2021	5014-51 Street	Change of Use – Zoning changed from Commercial to Residential
33/21	08/19/2021	4633-54 Avenue	Demolition of House
34/21	09/08/2021	4917-50 Avenue	Replacing existing signs with new logo
35/21	09/07/2021	4522-54 Avenue	Replacing Window with patio doors as well as a fence on west side
36/21	09/23/2021	4948-50 Avenue	Parking lot paving & front entrance improvements
37/21	10/20/2021	4950-51 Street	Interior reno's, painting & flooring, signage and roof tiles

38/21		In Progress	
39/21		In Progress	

The following chart outlines historic development statistics:

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

Elizabeth Armitage MEDes, RPP, MCIP  
 Panning & Development Officer



REQUEST FOR DECISION

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	November 22, 2021
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various Community Groups supply minutes of their board meetings to Council for their information.
<b>Discussion</b>	8.2.1 Tagish Engineering Project Status Updates November 10, 2021
<b>Recommendation</b>	Motion by Council to accept the Tagish Engineering Project Status Update November 10, 2021, as information.

**Prepared By:**

*Lori Hillis*

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

November 18, 2021

Date

**Endorsed By:**

*Lori Hillis*

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

November 18, 2021

Date

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM00000.21 RB00 - 2021 General Engineering</b>		
September 30, 2021	Matichuk, Gerald	Director of Public-works and Tagish met with Alberta Transportation and the Developers representatives to discuss concerns related to roadway side slopes, culvert extensions, site drainage and the construction of 53 Ave..
October 14, 2021	Matichuk, Gerald	Tagish is working with administration on preparing preliminary budget estimates for 2022 capital projects. Tagish and Vicinia Planning have working with BMO on completing a engineering plan review for the redevelopment of the BMO parking lot.
October 28, 2021	Matichuk, Gerald	No assignment this period (Oct 28, 2021).
November 10, 2021	Smith, Greg	<b>We will send a new budget and plan for the 51st project for the Town's review this week.</b>
<b>RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades</b>		
September 30, 2021	Solberg, Lloyd	Construction is on-going. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage, Timcon is researching alternates. Fencing and parking pad area are scheduled to start next week.
October 14, 2021	Solberg, Lloyd	Construction is on-going. Fencing and parking pad were completed. Contractor is placing electrical cabinets and mechanical equipment. PLC and generator delays are due to a processor chip shortage,
October 28, 2021	Solberg, Lloyd	Construction is on-going. Generator should be arriving soon. Process piping and mechanical work to start next week. Electrical work to resume.
November 10, 2021	Solberg, Lloyd	<b>Construction is on-going. Generator has arrived on site. Balzers is on site installing process piping. Electrical work is on-going.</b>
<b>RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply</b>		
September 30, 2021	Solberg, Lloyd	Construction is on-going. Timcon has poured the the concrete pad for the observation building. Just waiting for the arrival of the building and PLC equipment.
October 14, 2021	Solberg, Lloyd	Construction is on-going. Just waiting for the arrival of the building and PLC equipment. Observation well building scheduled to come mid November.
October 28, 2021	Solberg, Lloyd	(Oct. 28) No change.
November 10, 2021	Solberg, Lloyd	<b>Construction is on-going. Just waiting for the arrival of the building and PLC equipment. Observation well building scheduled to come mid November.</b>
<b>RBYM00140.00 RB140 - Rimbey MSP Projects</b>		
September 30, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. We are waiting for some pricing for breaker upgrades for the the VFD at reservoir 2.
October 14, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. We are waiting for the breaker upgrades for the the VFD at reservoir 2.
October 28, 2021	Solberg, Lloyd	Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. VFD and breaker upgrades should be complete at Reservoir 2 this week.
November 10, 2021	Solberg, Lloyd	<b>Construction is on-going. Well 10R has been energized. Work is nearly complete other than we are waiting for the PLC equipment. VFD has been installed but are waiting for breaker upgrades to arrive.</b>

**RBYM00141.00 RB141 - Evergreen Est Street Imp**

- September 30, 2021 [Matichuk, Gerald](#) Border Paving is working on correcting the minor deficiencies within the next two weeks.
- October 14, 2021 [Matichuk, Gerald](#) Border Paving has corrected all deficiencies and the project is now complete.
- October 28, 2021 [Matichuk, Gerald](#) The construction work on the project has been completed. The Contractor is eligible to apply for holdback release after Nov 15, 2021.
- November 10, 2021 [Smith, Greg](#) **No change, processing holdback release next week.**

**RBYM00142.00 RB142 - 2021 Street Improvements**

- September 30, 2021 [Matichuk, Gerald](#) Border Paving has completed the asphalt overlay on 47 St and is working on completing the patch paving at various locations in Town.
- October 14, 2021 [Matichuk, Gerald](#) On October 6, 2021 a Construction Completion Inspection was completed. Tagish is working with the Contractor to complete a final progress payment for the work completed on the project.
- October 28, 2021 [Matichuk, Gerald](#) The construction work on the project has been completed. The Contractor is eligible to apply for holdback release after December 10, 2021.
- November 10, 2021 [Smith, Greg](#) **No change**

**RBYM00143.00 RB143 - 56th Ave Sanitary Sewer Imp**

- September 30, 2021 [Matichuk, Gerald](#) Elite Site Services has the completed the sanitary main installation, CIPP liner, concrete sidewalk and granular base work. The Contractor has also repaired a watermain break associated to the work completed during construction. Tagish will be scheduling a construction completion inspection for the week of October 4, 2021.
- October 14, 2021 [Matichuk, Gerald](#) On October 6, 2021 a construction completion inspection was completed. Due to the cold weather the Contractor has indicated that the concrete deficiencies would be corrected in the spring of 2022.
- October 28, 2021 [Matichuk, Gerald](#) Due to the cold weather the Contractor has indicated that the concrete deficiencies would be corrected in the spring of 2022. The Contractor is eligible for holdback release after Nov 25, 2021.
- November 10, 2021 [Smith, Greg](#) **No change**