



# AGENDA

## Town Council

March 24, 2025 - 3:00 PM

Town Administration Building - Council Chambers

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**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, MARCH 24, 2025 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.**

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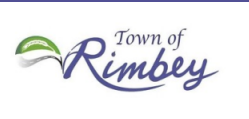
## 10. OPEN FORUM

(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**

**12. ADJOURNMENT**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Minutes  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Minutes of the Regular Council Meeting on February 24, 2025 and Minutes of the Special 2025 Budget Meeting on March 6, 2025, as presented.

**RECOMMENDATION:**

1. To accept the Minutes of the Regular Council meeting on February 24, 2025, as presented.
2. To accept the Minutes of the Special 2025 Budget Meeting on March 6, 2025, as presented.

**ATTACHMENTS:**

- [2025 02 24 Council Meeting Minutes](#)
- [2025 03 06 Special Budget Meeting Minutes](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**



# MINUTES

## Town Council Meeting

Monday, February 24, 2025 - 3:00 PM  
Town Administration Building - Council Chambers

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

Mayor Pankiw called the meeting to order at 3:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle – Via Conference Call
- Councillor Gayle Rondeel
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Delegates:  
Jill Moore - CBI Solar Presentation

Public: (2) members of the public

**1.1. LAND ACKNOWLEDGEMENT**

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 015/2025

Moved by Councillor Johnstone to accept the Agenda for the February 24, 2025 of the Regular Council Meeting, as presented.

- |                      |          |
|----------------------|----------|
| Mayor Pankiw         | In Favor |
| Councillor Clark     | In Favor |
| Councillor Curle     | In Favor |
| Councillor Rondeel   | In Favor |
| Councillor Johnstone | In Favor |

CARRIED

**3. MINUTES**

3.1. Minutes

Motion 016/2025

Moved by Councillor Clark to accept the Minutes of the Regular Council Meeting of January 27, 2025, as presented.

- |                      |          |
|----------------------|----------|
| Mayor Pankiw         | In Favor |
| Councillor Clark     | In Favor |
| Councillor Curle     | In Favor |
| Councillor Rondeel   | In Favor |
| Councillor Johnstone | In Favor |

CARRIED

**4. PUBLIC HEARINGS**

**5. DELEGATIONS**

5.1. Delegation - Jill Moore (CBI Solar)

Motion 017/2025

Moved by Mayor Pankiw to direct Jill Moore to proceed with the preliminary study for CBI Solar and to report back to Council by March 6, 2025.

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

CARRIED

Motion 018/2025

Moved by Councillor Clark to accept the CBI Solar presentation from Jill Moore, as information.

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

CARRIED

5.2. Nancy Hansen - Curling Sponsorship Request - Did not attend the meeting

**6. BYLAWS**

**7. NEW AND UNFINISHED BUSINESS**

7.1. Alberta Dairy Congress

Motion 019/2025

Moved by Councillor Rondeel to sponsor the 38th Annual Alberta Dairy Congress with a donation of \$500 towards coffee, juice and donuts.

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

CARRIED

7.2. Rimbey Curling Club Lease Agreement

Motion 020/2025

Moved by Councillor Rondeel to include the change of 3% increase for the next 5 years to the Rimbey Curling Club Lease Agreement.

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

CARRIED

7.3. BYAS Building - Motion 009/2025

Motion 021/2025

Moved by Mayor Pankiw to rescind motion 009/2025 made by Mayor Pankiw at the Regular Council meeting on January 27, 2025.

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

CARRIED

Motion 022/2025

Moved by Mayor Pankiw to sell the BYAS building to the Rimbey Home Help Services Association, on behalf of the Food Bank, for the sum of \$1, effective immediately, with the condition that if the building ceases to be used for the purposes of a Food Bank, ownership of the property will revert to the Town of Rimbey.

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

CARRIED

**8. REPORTS**

**8.1. DEPARTMENT REPORTS**

8.1.1 Department Reports

Motion 023/2025

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

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor

Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

**8.2. BOARDS/COMMITTEE REPORTS**

**9. CORRESPONDENCE**

**10. OPEN FORUM**

**11. CLOSED SESSION**

**12. ADJOURNMENT**

12.1. Adjournment

Motion 024/2025

Moved by Councillor Clark to adjourn the meeting at 3:36 p.m.

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

CARRIED

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Rick Pankiw, Mayor

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Craig Douglas, Chief Administrative Officer





# MINUTES

## Town Council Meeting

Thursday, March 6, 2025 - 9:00 AM  
Town Administration Building - Council Chambers

**1. CALL TO ORDER SPECIAL 2025 BUDGET MEETING & RECORD OF ATTENDANCE**

Mayor Pankiw called the meeting to order at 9:00 a.m. with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Councillor Jeff Johnstone
- Bonnie Rybak - Executive Assistant
- Wanda Stoddart - Director of Finance
- Craig Douglas - Chief Administrative Officer
- Duncan Campbell - Director of Public Works

Public: (3) members of the public

**1.1. LAND ACKNOWLEDGEMENT**

**2. AGENDA APPROVAL AND ADDITIONS**

Motion 025/2025

Moved by Councillor Clark to accept the Agenda for the March 6, 2025, Special 2025 Budget Meeting, as presented.

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

CARRIED

**3. NEW AND UNFINISHED BUSINESS**

**3.1. 2025 CAPITAL BUDGET**

Motion 026/2025

Moved by Councillor Johnstone to approve the \$230,000 for the purchase of a backhoe from John Deere.

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

CARRIED

Motion 027/2025

Moved by Councillor Curle to approve the \$20,000 for tablets for councillors.

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

CARRIED

Motion 028/2025

Moved by Councillor Rondeel to approve \$20,000 for new workstations.

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

CARRIED

Motion 029/2025

Moved by Councillor Clark to approve the water meters at \$50,000, the main water valve, 6 valves and 3 hydrants at \$50,000 and the CC stand replacement at \$12,000.

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

CARRIED

Motion 030/2025

Moved by Councillor Clark to approve \$13,500 for tree replacement (30 trees).

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

CARRIED

Motion 031/2025

Moved by Councillor Rondeel to approve the \$15,000 for asphalt for the tennis courts.

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

CARRIED

Motion 032/2025

Moved by Councillor Clark to approve the \$4000 for trees, shrubs and bushes around the Ash Garden in the West Haven Cemetery.

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

CARRIED

Motion 033/2025

Moved by Mayor Pankiw to approve the allocation of \$85,000 for the Spray Park Flow-Through System within the Pool Budget while keeping the funds in the budget for future use.

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

CARRIED

Motion 034/2025

Moved by Councillor Johnstone to approve \$20,000 for the repair of the north wall of Peter Loughheed Community Centre.

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

CARRIED

Motion 035/2025

Moved by Councillor Johnstone to approve \$60,000 for a dehumidifier for the Rimbey Vern Poffenroth Memorial Arena.

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

CARRIED

Motion 036/2025

Moved by Mayor Pankiw to approve \$70,000 for the Town of Rimbey sign and to obtain quotes from Lacombe Signmasters Signs and Graphics and Wallah Signs in Red Deer, for both a digital and a regular sign.

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

CARRIED

Motion 037/2025

Moved by Councillor Johnstone to approve the Project #3 of 43 Street - Road Construction & Paving, 43 Street - from 50 Ave to 54 Ave - not including the provisional pathway (\$774,924); and Project #6 of 54 /Ave. Road Construction & Paving, 54 Ave - from 44 Street to Hwy 20 (\$552,183). A total of 1,327,107.00 for both projects.

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

CARRIED

Motion 038/2025

Moved by Councillor Curle to approve an annual allocation of \$15,000 to a Seniors Building Reserve account to save for future development.

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

CARRIED

Mayor Pankiw recessed the meeting at 10:09 a.m.

Mayor Pankiw reconvened the meeting at 10:21 a.m.

Motion 039/2025

Moved by Mayor Pankiw to accept the Capital Operating Budget as amended through the approved motions.

attached to and forming part of these minutes.

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

CARRIED

3.2. 2025 OPERATING BUDGET

Jean Keetch joined the meeting at 10:25 a.m.

Motion 040/2025

Moved by Councillor Curle to approve \$4,000 for the Beatty House, plus an additional \$250 for two heirloom trees in celebration of their 100-year anniversary.

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

CARRIED

Motion 041/2025

Moved by Mayor Pankiw to approve the Library’s request of \$110,045 plus an additional \$2,987 for a total of \$113,032. The Town of Rimbey will seek reimbursement from the County of Ponoka.

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

CARRIED

Motion 042/2025

Moved by Mayor Pankiw to deny the Rimbey Municipal Library's request to waive the rental fee at the Peter Loughed Community Center for the Kita no Taiko Event.

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

CARRIED

Jean Keetch exited the meeting at 11:10 a.m.

Motion 043/2025

Moved by Councillor Rondeel to approve \$35,000 for the Rimbey Historical Society.

Mayor Pankiw	Opposed
Councillor Clark	Opposed
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	Opposed

DEFEATED

Motion 044/2025

Moved by Mayor Pankiw to approve \$30,000 to the Rimbey Historical Society.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	Opposed
Councillor Rondeel	Opposed
Councillor Johnstone	In Favor

CARRIED

Mayor Pankiw recessed the meeting for lunch at 11:44 a.m.

Motion 045/2025

Moved by Councillor Clark to approve \$15,000 to the Handivan Society.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	Opposed
Councillor Rondeel	Opposed
Councillor Johnstone	In Favor

CARRIED

Mayor Pankiw reconvened the meeting at 12:15 p.m.

Motion 046/2025

Moved by Councillor Curle to approve \$10,320 for the Rimbey Boys and Girls Club and to include the 200 swim passes.

Mayor Pankiw	In Favor
Councillor Clark	Opposed
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

Motion 047/2025

Moved by Councillor Clark to approve the \$2000 for the Rimbey Exhibition Association.

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

CARRIED

Motion 048/2025

Moved by Mayor Pankiw to approve \$1284 for the Rimbey & District Attraction and Retention Committee based on the \$.50 per capita.

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

CARRIED

Motion 049/2025

Moved by Councillor Johnstone to approve \$5,000 for the 2025 Community Events Grant and distribute it equally among the 19 applicants, with each receiving \$236.15.

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

CARRIED

Motion 050/2025

Moved by Mayor Pankiw to approve the \$1284 to the Red Deer River Watershed Alliance based on \$.50 per capita, and to request financials annually.

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

CARRIED

Motion 051/2025

Moved by Councillor Clark to table the CBI Solar Panels discussion temporarily.

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

CARRIED

Motion 052/2025

Moved by Councillor Johnstone to discontinue the discussion on relocating the administration building to the provincial building.

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

CARRIED

Motion 053/2025

Moved by Mayor Pankiw to accept the Operating Budget as amended through the approved motions.

attached to and forming part of these minutes.

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

CARRIED



Motion 054/2025

Moved by Councillor Clark to increase the property taxes 1%.

Mayor Pankiw	Opposed
Councillor Clark	In Favor
Councillor Curle	Opposed
Councillor Rondeel	Opposed
Councillor Johnstone	Opposed

DEFEATED

Motion 055/2025

Moved by Councillor Rondeel to increase the property taxes 1.5%

Mayor Pankiw	In Favor
Councillor Clark	Opposed
Councillor Curle	In Favor
Councillor Rondeel	In Favor
Councillor Johnstone	In Favor

CARRIED

**4. ADJOURNMENT**

4.1. Adjournment

Motion 056/2025

Moved by Councillor Curle to adjourn the meeting at 12:52 pm.

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

CARRIED

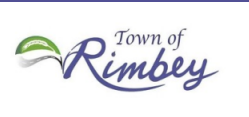
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Rick Pankiw, Mayor

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Craig Douglas, Chief Administrative Officer

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Nancy Hansen - Curling Sponsorship Request  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Nancy Hansen will be presenting a curling sponsorship request to Council.

**RECOMMENDATION:**

Administration recommends that Council accept Nancy Hansen's presentation as information.

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** 43rd Street Road Construction & Paving - (Addition of Curb & Gutter)  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Mayor Pankiw raised concerns regarding the 43rd Street Road Construction & Paving Project, specifically that the pavement on the 43rd Street and 54th Avenue may not withstand the impact of heavy truck traffic and parking near the edge of the road.

Upon consultation from Administration, Tagish has indicated that there would be a benefit to installing curb and gutter along 43rd street to improve drainage control and would assist in maintaining the road in the future.

**FINANCIAL IMPLICATIONS:**

The estimated additional cost for this project is approximately \$325,000.

**RECOMMENDATION:**

Administration recommends Council determine if they wish to add the curb and gutter work to the 43 Street Road Construction & Paving Project.

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

**ENDORSED BY:**

Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

# Town Council REQUEST FOR DECISION



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Schedule "A" Fees for Services Bylaw 1003/24  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

Administration received a letter from Cory Glenn, from Silver Star Septic, requesting that Council consider changing the "wastewater disposal fee" of \$8.50 per cubic meter to a flat rate per load that is in line with other dumping stations.

At the Committee of the Whole Meeting held on March 10, 2025, Council discussed the request and made the following motion:

### Motion 021/2025 COW

Moved by Councillor Clark to bring back the discussion of changing the fee of 8.50 per cubic meter for wastewater disposal fee to flat rate per load, as requested by Silver Star Septic, to the Regular Council meeting of March 24, 2025.

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

CARRIED

## RELEVANT POLICY/LEGISLATION:

1003/24 Schedule "A" Fees and Services Bylaw

## RECOMMENDATION:

Administration recommends that Council deliberate on whether to adjust the wastewater disposal fee, currently set at \$8.50 per cubic meter.

## ATTACHMENTS:

[Letter from Silver Star Septic](#)  
[1003 24 Fees For Service Bylaw - Wastewater Disposal Fee](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a large, stylized blue oval or loop.

Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

# SILVER STAR SEPTIC SERVICE

CELL: (403) 704-5224  
CORY AND STACEY GLENN  
BOX 1449 RIMBEY AB.  
TOC 2JO



Dear Town Council:

With Ponoka County closing the Bluffton lagoon affective May 1<sup>st</sup> 2025, we are looking for a place to unload.

The Town of Rimbey allows dumping at a rate of \$8.50 per cubic meter, full load for our truck would be \$76.50, this is a cost we will have to pass onto our customers, to stay competitive with bigger companies coming out of Red Deer, we are hoping to make arrangement with the Town to set a per load rate that is more in line with other dumping stations.

Wetaskiwin county has a dumping rate of \$37 per load. It is hard to judge the total volume on the trucks with part loads, so the best way for us is to have a set rate per load.

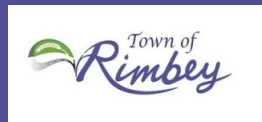
With Bluffton closing it will also affect D and R Septic and other local companies. Our area of work is in and around the Rimbey area.

Thank you for your consideration

Cory Glenn

Sale of Crushed Asphalt	\$22.00 per Tonne
Sale of Crushed 1' Concrete	\$22.00 per Tonne
Sale of Crushed 2' Concrete	\$21.00 per Tonne
Sale of Crushed 3' – 5 'Concrete	\$19.00 per Tonne
<b>Utilities</b>	
Water Consumption	\$2.10m3 (April 1, 2019)
Sewer	70% of water consumption
Meter Service Charges (flat Rate)	
5/8" meter	\$4.69 monthly
5/8" x 3/4" meter	\$4.69 monthly
3/4" meter	\$4.69 monthly
1" meter	\$7.81 monthly
1 1/2" meter	\$10.94 monthly
2" meter	\$15.63 monthly
3" meter	\$31.25 monthly
4" meter	\$62.50 monthly
Wastewater Disposal Fee	\$8.50 per cubic meter
Garbage Fee (Residential)	\$17.68 per month (April 1, 2019)
Recycle Fee (Residential)	\$3.12 per month (April 1, 2019)
Organic / Compost (Residential)	\$5.85 per month (March 1, 2024)
Utility Disconnection Fee / Connection Fee	\$65.00 per operation.
Commercial meter rate depends on meter size.	
All properties are required to have water meters.	
If a utility account is in arrears, the charges levied, penalties and fees may be transferred to the tax roll of the property and be collected by the same procedures as taxes levied by the Town of Rimbey.	
<b>Subdivision Fees</b>	
Application of three lots or less	\$900.00 + \$100.00 per new lot created
Application of four lots or more	\$1000.00 + \$200.00 per new lot created
Time Extension of Subdivision Approval (first)	\$250.00
Time Extension of Subdivision Approval (additional)	\$300.00
Endorsement (3 lots or less)	\$100.00 per new lot + remainder
Endorsement (4 lots or more)	\$200.00 per new lot + remainder
Lot line Adjustments Where No New Parcels are Created	\$1,000.00 (flat fee)
Separation of Title	\$800 (flat fee)
Condominium Unit Conversion	\$40.00 per unit
<b>Miscellaneous Fees</b>	
Land Use Bylaw Amendments	\$750.00 (minor), \$1,500.00 (major)
Land Use Bylaw Amendments for Registered Non-Profit Societies and Churches	\$500.00 (minor), \$1000.00 (major)
Area Structure Plan Amendments	\$750.00 (minor), \$1,500.00 (major)
Area Structure Plan Amendments for Registered Non-Profit Societies and Churches	\$500.00 (minor), \$1000.00 (major)
Municipal Development Plan Amendment	\$750.00 (minor), \$1,500.00 (major)
Municipal Development Plan Amendment for Registered Non-Profit Societies and Churches	\$500.00 (minor), \$1000.00 (major)
Outline Plan Amendment	\$750.00 (minor), \$1,500.00 (major)
Development Appeal Board	\$250.00
Encroachment Permit	\$275.00
Variance	\$200.00

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Rimbey Curling Club Lease Agreement  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

At the Regular Council Meeting held on February 24, 2025, Council discussed the Rimbey Curling Club Lease Agreement and made the following motion:

**Motion 022/2025 COW**

Moved by Councillor Clark to bring the discussion regarding the request to include summer hours for pickleball in the Rimbey Curling Club Lease Agreement back to the Regular Council meeting on March 24, 2025.

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

CARRIED

**DISCUSSION:**

The Rimbey Curling Club is requesting that the agreement be revised to include summer hours for pickleball.

**RECOMMENDATION:**

Administration recommends Council determine if they wish to revise the Rimbey Curling Club Lease Agreement to include summer hours for pickleball.

**ATTACHMENTS:**

[DRAFT 2025 Curling Club Agreement April 1, 2025 - March 31, 2030](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**



**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a large, stylized blue oval or loop.

Craig Douglas, Chief Administrative  
Officer

March 21, 2025

**Date**

## **RIMBEY CURLING CLUB AGREEMENT**

This renewal agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2025 A.D., between:

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

AND

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

*WHEREAS* the Town is the owner of the facility known as the Peter Lougheed Community Centre located at 5109 54<sup>th</sup> St. in Rimbey, Alberta;

*AND WHEREAS* the Curling Club desires to lease a portion of the Peter Lougheed Community Centre upon the terms contained in this Agreement;

*NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:*

### **AREAS**

1. The Town gives the Curling Club the right to use the Curling Club premises as outlined in Schedule A.
2. In conjunction with the Curling Club the right to access and to use those amenities not within the Curling Club, such amenities being listed on Schedule B.

### **TERM**

3. This Agreement shall be in effect for five years commencing April 1, 2025 to March 31, 2030.

### **RENTAL**

4. The Curling Club will pay to the Town the sum of \$873.58 for the first year and an increase of 3% compounded for each following year. See Schedule C for yearly lease payments. The Town will continue to provide maintenance on the building structure and all plumbing and heating issues in the curling rink lounge and lobby.

### **OCCUPANCY**

5. The Curling Club shall have exclusive use of the premises from October 1<sup>st</sup> annually to March 31<sup>st</sup> annually.
6. The Curling Club Lounge shall be operated exclusively by the Curling Club for the term of this Agreement. An event can be held in the facility if the Curling Club does not have a scheduled event planned and mutual consent is given by both the Club and the Town. Room rental of the Lounge

from April 1<sup>st</sup> to September 30<sup>th</sup> shall be made through the Town.

#### **CURLING CLUB OBLIGATIONS**

7. The Curling Club shall:
- a) Have the exclusive right to manage and operate the Curling Club premises for the full term of the lease.
  - b) Refrain from, without Town's prior written consent, assigning the whole or part of this Agreement or any obligation contained herein; the Town may unreasonably withhold any assignment proposed by the Curling Club.
  - c) Ensure that the rates for the use of the demised premises by all groups shall be sufficient to cover all costs of janitorial cleaning and supervisory services necessitated by all such uses conducted thereon.
  - d) Transfer the power, gas and water/sewer/garbage utilities to the Town of Rimbey. The Curling Club will continue to pay the Telephone expenses.
  - e) Ensure that the premises will be used for the operation of a Curling Club and the related business and social activities during the lease period.
  - f) Provide janitorial and cleaning services for the curling lounge and maintain the interior of the demised premises in a neat and clean condition to the satisfaction of the Town. Provide cleaning for lower lobby and stairway for bonspiels.
  - g) Promptly notify the Town of any condition, natural or otherwise, that has or may seriously damage the premises or amenities.
  - h) Permit the Town at all reasonable times to enter and review the state of repair of the premises and amenities used by the Curling Club and the Curling Club's operations.
  - i) Comply with all Provincial, Federal and Municipal legislation and regulations including, without limiting the foregoing, ensuring that the premises and the Curling Club's activities within the amenities are in compliance with the Public Health Act.
  - j) At their own expense, provide for and install the required ice surface, and shall provide and pay for the cost of maintaining such ice surface and the operating, repair and maintenance of all machinery and related equipment.
  - k) Pay any costs or expenses incurred in or make any repairs or replace any parts of the facility damaged or destroyed by the Curling Club or person using or occupying the facility with the express or implied consent of the Curling Club.
  - l) Be responsible for supplying and paying all costs incurred relevant to the operation of the premises which, without restricting the generality of the foregoing shall include equipment maintenance, supplies and equipment, and instructional/program costs.

- m) Be entitled to retain all of the net profits from the operation of the demised premises during the term of the agreement, after payment of all expenses and sums required to be paid by it under this agreement, shall maintain adequate accounting records of its operations.
- n) Refrain from constructing or permitting to be constructed any structure or other thing that is, in the opinion of the Town, a permanent improvement unless the Town provides approval in writing to the Curling Club. Any such structure or other thing that is erected shall comply with all relevant Municipal, Provincial and Federal legislation.
- o) The Curling Club shall at its sole cost and expense place and maintain, during the Term of this Agreement, the following insurance:
  - i. Insurance against loss or damage by fire and such additional perils as they are defined in a standard fire insurance contract on all tenants' improvements, furnishings, property, equipment and contents owned by the Curling Club;
  - ii. Comprehensive General Liability insurance protecting and indemnifying the Curling Club and Town against any and all claims for injury or damage to person or property or 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.
- p) Indemnify and save harmless the Town against all liabilities, damages, claims or expenses arising out of any act or neglect of the Curling Club or its servants, employees, agents, invitees or licenses in or about the demised premises, or arising out of any breach, violation or non-performance by the Curling Club of any of the provisions of this lease, including liabilities, injuries or damage to the persons or property of the Curling Club's servants, employees, agents, invitees or licenses.
- q) Indemnify and save harmless the Town of and from any and all damages caused to the demised premises resulting from the negligence of the Curling Club or the failure of the Curling Club to properly and adequately supervise the demised premises.

**CAPITAL IMPROVEMENTS**

- 8. Capital improvements made to the premises must be approved in writing by the Town. An inspection must be completed with both parties present to review the improvement and sign off that the project was completed to everyone's satisfaction.

**CANCELLATION/INTERRUPTION**

- 9. In the event of mechanical failure in the facility, or in the event the Town is of the opinion that it would not be advisable to use or occupy the facility, the Town may terminate or suspend this Agreement immediately or on a date fixed by the Town in the notice given to the Curling Club. Compensation for such closure shall be as follows:

- a) If the premise is rendered unfit for occupancy by the Curling Club, the rent shall abate in proportion to that part of the premises rendered unfit until the premises has been repaired or restored.
- b) If the premise is rendered unfit for use by the Curling Club the rent shall be suspended until the premises has been repaired or restored.
- c) If the premises shall, in the opinion of the Town, be incapable of being repaired or restored with reasonable diligence within 60 days of the happening of the damage, this Agreement shall be terminated from the date of damage and the Curling Club shall immediately surrender the premises to the Town. The rent shall be apportioned and be payable by the Curling Club only to the date of such damage. The Curling Club may re-enter and re-possess the premises forthwith upon such damage being repaired.

**TERMINATION**

- 10. The parties have the right to terminate this Agreement upon giving the other thirty (30) days written notice.

**NOTICE**

- 11. Notice shall be served by registered mail addressed or personally delivered to:

- a) The Town: Chief Administrative Officer  
Town of Rimbey  
Box 350  
Rimbey, AB  
TOC 2J0
- b) The Curling Club: President  
Rimbey Curling Club  
Box 768  
Rimbey, AB  
TOC 2J0

- 12. Any notice served pursuant to this Agreement shall be deemed to have been received seven (7) days after mailing or in the case of personal delivery, on the date delivered to the party receiving the notice.

Default of any of the terms by either party will be considered a breach of this contract and will render the contract null and void.

This agreement can be amended upon mutual agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025, at Rimbey, Alberta.

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

THE RIMBEY CURLING CLUB

TOWN OF RIMBEY

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chief Administrative Officer  
Craig Douglas

### **SCHEDULE A**

The Rimbey Curling Club shall have full control of the following areas in the Rimbey Community Centre:

- Curling Rink
- Curling Club Lower Storage Room
- Curling Club Lounge – shall be available to the Town if there is mutual consent on the use of the area and the Club does not have a scheduled event.

### **SCHEDULE B**

The Rimbey Curling Club shall have access to the following amenities of the Rimbey Community Centre:

- Curling Club Lower Lobby
- Fitness Centre Change Rooms
- Community Centre Main Washrooms
- Upper Arena Mezzanine
  - shall be available to the Town if there is mutual consent on the use of the area and the Club does not have a scheduled event.
  - shall be accessible to allow disabled persons free access from the elevator to the arena bleachers at the discretion of staff.

### **SCHEDULE C**

#### 5-YEAR LEASE FEES

2025/2026	\$873.58
2026/2027	\$899.79
2027/2028	\$926.78
2028/2029	\$954.58
2029/2030	\$983.22

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Liz Armitage, Development Officer  
**Subject:** Subdivision Application - TR2501  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Administration has received an application for subdivision from TJB Consulting (Troy & Jamie Burke) to increase the existing 0.8 ha (2.0 ac) lot area by an additional 0.66 ha (1.62 ac) located at Lot 3, Block 1, Plan 142 2422 in the S.W. ¼ SEC. 22-42-2-W5M (3525-Simpson Road). This expansion will not create any additional lots but simply result in a shift in the existing parcel boundaries of the subject parcel. If approved, the final parcel size will be 1.46 (3.62 ac).

**DISCUSSION:**

The intent of the subdivision is to create a larger existing parcel and remove land from the remnant quarter-section. This result in a larger yard space to the existing acreage for Troy & Jamie Burke. The proposed expansion will push the boundary up unto another smaller lot subdivided off of the parent quarter-section. The expanded area is a smaller fragment of the larger remnant parcel that is located between the two existing subdivided out parcels.

The boundary adjustment will expand the existing parcel to the north of the existing right-of-way that borders the parcel. Although you can't build on the right-of-way, the lot has plenty of existing and additional buildable area.

The subdivision is to be in accordance with the Plan showing proposed subdivision of a Lot 3, Block 1, Plan 142 2422 prepared by High Country Surveys, Dated Nov 20, 2024.

The property of the proposed subdivision is located within the Brix Area Structure Plan (Bylaw #886-13) adopted by Rimbey Council in 2013. The Brix ASP laid out a plan for the entirety of the parcel for industrial and commercial uses. To date, this ASP has not proceeded into subsequent development stages. The proposed consolidation area was proposed to be consolidated with the parcel to the north as outlined in Figure 6 – Future Land Use Concept Plan.

Although this proposal does not align with the specific policy in the ASP and instead consolidates the lands with the parcel to the south, it does not materially impact any planning considerations encapsulated within the ASP. Overall, the application does not prevent Phases 1 and II of the ASP from progressing in alignment with the overall plan.

Despite this interpretation of Administration, Council should be aware that Policy 6.3.1.6 states that: Phase I shall include the consolidation of approximately .514 hectares of land with existing Block 1, Plan 122-3426 as shown in Figure 6 (Future Land Use Concept Plan). When making a decision on the subdivision application, Council will have to consider whether the application is generally in line with the overall policies, intent and objectives of the Brix Area Structure Plan (ASP).



Policy 6.3.1.7 states that: The Developer shall be required to enter into a deferred services agreement with the Town prior to subdivision and the Town may register a caveat respecting the said deferred services agreement for the purpose of informing lot owners of the requirement to connect to a municipal water and/or wastewater system when such services become available.

As a Deferred Services Agreement is not currently registered on title, a condition of approval should require registration of this on the land title.

Please note the following considerations regarding this subdivision application:

- Given that there is no alteration of municipal infrastructure, Administration does not recommend requiring the landowner to enter into a Development Agreement.
- As this subdivision does not create any additional lots, an additional access is not required as its simply expanding the existing lot.
- The proposed subdivision expansion makes sense from a site design perspective as it will fill in the existing remnant farmland between the two parcels that were subdivided off of the parent parcel.
- The land is simply shifting to another adjacent parcel with no additional impacts on potential future transportation networks, accesses or other adjacent land use impacts. As a consolidation, it will not require an additional well or septic field or other servicing considerations.
- Interpretation of the policies of the Brix ASP should be a consideration in Council's decision and whether the application is generally in line with this statutory planning document.

The Town of Rimbey circulated notice of the subdivision to government agencies and adjacent landowners on February 19, 2025, with the circulation period closing on March 18th, 2025. All comments are attached to this RFD. The following comments were received:

- **February 19, 2025** – ATCO Gas Transmission ATCO Pipelines and liquids GBU indicated "ATCO Transmission high pressure pipelines have no objections"
- **February 19, 2025** – Alberta Environment and Parks indicated "The Department understands there is intent to subdivide a portion out of SW 22-42-2 W5 that is located between the existing already subdivided lots from the quarter and then to add that land to L3 B2 P142 2422. The Department has no concerns with regard to the Public Lands Act. The Department trusts that the proponent is aware that there is pipeline right of way on the north boundary of L3 B2 P142 2422 and any activities or developments in the right of way may be impacted or precluded by the existence of the right of way which is regulated by other parties."
- **February 21, 2025** – Ponoka County indicated "Ponoka County has no concerns with this subdivision application."
- **March 18, 2025** – Alberta Health Services indicates "Our office has received the preceding application for the proposed addition of 1.62 acres to the existing 2.0-acre parcel. Upon reviewing the provided document, it is noted that the 1.62-acre site appears to be undeveloped and is zoned for highway commercial development. However, no information was provided regarding plans for drinking water, septic servicing, or any environmental site-specific assessments that may have been completed to better understand the proposed plan for site development. Alberta Health Services - Safe Health Environments (AHS-SHE), highly recommend considering the following items outlined in the Public Health Act: Nuisance and General Sanitation Regulation, NGS Reg, (AR 243/2003), to ensure that the development of the property does not create a nuisance as defined in the Act and Regulation. The setback distances outlined in Section 15(1) and (2) the NGS Reg must be met, these include:

No person shall locate a water well within:

- a. 10 m of a watertight septic tank, pump out tank or other watertight compartment of a sewage or wastewater system,
- b. 15 m of a weeping tile field, evaporation treatment mound, or outdoor pit privy,
- c. 30 m of a leaching cesspool,
- d. 50 m of sewage effluent on the ground surface,
- e. 100 m of a sewage lagoon,
- f. Or 450 m of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96)

1.0. Nor shall you locate any of the aforementioned items in a- f within the stipulated distances of an existing well. Taking the above considerations into account, we do not have any objections to the approval of this tentative plan of subdivision application at this time.

•**March 19, 2025** – ATCO, Natural Gas Division indicating following conditions:

“Upon review of the Subdivision Referral, ATCO Gas provides the following comments: For existing rights-of-way in proposed area ATCO Gas existing right-of-way or other land rights shall be carried forward and registered on any newly created lots. Any work of any nature whatsoever (i.e. paving, stockpiling, landscaping, berms, etc.) affecting the surface of ATCO Gas right-of-way must first receive prior written consent from ATCO Gas Land Administration Department at 780-420-8012 or email [crossings@atcogas.com](mailto:crossings@atcogas.com).

For new services only, residential or commercial: If gas service is required, to avoid delays, the owner / developer should contact an ATCO Gas Service Admin Coordinator at 780-420-7514, or their local ATCO Gas agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line. All Other Facilities: Maintain a minimum of 0.3m vertical clearance and a 1.0m horizontal clearance between ATCO Gas distribution gas lines and your facilities. Above Ground Facilities: Maintain a 1.5m horizontal clearance between ATCO Gas’s distribution gas lines and your above ground facilities.

If deviations are required, please contact Lennae Wong at ([Lennae.Wong@atco.com](mailto:Lennae.Wong@atco.com)) (587-679-0497). Contact Utility Safety Partners where there's any excavation. Please contact Utility Safety Partners at 1-800-242-3447 to have the gas lines located at least 48 hours prior to excavation.

Thank you for allowing ATCO Gas the opportunity to review and provide comments on future developments with respect to ATCO Gas facilities.”

•**February 20, 2025** – Alberta Transportation indicating following conditions:

- The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.
- The requirements of Section 19 are met; therefore, no variance is required.
- Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:
  1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
  2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual

screening from the highway. Implementation of these features is the responsibility of the owner/municipality.

3. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

No other written comments were received by the staff report deadline. Any written comments received after March 20, 2025, will be read into the record at the Council meeting on March 24, 2025.

Administration recommends approval of subdivision file TR/25/01 contingent on the following list of conditions:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision to be registered at Land Titles Office based on the Plan Showing Proposed Subdivision of Lot 20, Block 3, Plan 0820416 in the N.W. 1/4 Sec. 21-42-2-W5M prepared by High Country Surveys. On completion of the survey plan, the surveyor must submit the plan to the Town of Rimbey for endorsement.
2. Any outstanding taxes on the property are to be paid in full.
3. Registration of a Deferred Services Agreement on title to the satisfaction of the Town.
4. Ensure all rights-of-way are carried forward and registered on the newly created lot.
5. The applicant is to pay an endorsement fee as per the Town of Rimbey's fee schedule at the time of endorsement.
6. Municipal Reserves are not owing as the land that is to be subdivided is not creating any additional lots.

#### RELEVANT POLICY/LEGISLATION:

- Municipal Government Act
- Subdivision and Development Regulations
- Municipal Development Plan
- Brix Area Structure Pla

#### RECOMMENDATION:

Council approves the subdivision with the conditions proposed.

#### ATTACHMENTS:

[TR2501 - Application](#)

[TR 2501 Tentative Plan with proposed subdivision area highlighted](#)

**PREPARED BY:** Liz Armitage, Development Officer

March 21, 2025

**Date**

**ENDORSED BY:**



Craig Douglas, Chief Administrative Officer

March 21, 2025

**Date**



DATE RECEIVED

PLANNING & DEVELOPMENT SERVICES

4938-50th Ave P.O. Box 350 Rimbey, Alberta T0C 2J0 403-383-2366 or 403-843-2113 Website: www.rimbey.com; Email: liz@rimbey.com

SUBDIVISION APPLICATION

Please complete in full wherever applicable by the registered owner of the land that is the subject of the application (refer to attachments for details). If you are not the registered land owner please complete a Landowner Authorization Form.

SECTION A - CONTACT INFORMATION

Applicant Name: TJB Consulting Ltd / Tracy + Jamie Burke
Mailing Address: PO Box 1228
City: Rimbey AB. Province: AB Postal Code: T0C 2S0 Phone: 403-505-3980
Cell: 403-505-3980 Fax: Email: tjbconsulting@yahoo.ca

SECTION B - SITE INFORMATION

Legal Subdivision: Lot: 3 Block: 1 Registered Plan: 1422422
Part of: NE NW SE SW 1/4 Section: 22 Township: 42 Range: 2 West of: 5 M
Existing buildings and structures, historical or otherwise and whether they are to remain or to be demolished.
Adding 1.62 Acres to existing 2.0 Acre. No buildings on 1.62 Parcel.
Existing land use: FARM LAND
Proposed land use: YARD / Green Space / Garden Area.
Explain, in detail, reason for subdivision: (use extra pages if required) To Add Yard space to existing Acreage.

SECTION C - PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

What is the nature of the topography of the land? Flat Rolling Steep Mixed
Describe the nature of the vegetation of the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)
Cultivated Farmland / Crop
What is the nature of the soil of the land? Sandy Clay Loam

SECTION D - LOCATION OF THE LAND TO BE SUBDIVIDED

Is the land adjacent to another Municipal Boundary? Yes No
If "Yes", what is the name of the adjoining Municipality?
Is the land situated within .8 km (.5 mile) of the right of way of a highway? Yes No
If "Yes", what is the number of the Highway?
Is the land situated within .8 km (.5 mile) of a river, stream, watercourse, lake or other permanent body of water, canal or drainage ditch? Yes No
If "Yes" what is the name of the water body?
Is the proposed parcel within 1 .5 km (.93 mile) of a sour gas facility? Plains midstream, directly east. Across Hwy 20.
Is there an abandoned water well located within the parcel? Yes No

SECTION E - FURTHER INFORMATION REQUIRED

What is the total number of NEW parcels being created? 1 Added to existing.
What are the sizes of the NEW parcels being created? Total to be 3.62 Acre.
What is the proposed use of the REMAINDER of the parcel? Farmland.
Is the parcel to be subdivided within .8 km (.5 mile) of land that is used or authorized for use as: (Please complete below)
A landfill for the disposal of garbage or refuse? Yes No
A sewage treatment plant or sewage lagoon? Yes No
A confined livestock operation? Yes No
Is/was there an oil well or pipeline located within 100 meters of this proposed parcel? Yes No
Will the well and septic system be totally contained within the proposed boundaries of the parcel being created and conforms to the Safety Codes Act? will be no new well or septic. Yes No

If the proposed subdivision is NOT going to be served by a municipal/regional water and sewer system, please describe how it will be serviced
Already serviced within existing 2 Acre.



### SUBDIVISION APPLICATION REQUIREMENTS

#### SECTION F - FINAL AUTHORIZATION

By submitting an application, I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

[Signature]  
Applicant Signature

Jan 1/25  
Date

Applicant Signature

Date

#### PAYMENT INFORMATION

Cash    Debit    Credit Card    Cheque No.: \_\_\_\_\_    Please call for payment (credit card only)

Credit Card No.: 4535 0969 1344 8019   Exp. Date: 11/28

Name on Card: MR TRAY BURKE   Signature of Card Holder: [Signature]

#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_   File Number: \_\_\_\_\_   Legal File No.: \_\_\_\_\_

Application Fee: \_\_\_\_\_   Receipt No.: \_\_\_\_\_   Linc No.: \_\_\_\_\_

Roll No.: \_\_\_\_\_   Region: \_\_\_\_\_   Division: \_\_\_\_\_

- Checklist:**
- Completed Application Form
  - Certificate of Title
  - Application Fee
  - Tentative Plan of Survey (includes abandoned oil and gas well site if applicable)
  - Location of Buildings (where applicable)
  - Landowner Authorization
  - Digital and Paper copy

**Please Note:** The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer/ Development Officer at the Town of Rimbey.

10.0 CENTENNIAL P/L R/W  
PLAN 002 3948

15.0 CHIEFTAIN P/L R/W  
PLAN 842 1132

S. E. 1/4 SEC. 21, TWP. 42, RGE. 2 W 5M

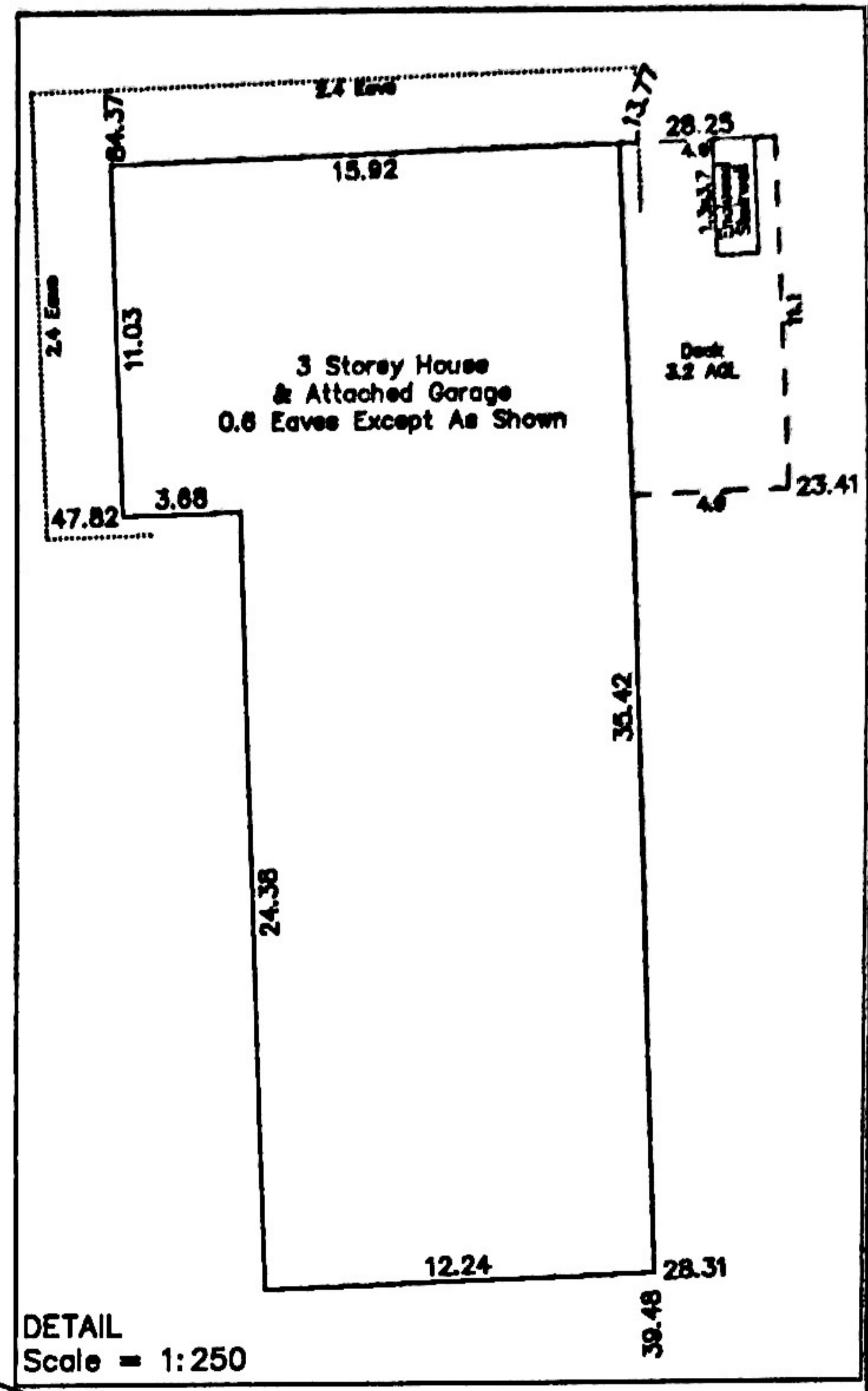
ROAD ALLOWANCE

ROAD PLAN 927 EU

Remainder  
S. W. 1/4 SEC. 22, TWP. 42, RGE. 2 W 5M

LOT 2  
BLOCK 1  
PLAN 122 3426

LOT 3  
BLOCK 1  
PLAN 142 2422



DETAIL  
Scale = 1:250

### BUILDINGS & IMPROVEMENTS WITHIN PROPOSED SUBDIVISION

3525 SIMPSON ROAD  
LOT 3, BLOCK 1, PLAN 142 2422 & PART OF  
S.W.1/4 SEC. 22, TWP. 42, RGE. 2 W5M  
TOWN OF RIMBEY R.L. HAAGSMA A.L.S.  
NOVEMBER 2024



SCALE = 1:1000

CLIENT : TJB CONSULTING

#### LEGEND & NOTES

DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
 DISTANCES AND AREAS ARE SUBJECT TO CHANGE.  
 PROPOSED SUBDIVISION IS OUTLINED THUS   
 AND CONTAINS FROM: LOT 3 0.810 Ha. (2.00 Ac.)  
 S.W.1/4 22 0.656 Ha. (1.62 Ac.)  
 TOTAL: 1.466 Ha. (3.62 Ac.)

FENCES SHOWN THUS:   
 OVERHEAD POWER SHOWN THUS:



HIGH COUNTRY SURVEYS  
 ROCKY MOUNTAIN HOUSE  
 PH: (403) 848-2874 FAX: (403) 848-2874  
 DATE: NOV. 20, 2024  
 JOB: R-178-24.1



Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Liz Armitage, Development Officer  
**Subject:** Subdivision Application - TR2502  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Administration has received an application for subdivision from LN Land Development Technologies Inc. on behalf of Ponoka County to subdivide the lot to allow Town of Rimbey to acquire the parking lot for the patients of Rimbey Medical Clinic and sell the lot that was previously the Fire Hall, located at Lot 18, Block 9, Plan 972 2593 in the N.W. ¼ SEC. 21-42-2-W5M (5030-49 Avenue).

**DISCUSSION:**

The intent of the subdivision is to create one additional lot to allow Town of Rimbey to acquire the parking lot for the patients of Rimbey Medical Clinic and sell the lot that was previously the Fire Hall.

The subdivision is to be in accordance with the Plan showing proposed subdivision at Lot 18, Block 9, Plan 972 2593 prepared by LN Land Development Technologies, Dated February 14, 2025.

The property of the proposed subdivision does not fall within an approved Area Structure Plan. The application was reviewed against the Rimbey Municipal Development Plan (MDP). It generally aligns with the policies, intent and objectives of this document in terms of supporting collaboration on initiatives with the neighboring municipality of Ponoka County and supporting essential services such as the medical office. Finally, it does not provide for negative impacts to adjacent land uses or have a potentially detrimental effect on the transportation network or Town infrastructure.

Please note the following considerations regarding this subdivision application:

- The properties each have existing accesses. No additional access will be required as a result of this subdivision application.
- The properties are in alignment with the district requirements of the Land Use Bylaw for lot dimensions and sizes.
- The parcels will not result in additional new development. If new uses are proposed on the subject parcels, development permit applications in alignment with the Land Use Bylaw would be required.

The Town of Rimbey circulated notice of the subdivision to government agencies and adjacent landowners on February 20, 2025. All comments are attached to this RFD. The following comments were received:

•**February 27, 2025** – ATCO Gas Transmission ATCO Pipelines and liquids GBU indicated “ATCO Transmission high pressure pipelines has no objections”.



•**February 27, 2025** – Alberta Environment and Parks indicated “Thank you for opportunity to review and comment. The Department has no concerns with proposed in the attached with regards to the Public Lands Act”.

•**February 27, 2025** – Ponoka County indicated “Ponoka County has no objection.”

•**March 11, 2025** – ATB noted “no concerns”.

•**March 19, 2025** – ATCO, Natural Gas Division indicating following conditions:

Indicates “Upon review of the Subdivision Referral, ATCO Gas provides the following comments:

- For an existing service in the vicinity of the proposed area  
There is an existing ATCO Gas service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please contact ATCO Gas Service Admin Coordinator at 780-420-7514 to discuss a service alteration. Note all alteration costs will be borne by the developer / owner.
- For new services only, residential or commercial:  
If gas service is required, to avoid delays, the owner / developer should contact an ATCO Gas Service Admin Coordinator at 780-420-7514, or their local ATCO Gas agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.  
All Other Facilities: Maintain a minimum of 0.3m vertical clearance and a 1.0m horizontal clearance between ATCO Gas distribution gas lines and your facilities. Above Ground Facilities: Maintain a 1.5m horizontal clearance between ATCO Gas’s distribution gas lines and your above ground facilities. If deviations are required, please contact Lennae Wong (Lennae.Wong@atco.com) (587-679-0497)
- Contact Utility Safety Partners where there's any excavation. Please contact Utility Safety Partners at 1-800-242-3447 to have the gas lines located at least.
- **March 20, 2025** – Alberta Transportation indicating following conditions:
  - The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.
  - The requirements of Section 19 are met; therefore, no variance is required.
  - Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:
    1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
    2. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

No other written comments were received by the staff report deadline. Any written comments received after March 20, 2025, will be read into the record at the Council meeting on March 24, 2025.

Administration recommends approval of subdivision file TR/25/02 contingent on the following list of conditions:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision to be registered at Land Titles Office based on the Plan Showing Proposed Subdivision of Lot 18, Block 9, Plan 972 2593 in the N.W. 1/4 Sec. 21-42-2-W5M prepared by LN Land Development Technologies inc. On completion of the survey plan, the surveyor must submit the plan to the Town of Rimbey for endorsement.
2. Any outstanding taxes on the property are to be paid in full.
3. Ensure all rights-of-way are carried forward and registered on the newly created lot.
4. The applicant is to pay an endorsement fee as per the Town of Rimbey's fee schedule at the time of endorsement.
5. Municipal Reserves are not owing as the land as it has been previously subdivided with no deferred reserve caveat registered on title.

**RELEVANT POLICY/LEGISLATION:**

- Municipal Government Act
- Municipal Development Plan
- Subdivision and Development Regulations

**RECOMMENDATION:**

Council approves the subdivision with the conditions proposed.

**ATTACHMENTS:**

- [TR2502 - Application](#)
- [TR2502 - Plan with Proposed subdivision area highlighted](#)

**PREPARED BY:** Liz Armitage, Development Officer

March 21, 2025  
**Date**

**ENDORSED BY:**



Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**



DATE RECEIVED

SUBDIVISION APPLICATION

Please complete in full wherever applicable by the registered owner of the land that is the subject of the application (refer to attachments for details). If you are not the registered land owner please complete a Landowner Authorization Form.

SECTION A - CONTACT INFORMATION

Applicant Name:
Mailing Address:
City: Province: Postal Code: Phone:
Cell: Fax: Email:

SECTION B - SITE INFORMATION

Legal Subdivision: Lot: Block: Registered Plan:
Part of: NE NW SE SW 1/4 Section: Township: Range: West of: M
Existing buildings and structures, historical or otherwise and whether they are to remain or to be demolished.
Existing land use:
Proposed land use:
Explain, in detail, reason for subdivision: (use extra pages if required)

SECTION C - PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

What is the nature of the topography of the land? Flat Rolling Steep Mixed
Describe the nature of the vegetation of the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)
What is the nature of the soil of the land? Sandy Clay Loam

SECTION D - LOCATION OF THE LAND TO BE SUBDIVIDED

Is the land adjacent to another Municipal Boundary? Yes No
If "Yes", what is the name of the adjoining Municipality?
Is the land situated within .8 km (.5 mile) of the right of way of a highway? Yes No
If "Yes", what is the number of the Highway?
Is the land situated within .8 km (.5 mile) of a river, stream, watercourse, lake or other permanent body of water, canal or drainage ditch? Yes No
If "Yes" what is the name of the water body?
Is the proposed parcel within 1 .5 km (.93 mile) of a sour gas facility? Yes No
Is there an abandoned water well located within the parcel? Yes No

SECTION E - FURTHER INFORMATION REQUIRED

What is the total number of NEW parcels being created?
What are the sizes of the NEW parcels being created?
What is the proposed use of the REMAINDER of the parcel?
Is the parcel to be subdivided within .8 km (.5 mile) of land that is used or authorized for use as: (Please complete below)
A landfill for the disposal of garbage or refuse? Yes No
A sewage treatment plant or sewage lagoon? Yes No
A confined livestock operation? Yes No
Is/was there an oil well or pipeline located within 100 meters of this proposed parcel? Yes No
Will the well and septic system be totally contained within the proposed boundaries of the parcel being created and conforms to the Safety Codes Act? Yes No

If the proposed subdivision is NOT going to be served by a municipal/regional water and sewer system, please describe how it will be serviced



**SUBDIVISION APPLICATION REQUIREMENTS**

**SECTION F – FINAL AUTHORIZATION**

**By submitting an application, I am allowing right of entry for inspection purposes.** I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

*Luuk Hill*  
 Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**PAYMENT INFORMATION**

Cash    Debit    Credit Card    Cheque No.: \_\_\_\_\_    Please call for payment (credit card only)

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature of Card Holder: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_ Legal File No.: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Linc No.: \_\_\_\_\_

Roll No.: \_\_\_\_\_ Region: \_\_\_\_\_ Division: \_\_\_\_\_

- Checklist:**
- Completed Application Form
  - Certificate of Title
  - Application Fee
  - Tentative Plan of Survey (includes abandoned oil and gas well site if applicable)
  - Location of Buildings (where applicable)
  - Landowner Authorization
  - Digital and Paper copy

**Please Note:** The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer/ Development Officer at the Town of Rimbey.



## SUBDIVISION APPLICATION REQUIREMENTS

**Note:** An application for subdivision approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on their behalf (Part 1 Section 4(3) of Subdivision and Development Regulations). If you are not the registered owner you must fill out and submit the attached Appointment of Agent form with the application.

### STAGE 1 - Application

The following pertains to all subdivision applications and the information required for any application for subdivision.

Town of Rimbey will only accept an application for subdivision when all of the following has been submitted (where deemed applicable):

#### 1. Application Fee

The application fee must be included in accordance with Town Bylaws. If the land subject to the application requires an amendment to the Land Use Bylaw (2006/6), the subdivision fees shall reflect the proposed land use designation. The subdivision fees apply to the new lot(s) created under the subdivision plan, excluding lots proposed as reserve or public utility lots (refer to the Town's Fee Schedule for applicable fees).

#### 2. Application Form

- a. The application for Subdivision Approval form must be completed in its entirety.
- b. The names, address and telephone number(s) of the registered owner(s). If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) fill out the appointment of agent form. Please note that if a company or individual is the owner of the said land, under an agreement for sale as indicated by caveat on the back of the Certificate of Title, we will require that you submit a copy of the signed agreement. The individual noted on the caveat must sign the application. If you are applying under the name of a numbered company that owns the land proof must be provided in the form of a company registration document that indicates that you are an owner/part owner of that numbered company.

#### 3. Certificate of Title

- a. Town of Rimbey will obtain from Alberta Land Titles a copy of the Certificate of Title, as well as any caveats or easements registered on the title pertaining to Town of Rimbey, **once the subdivision application has been submitted.**

#### 4. Tentative Plan of Survey

Please provide a paper or digital copy of the Tentative Plan of Survey:

- a. Showing the location, dimensions and boundaries of the land to be subdivided.
- b. Showing the location, dimensions and boundaries of:
  - Each new lot to be created
  - The reserve lot(s), if any
  - The right-of-way of each public utility and other rights-of-way.
- c. Showing the location and dimensions of buildings on the land that is the subject of the application (request that your surveyor provide a Real Property Report showing this information) and specify those buildings that are proposed to be demolished or removed, if any
- d. Describing the proposed use for the land that is the subject of the application, including any proposed improvements.
- e. Including contour information (where required) at an interval of 1 m that is to be superimposed over the tentative plan. Contour data is to be related to a geodetic datum where possible.
- f. Showing the location and dimensions of any utility right-of-way's affecting the property.
- g. Showing the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. Please note: the Subdivision Authority cannot approve a subdivision application if the lot(s) does not comply with the setback directed by ERCB Directive 079. Abandoned well site information must be



provided by the applicant and can be obtained by contacting the Energy Resources Conservation Board (ERCB - 1-855-297-8311) or using the ERCB's Map Viewer. Information regarding the owner of each individual abandoned well site must also be provided. If there are no abandoned wells on the subject parcel, the applicant must provide documentation stating as such.

- h. Showing natural features such as:
  - Sloughs and/or other bodies of water
  - Rivers, creeks and intermittent water courses
  - Wooded areas
  - Muskeg or swamp
- i. Manmade features such as:
  - Water bodies
  - Major drainage ditches
  - Gravel workings
  - Agricultural land (land under cultivation)
- j. Showing the location, numbers, names and other designations of:
  - Highways
  - Secondary roads
  - Public roadways
- k. Showing the proposed physical access for each lot created
- l. Showing the location of current and/or proposed method of sewage disposal and sewer discharge (i.e., septic tank, field discharge, lagoon, etc.) Distances must be shown from all existing and proposed property lines and existing residences.
- m. Showing the location/type of the current and/or proposed water source (e.g., Water well).

#### **5. Municipal Reserve (cash in lieu)**

- a. If money is required to be provided in place of municipal reserve, the applicant must provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision is made as per the Municipal Government Act Section 667 (1).

## **STAGE 2 – Additional Information Requirements and Conditions**

In addition to the requirements outlined in Stage 1, the following **MAY BE REQUIRED** prior to Council review OR as a condition of subdivision approval as determined by the Subdivision Authority (Town Council):

### **Multi-Lot Residential, Commercial and Industrial Subdivisions**

- Water table and soil tests may be required to indicate the buildable area of the proposed parcel(s).
- Municipal Reserve (MR) by way of land dedication, cash in lieu payment, or deferred reserve caveat may be required. If cash-in-lieu is to be provided in place of land dedication, the applicant must provide a market value appraisal of the lands to be subdivided. The market value appraisal must have been completed 14 days prior to the submission of the appraised land value.
- An Environmental Reserve or Environmental Reserve Easement may be required depending on site conditions and features (i.e., a swamp, gully, ravine, coulee or natural drainage course or land that is subject to flooding, or land abutting the bed and shore of any lake, river, stream or other body of water).
- A Storm Water Management Plan & Grading Plan may be required indicating how storm water will be managed after development occurs including proposed drainage improvements and easements. A paper copy or digital form of the drawing is required.



- A Traffic Impact Assessment, completed by a qualified professional, may be required prior to the submission of a subdivision application, if the lands to be subdivided are adjacent to a Provincial Highway.
- All new multi-lot residential developments (i.e., proposed lot(s) beyond 1st parcel out) are subject to the Town’s Municipal Development Plan “pavement to pavement” policy. This policy requires that access roads to new subdivisions, as well as internal subdivision roads, are to be paved.
- Roads are to be designed and constructed according to Town road standards.
- All cul-de-sacs are to be terminated with a turnaround bulb in accordance with Town road standards.
- A 30 meter road dedication may be required by Alberta Transportation if the development is located adjacent to a Provincial Highway.
- A servicing agreement may be required which would deal with such items as the payment of off-site levies, or required site improvements (i.e., for roads, water and sewage services).
- Other agreements may apply depending on the application. Applicable fees will apply for each agreement that is required.

**NOTE:** Information, in addition to the above, may be required depending on the complexity of the application.

<b>APPLICANT CHECKLIST</b>	
Please check to ensure your subdivision application includes all of the following:	
<b>Checklist:</b>	<input type="checkbox"/> Completed Application Form
	<input type="checkbox"/> Certificate of Title
	<input type="checkbox"/> Application Fee
	<input type="checkbox"/> Tentative Plan of Survey (includes abandoned oil and gas well site if applicable)
	<input type="checkbox"/> Location of Buildings (where applicable)
	<input type="checkbox"/> Landowner Authorization
	<input type="checkbox"/> Digital and Paper Copy
<p style="background-color: yellow;">If any of the above is missing, unless otherwise stated by the subdivision officer, the application will be deemed incomplete and will not continue to be processed until such time as the information is provided.</p>	



**TOWN OF RIMBEY SUBDIVISION PROCESS**

<p><b>Application</b> – A Subdivision Application is submitted and is deemed complete by Town of Rimbey.</p>	
<p><b>Referral</b> – The application is referred to government and local agencies as well as adjacent landowners for comment.</p>	
<p><b>Administrative Report</b> – Once referral comments have been received and processed and a site inspection has been done, Administration will prepare a report and present a recommendation to the Subdivision Authority.</p>	
<p><b>Decision</b> – The Subdivision Authority will render one of the following two decisions:</p> <p>Conditional Approval – all approved subdivision applications are subject to certain conditions being met and these conditions will be set out in the decision letter. The applicant must satisfy all conditions prior to the endorsement the final Plan of Subdivision by Town of Rimbey. The applicant/owner may appeal the decision.</p> <p>Refusal – reasons for refusal will be set out in the decision letter. The applicant/owner may appeal the decision.</p> <p>A decision will be rendered on a subdivision application within 60 days of receipt of the completed Subdivision Approval Application package, unless a time extension is agreed to be the applicant/owner and Town of Rimbey. If a decision is not made within 60 days and an extension is not granted, the applicant/owner may initiate an appeal as the application would be a deemed refusal.</p>	<p>Up to 60 days</p>
<p><b>Appeal</b> – The decision may be appeal by the applicant/owner, commenting government agency or, with regard to municipal and school reserves, the school authority. Adjacent landowners do not have the right to appeal the decision.</p> <p>Appeals may be heard by:</p> <ol style="list-style-type: none"> <li>1) Town of Rimbey Subdivision &amp; Development Appeal Board             <ul style="list-style-type: none"> <li>– Notice of appeal must be received within 21 days. The appeal hearing will be held within 30 days of receipt of the appeal;</li> </ul> </li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2) The Municipal Government Board             <ul style="list-style-type: none"> <li>– If there is a provincial interest (i.e., provincial department referred) such as an adjacent highway or water body, the appeal will be heard before the Municipal Government Board. Notice of appeal must be received within 21 days. The appeal hearing will be held within 60 days of receipt of the appeal.</li> </ul> </li> </ol>	<p>Within 21 days of the decision</p>
<p><b>Satisfy Conditions of Approval</b> – If after 21 days, there are no appeals, the applicant/owner has 1 year from the date of approval to satisfy the conditions of approval.</p>	
<p><b>Endorsement</b> – Once all of the conditions of approval have been satisfied, the applicant /owner or a surveyor may submit 1 paper and 1 digital copy of the plan for endorsement by Town of Rimbey together with the endorsement fee and any other registerable document.</p>	<p>Within 1 year of the decision</p>
<p><b>Registration</b> – Once the plan has been endorsed, the applicant/owner or, a surveyor on behalf of the applicant/owner, has one year to register the plan and other registerable documents, if applicable, with Land Titles.</p>	<p>Within 1 year following plan endorsement</p>



# TENTATIVE PLAN

SHOWING A PROPOSED SUBDIVISION OF PART OF  
**Lot 18, Block 9, Plan 972 2593**  
 ALL WITHIN THE  
 N.W. ¼ of Sec. 21, Twp. 42, Rge. 2, W.5M.  
**RIMBEY ALBERTA**



**LEGEND**

Area to be registered under this plan shown thus .....  
 and contains from: 0.091 ha

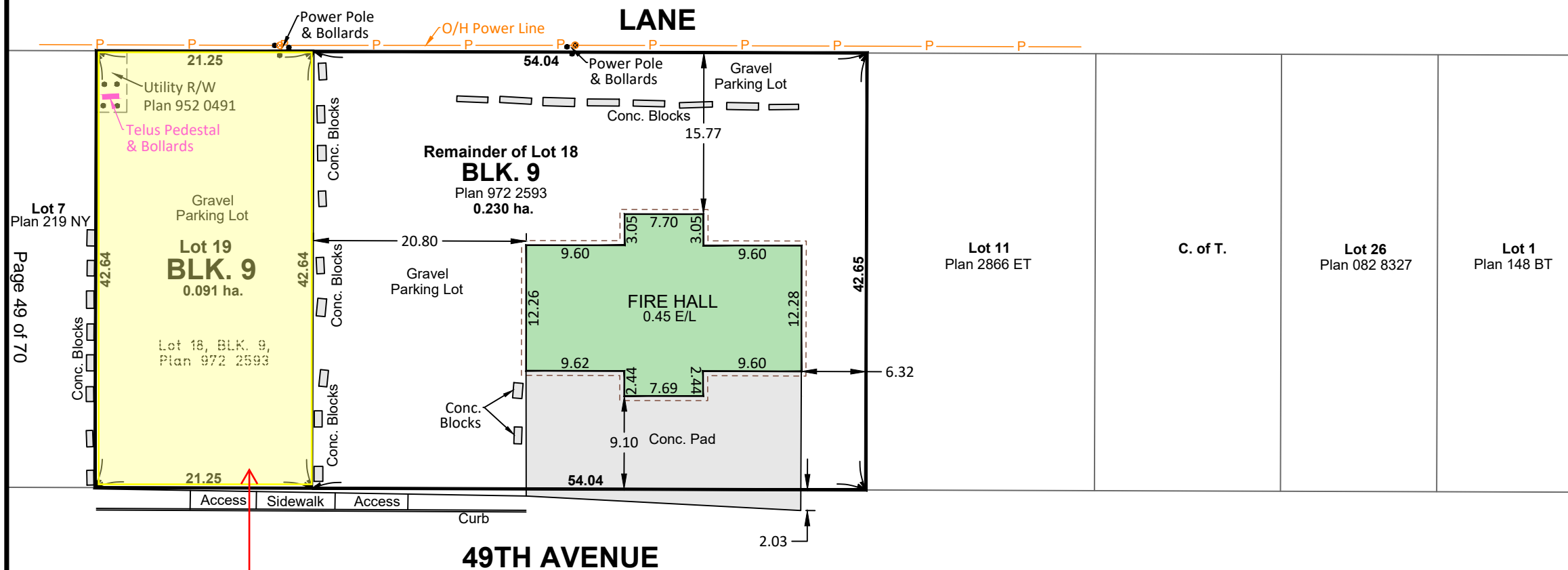
Remainder of Lot 18, Block 9, Plan 972 2593

Fire Hall Area	371.978 m <sup>2</sup>	House Coverage	16.15 %
Lot Area	2303.372 m <sup>2</sup>	Total Site Coverage	16.15 %

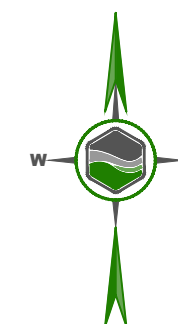
**NOTES**

Distances shown are in metres and decimals thereof.

**50TH STREET**



Proposed new parcel



DWG: LN011735-001-TN_1		 Toll Free 1-855-488-9064 www.lnldt.ca	<b>REV. 1</b>		
CLIENT FILE: LN011735					
PAGE 1/1					
No.	DATE	DESCRIPTION	SVY.	DWN	CKD.
1	Feb. 14, 25	Updated As-built Information	--	KV	LH
0	Feb. 6, 25	Plan Issued	TR	KV	GS
<b>REVISION TABLE</b>					

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Department Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.

**RECOMMENDATION:**

Motion by Council to accept the department reports, as information.

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

March 24, 2025  
**CAO Report**



**HIGHLIGHTS**

**MEETINGS**

- MED Grant Meeting - February 26, 2025
- CBI Solar Update Meeting - February 26, 2025
- Naming Community Centre - Meeting with Keyera - March 10, 2025
- Met with Terry Raymond - Fire and Flood Racetrack Event - March 13, 2025
- ATCO Franchise Fee Meeting - March 13, 2025
- 43 Street Preconstruction / Tender Discussion - March 13, 2025
- Attracting Workers Seminar - March 18, 2025
- EPR Meeting - March 19, 2025
- Baytex Meeting with Murray Philips - March 20, 2025

**ADMINISTRATIVE**

- Hired a new Director of Community Services
- OH&S Review
- Response to Auditor's questions
- Asset Management Review
- Resident Inquiries

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 24, 2025

## Director of Finance Report



### HIGHLIGHTS

- Worked on 2024 Financial Year End, making the necessary adjustments, and balancing for all the asset and liability accounts.
- Worked on the 2024 year-end working papers for the annual audit. The documents were sent to the auditors, and they worked on the year end audit.
- T4's and T4 summaries for 2024 were completed, filed and sent out.
- Worked on and filed the 4th Quarter GST report for 2024.
- Local Authorities Pension Plan (LAPP) was balanced for the 2024 year and reports filed with Alberta Pensions. The 2024 year for Local Authorities Pension Plan was closed off with Alberta Pensions and a closure letter for 2024 was received.
- Completed the Workers Compensation Report for the 2025 year.
- Worked on the 2025 Operating and Capital Budgets.
- Working on the Tax Assessments Re: regular and linear and the new Designated Industrial Properties sent from our assessor. Updated in our system.
- The 2024 tax arrears' listing has been sent to TAXervice so they can continue with the tax recovery process.

### ATTACHMENTS

[Payables Listing Feb.14 - Mar. 17, 2025](#)

**PREPARED BY:** Wanda Stoddart, Director of Finance



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

Date Range: 14-Feb-2025 to 17-Mar-2025  
 Sequence by: Cheque/EFT#  
 Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
556436 Alberta Ltd.	51015	27-Feb-2025	Central Sharpening - sharpen ice knives - arena	228.90
ALBERTA DAIRY CONGRESS	51016	27-Feb-2025	Alberta Dairy Congress - Motion 019/2025 - 38th	500.00
Alberta Elevating Devices &	51017	27-Feb-2025	Alberta Elevating Devices - inspection fee - CC	270.90
Anderson's Service	51018	27-Feb-2025	Anderson Service - supplies	94.50
Canadian Pacific Railway Company	51019	27-Feb-2025	CP Railway - Hoadley crossing - Feb.2025	365.50
Expert Security Solutions	51020	27-Feb-2025	Expert Security Solution - Well #13 - install keypa	367.50
Grumpy Pies Catering Company	51021	27-Feb-2025	Grumpy Pies Catering Company - budget mtg lun	252.00
Hach Sales & Services Canada Ltd.	51022	27-Feb-2025	Hach - supplies - PW	3,091.83
John Deere Financial Inc.	51023	27-Feb-2025	John Deere Financial - Brandt inv - parts	148.38
LINDE CANADA INC.	51024	27-Feb-2025	Linde Canada - cylinder rent	50.98
Municipal Property Consultants (2009) Ltd.	51025	27-Feb-2025	Municipal Property Consultants - March 2025 fee:	3,711.40
ORNAMENTAL BRONZE LIMITED	51026	27-Feb-2025	Ornamental Bronze - columbarium plaque - Fenw	299.25
Ponoka County	51027	27-Feb-2025	Ponoka County - maps	130.00
Python Contracting	51028	27-Feb-2025	Python Contracting - refund - compliance certifica	100.00
Red Deer Overdoor	51029	27-Feb-2025	Red Deer OVERdoor - RCMP - garage door repa	2,336.10
RMA Insurance Ltd.	51030	27-Feb-2025	RMA Insurance - FCSS - veh ins- 2014 Chev	1,191.71
Staples Professional	51031	27-Feb-2025	Staples Professional - supplies - WS	545.20
Stationery Stories & Sounds (2005)	51032	27-Feb-2025	Stationery Stories Sounds - supplies	815.06
TAXervice	51033	27-Feb-2025	TAXervice - fees - #24800	294.00
UniFirst Corporation	51034	27-Feb-2025	UniFirst - coveralls/supplies	178.00
AMSC Insurance Services Ltd.	51035	05-Mar-2025	AMSC Insurance - Mayor/Council - March 2025	47.53
Black Press Group Ltd.	51036	05-Mar-2025	Black Press Media - Feb. 2025 ads	1,110.16
CENTRAL LABS	51037	05-Mar-2025	Central Labs - north/south lagoons	1,410.53
DOUGLAS,CRAIG	51038	05-Mar-2025	C.Douglas - expenses - ICF meeting - Ponoka	110.00
Empringham Disposal Corp.	51039	05-Mar-2025	Empringham Disposal - Feb. 2025 fees	11,471.25
Environmental 360 Solutions (Alberta) Ltd	51040	05-Mar-2025	E360 - RCMP - bin dump/rent	951.34
Evergreen Co-operative Association	51041	05-Mar-2025	Co-op - fuel - PW	5,146.03
Expert Security Solutions	51042	05-Mar-2025	Expert Security Solutions - annual monitoring - PI	623.07
FISHER,ZOBEIDA	51043	05-Mar-2025	Z.Fisher - Mindfulness - yoga classes - Feb. 2025	130.00
GREGG DISTRIBUTORS LP	51044	05-Mar-2025	Gregg Distributors - supplies	230.20
Imperial Esso Service (1971)	51045	05-Mar-2025	Esso - propane - arena	306.00
Longhurst Consulting	51046	05-Mar-2025	Longhurst - March 2025 - monthly fees	4,002.04
Missing Link Internet	51047	05-Mar-2025	Missing Link Internet - CC - March 2025	173.24
Rimbey Home Hardware	51048	05-Mar-2025	Home Hardware - supplies	74.05
Rimbey Janitorial Supplies	51049	05-Mar-2025	Rimbey Janitorial - supplies	894.08
Stationery Stories & Sounds (2005)	51050	05-Mar-2025	Stationery Stories Sounds - envelopes	2,373.00
Town Of Rimbey	51051	05-Mar-2025	Town of Rimbey - utilities - Feb.2025	1,288.90
UniFirst Corporation	51052	05-Mar-2025	UniFirst - coveralls/supplies	91.68
Vicinia Planning & Engagement Inc.	51053	05-Mar-2025	Vicinia - Feb. 2025 fees	2,021.25
Wolseley Industrial Canada INC	51054	05-Mar-2025	Wolseley - CR to inv#983200	568.58
ABSA	51055	17-Mar-2025	ABSA - 2025 annual fee - CC	133.75
Accu-Flo Meter Service Ltd.	51056	17-Mar-2025	Accu-Flo - water meters (20)	14,295.75
AMSC Insurance Services Ltd.	51057	17-Mar-2025	AMSC Insurance - volunteer premiums	250.00
Animal Control Services	51058	17-Mar-2025	Animal Control - Feb. 2025 fees	2,089.50
Beatty Heritage House Society	51059	17-Mar-2025	Beatty Heritage House Society - 2025 grant	4,250.00
Blindman Handivan Society	51060	17-Mar-2025	Blindman Hanidvan Society - 2025 Budget	15,000.00
Blindman Valley Lions Club	51061	17-Mar-2025	Blindman Valley Lions Club - 2024 Budget	238.10
Cimco Refrigeration	51062	17-Mar-2025	Cimco - repairs - arena	532.59
CORNERSTONE PILATES STUDIO	51063	17-Mar-2025	Cornerstone Pilates - Feb. 2025 classes	375.00
Day,Terry	51064	17-Mar-2025	Terry Day - cardlock refund	25.00
DILIGENT CANADA	51065	17-Mar-2025	Diligent - (ICompass) annual fee	4,375.73
Eadie,Rolanda	51066	17-Mar-2025	Roland Eadie - cardlock refund	25.00
EURO TRENDS	51067	17-Mar-2025	Euro Trends - BYAS - repairs to blinds	861.00
Hi-Way 9 Express Ltd.	51068	17-Mar-2025	Hi-Way 9 - freight - Industrial Machine	70.62
Industrial Machine Inc.	51069	17-Mar-2025	Industrial Machine - parts - unit #52	250.82
LINDE CANADA INC.	51070	17-Mar-2025	Linde Canada - PW - cylinder rent	43.92
LMC LEANNE CROSS	51071	17-Mar-2025	LMC - Feb. 2025 - fitness classes	100.00
Longhurst Consulting	51072	17-Mar-2025	Longhurst Consulting - Project 678 - Curling Bons	7,041.30

Council Board Report 8.1.3  
Council Agency Report

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

Date Range: 14-Feb-2025 to 17-Mar-2025  
Sequence by: Cheque/EFT#  
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
MLA Benefits Inc.	51073	17-Mar-2025	MLA Benefits - Mar.2025 - Mayor/Council - HSA -	1,533.55
Nikirk Bros. Contracting Ltd.	51074	17-Mar-2025	Nikirk Contracting - snow removal - CC	606.38
Outlaw Electric Ltd.	51075	17-Mar-2025	Outlaw Electric - repairs - water reservoir	472.50
Red Deer River Watershed Alliance	51076	17-Mar-2025	Red Deer Watershed Alliance - 2025 Budget	1,284.00
RETZLAFF,DEBBIE	51077	17-Mar-2025	Debbie Retzlaff - cardlock refund	25.00
RIMBEY EXHIBITION & RODEO ASSOCIATION	51078	17-Mar-2025	Rimbey Exhibition & Rodeo Association - 2025 Bt	2,000.00
Rimbey Express	51079	17-Mar-2025	Rimbey Express - freight - PW	170.00
Rimbey Family & Community Support Services	51080	17-Mar-2025	Rimbey Family & Community Support Services -	24,874.00
Rimbey Historical Society	51081	17-Mar-2025	Rimbey Historical Society - 2025 Budget	30,000.00
Rimbey Implements Ltd.	51082	17-Mar-2025	Rimbey Implements - parts - road sander	85.64
RMA Insurance Ltd.	51083	17-Mar-2025	RMA Insurance - Art Club	89.61
SKJONSBURG,JESSICA	51084	17-Mar-2025	Jessica Skjonsberg - BYAS - cleaning - Feb.2025	350.00
Staples Professional	51085	17-Mar-2025	Staples Professional - supplies	11.01
Superior Safety Codes Inc.	51086	17-Mar-2025	Superior Safety Codes - closed permits - January	271.53
Tagish Engineering Ltd.	51087	17-Mar-2025	Tagish Engineering - 2025 General Engineering	20,600.88
UniFirst Corporation	51088	17-Mar-2025	UniFirst - coveralls/supplies	86.32
VEILLEUX,BRANDON	51089	17-Mar-2025	Brandon Veilleux - cardlock refund	25.00
BENEFITS BY DESIGN (BBD)	00220-0001	27-Feb-2025	BBD - March 2025	13,506.65
Canada Revenue Agency	00220-0002	27-Feb-2025	CRA - deductions (Feb.09-22/25) biweekly payroll	19,476.48
INNOV8 DIGITAL SOLUTIONS INC.	00220-0003	27-Feb-2025	Innov8 - copies - Feb.2025	386.07
LAPP	00220-0004	27-Feb-2025	LAPP - FCSS (Feb.10-23/25) PP #5 2025	11,321.00
MYHSA	00220-0005	27-Feb-2025	myHSA - Feb.12/25	687.09
Telus Communications Inc.	00220-0006	27-Feb-2025	Telus - Beatty - Feb.10/25	2,154.29
MYHSA	00221-0001	05-Mar-2025	myHSA - Feb.28/25	943.02
Waste Management	00221-0002	05-Mar-2025	Waste Management - Feb. 2025 fees	3,467.17
Alberta Education	00222-0001	17-Mar-2025	Alberta Education - 1st quarter req - 2025	230,849.34
ALBERTA MUNICIPAL SERVICES CORPORATION	00222-0002	17-Mar-2025	Alberta Municipal Services - gas/power - Feb.202	57,567.23
Canada Revenue Agency	00222-0003	17-Mar-2025	CRA - deductions (Feb.23-Mar.08/25) biweekly p	20,591.62
Eastlink	00222-0004	17-Mar-2025	Eastlink - cable - fitness centre - Mar.2025	110.46
LAPP	00222-0005	17-Mar-2025	LAPP - Buyback - Employer portion	10,851.37
MYHSA	00222-0006	17-Mar-2025	myHSA - March 07, 2025	141.22
Servus Credit Union - Mastercard	00222-0007	17-Mar-2025	Servus M/C - combined statement - Feb.28/25	2,966.26
Telus Mobility Inc.	00222-0008	17-Mar-2025	Telus Mobility - Mar.06/25	325.05
Telus Communications Inc.	00222-0009	17-Mar-2025	Telus - Beatty - Mar.10/25	2,154.22
Workers' Compensation Board - Alberta	00222-0010	17-Mar-2025	WCB - issue date: Mar.06/25	6,715.50
<b>Total:</b>				<b>564,651.68</b>

March 24, 2025

# Public Works Report



## HIGHLIGHTS

### ROADS

- Monthly staff meetings and daily tailgate meetings.
- Sidewalk and walking trail snow & ice maintenance.
- Roads – Snow removal on priority 1 business area.
- Roads – Grading to direct melt run off.
- Roads – Grading Alleys.
- Road sanding.
- Property pre & post inspection reports.
- First call locates, emergency locates.
- Property failure to remove snow/ice and vegetation from obstructing sidewalks notifications (as per bylaw 990/22, 13. Snow, Ice, Dirt, Debris, Definition: 13.1) notifications follow up.
- Property failure to keep vegetation trimmed (as per bylaw 990/22, 14. Miscellaneous Restrictions and Prohibitions, Definition: 14.9) and notification follow up.
- Property failure to comply with notices mailed, Public Works has corrected the issue and cost of doing so charged to property.
- Building & property quarterly inspections (Town owned properties).
- Rimstone storm water pond ice thickness drilling, Ended Mar 01/25.
- Assist nursery school at community center with relocating storage shed.
- Investigation of building water leaks and address concrete shifting at community center.

### WATER

- Routine maintenance and testing (on going).
- AEP reporting.
- Meter reads.
- Water meter replacements for zero read list (ongoing).
- Annual water reporting data input.
- First call locates, emergency locates.
- Utility building housekeeping and maintenance.
- Snow clearing at facilities.
- [Training of staff member\(s\) to gain experience and knowledge.](#)
- Drinking water inspection by Alberta Environment.

### WASTEWATER

- Routine monitoring and maintenance.
- Testing and AEP reporting.
- ERRIS reporting (Lagoons) to Federal Government.
- Utility building housekeeping and maintenance.
- Snow clearing on lagoon berms.
- Training of staff member(s) to gain experience and knowledge.
- Baytex Energy pumping equipment mob in.

**RECYCLE**

- Assist Ponoka County staff as required.
- Load garbage trailer.
- Investigation of licensing, amendments, approvals.
- Research to lower operating costs.

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

- Building maintenance as requested.
- Sidewalk and parking area snow / ice maintenance.

**B.Y.A.S BUILDING**

- Building maintenance as requested.
- Sidewalk and parking area snow / ice maintenance.

**CEMETERY**

- Opening and closing of graves, cremations and columbarium as requested.
- Assist families with their needs.

**OTHER**

- Administration – Documentation hard copies to data copies.

**PREPARED BY:** Duncan Campbell, Director of Public Works



March 24, 2025

# Development Officer Report



## 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 Following chart outlines the 2025 development statistics:  
**2025 Development Statistics - Up to March 17, 2025**

	Applied 2025	Issued 2025	In Progress 2025
Development Permit Applications (non change in use / home occupation)	6	2	4
Change in Use / Home Occupation Development Permit Applications	1	0	1
Subdivision Applications	2	0	2
Land Use Bylaw Amendments	0	0	0
Certificate of Compliance Requests	1	0	1
Building Permit Applications	3	2	1

The following development permits have been approved in 2025:

Permit Number	Date Issued	Civic Address	Type of Development
01/25		-In Progress-	
02/25		-In Progress-	
03/25		-In Progress-	
04/25	02.04.2025	5702-43 Street	Signage

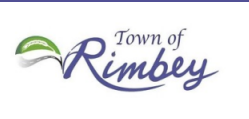
05/25	02.04.2025	5121-53 Avenue	Variance on Side and Rear setback on accessory building (7.36m x 6.47M)
06/25	02.20.2025	#25, Town Trailer Park	Accessory Building (3.048m x 4.8768m)
07/25		-In Progress-	

The following chart outlines historic development statistics:  
**Historic Development Statistics**

	2024		2023		2022		2021		2020	
	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued	Applied	Issued
<b>Development Permit Applications</b>	33	31	44	40	47	44	41	40	34	33
<b>Change in Use / Home Occupation Development Permits Applications</b>	5	5	3	3	8	8	9	9	13	13
<b>Subdivision Applications</b>	2	1	1	0	2	1	1	1	3	3
<b>Land Use Bylaw Amendments</b>	2	2	0	0	1	1	4	4	4	4
<b>Certificate of Compliance Requests</b>	19	19	10	8	11	11	18	18	12	12
<b>Building Permit Applications</b>	14	12	19	12	28	13	30	30	12	12

**PREPARED BY:** Liz Armitage, Development Officer

Town Council  
**REQUEST FOR DECISION**



**Meeting:** March 24, 2025  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** Boards/Committee Reports  
**Item For:**  Public Information -or-  Closed Session

**BACKGROUND:**

Various Community Groups supply Minutes of their board meetings to council for their information.

**RECOMMENDATION:**

Motion by Council to accept the board / committee reports, as information.

**ATTACHMENTS:**

- [RCHHS Board Meeting Minutes December 4, 2024](#)
- [RCHHA Board Meeting Minutes December 23, 2024](#)
- [Tagish Engineering Project Status Updates February 27, 2025](#)

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

March 21, 2025  
**Date**



### Board Meeting Minutes Rimbe Provincial Building

**Present:** Nancy Hartford- Chair of the Board, Donna Noble Vice Chair, Misty Griffith ED, Jalane Hanna Board Member, Sandy Bell Board Member, Faith Pilgrim Board Member, Natalie Stefanyk Board Member, Jeff Johnstone- Board Member, Janet Carlson- Recording Secretary

**Regrets:** Rod Schaff- Board Member,

**1. Meeting Opening:** Date: December 4, 2024

**1.1 Call to order by:** N. Hartford, at 9:40 a.m.

**1.2 Approval of Agenda:**

**2024-12-01 MOTION:** By J. Johnstone - to accept the agenda with the following additions:

- 7.5 In Camera - Staffing
- 7.6 Space & Renovations
- 8.4 Finance Co-ordinator

**CARRIED**

1.1 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

*A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.*

1.2 Treaty 6 acknowledgement

*We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.*

1.4 Minutes from November 6, 2024, meeting

**2024-12-02 MOTION:** By D. Noble to accept the November 6, 2024, meeting minutes as presented.

**CARRIED**

- Actions from that meeting- None

**2. Reports & Statistics**

- 2.1 Monthly Program Reports
  - Director Report
  - Office Report
- 2.2 Client Safety Reports (quarterly)
- 2.3 Ponoka Youth Centre (semi-annual)
- 2.4 Catholic Social Services (quarterly)

**2024-12-03 MOTION:** By: N. Stefanyk to accept reports as information.

**CARRIED**

- 2.5 Monthly Program Stats
- 2.6 AHS Contracted HC & Private HS Client Stats
- 2.7 AHS (HC) & Private (HS) billing
- 2.8 AHS Client totals & hours
- 2.9 Private (HS) Client Totals & Hours
- 3.0 Food Bank Stats

**2024-12-04 MOTION:** By: F. Pilgrim to accept Statistical reports as information.

**CARRIED**

**3. Finance Committee updates and recommendations**

- 3.1 Budget-** an addition meeting will be held December 18, 2024, to review
- 3.2 RCHHS Profit & Loss-** tabled to January
- 3.3 Rimbey Food Bank Profit & Loss-**tabled to January
- 3.4 Staff Bonus** final totals calculated

**MOTION:** By: J. Hanna to accept W. Germans proposal & pay all staff the calculated bonus.

**Seconded:** by N. Stefanyk

**CARRIED**

**2024-12-05 MOTION:** By F Pilgrim to accept Finance updates as information

**CARRIED**

**4. Quality Improvement Management Committee-** Next meeting January 8, 2025, 9:00a.m.

**5. Workplace Health & Safety Committee-** Next meeting January 8, 2025, 10:00a.m.



## Board Meeting Minutes Rimbey Provincial Building

### 6. Ad hoc Committees

#### 6.1 Special Event-

- Christmas Hampers: will be handed out December 19, 20, 21 Food Hampers at Food Bank and Toy Hampers at Agrim center.

-December 5 Twilight Shopping:

Set up Thursday at 4:30 Faith & Maryann are coming to wrap gifts

- 6.2 Policy Committee- S. Bell, N. Stefanyk, D. Noble-  
All have access & will call a meeting and set up procedures for the policy committee.

### 7. Old Business

7.1 MSP IT Provider Update: Things are moving along. We have a new website- myhomehelpservices.ca. E.D. has a meeting with the learning studio tech on Dec 13/24. The topic of extending her contract to be discussed.

7.2 External Grant Funding: 6 grant applications have been received. All were reviewed and recommendations made. Grant funding approved for Catholic Social Services, BGC, Women's Conference conditionally that this is perhaps one time funding and in the future in kind funding to be considered, Lending Cupboard, Neighborhood Place conditionally because contradictions in grant application be amended, Rimbey Library

**2024-12-06 MOTION:** By J. Johnstone that the applications all be approved, with two of them conditionally as per comments **Seconded** by N. Stefanyk

**CARRIED**

7.3 Transportation Steering Committee and Handi bus- Meeting rescheduled to Dec 13

7.4 Board Mileage due the end of this week

7.5 IN CAMERA-STAFFING

**2024-12-07 MOTION:** by: J. Johnstone to move in camera at 11:55a.m.

**2024-12-08 MOTION** by: D. Noble to move out of camera at 12:05p.m.

7.6 Space & Renovations: The office space is getting very tight again. 2 desks in some offices. Hard to be productive in this space.

**2024-12-09 MOTION** by: D. Noble to get inspections and quotes from contractors to renovate the space for FCSS and bring back to the to the Board of directors. **Seconded** by F. Pilgrim

**CARRIED**

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## **8. New Business**

8.1 Christmas Hours: Closed at noon on the 24<sup>th</sup> , closed the 25<sup>th</sup> and 26<sup>th</sup> of December for Christmas, closed at noon the 31<sup>st</sup> of December and the 1<sup>st</sup> of January.

8.2 AGM – We would like to have an evening meeting and invite the public for a presentation and dessert. Perhaps March 20<sup>th</sup> at 7:00p.m.

8.3 Correspondence-none



**Board Meeting Minutes  
Rimbey Provincial Building**

<b>9. Food Bank Steering Committee-</b>  9.1
<b>10. Quality Assurance-</b> tabled until January 2025
<b>11. Operation Plan- Postponed</b> meeting December 3 at 9:00 a.m. We will reschedule
<b>12. Meeting Finalization</b> 12.1 Review Actions to be taken- 12.2 Update Board Calendar- BYAS Building- There will be a presentation to the town council on Dec 9, as many board members as possible should attend.  12.3 Next Meeting January 7, 2024 at 9:30 a.m.  12.4 Meeting Close  <b>2024-12-10 MOTION</b> to adjourn by D. Noble at 12:30 p.m.



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Nancy Hartford- Board Chair

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Janet Carlson-Recording Secretary



## Board Meeting Minutes Rimbe Provincial Building

Attended: Nancy Hartford, Sandy Bell, Jalane Hanna, Faith Pilgrim, Donna Noble, Misty Griffith, Janet Carlson

Regrets: Jeff Johnstone, Rod Schaff

1. **Meeting Opening:** Date: December 23, 2024

1.1. **Call to order by:** N. Hartford at 3:00p.m.

### 1.2. Approval of Agenda

**MOTION:** by D. Noble-to accept the agenda as presented

**CARRIED**

1.3. Declaration of Conflicts of Interest and Commitment

*A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.*

1.4. Treaty 6 acknowledgement

*We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.*

1.5. Minutes – Not included in this meeting

2. **Finance Committee updates and recommendations**

2.1. Budget 2025- Rent - The 2025 Budget to be reworked including numbers for rent without subsidy.

(Lease, Grant, Renovations to be a standing item on Agenda moving forward) \_

**MOTION: By S. Bell-**to add Rent Expense at \$67,000 to 2025 budget to bring to February Board meeting and resubmit to the Town of Rimbey and County of Ponoka.

**Seconded by: D. Noble**

**Carried**

2.2. Learning Studio Contract Extension- (Add to March Board Agenda)

**MOTION: By F. Pilgrim-**to extend the Learning Studio Agreement for an additional 3 months, until March 31, 2025 and review if needing to continue contract at that time.

**Seconded by: N. Stefanyk**

**Carried**

2.3. Finance Coordinator Back -up -

3. Need a back up plan for all positions

#### **4. Old Business**

4.1. iPad Update- E.D. will pick up January 10, 2025

#### **5. Meeting Finalization**

5.1. Review Actions to be taken

-WORTS for second floor

-Bookkeeper

-Proof of payment for Rent\

-Budget-



**Board Meeting Minutes  
Rimbey Provincial Building**

5.2. Next Meeting - February 5, 2025

5.3. Meeting Adjourned by: N. Hartford at 3:55 p.m.

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Nancy Hartford- Board Chair

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Janet Carlson-Recording Secretary

DRAFT

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM0000.25 RB00 - 2025 General Engineering</b>		
January 16, 2025	Smith, Greg	There are no current general assignments.
January 30, 2025	Smith, Greg	There are no current general assignments.
February 13, 2025	Smith, Greg	There are no current general assignments.
<b>RBYM00151.00 RB151 - 51st Ave Infrastructure Replacement</b>		
January 16, 2025	Smith, Greg	Topo survey is complete, and preliminary design is underway.
January 30, 2025	Smith, Greg	Preliminary design is nearing completion by the second week of February.
February 13, 2025	Smith, Greg	We will book a meeting with Duncan to review the designs.
<b>RBYM00152.00 RB152 - 53rd Avenue Infrastructure Replacement</b>		
January 16, 2025	Smith, Greg	Preliminary design is underway.
January 30, 2025	Smith, Greg	Preliminary design will be completed by the 2nd week of February.
February 13, 2025	Smith, Greg	Preliminary design will be completed by the 2nd week of February.

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>RBYM0000.25 RB00 - 2025 General Engineering</b>		
January 16, 2025	Smith, Greg	There are no current general assignments.
January 30, 2025	Smith, Greg	There are no current general assignments.
February 13, 2025	Smith, Greg	There are no current general assignments.
February 27, 2025	Smith, Greg	There are no current general assignments.
<b>RBYM00151.00 RB151 - 51st Ave Infrastructure Replacement</b>		
January 16, 2025	Smith, Greg	Topo survey is complete, and preliminary design is underway.
January 30, 2025	Smith, Greg	Preliminary design is nearing completion by the second week of February.
February 13, 2025	Smith, Greg	We will book a meeting with Duncan to review the designs.
February 27, 2025	Smith, Greg	The Town would like to meet after March 6 budget meetings with council.
<b>RBYM00152.00 RB152 - 53rd Avenue Infrastructure Replacement</b>		
January 16, 2025	Smith, Greg	Preliminary design is underway.
January 30, 2025	Smith, Greg	Preliminary design will be completed by the 2nd week of February.
February 13, 2025	Smith, Greg	Preliminary design will be completed by the 2nd week of February.
February 27, 2025	Smith, Greg	The Town would like to meet after March 6 budget meetings with council.